

Course Description Form

Department or

Literature

College:

Mosul the university :

Information and knowledge technologies

branch:

1. Course name and academic level	
Ethics Profession / First stage	
2. Course code	
Arln25F1105 -15	
3. Semester/Year	
2024-2025 / Annual	
4. Date this description was prepared	
12/10/ 2024	
5. Available forms of attendance	
In-person and online	
6. Number of study hours (total) / Number of units (total)	
4	
7. Name of the course supervisor (if more than one name is mentioned) and academic title.	
Name: Shaima Hashem Youssef Email: shimah.hy@uomosul.edu.iq	
8. Course objectives	
To understand the concept of professional ethics, its most important principles and sources, to understand the importance of professional ethics, the means of establishing professional ethics, the impact of commitment to ethics on job performance, to identify professional associations in the field of libraries and information, the new principles of the information specialist's job, the elements	Course objectives

of administrative organization of the library profession, and the professional development of library workers, in addition to the rules of conduct, work ethics, and the most important professional ethics for workers in the field of information and libraries.

9. Teaching and learning strategies

brainstorming
group education

Strategy

10. Course structure

Evaluation method	Learning method	Name of unit or topic	Required learning outcomes	watches	week
Written and oral	theory	The concept of professional ethics	Bachelor'sS	4	1
Written and oral	theory	The importance of professional ethics	Bachelor's	4	2
Written and oral	theory	Sources of professional ethics	Bachelor's	4	3
Written and oral	theory	Values that support the ethical principles of an individual's professional conduct	Bachelor's	4	4
Written and oral	theory	Arab Code of Professional Ethics	Bachelor's	4	5
Written and oral	theory	The emergence and development of the office profession	Bachelor's	4	6
Written and oral	theory	Challenges facing the office profession in	Bachelor's	4	7

Written and oral	theory	the future Professional associations in the field of libraries and information	Bachelor's	4	8
Written and oral	theory	Information Specialist	Bachelor's	4	9
Written and oral	theory	Information Specialist Skills and Tasks	Bachelor's	4	10
Written and oral	theory	New principles for the information specialist job	Bachelor's	4	11
Written and oral	theory	semester exam	Bachelor's	4	12
Written and oral	theory	Some issues and values of dealing with the information profession	Bachelor's	4	13
Written and oral	theory	Elements of administrative organization of the office profession	Bachelor's	4	14
Written and oral	theory	Principles and foundations of office ethics and its most important axes	Bachelor's	4	15
Written and oral	theory	Information and Internet Ethics	Bachelor's	4	1
Written and oral	theory	The emergence and development of code of professional ethics for the office profession	Bachelor's	4	1
Written and oral	theory	The most prominent ethical charters and constitutions	Bachelor's	4	

		of the office profession			
Written and oral	theory	Professional Associations and Office Ethics	Bachelor's	4	19
Written and oral	theory	Elements of the Code of Ethics for the Office Profession	Bachelor's	4	20
Written and oral	theory	Professional competence and advancement of the profession	Bachelor's	4	21
Written and oral	theory	Information and Intellectual Property	Bachelor's	4	22
Written and oral	theory	Types of office codes of ethics	Bachelor's	4	23
Written and oral	theory	Professional development for librarians information workforce	Bachelor's	4	24
Written and oral	theory	The concept of professional development	Bachelor's	4	25
Written and oral	theory	some examples	Bachelor's	4	26
Written and oral	theory	Distance learning and its role in professional development	Bachelor's	4	27
Written and oral	theory	New roles for training and human development	Bachelor's	4	28
Written and oral	theory	Office professional services	Bachelor's	4	29
Written and oral	theory	General Principles of Professional Ethics for Library and Information	Bachelor's	4	30

		Professi			
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The grade is distributed out of 100 based on the tasks assigned to the student, such as daily preparation, class, monthly and written exams, reports, etc.		
There are no textbooks.		
<p>Al-Mu'tasim Billah Hani -\</p> <p>Ali Abu Al-Kass</p> <p>Professional Ethics and</p> <p>Their Role in the Job</p> <p>Performance of Non-</p> <p>Governmental</p> <p>Organizations in the Gaza</p> <p>Strip / Al-Moatasem</p> <p>Bellah Hani Ali Abu Al-</p> <p>Kas - Master's Thesis</p> <p>2015</p> <p>2- Ammar Abdul Latif Abdul</p> <p>Ali, Mu'ayyad Yahya</p> <p>Khudair / Professional Ethics</p> <p>of Library and Information</p> <p>Workers: The Central</p> <p>Library at the University of</p> <p>Technology as a Model.</p> <p>Journal of Rafidain</p> <p>Literature / Ammar Abdul</p> <p>Latif Abdul Ali, Mu'ayyad</p> <p>Yahya Khudair. Special Issue</p> <p>for the year 2006</p>		
11. Course Evaluation and Grade Divisions		
12. Learning and teaching resources		
Required textbooks (methodology if any)		
Main References (Sources)		

3- Fawzia Belalia, Belarabi
Association / Information
Specialist and Library Ethics
in University Libraries: A
Field Study in the Central
University
LibraryITALibrary of the
Faculty of Economics,
Commerce and Management
Sciences, Abdelhamid Ben
Badis University / Master's
Thesis 2018

4- Zainab Bint Al-Tayeb /
Library Ethics and the
Reality of Adherence to
Them in Algerian University
Libraries, Batna University
Libraries 1 as a Model / Al-
Ihya Journal - Volume 22,
Issue 31, 2022

5- Adila Ahmed / Library
Ethics and its Role in
Improving the Job
Performance of University
Libraries Workers: A Field
Study at the Natural and Life
Sciences Library at the
University of Ouargla /
Master's Thesis 2020

