

Ministry of Higher Education and Scientific Research
Supervision Authority and Scientific Evaluation
Quality Assurance and Academic Accreditation Office
International Accreditation Division

The Academic Description Form of Colleges for the Academic Year 2019-2020

University: Basrah

College: Arts

Number of Scientific Departments: Seven

Date: 24/01/2019

Dean:	Scientific Assist.	Manager of Quality Assurance and Academic Performance
2019/ /	2019/ /	2019/ /
Signature:	Signature:	Signature:

Quality Assurance and Academic Performance Section

Name of Quality Assurance and Academic Performance Section

Date:

Signature:

A Sample of the Description of the Academic Program

A Review of the Performance of the Higher Education Facilities “Review of the Academic Program”

Description of the Academic Program

It is a concise overview of the most important qualifications of the curriculum and the expected teaching outcome of the students. It shows if they have made the maximum improvement.

The teaching facility	University of Basrah
College	Arts
certificate	Bachelor
Course	Annual
The Adopted Accreditation Program	
Outside Effects	
Date of Preparing the Description	
9- The Curriculum objectives -Improving the scientific level of students -providing students with proper atmosphere -providing the department with the needed scientific experts -Responding to the Labor needs and community service	
10- the outcome and methods of teaching and evaluation	
a-Knowledge and understanding a-1 the theories of Information and libraries a-2 methods of information analysis and curriculum a-3 enabling students of analyzing information a-4 analyzing the informational concepts related to the Iraqi community	
b- subject-related skills b-1 deduction b-2 composition in practical courses	
Methods of teaching and learning Lectures, seminars, and symposium	
Methods of evaluation	

Semester exams Annual exams Homework Quizzes	
C- thinking skills c-1 critical thinking c-2 creative thinking	
Methods of teaching and learning -Teaching students how to think and analyze objectively -Providing the student with the basis of the curriculum and the -extra subjects -Answering thoughtful questions as a homework	
Evaluation method -questionnaire -mid-term and final examination -personal meeting -Active lecture	
d- General and acquired skills	
d-1 using computer to enhance comprehension	
Methods of teaching and learning -Teaching students how to think and analyze objectively -Providing the student with the basis of the curriculum and the -extra subjects -Answering thoughtful questions as a homework	
Methods of evaluation -verbal and literal exams -activeness during lecture -being updated with regard to the curriculum	
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Description of Curriculum

College	Department	Course	Date of description
Arts	Information and Librarianship	Descriptive index	
Credit hours	4	Level – semester	First level First semester
Types of teaching	Theoretical + practical		
1- Classical halls		ratio	
2-Electronic teaching		ratio	
3-Merged teaching		ratio	
4-via correspondence		ratio	
5-other types		ratio	

Objective: defining descriptive indexing, ways of making cards, studying AACR and international rationing for bibliographic description, and RDA rules			
General description	Studying descriptive indexing and practical application of how to make typical librarian cards		
	Indexing Benefit of indexing descriptive indexing types of indexing		
	Cards of indexes		
	How to index a book according to international rationing for bibliographic description		
	Arranging elements of cards		
	Margins of cards		
	Using numbers		
	Rules of descriptive indexing		

	Relation of title page to work description		
	Mistakes works with no title page		
	Title and publishing data		
	Volumes and chapters in data		
	Definition data		
	Publishing data general rules of sequence		
	Many title pages		
	RDA rules		
	Head sections		
	Applying RDA rules		
	Rules notes		

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Abdulnabi Shantah Faraj

Curriculum description

College	Department	Course	Date of description
Arts	Data and Librarianship	Introduction into librarianship science	
Credit hours	3	Level – semester	First level First semester
Types of teaching			
1- Classical halls		Ratio	
2-Electronic teaching		Ratio	
3-Merged teaching		Ratio	
4-via correspondence		Ratio	
5-other types		Ratio	

