AFRICAN COLLEGE OF COMMERCE

P.O. BOX 301 KABALE – UGANDA

THE CURRICULUM FOR THE

CERTIFICATE IN

LIBRARY AND INFORMATION SCIENCE (CLIS)

THE STRUCTURE, REGULATIONS AND SYLLABUS

YEAR 2014

VISION

To be a leading Institution in Business, Technical and Vocational Training in Africa

MISSION

To establish a competence - based training that equips the learners with skills relevant to employment and economic growth

CORE VALUES

1. **Competence based training for competent and skilled graduates;**

2. **Integrity based on honesty and ethics;**

3. **Hard work, dedication, and achievement of results.**

CONTACT US

PHYSICAL ADDRESS

Kekubo Cell

Kirigime Ward

Southern Division

Kabale Municipality

Kabale District

South Western Uganda

Uganda

POSTAL ADDRESS

Post Office Box 301, Kabale – Uganda

Phone	**Office**	**+256 200902667**
	Mobile	**+256 772484739**
		+256 712474746

WEB ADDRESS

Emails:	**acc@africancollege.ac.ug**
	principal@africancollege.ac.ug
	academic@africancollege.ac.ug
	bursar@africancollege.ac.ug
Website:	**www.africancollege.ac.ug**

THE HISTORY OF

AFRICAN COLLEGE OF COMMERCE (ACC)

African College of Commerce is an Educational Institution majoring in Business Technical and Vocational training programmes. Below is the historical background of the institution.

1986: 14th April, Commissioned as a Business Education Institution.

1986: June, Registered and recognised by the Ministry of Education.

1990: Held the first Graduation Ceremony;

1992: Introduced Computer Science Courses;

1994: Granted Examinations Centre U62 by the Uganda National Examinations Board,

1998: Purchased land on which to construct the Main Campus

2003: Affiliated to Makerere University Business School (MUBS)

2004: Shifted from rented building in Kabale town centre to Kekubo cell a kilometre away in our own buildings in an area conducive for learning

2005: Received donation from the Federal Republic of Germany in form of buildings, computers, text books and Human Resource Development.

2006: Established ICT Centers in Kabale and Kanungu Districts with the assistance of the Uganda Communications Commission.

2007: Worn a BRONZE Medal from the Federation of Uganda Employers for being the third best employer in Uganda for the year 2006.

2008: Accredited by the National Council for Higher Education as a recognized Institution of Higher learning in Uganda:

2010: Re branding African College of Commerce. Introduced more Technical and Vocational programmes and short courses.

2011: April 16th 2011, Cerebrate Silver Jubilee **1986 to 2011**. Penetrated the Rwanda, Congo, Tanzania Burundi and Kenya

2012: Transformed into a fully fledged **Polytechnic.** Engaged all the training programmes into innovation and production units for products and services. Concretised the hands on training and competence based approach.

2014: Affiliating to Kyambogo University for diploma programmes and in particular the Diploma in Instructor and Technical Teacher Education DITTE, under Skilling Uganda Strategy.

TABLE OF CONTENTS

Title Page ……..……..…..1
Table Of Contents ……..……..……6

PART A: GENERAL REGULATIONS

1.0 List Of Acronyms....8
2.0 Title: 8
3.0 Introduction 8
3.1 Rationale....8
3.2 Target Group....8
4.0 Objective Of The Programme....8
5.0 Programme Outcomes....8
6.0 Job Titles For Clis Graduates....9
7.0 Organizations That Employ Clis Graduates 9
8.0. Nature Of Courses 9
9.0 Admission Requirements 9
10.0 Duration Of The Programme....9
11.0 Mode Of Delivery And Instructional Strategies....9
12.0 Study Materials And Infrastructure 9
12.1 Institutional Infrastructure....9
12.2 Study Facilities....10
13.0 Human Resource 10
14.0 Programme Structure....10
14.1 Year One Semester One....10
14.2 Year One Semester Two....10
15.0 Programme Load 11
16.0 Curriculum....11
17.0 Examination Regulations 11
18.0 Admission To The Programme....11
19.0 Progression....11
19.1 Normal Progress 11
19.2 Probational Progress....11
19.3 Stay Put 11
19.4 Re-Taking....11
19.5 Discontinuation....11
20.0 Final Examination Paper Format....12
20.1 Year One Semester One....12
20.2 Year One Semester One....12
21 .0 Assessments And Grading....13
21.1 Theory Assessment 13
21.2 Project Work....13
21.3 Field Work....13
21.4 Assessment Training Packages (ATPS) 13
21.5 Grading Courses....13
21.6 Scaling 13

22.0 Awards And Classification 14
22.1 Awards 14
22.2 Grade Point Average (GPA) 14
22.3 Cumulative Grade Point Average (CGPA) 14
22.4 Classification Of Final Awards 14

PART B: DETAILED COURSE DESCRIPTION

23.0 Year One Semester One 15
23.1 Library Classification Theory & Practice 15
23.2 Library Cataloguing Theory And Practice 18
23.3 Library Information And Routines 21
23.4 Library Administration 24
23.5 Basic Communication Skills 27
23.6 Computer Appllications I 30
23.7 Library & Information Science Project I 32
24.0 Year One Semester Two 34
24.1 Records Management 34
24.2 Library Design And Management 37
24.3 Book Trade Publishing 40
24.4 Bibliographic Services 43
24.5 Information & Refrence Services 45
24.6 Computer Applications II 48
24.7 Library & Information Science Project II 51
24.8 Field Work 53
25.0 List of Lecturers and Technical Staff in the Faculty of Vocational Education . 54

PART A: GENERAL REGULATIONS

1.0 LIST OF ACRONYMS

ACC	African college of commerce
ACCEB	African Collage of commerce Academic Board
CLIS	Certificate in Library and Information science
CGPA	Cumulative Grade Point Average
CH	Contact Hours
CU	Credit Units
GP	Grade Point
GPA	Grade Point Average
IT	Industrial Training
LH	Lecture Hours
NCHE	National Council Higher for Education
NP	Normal Progress
PH	Practical Hours
PP	Probational Progress
ATPs	Assessment Training Packages

2.0 TITLE:

The proposed title of the programme is CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE.

3.0 INTRODUCTION

The Certificate in library and information science is one year academic programme. It aims at providing the necessary training to students who are seeking for a profession in library and information science.

3.1 Rationale

There is an increase in the number of schools, colleges, universities and organisations, all of which require qualified librarians and library assistants. It is on this basis that a certificate in library and information science programme offered to produce professional librarians to offer professional library services in the existing and upcoming educational institutions, documentation centers, and archival centers.

3.2 Target Group

The target group is the senior four leavers

4.0 OBJECTIVE OF THE PROGRAMME

The graduate will be equipped with knowledge and skills to the librarians and information workers relevant for management of libraries and records.

5.0 PROGRAMME OUTCOMES

The graduate of Library and information science should competently apply the skills and knowledge in library and records management.

6.0 JOB TITLES FOR CLIS GRADUATES

- Assistant Information officer
- Library Assistant
- Data Clerk
- Records Assistant
- Documentation Assistant

7.0 ORGANIZATIONS THAT EMPLOY CLIS GRADUATES

- Libraries
- Registries
- Print media – News Papers
- Non-governmental organizations
- Local Governments
- Resource Centers
- Archival Canters
- Documentation Canters
- Museums
- Hospitals

8.0. NATURE OF COURSES

All the courses in this programme are compulsory

9.0 ADMISSION REQUIREMENTS

The minimum entry requirement to the Certificate in Library and Information science is:

a. Uganda Certificate of Education (UCE) with at least 3 passes;

b. Qualifications equivalent to Uganda Certificate of Education (UCE) as shall be determined by the National Council in consultation with the Uganda National Examinations Board;

10.0 DURATION OF THE PROGRAMME

The Certificate for Library & Science (CLIS) will be a full-time programme with duration of 1 (one) academic year and maximum of three (3) years. If the fails to complete the programme in the three (3) years, the student shall be required to repeat the whole programme i.e forfeit the already passed courses and start the programme afresh.

