

Outcome Based Education (OBE)

Curriculum of

Information Science and Library Management (ISLM)

Part – A

Title of the Academic Program: Master of Social Science (MSS) in ISLM.

Name of the University: Asian University of Bangladesh.

Vision of the University:

Asian University of Bangladesh (AUB) aspires to be an academic leader that will be recognized for innovation and quality in teaching and learning, human resource development, international standard research work and commitment to the service of the country and humanity, reaching out to all strata of population by imparting high quality knowledge and skills at affordable cost in an inclusive manner nationally and internationally.

Mission of the University:

M-1	To provide quality education in the most cost-effective manner resulting in creating graduates of high quality who will be professionally skilled, morally upright and socially responsible citizens.
M-2:	To impart knowledge through excellence in learning, research, innovation, discovery and engagement in the practical field.
M-3:	To acquaint the students with the latest research and provide state-of-the-art knowledge, skills and exposure to futuristic ideas on science, technology and development.
M-4:	To encourage human capital development and build leadership qualities in science , engineering, business, humanities, education and any other fields so as to meet national and global needs.

Name of the Degree: Master of Social Science (MSS) in Information Science and Library Management (ISLM).

Name of the Faculty offering the Program: The School of Social Sciences.

Name of the Department offering the Program: Department of Information Science and Library Management (ISLM)

Vision of the program:

Information is power. Access to information is only possible through proper management of information. Library professionals are the major players of information handling. Thus the vision of the ISLM program is to create an excellent group of skilled and knowledgeable information professionals to run the information centers and libraries of home and abroad.

Mission of the program:

The missions of the program are:

- To create a group of library and information professionals to work in different libraries of Bangladesh;
- They will be trained properly to have necessary knowledge, skills and appropriate attitudes to work efficiently;
- They will be well versed in different subjects of library and information science and equally skilled with digitalization and library automation.

Description of the program:

MSS in Information Science and Library Management is a two-year program consisting of six monthly semesters with 60 credit hours. The program contains 20 courses both theoretical and practical. It contains courses on evolution of human civilization, books and libraries, management and functions of different kinds of libraries, book procurement and library services. Information processing is a major portion of the course. Documentation and research are dominant learning of the course. ICT and digital library are the integral part of teaching. Practical cataloging and classification and conduct research and internship are the other essential parts of the course.

Program Educational Objectives (PEO):

The PEO is to provide the students with advanced knowledge and skills in information management and librarianship. The curriculum covers a wide range of courses in which the students will undergo internship and research with an objective to apply theoretical knowledge and attain skills necessary for professional practice including management of electronic resources. The specific PEOs are as follows:

PEO 1	Conceptualize the evolution of human societies, culture and civilization, the history of books and libraries and the role of libraries for social and human development.
PEO 2	Highlight different kinds of libraries, their functions, responsibilities and management.
PEO 3	Techniques, skills and tools of print and electronic learning resources development of libraries.
PEO 4	Elucidate the sources of information and services and how to retrieve document and information and also know about information networking and resources sharing to be provided to the readers.
PEO 5	Theoretical and practical knowledge on catalog and catalog entries.
PEO 6	Classification of books based on global system to arrange them on the shelves for retrieval.
PEO 7	Marketing techniques of library materials and production of information products, acquaintance with style manuals and techniques of developing public relations and communication with stakeholders.
PEO 8	Preparing research proposal and conduct research.
PEO 9	Indexing and abstracting of the reading materials.
PEO 10	ICT and digital library systems, library software development, Database design and application, Archives and rare book management.
PEO 11	History of Bangladesh, its social condition and her war of liberation and English language proficiency, and Practical training through conducting research and undergoing internship.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To have ideas of different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.

PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Generic Skills/Graduate Profile (Based on Need Assessment):

AUB has developed statements that outline our expectations in terms of a Graduate Profile. Departments have also developed specific graduate profiles relevant to our own programs. Students graduating from MSS in ISLM program at AUB should have instilled in them the following values:

1. The library science graduates are expected to be able to conceptualize, critically analyze and acquire in-depth knowledge of library and information management and related fields by imbibing in them the ability of synthesizing knowledge towards adding value in the areas of library sector. They will hopefully, achieve the power of lateral thinking to see at the things from different perspectives thereby making them to come out with simple solutions for decision making problems. Besides, they are expected to pass out with the following knowledge, skills and attitudinal changes in them:
2. Production, control, evaluation and selection of library materials.
3. Processing and preservation of learning resources.
4. Dissemination techniques by personal communication and information products.
5. Value co-creation of library services.
6. Ability to commitment to independent learning and the ability to self- teach and adapt to

change in careers and workplace.

7. Ability to understand the fundamentals of leadership, and the management of patrons, libraries, projects, time, and money.
8. Appreciation and valuing of cultural and intellectual diversity and an ability to function in a multi-cultural or global environment.
9. Understanding of the team-work and conflict resolution skills, liberation war and patriotism.
10. Ability to interpret local issues and events within a global perspective.

Mapping of University's Mission and PEOs:

Mapping of University's Mission and Program Education Outcomes (PEOs) of MSS in ISLM program:

	PEO 1	PEO 2	PEO 3	PEO 4	PEO 5	PEO 6	PEO 7	PEO 8	PEO 9	PEO 10	PEO 11
M- 1	√			√							
M- 2					√			√			√
M- 3							√	√		√	
M-4	√					√				√	

Mapping of PEOs and PLOs:

Mapping of Program Educational Outcomes (PEOs) and Program Learning Outcomes (PLOs) of MSS in ISLM program:

	PL O 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
PEO 1	√										
PEO 2		√									
PEO 3			√								
PEO 4				√							√
PEO 5					√						
PEO 6					√						
PEO 7							√				

PEO 8						√					
PEO 9							√				
PEO 10								√			
PEO 11									√	√	

Mapping Courses with the PLOs

Mapping courses and Program Learning Outcomes (PLOS) of MSS in ISLM program

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
Course 1	√	√						√			
Course 2	√	√	√								
Course 3			√	√							
Course 4				√							
Course 5					√						
Course 6					√						
Course 7							√				
Course 8						√					
Course 9							√				
Course 10											√
Course 11											√
Course 12								√			
Course 13								√			
Course 14								√			
Course 15											√
Course 16											√
Course 17										√	
Course 18										√	
Course 19									√		
Course 20									√		

Part - B

Curriculum Structure:

a. Duration of program:

Duration of MSS in Information Science and Library Management (ISLM) is 2 years/4 semesters. ISLM offers 2 semesters per year.

- i. Spring Semester (January-June)
- ii. Summer Semester (July-December)

b. Admission requirements

To get admission to ISLM Program requires a Bachelor's degree in any discipline or any other equivalent level of education. Post-graduate Diploma holders in Library Science discipline with requisite qualification will be eligible for admission with certain credit waiver.

c. Total minimum credit requirements

Total minimum credit requirements of MSS in ISLM is 60 and 48 credits for the fresher's and the Post-graduate Diploma holders respectively.

d. Total classes in a semester

Classes will be held during 14 weeks' time in one semester.

e. Minimum CGPA requirement

Minimum CGPA requirement for the degree in ISLM is 2.25

f. Maximum academic years of completion

Maximum academic years of completion are 5 years.

g. Category of courses (Course Distribution)

- i. **General courses:** General Courses of MSS in ISLM is 10%.

1. Arts and Humanities

Course code	Course name
0232-1114	Communication Skills (English Proficiency)

2. Social Sciences

Course code	Course name
0312-2210	Bangladesh Studies

i. **Core Courses**

1. Theoretical/Major

Course Code	Course Title
0322-5101	Information, Communication, Libraries and Societies
0322-5102	Library Systems and Services

0322-5103	Information Resources Development
0322-5104	Information Sources and Services
0322-5105	Organization of Knowledge (Cataloguing Theory)
0322-5106	Organization of Knowledge (Classification Theory)
0322-5107	Information Production, Marketing and Public Relations
0322-5108	Research Methodology and Applied Statistics
0322-5109	Indexing and Abstracting
0322-5110	Documentation and Information Retrieval
0322-5111	Information Networking and Resource Sharing
0611-5112	Information and Communication Technology
0322-5114	Archives and Records Management

2. Theory and Practice

Course Code	Course Title
0612-5113	Database Design and Application

3. Practical

Course Code	Course Title
0322-5115	Organization of Knowledge (Cataloging Practical)
0322-5116	Organization of Knowledge (Classification Practical)

4. Capstone Course/ Internship/ Thesis/ Viva voce

Course Code	Course Title
0322-5119	Internship/Thesis
0322-5120	Viva voce

Semester / Term / Year / Level wise Course

Semester wise Courses Distribution for MSS in ISLM:

1st year 1st Semester:

Course Code	Credit	Course Title
0322- 5101	3	Information, Communication, Libraries and Societies
0322- 5102	3	Library Systems and Services
0322- 5103	3	Information Resources Development
0322- 5104	3	Information Sources and Services
0322- 5105	3	Organization of Knowledge (Cataloguing Theory)
0322- 5106	3	Organization of Knowledge (Classification Theory)

1st year 2nd Semester:

Course Code	Credit	Course Title
0322- 5107	3	Information Production, Marketing and Public Relations
0322- 5108	3	Research Methodology and Applied Statistics
0322- 5109	3	Indexing and Abstracting
0322- 5110	3	Documentation and Information Retrieval
0322- 5111	3	Information Networking and Resource Sharing
0611- 5112	3	Information and Communication Technology

2nd year 1st Semester:

Course Code	Credit	Course Title
0612- 5113	3	Database Design and Application
0322- 5114	3	Archives and Records Management

0322 - 5115	3.5	Organization of Knowledge (Cataloging Practical)
0322 - 5116	3.5	Organization of Knowledge (Classification Practical)
0232– 5117	3	Communication Skills (English Proficiency)
0312 – 5118	3	Bangladesh Studies

2nd year 2nd Semester:

Course Code	Credit	Course Title
0322- 5119	3	Internship/Thesis
0322- 5120	2	Viva voce

Part C: Course Outlines

Description of Courses of MSS in ISLM program:

Course Code 0322-5101

Course Title: Information, Communication, Libraries and Societies

Credit value: 3 credits

Credit hours: 40

Rationale:

Basics of library and information studies are the acts of creation, evolution, storing and dissemination of information. Study on human civilization and how the human societies came into being and the latest development of information management and dissemination are the integral part of library science. So study on the human societies including different phases of information technology and libraries are the essential parts of the course. It is utmost important to disseminate this knowledge to the library science students.

In this course, the above mentioned issues have been included in detail. So this course is very much relevant for the students.

Objectives of the Course:

The objectives of the course is to give idea to the students about the history of books and libraries, human communication and role of libraries in human societies, understand the concepts of information, knowledge and wisdom, role of information on human society, meaning and scope of knowledge based society, evolution of book and printing systems, how library works as a social institution and communication among individuals, societies and races.

Course Contents:

Unit-1 Nature of information: Concepts of data, information and knowledge; data processing; nature characteristics and properties of information, Types and parameters of information; Information explosion; Theories of information.

Unit-2 Origin of society and the idea of forming society; meaning and definition of the society; Evaluation (classification) of human society; influence of libraries/information on the development of cultured and civilized of societies.

Unit-3 Growth of social organizations: Definition, nature and characteristics; role of social organization; Library as a social organization.

Unit-4 Information and social change: Changing context of the society; Information as a human resource and its role in social change; Information society; Information culture; Information sciences and its linkage with other disciplines.

Unit-5 Origin and gradual development of library in the society; relationship between society and library; ancient libraries; libraries of middle ages; libraries of the modern ages.

Unit-6 Role of different types of libraries in the society; types and functions of libraries in the society; library professional associations and organizations with special reference to Bangladesh.

Unit-7 Information need and access to information: Information and its uses; Nature of information need; Different approaches to information; Information needs covering a wide cross section of people; Barriers of access to information; Functions of information services in overcoming the difficulties of information users.

Unit-8 Information Communication: Information cycle. Generation, collection, Storage, transmission and dissemination of information; Communication: Definition, communication process; functions/role, forms/types, good qualities of communication; barriers to communication; various models of communication.

Unit-9 Media of communication: Human communication, oral, documentary, audio-visual, mass media and electronic media of communication; Library as a media of communication; Communication tools and techniques; Internet and its impact on library environment.

Unit-10 Telecommunications: Concepts of telecommunications; Telecommunications network model (concepts), Factors affecting Telecommunications; Role of telecommunications in information systems; Problems and prospects of telecommunications in Bangladesh.

Text Book, Reference books and other Resources:

1. Ali, Saadat. (2001). *Modern libraries and information science*. Dhaka: Kakoli Prokashoni. (Text in Bangla).
2. Cathcart, R. S. and Larry, A.S. (Eds.). (1992). *Small Group Communication: Reader*. (6th ed.). Dubuque, IA: Wm. C. Brown.
3. Eldridg, J. (Ed.). (1993). *Getting the message, news, truth and power*. New York: Routledge.
4. Foskett, A.C. (1982). *The subject approach to information*. London: Linnet Books.
5. Gerard, D. (Ed.) (1978). *Libraries in society*. London: Bingley.

6. Guinchal, C. and Menou, M. (1983). *General introduction to the techniques of information and document*. Paris: UNESCO.
7. Johnson, E.D. and others. *History of libraries in the western world*.
8. Landheer, B. (1957). *Social functions of libraries*. New York: Scarecrow Press.
9. Lesikar, R.V. (1972). *Business communication: theory and application*. Homewood, Ill.: R O I Irwin.
10. Mikhailov, A.L. (Ed.). (1973). *Problems of information user needs*. Moscow: All-Union Institute for Scientific and Technical Information.
11. Nasiruddin, Ahmed. (1998). *Society, library and communication*. Dhaka: Library Association of Bangladesh. (Text in Bangla).
12. Pearson, J. and Nelson, P.E. (1997). *An introduction to human communication: Understanding and sharing*. (7th ed.). Boston, McGraw-Hill.
13. Rosie, A.M. (1987). *Information and Communication Theory*. New York: Gordon and Breach.
14. Stewart, T A. (2007). *The wealth of knowledge: intellectual capital and the twenty-first century organization*. London: Crown Business.

