

Anekant Educations Society's
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati
(Autonomous)

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Basic Computer Application In Library Science

Course Language	: English / Marathi
Course Category	: Library and Information Science
Mode of Evaluation	: Offline
Learning Path	: Under Graduate (B.Lib.I.Sc.)
Total Periods	: 32 Hour
Weekly time Commitments	: 2 Hours
Credits	: 02

Course Objectives (COs)

1. List uses of computers in various fields
2. Define word processing and learn its features
3. Use Microsoft office word 2007
4. Explain internet and its service

Course Outcomes (COs):

1. Define internet and its services,
2. Search internet to find information, and
3. Use e-mail to send and receive messages.



Syllabus

Unit : I Introduction Basic Computer System

* Introduction to Computer System: Computer: Definitions, Historical Development, Generations of Computer, Characteristics and Functions of Computers, Types of Computers (Mainframe, Super, Hybrid, Micro-mini, Personal-Laptop, Tab).

Unit : II Application of Computers in Libraries


- Hardware: Storage Devices, Input and Output devices, CPU Software: System Software, Application Software Operating Systems: MSDOS,

Unit : III Information Technology (IT)

IT Definition, Need, Scope, Functions and Objectives

Unit: IV Computer Application to LIC

Library Automation: Concept, Need and Importance Areas of Automation-House Keeping Operations Planning, Hardware and Software requirement, Design and implementation of Automation


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