

Dear Parents / Students

Due to the unprecedented situation, Knowledgeplus Training center is mobilized and will keep accompanying and supporting our students through this difficult time.

Our Staff will be continuously, **sending notes and exercises on a weekly basis** through **what's app and emails**. Students are requested to **copy the notes and do the exercises** on their copybooks.

The answers to the questions below will be made available on our website on knowledgeplus.mu/support.php

Proficiency of Software package – Week 6

Copyright & Plagiarism

What is copyright?

Copyright is the legal right given to the owner of copyright to prevent others from copying an artistic works, literary, dramatic or music work. Only the copyright owner has the legal right to reproduce the work in any form and has the right to sue others who copy or distribute unauthorized work without the copyright owner's permission.

The owner of copyright has the special right to do and authorize the following:

- To reproduce the work
- To prepare copied works based upon the work
- To distribute copies of the work to the public by sale or transfer of ownership , or by rental , lease or lending.
- To disallow other persons from using the work without permission
- To carry out the work publicly

Copyright violation (Breaking of copyright law)

A person who does not own the copyright, and without license from the owner or does not have permission in any of the following acts has broken the copyright law.

- Use resources only for academic assignments and official education and research and not reproduced in any material form to the public
- Resources are not to be used for business purposes or private gain
- Changing of system settings is not allowed
- Respect and abide by all copyright laws.
- Downloading, installation, or removal of software or hardware is not allowed.
- E-mail messages should be brief occasional and should indicate the sender's true identity.
- Send no obscene or harassing messages in any format in violation of any applicable law.
- Respect the rights and property of others by not accessing other member's data
- No one should purposely attempt to weaken the system security or disturb the system performance through "hacking"

Plagiarism

Definition of plagiarism

Plagiarism is copying or paraphrasing information from a source without giving credit to the owner. Using images, audio, or video without permission giving credit is also plagiarism. Plagiarism is easier today because of the presence of the internet and the easy availability of information. Written permission must be obtained from the owner if you plan to use these files on a web page. It is permissible to produce a publication or multimedia presentation for classroom educational or non-profit purposes as long as credit is given in a bibliography.

Effects of plagiarism

Plagiarism is a serious academic offence for students. Any use of another person's work or ideas must be acknowledged. If you fail to do this, you may fail in the examination on your name maybe removed from the pass list.

How to avoid plagiarism

1. Take good notes. Write down the title, the name of the source, the author, the page number(s), and the date for any language you copy or adapt and for each piece of information you record.
2. Put quotation marks around any language you reproduce directly from the source.
3. Put away your source before you begin to write. Read your source, and then write from your memory. After you write, you can recheck your paraphrase or summary against the original for accuracy.

Theory Questions

Q1: What does each of the following acronyms stand for?

- a) CPS
- b) PPM
- c) CRT
- d) LCD
- e) TFT
- f) DPI

Q2: Fill in the blanks with the appropriate words given in the box below.

Computer- based training	E-Commerce	Multimedia	CODEC
Echo cancellation	Webcam	Teleworking	Modem

- a)is working away from office, usually at home, with the use of computer technologies
- b) Many educational software use aapproach, so that students learn by using and completing exercises with the software.
- c) E-learning packages that usually contain.....effects that make learning more interesting and interactive.
- d) A.....is a device used to capture still images and video images.
- e)is important software in video conferencing to keep communication synchronized.

Q3: Tick True or False next to each of these statements

	True	False
To send or receive emails, you need an emailing software		
Users can interact with the Internet through the Netscape Communicator		
LAN is less secure than WAN		
Data is transmitted along leased lines or satellites in LAN		
A webpage is a collection of related websites		

Q4: a) What do you understand by the term “sorting”?

b) What is the difference between sorting in ascending and descending order?

Q5: Define the following:

- a) Workbook
- b) Quick Access Toolbar
- c) Name box

Q6: E-banking is becoming popular nowadays.

- a) Give 2 advantages which a customer benefits from using e-banking.
- b) Give 2 disadvantages which a bank benefits in providing e-banking.
- c) Describe 2 concerns which customers may have regarding e-banking.