Objective: acquainting students with the development of library over the world, types of libraries, activities, and administrative and service work			
General description	Acquainting students with what library is -how it has developed -Types of libraries -how to manage a library -how to provide librarian services		
	Historical development	Historical development of Greek, Roman, Christian, and Islamic	
	Cards of basics of librarianship	Basics of writing and stages of library	
	New era	Types of libraries nowadays: general, school, national, mobile, children, academic, and specialized	
	Data documentation centers	Types, objectives	

	Activities and administrative work	Defining management, types of administrative activities, manager qualifications, and merits of successful administration	
	Librarian service	Reference service, reference divisions	
	bibliography	Definition, objectives	
	Borrowing	Definition, objectives, importance, rules, and related factors	
	Borrowing	According to shelves: open and closed, definition, characteristics, and types	
	Giving	Definition, importance, legal deposition	
	Dedication	Definition, sources, policy, procedures	
	Exchanging	Definition, reasons, procedures	
	Electronic archive	Definition, demand	
	Data technology	Definition, reasons, importance	
	publication	Definition, types	

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Head of department

Dr. Azhar Ali Yaseen

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Assit. Lect. Tarik Taha Abood

Curriculum description

College	Department	Course	Date of description
Arts	Data and Librarianship	Introduction into computer	
Credit hours	3	Level – semester	First level First semester
Types of teaching			
1- Classical halls		ratio	
2-Electronic teaching		ratio	
3-Merged teaching		ratio	
4-via correspondence		ratio	
5-other types		ratio	

Objective: defining computer and how to enter and process data. Also, defining the hard ware and soft ware			
General description	A systematic course for first-level student that depends on theoretical and practical methods of teaching along with assignments		
	Parts of computer	Task bar	
	applications	Managing time and date	
	inputs	Specialized idioms	
	outputs	Title bar	
	Processing unit	List bar	
	hard	Tool bar	
	Main deck	Status bar	
	Processor	file	
	Importance of processing unit	Volume	
	Processor speed	Deck top	
	RAM	Desktop wallpaper	
	ROM	Microsoft word	
	Operating system	Operating programs	

	System releases	Program desks	
	Types of icons	File list	
	Icons management		
	Opening icons		
	Task bar		
	Characteristics of task bar		

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Nawal Isaa Hussein

Curriculum description

College	Department	Course	Date of description
Arts	Data and librarianship	objective index	
Credit hours		Level – semester	second level First semester
Types of teaching			
1- Classical halls		ratio	
2-Electronic teaching		ratio	100%
3-Merged teaching		ratio	
4-via correspondence		ratio	
5-other types		ratio	

Objective: training students to make a head of subject through an objective analysis of titles. Also defining thesaurus

General description	Studying objective indexing through heads of subjects and an objective analysis of topic and thesaurus
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	Introduction to s Defining head of object	Importance of fixed idioms	
	Spelled objective indexing	Definition and development of thesaurus	
	Classified indexing	Difference between thesaurus and others	
	Benefits of heads of subjects	Non-separated Idiom	
	Choosing heads of subjects	Relation of idioms	
	Forms of heads of subjects	Arranging and viewing idioms in thesaurus	
	Renewing heads of subjects	Spelled and statistical preview	
	Referral	Complementary division in thesaurus	
	Private referral	Exchanging view in thesaurus	
	Branching: form and subject		
	Elements and basics of subjects		
	Nature of used names		
	subjects		
	Names of authors		
	Problems of making heads of subjects		
	Relation of heads of subjects to scientific research		

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Abdulnabi Faraj Shantah

Curriculum description

College	Department	Course	Date of description
Arts	Data and Librarianship	Data Technology	
Credit hours	4	Level – semester	second level First semester
Types of teaching			
1- Classical halls		ratio	
2-Electronic teaching		ratio	100%
3-Merged teaching		ratio	
4-via correspondence		ratio	
5-other types		ratio	

Objective: training students with technicalities of data			
General description	Teaching the technicalities of data in librarianship: reason and uses		
	Defining technicalities of data	Definition	
	importance of data technicalities	Requirements	
	benefits	Net, extranet	
	Data technicalities in librarianship	Net applications	
	Merits of data technicalities	Drawbacks of electronic management	
	Using computer in library	Merits of fiber optics	

