Central Sanskrit University

Established by an Act of Parliament

School of Multidisciplinary Sciences & Technology
Department of Computer Science and Natural Language Processing

Syllabus for Skill enhancement Course for Prak Shastri – 3rd Semester

Course Objectives:

To enhance the skills of students to give basic introduction to computer, To get introduction about MS-Office packages Word, Excel and PowerPoint, various modes ICT teaching and using of PowerPoint to design ICT materials/ E-Contents. With this, students will get knowledge about Typing, Page Setting Principals, Presentation designing Skills, Slide design Skills, Presentation design ethics, presentation presenting skills.

Mode of Evaluation:

- This paper is for 100 marks out of which 40 Marks for Internal and 60 Marks for Practical examination. There will not be a theory examination paper for this.

- The Internal assessment for 40 marks can be carried out by giving interdepartmental works like Designing presentation for topic of Shasta topics.

- 60 Marks for practical examination can be done internally by giving practical oriented questions.

Intensions:

The major intension of the paper is to

- Enhance the knowledge of the student regarding Computer fundamentals.
- To make ware of Office packages and their uses
- To make understanding about ICT concepts.
- To make use of PowerPoint effectively in designing E-Content/ Presentations.
- To enhance the presentation preparation and presenting skills.

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Detailed Syllabus

Unit	Chapter	Chapter	Credit	Hours
Unit – 1	Chapter - 1	**Fundamentals of Computer** • Introduction to computer • Basic Components • Architecture of Computer • Introduction to Hardware and Software • Input, Output and Storage Devices • Operating Systems and Application Software, • Characteristics of Computers • Application of Computers	01	15

Unit - 2	Chapter - 1	**Introduction to Internet and Applications**
		  • Introduction to Networking
		  • Basics of LAN, MAN and WAN
		  • Introduction of Internet
		  • Introduction to E-Mail
		  • Creating and Handling E-Mail Accounts
		  • Introduction to Cloud services (Google Doc, Google Spreadsheet and Google Slides)
		  • Creating and Handling Google Forms
		  • Designing certificates using Autocrat
		  • Searching Web and E-resources
			01	15

Unit-3	Chapter -1	**Introduction to Word Processing**
		  • Introduction to Fonts, Unicode, ANSI Fonts
		  • Devanagari typing using Inscript/ Phonetic Methods
		  • Introduction to word processing
		    • Handling Documents (opening, Closing, Saving documents)
		    • Basics of Formatting
		    • Headers and Footers
		    • Using of Tables
		    • Handling Images
		    • Working with Lists
			02	30

	Chapter-2	**Introduction to Presentation Package**
		  • PowerPoint Slide Design ethics and presenting skills.
		  • Creating, Opening, saving and printing presentations
		  • Using Slide Layouts
		  • Slide Designing
		  • Inserting Images		

		• Handling Texts • Slide Animations, • Custom Animations		

Practical/ Assignment Options:

- Using E-Mails
- Searching Sanskrit resources like Wikipedia, Archive etc
- Using Google Services (Google Docs, Spreadsheets, Google Slides)
- Collaborative working with Google tools
- Creating Shastra wise question banks using Google forms
- Creating Google forms to Create Quizzes on Shastra Subjects using Devanagari and generating certificates
- Creating Presentations of Shastratha Topics and presenting it