Subject Name: Library and Information Science

1. Course title and code: **Information Technology: Basic (509)**
2. Credit/hours: **4/4**
3. Program(s) in which the course is offered: **Bachelor of Library and Information Science**
4. Name of faculty member responsible for the course: **Dr. Bhupendra Ratha**
5. Level/year at which this course is offered: **2nd Semester of BLISc**
6. Pre-requisites for this course (if any): 
7. Co-requisites for this course (if any): 
8. Date of approval of the course specification within the institution: 
9. Location if not on main campus: 

## B. Aim and Objectives

1. Aim of the Course
   - **To learn about the basic theory of ICT application in LIS.**
2. Briefly describe any course development objectives that are being implemented.

## C. Course Description

<table>
<thead>
<tr>
<th>No. of Weeks</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Introduction to computers. Historical background of computers, Generations of computers. Types of Computers. Hardware requirements, Input output devices and storage devices. Information Technology: Definition, need, scope and objectives</td>
</tr>
<tr>
<td>2</td>
<td>Operating Systems: Single &amp; Multi-user, systems basic features of MS Windows, Ms Office (MS-Word, MS-Excel, MS-Access, Power point).</td>
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<tr>
<td>2</td>
<td>Library automation: History, meaning, need and purpose. Evaluation of Library software. CDS/ISIS, SOUL. Detailed study of different House Keeping operations in SOUL</td>
</tr>
<tr>
<td>2 ½</td>
<td>Digital libraries: Growth and development, need and importance. Organisation of digital libraries. Infrastructure of digital libraries and digital library management. Internet resources for libraries and surfing on internet.</td>
</tr>
</tbody>
</table>

2 Course Components (total contact hours): **65 Hours**

| Lecture: 50 | Tutorial: 10 | Practical/Fieldwork/ Internship: 0 | Other: 5 |

3. Additional private study/learning hours expected for students:

4. Development of Learning Outcomes in Domains of Learning
(i) Description of the knowledge to be acquired
The student will be able to
- Use of ICT in libraries and information centers.
- Create the database in libraries and information centers.

(ii) Teaching strategies to be used to develop that knowledge:
   a. Class discussion / Close reading
   b. Collaborative learning / pair work / group work.
   c. Discussions with students motivating them for maximum learning through this course.
   d. Encourage students to make extensive use of material on the web.

(iii) Methods of assessment of knowledge acquired
   Test, assignments and observation.

b. Cognitive Skills
   Ability to understand the computer basic and ICT applications in library.

   (i) Cognitive skills to be developed
   The BLIS students will have the ability to
   - Understand the computer basic and ICT applications in library.

   (ii) Teaching strategies to be used to develop these cognitive skills
   a. Class discussion / Close reading.
   b. Collaborative learning / pair work / group work.
   c. Give the assignments for applicable and valuable topics.

   (iii) Methods of assessment of students cognitive skills
   Test, assignments and observation

c. Interpersonal Skills and Responsibility

   (i) Description of the interpersonal skills and capacity to carry responsibility to be developed
   - We motivate to the students for self-learning and avoid waste of time
   - We aware to the students for ethical and professional values

   (ii) Teaching strategies to be used to develop these skills and abilities
   - By showing the value of this course/paper at International and National level.

   (iii) Methods of assessment of students interpersonal skills and capacity to carry responsibility
   Oral discussion on moralities and professionalism in the field related to the special topic.

d. Numerical and Communication Skills

   (i) Description of the numerical and communication skills to be developed

   (ii) Teaching strategies to be used to develop these skills

   (iii) Methods of assessment of students numerical and communication skills

5. Scheduling of Assessment Tasks for Students

<table>
<thead>
<tr>
<th>Assessment task (eg. essay, test, group project, examination etc.)</th>
<th>Week due</th>
<th>Proportion of Final Assessment</th>
</tr>
</thead>
</table>
### Unit Test
- **Unit Test-I Written Test**: 1 Day
- **Unit Test-II Written Test**: 1 Day
- **Unit Test-III Presentation**: 1 Week
- **Semester Ending Presentation**: 1 Day

### D. Faculty and Staff Requirements for the Course

<table>
<thead>
<tr>
<th>Category of Faculty and Staff</th>
<th>Minimum Number</th>
<th>Equivalent Full Time</th>
<th>Additional Number of Faculty and Staff Required if Student Numbers Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>1</td>
<td></td>
<td>__ to ___ Students</td>
</tr>
<tr>
<td>Laboratory Assistants</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other (Specify)</td>
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</tbody>
</table>

2. Arrangements made for availability of faculty for individual student consultations and academic advice. (Include amount of time faculty are available each week) **The Faculty is available 4 hours per week for consulting.**

### E-learning Resources

1. Required Text(s):
   - www.egyankosh.ac.in
   - www.netugc.com

2. Essential References:
   - www.egyankosh.ac.in
   - www.netugc.com

3. Electronic Materials, Web Sites etc:
   - www.egyankosh.ac.in
   - www.netugc.com

4. Other learning material such as computer-based programs/CD, professional standards/regulations

### F. Facilities Required

Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access etc.)

- **30 seats are available in the classroom**

1. Accommodation (Lecture rooms, laboratories, etc.)
   - Lecture rooms
2. Computing resources
   - Computer lab
3. Other resources (specify --eg. If specific laboratory equipment is required, list requirements or attach list).

### G. Course Evaluation and Improvement Processes

1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching
   - Semester wise student feedback
2. Other Strategies for Evaluation of Teaching
   - Oral discussion between HOD and students
3. Processes for Improvement of Teaching
   - Permit to the faculty development program
4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent faculty member of a sample of student work, periodic exchange and remarking of a sample of assignments with a faculty member in another institution)
5. Action planning arrangements for periodically reviewing course effectiveness and planning for improvement: