



Course Description Form

Reviewing the Performance of Higher Education Institutions ((Academic Program Review))

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

1. Teaching Institution	University of Mosul
2. University Department/Centre	Department of Information and Knowledge Technologies / College of Arts / University of Mosul
3. Course Name/Code	Introduction to Information Science/ yearly/ First-class
4. Programmes in which it is included	BA / yearly/ First-class
5. Available Attendance Forms	Lectures
6. Semester/Year	2023/2024
7. Total Number of Hours	2
8. Description Preparation Date	1/4/2024
9. Aims of the Programme: Identifying information science, its origins and development, and its relationship with other sciences, the difficulties and problems facing the information society, then moving on to information services and explaining their types	

10. Learning Outcomes, Teaching, Learning and Assessment Methods

Teaching and Learning Methods

1. Theoretical lecture
2. Practical application
3. Discussion and dialogue
4. Continuous testing
5. Constructive criticism

Assessment Methods

1. Cognitive assessment
2. Skills assessment
3. Creative evaluation
4. Self-evaluation

Thinking Skills

1. Critical thinking skills
2. Creative thinking skills
3. Analytical thinking skills

General and Transferable Skills (other skills relevant to employability and personal development)

1. Presentation skills
2. Research and investigation skills

11. Course Structure

Week	Number of Hours	Learning Outcomes	Name of the Unit/Course or Subject	Teaching Method	Evaluation Method
1.	2		Books, documents and information		
2.	2		Types of information sources	Lectures	
3.	2		Documentation centers, specialized libraries and national libraries		
4.	2		Information science: its origins, development, and relationship to other sciences		
5.	2		Difficulties and problems facing the information		

			society	and students presentation
6.	2		Information gap	
7.	2		Information centers, their types and functions	
8.	2		Indexing And indexes	
9.	2		Indexing systems and tools	
10.	2		Thesaurus and Indexing language	
11.	2		Information services, reference service	
12.	2		Translation service and the difficulties facing the translation movement	
13.	2		Current Awareness Services	
14.	2		Media services, their importance, and their means	
15.	2		Beneficiary training services	
16.	2		Objectives of beneficiary training services	
17.	2		Justifications for beneficiary training services and methods	
18.	2		Steps to prepare programs Training of beneficiaries	
19.	2		The concept of periodicals, their importance, and their advantages	
20.	2		Types of periodicals, functions of the periodicals ,section	
21.	2		Periodicals Department services	
22.	2		Information retrieval service	
23.	2		Types of information retrieval services and their methods	
24.	2		Information bases	
25.	2		Information base patterns	
26.	2		Type of direct inquiry from databases	
27.	2		Levels of direct information retrieval	
28.	2		Information retrieval methods	
29.	2		The main steps for retrieving information	
30.	2		Review and evaluate theoretical assignments	

12. Infrastructure	
Required readings: <ul style="list-style-type: none"> ● Course books ● Other 	–Introduction to information science, libraries and documentation / Hani Muhammad, 2014 –Services for users of libraries and information centres/Ghaleb Awad Al-Nawaisa 2000
Special Requirements	There is no systematic book or supporting book set available
Social services (including, for example, guest lectures, professional training, and field studies)	Assigning students to prepare and discuss research to develop the students' personality and scientific research skills

13. Admissions	
Prerequisites	
The smallest number of students	10 students
The largest number of students	35 students



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1. Teaching Institution	University of Mosul
2. University Department/Centre	Department of Information and Knowledge Technologies / College of Arts / University of Mosul
3. Course Name/Code	Objective processing of information /first
4. Programmes in which it is included	Bachelors/ annual
5. Available Attendance Forms	Lectures
6. Semester/Year	2023/2024
7. Total Number of Hours	8
8. Description Preparation Date	1/4/2024
9. Aims of the Programme:	<p>Training the student to classify various sources of information according to the Dewey Decimal Classification System, the basics of the International Decimal Classification, and the Library of Congress Classification</p> <p>Mandatory prepared by the teacher of the subject and the Dewey Decimal Classification, twentieth edition</p>



10. Learning Outcomes, Teaching, Learning and Assessment Methods

Teaching and Learning Methods

1. The lecture
2. Dialogue and interaction
3. Constructive criticism
4. Brainstorming
5. Knowledge maps

Assessment Methods

1. Cognitive assessment
2. Skills assessment
3. Creative evaluation
4. Self-evaluation

Thinking Skills

1. Critical thinking skills
2. Creative thinking skills
3. Analytical thinking skills

General and Transferable Skills (other skills relevant to employability and personal development)

