

B.Sc DEGREE SECOND SEMESTER
SKILL COURSE: DIGITAL LITERACY

UNIT - 1: OPERATE THE ELEMENTS OF A COMPUTER AND PERFORMING OPERATIONS ON THE COMPUTER

- 1. EXPLAIN VARIOUS PARTS OF COMPUTER.**
- 2. HOW TO STORE A FILE WITH PROPER EXTENSION IN WINDOWS.**
- 3. WHAT IS KEYBOARD AND VARIOUS OPERATIONS.**
- 4. HOW TO LOCATE AND OPEN A FILE IN WINDOWS.**

UNIT - 2: ACCESS THE INTERNET TO BROWSE INFORMATION AND E-MAIL OPERATION

- 1. WHAT IS SEARCH ENGINE AND TYPES.**
- 2. WHAT IS WWW AND ITS COMPONENTS.**
- 3. HOW TO ACCESS INTERNET EXPLAIN**
- 4. WHAT IS AS E-MAIL? EXPLAIN BRIEFLY.**

UNIT - 3: MAKE BILL PAYMENTS, OTHER APPLICATIONS USING INTERNET AND WORD PROCESSING

- 1. EXPLAIN THE PROCEDURE OF BOOKING TRAIN TICKETS ONLINE.**
- 2. EXPLAIN ABOUT CHARACTER FORMATTING IN WORD**
- 3. WHO TO DO A BANK TRANSACTION ONLINE.**
- 4. EXPLAIN THE ADVANTAGES OF PAYING FOR UTILITY SERVICE ONLINE.**

BEST OF LUCK