

## Courses offered by the Department Spring Semester 2020( Jan- June 2020)

**Name of School:** School of Mathematics Computer & Information Sciences

**Name of Department:** Computer Science & Informatics

**Name of Programme of Study:** M.Sc. IT

### Skill development Courses

Sr. No.	Course Code	Course Name	Credits	Teacher
1.	CSI449	LAB- PC package	2	Ajay Kumar

### Human Development Courses

Sr. No.	Course Code	Course Name	Credits	Teacher
1.	CSI 429	IT tool for smart work	2	Keshav Rawat



## Central University of Himachal Pradesh

(Established under Central Universities Act 2009)

PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA – 176215, HIMACHAL PRADESH

**Course Code:** CSI 429

**Course Name:** IT Tools for Smart Work

**Credit Equivalent:** 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual / group work; obligatory / optional work placement; literature survey / library work; data collection / field work; writing of papers / projects / dissertation / thesis; seminars, etc.)

**Course Objectives:** The main objective of this course is

- To impart knowledge of various tools, techniques and technologies that facilitates smart work.
- To make learns aware of various apps, websites that help them to handle their routine chores more efficiently.

- To help students to have knowledge of extending such tools and develop their own tools.

### **Attendance Requirement:**

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

### **Evaluation Criteria:**

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%
  - i) Assignment/Surprise test/Seminar 20%
  - ii) Class participation 5%

## **Course Contents**

**Unit 1:** E-learning –what is learning, why e-learning, concept and definition, e-learning basics, types of e-learning, computer based learning, internet based learning, completely online mode, the use of e-learning in education, advantages and disadvantages of e-learning, e-learning components, e-learning content, E-learning model-ADDIE model, MERRILL's principles of Instruction (MPI), GAGNE's nine events of instruction, E-Tutoring, E-Coaching, E-Mentoring, collaborative learning, virtual classroom, e-learning in India.

**Unit 2:** E-learning Tools and Technologies: Communication Tools: E-mail, Instant Messaging (IM), Chat, Blogging, Collaboration Tools: Wiki, Social Bookmarking, Social Networking sites, Web Conferencing, Content Creation Tools/Authoring Tools: Adapt, Learning Activity Management System (LAMS), Xerte, eXeLearning, Delivery and Distribution Tools: EPUB, Podcasting, Audio/Video streaming, Massive Open Online Course (MOOC), Flipped Learning, WebQuest, Learning Management System (LMS), Learning Content Management System (LCMS), E-learning Standards.

**Unit-3: IT tools for smart work in education: ePathsala, National Mission on Education through ICT (NME-ICT), epgpathsala, Youtube, National Program on Technology Enhanced Learning (NPTEL), education apps for India, IT tool for data mining, Big data analysis, IT tools for academic research.**

**Unit-4:** IT tools for smart work in professional life: Search engine, best search engines of world, search engine optimization, search engine optimization tools, email, best email servers of world, Video conferencing, examples of best video conference apps, Collaboration tools for remote teams, cloud storage services, tools for hard drive space analysis, time management apps, e marketing, online marketing tools.

**Unit-5:** IT tools for smart work in personal life: Money saving tools, tools for productivity enhancement, tools for creative time saving, quick tools for everyday task, video calling apps, social media sites, Note taking tools, Lecturer capture and recording tools, drawing tools, presentation tools.

**Prescribed text book:**

1. Hardy Bower,” From Distance Education to E-Learning: Lessons Along the Way”, John Wiley & Sons
2. Hossen Najan,” Distance Education and E Learning”, Lambert Academic Publishing.
3. Jiawei Han, Micheline Kamber, Jian Pei Professor,” Data Mining: Concepts and Techniques”, The Morgan Kaufmann Series



**Central University of Himachal Pradesh**

(Established under Central Universities Act 2009)

PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA – 176215, HIMACHAL PRADESH

Website: [www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)

**Course Code:** CSI449

**Course Name:** LAB- PC package

**Credit Equivalent:** 02 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual / group work; obligatory / optional work placement; literature survey / library work; data collection / field work; writing of papers / projects / dissertation / thesis; seminars, etc.)

**Attendance Requirement:**

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

## **Course Contents:**

### **Unit-I:**

**(10 Hours)**

Word Processing Concepts: Definition, Benefits, Facilities & Features in general. Office tool: Word processing using MS-WORD, File handling, Editing, Formatting, spell checking.

### **Unit-II:**

**(10 Hours)**

Mail merge, Table handling & Insertion, importing, exporting & object linking embedding, printing operation. Spreadsheet: features, uses & benefits in general.

### **Unit-III:**

**(10 Hours)**

Spread sheet: Entering data & selecting cells, editing worksheet data, formatting worksheet, creating Formulae, function & charts /graphs, multi operation, data base management.

### **Unit-IV:**

**(10 Hours)**

Presentation Tools: features, uses & benefits in general. MS Power Point: Creating & saving presentation templates & view (slide view, notes view, outline view, slide show) Formatting text, slides & graphs, animations, slides transition, multi operation.

## **Prescribed Text Book:**

- MS OFFICE XP COMPLETE BPB PUBLICATION
- JOE HABRAKEN, MICROSOFT OFFICE 2000, 8 IN 1, BY, PRENTICE HALL OF INDIA
- I.T .TOOLS AND APPLICATIONS, BY A. MANSOOR, PRAGYA PUBLICATIONS, MATURA