



# Rani Channamma University Belagavi

Vidyasangama, NH-04, Bhutaramanahatti, Belagavi – 591 156

**Syllabus for B.Com/B.Sc/BCA 1st Semester  
and BA/BBA/BSW 2nd Semester**

## **Digital Fluency – (SEC1)**

**(as per National Education Policy – 2020)**



## RANI CHANNAMMA UNIVERSITY

Vidyasangama, NH-04, Bhutaramanahatti, Belagavi – 591 156

### SYLLABUS

## Digital Fluency – (SEC1)

(as per National Education Policy – 2020)

Submitted by

**Dr. Parashuram Bannigidad**  
Chairperson BoS (UG) – Rani Channamma University, Belagavi

### Members of Board of Studies

1. Dr. Vijayalaxmi B Belagumpi	Member
Assistant Professor,	
Dept. of Computer Science,	
GFGC Vijayapur	
2. Dr. Bhagirathi Halalli	Member
Assistant Professor,	
Dept. of Computer Science,	
GFGC Raibag	

# **Digital Fluency**

## **Skill Enhancement Course-1**

This course content consists of 3 modules, covering 45 teaching hours which are classroom based and practical work intended to develop skills and necessary knowledge to perform and get knowledge about applications, virtual learning and internetfundamentals. Develop holistically by learning essential skills such as effective communication, problem- solving, design thinking, and teamwork.

*Digital Fluency (SEC-1) is made compulsory core module syllabus framed by University to All UG Courses as below, **mandatorily**.*

<b>Digital Fluency</b> <b>Skill Enhancement Course-1</b>		<b>Semester in which the course is to be taught</b>
<b>Streams</b>	<b>B.Com/B.SC/BCA</b>	<b>I</b>
	<b>BA/BBA/BSW</b>	<b>II</b>

1. This pattern helps in distributing the workload of teachers of Computer Science to both **I & II Semester** enabling the distribution of the **teaching workload of an institution for I & II Semester**; Ensures distribution of examinations work into I & II Semester; also provide scope for a full- time teacher of the subject.
2. **Qualifications to teach Digital Fluency (SEC1):** A candidate with minimum qualifications of PG in Computer Science and Application related subjects are eligible to teach Digital Fluency at the under graduate level in all types of Universities, Deemed Universities, Autonomous Institutions, Government, Aided and Private Colleges in the State of Karnataka. Preference may be given to candidates with UGC- NET/K-SET/Ph.D. in Computer Science.
3. **Pattern of Examination:** Total marks – 50 (Internal Assessment - 25 marks and Final Examination - 25 marks).
4. **Teaching hours and credits:** 1 hour theory and 2 hours practicals of teaching per week and 2 credits.

# **Digital Fluency**

## **Skill Enhancement Course-1**

### **Course Content**

Semester: B.Com/B.Sc/BCA 1st Semester and BA/BBA/BSW 2nd Semester

Course Title: <b>Digital Fluency</b>	Course Credits: 2
Total Contact Hours: 15 hours of theory and 30 hours of practicals	Duration of Exam: 1 hour
Formative Assessment Marks: <b>25 marks</b>	Summative Assessment Marks: <b>25 marks</b>

#### **Course Outcomes (COs):**

After completing this course satisfactorily, a student will be able to:

- To perform and get knowledge about applications, virtual learning and internet fundamentals.
- Develop holistically by learning essential skills such as effective communication, problem-solving, design thinking, and teamwork.