11.0 MODE OF DELIVERY AND INSTRUCTIONAL STRATEGIES

Mode of delivery and instructional strategies will be by the following:

11.1 Lectures for theory
11.2 Practical work in form of Projects
11.3 Field work through industrial training and Study tour
11.4 Class discussion and group presentations
11.5 Demonstrations

12.0 STUDY MATERIALS AND INFRASTRUCTURE

12.1 Institutional Infrastructure

The institution will use the existing facilities on ACC Campus. The institution has sufficient infrastructure to facilitate the teaching and learning process e.g.

furniture, lecture rooms, workshops, library, computer laboratories and a resource room.

12.2 Study Facilities

The Faculty of Vocational will use the existing study facilities on ACC Campus. The institution has sufficient study facilities to facilitate the teaching and learning process e.g. relevant materials and equipment to the programme, computers, handouts, textbooks and other materials from individual lecturers, journals and related publications, internet connectivity in the computer laboratories, library with wireless connection, audio visual materials, relevant software programme, source documents, archival records, government policy papers, Government Acts and Statutes, research and innovations by lecturers and students.

13.0 HUMAN RESOURCE

The Faculty of Vocational has well qualified and experienced teaching and technical staff managing the Certificate and Diploma Programmes. The academic and technical staff to support the Certificate in Library and Information Science will be drawn from the programmes under the Faculty as listed on page 54 of this curriculum

14.0 PROGRAMME STRUCTURE

14.1 YEAR ONE SEMESTER ONE

Code	Name	LH	PH	CH	CU
CLIS 1101	Library Classification theory & practice I	30	60	60	4
CLIS 1102	Library cataloguing theory & Practice	30	60	60	4
CLIS 1103	Library Information routines	45	30	60	4
CLIS 1104	Library Administration	45	30	60	4
CLIS 1105	Basic Communication Skills	40	40	60	4
CLIS 1106	Computer Applications I	20	50	45	3
CLIS 1107	Library & information Science Project I	10	130	75	5
	Total	**220**	**400**	**420**	**28**

14.2 YEAR ONE SEMESTER TWO

Code	Name	LH	PH	CH	CU
CLIS 1201	Records Management	60	30	75	5
CLIS 1202	Library Design and Management	40	40	60	4
CLIS 1203	Book Trade Publishing	50	20	60	4
CLIS 1204	Bibliographic Services	30	30	45	3
CLIS 1205	Information & Reference Services	50	20	60	4
CLIS 1206	Computer Applications II	20	50	45	3
CLIS 1207	Library & information Science Project II	10	130	75	5
CLIS 1208	Fieldwork	10	130	75	5
	Total	**270**	**450**	**495**	**33**

15.0 PROGRAMME LOAD

To qualify for the award of a Certificate in Library and Information science, a candidate must obtain a minimum of **61** credit units distributed as follows:

YEAR ONE	SEMESTER I	28
	SEMESTER II	33
TOTAL		**61**

16.0 CURRICULUM

The curriculum for the Certificate in Library and Information science shall be prepared by the African College of Commerce Academic Board (ACCAB) and accredited by the National Council for Higher Education (NCHE).

17.0 EXAMINATION REGULATIONS

The examination rules and regulations for the Certificate in Library and Information science shall be set by African College of Commerce Academic Board.

18.0 ADMISSION TO THE PROGRAMME

Admission to the programme shall close at the end of the third full week of each semester;

19.0 PROGRESSION

Progression of a student shall be classified as normal, probational or discontinued.

19.1 Normal progress

Normal progression occurs when a student passes each course taken with a minimum grade point of 2.00

19.2 Probational progress

This is a warning stage and it occurs when a student;

(i) Fails a course
(ii) Has GPA or CGPA of less than 2.00

19.3 Stay put

A student who fails more than a half of the total number of courses in a semester shall be required to stay on that semester until the failed courses are cleared. When the GPA of a student goes up in the following semester, the probation is removed.

19.4 Re-taking

A student shall retake a course when it is next offered, to pass or to improve performance. A student shall retake a course only three times.

19.5 Discontinuation

That a student is discontinued when he or she has:

(i) Received three (3) consecutive probations in the course unit.
(ii) Received a CGPA of less than 2.00 for three consecutive probations.
(iii) Failing final examinations without giving sufficient reasons.
(iv) Over stayed on the programme for a period of more than three years

20.0 FINAL EXAMINATION PAPER FORMAT

20.1 YEAR ONE SEMESTER ONE

PAPER NAME AND CODE	EXAMINATION FORMAT
CLIS 1104 Library Administration CLIS 1103 library information routines CLIS1105 Basic communication skills	Each paper will consist of **SEVEN** questions and the candidate will be required to answer **at least five**. All questions will carry equal marks. The students should be assessed on memory, understanding, application, analysis, synthesis and evaluation. The total duration of the examination will be three hours
CLIS 1106 Computer Applications I	The paper will consist of three exercises and the candidate will be required to answer all. The total duration of the examination will be two hours.
CLIS 1101 Library Classification theory and practice CLIS 1102 library Cataloguing theory and practice	The course unit will consist of paper one (theory) and paper two (practical). Paper one will consist of seven questions carrying equal marks and a candidate will be required to answer at least five questions. Paper two will consist of three practical questions and a candidate will be required to answer only two questions. The duration of each will be three hours.
CLIS1107 Library & Information Science Project I	The continuous assessment of the various projects in the semester will lead to the final examination paper marks. The total duration of the assessment shall be within 15 weeks of teaching. African college of commerce will invite an expert/ examiner to assess the projects.

20.2 YEAR ONE SEMESTER ONE

PAPER NAME AND CODE	EXAMINATION FORMAT
CLIS1201Records Management CLIS 1202 Library Design and Management CLIS 1203 Book trade Publishing CLIS12004 Bibliographic services CLIS1205 information & Reference services	The paper shall consist of **seven** questions and the candidate will be required to answer **at least five**. All questions will carry equal marks. The Students should be assessed on memory, understanding, application, analysis, synthesis and evaluation. The total duration of the examination will be three hours
CLIS 1206 Computer Application II	The paper will consist of three exercises and the candidate will be required to answer all. The total duration of the examination will be two hours.
CLIS1206 Library & Information Science Project II	The continuous assessment of the various projects in the semester shall lead to the final examination paper marks. The total duration of the assessment shall be within 15 weeks of teaching. African college of commerce shall invite an expert/ examiner to assess the projects.

21 .0 ASSESSMENTS AND GRADING

21.1 Theory Assessment

21.1.1	Continuous Course Work	
	21.1.1.1 Course work 1	10%
	21.1.1.2 Course work 2	10%
	21.1.1.3 Course work 3	10%
	Total	**30%**
21.1.2	End of Semester Examination	**70%**
	Total	**100%**

21.2 Project Work

21.2.1	Project Assessment 1	20%
21.2.2	Project Assessment 2	20%
21.2.3	Student's Personal Innovation	20%
21.2.4	Project Assessment 4	40%
	Total	**100%**

21.3 Field Work

21.3.1	Industrial Training	70%
21.3.1	Field Tours	30%
	Total	**100%**

21.4 Assessment Training Packages (ATPs)

Each student will be assigned an Assessment Training Package. This will record the student's academic progression. This will include assessment areas, grades obtained from course works, project work, field work and final examination.

21.5 Grading courses

Each course unit will be graded out of a maximum of one hundred (100) marks and assigned grade point as follows

MARKS (%)	GRADE POINTS
80-100	5.00
75-79	4.50
70-74	4.00
65-69	3.50
60-64	3.00
55-59	2.50
50-54	2.00
Below 50	0.00

The course pass mark is 50% which is Grade Point 2.0.
No credit unit will be awarded for any course in which a student fails.

