

LIS14 105EA INFORMATION TECHNOLOGY

(THEORY)

(4 credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objective

- To familiarize with basic concepts and components of Information technology, software tools and database management systems useful for information management.

Unit I

- 1.1 Information Technology: Foundation & components.
- 1.2 Computer: Genesis, Components & Functions.
- 1.3 Computer: Development & Generations.
- 1.4 Peripheral Devices:
 - 1.4.1 Memory: Primary and Secondary.
 - 1.4.2 Storage Devices, Communication Devices, Multimedia Devices.

Unit II

- 2.1 Operating System: Genesis, Development and Functions.
 - 2.1.1 MS DOS: Introduction, Structure and Commands.
 - 2.1.2 Windows: Features.
 - 2.1.3 Linux: Features and brief commands.
 - 2.1.4 Windows NT: Components and Features.
- 2.2. SERVER: Functions & Client Server Architecture

Unit III

- 3.1 Programming: Fundamentals.
- 3.2 Algorithm and Flowcharts.
- 3.3 Programming Languages: Tools.
- 3.4 Generations of Programming Languages: An Overview

Unit IV

- 4.1 MS-Word, MS-Excel, MS-PowerPoint
- 4.2 DBMS and RDBMS: concepts, structure, applications.
- 4.3 MS Access: Features, design and query formulation
- 4.4 Bibliographical Database: ISIS family (CDS/ISIS and WINISIS.)

Suggested Readings:

- Aswal, R.S. (2003). *CDS/ISIS for windows: A Handbook for Librarians*. NewDelhi: Ess Ess Pub.
- Clarke, A. (2005). *IT Skills for successful Stud* .Newyork: PalgraveMacmillan.
- Date, C.J.(2004). *An introduction to database systems*. Boston: Pearson Addison Wesley.
- Desai, B. C. (2003). *An introduction to database systems*.St.Paul: West Pub.
- Dixit, J.B. (2006). *Fundamentals of Computers and Programming in C*. Banglore: Laxmi Pub.
- English, S., & English, S. (2007). *Excel 2007*. Rochester, NY : Axzo Press.
- Fehily, C. (2005). *Windows XP*. Berkeley, Calif: Peachpit.
- Fehily, C. (2007). *Microsoft Windows Vista*. Berkeley, Calif: Peachpit.
- Gunter, S. K. (2007). *Microsoft Office 2007 simplified*. Hoboken, NJ: Wiley.
- Gunter, S. K. (2007). *Teach yourself visually Office 2007*. Indianapolis, IN: Wiley Pub., Inc.
- Hart-Davis, G. (2011). *Office 2010 made simple*. New York: Apress.
- Harvey, G. (2010). *Excel 2010 all-in-one for dummies*. Hoboken, NJ: Wiley Pub.

Horowitz E. (1995). *Fundamentals of Programming Languages*. New Delhi: Galgotia

Leon, A & Leon M. (1999). *Fundamentals of information technology*. Chennai:Leon Vikas
Pub

MacDonald, M. (2010). *Excel 2010*. Beijing: O'Reilly.

Marmel, E. J. (2013). *Teach yourself visually Office 2013: The fast and easy way to learn*.
Indianapolis, IN: John Wiley & Sons, Inc.

Mathews, M. S. (2003). *Windows Server 2003: A beginner's guide*. New York: Mc Graw-
Hill/Osborne.

Mathews, M. S., & Mathews C. (2007) *Microsoft Office Word 2007 Quicksteps*. New York:
McGraw-Hill.

Mathews, M.S., & Cronan, J. (2005). *Microsoft Office Word 2003*. New York: Mc Graw Hill.

Matthews, C. B., Matthews, M. S., & Cronan, J. (2010). *Microsoft Office 2010 quicksteps*.
New York: McGraw-Hill.

Matthews, M. S. (2013). *Windows 8*. New York: McGraw-Hill.

McFedries, P. (2009). *Teach yourself visually Windows 7*. Indianapolis, IN: Wiley Pub.

McFedries, P. (2009). *Windows 7 simplified*. Indianapolis, IN: Wiley Pub.

McFedries, P. (2012). *Teach yourself visually Windows 8*. Hoboken, N.J: Wiley.

McFedries, P. (2012). *Windows 8 simplified*. Indianapolis, IN : John Wiley & Sons, Inc.,
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Muir, N. (2007). *Teach yourself visually Excel 2007*. Hoboken, N.J: Wiley.

Nair, R. (1998). *Basics of CDS/ISIS for DOS*. Delhi: D.K .Pub.

Neelamejhan, A. (2004) .*TUTOR+ A learning and teaching package in hypertext link
commands in WINISIS*. Bangalore: Sarada Ranganathan Endowment.

Pogue D. (2006). *Windows XP for starters*. Sebastopol, CA: Pogue.

Pogue, D. (2010). *Windows 7*. Sebastopol, CA: O'Reilly Media.

Pogue, D. (2013). *Windows 8*. Beijing ; Sebastopol, CA O'Reilly, [2013]

Rathbone, A. (2004). *Windows XP for dummies*. Hoboken, NJ: Wiley Pub.

Rathbone, A. (2009). *Windows 7 for dummies*. Hoboken, N.J: Wiley.

Rathbone, A. (2012). *Windows 8 for dummies*. Hoboken, N.J: John Wiley & Sons.

- Ray A. K, Acharya T. (2004). *Information Technology: Principles and applications*. New Delhi: Prentice Hall.
- Ritchie, C. (2003). *Operating Systems Incorporating Unix and Windows*. New Delhi: BPB Pub.
- Rob, P. (2007). *Database Systems: design, implementation, and management*. Boston, Mass: Thomson/Course Technology.
- Rutkosky, N., & Seguin, D. (2004). *Microsoft PowerPoint 2003*. St.Paul, MN: EMC /Paradigm.
- Rutkosky, N.,& Seguin, D. (2004). *Microsoft Access 2003*. St. Paul, MN: EMC/Paradigm.
- Rutkosky, N.,& Seguin, D. (2004). *Microsoft Excel 2003*. St. Paul, MN: EMC/Paradigm.
- Schwartz, S. A. (2013). *Microsoft office 2013*. Berkeley, Calif.: Peachpit Press.
- Schwarz, M. (2002). *Multitool Linux: Practical uses for open source software*. Boston: Addison-Wesley.
- Senn, J. A. (2004). *Information Technology: Principles, Practices, and opportunities (3rd ed)* .N.J: Pearson Prentice Hall.
- Shelly, G. B., Cashman, T. J., & Forsythe, S. G. (2001). *MS Windows XP: Introductory concepts and techniques*. Cambridge, Mass: Course Technology.
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- Stephen, M. (2007). *Excel 2007*. London: Teach Yourself.
- Tanenbaum, A .(2001). *Modern Operating Systems*. N.J: Prentice Hall.
- Turban, E .(2005). *Introduction to information technology*. New York: John Willey.
- Ulrich, L. A. (2003). *How to do everything with Microsoft Office 2003*. Newyork: McGraw Hill
- Wang, W. (2007). *Office 2007 for dummies*. Indianapolis, Ind: Wiley.
- Wang, W. (2010). *Office 2010 for dummies*. Hoboken, N.J: Wiley.
- Weverka, P. (2007). *Office 2007 all-in-one desk reference for dummies*. Hoboken, NJ: Wiley Pub. Inc.

Websites (Illustrative):

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