



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



People's Democratic Republic of Algeria  
Djilali Bounaama University – Khemis Miliana

Faculty of Humanities and Social Sciences

Department of Human Sciences – Library and Documentation Division

Specialization: Information Technology and Documentation

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

Faculty: Humanities and Social Sciences

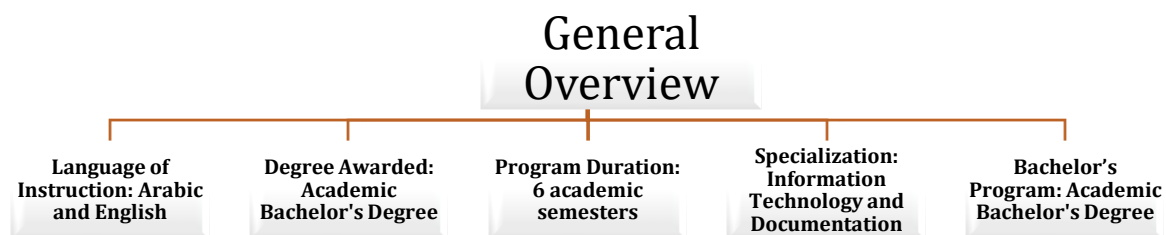
Field: Humanities and Social Sciences

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.

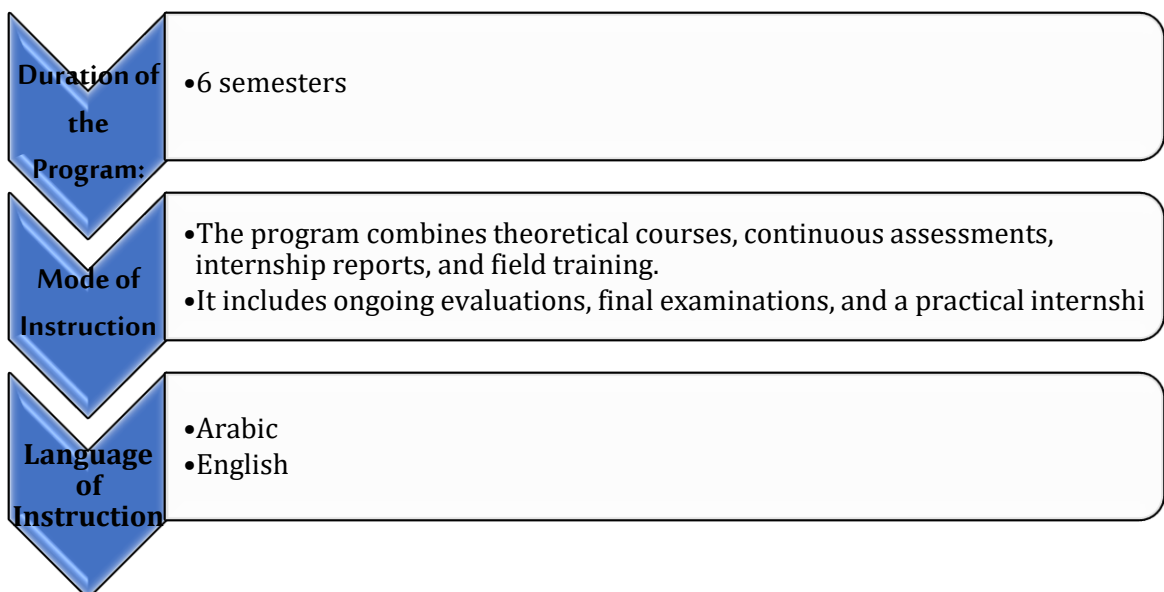
To develop skills in the use of tools and techniques for searching, processing, and preserving digital information.

