

KRE Society's
Karnatak Arts, Science and Commerce College, Bidar
Department of Computer Science

Add-on course on Digital Literacy
2018-19

Course Co-ordinator

Smt. Shivaleela Patil
Assistant Professor
Department of Computer Science

Date: 21 December, 2018

To,
The Principal
Karnatak Arts, Science and Commerce College, Bidar

Sub: Request to grant permission to start add-on course on Digital Literacy for the academic year 2018-19: Reg.

Respected Sir,

We would like to start the add-on course on "Digital Literacy" from the academic year 2018-19: with intake of 50 students. Please permit us to start the add-on course and do the needful.

Thanking You.

Permitted

[Signature]

PRINCIPAL
Karnatak Arts, Sci. & Com. College
BIDAR-585401

[Signature]
HOD

Srikant Doddamani
Head & Associate Professor
Department of Computer Science
Karnatak Arts, Science
and Commerce College, BIDAR

KRE Society's

Karnatak Arts, Science and Commerce College, Bidar

Department of Computer Science

Add-on course on Digital Literacy

Preamble: The course is designed to equip a person to use computers for professional as well as day to day use. The goal of this course is to introduce basic digital skills that are needed to be productive citizens in the 21st century workforce. Students are expected to develop the skills they need to effectively integrate computer technology into their respective professional practices in day to life such writing emails. The digital skills students will acquire in this course are basic and practical.

Objectives:

After completing the course, the incumbent will be digitally literate and will be able to:

- Acquire confidence in using computers in Office and General Life;
- Will be able to identify the basic components of computers and terminology;
- Understand file management;
- Create documents using word processor, spreadsheet & presentation software;
- Understand computer networks, and browse the internet, content search, email and collaborate with peers; new skills
- Understanding Social Networking platform

Course Structure and Examination Scheme:

Total contact hours: 30 Hours

Mode of Examination:

MCQ Exam: 50 Marks 25 Questions of 2 Marks.

Eligibility: Students enrolled in B Sc/BA

No. of Seats: 50

KRE Society's

Karnatak Arts, Science and Commerce College, Bidar

Department of Computer Science

Add-on Course on Digital Literacy

Syllabus

Unit 1. Introduction: Computer and Latest IT gadgets, Evolution of Computers & its applications, IT gadgets and their applications, Basics of Hardware and Software, Hardware, Central Processing Unit, Input devices, Output devices, Computer Memory & storage, Software, Application Software, Systems Software, Utility Software, Open source and Proprietary Software, Mobile Apps.

Unit 2. Introduction to Internet and Www: Basic of Computer Networks , Local Area Network (LAN) ,Wide Area Network (WAN) , Network Topology , Internet ,Concept of Internet & WWW , Applications of Internet , Website Address and URL ,Introduction to IP Address , ISP and Role of ISP ,Internet Protocol ,Modes of Connecting Internet (Hotspot, WiFi, LAN Cable, Broadband, USB Tethering) ,Identifying and uses of IP/MAC of various devices ,Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.) ,Exploring the Internet ,Surfing the web ,Popular Search Engines ,Searching on Internet ,Downloading Web Pages ,Printing Web Pages

Unit 3. Email and Social Networking: Structure of E-mail, Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email, Email Signature, Social Networking & e-Commerce, Facebook, Twitter, Instant Messaging (WhatsApp, Facebook Messenger), Introduction to Blogs, Basics of E-commerce, Netiquettes

REFERENCES

1. Rajaraman V, Fundamentals of Computers, 2nd Edition, Prentice Hall India Ltd.,
2. Ramesh Bangia "Learning Internet and E-mail", Khanna Book Publishing

KRE Society's

Karnatak Arts, Science and Commerce College, Bidar

Department of Computer Science

Date: 31 December, 2018

NOTICE

All the students of BA/B Sc are hereby informed that, the Department of Computer Science is starting the add-on course on **Digital Literacy** from the **5 January, 2019**, interested students can enrol their names on or before **2 January, 2019** in the Department of Computer Science.



