



## AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Information Centers							
Course Code		TS002		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	76 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		The aim of this course is to introduce all types of user services (accession, reference, interlibrary loan, collection development and management, marketing, etc) in information centers.							
Course Content		Definition and types of information services, factors to be considered in the desingn of information services, the concept of ?user? and user characteristics, particular information services in diferent information centers.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study					
Name of Lecturer(s)		Ins. Perihan ÖĞDÜM							

### Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

### Recommended or Required Reading

1	Bopp, R.E. ve Smith, L.C. (2000). Reference and Information Services: An Introduction. 3rd ed. Libraries Unlimited.
2	Cassell, K. A. ve Hiremath, U. (2009). Reference and Information Services in the 21st Century: An Introduction, 2nd ed. Neal-Schuman Publishers, Inc.

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction to information services: Definition and scope
2	Theoretical	Factors to be considered in the design of information services
3	Theoretical	Information centers, information users and characteristics
4	Theoretical	Types of information services: General services (selection, acquisition, circulation and related services)
5	Theoretical	User education: Planning, conducting and evaluating
6	Theoretical	The effects of Internet to the design and presentation of information services: Web 2.0 and the future of Web services, social networks.
7	Theoretical	Library 2.0, convergence in libraries and marketing of information services
8	Theoretical	Different services designed for different types of information centers (academic libraries, public libraries, special/research libraries, specialized information centers)
9	Intermediate Exam	Midterm
10	Theoretical	Different services designed for different types of information centers (academic libraries, public libraries, special/research libraries, specialized information centers)
11	Theoretical	Different services designed for different types of information centers (academic libraries, public libraries, special/research libraries, specialized information centers)
12	Theoretical	Different services designed for different types of information centers (academic libraries, public libraries, special/research libraries, specialized information centers)
14	Theoretical	Service quality and the evaluation of information services.
15	Theoretical	Service quality and the evaluation of information services.
16	Theoretical	exam preparation

### Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	16	1	2	48
Assignment	1	16	8	24
Midterm Examination	1	1	1	2



Final Examination	1	1	1	2
Total Workload (Hours)				76
[Total Workload (Hours) / 25*] = ECTS				3
*25 hour workload is accepted as 1 ECTS				

### Learning Outcomes

1	Learn to plan, perform and evaluate the user services,
2	Understand the effect of information technologies to information services,
3	Have basic information about the use of the Web and social networks in information services.
4	Has knowledge about library types and resources.
5	35/5000 Analyze scientific publications.

### Programme Outcomes (Medical Documentation and Secretarial Practices )

1	Write and pronounce medical terms correctly.
2	Collect data of medical statistics and report the results periodically after analyzing them scientifically.
3	Learn basic structure of human body and important system diseases.
4	Know principles and rules of medical secretaryship. Protect patients' rights and privacy.
5	Use Turkish and body language in a correct and effective way.
6	Run internal and external correspondence of the foundation, keep the files of the documents after classification, organize them and archive in line with filing techniques.
7	Establish verbal and written communication inside the foundation and out of foundation.
8	Make the coding procedure of diseases and health problems according to existing international classification systems.
9	Run the counseling services for patients and their relatives.
10	Solve the problems that are encountered in work life quickly and effectively.
11	Use the necessary equipment for professional practices such as computer and office devices effectively.
12	Improve professional knowledge and skills continuously.
13	Executes any patient registration-documentation processes
14	Makes archiving operations
15	Prepares medical documents
16	Knows Turkish history and Atatürk's revolutions.
17	Adapt to team work in application areas.
18	Knows and defines diseases.
19	Have general information about the world and biological formations.
20	English speaking writer

### Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P2	3	3	3	3	3
P4	3	3	3	3	3
P5	3	3	3	3	3
P10	5	5	5	5	5
P12	5	5	5	5	5
P15	5	5	5	5	5
P17	5	5	5	5	5

