

COMPUTER AND SOFT SKILLS AS PREDICTORS OF CAREER PROGRESSION

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ABSTRACT

Soft skills are critical to career advancement, effective communication, teamwork, problem-solving, interpersonal relations, and collaborative working. The main objective of this research was to explore the role of computers and soft skills predictors in developing career readiness at the university level. The present study used a mixed-methods research design, and the population of this research comprised all students and teachers in all universities in Punjab, while the accessible population of the study was comprised of all students and teachers in the University of Okara. A sample of 300 students and 50 teachers was selected through a convenient sampling technique. The cross-sectional survey was used to collect data through questionnaires and focus group interviews. SPSS-20 was used for quantitative analysis, and NVivo was used for qualitative data analysis. Both descriptive and inferential statistics were used to determine qualitative and quantitative results. The major findings of the study provide insights into theories about the importance of competencies for career development. According to the interviewees, there is a strong sense of the central role of computer literacy in professional development. Emphasizing their perceived importance in today's workplace, a significant majority (87.3%) strongly agreed or agreed that strong computer skills are necessary to advance their careers. These findings emphasize the importance of effective communication, teamwork, problem solving, and flexibility in the workplace.

Key Words: Computer, Soft skills, Career Progression, Cross-sectional survey

INTRODUCTION

Computers and soft skills are essential components of successful professional tools in today's dynamic job market (Liubarets et al., 2024). Computer skills, such as software application skills, data analysis, and basic design, enable individuals to navigate and use technology effectively and enhance productivity and innovation (Ajayi & Udeh, 2024). The intersection of these technical and interpersonal capabilities not only improves individual productivity but also contributes to organizational success, productivity and employee development (Alagaraja & Shuck, 2015). The function and significance of computer skills in fostering academic career preparedness are investigated in this study. This session begins with an explanation of the motivations of individual

writers who use their experiences with computer abilities to further the development of their professional maturity. These motivations led me to carry out this investigation. The second part of this chapter discusses the basic research questions of the study and examines why these research questions are relevant to Pakistan's particular situation. This chapter provides a brief overview of cyber culture in Pakistan. We'll also talk about the benefits and drawbacks of employing video in academic labs. A presentation of this book's composition concludes the chapter. According to (Wikström-Grotell, 2020), even the globe was changing more quickly than before. The direction is unclear and the tempo has increased even further. This leads to enormous uncertainty in many areas

of life in societies, economies and nature. Information and communication technologies (ICT) have influenced almost all areas of life and changed various aspects of these areas. The impact of ICT in the digital, global and information age can be seen in higher education (Kendall, 2019).

Review of the Related Literature

Now's a day rapidly evolving job market, computing and soft skills are increasingly recognized as important determinants of job performance. Computer skills, including software application, programming and data analytics skills, are required to navigate the digital environment of today's workplaces. Employers are looking for candidates who can use technology to increase productivity, streamline and for innovation. Tools such as Microsoft Office, project management software, and task-specific management skills can greatly enhance one's career prospects by enabling them to perform tasks more efficiently and effectively (Lewis et al., 2008).

Soft skills including communication, teamwork, problem solving and flexibility are equally important. These interpersonal skills are critical for creating a collaborative work environment, fostering strong professional relationships, and managing conflict. Effective oral and written communication ensures clear and persuasive proposals, while teamwork skills enable individuals to collaborate with teams. Problem-solving skills are essential to navigating the complexities of the workplace, and adaptability ensures that employees can thrive in the midst of change. Employer's value these skills highly, as they contribute to a positive organizational culture and overall success (Kim et al., 2011).

The combination of strong computer skills and soft skills makes for a high performer who is able to succeed in a variety of roles and projects. As technology continues to transform the workplace, the ability to combine technical skills with interpersonal skills will be an important differentiator (Beardmore, 2019). According to Kansal et al. (2012), The skills and knowledge required to effectively use computers and related technology is known as computer literacy. From simple computer use to complex programming and problem-solving, skill levels vary.

