



G.I.H.S. Mahavidyalaya

(Affiliated to Lucknow University, Lucknow)

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Syllabus

Professional Communication & Computer Skills

UNIT-1

Basics of Communication: Concepts & Forms of Communications, Flow, Importance and Features of communication, Languages as a tool of communication, Barriers of Communications, 7C's of communication.

UNIT-2

Basic Grammar: Extempore, JAM (Practice Sessions), Antonyms, Synonyms, Phrases, Letter Writing, Story Writing, Application Writing.

UNIT-3

Basics of Computers: Definitions, Meaning, Characteristics, Applications, Basic Structure of Computers, Types of Input Devices, Types of Output Devices, Types of Printers, History Of Computes, Types & Classifications of computers.

UNIT-4

Basics of MS Office: Features of MS WORD, Features of MS EXCEL, Features of MS POWER POINT, Shortcut Keys used in MS WORD & MS EXCEL, Making documents in MS Word, Making Reports and Accounts in MS Excel, PowerPoint Presentations.

Reference:

1. Fundamentals of Computers- V. Rajaraman
2. Fundamentals of Computers- P. K. Sinha
3. English Grammar and Composition- Wren and Martin
4. Professional Communication- Meenakshi Raman & Sangeeta Sharma

SP
Principal
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