

Computer Literacy
for contemporary
graduates, professionals, researchers
and organizations

A timely orientation

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Aim of the Presentation

1. MS & PhD students, who are professionals aspiring higher education with an aim to further their professional knowledge and skills within the disciplinary domains, are provided an orientation at the start of their academic/research journeys about the :

- changing academic and professional objectives, practices and outcomes owing to the rapidly changing world around us.
- complex , advanced and sophisticated knowledge (multidisciplinary) and skills (cognitive, technical, soft, technological) required to attain academic and professional excellence necessary for sustaining careers and for contributing to the organizations, economic sectors, communities, societies, and countries they are a part of.

2. MS and PhD students (would be/professionals) to reflect on their Computer Skills/Digital Literacy against the expectations and trends shaping up:

- Academic Practices (*affecting their learning approaches/preferences and ultimately academic achievement*)
- Graduate outcomes (*competencies demanded by employers and needed for sustaining careers now and in near future*)
- Postgraduate and doctoral studies especially the research (*planning, execution, and writing*) and publications (*meeting(a) the requirements of the award of degree and (b) the purpose of pursuing research based postgraduate and doctoral studies*)

3. To provide an orientation towards the competencies, skills, applications, tools, and resources which they can use as part of their studies and timely learn the basics and gradually move towards the advanced skills.

Since at Humanities Department and at NEDUET , we believe in promoting learner autonomy through self-directed learning and enabling learners to own and plan their learning targets the orientation is planned with the same philosophy to make them independent and life-long learners.

Exploding A Myth

- Computer and Digital Literacy for a postgraduate/doctoral student/professional/academic/researcher does not mean being able to use computer occasionally and with basic operations using email, MS Word, Google etc....
- It is more than this. It implies proficiently handling various tools, applications, resources to enhance the efficiency of your work and meet the norms/standards being followed globally within professional communities.
- It simply means reflecting on the purpose for having a smart phone, tablets, and laptops with you 24/7



Basic Computer Literacy

Use of MS Office

- Are you aware of all the applications available in MS Office?
- How many applications/tools/digital resources are you competently using?
- Which applications/tools/digital resources are important for effectively doing research?
- Which applications/tools/digital resources are needed for your professional activities?
- Which applications/tools/digital resources seriously hamper your functioning as a person in today's world (personal and professional domains)?

MS Office: familiarity implies ...

- Strong command over MS Office (Word, Excel, PowerPoint, OneNote, Outlook etc....)
- Keyboard familiarity (short cuts/special characters)
- Speed Typing
- Familiarity and use of menu bar and various options [automatic table of content page, Creating titles for all visual and tables, generating tables/visuals using available tools, list of references in alphabetical order, Track Changes, etc....)
- Creating files/folders /naming/locating/classifying
- Back ups/safety options /Familiarity with storage, security and transfer principles and mechanisms (*especially for long term basis*)
- Drive options/ Gmail/MS outlook preference
- Multitasking through Multiple windows (reading and writing simultaneously, editing /revising/reviewing one document in two windows).

Computer Literacy for Researchers

Implies:

- Proficiency in using computer tools and applications for:
 - literature review,
 - data collection(e.g. survey monkey, Google form etc....)
 - data management/analysis,
 - writing/citation, reporting,
 - publishing, sharing (e.g. researchgate, ORCID,)

*All stages of your MS& PhD journey from the courses to proposal to the research implementation and writing the dissertation/ thesis
This conscious knowledge and skills in Digital Literacy will influence your Excellence as a Professional/ Academic in future*

Computer Literacy and Research

- Skills in browsing – general to specific

From Google to Google scholar to Google books to OpenAccess to more sophisticated platforms

- Familiarity with databases and resources

- *Authentic publishers, journals, databases, research platforms, free books downloads, accessing resources, connecting with authors*

- Downloading authentic information without wasting time and other resources

- *One or two days of time in browsing downloading is enough to give you access to your entire semester , research project related literature if you have basic skills in browsing and digital literacy*

- . Evaluating authenticity and credibility of resources

Fake/ dubious/ poor quality/ junk publishers, authors, journals, conferences

Authenticity / Credibility

- Publisher? (organization/society/company?)
- Author credentials? (authority/expert/university professor ?)
- Journal or Conference Type/Credentials (double-blind?, peer refereed?, editor/s advisory members? department/university/academic or professional society as organizers/publishers? ISSN number, indexing information, impact factor, etc...)
- Website addresses and email addresses of authentic journals/editors and fake journals/editors can also help you in discriminating between the two.
- Structure, organization and layout (unusual, deviating from the standard scientific publications), language and ideas (too basic, incoherent, illogical) of sub standard publication/papers also alert you.