	Fields of Use	Correspondence through fiber optics	
	index	Correspondence through satellites	
	Borrowing	artificial	
	Ongoing briefing	Uses of satellites	
	Compact discs	Wired communication	
	Definition	Fiber optics application	
	Merits and defects	Parts of fiber optics cable	
	Technical services	Non-wired modes and means	
	Discs and index	Basic digital clues	
	Developing group borrowing	Modem	
	Calculated indexes		
	Referential services		
	Findings and extractors		
	Electronic management		

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Shakir dahir bashit

Curriculum description

College	Department	Course	Date of description
Arts	Data and Librarianship	Descriptive index	
Credit hours	4	Level – semester	second level First semester
Types of teaching			
1-Classical halls		ratio	25%
2-Electronic teaching		ratio	50%
3-Merged teaching		ratio	25%
4-via correspondence		ratio	
5-other types		ratio	

Objective: defining descriptive indexes for non-printed materials like Organizations, periodicals and manuscripts. Also, it is about how to make cards, studying AACR1, international rationing for bibliographical description, and RDA rules

General description	Studying descriptive indexing, a practical examination of making national librarian cards, types of indexes, and rules of RDA and its applications.		
	Organizations	Definition, types, details, and form	
	Organization	Making cards	
	Periodicals indexing	Rules, types, divisions	
	Periodicals indexing	Examples of a Periodical card	

	Manuscript indexing	Introduction and description	
	Manuscript indexing	Making manuscript card	
	Map indexing	Notes and drawing scale	
	Map indexing	Making map card	
	Atlas and geographic balls indexing	Introduction and description and cards	
	Picture indexing	Introduction and description and cards	
	Mental games indexing	Introduction and description and cards	
	Voice record indexing	Introduction and description and cards	
	Video record indexing	Introduction and description and cards	
	RDA rules	Definition, principles, details	
	Main parts		
	Applications of RDA		
	Rule notes		

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Assist. Lect. Tariq Taha Abood

Curriculum description

College	Department	Course	Date of description
Arts	Data and librarianship	Computing Data	
Credit hours	10	Level – semester	third level
Types of teaching			
1-Classical halls		ratio	20%
2-Electronic teaching		ratio	80%
3-Merged teaching		ratio	
4-via correspondence		ratio	
5-other types		ratio	

Objective: acquainting students with electronic computed library work and its impact			
General description	Following new development in the technical field, computed library work has facilitates library usage		
	Computed library work	Electronic index	
	Computing automation	Computing Borrowing	
	Automation indexing	Para encoding	
	Mechanism	Para code types	
	Ready packs	Computed Borrowing system	
	Boolean logic		
	search strategy		
	Reasons of computing libraries		
	Planning for computing		
	Planning stages		
	Steps of planning		

	Technical environment		
	Negative side of data era		
	Technical illiteracy		
	Technical environment		
	Computer and library		
	Impact of technicalities on library workers		
	Training and computing library		
	Computing indexes		

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Assist. Lect. Samir Sabah

Curriculum description

College	Department	Course	Date of description
Arts	Data and librarianship	Data service	
Credit hours	6	Level – semester	third level
Types of teaching			
1-Classical halls		ratio	
2-Electronic teaching		ratio	100%
3-Merged teaching		ratio	

4-via correspondence		ratio	
5-other types		ratio	

Objective: defining data adopted and served in library along with its goal, job, and requirement			
General description	Acquainting students with direct and indirect service provided by the library. Definition of service and data		
	Service	Referential service	
	Main characteristics of service	Work of referential division	
	data	Referential service	
	Types of data	Requirement of referential services	
	Importance of data	What is referential work	
	Characteristics of data	Goals of referential work	
	Data service	Using computer in referential divisions	
	Types of data service	Electronic referential service	
	Requirements of data service	Periodicals service	
	Factors of data service	Periodical organizing	
	Borrowing	manifesting periodical	
	Types of service	Ongoing briefing	
	Purpose of borrowing	Goals of ongoing briefing	
	Work of borrowing division	Methods of ongoing briefing	
	Procedure of borrowing division	Data recovery	
	Rules of borrowing	Forms of data recovery	
	Benefits of computed systems	Direct connection search	

