

1. Course Name: Mail and Preservation / First Stage	
2. Course Code:	
3. Semester / Year: First Stage	
4. Date of preparation of this description: 12/11/2023	
M	
5. Available forms of attendance: face-to-face, electronic, dialogue, classroom and laboratory	
6. Number of academic hours (total) / number of units (total): 2 theoretical + 3 practical = 5 weeks = 150 hours (academic year)	
7. Course Administrator Name:	
Name : Bassima Hazem Mohamed Email: basema-hazem@mtu.edu.iq	
8. Course Objectives:	
Course Objectives:	<p>1- General objective: Studying the procedures of mail, incoming, outgoing, confidential preservation, methods and methods of circulation of preserving information, in addition to how to use devices, equipment and office materials.</p> <p>2- Special Objective: Providing the student with theoretical, practical and information that helps him practice postal procedures, preservation and office health institutions.</p>
9. Teaching and learning strategies	
Strategy	<p>Lesson planning: It is "identifying all the requirements of the educational situation in a way that ensures the achievement of its objectives."</p> <p>Lesson planning in general (theoretical and practical) is an attempt to answer three questions:</p> <p>Where do I want to go? It represents the main entrance to teaching, which are the teaching objectives.</p> <p>How do I arrive? It represents the element of the processes and is the teaching methods.</p> <p>Can I be sure that I have arrived? It represents the element of measurement in teaching which is evaluation.</p>

Lesson plan: A written document prepared by the teacher or is a work program or guide for the teacher during teaching in delivering the material educational to students and bring about education for them.
Presentation of the lesson: which includes a number of activities that will take place in the lesson including:
Introduction: It represents 10-20% of the lesson time and can include: (linking, provoking, orienting the learner of the objectives of the lesson).
Presentation of content: in the form of key points for the aspects that will be presented during the lesson.
Teacher's activities: delivering the lesson - managing a discussion - asking questions - giving exercises.... Etc.
Student activities: answering questions - solving exercises - listening - taking notes ... Etc.
Teaching aids: blackboard - calculator - overhead projector - models Etc.
Lesson summary: It represents 10-20% of the lesson time and includes (summarizing the content and evaluating the performance of students).
Always important in practical application to pay attention to providing students with habits and attitudes towards accurate, organized, clean and honest work.

Course Structure					
The week	Hours	Required Learning Outcomes	Unit / Subject Name	Method of education	Evaluation method
1		Creating a general idea of the importance of blogging since the previous Sumerian, Babylonian	What is meant by archives management is an overview of the development of conservation systems in Iraq	Lecture Presentation Power Point & App	Discussion preparation the form of assignment

		and Assyrian eras			
A2		Learn how to achieve the goals of archive management	Objectives and duties of archives management Methods of supervising archives	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom and the app	auditi Oral s and c
3-4		Incoming mail sources and different nature from facility to facility The state's interest in developing its various facilities in incoming mail and applying it practically The	Incoming mail - concept - importance / procedures	Lecture Presentation Power Point & App	Oral a tests exam

		purpose of registration in the incoming record			
5-6		Learn about the specifications of outgoing mail, register outgoing books in the outgoing register, and how to deal with attachments	Outgoing mail - its concept - its importance / procedures	Lecture Power Point presentation and app	Daily assign and v
7-8		What is the security of confidential information and how to ensure that confidential	Confidential mail - its concept - its importance / procedures	Lecture Presentation Power Point & App	Libera tests

		information is not disclosed			
9		Arrange archives based on their similarities or differences to access them when needed easily and quickly	Classification - its concept and classification methods	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom	Solve exerc daily assign and th electr applic
10-11		Identify the subjects, names of people, names of places and establishments, as well as determine the final form of the name	Indexing / concept Arabic and English indexing rules	Lecture using the blackboard image and image using the Google Meet application and the application of the electronic Access program Google Classroom	Write home electr applic
12		Access to the places of	Arrangement – concept and	Lecture using the whiteboard image	Write assign

		topics in indexes in different ways	methods of arrangement	and image using Google Meet and the application Google Classroom with the use of Power Point	d elec applic
13		Storing documents, documents and correspondence in a system that ensures their safety and easy access	Conservation – Conservation methods Conservation steps and procedures	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom	Tests soluti exam electr applic
14		A consistent and appropriate system must be followed using alphabetical preservation	Memorization Systems – Alphabetical Memorization System	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom	Writte tests electr applic

