**DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY-MODULE 1.**

**INTRODUCTION TO ICT AND ETHICS - COURSE OUTLINE**

**Objectives:**

**-**Appreciate the role of ICT in the contemporary society

-Appreciate the ethical and legal implication in the use of ICT

-Appreciate and uphold professional and life skills in the society.

**1. Introduction to ICT**

-Meaning of ICT

-Uses of ICT

-ICT equipment or facilities found in organizations e.g. Computers,photocopiers etc

-Impact of ICT in the contemporary society

**2.Introduction to computers:**

-Meaning and importance of a computer

-Historical development of computers

-Computer components i.e hardware and software

-Classification of computers

-Benefits and disadvantages in the use of computers

**3. Computer Hardware and Organization.**

-Computer hardware devices:

* Input devices
* Output devices
* Central processing unit
* Storage devices
* Bus system

**4. Computer Software.**

-Meaning and importance of computer software

-Classification of computer software

a). System software

b). Application software

**5. Hardware, Software selection and acquisition.**

-Meaning and importance of hardware and software selection and acquisition

-Factors considered in hardware and software selection and acquisition

-Procedure of selection and acquisition of hardware and software

-Methods of hardware and software acquisition and selection.

**6. Computer Personnel.**

-Roles and skill requirements of various computer personnel.­

**7. Computer Safety and ergonomics.**

-Meaning and importance of computer safety and ergonomics

-Computer safety

**8. Introduction to Communication Network.**

-Meaning of Communication Network.

-Uses and benefits of communication networks.

-Telecommunication technology

-Types of networks

-Network topologies.

**9. ICT ethics and legislations.**

-Meaning and importance of ICT ethics.

-Unethical behavior in ICT

-Reasons for unethical behavior in ICT.

-Measures of controlling unethical behavior in ICT.

-Sources of ICT legislations.

-ICT legislations and policies:

* ICT policy
* Data protection
* Copyright
* Information privacy.

**10. Life Skills.**

-Time management

-Self awareness

-Self esteem

-Emotions and stress management

**11. Social Responsibility in information communication technology.**

-Meaning and importance of social responsibility

-Environment protection

-Challenges of social responsibility in ICT.

**12. Emerging Trends in ICT and Ethics.**

-Emerging trends in ICT

-Challenges and opportunities of emerging trends in ICT.

-Coping with the challenges of emerging trends in ICT and ethics.