Mapping of Course Learning Outcomes (CLOs) with the PLOs:

Course learning Outcomes: After completion of the course, the students will be able to:

CLO 1	Conceptualize the meaning and definition and transformation of data, information, knowledge and wisdom.
CLO2	Acquire basic understanding of information theory, types and parameters of Information and have clear knowledge about human society and civilization.
CLO 3	Learn the definition and meaning of social organization and how libraries are social organizations and their contributions. History of libraries in ancient, medieval and modern times in the world and Bangladesh.
CLO 4	Know about the functions of libraries and library movement in Bangladesh. History and importance of different national and international occasions/days. Have idea on tools of communication and their impact on libraries.
CLO 5	Grasp the role of information and right to information in the society. Conceptualize the communication and communication process, types of communication and barriers of communication.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.

PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1				√							
CLO 2				√							
CLO 3	√	√	√								
CLO 4		√						√			
CLO 5				√				√			

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualize the meaning and definition and transformation of data, information, knowledge and wisdom.	Lecture, Q & A, Interactive discussion, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Acquire basic understanding of information theory, types and parameters of information. Having clear knowledge about human society and civilization.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.

CLO 3	Learn the definition and meaning of social organizations and how libraries resemble social organizations and their contribution. History of libraries in ancient, medieval and modern times in the world and Bangladesh.	Board work Lecture discussion with multimedia, Q & A, Video Show	Assignment Quiz Mid term Presentation Final
CLO 4	Know about the functions of libraries and library movement in Bangladesh. History and importance of different national and international occasions/days. Have idea on tools of communication and their impact on libraries	Lecture, discussion with multimedia, Q & A, Presentation.	Assignment Quiz Mid term Presentation Final
CLO 5	Grasp the role of information and right to information in the society. Conceptualize the communication and communication process, types of communication and barriers of communication.	Board work, Lecture discussion with multimedia, Q & A, Presentation.	Assignment Quiz Mid term Presentation Final

Course Code 0322-5102

Course Title: Library Systems and Services

Credit : 3 credits

Credit hours: 40

Rationale:

There are few kinds of libraries in Bangladesh and on the globe as well, like academic, special, public and national. Their collection, nature, characteristics and management differ from each other. The students should be clearly aware of these techniques in detail for their future job opportunities and performance. So the inclusion of this course in the curriculum is quite justified.

Course Objectives:

The objectives of the course are to give the students clear idea about public, academic, national and special libraries of Bangladesh and few of the same of abroad. Teaching the functions, responsibilities and human resource management of these libraries are the major targets to achieve in this course. Transmit idea of library administration and management based on POSDCORB/SWOT theory is a unique feature of this course.

Course Contents:

Unit-1 The Public Library Systems and Services

- (a) Nature, origin, objectives and functions
- (b) Public library service: Services for the community, juvenile and extension service e.g. extension activities, bookmobile service role in adult education, public library and the society.
- (c) Book selection policies and collection development, organization of resources, community needs assessment.

- (d) Public library finance and personnel management, building, layout, library cooperation, library legislations and standard; public library movement, existing problems and prospects of public libraries in Bangladesh.

Unit-2 The Academic Library Systems and Services

- (a) Nature, origin, types of academic libraries and their objectives and functions
- (b) Public library service: Collection development, organization of resources, library building and equipment, finance, library cooperation, academic libraries in Bangladesh.
- (c) Recent trends in academic library systems and services, existing situation, problems and prospects of academic library systems and services.
- (d) Standardization of academic libraries of Bangladesh.

Unit- 3 The Special Library Systems and Services

- (a) Nature, origin, types of academic libraries and their objectives and functions
- (b) Special library service: Collection development, organization of resources, library building and equipment, finance and library standard, personnel management, library cooperation, special libraries in Bangladesh.
- (c) Recent trends in academic library systems and services, existing situation, problems and prospects of special library systems and services.
- (d) Standardization of special libraries of Bangladesh

Unit-4 The National Library Systems and Services

- (a) Nature, origin, objectives and functions
- (b) National library services: Copyright and collection development in national libraries, organization of resources, archives and record management, preservation of library resources
- (c) Bibliographical control and national library in Bangladesh
- (d) Case study preparation and presentation on National Library of Bangladesh.

Text Book, Reference books and other Resources:

1. Ashworth, W. *Special librarianship*. London: C. Bingley, 1979. 120p.
2. Burkett, J. *Trends in special librarianship: based on a series of lectures at Ealing Technical College, April 1968*. Connecticut: Bingley, 1968.
3. Esdaile, A. *National libraries of the world, their history, administration and public services*. London: Library Association, 1957. 413p.
4. Lyle, G.R. *The administration of the college library*. 4th ed. New York: Wilson, 1974.
5. Mittal, R.L. *The Public library law: an international survey*. Delhi: Metropolitan Books, 1971. 624p.
6. Murison, W.J. *The public library: its origin, purpose and significance*. London: Harper, 1971. 244p.
7. Prentice, A.E. *Public library finance*. Chicago: ALA, 1977. 150p.

8. Rahman, A.F.M. Badiur. *Public libraries in Bangladesh by the year 2000 AD*. In: Proceedings of the National Seminar on Preparing the Libraries and Librarians of Bangladesh for the 21st Century. Dhaka: Library Association of Bangladesh, 1993.
9. Roger, R.D. and Weber, D.C. *University library administration*. New York: H. W. Wilson, 1971. 244p.
10. Saha, J. *Special libraries and information services in India and the USA*. Delhi: Metropolitan Books, 1978.

Course learning outcomes: At the end of the Course, the students will be able to learn:

CLO 1	About public, academic, national and special libraries of Bangladesh and few of the same of abroad.
CLO 2	The functions, responsibilities of these libraries are the major targets to achieve in this course.
CLO 3	Transmit ideas of library administration and management based on POSDCORB/SWOT/SMART theory.
CLO 4	Human resource management of different kinds of libraries.
CLO 5	Strategies of learning resources development, services, and development of other facilities.
CLO 6	Infrastructural facilities, furniture, equipment and digitalization of different libraries of Bangladesh.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software

	development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes (CLO) to Program Learning Outcomes (PLO):

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO10	PLO11
CLO 1		√									
CLO 2		√									
CLO 3								√			
CLO 4		√	√					√			
CLO 5		√						√			
CLO 6								√			

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	About public, academic, national and special libraries of Bangladesh and few of the same of abroad.	Lecture, Q & A, Interactive discussion, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	The functions, responsibilities of these libraries are the major targets to achieve in this course.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.

CLO 3	Transmit ideas of library administration and management based on POSDCORB/SWOT/SMART theory.	Board work, Lecture discussion with multimedia, White board illustration,	Assignment Quiz Mid term Presentation Final
CLO 4	Human resource management of different kinds of libraries.	Lecture, discussion with multimedia Q & A	Assignment Quiz Mid term Presentation Final
CLO 5	Strategies of learning resources development, services, and development of other facilities.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 6	Infrastructural facilities, furniture, equipment and digitalization of different libraries of Bangladesh.	Lecture, discussion with multimedia Q & A	Assignment Quiz Mid term Presentation Final

Course Code 0322- 5103

Course Title: Information Resources Development

Credit value: 3 credits

Credit hours: 40

Rationale:

The information resources regardless of print and/or electronic are the heart of any library. But the information explosion has made it a daunting challenge to find out the right information at the right time for the right reader. So the selection, evaluation, procurement, preservation and dissemination system of information of any library have become the integral part of library management. Without these, knowledge and skills of the students of library studies might remain inadequate and incomplete and so the students would not be able to work properly and satisfy their patrons. So the rationale to include this course in the curriculum might be acceptable.

Course objectives:

The objectives of the course are to give the students clear knowledge on the policy of book selection for different kinds of libraries. Teaching procurement techniques is also an

objective. Collection of both printed and electronic materials are included in the collection policy. Introduction to different book selection tools is one of the major objectives of this course. Also give the students clear knowledge on the application of appropriate policies and procedures for collection development and management in diverse environment including academic, public, national and special libraries.

Course Contents:

Unit-1 Information/book selection principles and policies, methods, needs and purposes. Factors affecting book selection; standard sources of book selection; important issues and factors involved in book selection.

Unit- 2 Information/book selection policies and programs for different kinds of libraries and information centers. Strategies for collection development, understanding the objectives of the organization. Meeting of selection committee.

Unit-3 Acquisition: Objectives and functions of acquisition section, relations with the processing and other sections, acquisition procedures, purchase committee, its functions, purchase procedures, tender, opening L/C, evaluation of tender, work order, price checking, note writing, administrative and financial approval, payment, foreign payment, cooperative acquisition.

Unit-4 Different information sources and information resources: government, corporate, NGOs, international organizations, UN, etc. information resources on humanities, social sciences, Sciences, health sciences, resources on the internet. Core collection, reference collection, etc.

Unit-5 Criteria and factors in selection: Selection of books, journals, audio-visual and other resources on the net and their problems; selection criteria, technical and other factors; information/book evaluation and selection, difference between book selection and book evaluation; book selection policies and programs in different types of libraries.

Unit-6 Testing information/book values: Resources, staff, materials, funds: books of inspiration, information, recreation, fiction and notification.

Unit-7 Aids and guides to selection: major selection apparatus: Whitaker's book list CBI, BNB, INB, Publishers, Weekly, BRD, etc, Bangladesh National Bibliography, BIO, Book list on the internet.

Unit-8 Book reviewing: written and oral reviews; annotations, abstracts, pre and post publication reviews.

Unit-9 Book publishing and book trade; Copyright and censorship and other legal issues for information/book selection.

Unit- 10 Weeding: Principles, policies, needs and criteria of information/book weeding in libraries. Strategies, methods and systems of weeding.

Text Book, Reference books and other Resources:

1. Carter, M.D. and Bonk, W. (1969). *Building library collections*. Metuchen, N. J.: Scarecrow Press.
2. Chakrabarti, A.K. *A Treatise on Book Selection*.
3. Evans G. E. *Developing Library Collection*.

4. Gander, R.K. *Library collection, their origin selection and development*.
5. Genzer, P.S. and Gezzi, C.I. *Evaluation, Acquisition and Collection Development*.
6. Hains, H.E. (1950). *Living with Books: the art of book selection*. New York: Columbia University Press.
7. Katz, W. A. *collection Development: the selection of materials for libraries*.
8. Kumar, K. *Library administration and management*. Delhi: IBH Books,
9. Mittal, R.L. (1964). *Library administration: theory and practice*. Delhi: Metropolitan Books.
10. Perkins, D.L. (Ed.). (1970). *Guidelines for collection devolvment*. Chicago: ALA.
11. Shores, L. (1954). *Basic reference sources: an introduction to materials and methods*. Chicago: ALA.
12. Sipller, D. *Book Selection*.

Course learning outcomes: At the end of the Course, the students will be able to learn:

CLO 1	Book selection policy: national and global and necessity and functions of Book selection committee for different kinds of libraries.
CLO 2	Acquisition process of different kinds including, purchase, exchange and gift.
CLO 3	Ideas on book selection tools of different subjects and organizations and Influencing factors of books selection.
CLO 4	An evaluation technique of selection of different learning resources is the result of completing the chapter.
CLO 5	Necessity and techniques of book review, annotation, abstracts are possible to learn by the students.
CLO 6	Legal issues of book selection, wedding methods and Banned books
CLO 7	Conceptualize the nature and process of stock taking.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.

PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending learning.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1			√								
CLO 3	√										
CLO 4			√								
CLO 5						√					
CLO 6			√								
CLO 7			√								

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Book selection policy: national and global and necessity and functions of Book selection committee for different kinds of libraries.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Acquisition process of different kinds including, purchase, exchange and gift.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.

CLO 3	Ideas on book selection tools of different subjects and organizations and Influencing factors of books selection.	Board work, Lecture discussion with multimedia, Lecture discussion with multimedia	Assignment Quiz Mid term Presentation Final
CLO 4	An evaluation technique of selection of different learning resources is the result of completing the chapter.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Necessity and techniques of book review, annotation, abstracts are possible to learn by the students.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 6	Legal issues of book selection, wedding methods and Banned books	Lecture, discussion with multimedia Q & A,	Assignment Quiz Mid term Presentation Final
CLO 7	Conceptualize the nature and process of stock taking.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final

Course Code 0322- 5104

Course Title: Information Sources and Services

Credit: 3 credits

Contact Hours: 40

Rationale:

Though information resources are the blood stream of any library, but to look for the right information and find it out from the existing ocean of information sources are still extremely hard in the present time of information explosion and at the same time it is hard to provide appropriate and proper services to the patrons according to their needs. This course will help the students to be able to meet the need of the readers by identifying right source of information for them and become quite competent to provide services by saving their time and energy. So this course has been included in the curriculum which is justifiably logical.

Objectives of Course:

The objectives of the course are to give the students clear knowledge on the sources both printed and electronic where citations and contents are available. Book selection tools for different kinds of libraries are introduced before the students. Elucidate the techniques of providing information services to the readers is a dominant topic of this course to teach.

Course Contents:

Unit-1 Meaning of information and its varieties, sources of information-documentary and non-documentary sources: primary, secondary, tertiary and mixed group sources, information sources in different disciplines: science and technology, humanities, social science, business, health science, agriculture, government publication, and their evaluation.

Unit-2 Reference sources: encyclopedia, dictionaries, bibliographies, indexes, abstracts, yearbook, directories, almanacs, handbooks, manuals, gazetteers, biographical sources etc. electronic reference sources, demonstration and hand-on practice.

Unit-3 Information services and reference services: Objectives and scope, distinction between information and reference service, referral service and document delivery service, reference questions types and representative sources of information, techniques and methods of answering reference questions, organization of reference section, demonstration and hand-on practice.

Unit-4 Methods of disseminating current information: CAS, SDI, routing of periodicals, Current awareness bulletin, computer-based awareness service, access to in-house database and retrieval issues, CD-ROM search, online database etc, demonstration and hand-on practice.

Unit-5 Internet: Various information sources available internet, searching information on the Internet using various search engines, demonstration and hand-on practice.

Unit-6 Introduction to bibliography: definition, origin, function and importance of bibliography, bibliography vs. library catalogue, evaluation of bibliography.

Unit-7 Types of bibliographies: Subject bibliography, national bibliography, trade bibliography, universal bibliography and bibliography of bibliographies etc.

Unit-8 Mechanics of compiling and arranging bibliographies, different methods of compilation, arrangement of entries, indexes, presentations, etc. and demonstration and hand-on practice.

Unit-9 Citation cycles: APA, Harvard and MLA citation styles for books, journals, articles, research reports, audio-visual documents, web sites etc. demonstration and hand-on practice.

