

## **CST121 - Use of Library, Study Skills and Information Communication Technology II (2 units)**

### ▪ Audio-visual resources

Variety and forms, selection organization and uses, operation and care of both hard and soft ware's. 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.