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.