Unit-10 Bibliographic control, nature, importance and scope, tools of Bibliographic control and their utilities, Bibliographic control efforts such as UBC, UAP, of IFLA, UNISIST PGI, UNESCO, role of national Bibliographic centers in bibliographic control in developed countries, Bibliographic control efforts in Bangladesh.

Text Book, Reference books and other Resources:

1. Ali, Saadat. (2001). *Modern reference and information service*. Dhaka: Ahmed Pub.

(Text in Bangla)

2. Chakrabarti, M.L. *Bibliography in Theory and Practice*.
3. Davidson, D. (1979). *Reference services*. New York: K G Saur.
4. Grogan, D.J. (1982). *Science and technology: an introduction to the literature*. (4th ed.).
5. Kumar, G. and Kumar, K. *Bibliography*.
6. Kumar, k. (1992). *Reference Service*. (2nd ed.). New Delhi, Vikas.
7. Ohdedar, AIS. & Grover, D.R. (1987). *Reference Service and Sources of Information*. New Delhi: ESS ESS Publication.
8. Ranganathan, S.R. (1989). *Reference Service*. Bangalore: Sarata Ranganathan Endowment.
9. Robinson, A.M.L. *Systematic bibliography*.
10. Sharif and Huq. (2010). *Reference services in the 21st century*. Dhaka. (Text in Bangla)
11. Sheely, E. P. (1976). *Guide to reference books*. (9th ed.). Chicago: ALA.
12. Shores, L. (1954). *Basic Reference Sources: An Introduction to materials and methods*. Chicago: ALA.
১৩. কাজী মোস্তাক গাউসুক হক এবং মো: নাজমুল হাসান, একুশ শতকের প্রেক্ষাপটে রেফারেন্স ও তথ্যসেবা
14. Winchell, C.M. *Guide to Reference Books*.

Course Learning Outcomes: At the end of the Course, the student will be able to:

CLO 1	Have clear idea on the theoretical part of information sources, their meaning, types and nature.
CLO 2	Know about various reference books, like dictionaries, encyclopedias, indexes, abstracts, etc.
CLO 3	Acquire knowledge on the scope and types of information services and how to interact and reply to the queries of the readers.
CLO 4	Learn about information service providing tools and techniques and acquaint with digital sources of information and online searching techniques
CLO 5	Know about the use, importance and compilation of bibliographies and knowledge and practical idea on different kinds of bibliographies and their uses
CLO 6	Compile bibliographies for researchers. Experiences on bibliographic control mechanism.
CLO 7	Acquire knowledge on Citation science and style manual is expected to be achieved.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and

	management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1				√							
CLO 2			√								
CLO 3					√						
CLO 4		√		√							
CLO 5	√		√								
CLO 6										√	
CLO 7				√							

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Have clear idea on the theoretical part of information sources, their meaning, types and nature.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Know about various reference books, like dictionaries, encyclopedias, indexes, abstracts, etc.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.
CLO 3	Acquire knowledge on the scope and types of information services and how to interact and reply to the queries of the readers.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Viva Presentation Final
CLO 4	Learn about information service providing tools and techniques and acquaint with digital sources of information and online searching techniques.	Lecture, discussion with multimedia Q & A, Presentation.	Assignment Quiz Mid term Viva Presentation Final
CLO 5	Know about the use, importance and compilation of bibliographies and knowledge and practical idea on different kinds of bibliographies and their uses	Board work, Lecture discussion with multimedia, -White board illustration	Assignment Quiz Mid term Viva Presentation Final
CLO 6	Compile bibliographies for researchers. Experiences on bibliographic control mechanism..	Lecture, discussion with multimedia Q & A, Presentation.	Assignment Quiz Mid term Viva Presentation Final
CLO 7	Acquire knowledge on Citation science and style manual is expected to be achieved	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Viva Presentation Final

Course Code 0322- 5105

Course Title: Organization of Knowledge (Cataloging Theory)

Credit: 3 credits

Contact Hours: 40

Rationale:

The rationale of this course to be included in the curriculum is primarily is that without organization of books, journals, documents and electronic resources based on universally accepted systems it is not possible to find out the required information at the right and quickest time. If the students grasp the guidelines of cataloging the learning resources it will help them provide efficient information services to the readers. So the rationale for inclusion of the course in the curriculum may be acceptable.

Course Objectives:

The objectives, among others, of the course are to enlighten the students on how to make different kinds of entries of publications including non-book materials. Introduction to AACR 2, DAR, MARK- 21, OCLC, MeSH etc., are the major thrust of this course.

Course contents:

Unit-1 Meaning, definition, principles and evolution of human knowledge; preservation of knowledge, forms and types.

Unit-2 History of catalog and cataloging, basic concept of cataloging, canons and principles of cataloging; definition, purpose, functions, characteristics of a catalog, outer or physical forms, inner forms: types and kinds;.

Unit-3 Catalog entry: meaning, definition, uses; main entry, entry of personal author and their works, choice of personal names, corporate authorship; periodical publication and serial and their entries, added entries, entry under title, analytical cataloging, types of analytical entries, notes and series entries, etc.

Unit-4 Utility of bibliographic reading/technical reading of print media and elements of catalog entry; distinction between catalog and bibliography, construction of classified and dictionary catalogs and their appropriateness.

Unit-5 Subject headings: Definition, meaning, uses and importance; comparative study between Sears's list of subject heading and Library of Congress subject headings, MeSH, etc. principles, methods of construction, direction for use, steps toward determination of subject heading, principles of construction, choice, kind and types, construction with subdivisions.

Unit-6 Treatment and cataloging of oriental names: Bangladeshi Muslim, Hindu, Buddhist authors.

Unit-7 Treatment of news clippings, maps, atlases, pamphlets, leaflets, globe and other non-book materials.

Unit-8 Forms, types and functions of catalog:

- a. Functions
- b. Characteristics of a good catalog
- c. Outer or physical form
- d. Inner form: Kinds and types
- e. Classified vs dictionary catalogue; their appropriateness to different types of libraries
- f. Catalogue vs bibliography
- g. Use of CA Cutter's author table
- h. OPAC vs card, microfiche, printed catalogs

Unit – 9 Online catalog: its meaning, definition, importance and uses. Integrated online library automated system in the world, Problems and prospects of its uses in libraries of Bangladesh. OCLC and other on line catalogs. On line cataloging in a networking system.

Unit- 10 AACR – 2: Introduction, meaning, definition, evolution, importance, uses of AACR -2. Comparative study with other cataloging rules in practice. Problems and remedies. Situation of different big libraries of Bangladesh.

Unit-11 Automated Cataloging

- a. Hardware and software in automated cataloging
- b. Reasons for developing of automated system
- c. Major integrated online library automation systems in the world
- d. Development and importance of MARC, USMARC 3 format, OPAQ search, variable data fields.

Text Book, Reference books and other Resources:

1. Chan, L. M. (1995). *Cataloging and classification*. (2nd ed.). New York: McGraw Hill.
2. Hunter, E. J. (1989). *An introduction to AACR-2*. New Delhi: Oxford and IBH Publishing.
3. Hunter, E.J. (1995). *Computerized cataloging*. London: Clive Bingley.
4. Hunter, E.J. and Blackwell, K.G.B. (1983). *Cataloging*. (2nd rev. ed.). London: Clive Bingley.
5. IFLA UBCM. Names of Persons: National Usages for Entry in Catalogues. 4th rev & enl. ed. Munchen/New Providence/London/Paris: IFLA, 1996.
6. Library of Congress Subject Headings
7. Library of Congress, MARC Standards.
8. Mann, M. *Introduction to cataloguing and classification*. Chicago: ALA.
9. Margerate, M. *Introduction to cataloguing and classification of books*. (2nd ed.).
10. Marris, D.M.A. *Primer of cataloguing*.
11. Maxwell, R.L. and Connell, T.H. Eds. (2000). *Future of cataloguing*. Chicago: ALA.
12. Needham, C.D. (1971). *Organization knowledge in libraries: an introduction to information retrieval*. (2nd rev. ed.). London: Andre Deutsch.
13. Saffady, W. *Introduction to automation for librarians*. Chicago: ALA.
14. Saiful-Islam K.M. (2008). *Essentials of cataloging and classification*. Dhaka: New Pragati Prakashani.
15. Saiful-Islam, K.M. (1985). *A Code for Cataloguing and Indexing of Bangladesh Muslim*,

- Hindu and Buddhist Names*. Dhaka: University of Dhaka. (PhD thesis) .
16. Sears, M.E. *List of Subject Headings*.
 17. Sengupta, B. *Cataloguing: its theory and practice*.
 18. Wels, A. and Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*.
 19. Wynar, B.S. (1985). *Introduction to cataloging and classification*. (7th ed.). Littleton: Libraries Unlimited.
 20. Wyner, B.S. *Introduction to Cataloguing and Classification of Book*. New York; Forest Press.

Course learning outcomes: At the end of the Course, the Students will be able to learn:

CLO 1	About human knowledge base and their forms and nature.
CLO 2	Know the evolution of cataloging, its purposes, kinds and characteristics are the expected outcome
CLO 3	Have knowledge on catalog entry of different kinds of publications, added entries is the probable result of attending the class of this chapter.
CLO 4	Know the techniques of technical reading of book, introduction to divided catalog and their utilities are expected to learn by the students.
CLO 5	Assign subject headings for catalog based on MeSH and LC are probable learning outcomes of the session.
CLO 6	Learn the use of oriental authors while making catalog entries and acquire knowledge of making catalog entries of special reading materials
CLO 7	Learn different forms, types and functions of catalog and use and application of online cataloging and AACR 2.
CLO 8	Learn different stages and techniques of online cataloging and use of MARC and OPAC after completion of this chapter.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of

	public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10
CLO 1					√					
CLO 2					√					
CLO 3					√					
CLO 4					√					
CLO 5					√					
CLO 6					√					
CLO 7					√					
CLO 8					√					

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	About human knowledge base and their forms and nature.	Lecture, Q & A, Interactive discussion, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Know the evolution of cataloging, its purposes, kinds and characteristics are the expected outcome	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.

CLO 3	Have knowledge on catalog entry of different kinds of publications, added entries is the probable result of attending the class of this chapter.	Board work, Lecture discussion with multimedia White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Know the techniques of technical reading of book, introduction to divided catalog and their utilities are expected to learn by the students.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Assign subject headings for catalog based on MeSH and LC are probable learning outcomes of the session	Board work, Lecture discussion with multimedia, White board illustration.	Assignment Quiz Mid term Presentation Final
CLO 6	Learn the use of oriental authors while making catalog entries and acquire knowledge of making catalog entries of special reading materials	Lecture, discussion with multimedia Q & A, Presentation.	Assignment Quiz Mid term Presentation Final
CLO-7	Learn different forms, types and functions of catalog and use and application of online cataloging and AACR 2.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 8	Learn different stages and techniques of online cataloging and use of MARC and OPAC after completion of this chapter.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final

Course Code 0322- 5106

Course Title: Organization of Knowledge (Classification Theory)

Credit Value: 3 credits

Contact Hours: 40

Rationale:

Without universally accepted systems of classification of reading resources, modern libraries cannot exist. Because by adopting appropriate classification systems, learning resources are made easy to shelve in the library racks and help retrieve quickly. So these knowledge are being taught in this course which is absolutely rationale for this curriculum.

Course Objectives: The major objectives of this course are to provide students with theoretical knowledge on knowledge classification: meaning, nature, definition, evolution of knowledge, purpose and usefulness of classification. Special features of book

classification; Major classification schemes, DDC, UDC, LC, etc., are the main features of this course.

Course contents:

Unit-1 Introduction to knowledge classification: meaning, nature, definition, evolution of knowledge, purpose and usefulness of classification.

Unit-2 Structure and development of knowledge, meaning of knowledge, universe of knowledge, data, information, knowledge and wisdom, knowledge and subject development – humanities, science and social science, etc. knowledge in information science, attributes of knowledge, impact on classification.

Unit-3 Organization of knowledge and classification, classification in theory, library classification in practice, impact of knowledge on classification, meaning of classification needs and importance of library classification, functions of library classification.

Unit-4 Theory of classification: Natural and artificial classification; Terms and predicable, Formal rules of divisions and canons of classification, knowledge classification and book classification, criteria of good classification, construction of schedules.

Unit-5 Special features of book classification; Generalia class, main class, standard subdivisions, Form class, Notation, Auxiliaries, of notation, Index; analysis and use.

Unit-6 Basics of major schemes of classification: DDC, UDC, LCC, CC, Bibliographic control.

Unit-7 Notational systems: hospitality, mnemonics, common and special features auxiliaries. Analysis and application UDC: Special features, differences, with DDC, Main subject structure.

Unit-8 Analysis and application of LC: major features of LC notation; Main subject structure, Internal and external format.

Unit – 9 Notational systems: criteria hospitality, common and specific features of auxiliaries, mnemonic values in DDC and LCC.

Unit – 10 The index: the use of specific and relative index.

1. Text Book, Reference books and other Resources:

1. Buchanam, B. (1979). *Theory of library classification*. London: K.G. Saur.
2. Cha, L.M. and Mitchell, J.S. (2003). *Dewey decimal classification: Principles and applications*. Dublin: OCLC.
3. Chan, L.M. (1995). *Cataloging and Classification*. (2nd ed.). New York: McGraw Hill.
4. Dhyani, P. (1981). *Library Classification: Theory and Principles*. New Delhi: Metropolitan Books.
5. Fossket, A.C. (1992). *The subject approach to information*. (5th ed.). London: Clive Bingley.
6. Hardman, M.M. (1947). *Classification: An Introductory Manual*. (2nd ed.). Chicago: ALA.
7. Khanna, J.K. and Bhora, R. *Handbook of Library Classification System*.
8. Kumar, K. (1979). *Theory of Classification*. New Delhi: Vikas.
9. Merrill, W.S. (1969). *Code for classifiers*. Chicago, ALA.
10. Munshi, N. *Modern classification: theory and practice*.
11. Needam, C.D. (1971). *Organization knowledge in libraries: an introduction to information retrieval*. (2nd rev. ed.). London: Andre Deutsch.

