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

CCIS

Information Studies Department

Course Syllabus
INFS301 - Information Services

Catalog Description:	The philosophy, principles, and practice of reference/information services in information centers, and online communities are Introduces. Also, examines the nature of reference work, human information needs, and information literacy. Students also will studies the characteristics and application of bibliographic control, reference effectiveness research, and electronic information retrieval systems.

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

Prerequisites: INFS111

Course Learning Outcomes:

1. Enable students to gain an understanding of the issues and strategies involved in information services.
2. A special focus is placed on understanding of information service types and how to develop the service.
3. Understand the important of Information services in society.
4. Apply various case studies related to information service providers.
5. Able to plan, design and implementing information services.

Major Topics:

Introduction to Information Services (Concept, Definitions)
- Information Services Types
- Information Services Planning
- E- Information Services
- Visitor and tourist information services
- Academic information services
- Medical information services
- Financial information services

Text Books:

Pantry, Sheila and Peter Griffiths (2002). Creating a successful e-information service. London: Facet Publishing.
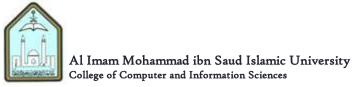
Ann, Cassell and Uma hiremath (2011). Reference and information services in the 21st century: an introduction (2nd ed). London: Facet Publishing.

Griffiths, peter (2004). Managing your Internet & Intranet services: the information professional's guide to strategy (2nd ed.). London: Facet Publishing.

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Grading:

◎ The grading scale for this course is:
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. 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
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◎ 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.
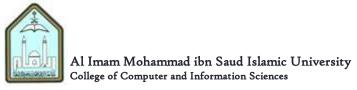
Attendance Policy:

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.

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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. |