Another sector that has significantly altered how we conduct business online is education. Since the

lockdown began, universities all across the world have shifted to adopting video conferencing software like Zoom and Google Meet for instruction. Asynchronous learning platforms like edX and Coursera also saw a rise in enrolments in addition to these synchronous ones. In the upcoming academic year, some institutions will be entirely online, barring sessions that call for a physical session. The majority of what organizations use in their transformation efforts comes from digital transformation technologies like cloud, Internet of Things (IOT), block chain (BC), artificial intelligence (AI), and machine learning (ML) (Yong & Ling, 2023).

Professionals who design, implement, manage, and secure the data and technologies that power the digital world must possess certain skills and competencies, according to SFIA. The SFIA Foundation, a worldwide non-profit organization that oversees the development and application of the Information Age Competency Framework, created and maintains the framework (Harir, 2023). Digital literacy calls into question whether upcoming generations will have access to sufficient digital technology. Digital competence is the capacity to efficiently search, assess, and create information across a variety of media platforms. The extent of one's digital skill mastery depends on a variety of factors. The factors listed include technical prowess, critical comprehension, and communication abilities, with critical comprehension being the most crucial. On the other hand, the students' level of education also has an impact on how their digital skills develop (Eby et al., 2003).

Additionally, those who possess a high level of critical understanding are better able to thoroughly analyze and assess the information in the media. Technical efficiency, as explained by (Dewi et al., 2018), is another factor to consider. For example, "the ability to access and manage your news feeds." The postmaster points out that people with these skills tend to be proficient in computer and Internet use, media literacy, and even advanced Internet access. The ability to communicate is another consideration (Izbassar et al., 2024). Soft communication, often referred to as interpersonal or interpersonal communication, is critical to effective communication and cooperation in the workplace. Communication is primarily a soft skill, encompassing both verbal and nonverbal

communication. Effective communicators can express themselves clearly, listen actively, and provide constructive feedback, which helps prevent misunderstandings and creates a productive work environment. Additionally, written communication skills are necessary to write concise and persuasive emails, reports and presentations (Kabia et al., 2013).

Teamwork and collaboration are important gentle talents that allow people to paintings efficaciously in a crew. These abilities include the ability to apprehend and price exclusive perspectives, share obligations, and make a contribution to a not unusual goal. A sturdy group player is not best cooperative however additionally proactive to help colleagues and steps in to carry out other duties while wished. This spirit of collaboration complements usual team performance and promotes organizational success by ensuring that all individuals align and work in the direction of shared desires (Scheerens et al., 2020).

Flexibility and problem solving are crucial competencies that are prone in today's hastily changing and ever-converting place of job. Resilience means being open to new thoughts, adapting inside the face of trade, and being capable of face demanding situations. Meanwhile, trouble-solving abilities enable people to investigate situations, perceive capacity issues, and discover effective solutions. Together, these competencies permit personnel to navigate uncertainty, include innovation, and contribute to continuous development of their corporations. Acquiring those smooth competencies is crucial to non-public growth and lengthy-term career success (Ekeruche & Echedom, 2023).

According to Kansal et al. (2012), computer literacy is the knowledge and aptitude needed to utilize computers and related technologies efficiently. From simple computer use to complex programming and problem-solving, skill levels vary. Under the influence of digital technologies, changes are occurring in the pedagogical environment of educational institutes, which create new opportunities in the organization of educational activities. The sudden shift to distance learning due to the pandemic has created new challenges for teachers, students and parents (Murphy Jr, 2020). It is a solution not only to technical, organizational and pedagogical problems, but also to problems at a meta

disciplinary level, such as organizing educational activities, forming educational motivation, self-control, mastering digital tools and services. Information and communication technology (ICT) has influenced almost every area of life and changed various aspects of these areas (McCullough-Billups, 2017).

Internet access and use at work and at home have a positive impact on wages. Career is an ongoing process that includes many stages of development. In most parts of Europe and many other parts of the world. We live in a digital society where our actions are frequently mediated by digital tools and the objects we come into contact with are frequently shaped by digital interference in the majority of Europe and many other parts of the world. The most noticeable personal items in today's society are the MP3 player and cell phone, while the personal computer serves as the standard entry point for computing at both work and home (Colvin, 2008).