21.6 Scaling

All the grades will be scaled down to 100%

22.0 AWARDS AND CLASSIFICATION

22.1 Awards

A successful candidate will be awarded the Certificate in Library and Information Science of African College of Commerce (ACC)

22.2 Grade Point Average (GPA)

A grade point average is mark calculated to determine the final award. To arrive at a grade point average, the following steps are taken.

a. Multiply the Grade Point by the Credit Unit to get a Weighted Score of a Course;
b. Add together the weighted scores for all courses taken up to that time to get **total weighted score(TW);**
c. Add the Credit Units for each course to get the **Total Credit Units (TCUs);**
d. Divide the total weighed scores by the total number of credit units taken up to that time to get **grade point average (GPA). TWs/TCUs =GPA.**

The letter grades shall be used for Grade Point Averages (GPAs) as follows:

A	B+	B	C	D
5	4	3	2	1

22.3 Cumulative Grade Point Average (CGPA)

This is determined by dividing total accumulated weighted scores (TWs) by the total accumulated credit units (TCUs) up to a particular time.

22.4 Classification of Final Awards

CLASS	FINAL CGPA	LETTER GRADE
First Class	4.4 – 5.0	A
Second Class Upper Division	4.0 – 4.3	B+
Second Class Lower Division	3.0 – 3.9	B
Pass	2.0 – 2.9	C
Fail	1 - 1.9	D

PART B: DETAILED COURSE DESCRIPTION

23.0 YEAR ONE SEMESTER ONE

23.1 LIBRARY CLASSIFICATION THEORY & PRACTICE

Course Unit CLIS 1101

Credit Units 04

Contact Hours 60

COURSE DESCRIPTION
This course introduces students the basic knowledge and skills of classifying library information materials mainly by use of the Dewey Decimal Classification (DDC) scheme since it is commonly used in most libraries.

LEARNING OUTCOMES
Students will be able to carry out practical classification of different kinds of information materials and audio visual materials.

OBJECTIVES OF THE COURSE
By the end of this course, the students should be able to:
1. Define and explain the main concepts of library classification
2. Determine the subject of information materials
3. Differentiate between classification and library classification
4. Find out schedule numbers in DDC
5. Classify information materials using DDC.

COURSE CONTENT

CHAPTER ONE
1.0 Classification
1.1 Introduction to classification
1.2 Meanings of classification
1.3 Definition of key words used in classification
1.4 Relevance of classification

CHAPTER TWO
2.0 Library classification
2.1 Introduction
2.2 Need for library classification
2.3 Relevance of classification in libraries
2.4 Types of arrangement
2.5 Subject arrangement
2.6 Characteristics of DDC.

CHAPTER THREE
3.0 System of numbering
3.1 Introduction
3.2 Notation
3.3 Kinds of notation i.e. Arabic

3.4 Types of notation i.e. Pare
3.5 Function of notation in classification scheme
3.6 Qualities of a good notation

CHAPTER FOUR
4.0 Dewey decimal classification
4.1 Four volumes of DDC
4.2 Volume. I
4.3 Volume. II
4.4 Volume III
4.5 Volume IV
4.6 Basic plan of DDC
4.7 The ten main classes in DDC

CHAPTER FIVE
5.0 Description of DDC
5.1 Main class
5.2 Fraction numbers in DDC
5.3 Division
5.4 Section
5.5 Subsection

CHAPTER SIX
6.0 Decimal system
6.1 Introduction
6.2 Convention of DDC scheme
6.3 Classification by discipline
6.4 Hierarchical notation
6.5 Hierarchy in disciplinary & subjection relationship
6.6 Memory Aids
6.7 Schedules in DDC scheme
6.8 Hierarchy in DDC scheme

CHAPTER SEVEN
7.0 Instructions in DDC
7.1 Class here note
7.2 Class elsewhere note
7.4 See manual this
7.5 Don't class in this No
7.6 Add instructions
7.4 The basic principles of classification

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.

There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Krishan Kumar ,(1982), Theory of classification
2. Eric Hunter ,(1999), classification made simple
3. Melvil Dewey, (2008), The Dewey decimal classification
4. Margaret (1944) Introduction to cataloguing and classification
5. Universal decimal classification
6. S.R Rang Nathan ,(1962),Elements of classification
7. Kumar K (1982), theory of cataloguing 4th edition, New Delhi. Vikas publishing house PVT limited.
8. Kumar K (2009) library manual 2nd edition, new Delhi, Vikas publishing house PVT limited
9. Horner J. (1970), cataloguing, London association of librarians
10. Jolly L (1960), principles of cataloguing London Lockwood
11. Margaret M. (1943), introduction to cataloguing and classification of books 2nd edition, Chicago, American library

23.2 LIBRARY CATALOGUING THEORY AND PRACTICE

Course CLIS 1102

Credit Units 04

Contact Hours 60

COURSE DESCRIPTION
This course introduces the students to basic knowledge and skills in cataloguing library information materials with their respective entries.

LEARNING OUTCOMES
Students will be able to design a catalogue card with all its added entries.

OBJECTIVES OF THE COURSE
By the end of this course, the students should be able to:
1. Acquire skills in cataloguing of documents and information materials for proper and quick access in library and information canters
2. Explain various types of catalogues in different fields like book shops, Hotel, shops and how they are useful in the above mentioned places
3. Identify different types of cataloguing entries like author, title, editor, co-author added entry and subject entries.
4. Acquire knowledge and skills to design catalogue cards and book pockets.

COURSE CONTENT

CHAPTER ONE
1.0 Introduction
1.1 Definition of catalogue
1.2 Types of catalogue
1.3 Importance of catalogue

CHAPTER TWO
2.0 Library catalogue
2.1 Definition of library catalogue, history of library catalogue
2.1.1 List
2.1.2 Documents
2.1.3 Holding of library
2.2 Service library catalogue
2.2.1 Shelf list
2.2.2 Shelf guides
2.3 Importance of library catalogue
2.4 The objectives of library catalogue
2.5 Who is a cataloguer?
2.6 A job of cataloguer
2.7 Library catalogue as a reference tool
2.8 Library cataloguing versus bibliographic cataloguing
2.9 Library catalogue versus bibliography versus publisher's catalogue

CHAPTER THREE
3.0 Physical forms of catalogue
3.1 Types of physical forms of catalogue

3.11 Bound- book form of catalogue
3.12 Loose – leaf book form of catalogue
3.2 Factors for choosing physical form of the catalogue
3.3 Comparison of physical form of catalogue
3.31 Card form
3.32 Printed book form
3.33 Sheaf form
3.4 Qualities of catalogue
3.5 Card catalogue
3.6 Structure of a card catalogue
3.7 Merits and demerits of using card catalogue

CHAPTER FOUR
4.0 Types of library catalogues
4.1 Evolution of internal form of library catalogue
4.2 Classified catalogue
4.3 Alphabetical catalogue
4.31 Author catalogue
4.32 Title catalogue
4.33 Dictionary catalogue
4.4 Alphabetical – classed catalogue
4.5 Dictionary / divided catalogue
4.6 Advantages and disadvantages of divided catalogue
4.7 Comparison of dictionary and classified catalogues
4.8 Descriptive cataloguing
4.9 Principles of descriptive cataloguing
4.91 Objective of descriptive cataloguing
4.92 Description of perfect copy
4.93 Extent of description
4.94 Terms of description
4.95 Organization of description
4.96 Documentation
4.97 Style
4.10 Elements of descriptive cataloguing
4.101 Title
4.102 Author statement
4.103 Edition
4.104 Imprint
4.105 Collation
4.106 Series
4.107 Notes
4.11 Order of description
4.12 Amount of information to be included in catalogue entry.

