

B.A (Third Semester)
Fundamentals of Computer Applications in Libraries
(Theory + Practical)

| Credits | T | T | P |
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| | 4 | 1 | 1 |

Unit I:

Introduction to Computers
Definition and characteristics of a computer
Components of a computer system: Hardware and Software
Input, Output and Storage Devices

Unit II:

Types of computers (Analog, Digital, Hybrid)
Generations of computers
Classification: Micro, Mini, Mainframe, Supercomputers

Unit III:

Software and Operating Systems
Types of Software: System Software, Application Software

Unit IV:

Operating Systems: Windows, Linux (basic features)
Functions of Operating Systems
File Management

Unit IV:

Word Processing and Office Applications
MS Word: Creating, formatting, saving and printing documents
MS Excel: Creating spreadsheets, formulas, graphs, sorting and filtering
MS PowerPoint: Creating slides, inserting graphics, transitions

Practical (Lab Work):

Hands-on with MS Office (Word, Excel, PowerPoint)
Internet browsing and searching techniques
Email creation and file attachment
Creating simple bibliographic records
Preparing library reports and statistics using Excel

Recommended Readings:

1. Rajaraman, V. – Fundamentals of Computers
2. Dhiman, A. K. & Yashoda Rani – Learn Library Automation
3. Krishan Kumar – Library Automation
4. Ravichandran, D. – Introduction to Information Technology