

VAC080	DIGITAL LITERACY
Contact Hours	30 Hours
Prerequisite	Nil

Course Description

This course on Digital Literacy is designed to provide students with the foundational knowledge and skills necessary to navigate the digital world effectively and responsibly. Students will explore various aspects of digital literacy, including internet safety, information evaluation, digital communication, and online tools. The course aims to empower individuals to become confident and responsible digital citizens in the modern age.

Course Objectives

The course will enable the students to:

- Understand the importance of digital literacy in the digital age.
- Develop the essential skills for using digital devices and software.
- Learn to critically evaluate online information and sources.
- Enhance digital communication skills for personal and professional use.
- Promote internet safety and responsible online behaviour.

Course Outcomes

On the completion of the course students will be able to:

- CO1: Recognize the importance of digital literacy in the digital age.
- CO2: Demonstrate proficiency in using digital devices and software.
- CO3: Critically evaluate online information and sources.
- CO4: Utilize effective digital communication skills for personal and professional use.

Course Content

Module 1: Introduction to Digital Literacy

3 hours

- The Significance of Digital Literacy in Modern Society
- Ethical Considerations in the Digital Age
- Challenges and Opportunities in the Digital World
- Real-world Digital Literacy Success Stories

Module 2: Digital Devices and Software

4 hours

- Basic Computer and Mobile Device Operation
- Operating Systems and Software Applications
- File Management and Data Backup
- Troubleshooting Common Digital Issues

Module 3: Information Evaluation

4 hours

- The Importance of Information Literacy
- Identifying Reliable Online Sources
- Fact-checking and Verifying Information
- Recognizing and Avoiding Fake News

Module 4: Digital Communication Skills

5 hours

- Effective Email Communication
- Online Collaboration and Productivity Tools
- Social Media and Online Networking
- Online Etiquette and Netiquette

Module 5: Internet Safety and Responsible Behaviour

5 hours

- Protecting Personal Information Online
- Recognizing and Avoiding Online Scams
- Cybersecurity Best Practices
- Digital Ethics and Responsible Online Behaviour

Module 6: Exploring Digital Tools and Platforms**4 hours**

- Cloud Computing and Data Storage
- Online Learning and E-Learning Platforms
- Digital Marketing and Online Advertising
- Multimedia Creation and Content Sharing

Module 7: Lifelong Learning and Digital Citizenship**4 hours**

- Lifelong Learning Strategies in the Digital Age
- Online Resources for Continuous Learning
- Promoting Responsible Digital Citizenship
- Digital Literacy and Future Trends

Practicum

The course includes a practicum where students will set up and customize digital devices, practice information evaluation and source credibility assessments, engage in digital communication and social media interactions, and complete a final digital literacy project.

Textbooks

Mossberger, K., & Tolbert, C. J. (2021). *Digital Cities: The Internet and the Geography of Opportunity*. Oxford University Press.

Reference Books

Bailey, N., & Burch, S. (2018). *The Internet and Rural Development in India: Social, Technical, and Policy Issues*. Routledge.

Head, A. J., & Eisenberg, M. B. (2018). *How College Students Seek Information in the Digital Age*. Project Information Literacy.

Mihailidis, P., & Cohen, J. N. (2013). *Participatory Journalism: Guarding Open Gates at Online Newspapers*. Wiley-Blackwell.

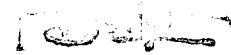
Rheingold, H. (2012). *Net Smart: How to Thrive Online*. MIT Press.

Solomon, G., & Schrum, L. (2017). *Web 2.0: How-To for Educators*. International Society for


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Technology in Education.

	Evaluation Component	Weightage (%)
1	Activities	20
2	Project/Presentation	20
3	Attendance	10
4	End Term Examination	50



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Gulshan Road, Gurugram (Haryana)



K.R. MANGALAM UNIVERSITY
E D U C A T I O N F O R L I F E
(Recognized by UGC and a member of AIU)

Ref.No.: KRMU/Admin./Notice/2021-22/ 2440 (A)

Dated: 5th August, 2021

NOTICE

This is to put for information that School of Journalism & Mass Communication is offering Value-Added Course (VAC) for all interested students during Odd Semester as per the following specifications.

Course Code	Course Title	Coordinating Department / School	Duration
VAC077	Theatre and Stagecraft	SJMC	30 Hrs.
VAC080	Digital Literacy	SJMC	30 Hrs.

