



**TELANGANA SOCIAL WELFARE RESIDENTIAL ARMED  
FORCES PREPARATORY DEGREE COLLEGE FOR  
WOMEN, BHONGIR**

**YADADRI BHONGIR (DIST), TELANGANA, 508126**

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## **ICT/ COMPUTING SKILLS**

ICT (Information and Communication Technology) computing skills encompass a wide range of abilities related to using computers, software, networks, and digital technologies effectively. These skills are essential in today's digital world for various purposes, including communication, problem-solving, data analysis, and productivity. Here are some key ICT computing skills:

1. **Computer Basics:** Understanding fundamental concepts such as operating systems, file management, and hardware components (CPU, memory, storage devices, etc.).
2. **Internet Skills:** Proficiency in web browsing, searching for information effectively using search engines, understanding web addresses, and assessing the reliability of online sources.
3. **Email Management:** Ability to compose, send, receive, and manage emails, including using email attachments and organizing emails into folders.
4. **Word Processing:** Proficiency in using word processing software (e.g., Microsoft Word, Google Docs) for creating, formatting, and editing documents.
5. **Spreadsheets:** Ability to use spreadsheet software (e.g., Microsoft Excel, Google Sheets) for tasks such as data entry, calculations, data analysis, and creating charts/graphs.
6. **Presentation Software:** Skills in creating and delivering presentations using software like Microsoft PowerPoint or Google Slides, including adding multimedia elements and designing visually appealing slides.

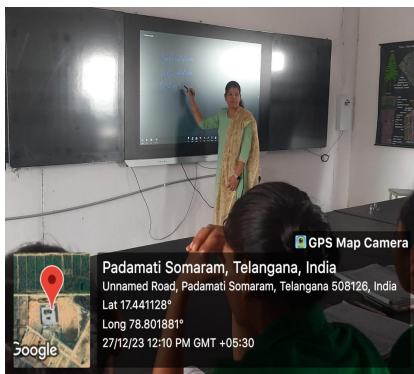
These skills are continually evolving with advancements in technology, so individuals should strive to stay updated and adapt to new tools and technologies as needed.

Our college offers two computer-based course i.e MScs, B.COM (Computers). Students belong to the said group able to learn computer program related to their syllabus. Basic computer skills is one of the paper for all the first year students in semester I. As a part of syllabus students able to learn word, excel, ppt which is essential knowledge for them.

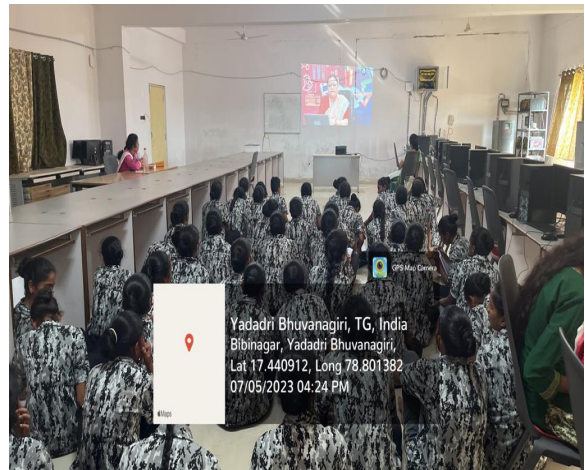
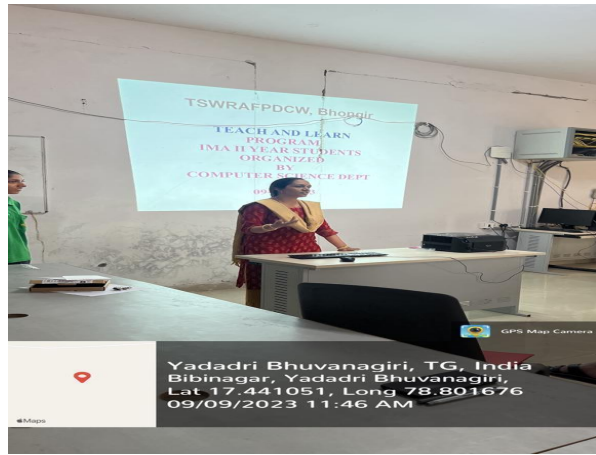
Our college has 2 computer labs equipped with computers, laptops, projectors and high speed internet connection. We also have smart board facilities, TV for the effective teaching and learning.

Online classes and online tests also conducted for the students using Digital technology. Students participated in all the CGC, Higher education programs, awareness programs, etc using projector facility. In pandemic situation, classes were taken through the online platforms Zoom, Google meet, MS meet. Students presented power presentation in online classes using computing tools.

Our institution also have online subscription for UPSC classes, Library books.







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