CHAPTER FIVE
5.0 Annotation
5.1 Definition of annotation
5.2 Types of annotation
5.3 Purpose of annotation
5.4 When to prepare annotation
5.5 When to avoid annotation
5.6 Items to be included in annotation
5.7 Points to be kept in view for preparing an annotation

CHAPTER SIX
Practical Part

6.0 Rules of filing entries
6.1 Development of cataloguing codes
6.2 American library association entries
6.3 Order of entries
6.4 Title and subject identical entries
6.5 Co-operate entry arrangements
6.6 Anglo American cataloguing rules (AACR)

CHAPTER SEVEN

7.0 One author
7.1 Main entry
7.2 Subject added entry
7.3 Title added entry
7.4 Reference added entry

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Kumar K (1982), theory of cataloguing 4th edition, New Delhi. Vikas publishing house PVT limited.
2. Kumar K (2009) library manual 2nd edition, new Delhi, Vikas publishing house PVT limited
3. Horner J. (1970), cataloguing, London association of librarians
4. Jolly L (1960), principles of cataloguing London Lockwood
5. Margret M. (1943), introduction to cataloguing and classification of books 2nd edition, Chicago, American library

23.3 LIBRARY INFORMATION AND ROUTINES

Course code: CLIS 1103

Credit Unit 04

Contact Hours 60

COURSE DESCRIPTION
This course introduces students the basic knowledge and skills in information dissemination.

LEARNING OUTCOMES
By the end of this course, students will be able to process and disseminate information.

OBJECTIVES OF THE COURSE
By the end of this course unit the students should be able to:
1. Utilize the systems resources to achieve a desired customer care services level in the library
2. Adopt effective methods of dissemination of information, retrieval of information and organizing information to enable it more attractive to the library users.
3. Explain the fundamental sources of information in Uganda i.e. libraries, old file, Archival centers etc.

COURSE CONTENT

CHAPTER ONE
1.0 Information.
1.1 Information definition
1.2 Data
1.3 Information sources
1.4 General flow of information
1.5 Importance of information
1.6 Roles played by the libraries in dissemination of information
1.7 Barriers to the information flow
1.8 Characteristics of information

CHAPTER TWO
2.0 Libraries and information systems
2.1 Definition of Library
2.2 Types of information materials provided in libraries

CHAPTER THREE
3.0 Libraries
3.1 Definition
3.2 Academic libraries
3.3 School libraries.
3.4 UNESCO manifesto for school libraries
3.5 University Libraries
3.6 Objectives of university libraries
3.7 Functions of university libraries
3.8 Functions of universities

CHAPTER FOUR

4.0 Public Libraries

4.1 Definition of public library
4.2 Objectives of public libraries
4.3 Types of public libraries
4.4 Functions of Public library
4.5 How public libraries create reading culture in children.
4.6 Barrier to reading culture
4.7 Services offered by public libraries.

CHAPTER FIVE

5.0 National library

5.1 Introduction to national library.
5.2 Functions of national library
5.3 The roles of national library to the community.
5.4 Uganda national Library
5.4.1 Objectives of the Uganda national Library
5.2.2 Functions of the national Library in Uganda

CHAPTER SIX

6.0 Special libraries

6.1 Introduction to special libraries.
6.2 Differences between special library and general library
6.3 Types of special libraries.
6.4 Functions of special libraries.
6.5 Services offered by special libraries
6.6 Advantages and disadvantages

CHAPTER SEVEN

7.0 Archives

7.1 Introduction to an archive.
7.2 Types of information materials kept in archive
7.3 Importance of archival centers in the society.
7.4 Arrangements of archival materials
7:5 Procedures to follow
7:6 Types of archives
7:7 Security & disaster planning for archives
7:8 Descriptions of archives
7:9 Grinding tools used in archives management
7:10 Archival appraisals
7:11 Dangers to archival materials
7; 12 Accessioning of archives

CHAPTER EIGHT

8.0 Preservation of information materials

8.1 Definition of preservation
8.2 How libraries preserve their information materials.
8.3 Conditions for deterioration of documents.

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Cathy Ennis, (1975), Guide line and higher learning resources services in further and higher education 6th Ed.
2. Krishnan Kumar ,(2009), Library manual

23.4 LIBRARY ADMINISTRATION

Course Code CLIS 1104

Credit Unit 04

Contact Hours 60

COURSE DESCRIPTION

This course introduces students the basic knowledge and skills required for efficient and effective administration of the library, principles of librarianship, Principles of management, circulation management, types of library administration, library planning and library committee management.

LEARNING OUTCOMES

By the end of this course, students will be able to manage library services, users and staff.

OBJECTIVES OF THE COURSE

By the end of this course, students should be able to:

1. Identify various services offered in academic libraries i.e. mobile services, reference services documentation services etc.
2. Recognize the circulation management services in the library and how they are applied i.e. charging and discharging.
3. Demonstrate the understanding of the philosophy of library and information science / principle of librarian i.e. books are for the users, every book its reader. Every leader his book, a library is growing organism.

COURSE CONTENT

CHAPTER ONE

1.0 Types of services offered in libraries

1.1 Circulation services
1.2 Reference services
1.3 Instructional services
1.4 Company services
1.5 Documentation services
1.6 Mobile services
1.7 Audio visual services

CHAPTER TWO

2.0 Principles of librarian ship

2.1 Introduction
2.2 The five principles of library science according Rang Nathan
2.3 Don'ts of the library
2.4 Library rules and regulations
2.5 The material selection policy
2.6 Duties and responsibilities of a librarian.

CHAPTER THREE

3.0 Principles of management

3.1 Introduction

3.2 The fourteen principles of management
3.3 Advantages and disadvantages of unity of command
3.4 Advantages and disadvantages of team spirit work.

CHAPTER FOUR
4.0 Library planning
4.1 Introduction
4.2 Determinants of planning
4.3 Steps of planning\ planning process
4.4 Advantages of planning
4.5 Contribution of goals and objectives to effective management of an organization /library

CHAPTER FIVE
5.0 Types of Library administration
5.1 Departmentalized\ decentralized administration
5.11 Advantages and disadvantages.
5.2 Centralized administration
5.21 Its advantages and disadvantages.
5.3 Compromised administration system
5.3.1 Its advantages and disadvantages

CHAPTER SIX
6.0 Circulation management
6.1 Introduction
6.2 Circulation services
6.3 Rules of borrowing and lending
6.4 Charging and discharging and its methods
6.5 Book ticket method of issuing out books
6.6 Measures to control materials in library.

CHAPTER SEVEN
7 .0 Library committee
7. 1 Aims of library committee
7. 2 Importance of library committee to the librarian.
7. 3 Functions of the library committee

CHAPTER EIGHT
8.0 Library finance budget
8.1 Introduction
8.2 Sources of library finance
8.3 Budget.
8.4 Types of budget i.e. ZBB &line budget.
8.5 Functions of budget in Library services/administration.
8.6 Budget preparation
8.7 Library audit and its importance to library administration.

CHAPTER NINE
9.0 Stock verification /taking
9.1 Introduction
9.2 Aims of stock taking in library management
9.3 Methods of stock taking and advantages and disadvantages of each
9.4 Stock taking records

9.5 Advantages and disadvantages of stock taking

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCE

1. Khalid taruqi (1999), Planning for library building
2. Krishan Kumar ,(2009), Library manual
3. Krishan Kumar ,(2008), Library administration
4. Clisha Chiware, (1999), A manual for rural libraries
5. S. sopanan, (2003), Library and information system.

23.5 BASIC COMMUNICATION SKILLS

Course code **CLIS 1105**

Credit units **04**

Contact hours **60**

COURSE DESCRIPTION
This course introduces students to the different forms of communication; oral, written and non-verbal, enabling students to develop skills of business letter writing, report writing, handling meetings and management of interviews.

LEARNERNING OUTCOMES
This course will impart students with listening, speaking, reading and writing skills

OBJECTIVES OF THE COURSE
By the end of this course, students should be able to:
1. Demonstrate the ability to communicate efficiently and effectively;
2. Understand the meaning of communication and how it relates to other management functions;
3. Acquire writing skills of business letters, memos and minutes of a meeting;
4. Deal with correspondences and other writings at a supervisory level.