12. Phillips, W.H. (1962). *A primer of book classification*. London: Academic Pub.
13. Raju, A.A.N. (1984). *Decimal Universal Decimal and Colon classification: A study in comparison*. Delhi: Ajanta.
14. Ranganathan, S.R. (1962). *Elements of library classification*. London, Delhi: Asia Pub. House.
15. Saiful-Islam K.M. (2008). *Essentials of cataloging and classification*. Dhaka: New Pragati Prakashani.
16. Saiful-Islam, K.M. *Numbr building in Dewey decimal classification: A practical manual* (16th & 19th ed.). Dhaka: Khan & Sons Pub.
17. Sayers, W.C. B. *A manual of classification for librarians and bibliographers*.
18. নাসির উদ্দিন মুন্সী, এম.।মৌলিক শ্রেণীকরণ।

Course learning outcomes: At the end of the Course, the students will be able to learn:

CLO 1	Conceptualization of the idea of classification and its different aspect.
CLO 2	Nature of knowledge and its classification and the role of librarian and library science.
CLO 3	Functions of knowledge classification and its importance are the thrust of the chapter.
CLO 4	To provide knowledge on the rules and criteria of classification, generalia class, main class, standard subdivisions, Form class, Notation, Auxiliaries, of notation, Index; analysis and their uses.
CLO 5	about the DDC, UDC, LCC, CC, etc. and Knowledge and experiences of use and application of UDC
CLO 6	Structure and formats of Library of Congress Classification (LC) is expected to be learned by the students.
CLO 7	DDC auxiliaries and mnemonic values are the target of learning by the students. Specific and relative index are the expected learning by the students.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.

PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes-

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1					√						
CLO 2					√						
CLO 3					√						
CLO 4					√						
CLO 5					√						
CLO 6					√						
CLO 7					√						

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of the idea of classification and its different aspects.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Nature of knowledge and its classification and the role of librarian and library science.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.

CLO 3	Functions of knowledge classification and its importance are the thrust of the chapter.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	To provide knowledge on the rules and criteria of classification, generalia class, main class, standard subdivisions, Form class, Notation, Auxiliaries, of notation, Index; analysis and their uses	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	About the DDC, UDC, LCC, CC, etc. and Knowledge and experiences of use and application of UDC.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 6	Structure and formats of Library of Congress Classification (LC) is expected to be learned by the students.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 7	DDC auxiliaries and mnemonic values are the target of learning by the students. Specific and relative index are the expected learning by the students.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final

Course Code 0322- 5107

Course Title: Information Production, Marketing and Public Relations

Credit Value: 3 credits

Contact Hours: 40

Rationale:

The contents of this course include, among other things, acquaintance of students with different writing style manuals, preparation of different kinds of information products which help dissemination of information to the readers, the techniques of reaching the readers by adopting different marketing tools related to library services and get the readers and prospective readers through applied communication techniques of public relations. To make the students of library information science competent for the modern time these contents must be taught. Without which they cannot face the challenges of millennium in general and SDGs in particular. So the rationale of this course is justified to accommodate in the curriculum.

Course Objectives:

The major objectives of the course, among other things, are to give ideas to the students on information products, their production, importance, differences between ordinary library material and information products. It associates with common information products, their preparation and their presentation by the librarians. Different style manuals, preparation and use of citations according to them, editing and proof reading are the targets to teach. Marketing of information products and enhancement of public relations by the librarians in their places of work are among other topics to teach in the course.

Course Contents:

Unit-1 Meaning, origin, functions, importance and types: Production and compilation of information products: reports, bulletin, newsletter, brochure, leaflet, current awareness bulletin, bibliographies, annotated bibliography, abstract, poster, etc. methods of production and compilation style.

Unit-2 Information as an industry and product, globalization and privatization of information, strategies and promotion of information products, concepts of fee based information services and trends in the world.

Unit-3 Information manufacturing, origin and development, designing information products, packaging and services, internationalize the local information products, methods and techniques, equipment, site selection, quality of CD Rom databases, standard online information system design and retrieval system, cost benefit of information investment.

Unit-4 Information economics, economic principles relevant to commercial information production and services, marketing online services, providing searching, downloading and browsing facilities, security concern and access control, problems and prospects of commercial information services in Bangladesh.

Unit-5 Reprography: Conceptual issues, types of reproduction, different methods and processes of reprography, reprographic technologies, factors affecting the characteristics of copies. Planning of a reprographic unit, reprographic services in Bangladesh.

Unit-6 Marketing concept, marketing for nonprofit organizations, key elements of marketing strategy, application of marketing theory in library and other information settings. Influencing forces and marketing environment, action plan for information marketing, market research, information market analysis and forecasting for libraries, strategic marketing planning process and control, consumer behavior, factor affecting consumer behavior, planning information market, pricing information products, pricing consideration and approaches.

Unit-7 Public Relations (PR) concepts purpose and function: distinction from publicity, advertising, scope of PR in information systems and services, methods of PR, tools, techniques and evaluation of PR program, PR programs in libraries and information centers, library display, conferences, exhibitions, seminar, discussion, poster, rally, procession etc. Public opinion, formation of public opinion, problems and prospects of PR program in information institutions in Bangladesh.

Unit-8 librarian's role in community development; Concept of Grameen (village) libraries and people's participation in information seeking – role of library; Public relation, information literacy and libraries; public relation and social change;

Unit-9 Strategic planning for public relations effectiveness for libraries, action and communication, evaluation of library's public relations effectiveness.

Unit-10 Ethics in information production, marketing and social responsibility, cultural and religious basis of the community, user's attitude and behavior towards the information products.

Unit-11 Public relations and morality; need for social study: ethnic background, religious belief, culture and other social foundations, acceptability and other sensitive issues in public relation.

Unit- 12 Practical session for computer based information production by computers.

Text Books, Reference books and other Resources:

1. Blaise, G. *The Marketing of library and information services*.
2. Caywood, C.L. (1997). *The handbook of strategic public relations and integrated communications*. New York, NY: McGraw-Hill.
3. Confield, B. R. *Public relations, principles, cases and problems*.
4. Coote, H. (1997). *How to market your library service effectively*. London: [s. n].
5. Cutlip, S.M. and Center, A. H. (1971). *Effective Public Relations*. (4th ed.). Englewood Cliffs, N. J.: Prentice Hall.
6. De, S. and Eileen, E. (2002). *Marketing concepts for Libraries and Information services*. (2nd ed.). London: Facet Publishing.
7. Elliott de S. E. *Marketing concepts for libraries and information services*.
8. Garvey, M. (1980). *Library Public relations: a practical handbook*. New York: Wilson.
9. Hamilton, F. *Information promotion: publicity and marketing ideas for the information promotion*.
10. Hatty, L. H. and Bush, G. P. (Ed.) *Reprography and copyright law*.
11. Kies, C. (2003). *Marketing and Public Relations for Libraries*. Lanham, MD: Rowman & Littlefield.
12. Kother, P. & Armstrong, G. *Principles of Marketing*.
13. Moore, H. F. and Kalupa, F. B. (1985). *Public relations, principles, cases and problems*. (9th ed.). Homewood, Ill.: R.D. Irwin.

Course learning outcomes: At the end of the Course, the Student will be able to learn:

CLO 1	Conceptualization of Information Products, their uses, importance, familiarization and trends of use of Information Products in different sectors.
CLO 2	Developing design, manufacturing Information Products and their online uses and marketing strategies of Information Products and idea of readers.' behavioral patterns
CLO 3	Learning reproduction techniques of information products, economics of Information Products, and commercial information services in Bangladesh.
CLO 4	Conceptualization of public relations, materials for developing public relations.

CLO 5	Librarian's role on community development through developing information Products and Public relations its role in the libraries.
CLO 6	Ethics of information production and the librarian's responsibilities.
CLO 7	Different issues of public relations and Skill development.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes-

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1							√				
CLO 2							√				
CLO 3							√				
CLO 4							√				
CLO 5							√				
CLO 6							√				
CLO 7							√				

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of Information Products, their uses, importance, familiarization and trends of use of Information Products in different sectors.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Developing design, manufacturing Information Products and their online uses and marketing strategies of Information Products and idea of readers.'	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.
CLO 3	Learning reproduction techniques of information products, economics of Information Products, and commercial information services in Bangladesh.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Conceptualization of public relations, materials for developing public relations.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Librarian's role on community development through developing information, Products and Public relations its role in the libraries.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 6	Ethics of information production and the librarian's responsibilities.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final

CLO 7	Different issues of public relations and Skill development.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
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Course Code 0322- 5108

Course Title: Research Methodology and Applied Statistics

Credit Value: 3 credits

Contact Hours: 40

Rationale:

Research and publishing are the major jobs of tertiary education throughout the globe and as such in Bangladesh as well. Hence the library professionals should equip themselves with latest knowledge on different aspects of research and applied statistics without which they would not satisfy the readers who are involved in research. For this, knowledge of research and primary level of statistics are utmost important for a library professional to learn without which s/he cannot cope with the advanced readers. So essentiality of the inclusion of the course in the curriculum is clear.

Course Objectives:

The objectives of the course are to acquaint the students with the definition, types and importance of research. Students are preparing research proposal, conducting of research, data collection, analysis and presentation of data and formulation of recommendations. Uses of statistics, statistical methods in research are also major objectives of the course.

Course Contents:

Unit-1 Concepts of research, historical growth and development of research, its objectives, types and significance. Research paradigm: positivist, interpretative, action research model, research processes, criteria of good research, qualities and ethics of research, area of research in library and information science. Different methods of research.

Unit-2 Research problem: concept of research problem; characteristics of research problem; identification of sources of information, personal experience, literature review, theories, paradigm; Hypothesis, scope of hypothesis, testing hypothesis. Selection of research problems, techniques involved in defining a problem; different steps involved in writing a research proposal.

Unit- 3 Research design (RD): Meaning, need, features of good design, concepts relating to RD, different types of RD. Basic principles of experimental design.

Unit-4 Methods of research: Survey, case study, historical, documentary-characteristics, advantages, limitations and techniques; collection of primary data, observation method, interviews method, questionnaire method, other method, their advantages and disadvantages, designing questionnaire and structured interview.

Unit-5 Sampling: Concepts, characteristics: requirements of a good sample, types of sampling-random, and purposive sampling, systematic sampling, cluster, multiphase sampling. Sampling errors; Techniques of sampling.

Unit-6 Data collection techniques: Questionnaire-mailed, structured and non-structured, close ended and open ended questionnaire; Interview-structured and non-structured; Observation-structured, non-structured and participatory. Selection of appropriate method in terms of research problems. Understanding sources and note taking.

Unit-7 Data processing and analysis; editing-central editing, field editing coding and decoding; tabulation, application of statistics and statistical package in data processing.

Unit-8 Research report writing and presentation, techniques of organizing ideas: significance, types, steps, layout, oral presentation, mechanics of writing, precautions of report writing.

Unit-9 Meaning and function of statistics; scope and limitations of statistical use; Importance and application of statistics in library and information systems.

Unit-10 Basic statistics: Frequency distribution measures of central tendency-mean median, mode, dispersion, measures of dispersion-range, mean deviation, quartile deviation, standard deviation; Skewness; kurtosis, platykurtic, mesokurtic, leptokurtic; Correlation, linear correlation, multiple correlation. Regression analysis, sample and multivariate regression.

Unit-11 Inferential statistics: Concept, distinction between descriptive and inferential statistics, parametric and non-parametric tests-T.F.Z.Z 9tests; data presentation: General rules for constructing diagrams. Types of diagrams and construction techniques-bar diagram, histogram, frequency polygon, frequency, frequency curve, pie chart.

Unit-12 Information and collateral areas: Meaning, definition, scope and importance in library research, comparative study of bibliometrics, librmetrics, scientometrics, informatics, application of bibliometrics in library research. Bibliometrics and other indicators; Citation studies; Bibliometrics laws and tools: SCI, SSCI, A & HCI, ISCI Mathematical bibliometrics. Bibliometrics organizations: Institute of Scientific Information, National Centre on Bibliometrics.

Text Books, Reference books and other Resources:

1. Aminuzzaman, S. (1991). *Introduction to social research*. Dhaka, BD.
2. Bhattacharjee, A. (2002). *Social Science Research: Principles, Methods and Practices*. USA: University of Florida, Tampa, Florida.
3. Busha, C. H. and Harter, S.P. *Methods in Librarianship: Techniques*.
4. Carpenter, R.L. and Vasu, E. S. (1978). *Statistical methods for librarians*. Chicago: ALA.
5. Crawford, W.B. *Research activities and writing*.
6. DePoy, E. *Introduction to Research: Understanding and Applying Multiple Strategies*.
7. Dorsten, L. E. and Hotchkiss, L. (2004). *Research methods and society: Foundation of social enquiry*. Upper Saddle River, N.J.: Pearson Prentice Hall.
8. Good, W. J. and Hatt, P.E. *Methods of social sciences*.

9. Gupta, S.P. and Gupta, M.P. (2006). *Business Statistics*. New Delhi: Sultan Chand & Sons.
10. Khan, A. Z. (2006). *Research methodology in management*. Dhaka: UGC.
11. Kothari, C. R. (2004). *Research methodology: methods & techniques*. Delhi: New Age Int. Pub.
12. Kumar, K. (1999). *Research Methods in Library and Information Science*. New Delhi: Har-Anad.
13. Kumar, K. *Research Methods in Library and Information Science*.
14. Lawal, I.O. (2009). *Library and Information Science Research in the 21st Century*. UK: CP Chandos.
15. Malec, M.A. (1997). *Essential Statistics for Social Research*. Philadelphia: Lippincott.
16. Nachmias, C and Nachmias, D. (1996). *Research methods in social sciences*. (5th ed.). Hodder & Stoughton.
17. Preece, R. (1994). *Starting research: an introduction to academic research and dissertation writing*, Pinter.
18. Sardana, J. (2002). *Statistical methods for librarians*. New Delhi: Concept Pub.
19. Sardna, J.L. and Seigal, R.L. *Statistical methods of librarians*.
20. Weber, M. (2017). *Methodology of social science*.
21. Winn, P .R and Johnson, R.H. *Business Statistics*. New York. Macmillan.

Course learning outcomes: At the end of the course, the students will be able to learn:

CLO 1	Conceptualization of research, importance, types and methods.
CLO 2	Techniques of topic selection, formation of hypothesis and steps of research.
CLO 3	Complete idea about research design, different methods of research and data collection procedures
CLO 4	Knowledge on sampling techniques. Detail knowledge on data collection by questionnaires, data processing, coding, tabulation and statistical packages.
CLO 5	Report writing: tools, techniques, design and presentation style.
CLO 6	Use and importance of statistics in research. Different statistical methods which are intended to use in research, tests, data presentation.
CLO 7	Bibliometrics, Citation sources and studies are the outcomes.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.

PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes-

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1						√					
CLO 2						√					
CLO 3						√					
CLO 4						√					
CLO 5						√					
CLO 6						√					
CLO 7						√					

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of research, importance, types and methods.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Techniques of topic selection, formation of hypothesis and steps of research.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.

CLO 3	Complete idea about research design, different methods of research and data collection procedures	Board work Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Knowledge on sampling techniques. Detail knowledge on data collection by questionnaires, data processing, coding, tabulation and statistical packages..	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Report writing: tools, techniques, design and presentation style.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 6	Use and importance of statistics in research. Different statistical methods which are intended to use in research, tests, data presentation.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final
CLO 7	Bibliometrics, Citation sources and studies are the outcomes.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final

Course Code 0322- 5109

Course Title: Indexing and Abstracting

Credit Value: 3 credits

Contact Hours: 40

Rationale:

Indexing and abstracting are the essential tools for providing efficient library services to the advanced readers in the modern times for saving their time and energy. The techniques of preparing indexes and abstracts and the ways and means of presenting them to the readers are the thrust of the course. Without teaching the course library workers cannot build them as to serve the advanced readers efficiently.

Course Objectives:

The objectives of the course are to highlight definition, types, and importance of indexing and abstracting, skills and techniques of preparation and arrangement and presentation to

the readers. Indexing and abstracting in different fields and their acquisition by other libraries. Indexing and abstracting services in Bangladesh are among others, the major objectives of the course.

Course Contents:

Unit-1 Definition of index, origin and development, importance and types of indexes, author index, alphabetic subject index, classified, cumulative and collective index.

Unit-2 Indexing methods and different techniques citation indexing, pre-coordinating indexing, post coordinating indexing, chain indexing, POPSI, PRECIS, KWIC, KWOC etc, rules for arranging index entries.

Unit-3 Periodical indexing: principles, techniques and arrangement; Book indexing-principles techniques entry heading, subheading style and layout, Newspaper indexing; indexing of non-book items-music, sound recordings films, etc. computer based indexing systems, statistical methods, syntactic method, semantic method.

Unit-4 Indexing languages: Free language and controlled vocabulary indexing; Thesaurus-indexing terms and their relations, thesaurus construction evaluation.

Unit-5 Index evaluation: different methodologies recall precision ratios and devices; cost analysis.

Unit-6 Abstracting: definition of abstracts, importance of abstracts, abstract vs. bibliographies, index vs. abstracts, abstracts vs. annotations, types of abstracts, quality of abstracts.

Unit-7 Methods and procedures of abstracting, international standard for abstracting, evaluation of abstracts, online abstracting systems.

Unit- 8 Index and abstract in print: familiarization with different kinds of indexes and abstracts, their search techniques and special features.

Unit- 9 Subject analysis; pre-coordinate and post-coordinate indexing techniques; vocabulary control; thesaurus construction and use; automatic indexing and file organization; document clustering and automatic classification; citation indexing; Natural Language Processing.; user interfaces; evaluation of IR systems; hypertext; introduction to Information Architecture; OPACs and subject gateways; metadata; introduction to databases; conceptual modeling; entity-relationship modeling; SQL.

Unit-10 Recent trends in indexing and abstracting, existing situation, problems and prospects of indexing and abstracting services in Bangladesh.

Text Books, Reference books and other Resources:

1. Borko H. and Bernier, C.L. (1975). *Abstracting concepts and methods*. New York: Academic Press.
2. Chakrabarti, A.R. and Chakrabarti B. *Indexing: principles. Processes and products*.
3. Cleveland, D.B. and Cleveland, A.D. (1990). *Introduction to Indexing and Abstracting Practices*. (2nd ed.). Englewood, Colo.: Libraries Unlimited.
4. Collison, R.L. *Indexes and Abstracting*.
5. Collison, R.L. *Indexing books*.

6. Knight, N.G. *Indexing: a guide to the indexing*.
7. Nancy C. M. (2005). *Indexing books*. (2nd ed.). University of Chicago press.
8. Riaz, Muhammad. (1989). *Advanced indexing and abstracting practices*. Atlantic.
9. Rowley, J.E. (1988). *Abstracting and indexing*. (2nd ed.). London: C. Bingley.

Course learning outcomes: At the end of the Course, the Student will be able to learn:

CLO 1	Conceptualization of index types and uses kind of indexing methods and their familiarization.
CLO 2	Techniques of index preparation, vocabulary and languages for indexing and Evaluation and effectiveness of Index.
CLO 3	Conceptualization of abstracts. How to make abstracts useful tools and techniques.
CLO 4	Familiarization of different abstracts and indexes of different fields.
CLO 5	Pre and post coordinating indexing, indexing language, evaluation of indexing are the outcomes of this chapter.
CLO 6	Indexing and abstracting services in Bangladesh.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1							√				
CLO 2							√				
CLO 3							√				
CLO 4							√				
CLO 5							√				
CLO 6							√				

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of index types and uses kinds of indexing methods and their familiarization.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Techniques of index preparation, vocabulary and languages for indexing and Evaluation and effectiveness of Index.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.
CLO 3	Conceptualization of abstracts. How to make abstracts useful tools and techniques.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Familiarization of different abstracts and indexes of different fields..	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Pre and post coordinating indexing, indexing language, evaluation of indexing are the outcomes of this chapter.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 6	Indexing and abstracting services in Bangladesh.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final

Course Code 0322-5110

Course Title: Documentation and Information Retrieval

Credit Value: 3 credits

Contact Hours: 40

Rationale:

In this course the students are taught different skills of repackaging the needed available information in various forms and present them to the advanced readers so that they can peruse the contents and select the ones for their uses. Techniques of retrieving required information from these packages are also taught and discussed. So the course is indispensable in preparing the library professionals for an advanced information based community in the tertiary level.

Course Objectives:

Major objectives of the course, among others things, are to acquaint the students with the fundamental concepts and techniques of Information Retrieval. Indexing, term frequency and weights, retrieval models; Boolean model, Vector space model, probabilistic model, ranking techniques, search engines, and search evaluation are specifically intended to teach.

Course contents:

Unit-1 Documentation: Its nature, functions and techniques; documentation work and documentation services, active and passive documentation, content analysis and construction of document profile; CAS, SDI: their nature and techniques.

Unit-2 Introduction to information retrieval (IR), components and functions of IR system, processes of IR, manual and mechanized IR systems; principles of literature searching and its functional steps.

Unit-3 Online Information Retrieval systems: Concepts access to remote digital information sources, mode of access, searching, steps in conducting search, log in, major searching, logic; Supplementary searching aids, downloading, conversion, re-packaging and distribution of information.

Unit- 4 Copyright, censorship and ownership of information, reprography, copyright law in Bangladesh, information policy and legal issues, National book policy of Bangladesh, free flow of information and its barriers; information problems in science and technology and social sciences.

Unit- 5 Introduction to information retrieval, components of systems, information search process, types of searches.

Unit-6 Online searching and CD-ROM systems, choosing sources, planning and performing search, modifying the search, selecting results, developing search scenarios, demonstration and hand-on practice.

Unit-7 Language and information retrieval, controlled vocabularies, controlled vocabulary in retrieval, problems with controlled vocabulary, natural language alternatives, thesauri design and development.

Unit-8 Browsing vs. searching, browsing strategies, types of browsing, browsing tools, advantages of browsing, browsing limitations, role of user interfaces.

Unit- 9 Advanced topics on information retrieval: DIALOG searching, OCLC searching, their problems and solutions.

Unit-10 Search evaluation, recall and precision measure criticisms of recall and precision measures, user-centered design and evaluation

Text Books, Reference books and other Resources:

1. Borko H. and Bernier, C.L. (1975). *Abstracting concepts and methods*. New York: Academic Press.
2. Chakrabarti, A.R. and Chakrabarti B. *Indexing: principles*.
3. Cleveland, D.B. and Cleveland, A.D. (1990). *Introduction to Indexing and Abstracting Practices*. (2nd ed.). Englewood, Colo.: Libraries Unlimited.
4. Collison, R.L. *Indexes and Abstracting*.
5. Foskett, D.G. *Pathways for information books and libraries in information ages*.
6. Guha, B. *Documentation and information retrieval*.
7. Knight, N.G. *Indexing: a guide to the indexing*.
8. Lancaster F.W. *Information retrieval system. Processes and products*.
9. Rowley, J. *Mechanized in house information system*.
10. Rowley, J.E. (1988). *Abstracting and indexing*. (2nd ed.). London: C. Bingley.
11. Rowley. J.E. and turner, C.M.D. *The dissemination of information*.
12. Sharp, F.R. *Some fundamentals of information retrievals*.
13. Stephen P. H. *Online information retrieval: concepts, principles and techniques*.

Course learning outcomes: At the end of the Course, the Student will be able to learn:

CLO 1	Conceptualization of documentation, language and vocabularies of documentation.
CLO 2	Online searching techniques, repackaging of information and dissemination.
CLO 3	Information policy and legal issues of Bangladesh.
CLO 4	Conceptualization of information retrieval, Searching techniques and results
CLO 5	Browsing and searching techniques, search evaluation; recall and precision

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.

PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes-

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1										√	
CLO 2										√	
CLO 3										√	
CLO 4										√	
CLO 5										√	

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of documentation, language and vocabularies of documentation.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Online searching techniques, repackaging of information and dissemination.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.

CLO 3	Information policy and legal issues of Bangladesh.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Conceptualization of information retrieval, Searching techniques and results.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Browsing and searching techniques, search evaluation; recall and precision	Board work, Lecture discussion with multimedia' White board illustration	Assignment Quiz Mid term Presentation Final

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of documentation, language and vocabularies of documentation.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Online searching techniques, repackaging of information and dissemination.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.
CLO 3	Information policy and legal issues of Bangladesh.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Conceptualization of information retrieval, Searching techniques and results.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Browsing and searching techniques, search evaluation; recall and precision	Board work, Lecture discussion with multimedia' White board illustration	Assignment Quiz Mid term Presentation Final

Course Code 0322- 5111

Course Title: Information Networking and Resource Sharing

Credit Value: 3 credits

Contact Hours: 40

Rationale:

The rationale of this course may be described in the manner that in the present time of gargantuan amount of information in different disciplines from various fields it is almost impossible to get right information quickly without involving one to networks working locally, regionally and globally. At the same time, all needed information are not possible to procure due to scarcity of money thus create the necessity of sharing information with like organizations. Without knowing the techniques of involving in information networks and sharing modern libraries cannot proceed and meet the needs of the readers.

Course Objectives:

The objectives of this course are to introduce and familiarize of information networking and resource sharing, their types, functions and importance in library sector and LAN, WAN, TCP/IP protocol, web browsing for networking in e-libraries. National, regional and global information networking and resource sharing systems, their implications, Information networking and resource sharing activities in the libraries of Bangladesh and their challenges are the major learning objectives of this course.

Course contents:

Unit-1 Definition, origin and objectives of Information Network (IN) and resource sharing (RS); Globalization of information and IN and RS; Functions and objectives and N & RS, Network application in information institutions.

Unit-2 IN and RS processes, basic agreements and components of IN, cooperative acquisition, processing service delivery and layout; Host networking, network, network architecture, communication media, information policy, data security and control, financial and management issues in networking; Barriers to networking.

Unit-3 Types of network and their configurations, Local area Network (LAN); features components, network topology; Wide Area Network (WAN) management and administrative issues.

Unit- 4 Network protocols: its classes, filtering, address filling network, hardware protocol analyzer, repeaters, routers and bridges, hypertext media and HTML.

Unit-5 Introduction to internet applications and services; tools for internet, information superhighway and digital information sources and retrieval policy management and implementation issues, digital and analog forms of electronic communication.

Unit-6 TCP/IP protocols: its introduction, functions and performance issues, operational problems, and internet communication browsing and navigation.

Unit-7 Policy management and implementation issues and analog forms of electronic communication. Practical orientation of internet browsing, web pages and web sites.

Unit-8 Managing network information resources: Aspects of creating and maintaining a web presence for an organization. E-libraries for Bangladesh.

Unit- 9 Introduction to technical and conceptual skills needed to comprehend the phenomenon of World Wide Web; understand its potential; create and maintain a web presence of modest scope and complexity; create and manage knowledge resources and need for training for the technology.

Unit-10 National, Regional and International networks and resources sharing activities, architecture and programs in major information institutions around the globe, existing status, problems and prospects of library network in Bangladesh.

Unit-11 Status of information network and resource sharing of different libraries of Bangladesh; problems, prospects and future direction.

Text Books, Reference books and other Resources:

1. Chandel, A.S. and Saraf, V. (1987). *Planning in library resource sharing: proceedings of the seminar on coordination in resource sharing held at Isabella Thoburn College, Lukhnow*. Lukhnow: Print House.
2. Cohen, F.B. (1995). *Protection and security on the information superhighway*. New York: Wiley.
3. Dortch, M. (1990). *The ABC's of local area networks*. San Francisco: SYBEX.
4. Eyer, J. and Kent. A. *Resource sharing techniques*.
5. Harries, S. (1993). *Networking and telecommunication for information systems: An introduction to information Networking*. Unipab.
6. Henely, J.P. *Computer based library and information system*.
7. IFLA/Unesco (1979). *Resource sharing of libraries in developing countries: proceedings of the 1977 IFLA/Unesco pre-session seminar for librarians from developing countries, Antwerp University, August 30 - September 4, 1977*, by H.D.L.Verviliet. Munchen, New York: K. G. Saur.
8. Kaul, H.K. (1999). *Library resource sharing and networks*. New Delhi: Virgo.
9. Kent, A. (1974). *Resource sharing in libraries: why, how, when, next action steps*. New York: M. Dekker.
10. Macdougall, A.F. and Prytherch, R. (1991). *Handbook of library cooperation*. Gower Publishing.
11. Raina, R. (1997). *Library resource sharing and networking*. New Delhi: Vikas.
12. Rouse, W. B and Rouse, S. H. (1980). *Management of library networks*. John wiley & Sons Inc.
13. Sewill, P. H. (1981). *Resource sharing: cooperation and coordination in library and information services*. London: Westview Press.
14. Siddique. A.B. (1993). *Resource-sharing among university libraries in Bangladesh*. In: *Proceedings of the National Seminar on Preparing the Libraries and Librarians of Bangladesh for the 21st Century*. Dhaka: Library Association of Bangladesh.

