

Bachelor's academic training program Specialization: Information Technology and Documentation





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Specialization: Information Technology and Documentation

Bachelor's academic training program
Specialization: Information Technology and Documentation

Faculty: Humanities and Social Sciences Field: Humanities and Social Sciences

Department: Humanities – Library Science

Specialization: Information Technology and Documentation

Type of Program: LMD – Academic Bachelor's Degree

1. Overview of the Bachelor's Program in Information Technology and Documentation



2. General Objective of the Program

The Bachelor's academic training program aims to equip students with both fundamental and advanced knowledge and skills in the field of Information Technology and Documentation. This is achieved through a balanced academic and practical curriculum that leads to the development of qualified professionals capable of designing, managing, organizing, and utilizing information and documentation systems in diverse environments (libraries, documentation centers, digital archives, information institutions, etc.), while effectively integrating modern technological tools and supporting digital transformation and knowledge management. This program targets various groups, including students and professionals, and spans the fifth and sixth semesters. It comprises theoretical course units, practical applications, and guided field internships. The program seeks to enhance students' professional competencies, facilitate their integration into the job market, and prepare them for postgraduate studies, under the supervision of a highly qualified and experienced teaching staff.

3. Objectives of the Training Program in Information Technology and Documentation

To train learners in the use of information technology for archiving, documentation, and information services

To strengthen competencies in the use of software tools, digital libraries, and knowledge management systems

To prepare qualified professionals capable of managing databases and digital content.

To develop skills in the use of tools and techniques for searching, processing, and preserving digital information.

to enable learners to understand the theoretical and practical foundations of information technology and documentation systems

To support digital transformation in documentation institutions

To foster a spirit of research and innovation in the field of digital documentation and information services

4. Key Elements of the Study Program

Program:

• The program combines theoretical courses, continuous assessments, internship reports, and field training.
• It includes ongoing evaluations, final examinations, and a practical internshi

• Arabic
• English
• English

Mode of
Delivery

- •In-person (face-to-face)
- Hybrid
- •Distance learning (online)
- Target Audience
- University students
- •Professionals in the field of information and documentation
- Researchers
- •Administrative staff

Career Opportuniti es After Graduation •University and public libraries; archives and documentation centers; media and communication institutions; knowledge management units within companies; educational and training institutions

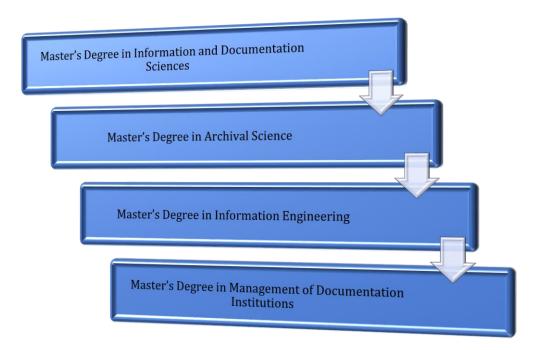
5. Targeted Competencies

	Devile					
Adhere to the ethical and legal standards related to information	Develop digital projects (websites, repositories, digital libraries, electronic archives, etc.)	Implement strategies for information retrieval, evaluation, and disseminati on	Classify, describe, index, and archive resources according to internationa I standards	Design and manage documentar y and digital information systems	Use information and communicat ion technologies (ICT) to process and organize documents	Understand the fundamental principles of information and documentati on sciences

6. Career Prospects

Graduates of this program can hold positions in											
Private companies and institutions specialized in data manageme nt	Educationa l and training institutions	tive and research	Knowledge - manageme nt units within companies	Media and communica tion institutions	Archives and documenta tion centers	University and public libraries					

7. Opportunities for Further Studies



8. Strengths of the Study Program

An integrat pedagogica lapproach

The program combines theoretical and practical training, ensuring comprehensive acquisition of knowledge and skills. It integrates classical documentation sciences with modern information technology applications, producing graduates capable of working in both traditional and digital environments

Openness to the outside world

•The program offers practical application opportunities through field projects or internships within real documentation institutions

Competen cy-based training

•The program focuses on developing both technical competencies (such as databases and documentation software) and methodological skills (such as classification, archiving, and information management).

