



BABCOCK UNIVERSITY

SCHOOL: SCHOOL OF MANAGEMENT SCIENCE

DEPARTMENT: INFORMATION RESOURCES MANAGEMENT

SEMESTER /SESSION: 2017/2018

COURSE CODE AND TITLE: IRMA 403 MICROCOMPUTERS FOR INFORMATION CENTERS

DAY OF CLASS: Monday [3-4 PM] AND Tuesday [11-1PM]

NO OF UNITS: 3

TEACHER'S NAME: DR. (MRS.) O.D. SOYEMI

VENUE FOR CLASS: C106 & AUDITORIUM 3

OFFICE ADDRESS: ROOM A228 BBS BUILDING

OFFICE HOURS: 9AM- 5PM

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OUR VISION STATEMENT

A first-class Seventh-day Adventist institution, building servant leaders for a better world

OUR MISSION STATEMENT

Building leadership through Christian education; transforming lives, impacting society for positive change

To achieve our mission, we are committed to:

- Achieving excellence in our teaching, research program, and service delivery
- Imparting quality Christian education
- Instilling Christ-like character to the members of our Community

OUR CORE VALUES

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|-------------------------------|-----------------|
| • Excellence | -Our Culture |
| • Integrity | -Our Promise |
| • Accountability | -Our Moral |
| • Servant Leadership | -Our Strength |
| • Team Spirit | -Our Dignity |
| • Autonomy and Responsibility | -Our Passion |
| • Adventist Heritage | -Our Commitment |

OUR PHILOSOPHY

Babcock University's philosophy is anchored on the harmonious development of the intellectual, physical, social, and spiritual potentials of our students, inspiring stable and noble character needed for effective leadership and service in the society.

CORPORATE IMAGE STATEMENT: A center of excellence for character development and scholarship; a socially responsive, responsible, and accountable institution in matters of commitment and action.

COURSE DESCRIPTION: Use and application of microcomputers in various library and Information Management Functions. Principles of automation; microcomputer software applications commonly used in libraries and information centers.

COURSE CONTENT: The course will enlighten the students on the use of information technology especially computer technology for information management functions within the library and other *information centric* organization.

COURSE OBJECTIVES: Students having completed this course will be able to

- i. Identify the application of information technology in the library
- ii. Understand the concept of automation in the library
- iii. Identify and describe the components or makeup of integrated online library systems: e.g. MARC and other standard systems applicable in the course context.
- iv. Evaluate system (available in the market) so as to be able to make good choice for information management activities within their library or information center.
- v. Identify major issues and their implication in library automation; especially within the context of Nigeria and Africa.

REQUIRED TEXTBOOKS/JOURNALS:

- i. T.A. Peters and L. Bell (2013) *The Handheld Library: Mobile Technology and the Librarian*
- ii. K.C. Knox (2011) *Implementing Technology Solutions in Libraries: Techniques, Tools and Tips from the Trenches*
- iii. O'leary T.J. and O'leary L.I. (2010) *computing Essentials*. 2010 complete Edition
- iv. Webber D. and Peters A. (2010) *Integrated Library Systems: Planning, Selecting and Implementing*
- v. M.G. Farkas (2007) *Social Software in Libraries: Building Collaboration, Communication and Community Online*
- vi. Courtney N D. (2007) *Library 2.0 and beyond: Innovative Technologies and Tomorrow's User* 2nd edition
- vii. Madu E. and Adeniran T (2005) *Information Technology: Uses and Presentation of Resources in Libraries and Information Centers*. 2nd Edition. Pp 69-78.
- viii. T.R. Kochtanek and J.R. Mathews (2002) *Library Information Systems: From Library Automation to Distributed information Access Solutions*

COURSE REQUIREMENTS:

CLASS ATTENDANCE: - “Every student is required to attend classes regularly and punctually, unless ill or prevented by some recognized emergency. Students who absent themselves from class for more than three weeks during the semester shall merit an F grade. Authorized leave of absence from campus does not excuse the student from classes, or relieve the student of the required course work’ (*BU Academic Bulletin 2012-2015 p.13*).

PARTICIPATION: -Students are to actively engage in topic discussion and sharing of ideas in class.

