Al Imam Mohammad ibn Saud Islamic University
College of Computer and Information Sciences

CCIS

Information Studies Department

Course Syllabus
INFS201 - Data Description

Catalog Description:	The goal of this course is to enable students to understand the principles, standards, and tools of Metadata. Metadata can be used to facilitate resource discovery, to document the contents of databases, and to track the resources in a collection. This course is intended to introduce students to principles underlying the development and implementation of metadata schemes; to issues of interoperability, standardization, and the evaluation of metadata schemes; and to the role of metadata registries and crosswalks. The class is designed to provide extensive opportunities for hands-on application of metadata principles and practices in the development, implementation and evaluation of metadata records.

Credit Hours: **3 Credit hours:**   **2** Lectures per week   **2** Labs. per week   **0** Recitation per week

Prerequisites: INFS151

Course Learning Outcomes:
This course aims to provide:
1. The concepts related to data description in digital environment,
2. Metadata functions and ttypes
3. The practical models with a focus on the well known international standards used in data description

Major Topics:
- Introduction to metadata
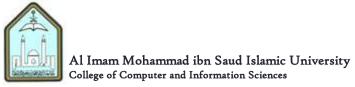- Definition
- Who/what uses metadata?
- Metadata Goals
- Metadata functions
- Metadata Types
- How to Encode Metadata
- HTML
- XML
- Dublin Core
- MARC 21
- RDF

Text Books: Determined by the board of the department, with the use of recent resources annually

Information Studies Department

Course Syllabus
INFS201 - Data Description

Grading:	◎ The grading scale for this course is:

◎ 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.

◎ Studentshave one week to request the re-grading of any semester work.
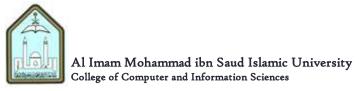
Attendance Policy: Students should attend 80% of the overall course hours taught in the semester as per the University regulations.

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.

Al Imam Mohammad ibn Saud Islamic University
College of Computer and Information Sciences

Information Studies Department

Course Syllabus
INFS201 - Data Description

| Communications: | Registered students will be given access to a section of the Blackboard Learning System for this course. Bb will 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. |