

**EXTRA DISCIPLINARY ELECTIVE (EDE) – I  
COMPUTER APPLICATIONS FOR SOCIAL WORK (ID)**

**Total Hours: 45**

**Objectives:**

- To introduce computer applications in Social Work
- To enable an understanding of the theory and usage of Computers for Social Work
- To facilitate a hands on training to on Management Information Systems in the field of Social Work

**(9 Hrs)**

**UNIT I:** Introduction to Computers: Components of Computer, Hardware and Software specifications. Uses of Computer: word processing, data management, analysis, front end and back end operations.

**(9 Hrs)**

**UNIT II:** Office Applications: MS Office (MS word, MS Excel or Spreadsheets, PowerPoint, MS ACCESS, Word Publishing) Linux and FOSS. Introduction to Tally.

**(9 Hrs)**

**UNIT III:** Quantitative Research Applications: SPSS- Data Coding, Data Entry, Analysis, Table Generation, Graphs and Figures, Interpreting results.

**(9 Hrs)**

**UNIT IV:** Qualitative Research Applications: Introduction to Qualitative Research Packages- Atlas Ti, Nudist, Anthropac. Qualitative Data Analysis- Coding, Theme Generation, Data Assortment, Triangulation and Interpretation, Data Mining Techniques.

**(9 Hrs)**

**UNIT V:** Management Information Systems: Managing Database, Portfolios, Communication, ERP Concepts. Internet Applications and Networking for Social Work.

**REFERENCES:**

- Alsoton, M & Bowles, W, 2003 Research for Social Workers, Rawat Publications, New Delhi ·  
Burgess, Robert, 2000 Qualitative Research, Sage publication, New Delhi · Jawadkar, W.S, 2001.  
Management Information Systems Tata Mcgraw-Hill Pub. Company Ltd; New Delhi · Mandell, S. C., 1989 Introduction to Computers, CBS Publisher, New Delhi. · Mishra, S.K & Binawal, J.C, 1991  
Computer in Social Science Research, Har-Anand Publication, New Delhi · Silverman, Daivd, (Ed) 2000  
Qualitative Research: Theory, method and practice Sage Publication, New Delhi. · Weinberg, D (Ed) 2002  
Qualitative Research Methods Blackwell Publication, Australia.