Familiarity with databases, sources and search engines relevant to you:

- Web of Science www.webofknowledge.com/
- HEC Digital Library: <http://www.digitallibrary.edu.pk/>
- Proquest Dissertations & Thesis (*available from HEC digital library*)
- HEC Research Repository <http://pr.hec.gov.pk/jspui/>
- DOAJ: <https://doaj.org/>
- Google Scholar (identifying authorities) <https://scholar.google.com.pk/>
- Google books (read online/print): <https://books.google.com.pk/>

Access to databases

- **Restricted**

- Web of Science
- HEC Digital Library

- **Open Access**

- HEC Research Repository
- DOAJ:
- Google Scholar
- Google books

- Access through your university (as a faculty)
- Access through NEDUET (as a student)
- Access through other Libraries

- Access through your friends/peers (who are faculty in universities)
- Access through senior MS/PhD students

Use Library at NEDUET

- Collection of books, periodicals, journals (Main, Circulation, Reference sections) through website of library
- Use digital library section for soft resources.
- Review MS & PhD dissertation/thesis available in the reference section for awareness about the expectations from you about your final submission.
- It is unfortunate that MS & PhD students do not use library resources actively.

Use Library at NEDUET

- Available very good books relevant to your courses/research:
- Linguistics
- Language
- Education
- Research
- Journals Subscribed :
- TESOL Quarterly
- Mixed Methods Research
- ESP Journal
- ELT Journal

Some commonly used Indexing/Databases/Publishers

- Emerald Insight
- Taylor & Francis
- Elsevier
- Scopus
- SageOpen
- Wiley/ Blackwell
- SpringerLink
- Proquest
- Ulrich's Periodicals Directory
- Science Direct
- Researchgate
- Clarivate Analytics(erstwhile ISI list)
- SSCI, ESCI, JCR lists of good journals

Computer Skills Essential for Career Development

My vision for Professionals graduating at Humanities Department

1. English and (any other languages) Typing with speed (40+ WPM in English for smart professionals).
2. Microsoft Word Skills
3. Microsoft Excel Skills
4. Microsoft PowerPoint Skills
5. Microsoft OneNote
6. Microsoft Outlook
7. Adobe Photoshop / Adobe Illustrator / InDesign Skills
8. Software Installation and Uninstallation
9. Social Media Marketing
10. Blogging and Content Writing Skills
11. WordPress Website Designing Skills
12. Internet Research
13. Data Entry/management/Data Analytics
14. Technology embedded/induced work(e.g. teaching, testing, research, etc...)

Wake up call

Suggested Necessary Computer Skills for College Students

- Online Communication
 - Basic Computer Knowledge
 - Performing Internet Research and Using Search Engines
 - Taking Online Classes/courses
 - Graphic and writing skills
- For Learning/Skill Development use the following links:
 - <https://www.mapcon.com/us-en/necessary-computer-skills-for-college-students>
 - <https://support.office.com/office-training-center?redirectSourcePath=%252fen-us%252farticle%252fb8f02f81-ec85-4493-a39b-4c48e6bc4bfb>
 - <https://www.careertoolbelt.com/computer-skills-that-will-help-you-get-hired/>
 - <https://www.jobcluster.com/career-advice/7-basic-computers-skills-that-are-a-must-when-entering-job-market-69>

Some self –evaluation opportunities

- Take the attached IT skills Self assessment questionnaire to start improving your computer literacy

Digital Literacy for Employability and sustainability with 21st century organizations(Future professionals)

Search Engine Optimization

Data Visualization

Social media Savvy

Email and blogging

Research and Report Writing

Data Analytics

Web development

Basic HTML

Reflect!

1. Does the contents and ideas of this presentation reveal that you need to make digital literacy your personal and professional development priority?

- If not then what evidence will you put forth for (a) your having mastery? (b) not requiring this in personal or professional domains?
- If yes then what steps are needed? _____

2. Are your colleagues at workplace, peers in academic settings, teachers and supervisors reflecting better computer literacy? Do they expect same computer literacy from you as you decide to join them as a team member, study group partner, supervisee, collaborative researcher?

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- Why some individuals around you (friends, acquaintances, spouse, peers, colleagues, seniors, juniors , fellow academics etc.)have:
 - better performance, output, contribution?
 - Better handling of workload, execution of assigned tasks and additional varying responsibilities?
 - reduced stress, confusion and inactivity, and better time management, greater clarity, and quick response?
 - higher academic achievement, career and professional success?
 - better self-image and professional recognition, greater job security and consistent career growth?

Conclusion

- Your reflections should enable you to relate your responses and insights to computer literacy in contemporary personal, academic and professional domains of life!
- It should make you at least recognize that passivity in your educational and professional activities will take away your chance of developing yourself and this will have serious implications to your quality of life?
- Instead of finding excuses and indulging in blame game actively make use of available opportunities and take responsibility for the implications of your actions on your life.

Hoping to learn from you!