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Head & Associate Professor
Department of Computer Science
Karnatak Arts, Science
and Commerce College, BIDAR



Principal
Karnatak Arts, Sci. & Com. College
BIDAR-585401

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Karnatak Arts, Science and Commerce College, Bidar

Department of Computer Science

**Add-on Course on Digital Literacy
Enrolment List (2018-19) (BSc.)**

SL.No	NAME OF THE STUDENT	Signature
1	Pavitra	PB
2	Shilpa	shilpa
3	Sunanda	Sunanda
4	Ganeshwari Swamy	G swamy
5	Madhuswati	Madhu-
6	Renuka	Renuka
7	Sudharani	Sudharani
8	Divya	Divya
9	Girija	Girija
10	Shrikant	Shri
11	Maheshwari	Maheshwari
12	Shivanand	Shri
13	Srimanth	Srimanth
14	Jyoti. A	JA
15	Lokesh	Lokesh
16	Nagesh	Nagesh
17	Deeksha.K	K(d)
18	Anilkumar	Anilkumar
19	Dhanraj	Dhanraj
20	Reeta.	Reeta
21	Chandareddy	reddy
22	Saikumar	Sai
23	Sana Anjum	Sanjum
24	Keshavchandra	Keshav
25	Atmanand	Atmanand
Sign of Faculty		

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Department of Computer Science

**Add-on Course on Digital Literacy
Enrolment List (2018-19) (BA)**

SL.No	NAME OF THE STUDENT	Signature
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27	Sangeeta	Sangeeta
28	Ashwini	Ashwini
29	Md Javeed Khan	Md Javeed Khan
30	Rahul	Rahul
31	Santoshkumar	Santoshkumar
32	Jaishree	Jaishree
33	Renuka	Renuka
34	Ravikumar	Ravi
35	Veershetty	Veershetty
36	Anilkumar	Anil
37	Archana	Archana
38	Priyanka	Priya
39	Rahul	Rahul
40	Sangram	Sangram
41	Ashwini	Ashwini
42	Kavita	Kavita
43	Seema	Seema
44	Sushanna	Sushanna
45	Shilpa	Shilpa
46	Maheshwari	Maheshwari
47	Shruti	Shruti
48	Basavashree	Basavashree
49	Devika	Devika
50	Asharani	Asharani
Sign of Faculty		


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and Commerce College, BIDAR


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Department of Computer Science

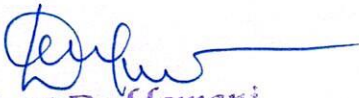
**Add-on Course on Digital Literacy
Time-Table (2018-19)**

For BSc Students

Day	Time
Tuesday	08.45 to 9.45 am
Wednesday	08.45 to 9.45 am
Thursday	08.45 to 9.45 am
Friday	08.45 to 9.45 am

For BA Students

Day	Time
Tuesday	12.45 to 1.45 pm
Wednesday	12.45 to 1.45 pm
Thursday	12.45 to 1.45 pm
Friday	12.45 to 1.45 pm


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Department of Commerce

Add-on Course on Digital Literacy
Attendance (2018-19) (BSc.)

SL.No	NAME OF THE STUDENT	8/1/2019	9/1/2019	10/1/2019	11/1/2019	17/1/2019	18/1/2019	22/1/2019	23/1/2019	24/1/2019	29/1/2019	31/1/2019	5/2/2019	6/2/2019	7/2/2019	8/2/2019
1	Pavitra	P	P	P	P	P	P	P	P	P	A	A	P	P	P	A
2	Shilpa	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P
3	Sunanda	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P
4	Ganeshwari Swamy	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Madhuswati	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
6	Renuka	P	P	P	P	P	A	P	P	P	P	P	P	A	A	P
7	Sudharani	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P
8	Divya	P	A	P	P	A	P	P	P	P	P	A	P	P	P	P
9	Girija	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
10	Shrikant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Maheshwari	P	A	P	P	P	P	A	P	A	P	P	A	A	P	P
12	Shivanand	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
13	Srimanth	P	P	P	P	P	P	A	P	P	A	P	P	P	P	A
14	Jyoti. A	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P
15	Lokesh	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P
16	Nagesh	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P
17	Deeksha.K	P	P	P	P	P	P	A	P	P	P	P	P	P	A	A
18	Anilkumar	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
19	Dhanraj	P	P	P	P	A	P	P	P	A	P	P	A	A	P	P
20	Reeta.	P	A	A	P	P	A	A	P	P	A	A	A	A	P	P
21	Chandareddy	P	P	P	P	A	P	P	P	P	P	P	P	P	A	A
22	Saikumar	P	P	P	P	P	A	P	P	P	P	P	A	A	A	P
23	Sana Anjum	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P
24	Keshavchandra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
25	Atmanand	P	P	A	P	A	P	P	P	P	A	A	A	A	A	P
Sign of Faculty																

