



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Filling and Archiving							
Course Code		BYP109		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	75 (Hours)	Theory	2	Practice	1	Laboratory	0
Objectives of the Course		In this course students will gain competence to make the filing and archiving.							
Course Content		Incoming documents-Outgoing documents-Filing- The establishment of the filing system- Filing process - Definition and types of Archive - Recording system - Documentation retention periods and disposal methods							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual Study					
Name of Lecturer(s)		Ins. Songül YANIK							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Dosyalama ve Arşivleme Teknikleri, Öğr.Gör. Yücel İSLAM
2	Büro Yönetiminde Dosyalama Teknikleri ve Dokümantasyon, Şule YILMAZ
3	Dosya ve Arşiv Yönetimi, Yard.Doç.Dr. Mehmet ALTINÖZ

Week	Weekly Detailed Course Contents	
1	Theoretical	Incoming documents
2	Theoretical	Outgoing documents
3	Theoretical	Filing
4	Theoretical	Filing systems
5	Theoretical	The establishment of the filing system
6	Theoretical	Filing process
7	Theoretical	Document change process
8	Intermediate Exam	Midterm exam
9	Theoretical	Trading with Electronic documents
10	Theoretical	The protective measures to electronic document
11	Theoretical	Digitization
12	Theoretical	Electronic document, update, storage and disposal
13	Theoretical	Sector definitions and classification. Definition and types of archives
14	Theoretical	Recording system
15	Theoretical	Loan documents or the file systems from the archive. Documents storage time and disposal methods

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	14	0	1	14
Individual Work	1	5	1	6
Midterm Examination	1	10	1	11
Final Examination	1	15	1	16
Total Workload (Hours)				75
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	To be able to pursue the flow of internal and external documents
2	To be able to comprehend filing and to monitor files
3	To be able to monitor the process of document exchange
4	To be able to comprehend archiving and to monitor archives
5	Explain the archiving process

Programme Outcomes (*Public Relations and Publicity*)

1	1. To have theoretical and practical competence on formation in communication field in general and in Public Relations and Advertising field in particular while learning the historical and transformative process about the field.
2	2. To have an ability to determine the contemporary problems about the field and to solve these problems by using the richness of the interdisciplinary property of the communication field.
3	3. To have a competence to carry the accumulation of the interdisciplinary knowledge to the Public Relations and Advertising field and in this context to solve the problems in the field.
4	4. To have a knowledge on ethical and legal rules about the field and to have an ability to apply these rules.
5	5. To widen the knowledge about the field by using the foreign language and to have an ability to communicate with international stake holders.
6	6. To be competence on computer softwares about the field and on the other communication technologies.
7	7. Graduates are qualified to prepare programmes/campaigns and process on public relations, advertising and marketing for an organization.
8	8. Graduates are qualified to analyse the contents of the news, advertising, etc. and to prepare innovative and critical contents on the field.

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

	L1	L2	L3	L4	L5
P1	4	5	4	4	5
P2	4	4	3	5	4
P3	4	3	4	4	4
P4	5	4	4	3	4
P5	2	1	1	2	2
P6	3	4	5	3	4
P7	4	4	3	4	5
P8	4	5	3	4	4

