|  |
| --- |
| **COMPULSORY COURSES** |
| **FIRST YEAR 1. SEMESTER** |
| **NO** | **COURSE CODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY101** | **INTRODUCTION TO INFORMATION AND DOCUMENTATION MANAGEMENT** | **C** | **4** | **0** | **4** | **5** |
| The aim of this course is to help students who have just started to the Department of Information and Document Management to recognize this discipline, learn the basic concepts and create a foundation for their future courses. Information, information needs, information and document management concepts, types and features of information resources, types of information centers (library, archives, documentation centers) information services, systems in the organization of information, the concept of system analysis, management issues in information centers are discussed. |
|  **2.** | **BBY103** | **BASIC OTTOMAN LANGUAGE I** | **C** | **4** | **0** | **4** | **6** |
| The aim of the course is to give students the ability to read printed texts in Ottoman Turkish and to latin. The content of the course is to teach the reading of Ottoman printed texts and their Turkish transcription. |
| **3.** | **BBY107** | **INFORMATION RESOURCES I** | **C** | **3** | **0** | **3** | **6** |
| The aim of the course is to read the source and information research literature information for reading and research related to the professional field and discipline, to teach bibliographic resources and professional resources (web and electronic) as a resource consultancy resource; defining the things to do for the information resources in the information center and acquiring the application skills, the introduction of web and electronic consulting resources. |
|  **4.** | **DOY101** | **DIGITAL LITERACY** | **C** | **2** | **0** | **2** | **3** |
| In the course, students are given basic information about literacy and digital literacy. Students; Basic Concepts of Internet, Development Process of Internet, Web Browsers, Search Engines, E-Government, Portable Technologies, Features of Portable Technologies, Some Services and Protocols Related to Portable Technologies, Opportunities Offered by Web 2.0 and Features of Social Networks, About Different Usage Purposes, Media Literacy and Fluency in Social Networks, Technology Usage and Life Style in Various Societies throughout Human History, Technology Philosophies, Socialization and Self-Presentation Behaviors in Social Sharing Tools, Human Computer Interaction, Information Ethics, Technology and Lifelong Learning, Future Technologies It is aimed to have information. In addition, students; To develop scientific research processes, the knowledge / skills of searching, accessing, evaluating, using and communicating / presenting information regarding their professions and lives and to teach them to have the competencies required by the information society. |
| **5.** | **ATA101** | **ATATURK'S PRINCIPLES AND HISTORY OF REVOLUTION I** | **C** | **2** | **0** | **2** | **2** |
| The aim of this course is to convey the principles and revolutions of Atatürk to the students. In the course content, the definition of the Revolution and the Turkish revolution, the collapse of the Ottoman Empire, the War of Independence Period, the War of Independence, the congresses, relations with states and agreements made, Lausanne Peace Treaty are discussed. |
| **6.** | **TBT101** | **BASIC INFORMATION TECHNOLOGIES I** | **C** | **2** | **2** | **3** | **4** |
| The aim of the course is to understand the historical development of the computer and the innovations in computer technology, to understand the hardware structure and functioning of the computer, to understand the computer programs and network systems. In this course, students should learn the theoretical knowledge of computer technology. In addition, they need to be able to achieve applications of computer operating systems, word processing software, spreadsheet software, presentation software, Internet browsers and search engines in the computer laboratory. |
|  **7.** | **TDL101** | **TURKISH LANGUAGE I** | **C** | **2** | **0** | **2** | **2** |
| The aim of the course is to comprehend the features of language and its place in social life; To teach the historical periods of Turkish; To comprehend the phonetic and morphological structure of Turkish and to use spelling-punctuation marks in place to teach words in terms of meaning and functions; to gain the ability to make presentations in front of the public. In this course, the features of language and its place in our social life, historical periods of Turkish, phonetics, words in terms of meaning and functions, spelling-punctuation marks; presentation, poem, essay, composition, story, newspaper-magazine studies and applications are covered. |