To believe that we live in a digital society, however, would be erroneous as it suggests that society was founded on digital technology and that its fundamental traits emerged as a result of its advancement. The phrase "global village" has now come to mean the "global pandemic," which has no geographical boundaries and primarily affects western nations with high mortality rates (Papageorgiou et al., 2024). The academic outlook of those enrolled in Pakistani educational institutions and pressure from the Higher Education Commission (HEC) and universities to switch to online academies and abandon traditional teaching methods are two issues that are frequently of concern (Laud & Johnson, 2013).

Problem Statement

The basic problem is the lack of understanding about the relative importance of computer skills and soft skills in predicting career progression among university graduates hinders the development of effective university curricula and career development programs, ultimately affecting the employability and career success of graduates. concise and comprehensive the sentence

Research Objectives of the study

The study aims to achieve the following:

- 1.** To explore the role of computers and soft skills at the university level

2. To explore the importance of computer and soft skills predictors in developing career readiness.

Research Question of the Study

The following are the Question of the study:

1. What is the role of computers and soft skills at the university level?
2. What is the importance of computer and soft skills predictors in developing career readiness?

Significance of the Study

The purpose of this study is to enhance computer-based learning and prepare students for the workforce. through investigating the function and significance of soft and digital skills in fostering career preparedness. Information from this study helps and encourages the application of job readiness. University students and educators looking to raise student achievement and increase opportunities for soft skill development might make use of the findings. The knowledge gathered from this study can also help the site staff members enhance their career and support networks.

Research Methodology

According to Quintana and Hermida (2020), research methodology is a procedure that guides the investigator from beginning to conclusion on questions about how the study should be carried out and critical steps to be taken. Saunders et al. (2015) define research design as the entire approach for attaining research objectives. This study employed a mixed-methods research design (quantitative and descriptive research approach and qualitative). Data were gathered for the cross-sectional survey using focus group interviews and questionnaires. SPSS-20 was used for quantitative analysis, and NVivo was used for quantitative data analysis. Both descriptive and inferential statistics were used to determine qualitative and quantitative results. Questionnaires are often used and recognized as crucial instruments in educational research. The questionnaire contains the research questions required for data collection. The original questionnaire for this study was designed to learn more about the relevance of Computer and Soft Skills as Predictors of Career Progression and the part university teachers play in overall educational

research. Qualitative research methods are critical when examining the impact of soft skills on job performance. This approach involves collecting and analyzing non-numerical data such as interviews, focus groups, and samples to provide a deeper understanding of how interpersonal relationships can affect business development. Through in-depth interviews with employees and employers' researchers can discover nuanced insights into the effectiveness of communication, teamwork, and flexibility contribute to career improvement they provide.

This approach allows for the exploration of individual experiences and perspectives, providing a rich, comprehensive narrative that highlights the importance of soft skills in workplace settings. If attention is paid to objects qualitatively, it allows researchers to capture complexities and nuances that qualitative methods may overlook. In educational research, questionnaires are widely used and regarded as essential. The essential research questions for collecting data are included in the questionnaire. The purpose of the initial questionnaire for this study was to inquire about the significance of Computer and Soft Skills as Predictors of Career Progression and the role that University instructors play in educational research as a whole.

Population and Sampling Technique

The population of this research comprised all students and teachers in all universities in Punjab, while the accessible population of the study was comprised of all students and teachers in the University of Okara. A sample of 300 students and 50 teachers was selected through a convenient sampling technique.

Sample Size

A sample of 300 students and 50 teachers was selected through a convenient sampling technique.

Data Collection

Researchers from throughout the university personally gather data. To demonstrate their willingness, the participants are required to fill out an informed consent form. Out of a total 350 respondents, a questionnaire was filled out from 300 respondents, and interviews were done from 50 respondents'. The process of gathering the data was ultimately finished in six weeks.

