



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Filling And Archiving Techniques							
Course Code		BYA108		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		With this course students; to understand an effective filing system.							
Course Content		Filing systems and forms.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Discussion					
Name of Lecturer(s)		Ins. Cemal KOYUNCU							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Başpınar, Nuran Öztürk. (2002). Büro Yönetimi. Eskişehir: Birlik Yayınevi.
2	Seçim, Hikmet (edi.).(1995). Büro Yönetimi ve Dosyalama. Eskişehir: A.Ü.Yayın No: 742.

Week	Weekly Detailed Course Contents	
1	Theoretical	Definition of file
2	Theoretical	Importance for managers, organizations and office staff
3	Theoretical	Management of filing services in organizations
4	Theoretical	Key features that must be found in an active filing system
5	Theoretical	Documents subject to file
6	Theoretical	File plan
7	Theoretical	Develop a new filing system
8	Theoretical	Principles of Organization of Filing Unit
9	Intermediate Exam	Midterm
10	Theoretical	Filing Systems
11	Theoretical	Filing Systems
12	Theoretical	Archive, Archiving Process
13	Theoretical	Archive, Archiving Process
14	Theoretical	Filing and Archiving Hardware and Auxiliary Tools
15	Theoretical	Filing and Archiving Hardware and Auxiliary Tools

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	5	0	2	10
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	It explains the purpose and importance of the file.
2	Manage filing services.
3	Creates a file plan.



4	There is a recommendation for the creation of a new filing system.
5	Distinguishes different organization forms of filing units.
6	Transfers the stages of the filing process.
7	They explain the stages of the archiving process.
8	Uses hardware and assistive devices for filing and archiving.

Programme Outcomes (Accounting and Tax Practices)

1	Being an individual who is respectful to his own values, fits ethical rules, investigates and examines environment, events, and takes lessons.
2	To have theoretical knowledge and to manage the process which will contribute to the solution of the various problems that may arise during the professional activity and to obtain the expected practical results in practice.
3	To have theoretical knowledge supported by textbooks with current information, application tools and other resources, and to be able to discuss using any kind of information related to this field.
4	Be able to apply and evaluate all the techniques that the accounting profession should have.
5	Ability to plan, implement and evaluate all activities (such as financial statements and financial statements, keeping accounts in a computer environment, etc.) performed in the business and finance world, accounting bureaus and tax-related institutions.
6	In the sector or institutions that it supports during its activities; to be able to interpret and evaluate data using the knowledge and skills gained in the field, to be able to recognize and analyze problems, and to be able to develop evidence-based solutions.
7	Ability to gain personality traits showing planning and decision making skills.
8	To be able to comprehend the importance of the developments of the business and financial world and the knowledge that they have in this direction, to be able to develop the concepts of creativity and creative thinking, to be able to realize the effects of professional activities in the applied fields.
9	To be able to evaluate and interpret the knowledge and skills gained in the professional field.
10	Be able to develop personality traits that develop environmental awareness, respect for differences, and adapt to different situations and social roles.
11	To be able to use communication techniques properly while maintaining human relations.
12	To be able to use information and communication technologies together with the computer software required by the professional field
13	To be able to inform related persons and institutions about the issues related to the field during the professional work, to be able to transmit suggestions of solutions to problems and problems in writing and orally.
14	To have sufficient consciousness about the universality of social rights, social justice, protection of quality culture and cultural values and environmental protection, occupational health and safety issues.

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

	L1
P14	4

