



Ahmadu Bello University ICT Policy

December 2022

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Foreword

Our Journey towards the adaptation of Information and Communication Technology in Ahmadu Bello University is as old as the beginning of the use of computer in Nigeria when the first computer was acquired in the late 1960s. So far, the University that attained some level of maturity in the stock pile of her ICT infrastructure and services. It is therefore apparent that an ICT policy is needed to be a guide in the quest of the University for attaining a Centre of Excellence in teaching/learning and search.

I am pleased to introduce the University's new ICT Policy, which has been developed to guide our academic and administrative activities in the digital age. The policy is aimed at providing a comprehensive framework for the use of ICT resources, including hardware, software and networks to enhance teaching, learning, research and administrative operations at the University.

As we strive to become a world-class institution, it is essential that we leverage the power of technology to improve our academic and administrative processes. With the implementation of this new ICT policy, we will be better equipped to address the challenges of the 21st century, including the need for enhanced collaboration, access to information and online learning opportunities.

The policy outlines the University's expectation for the appropriate use of ICT resources, including guidelines for responsible and ethical behavior online. It also establishes protocols for the management of ICT resources, including security and data privacy measures, disaster recovery and business continuity planning.

I urge all members of the University community to familiarize themselves with the ICT Policy and to take an active role in its implementation. As we work together to create a dynamic and innovative learning environment, the proper use of technology will be essential to our success

Thank you for your cooperation and support.

Sincerely,



Professor Kabiru Bala

Vice Chancellor

Table of Contents

1 Preamble	Error! Bookmark not defined.
2 Objective	2
3 Mandatory Introductory Course in Computing (MICC)	2
3.1 Course Title	2
3.2 Duration: One Semester	2
3.3 Content	2
4 Microcertification Program	3
4.1 Microcertification Title:	3
4.2 Duration	3
4.3 Requirement for Microcertification	3
5 Implementation Guidelines	3
6 Monitoring and Evaluation	4
7 Conclusion	4

Policy on Mandatory ICT Skill for the Students of Ahmadu Bello University, Zaria

1.0 Preamble

In acknowledgment of the dynamic and transformative landscape of contemporary education, Ahmadu Bello University, Zaria, affirms its commitment to fostering a digitally literate and technologically proficient students. Recognising the pivotal role of computing skills in the academic, professional, and personal spheres, the university introduces this policy to institute a comprehensive framework for the infusion of essential digital competencies into the undergraduate curriculum.

This policy stands as a testament to University's dedication to providing its students with a holistic education that extends beyond conventional boundaries. In response to the evolving global educational landscape and the university's recent designation as the Nigerian national centre for the International Institute of Online Education (IIOE), this policy outlines a structured approach to empower students with the skills required for success in the digital age.

By mandating the Introduction to Computers course as an integral part of the first semester curriculum, the university aims to ensure that every incoming undergraduate student possesses a foundational understanding of computing essentials. This foundational knowledge, encompassing the use of software applications, Internet research, file management, and digital communication, lays the groundwork for academic and professional success in the digital era.

Furthermore, in alignment with the International Centre for Higher Education Innovation (ICHEI) and UNESCO's vision for online education, the Microcertification Program seeks to deepen students' digital literacy. By emphasizing advanced skills in the Microsoft 365 Suite, proficiency in online research, effective communication in digital environments, and familiarity with Learning Management Systems (LMS), the program aims to prepare students for the challenges and opportunities presented by online education.

This policy underscores the University's commitment to staying at the forefront of educational innovation, ensuring that its graduates are not only academically proficient but also technologically empowered. Through these initiatives, the university aspires to cultivate a community of learners who are adaptive, resilient, and well-prepared to navigate the complexities of the digital world.

In essence, this policy encapsulates the university's unwavering dedication to providing a transformative educational experience that equips students with the skills and knowledge necessary for success in the 21st century and beyond.

2.0 Objective

The primary objective of this policy is to equip all newly admitted undergraduate students at Ahmadu Bello University with essential computer skills and knowledge to thrive in the digital age. Additionally, the policy aims to align the university with the International Institute of Online Education (IIOE) standards, fostering a culture of digital literacy and preparedness for online education.

3.0 Mandatory Introductory Course in Computing (MICC)

3.1 Course Title: Introduction to Computers

3.2 Duration: One semester

3.3 Content:

3.3.1 Basic computer literacy

3.3.2 Microsoft Office Suite applications

3.3.2.1 Word

3.3.2.2 Excel

3.3.2.3 PowerPoint

3.3.2.4 Teams

3.3.2.5 SharePoint

3.3.3 Internet research skills

3.3.4 File types and management

3.3.5 Email communication

3.3.6 Learning Management Systems (Moodle)

4.0 Microcertification Programme

4.1 **Microcertification Title:** Digital Literacy and Online Education

4.2 **Duration:** One semester (second semester of the first year)

4.3 **Requirements for Microcertification:**

4.3.1 Successful completion of the Introductory Course in Computing

4.3.2 Additional coursework focused on:

4.3.2.1 Advanced Microsoft 365 Suite skills: Microsoft Teams, Calendar and SharePoint

4.3.2.2 Online research and citation techniques

4.3.2.3 Effective communication in digital environments

4.3.2.4 Understanding and navigating Learning Management Systems (LMS)

4.3.2.5 Introduction to online education tools and platforms

5.0 Implementation Guidelines

5.1 All newly admitted undergraduate students are required to enroll in the Introduction to Computers course during the first semester of their first year.

5.2 Successful completion of the Introductory Course in Computing is a prerequisite for enrolling in the Microcertification Program.

5.3 The Microcertification Program is designed to be taken during the second semester of the first year.

5.4 The university shall provide necessary resources, including computer labs, online platforms. IAIICT, the Computer Science Department, and the IIOE are to facilitate effective learning and skill development.

5.5 Assessment methods may include examinations, practical assignments, and project-based evaluations.

5.6 Students who successfully complete the Microcertification Program will receive a formal digital certificate recognizing their achievement in Digital Literacy and Online Education.

6.0 Monitoring and Evaluation

- 6.1 Continuous monitoring of the courses will be conducted to ensure alignment with evolving technological trends.
- 6.2 Periodic reviews will be undertaken to assess the effectiveness of the courses and make necessary updates to the curriculum.
- 6.3 Feedback from students, faculty, and industry stakeholders will be considered for continuous improvement.

7.0 Conclusion

It is important to note that all students of the University register for COSC101, which is a core course for all new intake into various degree programmes. It is a digital literacy course that is aimed at ensuring that students are abreast with the use of ICT.

This policy aimed at ensuring that all students at Ahmadu Bello University are equipped with foundational digital literacy skills and are prepared for the challenges and opportunities presented by online education. It aligns with the university's commitment to academic excellence and innovation in higher education.