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26	Khairunnisa Begum	P	P	P	P	P	P	P	P	P	P	P	A	A	A	P
27	Sangeeta	P	P	P	P	P	A	P	P	A	A	P	P	P	A	P
28	Ashwini	A	A	P	P	A	P	P	P	P	P	P	P	A	P	P
29	Md Javeed Khan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	Rahul	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A
31	Santoshkumar	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
32	Jaishree	P	P	P	P	P	P	P	A	P	P	P	P	A	A	P
33	Renuka	P	P	P	P	P	P	A	A	P	P	P	A	A	P	P
34	Ravikumar	P	P	P	P	A	A	P	P	P	A	P	P	P	P	P
35	Veershetty	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
36	Anilkumar	A	P	P	P	A	A	P	P	A	P	P	A	P	A	A
37	Archana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	Priyanka	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	Rahul	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P
40	Sangram	P	P	A	P	A	A	P	P	P	A	P	A	A	P	P
41	Ashwini	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A
42	Kavita	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
43	Seema	P	P	P	A	A	P	P	A	P	P	P	A	A	P	P
44	Sushanna	P	P	P	P	A	A	P	P	P	P	P	P	P	A	A
45	Shilpa	P	P	P	P	P	P	P	P	P	A	P	A	P	P	A
46	Maheshwari	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	Shruti	A	P	P	P	A	A	P	P	P	P	P	A	P	A	P
48	Basavashree	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
49	Devika	P	A	P	P	P	P	P	P	P	A	P	A	P	P	A
50	Asharani	P	P	P	P	A	A	P	P	P	A	P	A	P	P	A
Sign of Faculty																


Srikant Doddamani
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KRE Society's


Karnatak Arts, Science and Commerce College, Bidar

Department of Computer Science

Date: 2 April, 2019

NOTICE

All the students of BA/B Sc enrolled in add-on course on Digital Literacy are hereby informed that, the course examination is scheduled on 10 April, 2019 from 10 to 11 am in Classroom No. S10.


Srikant Doddamani
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Principal
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**Add-on Course on Digital Literacy
Exam Attendance List (2018-19) (BSc.)**

SL.No	NAME OF THE STUDENT	Signature
1	Pavitra	P
2	Shilpa	Shilpa
3	Sunanda	Sunanda
4	Ganeshwari Swamy	G Swamy
5	Madhuswati	Madhu-
6	Renuka	Renuka
7	Sudharani	Sudharani
8	Divya	Divya
9	Girija	Girija
10	Shrikant	Shrikant
11	Maheshwari	Maheshwari
12	Shivanand	Ab
13	Srimanth	Srimanth
14	Jyoti. A	JA
15	Lokesh	Lokesh
16	Nagesh	Nagesh
17	Deeksha.K	K.
18	Anilkumar	Anilkumar
19	Dhanraj	Dhanraj
20	Reeta.	Ab
21	Chandareddy	reddy
22	Saikumar	SK
23	Sana Anjum	SAnjum
24	Keshavchandra	Keshav
25	Atmanand	Atmanand
Sign of Faculty		


Invigilator signature

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33	Renuka	Renuka
34	Ravikumar	Ravi
35	Veershetty	Veer
36	Anilkumar	Anil
37	Archana	Archana
38	Priyanka	AB
39	Rahul	Rahul
40	Sangram	Sangram
41	Ashwini	Ashwini
42	Kavita	Kavita
43	Seema	Seema
44	Sushanna	Sushanna
45	Shilpa	Shilpa
46	Maheshwari	Maheshwari
47	Shruti	Shruti
48	Basavashree	Basavashree
49	Devika	Devika
50	Asharani	AB
Sign of Faculty		


