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**INFORMATION TECHNOLOGY ASSIGNMENT 1**

The 6 elements of communication are;

* People
* Hardware
* Software
* Procedure
* Data / information
* Communications

And each of them affects the flow of information in the following ways;

1. People: These are the people who use computer systems to be more productive. They are divided into two categories i.e. Professionals and end users both of which affect the flow of information differently. This is due to the level of training in the use of a computer system, professionals have been trained adequately on the concept and use of computers making them able to work efficiently with the computer but on the other hand the end users have little or no technical training on the use of information technology which makes them less effective than the professionals therefore affecting the flow of information. This can be enhanced by obtaining adequate training on the use of computers
2. Hardware: These are the physical parts which make up a computer system and are divided into different classification based on their basic operations; Input hardware (e.g. keyboard, microphones), output (e.g. monitors& printers), processing (CPU), storage (e.g. flash drives and hard drives), Communication (e.g. modem and WIFI). The effect of the hardware on the flow of information depends on the state of the devices, faulty devices will have negative effects on the flow but well-maintained devices with ensure the smooth flow of information. This issue can be prevented by proper and routine maintenance or servicing of devices to ensure their optimum performance.
3. Software: These are a set of step-by-step instructions which tell the computer how to perform its work. There are two major classifications which are; Application software and System software. The computer system basically cannot perform any task without a software or with a flawed software. With a well-designed software the system can adequately perform any given task and give sufficient results/ information. Therefore to ensure the software can perform its functions programmers should take their time to write the software as well as test run and de-bug the software to detect and correct any errors.
4. Procedures: these are steps taken in completing a task. If these steps aren’t done properly or in the right order there could be a break in transmission of information. To avoid this, all given procedures must be followed properly.
5. Data/information: Data is raw and unprocessed facts while information is processed data. Data is key is any form of communication, if there is an error in the given data there will be no flow of information because the receiver will not be able to understand, so the only solution is to ensure proper facts which can be processed and understood should be sent from the sender to the receiver.
6. Communication: This is the transfer of information from one place/system to another. It can affect the flow of information if there is a faulty network between the sender and receiver or if the nodes of the network are not properly connected.