

Diploma in Documentation and Electronic Archiving

Total Credit Hours 72

Course List of DEA Program

University Requirements (18 credit hours)					
No	Title	Cr. hr.	Theoretical	Practical	Prerequisite
1211212	Islamic Culture	3	3	0	None
1211146	History of Sciences among Muslims	3	3	0	None
1211111	Communication Skills in Arabic	3	3	0	None
1213110	Introduction to Information Technology	3	2	2	None
1204113	Man and the Environment	3	3	0	None
1211147	Introduction to Psychology	3	3	0	None
Total		18	17	2	

College Requirements (9 credit hours)					
No	Title	Cr. hr.	Theoretical	Practical	Prerequisite
1212111	Principles of Management	3	3	0	None
1211139	ESP for Archiving	3	3	0	None
1211124	Foundation Math & Statistics	3	3	0	None
Total		9	9	0	

Compulsory Program Requirements (33 Credit Hours)					
No	Title	Cr. hr.	Theoretical	Practical	Prerequisite
1213151	Introduction to Archives and Records	3	3	0	None
1213153	Archives Administration and Records Management	3	2	2	None
1213155	Selection, Appraisal and Evaluation of Archival Documents	3	2	2	None
1213152	Archive Services	3	2	2	1213151
1213154	Introduction to Archiving Information Systems	3	2	2	1213110
1213156	Archive Environment and Equipment	3	2	2	1213151
1213158	Introduction to Web Design and Multimedia Practices	3	2	2	1213110
1213161	Records Arrangement and Description 1	3	2	2	1213153
1213163	Digital and Electronic Archives	3	2	2	1213152
1213162	Preservation and Restoration of Archival Materials	3	2	2	1213156
1213164	Archive Legislation and Regulation	3	3	0	None
1213496	Field Training	0	0	0	achieving 54 Credit Hours
Total		33	24	18	

Elective Program Requirements (12 Credit Hours)					
No	Title	Cr. hr.	Theoretical	Practical	Prerequisite
1213171	Resources Access and Outreach	3	2	2	1213152
1213172	Archive Quality Management	3	3	0	None
1213173	Document Management System	3	2	2	1213158
1213174	Selected Topics in Archive Science	3	2	2	1213151
1213175	Advanced Issues in Archives	3	2	2	1213151
1213176	Information Society	3	3	0	None
1213177	Records Arrangement and Description 2	3	2	2	1213161
Total		21	15	12	

Study Plan

First Year

Fall Semester

Code	Course Title	Type	Cr.
1211147	Introduction to Psychology	UR/C	3
1211111	Communication Skills in Arabic	UR/C	3
1213110	Introduction to IT	UR/C	3
1213151	Introduction to Archives and Records	PR/C	3
1213153	Archives Administration and Records Management	PR/C	3
1213155	Selection, Appraisal and Evaluation of Archival Documents	PR/C	3
Total			18

Spring Semester

Code	Course Title	Type	Cr.
1212111	Principles of Management	CR/C	3
1211124	Foundation Math & Statistics	CR/C	3
1213152	Archive Services	PR/C	3
1213154	Introduction to Archiving Information Systems	PR/C	3
1213156	Archive Environment and Equipment	PR/C	3
1213158	Introduction to Web Design and Multimedia Practices	PR/C	3
Total			18

Second Year

Fall Semester

Code	Course Title	Type	Cr.
1211139	ESP for Archiving	CR/C	3
1211212	Islamic Culture	UR/C	3
1213161	Records Arrangement and Description 1	PR/C	3
1213163	Digital and Electronic Archives	PR/C	3
	Program Elective	PR/E	3
	Program Elective	PR/E	3
Total			18

Spring Semester

Code	Course Title	Type	Cr.
1204113	Man and The Environment	UR/C	3
1211146	History of Sciences Among Muslims	UR/C	3
1213162	Preservation and Restoration of Archival Materials	PR/C	3
1213164	Archive Legislation and Regulation	PR/C	3
	Program Elective	PR/E	3
	Program Elective	PR/E	3
Total			18

Summer Semester

Code	Course Title	Type	Cr.
1213496	Field Training	PRC	0
Total			0

Course Types

UR/C	University Requirements/Compulsory	CR/C	College Requirements/Compulsory
PR/E	Program Requirements/Elective	PR/C	Program Requirements/Compulsory

