

GANPAT UNIVERSITY																																																																																																							
FACULTY OF SOCIAL SCIENCES AND HUMANITIES																																																																																																							
Program		Bachelor of Arts					Branch/Spec.		Psychology																																																																																														
Semester		I					Version		1.0.0.0																																																																																														
Effective from Academic Year				2024-25			Effective for the batch Admitted in				July 2024																																																																																												
Subject code		BAEC102		Subject Name			Digital Fluency																																																																																																
Teaching scheme							Examination scheme (Marks)																																																																																																
(Per week)		Lecture (DT)		Practical (Lab.)		Total			CE		SEE		Total																																																																																										
		L	TU	P	TW																																																																																																		
Credit		02	00	00	00		02	Theory		25		25		50																																																																																									
Hours		02	00	00	00		02	Practical		00		00		00																																																																																									
Pre-requisite:																																																																																																							
Students are expected to have basis knowledge about computer.																																																																																																							
Objective:																																																																																																							
The aim of the course is to provide students an introduction about digital fluency.																																																																																																							
Learning Outcomes:																																																																																																							
Upon successful completion of the course students will be able,																																																																																																							
CO1- To understand about Digital Fluency, Computer Software and Emerging technologies.																																																																																																							
CO2- Get Knowledge about MS office Tools and Google Apps																																																																																																							
CO3- Conceptual Clarity for E-Commerce, E-payment and Cyber Security																																																																																																							
Mapping of PO-CO and PSO-CO:																																																																																																							
<table><tr><th rowspan="2">Course Outcome (CO) No.</th><th colspan="8">PO-CO Mapping</th><th colspan="6">PSO-CO Mapping</th></tr><tr><th>PO1</th><th>PO2</th><th>PO3</th><th>PO4</th><th>PO5</th><th>PO6</th><th>PO7</th><th>PO8</th><th>PSO1</th><th>PSO2</th><th>PSO3</th><th>PSO4</th><th>PSO5</th><th>PSO6</th></tr><tr><td>CO1</td><td>3</td><td>2</td><td>1</td><td>3</td><td>1</td><td>1</td><td>2</td><td>2</td><td>3</td><td>2</td><td>2</td><td>3</td><td>1</td><td>2</td></tr><tr><td>CO2</td><td>2</td><td>3</td><td>2</td><td>3</td><td>1</td><td>1</td><td>2</td><td>2</td><td>2</td><td>3</td><td>2</td><td>3</td><td>1</td><td>2</td></tr><tr><td>CO3</td><td>1</td><td>3</td><td>3</td><td>3</td><td>1</td><td>1</td><td>2</td><td>2</td><td>1</td><td>3</td><td>2</td><td>3</td><td>1</td><td>3</td></tr><tr><td>CO4</td><td>1</td><td>2</td><td>1</td><td>3</td><td>1</td><td>1</td><td>2</td><td>3</td><td>1</td><td>2</td><td>1</td><td>3</td><td>1</td><td>3</td></tr></table>															Course Outcome (CO) No.	PO-CO Mapping								PSO-CO Mapping						PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	CO1	3	2	1	3	1	1	2	2	3	2	2	3	1	2	CO2	2	3	2	3	1	1	2	2	2	3	2	3	1	2	CO3	1	3	3	3	1	1	2	2	1	3	2	3	1	3	CO4	1	2	1	3	1	1	2	3	1	2	1	3	1	3
Course Outcome (CO) No.	PO-CO Mapping								PSO-CO Mapping																																																																																														
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6																																																																																									
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CO2	2	3	2	3	1	1	2	2	2	3	2	3	1	2																																																																																									
CO3	1	3	3	3	1	1	2	2	1	3	2	3	1	3																																																																																									
CO4	1	2	1	3	1	1	2	3	1	2	1	3	1	3																																																																																									
Theory syllabus																																																																																																							
Unit	Content													Hrs.																																																																																									
1	<b>Introduction to Digital Fluency and Emerging Technology</b> <b>Digital Fluency:</b> Introduction; Meaning of digital fluency; Why we all need to be digitally fluent?; Difference between digital fluency and digital literacy; Benefits of digital fluency <b>Computer and Emerging Technology:</b> Computer software and its types; Operating systems and its types; Emerging technologies – Artificial Intelligence (AI), Internet of things (IoT), Cloud Computing, Machine Learning.													10																																																																																									
2	<b>Office Automation Tools and Google Apps</b> <b>Office Automation Tools:</b> Microsoft word; Microsoft Excel; Microsoft PowerPoint; Creating an email id, Working with email, addressing with cc and bcc. <b>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.													10																																																																																									
3	<b>E-Commerce and Cyber Security</b> <b>E-Commerce:</b> Meaning of e-commerce; Various android base applications for e-commerce platform; Different methods of e-payment; Do’s and don’ts while using e-payment. <b>Cyber Security:</b> Concept of cyber security; Types of cyber-attacks and preventions.													10																																																																																									
	Exam: 100% Theory, Numerical 0 %																																																																																																						
Text Book																																																																																																							
	Ravi Kalakot, Andrew B. Whinston; Electronic Commerce Pearson Education, Inc.																																																																																																						
Reference Books																																																																																																							
	E-Commerce; C.V.S. Murthy, Himalaya Publication, New Delhi Digital Fluency; S P Sajjan, S.B. Ramoshi																																																																																																						

Online Resource	
	<a href="https://onlinecourses.swayam2.ac.in/nou21_cm14/preview">https://onlinecourses.swayam2.ac.in/nou21_cm14/preview</a>