Maximum 100 seats are available for the course.

Course Start Date: 08 September 2021

Course End Date: 29 September 2021

All interested students are required to confirm their registration with the Dean-School of Journalism & Mass Communication latest by **23rd August, 2021.**

Mahajan

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Copy to:

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Sohna Road, Gurgaon (Haryana)

- Vice Chancellor
- Dean (Academics Affairs)
- Controller of Examinations
- All Deans/ School Coordinators
- All Faculty Members/ Mentors
- Notice Board
- Office Copy

: For kind information

[Signature]
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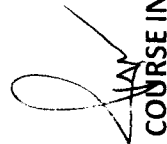
ATTENDANCE SHEET

VAC COURSE FOR ACADEMIC YEAR 2021-22

COURSE CODE: VAC080

COURSE TITLE: DIGITAL LITERACY

ROLL NO	NAME	PROGRAMME	SEMESTER	8-Sep-21	10-Sep-21	17-Sep-21	22-Sep-21	29-Sep-21	3-Oct-21
2108250009	JATIN GOYAL	B.A. Program	Semester I	P	P	P	P	P	P
2108250011	MANJEET	B.A. Program	Semester I	A	P	P	A	P	P
2111260017	KASHISH SHARMA	B.El.Ed.	Semester I	P	P	P	P	A	P
2111260016	AASHI	B.El.Ed.	Semester I	P	P	P	A	P	P
2113822004	SUVISHA DHAR	B.Sc. (H) Agriculture	Semester I	P	P	A	P	P	P
2113820010	DISHANT DAGAR	B.Sc. (H) Agriculture	Semester I	A	P	P	P	A	P
2102080074	JAGRITI SHUKLA	BBA	Semester I	P	P	P	P	P	P
2102080065	PRATHAM GOYAL	BBA	Semester I	P	P	P	P	P	P
2108250018	SUNNY BHATI	B.A. Program	Semester I	P	P	A	P	P	P
2108250020	Prayag Bhardwaj	B.A. Program	Semester I	P	P	A	P	P	P
2102080030	VANSHAJ KHURANA	BBA in BI and Analytics SAMATRIX	Semester I	P	P	P	P	P	P
2102080040	RAHUL GOYAL	BBA in BI and Analytics SAMATRIX	Semester I	P	P	P	P	P	P
2102080046	MAAHIR SHARMA	BBA in BI and Analytics SAMATRIX	Semester I	P	P	P	P	A	P
2102080049	HITESH	BBA in BI and Analytics SAMATRIX	Semester I	A	P	P	P	P	P


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School of Journalism &
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K.R. Mangalam University
Sohna Road, Gurugram Haryana-122103



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VAC COURSE FOR ACADEMIC YEAR 2021-22

COURSE CODE: VAC080

COURSE TITLE: DIGITAL LITERACY

ROLL NO	NAME	5-Oct-21	10-Oct-21	12-Oct-21	17-Oct-21	19-Oct-21	24-Oct-21	26-Oct-21	1-Nov-21	3-Nov-21
2108250009	JATIN GOYAL	P	P	P	P	P	P	P	P	P
2108250011	MANJEET	P	A	P	P	P	P	P	P	A
2111260017	KASHISH SHARMA	P	P	P	P	P	P	P	P	P
2111260016	AASHI	A	P	P	P	P	P	A	P	P
2113820004	SUVISHA DHAR	A	P	A	P	P	P	A	P	P
2113820010	DISHANT DAGAR	P	P	P	P	P	P	P	P	P
2102080074	JAGRITI SHUKLA	P	P	P	P	P	P	A	P	P
2102080065	PRATHAM GOYAL	P	P	P	P	P	P	P	P	P
2108250018	SUNNY BHATI	A	P	P	P	A	P	P	P	P
2108250020	Prayag Bhardwaj	A	P	P	P	A	P	P	A	P
2102080030	VANSHAJ KHURANA	P	P	P	P	P	P	P	P	P
2102080040	RAHUL GOYAL	P	P	P	P	P	P	P	P	P
2102080046	MAAAHIR SHARMA	P	P	P	P	P	P	P	P	P
2102080049	HITESH	P	P	P	P	P	P	A	P	P

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VAC COURSE FOR ACADEMIC YEAR 2021-22