| **8.** | **YDİ101** | **FOREIGN LANGUAGE: ENHLISH II** | **C** | **2** | **0** | **2** | **2** |
| The course aims to enable students to gain competence in basic English grammar, language rules, English writing, reading, comprehension and listening. Students gain linguistic competence within the scope of the course. The content of the course, English grammar rules are taught within the scope of the course. Reading comprehension exercises are done through English texts. Students are provided to speak in English on different topics. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **FIRST YEAR 2. SEMESTER** |
| **NO** | **COURSECODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY102** | **INTRODUCTION TO ARCHIVING** | **C** | **4** | **0** | **4** | **4** |
| The aim of this course is to teach the definition and content of the archive, to comprehend the archive-public relationship, to teach archive terms, to enlighten the necessity of archive types and archiving methods and techniques, to teach the types and characteristics of archive materials, to teach the basic stages of archive management, to distinguish between archive and archive material. is to teach. |
| **2.** | **BBY104** | **BASIC OTTOMAN LANGUAGE II** | **C** | **4** | **0** | **4** | **6** |
| The aim of the course is to give students the ability to read printed texts in Ottoman and to latin. The content of the course is to teach the reading of Ottoman printed texts and their Turkish transcription. |
| **3.** | **BBY106** | **INFORMATION RESOURCES II** | **C** | **3** | **0** | **3** | **6** |
| The aim of the course is to acquire literature information that will provide resources and information for reading and research related to the professional field and discipline, to teach the features of bibliographic resources and professional resources (printed and electronic) as a consultancy resource; defining the procedures to be done for the information resources in the information center and acquiring the application skills, the introduction of printed and electronic consulting resources. |
| **4.** | **BBY110** | **HISTORY OF SCIENCE** | **C** | **3** | **0** | **3** | **4** |
| The aim of this course is to teach students about the history of information and the information society. The content of the course covers the history of knowledge, the information society, the development of knowledge in pre and post-industrial societies, and the criteria of the information society. |
| **5.** | **ATA102** | **ATATURK'S PRINCIPLES AND HISTORY OF REVOLUTION II** | **C** | **2** | **0** | **2** | **2** |
| In the course, all stages of the National Struggle from 1914 to 29 October 1923; congresses, treaties and battles are studied. The concepts and basic principles on which Atatürk's revolutions are based are discussed. In the context of modernization, developments in education, culture, economic and cultural life are examined. |
| **6.** | **TBT102** | **BASIC INFORMATION TECHNOLOGIES II** | **C** | **2** | **2** | **3** | **4** |
| The aim of the course is to comprehend the development of the computer and the innovations of computer technology, to understand the hardware structure and functioning of the computer, to understand the computer programs and the network. In this course, minors should learn the theoretical knowledge of computer technology. In addition, computer operating systems, computer software software, spreadsheet software, Internet browsers and search engines succeed in the computer lab. |
| **7.** | **TDL102** | **TURKISH LANGUAGE II** | **C** | **2** | **0** | **2** | **2** |
| The aim of the course is to comprehend the features of language and its place in social life; To teach the historical periods of Turkish; To comprehend the phonetic and morphological structure of Turkish and to use spelling-punctuation marks in place to teach words in terms of meaning and functions; to gain the ability to make presentations in front of the public. In this course, the features of language and its place in our social life, historical periods of Turkish, phonetics, words in terms of meaning and functions, spelling-punctuation marks; presentation, poem, essay, composition, story, newspaper-magazine studies and applications are covered. |
| **8.** | **YDİ102** | **FOREIGN LANGUAGE** | **C** | **2** | **0** | **2** | **2** |
| The course aims to enable students to gain competence in basic English grammar, language rules, English writing, reading, comprehension and listening. Students gain linguistic competence within the scope of the course. The content of the course, English grammar rules are taught within the scope of the course. Reading comprehension exercises are done through English texts. Students are provided to speak in English on different topics. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **SECOND YEAR 3. SEMESTER** |
