

**King Saud University  
College of Arts  
Quality Unite**

## **COURSE SPECIFICATION**

**Revised March 2007**

# Course Specification

Institution: King Saud University
College/Department: Arts – Dep. Of library & Information Sciences

## Course Identification and General Information

1. Course title and code: 278 LIB. Indexing & Abstracting
2. Credit hours: 4 (2 Lecture, 2 practical)
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs) -----
4. Name of faculty member responsible for the course: Prof. Dr. Fouad Hamad Rizq Farsuni
5. Level/year at which this course is offered: 4 <sup>th</sup>
6. Pre-requisites for this course (if any) 178 LIB – Organization of information (One)
7. Co-requisites for this course (if any) - Internet search work facilities - Lists of Central Library. Subscriptions of Internet specialized reference resources. - Training - Practical assignments & reports
8. Location if not on main campus -----

## Objectives

1. Summary of the main learning goals for students enrolled in the course.

### Primary Objective

Knowledge of significant aspects of general reference resources and development of necessary skills for utilizing them for providing users with adequate information. This can be achieved through the following detailed goals:

- A. knowledge of terms, subject coverage, characteristics, and organization of the resources.
- B. knowledge of the various types and forms of the resources.
- C. knowledge of the evaluation of the resources, and its criteria.
- D. knowledge of related reference services.
- E. Development of student's skills in the evaluation, use and utilization of the resources, and search and retrieval of information from them.
- F. Development of student's ability to offer adequate reference services.

## Course Description

Topics to be Covered		
Topic	No of Weeks	Contact hours
Related significant terms and concepts, importance of indexing and abstracting, and their interrelationships.	1	4
Indexing and abstracting process and procedures.	2	8
Performing indexing and abstracting.	2	8
Standardization of indexing and abstracting codes, standard and specifications.	2	8
Authority tools used in indexing and abstracting, especially in description and subject analysis.	4	16
Types of indexes and abstracts.	2	8
Varied related demonstrations, and applications (covering printed and electronic indexing and abstracting services).	2	8
<b>Total:</b>	<b>15</b>	<b>60</b>



**Teaching Strategies, Learning Outcomes, and Methods of Assessment**

Psychomotor Skills	Analytic & Communication skills	Interpersonal skills & responsibility	Cognitive Skills	Knowledge	
- Enthusiastic involvement in evaluation, preparation of description and subject analysis in indexing & abstracting work.	-Analysis of subject coverage of these resources.- Analysis of data covered by these resources - Contact among students and between students and library staff in handling the resources. - participation in group discussions.	- Team exercises for evaluating, analysis, and discovering characteristics, organization and significance of indexing & Abstracting- Individual tasks in the evaluation, description, search and retrieval of Information from these resources.	- Class and library exercises. - Training	- Lectures -Discussions - Consulting related references - writing reports - Exercises and practical assignments	<b>Teaching strategies</b>
Satisfaction in acquisition of required information, & skills in indexing & abstracting	-Ability to analyze subject coverage of the resources. - Ability to analyze data and information coverage in these resources, and their categories,- Ability to communicate successfully with others.	- Team evaluation of various types of these resources, and discovering their characteristics and organization. -Using, search in and retrieval of information from these resources.	- Acquiring the ability of distinguishing these resources, types, contents and their organization and categories. - Acquiring the ability to evaluate them - Acquiring the skills of adequate use of these resources in serving readers.	- knowledge of the resources, terms, types, organization, contents... - knowledge of evaluation of these resources, and their utilization and use.	<b>Learning Outcomes</b>
- Examination	-Assessing reports.	-Assessing	- Examinations	- Examinations	<b>Methods of</b>

<p>- Assessment of student participation &amp; practical work &amp; behaviour</p>	<p>- Assessing student's Participation in discussions and Analyses. - Assessing interaction with others in performing tasks</p>	<p>reports - Assessing student's participation in discussions – -Assessing team Work.</p>	<p>- Assessing reports - Assessing student's participation in discussions and Analyses.</p>	<p>- practical tests - Assessing reports...</p>	<p>assessment</p>
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Schedule of Assessment Tasks for Students During the Semester			
Assessment	Assessment task (eg. essay, test, group project, examination etc.)	Week due	Proportion of Final Assessment
1	Examination	4 <sup>th</sup> week	
2	Practical Assignment	4 <sup>th</sup> – 13 <sup>th</sup> week	
3	Examination	14 <sup>th</sup> week	
4	Final Examination	16 <sup>th</sup> week	