Invigilator signature


KRE Society's

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Department of Computer Science

**Add-on Course on Digital Literacy
Marks List (2018-19) (BSc.)**

SL.No	NAME OF THE STUDENT	Marks Scored
1	Pavitra	26
2	Shilpa	28
3	Sunanda	30
4	Ganeshwari Swamy	32
5	Madhuswati	38
6	Renuka	32
7	Sudharani	22
8	Divya	26
9	Girija	22
10	Shrikant	34
11	Maheshwari	22
12	Shivanand	Ab
13	Srimanth	36
14	Jyoti. A	30
15	Lokesh	48
16	Nagesh	38
17	Deeksha.K	32
18	Anilkumar	32
19	Dhanraj	36
20	Reeta.	Ab
21	Chandareddy	28
22	Saikumar	36
23	Sana Anjum	36
24	Keshavchandra	36
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Sign of Faculty		


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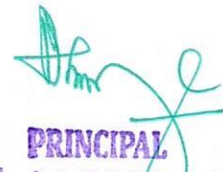
Add-on Course on Digital Literacy

Marks List (2018-19) (BA)

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35	Veershetty	30
36	Anilkumar	38
37	Archana	32
38	Priyanka	Ab
39	Rahul	28
40	Sangram	32
41	Ashwini	28
42	Kavita	38
43	Seema	24
44	Sushanna	28
45	Shilpa	30
46	Maheshwari	26
47	Shruti	18
48	Basavashree	34
49	Devika	36
50	Asharani	Ab
Sign of Faculty		



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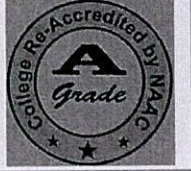


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BIDAR-585401

K.R.E. SOCIETY'S



KARNATAK ARTS SCIENCE AND COMMERCE COLLEGE, BIDAR



(ESTD 1970, AFFILIATED TO GULBARGA UNIVERSITY, KALABURAGI)

COLLEGE WITH POTENTIAL FOR EXCELLENCE STATUS AWARDED BY UGC, NEW DELHI

NAAC RE ACCREDITED AT "A" GRADE (3.24 CGPA)

CERTIFICATE

THIS CERTIFICATE IS PRESENTED TO Lokesh FOR COMPLETION OF ADD ON
COURSE ON "DIGITAL LITERACY" ORGANIZED BY DEPARTMENT OF COMPUTER SCIENCE, FROM
5TH JANUARY 2019 TO 2ND APRIL 2019 .

HOD

SRIKANATH DODDAMAN
Head & Associate Professor
Department of Computer Science
Karnatak Arts, Science and
Commerce College BIDAR

PRINCIPAL
PRINCIPAL

Karnatak Arts, Sci. & Com. College
BIDAR-585401

KRE Society's
Karnatak Arts, Science and Commerce College, Bidar
Department of Computer Science

Report and Outcomes

Name of the Course: Digital Literacy

Name of the Department: Computer Science

Number of Student Enrolled: 50

BOS Meeting Date: 16 December, 2017

Start Date of the Course: 5 January, 2019

End Date of the Course: 2 April, 2019

The Department of Computer Science have conducted add-on course on Digital Literacy for the students of BA and B Sc. from **5 January, 2019** to **2 April, 2019**.

The course was about the basic concept of computers, digital tools such as social networking and email, basics concepts of Internet and worldwide web etc.

The total 50 students were enrolled in this course and they got fundamental knowledge about Basics of computer, it peripheral parts, operating system and various operations of computers, students also learned about social media platforms, networking and world wide web.

Course concluded with final examination and certificate distributions.

