

KRE Society's

Karnatak Arts, Science and Commerce College, Bidar

Department of Computer Science

Add-on course on Digital Literacy

2019-20

Course Co-ordinator

Smt. Shivaleela Patil

Assistant Professor

Department of Computer Science

Date: 18 July, 2019

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

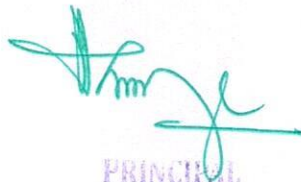
Sub: Request to grant permission to start add-on course on Digital Literacy for the academic year 2019-20: Reg.

Respected Sir,

We would like to start the add-on course on "Digital Literacy" from the academic year 2019-20: with intake of 50 students. Please permit us to start the add-on course and do the needful.

Thanking You.

Permitted



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



HOD

Srividya 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

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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

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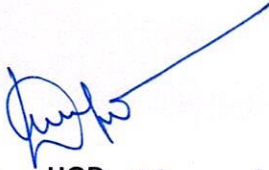
Karnatak Arts, Science and Commerce College, Bidar

Department of Computer Science

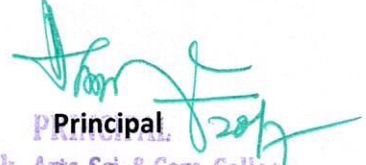
Date: 20 July, 2019

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 August, 2019**, interested students can enrol their names on or before **25 July, 2019** in the Department of Computer Science.



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



Principal
Karnatak Arts, Sci. & Com. College
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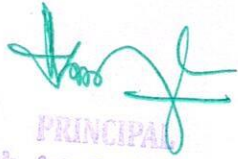
Karnatak Arts, Science and Commerce College, Bidar

Department of Computer Science

**Add-on Course on Digital Literacy
Enrolment List (2019-20) (BSc.)**

SL.No	NAME OF THE STUDENT	Signature
1	Jagdish Hande	Jagdish
2	Pooja M	Pooja
3	Pooja M	Pooja
4	Jyoti	Jyoti
5	Archana	Archana
6	Aishwarya	Aishwarya
7	Vijaylaxmi	Vijaylaxmi
8	Priyanka	Priyanka
9	Divya	Divya
10	Pooja	Pooja
11	Nazreen Sultana	Nazreen
12	Supriya	Supriya
13	Nikhat Khanum	Nikhat
14	Priya	Priya
15	Shrilaxmi	S. Shrilaxmi
16	Shivani	Shivani
17	Parmesh	Parmesh
18	Sarvesh.M.B	Sarvesh
19	Taukheer Khan	Taukheer
20	Apoorva	Apoorva
21	Math Geeta	Math Geeta
22	Shivani	Shivani
23	Akhila	Akhila
24	Geeta	Geeta
25	Priyanka	Priyanka
Sign of Faculty		


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Department of Computer Science

**Add-on Course on Digital Literacy
Enrolment List (2019-20) (BA)**

SL.No	NAME OF THE STUDENT	Signature
26	Ranjeeta	Ranjeeta
27	Arati	Arati
28	Afshan Begum	Afshan Begum
29	Anita	Anita
30	Vijaylaxmi	Vijaylaxmi
31	Tanuja	Tanuja
32	Swati	Swati
33	Shivakanta	Shivakanta
34	Ambika	Ambika
35	Saraswati	Saraswati
36	Bhuvaneshwari	Bhuvaneshwari
37	Renuka	Renuka
38	Eramma	Eramma
39	Pooja	Pooja
40	Nikita	Nikita
41	Taisin Begum	Taisin Begum
42	Deepika	Deepika
43	Sudharani	Sudharani
44	Malashree	Malashree
45	Anuradha	Anuradha
46	Mahananda	Mahananda
47	Shobha	Shobha
48	Faranaaz	Faranaaz
49	Shiva Othi	Shiva Othi
50	Jaibheem	Jaibheem
Sign of Faculty		

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Department of Computer Science

**Add-on Course on Digital Literacy
Time-Table (2019-20)**

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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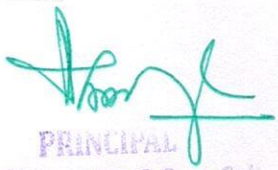
Department of Commerce

Add-on Course on Digital Literacy

Attendance (2019-20) (BSc.)

