

MLIS-104 Information Technology-I

Maximum Marks: 100

Maximum Allotted Hours: 100 (Classroom Teaching: 68 + Assignment: 19 + Seminar: 3)

Each Unit Allotted Hours: 20 (Classroom Teaching: 13 + Assignment: 4 + Seminar: 3)

Unit 1

- Computer: Definition, Developments and Computer Generations
- Classification of Computers
- Basic Components of a Computer

Unit 2

- Computer Hardware: Components, Functions
- Processors, Memory, Storage and Input/output Peripherals
- Operating Systems, Functions and their commands : Windows and UNIX/Linux
- Programming Languages : Types, Characteristics and their Applications

Unit 3

- Word Processing Packages
- Desktop Publishing
- Flowcharting
- Library Application Software : CDS/ISIS

Unit 4

- Database: Definition, Concept, Components, Types
- Database Structure: Logical Data Structure, Physical Data Structure
- Database Application in LIS

Unit 5

- Networking: Concept, Definition, Need, Purpose, Functions
- Network Types & Topologies
- Components of Networks

Recommended Books

1. BATRA (B.B.). Information Technology: Opportunities and Challenges. 2001. Delhi. Kalpaz Publications. Delhi.
2. BROPHY (Peter). Library in the twenty first century: New services for the information age.2000. Library Association, London.
3. BROPHY (Rowley). The basics of information systems. 1996. Library Association, London.
4. Date (C.J.) An introduction to database system.1997.Narora publishing: New Delhi
5. DHIMAN (Anil Kumar). Basics of information technology for libraries and information scientists. 2003. ESS ESS publication. New Delhi.
6. DHYANI (P.). Directory of Information Services and Computer Application. 1994. 1st ed. University Book House. Jaipur.
7. Discovering Microsoft Office 2000: Premium and professional.1999. Microsoft Corporation, U.S.A.
8. FERRIS (Jeffrey A). WINDOW 2000: Development and desktop management. 2000. Pearson Education, New Riders.
9. Getting Started Microsoft Windows 98. 2nd Ed. 1999. Microsoft Corporation, U.S.A.
10. MADAN (Somnath). Computer and Library Services. 1987. Common wealth. New Delhi.
11. MINASI (Mark). Mastering Windows NT Server 4. Ed. 7. Sybex Inc. U.S.A.
12. Mini-Micro CDS/ISIS: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
13. SEHGHAL (R. L.). Computing and Disk Operating Systems for Librarians. 1994 . Ess Ess Publications. New Delhi.
14. SHUKLA (R.L.). Information Technology in Next Millennium. 2000. Rajat Publications. New Delhi.
15. SINHA (P.K.). Computer Fundamentals. 2001. BPB Publicatios. New Delhi
16. STALLINGS (William). Operating systems. 2000.2nd edition. Prentice hall of India. New Delhi.