ANDHRA KESARI UNIVERSITY

SKILL COURSE

w.e.f. AY 2023-24

SEMESTER-II

DIGITAL LITERACY

Theory	Credits: 2	2 hrs/week

By undergoing the Digital Literacy course, one should acquire basic knowledge on Computer and he/she is 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

Course Duration: 30 Hours

Credits: 2

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
2. https://youtu.be/jln3-P6L2ro
3. https://youtu.be/cfDisqUMIvw
4. https://youtu.be/3h_PvURcdrc
5. https://youtu.be/EqN0LBcydBg

Note: Digital Literacy course should be taught by blending the practical demonstration of concepts with hands-on experience by learners using desktop/laptop computer and mobile handset devices

Time: 2 Hours   Total Marks: 50

SECTION –A
Answer any Four Questions of the following

           4X5=20 Marks

1.

2.

3.

4.

5.

6.

7.

8.

SECTION –B
Answer any Three Questions of the following

           3X10=30 Marks

9.

10.

11.

12.

13.

14.

27/9/2023