Well-aligned with the needs of the labor

market

•The program is regularly updated to align with technological advancements and the evolving needs of modern institutions. The training is designed to meet the requirements of today's institutions, including: digital archives, university and digital libraries, content and information management companies, and documentation and information centers

Supervision by specialists.

•The program is supervised by a pedagogical team with expertise in library science, information, documentation, and knowledge technology

Diverse career prospects

•The program opens up opportunities to work across various sectors: libraries, archives, educational institutions, companies, and non-governmental organizations (NGOs).

Diversity of course units

• The curriculum is progressively designed, starting with foundational topics (such as indexing, classification, and computer literacy) and advancing to more specialized units (such as digitization, information systems, electronic archiving, and webometrics).

A professional and fieldoriented approach

- Field internships in real documentation institutions
- Internship report and final graduation project

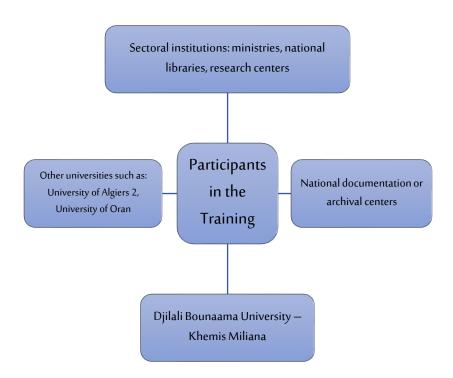
Training that qualifies students for postgraduate

studies

• The Bachelor's degree provides a solid foundation for pursuing specializations such as: digital archival science, data and information management, digital library sciences, and knowledge management

9. Program Stakeholders and Institutional Partnerships

This program is implemented within the framework of academic and institutional collaboration, aiming to enhance the quality of training and provide learners with access to diverse expertise. University institutions and training centers contribute to the supervision and development of the program, including:



These partnerships aim to:

- Facilitate the exchange of academic and professional expertise
- Coordinate applied projects and internships
- Involve professors and researchers from various institutions
- Broaden training and employment prospects for program graduates

10. Program Stakeholders and Institutional Partnerships

This training program is developed and delivered within a dynamic framework of academic and institutional collaboration, aimed at enhancing the overall quality of education and enriching the learning experience of students through exposure to diverse expertise and professional practices.

A range of university institutions and specialized training centers are involved in the supervision, development, and continuous improvement of the program. These strategic partnerships contribute to the program's innovation and relevance by:

- Facilitating the exchange of academic and professional expertise
- Coordinating practical projects, fieldwork, and internships
- Engaging professors, researchers, and professionals from multiple institutions
- Expanding opportunities for further training and employment for graduates

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11. Core Curriculum Units of the Bachelor's Program in Information Technology and Documentation

The core curriculum of the Bachelor's program in Information Technology and Documentation is designed to provide students with a solid academic and practical foundation. It covers a structured set of units that progressively build competencies in documentation sciences, information technologies, and digital resource management. These units reflect the program's objectives in developing versatile professionals capable of operating in both traditional and digital information environments.

First Semester

Type of A	Type of Assessment Examination Continuous		Semester Workload:	,	Workload Hou	ırs	Coefficient	Credits	Course Titles	Teaching Units /
Examination / Final Exam	Continuous Assessment		15 Weeks							Course Units
				Practical Work	Directed Work	Lectures				
60%	40%	45 hours	45 hours		1.5 hours	1.5 hours	2	5	Introduction to Information and Communication Sciences	Core Teaching Unit Credits: 20
60%	40%	45 hours	45hours		1.5 hours	1.5 hours	2	5	Introduction to Library and Information Science	Coefficient: 8
60%	40%	45 hours	45 hours		1.5 hours	1.5 hours	2	5	General History of Algeria	
60%	40%	45 hours	45 hours		1.5 hours	1.5 hours	2	5	Introduction to Archaeology	
60%	40%	45hours	45 hours		1.5 hours	1.5 hours	2	3	Schools and Methods of Scientific Research in the Humanities	Methodological Teaching Unit Credits: 6
100%		45 hours	22.5 hours			1.5 hours	2	3	Epistemology of the Human Sciences	Coefficient: 4

