Identification card to the specialization: **Information Technology and Documentation**

Specialization Code

Specialization-Related Profession Code:

Identification card to the specialization: Library and Information Science

License degree

Field: Human Sciences and Social Sciences

Branch: Human Sciences - Library Science

Specialization: Information Technology and Documentation

Formation Location: Faculty of Human Sciences and Islamic Sciences
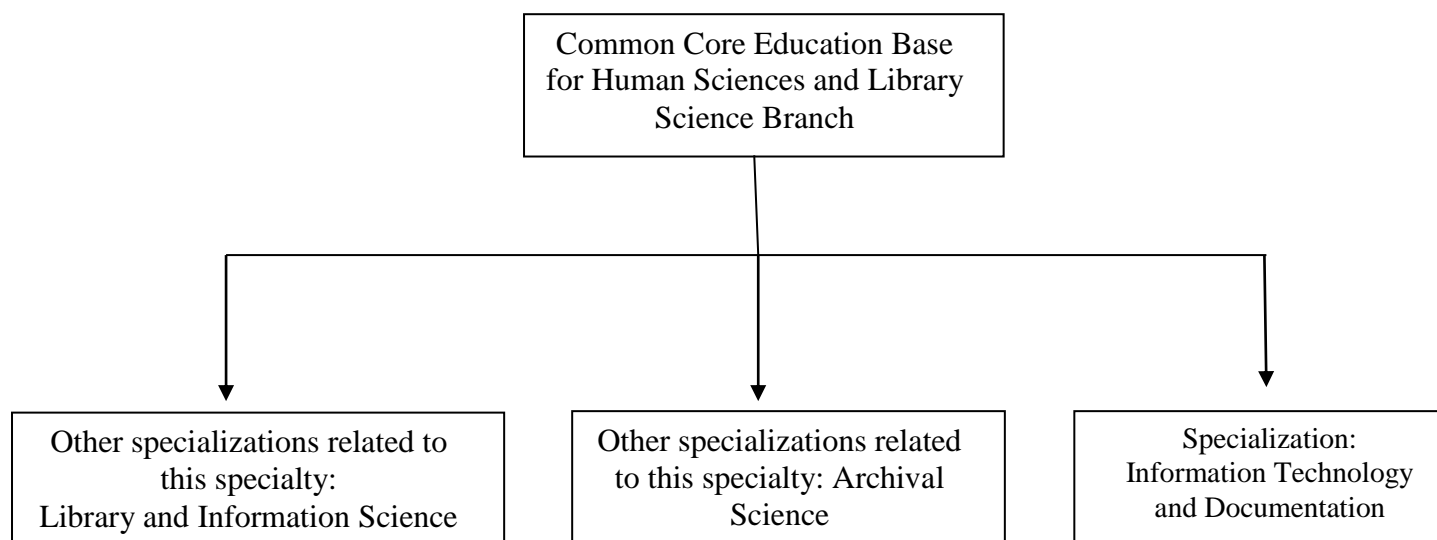
Department of Library Science and Documentation

Reference to the Bachelor's Degree Qualification Decision: Decision N. 1177 dated September 11, 2023, defining the education program for obtaining a Bachelor's degree in the field of "Human and Social Sciences," Human Sciences Division, "Library Science," specializing in "Information Technology and Documentation" at universities and university centers.

Other participants

Institutions and social partners

The General Directorate of Scientific Research and Technological Development and universities with a human sciences department (University of Algiers 2, University of Constantine 2, University of Annaba, University of Adrar, University of Sidi Bel Abbes, University of Tiaret, University of Tamanrasset, University of Mostaganem, Naama University Center, University of Biskra, etc.)

General organization of the project's formation

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              │  Common Core Education Base  │
              │ for Human Sciences and Library│
              │       Science Branch         │
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Other specializations related to this specialty: Library and Information Science	Other specializations related to this specialty: Archival Science	Specialization: Information Technology and Documentation

Content and context of the formation:

Information Technology and Documentation is a specialty that focuses on the use of technology to manage information and data effectively and efficiently. This field encompasses several aspects, including:

1. Information Management: This aspect involves the design and implementation of systems for the efficient collection, storage, and retrieval of information. This aims to provide easy and rapid access to the required information.

2. Data Storage: This aspect relates to the development and implementation of reliable and secure data storage systems, such as databases and cloud storage, to ensure the integrity and protection of data.

3. Document Management: This task involves the design and implementation of systems for managing digital documents, including document classification, preservation, and electronic workflow.

4. Software Development: This aspect relates to the development of applications and programs specific to information and document management, which meet the needs of institutions and organizations.

5. Information Security: This aspect involves the application of procedures and techniques to protect data and information from security threats, such as hacking and cyber attacks.

