#### P. R.GOVT. COLLEGE (AUTONOMOUS), KAKINADA

**B.Sc./B.Com/B.A**

Syllabus under CBCS w.e.f.2024-25

**DIGITAL LITERACY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Semester**  | **Course Code**  | **Course Title**  | **Hours**  | **Credits**  |
| **III** | **Life skill Course**  | **DIGITAL LITERACY**  | **30**  | **2**  |

**Objectives:**

This course aims at acquainting the students with basic DIGITAL LITERACY tools which help them in their day to day and life as well as in office and research.

**Course outcomes:** After completion of the course, student will be able to;

CO1: Perform operations on the computer

CO2: Access the Internet and finding information of interest

 CO3: Register for an E-mail account and operating it

CO4: Make bill payments and use other applications of Internet

CO5: Create, edit and format documents using a word processor

**SYLLABUS:**

**Unit-1: operate the elements of a computer and performing operations on the computer**

Operate the elements of a computer including power cord, power switch, network connecting cable, USB ports, Mouse operations, Keyboard operations, interface icons, GUI elements, Editing options, perform operations including switching on the computer, logging in, locating a file, opening a file, printing a document, storing a file with proper extension, creating a folder/ sub folder in a volume on hard disk and desktop, shifting files from one folder to another, shutting off the computer

# Unit-2: Access the Internet to browse information and E-mail operation

Access the Internet, use a search engine, find information on the topic of interest, register for a web-based E-mail account, access E-mail with attachments, reply to an E-mail, forward an E-mail and delete an E-mail message

# Unit-3: Make bill payments, other applications using Internet and word processing

Make utility bill payments, booking bus/train tickets, bank transactions, personal transactions, job search through employment portals, mobile/DTH recharge, word processing basics, creating, editing and formatting of text, saving and printing of word document

# Prescribed readings:

1. Appreciation of Digital Literacy Handbook published by Department of Electronics & Information Technology, Ministry of Communications & Information Technology, Government of India

# Web Resources:

1. [**https://youtu.be/b2X\_j5Bz-VM**](https://youtu.be/b2X_j5Bz-VM)
2. [**https://youtu.be/jln3-P6L2ro**](https://youtu.be/jln3-P6L2ro)
3. [**https://youtu.be/cfDisqUMIvw**](https://youtu.be/cfDisqUMIvw)
4. [**https://youtu.be/3h\_PyURcdrc**](https://youtu.be/3h_PyURcdrc)
5. [**https://youtu.be/EqN0LBcydBg**](https://youtu.be/EqN0LBcydBg)

#### P. R.GOVT. COLLEGE (AUTONOMOUS), KAKINADA

#### MODEL BLUE PRINT (W.E.F. 2020-2021)

**B.Sc./B.Com/B.A**

**DIGITAL LITERACY**

**SEMESTER-III**

**Time: 2 Hrs**

**PAPER- II Marks: 50**

**Model blue print for the model paper and choice**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.NO** | **Type of Question** | **To be given in the Question Paper** | **To be answered** |
| **No. of Questions** | **Marks allotted to each question** | **Total Marks** | **No. of Questions** | **Marks allotted to each question** | **Total Marks** |
| 1 | Section-AShort Questions | **8** | **5** | **40** | **4** | **5** | **20** |
| 2 | Section-BEssay Questions | **6** | **10** | **60** | **3** | **10** | **30** |
| **TOTAL MARKS** | **100** | **TOTAL MARKS** | **50** |

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**B.Sc./B.Com/B.A**

**DIGITAL LITERACY**

**SEMESTER-III**

**Time: 2 Hrs Marks: 50**

**Model Blue print for the question paper setter**

|  |  |  |  |
| --- | --- | --- | --- |
| **Chapter Name** | **Essay Questions****10 Marks** | **Short Questions****5 Marks** | **Marks allotted to the chapter** |
| **UNIT-I** | **2** | **3** | **35** |
| **UNIT-II** | **2** | **3** | **35** |
| **UNIT -III** | **2** | **2** | **30** |
| **Total No. of questions** | **6** | **8** | **100** |

## P R GOVT COLLEGE(AUTONOMOUS), KAKINADA

## DEPARTMENT OF COMPUTER APPLICATIONS

**B.SC/BCOM/BA-Semester- II (W.E.F 2024-25)**

**Course: DIGITAL LITERACY**

**Model Paper**

**SECTION - A**

**Answer any three of the following questions 3 x 10 = 30M**

1. Define Computer? write its applications
2. Define Internet? Explain how to access the internet?
3. How to book train or bus tickets through internet
4. Explain perform operations including switching on computer?
5. What is E-mail? how to register for a web-based E-mail account?

**SECTION -B**

**Answer any four questions in the following. 4 X 5 = 20M**

1. Explain about network connecting cable?
2. Briefly explain about USB ports?
3. How will you find information on the topic of internet?
4. Explain advantage and disadvantages of an e-mail message?
5. Explain about saving and printing of word document
6. Write a short note on creating, formatting of text in word?

## P R GOVT COLLEGE(AUTONOMOUS), KAKINADA

## DEPARTMENT OF COMPUTER APPLICATIONS

**B.SC/BCOM/BA-Semester- II (W.E.F 2024-25)**

**Course: DIGITAL LITERACY**

**Question Bank**

**Essay Questions**

**Unit-1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Define Computer? write its applications ? | BT1 | CO1 | PO1 |
|  | Illustrate about the operations performed by the Keyboard and mouse? | BT2 | CO3 | PO3 |
|  | Explain perform operations including switching on computer? | BT1 | CO2 | PO2 |

**Unit-2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Define Internet? Explain how to access the internet? | BT1 | CO2 | PO2 |
|  | Discuss about search engine? how you will use a search engine? | BT3 | CO3 | PO3 |
|  | What is e-mail? how will you register for a web-based e-mail account? | BT2 | CO2 | PO2 |

**Unit-3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | How to make utility bill payments through internet | BT1 | CO1 | PO1 |
|  | Explain how bank transactions will be performed? | BT1 | CO2 | PO2 |
|  3. | How to book train or bus tickets through internet | BT1 | CO2 | PO2 |

**Short Answer Questions**

**Unit-1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Explain about network connecting cable? | BT1 | CO1 | PO1 |
|  | Briefly explain about Power switch? | BT2 | CO2 | PO2 |
|  | Briefly explain about USB ports? | BT2 | CO3 | PO3 |
|  | Explain about GUI elements? | BT1 | CO1 | PO1 |

**Unit-2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | How will you find information on the topic of internet? | BT2 | CO1 | PO1 |
|  | Explain advantage and disadvantages of an e-mail message? | BT3 | CO2 | PO2 |

**Unit-3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Explain about saving and printing of word document | BT2 | CO1 | PO1 |
|  | Explain about word processing basics? | BT1 | CO2 | PO2 |
|  | Write a short note on creating, formatting of text? | BT1 | CO3 | PO3 |