1. Presentation skills
2. Research and investigation skills

11. Course Structure

Week	Number of Hours	Learning Outcomes	Name of the Unit/Course or Subject	Teaching Method	Evaluation Method
1.			Definition of classification and its functions		

2.		History of classification and types of classification systems	Lectures and students presentation
3.		Advantages and specifications of a good classification system and the importance of classification for libraries	
4.		Dewey Decimal Classification System General features and characteristics of the system	
5.		Components of the Dewey Decimal Classification System	
6.		Symbol definition, types of symbols, and symbol functions	
7.		Scouting, its definition, functions and types	
8.		General rules for practical classification	
9.		Practical classification steps	
10.		First monthly exam	
11.		A practical application of classification using the three abstracts and main tables	
12.		Compiling the	

		classification numbers using the notes contained in the classification plan
13.		Practical examples of using Note Add
14.		Practical application of classification numbers and auxiliary tables
15.		Second monthly exam
16.		Compositing numbers using the auxiliary table No. 1, the unified divisions table
17.		Practical examples of using the auxiliary table No. A
18.		Compositing numbers using auxiliary table No. 2 Table of geographic regions, historical sources, and biographies of people
19.		Practical examples of using Auxiliary Table No. 2
20.		First monthly exam
21.		Compositing numbers using Auxiliary Table No. 3, Section A, B,

		and C	
22.		Practical examples of using the auxiliary table 3	
23.		Compositing numbers using Auxiliary Table 4 and Table 5	
24.		Practical application on compositing numbers using Tables 5 and 6	
25.		Compositing numbers using Auxiliary Table 6 and Table 7	
26.		A practical application on compositing numbers using a table	
27.		Basics of the international decimal classification system	
28.		Compositing numbers using auxiliary tables in the international decimal classification system	
29.		Basics of the Library of Congress classification system	
30.		Compiling numbers	

		using the auxiliary tables in the Library of Congress classification system	
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12. Infrastructure	
Required readings: <ul style="list-style-type: none"> • Course books • Other 	Mandatory prepared by the teacher of the subject and the Dewey Decimal Classification, twentieth edition Sources from the Internet
Special Requirements	تقنيات و مستلزمات مستخدمة في التعليم
Social services (including, for example, guest lectures, professional training, and field studies)	<ol style="list-style-type: none"> 1. Introducing the topic of classification in the discussions and seminars held in the department. 2. Preparing training courses on the importance of classification in organizing the library collection and on the basics of the Dewey Decimal Classification.

13. Admissions	
Prerequisites	
The smallest number of students	
The largest number of students	



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1. Teaching Institution	University of Mosul
2. University Department/Centre	Department of Information and Knowledge Technologies / College of Arts / University of Mosul
3. Course Name/Code	Rules of Bibliographic Description / First Class
4. Programmes in which it is included	Bachelor-First Class
5. Available Attendance Forms	Lectures
6. Semester/Year	2023/2024
7. Total Number of Hours	8
8. Description Preparation Date	1/4/2024
9. Aims of the Programme:	The course aims to enable the student to possess the cognitive and applied skills necessary to deal with the changing nature of information sources, especially book materials, and describe them in accordance with the latest cataloging rules in this field.

10. Learning Outcomes, Teaching, Learning and Assessment Methods

Teaching and Learning Methods

1. The lecture
2. Dialogue and interaction
3. Application lecture in Central library
4. Brainstorming
5. Knowledge maps

Assessment Methods

1. Cognitive assessment
2. Skills assessment
3. Creative evaluation
4. Self-evaluation

Thinking Skills

1. Critical thinking skills
2. Creative thinking skills
3. Analytical thinking skills

General and Transferable Skills (other skills relevant to employability and personal development)

1. Presentation skills
2. Research and investigation skills

11. Course Structure

Week	Number of Hours	Learning Outcomes	Name of the Unit/Course or Subject	Teaching Method	Evaluation Method
1.			Cataloging and its types		
2.			Cataloges, their importance and functions		
3.			Types of cataloges - first section		

