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

CCIS

Information Studies Department
Course Syllabus
INFS381 - Electronic Archiving

Catalog Description: This course serves as an introduction to the responsibilities of archivists and records managers working in today's business, government and non-profit environments, particularly the theoretical principles, methodologies and practical administration of such programs. This course presents the evolution of the several recordkeeping professions and the development of theories of the identification and management of records and recordkeeping systems.

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

Prerequisites: DIS311

Course Learning Outcomes:
1. Understand the main concept of archiving
2. Understand the theoretical and practical aspects of electronic archiving.
3. Familiarize with some of the legal issues regarding electronic archiving.
4. Understand the information life circle, which includes creation, acquisition, identification, cataloguing, storage, preservation, and access.
5. Learn about the development of web archiving and preservation.
6. Lean about integrating, and implementing archiving system in small and large organization
7. Learn to work in a group to establish an electronic Archiving system for a given organization

Major Topics:
- Introduction to "Archiving"
- Introduction to "Electronic Archiving"
- Electronic Archiving- A Workflow
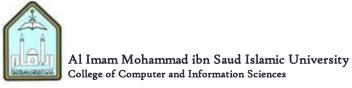- Digitization
- Best Practices for Electronic Archiving
- Web Archiving
- Email Archiving

Text Books:
• Elizabeth, R. Leggett "Digitization and Digital Archiving: A Practical Guide for Librarians (The Practical Guides for Librarians series)

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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.

◉ Studentshave one week to request the re-grading of any semester work.
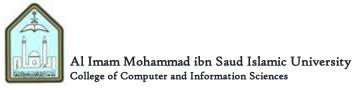
Attendance Policy:

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.