6- Baya Lakhal / Office

Professional Ethics through Laws and Professional Associations in Algeria - Mentouri University of Constantine as a Model - Master's Thesis 2010	
Information and Library Journals	Recommended supporting books and references (scientific journals, reports...)
Information and sources available on websites about professional ethics	Electronic references, websites




Name and signature of the decision holder

Name and signature of the head of the department or branch



Course Description Form

Department:

College: ARTS

University: Mosul

Knowledge Information and Technologies

1. Course name and academic level	
Qualitative Information Institutions/First Phase	
2. Course code	
ArIn25F1108	
3. Semester/Year	
2024/2025	
4. Date this description was prepared	
11/21/2024	
5. Available forms of attendance	
In-person and online	
6. Number of study hours (total) / Number of units (total)	
4	
7. Name of the course supervisor (if more than one name is mentioned) and academic title.	
Name: M. Sarmed Siddiq Ghazi Email:sarmad.sg@uomosul.edu.iq	
8. Course objectives	
Introducing students to the types of libraries • Introducing students to the administrative system of each library • Learn about the most important services provided by libraries to their beneficiaries •	Subject objectives
9. Teaching and learning strategies	
Brainstorming Group education Reciprocal teaching	Strategy

10. Course Structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	Watches	The week
Written and oral	theory	National Library Concept	Bachelor's	4	1
Written and oral	theory	National Library Jobs	Bachelor's	4	2
Written and oral	theory	Organizational and administrative structure of the National Library	Bachelor's	4	3
Written and oral	theory	Legal Deposit	Bachelor's	4	4
Written and oral	theory	Examples of global national libraries	Bachelor's	4	5
Written and oral	theory	The concept of university libraries	Bachelor's	4	6
Written and oral	theory	The importance of university libraries	Bachelor's	4	7
Written and oral	theory	Objectives and duties of university libraries	Bachelor's	4	8
Written and oral	theory	Office Formation at University Level	Bachelor's	4	9
Written and oral	theory	The concept of a specialized library	Bachelor's	4	10
Written and oral	theory	Specialized Library Jobs	Bachelor's	4	11
Written and oral	theory	Features of the specialized library	Bachelor's	4	12
Written and oral	theory	Basic	Bachelor's	4	13

oral		components of specialized libraries			
Written and oral	theory	Specialized Library Services	Bachelor's	4	14
Written and oral	theory	a test	Bachelor's	4	15
Written and oral	theory	The concept of public libraries and their importance	Bachelor's	4	16
Written and oral	theory	Objectives of public libraries	Bachelor's	4	17
Written and oral	theory	Public Library Building	Bachelor's	4	18
Written and oral	theory	Public Libraries Organization	Bachelor's	4	19
Written and oral	theory	Office Group	Bachelor's	4	20
Written and oral	theory	Public library workforce	Bachelor's	4	21
Written and oral	theory	Public library services	Bachelor's	4	22
Written and oral	theory	The concept and objectives of school libraries	Bachelor's	4	23
Written and oral	theory	School library jobs	Bachelor's	4	24
Written and oral	theory	Elements of school libraries	Bachelor's	4	25
Written and oral	theory	Office collaboration concept	Bachelor's	4	26
Written and oral	theory	Barriers to collaboration between libraries	Bachelor's	4	27
Written and oral	theory	What are digital libraries?	Bachelor's	4	28
Written and oral	theory	Advantages of digital library	Bachelor's	4	29
Written and oral	theory	a test	Bachelor's	4	30

11. Course Evaluation and Grade Divisions

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc.

12. Learning and teaching resources

Muhammad Awda Aliwi, Mujbil Lazem Al-Maliki, Qualitative Libraries	Required textbooks (methodology if any)
	Main References (Sources)
Children's Library / Mohammed Diab	Recommended supporting books and references (scientific journals, reports...)
1. https://www.noor-book.com/ 2. https://books-library.ne 3. https://www.bibalex.org/ar/	Electronic references, websites


Name and signature of the head of the department

Ast. Prof. Dr. wasan sami saadallah

Name and signature of the decision maker

M. Sarmed Siddiq Ghazi



Course Description Form

Department of Information and Knowledge Technologies / College of Arts / University
of Mosul

Course Name: computer	
Computer / first class	
Course Code:	
ITKL-111	
Semester / Year: Academic Year 2024-2025	
Description Preparation Date:	
19/11/2024	
Available Attendance Forms: On campus / Electronic Platform	
On campus and Electronic Platform	
Number of Credit Hours () / Number of Units ():	
4/4	
Course administrator's name (mention all, if more than one name)	
Name: Rami Rakan Arab	
Email: ramirakan86@uomosul.edu.iq	
Course Objectives	
Course Objectives	<ol style="list-style-type: none"> 1. Computer Hardware Fundamentals 2. Types of Computers and Components 3. Computer Security and Viruses 4. Basic Computer Skills 5. Introduction to the Internet
Teaching and Learning Strategies	
Strategy	<ol style="list-style-type: none"> 1. Brainstorming 2. Collaborative Learning 3. Reciprocal Teaching

Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4	Bachelor's	The Origin of Computers	Conceptual material	Written exam and Oral exam
2	4	Bachelor's	Types, Classifications, and Generations of Computers	Conceptual material	Written exam and Oral exam
3	4	Bachelor's	Computer Components	Conceptual material	Written exam and Oral exam
4	4	Bachelor's	Main Parts of a Computer	Practical	Written exam and Oral exam
5	4	Bachelor's	Central Processing Unit (CPU) and Its Components	Conceptual material	Written exam and Oral exam
6	4	Bachelor's	Input and Output Devices	Conceptual material	Written exam and Oral exam
7	4	Bachelor's	Memory and Its Types	Conceptual material	Written exam and Oral exam
8	4	Bachelor's	Programming Languages, Their Levels, and Major Operating Systems	Conceptual material	Written exam and Oral exam
9	4	Bachelor's	How a Computer Works	Practical	Written exam and Oral exam
10	4	Bachelor's	Fields of Computer Use	Conceptual material	Written exam and Oral exam
11	4	Bachelor's	Computer Use in Information Management and Libraries	Conceptual material	Written exam and Oral exam
12	4	Bachelor's	Operating System	Conceptual material	Written exam and Oral exam
13	4	Bachelor's	Desktop Components	Conceptual material	Written exam and Oral exam
14	4	Bachelor's	Taskbar and Notification Area	Conceptual material	Written exam and Oral exam
15	4	Bachelor's	Working with a Computer	Conceptual material	Written exam and Oral exam
16	4	Bachelor's	Creating Folders, Cut and Paste Operations	Practical	Written exam and Oral exam
17	4	Bachelor's	Viewing Computer Specifications and Operating the System	Conceptual material	Written exam and Oral exam
18	4	Bachelor's	Keyboard Shortcuts	Conceptual material	Written exam and Oral exam
19	4	Bachelor's	Installing and Uninstalling Software	Conceptual	Written exam

				material	and Oral exam
٢٠	4	Bachelor's	Information Security	Conceptual material	Written exam and Oral exam
٢١	4	Bachelor's	Conditions and Methods for Information Protection	Conceptual material	Written exam and Oral exam
٢٢	4	Bachelor's	Computer Security and Hacking	Conceptual material	Written exam and Oral exam
٢٣	4	Bachelor's	Privacy and Data Protection	Conceptual material	Written exam and Oral exam
٢٤	4	Bachelor's	Securing and Protecting Personal Computers	Conceptual material	Written exam and Oral exam
٢٥	4	Bachelor's	Viruses, Their Types, and Protection Methods	Conceptual material	Written exam and Oral exam
٢٦	4	Bachelor's	The Internet: Origin, Concept, and Features	Conceptual material	Written exam and Oral exam
٢٧	4	Bachelor's	Networks and Their Types	Conceptual material	Written exam and Oral exam
٢٨	4	Bachelor's	The World Wide Web (WWW)	Conceptual material	Written exam and Oral exam
٢٩	4	Bachelor's	Web Browsers	Conceptual material	Written exam and Oral exam
٣٠	4	Bachelor's	Search Engines	Conceptual material	Written exam and Oral exam

Course Evaluation

1- Conducting written tests (Midyear and final) through some questions on the subject of the study material to know the extent of their comprehension of the subject

2-Quiz (short exam)

3-Practical

4- Attendance of students and assessment through interactive learning

Required textbooks (curricular books, if any)

Main references (sources)

Ziad Mahmoud Abboud ... and others. Computer Basics and Office Applications

Recommended books and references (scientific journals, reports...)

Electronic References, Websites

Assistant Lec. Rami Rakan Arab




Asst. Prof. Dr. Wasan Sami

Course Description Form

University: Mosul

College: Literature

Department or Branch: Information and Knowledge Technologies

1. Course name and academic stage:

Democracy and human rights / the first stage

2. Course code

ArIn25F1104

3. Semester/Year

2025-2024

4. Date this description was prepared

12/9/2024

5. Available forms of attendance

Individual group

6. Number of study hours (total) / Number of units (total)

2 hours / 2 units

7. Name of the course supervisor (if more than one name is mentioned) and academic title.

the name: Dr. marwa mohammed ameen / marwa.ameen@uomosul.edu.iq

8 course objectives

Subject objectives

- Raising students awareness of human rights
- Directing students to demand their human rights
- Directing his request to apply the principles of democracy
- Contribute to the protection and promotion of human rights

9. Teaching and learning strategies

Strategy

- brainstorming and group learning

10. Course Structure

week	Hou rs	Required learning outcomes	Name of the unit or topic	Learn ing method	Evaluation method
1	2	Bachelor's	The concept of human rights	Theory	Written and oral
2	2	Bachelor's	Generations of human rights	Theory	Written and oral

3	2	Bachelor's	Principles of law of eshnunna	theory	Written and oral
4	2	Bachelor's	Exam	theory	Written and oral
5	2	Bachelor's	Principles of urgaginas law	theory	Written and oral
6	2	Bachelor's	Principles of the law of lipit-ishtar	theory	Written and oral
7	2	Bachelor's	Features of hammurabis code	theory	Written and oral
8	2	Bachelor's	human rights in greek civilization	theory	Written and oral
9	2	Bachelor's	human rights in roman civilization	theory	Written and oral
10	2	Bachelor's	human rights in judaism	theory	Written and oral
11	2	Bachelor's	Exam	theory	Written and oral
12	2	Bachelor's	human rights in christiaity	theory	Written and oral
13	2	Bachelor's	human rights in islam	theory	Written and oral
14	2	Bachelor's	womens rights in islam	theory	Written and oral
15	2	Bachelor's	human rights in ancient times	theory	Written and oral
١٦	2	Bachelor's	human rights in england	Theory	Written and oral
١٧	2	Bachelor's	human rights in france	theory	Written and oral
١٨	2	Bachelor's	Exam	theory	Written and oral
١٩	2	Bachelor's	Gironda project	theory	Written and oral
٢٠	2	Bachelor's	United nations charter on human rights	theory	Written and oral
٢١	2	Bachelor's	Principles of the universal declaration of human rights	theory	Written and oral
٢٢		Bachelor's	The concept of the democratic system	theory	Written and oral
٢٣	2	Bachelor's	Features of the democratic system	theory	Written and oral
٢٤	2	Bachelor's	Characteristics of the democratic system	theory	Written and oral
٢٥	2	Bachelor's	Foundations of democracy	theory	Written and oral
٢٦	2	Bachelor's	Digital democracy	theory	Written and oral
٢٧	2	Bachelor's	Aspects of Digital democracy	theory	Written and oral
٢٨	2	Bachelor's	How do we judge the democracy of society	Theory	Written and oral

٢٩	2	Bachelor's	Exam	theory	Written and oral
٣٠	2	Bachelor's	Review the material	theory	Written and oral

11. Course Evaluation and Grade Divisions

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc.