4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

Types of catalogues - Section Two. Types of catalogues - Section One	
Forms of catalogues - Part Two	
Practical lecture in the library	
Internet catalogues and machine- readable catalogues (MARC)	
Characteristics of the ideal catalog	
Cataloging rules	
Anglo-American Cataloging Rules, First Edition	
Anglo-American Cataloging Rules, Second Edition	

12.		Types of cards
13.		Card paragraphs and sections
14.		punctuation marks
15.		practical application
16.		Rules for designating the main entrance and additional entrances - Section One
17.		Rules for designating the main entrance and additional entrances - Section Two
18.		practical application
19.		Key card fields with their practical application:

20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	

Title field and statement of responsibility - first section
Key card fields with their practical application:
Title field and statement of responsibility – Section Two
Edition field
Publishing field
practical application
Physical description field - first section
Physical Description Field - Section Two
String field

29.		Notes field - first section
30.		International Standard Numbering field and follow-up

12. Infrastructure	
Required readings: <ul style="list-style-type: none"> • Course books • Other 	1- Descriptive Cataloging Binding for the First Grade / Mahmoud Jarjis Muhammad.- Mosul: University Cataloging Encyclopedia / Aban Abdel Aziz Khalifa. - Egypt: Egyptian Lebanese House, 198 - Practical cataloging between theory and application / Mahmoud Ahmed Etim
Special Requirements	
Social services (including, for example, guest lectures, professional training, and field studies)	Carrying out training courses for university affiliates and library staff of all other state institutions according to the activities of the department during the academic year, as well as delivering scientific workshops in attendance in the department

13. Admissions	
Prerequisites	Nothing
The smallest number of students	10

The largest number of students	35
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1. Teaching Institution	University of Mosul
2. University Department/Centre	Department of Information and Knowledge Technologies / College of Arts / University of Mosul
3. Course Name/Code	Professional ethics
4. Programmes in which it is included	Bachelors\ annual \ The first
5. Available Attendance Forms	Lectures
6. Semester/Year	2023/2024
7. Total Number of Hours	2
8. Description Preparation Date	1/4/2024
9. Aims of the Programme:	Identifying the concept of professional ethics, its most important principles and sources, learning about the importance of professional ethics, means of consolidating professional ethics, the impact of commitment to ethics on job performance, introducing professional associations in the field of libraries and information, the new principles for the job of information specialist, elements of the administrative organization of the library profession, and

professional development for library workers, as well as the rules of conduct. Work ethics and the most important professional ethics for workers in the field of information and libraries

10. Learning Outcomes, Teaching, Learning and Assessment Methods

Teaching and Learning Methods

1. The lecture
2. Dialogue and interaction
3. Constructive criticism
4. Brainstorming
5. Knowledge maps

Assessment Methods

1. Cognitive assessment
2. Skills assessment
3. Creative evaluation
4. Self-evaluation

Thinking Skills

1. Critical thinking skills
2. Creative thinking skills
3. Analytical thinking skills

General and Transferable Skills (other skills relevant to employability and personal development)

1. Presentation skills
2. Research and investigation skills

11. Course Structure

Week	Number of Hours	Learning Outcomes	Name of the Unit/Course or Subject	Teaching Method	Evaluation Method
1.			The concept of professional ethics		
2.			The importance of professional ethics	Lectures and students presentation	
3.			Sources of professional ethics		
4.			Values that support the ethical principles of an individual's professional conduct		
5.			Arab Charter of Professional Ethics		
6.			The emergence and development of the office profession		
7.			Challenges facing the office profession in the future		
8.			Professional associations in the field of libraries and information		
9.			Information specialist		
10.			Skills and tasks of an information specialist		
11.			New principles for the job of information specialist		
12.			Semester test		
13.			Some issues and values of dealing with the information profession		
14.			Elements of the administrative organization of the office profession		
15.			Principles and foundations of		

		office ethics and their most important topics	
16.		Information ethics and the Internet	
17.		The emergence and development of codes of ethics for the office profession	
18.		The most prominent ethical charters and constitutions for the office profession	
19.		Professional associations and office ethics	
20.		Elements of the ethical code of the office profession	
21.		Professional competence and advancement in the profession	
22.		Information and intellectual property	
23.		Types of codes of ethics for the office profession	
24.		Professional development for workers in the library and information sector	
25.		The concept of professional development	
26.		Semester test	
27.		Distance learning and its role in professional development	
28.		New roles for training and human development	
29.		Office profession services	
30.		General principles of professional ethics for library and information professionals	

