AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Filling And Archiving Techniques						
Course Code		BYA108		Couse 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 *(Office Mangement and Executive Assistantship)*

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of enteprenurism.
6	The ability of using theorical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

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

	L1	L2	L3	L4	L5	L6	L7	L8
P1	4	4	4	4	4	4	4	4
P2	4	4	4	4	4	4	4	4
P3	4	4	4	4	4	4	4	4
P4	4	4	4	4	4	4	4	4
P5	4	4	5	4	4	4	5	4
P6	4	4	4	4	4	4	4	4
P7	4	4	5	4	4	4	5	4
P8	4	4	5	4	4	4	4	4
P9	4	4	4	4	4	4	4	4
P10	4	4	4	4	4	4	4	4
P11	4	4	4	4	4	4	4	4
P12	4	4	4	4	4	4	4	4
P13	4	4	5	4	4	4	5	4
P14	4	4	4	4	5	4	4	5
P15	4	4	4	4	4	4	4	4