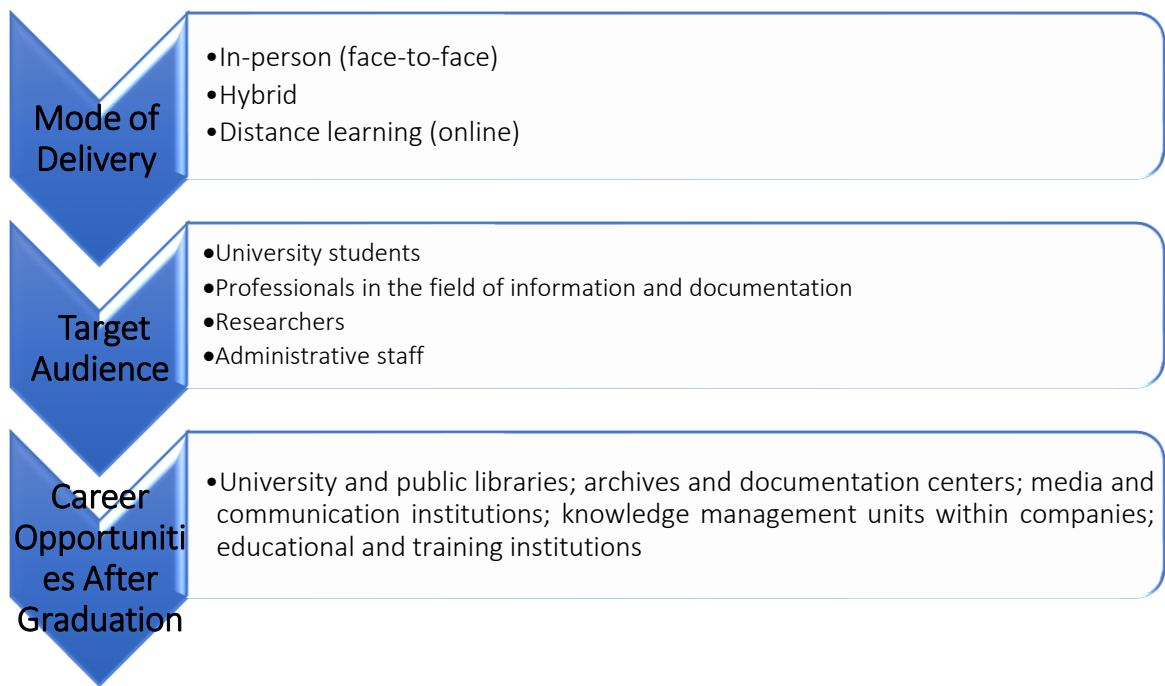
to enable learners to understand the theoretical and practical foundations of information technology and documentation systems

