

**Ministry of Higher Education and Scientific Research
Supervision and Scientific Evaluation Directorate
Quality Assurance and Academic Accreditation**

Academic Program Specification Form

**University : Northern Technical University
College / Institute : Nineveh Technical Management
Institute
Department : Information Techniques and Libraries
Date of form completion : / /2023**

Amthal Shab Ahmad
Head of department Dean's
Date : / /2023
Signature :

Mohameed Osama Ahmad
Assistant For Scintific Affairs
Date : / /2023
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Quality Assurance and University Performance Manager
Date / /2023
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Dean's Signature

Academic Program Description

This academic program description provides a brief summary of the most important characteristics of the program and the learning outcomes expected of the student to achieve, proving whether he has made the most of the available opportunities. It is accompanied by a description of each course within the program.

| | |
|---|---|
| .Educational Institution | Northern Technical University |
| Scientific Department / Center | Nineveh Technical Management Institute |
| The name of the academic or professional program | |
| The name of the final certificate | Technical Diploma |
| Academic system: Annual / courses / other | Yearly |
| Accredited Accreditation Program | According to the corresponding departments in the Iraqi technical institutes. |
| Other external influences | Private and government libraries and information centers |
| Description preparation date | / /2023. |

Academic Program Objectives :

The academic program aims to prepare legalizations in the field of information and libraries who are able to practice library activities related to the following areas:

- A. Developing library collections and getting acquainted with international publishing houses and sites for free and open access to information.
- B. Using modern technologies that are related to computer applications when working in various office organizations, such as libraries and information centers.
- C. Getting to know all kinds of traditional and electronic information sources, encyclopedias and electronic dictionaries available on disks and the Internet.
- D. Learn how to search the Internet and access the free library

database

sites, how to search for information sources available in them, and how to obtain them.

- E. Learn about traditional indexing methods for various sources of information according to the Anglo-American AACSA2 rules and methods of classifying them according to the Dewey Decimal System.
- F. Learn about modern methods of indexing information sources in all its forms according to modern automated rules such as (RDA) describing the available sources using the Koha system and Mark 21 records.
- G. Getting acquainted with traditional and automated library information services such as indexing, extraction, loan services, automated search, ongoing briefing, selective transmission of information, etc.
- H. Learn how to connect computer networks and their forms.
- I. Getting to know the assets of library management and the organizational structure of libraries and information center.
- J. Getting acquainted with modern digital libraries and virtual libraries and ways to access them and retrieve information sources from them.

K. Familiarization with the process of electronic documentation and archiving of documents.

L. Understand the terminology of information science.

Required Program Outcomes and Methods of Teaching, Learning and Assessment

A-Cognitive objectives The student should be aware of the following:

A1- Indexing rules for traditional and electronic information sources for both descriptive indexing and objective analysis tools, as well as modern classification systems.

A2- Scientific foundations in the policy of developing traditional and electronic library collections

A3- The scientific bases used in writing sound scientific research and the methods of managing libraries of all kinds and information centers information and communication networks

A4 - Traditional and electronic information services of all kinds

A5 - Identifying sources of reference information from traditional and electronic encyclopedias and dictionaries

A6 - Getting to know international libraries and electronic publishing houses

B - Skills objectives of the program

B1- Traditional and modern electronic indexing methods and classification methods from preparing and classifying index cards.

Preparing index cards and classifying them, applying information services of all

kinds, including lending methods, indexing methods, extraction methods, ongoing

briefing, etc.

B2 - The ability to build databases and extract information from them using the ACCESS system.

B3 - The ability to access and retrieve information sources from free databases available on the Internet or from free digital and virtual libraries and international

publishing houses.

Teaching and learning methods

1- Giving lectures theoretically using modern teaching methods

2- Using specialized laboratories in practice (the Cataloging and Classification Laboratory - the Reference Resources Laboratory)

3- Summer training in various university and public libraries

4- Preparing graduation research and monthly reports on various topics and various subjects

Evaluation methods

1. Oral exams.

2. Written exams.

3. Semester exams.

4. Final exams.

5. Daily evaluation.

C- Emotional and value goals.

C1- A sense of responsibility and honesty in serving the beneficiary to access the required information

Teaching and learning methods

1- Giving lectures

2- Use of laboratories and teaching aids

3- Use of computers

4 - summer training

5 -Prepare reports and scientific research

Evaluation methods

1 - Oral exams

2 - Written

exams

3- Semester exams

4 - Final exams

5-Daily assessment

D- General and rehabilitative skills transferred (other skills related to employability and personal development).

D1- Using computer systems to print on the Word system.

D2 - Preparing advertising programs, lectures and educational brochures on the Power Point system.

D3 - Preparing statistical and mathematical programs on the Excel system

D 4- Preparing research and scientific reports.