- 1-theoretical exams inside the hall
- 2-daily exams
- 3-preparing the activity inside the classroom
- 4-questions answers and participation
- 5-monthly exam

12. Learning and teaching resources

Required textbooks (methodology if any)	There is no textbook
Main References (Sources)	Hamid hanoun , human rights and judicial guarantees 2015
Recommended supporting books and references (scientific journals, reports...)	
Electronic references, websites	<ol style="list-style-type: none"> 1. Iraqi Unified Catalog - Al-Abbas's Holy Shrine / https://iquc.org/ 2. Iraqi Digital Repository / https://iqdr.iq/ 3. Iraqi Digital Library / https://www.ivsl.org/ 4. OCLC / tps://www.oclc.org/en/home.html?redirect=true 5. Wordcat / https://www.oclc.org/en/worldcat.html 6. MARC / https://www.loc.gov/marc/ 7. Directory of Open Access Periodicals / https://doaj.org/ 8. Library of Congress https://www.loc.gov/ 9. International Federation of Library Associations https://repository.ifla.org/ 10. Computerized Library Catalogs https://www.oclc.org/en/home.html

Name and signature of the decision maker

Dr.marwa mohammed ameen



Name and signature of the head of the department or branch

1. Course name and academic level					
stage/ First					
2. Course code Arln25F1101					
ITKL-11					
3. Semester/Year					
2024-2025 annual					
4. Date this description was prepared					
12/9/2024					
5. Available forms of attendance					
My presence					
6. Number of study hours (total) / Number of units (total)					
2hour / 2 units					
7. Name of the course supervisor (if more than one name is mentioned) and academic title.					
Name: M.M. Islam Siddiq Hamid Email: islam.s@uomosul.edu.iq					
8. Course objectives					
the goal from teaching material the language Arabic Empowerment The student from use rules the language Arabic In use right And avoid falling in error verbal And spelling Please on development taste Literary I have The student until realizes Aspects aesthetics in Methods speech.					Course objectives
9. Teaching and learning strategies					
Explaining the scientific material to students in detail group education brainstorming					Strategy
10. Course structure					
Evaluation method	Learning method	Name of unit or topic	Required learning outcomes	watch es	week

Written and oral	theory	Introduction to the Arabic language and its sciences	Bachelor'sS	2	1
Written and oral	theory	Parts of Arabic speech	Bachelor's	2	2
Written and oral	theory	Verbs / Past Tense	Bachelor's	2	3
Written and oral	theory	present tense verb	Bachelor's	2	4
Written and oral	theory	imperative verb	Bachelor's	2	5
Written and oral	theory	exam	Bachelor's	2	6
Written and oral	theory	punctuation marks	Bachelor's	2	7
Written and oral	theory	Punctuation completion	Bachelor's	2	8
Written and oral	theory	Sentence and its structure in the Arabic language	Bachelor's	2	9
Written and oral	theory	Types of subject and its rules	Bachelor's	2	10
Written and oral	theory	exam	Bachelor's	2	11
Written and oral	theory	Types of news and its types	Bachelor's	2	12
Written and oral	theory	Intransitive verbs	Bachelor's	2	13
Written and oral	theory	Verb-like letters	Bachelor's	2	14

Written and oral	theory	exam	Bachelor's	2	15
Written and oral	theory	Rules for writing the hamza	Bachelor's	2	16
Written and oral	theory	The medial and extreme hamza	Bachelor's	2	17
Written and oral	theory	Interrogative style	Bachelor's	2	18
Written and oral	theory	Open taa and closed taa	Bachelor's	2	19
Written and oral	theory	exam	Bachelor's	2	20
Written and oral	theory	How to find words in the dictionary	Bachelor's	2	21
Written and oral	theory	The difference between the letters Dhad and Tha	Bachelor's	2	22
Written and oral	theory	Characteristics of good style	Bachelor's	2	23
Written and oral	theory	The art of letters	Bachelor's	2	24
	theory	exam	Bachelor's	2	25
Written and oral	theory	Masculine and feminine number	Bachelor's	2	26
Written and oral	theory	Solar and lunar lam	Bachelor's	2	27
Written and oral	theory	Classical poetry and free verse	Bachelor's	2	28
Written and	theory	review	Bachelor's	2	29

oral					
Written and oral	theory	review	Bachelor's	2	30

11. Course Evaluation and Grade Divisions

The grade is distributed out of 100 based on the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc. 40 degrees distributed as shown below:

10 on preparation and participation

10 on daily exams

20 on monthly exams

60 on the final exam

12. Learning and teaching resources

There are no textbooks.

Required textbooks
(methodology if any)

to explain son Aqil And with him book Scholarship
Galilee By achieving to explain son Aqil-
Composition:Abdullah son Aqil Al-Aqili-
investigation:Mohammed eraser Religion slave The
Praised

Main References
(Sources)

1- summary rules Arabic/Fouad blessing.
2- Basics in the language Arabic rules And application.

Recommended
supporting books and
references (scientific
journals, reports...)

