

SAIGON UNIVERSITY – SGU

THE ACADEMIC PROGRAM OF BACHELOR DEGREE IN LIBRARY AND INFORMATION SCIENCE

7.1. General Education : 40 credits

7.1.1. Political Discipline and Ho Chi Minh Thought Compulsory

COURSES	NAMES	CREDITS
	Political Discipline and Ho Chi Minh Thought	10

7.1.2. Social Science and Humanity Compulsory

COURSES	NAMES	CREDITS
	Cultural Thought and Approach of the Communist Party of Vietnam	2
	Introduction to Sociology	2
	History of Oriental and Vietnamese Thoughts	2
	Library and Information Legislation, Publishing Law, Intellectual Property	2
	Fundamental of Vietnamese Culture	2
	Fundamental of Psychology	2
	Introduction to Logic	2
	Fundamental of Linguistics	2
	Practical Vietnamese	2
	Chinese Characters and Nom	2

Elective

COURSES	NAMES	CREDITS
	Fundamental of Vietnamese Law	2
	History of World Civilisation	2
	Fundamental of Ethics	2
	Vietnamese	3
	Fundamental of Vietnamese Literature	2
	Fundamental of History of Vietnam	2
	Introduction to Public Communication	2

7.1.3. Foreign language Compulsory

COURSES	NAMES	CREDITS
	English	7

	French	4
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**7.1.4. Physical Education
Compulsory**

COURSES	NAMES
	Physical Education

**7.1.5. National Defense Education
Compulsory**

COURSES	NAMES
	National Defense Education

7.2. Professional Courses : 93 credits

**7.2.1. Introductory Courses : 22 credits
Compulsory**

COURSES	COURSES	CREDITS
	Fundamental of Library and Information Science	4
	Bibliography	2
	Archives	2
	Research Methods in Librarianship	2
	English for Library and Information Science 1	3
	English for Library and Information Science 2	3
	English for Library and Information Science 3	3
	Computer Equipment and Facilities	2

**7.2.1. Major Courses : 63 credits
Compulsory**

COURSES	NAMES	CREDITS
	Collection Development	3
	Classification 1	4
	Classification 2	3
	Preservation	2
	Descriptive Cataloging 1	3
	Descriptive Cataloging 2	2
	Subject Cataloging	4
	Indexing and Abstracting	3
	Library Automation	3
	Information – Library Networking	3
	Reference Service 1	4
	Reference Service 2	3

	Library Organization and Management	3
	Information Display and Electronic Publishing	3
	Digital Library	3
	Internship 1	1
	Internship 2	1
	Internship 3	1
	Internship 4	5
	Research Project	10

Elective Courses : 8 credits

COURSES	NAMES	CREDITS
	Chronography	2
	Children Library	2
	School Library	2
	Public Library	2
	Academic Library	2
	Special Library	2
	Information Sources in the Social Science and Humanities	2
	Information Sources in Sciences and Ttechnology	2
	Marketing Information and Library Services	2
	Library Granting	2
	Bibliographic Utility – OCLC	2
	Computer Network Administration	2
	System Analysis and Design	2
	Multimedia Communication	2

I. Introductory courses

1. Fundamental of Library and Information Science

- **Credit:** 4
- **Prerequisite:** None
- **Aims:** To have an overview of the information and library science in theory and practice.
- **Content:**
 - **Knowledge:** The information and library disciplines developed through three stages: Materials management – Library science; Information management – Information science; and Knowledge management – Digital library. General concepts of library works, information activities, and new technological thoughts.
 - **Skills:** To grasp the objectives of learning and teaching library and information science.
- **Assessment:** Group assignments and a final exam.

2. Bibliography

- **Credit:** 2
- **Prerequisite:** *Descriptive cataloging*
- **Aims:** To know how to prepare all kinds of subject and publicizing bibliographies.
- **Content:**
 - **Knowledge:** Structures of every bibliographical entry and the presentation of these entries under lists. The combination of bibliographical entries with subject headings to automatically prepare the bibliographies.
 - **Skills:** To grasp the techniques of establishing manual and automated bibliographies.
- **Assessment:** Group assignments and a final exam.