Ethical Consideration

I made contact with the participants and informed them about my research. we both agreed on the time. I met the participants according to the time given to them. They signed the consent form the

Participants agreed to give me data. I assured the participants that their information would be kept private from everyone else. I recorded his voice with the participant’s permission.

Findings

1. The first objective of the study was to explore the role of computers and soft skills at the university level

Sr.	Items	SA	Agree	Neutral	Dis A	Stro Dis A
1	Strong computer skills are essential for career advancement.	45.3	42.0	7.0	3.7	2.0
2	Soft skills such as communication and teamwork are more important than technical skills for career progression.	28.3	51.7	17.0	1.7	1.3
3	Employees with advanced computer skills are more likely to be promoted.	31.7	47.7	18.0	2.7	0
4	Lack of soft skills can hinder career growth even if technical skills are strong.	16.0	35.3	25.7	19.3	3.7
5	Mastery of software applications relevant to my field is critical for my career development.	26.7	30.7	26.7	14.0	2.0
6	Effective communication skills contribute significantly to professional success.	31.7	31.0	17.7	11.7	8.0
7	Technical skills alone are sufficient for achieving career success.	26.3	43.0	16.7	11.7	2.3
8	Developing soft skills is as important as acquiring technical skills for career progression.	18.7	48.7	19.0	11.0	2.7
9	Employers value employees with a balance of computer and soft skills.	35.3	33.0	26.0	3.3	2.3
10	Continuous learning and upgrading of computer skills are necessary for staying competitive in my career.	33.0	39.7	20.0	5.0	2.3
11	Leadership skills are more important than technical skills for career advancement.	20.7	41.7	21.3	13.0	3.3
12	Strong problem-solving skills can compensate for a lack of advanced technical skills.	35.7	34.0	17.7	10.0	2.7
13	Computer skills should be a primary focus in professional development programs.	28.3	43.3	18.0	4.0	6.3
14	Networking and relationship-building are crucial for career progression.	43.3	27.3	23.0	4.3	2.0
15	Technical expertise without soft skills is less likely to lead to leadership roles.	30.0	46.0	12.3	7.3	4.3
16	Employers prioritize candidates with strong computer skills during hiring and promotion decisions.	47.3	33.3	12.7	4.0	2.7
17	Emotional intelligence plays a significant role in career success.	19.3	47.3	24.7	5.7	3.0

18	Proficiency in computer skills is a key factor in achieving higher salaries.	31.7	34.3	29.0	4.7	.3
19	Soft skills training should be mandatory in professional development.	23.7	37.7	30.7	6.7	1.3
20	My career has advanced due to my ability to effectively use computer technologies.	31.0	30.3	16.7	17.3	4.7

The results of the study provide insights into theories about the importance of competencies for career development. According to the interviewees, there is a strong sense of the central role of computer literacy in professional development. Emphasizing their perceived importance in today’s workplace, a significant majority (87.3%) strongly agreed or agreed that strong computer skills are necessary to advance their careers

Conversely, opinion is divided on the relative importance of soft skills such as communication and teamwork relative to technical skills. While a large proportion (80.0%) agree that soft skills are important, with more than half (51.7%) agreeing that these skills are more important than technical skills for career advancement, a notable minority (

3.0%) disagree with this view. Furthermore, the study recognizes and emphasizes the value of balancing skills in cooperation. The majority (68.3%) believe that employers value a combination of computer literacy and soft skills, emphasizing the importance of a well-structured skill set to secure career advancement opportunities.

In conclusion, although there is strong agreement on the need for strong computer skills, opinions differ on the preference for soft computer skills over engineering skills for career advancement. That understanding these smaller ones underscore the evolving expectations among employees, where an increasing mix of technical skills and interpersonal abilities defines success.