1. a baseFor the Unified Iraqi Index - Al-Abbas's Holy Shrine/<https://iquc.org/>
2. Iraqi Digital Repository/<https://iqdr.iq/>
3. Iraqi Digital Library/<https://www.ivsl.org/>
4. OCLC
<https://www.oclc.org/en/home.html?redirect=true>
5. Word cat/<https://www.oclc.org/en/worldcat.html>
6. MARC /<https://www.loc.gov/marc/>
7. Directory of Open Access Journals/<https://doaj.org/>
8. Library of Congress<https://www.loc.gov/>

Electronic
referencesAndInternet
sites

9. International Federation of Library Associations https://repository.ifla.org/	Library
10. Computerized catalogs https://www.oclc.org/en/home.html	library

Name

اسلام صوفي

أ.م.ع



رئيس القسم

Course Description Form

Course Name:	
Information sources	
Course Code:	
ITKL-18	
Semester / Year: Academic Year 2024-2025	
The First	
Description Preparation Date:	
12/11/2024- 30/6/2025	
Available Attendance Forms: On campus / Electronic Platform	
In-person	
Number of Credit Hours () / Number of Units ():	
6 Hours / 6 Units	
Course administrator's name (mention all, if more than one name)	
Name: wasan sami sadaahl	
Email: wasansami@uomosul.edu.iq	
Course Objectives	
Course Objectives	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
Teaching and Learning Strategies	
Strategy	<p>Learning and Teaching Strategies</p> <p>Modern education strategies aim to achieve specific goals to provide opportunities for students to increase their learning abilities and diversity in the methods and implementation of curricula in teaching processes that take into account individual circumstances and the abilities and potential of learners. Learning and teaching are carried out according to the latest self-education tools using the computer and through modern programs in the fields of education.</p>

Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	6	Information Specialist	The concept of the reference source, its features, functions and work of the reference department, organization in reference sources, their types, and evaluation criteria.	Theoretical and practical	exam
2	6	Information Specialist	Linguistic dictionaries, their concept, stages of collecting language words, criteria for evaluating them, and examples	Theoretical and practical	exam
3	6	Information Specialist	Arabic encyclopedias: their concept, features and organization, problems and sources, types, examples and evaluation criteria.	Theoretical and practical	exam
4	6	Information Specialist	Dictionaries of translations, their concept and importance, types and evaluation criteria, and examples	Theoretical and practical	exam
5	6	Information Specialist	Practical application on how to use references	Theoretical and practical	exam
6	6	Information Specialist	Semester test	Theoretical and practical	exam
7	6	Information Specialist	Geographic sources: their concept, importance, types, evaluation criteria and examples	Theoretical and practical	exam
8	6	Information Specialist	Arabic evidence: its concept, importance, features, types and examples	Theoretical and practical	exam
9	6	Information Specialist	Manual books, their concept, sections, types	Theoretical and	exam

			and examples	practical	
10	6	Information Specialist	Yearbooks and calendars, their concept and features, the difference between them and yearbooks, their evaluation points, types and examples	Theoretical and practical	exam
11	6	Information Specialist	practical application	Theoretical and practical	exam
12	6	Information Specialist	Practical books, their concept, terms and divisions, and examples	Theoretical and practical	exam
13	6	Information Specialist	Series and periodicals: their concept, importance, types, organization and problems, types and examples	Theoretical and practical	exam
14	6	Information Specialist	Flashlights, their concept and importance, their forms and types, steps for preparing them and criteria for evaluating them, examples.	Theoretical and practical	exam
15	6	Information Specialist	practical application	Theoretical and practical	exam
16	6	Information Specialist	Abstracts, their concept and importance, types and examples, those responsible for the extraction work	Theoretical and practical	exam
17	6	Information Specialist	Bibliographies, their concept and importance, criteria for evaluating them, how to prepare an objective bibliography, and their examples.	Theoretical and practical	exam
18	6	Information Specialist	practical application	Theoretical and practical	exam
19	6	Information Specialist	Semester test	Theoretical and practical	exam
20	6	Information Specialist	The use of computers in reference sections, the	Theoretical and	exam

			trend towards direct connection services, CDs and the Internet	practical	
21	6	Information Specialist	Electronic reference sources, their concept, disadvantages and negative impact	Theoretical and practical	exam
22	6	Information Specialist	Common characteristics and characteristics between electronic and printed reference sources. A comparison between the electronic and printed source	Theoretical and practical	exam
23	6	Information Specialist	The concept of electronic publishing, its features and patterns, the difference between electronic publishing and traditional publishing	Theoretical and practical	exam
24	6	Information Specialist	Types of electronic references available online	Theoretical and practical	exam
25	6	Information Specialist	Digital sources, their types, advantages and disadvantages	Theoretical and practical	exam
26	6	Information Specialist	Semester test	Theoretical and practical	exam
27	6	Information Specialist	Criteria evaluating for	Theoretical and practical	exam
28	6	Information Specialist	digital sources, types of digital sources, encyclopedias, dictionaries and references	Theoretical and practical	exam
29	6	Information Specialist	Bibliographic and textual databases	Theoretical and practical	exam
30	6	Information Specialist	Search engines, their purpose, types, examples and models	Theoretical and practical	exam

Course Evaluation

- 1- Conducting written tests (Midyear and final) through some questions on the subject of the study material to know the extent of their comprehension of the subject.(20 / 20/ - 40) Exam 60
- 2-Quiz (short exam)

3-Practical.

