

**Madhabdev University**

**Digital Literacy**

**Semester – I**

**Course Code -DLS 101**

**Course Title - Introduction to Computer and Operating System**

<b>Total Contact Hours: 44</b>	<b>Course Credits (Theory) : 02</b>	
<b>Formative Assessment Marks: 40</b>	<b>Internal Assessment</b>	
<b>Summative Assessment Marks: 60</b>	<b>Duration of Exam : 3 Hours</b>	
<b>CONTENT OF THE COURSE</b>	<b>Total Hrs: 44</b>	<b>Total Marks: 60</b>
<b>UNIT-I</b>	<b>13</b>	<b>20</b>
<b>Computer Basic:</b> Introduction, History and Computer Generations, Characteristics of computer, Classification of computer, Classification of Digital Computer, Components of Computer System: CPU, Input unit and Output unit, Input devices, Output devices, Memory, Storage unit, CD-ROM, Printer etc., Block diagram of a Computer, Number System, Boolean algebra & Logic gates.		
<b>Concept of Software:</b> Software, Application Software, Systems software, Programming Languages; programming tools and language translators (assembler, compiler & interpreter), Representation of Data/Information; Concept of Data processing.		
<b>UNIT-II</b>	<b>10</b>	<b>13</b>
<b>Concept of Software and Computer Hardware:</b> Getting started with PC hardware support, Electricity and power systems (SMPS), CPUs and mother boards, Portable computer and devices, Data storage devices, Video and multimedia input/output devices, Printers, Basic Input/output System, Memory systems, Bus structures, Ports, connectors and cables, Connecting computers, Network, Color combination of network cable, Expansion cards.		
<b>UNIT-III</b>	<b>11</b>	<b>15</b>
<b>Operating system:</b> <b>Basics of Operating System:</b> DOS, Architecture of Operating system. <b>Types of operating system-interactive (GUI based):</b> Time sharing, Real time and distributed		

**Commonly used operating system:** UNIX, LINUX, Windows, Solaris, BOSS (Bharat Operating System Solutions)

**Need of operating system:** File and Directory Management, Processor management, Memory management, File management, Device management.

**Desktop:** Exploring the desktop, cleaning the desktop.

**The User Interface:** Task Bar, Icons, Start Menu, Running an Application - notepad, paint.

**Operating System Simple Setting:** Changing System Date And Time, Changing Display Properties, To Add Or Remove A Windows Component, Changing Mouse Properties, Adding and removing Printers.

**Keep Software updated:** Setting automatic updates for windows operating system

UNIT-IV	10	12
<b>Mobile OS:</b> Android, Symbian, iOS, Windows phone. <b>Utility Software:</b> File Management tools, Compression tools, Disk Management tools: Disk Cleanup, Disk Defragmenter Backup. <b>Basic Compiler Design:</b> Compiler vs Interpreter; Phases of compiler.		

#### Suggested Readings:

##### Text Books:

1. V.K. Jain, *Computer for Beginners*, Pustak Mahal, New Delhi 1989.
2. Priti Sinha, Pradeep K. Sinha, *Computer Fundamentals: Concepts, Systems & Applications*, (8th Edition), BPB Publications, Delhi 30 November 2004.
3. Satish Jain, Shalini Jain, M.Geetha, *Basic Computer Course Made Simple*, BPB Publications, ISBN-13 : 978-8183334594, 1 January 2016.

##### Reference books:

1. Silberschatz, Galvin, Gagne, *Operating System Concepts: Windows Xp Update*, (6<sup>th</sup> edition), Wiley, India 13 July 2006.

### **Content of Practical Course**

<b>Course Credits (Practical) : 01</b>	<b>Duration of Exam : 1 Hours</b>
<b>Formative Assessment Marks: 20</b>	<b>Summative Assessment Marks: 20</b>

#### **List of suggested practical experiments to be performed:**

1. Introduction and identification of basic hardware components of computer.
2. Dismantling the system unit, recognize all major components inside a PC.
3. Demonstration of connecting input, output and processing device of computer.
4. Introduction and identification of components of CPU.
5. Introduction and identification of various external storage devices.
6. Introduction and installation of System software and Application Software.
7. Demonstration of simple settings of Operating System.
8. Demonstration of Internal and External DOS command.