SL.No	NAME OF THE STUDENT	6/8/2019	7/8/2019	8/8/2019	9/8/2019	13/8/2019	14/8/2019	16/8/2019	20/8/2019	21/8/2019	22/8/2019	23/8/2019	27/8/2019	28/8/2019	29/8/2019	30/8/2019
1	Jagdish Hande	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Pooja M	A	A	P	P	P	A	A	P	A	A	P	P	A	P	P
3	Pooja M	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
4	Jyoti	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P
5	Archana	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A
6	Aishwarya	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P
7	Vijaylaxmi	P	P	P	P	P	P	A	P	A	A	P	P	P	P	P
8	Priyanka	A	P	P	P	P	P	P	P	A	A	P	P	A	P	P
9	Divya	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
10	Pooja	P	P	P	P	P	P	P	P	P	P	A	A	A	P	P
11	Nazreen Sultana	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
12	Supriya	P	P	A	P	P	P	P	P	A	A	P	P	P	P	A
13	Nikhat Khanum	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P
14	Priya	P	P	A	P	A	P	P	P	P	P	P	P	P	A	P
15	Shrilaxmi	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P
16	Shivani	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P
17	Parmesh	A	A	P	P	P	A	P	P	P	P	P	A	A	P	P
18	Sarvesh.M.B	P	P	P	P	P	P	P	A	P	P	P	P	A	A	P
19	Taukheer Khan	A	P	P	P	P	P	P	P	A	A	P	P	P	P	P
20	Apoorva	P	P	P	P	P	P	P	P	A	P	P	P	A	A	P
21	Math Geeta	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P
22	Shivani	A	P	P	A	P	P	P	A	P	P	P	P	A	A	A
23	Akhila	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
24	Geeta	A	A	P	P	A	A	P	P	A	A	P	P	P	P	P
25	Priyanka	P	A	A	P	P	P	P	A	P	P	P	P	P	P	P
Sign of Faculty																


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Add-on Course on Digital Literacy
Attendance (2019-20) (BA)

SL.No	NAME OF THE STUDENT	6/8/2019	7/8/2019	8/8/2019	9/8/2019	13/8/2019	14/8/2019	16/8/2019	20/8/2019	21/8/2019	22/8/2019	23/8/2019	27/8/2019	28/8/2019	29/8/2019	30/8/2019
26	Ranjeeta	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A
27	Arati	P	A	P	A	P	A	P	P	P	P	P	P	P	P	P
28	Afshan Begum	A	P	P	P	P	P	P	P	A	A	A	P	P	P	P
29	Anita	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P
30	Vijaylaxmi	A	P	A	P	A	P	A	P	P	P	P	P	P	P	P
31	Tanuja	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P
32	Swati	A	P	P	P	P	P	P	P	A	A	P	P	P	P	P
33	Shivakanta	A	P	P	P	A	P	P	A	P	P	P	P	A	A	P
34	Ambika	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P
35	Saraswati	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
36	Bhuvaneshwari	P	P	A	A	P	P	A	P	P	P	P	P	A	A	P
37	Renuka	P	P	P	P	A	P	P	A	A	P	P	P	P	P	P
38	Eramma	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P
39	Pooja	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
40	Nikita	A	A	A	P	P	A	A	P	P	P	P	P	P	P	A
41	Taisin Begum	P	P	P	P	A	P	P	P	A	A	P	P	A	P	P
42	Deepika	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P
43	Sudharani	P	P	P	P	A	A	P	P	A	P	P	P	P	A	P
44	Malashree	P	A	P	A	P	P	A	P	P	P	P	P	P	P	P
45	Anuradha	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P
46	Mahananda	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P
47	Shobha	A	P	P	P	P	P	P	A	A	P	P	P	P	P	P
48	Faranaaz	A	A	P	P	P	A	P	P	A	P	P	P	P	P	P
49	Shiva Othi	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
50	Jaibheem	A	P	P	P	P	A	P	A	P	P	P	P	P	P	A
Sign of Faculty																

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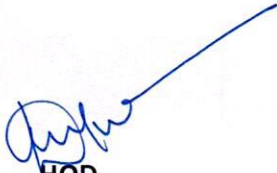
Karnatak Arts, Science and Commerce College, Bidar

Department of Computer Science

Date: 16 October, 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 19 October, 2019 from 10 to 11 am in Classroom No. S 2.