4- Attendance of students and assessment through interactive learning . 5%

Required textbooks (curricular books, if any)	General and specialized Arabic and English references
Main references (sources)	Lectures on traditional and digital Arabic references
Recommended books and references (scientific journals, reports...)	-
Electronic References, Websites	Reference sites available on databases
<ol style="list-style-type: none"> 1. مكتبة النور / https://www.noor-book.com/ 2. مكتبة الكتب / https://books-library.net 3. مكتبة الاسكندرية / https://www.bibalex.org/ar/ 4. الفهرس - الوطنية - الملك مكتبة / https://kfnl.gov.sa/ar/Pages/default.aspx 5. مكتبة جامعة بغداد / https://clib.uobaghdad.edu.iq/ 6. الفهرس العربي الموحد / https://www.aruc.org/ar 7. العتية العباسية / https://iuc.org/ 8. المستودع الرقمي العراقي / https://iqdr.iq/ 9. المكتبة الرقمية العراقية / https://www.ivsl.org/ 10. OCLC / https://www.oclc.org/en/home.html?redirect=true 11. Word cat / https://www.oclc.org/en/worldcat.html 12. MARC / https://www.loc.gov/marc/ 13. دليل الدوريات المفتوحة المصدر / https://doaj.org/ 14. مكتبة الكونكرس / https://www.loc.gov/ 15. الاتحاد الدولي لجمعيات المكتبات / https://repository.ifla.org/ 16. فهرس المكتبات المحوسبة / https://www.oclc.org/en/home.html 17. قاموس علم المعلومات والمكتبات المباشر / https://products.abc-clio.com/ODLIS/odlis_about.aspx 18. كوها ديمو / https://koha-community.org/demo/ 19. المكتبة الافتراضية العلمية / https://www.ivsl.org/?language=ar 20. المجلات الاكاديمية العلمية العراقية / https://www.iasj.net 	<p>www.alwaraq.net</p> <p>www.arab-ency.com -</p> <p>www.alwaraq.net -</p> <p>www.devdir.org -</p> <p>www.aaru.edu.jo -</p> <p>www.stl.comtn/stt-Zamene</p> <p>www.chamber.org.sa -</p> <p>www.arabo.com -</p>



Name and signature of the course owner



Name and signature of the head of the department or branch



Course Description Form

University: Mosul

College: Literature

Department or Branch: Information and Knowledge Technologies

1. Course name and academic stage:

Introduction to Information Science/First Stage

2. Course code

ITKL-16

3. Semester/Year

2025-2024

4. Date this description was prepared

٢٠٢٤ / ١١ / ١٢

5. Available forms of attendance

In-person and online

6. Number of study hours (total) / Number of units (total)

2 hours / 3 units

7. Name of the course supervisor (if more than one name is mentioned) and academic title.

Name: M.D. Heba Saadallah Younis Email: Heba.sy@uomosul.edu.iq

8. Course objectives

Subject objectives

- Get to know Information science, its origin and development
- relationship Information science with other sciences
- Difficulties and problems facing the information society
- Get to know Information services and their types

9. Teaching and learning strategies

Strategy

- Brainstorming
- Social Education
- Reciprocal teaching

10. Course Structure

week	Hours	Required learning outcomes	Name of the unit or topic	Learning method	Evaluation method
1	٢	Bachelor's	Books, documents and	theory	Written

			information		and oral
2	2	Bachelor's	Types of information sources	theory	Written and oral
3	2	Bachelor's	Documentation centers, specialized libraries and national libraries	theory	Written and oral
4	2	Bachelor's	Information science, its origins, development and relationship with other sciences	theory	Written and oral
5	2	Bachelor's	Difficulties and problems facing the information society	theory	Written and oral
6	2	Bachelor's	information gap	theory	Written and oral
7	2	Bachelor's	Information centers, their types and functions	theory	Written and oral
8		Bachelor's	Indexing and indexes	theory	Written and oral
9	٢	Bachelor's	Indexing systems and tools	theory	Written and oral
10	2	Bachelor's	Thesaurus and Indexing language	theory	Written and oral
11	2	Bachelor's	Information services, reference service	theory	Written and oral
12	2	Bachelor's	Translation service and difficultiesfacingtranslation movement	theory	Written and oral
13	2	Bachelor's	Current information service	theory	Written and oral
14	2	Bachelor's	Media services, its illiteracy, its means	theory	Written and oral
15	2	Bachelor's	Beneficiary Training Services	theory	Written and oral
16	٢	Bachelor's	Beneficiary Training Services Objectives	theory	Written and oral

17	2	Bachelor's	Beneficiary justification services justification methods	theory	Written and oral
18	2	Bachelor's	Steps for preparing beneficiary training programs	theory	Written and oral
19	2	Bachelor's	The concept of periodicals, their importance, and their advantages	theory	Written and oral
20	2	Bachelor's	Types of periodicals, functions of the periodicals department,	theory	Written and oral
21	2	Bachelor's	Periodicals Department Services	theory	Written and oral
22	2	Bachelor's	Information retrieval service	theory	Written and oral
23	2	Bachelor's	Forms of information retrieval services and their methods	theory	Written and oral
24	2	Bachelor's	Information rules	theory	Written and oral
25	2	Bachelor's	Information rules patterns	theory	Written and oral
26	2	Bachelor's	Types of direct inquiry from databases	theory	Written and oral
27	2	Bachelor's	Direct information retrieval levels	theory	Written and oral
28	2	Bachelor's	Information retrieval methods	theory	Written and oral
29	2	Bachelor's	Key steps to recover information	theory	Written and oral
30	2	Bachelor's	Review and evaluation of theoretical assignments	theory	Written and oral

11. Course Evaluation and Grade Divisions

The grade is distributed out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc.