Training in this field is diverse and comprehensive, encompassing the study of programming, databases, content management systems, digital libraries, and basic concepts in information management and documentation. These trainings provide opportunities to learn about modern technology and how to apply it to solve problems in the field of information management and documentation.

Formation objectives:

The objectives of the formation in information technology and documentation include a set of key goals that students and trainees seek to achieve. These goals include:

1. Understanding Information Management Concepts: The formation in this field aims to provide a deep understanding of information management concepts and their foundations, including the storage, classification, and retrieval of information.

2. Developing Technical Skills: The training aims to enhance students' skills in using various digital technologies and tools used in information management and documentation.

3. Needs Analysis: Students are taught how to analyze the information management needs of institutions and organizations and identify appropriate technological solutions to meet these needs.

4. Systems Design: The training courses provide students with the skills necessary to design and develop information management and documentation systems, including the analysis of digital documentation. The training focuses on developing students' skills in managing digital documents, including organizing, preserving, and retrieving them effectively.

These objectives help equip students with the knowledge and skills necessary to work in the field of information technology and documentation, whether in the public or private sectors, and enable them to meet the challenges and take advantage of opportunities in this evolving field.

Targeted Skills by the formation:

The Information Technology and Documentation Program aims to develop a variety of technical skillfulness and skills that will help students achieve success in various fields. Targeted skills include:

1. Technical Skills:

- Understanding of Programming and Software Development: To understand how to design and develop software used in information management and documentation.

- Database Management: To be able to design and manage databases used to store information.

- Data Analysis Skills: To understand how to extract valuable information from different types of data and analyze it.

2. Information Management Skills:

- Classifying and Organizing Information: To understand how to organize and categorize information in an efficient and logical manner.

- Document Management: To be able to create, manage, and store digital documents in a secure and organized manner.

- Developing Research Strategies: To develop and implement effective search strategies to locate the required information.

3. Project Management Skills

- Project Planning: To develop the ability to plan and organize IT and documentation projects.

- Resource Management: To understand how to manage resources effectively to ensure timely completion of projects.

Developing these skills can introduces the way for students to achieve success in various fields of IT and documentation, whether in the public or private sector, and can help them adapt to rapid technological developments and meet market demands.

Local, regional and national potentials for employability:

Graduators of information technology and documentation can find employment opportunities in a wide range of sectors (public sector, economic sector), and public and private industries, given the growing need for information and data management specialists. These are some potential job opportunities:

1. Libraries of all kinds, centers, cultural centers, and palaces: Jobs can be found in university libraries, public libraries (public reading libraries, municipal libraries), research centers of various specializations, cultural centers, cultural centers, and cultural palaces nationwide, where graduates of the Library and Information Science major are employed to manage knowledge resources and organize information.

2. Companies and Institutions: Many companies and institutions require specialists in information and data management, whether in the technology, health, education, or even government sectors.

3. Digital Marketing and Content Management: In the age of the internet and social media, companies and agencies need specialists in managing online content and information and analyzing user data.

4. Consulting and Training: Graduators of this field can work as independent consultants in the field of information management, developing strategies to organize content and improve access to it.

5. Publishing and Journalism: Graduators can work in publishing and journalism, organizing and classifying articles, books, reports, and other information sources in these institutions using information technology.

6. Technology and Programming: Graduators can work in technology and programming as software developers specializing in library and information management and developing technical solutions to improve library performance.

7. Museums of all kinds (national, state, specialized, etc.)

8. Regional archives centers in various sectors, such as the judiciary, military, and social security.

Core and specialty subjects in the program:

Semester	The Fundamental subjects in the program	Teaching's Language	Subjects of Specialization in the program
Third Semester	Administrative and financial management of documentary institutions	Arabic +English	Administrative and financial management of documentary institutions
	Documentation languages: classifications	Arabic	Documentation languages: classifications
	Unified Standards for the Description of Information Literacies.	Arabic	Unified Standards for the Description of Information Literacies.
	Introduction to Archival Science	Arabic	Introduction to Archival Science
Fourth Semester	Technical organization of documentary institutions	Arabic	Technical organization of documentary institutions
	Documentary languages: indexing and thesauri	Arabic	Documentary languages: indexing and thesauri
	Archival procedures	Arabic	Archival procedures
	Standardized description of monographs	Arabic	Standardized description of monographs
Fifth Semester	Information Systems Evaluation	Arabic	Information Systems Evaluation
	Standardized description: Unprinted literacies	Arabic	Standardized description: Unprinted litracies
	Electronic document management	Arabic	Electronic document management
	Software and Library Management Systems	Arabic	Software and Library Management Systems
Sixth Semester	Internet Marketing	Arabic	Internet Marketing
	Machine-Readable Cataloging	Arabic	Machine-Readable Cataloging
	Electronic archiving	Arabic	Electronic archiving
	Digitization applications in documentary institutions	Arabic	Digitization applications in documentary institutions