### Learning Resources

<p>1. Required Text(s)            Muhammad Fathi Abdul-Hadi. et al. Indexing and Abstracting. Cairo: Egyptian-Lebanese Hse, 1420.</p>
<p>2. Essential References</p> <p>Ahmad Badr et al. Indexing and Abstracting. Cairo: Quba, 2001.</p> <p>- Hishmat Qassim. Indexing. Cairo: Ghareeb library, 1999.</p> <p>- Muhammad Fathi Abdul-Hadi. Thesauri as tools for Indexing and retrieval of information            Cairo: Ghareeb library, 1989.</p> <p>- Mahmud Ateem. Document subject Analysis.            Amman: Abdul-Hameed shuman Establishment, 1997.</p> <p>- Abdul-Rahman Farraj "citation Indexing". Arab Journal for library and Information, Yrll, No. 2/3 (1991), p. 137-176.</p> <p>- Saud Al- Huzaimi. "Arab concordances". KFNL Journal, Vol. 2, No. 1 (1996), p. 121-132.</p> <p>- Musaid Al-Tayyar. Skills and techn ques of search for information on the Internet. Riyadh: Al-Faisal Cultural Hse, 1424/2003.</p> <p>Faten Bamiflih. Basics of electronic information retrieval. Riyadh: KFNL, 1427 (indexing documents P79- 89)</p>

<p>3- Recommended Books and Reference Material (Journals, Reports, etc) (Attach List)</p> <ol style="list-style-type: none"> <li>1. Cheryl Gould. Searching smart on the World Wide Web. Berkeley, Ca: LSP,1998.</li> <li>2. "Subject Access to Quantity-assured world wide web resources.." In: Fletcher, P.D., J.C. Berlot. World libraries on the information Superhighway..Her shey, USA: Idea, 2000, 202-220</li> </ol>
<p>4-.Electronic Materials, Web Sites etc</p> <ol style="list-style-type: none"> <li>1. <a href="http://www.alkhulasah.com">www.alkhulasah.com</a></li> <li>2. <a href="http://www.edara.com">www.edara.com</a></li> <li>3. Middle East Monitor (<a href="http://www.askzad.com">www.askzad.com</a>)</li> <li>4. Unesco thesaurus (<a href="http://www.ulcc.ac.uk/unesco">www.ulcc.ac.uk/unesco</a>)</li> </ol>
<p>5- Other learning material such as computer-based programs/CD, professional standards/regulations</p> <p><b>List of subscriptions of indexing &amp; abstracting services of KSU Library, and use regulations &amp; directions.</b></p>

### Facilities Required

<p>Indicate requirements for the course including size of classrooms and laboratories (ie number of seats in classrooms and laboratories, extent of computer access etc.)</p>
<p>1. Accommodation (Lecture rooms, laboratories, etc.)</p> <p><b>- One class room (40-55) seats &amp; exhibition facilities.</b></p>
<p>2. Computing resources</p> <p><b>- Computer Laboratories with adequate workstations.</b></p>
<p>3. Other resources (specify --eg. If specific laboratory equipment is required, list requirements or attach</p>

list)

**- Projection facilities**

### **Course Evaluation and Improvement Processes**

1 Strategies for Obtaining Student Feedback on Effectiveness of Teaching.

**-Examinations & assessment of practical work.**  
**-Monitoring students, attitudes**

2 Other Strategies for Evaluation of Teaching by the Instructor or by the Department

**- Questionnaire**

3 Processes for Improvement of Teaching

**- Developing teaching & training methods**  
**- Emphasising student practical involvement & participation in course work.**  
**- Updating course information & readings.**

4. Processes for Verifying Standards of Student Achievement (eg. check marking by an independent faculty member of a sample of student work, periodic exchange and remarking of a sample of assignments with a faculty member in another institution)

**- Re-examinations**  
**- Monitoring students attitudes**  
**- Assessment of students skills**

5 Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

**- Assessment comparison of students result**  
**- Monitoring students knowledge**

- **Assessment of student's skills.**
- **Updating course information & readings**

.Date of form approval

Date of form review