12. Learning and teaching resources

Required textbooks (methodology if any)	Introduction to Information Science, Libraries and Documentation / Hani Muhammad, 2014
Main References (Sources)	
Recommended supporting books and references (scientific journals, reports...)	Services for beneficiaries of libraries and centersZInformation/ Ghaleb Awad Al-Nawaisa 2000
Electronic references, websites	1. Directory of Open Access Journals / https://doaj.org/ 2. Iraqi Virtual Scientific Library: https://www.ivsl.org/?language=ar 3. Iraqi Academic Scientific Journals: https://www.iasj.net

Name and signature of the decision maker

Dr. Heba Saadallah Younis

Name and signature of the head of the department or branch



Course Description Form

Department or

Literature

College:

University: Mosul

Information and knowledge technologies

branch:

1. Course name and academic level	
Objective processing of information/first stage	
2. Course code	
ArIn25F1106	
3. Semester/Year	
Annual - 2024/2025	
4. Date this description was prepared	
21/9/2024	
5. Available forms of attendance	
9 attendance	
6. Number of study hours (total) / Number of units (total)	
8	
7. Name of the course supervisor (if more than one name is mentioned) and academic title.	
Name: Asmaa Ghanem Ramadan	
Email:asmaa2020@uomosul.edu.iq	
8. Course objectives	
<ul style="list-style-type: none">• Training students to classify different information sources according to the classification system and the basics of the Universal Decimal Classification.• Training students to classify various information sources according to the US Library of Congress classification system.• Training the student to classify different information sources according to the	Course objectives

Dewey Decimal Classification system.					
9. Teaching and learning strategies					
			Strategy		
10. Course structure					
Evaluation method	Learning method	Name of unit or topic	Required learning outcomes	watches	week
Feedback	Practical + Theoretical	Definition of classification and its functions	Bachelor's	4	1
Feedback	Practical + Theoretical	History of classification and types of classification systems	Bachelor's	4	2
Evaluation Cognitive	Practical + Theoretical	Features and specifications of a good classification system and the importance of classification for libraries	Bachelor's	4	3
Daily test	Practical + Theoretical	Dewey Decimal Classification System: General Features and Characteristics of the System	Bachelor's	4	4
direct question	Practical + Theoretical	Components of the Dewey Decimal Classification System	Bachelor's	4	5
Self-assessment	Practical + Theoretical	Symbol definition, types of symbols and symbol functions	Bachelor's	4	6
Feedback	Practical + Theoretical	Scout: definition, functions and types	Bachelor's	4	7

Cognitive assessment	Practical + Theoretical	General rules for practical classification	Bachelor's	4	8
Feedback	Practical + Theoretical	Practical classification steps practical application in the department library	Bachelor's	4	9
		First monthly exam	Bachelor's		10
Feedback	Practical + Theoretical	Practical application of classification using the three extracts and main tables	Bachelor's	4	11
Cognitive assessment	Practical + Theoretical	Construct classification numbers using the notes in the classification plan.	Bachelor's	4	12
Cognitive assessment	Practical + Theoretical	Practical examples of using the Add Note	Bachelor's	4	13
Daily test	Practical + Theoretical	Practical application	Bachelor's	4	14
Cognitive assessment	Practical + Theoretical	Practical application of classification numbers and auxiliary tables	Bachelor's	4	15
Evaluation Al-Mahari	Practical + Theoretical	Second monthly exam	Bachelor's	4	16
Cognitive assessment	Practical + Theoretical	Composing numbers using Auxiliary Table No. 1: Table of Uniform Divisions	Bachelor's	4	17
Creative Evaluation	Practical + Theoretical	Practical examples of using auxiliary table No. A	Bachelor's	4	18
Cognitive	Practical + Theoretical	Assembling numbers	Bachelor's	4	19

assessment		using auxiliary table No. 2			
Self-assessment	Practical + Theoretical	Table of geographical regions, historical sources, and biographies of people	Bachelor's	4	20
Daily test	Practical + Theoretical	Practical examples of using Auxiliary Table No. 2	Bachelor's	4	21
		Monthly exam	Bachelor's		22
Cognitive assessment	Practical + Theoretical	Number formation using auxiliary table No. 3, sections A, B, C	Bachelor's	4	23
Creative Evaluation	Practical + Theoretical	Practical examples of using the auxiliary table 3	Bachelor's	4	24
Cognitive assessment	Practical + Theoretical	Combining numbers using Auxiliary Table 4 and Table 5	Bachelor's	4	25
Self-assessment	Practical + Theoretical	Practical application on number composition using table 5 and 6. Practical application in the library.	Bachelor's	4	26
Feedback	Practical + Theoretical	Combining numbers using auxiliary tables 6 and 7	Bachelor's	4	27
Skill assessment	Practical + Theoretical	Practical application of number composition using the table	Bachelor's	4	28
Cognitive assessment	Practical + Theoretical	Basics of the Universal Decimal Classification	Bachelor's	4	29

		System			
Feedback	Practical + Theoretical	Composing numbers using auxillary tables in the Universal Decimal System	Bachelor's	4	30

11. Course Evaluation and Grade Divisions

The grade is distributed out of 100 based on the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc.

