

# 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:	None	
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:	Prof. Dr. Ersin Gülsoy ersingulsoy@uludag.edu.tr Uludağ Üniversitesi, Fen-Edebiyat Fakültesi, Tarih Bölümü 16059-Görükle / BURSA Telefon: 0 224 2941860	
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:	Be informed graduate students of history about locations and contents of the documents which are related to the period of their special interest	
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		5	The archives where the historical documents are kept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
		10	
21	Course Content:		
		<b>Course Content:</b>	
Week	Theoretical	Practice	
1	Terms of the information and document management		
2	Knowledge sources		
3	Libraries and manuscript libraries		

4	Documentation centers and archives	
5	Bibliographies	
6	Catalogs	
7	Indexes	
8	Recognizing and analysis archive documents	
9	Ottoman diplomatic science, writing materials and writing forms	
10	Signs used in documents (Tugra, muhur)	
11	Ferman, berat, Name-i Humayuns	
12	Buyruldu, Telhis, Takrir	
13	Central provincial correspondence	
14	Fetva, İlam, Hücet, Vakfiye	
22	Textbooks, References and/or Other Materials:	<p>1-İ. Çakın, Bilgi ve Belge yönetimine Giriş, Hacettepe ün. Bilgi ve Belge Yönetimi bölümü ders notları.</p> <p>2-Kütüphanecilik Dergisi; Belge Bilgi Kütüphane Araştırmaları:</p> <p>3Archimedia: Marmara Üniversitesi, Fen-Edebiyat Fakültesi Arşivcilik Bölümü yayını.</p> <p>4-Mübahat Kütükoğlu, Osmanlı belgelerinin dili, TTK yayını, Ankara 2013</p> <p>5-İsmail Erünsal, Osmanlıda Kütüphaneler, TTK yayını, Ankara</p>
23	Assesment	
<b>TERM LEARNING ACTIVITIES</b>		<b>NUMBER</b>
Midterm Exam		0
Quiz		0
Home work-project		0
Final Exam		1
Total		1
Contribution of Term (Year) Learning Activities to Success Grade		0.00
Contribution of Final Exam to Success Grade		100.00
Total		100.00
Measurement and Evaluation Techniques Used in the Course		Classic exam
24	<b>ECTS / WORK LOAD TABLE</b>	

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	3.00	42.00
Practicals/Labs	0	0.00	0.00
Self study and preperation	14	3.00	42.00
Homeworks	5	4.00	20.00
Projects	0	0.00	0.00
Field Studies	6	3.00	18.00
Midterm exams	0	0.00	0.00
Others	6	3.00	18.00
Final Exams	1	40.00	40.00
Total Work Load			180.00
Total work load/ 30 hr			6.00
ECTS Credit of the Course			6.00

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK4	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
ÖK5	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
ÖK6	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
ÖK7	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
ÖK8	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
ÖK9	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
<b>LO: Learning Objectives    PQ: Program Qualifications</b>																
<b>Contribution Level:</b>	<b>1 very low</b>			<b>2 low</b>			<b>3 Medium</b>			<b>4 High</b>			<b>5 Very High</b>			