3. Archives

- **Credit:** 2
- **Prerequisite:** None
- **Aims:** To acquire a general concept of the process of archives in the national administrative systems.
- **Content:**
 - **Knowledge:** Introduction of government documents and publications, method of storage and office management.
 - **Skills:** To know about archives and office management.
- **Assessment:** Group assignments and a final exam.

4. Research methods in librarianship

- **Credit:** 2
- **Prerequisite:** *Library organization and management*
- **Aims:** To introduce different research methods applied in information and library science, and the presentation of a research project.
- **Content:**
 - **Knowledge:** Introduction to the major areas of research in librarianship and the methods appropriate to different types of investigation. Emphasis on a research proposal and the forms of preparing and presenting a research project.
 - **Skills:**
 - To grasp the different types of research methods;
 - To know how to select a research sample;
 - To know how to investigate and to present research outcomes;
 - To know how to prepare and present a research project.
- **Assessment:** Group assignments and a final exam.

5. English for Library and Information Science 1, 2, 3

- **Credit:** 9
- **Prerequisite:** *Basic English*
- **Aims:** To develop the English terminology of library and information science and to reinforce the students' reading and understanding skills.
- **Content:**
 - **Knowledge:** Usage of phrases and sentences through readings in information and library science. Explanation of many terms in librarianship and information science.

- **Skills:** To read and to understand English in library and information science
- **Assessment:** Group assignments and a final exam.

6. Computer equipment and facilities

- **Credit:** 2
- **Prerequisite:** *Basic computer science courses*
- **Aims:** To use efficiently computer equipment and facilities applied for all library activities.
- **Content:**
 - **Knowledge:** Description of the characteristics and the usage of computers and other computer equipment and facilities applied in library activities.
 - **Skills:** To know the characteristics and the usage of the computer equipment and facilities and to acquire ability to update the prices.
- **Assessment:** Group assignments and a final exam.

II. Major courses

7. Collection development

- **Credit:** 3
- **Prerequisite:** *Introduction to information and library science*
- **Aims:** To develop library collections
- **Content:**
 - **Knowledge:** Grasping different forms of materials, publishing situation in the world. Planning materials acquisition, establishing selection criteria. Preparing library collection development policy.
 - **Skills:** To know how to select and acquire materials and to prepare library collection development policy.

8. Classification 1

- **Credit:** 4
- **Prerequisite:** *Introduction to information and library science*
- **Aims:** To classify library materials
- **Content:**
 - **Knowledge:** Library materials classification systems. Dewey Decimal Classification is essential.
 - **Skills:** To use skillfully the Dewey Decimal Classification
- **Assessment:** Group assignment and a final exam.

9. Classification 2

- **Credit:** 3
- **Prerequisite:** *Classification 1*
- **Aims:** Advanced classification of library materials and digital resources.
- **Content:**
 - **Knowledge:** Advanced Dewey Decimal Classification. Library of Congress Classification. Classification and organization of digital resources.
 - **Skills:** To understand clearly Library of Congress Classification. To know how to classify digital resources.
- **Assessment:** Group assignments and a final exam.

10. Preservation

- **Credit:** 2
- **Prerequisite:** *Classification 1*
- **Aims:** To organize, to arrange and to preserve book stacks.
- **Content:**
 - **Knowledge:** Arrangement of materials on stacks. Organization and preservation of materials.
 - **Skills:** To know how to organize and to arrange stacks skillfully. To know how to preserve the stacks and materials frequently.
- **Assessment:** Group assignments and a final exam.

11. Descriptive cataloging 1 & 2

- **Credit:** 5
- **Prerequisite:** *Classification 1*
- **Aims:** To establish bibliographic records through the description of the outside characteristics, and the headings and other access points of the materials.
- **Content:**
 - **Knowledge:** Learning the principles and rules of bibliographic description through eight descriptive areas of ISBD. Complying with AACR2 integrating with MARC21. Establishing card and online catalog systems.
 - **Skills:** To grasp the rules of AACR2 in order to establish bibliographic card catalogs and to enter bibliographic data online through MARC. To establish catalog systems..
- **Assessment:** Group assignments and a final exam.