| **NO** | **COURSECODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY201** | **MANAGEMENT OF ARCHIVES** | **C** | **4** | **0** | **4** | **4** |
| The aim of the course is to teach the student the basic concepts of archive and archiving, to explain the techniques and applications about documents, files and archives. To give information about the archive institution and the basic features and contents of the archive profession, basic archival terms. |
| **2.** | **BBY203** | **KNOWLEDGE ORGANIZATION-I** | **C** | **3** | **0** | **3** | **5** |
| Acquiring the necessary cataloging skills to organize information and materials in libraries, archives, digital libraries, web and social networks. |
| **3.** | **BBY205** | **OTTOMAN TURKISH GRAMMAR-I** | **C** | **3** | **0** | **3** | **4** |
| The aim of the course is to provide students with grammatical structure, grammar, documentary reading and translation skills with exercises to be done on old Turkish documents. |
| **4.** | **BBY207** | **SOCIOLOGY OF KNOWLEDGE** | **C** | **3** | **0** | **3** | **4** |
| The course examines the relationship between knowledge and sociology. The aim of the course is to comprehend the objective and subjective factors that are effective in the formation of the social foundations of knowledge. Sociology of knowledge is a branch of science that handles and examines information from a sociological perspective. |
| **5.** | **BBY209** | **MODERN AGE AND LIBRARY PHILOSOPHY-I** | **C** | **3** | **0** | **3** | **4** |
| The aim of the course is to provide an understanding of the modern age in the light of major events and thus to define the paradigms that dominate our field. Observing which paradigms have changed in the post modern period. |
| **6.** | **BBY213** | **COLLECTION MANAGEMENT** | **C** | **2** | **0** | **2** | **3** |
| This is a course in which issues related to selection, provision, evaluation and protection of information centers collection are discussed. The aim of the course is to provide students with knowledge and skills about collection development and management in information centers. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **SECOND YEAR 4. SEMESTER** |
| **NO** | **COURSECODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY202** | **PROFESSIONAL ETHICS** | **C** | **3** | **0** | **3** | **3** |
| To explain and comprehend the basic concepts of ethics, professional ethics and librarianship ethics, freedom of thought, copyright and the application of ethical principles in information services. |
| **2.** | **BBY204** | **KNOWLEDGE ORGANIZATION-II** | **C** | **4** | **0** | **4** | **5** |
|  The aim of the course is to acquire the necessary skills to organize information and materials in libraries, archives, digital libraries, web and social networks. |
| **3.** | **BBY206** | **OTTOMAN TURKISH GRAMMAR-II** | **C** | **3** | **0** | **3** | **3** |
| The aim of the course is to teach Ottoman grammar rules and structures. The course will focus on grammatical structures, pluralistic, Arabic and Persian features of the Ottoman language. |
| **4.** | **BBY208** | **MODERN AGE AND LIBRARY PHILOSOPHY-II** | **C** | **2** | **0** | **2** | **2** |
| The course aims to examine the main features of the modern age, major changes in librarianship, the documentation movement and social theories. |
| **5.** | **BBY210** | **INFORMATION PHILOSOPHY** | **C** | **3** | **0** | **3** | **3** |
| The aim of the course is to explain the types of knowledge, the methods of obtaining it, and their relationships with each other, by means of case studies, people and works. |
| **6.** | **BBY212** | **INTERNSHIP-I** | **C** | **3** | **0** | **3** | **6** |
| To enable students to experience theoretically acquired knowledge and skills in knowledge centers. |
| **7.** | **BBY214** | **RESEARCH METHODS** | **C** | **2** | **0** | **2** | **2** |
| This course includes empirical research methods in library and information management (and in some broader and related disciplines). Research design, data collection, analysis, evaluation and report writing will all be covered. It is aimed to provide information and document management students with the equipment that will enable them to learn and apply research methods and techniques both as researchers themselves and in terms of serving researchers. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **THIRD YEAR 5. SEMESTER** |
| **NO** | **COURSECODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY301** | **DOCUMENT MANAGEMENT-I** | **C** | **3** | **0** | **3** | **3** |