COURSE CONTENT
CHAPTER ONE
1. Grammar and vocabulary
1.0 Parts of speech
1.1 Tenses
1.2 Simple and Compound Sentences
1.3 Punctuation
1.4 Direct and Indirect Speech
1.5 Prefixes and suffixes
1.6 Correction of grammatical errors

CHAPTER TWO
2. Comprehension
2.0 Summary writing
2.1 Written and oral deduction of summons from given prose passage
2.2 Diction
2.3 Answering questions about the passage

CHAPTER THREE
3.0 Overview of Communication
3.1 Meaning of communication
3.2 Objectives of communication
3.3 Communication process model
3.4 Types of communication/categories of communication
3.5 Barriers to communication
3.6 Remedies to barriers

CHAPTER FOUR

4.0 Written communication
4.1 Definition
4.2 Advantages and disadvantages
4.3 Business letter writing, types
4.4 Formats
4.5 Parts of the business letter
4.6 Memo writing

CHAPTER FIVE

5.0 Non verbal communication
5.1 Meaning
5.2 Facial expression
5.3 Gestures
5.4 Voice
5.5 Eye contact
5.6 Difference between verbal and non verbal communication
5.7 Problems involved in non verbal communication

CHAPTER SIX

5.0 Oral communication
5.1 Definition
5.2 Forms of oral communication
5.3 Advantages and disadvantages of oral communication
5.4 Listening
5.5 Meaning of listening
5.6 Importance of listening
5.7 Causes / Reasons for not listening
5.8 Suggestions for good listening skills

CHAPTER SEVEN

7.0 Reports
7.1 Definition of reports, types and uses
7.2 Formatting report writing, problems with reports in any given organization
7.3 Mitigation measures of report writing

CHAPTER EIGHT

8.0 Meetings
8.1 Meaning, types of meetings, preparation of meetings, notice, agenda & facilities
8.2 Writing, minutes of a meeting
8.3 Check list for organizing successful meetings

CHAPTER NINE

9.0 Practical Exercises
9.1 oral presentations, letter writing, interviews, etc

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Shirley Taylor (1998) Communication for business
2. Wolcott. L A Mastering business communication
3. Ogundipe Engilsh Language
4 Komunda Mabel Birungi, Business communication skills
5. J. A. Bright, English Composition and Grammer
6. Little P. 1996 Communication in business Pitman Publishing. London

23.6 COMPUTER APPLLICATIONS I

Course code	CLIS 1106
Credit units	03
Contact hours.	45

COURSE DESCRIPTION
The course introduces students to the computer applications through practical skills in information technology software to enable them compete favorably in the dynamic technology-based world.

LEARNING OUTCOMES
By the end of this course, Students should l be able to use the common Microsoft Office applications of word processing, spreadsheets, graphics, presentations and databases.

OBJECTIVES
By the end of this course learners should be able to:
1. Identify the different Applications within an Office environment
2. Acquire skills in basic computer software applications and apply them in various business situations in order to facilitate the information management function.
3. Appreciate computer applications in business through hands on
4. Demonstrate the ability to use the common software applications of Microsoft Word, and Microsoft Excel
5. Produce business documents and data analysis and models applicable to business environment

COURSE CONTENT

CHAPTER ONE
1.1 Basic concepts and startup procedures
1.2 Introduction to practical computing
1.3 Connecting computer parts (CPU, Monitor, Mouse, Key board)
1.3 Windows Operating Systems Commands
1.4 Booting the computer
1.5 Using the mouse
1.6 Managing the user interface
1.7 Introduction to Windows programmes

CHAPER TWO
2.0 Word Processing (Document production with MS word)
2.1 Starting Ms Word
2.2 Creating documents
2.3 Looking at and using tool bars
2.4 Entering data
2.5 texts formatting
2.6 page formatting
2.7 Document formatting
2.8 Creating tables

2.9 Sorting and filtering data (plain text and tabulated text)
2.10 Graphics
2.11 printing
2.12 practice assignments

CHAPTER THREE
3.0 Spreadsheets (Microsoft Excel)
3.1 Starting Ms Excel
3.2 Excel tool bars
3.4 Managing workbooks and worksheets
3.5 Entering data and its formatting
3.6 Performing formulae, errors and their corrections
3.7 Calculating using functions
3.8 Sorting and filtering data
3.9 Using Graphs
3.10 Printing
3.11 Practice assignments

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Kathy Ivens and Thomas Barich(1997), How to use Microsoft Office' 97, Ziff-Davis press
2. Whitecomb A and Brown B, Key boarding and Document production, Stanley Thornes, **Chem.: emam**
3. E.S. Waburoko(200), An introduction to information technology, Department to Distance Learning, Edsoft Computer Institute
4. Teach yourself Microsoft Excel 97 in 24 Hours by Linda Jones and Reul L. Hernadez by S: MS
5. Hernandez cy SAW Publishing
6. Keneth C. and Laudon J.P: Essentials of Management Information Systems; 3rd Edition Prentice Hall, New Jersey, 1999
7. Elliot G. and Starkings:Business Information Technology, Theory and Practice; Addison Wesley, Longman, London and New York, 1998
8. Olive and Chapman; Data Processing and Information Technology, DP Publications
9. Christopher Barnatt (1996): Management Strategy; ND Information Technology; International Thomson Business Press.

23.7 LIBRARY & INFORMATION SCIENCE PROJECT I

Course code CLIS 1107

Credit units 05

Contact hours. 75

PROJECT DESCRIPTION
This is a practical course that enables students to put in practice the basic knowledge and skills acquired of library management and technical services.

PROJECT OUTCOMES
By the end of this course students, will be able to provide library services to users.

OBJECTIVES OF THE PROJECT
By the end of this course, students should be able to:
1. Acquire the basic skills of classifying information materials
2. Acquire circulation skills of charging and discharging
3. Determine the subject of information materials

PROJECT ACTIVITIES

CHAPTER ONE
1.0 Fund. of library classification theory and practice proposed project
1.1 Determine subject of information material
1.2 Find the class number of a book from DDC
1.3 Spine label
1.4 Attach schedule numbers to table

CHAPTER TWO
2.0 Elements of library cataloguing theory and practice proposed project
2.1 Design catalogue cards
2.3 Design book tickets
2.4 Design library borrower's cards
2.5 Design all possible added catalogue cards

CHAPTER THREE
3.0 Fund of library and information Routine project
3.1 Procedures of disseminating information
3.2 Methods of preservation information materials in the library
3.3 Ways of processing information
3.4 Archival accessioning

CHAPTER FOUR
3.0 Introduction ton library administration project
3.1 Charging and discharging of library users
3.2 Formulation of library rules and regulations
3.3 Stock taking of information materials

CHAPTER FIVE

5.0 Fundamentals of communication skills

5.1 Letter writing e.g. memo, application letter, business letter, termination letter

5.2 Preparing minutes of the meeting following the given agenda

CHAPTER SIX

6.0 Innovation: Student's self initiated project relevant to the programme

MODE OF DELIVERY

The mode of delivery will include Lecture, Demonstration, Group discussions presentation and excursions.

ASSESSMENT OF THE COURSE

This course unit will be assessed on 100 marks as follows:

1.	Project Assessment I	20%
2.	Project Assessment II	20%
3.	Student's Personal Project	20%
4.	Project Assessment IV (Final)	40%
	Total	**100%**

The marks will be converted into Grade points.

24.0 YEAR ONE SEMESTER TWO

24.1 RECORDS MANAGEMENT

Course Code CLIS 1201

Credit Unit 05

Contact Hours 75

COURSE DESCRIPTION
This course introduces students to the basic knowledge and skills required for effective and efficient record keeping.

LEARNING OUTCOMES
By the end of this course, students will be able to conserve and preserve records safely.

OBJECTIVES OF THE COURSE
By the end of this course, students should be able to:
1. Explain the key concepts used in records management activities.
2. Acquire knowledge and skills in managing different types of information, in particular records centre, archives and documentation centre.
3. Apply the acquired skills in managing registries at government ministries, Institutions, non- governmental and private organizations in and outside Uganda.