12. Infrastructure

<p>Required readings:</p> <ul style="list-style-type: none"> • Course books • Other 	<ol style="list-style-type: none"> 1. Al-Mu'tasim Billah Hani Ali Abu Al-Kass / Professional ethics and its role in the job performance of workers in non-governmental organizations in the Gaza Strip / Al-Mu'tasim Billah Hani Ali Abu Al-Kass - Master's thesis 2015 2. Ammar Abdel-Latif Abdel-Aali, Moayad Yahya Khudair / Professional ethics for workers in libraries and information: the central library at the University of Technology as a model. Al-Rafidain Literature Magazine / Ammar Abdel-Latif Abdel-Aali, Moayed Yahya Khudair. Special issue for the year 2006 3. Fawzia Belalia, Association in Arabic / Information Specialist and Library Ethics in University Libraries: A field study at the Central University Library ITA and the library of the Faculty of Economics, Trade and Management Sciences, Abdelhamid Ben Badis University / Master's Thesis 2018 4. Zainab Bint Al-Tayeb / Ethics of the office profession and the reality of commitment to it in Algerian university libraries, Batna University Libraries 1 as an example / Al-Ahya Magazine - Volume 22, Issue 31 for the year 2022 5. Adila Ahmed / The ethics of the library profession and its role in improving the job performance of workers in university libraries A field study in the Library of Natural and Life Sciences at the University of Ouargla / Master's thesis 2020 6. Baya Lakhel / Ethics of the office profession through laws and professional associations in Algeria - Constantine Mentouri University as a model - Master's thesis 2010
<p>Special Requirements</p>	<p>Nothing</p>
<p>Social services (including, for example, guest lectures, professional training, and field studies)</p>	<p>Introduction of the subject of professional ethics in panel discussions and seminars in the section</p>

13. Admissions

Prerequisites	Nothing
The smallest number of students	10 students
The largest number of students	35 students



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1. Teaching Institution	University of Mosul
2. University Department/Centre	Department of Information and Knowledge Technologies / College of Arts / University of Mosul
3. Course Name/Code	English
4. Programmes in which it is included	Bachelor-First Class
5. Available Attendance Forms	Lectures
6. Semester/Year	2023/2024
7. Total Number of Hours	2
8. Description Preparation Date	1/4/2024
9. Aims of the Programme:	Understanding the basics and principles of the English language from a grammatical perspective, which forms a fundamental foundation in the student's mind, in addition to practicing listening, writing, pronunciation, and conversation skills. The lectures also included essential lessons in the art of translation.

10. Learning Outcomes, Teaching, Learning and Assessment Methods

Teaching and Learning Methods

1. The lecture
2. Lectures in conversation
3. Lectures in translation
4. Homework assignments
5. Dialogue and discussion

Assessment Methods

1. Cognitive assessment
2. Skills assessment
3. Creative evaluation
4. Self-evaluation

Thinking Skills

1. Critical thinking skills
2. Creative thinking skills
3. Analytical thinking skills

General and Transferable Skills (other skills relevant to employability and personal development)

1. Presentation skills
2. Research and investigation skills

11. Course Structure

Week	Number of Hours	Learning Outcomes	Name of the Unit/Course or Subject	Teaching Method	Evaluation Method
1.			General lecture on the curriculum		
2.			Hello: Introductions : How are you? Everyday English		
3.			Demonstrative pronouns What's this in English? 10		

4.		Exercises
5.		your word:- countries Pronouns
6.		Where's he from?:- Adjective Number 11-30
7.		Exercises
8.		Translation of text from English into Arabic
9.		All about you:- Jobs Auxiliary verbs
10.		Negatives and questions
11.		Exam
12.		Personal information Social expressions
13.		Translation of text from English into Arabic
14.		Exercises
15.		Exam
16.		Family and friends:- Possessive's The family
17.		Has / Have The alphabet
18.		Exercises
19.		The way I live:- Sports / Food/Drinks Articles
20.		Present simple tense
21.		Present simple tense
22.		Languages & nationalities Numbers and prices
23.		Translation of text from English into Arabic

24.		Exercises
25.		Every day:- The time always / sometimes/ never
26.		Exercises
27.		Exam
28.		My favourites:- Questions words Object pronouns Adjectives
29.		Translation of text from English into Arabic
30.		Exercises

