UNIT – I: Introduction to Computers
Computers: Generations, Types, Input and Output Devices, Computer Architecture
Data Representation and Storage
Introduction to System Software and Application Software
Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.
Word Processing, Spreadsheets, PowerPoint Presentation
Graphics Software: Basic Functions and Potential Uses
Communication Software

UNIT – II: Library Automation
Library Automation: Planning and Implementation
In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.
Bibliographic Standards: CCF and MARC 21
Introduction to Metadata: Types of Metadata Dublin Core
Library Software Packages: Overview and House Keeping Operations
Case Studies: WINISIS, Alice for Windows and SOUL

UNIT – III: Database Management Systems
Database: Concepts and Components
Database Structures, File Organization and Physical Design
Database Management System: Basic Functions, Potential Uses

UNIT – IV: Web Interface to WINISIS Databases
Introduction to Web Interface: WWWISIS
Introduction to Web Servers: Apache Server and Internet Information Server
Web Interface Software: GENISIS
UNIT – V: Introduction to Internet
Basics of Internet
Search Engines and Meta Search Engines
Internet Search Techniques
E-resources and Online Databases

Recommended Books