

# 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	5	The archives where the historical documents are kept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
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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	

<b>4</b>	Documentation centers and archives	
<b>5</b>	Bibliographies	
<b>6</b>	Catalogs	
<b>7</b>	Indexes	
<b>8</b>	Recognizing and analysis archive documents	
<b>9</b>	Ottoman diplomatic science, writing materials and writing forms	
<b>10</b>	Signs used in documents (Tugra, muhur)	
<b>11</b>	Ferman, berat, Name-i Humayuns	
<b>12</b>	Buyruldu, Telhis, Takrir	
<b>13</b>	Central provincial correspondence	
<b>14</b>	Fetva, İlam, Hüccet, 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>
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Activites	Number	Duration (hour)	Total Work Load (hour)
Midterm Exam	0	0.00	
Theoretical Quiz	0	14	3.00
Practicals/Labs	0	0.00	42.00
Homework project	0	0.00	
Self study and preparation	0	14	0.00
Final Exam	1	100.00	3.00
Homeworks	5	4.00	20.00
Total Projects	1	0.00	0.00
Contribution of Term (Year) Learning Activities to	0	0.00	
Field Studies	6	3.00	18.00
Midterm exams	0	0.00	
Contribution of Final Exam to Success Grade	100.00	0.00	0.00
Others	6	3.00	18.00
Total Final Exams	1	40.00	180.00
Measurement and Evaluation Techniques Used in the Classrooms	0	0.00	
Total Work Load			180.00
Total work load/30 hrs			6.00
<b>24 ECTS/ WORK LOAD TABLE</b>			
ECTS Credit of the Course			6.00

[illegible]

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
LO: Learning Objectives    PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			