



# Certified Digital Citizen VS-1247

## Vskills Certifications

Vskills Brochure



Skills for a secure future

## Certified Digital Citizen

Certification Code: VS-1247

### What is 'Digital Citizen'?

A digital citizen is defined as "those who use the Internet regularly and effectively". In qualifying as a digital citizen, a person generally must have extensive skills and knowledge in using the Internet through computers, mobile phones, and web-ready devices.

– Wikipedia

### Why is Digital Citizenship needed?

Addressing the 21st century skill of digital citizenship is important; to help students to learn, communicate and collaborate safely and responsibly. Being a best digital citizen includes having email etiquette, reporting and preventing cyber bullying, learning how to protect private information, etc.

According to the latest Norton Online Family Report

- ✓ 74 percent of users active on social networks say they've found themselves in unpleasant situations.
- ✓ 4 in 10 children have been involved in serious situations, i.e. cyberbullying or receiving inappropriate photos from strangers.
- ✓ 3 out of every 4 kids own a cellphone, yet a quarter of adolescents say parents know little or nothing about what they're doing.

We must take measures to keep pace with suddenly confusingly fast – advancement. We owe it to ourselves to better prepare kids to greet the many positives and challenges the connected life brings.

### Why register for digital citizen certification?

Everyone is embracing technology every day without examining the consequence of implementation. Today, with digitalization, employers judge prospective students or employees for their social media profile. So, it is important to know how to create online personas that project positive and constructive image.

Educators can only prevent cyber-bullying by educating students about it. Information Search and Analysis is an important aspect of Digital Citizenship. There are lots of resources available over the Internet and not all is authentic. Digital citizenship make candidate aware of, how to look out, select, and streamline information and how to choose a real and authentic source of information.

### Test Details

- **Duration:** 60 minutes
- **Test Mode:** Online, web-based only
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

### Fee Structure

Rs. 3,499/- (Excludes taxes)\*

\*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

# Table of Contents

## **1. Digital Citizen Basics**

- 1.1 Definition
- 1.2 Need

## **2. Digital Access**

- 2.1 IT Basics (data, information, data size -bit/byte, input and output devices, peripherals)
- 2.2 Networking Basics (network types, wired and wireless, devices and terminologies for broadband connection and wi-fi)
- 2.3 Mobile Technology (Smart phone, OS, 2g/3g/4g, app store)

## **3. Digital Commerce**

- 3.1 E-commerce and types
- 3.2 Online services (grocery, doctor, etc.)
- 3.3 Online purchase requirement and process
- 3.4 Bank details safety (OTP, malware and phishing)

## **4. Digital Communication**

- 4.1 Email (terms, sending, receiving, attachments, outlook, gmail)
- 4.2 Social Media (Google+, Facebook and Twitter accounts, usage, friends, share, like)
- 4.3 Online messaging – Online chat, Skype, Google hangout,
- 4.4 Mobile messaging – SMS, MMS, Video calls, Whatsapp

## **5. Digital Literacy**

- 5.1 Search Engine
- 5.2 Information search (image search, Google hacks, job and internship search, whois)
- 5.3 Data Backup (need, technologies, online and offline backup for PC and mobile)
- 5.4 Device maintenance (PC, laptop, mobile)

## **6. Digital Etiquette**

- 6.1 Netiquette (in chat and messaging)
- 6.2 Appropriate behavior and language (in social media)

## **7. Digital Law**

- 7.1 Cyber Bullying (definition, punishment, example cases)
- 7.2 Digital footprint and online reputation (concepts, management)
- 7.3 IT Act, 2008 (crime and punishments)

## **8. Digital Rights and Responsibilities**

- 8.1 Copyright, license and fair use
- 8.2 IPR
- 8.3 Public Domain
- 8.4 Privacy