COURSE CONTENT

CHAPTER ONE
1.**0 Introduction**
1.1 Definitions of key concepts - records, records management
1.2 Records found in different places.
1.2.1 Families,
1.2.2 Churches,
1.2.3 Academic institutions.
1.3 Characteristics of records.
1.3.1 Authenticity,
1.3.2 Reliability,
1.3.3 Integrity
1.3.4 Usability.
1.4 Importance of records i.e. administrative value.
1.5 Life cycle of records
1.5.1 Creations,
1.5.2 Distributions,
1.5.3 Use of a record
1.5.4 Disposal of a record

CHAPTER TWO
2.0 Personal records
2.1 Definition
2.2 Categories
2.21 Financial records

2.22 Personal documents
2.23 Ownership documents
2.24 Educational documents
2.25 Miscellaneous document**s**

CHAPTER THREE
3.0 Records format
3.1 Microfilms i.e. advantages and disadvantages
3.2 Photographs
3.3 Paper based documents i.e. photocopying as a preservation tool
3.4 Digital records
3.5 Dangers of digital records
3.6 Types of records
3.**7** Qualities of a good record

CHAPTER FOUR
4.0 Records management
4.1 Introduction to records management
4.2 Importance of records management\
4.3 Enemies of records
4.3.1 Biological agents,
4.3.2 Chemical agents
4.3.3 Physical agent
4.3.4 Natural calamities
4.3.5 Man
4.4 Environmental dangers of records i.e. humidity, temperature, light.
4.5 Principles of records management Programme

CHAPTER FIVE
5 .0 Filing of records
5. 1 Definition of filing
5.2 Objectives of filing
5.3 Methods of filing
5.4 Filing procedures
5.5 Importance of filing
5.6 Advantages of good filing system
5.7 Characteristics of good filing system
5.8 Types of filing
5.9 Filing systems
5.10 Advantages and disadvantages of each filing system
5.11 Factors influencing the choice of filing system
5.12 Filing equipments

CHAPTER SIX
6.0 Registries
6.1 Definition
6.2 Types of registries
6.3 Registry procedures
6.4 Functions registries
6.5 Advantages of registry procedures
6.6 Essentials of a good registry
6.7 Causes of break down in registry
6.8 Advantages and disadvantages of centralized filing

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.

There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Coulson J.(1994) .Records a management hand book. England: Gower pub ltd.
2. Kallaus ,Norman &Mina Johnson .(1992).Records management. Ohio.South western publishing co.
3. Steward,Jeffrey and males co,Nancy .(2004)
4. Professional records and information management. U.S.A:Mc Graw –Hill Inc.
5. Robek M&stephens (2002) Information and records management.4th and U.S.A: Mc Graw-Hill Inc
6. Wallace Patricia (et al) .(1987) .Records management: Integrated information systems.2nd ed Canada:John willey & Inc
7. Saleemi ,N (2001) .Office organization and practice simplified .2nd ed.kenya:N-A saleemi publisher.

24.2 LIBRARY DESIGN AND MANAGEMENT

Course Code CLIS 1202

Credit Unit 04

Contact Hours 60

COURSE DESCRIPTION
This course introduces students to the design of a school library and its activities in a systematic order.

LEARNING OUTCOMES
The students will be able to acquire basic skills and knowledge of library collections and services offered.

OBJECTIVES OF THE COURSE
By the end of this course unit students should be able to:
1. Define a school library, and state the need for a school library
2. State the main factors to be considered before setting up a school library.
3. Determine the required stock for a school library
4. Design school library accession register and catalogue

COURSE CONTENT

CHAPTER ONE
1.0. Introduction to school library.
1.1 Definition of a school library and key words
1.2 Kinds of school, i.e.
1.2.1 High school
1.2.2 Middle
1.2.3 Primary
1.3 Types of school library
1.4 Objectives of a school library
1.5 Functions of a school library to the community.
1.6 Why does a school need a library?

CHAPTER TWO
2.0 Preparing to set up your school library
2.1 What you need to do first i.e. organize library committee.
2.2 Objectives of a school library
2.3 Functions of a school library
2.4 Services of a school library
2.5 Services of a school library
2.6 Role of teacher in school library.

CHAPTER THREE
3**.0 Preparing the library room**
3.1 What your library room need.
3.2 How to make your library secure?
3.3 What furniture does the library need?

3.4 What stationary does the library need?

CHAPTER FOUR

4.0 Getting to know your school library

4.1 What stock is in your library?
4.2 Reference material
4.3 Information material
4.4 Fiction books
4.5 Other types of stock in school library
4.6 Parts of a book.

CHAPTER FIVE

5.0 Choosing stock for the library.

5.1 Selecting material for library.
5.2 Factors considered when selecting library stock
5.3 Obtaining information materials.
5.4 How to place an order.
5.5 Receiving information materials.
5.6 How to receive information materials.

CHAPTER SIX

6.0 Making accession register.

6.1 What is an accession register?
6.2 Why does a library need accession register?
6.3 How do you make an accession register?
6.4 How to record books
6.5 Updating the collection
6.6 How to weed the collection?

CHAPTER SEVEN

7.0 **Organizing information material**.
7.1 Classification of materials.
7.2 Need for classification of material
7.3 What stock is not classified?
7.4 Types of classification school
7.5 How to classify materials

CHAPTER EIGHT

8.0 **Making school library catalogue**
8.1 What is a library catalogue?
8.2 Description of a catalogue
8.2.1 Title
8.3 Author
8.4 Edition
8.5 Imprint
8.6 Year publication
8.7 Cataloguing record

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCE

1. Nicholas Baird (1994), Setting up and running a school library
2. Krishan Kumar, (2009) Library manual.
3. Krishan Kumar, (2000), Reference services
4. Rang Nathan, (1961), Reference services.
5. N.Beswick, (1982) School library as a resource centre.
6. S.R Rang Nathan , (1995), New education and school library

24.3 BOOK TRADE PUBLISHING

Course Code CLIS 1203
Credit Units 04
Contact Hours 60

COURSE DESCRIPTION
The course introduces students to the major key players in the book industry, its organization, and marketing of the published books.

LEARNING OUT COMES
By the end of this course, students will be able to describe the services of book industry.

OBJECTIVES OF THE COURSE
By the end of this course, students should be able to:
1. Identify the key players in the book industry
2. Draw the organization chart of book trade publishing house
3. Justify the need for manuscript in book trade publishing house.
4. Explain the role of promotion in book trade publishing house and how it is carried,

COURSE CONTENT

CHAPTER ONE
1.0 Introduction to book trade
1.1 Definition of book trade
1.2 Brief historical back ground of book industry.
1.3 Key prayers in the book industry
1.3.1 Author
1.3.2 Publisher
1.3.3 Book seller
1.3.4 Librarian
1.4 Libraries and the book industry
1.5 Book industry and the business environment.

CHAPTER TWO
2.0 Organizational chart of book industry
2.1 Introduction to organizational chart
2.2 Top management
2.3 Editorial department
2.4 Production department
2.5 Promotion /marketing department
2.6 Sales department
2.7 Duties performed by each department above.

CHAPTER THREE
3.0 Manuscript
3.1 Definition of a manuscript
3.2 How to acquire a manuscript
3.3 Main purpose of publishing house

3.4 Factors considered when presenting manuscripts in a publishing house
3.5 Reasons for writing manuscripts
3.6 Mission of writing a manuscript.
3.7 How to edit a manuscript
3.8 Copy editing
3.9 Categories of editorial staff ie managing editor, desk editor, copy editor, sprout reader.
3.10 Duties performed by the above editorial staff.

CHAPTER FOUR
4.0 Book production and design.
4.1 Introduction to book production
4.2 Production design in book industry.
4.3 Stages of book production in book trade publishing Industries.

CHAPTER FIVE
5.0 Production
5.1 Definition of production.
5.2 Direct and indirect production in book industry.
5.3 Subsistence & commercial production of book trade products.
5.4 Production units
5.5 Types of production
5.6 Factors of production
5.7 Functions of an entrepreneurship in a book trade industry.

CHAPTER SIX
6.0 Specialization in book industry
6.1 Specialization
6.2 Division of labor
6.3 Types of specialization
6.4 Advantages and disadvantages of specialization

CHAPTER SEVEN
7.0 Sales Promotion
7.1 Definition of promotion
7.2 Objectives of promotion
7.3 Roles of promotion in book industry
7.4 Types of promotion
7.5 Advertising, factors, advantages and disadvantages.
7.6 Objectives of advertising
7.7 Why firms advertise

CHAPTER EIGHT
8.0 Economy of the book trade publishing industries
8.1 Stock management
8.2 Mail orders
8.3 Cash and credit
8.4 Book seller clearing house
8.5 Stock room
8.6 Handling donations
8.7 Standards for library book sellers

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.

