



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Filling And Archiving Techniques							
Course Code		BYY109		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, the students will be given proficiency in filing and archiving.							
Course Content		Incoming documents-Outgoing documents-Establishment of filing-filing system-Filing process-Archive definition and types-Registration system-documents storage period and destruction methods							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual Study					
Name of Lecturer(s)		Ins. Gültekin BAYSAL							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Filing and Archiving Techniques, Öğr.Gör. Yücel İSLAM
2	Filing Techniques and Documentation in Office Management, Şule YILMAZ
3	File and Archive Management, Asst. Assoc.Dr Mehmet ALTINÖZ

Week	Weekly Detailed Course Contents	
1	Theoretical	The incoming documents
2	Theoretical	The going documents
3	Theoretical	The filing
4	Theoretical	The systems of filing
5	Theoretical	The establishment of filing system
6	Theoretical	The process of filing
7	Theoretical	The process of changing documents
8	Intermediate Exam	Midterm exam
9	Theoretical	Making process with electronic documents
10	Theoretical	The preventive measures for electronic documents
11	Theoretical	Digitization
12	Theoretical	<p>ÇeviriAnında çeviriyi kapat</p> <p>Türkçe</p> <p>İngilizce</p>



Rusça

Dili algıla

İngilizce

Türkçe

Rusça

Elektronik belgeyi güncelleme, saklama ve imha

Updating, storing and disposing the electronic document

13	Theoretical	The definition and types of archive
14	Theoretical	The recording system
15	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Assignment	10	0	1	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	To follow the internal and external document flow.
2	Filing and file tracking.
3	Monitor the document change process.
4	Archiving and following the archive.
5	To have information about Filing Systems.

Programme Outcomes (Office Management and Executive Assistantship)

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisiplener team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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	5	5	5	5	5
P2	5	4	5	5	5
P4	5	5	5	5	5
P5	4	4	4	4	4
P6	5	5	5	5	5
P7	3	3	4	4	4
P8	2	2	2	2	2
P9	3	5	5	5	5
P10	3	3	3	3	2