8.5 Plagiarism

**9. Digital Security**

9.1 Online threats and prevention

9.2 Device security

9.3 Password security

**10. Digital Health**

10.1 Health ill-effects (eye strain, joints and body pain)

10.2 Managing personal health (exercise, posture)

10.3 Health monitors

## Sample Questions

1. Which of the following has the maximum storage capacity

- A. 32 KB
- B. 16 MB
- C. 8 GB
- D. None of the above

2. What is the main use of Google app store for Android based smart phones

- A. Install only Google applications
- B. Install verified applications
- C. Install banned applications
- D. None of the above

3. How does OTP is usually sent by banks

- A. To postal address
- B. To e-mail ID
- C. To mobile number
- D. None of the above

4. Which of the following is the most popular search engine

- A. Google
- B. Yahoo
- C. Bing
- D. None of the above

5. What does ASCII stands for

- A. American Stable Code for International Interchange
- B. American Standard Case for Institutional Interchange
- C. American Standard Code for Information Interchange
- D. None of the above

**Answers:** 1 (C), 2 (B), 3 (C), 4 (A), 5 (C)

## Certifications

### ➤ Accounting, Banking and Finance

- Certified AML-KYC Compliance Officer
- Certified Business Accountant
- Certified Commercial Banker
- Certified Foreign Exchange Professional
- Certified GAAP Accounting Standards Professional
- Certified Financial Risk Management Professional
- Certified Merger and Acquisition Analyst
- Certified Tally 9.0 Professional
- Certified Treasury Market Professional
- Certified Wealth Manager

### ➤ Big Data

- Certified Hadoop and Mapreduce Professional

### ➤ Cloud Computing

- Certified Cloud Computing Professional

### ➤ Design

- Certified Interior Designer

### ➤ Digital Media

- Certified Social Media Marketing Professional
- Certified Inbound Marketing Professional
- Certified Digital Marketing Master

### ➤ Foreign Trade

- Certified Export Import (Foreign Trade) Professional

### ➤ Health, Nutrition and Well Being

- Certified Fitness Instructor

### ➤ Hospitality

- Certified Restaurant Team Member (Hospitality)

### ➤ Human Resources

- Certified HR Compensation Manager
- Certified HR Staffing Manager
- Certified Human Resources Manager
- Certified Performance Appraisal Manager

### ➤ Office Skills

- Certified Data Entry Operator
- Certified Office Administrator

### ➤ Project Management

- Certified Project Management Professional

### ➤ Real Estate

- Certified Real Estate Consultant

### ➤ Marketing

- Certified Marketing Manager

### ➤ Quality

- Certified Six Sigma Green Belt Professional
- Certified Six Sigma Black Belt Professional
- Certified TQM Professional

### ➤ Logistics & Supply Chain Management

- Certified International Logistics Professional
- Certified Logistics & SCM Professional
- Certified Purchase Manager
- Certified Supply Chain Management Professional

### ➤ Legal

- Certified IPR & Legal Manager
- Certified Labour Law Analyst
- Certified Business Law Analyst
- Certified Corporate Law Analyst

### ➤ Information Technology

- Certified ASP.NET Programmer
- Certified Basic Network Support Professional
- Certified Business Intelligence Professional
- Certified Core Java Developer
- Certified E-commerce Professional
- Certified IT Support Professional
- Certified PHP Professional
- Certified Selenium Professional
- Certified SEO Professional
- Certified Software Quality Assurance Professional

### ➤ Mobile Application Development

- Certified Android Apps Developer
- Certified iPhone Apps Developer

### ➤ Security

- Certified Ethical Hacking and Security Professional
- Certified Network Security Professional

### ➤ Management

- Certified Corporate Governance Professional
- Certified Corporate Social Responsibility Professional

### ➤ Life Skills

- Certified Business Communication Specialist
- Certified Public Relations Officer

### ➤ Media

- Certified Advertising Manager
- Certified Advertising Sales Professional

### ➤ Sales, BPO

- Certified Sales Manager
- Certified Telesales Executive

**& many more job related certifications**

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