Programme: Bachelor of Library and Information Science (B.L.I.Sc.)

Course code: BLC-204

Title of the course: Information Technology (Practical)

No. of credits: 02

Objectives	To acquire the professional skills required through infrastructure and automation in libraries	
Content	1. Exercises in the use of various Operating Systems like MS-DOS, Windows and Linux 2. Use of Word Processors MS Word, and Open Office Writer 3. Use of MS Excel, and Open Office Calc 4. Presentation packages 5. Database packages 6. practice on Integrated Library Management Software like KOHA, NewGenlib and LybSys etc. 7. Database searching exercises.	90 hours
Pedagogy	Hands-on-practice in using various operating systems and entering bibliographic data through the various library management software	
Learning outcomes	The student will be able efficient in handling the ICT related activities proficiently	