Additional Data

Sr.	Topic statement	Gender	S. A	A	Net	Dis	S. D	Total		X ²	Df	P
1.	Strong computer skills are essential for career advancement.	Female	89	88	7	11	3	198	300	17.185	4	P<0.005
		Male	47	38	14	0	3	102				
2.	Employees with advanced computer skills are more likely to be promoted.	female	41	102	35	20	0	198	300	18.764	4	P<0.005
		Male	15	44	22	13	8	102				
3.	Soft skills such as communication and teamwork are more important than technical skills for career progression.	Female	71	70	48	8	1	198	300	10.931	4	P<0.005
		Male	35	29	30	2	6	102				

The survey results provide a detailed look at how perceptions regarding career skills vary between male and female respondents. Regarding the importance of strong computer skills for career advancement, a substantial majority of both female (89%) and male (85%) respondents agree that these skills are essential. Female respondents, however,

showed a slightly higher level of agreement, with none expressing strong disagreement compared to a small number among male respondents.

When considering the likelihood of promotion based on advanced computer skills, a significant majority of both genders agreed, but with notable differences in intensity. Female respondents

overwhelmingly supported this idea, with 143 out of 198 strongly agreeing or agreeing, compared to a more moderate agreement among male respondents, where fewer strongly agreed. Regarding the relative importance of soft skills like communication and teamwork over technical skills for career progression, both genders largely agreed, but female respondents exhibited a stronger consensus. Seventy-one percent of female respondents believe soft skills are paramount, compared to 64% of male respondents. This reflects a nuanced difference in how each gender perceives the balance between technical proficiency and interpersonal abilities in professional success. Overall, while there is substantial agreement across genders on the importance of computer skills, the survey highlights varying emphases on the value of soft skills, suggesting potential differences in how individuals perceive and prioritize skill sets in the context of career advancement.

Section 2

Theme 1: Importance of Computer

Participants were asked how important computers are. They were questioned and interrogated about how they used computers to further their careers.

Subtheme 1: Enhanced Communication

Collected data showed that The majority of the participants had worked for three years. In the last three years, they have begun to use computers to improve communication.

As an illustration, One participant said:

Computers and the internet have revolutionized communication. Being computer literate enables people to send emails, participate in video conferences, use social media platforms, and collaborate with others seamlessly across the globe. (T5).

Thus, these findings suggest that the internet and computers have altered how individuals communicate. Computer-literate people can use social media platforms, participate in video conferences, send emails, and collaborate with people worldwide.

However, Among the participants, relatively few had two years of teaching experience.

Proficiency in computers allows individuals to use email and messaging platforms efficiently. These tools facilitate quick and reliable communication

with colleagues, friends, and family, regardless of geographical barriers. (T2).

Thus, this research suggests that computer-literate people can effectively use messaging and email apps. These solutions offer trustworthy and quick communication with friends, family, and coworkers, regardless of geographical limitations. The ability to utilize computers allows people to engage in online forums and chat rooms, which promotes conversation and idea sharing on a range of interesting subjects. (G1S1).

Therefore, this data indicates that computer-literate users can participate in online chat rooms and forums, facilitating discussions and idea sharing on a wide range of interesting topics.

Subtheme 2: Employability and Career Opportunities

According to the data gathered, half of the participants preferred the career options. The majority of participants believe that handling computer software is a difficult undertaking.

For Example, one participant stated:

In today's job market, most professions require at least basic computer skills. Computer literacy opens up various career opportunities and increases employability prospects. It also allows employees to adapt to changing technologies and remain competitive in their respective fields(T3).

According to this information, the majority of employment in current employment market requires a minimum of basic computer abilities. Proficiency in computers increases job opportunities and boosts one's employability prospects. People can stay competitive in their fields and adjust to changing technology thanks to it as well.

Subtheme 3: Digital Safety and Security:

All of the participants used various applications and other platforms for digital safety and security, according to the data gathered. As an illustration, several participants mentioned that:

Computer literacy includes an understanding of online safety practices, such as creating strong passwords, identifying phishing attempts, and protecting personal information, safeguarding users from cyber threats(T1).

This data indicates, In order to protect consumers from online threats, computer literacy requires an

understanding of internet safety procedures such as creating secure passwords, spotting phishing efforts, and safeguarding personal data.

Few Participants stated that;

Computer-literate individuals understand the importance of strong and unique passwords for different online accounts. They avoid using easily guessable passwords and regularly update them to reduce the risk of unauthorized access (G3S2).