Teaching and learning methods

1- Giving lectures

2- Use of laboratories and teaching

aids 3- Use of computers

4 - summer training

5- Preparing scientific reports and research

Evaluation methods

1 - Oral exams

2 - Written

exams 3-

Semester exams

4 - Final exams

5-Daily assessment

Program Structure

| Educational level | Course or course code | Course or course name | Hours | |
|-------------------|-----------------------|--------------------------------------|-------------|-----------|
| | | | Theoretical | Practical |
| First year | | Information Techniques and Libraries | 15 | 16 |
| Second Year | | Information Techniques and Libraries | 12 | 19 |
| Total | | | 27 | 35 |

Personal development planning

- 1- Encouraging self-education skills
- 2 - Increasing the topics of external studies
- 3- Intensifying field visits to university libraries
- 4- Holding scientific sessions and seminars to increase the student's skill
- 5- Assigning students to prepare reports

Admission criterion (setting regulations related to joining the college or institute)

1. Central admission.
2. He is a graduate of the preparatory school for the scientific, literary and professional branches.

The most important sources of information about the program

- 1 - Access to academic - Iraqi - Arab - foreign programs in the field of specialization
- 2- Seeking the opinions of experts in the field

Curriculum Skills Outline

Please check the boxes corresponding to the individual learning outcomes from the program being evaluated

Learning outcomes required from the program

| Transferred general and qualification skills (other skills related to employability and personal)development | | | | Emotional and value goals | | | | Program specific objectives | | | | Cognitive goals | | | | Basic or Optional | Course name | Course Code | year/level |
|---|----|----|----|---------------------------|----|----|----|-----------------------------|----|----|----|-----------------|----|----|----|-------------------|-------------|-------------|------------|
| D4 | D3 | D2 | D1 | G4 | G3 | G2 | G1 | B4 | B3 | B2 | B1 | A4 | A3 | A2 | A1 | | | | |
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Course Description Form

Course description

This course description provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, demonstrating whether he has made maximum use of the available learning opportunities. It must be linked to the description of the program.

| | |
|---|--|
| Educational institution | Northern Technical University - Mosul Technical Institute |
| Scientific Department / Center | Information Techniques and Libraries |
| Course name / code | Cataloging and Bibliographical Description Rules |
| Available forms of attendance | Blended learning |
| season/year | Annual |
| Number of hours of study (total) | 7 hours per week / 105 hours |
| The date this description was prepared | / /2023 |
| Course objectives | |
| 1 - The student will be familiar with the preparation of index cards in all its forms | |
| 2 - Learn about indexing Arabic and foreign books, serials, manuscripts, films, cartographic materials, government publications and electronic resources. | |

Course outcomes and methods of teaching, learning and assessment

A- Cognitive goals

A1- Ensuring quick access to the library's contents such as books, magazines and maps.....

A2- The ability to prepare index cards as well as prepare all kinds of library indexes.

A3- Guide readers to access indexes and sources of information

B - the skill objectives of the course.

B1 - The student becomes an information specialist in the field of cataloging and classification

Teaching and learning methods

giving lectures

2 - Actual use of all kinds of library indexes (author index, title, subject) 3- Actual use of RDA rules in electronically indexing materials.

Evaluation methods

1- Daily, semester and final exams

2 - Practical tests

C- Emotional and value goals

C1- The student is ready to help the library users by using all kinds of indexes

Teaching and learning methods

1- Use the blackboard and audiovisual materials . 2-

Using the data show

3-Referral sources, discs and the Internet

Evaluation methods

1- Daily, semester and final exams

2 - Preparing projects on the topic

D - Transferred general and qualifying skills (other skills related to employability and personal development).

D1- Submitting reports on the topic

D 2- Preparing flyers and posters

D 3- Bring samples from sources of information

| Course structure | | | | | |
|-------------------------|--------------|--|--|---|--------------------------|
| Weeks | Hours | Required learning outcomes | Unit name and/or topic | Learning Method | Evaluation method |
| First Class | 7 | Ability to prepare a complete index card | Cataloging and Bibliographical Description Rules | Theoretical lectures and practical laboratories | Daily and final exams |

Infrastructure

| | |
|---|--|
| 1- Required prescribed books | Descriptive Indexing Item |
| 2 main references (sources) | Cataloging and Documentation / Shakir Al-Saeed Indexing Principles / Ribhi Mustafa Alyan |
| 3-Recommended books and references (scientific journals, reports,....) | - Forms of machine-readable indexing / Sahar Hassanein Muhammad Informatics magazine, issued by the Saudi Educational Resources Center |
| 4- electronic references, websites... | Descriptive Cataloging of Libraries / Shaaban Abdulaziz Khalifa on the Internet Indexing Basics / Rebhi Alyan. A practical guide to cataloging publications in online libraries |

Course Development Plan

- Developing the department's curricula by comparing its vocabulary with those of the corresponding departments in Arab and international institutes and universities available on the Internet for the purpose of developing them.
- Studying the possibility of developing curricula by communicating with the corresponding departments in universities in the country.