12. Learning and teaching resources

	Required textbooks (methodology if any)
١. Dewey Decimal Classification System 22nd Edition ٢. A notebook prepared by the subject teacher	Main References (Sources)
١. Universal Decimal Classification System ٢. Library of Congress Classification System	Recommended supporting books and references (scientific journals, reports...)
Internet sources مكتبة الملك فهد الوطنية – الفهرس / https://kfnl.gov.sa/ar/Pages/default.aspx / https://www.aruc.org/ar الفهرس العربي الموحد	Electronic references, websites

الفهرس العراقي الموحد- العتبة العباسية
/ <https://iquc.org/>
المكتبة الافتراضية العلمية
العراقية : <https://www.ivsl.org/?language=ar>

Name and signature of the decision maker
Name and signature of the head of the department or branch



M.M. Asmaa Ghanem Ramadan



Course Description Form

Department of Information and Knowledge Technologies / College of Arts /
University of Mosul

Course Name:	
Resource Description and Access	
Course Code:	
ITKL-26	
Semester / Year: Academic Year 2024-2025	
Description Preparation Date:	
21/9/2025	
Available Attendance Forms: On campus / Electronic Platform	
On campus and Electronic Platform	
Number of Credit Hours () / Number of Units ():	
7 / 3	
Course administrator's name (mention all, if more than one name)	
Name: Lect. DR.Noor Faris Ghanim	
Email : noor.f.g@uomosul.edu.iq	
Course Objectives	
Course Objectives	The course aims to identify the bibliographic description of materials other than books, learn the rules for describing sources and making them available, and how to create a MARC 21 record.
Teaching and Learning Strategies	
Strategy	<p>Learning and Teaching Strategies</p> <p>Modern education strategies aim to achieve specific goals to provide opportunities for students to increase their learning abilities and diversity in the methods and implementation of curricula in teaching processes that take into account individual circumstances and the abilities and potential of learners. Learning and teaching are carried out according to the latest self-education tools using the computer and through modern programs in the fields of education.</p>
Course Structure	

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	4	Bachelor's	Cataloging government publications and identifying their entries	Conceptual material	Written exam and Oral exam
2	4	Bachelor's	Description fields of government publications + practical	Conceptual material	Written exam and Oral exam
3	4	Bachelor's	Description fields of government publications + practical	Conceptual material	Written exam and Oral exam
4	4	Bachelor's	Manuscript description fields + practical	Conceptual material	Written exam and Oral exam
5	4	Bachelor's	Cataloging serials and their entries	Conceptual material	Written exam and Oral exam
6	4	Bachelor's	Series description fields + practical	Conceptual material	Written exam and Oral exam
7	4	Bachelor's	Cataloging cartographic materials and identifying their entries	Conceptual material	Written exam and Oral exam
8	4	Bachelor's	Fields of description of cartographic materials + practical	Conceptual material	Written exam and Oral exam
9	4	Bachelor's	Cataloging graphic materials and identifying their entries	Conceptual material	Written exam and Oral exam
10	4	Bachelor's	Graphics material description fields	Conceptual material	Written exam and Oral exam
11	4	Bachelor's	+ practical	Conceptual material	Written exam and Oral exam
12	4	Bachelor's	Cataloging audio recordings and identifying their entries	Conceptual material	Written exam and Oral exam
13	4	Bachelor's	Audio recording description fields + practical	Conceptual material	Written exam and Oral exam
14	4	Bachelor's	Cataloging video recordings and identifying their entries	Conceptual material	Written exam and Oral exam
15	4	Bachelor's	Cataloging electronic resources and their description fields	Conceptual material	Written exam and Oral exam
16	4	Bachelor's	Developments in Chapter Nine on electronic sources	Conceptual material	Written exam and Oral exam
17	4	Bachelor's	Rules for describing sources, their availability, their origin and their nature	Conceptual material	Written exam and Oral exam
18	4	Bachelor's	RDA's relationship with other standards	Conceptual material	Written exam and Oral exam
19	4	Bachelor's	Principles of rules for describing, making, and constructing sources	Practical	Written exam and Oral exam
20	4	Bachelor's	Comparison between AACR2R and RDA	Conceptual	Written exam

				material	and Oral exam
٢١	4	Bachelor's	Description fields in accordance with the rules for describing sources and making them available	Conceptual material	Written exam and Oral exam
٢٢	4	Bachelor's	Machine-readable Cataloging Mark 21: its beginnings, origins, and concept	Conceptual material	Written exam and Oral exam
٢٣	4	Bachelor's	The importance of Mark 21 and its field components	Practical	Written exam and Oral exam
٢٤	4	Bachelor's	Components of MARC 21 record fields	Practical	Written exam and Oral exam
٢٥	4	Bachelor's	How to create a MARC 21 record for books	Conceptual material	Written exam and Oral exam
٢٦	4	Bachelor's	A practical application for creating a MARC 21 record for books	Conceptual material	Written exam and Oral exam
٢٧	4	Bachelor's	How to create a MARC 21 record for materials other than books	Conceptual material	Written exam and Oral exam
٢٨	4	Bachelor's	Practical application of MARC 21 recording for materials other than books	Conceptual material	Written exam and Oral exam
٢٩	4	Bachelor's	A practical application for creating a MARC 21 record according to the Koha system	Conceptual material	Written exam and Oral exam
٣٠	4	Bachelor's	Apractical exam	Practical	Written exam and Oral exam

Course Evaluation

1- Conducting written tests (Midyear and final) through some questions on the subject of the study material to know the extent of their comprehension of the subject

2-Quiz (short exam)

3-Practical

4- Attendance of students and assessment through interactive learning

Required textbooks (curricular books, if any)	<ul style="list-style-type: none"> Descriptive Cataloging for the second grade/ Mahmoud Girgis
Main references (sources)	<ul style="list-style-type: none"> Cataloging developments / Wasfi Aref Shaloul
Recommended books and references (scientific journals, reports...)	<ul style="list-style-type: none"> Cataloging and metadata in office education programs/ Nour Faris Al-Omari - Advanced and computerized Cataloging/ Ribhi Alyan Wasfi Arif
Electronic References, Websites	Online Cataloges Central library Cataloge http://centrallibrary.uomosul.edu.iq

ARUC

/ <https://www.aruc.org/ar>

IQUC

/ <https://iuc.org>

Lecturer

Dr.Noor Faris Ghanim



Head of Dept.

Prof . Dr Ammar Abdulatif

