SARDAR PATEL UNIVERSITY
Programme: MHRM
Semester: I
Syllabus with effect from: June 2011

Paper Code: PA01SHRM01	Total Credits: 2
Title Of Paper: Soft Skill (Information and Communication Technology)	

Unit	Description in detail	Weightage (%)
1	**Introduction to computer and operating system** Computer – Introduction, meaning, Characteristics of Computer, Basics applications of a Computer, Computer Classifications, Components of a Computer System, Representation of data/Information, Concepts of data processing, Meaning of Operating System(OS), Introduction to Windows, Basics of Windows, Various components of user interface, Overview of Disk Operating Systems(DOS), use of basic DOS commands like CLS, DATE, TIME, MD, RD, CD and COPY.	25 %
2	**Working with a Word Processor** Introduction to Word Processing software, Benefits of Word Processing software, Use of menu bar and it's options, toolbars, working with documents(opening, saving, closing, previewing and printing), page setup, cursor movements, working with texts - typing, aligning, selecting, cut, copy and paste, applying different effects like bold, underline, italics etc; and Using tables, shapes, Inserting pictures.	25 %
3	**Working with a Spreadsheet** Introduction to spread sheet, benefits of using spread sheet, elements of spread sheet; Use of menu bar and it's options, toolbars, working with spreadsheets (opening, saving, closing, previewing and printing), page setup, cursor movements; Working with cells – entering data (text, number, data), bold, underline, italics, merging, splitting, cut, copy, paste; using formulas – writing simple formula to perform basic mathematical operations; and Working with functions and charts (some basic operations)	25 %
4	**Working with a Presentation and on the internet** Presentation tool – introduction, preparing slides, viewing presentation, providing animations, inserting pictures; Computer Communication and Internet; Basics of Computer Networks, LAN, WAN, MAN(only introduction), Internet – concepts, application of internet, WWW, Web Browser's, URLs, important website addresses	25 %

Basic Text & Reference Books:

➢ P.K.Sinha Computer Fundamentals, BPB Publications.
➢ Built-in manuals (help) of the relevant softwares**.**