| The aim of this course is to provide students with an understanding of the document production process and its types and subsequent document management approach. It is the operation of all transactions on the document in accordance with a standard approach. |
| **2.** | **BBY303** | **OTTOMAN DIPLOMATIC- I** | **C** | **4** | **0** | **4** | **5** |
| In this course, historical and literary Ottoman script (rika etc.) texts are taught by teaching Arabic and Persian grammar rules in Ottoman Turkish. To enable students to read and understand handwritten Ottoman texts. |
| **3.** | **BBY305** | **CATALOGING** | **C** | **3** | **0** | **3** | **4** |
| Cataloging and catalog types are covered in the content of the course. Basic concepts related to bibliographic control are discussed and applications are made. |
| **4.** | **BBY307** | **STATISTICS-I** | **C** | **2** | **0** | **2** | **2** |
| This course aims to teach statistical concepts and tools needed in business applications. These topics consist of 'data and statistics', 'probability' and 'sampling theory'. |
| **5.** | **BBY309** | **DATABASES** | **C** | **3** | **0** | **3** | **4** |
| In this course, the student recognizes the database as a source of information, can search informationfrom databases, and learns information seeking strategies and techniques. Its purpose is to recognizeelectronic databases, service providers, select and compare databases. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **THIRD YEAR 6. SEMESTER** |
| **N0** | **COURSECODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY302** | **DOCUMENT MANAGEMENT-II** | **C** | **3** | **0** | **3** | **3** |
| The aim of the course is to teach the methods and techniques of the document management discipline; To gain the ability to design, establish and execute a document management system for institutions and organizations. |
| **2.** | **BBY304** | **OTTOMAN DIPLOMATIC- II** | **C** | **4** | **0** | **4** | **4** |
| The aim of the course is to give information about the structure, writing, material and elements of diplomatic documents. Students learn about the types and elements of documents in Ottoman Diplomatics. |
| **3.** | **BBY306** | **CLASSIFICATION SYSTEMS AND SUBJECT HEADING** | **C** | **3** | **0** | **3** | **3** |
| The aim of the course is to give classification number according to LC and Dewey Decimal Classification System and to generate classification number. In addition, it is to provide technical and applied knowledge and skills to classify all kinds of information resources that may be encountered in different subject areas, both in the traditional LC version and on the system on the web. |
| **4.** | **BBY308** | **STATISTICS-II** | **C** | **2** | **0** | **2** | **2** |
| The aim of the course is to give important concepts in statistics, to teach the summarization of data, descriptive statistics, frequency distributions, to give information about confidence intervals, hypothesis tests and contingency tables, to teach the basic analysis important in statistics, to apply the learned subjects in the classroom and on the computer. |
| **5.** | **BBY310** | **INTERNSHIP-II** | **C** | **3** | **0** | **3** | **6** |
| To enable students to experience theoretically acquired knowledge and skills in knowledge centers.  |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **FOURTH YEAR 7. SEMESTER** |
| **NO** | **COURSECODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY401** | **INDEXING TECHNIQUES-I** | **C** | **4** | **0** | **4** | **4** |
| This course provides an introduction to the theory and practice of indexing and self-preparation. This course includes indexing and summarizing online and web-based materials as well as traditional print resources. |
| **2.** | **BBY403** | **ACCESS TO INFORMATION IN SOCIAL SCIENCES AND HUMANITIES** | **C** | **3** | **0** | **3** | **3** |
| This course introduces the field of social sciences and humanities, its subfields, core collections, organizations and publications, bibliographic control and consultation resources. In these areas, general information is given about the information needs of the users and the information services provided. In addition, providing information about user and field characteristics in the field of social and human sciences, information sources, centers and databases are introduced. |
| **3.** | **BBY405** | **ACCESS TO KNOWLEDGE IN BASIC AND APPLIED SCIENCES** | **C** | **3** | **0** | **3** | **3** |
| The aim of this course is to gain the skills of creating a collection, designing a service and accessing information in the field of basic and applied sciences. Fields in basic and applied sciences, subfields, core collections, organizations and publications, bibliographic control and consultation resources are introduced. In these areas, general information is given about the information needs of the users and the information services provided. |
