



SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)
Syllabus with effect from the Academic Year 2021-2022

(Bachelor of Library and Information Science) (Library and Information Science)
(BLISc) (Library and Information Science) Semester II

Course Code	UA02CLIB53	Title of the Course	Computer Application - Practical
Total Credits of the Course	1	Hours per Week	02

Course Objectives	<ol style="list-style-type: none">1. To apply skills on Microsoft office packages.2. To extend difference between command line interface and graphical user interface.3. To carry out skills of various functions of operating system tools.
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Course Content		
Unit	Description	Weightage (%)
1.	Use of Operating Systems Windows, Unix	25
2.	Word Processors, Spread Sheets	25
3.	PowerPoint Presentation, Microsoft Access (Database Creation)	25
4.	Internet Basic (Practical Point of View) - Practice on SOUL and KOHA	25

Teaching Learning Methodology	Class Room Teaching Practical Work through Computer Lab Use of Resources through Central Library .PPT Presentation Online Teaching Through off campus Library Visit and Study Tour Seminar & Presentation Mode
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3.)	
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3.)	
3.	University Examination	100%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software.



2.	Create, edit and manage database using Microsoft Access.
3.	Carry out library housekeeping operations using library management software.
4.	Search information from internet and databases adopting suitable search strategies.

Suggested References:

Sr. No.	References
1.	MS – Office Application Software
2.	Internet Application
3.	SOUL Software and KOHA Software

On-line Resources to be used if available as reference material

On-line Resources

<https://epgp.inflibnet.ac.in/>

<http://egyankosh.ac.in/>

<https://ndl.iitkgp.ac.in/>

<https://www.vmou.ac.in/slm>

<https://baou.edu.in/syllabus-slm-e-books>

http://spuvvn.edu/administration/service_centres/library/collection/index.php

<https://nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx>