TARDINESS/CONDUCT OF STUDENTS IN CLASS: - Lateness to class is unacceptable; students are not allowed to operate their cell phones, iPods and other electronic mobile gargets during classes, except with the permission of the teacher. Eating and chewing off bubble gums and drinking (water exempted) is also not allowed except with the permission of the teacher. Very importantly, students are required to dress in compliance with the university dress code and wear their identity cards while in class.

SHORT DEVOTIONALS/PRAYER: - Spiritual nurture is a part of whole person development, and team spirit is our strength; thus, every student is required to participate in the devotional exercise and prayer in class.

SUBMISSION OF ASSIGNMENT: students are expected to correctly complete and submit assignments on schedule. But in case of genuine unanticipated circumstances [to be determined by the teacher] such student will be given a maximum of 1 week grace period for submission.

GUIDELINE FOR WRITTEN WORK: guideline for each written work will be given in class.

ACADEMIC INTEGRITY/HONESTY: “Babcock University has a zero tolerance for any form of academic dishonesty. Morally and spiritually, the institution is committed to scholastic integrity. Consequently, both students and staff are to maintain high, ethical Christian levels of honesty. Transparent honest behavior is expected of every student in all spheres of life. Academic dishonesty include such things as plagiarism, unauthorized use of notes or textbooks on quizzes and examinations, copying or spying the test or paper of another student (formal or take-home), talking to another student during examinations. Academic matter would automatically result in a failing grade for the examination, and suspension, or outright dismissal from the university. Academic dishonesty issues are referred to SPEAM (Senate Panel on Examination and Academic Misconduct) who investigates and makes recommendations to Senate. Penalties for examination and academic misconduct are spelt out in the *student’s handbook* and in other regulations as published from time to time” (*BU Academic Bulletin 2012-2015 p.18*).

GRIEVANCE PROCEDURE

“Students who believe that their academic rights have been infringed upon or that they have been unjustly treated with respect to their academic program are entitled to a fair and impartial consideration of their cases. They should do the following to effect a solution:

1. Present their case to the teacher(s) concerned
2. If necessary, discuss the problem with the Head of Department
3. If agreement is not reached at this level, submit the matter to the School Dean
4. Finally, ask for a review of the case by the Grievance Committee
5. A fee is charged for remarking of scripts. If a student’s grievance is upheld after an external examiner has remarked the script, the grade would be credited to the student. The lecturer will be given a letter of reprimand and will be asked to refund the fees to the student. If the student’s grievance is not sustained, the student will be given a letter of reprimand and the original grade retained” (*BU Academic Bulletin 2012-2015 p.18*).

TEACHING/LEARNING METHODOLOGIES: Lectures, Discussion and hands on practical.

COURSE ASSESSMENT/EVALUATION

Continuous Assessment:

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|----------------------|-------|---------|
| Class Attendance: | 5% } | } = 40% |
| Quizzes & Tests: | 10% } | |
| Assignments: | 10% } | |
| Mid-Semester Exam: | 15% } | |
| Final Semester Exam: | 60% | |

GRADE SCALE

Currently, the 5-point grading system adopted by the University Senate translates as follows:

| Grades | Marks- Quality | Range Points | Definition |
|--------|----------------|--------------|---------------|
| A | 80-100 | 5.00 | Superior |
| B | 60-79 | 4.00 | Above Average |
| C | 50-59 | 3.00 | Average |
| D | 45-49 | 2.00 | Below Average |
| E | 40-44 | 1.00 | Pass |
| F | 0-39 | 0.00 | Fail |

INCOMPLETE GRADE: An incomplete grade may only be assigned to a student upon request, due to an emergency situation that occurred within that semester, which prevented completion of an/some assignments, quizzes, or examination. Such a student would complete a contract form, obtainable from the Registrar, after agreement with the teacher. The form must be signed by the teacher, the student, the HOD, the dean, the Registrar, and the Senior Vice President (SVP) before contract begins. The original copy of the incomplete form will be sent to the Registrar with copies to the teacher, the student, the HOD, the dean, and the SVP. An incomplete grade (I) reverts to the existing grade if contract is not completed by the end of the following semester (including summer semester, except for examinations), (*BU Academic Bulletin 2012-2015 p. 20*).

FURTHER READINGS:

1. Edoaka, B. E. Introduction to Library Science
2. Gate, J.K.: Guide to the Use of Libraries and Information Sources 5TH ed.
3. Olatokun: Understanding the Library: A Handbook on Library Use.