60%	40%	45 hours	45 hours		1.5 hours	1.5 hours	1	1	Introduction to the History of Ancient Civilizations	Teaching Unit
100%		45 hours	22.5 hours			1.5 hours	1	1	Information Society	Credits: 2 Coefficient: 2
	100%	45 hours	22.5 hours	1.5 hours	1.5 hours		1	1	Foreign Language	Cross- disciplinary Teaching Unit
	100%	45 hours	22.5 hours				1	1	Introduction to Computing	Credits: 2 Coefficient: 2
		450 hours	360 hours	1.5 hours	10.5 hours	12 hours	16	30	Semeste	r 1 Total

Second Semester

Type of A	ssessment	Othe	Semester	Workload Hours			Coefficien	Credit	Course Titles	Teaching
		r	Workload				t	S		Units /
Examinatio n / Final	Continuous Assessmen		: 15 Weeks							Course Units
Exam	t			Practica I Work	Directe d Work	Lecture s				

60%	40%	45	45 hours		1.5	1.5	2	5	Introduction to	Core Teaching
		hours			hours	hours			Information	Unit
									and	
									Communicatio	Credits: 20
									n Sciences2	
60%	40%	45	45 hours		1.5	1.5	2	5	Fundamentals	Coefficient:
		hours			hours	hours			of Library and	8
									Documentation	
							_		Sciences	
60%	40%	45	45 hours		1.5	1.5	2	5	General History	
		hours			hours	hours			of Algeria2	
60%	40%	45	45 hours		1.5	1.5	2	5	Introduction to	
		hours			hours	hours			Archaeology2	
60%	40%	45	45 hours		1.5	1.5	2	3	Methodology	Methodologica
		hours			hours	hours			and Research	I Teaching Unit
									Techniques in	Constitution C
									the Humanities	Credits: 6
100%		45	22.5			1.5	2	3	Fields of the	Coefficient: 4
		hours	hours			hours			Humanities	
60%	40%	45	45 hours		1.5	1.5	1	1	Introduction to	Exploratory
		hours			hours	hours			the History of	Teaching Unit
									Islamic	0 111 0
									Civilization	Credits: 2
100%		45	22.5			1.5	1	1	Documentary	Coefficient: 2
		hours	hours			hours			Research	
	100%	45	22.5	1.5	1.5		1	1	Foreign	
		hours	hours	hours	hours				Language	

100%	45	22.5				1	1	Introduction to	Cross-
	hours	hours						Computing	disciplinary
									Teaching Unit
									Credits: 2
									Coefficient: 2
	450	360 hours	1.5	10.5	12	16	30	Total for Se	emester 2
	hours		hours	hours	hours				

Third Semester

Type of A	ssessment	Othe	Semester	٧	Vorkload Ho	urs	Coefficien	Credit	Course Titles	Teaching
		r	Workload				t	S		Units /
Examinatio n / Final	Continuous Assessmen		: 15 Weeks							Course Units
Exam	t			Practica I Work	Directe d Work	Lecture s				
60%	40%	45 hours	45 hours		1.5 hours	1.5 hours	2	5	Administrative and Financial Management of Documentary Institutions	Core Teaching Unit Credits: 20

