

B.A. Sanskrit SEM -5

SNSE 551C *Essential Computer Skills*

CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE

Skill development

Employability

Entrepreneurship

Course Title and Code	Credit Distribution of The Course (Total credit-02)	Prerequisite(s) of the Course
SNSE 551C <i>Essential Computer Skills</i>	Lectures -2	Ability to understand the basics of MS Office and structure of the Sanskrit-Gujarati languages.

Essential Computer Skills

Course Objectives

1. To equip learners with essential skills in Microsoft Word, PowerPoint, and Excel for professional and business applications.
2. To enhance productivity by mastering document creation, presentation design, and data management techniques.
3. To develop proficiency in utilizing advanced Microsoft Office tools for efficient decision-making and problem-solving in business environments.

Learning Outcomes

1. *Demonstrate the ability to create, format, and manage professional documents, presentations, and spreadsheets effectively.*
2. *Apply advanced Microsoft Office functions such as data analysis, automation, and visualization to enhance business operations.*
3. *Utilize Microsoft Office tools to improve workflow efficiency, collaboration, and communication in professional settings.*

Syllabus:

Unit 1: Mastering Document Creation and Formatting in Gujarati (Microsoft Word) – 10 Hours

This unit focuses on developing proficiency in Microsoft Word, covering essential tools and formatting techniques required for professional document creation. All of this will be covered with **Gujarati (Shruti) and Sanskrit (Mangal/Devanagari) typing**

Basic formatting and editing in Microsoft Word. Page setup and insert options. SmartArt, charts, text boxes, and hyperlinks. Document structuring. Advanced document features. Navigation and collaboration. **Gujarati (Shruti) and Sanskrit (Mangal/Devanagari) typing.**

Unit 2: Presentation and Data Management with Gujarati typing (Microsoft Excel and PowerPoint) – 10 hours

This unit covers **both PowerPoint and Excel**, helping learners master the art of **creating impactful presentations and analyzing business data** efficiently. It also includes working with **Gujarati (Shruti) and Sanskrit (Mangal/Devanagari) typing** in both applications.

Microsoft PowerPoint: Introduction, slide formatting, paragraph formatting, drawing tools, inserting tables, charts, pictures, icons, 3D models, and SmartArt. Multimedia integration. Enhancing presentations. Built-in templates and Quick Access Toolbar.
Microsoft Excel: Basic operations and mathematical functions, SUMIF and COUNTIF functions, formatting techniques, and data types. Data manipulation. Logical and lookup functions. Data visualization. **Gujarati and Sanskrit (Mangal/Devanagari) typing for data entry and reports.**

Unit 3: Practical Implementation with Gujarati – Sanskrit typing – 25 Hours

This unit is **practical-based**, allowing students to apply the skills learned in **Microsoft Word, PowerPoint, and Excel** to **real-world business scenarios**. Learners will complete hands-on projects, assignments, and case studies, focusing on efficiency and problem-solving. **Typing and formatting business documents, presentations, and reports in Gujarati (Shruti) and Sanskrit (Mangal/Devanagari).**

- Hands – on with Gujarati (Shruti) keyboard and Sanskrit (Mangal/Devanagari) keyboard
- Document creation in word, excel and powerpoint
- Business reports formatting and creating in gujarati and Sanskrit (Mangal/Devanagari)
- Designing and formatting tables, and charts in reports.

- Designing and formatting tables, and charts in presentation.
- Designing and formatting tables, and charts in excel.
- Presentation design using power point
- Professional slides with animations and media elements.
- Data analysis and reporting
- Excel-based financial planning, budgeting, and dashboards.
- Case studies and projects

Course Requirements:

- *Microsoft Office must be installed on the system.*
- *Gujarati (Shruti) fonts*
- ***Sanskrit (Mangal/Devanagari) fonts***