STUDENTS WITH DISABILITY

“Babcock University seeks to provide a conducive environment for optimal living and learning experience. While the university is working towards facilities that accommodate persons with disabilities, provisions will be made for students with disabilities under the following conditions. Students with disabilities are to:

- a. Report to Student Support Services for assessment, and obtain a clearance/recommendation at the commencement of the semester or as soon as disabling incidence occurs
- b. Show the clearance/recommendations to relevant university officials at the commencement of the semester or as soon as disabling incidence occurs
- c. Maintain ongoing contact with Student Support Services” (*BU Academic Bulletin 2012-2015 p. 20*).

DAILY/WEEKLY OUTLINE OF SCHEDULE:

| DATE | TOPIC | CLASS ACTIVITIES | ASSIGNMENT & DUE DATE |
|-------------------------------------|---|--------------------|-----------------------|
| Monday, 4 th Sept., 2017 | Welcome back Discussion of course outline | Discussion | |
| Tuesday, 5th, 2017 | Libraries and their services Why use computers in Libraries? | Discussion/Lecture | |

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| Monday 11 th Sept. 2017 | Why use computers in Libraries? | Discussion | |
| Tuesday, 12 th Sept., 2017 | <ul style="list-style-type: none"> • Introduction to Computer Technology • Basics of Computing | Lecture and Discussion | <p>One-page typed report on the computer applications that can be used in Information service provision.</p> <p>Submission date: 25th September, 2017</p> |
| Monday, 18 th Sept. 2017 | Basics of Computing | Discussion/ Practical | <p>Read up assignment: Library automation in Nigerian libraries: case study.</p> <p>Paper will be given in class</p> |
| Tuesday, 19 th Sept. 2017 | Concept of Library automation: Need, Benefits, Features and Challenges | Lecture | Read up on: Historical development of development of library automation |
| Monday, 25 th , Sept. 2017 | Library automation in Nigerian libraries: case study | Article review Quiz 1 | <p>Group Assignment: students (each group) will select an app. Create a presentation on how to deploy the selected app in library and information service provision.</p> <p>Submission: 26th Oct., 2017</p> <p>Details to be given in class</p> |
| Thursday, 26 th , Sept. 2017 | Planning for Library Automation Importance of planning. Hab 2: 2-3 | Lecture | |
| Monday, 2 nd , Oct., 2017 | Planning for Library Automation | Lecture | |
| Tuesday, 3 rd , Oct. 2017 | Automation and Integrated Library Mgt.: Concept and Features | Lecture | |

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| Monday, 9 th , Oct, 2017 | Discussion on ILS | | Students are required to identify and develop a presentation on examples of Integrated Library Managements |
| Tuesday, 10 th Oct. 2017 | Criteria for selecting Library automation software | Lecture | Assignment: One-page typed report on IT related career opportunities in the library Submission date: Monday, 30th Oct. , 2015 |
| Monday, 16 th Oct., 2017 | MID SEMESTER | | |
| Tuesday, 17 th Oct., 2017 | Standards in Library Automation and Resource sharing : MARC & Z39.50R | Lecture | |
| Monday, 23 rd Oct., 2017 | Discussion on Standards in Library Automation and Resource sharing What is God's standard for us as Christians. Exd 20;Mark12: 29-31 | Discussion | |
| Tuesday 24 th , Oct. 2017 | Software package for library automation: Examples and their application | Lecture/ Discussion | |
| Monday, 30 th Oct., 2017 | Software package for library automation: Examples and their application | Lecture/ Video: Demonstration of Koha | |
| Tuesday, 3 rd Nov., 2017 | Retrospective conversion: | Lecture | Quiz 2 |

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| | Types, strategies and steps | | |
| Monday, 6 th Nov., 2017 | Retrospective conversion: Types, strategies and steps | Discussion | |
| Tuesday, 7 th Nov., 2017 | Concept of Library 2.0 Real life examples of how Web 2.0 applications can be used for library service provision | Lecture Article review | |
| Monday 13 th Nov., 2017 | Web applications for library and information service provision IT related career opportunities in the library. | Lecture Discussion Practical | |
| Tuesday 14 th Nov., 2017 | Challenges of library automation in Nigeria. | Lecture Article review | |
| Monday, 20 th Nov. 2017 | Presentation/ Revision | | |
| Tuesday, 21 st Nov., 2016 | Presentation/ Revision | | |
| Monday, 27 th Nov., 2016 | Examination | | |