HOD
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Karnatak Arts, Sci. & Com. College
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Department of Computer Science

**Add-on Course on Digital Literacy
Exam Attendance List (2019-20) (BSc.)**

SL.No	NAME OF THE STUDENT	Signature
1	Jagdish Hande	Jagdish Hande
2	Pooja M	Pooja
3	Pooja M	Absent
4	Jyoti	Jyoti
5	Archana	Archana
6	Aishwarya	Aishwarya
7	Vijaylaxmi	Vijaylaxmi
8	Priyanka	Priyanka
9	Divya	Divya
10	Pooja	Pooja
11	Nazreen Sultana	Nazreen
12	Supriya	Supriya
13	Nikhat Khanum	Absent
14	Priya	Priya
15	Shrilaxmi	Absent
16	Shivani	Absent
17	Parmesh	Parmesh
18	Sarvesh.M.B	Sarvesh B
19	Taukheer Khan	Absent
20	Apoorva	Apoorva
21	Math Geeta	Math Geeta
22	Shivani	Shivani
23	Akhila	Akhila
24	Geeta	Geeta
25	Priyanka	Priyanka
Sign of Faculty		

























Invigilator signature

KRE Society's

Karnatak Arts, Science and Commerce College, Bidar

Department of Computer Science

**Add-on Course on Digital Literacy
Exam Attendance List (2019-20) (BA)**

SL.No	NAME OF THE STUDENT	Signature
26	Ranjeeta	
27	Arati	
28	Afshan Begum	
29	Anita	
30	Vijaylaxmi	
31	Tanuja	
32	Swati	
33	Shivakanta	
34	Ambika	
35	Saraswati	
36	Bhuvaneshwari	
37	Renuka	
38	Eramma	
39	Pooja	
40	Nikita	
41	Taisin Begum	
42	Deepika	
43	Sudharani	
44	Malashree	
45	Anuradha	
46	Mahananda	
47	Shobha	
48	Faranaaz	
49	Shiva Othi	
50	Jaibheem	
Sign of Faculty		


Invigilator signature

KRE Society's


Karnatak Arts, Science and Commerce College, Bidar

Department of Computer Science

Add-on Course on Digital Literacy

Marks List (2019-20) (BSc.)

SL.No	NAME OF THE STUDENT	Marks Scored
1	Jagdish Hande	42
2	Pooja M	Absent
3	Pooja M	42
4	Jyoti	40
5	Archana	28
6	Aishwarya	36
7	Vijaylaxmi	38
8	Priyanka	34
9	Divya	38
10	Pooja	46
11	Nazreen Sultana	46
12	Supriya	38
13	Nikhat Khanum	Absent
14	Priya	32
15	Shrilaxmi	Absent
16	Shivani	Absent
17	Parmesh	36
18	Sarvesh.M.B	50
19	Taukheer Khan	Absent
20	Apoorva	40
21	Math Geeta	36
22	Shivani	36
23	Akhila	42
24	Geeta	36
25	Priyanka	42
Sign of Faculty		


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Department of Computer Science

Add-on Course on Digital Literacy
Marks List (2019-20) (BA)

SL.No	NAME OF THE STUDENT	Marks Scored
26	Ranjeeta	46
27	Arati	46
28	Afshan Begum	46
29	Anita	46
30	Vijaylaxmi	46
31	Tanuja	40
32	Swati	40
33	Shivakanta	38
34	Ambika	40
35	Saraswati	38
36	Bhuvaneshwari	46
37	Renuka	46
38	Eramma	42
39	Pooja	44
40	Nikita	42
41	Taisin Begum	38
42	Deepika	42
43	Sudharani	42
44	Malashree	40
45	Anuradha	42
46	Mahananda	42
47	Shobha	42
48	Faranaaz	42
49	Shiva Othi	42
50	Jaibheem	44
Sign of Faculty		



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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 Ranjeeta FOR COMPLETION OF ADD ON
COURSE ON "DIGITAL LITERACY" ORGANIZED BY DEPARTMENT OF COMPUTER SCIENCE, FROM
5TH AUGUST 2019 TO 15TH OCTOBER 2019.


