Library and Information Activities

Course number	Course name	ECTS credits
	Basic courses	
1	**The history of Azerbaijan** This course covers the emergence, formation, and development of Azerbaijan's modern state traditions in a systematic way, in chronological order. The role of political, ideological, economic and cultural factors in the formation of modern Azerbaijani statehood is analyzed and studied. Furthermore, the place and role of the Azerbaijani state in the modern world are systematically analyzed. In order to instil a sense of patriotism in our students, the political history of the states that emerged at different historical stages and heroic examples of individual personalities are interpreted based on historical facts. İn the modern world, the place and role of the Azerbaijani state are systematically analyzed. The main goal is to form in students a broad outlook, love for the country, the ability to analyze historical events analytically, and the ability to draw correct conclusions from events and political processes.	5
2	**Academic writing and communication in the Azerbaijani** In the framework of this course, special attention should be paid to inculcating students' presentations, public speaking, and academic and business writing skills in the Azerbaijani language.	4
3	**Academic writing and communication in a foreign language** Within the framework of this course, special attention should be paid to the student's skills, such as public speaking and academic and business writing skills, in terms of expressing themselves in one of the foreign languages regarding students' major.	15
4	**Elective courses** (Elective courses are determined by the higher education institution. Depending on the specifics of the major, they can be made additions to elective courses)	6
	Philosophy	3

4.1	Sociology		
	Basics of law		
	Logic		
	Ethics and aesthetics		
4.2	Information technologies (specialization)	3	
	Information management		
	Entrepreneurship basics and introduction to business		
	Political sciences		
	Speciality courses	**120**	
1	**Mathematics and statistics** This course covers elements of linear algebra, mathematical logic, graph theory, laws of mass service theory, optimization and statistical analysis methods.	6	
2	**Modern information and communication technologies and information security** Classification and characteristics of modern information and communication technologies within the course; information technology (IT) basics, including various types of computer hardware and network technologies; Various data representation schemes such as binary number systems; An introduction to the tools and applications needed to operate in an IT environment is provided; the basic principles of computer processing of information (coding, storage, transmission, etc.) are taught. Various data representation schemes, such as binary number systems; An introduction to the tools and applications needed to operate in an IT environment is provided; the basic principles of computer processing of information (coding, storage, transmission, etc.) are taught. The concept and characteristics of the information society, the development stages of the process of informatization of the society, the role of information technologies in various fields (Electronic life, Communication, Virtual society, Electronic signature, etc.), criteria of effectiveness of information technologies, information and cyber security; Modern operating systems (OS) and their working principle; File management in operating systems; Fundamentals of programming; Networking; Web systems and technologies;	4	

	Applications of MS Office 365 package programs: capabilities of MS Word text processor, creation of complex (specialized) tables in MS Excel table processor, calculations, etc. preparation of presentations, preparation and editing of PDF files, Teams program, etc., using the capabilities of programs (application programs); Database (DB), Database Management Systems (DBMS) and its capabilities are taught.	
3	**Introduction to library and information science** This course provides knowledge about the philosophy, principles and structure of library and information science; interprets the historical mission of libraries in society, types of libraries, development regularities of library systems, structure, and social functions; teaches the methods of providing, managing and designing information services in various information environments.	4
4	**Book and library history** This course covers the history of the creation of libraries, development characteristics, social and informative functions of the Ancient East, Middle Ages Byzantium, Islam, European renaissance and modern National libraries; teaches line patterns, artistic design forms of Ancient and Medieval manuscript books, book production process, typology, publishing activity in Azerbaijan and advanced countries of the world.	5
5	**Azerbaijani literature** This course covers the history and genres of Azerbaijani folklore, the ancient, medieval, 19th century, 20th-21st century stages of Azerbaijani literature and the creativity of artists who wrote and created in this period.	6
6	**Library classification and course indexing systems** Methods of analytical-synthetic processing, indexing and summarising the documents of this course; cataloguing rules; international classification tables; modern course indicator systems; teaches authoritative and communicative writing formats, protocols and standards used in information exchange.	6
7	**Information resources** This course covers the basic concepts, classification, formats, storage forms and means of exchange of information resources; teaches methods of creation, acquisition, exchange, protection and availability of digital information resources; and organization of online information services based on information resources.	6
8	**Management of library-information activities** This course covers normative-legal bases, principles and functions of the essential management of library-information activities; teaches organizational, economic, and socio-psychological management methods of library-information activities, labour organization and standardization,	6