Diploma in Documentation and Electronic Archiving
Short Distributions

الثقافة الإسلامية: 1211212

المتطلب السابق: لا يوجد
الساعات المعتمدة: ٣

يتناول هذا المساق مفهوم الثقافة الإسلامية وأهدافها وأهميتها وخصائصها. كما يعرف الطالب بمصادرها ويخصّص من تلك المصادر القرآن الكريم والسنة النبوية ودورهما في الشريعة الإسلامية. ويغطي المساق أيضا مفهوم الإيمان بكل جوانبه، بما في ذلك الإيمان بالله تعالى والإيمان بالكتب السماوية والملائكة والرسول واليوم الآخر والقدر، بالإضافة إلى تناول موضوع العبادات وأنواعها وموضوع الأخلاق وأثرها في حياة المسلم.

تاريخ العلوم عند المسلمين: 1211146

المتطلب السابق: لا يوجد
الساعات المعتمدة: ٣ (٢ ساعة نظري + ٢ ساعة عملي)

بيان أهمية العلم في الإسلام، نشأة العلوم عند المسلمين كالتفسير والحديث والفقهاء والعربية، الإنجازات التي حققها العلماء المسلمون في ميادين العلوم الشرعية، وعلوم العربية، إبداعاتهم في العلوم الأخرى كالتاريخ والجغرافيا، والفلك، والطب، والصيدلة، والكيمياء، والنبات، والرياضيات، والهندسة، والعمارة، وأثار ذلك في الحضارة الأوروبية والعالمية.

اللغة العربية: ١٢١١١١١

المتطلب السابق: لا يوجد
الساعات المعتمدة: ٣

يتضمّن المساق المكونات الأساسية والداعمة لتمكين الطلبة من التعبير عن أفكارهم وأغراضهم التخاطبية قراءة وكتابة بلغة عربية سليمة، والتفاعل الإيجابي في مواقف حوارية مختلفة تعبر عن كفاية في الفهم والاستيعاب والطلاقة اللغوية.

1213110: Introduction to Information Technology

Prerequisites: None

Course Credits: 3:2 theory – 2 Lab

The course explains a general introduction to computer and information technology concepts. In order to better prepare the students for their professional careers, the course equips the students with the necessary skills to use computers and essential software applications and operating systems effectively. It also addresses the basic concepts of the internet and its importance and services and provides students with basic ethical information that related to information technology.

1204113: Man and the environment

Prerequisites:

Course Credits: 3

Introduction to the key concepts and principles on how nature works; understanding of the basic relationships between man and environment; bio-history of man and ecosphere; explanation to demonstrate interconnection between environmental and resource problems and human and must be understood by multidisciplinary, holistic approach; suggestion to the solutions for sustainable healthy environment.

مدخل إلى علم النفس: 1211147

المتطلب السابق: لا يوجد
الساعات المعتمدة: ٣

يهدف هذا المقرر إلى تزويد الطلبة بالمفاهيم والمبادئ الأساسية في علم النفس واكتسابهم مهارات التفكير والتفسير لجوانب السلوك الإنساني في مجالات الحياة المختلفة بأسلوب علمي مع التركيز على جوانب التطبيقية للمبادئ والمفاهيم النفسية.

1212111: Principles of Management

Prerequisites: None.

Course Credits: 3

This is a preliminary course in the applied principles of management. This course is designed to provide the student with a basic understanding of the role of managers in modern organizations. The focus is on the managerial activities of planning, organizing, directing, and controlling organizational resources. Students are expected to learn techniques of leading and motivating employees, designing effective organizations, understanding organizational cultures, managerial ethics, and controlling resources. This course is fully supported on blackboard.

1211131: ESP for IT

Prerequisites: None

Course Credits: 3

ESP for IT 1 (English for Information Technology 1) is a pre-intermediate course that is offered in the first term of specialization to Information Technology students. It basically aims at equipping students with the necessary language skills they need to cope with the linguistic requirements of their specialization and to use English properly and fluently in the professional environment they are expected to join. As it draws on a wide range of topics and applications that pertain to computer science and its latest developments, this course seeks to develop all four skills with special emphasis on lexical acquisition and grammatical accuracy. Since the course is oriented towards communication rather than knowledge acquisition in the field of specialization, it gradually trains IT students to interpret and use words appropriately and to formulate grammatically correct statements while talking and writing about computer components, applications, processes, systems, software and various other uses.