Course learning outcomes: At the end of the Course, the Student will be able to learn:

CLO 1	Conceptualization of information networking and resource sharing. Processes of information networking and resource sharing. Management issues of information networking and resource sharing.
CLO 2	Conceptualization of LAN and WAN: their functions and management. Knowledge on Network protocols, IP addresses, HTML, etc. is the probable outcome.
CLO 3	Conceptualization and skills on digital information sources on the internet Learning, TCP/IP is the outcome of this chapter.
CLO 4	Experience sharing and ideas on internet searching, web page and websites. Knowledge, skills, and probabilities of e-libraries in Bangladesh.
CLO 5	Conceptualization of WWW, its impact and prospects.
CLO 6	National, regional and global information network and sharing activities in context of Bangladesh.
CLO 7	Situation of information networking and resource sharing of Bangladesh.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1										√	
CLO 2										√	
CLO 3										√	
CLO 4										√	
CLO 5										√	
CLO 6										√	
CLO 7										√	

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy:

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of information networking and resource sharing. Processes of information networking and resource sharing. Management issues of information networking and resource sharing.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Conceptualization of LAN and WAN: their functions and management. Knowledge on Network protocols, IP addresses, HTML, etc. is the probable outcome	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.
CLO 3	Conceptualization and skills on digital information sources on the internet learning, TCP/IP is the outcome of this chapter.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Experience sharing and ideas on internet searching, web page and websites. Knowledge, skills, and probabilities of e-libraries in Bangladesh.	Lecture, discussion with multimedia Q & A, Presentation.	Assignment Quiz Mid term Presentation Final
CLO 5	Conceptualization of WWW, its impact and prospects.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final

CLO 6	National, regional and global information network and sharing activities in context of Bangladesh.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final
CLO 7	Situation of information networking and resource sharing of Bangladesh.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final

Course Code 0611- 5112

Course Title: Information and Communication Technology (ICT)

Credit Value: 3 credits

Contact Hours: 40

Rationale:

The information technology, broadly speaking, the digitization and digitalization of information resources have become an indispensable part of library science education and library information services like other disciplines. So to provide necessary knowledge and skills on the hardware and software and uses of computers (offline and online) are the prerequisites of library science education in the modern world. So the course is essentially needed and justified to be included in the curriculum.

Course Objectives:

Acquaint the students with the ideas and experiences of the uses of computers in the library. Introduce with computer hardware, software and operating systems, their uses and abuses. Also familiarize with digital library, online searching, online databases, their uses and operations and preparation of library software, Use of open source software, like KOHA, DSpace and Greenstone.

Course Contents:

Unit-1 Conceptual issues of Information Communication Technology (ICT), evaluation and development of ICT, use and application of ICT in different fields of library and information Centre in Bangladesh, impact of ICT in library and information systems.

Unit-2 Computer: Concepts, types of computer based on processing/signaling, purpose and capacity or size, comparisons of mainframe, mini and microcomputers, generation of computers, CPU-control unit, arithmetic logic unit, primary memory, comparisons between primary and secondary memory.

Unit-3 Computer hardware, overview of computer hardware, basic components of a computer system: input and output components of a computer system, factors to be considered for the purchase of hardware of microcomputers in library and information centre.

Unit-4 Software: Concepts, classification of software and introduction of some application software used for the library and information centre in Bangladesh. E-libraries for Bangladesh.

Unit-5 Operating System: concepts, types of operating system based on processing and user interface, functions of an operation system, introduction to some popular operating systems, process, process management.

Unit-6 Information Communication and storage Technologies: Information superhighway, e-mail, internet, web browsers, (Internet explorer, Netscape, Navigator etc), WWW, WebPages, Website, Hypertext Markup Language (HTML), CD-ROM, Optical disk, DVD, comparison between ROM and RAM, Video conferencing.

Unit-7 Basics of WWW and internet connection: Web browser, IP addresses, using search engines, opening of e-mail in yahoo, Hotmail and g-mail.

Unit-8 Application of internet in libraries; find information sources on the net, internet application in information acquisition, processing and dissemination, repackaging, etc.

Unit-9 Computer networks: concepts, types of Computer networks and their configurations, layers and protocol of Computer networks.

Unit-10 Current trends in using ICT in information institutes of Bangladesh; existing situation, problems and prospects of using ICT in Bangladesh. ICT policy of Bangladesh government.

Text Books, Reference books and other Resources:

1. Andrew, J. *A Guide to Managing and Maintaining Your PC*. Cambridge: Course Technology.
2. Arms, W.Y. (2000). *Digital libraries*. London: Cambridge University Press.
3. Calhoun, K. (2004). *Exploring digital libraries: foundations, practice prospects*. Chicago, ALA.
4. Chowdhury, G. G. & Chowdhury, S. *Information sources and searching of the World Wide Web*. London: LA
5. Clements, A. (2000). *The principles of computer hardware*. (3rd ed.). Oxford: OUP, 716p.
6. Garlock, K.L. & Pointek, S. *Designing web interfaces to library services and resources*. Chicago: ALA.
7. Honter, E. *The ABC of BASIC: an introduction to programming for libraries*.
8. Ludasill, L.M and Ortiz, M.E.D. Eds. (2013). *Open access and digital libraries: Social science libraries in action*. Amsterdam: IFLA.
9. Minasi, M. *The computer PC upgrade and maintenance guide*. New Delhi, BPB.
10. Peter, N. (1997). *Inside the PC*. 7th Indianapolis, Ind., Sans Pub.
11. Peter, N. *Introduction to computer*.
12. Rahman, M.L. Hossain, M.A. *Computer Fundamentals*.
13. Rowley, J. *Computer for Libraries*.

14. Silberschatz, A. and Galvin, P.B. *Operating System concepts*.
15. Tedd, L.A. (1993). *Introduction to Computer-based library systems*. (3rd ed.). Chichester: John Wiley.

Course learning outcomes: At the end of the Course, the Student will be able to learn:

CLO 1	Conceptualization of ICT, use and application of ICT in libraries.
CLO 2	Introduction of computer, kinds, parts of computer.
CLO 3	Conceptualization of hardware, software and its different components.
CLO 4	Conceptualization of operating systems, familiarization of few operating systems.
CLO 5	Conceptualization of ICT carriers. E.g., Super highway, Search engines, www, HTML, IP addresses, emails, Hotmail, Yahoo, Gmail, etc.
CLO 6	Application of internet in library systems and Conceptualization of computer networks and their application in libraries.
CLO 7	Status of ICT in the libraries of Bangladesh.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1								√			
CLO 2								√			
CLO 3								√			
CLO 4								√			
CLO 5								√			
CLO 6								√			
CLO 7								√			

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of ICT, use and application of ICT in libraries.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Introduction of computer, kinds, parts of computer.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.
CLO 3	Conceptualization of hardware, software and its different components.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Conceptualization of operating systems, familiarization of few operating systems.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Conceptualization of ICT carriers. E.g., Super highway, Search engines, www, HTML, IP addresses, emails, Hotmail, yahoo, Gmail etc.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 6	Application of internet in library systems and Conceptualization of computer networks and their application in libraries.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final

CLO 7	Status of ICT in the libraries of Bangladesh.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final
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Course Code 0612- 5113

Course Title: Database Design and Application

Credit Value: 3 credits

Contact Hours: 40

Rationale:

Process of storing required, right and targeted information digitally by preparing databases for the use of the readers is very much essential in the age of information technology. Uses of database save money, time and energy of the readers and facilitate efficient information services in the library. So this course is selected for inclusion in the curriculum of library information science education.

Course Objectives:

The objectives, among others, of the course are to enlighten the students to acquaint them with the concepts of data, fields and their organization. Database Management System (DBMS), Data models, Database design and handling: FoxPro, SQL, ORACLE, DIALOG, STN, CD-ROM Databases: introduction, uses and, Development of database using ISIS package; CDS/ISIS and practice.

Course Contents:

Unit-1 Basic concepts of data, information, bit, byte, field, record, database, evaluation, purpose and functions of database.

Unit-2 Fields and its organization, direct access files, sequential access files, data files, program files, inverted/index files, utility files, buffer management, file addressing, access methods physical, sequential, index random, direct, inverted, and hashing. Data retrieval from flat, hierarchical and multi-file structure. Data storage devices, introduction to different secondary storage devices.

Unit-3 Database Design (DD): Functional steps in database design, database models-relational DD, hierarchical DD, network DD, inverted file DD, their structure, advantages and disadvantages, data integrity, files system, access control, data security, backup and recovery.

Unit-4 Database Management System (DBMS): Functions, control, security, privacy and integrity of database. Data conversion and recovery. Introduction to some available database development software: dBASE, INMAGIC, MS Access, CDS/ISIS. Selection of DMBS package recently trends in database management, existing conditions, problems and prospects of database management in Bangladesh.

Unit-5 Data models: hierarchical, network, relational, object oriented entity, relationship diagram, relational algebraic operations, normalization, distributed databases, artificial intelligence, expert systems, object oriented databases, data warehousing, data mining.

Unit-6 Types of databases: bibliographic, factual, full text, multimedia databases.

Unit-7 Library automation: retrospective conversion techniques, catalog management, acquisition, circulation, computer assisted classification and cataloging, serials control, bar coding.

Unit-8 Database design and handling: FoxPro, SQL – commands, labels, reports, queries and screen generation, indexing and sorting, multiple database handling, programming, formatting commands, functions, project development.

Unit- 9 ORACLE, DIALOG, STN, CD-ROM Databases: introduction, uses and acquaintance of different features.

Unit-10 Development of database using ISIS package; CDS/ISIS system overview, hardware requirement, software installation, steps in database development in ISIS environment, designing data structure data entry worksheet, inverted file and display format, preparation of data for computer use, rules for data entry, searching and retrieval logic. Sorting and printing; exporting and importing data; data security, control and recovery; customizing the package.

Unit-11 Practical

Text Books, Reference books and other Resources:

1. Abraham, S. Henry, F. K. and Sudarshan, S. *Database system concepts*. (7th ed.).
2. Bipin C. D. *An introduction to database systems*.
3. Boto, F. (1993). *Multimedia, CD-ROM and compact disc: a guide for users and developers*. New Delhi: Galgotia.
4. Buxton, A. & Hopkinson, A. *The CDS/ISIS handbook*.
5. Date, C.J. *An introduction to database system*. (8th ed.).
6. Erickson, J. *Database Technologies: concepts, methodologies, tools and applications*. New York- Information Science Reference.
7. Everest, G. C. (1986). *Database management: objectives, systems, functions and administration*. New York: McGraw-Hill.
8. Jackson, G.A. (1988). *Relational database with microcomputer applications*. Englewood Cliffs, N.J.: Prentice Hall.
9. Keren, C. & Perlmutter, L. (1995). *The application of mini and micro computers in information, documentation, and libraries*. Amsterdam: Elsevier.
10. Korth, H.F. & Silberschatz, A. (2006). *Database system concepts*. Boston: McGraw-Hill.
11. Lahdenmaki, T. (2005). *Relational database index design and the optimizers: BD 2 Oracle, SQL server, et al*. Hoboken, N.J.: Wiley.
12. Martin, J. *Principles of Database Management*.
13. Page, A.J. *Relational Database: Concepts, Selection and Implementation*.
14. Ramakrishnan, R and Gehrke, J. *Database management systems*. (3rd ed.). Boston McGraw Hill.
15. Roman, S. (2002). *Access database design and programming*. (3rd ed.). Sebastopol [CA]: O'Reilly.
16. Rowley, J.E. (1985). *Computers for libraries*. (2nd ed.). London: Bingley.
17. Wang, J. *Encyclopedia of data warehousing and mining*. New York- Information Science Reference.

18. Zorkoczy, P. & Heap, N. (1995). *Information technology: in introduction*. (4th ed.). London, Pitman.

Course learning outcomes: At the end of the Course, the Student will be able to learn:

CLO 1	Conceptualization of database, evolution and functions.
CLO 2	Techniques of organization of database. Steps of designing database.
CLO 3	DBMS and database development software. Data models, AI, Expert systems, data warehousing.
CLO 4	Database and library automation. Knowledge on FoxPro, SQL, and project development.
CLO 5	Acquaintance with the features of ORACLE, DIALOG, CD-ROM.
CLO 6	Development of library database based on CDS-ISIS.
CLO 7	Command over developing library database.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1								√			
CLO 2								√			
CLO 3								√			
CLO 4								√			
CLO 5								√			
CLO 6								√			
CLO 7								√			

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of database, evolution and functions.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Techniques of organization of database. Steps of designing database.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.
CLO 3	DBMS and database development software. Data models, AI, Expert systems, data warehousing.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Database and library automation. Knowledge on FoxPro, SQL, and project development..	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Acquaintance with the features of ORACLE, DIALOG, CD-ROM.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 6	Development of library database based on CDS-ISIS.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final

CLO 7	Command over developing library database.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final
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Course Code 0322-5114

Course Title: Archives and Records

Management

Credit Value: 3 credits

Contact Hours: 40

Rationale:

Archives and records in a library are a special type of learning resources which need special treatment by the library professionals thus require special knowledge and skills to acquire, process, and preserve and dissemination. In this course students will be provided necessary knowledge and skills for management of archives and records which are needed in libraries and other organizations. So if this course is not included in the curriculum of library information science then it will remain incomplete.

Course Objectives:

The objective of the course, among other things is to familiarize, scope and importance of archives for education, research and for meeting global needs. It tells about the process of preservation and conservation, digitalization, taking care of archives. National Archives Act and the Directorate of Archives: its role and responsibilities in context of national and international needs. Give ideas on International Council on Archives, relations with other countries is also an integral part of this course. Records management is an essential part of the course.

Course Contents:

Unit-1 Introduction to archives and records; Management, care and servicing of manuscripts and archival materials. Difference between a Record Center, Information Center and a library. Structural design of a Record Center. Management of a Record Center and archives.

Unit-2 Essentials of records and archives management, principles and concepts of preservation. Proper storage and keeping dust and insects free of record, operating a record up to application. File management.

Unit-3 Criteria for building and archival/manuscript collection in a repository, organizing and administering a record center. Work environment, office layout, furnishing, temperature, air conditioning, etc.

Unit-4 Appraisal standards of record management, active and inactive record maintenance,

Unit-5 Description and interpretation of archives and record holdings for use of researchers and archival reference service

Unit-6 Facts of paper, non-print and digital archiving system, survey of archival resources and special collection with reference to organization, administration and service problems.

