

Govt. College, Amargarh

• Syllabus for Digital Literacy

Computer Department

Duration: - 1 Month

Sr. No.	Topics
1.	Knowing Computer
2.	Computer using GUI based Operating System.
3.	Using Spreadsheet.
4.	Understanding Word Processing.
5.	Communication using the Internet.
6.	Communication and Collaboration.
7.	Making Small Presentations.

• Learning Outcomes:-

- Understand and practice the elements of digital citizenship and internet safety
- Navigate a learning management system simulating an online course
- Collaborate and communicate a message using various digital tools
- Use web tools to organize information
- Investigate career choices and identify possible pathways to reach career/future goals



Heena
Principal
Govt. College
Amargarh (Sangrur)
P

- Evaluation Process:-

- **Grading Categories**

- a. Practical work 60%
- b. Assessments 30%
- c. Class Participation 10%

- **Grading Scale**

- 100-90% A
- 89-80% B
- 79-70% C
- 69-60% D
- 59-0% E


Principal
Govt College
Amargarh (Sangrur)