	Choosing computed system		
	Work of borrowing system		

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Dr. Azhar Ali Yaseen

Assist. Lect. Samir Sabah

Curriculum description

College	Department	Course	Date of description
Arts	Data and librarianship	Practicality	
Credit hours	5	Level – semester	third level
Types of teaching			
1-Classical halls		ratio	
2-Electronic teaching		ratio	
3-Merged teaching		ratio	50% 50%
4-via correspondence		ratio	
5-other types		ratio	

Objective: teaching students indexing and classification practically			
General description	Acquainting students with indexing and classification rules and applying them on data sources during ongoing procedure		
	Index as an idiom	Problems in indexing	
	Index	Classification according to Dewy	
	Types of index	Helping tables-numeration	

	Form of index	Chapter two	
	benefits of index	Heads of subjects	
	Forms of indexes	Steps of objective analysis	
	importance of index	Strategy of heads of subjects	
	Work of index	Forms of heads of subjects	
	goals of index	Branches of heads of subjects	
	Characteristics of index	Referral in heads of subjects	
	Preparing index	Numeration in heads of subjects	
	Descriptive index: rules	Arranging heads of subjects	
	Englo-american index		
	Difference between two editions		
	Characteristics of rules		
	International rationing of bibliographic description		
	Characteristics of rationing		
	Elements of bibliographic description		
	Numeration marks		

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Dr Azhar Ali Yaseen

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Assist. Lect. Shakir Tahir Bashit

Curriculum description

College	Department	Course	Date of description
Arts	Data and librarianship	Data science	
Credit hours	6	Level – semester	third level – second semester
Types of teaching			
1-Classical halls		ratio	
2-Electronic teaching		ratio	100%
3-Merged teaching		ratio	
4-via correspondence		ratio	
5-other types		ratio	

Objective: defining data science, parts, forms, characteristics, theories. It is also about data revelation, technology, and job ethics.

General description	Acquainting students with data science and its important role, also the nowadays technical revolution.		
	Data science	Concept, types, divisions, characteristics	
	Philosophy and theory of data science	Knowledge spectrum	
	Data science relation to other sciences	Relation of science to computer, math, and other departments	
	Data industry	Scientists' views, definition, divisions	

	Data revolution	Definition, start, characteristics, inventions	
	Data community	Definition, elements, goals, requirements	
	Tele revolution	Definition, start, types, importance, forms, goals	
	Data technology	Definition, importance, goals	
	Data technology and communication	concept, stages, importance, goals, requirements, work	
	Data ethics	Definition, types,	
	Job ethics	Concepts	
	Net ethics	Concept, types	
	data	Definition, characteristics, divisions, findings	
	Data illiteracy	Concepts. Types	

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Dr Azhar Ali Yaseen

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Assist. Lect. Tarik Taha

Curriculum description

College	Department	Course	Date of description
Arts	Data and librarianship	group building	
Credit hours	4	Level – semester	fourth
Types of teaching			
1-Classical halls		ratio	

2-Electronic teaching		ratio	100%
3-Merged teaching		ratio	
4-via correspondence		ratio	
5-other types		ratio	

Objective: teaching students how to build librarian group			
General description	How to build librarian group as to choosing, borrowing, evaluating group, illumination, and using new methods in computed borrowing		
	choosing	Academic Theses	
	Borrowing	Conferences work	
	Data sources	Patents	
	Data sources forms and types	Borrowing	
	Why choosing	Applied methods of borrowing	
	Standards of choosing	Standards of choosing computed information	
	choosing with regard to community	Using computer in data archiving	
	Plan or policy	Using computer in borrowing	
	Factor of choosing	Clearing and illumination	
	Monitoring		
	General principles in choosing		
	Helping tools in choosing		
	Choosing different types of libraries		
	Group evaluation		
	Goals, methods, ways		
	Choosing educational Material other than books		
	Periodicals, published materials, booklets		