| **4.** | **BBY407** | **INFORMATION CENTERS AND MANAGEMENT** | **C** | **3** | **0** | **3** | **3** |
| In this course, it is tried to reveal how the management process is experienced in information centers,which are a formal organization and produce services, and what the role of the manager in this process is. By evaluating the management process in general, the relationship between the management information center and the factors affecting the information center management and the role of the manager in the process are examined. |
| **5.** | **BBY427** | **RESEARCH REPORT** | **C** | **2** | **0** | **2** | **2** |
| The aim of the course is to direct students to research on subjects related to information and records management, and to improve their ability to search and reach information. To carry out activities to increase the capacity of students in the field. |
| **6.** | **BBY429** | **INFORMATION SERVICES LEGISLATION** | **C** | **3** | **0** | **3** | **3** |
| The aim of this course is to teach students the legislation in force for information services in Turkey. The content of the course is to create an infrastructure about the information services legislation and to harmonize the management of information services with the legislation. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **FOURTH YEAR 8. SEMESTER** |
| **NO** | **COURSECODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY402** | **INDEXING TECHNIQUES-II** | **C** | **4** | **0** | **4** | **4** |
| To provide theoretical and practical information about indexing and self-preparation processes, to show the connections between concepts in terms of librarianship and information science, to gain the skills of indexing and self-preparation, to evaluate indexes and extracts. |
| **2.** | **BBY404** | **HISTORY OF ART** | **C** | **3** | **0** | **3** | **3** |
| In this course, theories on the emergence of art, information on the social history of art, modernism and the modern art theories brought about by it, iconographic and iconological analyzes in art history are discussed. |
| **3.** | **BBY406** | **INFORMATION ACCESS IN MEDICAL AND HEALTH SCIENCES** | **C** | **4** | **0** | **4** | **4** |
| The aim of this course is to teach students the control of information in medical libraries and gain the ability to access medical knowledge. In this course, medical libraries, NLM classification system, MeSH topics, information access channels and systems in medicine are covered. |
| **4.** | **BBY408** | **MUSEOLOGY** | **C** | **3** | **0** | **3** | **4** |
| It is a course that mainly includes museums, museum libraries, museum archives, museum materials and information as an object in museums, presentation of information, organization of knowledge, digitization, information policy, and information management, aiming to provide students with competence in these subjects. |
| **5.** | **BBY410** | **ARCHITECTURE IN INFORMATION CENTERS** | **C** | **3** | **0** | **3** | **3** |
| The aim of this course is to provide students with the knowledge to manage a new information center building or information center building renovation projects and to participate effectively in these projects. Considering the user's needs, the understanding of developing the necessary service, system and personnel assessment or skills needed during construction projects in order to establish new information center facilities is emphasized. It is aimed that students create a background about the architecture of information centers. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **ELECTIVE COURSES** |
| **SECOND YEAR 3. SEMESTER ELECTIVE COURSES** |
| **NO** | **COURSECODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY215** | **INFORMATION LITERACY** | **E** | **2** | **0** | **2** | **3** |
| I It is a course in which information literacy skills, elements and standards are taught. The aim of the course, students; To develop the knowledge / skills of searching, accessing, evaluating, using and communicating / presenting information regarding scientific research processes, professions and lives and to ensure that they have the competencies required by the information society. |
| **2.** | **BBY219** | **OTTOMAN INSTITUTIONS-I** | **E** | **2** | **0** | **2** | **3** |
| The aim of the course, the historical background of the Ottoman institutions, XVI. to teach thedevelopment and functioning of Ottoman institutions until the end of the century. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **SECOND YEAR 4. SEMESTER ELECTIVE COURSES** |
| **NO** | **COURSECODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY220** | **INFORMATION CONSULTING** | **E** | **2** | **0** | **2** | **3** |
