



Information Studies Department

Course Syllabus

INFS151 - Introduction to Information Organization

Catalog Description: Information organisation is a field of inquiry within information science that examines the nature and order of knowledge. This course is an introduction to the conceptual foundations of information organization and retrieval: identifying things, describing things, grouping things, relating things, and selecting things in the digital environment.

Credit Hours: **3 Credit hours:** 2 Lectures per week 2 Labs. per week Recitation per week

Prerequisites: None

Course Learning Outcomes:

1. To understand the main concept of organizing things in general
2. To insure the importance of organization in general and the organizing of information in particular
3. To provide students with skills in storing , organizing, and retrieving information
4. To understand the international standards of organizing information
- 5 to be able to search databases and search engines efficiently

Major Topics:

- Definition of organizing information & its importance
- Standards of description of information sources
- Introduction to Metadata
- Subject organization: classification & controlled vocabularies
- Subject analysis : indexing and abstracting
- Organizing digital information

Text Books: None



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Grading:

- ⦿ The grading scale for this course is:
 - . 95 - 100 A+ Passing
 - . 90 - 94 A Passing
 - . 85 - 89 B+ Passing
 - . 80 - 84 B Passing
 - . 75 - 79 C+ Passing
 - . 70 - 74 C Passing
 - . 65 - 69 D+ Passing
 - . 60 - 64 D Passing
 - . 0 - 59 F Failing

- ⦿ Final grades will be determined based on the following components:
 - . 60% Semester Work
 - . 40% Final Exam

- ⦿ Students may not do any additional work for extra credit nor resubmit any graded activity to raise a final grade.

- ⦿ Late submissions will not be accepted for any graded activity for any reason.

- ⦿ Students have one week to request the re-grading of any semester work.

Attendance Policy:

Students should attend 80% of the overall course hours taught in the semester as per the University regulations.

If a student fails to achieve this portion, he/she shall not be allowed to appear in the final exam and shall be awarded "DN" grade and repeat the course.

Cheating and Plagiarism Policy:

The instructor will use several manual and automated means to detect cheating and/or plagiarism in any work submitted by students for this course.

When a student is suspected of cheating or plagiarism, the instructor raises the issue to the disciplinary committee.



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Communications: Registered students will be given access to a section of the Blackboard Learning System for this course. Bb will be used as the primary mechanism to disseminate course information, including announcements, lecture slides, assignments, and grades.

Communication with the instructor on issues relating to the individual student should be conducted using CIS email, via telephone, or in person.