12. Subject cataloging

- **Credit:** 4
- **Prerequisites:** *Descriptive cataloging* and *Classification 1*
- **Aims:** To assign subject headings and to establish subject catalogs.
- **Content:**
 - **Knowledge:** Introduction of the methods of subject access. Using subject headings lists is essential. The assignment of subject headings based on 11 principles of IFLA and on Sears List of Subject Headings and Library of Congress Subject Headings. Integration with MARC in subject cataloging.
 - **Skills:** To know how to analyse the content of the materials and to establish authority subject headings. To establish the authority file of subjects (subject catalog systems).
- **Assessment:** Group assignments and a final exam.

13. Indexing and abstracting

- **Credit:** 3
- **Prerequisite:** *Descriptive cataloging*, *Subject cataloging*, and *Classification 1*.
- **Aims:** To index and to abstract library and information materials.
- **Content:**
 - **Knowledge:** Assigning subject keywords, using thesaurus to assign controlled vocabulary and making other indexes to documents. Abstracting materials content. Publicizing selective dissemination of information (SDI), etc.

- **Skills:** To index documentary information in analyzing periodicals, to establish automatic bibliographies, to carry out selective dissemination of information (SDI), etc.
- **Assessment:** Group assignments and a final exam.

14. Library automation

- **Credit:** 3
- **Prerequisite:** *Computer equipment and facilities* and *Subject cataloging*.
- **Aims:** To establish an automation library information system
- **Content:**
 - **Knowledge:** Learning concepts of systems, information systems, and automation library information system (hardware, library management software, and systems management procedures). Statement of the role of librarians in automation. The procedures of establishing projects and automation project management.
 - **Skills:** To convince leaders and to bargain with vendors in library automating. To carry out an automation project.
- **Assessment:** Group assignments and a final exam.

15. Information – Library networking

- **Credit:** 3
- **Prerequisite:** *Library automation*
- **Aims:** To investigate information on library network.
- **Content:**
 - **Knowledge:**
 - Computer network (Structure and architecture)
 - Information library network
 - Consortium
 - Library system
 - Investigation of information on network
 - Catalog system
 - Open resources
 - Digital library collections
 - Online database and e-books required
 - **Skills:** To investigate information on network.
- **Assessment:** Group assignments and a final exam.

16. Reference service 1

- **Credit:** 4
- **Prerequisites:** *Descriptive cataloging*, *Subject Cataloging*, *Classification 1* and *Library networking*.
- **Aims:** To provide information based on user's requests.
- **Content:**
 - **Knowledge:** Selection, assessment, and usage of 11 types of basic reference works. Interviewing, carrying out reference service, and repackaging information provided to the users.
 - **Skills:**
 - To grasp the reference information sources.

- To interview the users in order to understand their requests.
- To investigate information and to repackage it in order to serve the users.
- **Assessment:** Group assignments and a final exam.

17. Reference service 2

- **Credit:** 3
- **Prerequisites:** *Reference service 1*
- **Aims:** To provide online reference service and to publicize information literacy.
- **Content:**
 - **Knowledge:** The organization and usage of the reference service through library network (chat reference). Information literacy.
 - **Skills:** To use the online reference tools. To publicize information literacy systematically.
- **Assessment:** Group assignments and a final exam.

18. Library organization and management

- **Credit:** 3
- **Prerequisite:** *Reference service 1*
- **Aims:** To organize and to manage the library activities and equipment and facilities.
- **Content:**
 - **Knowledge:** The organization and operation of the library functions. Library building design. Library furnishings, equipment and management.
 - **Skills:** To organize, to manage and to operate the library activities.
- **Assessment:** Group assignments and a final exam.

19. Information display and electronic publishing

- **Credit:** 3
- **Prerequisite:** *Basic computer science and Library networking.*
- **Aims:** To use web technology for information display and electronic publishing.
- **Content:**
 - **Knowledge:** Web design. Information display on web page. Displaying a piece of electronic newsletter and publishing it on network.
 - **Skills:** To design and to maintain web page. To display a piece of electronic newsletter and to publish it online.
- **Assessment:** Group assignments and a final exam.

20. Digital library

- **Credit:** 3
- **Prerequisite:** *Basic computer science and Library networking.*
- **Aims:** To build digital library and to establish digital collections.
- **Content:**
 - **Knowledge:** Developing digital resources. Digitizing materials. Cataloging in digital environment (Dublin Core). Metadata. Markup languages HTML, XML. Open Archives of Information (OAI). Open source softwares. Creating digital library collections. Harvesting metadata.
 - **Skills:** To organize and to manage digital libraries. To use Greenstone open source software in order to create digital collections and to repackage information serving reference work.

