

4. ICT (Information and Communication Technology) computing skills

The abilities and knowledge required to effectively use and manage technology to access, process, and communicate information. These skills are essential in today's digital age, as they enable individuals to:

1. Operate hardware and software efficiently
2. Manage and store data effectively
3. Communicate and collaborate online
4. Access and evaluate information from various sources
5. Create and edit digital content
6. Troubleshoot basic technical issues
7. Stay safe and secure online

Key areas of ICT computing skills include:

1. Computer literacy: understanding basic computer concepts, hardware, and software.
2. Productivity software: proficiency in using applications like Microsoft Office & Google Workspace
3. Online communication: effectively using email, instant messaging, and video conferencing.
4. Digital content creation: creating and editing text, images, audio, and video.
5. Data management: organizing, storing, and retrieving digital information.
6. Internet and online safety: navigating the web, evaluating online sources, and maintaining online security.
7. Troubleshooting: identifying and resolving common technical issues.
8. Digital citizenship: understanding online etiquette, privacy, and digital rights.

Having strong ICT computing skills can help you:

- Enhance productivity and efficiency
- Improve communication and collaboration
- Access a wealth of information and resources
- Stay connected and engaged in the digital world
- Pursue career opportunities in various industries

- Continuously learn and adapt to new technologies



**WORKSHOP ON OPERATE HARDWARE
AND
SOFTWARE EFFICIENTLY**



**SEMINAR ON COMMUNICATE
AND
COLLABORATE ONLINE**



**SEMINAR ON STAY SAFE
AND
SECURE ONLINE**



**SEMINAR ON TROUBLESHOOT BASIC
TECHNICAL ISSUES**