| The aim of the course is to examine the phenomenon of information consultancy within the framework of 5W1K, to discuss, analyze, comprehend and evaluate what librarians and archivists can do as information consultants in consultancy firms, libraries and archives. |
| **2.** | **BBY222** | **OTTOMAN INSTITUTIONS-II** | **E** | **2** | **0** | **2** | **3** |
| The aim of the course, the historical background of the Ottoman institutions, XVI. to teach thedevelopment and functioning of Ottoman institutions until the end of the century. |
| **3.** | **BBY224**  | **FIGHTING ADDICTION** | **E** | **2** | **0** | **2** | **3** |
| Throughout this course, students will learn the definition of addiction, its types, reasons, how to communicate with individuals with addiction, conceptual frameworks in the literature about addiction, negative consequences of addiction and coping with addiction. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **THIRD YEAR 5. SEMESTER ELECTIVE COURSES** |
| **NO** | **COURSECODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY315** | **FORMAL CORRESPONDENCE TECHNIQUES** | **E** | **2** | **0** | **2** | **3** |
| To teach rules and administrative arrangements related to writing and management of written communications and business processes. To define correspondence for institutions and organizations, to create and implement skills. |
|  **2.** | **BBY317** | **PROJECT MANAGEMENT** | **E** | **2** | **0** | **2** | **3** |
| In this course, students are given information about project management principles, techniques used in project management, project selection techniques, project organization, project triangle, project planning and evaluation. |
| **3.** | **BBY319** | **E-GOVERNMENT APPLICATIONS** | **E** | **2** | **0** | **2** | **3** |
| In this course, electronic document and information management issues are covered with the approach of document managers and archivists. The processing and archiving of the transactions on the electronic document in accordance with a standard approach is processed. |
|  **4.** | **BBY321** | **LEGAL RESOURCES AND ACCESS** | **E** | **2** | **0** | **2** | **3** |
| By introducing basic sources in the field of law, it is aimed to gain the skills of creating a collection, designing services and accessing information. |
| **5.** | **BBY323** | **INFORMATION SERVICES** | **E** | **2** | **0** | **2** | **3** |
| The aim of the course is to address the concept of information services, its importance and objectives, types of information services, web-based information services, universal information services principles / standards, information services policy, management and determinants of information services, evaluation of information services and trends in the future of information services. is to understand, discuss, analyze, grasp and evaluate. |
| **6.** | **BBY325** | **PROFESSIONAL ENGLISH-I** | **E** | **2** | **0** | **2** | **3** |
| The aim of the course is to explain the basic grammar rules, to read and translate the texts and archive documents related to the department that will gain professional terminology. |
|  **7.** | **BBY327** | **OTTOMAN PALEOGRAPHY-I** | **E** | **2** | **0** | **2** | **3** |
| The aim of the course is to teach students the ability to read printed Ottoman texts and learn Turkish transcription methods and grammatical rules. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **THIRD YEAR 6. SEMESTER ELECTIVE COURSES** |
| **NO** | **COURSE CODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY316** | **FILING SYSTEMS** | **E** | **2** | **0** | **2** | **3** |
| To teach the filing and management of documents produced in business processes and the systems, rules and administrative regulations related to the subject; To gain the ability to define, create and apply the process of filing and organizing documents produced in business processes in institutions and organizations. |
| **2.** | **BBY318** | **INFORMATION SYSTEMS IN INSTITUTIONS** | **E** | **2** | **0** | **2** | **3** |
| The aim of the course is to define the system concept and information system in general. Students will be able to define the components of an information system, explain information management, the process of developing information systems, and planning and system research, one of the main activities of this process. |
| **3.** | **BBY320** | **KNOWLEDGE ECONOMY** | **E** | **2** | **0** | **2** | **3** |
| It is to explain, discuss and comprehend the function and content of knowledge which is the production factor in economy and how it should be managed. |
|  **4.** | **BBY322** | **DATABASE MANAGEMENT SYSTEMS** | **E** | **2** | **0** | **2** | **3** |