COURSE CODE: VAC080

COURSE TITLE: DIGITAL LITERACY

ROLL NO	NAME	5-Nov-21	10-Nov-21	12-Nov-21	17-Nov-21	21-Nov-21	24-Nov-21	26-Nov-21	1-Dec-21	3-Dec-21
2108250009	JATIN GOYAL	P	P	P	P	P	P	P	P	A
2108250011	MANJEET	P	A	P	P	P	P	P	P	P
2111260017	KASHISH SHARMA	P	P	P	P	P	P	P	A	P
2111260016	AASHI	A	P	P	P	A	P	P	P	A
2113822004	SUVISHA DHAR	P	P	P	P	A	A	P	A	P
2113820010	DISHANT DAGAR	A	P	P	P	P	P	P	P	P
2102080074	JAGRITI SHUKLA	P	P	A	P	P	P	P	P	P
2102080065	PRATHAM GOYAL	A	P	P	P	P	P	P	P	P
2108250018	SUNNY BHATI	P	P	P	P	P	A	P	A	P
2108250020	Prayag Bhardwaj	P	P	P	P	P	P	P	A	P
2102080030	VANSHAJ KHURANA	P	P	A	P	P	P	P	P	P
2102080040	RAHUL GOYAL	P	P	A	P	P	P	P	P	P
2102080046	MAAAHIR SHARMA	P	P	P	P	P	P	P	P	P
2102080049	HITESH	P	A	P	P	A	P	P	P	P


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VAC COURSE FOR ACADEMIC YEAR 2021-22

COURSE CODE: VAC080

COURSE TITLE: DIGITAL LITERACY

ROLL NO	NAME	8-Dec-21	10-Dec-21	15-Dec-21	17-Dec-21	22-Dec-21	24-Dec-21	29-Dec-21	Total	Present	Percentage
2108250009	JATIN GOYAL	P	P	P	P	P	P	P	31	30	96.77
2108250011	MANJEET	P	A	P	P	A	P	P	31	24	77.42
2111260017	KASHISH SHARMA	P	P	P	P	A	P	A	31	27	87.10
2111260016	AASHI	A	P	P	P	P	P	P	31	24	77.42
2113822004	SUVISHA DHAR	A	P	P	P	P	A	P	31	22	70.97
2113820010	DISHANT DAGAR	A	P	A	P	P	P	P	31	26	83.87
2102080074	JAGRITI SHUKLA	P	P	A	P	A	P	P	31	27	87.10
2102080065	PRATHAM GOYAL	A	P	A	P	P	P	A	31	27	87.10
2108250018	SUNNY BHATI	P	A	P	P	P	P	P	31	25	80.65
2108250020	Prayag Bhardwaj	P	P	P	P	P	P	P	31	26	83.87
2102080030	VANSHAJ KHURANA	P	A	A	P	P	P	A	31	27	87.10
2102080040	RAHUL GOYAL	P	A	P	P	P	A	A	31	27	87.10
2102080046	MAAAHIR SHARMA	P	P	P	P	A	A	A	31	27	87.10
2102080049	HITESH	A	A	A	P	P	P	P	31	24	77.42

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THE COMPLETE WORLD OF EDUCATION

VALUE ADDED COURSE(VAC)

ACADEMIC YEAR 2021-22

COURSE CODE: VAC080

COURSE TITLE: DIGITAL LITERACY

COURSE OFFERED BY: SCHOOL OF JOURNALISM AND MASS COMMUNICATION (SJMC)

