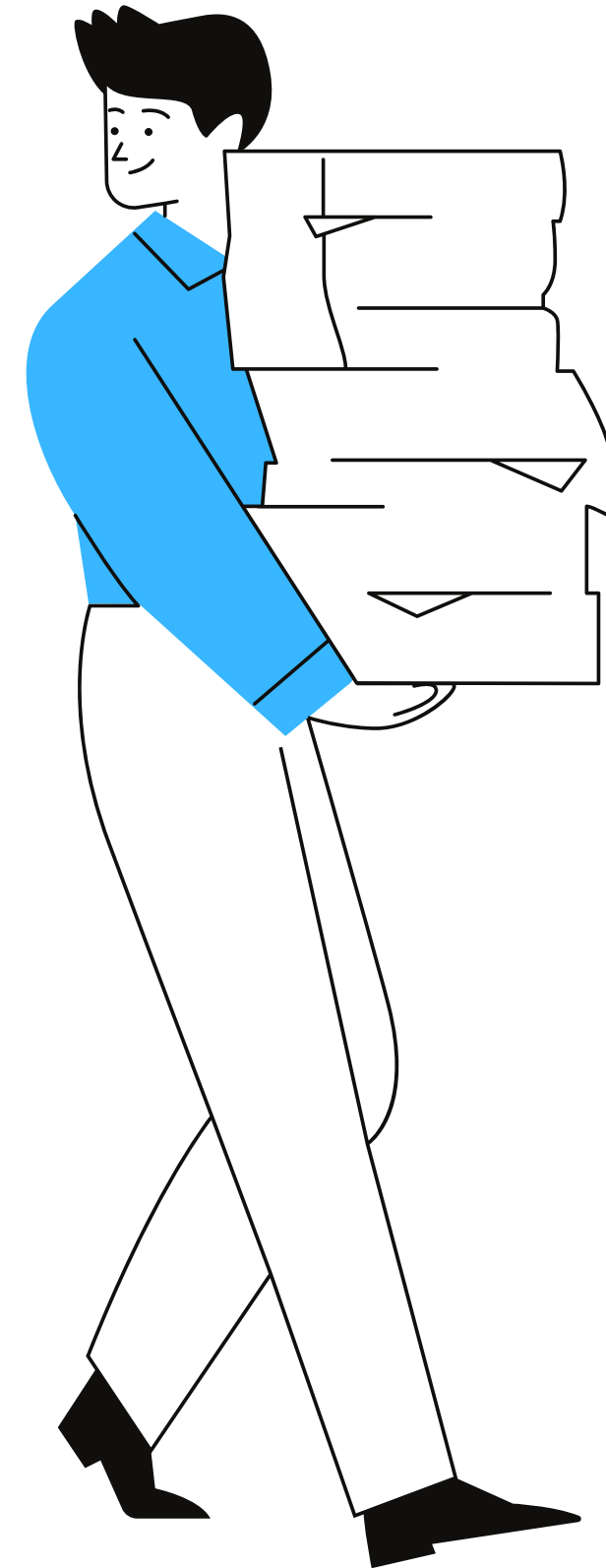


APP 001

Empowerment Technologies



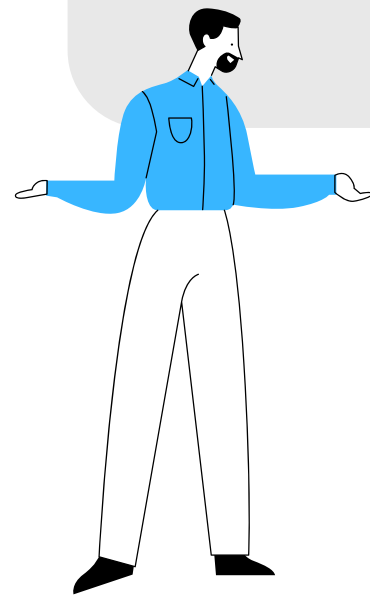
Module 3

Knowing the Different Principles and Theoretical Concepts of Online Safety



Ethics

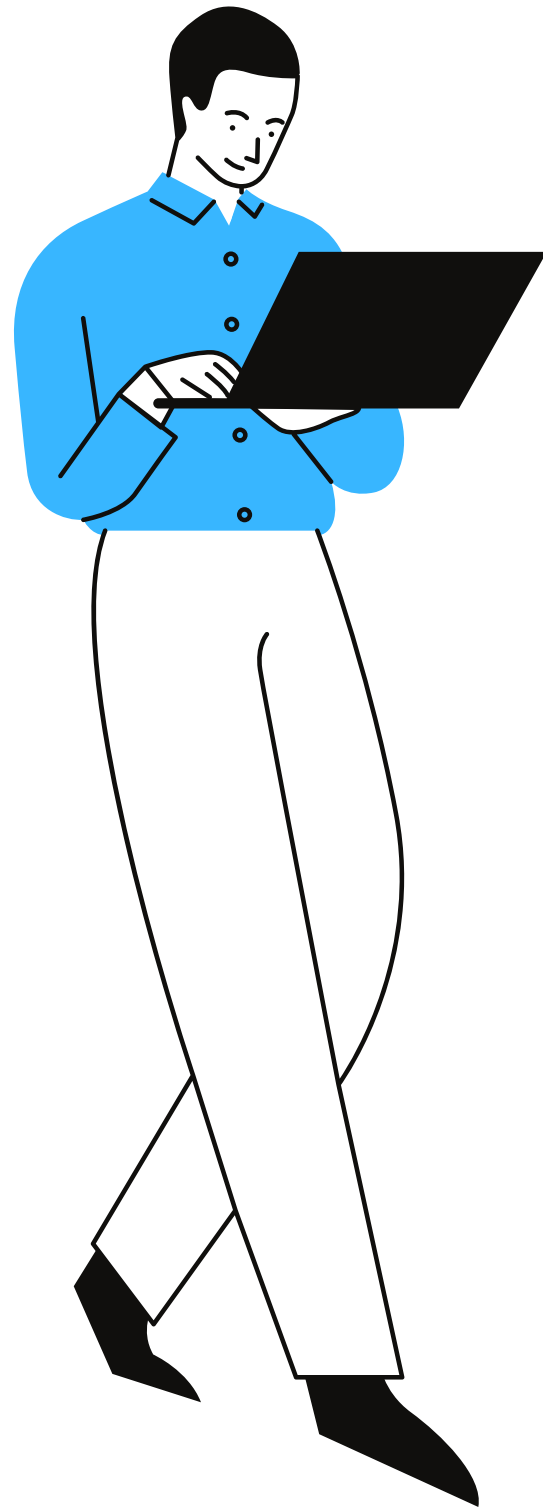
Is defined as the discipline and practice of applying value to human behavior, resulting to meaningful conduct. It came from the Greek word "**ethos**", which means "**custom**", "**habit**", and "**way of living**".



Computer Ethics

Is defined as the application of classical and ethical principles when using computer technology.





Importance of Computer Ethics

The primary focus of ethics is to determine right and wrong conduct, both in theory and in specific situations. ethics is important because it gives individuals a basis on which to praise or decry an action and punish or reward it.

Without the study of ethics, there can be no government and no laws. Without an ethical system in place, all actions are equally acceptable, and no one is safe from his neighbor. Ethics seeks to protect parties that cannot speak for themselves. It is a major factor in industries that deal with human and their actions.

Ethical Problems Related to the Use of Computers

Privacy

- People's personal information is in a vulnerable position
- Crimes as identity theft can occur

Property

- Crime involves both an invasion of property and privacy and also compromises the computer system itself.

Access

- Computer professionals should have an obligation to use the information they have access to in a proper manner

Accuracy

- Information is used to make decisions about individuals and such decisions may be based on relevant and accurate information

Hacking, Cracking, and Virus Creation

- Any computer-related activity which is not sanctioned or approved of by an employer or owner of a system or network

Software Piracy

- Protection of computer property, records, and software

1. Thou shalt not use a computer to harm other people.
2. Thou shalt not interfere with other people's computer work.
3. Thou shalt not snoop around in other people's files.
4. Thou shalt not use a computer to steal.
5. Thou shalt not use a computer to bear false witness.
6. Thou shalt not use or copy software for which you have not paid.
7. Thou shalt not use other people's computer resources without authorization.
8. Thou shalt not appropriate other people's intellectual output.
9. Thou shalt think about the social consequences of the program you write.
10. Thou shalt use a computer in ways that show consideration and respect.

The Ten Commandments of Computer Ethics



Information Security



What is a computer virus? Computer viruses are small software programs that are designed to spread from one computer to another and to interfere with computer operation.

Spreading of Virus Through

- E-mail Attachments, Instant Messaging messages, Funny Images, Audio and Video files
- Downloading files from Internet, Greeting cards, and many more.