		procedures regarding files and guidance cards			
15		It depends on the mathematical fact that between every two consecutive twenty digits and from one degree can put nine consecutive decimal numbers One of the most common methods of preservation in terms of confidentiality	Numerical memorization system Advantages and disadvantages Decimal method for classifying books	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom and Power Point	Oral and electronic applications

		of work and the use of cards and the need to return to the file			
16-17		Learn how to open files for people, topics, guidance cards, and use the number record and alphabetical indexes	Numerical memorization system Procedures and steps	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom and Power Point	Oral e home online applic and th electr applic
18		Dividing the archives into sections according to the various topics, and the topics are all arranged alphabetically	Objective preservation system Procedures and implementation steps	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom	Oral e home online applic

		for the main and subgroups			
19		Used in establishments with high activity and with regional activities such as insurance companies, airlines and public companies	Geographical Conservation System Procedures and Implementation Steps	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom	Exam assign
20		A file opens for each period of time and the papers it contains fall within that period	Historical or temporal preservation system Procedures and implementation steps	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom and Power Point	Exam assign

21		Application to General Index, Alphabetical Thematic Index and Alphanumeric Name Index	Indexes – types of indexes	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom and Power Point	Oral c
22		View the shapes of indexes	Forms of indexes	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom and Power Point	Exam Discu
24		Close cooperation between the Archives Department and other departments	Circulation of archives means of controlling archives	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom and Power Point	Discu soluti exerc
25		Follow the system of	Alternatives - Follow-up of	Lecture using the whiteboard image and image	Exam assign

		alternatives to the archives loaned are the cards or files placed by the clerk of the keeper of the archives loaned	borrowed archives - Preservation of other materials (non-correspondence)	using Google Meet and the application Google Classroom and Power Point	
26		Archives of three active departments - medium activity - inactive and the reason for the accumulation of migration 1- Follow a better system in conservation	Migration History Reasons for migration Migration methods	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom and Power Point	Exam assign

		2- Cost savings			
27		Identify the law of destruction and its instructions and the maintenance of archives of chemical, natural and human factors	Destruction of archives – maintenance of archives	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom and Power Point	Exam assign
28		Develop a plan for the location of departments, determine the places of employees, furniture and office machinery, and create	Planning and design of the archives place	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom and Power Point	Oral discussion

		appropriate conditions for the work environment			
29		Characteristics of people working in archive management and practical application of the devices and equipment used	Manpower in the management of archives devices and equipment used in the field of preservation	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom	Discu oral C electr applic
30		The relationship of microfilm to the destruction of papers - modern systems in the archive	Microfilm Benefits of promoting archives, including digital systems	Lecture using the whiteboard image and image using Google Meet and the application Google Classroom	Oral a exam

Infrastru cture	
1 Requi red textbo oks	Mail and Prese rvatio n / Samir a Bashi r Hass o / Karim Sadiq Hass an 1986
2 Main refere nces (sourc es)	The reality of prese rvatio n and archiv ing syste ms in Iraq

	National Development Plan Research Series National Center for Consulting and Administrative Development	
Recommended books and references (scien	Electronic journals and their impact	

<p>tific journa ls, report s ,....)</p>	<p>t on the conce pt of electr onic archiv ing / Iraqi Journ al of Infor matio n Techn ology Al-Zu hairi / Talal Nazi m</p>
<p>B Electr onic refere nces, websi tes</p>	<p>Wikip edia Index The Free Encyc lopedi a on Librari</p>

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Course Development Plan

- 1- Printing books and developing curricula in line with the development of science for archiving and preservation in health institutions in line with the student's academic level**
- 2- Providing academic support capabilities in organizing field visits**
- 3- Providing an appropriate classroom environment that enables the teacher to diversify education strategies.**
- 4- Hosting experts from outside the institute, or from the work environment for which they are prepared to benefit from their expertise in**
- 5- Developing the course according to the actual need of the labor market.**
- 6- Rewriting the prescribed curriculum in line with modern trends in health management and annual additions.**

Course

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Description Form