

# BASICS OF COMPUTER AND INFORMATION TECHNOLOGY



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**COURSE NO. MLIS-203 BASICS OF COMPUTER AND INFORMATION TECHNOLOGY**

UNIT-1 COMPUTER AND BASIC TERMINOLOGIES OF IT 1.1 Computer: Its Definition, Concept and Characteristics 1.2 Components of a Computer 1.3 Basic Terminologies and their Conceptual Meaning: Log-on and Log- off, Online, Offline, Baud, Command, End User and Intermediary, False Drop, Fields, Modem, Password, Prompt, Record, Bit and Byte, and Response Time, Bandwidth.

UNIT-2 COMPUTER HARDWARE AND SOFTWARE FUNDAMENTALS 3.1 Computer Hardware-CPU, Memory, Storage Media, Input and Output Peripherals 3.2 Computer Software- System Software, Application Software, and Operating System 3.3 Library Software Packages: Salient features

UNIT-3 CD-ROM, ONLINE DATABASE AND MULTIMEDIA TECHNOLOGY 4.1 CD-ROM: Basic Components for CD-ROM Workstation, Issues, Searching Device, Merits and Demerits 4.2 Online Database: Its concept: ASCII 4.3 Multimedia: Areas of application and its merits and demerits

UNIT-4 LIBRARY AUTOMATION 4.1 Library automation planning and implementation 4.2 Retrospective Conversion 4.3 Use of Computer in following library housekeeping operations: a) Acquisition b) Cataloguing c) Circulation Control d) Serial Control

UNIT-5 COMPUTER NETWORKING TECHNOLOGY 5.1 Computer Networks: Components, Types and Topologies 5.2 Library and Information Networks in India & Abroad 5.3 Basics of Internet

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