

## Information and Communications Technology

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### Abstract

Information and Communication Technology, ICT is a broad field, which encompasses all types of technology for the communication of information. It is a technology that is capable of handling (composing, storing and using) information and facilitating the transmission of information through various means of communication (radio, television, cell phones, computers, hardware and software, various services and applications). Does. ICTs in areas such as agriculture, health, governance and education. Has the effect of development. This article is about ICT in Higher Education. Is centering the land of. To expand educational opportunities, significant development in the field of higher education and to increase the quality of education. Is an effective tool. Government ICT But she is spending a lot. ICT in increasing enrollment ratio in higher education and availability of trained teachers in extension of education. The National Mission of Education emphasizes the role of. ICT. The key factors in the acquisition of education are the goals of any system, programs and curricula, methods of reading and teaching, learning materials and resources, communication, support and delivery systems, student attitors, staff and other experts, management and evaluation. Hence ICT Higher education will definitely improve with the implementation of.

### Introduction

CT's FULL FORM is Information and Communication Technology. In this digital world, the technology that has been used for both information and communication is all

under ICT.2005 Spending on Information and Communication Technology Information and communication technology or information and communication technology, commonly called ICT, is often used as a synonym for information technology (IT) but it is common Generally speaking, there is more general terminology, which emphasizes the role of telecommunications (telephone lines and wireless signals) in modern information technology. ICT includes all the tools that are used to conduct information and support communications, including both computer and network hardware as well as necessary software. In other words, ICT consists of IT as well as telephone communication, broadcast media and all types of audio and video processing and transmission. The expression was first used in a report sent to the UK government by Dennis Stevenson in 1997 and publicized in 2000 by documents related to the new UK National Curriculum. ICT is often used in the "ICT Roadmap" to indicate the route that an organization will take with its ICT requirements.

### Design

- 1.Computer hardware technology - This includes micro-computers, servers, large mainframe computers as well as input, output and storage devices.
2. Computer Software Technology - This includes operating system web browser database management system (DBMS) server and commercial, commercial software.
3. Telecommunication and Network Technology - Under this, there are wired or wireless based software, network-

security, information encoding (cryptography) etc. to connect via telecommunications, processors and the Internet.

4. Human Resources - supervisor , Network Administrator etc.

### **Processing**

Information Technology: - "Any technology through which we get information is named information technology - any technology through which we get information is named information technology.

Word processing:

MS WORD is used to create Letter, Word Document, Report.

Spreadsheets: Financials report analysis is done through MS Excel, to book accounts, to create reports and sheets.

Database software:

Software named Oracle / MS SQL Server / MsAccess etc. is used to manage the database.

Presentation software:

MS PowerPoint is used to make presentations. Newsletters, magazines and some other complex documents are created through desktop publishing: such as In design / Quark Express / MS Publisher.

Graphics software: ex-Adobe Photoshop and Illustrator are used to edit, logo the images.

Accounting package:

ex-Tally and Oracle are used to manage the accounts of the organization.

Computer Aided Design (CAD):

CAD is used in the field of engineering.

Customer Relations Management (CRM): For example, CRM is used to allow businesses to better understand businesses by collecting and analyzing their product preferences and buying habits, etc. communication technology: Here are some examples of communication technology. Such as E-mail, Video Conference, LAN, MAN, WAN, FAX, Messaging App- (whatsapp, Twitter, Facebook,

Instagram, wechat, Line). All these technologies are covered under ICT.

### **Principals**

1. Principle of Clarity - When communicating, our language should be very clear because if the language is not clear then the person will understand its misinterpretation, so our language should be clear.

2. Principle of concordance - Effective communication can only happen when there is coordination between messages because the first message without coordination will not make sense, so it is necessary to have coordination when talking.

3. The principle of compatibility - When you interact, there should be no conflicting tendency between the messages, ie the two messages should not be opposite to each other. Information should be in line with the policies and plans of the enterprise.

4. Principle of Specification - Information in communication should be polite and courteous. Strong words, profanity and abusive words etc. should not be used during communication.

5. The principle of Attractive Attraction is important to keep in mind while conveying the message because if the sender is not attentive then he can also send the wrong message. Therefore, while delivering the message, you should concentrate and do your definite work.

### **Conclusion**

In an information society, when information becomes the highest value, and an individual's information culture is a determining factor, the requirements of the education system and the professional activities of teachers change. The power of computers is determined by man and the knowledge he possesses. In the process of studying computer science, it is necessary to not only learn how to work on computers, but also to be able to use them purposefully to realize and create the world around us.