

SS-E101: INFORMATION TECHNOLOGY SKILLS

Unit I : Introduction to Information Technology:

Information Technology: Data, Information, Application of IT; Computer: Definition, Characteristics, Application; Components of Computer System: Central Processing Unit(C.P.U), Input and Output Devices; Memory; Concept of Hardware and Software, Classification of Computers. Introduction to Operating Systems (D.O.S, Windows and Linux).

Unit II: Application Softwares:

Word Processing: Creating, Editing, Formatting and Printing Documents. Spreadsheets: Elements of Spreadsheets, Manipulation of Cells, Using Formulae and Functions, using small Accounting Applications. Presentations: PowerPoint: Exploring, Creating and Editing slides, inserting Tables, charts and Multimedia, Animations, Slide Show.

Unit III: Computer Communication and Internet:

Computer Networks: LAN, MAN, WAN, Internet, Internet Applications, WWW, Web Browsers, Electronic Mail (e-mail); Viruses and Protection.

Unit IV: Emerging Trends in Information Technology:

Information Technology (I.T) Acts, I.T Application: Education, Industry, Health and Banking. E-Commerce, Geographic Information System (GIS), e-governance, Artificial Intelligence.

Suggested Readings:

1. V. Rajaraman, *Computer Fundamentals*, PHI.
2. Leon and Leon, *Fundamentals of IT*, Leon Tec World.
3. P. K Sinha, *Computer Fundamentals*, BPB Publications.
4. Ron Mansfield, *Working in Microsoft Office*, Tata McGraw Hill.
5. Alexis Lean and Mathews Leon, *Fundamentals of Information technology*.

SS-E102: COMMUNICATION SKILLS

Unit I:

Language and Communication, Basic language skills, Problems of learning English as L2- solutions, common Errors.

Unit II:

Verbs and Tenses, Simple, Complex and Compound Sentences, Vocabulary- the same word used as different parts of speech, one word substitution, synonyms and antonyms.

Unit III:

Oral communication, pronunciation-IPA, short Vowel, long vowels, diphthongs and Consonants, Intonation: Learning to use pronouncing dictionary- Art of speaking and presentation, seminar participation.

Unit IV:

Written communication: Paragraph writing, note taking, report-making, drafting proposals and memoranda, letter-writing, business letters, drafting advertisements and responding to them.

Unit V:

Writing for electronic and print media-Radio, Television and Newspaper

Books recommended

V.R.Nrayanaswami	Strengthen your Writing (Orient Longman)
Thomas and Matinet	A Practical English Grammar (OUP)
Michael.J.Wallace	Study Skills in English (CUP)
Sarah Freeman	Written Communication in English (Orient Longman)

SS-E103: MANAGEMENT SKILLS

Unit I: Introduction to Management:

Evolution of Management; Management Process; Functions of Management; Managerial Qualities

Unit II: Management Skills:

Stress Management; Time Management; Motivation; Gaining Power and Influence

Unit III: Inter Personal Skills

Leadership; Team work; Marketing and Advertising; Product Life cycle

Unit 1V: Management process:

Time Value of Money; Conflict Management; Decision Making; Entrepreneurship Development

Unit V: Managing Communication:

Communication-elements and Process; Barriers to Communication and its Corrective Measures; Practical Communicating Skills.

Suggested Readings:

1. Dale,M. *Developing Management Skills. Techniques for improving learning and performance*, Kogan Page Ltd. London.
2. Roes, D.W. *The Skills of Management*, Routledge, London.
3. Stewart, D.M. *Handbook of Management Skills*, Billing & Sons Ltd., Wovcester.
4. Whetten,D.A and Cameron,K.S, *Developing Management Skills*, Foresman & Company, Glenview.
5. Robbins, S.B. *Organizational Behavior*. New Delhi: Prentice Hall of India.
6. Hurlock, E.B. *Personality Development*, New Delhi: Tata McGraw Hill.