

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 : **End- Sem : 20 TH + 10 PR, In-Sem: 10 TH + 10 PR**

COURSE OBJECTIVES:

- To introduce 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 with internet and web browsing, including search engines, email, and social media.
- To teach about online safety, including cyber security threats, protecting personal information, and safe online behavior.

UNITS	CONTENTS	L	T	P	Total Hours
1 (Marks) 5TH + 2 PR	Introduction to Digital Fluency Understanding digital fluency, Importance of digital fluency, Skills required for digital fluency	02	01	08	11
2 (Marks) 5TH + 2 PR	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	08	13
3 (Marks) 10 TH + 6 PR	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	14	21
	Total (in Hrs)	12	03	30	45

Where,

L: Lectures

T: Tutorials

P: Practicals

MODES OF IN-SEMESTER ASSESSMENT:**(20 Marks)**

- One Internal(TH) Examination - **5 Marks**
- One Internal(PR) Examination - **10 Marks**
- Others - **5 Marks**
 - Quiz
 - Seminar presentation
 - Assignment

COURSE OUTCOMES:

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

- CO1: Define digital fluency and identify the skills required to be digitally fluent.
- CO2: Identification of computer hardware and software, including operating systems and file management.
- CO3: Navigate the web, perform effective online searches, and create and manage email accounts.
- CO4: Create and manage social media accounts, understand privacy and security settings, and post and share content.
- CO5: Illustrate online safety and be able to identify and mitigate cyber security risks.

SUGGESTED READINGS:

1. Acharya, S., Chellappan, S., "Big Data Analytics", Wiley Publications 2015.
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.

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Cognitive Map of Course Outcomes with Bloom’s Taxonomy

Knowledge Dimension	Remember	Understand	Apply	Analyze	Evaluate	Create
Factual Knowledge	CO1,		CO1, CO2			
Conceptual Knowledge	CO1,	CO4, CO5	CO1, CO2, CO5			
Procedural Knowledge			CO3			CO3, CO4
Metacognitive Knowledge						

Mapping of Course Outcomes to Program Outcomes

CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	L	L	M	L	L	L	S	M	L	L	M
CO2	L	L	M	L	L	L	S	M	M	L	M
CO3	S	M	M	M	S	L	S	M	M	S	M
CO4	S	M	M	M	S	L	S	M	M	S	S
CO5	L	L	M	M	S	L	S	M	M	S	M