- **Assessment:** Group assignments and a final exam.

21. Internship

- **Credit:** 8
- **Prerequisite:**
 - Practice during courses (3 credits): Having finished each course assigned to practice.
 - Internship for graduation (5 credits): Having achieved undergraduate program.
- **Aims:** To train knowledge and skills about the courses studied.
- **Content:**
 - Practice during courses:

▪ Introduction to information and library science	8 periods
▪ Classification 1+2	16 -
▪ Descriptive cataloging	8 -
▪ Subject cataloging	8 -
▪ Indexing and abstracting	8 -
▪ Library automation	8 -
▪ Reference service 1+2	12 -
▪ Library organization and management	8 -
▪ Digital library	12 -
Total	88 - (#3 credits)
 - Internship for graduation: Library organization and management, reference service, and technical services (5 credits)
- **Skills:** To grasp library work, and information activities.
- **Assessment:** Reports, essays and group discussion.

22. Research Project

- **Credit:** 10
- **Prerequisite:** Excellently achieving the courses and assigned practice.
- **Aims:** To control the professional theory, knowledge, and skills.
- **Content:** The topic of research project decided by the counseling teacher on standard professional problems and on modern information and library development.
- **Skills:** To systematize the modern information and library problems and to acquire a developmental approach.
- **Assessment:** Presentation of the research project before a jury council.

III. Elective courses (Those students who do the research projects choose 8 credits; other students choose 14 credits)

23. Chronography

- **Credit:** 2
- **Prerequisite:** *Reference service I*
- **Aims:** To build and develop chronographic resources in order to help people understand their local area.
 - **Knowledge:** Collecting and processing materials dealing with local customs, habits, literature, history, geography, etc... Organizing the storage, maintenance and investigation of local information resources in order to serve users.
 - **Skills:**
 - To organize chronographic databases;

- To store and preserve them;
- To serve users.
- **Assessment:** Group assignments and a final exam.

24. Children's library

- **Credit:** 2
- **Prerequisite:** *Library organization and management*
- **Aims:** To organize a library to serve children.
- **Content:**
 - **Knowledge:** Studying, evaluating and acquiring materials needed for children. Organizing, decorating the library, and guiding reading activities for children.
 - **Skills:** To know how to organize a children's library. Book talk, book discussion.
- **Assessment:** Group assignments and a final exam.

25. School library

- **Credit:** 2
- **Prerequisite:** *Library organization and management.*
- **Aims:** To organize a library in a popular school in order to serve students and teachers.
- **Content:**
 - **Knowledge:** Studying, evaluating and acquiring materials needed for students and teachers. Meeting the demands of the subjects in the school curriculum and for the extra-curriculum activities.
 - **Skills:** To know how to organize a school library. To guide students in searching materials to serve learning and upgrading knowledge.
- **Assessment:** Group assignments and a final exam.

26. Public library

- **Credit:** 2
- **Prerequisite:** *Library organization and management.*
- **Aims:** To organize and to operate public libraries.
- **Content:**
 - **Knowledge:** Studying, evaluating and acquiring materials needed for a local community. Organizing local cultural and information activities. Upgrading people's intellect and developing self-teaching spirit among people of the community.
 - **Skills:** To know how to organize and to operate a public library. To coordinate in operating local cultural and information activities.
- **Assessment:** Group assignments and a final exam.

27. Academic library

- **Credit:** 2
- **Prerequisite:** *Library organization and management.*
- **Aims:** To organize libraries and library systems in colleges, universities, and research institutes, serving students, teachers, and researchers.
- **Content:**
 - **Knowledge:** Studying, evaluating and acquiring materials needed to serve academic research, teaching and learning. Assisting the improvement of teaching methods in

higher education. Studying the usage of new technology in order to upgrade and innovate the activities in the information and library domain.

- **Skills:** To know how to organize and to manage the library and the library system as an intellectual center in a college or university.
- **Assessment:** Group assignments and a final exam.