Coefficient:	Documentary	5	2	1.5		1.5	45 hours	45	40%	60%
8	Languages:			hours		hours		hours		
	Classifications									
	Standardized	5	2	1.5		1.5	45 hours	45	40%	60%
	Metadata for			hours		hours		hours		
	Information									
	Resources									
	Introduction to	5	2	1.5	1.5		45 hours	45	40%	60%
	Archival			hours	hours			hours		
	Science									
Methodologica	Research	3	2	1.5	1.5		45 hours	45	40%	60%
I Teaching Unit	Methods in			hours	hours			hours		
	Library Science									
Credits: 6	1									
Coefficient: 4	Descriptive and	3	2	1.5		1.5	22.5	45	40%	60%
	Inferential			hours		hours	hours	hours		
	Statistics									
Exploratory	Information	1	1	1.5			22.5	45		100%
Teaching Unit	and			hours			hours	hours		
Condito. 2	Communicatio									
Credits: 2	n Technologies									
Coefficient: 2	(ICTs)									
	Social	1	1	1.5			22.5	45		100%
	Psychology of			hours			hours	hours		
	Communicatio									
	n									
Cross-	Documentary	1	1			1.5	22.5	45	100%	
disciplinary	Computing:					hours	hours	hours		
Teaching Unit	Databases									

100%	45	22.5		1.5		1	1	Foreign	Credits: 2
	hours	hours		hours				Language III	Coefficient: 2
	450 hours	360 hours	1.5 hours	10.5 hours	12 hours	16	30	Semeste	r 3 Total

Fourth Semester

Type of A	ssessment	Other	Semester Workload:	V	Vorkload Ho	urs	Coefficient	Credits	Course Titles	Teaching Units /
			15 Weeks							Course Units
Examination	Continuous		20 17 00 110							
/ Final Exam	Assessment									
				Practical	Directed	Lectures				
				Work	Work					
60%	40%	45	45 hours		1.5	1.5	2	5	Technical	Core Teaching
		hours			hours	hours			Organization	Unit
									of	
									Documentary	Credits: 20
									Institutions	
60%	40%	45	45 hours	1.5		1.5	2	5	Documentary	Coefficient: 8
		hours		hours		hours			Languages:	
									Indexing and	
									Thesauri	

60%	40%	45 hours	45 hours		1.5 hours	1.5 hours	2	5	Archival Procedures	
60%	40%	45 hours	45 hours	1.5 hours		1.5 hours	2	5	Standardized Description of Monographs	
60%	40%	45 hours	45 hours		1.5 hours	1.5 hours	2	3	Research Methods in Library Science	Teaching Unit
60%	40%	45 hours	45 hours	1.5 hours		1.5 hours	2	3	Statistics: Data Analysis with SPSS	Credits: 6 Coefficient: 4
100%		45 hours	22.5 hours			1.5 hours	1	1	Bibliography and Webliography	
100%		45 hours	22.5 hours			1.5 hours	1	1	Bibliology	Credits: 2 Coefficient: 2
	100%	45 hours	22.5 hours	1.5 hours			1	1	Documentary Computing: Automation of Documentary Institutions	Cross- disciplinary Teaching Unit Credits: 2 Coefficient: 2
	100%	45 hours	22.5 hours		1.5 hours		1	1	Foreign Language	
		450 hours	360 hours	6 hours	6 hours	12 hours	16	30	Semeste	er 4 Total

Fifth Semester

Type of Assessment		Other	Semester Workload:	Workload Hours			Coefficient	Credits	Course Titles	Teaching Units /
Examination / Final Exam	Continuous Assessment		15 Weeks							Course Units
				Practical Work	Directed Work	Lectures				
60%	40%	45 hours	45 hours		1.5 hours	1.5 hours	2	5	Evaluation of Information Systems	Core Teaching Unit
60%	40%	45 hours	45 hours	1.5 hours		1.5 hours	2	5	Standardized Description of Non- Print Materials	Credits: 20 Coefficient: 8
60%	40%	45 hours	45 hours	1.5 hours		1.5 hours	2	5	Electronic Document Management	
60%	40%	45 hours	45 hours	1.5 hours		1.5 hours	2	5	Library Management Software and Systems	
60%	40%	45 hours	45 hours		1.5 hours	1.5 hours	2	3	Research Methods in Library Science III	Methodological Teaching Unit
60%	40%	45 hours	45 hours	1.5 hours		1.5 hours	2	3	Internet Search Strategies	Credits: 6 Coefficient: 4

