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COURSE OUTLINE
PROGRAMME IM244 - BACHELOR OF INFORMATION SCIENCE (HONS.) LIBRARY MANAGEMENT

No	Course	Course Description	Credit Hour	Part	
1.	CTU552	PHILOSOPHY AND CURRENT ISSUES	2.0	01	
2.	HBU111	NATIONAL KESATRIA I	1.0	01	Elective
3.	IMC401	FOUNDATION OF INFORMATION AND COMMUNICATIONS TECHNOLOGY	3.0	01	
4.	IMC402	FOUNDATION OF INFORMATION MANAGEMENT	3.0	01	
5.	IMC406	LIBRARY SKILLS	3.0	01	
6.	IMC407	MANAGEMENT OF INTERNET INFORMATION SOURCES AND SERVICES	3.0	01	
7.	HBU121	NATIONAL KESATRIA II	1.0	02	Elective
8.	IMC451	ORGANIZATION OF INFORMATION	3.0	02	
9.	IML453	INFORMATION TECHNOLOGY IN LIBRARIES AND INFORMATION CENTERS	3.0	02	
10.	IML454	LIBRARY AND INFORMATION CENTER MANAGEMENT	3.0	02	
11.	IML455	REFERENCE AND INFORMATION SERVICES	3.0	02	
12.	MGT400	INTRODUCTION TO MANAGEMENT	3.0	02	
13.	CTU554	VALUES AND CIVILIZATION II	2.0	03	
14.	ELC501	ENGLISH FOR CRITICAL ACADEMIC READING	2.0	03	
15.	ENT530	PRINCIPLES OF ENTREPRENEURSHIP	3.0	03	
16.	HBU131	NATIONAL KESATRIA III	1.0	03	Elective
17.	IML503	INFORMATION SOURCES AND SERVICES IN SOCIAL SCIENCES	3.0	03	Elective
18.	IML507	ORGANIZATION OF INFORMATION: DESCRIPTIVE CATALOGING	3.0	03	
19.	IMR451	MANAGEMENT OF RECORDS IN ORGANIZATIONS	3.0	03	Elective
20.	IMR454	MANAGEMENT OF RECORDS REPOSITORY	3.0	03	Elective
21.	TAC401	INTRODUCTORY ARABIC (LEVEL I)	2.0	03	Elective
22.	EWC661	ENGLISH FOR REPORT WRITING	2.0	04	
23.	IML553	PUBLIC RELATIONS IN INFORMATION WORK	3.0	04	
24.	IML554	COMPUTERIZED TEXTUAL INFORMATION MANAGEMENT	3.0	04	
25.	IML555	ORGANIZATION OF INFORMATION: SUBJECT CATALOGING AND CLASSIFICATION	3.0	04	
26.	IMR455	ADMINISTRATION OF ARCHIVES	3.0	04	Elective
27.	IMR504	CLASSIFICATION AND FILING SYSTEM	3.0	04	Elective
28.	TAC451	INTRODUCTORY ARABIC (LEVEL II)	2.0	04	Elective
29.	EWC663	ENGLISH FOR MEETINGS AND DISCUSSIONS	2.0	05	
30.	IML601	PUBLICATION AND PRODUCTION OF INFORMATION MATERIALS	3.0	05	
31.	IML605	ORGANIZATION OF INFORMATION: ABSTRACTING AND INDEXING	3.0	05	
32.	IML606	CHILDREN'S LIBRARIANSHIP	3.0	05	
33.	IMR604	ORAL DOCUMENTATION	3.0	05	Elective
34.	IMR652	MANAGEMENT OF BUSINESS RECORDS	3.0	05	Elective
35.	TAC501	INTRODUCTORY ARABIC (LEVEL III)	2.0	05	Elective
36.	EET699	ENGLISH EXIT TEST	0.0	06	
37.	IMC651	EVALUATION OF INFORMATION SERVICES	3.0	06	
38.	IML651	DIGITAL LIBRARIES	3.0	06	

39.	IML655	ORGANIZATION OF INFORMATION:COMPUTERIZED CATALOGING	3.0	06	
40.	IML656	PLANNING AND DESIGN OF LIBRARIES AND INFORMATION CENTERS	3.0	06	
41.	IMR659	MANAGEMENT OF MANUSCRIPTS AND PERSONAL PAPERS	3.0	06	Elective
42.	IMR664	ELECTRONIC RECORD KEEPING	3.0	06	Elective
43.	IMC690	INDUSTRIAL TRAINING	12.0	07	
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