



# GOVERNMENT DEGREE COLLEGE RAMPACHODAVARAM

(Affiliated to Adikavi Nannaya University)

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Accredited by NAAC with "B" Grade



## Digital Literacy and ICT Orientation Program for Non-Computer Departments

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### Objectives of the Practice

- To enhance digital literacy among students and staff of non-computer departments
  - To provide basic knowledge of computer fundamentals and essential software tools
  - To enable effective use of digital platforms for teaching, learning, and administration
  - To introduce emerging technologies such as Artificial Intelligence and its applications
  - To promote technology-enabled education across the institution
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### The Context

In the present digital era, basic computer knowledge is essential for all disciplines. However, students and staff from non-computer departments often:

- Lack exposure to fundamental computer concepts
- Have limited experience with productivity tools and online platforms
- Face difficulties in using digital learning systems
- Are unaware of emerging technologies like Artificial Intelligence

There is a growing need to **bridge the digital divide within the institution** and ensure that all stakeholders are technologically empowered.

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# **The Practice**

The Department of Computer Applications conducts **structured orientation and training programs** for students and faculty of non-computer departments.

## **1. Computer Fundamentals Training**

- Basics of computers, operating systems, and file management
- Introduction to hardware and software concepts

## **2. MS Office and Productivity Tools**

- Training in MS Word, Excel, and PowerPoint
- Practical sessions on document creation, data handling, and presentations

## **3. Google Applications Training**

- Hands-on sessions on:
  - Google Docs, Sheets, and Slides
  - Google Drive for file storage and sharing
- Real-time collaborative activities

## **4. Google Classroom and E-Learning Tools**

- Training on using Google Classroom for:
  - Assignments
  - Communication
  - Content sharing
- Awareness of online teaching and learning practices

## **5. Introduction to Artificial Intelligence**

- Basic concepts of AI and its applications
- Awareness of AI in daily life and various domains

## **6. Exposure to AI Tools**

- Demonstration of simple AI tools for:

- Content creation
- Data analysis
- Academic assistance
- Ethical use of AI in education

## **7. Hands-on and Interactive Approach**

- Practical sessions for all topics
  - Live demonstrations and guided practice
  - Q&A and problem-solving support
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## **Evidence of Success**

- Increased digital competency among non-computer students and staff
  - Improved usage of ICT tools in teaching and learning processes
  - Enhanced adoption of Google Classroom and online platforms
  - Positive feedback from participants across departments
  - Better integration of technology in academic and administrative activities
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## **Problems Encountered and Resources Required**

### **Problems Encountered:**

- Varied levels of digital literacy among participants
- Initial resistance or lack of confidence in using technology
- Time constraints in scheduling sessions for multiple departments

### **Resources Required:**

- Well-equipped computer labs
- Projectors and internet connectivity
- Updated software and access to digital platforms
- Faculty support and technical trainers

This practice promotes **interdepartmental collaboration** and can be replicated in other institutions to improve overall digital readiness.

# PHOTOGRAPHS

