

2) Online Research

Almost every job requires at least some online research. Whether you are looking up new lesson plans in a subject or checking out the latest news on your company's competitor, you need to be able to sift through all the information online to find what you need. This involves basic online information management skills.

Search Engine Research

Checking Sources

Crediting Sources

FAQs

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Page 13 of 26

3) Social Media Management

Some jobs require you to use social media. For example, many people working in marketing tend to manage or update a company's social media presence. Even if this is not a critical part of your job, employers increasingly look for employees with basic social media literacy. The more you know about the benefits of and limits to social media, the more you can begin to use that media in valuable ways at work.

Facebook

LinkedIn

Pinterest

Instagram

YouTube

Twitter

5) Data Management and Queries

From researchers to administrative assistants to K-12 teachers, almost everyone needs to be able to develop and manage data using spreadsheets. Furthermore, they have to be able to analyze that data and recognize trends and patterns. Fluency in programs like Microsoft Excel is critical in today's job market.

MS Excel

Filters

SQL

NoSQL

MySQL

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Page 16 of 26

What is the difference between IT and ICT?

IT refers to an entire industry that uses computers, networking, software and other equipment to manage information, whereas ICT can be seen as an integration of IT with media broadcasting technologies, audio/ video processing and transmission and telephony. Therefore, ICT can be seen as an extended acronym for IT. The term ICT is widely used in the context of education, whereas IT is a term widely used in the industry. In addition, recently, ICT is also used to refer to the integration of telephone and audio/ visual networks with computer networks. In simplest terms, ICT can be seen as the integration (combination) of information technology with communication technology.

Information Technology deals with just the software aspect of Computer Science. IT students are not taught about Electronics.

Information and Communication Technology deals with Software and the Communication / Telecommunication aspect. ICT students learn about Transmission media, Antennas, etc.