12. Infrastructure	
Required readings: <ul style="list-style-type: none"> • Course books • Other 	1- Headway plus By / John and Liz Soars / Beginner Student's Book
Special Requirements	
Social services (including, for example, guest lectures, professional training, and field studies)	Carrying out training courses for university affiliates and all other state institutions according to the activities of the department during the academic year, as well as delivering scientific workshops in attendance in the department

13. Admissions	
Prerequisites	Nothing
The smallest number of students	10
The largest number of students	35



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1. Teaching Institution	University of Mosul
2. University Department/Centre	Department of Information and Knowledge Technologies / College of Arts / University of Mosul
3. Course Name/Code	M. M. Islam Siddiq Hamid
4. Programmes in which it is included	
5. Available Attendance Forms	Lectures
6. Semester/Year	2023/2024
7. Total Number of Hours	30
8. Description Preparation Date	1/4/2024
9. Aims of the Programme: The goal of teaching the Arabic language is to enable the student to use the rules of the Arabic language correctly and avoid falling into verbal and spelling errors, in addition to developing the student's literary taste so that he realizes the aesthetic aspects of speech styles.	

10. Learning Outcomes, Teaching, Learning and Assessment Methods: Reaching a level of understanding and awareness of the concepts of the scientific subject and the ability to answer the questions raised and analyze them to reach the desired result of the lecture.

Teaching and Learning Methods

1. The lecture
2. Dialogue and interaction
3. Constructive criticism
4. Brainstorming
5. Knowledge maps

Assessment Methods

1. Cognitive assessment
2. Skills assessment
3. Creative evaluation
4. Self-evaluation

Thinking Skills

1. Critical thinking skills
2. Creative thinking skills
3. Analytical thinking skills

General and Transferable Skills (other skills relevant to employability and personal development)

1. Presentation skills
2. Research and investigation skills

11. Course Structure

Week	Number of Hours	Learning Outcomes	Name of the Unit/Course or Subject	Teaching Method	Evaluation Method	
1.	1	The concept of human rights.	Introductory Lecture			
2.	1	1- Identify the importance of the Arabic language and its sciences	Explanation of the types of objects in the Arabic language	1-Explanation 2- Questions 3-Exam 4-Participation 5-Analysis	6- Preparation 7-Interaction 8-Answers 9-Attendance	
3.	1	2- Knowledge of grammatical rules				The object and its parts
4.	1					Rules of effect
5.	1	3- Introducing				The effect is
						Lectures

		the most prominent linguistic and literary works	with him	and students presentation
6.	1		Putting the direct object in the accusative case	
7.	1	4- Practice writing and speaking in classical Arabic	Exam	
8.	1		The object and its parts	
9.	1	5- Writing literary articles in proper language	Types of conditions	
10.	1		Set up the envelope	
11.	1	6- Detecting linguistic errors contained in texts and correcting them	Social rights	
12.	1		Adverb related	
13.	1		Deputy circumstance	
14.	1		The inflected and constructed adverb review	
15.	1	7- Training the student on the art of oral delivery on occasions	Exam	
16.	1		Absolute effect	
17.	1		Delete the absolute operator	
18.	1		Effect for its purpose and conditions	
19.	1		Adverbs of action for it	
20.	1		Exam	
21.	1		Rights of indigenous peoples	
22.	1		Exam	
23.	1		Study of a prose literary text (Al-Maqamat Al-Baghdadi)	
24.	1		Surah Al-Qadr (Analytical Reading)	
25.	1		Rainy holiday	
26.	1		Types of exception statements	
27.	1			

28.	1	The call and its grammatical adverbs
29.	1	Say and do not say (common linguistic errors).
30.	1	Subordinates/adj actives/emphasis

12. Infrastructure	
<p>Required readings:</p> <ul style="list-style-type: none"> • Course books • Other 	<p><input type="checkbox"/> The rapporteur wrote: The rapporteur wrote: Ibn Aqeel's commentary, along with the book The Scholarship of the Galilee, edited by Ibn Aqeel's explanation - written by: Abdullah bin Aqeel Al-Uqaili - edited by: Muhammad Muhyiddin Abd al-Hamid</p> <p><input type="checkbox"/> Others: Summary of Arabic Grammar / Fouad Nehme.</p> <p><input type="checkbox"/> _ Basics of the Arabic language, grammar and application.</p>
Special Requirements	
Social services (including, for example, guest lectures, professional training, and field studies)	