| To introduce the database systems to the students, to create designs for the given database problems, to set up these designs in the form of tables in the physical database, to be able to write and run the necessary queries on this physical database. |
| **5.** | **BBY324** | **INFORMETRIC** | **E** | **2** | **0** | **2** | **3** |
| The content of this course is to develop students' practical applications in classifying, calculating, explaining and comparing information using simple statistical methods and to gain theoretical knowledge about metric laws. |
| **6.** | **BBY326** | **PROFESSIONAL ENGLISH-II** | **E** | **2** | **0** | **2** | **3** |
| The aim of the course is to explain the basic grammar rules, to read and translate the texts and archive documents related to the department that will provide vocational terminology. |
| **7.** | **BBY328** | **OTTOMAN PALEOGRAPHY-II** | **E** | **2** | **0** | **2** | **3** |
| The aim of the course is to teach the students the ability to read and translate the documents with the exercises to be done on the old Turkish documents. |
| **8.** | **BBY330** | **DEMOCRACY AND HUMAN RIGHTS** | **E** | **2** | **0** | **2** | **3** |
| Definition and historical development of human rights and democracy; democracy, freedom and equality concepts, different understandings of democracy, democratic culture, democracy at school and in the family, democratic citizenship; rights and freedoms, children's and women's rights, national and international regulations on human rights (Universal Declaration of Human Rights, European Convention on Human Rights, Convention on the Rights of the Child, etc.); basic problems in the field of human rights, human rights and democracy education. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **FOURTH YEAR 7. SEMESTER ELECTIVE COURSES** |
| **NO** | **COURSECODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY413** | **PUBLIC RELATIONS** | **E** | **2** | **0** | **2** | **3** |
| The general aim of this course is to introduce the guidance process in schools with its main lines. The main topics that will be covered in the course are the place of guidance services in education; brief history of guidance; models and approaches to guidance; philosophy, purpose, principles and program of the developmental guidance model (comprehensive developmental guidance program); types of guidance (educational, vocational and personal guidance); the role and function of the teacher in classroom guidance. |
|  **2.** | **BBY415** | **MEDIA AND INFORMATION** | **E** | **2** | **0** | **2** | **3** |
| In this course, the concept of media and its functions, its role and importance in setting the agenda, the structure and functioning of media institutions, the political economy, the structuring of media messages, the presentation of the news and events, reality and fictionality, the features of the language used in the media and the media texts (written, visual, It focuses on the methods that should be followed in the analysis of auditory). |
| **3.** | **BBY417** | **PERIODICALS** | **E** | **2** | **0** | **2** | **3** |
| The main aim of this course is to draw a general framework that determines the principles, concepts, general rules and problems related to the management of periodicals in information centers. After examining the definition, types and historical development of the term periodical, answers are sought to the questions of how to create and develop the periodical collection from selection to selection. In addition, access to periodicals (RDA; AKKK2) practices and exploitation services are discussed in consideration of national and international contexts and latest innovations. |
|  **4.** | **BBY421** | **OUT-OF-BOOK INFORMATION MATERIALS** | **E** | **2** | **0** | **2** | **3** |
| To inform students about the basic concepts, principles and practices of non-book information materials, to examine existing practices in terms of storage and preservation and to develop their perspectives on alternative management approaches. The content of the course includes the teaching and introduction of electronic resources, maps, photographs, films, audio and video recordings, models, slides, and similar materials in information centers. |
| **5.** | **BBY423** | **BIBLIOMETRIC** | **E** | **2** | **0** | **2** | **3** |
| Basic concepts of bibliometrics (citation analysis, impact factor, immediacy index, obsolescence, co-author analysis), bibliometric laws (eg Bradford, Lotka, Price), social network analysis, graph theory, sciometrics, informometry, webometry. |
| **6.** | **BBY425** | **SYSTEM ANALYSIS** | **E** | **2** | **0** | **2** | **3** |
