



AKKINENI NAGESWARA RAO COLLEGE:: GUDIVADA
(An Autonomous college under the jurisdiction of Krishna University, Machilipatnam)

I Year II Semester
LIFE SKILL COURSE
INFORMATION & COMMUNICATION TECHNOLOGY

(Common for all UG courses w.e.f. 2020-21)

(30 hrs. of Teaching Learning)

Objectives:

This course aims at providing exposure to students in skill development towards basic office applications.

Course Learning Outcomes:

After successful completion of the course, student will be able to:

1. Understand the literature of social networks and their properties.
2. Explain which network is suitable for whom.
3. Develop skills to use various social networking sites like twitter, flickr, etc.
4. Learn few GOI digital initiatives in higher education.
5. Apply skills to use online forums, docs, spread sheets, etc for communication, collaboration and research.
6. Get acquainted with internet threats and security mechanisms.

Syllabus

UNIT-I:(08hrs)

Fundamentals of Internet: What is Internet?, Internet applications, Internet Addressing –Entering a WebSite Address, URL–Components of URL, Searching the Internet, Browser –Types of Browsers, Introduction to Social Networking: Twitter, Tumblr, LinkedIn, Facebook, flickr, Skype, yahoo, YouTube, WhatsApp

Unit-II:(08hrs)

E-mail: Definition of E-mail -Advantages and Disadvantages –User Ids, Passwords, Email Addresses, Domain Names, Mailers, Message Components, Message Composition, Mail Management.
G-Suite: Google drive, Google documents, Google spread sheets, Google Slides and Google forms.

Unit-III:(10hrs)

Overview of Internet security, E-mail threats and secure E-mail, Viruses and antivirus software, Firewalls, Cryptography, Digital signatures, Copyright issues.

What are GOI digital initiatives in higher education? (SWAYAM, Swayam Prabha, National Academic Depository, National Digital Library of India, E-Sodh-Sindhu, Virtual labs, e-acharya, e-Yantra and NPTEL).

RECOMMENDED CO-CURRICULAR ACTIVITIES: (04hrs)

(Co-curricular activities shall not promote copying from textbook or from others work and shall encourage self/independent and group learning)

1. Assignments (in writing and doing forms on the aspects of syllabus content and outside the syllabus content. Shall be individual and challenging)
2. Student seminars(on topics of the syllabus and related aspects(individual activity))
3. Quiz and Group Discussion
4. Slip Test
5. Try to solve MCQ's available online.
6. Suggested student hands on activities:
 - a. Create your accounts for the above social networking sites and explore them, establish a video conference using Skype.
 - b. Create an Email account for yourself- Send an email with two attachments to another friend. Group the email addresses use address folder.
 - c. Register for one online course through any of the online learning platforms like NPTEL, SWAYAM, Alison, Codecademy, Coursera. Create a registration form for your college campus placement through Google forms.

REFERENCEBOOKS:

1. In-line/On-line:Fundamentals of the Internet and the World Wide Web, 2/e – by Raymond Greenlaw and Ellen Hepp, Publishers :TMH
2. Internet technology and Web design, ISRD group, TMH.
3. Information Technology – The breaking wave, Dennis P. Curtin, Kim Foley, Kunai Sen and Cathleen Morin, TMH.



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Section A (4 x 5=20 marks)

- 4 questions to be answered out of 8 questions
- 1 question must be given from each unit.

Section B(3 x 10=30 marks)

- 3 questions to be answered out of 5 questions
- 1 question must be given from each unit.

An illustration is given below.

	SECTION A	SECTION B	TOTAL MARKS
UNIT I	2	2	30
UNIT II	2	1	20
UNIT III	4	2	40
	8	5	90



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MODEL PAPER

Time: 1 1/2 hrs (90 Minutes)

Max. Marks: :50

Section – A

Answer any **FOUR** of the following questions

4 X 5 = 20M

1. What is Internet and its services?
2. Explain Internet Applications?
3. Define Email. What are its advantages and disadvantages?
4. Explain about Google drive Management.
5. What are E-mail Threats?
6. Explain about Firewalls.
7. Define cryptography.
8. Explain about digital Signature.

Section – B

Answer any **THREE** of the following questions

3 X 10 = 30M

9. Explain different types of web browsers and its features?
10. Explain different types of social networking sites?
11. Give a brief description on Email and its operations?
12. What is Virus? Explain types of Virus.
13. What are GOI digital initiatives in higher education?