	Maps, atlases, researches		
	reports		

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teacher

Assist. Lect. Shakir Tahir Basha

Curriculum description

College	Department	Course	Date of description
Arts	Data and librarianship	Practical application	
Credit hours	4	Level – semester	Fourth-annual
Types of teaching			
1-Classical halls		ratio	25%
2-Electronic teaching		ratio	50%
3-Merged teaching		ratio	25%
4-via correspondence		ratio	
5-other types		ratio	

Objective: teaching students what is detecting, extracting, bibliography, how to prepare bibliography, importance in office work, and data service			
General description	It relates to idioms in librarian and data services with regard to preparation, and easily accessing data		
week	idioms	week	idioms
Abstracts			

1	Concept	15	Importance
2	Types	16	Detector and detecting
3	Components	17	Evaluation criteria
4	Ways of getting abstracts	18	Practical sides of detecting preparing
5	Steps of preparing abstracts	19	Detector: tasks
6	Abstract evaluation	Bibliography	
Detecting		20	Historical overview
7	Concept	21	Concept
8	Importance	22	Types
9	Detecting languages	23	Evaluation
10	Steps of detecting	24	Planning objective bibliography
11	Fixing quality of detecting	25	International bibliography
12	Factors affecting detecting	26	Types of analytical bibliography
13	Detecting by thesaurus	27	Issues of bibliographical setting
Detector		28	Using computer in bibliographical setting
14	concept	29	Applications
		30	applications

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Assist. Lect. Amal Abdulrahman

Curriculum description

College	Department	Course	Date of description
Arts	Data and librarianship	Data net	

Credit hours	4	Level – semester	Fourth- annual
Types of teaching			
1-Classical halls		ratio	
2-Electronic teaching		ratio	100%
3-Merged teaching		ratio	
4-via correspondence		ratio	
5-other types		ratio	

Objective: teaching students what is data net, importance, requirements of establishment, types, and forms. It also is about defining network, applications, and searching tools.			
General description	Since it is time of data exchange and communication, it is very important to study this course to make it easy for a librarian to organize his work.		
	concept	Email	Blogs/ application
	Net terms of connection and characteristics	Email/ application	Free authorship
	Support and service 1	Research evidence	Free authorship/ application
	Support and service 2	Research evidence/application	Social media
	Types of nets	Search engine /application	Social media 2
	Net and extra net	Smart search engine	Social media/ application
	Forms of net/ liner and star	Smart search engine/ application	Digital wares
	Forms of net/ Annular and pyramidal	Multi search engine	Digital wares/ application
	Internet/ concept, importance, and development	Multi search engine/ application	

	Requirements of connecting to net	blogs	
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Head of department

teacher

Dr Azhar Ali Yaseen

Dr Salman Jodi Dawood

Curriculum description

College	Department	Course	Date of description
Arts	Data and librarianship	Graduation research	10/12/2020
Credit hours	4	Level – semester	Fourth- annual
Types of teaching			
1-Classical halls		ratio	25%
2-Electronic teaching		ratio	100%
3-Merged teaching		ratio	25%
4-via correspondence		ratio	
5-other types		ratio	100 submitting researches

Objective: teaching students how to write a research paper in humanities.

General description	Enabling students to find their research problem, then finding solution in a systematic and academic manner through teaching them research
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	methodology and documentation. Additionally, the course is about encouraging students to engage in academic scientific discussions.		
week	Syllabus	week	syllabus
1	Concept of scientific Research	16	Hypotheses
2	importance of scientific Research	17	Assumptions
3	basics of scientific Research	18	Chapters
4	Choosing topic	19	Subchapters
5	Choosing title	20	Topics
6	Finding problem	21	numeration
7	How to detect research problem	22	Margins
8	Criteria of choosing problem	23	Sources
9	Goals, hypothesis, and tools of research	24	Importance of relevant literature
10	Research Limitation and sample	25	Procedures
11	Methodology	26	Statistical procedures
12	New trends	27	Documentation
13	Outline	28	Final outfit
14	Choosing topic and title	29	Draft
15	Research procedures	30	Final printing

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Dr Azhar Ali Yaseen

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Dr Ali Abdulsamad Ulfirhad