Unit-7 Conservation and collection management: Forensic examination of manuscripts and books as artifacts, and acquaints the students with their materials and structures, manufacturing technology and historical development as media.

Unit-8 Use and treatment of paper, leather, synthetics, binding structures, method of conservation with particular attention to conservation concerns in developing collection-management and disaster-prevention policies.

Unit-9 Archives and record management systems in Bangladesh, national archives ordinance 1983, right to records and archives in Bangladesh, classification of records, official secret act.

Unit- 10 Records management of different government offices, local government offices, sub-registrar's offices, DC offices, judicial offices, etc., Digitalization of records and archives, its problems, systems and knows how.

Text Books, Reference books and other Resources:

1. Bangladesh Government (1974). *Official secret act 1921*. Dhaka, BG Press.
2. Cook. M. (1984). *The management of information from archives*. England. Gower.
3. Hudson, J. H. (1962). *Administration of archives*. Oxford: Pergamum Press.
4. Jenkinson, C.H. *Mannual of Archives Administration*.
5. Jenkinson, W. (1965). *Manual of archives administration*. London: Lund Humphries.
6. Matin, M.A. (1993). *Preservation and conservation of information sources*. In: *Proceedings of the National Seminar on Preparing the Libraries and Librarian of Bangladesh for the 21st Century*. Dhaka: Library Association of Bangladesh.
7. Rahman, K.F. (1993). *Preservation, conservation and restoration laboratory for libraries with special reference to Dhaka University library*. In: *Proceedings of the National Seminar on Preparing the Libraries and Librarians of Bangladesh for the 21st Century*. Dhaka: Library Association of Bangladesh.
8. Schelenburg, T.R. (1965). *Management of archives*. Colombia University Press.
9. Schelenburg, T.R. *Modern archives*.
10. UNESCO. *Conservation and restoration of archive materials*. London: HMSO, 1974.

Course learning outcomes: At the end of the Course, the Student will be able to learn

CLO 1	Conceptualization of archives and records and archival and records centers.
CLO 2	Preservation techniques of records and archives and Management of Archival Centres
CLO 3	Standards of archives and records maintenance.
CLO 4	Archives and records for research. Conservation of archives and records of different fields
CLO 5	Treatment of preserving and conserving archives and records.
CLO 6	Bangladesh national archives act, and the functions of Directorate of Archives.
CLO 7	Records management in govt. and non-govt. offices.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1								√			
CLO 2								√			
CLO 3								√			
CLO 4								√			
CLO 5								√			
CLO 6								√			
CLO 7								√			

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of archives and records and archival and records centers.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Preservation techniques of records and archives and Management of Archival Centre	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.
CLO 3	Standards of archives and records maintenance.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Archives and records for research. Conservation of archives and records of different fields.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Archives and records for research. Conservation of archives and records of different fields	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 6	Treatment of preserving and conserving archives and records	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final
CLO 7	Records management in govt. and non-govt. offices.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final

Course Code 0322- 5115

Course Title: Organization of Knowledge (Cataloging Practical)

Credit Value: 3.5 credits

Contact Hours: 45

Rationale:

The rationale of this course to be included in the curriculum is primarily needed on the organization of books, journals, documents and electronic resources based on universally accepted systems. It is not possible to find out any required information at the right and quickest time. Practical knowledge on cataloging entry, nature of the names of the authors from different cultures, assigning subjects, use of MARC 21 are the essential elements of practical cataloging without which students will be able to treat the publications scientifically resulting in not availability to the readers. So the inclusion of the course in the curriculum is utmost necessary.

Course Objectives:

Making catalog entries correctly, assigning subject headings, Use of AACR 2, Sear's List and MeSH; Familiarization with oriental names and treatment of non-book materials are the targets to learn.

Course contents:

Practical application of AACR 2 (Anglo-American Cataloging Rules, version 2)

Unit-1 Indention and spacing on skeleton card Relative location of call number, author, title, edition, imprint, collation, bibliography, series, notes, contents (for works in volumes and parts, tracing, etc.

Unit-2 Analysis and application of AACR 2 main entries and added entries: individual/single author, double and triple authors, more than three authors, compound surnames, surname with prefix, editor, title, as main entry, pseudonymous works, anonymous works, dictionaries and encyclopedias, almanac, year books, annual reports, proceedings, directories, works in volumes and parts, translations, sacred literatures, scriptures – Koran, Bible, Vedas, etc.

Unit-3 Entry headings with transliteration of Bangladeshi Muslim, Hindu, and Buddhist authors according to IFLA UBCIM 1996.

Unit-4 Cataloging of corporate bodies as authors

Unit-5 Cataloging of special materials, e.g., maps, atlases, globe, cartographic materials, manuscripts, music, sound recording, motion pictures, video recording, graphic materials, computer files, downloaded materials from web sites, serials, etc.

Text Books, Reference books and other Resources:

1. Hunter, E. J. (1989). *An introduction to AACR-2*. New Delhi: Oxford and IBH

- Publishing.
2. IFLA UBCM (1996). *Names of Persons: National Usages for Entry in Catalogues*. 4th rev & enl. ed. Munchens/New Providence/London/Paris: IFLA.
 3. *Library of Congress Subject Headings*.
 4. Munshi, N. *Modern classification*.
 5. Saiful-Islam K.M. (2008). *Essentials of cataloging and classification*. Dhaka: New Pragati Prakashani.
 6. Saiful-Islam, K.M. (1985). *A Cade for Cataloguing and Indexing of Bangladesh Muslim, Hindu and Buddhist Names*. Dhaka: University of Dhaka. (PhD thesis).
 7. Sears, M.E. *List of Subject Headings*.

Course learning outcomes: At the end of the Course, the Student will be able to learn:

CLO 1	Conceptualization of catalog, cataloging rules, necessity.
CLO 2	Use, application and contents of catalog cards.
CLO 3	Conceptualization of different catalog entries.
CLO 4	Entries of different names/authors/creators, oriental names for entry.
CLO 5	Entries of corporate authors/creators, added entry, technical reading of the book.
CLO 6	Entry of special/non-book materials.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading

	materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1					√						
CLO 2					√						
CLO 3					√						
CLO 4					√						
CLO 5					√						
CLO 6					√						

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of catalog, cataloging rules and necessity	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Use, application and contents of catalog cards..	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.

CLO 3	Conceptualization of different catalog entries.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Entries of different names/authors/creators, oriental names for entry.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Entries of corporate authors/creators, added entry, technical reading of the book.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 6	Entry of special/non-book materials.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final

Course Code 0322-5116

Course Title: Organization of Knowledge ((Classification Practical)

Credit Value: 3.5

Contact Hours: 45

Rationale:

Learning resources are needed to be classified based on certain globally accepted classification schemes with a view to putting them systematically in the library for easing timely retrieval by the users and the library professionals. For this few skills are required to be learned by the students without which they would not be able to satisfy the needs of the users. For this the practical course on knowledge classification has been included.

Course Objectives:

The objectives of this practical course are to have skills to use DDC (indexes and tables). To have command over DDC 1st, 2nd and 3rd summaries and use them efficiently. Number building by using tables is one of the major objectives of the course. Use of UDC and CC are also the targets to achieve.

Course Contents:

Practical classification of books and other informative materials according to DDC (19 and 21 editions)

Unit-1 Introduction to DDC: 1st, 2nd and 3rd summary

Unit-2 Standard sub divisions, literary form/form class and memories

Unit-3 Subject determination and classification procedures: methods of determination of subjects, procedures and principles of classification

Unit-4 Uses of schedules: tables, indexes

Unit-5 Number building and analysis: addition of standard sub division, form class, country or geographic number, addition of whole number to main class and addition to parts to main class.

Unit-6 Application of Universal Decimal Classification (UDC)

Unit-7 Application of Library of Congress Classification (LC)

Text Books, Reference books and other Resources:

1. Melvil, D. (1996). *Dewey decimal classification and relative index*. vol. 1 – 4. (21sted.). New York: Forest Press.
2. Munshi, N. *Modern classification*.
3. Saiful Islam, K.M. *Number building in Dewey Decimal Classification: A practical manual*. (19th– 21sted.). Dhaka: Khan and Sons Publications.
4. Texts of UDC and LC.
5. Melvil, D. *Decimal classification*. (19, 20, 21 eds.). Albany, NY: Forest Press.

Course learning outcomes: At the end of the Course, the students will be able to have experiences on:

CLO 1	Conceptualization of DDC 19 and 21 and 23 editions.
CLO 2	DDC 1 st , 2 nd and 3 rd summary.
CLO 3	Principles of classification and subject determination
CLO 4	Schedules, tables and indexes.
CLO 5	Number building process.
CLO 6	Knowledge and application of UDC, LC and CC.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.

PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes-

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1					√						
CLO 2					√						
CLO 3					√						
CLO 4					√						
CLO 5					√						
CLO 6					√						

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of DDC 19 and 21 and 23 editions.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	DDC 1 st , 2 nd and 3 rd summary.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.

CLO 3	Principles of classification and subject determination	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Schedules, tables and indexes.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Number building process..	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 6	Knowledge and application of UDC, LC and CC.	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final

Course Code 0232-5117

Course Title: Communication Skills (English Proficiency)

Credit Value: 3

Contact Hours: 40

Rationale:

Language proficiency, particularly English language proficiency is needed by the library science students for easy communication with readers and to understand the central theme of the English books and other reading materials. Besides for official communication with foreign organizations command over English language is necessary. For writing letters, place book order, opening of LCs with banks for purchasing books and journals, necessity of communicative knowledge on English cannot be denied. So this course is needed to be included in the curriculum.

Course Objectives:

The objective of this course is to increase the students' English communication skills by improving fluency through regular practice and speaking drills; expanding vocabulary by at least 300 words through assignments and class work and developing a solid of understanding of basic grammar structures - like nouns, verbs and adjectives - through class reading and speaking tasks.

Course Contents:

Unit-1: Introductory Discussion on Learning a new language and Basic English sentence structures.

Unit-2: Elaborate discussion on English Sentence Structures: Parts of Speech, Case, Mood and its relation with Structure, Phrases of Speech.

Unit-3: Introducing Sentences with Combined structures (Complex and Compound Sentence).

Unit-4: Elucidate sentences with combined structures: nounclause, adjective clause, adverbial clause, conditional sentences.

Unit-5: Ideas on Formal & Informal English.

Unit-6: Introduction to Writing, Writing Informal and Formal Letter, Cover Letter, E-mail, CV etc.

Unit-7: Writing Agenda, Minutes, Memorandum Writing.

Unit-8: Introduction to Spoken English, Discussion on differences between spoken and written English, and practicing spoken English.

Unit-9: Basic discussion on Listening and listening practice.

Text Books, Reference books and other Resources:

1. Anita L. V. (Ed.). *The Rutledge Handbook of Family Communication*.
2. Brant R. B. and John O. G. (Ed.). *Handbook of Communication and Social Interaction Skills*.
3. Dale Carnegie. *The Quick and Easy Way to Effective Speaking*.
4. Hargie, O. and Dickson, D. *Skilled Interpersonal Communication: Research, Theory and Practice*. (4th ed.).
5. Lata, P and Kumar, S. *Communication Skills*.
6. Mark L. K. (Ed.). *The Sage Handbook of Interpersonal Communication*. (4th ed.).
7. Owen D.W. Hargie. (Ed.). *The Handbook of Communication Skills*. (2nd ed.).
8. Raman, M. and Sharma, S. *Technical Communication: Principles and practice*.

Course Learning Outcomes: At the end of the Course, the Student will be able to

CLO 1	Understand sentence structures and performing accordingly
CLO 2	Develop a sense of formality and informality, and making them capable to maintain that
CLO 3	Develop communication competence
CLO 4	Develop speaking competence
CLO 5	Develop students' confidence in English Language communication

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1										√	
CLO 2										√	
CLO 3										√	
CLO 4										√	
CLO 5										√	

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Understand sentence structures and performing accordingly	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Develop a sense of formality and informality, and making them capable to maintain that.	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Presentation Final.
CLO 3	Develop communication competence	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Develop speaking competence	Lecture, discussion with multimedia Q & A, Presentation.	Assignment Quiz Mid term Presentation Final
CLO 5	Develop students' confidence in English Language communication	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final

Course Code 0312-5118

Course Title: Bangladesh Studies

Credit Value: 3

Contact Hours: 40

Rationale:

History and tradition of a nation are often considered to be the lifeline of that nation. So every citizen must go through his/her nation's origin, how the country came into being, who sacrificed their lives for their motherland. So the history of Liberation War, economy and social condition,

strengths, weaknesses and opportunities of Bangladesh have been included in the course. Besides, the salient features of important sectors including the duties and the responsibilities of the citizens are the main topics of the course which may imbue the students to be better citizens. Also the government has ordered all educational institutions to teach the course. So it is worthwhile to include the course in the library science curriculum.

Course objectives:

This is a multidisciplinary course designed to equip students with knowledge about two focal themes relating to Bangladesh. The first theme is the inevitability of the emergence of Bangladesh (liberation war) as a state entity in the context of a long historical background starting from the 4th Century B.C., and the second theme draws attention to the experience of Bangladesh as a small state in the Third World in governance and democratization. The students attending this course are expected to be made aware of the past, present, future as well as the problems and opportunities of Bangladesh.

Course contents:

Unit-1: Roots of Bangladesh

Origin of the name of Bengal/Bangladesh, A brief history of the then Bengal/Bangla/ Bangladesh.

Unit-2: Undivided Pakistan

Role of individuals: M A Jinnah, Sheikh Mujibur Rahman. The Lahore Conference and resolution, foundation of the Awami Muslim League, Formation and trends of political parties.

Unit-3: Nationalism and Circumstances, 1947-71

A towards Independence, 1970-71, The Historic 7 March Speech of Bangabandhu Sheikh Mujib, Genocide of 25th March, Declaration of Independence.

Unit-4: The Liberation War of Bangladesh 1971 (26 March-16 December 1971):

Organization of the War, Formation of Exile Government of Independent Bangladesh, Internal, Regional, and Global Perspectives. Surrender of Pakistan Army on 16th December 1971.

Unit-5: The identity of the country and the people

Roots of identity, Anthropological identity and Society and Culture.

Unit-6: Post liberation Priorities in Bangladesh

Nation-building in a new state, Economic reconstruction and rehabilitation activities of war-torn Bangladesh.

