



AKKINENI NAGESWARA RAO COLLEGE:: GUDIVADA
(An Autonomous college under the jurisdiction of Krishna University, Machilipatnam)

II SEMESTER - SKILL COURSE
23DL2 : DIGITAL LITERACY
(for the batch of students admitted from 2023-24)

Course Code: 23DL2	Admitted Batch: 2023-24	No. of Teaching Hours/week : 3	No. of Credits : 2
Year of Introduction: 2023-24	Year of offering: 2023-24	Year of Revision: 2023-24	% of Revision: 100%
Course Delivery Method: Class Room/Blended mode/Both	C.I.A: -	S.E.E: 50 Marks	Total: 50 Marks

Course Objective:

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

Course Learning Outcomes:

- 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

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_PyURdrc
5. <https://youtu.be/EqN0LBcydBg>



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BLUE PRINT

Section A (5 x 4 = 20 marks)

- 5 questions to be answered out of 8 questions

Section B (3 x 10 = 30 marks)

- 3 questions to be answered out of 5 questions

	Section A	Section B	Total Marks
Unit I	3	1	22
Unit II	3	2	32
Unit III	2	2	28
	8	5	82



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Time: 2 Hours

Max. Marks: 50M

Answer any Five of the following

(5 X 4 = 20M)

1. Explain about GUI.
2. Explain about USB Ports
3. Explain the process of creating a Folder.
4. Explain the usage of Search Engine.
5. Explain the process for attaching files through email.
6. Explain about forwarding and deleting emails.
7. Explain the Steps for Bus/Train Ticket booking
8. Explain various options in Printing a Document.

SECTION-B

Answer any Three of the following

(3 X 10 = 30M)

9. Explain the different elements of a Computer.
10. Explain about various Search Engines.
11. Explain the Steps involved in creating an email account.
12. Explain different Applications available for making Online Payment.
13. Explaining the process for searching and applying for Job in online.