

MANAGEMENT OF DOCUMENTS AND INFORMATION IN HISTORY

1	Course Title:	MANAGEMENT OF DOCUMENTS AND INFORMATION IN HISTORY
2	Course Code:	TAR5104
3	Type of Course:	Compulsory
4	Level of Course:	Second Cycle
5	Year of Study:	1
6	Semester:	2
7	ECTS Credits Allocated:	6.00
8	Theoretical (hour/week):	3.00
9	Practice (hour/week):	0.00
10	Laboratory (hour/week):	0
11	Prerequisites:	
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Prof. Dr. Ersin GÜLSOY
15	Course Lecturers:	Prof. Dr. Hasan Basri Öcalan
16	Contact information of the Course Coordinator:	e-mail:habasri@uludag.edu.tr tel: + 90 224 2941862 Uludağ Üniversitesi Fen-Edebiyat Fakültesi Tarih Bölümü No: 38 16059 Nilüfer/BURSA
17	Website:	
18	Objective of the Course:	To inform graduate students of history about locations and contents of the documents which are related to the period of their special interest
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	
	1	Need for information in study of history
	2	Ways of getting the information
	3	Importance of document for historical researches
	4	Documents and their locations according to historical ages
	5	The archives where the historical documents are kept
	6	Importance of museums as a source of information
	7	Manuscript libraries
	8	Reading and interpreting the archival documents
	9	Ottoman archival
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21	Course Content:	
	Course Content:	
Week	Theoretical	Practice
1		
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22	Textbooks, References and/or Other Materials:	1-İ. Çakın, Bilgi ve Belge yönetimine Giriş, Hacettepe ün. Bilgi ve Belge Yönetimi bölümü ders notları. 2-Kütüphanecilik Dergisi; Belge Bilgi Kütüphane Araştırmaları: 3Archimedia: Marmara Üniversitesi, Fen-Edebiyat Fakültesi Arşivcilik Bölümü yayını. 4-Mübahat Kütükoğlu, Osmanlı belgelerinin dili, TTK yayını, Ankara 2013 5-İsmail Erünsal, Osmanlıda Kütüphaneler, TTK yayını, Ankara
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23	Assesment				
TERM LEARNING ACTIVITIES		NUMBE	WEIGHT		
Activites			Number	Duration (hour)	Total Work Load (hour)
Theoretical		0	0	0.00	0.00
Practicals/Labs			0	0.00	0.00
Total study and preparation		1	10	40.00	42.00
Homeworks			5	4.00	20.00
Success Grade Projects			0	0.00	0.00
Field Studies			6	3.00	18.00
Midterm exams			10	0.00	0.00
Others			6	3.00	18.00
Final Exams			1	40.00	40.00
ECTS WORKLOAD TABLE					
Total Work Load					180.00
Total work load/ 30 hr					6.00
ECTS Credit of the Course					6.00

[illegible]

ÖK5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			