

# **Skill Enhancement Course (SEC)**

## **Course Title: Data, Information, and Media Literacy**

For UG 4-Year Programme

Semester: 1,2 & 3

Practical: 35 Marks for the End Semester Examination (ESE)

Continuous Evaluation (CE): 10 Marks

Attendance: 5 Marks

Total: 50 Marks

### **Introduction**

In the modern era, everyone uses social media, television, newspapers, computers, and mobile devices to interact with data, information, and media. However, many students lack the skillsets needed to critically understand, evaluate, and apply knowledge ethically. This course, “**Data, Information, and Media Literacy**”, aims to develop basic practical skills in information seeking, understanding basic facts, identifying fake/false information, and promote responsible use of digital technology. This course can help students who have little to no experience with computers or digital technologies. Learning will be facilitated through projects, practical exercises, and mobile phone based activities.

### **Course Objectives**

The course aims to:

- Develop basic information-seeking and searching skills.
- Build confidence in using Information Communication Technology tools.
- Teach students how to verify news and identify fake news.
- Introduce simple data handling and interpretation.
- Promote responsible and ethical use of media.
- Develop practical digital life skills.

### **Course Outcomes**

After completion, students will be able to:

- CO1: Identify reliable and unreliable information sources.
- CO2: Use mobile phones and basic search engines effectively.
- CO3: Interpret simple tables, charts, and data.
- CO4: Detect fake news and misleading content.
- CO5: Practice safe and responsible digital behaviour.
- CO6: Present information clearly in basic formats.

## **1<sup>st</sup> Semester (SEC-I)**

### **Unit 1: Information Sources**

- Types of information sources (primary, secondary, tertiary, electronic sources)
- Identifying types of information from: newspaper, social media, TV news, and government notices.

### **Unit 2: Information Searching**

- Basic vs Advanced Google Search, Boolean operators/search
- Searching academic resources
- Using filters (date, file type, region)
- Ethical use of AI tools in academic work

### **Unit 3: Evaluating Information Sources**

- CRAAP test
- Identifying authentic information: author, date, source, evidence
- Identifying predatory/fake websites
- Comparing authentic vs misleading sites

## **2<sup>nd</sup> Semester (SEC-II)**

### **Unit 1: Understanding Data**

- Identifying types of data (structured/unstructured, quantitative/qualitative)
- Simple classroom survey (favourite subject/topic, daily mobile usage [in hours], mode of transport to college, study hours per day, source of news (TV, newspaper, social media, etc.))
- Preparing simple data tables manually.

### **Unit 2: Introduction to Basic Spreadsheet**

- Interface of MS Excel / Google Sheets on computers/mobile apps.
- Data entry, formatting, Sorting, filtering
- Basic data analysis: SUM, AVERAGE, COUNT, IF function, Percentage calculation

### **Unit 3: Simple Data Visualisation**

- Bar chart
- Pie chart
- Line chart

## 3<sup>rd</sup> Semester (SEC-III)

### Unit 1: Media Literacy

- Media information ethics
- Understanding Media Ecosystem (traditional vs digital media, Identifying bias in headlines)
- Comparing news coverage from different sources.

### Unit 2: Fake News and Fact-Checking

- Types of misinformation
- Use of fact-checking tools
- Verifying viral message, analysing the manipulated or AI-generated image

### Unit 3: Securing Digital Privacy

- Data privacy basics
- Terms & Conditions Reading Activity
- Password strength check, Phishing detection, Ethical sharing practices

## Reading Lists

### SEC-I

1. Blakeslee, S. (2004). The CRAAP Test. LOEX Quarterly, 31(3).  
<https://commons.emich.edu/loexquarterly/vol31/iss3/4>
2. Google. (n.d.). Learn search tips & how results relate to your search on Google.
3. Indira Gandhi National Open University. (n.d.). UNIT 2 TYPES OF INFORMATION SOURCES. In Information Sources and Library Services (pp. 1–85). IGNOU.
4. Sharma, C. K. (2006). Reference Service and Sources. Atlantic Publishers & Dist.

### SEC-II

1. Law, S. W., & Yim, B. (2025). Data Literacy: The Essential Language in the Digital Era. Taylor & Francis.
2. Microsoft. (n.d.). Basic tasks in Excel. Retrieved  
<https://support.microsoft.com/en-us/office/basic-tasks-in-excel-dc775dd1-fa52-430f-9c3c-d998d1735fca>

### SEC-III

1. Kumar (Researcher), R. (2023). Media Literacy and Fake News. SSDN Publishers & Distributors.
2. Martian, N. (2025). Data Privacy for Everyone: A Simple Guide to Big Ideas. Walzone Press.
3. Narayan, V. A. (2015). Media and Information Ethics: Cyber laws and Ethics. In Media and Information Literacy. INFLIBNET.
4. UNICEF. (2005). A quick guide to spotting misinformation: Tips for fact checking, staying informed and talking it out. UNICEF for Every Child.  
<https://www.unicef.org/eca/stories/quick-guide-spotting-misinformation>