**BRM 2101 INFORMATION AND DOCUMENTATION SERVICES**

**Short** **Description**

The course is designed to expose students to different information sources in a workplace and how to manage them. It also addresses indexing and abstracting techniques.

Aim

To equip students with knowledge and skills in document management and reference services

Learning outcome

Students should be able to:

- identify different information sources

- Evaluate reference sources

- Index and abstract documents

- Identify user needs

Intellectual, Practical and Transferable skills

* + - Knowledge of indexing and abstracting
		- Knowledge of evaluating reference sources
		- Skills in identifying user-needs

Teaching and Learning Pattern

By use of lectures, student led group presentations and self – directed research guided by the lecturer

Indicative Content

Introduction, Information cycle, information sources, reference sources, evaluation of reference sources, document management, indexing, abstracting, user studies etc.

**Assessment** **method**

- Coursework and Examination. Tests, coursework research questions, group work presentations will all constitute coursework marks (30 marks) and final examinations (70 marks). For a student to be allowed to sit the final examination in this course, he/she should have obtained at least 15 out of 30 marks. The pass mark for the course will be 50%.

Indicative sources

Katz, A. William. 1997. Introduction to reference work, Vol 2 7th ed. New york: McGraw

Robek, F. Mary. 1987. Information and records management 3rd ed. California: McGraw Hill