

HEMCHANDRAYACHARYA NORTH GUJARAT UNIVERSITY

Bachelor Of Library and Information Science

Paper - V : Information Technology : Basics

PART - A (THEORY)

Unit - 1 Information Technology

- ❖ Concept, Definition, Scope, and Components
- ❖ Origin and growth of Information Technology
- ❖ Introduction to Computers, Block diagram of computer

Unit - 2 Computer Basics

- ❖ Historical development : Abacus to Artificial Intelligence
- ❖ Generations of Computers : First to Fifth generation of Computers and their features
- ❖ Classification of Computers : Micros, Minis, Mainframe and Super Computer

Unit - 3 Computer Hardware :

- ❖ Input Devices : Mouse, Joystics, OCR, Scanners, Digital Cameras and Barcode technology.
- ❖ Output Devices : Monitors, Printers-Character, Line, Dot Matrix Inkjet & Laser printer
- ❖ Storage Devices - Primer and Auxiliary
- ❖ Magnetic Optical and Magneto Optical devices
- ❖ Understanding of Multimedia

Unit - 4 Computer Software :

- ❖ Purpose, Types of Software
- ❖ Operating Systems : MS-DOS, Windows-Basic features
- ❖ Application Software
- ❖ Programming Languages : Machine, Assembly and Higher Languages
- ❖ Algorithms and Flowcharting

Unit - 5 Word Processors : MS-Word

- ❖ Concept, features and facilities

Unit - 6 DBMS Packages : Concept, features and facilities

- ❖ dbase, FoxPro, CDS / ISIS, MS Access (Basic features)

PART - B (PRACTICE)

Unit - 1 Use of Operating System

Unit - 2 Word Processors, Spread Sheets

Unit - 3 Database Creation using at least one DBMS Software

Unit - 4 Database search and Retrieval

Special Note : This paper needs extensive exposure in the operation of computers which can be acquired by providing adequate number of practical hours for hands-on experience. Students should be made familiar in using various application packages, such as Word Processors, DBMS and Library packages.

Selected Readings :

1. Craddock. Pand Haskins AR. An Introduction to Computer Studies, London, Pergamon, 1882.
2. Curting D D, Foley K....{et. al.} Information Technology. The Breaking Wave. New Delhi; Tata McGraw Hill 2000 ISBN : 0-07-463558-1
3. Forrester W H and Rowlands J L. The online Searcher's Companion. London Library association, 2000 ISBN : 1-85604-293-6
4. Gupta, Vikas. Rapidix Computer Course (5th Ed) New Delhi, Pustak Mahal, 1999.
5. Habraken Joe. Microsoft office 2000 8 in 1. New Delhi, Prentice Hall 2000, ISBN : 81-203-1582-0
6. Prakash Chander : New technologies and development in Library and Information science, Jaipur, Magal Deep, 1996.
7. Malawa V C, Electronic Libraries, New Delhi, ESS ESS 1999. ISBN : 81-7000-266-4
8. Rajaraman V, Fundamentals of Computers (3rd ed.) New Delhi, Prentice Hall, 2000 ISBN : 81-203-1531-6
9. Sehgal R L, Handbook of Library Software Packages New Delhi, ESS ESS, 1999 : 81-7000-242-7
10. Taxali Ravikant : PC Software made easy (5th Ed.), New Delhi, 1996, ISBN : 0-07-462467-9
11. Bajpai, S K. Library Information Technology Management : Librarian's manual, New Delhi : ESS ESS Publication, 1999
12. Iyer, V. K, Library Information Technology Tools of tomorrow, New Delhi : Rajat Publications, 1999
13. Dhawan K S, Multimedia Library, New Delhi ; Common wealth publishers, 1997.
14. Bansal, S K, Infromation Technology and Globalisation, New Delhi : A P H Publishing Corporation, 2001
15. Decson, Eric. Managing with Information Technology, Gret Britan : Kogan Page Ltd, 1987.