CST121: Use of Library, Study Skills and Information communication Technology II

Department of Political Science and International Relations

Covenant University
1. CST121
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(2 Units)

?? Audio-visual resources

Variety and forms, selection organization and uses, operation and care of both hard and soft wares. In-house production of audio-visual resources. This demands a lot of cooperation between library staff and lectures.

?? Documentation

Definition, genesis and growth; basic functions, theory and techniques of analyzing, storing and retrieving information through manual and mechanical applications; abstracting; indexing principles and methods.

?? Serials Librarianship

Types of serials, importance of serials, selection, organization and uses, storage of serials, print and microform, ISSN, users access through abstracts and indexes.

?? Library Automation

?? Computers literacy, different types of computers, programming, designs. Value of computers in the library, OPAC, Online database, Internet, search engines, digitization, virtual library etc.

?? Overcoming Library Abuse

?? Spreadsheet: principle of operation, application, demonstration and practical hand-on exercises in spreadsheet using a popular spreadsheet package.

?? Database Management: principle of operation, application, demonstration and practical hand-on exercises in using a popular relational Database Management package.

?? Report presentation

Software package: principle of operation, application, demonstration and practical hand-on exercises in using a popular report presentation package such as Power Point package. Mini-Project to test proficiency in use of the software packages