

UNIVERSITY COLLEGE OF THE FRASER VALLEY

COURSE INFORMATION

DISCIPLINE/DEPARTMENT: Library and Information Technology Program **IMPLEMENTATION:** Sept. 1, 1996

Revised:

<u>LIBT 210</u>	<u>Database Organization of Information</u>	<u>3</u>
SUBJECT/NUMBER OF COURSE	DESCRIPTIVE TITLE	UCFV CREDITS

CALENDAR DESCRIPTION: Students learn to create searchable databases to handle a variety of informational materials, and for a variety of informational purposes. Here they learn to provide suitable indexes and thesaurus entries and to create report formats for several informational database programs. They learn techniques for writing abstracts, and develop simple instructions for others to use in searching their databases. Includes a computer lab.

RATIONALE: In some workplace settings the library technician works with material that is so specialized that it is not accessible or controlled by any commercially available system. LIBT 210 will provide students with the skills they require to develop their own searchable database. The knowledge they gather in the process will enable them to use commercial products more efficiently.

COURSE PREREQUISITES: LIBT 145

COURSE COREQUISITES:

HOURS PER TERM FOR EACH STUDENT	Lecture	30	hrs	Student Directed Learning		
	Laboratory	30	hrs	Other - specify:		hrs
	Seminar		hrs			
	Field Experience		hrs			
				TOTAL		60 HRS

MAXIMUM ENROLMENT: 25

Is transfer credit requested? Yes No

AUTHORIZATION SIGNATURES:

<p>Course Designer(s): <u>Pat Sifton/Kim Isaac</u></p> <p>Department Head: <u>Pat Sifton</u></p> <p>PAC: Approval in Principle _____ (Date)</p>	<p>Chairperson: <u>N/A</u> _____ Curriculum Committee</p> <p>Dean: _____ (W.R. Bate)</p> <p>PAC: Final Approval: <u>May 3, 1995</u> _____ (Date)</p>
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Database Organization of Information - LIBT 210
NAME & NUMBER OF COURSE

SYNONYMOUS COURSES:

(a) replaces Part of LIBT 417B
(course #)

(b) cannot take N/A for further credit
(course #)

SUPPLIES/MATERIALS:

Computer lab
Specialized database management software designed for information management
Access to online systems, including the Internet

TEXTBOOKS, REFERENCES, MATERIALS (List reading resources elsewhere)

Manuals for specialized database management software

OBJECTIVES:

Upon completion of LIBT 210, the student will be able to:

1. Describe the principles of indexing, and demonstrate indexing techniques.
2. Recognize and discuss different styles of abstracts.
3. Write clear and concise abstracts for articles from journals.
4. Create indexed databases, with an accompanying thesaurus for a body of material, using existing software.
5. Write clear documentation which explains how to use the searchable indexes.
6. *Understand thesaurus construction with scope notes and cross references.*

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METHODS:

LIBT 210 will be delivered through lectures, class discussions and a computer lab.

STUDENT EVALUATION PROCEDURE:

Projects: 70%
Exams: 30%

All assignments are to be submitted typed or word processed. Late assignments will not be accepted.

COURSE CONTENT

Indexing theory and practice
Abstracting
Thesaurus construction
Searchable databases