

Title of the Course : **DIGITAL FLUENCY**
Course Code : **VAC 3 (OPTION 1)**
Nature of the Course : **VALUE ADDED COURSE**
Total Credits : **02**
Distribution of Marks : **40 (End Sem) + 10 (In-Sem)**

COURSE OBJECTIVES:

- To introduce students to the concept of digital fluency and its importance in today's world.
- To provide an understanding of computer basics, including hardware, software, and operating systems.
- To familiarize students with internet and web browsing, including search engines, email, and social media.
- To teach students about online safety, including cybersecurity threats, protecting personal information, and safe online behavior.

UNITS	CONTENTS	L	T	P	Total Hours
1 (10 Marks)	Introduction to Digital Fluency Understanding digital fluency, Importance of digital fluency, Skills required for digital fluency	02	01	10	13
2 (10 Marks)	Computer Basics Introduction to computer hardware and software, Basic computer components and their functions, Basics of Operating system and file management, Internet and Web Browsing.	04	01	10	15
3 (20 Marks)	Introduction to the Internet, email and Social Media Navigating the web, Search engines and search strategies, Creating and managing email accounts, Composing, and sending emails, Email etiquette and best practices, Introduction to social media platforms, Privacy, and security settings, Creating and managing social media accounts, Posting, and sharing content.	06	01	10	17
	Total (in Hrs)	12	03	30	45

Where, *L: Lectures* *T: Tutorials* *P: Practicals (1P= 2 Hours)*

MODES OF IN-SEMESTER ASSESSMENT:

- | | | |
|----------------------------|---|-------------------|
| • One Internal Examination | - | (10 Marks) |
| • Others (Any one) | - | 05 Marks |
| ○ Quiz | | 05 Marks |
| ○ Seminar presentation | | |
| ○ Assignment | | |

LEARNING OUTCOMES:

After the completion of this course, the learner will be able to:

- Define digital fluency and identify the skills required to be digitally fluent.
- Have a basic understanding of computer hardware and software, including operating systems and file management.
- Navigate the web, perform effective online searches, and create and manage email accounts.
- Create and manage social media accounts, understand privacy and security settings, and post and share content.
- Understanding of online safety and be able to identify and mitigate cybersecurity risks.

SUGGESTED READINGS:

1. P. N. Thomas and A. Raghuramaraju, "Digital India: Understanding Information, Communication and Social Change," New Delhi, India: Sage Publications India Pvt Ltd, 2017.
2. R. Thareja, "Computer Fundamentals and Programming in C," New Delhi, India: Oxford University Press, 2021.

3. R. P. Jain and S. K. Jain, "Introduction to Information Technology," New Delhi, India: Firewall Media, 2015.
4. K. D. Tripathi, "Social Media: Concepts, Practices and Trends," New Delhi, India: PHI Learning Pvt. Ltd., 2020.
5. N. K. Venkateswaran, "Cyber Security and Digital Forensics: A Practical Approach," Boca Raton, FL: CRC Press, 2018.
6. S. Gandhi and R. Sharma, "Digital Privacy and Security," New Delhi, India: Springer Nature Singapore Pte Ltd, 2021.
