SARDAR PATEL UNIVERSITY
Programme: M.Sc (Home Science)
Subject: Human Development
Semester: I
Syllabus with Effect from: June - 2013

Paper Code: PH01CHSC01	**Total Credit:**
Title Of Paper: Introduction to Computers	

Unit	Description in detail	Weightage (%)
I	Introduction to Windows-98 and MS Office Word Basic, Creating Document/Template, Mail Merge	
II	Introduction to Excel, Data Sort, Functions Working with Power Point	
III	Introduction to Access, use and application in data management	
IV	Internet-Getting Connected, Sending and Receiving E-Mails, Use of Different Search Engine	
V	Statistical Analysis: Use of Excel, SPSS	

Basic Text & Reference Books:-

➢ Douglas H. Clements : Computer is early and primary education, Prentice Hall , Inc. 1985.