



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Filling and Archiving							
Course Code		BYP109		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	56 (Hours)	Theory	2	Practice	0	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)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

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	1	14
Reading	1	14	1	15
Midterm Examination	1	10	1	11
Final Examination	1	15	1	16
Total Workload (Hours)				56
[Total Workload (Hours) / 25*] = ECTS				2

*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

