

डॉ. जिआलिमों खांगटीम

पुस्तकालय एवं सूचना विज्ञान विभाग

पूर्वोत्तर पर्वतीय विश्वविद्यालय

जिला: पूर्वी खासी हिल्स, शिलांग - 793022  
मेघालय, भारत



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Ref: F. No 53/DLIS/2023- 222

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## Notice

This is for information of the 1<sup>st</sup> semester students that the Department of Library and Information Science, NEHU Shillong is offering “**Foundations of Computer and Communication Technologies**” as a Generic Elective Course (LIS-GEC 504).

Interested students of various departments can apply for the course in the prescribed form to the Department latest by 6<sup>th</sup> October, 2023. The admission will be subject to availability of seats and on first come first serve basis.

(J. Khongtim)

Teacher-In-Charge

Department of Library and Information Science  
NEHU, Shillong

Copy to:

1. Dean, School of Economic, Management and Information Science, NEHU
2. Heads of Economics, Commerce, Journalism and Mass Communication, Tourism and Hotel Management Department to kindly display in the notice board of the Department
3. Web NEHU for publication in the University website

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## **LIS – GEC- 504: Foundations of Computer and Communication Technologies**

**Objective:** This paper is to introduce the basic knowledge of information technology. To familiarize and equip the students with the operational knowledge of both the general purpose system software and application software. To impart the basic concept, functions, and applications of cloud computing, programming language and artificial intelligence.

### **Learning Outcomes**

After studying this paper, the students will be able to:

1. Understand the basic concepts of computer and communication technologies
2. Carry out the basic computer operations
3. Understand the need for computer and communication technologies in managing libraries
4. Grasp the fundamentals of Content Management System (CMS) and Learning Management System (LMS)

### **Unit – I**

Basics of Information Technology: Concept, Components and Development;

Computer: History and Generations, Types, Components: hardware and software, Input and Output devices, storage devices, Memory, Computer Architecture, Cloud Computing;

Data representation in computer: Binary Number System, Character coding standards: ASCII, ISCII, UNICODE and Data Types.

### **Unit – II**

Computer Software: System Software and Application Software;

System Software (Operating Software): Concept, Types and Functions, DOS, Windows and Linux; Application Software: Word Processor, Spreadsheet, Presentation Tools, MS-Access;

Practical: Operating Systems: DOS, Windows, Linux; Application Software: Word Processor, Spreadsheet, Presentation Tools, MS-Access.

### **Unit - III**

Introduction to Programming Language using C, Introduction to Markup using HTML; Computer Networks: Physical Network Topologies, Types of Networks: LAN, MAN, WAN, Mobile Network and Bluetooth;

Internet: Web browsers, WWW, E-mail, Search Engines;

Internet Protocols and Standards: HTTP, FTP, SMTP, TCP/IP, URI, URL;

Artificial Intelligence: History and Development, Application of Artificial Intelligence in Libraries.

### **Unit - IV**

Introduction to Open Source Software (OSS): Overview, Philosophy, Characteristics and Movement; Proprietary Software, Overview of Commercial Software, Free Software and Freeware;

Software Licensing Policy: GNU, Open Source Licenses and Free Software; Metadata: Types and Standards

Introduction to Content Management System (CMS) and Learning Management System (LMS)



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Application Form for Registration of Students for Generic Elective Course in **Foundations of Computer and Communication Technologies (LIS GEC 504)**  
(To be submitted in triplicate)

1. Name of the Student in full: \_\_\_\_\_
2. Name of Department/Centre: \_\_\_\_\_
3. Roll No. : \_\_\_\_\_
4. NEHU Registration No.: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Student Counselor

\_\_\_\_\_  
Signature of the Head of Department with seal

.....  
**For OFFICE USE only**

Accepted/ Not Accepted

Signature of HOD Servicing the Generic Elective Course

Signature & Seal of the Dean of School