

COURSE IMPLEMENTATION DATE:	September 1996
COURSE REVISED IMPLEMENTATION DATE:	September 2007
COURSE TO BE REVIEWED:	March 2011
(Four years after PAC final approval date)	(MONTH YEAR)

OFFICIAL COURSE OUTLINE INFORMATION

Students are advised to keep course outlines in personal files for future use.

Shaded headings are subject to change at the discretion of the department and the material will vary - see course syllabus available from instructor

FACULTY/DEPARTMENT:	Library and Information Technology Program	
LIBT 135		3
COURSE NAME/NUMBER	FORMER COURSE NUMBER	UCFV CREDITS
	Introduction to Subject Analysis	
COURSE DESCRIPTIVE TITLE		

CALENDAR DESCRIPTION:

This course examines the principles of subject analysis and the addition of subject access to bibliographic records. Students will provide correctly formatted subject headings using controlled vocabularies such as Sears List of Subject Headings, Library of Congress Subject Headings, Medical Subject Headings, and Canadian Subject Headings. Students will create MARC codes for these headings. Students will be introduced to the principles and usage of indexing, abstracting, thesaurus construction, and the analysis of keyword and controlled vocabulary searching. Students will design searchable databases with report functionality.

PRE- or CO-REQUISITES: **LIBT 115 and admission to the Library and Information Technology program**
 COREQUISITES:

SYNONYMOUS COURSE(S)	SERVICE COURSE TO:
(a) Replaces: _____ (Course #)	_____
(b) Cannot take: _____ for further credit. (Course #)	_____

TOTAL HOURS PER TERM: 39	TRAINING DAY-BASED INSTRUCTION	
STRUCTURE OF HOURS:	LENGTH OF COURSE: _____	
Lectures: 27 Hrs	HOURS PER DAY: _____	
Seminar: _____ Hrs		
Laboratory: 12 Hrs		
Field Experience: _____ Hrs		
Student Directed Learning: _____ Hrs		
Other (Specify): _____ Hrs		

MAXIMUM ENROLLMENT:	36
EXPECTED FREQUENCY OF COURSE OFFERINGS:	1 section per year
WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

AUTHORIZATION SIGNATURES:

Course Designer(s): _____ Jan Lashbrook Green	Chairperson: _____ (Curriculum Committee)
Department Head: _____ Christina Neigel	Dean: _____ Karen Evans
PAC Approval in Principle Date: _____	PAC Final Approval Date: Mar. 30, 2007

LEARNING OBJECTIVES / GOALS / OUTCOMES / LEARNING OUTCOMES:

Upon successful completion of LIBT 135, the student will:

1. Identify the principles and purposes of controlled vocabularies.
2. Demonstrate the appropriate uses of keyword and controlled vocabulary searching.
4. Identify the principles and purposes of indexing and abstracting.
5. Write clear and concise abstracts.
6. Construct a thesaurus of controlled vocabulary terms.
7. Construct a searchable database with report functionality.
8. Write clear and concise procedures for searching databases.
9. Apply subject headings based on Sears List of Subject Headings.
10. Apply subject headings based on Library of Congress Subject Headings.
11. Apply subject headings based on Medical Subject Headings.
12. Apply subject headings based on Canadian Subject Headings.
13. Apply correct MARC coding of subject headings to bibliographic records.

METHODS:

Lectures, discussions, learning activities, and labs.

PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

Credit can be awarded for this course through PLAR (Please check:) Yes No

METHODS OF OBTAINING PLAR:

The following approaches to PLAR may be considered (but not limited to): portfolio, demonstration, interview, examination, etc.

TEXTBOOKS, REFERENCES, MATERIALS:

[Textbook selection varies by instructor. An example of texts for this course might be:]

Ganendran, Jacki. Learn Library of Congress Subject Access. Lanham, MD: Scarecrow, 2000.

SUPPLIES / MATERIALS:

Current secondary electronic storage media.

STUDENT EVALUATION:

[An example of student evaluation for this course might be:]

Assignments 40%
Term project 20%
Midterm exam 20%
Final exam 20%

COURSE CONTENT:

[Course content varies by instructor. An example of course content might be:]

Overview of principles and purposes of controlled vocabularies.
Overview of principles and purposes of indexing and abstracting.
Application of correctly formatted subject headings using controlled vocabularies such as Sears, LCSH, MeSH, and CSH.
Use of pattern headings and subdivisions.
Purpose, use, and structure of thesauri.
Thesaurus construction.
Appropriate use of controlled vocabulary and keyword searching.
Adding and editing subject headings in MARC records.
Creation of searchable databases with report functionality.