**Madhabdev University**  
**Communications & Mass Media**  
**Semester - I**  
**Course Code -CMMS 101**

**Course Title - Introduction to Communications**

<b>Total Contact Hours: 44</b>	<b>Course Credits: 3</b>	
<b>Formative Assessment Marks: 40/30</b>	<b>Internal Assessment</b>	
<b>Summative Assessment Marks: 60/70</b>	<b>Duration of Exam : 3 Hours</b>	
<b>CONTENT OF THE COURSE</b>	<b>44 Hrs</b>	<b>Marks</b>
<b>Unit I : What is Communication</b>	<b>11</b>	<b>15</b>
History of Communication The Communication Process Elements of Communication Verbal & Non Verbal Communication		
<b>Unit II : Introduction to Mass Media Communication</b>	<b>11</b>	<b>15</b>
Introduction to Mass Communication & Mass Media Definition of Mass Media Types of Mass Media Brief History of Newspaper, TV, and Radio		
<b>Unit III : Models &amp; Theories Communication</b>	<b>15</b>	<b>20</b>
Transmission, Interaction and Transaction Models Aristotle Model, Shannon & Weaver Model, Schramm's Model		
<b>Unit IV : Effective Communication and Communication Skills</b>	<b>07</b>	<b>10</b>
How to Communicate Effectively Non-Verbal Communication - Body Language, Proxemics, Kinesics, Haptics		

**Suggested Readings / Books / :** Introduction to Communication Studies, John Fiske, 1982

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20/10/2022



**Textbook**

Pal, B., & Hazarika, N. (2021). *Textbook on skill enhancement course in library and information science*. EBH Publishers.

**Suggested Readings**

Kumar, K. (2001). *Library organization* (2<sup>nd</sup> ed.). Vikas Publishing House.

Kumar, P. S. G. (2002). *A student's manual of library and information science*. B.R. Publishing Corporation.

Mittal, R. L. (2003). *Library administration: Theory and practice* (5<sup>th</sup>ed.). Metropolitan Book Co. (PVT.) LTD.

Sharma, J. S., & Grover, D. R. (1998). *Reference service and sources of information*. Ess Ess Publications.



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Librarian  
Madhabdev University

**First Semester  
Skill Enhancement Course  
(Under NEP 2020)  
MADHABDEV UNIVERSITY**

<b>Subject</b>	<b>Library &amp; Information Science</b>
<b>Paper Title</b>	<b>Library Systems &amp; Information Sources</b>
<b>Paper Code</b>	<b>LISS 101</b>
<b>Full Marks</b>	<b>100</b>
<b>Pass Marks</b>	<b>30</b>

**THEORY****Total Marks: 60****Unit: 1 LIBRARY AND SOCIETY**

Concept of libraries, functions, purposes, value and importance of the library, relationships between library and society, the functional role of libraries in society and education, the concept of trinity in the library, different types of libraries and their functions and services, National Library of India.

**Unit: 2 MAJOR FUNCTIONAL UNITS OF A LIBRARY**

Acquisition, Technical processing, Readers' services, Administration & Office Management

**Unit: 3 INFORMATION SOURCES AND REFERENCE SOURCES**

Meaning and concept of Data, Information, Knowledge and Wisdom (DIKW), DIKW hierarchy, Information sources: types of information sources and Reference Sources.

**Unit: 4 BIBLIOGRAPHIC DESCRIPTIONS**

International Standard Bibliographic Descriptions (ISBDs)

**INTERNAL****Marks: 40**

1. Assignment: Prepare bibliographic descriptions in ISBD format of five documents available in your library.
2. Field visit to local libraries and write a report on the Growth and development of those libraries.
3. Two numbers of Sessional examinations.