

Sant Gadge Baba Amravati University, Amravati

As Per NEP 2020 Syllabus

Faculty: Humanities

Three Years- Six Semesters Bachelor's Degree Programme

B.A-I, SEM-II (Library & Information Science)

Course Code – 636283

SEC Theory: IT Skill for Library

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Total Teaching Hours	Max Marks	Internal Marks	Total Marks
4.5	II	636283	SEC Theory: IT Skill for Library	2	2	30	30	20	50

Code – 636283

SEC Theory: IT Skill for Library

Course Objective	- To develop fundamental information technology (IT) competencies required for library and information professionals. - To familiarize students with computer hardware, software, operating systems, and office productivity tools.			
Course Outcomes:	- Demonstrate knowledge of computer systems, operating systems, and office automation tools. - Use productivity software to prepare documents, spreadsheets, presentations, and databases. - Utilize Internet services, cloud applications, and digital communication tools effectively. - Apply basic concepts of networking, database management, and cybersecurity in library environments. - Use ICT applications and digital tools to support library operations and information services.			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Exam Type & Marks
Unit I	Fundamentals of Information Technology - Introduction to Information Technology. - Evolution and Applications of IT. - Components of Computer Systems. - Computer Hardware and Software.	8 Hours	8 Marks	Theory-60 Internal Assessment-40 Marks Total Marks-100

Unit II	Office Automation Tools • Word Processing • Document Creation and Formatting • Tables, Mail Merge, Templates • Spreadsheet Applications	7 Hours	7 Marks
Unit III	Internet and Digital Communication • Internet Fundamentals. • Web Browsers and Search Techniques. • Search Engines and Advanced Search. • E-mail and Professional Communication.	8 Hours	8 Marks
Unit IV	Databases, Networking, and Cybersecurity • Introduction to Database Management Systems. • Database Concepts and Applications. • Computer Networks. • Data Backup and Recovery.	7 Hours	7 Marks
References:	• Sinha, P. K. & Sinha, Priti. Computer Fundamentals. BPB Publications. • Norton, Peter. Introduction to Computers. McGraw-Hill. • Rajaraman, V. Fundamentals of Computers. PHI Learning. • Sanders, Donald H. Computers Today. McGraw-Hill. • Kumar, P. S. G. Information Technology: Applications in Libraries. B.R. Publishing Corporation.		