Steps to Help Avoid Viruses

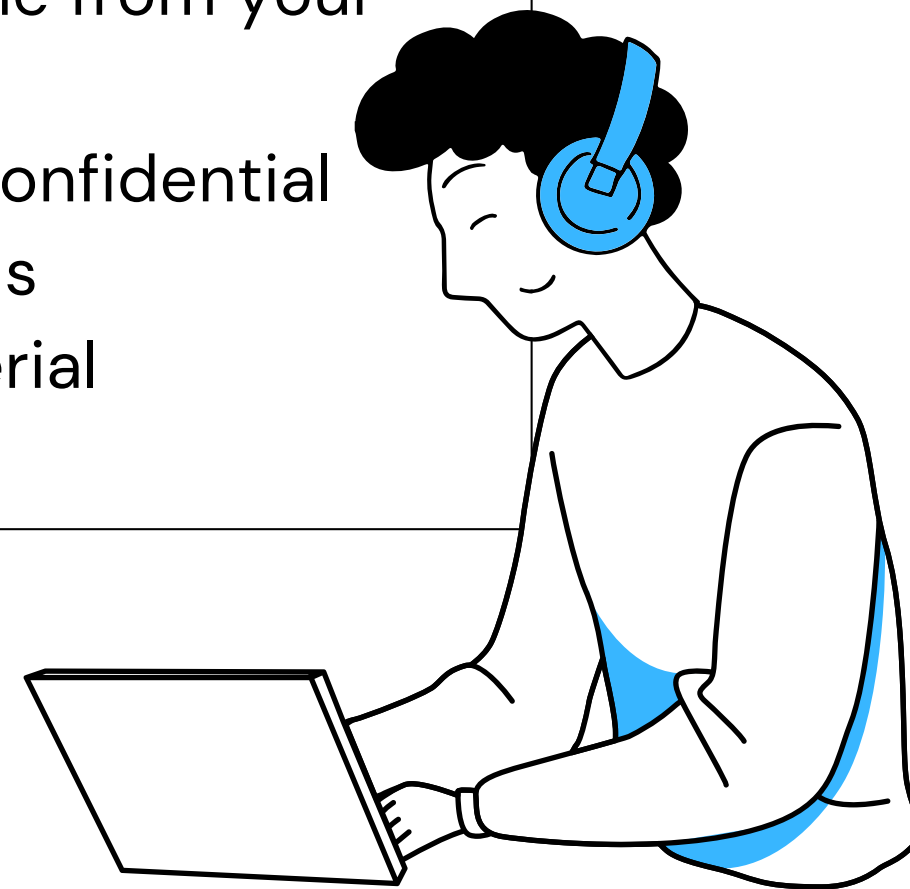
1. Use an Internet firewallSubscribe to industry standard antivirus software
2. Never open an e-mail attachment from someone you don't know
3. Scan each and every attachment
4. Read and understand the rules to be followed while surfing the net.

Hacker

person who uses computers to gain unauthorized access to data.

Tactics Used in Hacking

1. Access confidential information
2. Threaten someone from your computer
3. Broadcast your confidential letters or materials
4. Store illegal material



Steps for Making Ethical Decisions

1

Identify the ethical issue or problem.

2

List the facts that have the most bearing on the decision.

3

Identify anyone who might be affected by your decision and how.

4

Explain what each affected person would want you to do about the issue.

5

List three alternative actions and identify the best and worst case scenario for each alternative.

6

Determine a course of action.

Module 4

Distinguishing Software and Getting Started with Word Processing Software

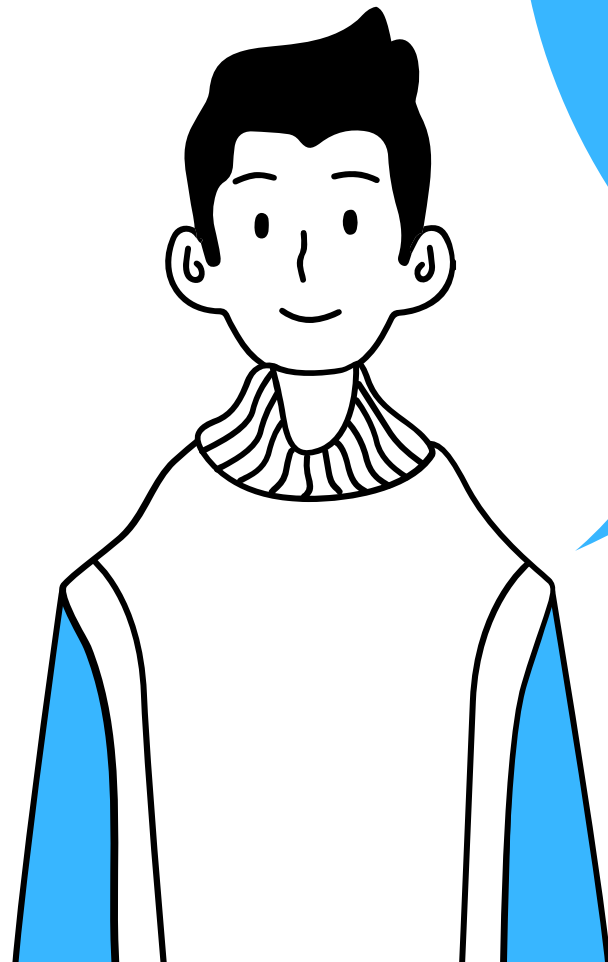


Software

is a non-tangible aspect of a computer that is necessary for it to perform any function.

It may be

1. Programs that instruct the computer what to do
2. Configuration files where important system information is stored, and
3. User files that hold the result of the computer functions.



Classification of Software

1 System Software

System software refers to the files and programs that make up your computer's operating system. System files include libraries of functions, system services, drivers for printers and other hardware, system preferences, and other configuration files.

2 Application Software

Application software is designed to help the user in performing single or multiple related tasks. It is actually a subclass of computer software, which employs the capabilities of a computer directly to a task that the user wishes to perform.

Application Software

Productivity Tools

Word Processor

Is a software application capable of creating, storing, editing, and printing documents.

Ex. LibreOffice Writer, Microsoft Word, Word Pad

Spreadsheet

Is an interactive computer application program for organization, computation, analysis, and storage of data in tabular form.

Ex. LibreOffice Calc, Microsoft Excel

Presentation

Is a software package used to display information in the form of a slide show.

Ex. LibreOffice Impress, Microsoft PowerPoint, Prezi



FIN