100%		45 hours	22.5 hours			1.5 hours	1	1	Governance and Professional Ethics	Exploratory Teaching Unit
100%		45 hours	22.5 hours			1.5 hours	1	1	Entrepreneurship and Project Management	Credits: 2 Coefficient: 2
	100%	45 hours	22.5 hours	1.5 hours			1	1	Internet Applications: Web Publishing	Cross- disciplinary Teaching Unit
	100%	45 hours	22.5 hours		1.5 hours		1	1	Foreign Language: English	Credits: 2 Coefficient: 2
		450 hours	360 hours	7.5 hours	4.5 hours	12 hours	16	30	Semeste	r 5 Total

Sixth Semester

	Type of Assessment		Othe Semester r Workload		Workload Hours			Credit s	Course Titles	Teaching Units /	
Examinatio n / Final Exam	Continuous Assessmen t			: 15 Weeks	Practica I Work	Directe d Work	Lecture s				Course Units
60%	40%	45 hour s	45 hours		1.5 hours	1.5 hours	2	5	Internet Marketing	Core Teaching Unit Credits: 20	
60%	40%	45 hour s	45 hours	1.5 hours		1.5 hours	2	5	Machine- Readable Cataloging (MARC)	Coefficient:	
60%	40%	45 hour s	45 hours		1.5 hours	1.5 hours	2	5	Electronic Archiving		
60%	40%	45 hour s	45 hours	1.5 hours		1.5 hours	2	5	Digitization Applications in Documentary Institutions		

	100%	45 hour s	45 hours	1.5 hours	1.5 hours		2	3	Practical Training	Methodologica I Teaching Unit Credits: 6
60%	40%	45 hour s	45 hours	1.5 hours	1.5 hours	1.5 hours	2	3	Introduction to Information Systems Analysis and Design	Coefficient: 4
100%		45 hour s	22.5 hours			1.5 hours	1	1	Knowledge Managemen t	Exploratory Teaching Unit Credits: 2
100%		45 hour s	22.5 hours			1.5 hours	1	1	Risk Managemen t in Information Systems	Cross-disciplinary Teaching Unit Credits: 2 Coefficient:
	100%	45 hour s	22.5 hours	1.5 hours			1	1	Internet Applications: Digital Repositories	
	100%	45 hour s	22.5 hours		1.5 hours		1	1	Foreign Language: English	
		450 hour s	360 hours	6 hours	7.5 hours	10.5 hours	16	30	Semesto	er 6 Total

The core units of the Bachelor's program in Information Technology and Documentation are thoughtfully structured to lay a solid academic and practical foundation for students. These units are designed to cultivate a comprehensive knowledge base in documentation and information sciences, while progressively introducing essential digital and documentary tools. They not only equip students with the skills needed to navigate the evolving landscape of information management, but also pave the way for engagement with more specialized units in advanced learning units. Through this foundational curriculum, learners are empowered to build strong conceptual and technical competencies that are essential for success in both academic and professional contexts.

These advanced units are characterized by the following:

- Focus on specialized areas such as digital archiving, knowledge management systems, web-based tools, and advanced documentation practices.
- Build upon foundational skills to provide deeper academic and professional expertise.
- Prepare students for direct entry into digital and documentary job markets.
- Develop critical thinking, analytical skills, and project planning abilities.
- Ensure strong alignment with the needs of modern institutions and employers.
- Bridge theoretical knowledge with practical application in real documentation and research settings.
- Strengthen the student's ability to contribute to the transformation of information services.

Notes

- The program spans 3 years / 6 semesters.
- It includes theoretical instruction, guided coursework, practical training, field internship, and an internship report.
- It is adaptable for progression into academic or professional master's programs.