LIST OF STUDENTS COMPLETING THE COURSE

S.NO	SESSION	ROLL NO	NAME	PROGRAMME	SEMESTER	COURSE CODE	COURSE TITLE	SCHOOL
1	2022-23	2108250009	JATIN GOYAL	B.A. Program	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF MANAGEMENT & COMMERCE(SOMC)
2	2022-23	2108250011	MANJEET	B.A. Program	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF MANAGEMENT & COMMERCE(SOMC)
3	2022-23	2111260017	KASHISH SHARMA	B.El.Ed.	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF EDUCATION(SOED)
4	2022-23	2111260016	AASHI	B.El.Ed.	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF EDUCATION(SOED)
5	2022-23	2113822004	SUVISHA DHAR	B.Sc. (H) Agriculture	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF ARCHITECTURE & DESIGN(SOAD)
6	2022-23	21138220010	DISHANT DAGAR	B.Sc. (H) Agriculture	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF ARCHITECTURE & DESIGN(SOAD)
7	2022-23	2102080074	JAGRITI SHUKLA	BBA	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF MANAGEMENT & COMMERCE(SOMC)
8	2022-23	2102080065	PRATHAM GOYAL	BBA	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF MANAGEMENT & COMMERCE(SOMC)
9	2022-23	2108250018	SUNNY BHATI	B.A. Program	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF HUMANITIES(SOHS)
10	2022-23	2108250020	Pravag Bhardwaj	B.A. Program	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF HUMANITIES(SOHS)
11	2022-23	2102080030	VANSHAJ KHURANA	BBA in BI and Analytics SAMATRIX	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF MANAGEMENT & COMMERCE(SOMC)
12	2022-23	2102080040	RAHUL GOYAL	BBA in BI and Analytics SAMATRIX	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF MANAGEMENT & COMMERCE(SOMC)
13	2022-23	2102080046	MAAHIR SHARMA	BBA in BI and Analytics SAMATRIX	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF MANAGEMENT & COMMERCE(SOMC)
14	2022-23	2102080049	HITESH	BBA in BI and Analytics SAMATRIX	Semester I	VAC080	DIGITAL LITERACY	SCHOOL OF MANAGEMENT & COMMERCE(SOMC)

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This is to certify that **JATIN GOYAL**, University Enrolment No **2108250009** of **B.A. Program** programme has successfully qualified **VALUE ADDED COURSE VAC080** (Digital Literacy) during Academic Session **2021-22** (Odd Semester).

Date: 21.02.2022

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This is to certify that **MANJEET**, University Enrolment No **2108250011** of **B.A. Program** programme has successfully qualified **VALUE ADDED COURSE VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

Date: 21.02.2022

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This is to certify that **KASHISH SHARMA**, University Enrolment No **2111260017** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

Date: 21.02.2022

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This is to certify that **AASHI**, University Enrolment No **2111260016** of **B.El.Ed.** programme has successfully qualified **VALUE ADDED COURSE VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

Date: 21.02.2022

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This is to certify that **SUVISHA DHAR**, University Enrolment No **2113822004** of **B.Sc. (H) Agriculture** programme has successfully qualified **VALUE ADDED COURSE VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

Date: 21.02.2022

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This is to certify that **DISHANT DAGAR**, University Enrolment No **2113820010** of **B.Sc. (H) Agriculture** programme has successfully qualified **VALUE ADDED COURSE VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

Date: 21.02.2022

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This is to certify that **JAGRITI SHUKLA**, University Enrolment No **2102080074** of **BBA** programme has successfully qualified **VALUE ADDED COURSE VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

Date: 21.02.2022

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This is to certify that **PRATHAM GOYAL**, University Enrolment No **2102080065** of **BBA** programme has successfully qualified **VALUE ADDED COURSE VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

Date: 21.02.2022

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This is to certify that **SUNNY BHATI**, University Enrolment No **2108250018** of **B.A. Program** programme has successfully qualified **VALUE ADDED COURSE VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

Date: 21.02.2022

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This is to certify that **Prayag Bhardwaj**, University Enrolment No **2108250020** of **B.A. Program** programme has successfully qualified **VALUE ADDED COURSE VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

Date: 21.02.2022

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This is to certify that **VANSHAJ KHURANA**, University Enrolment No **2102080030** of **BBA in BI and Analytics SAMATRIX** programme has successfully qualified **VALUE ADDED COURSE VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

Date: 21.02.2022

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This is to certify that **RAHUL GOYAL**, University Enrolment No **2102080040** of **BBA in BI and Analytics SAMATRIX** programme has successfully qualified **VALUE ADDED COURSE VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

Date: 21.02.2022

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CERTIFICATE OF COMPLETION

This is to certify that **MAAHIR SHARMA**, University Enrolment No **2102080046** of **BBA** in **BI and Analytics SAMATRIX** programme has successfully qualified **VALUE ADDED** COURSE **VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

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Date: 21.02.2022

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THE COMPLETE WORLD OF EDUCATION

CERTIFICATE OF COMPLETION

This is to certify that **HITESH**, University Enrolment No **2102080049** of **BBA in BI and Analytics SAMATRIX** programme has successfully qualified **VALUE ADDED COURSE VAC080 (Digital Literacy)** during Academic Session **2021-22 (Odd Semester)**.

hahajan

Date: 21.02.2022

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