



GOVERNMENT COLLEGE BARAN (RAJASTHAN)

VALUE ADDED COURSE

COURSE CODE-GCB/VAC/DLPG

CONTACT HOURS- 30

DIGITAL LITERACY AND ONLINE SAFETY

COURSE OBJECTIVE

1. Digital Literacy Basics:

- Define digital literacy and recognize its importance.
- Develop effective verbal and written communication skills in digital spaces.
- Understand basic hardware, software, and internet concepts.

2. Online Safety Fundamentals:

- Identify secure websites and practice safe web browsing.
- Enhance search engine literacy, evaluate search results, and manage social media privacy.

3. Cybersecurity Essentials:

- Create strong passwords, use password managers, and enable two-factor authentication.
- Manage online privacy settings, implement data security, and prevent identity theft.
- Apply basic security measures to computers, mobile devices, and home networks.

4. Responsible Digital Citizenship:

- Foster respectful communication and understand digital footprints.
- Comprehend copyright principles and avoid spreading misinformation.

LEARNING OUTCOME:

Applied Knowledge and Practical Skills:

- Apply digital literacy and online safety practices in real-world scenarios.

Critical Thinking and Evaluation:

- Evaluate online content for credibility and analyze potential risks and benefits.

Ethical Online Behavior:

- Promote ethical considerations in digital communication and content sharing.

EVALUATION- Class room presentation, Group Discussions, Oral Tests/Viva.

CREDIT- 0

DISCIPLINE- OPEN TO ALL

COURSE CONTENT

Module I: Introduction to Digital Literacy

Definition and Importance of Digital Literacy- Understanding the digital landscape, why digital literacy matters in the modern world. Key Digital Concepts- Basics of hardware and software, Introduction to the internet and the World Wide Web. Digital Communication- Email etiquette, Online messaging, and collaboration tools.



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Module II: Navigating the Internet Safely

Web Browsing Best Practices- Identifying secure websites, Recognizing, and avoiding phishing scams, Search Engine Literacy- Effective use of search engines, Evaluating search results for reliability. Social Media Awareness- Privacy settings on social media platforms, Recognizing and avoiding social engineering attacks.

Module III: Online Security Basics

Password Management- Creating strong passwords, Using password managers. Two-Factor Authentication (2FA)- Understanding and enabling 2FA, Enhancing account security. Malware and Antivirus Awareness- Recognizing common types of malwares, best practices for antivirus protection.

Module IV: Protecting Personal Information

Privacy Online- Understanding online privacy issues, Managing privacy settings on devices and platforms. Data Security and Backups- Importance of data backups, Securing personal and sensitive information, Identity Theft Prevention- Recognizing and preventing identity theft, Responding to identity theft incidents.

Module V: Cybersecurity for Different Devices

Securing Computers- Antivirus software and firewalls, Software updates and patches. Mobile Device Security- Securing smartphones and tablets, App permissions and mobile security best practices. Internet of Things (IoT) Security-Risks associated with connected devices, Securing smart home devices.

Module VI: Digital Citizenship

Online Ethics-Respectful communication in online spaces, Understanding digital footprints. Responsible Content Sharing-Copyright and fair use, Avoiding the spread of misinformation.

Module VII: Online Learning and Professional Development

Using Online Educational Platforms- Navigating online courses, Virtual classrooms and collaboration tools. Professional Networking Online- Creating and managing professional profiles, LinkedIn and other career-oriented platforms.

Module VIII: Digital Wellness

Balancing Screen Time- Managing screen time for overall well-being, Recognizing digital addiction. Online Stress Management- Coping with online negativity, Building a healthy online presence.

References:

1. "डिजिटल सुरक्षा" by दीपक कुमार
2. "आत्म-सुरक्षा और इंटरनेट: एक सामाजिक सबक" by श्याम सुंदर दुबे
3. "ऑनलाइन सुरक्षा और गोपनीयता" by सुरेश गोयल
4. "Cybersecurity for Beginners" by Raef Meeuwisse
5. "The Social Media Bible: Tactics, Tools, and Strategies for Business Success" by Lon Safko
6. "Digital Literacy For Dummies" by Faithe Wempen

Online Resources:

- ❖ Google Digital Garage.
- ❖ StaySafeOnline by the National Cyber Security Alliance (NCSA)
- ❖ Cyber Aware