Therefore, these findings display that pc literacy is necessary to guard clients from cyber dangers by helping them understand phishing tries, create robust passwords, and hold non-public statistics.

Theme 2: Computer Literacy Skills

We asked participants how literate they had been with computers. They were wondered and interrogated approximately their critiques and ideas regarding computer literacy. Concerning laptop literacy at Pakistani universities, they were puzzled.

Subtheme 1: Basic Computer Operations

The majority of contributors had been aware about the term "basic laptop," consistent with the facts gathered. They concept it become a technique of reflecting on earlier encounters with fundamental pc features.

As an example, one participant asked:

Knowledge of the essential capabilities of a computer, which include turning it on and off, navigating the laptop, the use of the mouse and keyboard, and beginning and final programs (T1). Consequently, this facts shows that the potential to perform basic pc operations, including starting and preventing the gadget, browsing the computer, and beginning and last programs, is important.

Proficiency with document control, system configuration, and software set up on famous operating systems like Windows, macOS, or Linux (G1S1).

Therefore Using the mouse and keyboard, browsing the laptop, starting and stopping programs, and turning on and off the pc are all important tasks.

One participant said that:

Another participant Pointed that:

Proficiency in using word processing software (e.g., Microsoft Word, Google Docs) to create, edit, and format documents, as well as

understanding features like spell check and word count (G5S2).

Hence, this data shows that Ability to produce, edit and format documents using word processing software (e.g., Microsoft Word, Google Docs), as well as comprehend functions such as spell check and word count.

Proficiency in utilizing spreadsheet software (such as Microsoft Excel or Google Sheets) for data entry, computation, chart creation, and analysis(G4S5).

Thus, this data suggests that the user's proficiency utilizing spreadsheet programs, such as Microsoft Excel and Google Sheets— enables users to enter data, carry out calculations, make charts, and do information analysis.

Other attendees said:

Proficiency using online browsers to conduct information searches, visit websites, and comprehend fundamental internet protocols such as URLs and hyperlinks (G5S3).

This information shows when we are familiar with using web browsers to explore websites, look up information, and understand basic internet protocols like URLs and hyperlinks.

Subtheme 2: Web Search and Research

The majority of participants, according to the data gathered, were interested in research and web searches.

Being aware of the best ways to use well-known search engines like Google, Bing, or Yahoo. To locate specific information, this entails utilizing advanced search operators, keywords, and search query refinement (T1).

Therefore, these statistics demonstrate that the knowledge of how to effectively use well-known search engines like Google, Bing, or Yahoo. To find specific information, this entails refining search queries and using complex search operators in addition to keywords.

Others pointed out that:

steering clear of plagiarism while utilizing data from internet sources (T7).

Therefore, this data suggests that while using online sources, it's important to understand the need of proper citation and to avoid plagiarism.

Subtheme 3: Presentation Software

Developing the ability to evaluate the credibility and reliability of sources found online. This

involves assessing the authority, accuracy, objectivity, and currency of information (T4).

Thus, the information suggests that, Acquiring the capacity to assess the dependability and trust value of online sources. Assessing the credibility, veracity, impartiality, and currency of information is necessary for this.

As another participant put it:

Analyzing search results to determine which sources are most pertinent and helpful for a given study project (T5).

Therefore, it is necessary to analyze the results of I Search in order to identify the most pertinent and useful sources for study.

Some different members stated that:

Recognizing the need of accurate quotation

According to the records collected, the majority of members have been aware of imparting software. They thought it turned into a method of reflecting on the beyond with a purpose to verify, scrutinize, and produce fresh that means.

One of the most broadly used presentation software program, Microsoft PowerPoint offers a person-pleasant interface, a vast series of templates, and a range of features like animations, slide transitions, and multimedia integration (G5S2).

Therefore, These data show that one of the maximum broadly used presentation software packages, Microsoft PowerPoint, offers a plethora of templates, an intuitive user interface, and an extensive range of abilities like multimedia integration, slide transitions, and animations.