13. Admissions	
Prerequisites	
The smallest number of students	10 students
The largest number of students	35 students



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1. Teaching Institution	University of Mosul
2. University Department/Centre	Department of Information and Knowledge Technologies / College of Arts / University of Mosul
3. Course Name/Code	human rights
4. Programmes in which it is included	First stage - Bachelor
5. Available Attendance Forms	Lectures
6. Semester/Year	2023/2024
7. Total Number of Hours	30
8. Description Preparation Date	1/4/2024
9. Aims of the Programme: Teaching human rights aims to introduce students to the stages that human rights have gone through since ancient times in various civilizations, and to shed light on human interest in those rights up to our modern era, as well as human respect for those rights and freedoms, and to promote the values of understanding, equality, and tolerance among people, and friendship among all human beings.	

10. Learning Outcomes, Teaching, Learning and Assessment Methods: Reaching a level of understanding and awareness of the concepts of the scientific subject and the ability to answer the questions raised and analyze them to reach the desired result of the lecture.

Teaching and Learning Methods

1. The lecture
2. Dialogue and interaction
3. Constructive criticism
4. Brainstorming
5. Knowledge maps

Assessment Methods

1. Cognitive assessment
2. Skills assessment
3. Creative evaluation
4. Self-evaluation

Thinking Skills

1. Critical thinking skills
2. Creative thinking skills
3. Analytical thinking skills

General and Transferable Skills (other skills relevant to employability and personal development)

1. Presentation skills
2. Research and investigation skills

11. Course Structure

Week	Number of Hours	Learning Outcomes	Name of the Unit/Course or Subject	Teaching Method	Evaluation Method
1.	1	The concept of human rights.			
2.	1	1. Identify concepts related to human rights 2. Identify the	Characteristics or characteristics of human rights	1.Explanation 2. Questions 3. Exam 4. Participation 5. Analysis	6. Preparation 7. Interaction 8. The answer 9. Attendance

3.	1	characteristics and features	Human rights in Islamic law	Lectures and students presentation
4.	1	3. The historical view of human rights.	General foundations of human rights in Islamic law	
5.	1	4. Knowledge of Islamic rights and their ramifications	Characteristics of human rights In Islamic law	
6.	1	5. Knowing the nature of dealing with it.	Applications of human rights in Islamic law	
7.	1	6. Identify models related to human rights.	Exam	
8.	1	7.	Civil rights	
9.	1	Applications and examples related to human rights.	Political rights	
10.	1	8. Social systems and their relationship to human rights.	Economic rights	
11.	1	9. Types of human rights in different circumstances.	Social rights	
12.	1	10. The nature of dealing with rights in light of diversity	Cultural rights	
13.	1		Solidarity rights	
14.	1		Collective human rights	
15.	1		Exam	
16.	1		Popular referendum	
17.	1		Armed struggle	
18.	1		Minority rights	
19.	1		The rights of weak or vulnerable groups	
20.	1		Women's rights	
21.	1		Child Rights	
22.	1		Rights of indigenous peoples	
23.	1		Exam	
24.	1		Human rights in time	
25.	1		War in international law	
26.	1		Disabled rights	
27.	1		Human rights in times of	

		occupation
28.	1	Prisoner rights
29.	1	Rights of detainees
30.	1	Prisoner of war rights

12. Infrastructure

Human rights and freedoms	
Required readings: <ul style="list-style-type: none"> • Course books • Other 	
Special Requirements	
Social services (including, for example, guest lectures, professional training, and field studies)	

13. Admissions

Prerequisites	
The smallest number of students	10 students
The largest number of students	15 students



Course Description Form

Reviewing the Performance of Higher Education Institutions ((Academic Program Review))

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

1. Teaching Institution	University of Mosul
2. University Department/Centre	Department of Information and Knowledge Technologies / College of Arts / University of Mosul
3. Course Name/Code	Information sources
4. Programmes in which it is included	Bachelors -annual / The first
5. Available Attendance Forms	Lectures
6. Semester/Year	2023/2024
7. Total Number of Hours	6
8. Description Preparation Date	1/4/2024
9. Aims of the Programme: Identifying the sources of reference information in libraries, how to arrange them, methods of searching in them, their types, and methods of evaluating them with examples of sources, then moving to electronic and digital sources and how to retrieve them.	