	Personnel management, methods of applying innovations and PR technologies, skills of organizing reporting, accounting and inspection work in libraries.	
9	**Digital literacy and research skills** This course covers methods of working with different types of digital information sources, methods and means of information search in local, corporate and distributed category information systems, including the Internet, methods of analyzing and processing readers' information and research requests in the digital environment, information evaluation, training and research, teaches creative thinking, problem-solving and problem-solving skills**.**	4
10	**Organization of library-information services and dissemination** This course covers the methodology of organizing various types of information services based on reader demands and requests, modern forms and methods of communication with readers and users, Customer Relationship Management (CRM) technologies and systems, professional use of Social Media, and methods of exchanging information with various technological means.	5
11	**Bibliography** This course covers the essence, functions, structure, and type typology of bibliographic information as a social institution, the scientific directions of the science of bibliography, its relationship with other sciences, the methodology of organizing and managing bibliographic activity in the library-information activity, teaches the development traditions of national current and retrospective bibliography, modern development trends of international cooperation, a compilation of bibliographic resources, methods of bibliographic heuristics in individual countries of the world.	5
12	**Economics of library-information activities** This course covers the theoretical concepts of the economy of library-information activities, normative-legal basis, accounting of the material and technical basis of libraries, financing methods; preparation of estimates and budget projects in library-information activities, control of financial accounting, methods of attracting additional financial resources; teaches the ability to organize marketing research.	4
13	**Organization of intellectual property service** This course covers the types and characteristics of intellectual property objects, the logical structure of invention objects, the method of calculating the invention formula, the preparation and examination of the claim document, and the rules for buying and selling the license; it teaches the methodology of patenting inventions in a foreign country, the legal basis of intellectual property, information search and international classification systems of intellectual property objects.	5

14	**Organization of intellectual property service** This course covers the types and characteristics of intellectual property objects, the logical structure of invention objects, the method of calculating the invention formula, the preparation and examination of the claim document, and the rules for buying and selling the license; it teaches the methodology of patenting inventions in a foreign country, the legal basis of intellectual property, information search and international classification systems of intellectual property objects.	4
15	**Web programming** This course covers the technologies of creating web applications, elements of HTML and CSS languages, setting up a local web server, writing scripts in JavaScript, and developing web scripts in PHP.	6
16	**Management and development of library funds** This course covers the place of the library fund in the library-information activity, the principles of fund formation, management functions, and structural elements; teaches assembly, protection, management and accounting methods, the rules of arranging literature in the library fund, and RFID technology.	6
17	**Metadata** This course covers the methods of describing information resources in the digital information environment, metadata formats and models, cataloguing rules based on various library metadata standards, and the ability to determine quality indicators and relevance of metadata systems.	4
18	**Organization of digital repositories** This course covers the concept of a digital repository, classification, software, information provision of a digital repository and its management; teaches protocols and standards used in information exchange in a digital repository.	4
19	**Electronic library** This course covers the purpose, functions and main characteristics of electronic libraries, structural components, design stages, necessary network architecture and software, National and international electronic library projects, linguistic support, typology, classification and cataloguing of information resources.	6
20	**Information systems** This course covers the basic concepts, structural components, classification, architecture, linguistic support of information systems, the ability to install and operate software and technical support of library-information systems; teaches the evaluation of the life cycle and efficiency of library-information systems and the design methodology.	5

21	**Specialization-oriented foreign language** The course covers students the sound structure, lexical-semantic nature, vocabulary, grammatical structure and constituent elements of the language, paradigmatic and syntagmatic relations of lexical-grammatical units, and their functionality, etc. teaches the issues in the theoretical aspect; at the same time, it forms the habits of applying this knowledge. Speaking, writing, reading and listening skills are systematically developed in order to master a foreign language within the course. This course forms and teaches students the ability to express their thoughts and ideas in the taught language freely and to analyze the presented language material.	16
22	**Civil defence** This course covers the basics, forces and means of civil defence, emergency situations and their characteristics, the ability to use individual and collective protective equipment, emergency prevention, mitigation, preparation, response measures or emergency evacuation and mitigation measures.	3
...	**Courses defined by the institution of higher education** The courses here are determined individually by each higher education institution and are reflected in the curriculum of that specialty.	**60**
	Practicum	**30**
Total:		**240**