



SILVER OAK UNIVERSITY

Silver Oak Law College (019)

Programme Name: Five Years Integrated B.B.A.LL.B Programme

Subject Name: Digital Literacy

Subject Code: 1190155183

Semester: I

Prerequisite:

1. Nil

Objective:

1. To develop awareness about computer.
2. To understand practical aspect of computer and its functions.
3. To gain knowledge about Technical skills, Critical understanding and communicative abilities.

Teaching Scheme:

Teaching Scheme				
L	T	P	Contact Hours	Credit
4	0	0	4	4

Content:

Unit No.	Contents	Teaching Hours	Weightage %
1	Digital Literacy: Definitions and Importance Basic Computer Skills: 1.1 Operating systems (Windows, Mac OS, Linux) 1.2 File management (creating, saving, and organizing files) 1.3 Introduction to software applications (word processors, spreadsheets, presentation tools)	14	25%
2	E-mail & Internet: 2.1 Understanding the internet and the World Wide Web 2.2 Web browsers and search engines 2.3 Effective online searching techniques 2.4 Email etiquette and usage	14	25%
3	Collaborative Tools and Techniques: 3.1 Using cloud storage (Google Drive, Drop box, Google Classroom) 3.2 Virtual meeting tools (Zoom, Microsoft Teams)	14	25%

	3.3 Online collaboration tools (Google Docs, Google Meet, Microsoft Teams, Zoom)		
4	Cyber security Basics: 4.1 Understanding cyber threats (viruses, phishing, hacking) 4.2 Safe browsing practices Personal Data Protection: 4.3 Creating and managing strong passwords 4.4 Using two-factor authentication 4.5 Understanding privacy settings on different platforms Digital Wellness: 4.6 Managing screen time 4.7 Recognizing and addressing cyber-bullying 4.8 Balancing online and offline activities	14	25%

Course Outcome:

Sr. No.	CO statement	Unit No
CO-1	To understand the basic skills towards Computers	I
CO-2	To understand the internet and how to use the internet and Emails.	II
CO-3	The Understanding the use of techniques and tools for use of Internet	III
CO-4	To understand the advance of Protection of Data and wellness of the data	IV

Teaching & Learning Methodology: -

The various methods or tools follows by the faculties to teach the above subject are:

1. Black Board
2. Presentations
3. Role Plays
4. Case Study Analysis
5. Practical /Current Scenario Discussion

Books Recommended: - (minimum 3 books)

1. P K Sinha Computer Fundamentals published by BPB Publications 2004
2. Mastering Excel by Thomas Chester and Richard Alden published by Sybex. 2016
3. Information Technology Management by Turban Efraim, Linda Volonino, Janice C Sipior ,Published by John Wiley & Sons 2012