Outcome of the Course

- Students Acquired confidence in using computers in Office and General Life;
- Students Learned to identify the basic components of computers and terminology;
- Students learned the file management.
- Students learned about computer networks, and browse the internet, content search, email and collaborate with peers
- Student developed the understanding of Social Networking platform

K.R.E. Society's
Karnatak Arts, Science and Commerce College, Bidar.
Department of Computer Science
Add-On Course Examination 2018-19

48

50

Subject: Digital Literacy
Name of the student: Lokesh

Duration: 30 minutes

Max. Marks: 50
Programme: BSC

Note:

1. All questions are compulsory
2. 25 questions of 2 marks each.

- ✓ 1. What is the full form of CPU?
a) Computer Processing Unit
b) Computer Principle Unit
✓ c) Central Processing Unit
✓ d) Control Processing Unit
- 2 -
- ✓ 2. Which of the following is not a characteristic of a computer?
a) Versatility
b) Accuracy
c) Diligence
✓ d) I.Q.
- 2 -
- ✓ 3. Which of the following is not a point-and-draw device?
✓ a) Keypad
b) Trackball
c) Touch screen
d) Mouse
- 2 -
- ✓ 4. A printer that prints one line at a time and has a predefined set of characters is called _____
a) Laser
✓ b) Drum
c) Inkjet
d) Impact
- 2 -
- ✓ 5. Which of the following is designed to control the operations of a computer?
a) Application Software
✓ b) System Software
c) Utility Software
d) User
- 2 -
- ✓ 6. Which network topology requires a central controller or hub?
✓ a) Star
b) Mesh
c) Ring
d) Bus
- 2 -
- ✓ 7. Data communication system spanning states, countries, or the whole world is _____
a) LAN
✓ b) WAN
c) MAN
d) PAN
- 2 -
- ✓ 8. What is the format of IP address?
a) 34 bit
b) 64 bit
c) 16 bit
✓ d) 32 bit
- 2 -

9. Which of the following is the first web browser?

- a) Nexus
- b) Netscape Navigator
- c) Internet Explorer
- d) Mosaic

10. An email may contain non-text information which may be _____

- a) downloaded
- b) Uploaded
- c) Erased
- d) Transmitted

11. What sends a copy of an email to a new recipient?

- a) Reply
- b) BCC
- c) Reply All
- d) Forward

12. SMTP stands for _____

- a) Simple Mail Transfer Protocol
- b) Server Mail Transfer Protocol
- c) Short mail transmission protocol
- d) Small mail transmission protocol

13. What do we call the people we send an email to?

- a) Recipients
- b) SPAM
- c) Contacts
- d) Inbox

14. Each user of a email communication should possess _____

- a) pen drive
- b) external hard disk
- c) a unique identifier, called email ID
- d) None

15. The file attached to an email is called the _____

- a) attachment
- b) content
- c) subject
- d) BCC

16. The email ID of the secondary recipient of email is entered in _____ field

- a) CC
- b) BCC
- c) Subject
- d) To

17. There are Four Scenarios in _____

- a) Servers
- b) Domains
- c) IP
- d) Email

18. At beginning of Internet era, messages sent by electronic mail were short and consisted of

- a) Line only
- b) Text Only
- c) Words only
- d) Numbers Only

19. You should _____ your emails before sending. Once they are sent you cannot get them back.

- a) reply
- b) return
- c) review
- d) remind

20. What is e-mail?

- a) Method of exchanging messages via electronic devices
- b) Speed message transfer to location
- c) Musical messaging service
- d) None of these

-2-

21. What is the URL of a website?

- a) It is the location of website on internet
- b) It is used to create internet
- c) It is location of peripheral on internet
- d) None of these

-2-

22. India Post Payments Bank (IPPB) has partnered with which social media platform to promote financial literacy?

- a) Twitter
- b) Koo
- c) Facebook
- d) Instagram

-2-

23. _____ is an early form of E-commerce

- a) SCM
- b) EDI
- c) Both of these
- d) Neither of these

-2-

24. What is 'EOQ' in Inventory control?

- a) Economic Occuring Quantity
- b) Economic Order Quantity
- c) Economic Over Quantity
- d) Economic of Quantity

-2-

25. Which of the following is NOT a B2B E-commerce?

- a) Sending and receiving orders
- b) Invoice and shopping
- c) All of the above
- d) None of the above

-2-