HOD

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


PRINCIPAL

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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 August, 2019

End Date of the Course: 15 October, 2019

The Department of Computer Science have conducted add-on course on Digital Literacy for the students of BA and B Sc. from **5 August, 2019** to **15 October, 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 2019-20

Subject: Digital Literacy
Name of the student:

Duration: 1/2 Hours

Max. Marks: 50
Programme:

Note:

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

1. Which of the following language does the computer understand?
 - a) Computer understands only C Language
 - b) Computer understands only Assembly Language
 - c) Computer understands only Binary Language**
 - d) Computer understands only BASIC
2. Which of the following is the smallest unit of data in a computer?
 - a) Bit**
 - b) KB
 - c) Nibble
 - d) Byte
3. A device used for video games, flight simulators, training simulators and for controlling industrial robots.
 - a) Mouse
 - b) Light pen
 - c) Joystick**
 - d) Keyboard
4. Which of the following is a temporary output?
 - a) Hard copy
 - b) Soft copy**
 - c) Duplicate copy
 - d) On paper
5. Which of the following is not an example of system software?
 - a) Language Translator
 - b) Utility Software
 - c) Communication Software
 - d) Word Processors**
6. _____ topology requires a multipoint connection.
 - a) Star
 - b) Mesh
 - c) Ring
 - d) Bus**
7. Data communication system within a building or campus is _____
 - a) LAN**
 - b) WAN
 - c) MAN
 - d) PAN

18. Mail access starts with client when user needs to download e-mail from the
- a) Mail Server
 - b) Mail Box**
 - c) IP server
 - d) Internet
19. Which of the following is an advantage of an email?
- a) Ease of communication
 - b) Lower cost
 - c) Desired length
 - d) All of mentioned above**
20. E-mail stands for?
- a) Electrical mail
 - b) Electronic messaging service
 - c) Electronic mail**
 - d) All of these
21. Putting files to the server from the computer is?
- a) Downloading
 - b) Uploading**
 - c) Trashing
 - d) Transferring
22. Which social media company launched a set of publishing and subscription tools named 'Bulletin'?
- a) Twitter
 - b) Facebook**
 - c) Tik Tok
 - d) Snapchat
23. _____ is concerned with the buying and selling information, products and services over computer communication networks
- a) Commerce
 - b) E-Commerce**
 - c) E-Business
 - d) None of these
24. The concept of online marketing and selling of products and services through the internet is _____
- a) B2G
 - b) B2C**
 - c) B2B
 - d) B2E
25. Among the alternative models of B2B E-commerce, which is the best means to acquire a competitive advantage in the market?
- a) Strategic relationship**
 - b) Process
 - c) Transaction
 - d) All of the above

K.R.E. Society's
Karnatak Arts, Science and Commerce College, Bidar.
Department of Computer Science
Add-On Course Examination 2019-20

42

50

Subject: Digital Literacy

Duration: 30 minutes

Max. Marks: 50

Name of the student: Jagdish Hande
Jag

Programme: BSC

Note:

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2. 25 questions of 2 marks each.

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8. Version 6 of IP address has how many bits.

- a) 64 bits
- b) 128 bits
- c) 32 bits
- d) 256 bits

9. Who created the first web browser

- a) Tim Berners Lee
- b) Jacobs, Lan
- c) Marc Andeersen
- d) Mozilla foundation

10. The second part of email address identifies _____

- a) name of bank
- b) name of the email server
- c) name of individual user
- d) name of the mobile phone operator

11. You can _____ an email if you want to remember it is important, and this also puts the email into a special folder for easy access

- a) Star
- b) Draft
- c) Label
- d) Reply

12. Transmission and delivery of information containing text, image, video, documents etc. to targeted recipient(s) over the Internet is called _____

- a) e-commerce
- b) email
- c) social media
- d) world wide web

13. In MS Office, _____ is the software for managing emails

- a) MS Publisher
- b) MS Access
- c) MS Outlook
- d) None

14. In email communication, CC stands for

- a) cold coffee
- b) carbon copy
- c) casual copy
- d) blind carbon copy

15. Unsolicited emails may be filtered and separated into _____

- a) inbox
- b) spam bin
- c) sent mails
- d) draft

16. What does BCC stand for when sending an email?

- a) Blind Copy Carbon
- b) Blind Copy of a Copy
- c) Blind Carbon Copy
- d) Bulk Copy of a Copy

17. What is the best defence against email scams?

- a) Avoid email and use social media
- b) Delete your email when there are links
- c) Disconnect your home phone because who uses them anyway
- d) Be sceptical when you are asked for personal information

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