There will be the final examination in the last two weeks of the semester.

REFERENCE

1. Asiimwe Herber t(2009), Fundamentals of economics.
2. John Ddumba Ssentamu,(2011) Basic economics
3. Michael Todora(1992) Economics for developing countries
4. James Mugerwa(2001) New commerce for Uganda
5. Encyclopedia of librarian ship
6. Every man's Encyclopedia.

24.4 BIBLIOGRAPHIC SERVICES

Course code: CLIS 1204

Credit Units 03

Contact Hours **45**

COURSE DESCRIPTION
This course introduces students to the basic knowledge and skills of preparing bibliographic lists, indexing and abstracting library information materials.

LEARNING OUT COMES
By the end of this course, students will be able to compile a bibliography.

OBJECTIVES OF THE COURSE
By the end of this course unit, students should be able to:
1. Identify different types of bibliography and their branches
2. Acquire basic knowledge and skills of indexing information materials,
3. Evaluate the importance of abstracting information materials

COURSE CONTENT
CHAPTER ONE
1.0 **Introduction to Bibliography**
1.1 Types of bibliography
1.2 Branches of bibliography
1.3 Types of systematic bibliography
1.4 Art or science of bibliography
1.5 Document bibliography
1.6 Developments of bibliography
1.7 Importance of bibliography
1.8 Aims of bibliography
1.9 National bibliography
1.10 Trade bibliography

CHAPTER TWO
2.0 Indexing services
2.1 Introduction to indexing services
2.2 Types of indexes
2.3 Practical indexing of periodicals
2.4 Evaluation of index to periodicals
2.5 Evaluation of index to periodicals
2.6 Principles of indexing
2.7 Methods of indexing
2.8 Importance of indexing information materials
2.9 Disadvantages of indexing

CHAPTER THREE
3.0 Introduction to abstracting services
3.1 Types of abstract
3.2 Usefulness of abstracts
3.3 Evaluation of abstracts.

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.

There will be the final examination in the last two weeks of the semester.

REFERENCE

1. Krishan Kumar,(1970), Physical bibliography for librarian 2nd edition Reference services
2. S.R Rang Nathan ,(1961),Reference services
3. Ray Astburg ,(1983), Bibliography and book production
4. K.G.B Bake well (1976) , Indexing methods used by some abstracting and indexing services Journal of librarianship by Roderick Cave.
5. by Theodore Bester man , (1998), World bibliography

24.5 INFORMATION & REFRENCE SERVICES

Course code: CLIS 1205

Credit Unit 04

Contact Hours 60

COURSE DESCRIPTION
This course introduces students to basic knowledge and skills of guiding library users to access library information materials easily.

LEARNING OUT COMES
Students will be able to offer effective reference services to users in need and evaluate the need for reference services in library services.

OBJECTIVES OF THE COURSE
By the end of this course unit, students should be able to:
1. Identify the suitable reference services for different types of libraries,
2. Differentiate the categories of library users
3. Differentiate between reference service and information sources;
4. Identify the different sources of information.
5. State the qualities and professional code of conduct of a reference librarian

COURSE CONTENT

CHAPTER ONE
1.0 Reference services
1.1 Introduction to reference services
1.2 Concept of reference services
1.3 Early libraries
1.4 Modern libraries
1.5 Need for a human agency
1.6 Reference section
1.7 Reference book
1.8 Reference librarian
1.9 Impact of reference services
1.10 Kinds of reference services
1.11 Nature of reference services

CHAPTER TWO
2.0 Users and non-users of the Library
2.1 Introduction to users and non- users.
2.2 Categories of library users.
2.3 Importance of information.
2.4 Ascertaining information about library users needs.
2.5 Non-users of reference service

CHAPTER THREE
3.0 Users Education methods and evaluation
3.1 Introduction to users education
3.2 Developments of users education

3.3 Library orientation
3.4 Bibliographic instructions
3.5 User awareness.
3.6 Interest profiling
3.7 Components
3.8 Goals and objectives
3.9 Programme /courses
3.10 Methods of instructions to library users
3.11 Evaluation methods of users education
3.12 Library personnel

CHAPTER FOUR
4.0 Orientation of a fresh Man/woman
4.1 Introduction
4.2 Need for library orientation
4.3 Orientation programme

CHAPTER FIVE
5.0 Mechanics of compiling and arranging Bibliography
5.1 Introduction
5.2 Who should undertake compilation
5.3 Sample entries from applied science and technology idea.
5.4 Search for documents
5.5 Selection of the items to be included in a bibliography
5.6 How to enter information
5.7 Form of presentation of bibliography.

CHAPTER SIX
6.0 Information service
6.1 Introduction and definition
6.2 Growth of literature
6.3 Origin of information services
6.4 Concept of information services
6.5 Information services versus reference services
6.6 Information officer
6.7 Current awareness services
6.8 Selective dissemination of information

CHAPTER SEVEN
7.0 **Sources of information**
7.1 Introduction
7.2 Primary source
7.3 Secondary source
7.4 Non-documentary sources

CHAPTER EIGHT
8.0 Organization of a reference section
8.1 Introduction
8.2 Qualities of a reference librarian
8.3 Roles of a reference librarian
8.4 Organization pattern of reference section.
8.5 Organization of work in reference section
8.6 Library education and training

8.7 Location of reference section in the library
8.8 Types of reference services i.e. basic services.
8.9 Equipment and materials required in reference section.
8.10 Evaluation of reference services

MODE OF DELIVERY

The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCE

1. Krishan Kumar, (2000). Reference services, 5th edition
2. Harrods (2008), library glossary
3. l Kumar , (2009),, Library manual
4. lous shores(2006), Basic reference source
5. William A.Katz. (1996), Introduction to reference work Guide to reference services by CM Wichel

24.6 COMPUTER APPLICATIONS II

Course code CLIS 1206

Credit units 03

Contact hours 45

COURSE DESCRIPTION
The course introduces students to the computer applications through practical skills in information technology software to enable them compete favorably in the dynamic technology-based world.

LEARNING OUTCOMES
By the end of this course, Students should l be able to use the common Microsoft Office applications of word processing, spreadsheets, graphics, presentations and databases.

OBJECTIVES
By the end of this course learners should be able to:
1. Identify the different Applications within an Office environment
2. Acquire skills in basic computer software applications and apply them in various business situations in order to facilitate the information management function.
3. Appreciate computer applications in business through hands on
4. Demonstrate the ability to use the common software applications of Microsoft Word, and Microsoft Excel
5. Produce business documents and data analysis and models applicable to business environment

COURSE CONTENT

CHAPTER ONE
1.0 Database Management (Microsoft Access)
1.1 Starting MS Access
1.2 Creating data bases
1.3 Crating data tables; Using design view, table wizard, by entering data
1.4 Creating relationships between tables
1.5 Creating forms; using form wizard
1.6 Creating queries; using design view, using query wizard
1.7 Sorting and filtering data
1.8 Formatting data in different objects
1.9 Generating reports using report wizard
1.10 printing
1.11 Practice assignments

CHAPTER TWO
2.0 Presentation management (Microsoft point)
2.1 Starting MS Power Point
2.2 Starting a slide presentation and selecting the slides of desire
2.3 Formatting slides in the slide sorter
2.4 Adding coloring to slides

2.5 Graphing in the slides
2.6 Formatting slide show for different slide designs, layouts and animation schemes
2.7 Viewing a slide show
2.8 Saving and printing the slide presentation
2.9 Practice assignments

CHAPTER THREE
3.0 Internet/Intranet
3.1 Internet definition
3.2 History of Internet
3.3 Uses of Internet
3.4 ISP (Internet Service Providers)
3.5 DNS (Domain Name Systems)
3.6 www (World Wide Web)
3.7 Internet Browsers and Search Engines; Google Chrome, Internet Explorer, Mozira Firefox, OPERA
3.8 URL(Uniform Resource Locator)
3.9 Web Portals
3.10 Navigator/Bookmarks/links
3.11 Uploading and Downloading
3.12 Webmail (Electronic Mails); Thunderbird, Outlook.
3.13 Working with news groups
3.14 Printing and Saving Documents
3.15 Social Networking Web: Facebook, Twiter, Google, Yahoo messenger (chart room),
3.16 http: (hypertext Transfer Protocal)
3.16 Creating a homepage
3.17 Internet Security; Virus Infection, Firewalls, Open source programmes (Thunderbird, Outlook Google Chrome, Internet Explorer, Mozira Firefox, OPERA)

MODE OF DELIVERY
The mode of delivery will include: lecture, hands-on, demonstration, group discussions and presentation.

