

CST111 - Use of Library, Study Skills and Information Communication Technology I (2 Units)

▪ Libraries and Society

History of the development of libraries, the roles of libraries in various communities, cultural and educational revival, the role of libraries in adult literacy programmes, user studies, planning library services in developing countries.

▪ Library Resources and their Role in Education

Information bearing media: books, serials, cartographic materials, CD-ROMs, sound recordings, motion pictures, graphics, machine readable data, use of library materials by teachers and students.

▪ Reference Sources and Services

Introduction to reference and Bibliography. Definition and concept of reference services, characteristics and uses of different types of reference materials; selection and evaluation of reference works.

▪ Conservation of Library Materials

History of paper and printing, causes of damage to paper with emphasis on tropical areas, processes of book repair or restoration, preservation and repair of non-book materials, library crimes and security.

▪ Using the Covenant University Library

▪ Identification of PC parts and peripheral devices: functions, applications, and how to use them. Safety precautions. Procedure for booting a PC.

▪ Filing system: directory, sub-directory, file, path, and how to locate them.

▪ Word processing: principle of operation, application, demonstration and practical hand-on exercises in word processing using a popular word processing package.

▪ Internet: services available, principle of operation, application, demonstration and hand-on practical exercises on e-mail and www using popular browsers.