1211124: Foundation Math & Statistics

Prerequisites: None

Course Credits: 3

The course covers the basic mathematical foundation needed by the students such as basic operations, percent, exponents, linear and quadratic equations, linear inequalities, and linear functions. The course also introduces the students to basic tools for exploratory data analysis such as basic statistical graphics, basic numerical summaries of location and spread as well as an introduction to the normal distribution.

1213151: Introduction to Archives and Records

Prerequisites: None

Course Credits: 3:3 theory – 0 lab

This course will provide an introduction to the basic theories, methodologies, and most significant problems relating to archives. It also provides a survey of principles and practices that archivists and records' managers apply. It will discuss nature of documentation and recordkeeping in contemporary society and different types of institutions with responsibility for records. It introduces the different types of

archives (current, middle and historical) and their role. It also provides an overview of the new trends in archives and record management.

1213153: Archives Administration and Records Management

Prerequisites: None

Course Credits: 3:2 theory – 2 lab

The course provides students with the different types of traditional and digital records and its life cycle. It equips students with the knowledge and skills required to identify the basic principles and practices of archives administration and records management. It highlights also the importance and roles of archives in the modern institutions. It teaches students the skills required to apply the basic operations of archives administration and records management.

1213155: Selection, Appraisal and Evaluation of Archival Documents

Prerequisites: None

Course Credits: 3:2 theory – 2 lab

This course introduces students with the basic technical operations of archives. It provides the knowledge and skills required to apply the selection and appraisal of archival materials. It provides the theories, practices, rules, standards, policies and plans of each operation. It highlights also some of ethical and social issues related to the archival environment.

1213152: Archive Services

Prerequisites: 1213151

Course Credits: 3:2 theory – 2 lab

This course introduces students with the different types of archival information materials and their usage in making decisions in the related organizations. It also enables students to identify the different types of archival information services and its importance. It equips students with the knowledge and skills to recognize the basic information needs of archives' users. In addition, it provides students with the ability to apply and assess the different levels and types of archival information services.

1213154: Introduction to Archiving Information Systems

Prerequisites: 1213110

Course Credits: 3:2 theory – 2 lab

This course deals with archiving information system. It provides students with the required knowledge of components, types and concepts of archives information system. It also hands students on the basic skills required to use the functions and services of archival information systems. It provides students with the basic criteria to be used in selection and evaluation of archiving software. The course introduces students with the current issues and standards of archiving information models and systems.

1213156: Archive Environment and Equipment

Prerequisites: 1213151

Course Credits: 3:2 theory – 2 lab

This course deals with the basic components and equipment required for establishing archive units. It highlights the specifications and standards of archive equipment and environment. It provides students with the basic knowledge and

required skills to deal with the traditional and modern archiving hardware. It equips students with the abilities of applying and assessing the safety and security standards of the archive work environment. It also describes a range of social and legal issues for archive environment and equipment.

1213158: Introduction to Web Design and Multimedia Practices

Prerequisites: 1213110

Course Credits: 3:2 theory – 2 lab

This course provides students with the knowledge and skills necessary required for building web sites. It covers a range of topics including websites building tools, creating web sites from scratch, presenting information in lists and tables, adding graphics to websites, changing web pages layout. It defines terms and the concepts of multimedia technology. Various hardware and software used in are described and discussed throughout the course. It also discusses several methods for designing effective multimedia products using specific software applications.

1213161: Records Arrangement and Description 1

Prerequisites: 1213153

Course Credits: 3:2 theory – 2 lab

This course is provides students with the theoretical and methodological knowledge necessary for the arrangement and description of archival documents. It provides students with principles and practices that archivists and records managers apply. It also provides issues of describing, arranging archival materials. It highlights the profession usage of international standers and rules for describing and arranging archival materials such as: ISAD, ISAAR and ISDF. In addition, it provides the basics of classification plans applied in archives.

1213163: Digital and Electronic Archives

Prerequisites: 1213152

Course Credits: 3:2 theory – 2 lab

This course provides students with an understanding of the basic concepts, elements, goals, terminologies and types of digital and electronic archives. It teaches students how to deal with, plan, design and implement a digital archive collection. It also trains students on how to use digital archive technologies to be familiar with the underlying issues of digital archiving. Students will be exposed to the ethical and legal issues in digital archives.