ASSESSMENT OF THE COURSE
This course unit will be assessed out of 100 marks as follows;

Course work by continuous assessment	30%
Final examination	70%
Total	**100%**

The marks will be converted into Grade points.
There will be the final examination in the last two weeks of the semester.

REFERENCES

1. Kathy Ivens and Thomas Barich(1997), How to use Microsoft Office' 97, Ziff-Davis press
2. Whitecomb A and Brown B, Key boarding and Document production, Stanley Thornes, **Chem.: emam**
3. E.S. Waburoko(200), An introduction to information technology, Department to Distance Learning, Edsoft Computer Institute

4. Teach yourself Microsoft Excel 97 in 24 Hours by Linda Jones and Reul L. Hernadez by S: MS
5. Hernandez cy SAW Publishing
6. Keneth C. and Laudon J.P: Essentials of Management Information Systems; 3rd Edition Prentice Hall, New Jersey, 1999
7. Elliot G. and Starkings:Business Information Technology, Theory and Practice; Addison Wesley, Longman, London and New York, 1998
8. Olive and Chapman; Data Processing and Information Technology, DP Publications
9. Christopher Barnatt (1996): Management Strategy; ND Information Technology; International Thomson Business Press.
10. Clifton H.D. and A.G. (1994); Business Information Systems; 5th Edition.
11. Raymond McLeod J (1995): Management Information Systems; 6th Edition; Prentice Hall International Editions.

24.7 LIBRARY & INFORMATION SCIENCE PROJECT II

Course Code **CLIS 1207**

Credit Units **05**

Contact Hours **75**

PROJECT DESCRIPTION
This course enables students to have practical skills in all above course units studied in this semester.

PROJECT OUTCOMES
By the end of this course the learner, shall be able to put theory into practice.

OBJECTIVES OF THE PROJECT
By the end of this course, a student should be able to:
1. Acquire skills in binding periodicals using hard covers.
2. Apply the acquired skills to bind the given periodicals.

PROJECT ACTIVITIES

CHAPTER ONE
1.0 Introduction to records management project
1.1 Classifying periodicals for binding eg chronological, subject etc
1.2 Filing procedure
-Inspection
-Sorting
-Coding
1.3 Preparation of the binding cover
- Measurements
- Sawing
- Gluing
- Spine balancing

CHAPTER TWO
2.0 Elements of school of librarianship
2.1 Design a school library accession register
2.2 Design a book catalogue for a school library

CHAPTER THREE
3.0 Fundamentals of Book trade
3.1 procedures of book production
3.2 promotion of book industry products
3.3 Advertising of book industry products

CHAPTER FOUR
4.0 Elements of Bibliographic services
4.1 prepare bibliographic list of books given and articles of periods available
4.2 make an index list of periodicals given
4.3 Design an abstract of a book given

CHAPTER FIVE

5.0 Fund of information and reference services

5.1 Draft orientation programme for new users
5.2 Carry out research a bouts users need
5.3 Educate users how best they can retrieve information from the library
5.4 Design different sections of the library
5.5 Carry out effective reference services to users

CHAPTER SIX

6.0 Introduction to ICT project

6.1 Design library data base which captures users and books
6.2 Design computerized discharging and charging system
6.3 Design OPAC (online publication access catalogue)
6.4 Catalogue books using Koha

CHAPTER SEVEN

7.0 Innovation: Student's Personal Project relevant to the programme

MODE OF DELIVERY

The mode of delivery will include Demonstration, Group discussions, presentations and excursions.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

Project Assessment 1	20%
Project Assessment 2	20%
Student's Personal Innovation	20%
Project Assessment 4 (final)	40%
Total	**100%**

24.8 FIELD WORK

Course code CLIS 1208

Credit units 75

Contact hours 75

ACTIVITY DESCIPTION
This course introduces students to the performance of real life tasks relevant to Library and information Science in various organizations.

LEARNING OUTCOMES
The student will learn about the world of work and the duties and responsibilities they will be subjected to while at the workplace.

OBJECTIVES OF THE COURSE
By the end of this course the learners should be able to:

1. Familiarize themselves with work place environment
2. Translate what was learnt in class into real life situation
3. Acquire more job competences
4. Market themselves to prospective employers

ACTIVITY CONTENT

1. Intern orientation to the work place

2. Planning, identifying and scheduling of intern tasks and activities

3. Working under the guidance of the internship organization supervisor

4. Visitation by the training institution supervisor to share the experiences and Challenges facing the intern.

MODE OF DELIVERY

The mode of delivery will include; Practice, demonstration, supervision, presentation.

The marks will be converted into Grade points.

ASSESSMENT OF THE COURSE

This course unit will be assessed out of 100 marks as follows;

ACC Supervisor	10%
Work Place Supervisor's Assessment	30%
Industrial Training Report	30%
Subtotal	**70%**
Field Tours	**30%**
Total	**100%**

The marks will be converted into Grade points.

25.0 LIST OF LECTURERS AND TECHNICAL STAFF IN THE FACULTY OF VOCATIONAL EDUCATION

S/N	NAME	QUALIFICATIONS	EXPERIENCE
1	Ahabwe John Paul	B. HRM (KIU), HD THM (KIU)	5 Years
2	Ainebyona Dickson K	BLIS (UCU)	4 Years
3	Akampurira Baker	Bsc. IT (UCU)	4 Years
4	Ampeire Diane	BA. Drama (MUK)	3 Years
5	Asiimwe Christine	Dip. Cosmetology	2 Years
6	Asiimwe Sarah	Bsc. IT (UCU)	3 Years
7	Atuheire Magret	B.THM (NKU), CTTE (KYU)	9 Years
8	Ayebazibwe Esther	B. Mass Com. (UCU)	3 Years
9	Byenkya Nickolas Kisembo	B. Admin S. S (KYU)	7 Years
10	Elisha Rukanga	B. Arts (MUK) Dip Educ (KYU)	32 Years
11	Friday Christopher	B. Env. Sc. (KAB), PG Dip PPM	3 Years
12	Kangume Boaz	B. Computer Science (KYU)	2 Years
13	Mpyangu Godfrey	Dip Lib & Inform Sc (KYU)	5 Years
14	Musingiza Ivan	B. Env. Sc. (KAB)	3 Years
15	Mwesigye Dinato	B.IT (MUK)	1 Year
16	Nampurira Duncan	BLIS (KAB), DLIS (KYU)	10 Years
17	Nyakato Gemma	BBA (KBA), UDSS (MUBS), CCTE (KYU)	20 Years
18	Nyinomugisha Polly	BBA (KAB) UDBS (MUBS)	2 Years
19	Rwahanzira James	DTHM (KIU) Cert. Food Production HTI	13 Years
20	Sibbo Jennifer	B. Mass Com. (UCU), MBA (India)	6 Years
21	Tarakikunzire Medard	Dip. Sec. Cert Sec Studies.	5 years
22	Tugumisirize Julius	B. ICT (MUK)	6 Years
23	Tukamushaba Moreen	B.LIS (KAB)	1 Year
24	Turyagyenda Charles	B. Ed (UCU), Dip. Ed. (ITEK)	23 Years