



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	01	15
		<ul style="list-style-type: none">▪ 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		

Unit - 2	Chapter - 1	Introduction to Internet and Applications <ul style="list-style-type: none"> ▪ 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		
<ul style="list-style-type: none"> ▪ Introduction to Fonts, Unicode, ANSI Fonts ▪ Devanagari typing using Inscript/ Phonetic Methods ▪ Introduction to word processing <ul style="list-style-type: none"> ▪ Handling Documents (opening, Closing, Saving documents) ▪ Basics of Formatting ▪ Headers and Footers ▪ Using of Tables ▪ Handling Images ▪ Working with Lists 				
Chapter-2	Introduction to Presentation Package			
		<ul style="list-style-type: none"> ▪ PowerPoint Slide Design ethics and presenting skills. ▪ Creating, Opening, saving and printing presentations ▪ Using Slide Layouts ▪ Slide Designing ▪ Inserting Images 		

		<ul style="list-style-type: none">▪ Handling Texts▪ Slide Animations,▪ Custom Animations		
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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