Exclusive to Apple gadgets, Keynote gives Mac and iOS customers a seamless enjoy. It features stunning photographs, 3D charts, and a number of design tools for growing visually stunning shows (G5S4).

According to this information, Keynote presents a consistent revel in for each Mac and iOS customers, notwithstanding being special to Apple structures. Beautiful pictures, three-dimensional layouts, and different imaginative methods for generating aesthetically putting displays are all covered.

Theme 3: limitations Regarding Computer Literacy

According to the data gathered, the majority of participants were aware of presenting software. They thought it was a process of reflecting on the

past in order to assess, scrutinize, and produce fresh meaning.

Subtheme 1: Cybersecurity Risks

Phishing involves fraudulent attempts to obtain sensitive information, such as usernames, passwords, and financial details, by posing as a trustworthy entity through emails, messages, or fake websites (T3).

Thus, these data demonstrate that Phishing is the false attempt to get private data, including financial information, usernames, and passwords.

Other respondents stated that:

Failing to apply timely updates and security patches to software and operating systems can leave vulnerabilities that hackers can exploit (T4)

Thus, these statistics demonstrate that if operating system and software updates and security patches are not applied on time, vulnerabilities may remain exposed to hacker exploits.

Accessibility features are not incorporated into every computer program or website, which makes it difficult for people with impairments to fully engage (T10)

Therefore, this evidence suggests that it is challenging for individuals with disabilities to fully engage because not all computer programs and websites are made with accessible features.

Discussion

Equally important are soft skills, including communication, teamwork, problem solving and flexibility. These interpersonal skills are critical for creating a collaborative work environment, fostering strong professional relationships, and managing conflict. Effective verbal and written communication ensure clear and persuasive communication of ideas, while teamwork skills enable individuals to work cooperatively with teams. Problem-solving skills are essential to navigating the complexities of the workplace, and adaptability ensures that employees can thrive in the midst of change. Employer's value these skills highly, as they contribute to a positive organizational culture and overall success (Kim et al., 2011). The results of the study provide insights into theories about the importance of competencies for career development. According to the interviewees, there is a strong sense of the central role of computer literacy in professional development. Emphasizing their perceived importance in today's workplace, a significant

majority (87.3%) strongly agreed or agreed that strong computer skills are necessary to advance their careers

The combination of strong computer skills and soft skills makes for a high performer who is able to succeed in a variety of roles and projects. As technology continues to transform the workplace, the ability to combine technical skills with interpersonal skills will be an important differentiator (Beardmore, 2019). According to Kansal et al. (2012),

The skills and knowledge required to effectively use computers and related technology is known as computer literacy. From simple computer use to complex programming and problem-solving, skill levels vary.

Conversely, opinion is divided on the relative importance of soft skills such as communication and teamwork relative to technical skills. While a large proportion (80.0%) agree that soft skills are important, with more than half (51.7%) agreeing that these skills are more important than technical skills for career advancement, a notable minority (3.0%) disagree with this view. Furthermore, the study recognizes and emphasizes the value of balancing skills in cooperation. The majority (68.3%) believe that employers value a combination of computer literacy and soft skills, emphasizing the importance of a well-structured skill set to secure career advancement opportunities.

The majority of what organizations use in their transformation efforts comes from digital transformation technologies like cloud, Internet of Things (IoT), block chain (BC), artificial intelligence (AI), and machine learning (ML) (Yong & Ling, 2023). The ability to utilize computers allows people to engage in online forums and chat rooms, which promotes conversation and idea sharing on a range of interesting subjects.

Professionals who design, implement, manage, and secure the data and technologies that power the digital world must possess certain skills and competencies, according to SFIA. The SFIA Foundation, a worldwide non-profit organization that oversees the development and application of the Information Age Competency Framework, created and maintains the framework (Harir, 2023). In conclusion, although there is strong agreement on the need for strong computer skills, opinions

differ on the preference for soft computer skills over engineering skills for career advancement. That understanding these smaller ones underscore the evolving expectations among employees, where an increasing mix of technical skills and interpersonal abilities defines success.

