

Course Code	Course Name	Credits
26AE105	DIGITAL FLUENCY	2

Course Objectives

- Provide fundamental knowledge of computer systems, history, components, and classifications
- Develop understanding of computer hardware, storage devices, and internal architecture
- Enable students to effectively use productivity tools for documentation, data analysis, and presentations.
- Familiarize students with computer networks, internet applications, and digital communication technologies.
- Create awareness about cybersecurity, safe internet practices, and e-commerce systems.

Learning Outcomes

Upon successful completion of this course it is intended that a student will be able to:

- Explain the evolution, types, and applications of computers in various fields.
- Identify and describe hardware components, storage devices, and their functions
- Use Microsoft Office effectively for academic and professional tasks.
- Demonstrate knowledge of networking concepts and utilize internet services.

Unit 1 – INTRODUCTION TO COMPUTER (9 hrs.)

History of Computing-Generations of Computers- Uses of Computers-Hardware and Software-Types of Computers-Classification of Computers-Computer Viruses and Security Basics.

Unit 2 - WORD PROCESSING SKILLS (9 hrs.)

Working with Microsoft Word interface-Creating professional documents-Advanced text formatting and styles-Page layout design-Inserting and formatting tables, images, and objects-Mail merge for bulk document creation-Document review, comments, and track changes-Exporting to PDF and printing.

Unit 3 - SPREADSHEET SKILLS (9 hrs.)

Working with Microsoft Excel interface-Creating and managing worksheets-Data entry, cleaning, and formatting-Using formulas and functions-Data sorting, filtering, and validation-Charts and dashboards creation-Pivot tables for data analysis-Real-life tasks.

Unit 4- PRESENTATION SKILLS (9 hrs.)

Working with Microsoft PowerPoint interface-Designing professional presentations-Slide layouts, themes, and templates-Adding Multimedia-Animations and transitions for effective delivery-Slide master and consistency design-Presenting and exporting slides.

Unit 5 - INTERNET & DIGITAL COMMUNICATION SKILLS (9 hrs.)

Effective web searching and information filtering -Creating and managing email accounts-Sending professional emails with attachments-Using cloud storage-Online collaboration tools-Safe browsing and cybersecurity awareness-Digital payments and e-commerce usage.

Reference Books:

1. Computer Fundamentals: Sinha, P. K., & Sinha, P. (2004). Computer fundamentals. BPB Publications.
2. Microsoft Office 365 Step by Step: Lambert, J., & Lambert, C. (2019). Microsoft Office 365 step by step. Microsoft Press.
3. Excel 2019 Bible: Alexander, M., & Kusleika, R. (2018). Excel 2019 bible. Wiley.
4. Internet & World Wide Web How to Program: Deitel, H. M., Deitel, P. J., & Nieto, T. R. (2012). Internet & World Wide Web: How to program (5th ed.). Pearson.
5. PowerPoint 2019 for Dummies: Lowe, D. (2018). PowerPoint 2019 for dummies. Wiley.