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





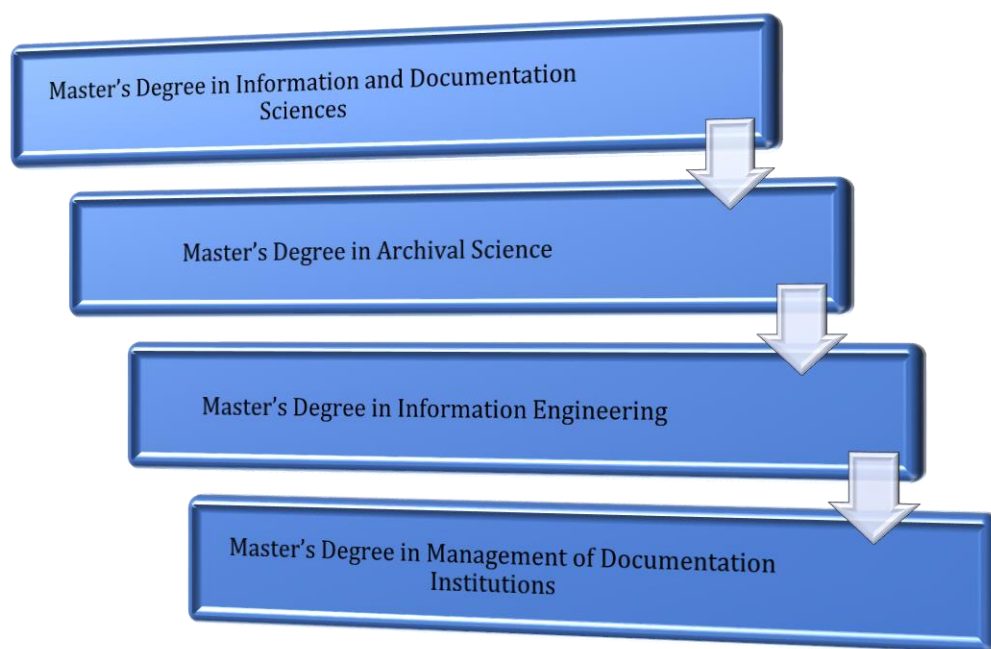
## 5. Targeted Competencies

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 dissemination	Classify, describe, index, and archive resources according to international standards	Design and manage documentary and digital information systems	Use information and communication technologies (ICT) to process and organize documents	Understand the fundamental principles of information and documentation sciences

## 6. Career Prospects

Graduates of this program can hold positions in						
Private companies and institutions specialized in data management	Educational and training institutions	Administrative and research institutions	Knowledge - management units within companies	Media and communication institutions	Archives and documentation centers	University and public libraries

## 7. Opportunities for Further Studies



## 8. Strengths of the Study Program

**An integrat  
pedagogica  
l approach**

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**

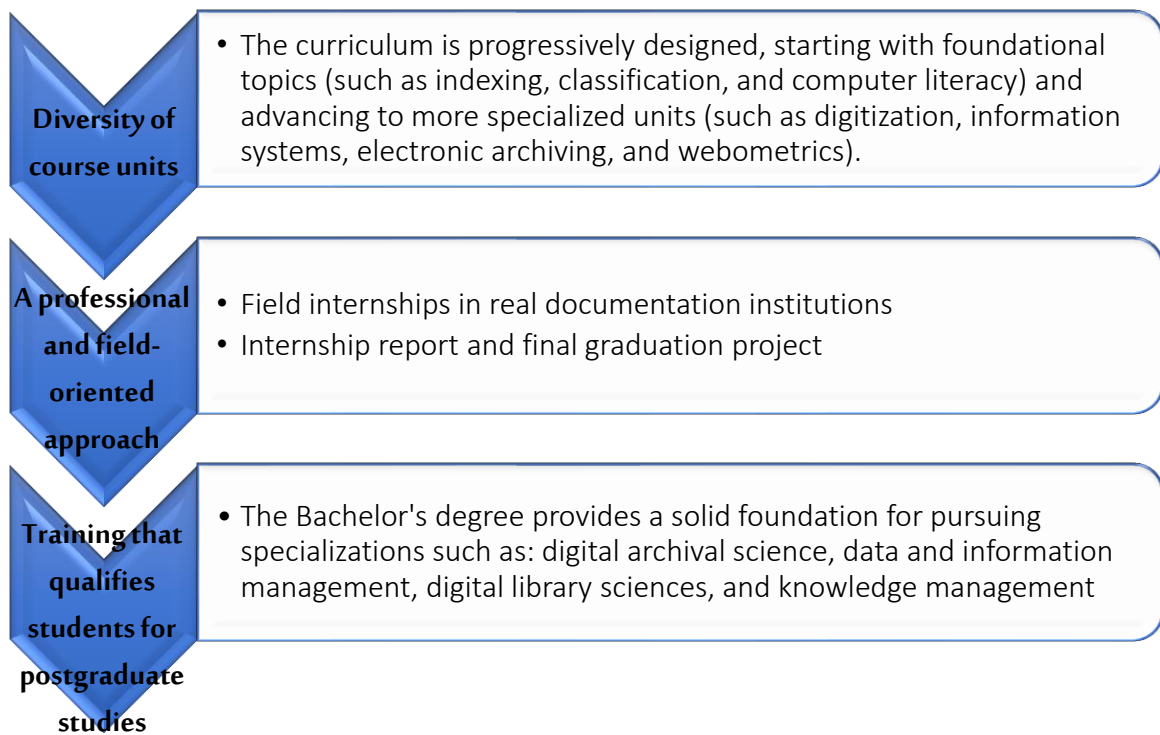
- The program is regularly updated to align with technological advancements and the evolving needs of modern institutions. The training is designed to meet the requirements of today's institutions, including: digital archives, university and digital libraries, content and information management companies,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