Additionally, those who possess a high level of critical understanding are better able to thoroughly analyze and assess the information in the media. Technical proficiency, as defined by (Dewi et al., 2018), is an additional consideration. Like "the ability to access and manage your media." People who possess this skill are adept at using computers and the Internet, media literacy, and even advanced Internet use, as the postman suggests. The capacity for communication is another consideration (Izbassar et al., 2024). Computer literacy includes encompasses knowledge of internet safety procedures, including making secure passwords, spotting phishing attempts, and securing personal data to prevent consumers from online dangers. Soft abilities, often referred to as interpersonal communicate or interpersonal abilities, are essential to powerful communication and cooperation inside the place of job. Communication is a fundamental tender talent, which includes each verbal and nonverbal conversation. Effective communicators can explicit themselves actually, pay attention actively, and offer constructive feedback, which facilitates prevent misunderstandings and creates a effective paintings environment. In addition, written verbal exchange skills are essential to jot down concise and persuasive emails, reviews, and displays (Kabia et al., 2013). Skills in the use of the web to discover information, navigate web pages, and apprehend basic Internet systems along with URLs and links.

Teamwork and collaboration are vital gentle skills that allow people to work successfully in a group. These skills include the ability to apprehend and value different perspectives, percentage obligations, and make contributions to a not unusual aim. A robust crew participant is not only cooperative however also proactive to assist colleagues and steps in to carry out other responsibilities while needed. This spirit of collaboration complements general group performance and promotes organizational success by way of making sure that all members align and work toward shared desires (Scheerens et al.,

2020). Acquiring the ability to assess the reliability and validity of net resources. This approach assessing the reliability, accuracy, impartiality, and credibility of the statistics.

Internet access and use at work and at home have a positive impact on wages. Career is an ongoing process that includes many stages of development. In most parts of Europe and many other parts of the world. We live in a digital society where our actions are frequently mediated by digital tools and the objects, we come into contact with are frequently shaped by digital interference in the majority of Europe and many other parts of the world. The most noticeable personal items in today's society are the MP3 player and cell phone, while the personal computer serves as the standard entry point for computing at both work and home (Colvin, 2008). One of the most widely used presentation tools is Microsoft PowerPoint, which offers a vast template library, an intuitive user interface, and other capabilities like multimedia integration, animations, and slide transitions.

To believe that we live in a digital society, however, would be erroneous as it suggests that society was founded on digital technology and that its fundamental traits emerged as a result of its advancement. The phrase "global village" has now come to mean the "global pandemic," which has no geographical boundaries and primarily affects western nations with high mortality rates (Papageorgiou et al., 2024). The academic outlook of those enrolled in Pakistani educational institutions and pressure from the Higher Education Commission (HEC) and universities to switch to online academies and abandon traditional teaching methods are two issues that are frequently of concern (Laud, & Johnson, 2013). Accessibility features are not incorporated into every computer application or website, which makes it difficult for people with impairments to fully engage. People with disabilities find it challenging to participate fully in websites and computer apps since accessibility elements are not always included in their design. Phishing is the deceptive attempt to obtain private data, including financial information, passwords, and usernames.

Conclusion

In conclusion, there are always difficulties and roadblocks on our path to accomplishing our objectives, but it is precisely these that demonstrate our fortitude and tenacity. Lessons and experiences won alongside the way are extremely precious as they equip us with the understanding and abilities to direct our destiny endeavors. By adopting a growth attitude, we turn demanding situations into possibilities for non-public and professional growth. Also, the collaboration and assist of others performs a crucial position in our success. Building a strong community of like-minded individuals creates a feel of network and shared motive. By running together, we are able to use distinct views and understanding to triumph over barriers and gain a not unusual intention. The power of teamwork can not be underestimated, as it complements our effectiveness and speeds up progress. Ultimately, staying real to our imaginative and prescient and adapting to change are critical substances for long-term fulfillment. As we mirror on our adventure, it's vital to celebrate our achievements, regardless of how small, and continuously strive to improve. By maintaining a superb mind-set and committing to lifelong mastering, we can make sure that our future is brilliant and full of infinite possibilities.

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