10. Learning Outcomes, Teaching, Learning and Assessment Methods

Teaching and Learning Methods

1. The lecture
2. Dialogue and interaction
3. Constructive criticism
4. Brainstorming
5. Knowledge maps

Assessment Methods

1. Cognitive assessment
2. Skills assessment
3. Creative evaluation
4. Self-evaluation

Thinking Skills

1. Critical thinking skills
2. Creative thinking skills
3. Analytical thinking skills

General and Transferable Skills (other skills relevant to employability and personal development)

1. Presentation skills
2. Research and investigation skills

11. Course Structure

Week	Number of Hours	Learning Outcomes	Name of the Unit/Course or Subject	Teaching Method	Evaluation Method
1.	3		The concept of the reference source, its features, functions and work of the reference department, organization in reference		

			sources, their types, and evaluation criteria		
2.	3		Linguistic dictionaries, their concept, stages of collecting language words, criteria for evaluating them, and examples	Lectures and students presentation	
3.	3		Arabic encyclopedias: their concept, features and organization, problems and sources, types, examples and evaluation criteria.		
4.	3		Dictionaries of translations, their concept and importance, types and evaluation criteria, and examples		
5.	3		Practical application on how to use references		
6.	3		Semester test		
7.	3		Geographic sources: their concept, importance, types, evaluation criteria and examples		
8.			Arabic evidence: its concept, importance, features, types and examples		
9.			Manual books, their concept, sections, types and examples		

10.		Yearbooks and calendars, their concept and features, the difference between them and yearbooks, their evaluation points, types and examples
11.		practical application
12.		Practical books, their concept, terms and divisions, and examples
13.		Series and periodicals: their concept, importance, types, organization and problems, types and examples
14.		Flashlights, their concept and importance, their forms and types, steps for preparing them and criteria for evaluating them, examples.
15.		practical application
16.		Abstracts, their concept and importance, types and examples, those responsible for the extraction work
17.		Bibliographies, their concept and importance, criteria for evaluating them, how to prepare an objective bibliography, and their examples.
18.		practical application

19.		Semester test
20.		The use of computers in reference sections, the trend towards direct connection services, CDs and the Internet
21.		Electronic reference sources, their concept, disadvantages and negative impact
22.		Common characteristics and characteristics between electronic and printed reference sources. A comparison between the electronic and printed source
23.		The concept of electronic publishing, its features and patterns, the difference between electronic publishing and traditional publishing
24.		Types of electronic references available online
25.		Digital sources, their types, advantages and disadvantages
26.		Semester test
27.		Criteria for evaluating
28.		digital sources, types of digital sources, encyclopedias, dictionaries and references
29.		Digital portals and platforms, their characteristics and features
30.		Search engines, their purpose, types, examples and models

12. Infrastructure	
Required readings: <ul style="list-style-type: none"> • Course books • Other 	-General and specialized Arabic and English references -Lectures on traditional and digital Arabic references
Special Requirements	General and specialized Arabic and English references
Social services (including, for example, guest lectures, professional training, and field studies)	

13. Admissions	
Prerequisites	-
The smallest number of students	10 students
The largest number of students	35 students



Course Description Form

Reviewing the Performance of Higher Education Institutions ((Academic Program Review))

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

1. Teaching Institution	University of Mosul
2. University Department/Centre	Department of Information and Knowledge Technologies / College of Arts / University of Mosul
3. Course Name/Code	Types of information institutions
4. Programmes in which it is included	Annual Bachelor's degree, first stage
5. Available Attendance Forms	Lectures
6. Semester/Year	2023/2024
7. Total Number of Hours	4
8. Description Preparation Date	20/2/2024
9. Aims of the Programme: The course aims to introduce students to the types of libraries according to the nature of the community they serve	

10. Learning Outcomes, Teaching, Learning and Assessment Methods

Teaching and Learning Methods

1. The lecture
2. Dialogue and interaction
3. Constructive criticism
4. Brainstorming
5. Knowledge maps

Assessment Methods

1. Cognitive assessment
2. Skills assessment
3. Creative evaluation
4. Self-evaluation

Thinking Skills

1. Critical thinking skills
2. Creative thinking skills
3. Analytical thinking skills

General and Transferable Skills (other skills relevant to employability and personal development)

1. Presentation skills
2. Research and investigation skills

11. Course Structure

Week	Number of Hours	Learning Outcomes	Name of the Unit/Course or Subject	Teaching Method	Evaluation Method
1.		The concept of the national library			
2.			National library jobs		