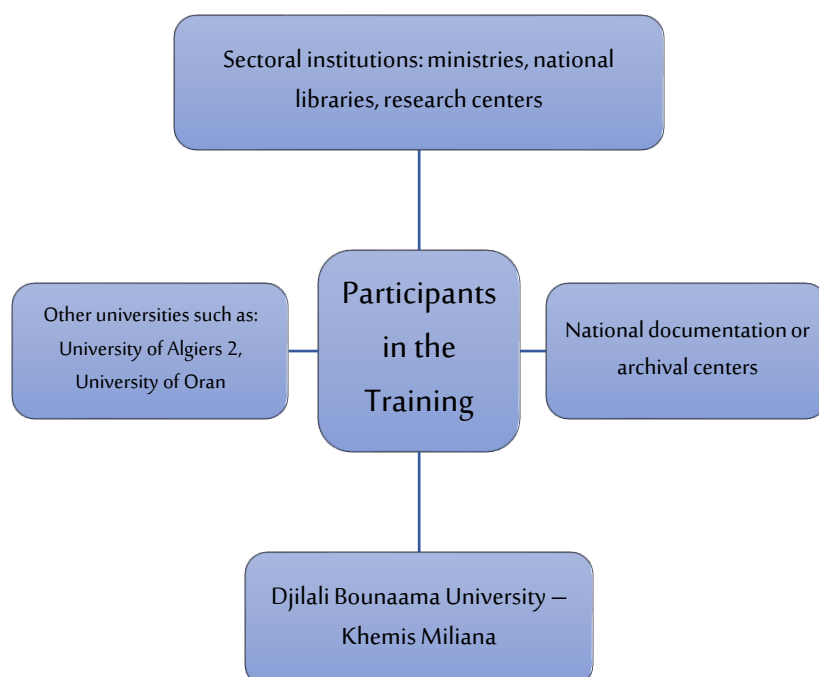
**Diverse career  
prospects**

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



## 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
- 

## **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 Assessment		Other	Semester Workload: 15 Weeks	Workload Hours			Coefficient	Credits	Course Titles	Teaching Units / Course Units
Examination / Final Exam	Continuous Assessment			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  Coefficient: 8
60%	40%	45 hours	45hours		1.5 hours	1.5 hours	2	5	Introduction to Library and Information Science	
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	Exploratory 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	Semester 1 Total	

## Second Semester

Type of Assessment		Other	Semester Workload : 15 Weeks	Workload Hours			Coefficient	Credits	Course Titles	Teaching Units / Course Units
Examination / Final Exam	Continuous Assessment			Practical Work	Directed Work	Lectures				



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

## Third Semester

Type of Assessment		Other	Semester Workload : 15 Weeks	Workload Hours			Coefficient	Credits	Course Titles	Teaching Units / Course Units
Examination / Final Exam	Continuous Assessment			Practical Work	Directed Work	Lectures				
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

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

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

## Fourth Semester

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

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 II	Methodological 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	Exploratory Teaching Unit
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 IV	
		450 hours	360 hours	6 hours	6 hours	12 hours	16	30	Semester 4 Total	



## Fifth Semester

Type of Assessment		Other	Semester Workload: 15 Weeks	Workload Hours			Coefficient	Credits	Course Titles	Teaching Units / Course Units
Examination / Final Exam	Continuous Assessment			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  Credits: 20 Coefficient: 8
60%	40%	45 hours	45 hours	1.5 hours		1.5 hours	2	5	Standardized Description of Non-Print Materials	
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	Semester 5 Total	

## Sixth Semester

[illegible]

	100%	45 hour s	45 hours	1.5 hours	1.5 hours		2	3	Practical Training	Methodologica l 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	Coefficient: 2
	100%	45 hour s	22.5 hours	1.5 hours			1	1	Internet Applications: Digital Repositories	Cross- disciplinary Teaching Unit  Credits: 2
	100%	45 hour s	22.5 hours		1.5 hours		1	1	Foreign Language: English	Coefficient: 2
		450 hour s	360 hours	6 hours	7.5 hours	10.5 hours	16	30	Semester 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.