28. Special library

- **Credit:** 2
- **Prerequisite:** *Library organization and management*.
- **Aims:** To organize an information and library center in order to provide information for professional activities.
- **Content:**
 - **Knowledge:** Studying, evaluating and acquiring materials needed for serving the demands of special information. Organizing activities of selective dissemination of information (SDI). Publishing special periodicals, abstracts, and annotated bibliographies.
 - **Skills:** To meet the needs for special information.
- **Assessment:** Group assignments and a final exam.

29. Information sources in the social sciences and humanities

- **Credit:** 2
- **Prerequisite:** *Reference service I*
- **Aims:** To provide information sources in the social sciences and humanities
- **Content:**
 - **Knowledge:** Studying, evaluating, investigating, and using information sources dealing with the fields of social sciences and humanities.
 - **Skills:** To meet the needs of information in the social sciences and humanities for users.
- **Assessment:** Group assignments and a final exam.

30. Information sources in sciences and technology

- **Credit:** 2
- **Prerequisite:** *Reference service I*
- **Aims:** To provide information sources in sciences and technology.
- **Content:**
 - **Knowledge:** Studying, evaluating, investigating, and using information sources in sciences and technology. Emphasis on information of patent and industrial ownership and information of measure and criteria.
 - **Skills:** To meet the needs of information in sciences and technology for users.
- **Assessment:** Group assignments and a final exam.

31. Marketing information and library services

- **Credit:** 2
- **Prerequisite:** *Library organization and management*
- **Aims:** To publicize activities, resources and services for users.
- **Content:**

- **Knowledge:** Learning marketing principles in general, and library marketing in particular.
- **Skills:** To apply marketing principles in introducing library activities and services for people.
- **Assessment:** Group assessment and a final exam.

32. Library granting

- **Credit:** 2
- **Prerequisite:** *Library organization and management*
- **Aims:** To search for granting sources outside of the government budget in order to fund library activities.
- **Content:**
 - **Knowledge:** Establishing financial plans, library activities projects. Studying granting sources and foster the granting.
 - **Skills:** To know how to set up financial plans, and projects. To set up lists of sponsors and to know how to convince the sponsors.
- **Assessment:** Group assignments and a final exam.

33. Bibliographic utility – OCLC

- **Credit:** 2
- **Prerequisite:** *Information and library networking*
- **Aims:** To know the organization and activities of the biggest and the most famous bibliographic utility – OCLC
- **Content:**
 - **Knowledge:** History, organization, operation and activities of OCLC
 - **Skills:** To know the organization and activities of OCLC.
- **Assessment:** Group assignments and a final exam.

34. Computer network administration

- **Credit:** 2
- **Prerequisite:** *Basic computer science and Information and library networking*
- **Aims:** To administrate computer network
- **Content:**
 - **Knowledge:** Equipment for administrating local access network (LAN). Network connection. Operation of network management software. Separation of duties in network system.
 - **Skills:** To know how to administrate LAN
- **Assessment:** Group assignments and a final exam

35. Systems analysis and design

- **Credit:** 2
- **Prerequisite:** *Basic computer science and Information and library networking.*
- **Aims:** To analyse and design library information systems
- **Content:**
 - **Knowledge:** Introduction to systems planning with emphasis on the analysis and design, and implementation of library and information systems. Attention will be given to the impact of the information explosion, data processing in information

sciences; and the application of tools and techniques used in systems analysis such as flow charting and data gathering techniques.

- **Skills:** To know how to analyse and design library information systems.
- **Assessment:** Group assignments and a final exam

36. Multimedia communication

- **Credit:** 2
- **Prerequisite:** *Basic computer science and Information and Library networking.*
- **Aims:** Multimedia communication in information display
- **Content:**
 - **Knowledge:** Multimedia systems. Procedures of multimedia communication. Designing interface. Multimedia software.
 - **Skills:** To know how to organize and investigate multimedia communication systems.
- **Assessment:** Group assignments and a final exam.

Explanations: Number of required credits: 120 credits

- 40 credits for general courses (Similar to the program of Associate degree)
- 93 credits for professional courses, including :
 - 85 credits for compulsory courses and 8 credits for elective courses (Those students who do the research project).
 - 75 credits for compulsory courses and 18 elective courses (other students).