#### **Course Content:**

<b>Content</b>	<b>Hours</b>
<b>Unit – 1</b>	
<b>Introduction to Computer and Emerging Technology:</b> An Overview of Computer, Block Diagram of Computer, Evolution and Generations of Computers, Software and its types, Operating Systems, types of operating systems, major functions of the operating systems.  Introduction to emerging technologies and its applications- Artificial Intelligence, IoT, Cloud Computing, Machine learning, Big Data.	05
<b>Unit – 2</b>	
<b>Office Automation Tools and Google Apps :</b> <b>Office automation tools :</b> MS-Word, MS-Excel and MS-Power point, creating an email-ID, working with e-mail, addressing with cc and bcc, <b>Working with Google Apps:</b> Google forms: Creating and analysis of response, Google Docs – creating Google Docs and posting, Google Sheets- Creating and Editing, Google Drive- uploading and sharing of files and folders, working with Google Meet.	05
<b>Unit – 3</b>	
<b>E-learning, E-commerce and Security Aspects:</b> <b>E-learning</b> -Introduction to e-learning platforms such as Swayam and MOOC. <b>E-Commerce:</b> Basic Web Commerce Concept, <b>E- payment methods:</b> E-cash Payment System, Credit Payment System, Types of Electronic Payment Systems: Credit Card • Debit Card • Smart Card • E-Money • Electronic Fund Transfer (EFT). <b>Cyber Security:</b> Threats and Prevention, Viruses and its types, Antivirus, HTTP vs HTTPS, Firewall, Cookies, Hackers and Crackers.	05

<p>➤ <b>Laboratory Activities (Perform the following assignments):</b></p> <ul style="list-style-type: none"> <li>• Identifying the configuration and version of a computer system (PC), laptop, and a mobile phone.</li> <li>• Observing files on OS booting</li> <li>• Finding the background and foreground processes on Task manager.</li> <li>• Translating Kannada word into English in Google embedded with AI.</li> <li>• Use Google assistant on any android smartphone to dictate commands and to launch apps</li> <li>• Downloading your e-aadhar.</li> <li>• Creating resume in Word processor.</li> <li>• Creating powerpoint presentation for your college introduction and apply transitions and animations.</li> <li>• Create your marksheets in Microsoft Excel.</li> <li>• Simple computation using spread sheet.</li> <li>• Create an email-ID and sending and forwarding.</li> <li>• Attaching files and downloading files in email.</li> <li>• Creating a Google form and send it to Ten users.</li> <li>• Scheduling a virtual meet and invite peoples to join the Google meet.</li> <li>• Creating a hotspot from a mobile phone, and allowing others to use the hotspot.</li> <li>• Sign in and create account e-learning platforms such as Swayam and MOOC.</li> <li>• Creating an account in the railway reservation website, IRCTC, and finding trains from Belagavi to Bangalore.</li> <li>• Demo of online order placing for book using flipkart/ amazon, etc.</li> <li>• Install any antivirus app in your mobile and scan.</li> <li>• Demonstrate unsecured (HTTP) and secured (HTTPS) websites.</li> </ul>	<p>30</p>
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#### **Text Books:**

1. Fundamentals of computers - V. Rajaraman - Prentice- Hall of India.
2. Computer Fundamentals - P. K. Sinha Publisher: BPB Publications.

#### **Reference Links:**

- Digital 101 Course offered by Future Skill Prime Platform  
<https://learn.futureskillprime.in/>
- Operating Systems:  
[https://ftms.edu.my/v2/wpcontent/uploads/2019/02/csca0101\\_ch06.pdf](https://ftms.edu.my/v2/wpcontent/uploads/2019/02/csca0101_ch06.pdf)
- Nine Dots in Google.com
- Gmail Creating links:  
<https://clubrunner.blob.core.windows.net/00000000961/en-ca/files/homepage/how-to-create-a-gmail-account/HowtoCreateaGmailAccount.pdf>
- Google Forms: [https://pdst.ie/sites/default/files/Google%20Drive\\_1.pdf](https://pdst.ie/sites/default/files/Google%20Drive_1.pdf)
- Google Meet: <https://edvance.hawaii.hawaii.edu/wp-content/uploads/Google-Meet-Tutorial-Getting-Started-and-Recording-a-Lecture.pdf>
- Swayam: <https://www.aicte-india.org/bureaus/swayam>
- Security Aspects - <https://ncert.nic.in/textbook/pdf/lecs112.pdf>
- E-Commerce: <http://www.aagasc.edu.in/cs/msccs/ECommerce%20Unit%201.pdf>
- E- payment methods:  
<http://www.dspmuranchi.ac.in/pdf/Blog/e%20business%20UnitIII,%20%202020.pdf>

# **Digital Fluency**

## **Skill Enhancement Course-1**

### **Semester End Exam Question Paper Pattern**

**Duration of the examination: 1hour**

**Max. Marks:25**

**Pattern of Digital Fluency Question Paper is of Multiple Choice Questions.**