| It is aimed that students will have knowledge about the concept of system, system features, general system theory, stages of system analysis, tools and techniques used in system analysis, as well as evaluating this information on examples for information centers. |
| **7.** | **BBY431** | **WRITING AND RARE WORKS-I** | **E** | **2** | **0** | **2** | **3** |
| The aim of the course is to provide students with detailed information about manuscripts and manuscript librarianship to enable them to work in manuscript libraries. Students will learn about the features that distinguish manuscripts from printed works, examine the physical and artistic features of manuscripts, examine the internal order of manuscripts, cataloging manuscripts. |
| **8.** | **BBY433** | **DATA MINING** | **E** | **2** | **0** | **2** | **3** |
| The course covers data mining process, appropriate software in data mining, data mining models, sample mining models and applications. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |
|   |
| **FOURTH YEAR 8. SEMESTER ELECTIVE COURSES** |
| **NO** | **COURSECODE** | **COURSE TITLE** | **C/E** | **T** | **P** | **C** | **ECTS** |
| **1.** | **BBY414** | **ENGLISH ARCHIVERSITY TEXTS** | **E** | **2** | **0** | **2** | **3** |
| Reading and translation of texts and archival documents related to the department that will gain professional terminology. |
|  **2.** | **BBY416** | **PUBLIC LIBRARIES** | **E** | **2** | **0** | **2** | **3** |
| In this course, the processes, services and elements related to public libraries are dealt with, both at theoretical level and through examples. Students are concerned with public library operations, services and developments in both the world and provides information on the scale of Turkey. |
| **3.** | **BBY418** | **SCHOOL LIBRARIES** | **E** | **2** | **0** | **2** | **3** |
| In this course, students are given information that will reflect both the theoretical structure and application examples by considering the processes, services and development elements related to school libraries. |
|  **4.** | **BBY420** | **VOLUNTEERING STUDIES** | **E** | **1** | **2** | **2** | **3** |
| In the course, contributing to one of the most important tasks of the university, of serving the society; strengthening the ties between the university and the society by using the knowledge, skills and knowledge acquired by students throughout their education life; Their voluntary participation in volunteering activities is examined. |
|  **5.** | **BBY422** | **INFORMATION SYSTEMS SECURITY** | **E** | **2** | **0** | **2** | **3** |
| Basic components of information systems, user interface concepts, data structures, file organization concepts, file management tools, application tools, data files, application programs. |
|  **6.** | **BBY424** | **ARCHIVE TYPES** | **E** | **2** | **0** | **2** | **3** |
| In the course, information about the definition and content of the archive, archive terms, archive types, the necessity of archival methods and techniques, and the activities carried out in the archives on the basis of type are given. |
| **7.** | **BBY426** | **DIGITIZATION AND CULTURAL HERITAGE** | **E** | **2** | **0** | **2** | **3** |
| In this course, basic concepts related to digitization and digitization, the concept and characteristics of culture, classification of cultural heritage (UNESCO classification), digitization processes, planning, digital preservation, digitization of cultural heritage and copyright are covered. |
| **8.** | **BBY428** | **DESKTOP PUBLISHING** | **E** | **2** | **0** | **2** | **3** |
| This course focuses on contemporary book and other publishing genres in the world. In addition, the process of production and sale of books in the trade in bookstores and different types of publishing are also emphasized. |
| **9.** | **BBY430** | **WEB DESIGN** | **E** | **2** | **0** | **2** | **3** |
| To teach the basic concepts of web, web design and internet technologies, to teach the use of basic coding languages and web page design tools used in web pages and to gain the skills of designing and developing web pages. |
| **10.** | **BBY432** | **WRITING AND RARE WORKS-II** | **E** | **2** | **0** | **2** | **3** |
| The aim of this course is to provide students with the skills of defining general features of manuscripts, cataloging and having knowledge about manuscript libraries in our country. Within the scope of this course, studies are carried out to have information about the general features and cataloging of Ottoman manuscripts and manuscript libraries in our country. |
| **Note: C: Compulsory Courses, E: Elective Courses, T: Theoretical Course Hour; P: Weekly Practice Course Hour, C: Course Credit, ECTS: European Credit Transfer System Credit of the Course.** |

|  |
| --- |
| **HEAD OF INFORMATION AND DOCUMENT MANAGEMENT****ASSOC. PROF. DR. BURAK KOCAOĞLU**  |