Unit-7: Economic Development and progress of Bangladesh

Historical context of Bangladesh's economy, Basic nature and Characteristics of Bangladesh's economy, Fiscal Policy of Bangladesh, Major Economic Sectors, Foreign Aid, Foreign Direct Investment (FDI), Remittance, Role of NGOs and Social Entrepreneurship.

Unit-8: Roadmap towards to be a Developed Bangladesh

Vision 2021 and 2040, Poverty, Poverty Reduction Strategy Papers (PRSP), Millennium development Goal (MDG), Sustainable Development Goal (SDG) and Delta Plan.

Unit-9: Constitution of Bangladesh

Formative Phases of Bangladesh Constitution, Main features of Bangladesh Constitution and Major Amendments of Bangladesh Constitution.

Unit-10: Foreign Policy of Bangladesh

Historical context of Bangladesh's foreign policy, Main features of Bangladesh's foreign policy and Bangladesh's foreign policy in the context of Post-cold war.

Unit-11: Politics and Governance in Bangladesh

The Political Development and role of Political Parties, Problems of Democratization, Problems of Governance, Process of Globalization and its impact on Bangladesh, Military intervention in Bangladesh's Politics, Causes and Consequences of military intervention, Struggle against Military intervention and Dictatorship, War crime trial.

Text Book, Reference books and other Resources:

১. অসমাপ্ত আত্মজবনী, বঙ্গবন্ধু শেখ মুজিবুর রহমান, ঢাকা, ঢাকা দি ইউনিভার্সিটি প্রেস লিমিটেড, ২০১২।
২. কারাগারের রোজনামা, বঙ্গবন্ধু শেখ মুজিবুর রহমান, বাংলা একাডেমী, ২০১৭।
৩. ড.হারুন-অর-রশিদ, বাংলাদেশ রাজনীতি সরকার ও শাসনতান্ত্রিক উন্নয়ন, ১৭৫৭-২০১৮, নিউ এজ পাবলিকেশন, ২০১৫।
৪. মুক্তিযুদ্ধ জ্ঞানকোষ। এশিয়াটিক সোসাইটি অব বাংলাদেশ। ঢাকা: ২০২১। (১-৫ খন্ড)।
৫. বাংলাদেশের স্বাধীনতায়ুদ্ধের দলিলপত্র। মুক্তিযুদ্ধভিত্তিক মন্ত্রণালয়। ঢাকা: ১৯৮৫। (১-১৫ খন্ড)।
৬. Emajuddin Ahamed (ed.). *Foreign Policy of Bangladesh: Small State Imperative*. University Publications Ltd.
৭. Harun -or-Rashid. “*The 1940 Lahore Resolution: Bengali Idea of Statehood*”, Journal of
৮. Harun ur Rashid (2015). *International Relations and Bangladesh*. The University Press Limited, 2015
৯. Jahan, Rounaq (2015). *Bangladesh: Promises and Performance*, Dhaka: The University Press Limited.
১০. Rehman Sobhan (1993). *Bangladesh: Problems of Governance*, Konark Publishers Pvt. Ltd, New Delhi.
১১. Sayed Anwar Husain (1944). *Bangladesh: National Scenario, Foreign Policy and SAARC*, Aghamee Prakashani, Dhaka. Asiatic Society of Bangladesh (Humanities) Vol.39, No.1, June 1944, PP.64-65
১২. Sayed Anwar Husain 1994. ‘*Challenges of Democratic Governance in Bangladesh*’, in Chakravarty, S. R. (ed), *Society, Politics and Economy of Bangladesh*, Har-Anand Publisher, India

Course Learning Outcomes (CLO): At the end of the Course, the students will be able to learn:

CLO 1	The historical roots of Bangladesh and get a solid footing in understanding the true history of the emergence of Bangladesh from the clutch of internal colonialism under erstwhile Pakistan for two decades.
CLO 2	Understand and explain Socio-Economic-cultural aspects and constitution of Bangladesh.
CLO 3	Understand governance, politics, ethnicity, and foreign policy of Bangladesh.
CLO 4	Have a sense of pride about the struggle against internal colonialism and about the war of liberation in 1971 and socio-economic and politico progress and remarkable development of Bangladesh.
CLO 5	Give them a very informative and in-depth idea and consequently a sense of pride, confidence, and patriotism and also grow among them a good understanding of responsibility to build up the nation and the country with belongingness and with a worldview of common and collective welfare of our multitudes.
CLO 6	Inspire them by the spirit of the liberation war and will devote themselves to the development of the country and the nation.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.

PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes-

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1										√	
CLO 2										√	
CLO 3										√	
CLO 4										√	
CLO 5										√	
CLO 6										√	

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	The historical roots of Bangladesh and get a solid footing in understanding the true history of the emergence of Bangladesh from the clutch of internal colonialism under erstwhile Pakistan for two decades.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final
CLO 2	Understand and explain Socio-Economic-cultural aspects and constitution of Bangladesh	Interactive discussion, Lecture, Q & A, Video Show	Assignment Quiz Mid term Term paper Presentation Final.

CLO 3	Understand governance, politics, ethnicity, and foreign policy of Bangladesh.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 4	Have a sense of pride about the struggle against internal colonialism and about the war of liberation in 1971 and socio-economic and politico progress and remarkable development of Bangladesh	Lecture, discussion with multimedia Q & A.	Assignment Quiz Mid term Presentation Final
CLO 5	Give them a very informative and in-depth idea and consequently a sense of pride, confidence, and patriotism and also grow among them a good understanding of responsibility to build up the nation and the country with belongingness and with a worldview of common and collective welfare of our multitudes.	Board work, Lecture discussion with multimedia, White board illustration	Assignment Quiz Mid term Presentation Final
CLO 6	Inspire them by the spirit of the liberation war and will devote themselves to the development of the country and the nation.	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Assignment Quiz Mid term Presentation Final

Course Code 0322-5119

Course Title: Thesis/Internship

Credit Value: 3

Contact Hours: 40

Rationale:

As it is a professional course so practical orientation and/or real life situation of a modern library by internship should be experienced by the students, so that s/he can feel comfortable and confident while starts working in a library. On the other hand doing research by visiting libraries and prepare a case may also fulfill the purpose. For this, the rationale of inclusion of this course in the curriculum quite justified.

Course Objectives:

The objectives of this practical course are to have skills to work in a library. The student is supposed to work in every section of the library for a few days to gather ideas, knowledge and skills how to work in a library and give services to the readers. S/he can also know about the manners and etiquettes of office decorum. The objectives of the 2nd part of the course are to acquaint the students about thesis writing based on the ideal format of a research work.

Course contents:

Unit-1: Orientation about the library of internship, vision, mission and objectives.

Unit-2: History and Importance of the library where internship is being done.

Unit-3: Work in the procurement section, Book selection and purchase techniques.

Unit-4: Work in processing section, Accessioning, ownership, cataloging and classification of books.

Unit-5: Readers' service and Digital Library Services: How to issue and return books and How online library works.

Unit-6: Online searching: Techniques of internet searching.

Unit-7: Selection of research title, techniques of determining title of a research.

Unit-8: Formulation of research design, Techniques of data collection and management.

Unit-9: Research paper writing: Successful writing of a research report.

Text Book, Reference books and other Resources:

1. Aminuzzaman, Salauddin. (1991). *Introduction to social research*. Dhaka, BD.
2. Bhattacharjee, A. (2002). *Social Science Research: Principles, Methods and Practices*. USA: University of Florida, Tampa, Florida.
3. Carol M. R. *The dissertation Journey: A Practical and Comprehensive Guide to planning, Writing and Defending your Dissertation*. (2nd ed.).
4. Dr. Rob Yeung. *Smart answer to tricky interview question; How to prepare a job winning interview*.
5. Johnson E. D. *Communication*.
6. Kumar, K. (1999). *Research Methods in Library and Information Science*. New Delhi: Har-Anad.
7. Wayne, C. B. and Gregory G. C. [et al]. *The Craft of Research: Chicago Guides to Writing, Editing and Publishing*. (4th ed.).
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Course learning outcomes: At the end of the course, the student will be able to have experiences on:

CLO 1	Conceptualization of and practical knowledge on how does a modern library work?
CLO 2	Book selection process and book processing activities.
CLO 3	Preservation and conservation techniques and readers' service (online service)
CLO 4	Act as researcher. Data collection, processing, analyzing and tabulation
CLO 5	Formulation of recommendation/s.
CLO 6	Defending techniques.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.

PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes:

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1					√			√			
CLO 2			√								
CLO 3			√								
CLO 4						√					
CLO 5								√			
CLO 6						√					

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of and practical knowledge on how does a modern library work?	Lecture, Q & A, Interactive discussion, Lecture, discussion with multimedia.	Viva Term paper Presentation

CLO 2	Book selection process and book processing activities.	Interactive discussion, Lecture, Q & A, Video Show	Viva Term paper Presentation
CLO 3	Preservation and conservation techniques and readers' service (online service)	Board work, Lecture discussion with multimedia, White board illustration	Viva Term paper Presentation
CLO 4	Act as researcher. Data collection, processing, analyzing and tabulation	Lecture, discussion with multimedia Q & A.	Viva Term paper Presentation
CLO 5	Formulation of recommendation/s.	Board work, Lecture discussion with multimedia, White board illustration	Viva Term paper Presentation
CLO 6	Defending techniques.	Interactive discussion, Lecture, Q & A, Video Show	Viva Term paper Presentation

Course Code 0322-5120

Course Title: Viva-Voce

Credit Value: 2 credits

Contact Hours: 25

Rationale:

Viva Voce is a kind of taking feedback from the students to judge their knowledge, skill and attitude and aptitude toward his studies without which giving certificate is not seemed to be justified. So viva voce has been included in the exam system of the course.

Course Objectives:

The objectives of this practical course are to judge the overall knowledge, skills and personality of the students.

Course learning outcomes: At the end of the Course, the Student will be able to have experiences on:

CLO 1	Conceptualization of and practical knowledge on all the courses learned.
CLO 2	Personality of the students.
CLO 3	Attitude of the students.
CLO 4	Demeanor and behavior.

Program Learning Outcomes (PLOs):

After successful completion of the program the students will be able to learn:

PLO 1	The history of books and libraries and the role of libraries for social and human development.
PLO 2	To differentiate different kinds of libraries, their functions, responsibilities and management.
PLO 3	To select, evaluate, and procure books and learning resources for libraries.
PLO 4	To identify necessary information sources and what kinds of services may be provided to the patrons.
PLO 5	To have necessary theoretical and practical knowledge on cataloging and classification to retrieve and disseminate information.
PLO 6	To prepare themselves in formulating research proposal, to conduct research and to apply statistics in library management.
PLO 7	To publish information products, marketing of library products, maintenance of public relations and communication, indexing and abstracting of the reading materials.
PLO 8	To have command over ICT and digital library systems, library software development, database design and application, archives and rare books management.
PLO 9	To have practical training through internship and research this increases students' skill for working in teams and defending techniques.
PLO 10	To know Bangladesh history, war of liberation and social development and English language proficiency.
PLO 11	How to retrieve document and information and also know about information networking and resources sharing.

Mapping of Course Learning Outcomes to Program Learning Outcomes-

	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11
CLO 1					√						
CLO 2											
CLO 3											
CLO 4											

Mapping of Course Learning Outcomes (CLOs) with the Teaching Learning Strategy and Assessment Strategy

CLO	CLOs	Teaching Learning Strategy	Assessment Strategy
CLO 1	Conceptualization of and practical knowledge on all the courses learned	Lecture, Q & A, Interactive discussion.	Mock-Viva Presentation
CLO 2	Personality of the students.	Lecture, Q & A, Interactive discussion.	Mock-Viva Presentation
CLO 3	Attitude of the students	Lecture, Q & A, Interactive discussion.	Mock-Viva Presentation
CLO 4	Demeanor and behavior.	Lecture, Q & A, Interactive discussion.	Mock-Viva Presentation

Part- D

Grading/Evaluation: The evaluation is based on: (1) a final examination, (2) a mid- term test, (3) quizzes, and (4) assignments. The exact distribution of marks may vary from course to course.

1. Grading Scale: The following letter grading is being used and will remain same:

Numerical Grade	Letter Grade	Grade Point
80% and above	A+	4.0
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.5
65% to less than 70%	B+	3.25
60% to less than 65%	B	3.0
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.5
45% to less than 50%	C ^a	2.25
40% to less than 45%	D	2.0
Less than 40%	F ^b	0.0

A student must obtain at least a 'C' grade to pass any individual course. Students may not take a course if they have an 'F' grade in any of the course's prerequisites. In addition, there will be an "I" (Incomplete) grade for unfinished work; students would complete the specific course within the following academic semester; otherwise s/he must have to retake the course. There will also be a Withdrawal (W) Grade.

2. **Grades:** The Bachelor's and Master's degree results of the AUB are classified according to the British Undergraduate Degree Classification system, when it is evaluated with class grade. GPA above or Equal to 3 is equal to 1st class in Honor's and Master's degree in AUB.
3. **Grade Point Average and Cumulative Grade Point Average:** The Grade Point Average (GPA) is a numerical value obtained by dividing the total number of grade points earned by the number of credits for the semester. AUB uses the Grade Point Average (GPA) system to summarize students' scores. This result in a Cumulative Grade Point Average (CGPA), which is calculated based on credits and grades earned.
4. **Course Withdrawal (W):** Students can withdraw a course they plan to stop attending after the last date of add/drop period of the intended semester and before the mid-term of the course. The grade will be "W" and the payment will be non-refundable.
5. **Incomplete (I) courses:** An 'I' grade is given to a student who has fulfilled the majority of the course requirements but has been unable to complete. The requirements should be fulfilled by the student before the end of the following semester in consultation with the course- instructor, failing which the grade converts to 'F'. The student is not required to register for the course in the next semester.
6. **Retake:** A student who obtains a grade of 'D' or 'F' in a course must successfully retake the course, if it is a compulsory course, within the three semesters following the first attempt. A student who retakes a course for either reason will be required to pay the prescribed course fees.
7. **Grade Improvement:** A student who obtains grade 'C' or 'C+' in a course may seek to improve his/her grade only once in any of the three subsequent semesters in which the grade is obtained.
8. **Course Dropout:** When a student's CGPA falls below 1.70 or s/he fails to earn a GPA 2.25 or better during two subsequent probationary periods.