1213162: Preservation and Restoration of Archival Materials

This course provides students with the basic knowledge and skills required for applying and practicing preservation and restoration operations in archives. It highlights the issues related to preservation and restoration such as: tools, rules, equipments, standers and strategic plans. It equips students with the ability to deal with preservation in the digital age. It also provides students with the basic criteria for the evaluation and preservation of electronic records.

1213164: Archive Legislation and Regulation

Prerequisites: 1213151 + 1213153

Course Credits: 3:3 theory – 0 lab

This course introduces students to an understanding of the laws, legalization and regulations concerning archives and archives profession. It provides students with

the basics standards of the safety and security in the archive environment. It highlights the basic professional and ethical practices related to the work of the information institutions. It also provides students with the UAE laws, policies and regulations which stated the archive organizations.

1213496: Field Training

Prerequisites: None

Course Credits: 54 credit hours accomplished

This course aims to provide students with practical training, which exposes them to real life work environments. The training is carried out as a co-op with governmental agencies and local private industry. The course would help the students to bridge between the knowledge acquired at the college and real life work environments. The course leads the students to improve their skills and help them making career decisions.

1213171: Resources Access and Outreach

Prerequisites: 1213152

Course Credits: 3:2 theory – 2 lab

This course deals with the importance and usage of information, information sources, information depositories, search engines and knowledge assets. It clarifies their roles in making decision-making and informatics problem solving in the modern life. It trains students on the required skills related to formalizing keywords and ontology. It provides students with the skills to explore and customize their information needs.

1213172: Archive Quality Management

Prerequisites: None

Course Credits: 3:3 theory – 0 lab

This course provides students with the basic terminology of quality management. It equips students with the knowledge and practices related to fundamentals, principles, goals and functions of quality management in archives. It trains students also on the usage of total quality management tools. In addition, it provides students with standards and criteria required to assess quality management in archives.

1213173: Document Management System

Prerequisites: 1213158

Course Credits: 3:2 theory – 2 lab

This course deals with issues in Document Management System (DMS). It provides students with the required knowledge of components, types and concepts of DMS. It also hands students on the basic skills required to use the functions and services of DMS. It provides students with the basic criteria to be used in selection and evaluation of DMS. The course introduces students with the current issues and standards of DMS.

1213174: Selected Topics in Archive Science

Prerequisites: 1213151

Course Credits: 3:2 theory – 2 lab

The course covers some selected topics, which add an additional knowledge to the students in the archives and record management fields. Each topic contains advanced features of a related topic that the students studied before with a particular

emphasis on the practical part of that topic. In addition, the course provides students with the opportunity to learn more interested topics to add a value to their knowledge.

1213175: Advanced Issues in Archives

Prerequisites: 1213151

Course Credits: 3:2 theory – 2 lab

The course covers some advanced issues that add an additional knowledge to the students in the fields of archives such as: digital rights management, digital management, electronic resources, Cloud Archiving Services, E-Publishing, metadata, XML, AJAX, Networks, Open Source Software, ISO, EAD, ISAD, UAE Federal archives Laws, and others. Each topic contains advanced details of a related topic that students studied before with a particular emphasis on the practical part of that topic. The course provides students with the opportunity to learn advanced topics that will add a value to their knowledge.

1213176: Information Society

Prerequisites: 1213151

Course Credits: 3:3 theory – 0 lab

This course provides the terminologies, goals, importance and functions of information society. It highlights current issues, standards and applications of information society. It focuses also on practices related to E-Applications and E-Contents. It gives students the ability to recognize the main players in the knowledge and information society.

1213177: Records Arrangement and Description 2

Prerequisites: 1213161

Course Credits: 3:2 theory – 2 lab

This course is provides students with the advanced terms and definitions necessary for the advanced arrangement and description of archival documents. It provides students with archives' related standards and guidelines, which provide guidance for preparing archival authority records that, provide descriptions of entities (corporate bodies, persons and families) associated with the creation and maintenance of archives. It also highlights the international standards and rules for describing and arranging digital archival materials. In addition, it provides advanced classification plans that applied in archives.