3.			The organizational and administrative structure of the National Library	Lectures and students presentation
4.			Legal deposit	
5.			Examples of international national libraries	
6.			The concept of university libraries	
7.			The importance of university libraries	
8.			Objectives and duties of university libraries	
9.			Office formation	

		at the university level
10.		The concept of a specialized library
11.		Specialized library jobs
12.		Features of the specialized library
13.		Basic components of specialized libraries
14.		Specialized library services
15.		a test
16.		The concept of public libraries and their



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importance
Objectives of public libraries
Public library building
Organizing public libraries
Office group
Workforce in public libraries
Public library services
The concept of school

24.	
25.	
26.	
27.	
28.	
29.	

libraries and their goals
School library jobs
Components of school libraries
The concept of office collaboration
Obstacles to cooperation between libraries
What are digital libraries?
Advantages of the digital library

30.			a test	
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12. Infrastructure	
Required readings: <ul style="list-style-type: none"> • Course books • Other 	Muhammad Odeh Aliwi, Majbal Lazem Al-Maliki, Specific Libraries Mohamed Diab Children's libraries in the information age Internet sources
Special Requirements	
Social services (including, for example, guest lectures, professional training, and field studies)	By conducting field visits to university libraries and the public library as part of the department's activities

13. Admissions	
Prerequisites	
The smallest number of students	10
The largest number of students	35



Course Description Form

Reviewing the Performance of Higher Education Institutions ((Academic Program Review))

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

1. Teaching Institution	University of Mosul
2. University Department/Centre	Department of Information and Knowledge Technologies / College of Arts / University of Mosul
3. Course Name/Code	Database management systems Bachelor's
4. Programmes in which it is included	first class - Bachelor's
5. Available Attendance Forms	Lectures
6. Semester/Year	2023/2024
7. Total Number of Hours	4
8. Description Preparation Date	1/4/2024
9. Aims Of The Programme:	Introducing The Student To Library Computing Operations, What Databases Are, How To Design And Build A Database, What Database Management Systems Are, And Models Of Database Systems.

10. Learning Outcomes, Teaching, Learning and Assessment Methods

Teaching and Learning Methods

1. The lecture
2. Dialogue and interaction
3. Constructive criticism
4. Brainstorming
5. Knowledge maps

Assessment Methods

1. Cognitive assessment
2. Skills assessment
3. Creative evaluation
4. Self-evaluation

Thinking Skills

1. Critical thinking skills
2. Creative thinking skills
3. Analytical thinking skills

General and Transferable Skills (other skills relevant to employability and personal development)

1. Presentation skills
2. Research and investigation skills

11. Course Structure

Week	Number of Hours	Learning Outcomes	Name of the Unit/Course or Subject	Teaching Method	Evaluation Method
1.			Definition of terms Data - information - knowledge - databases		
2.			Computerized systems in information		

			institutions		
3.			Computing levels in information institutions		
4.			Preparing groups of information institutions - preparing for the computing method		
5.			Evaluation of traditional systems	Lectures and students presentation	
6.			Design of computerized information systems		
7.			WINISIS electronic documentation system		
8.			Basic functions supported by the system		
9.			System menus and subsystems		
10.			Steps to build a database using a documentation system		
11.			Design and build a database in a practical way		

12.		Students build a database
13.		Database features - types
14.		Database hierarchy and architecture
15.		Database management systems
16.		Examples of some database management systems
17.		Data warehouses and data mining
18.		Introduction to the Koha system
19.		Koha system versions and features
20.		Koha application requirements
21.		Stages of implementing the Koha system
22.		Practical application on Koha system
23.		Subsystems of Koha
24.		Supply system
25.		Indexing and

		authority system
26.		Loan system
27.		Beneficiaries system
28.		Patrol system
29.		Automated cataloging online
30.		Lists and reports

12. Infrastructure	
Required readings: <ul style="list-style-type: none"> • Course books • Other 	Talal Nazim Al-Zuhairi. Computerization of information institutions. Jordan: Dar Degla, 2009 Database research: its nature, types, features, and hierarchy A lot of research supports the substance and its systems
Special Requirements	
Social services (including, for example, guest lectures, professional training, and field studies)	Inserting the material into workshops and training courses in order to understand the structure, design and preparation of databases using the features of ready-made systems

13. Admissions	
Prerequisites	
The smallest number of students	10
The largest number of students	35