

## FILLING AND ARCHIVING TECHNIQUES

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|------|---|---|
| 1    | Course Title:   | FILLING AND ARCHIVING TECHNIQUES  |
| 2    | Course Code:  | BYAZ106   |
| 3    | Type of Course:   | Compulsory  |
| 4    | Level of Course:  | Short Cycle   |
| 5    | Year of Study:  | 1   |
| 6    | Semester:   | 2   |
| 7    | ECTS Credits Allocated:                                 | 6.00  |
| 8    | Theoretical (hour/week):                                | 3.00  |
| 9    | Practice (hour/week):                                   | 0.00  |
| 10   | Laboratory (hour/week):                                 | 0   |
| 11   | Prerequisites:  | None  |
| 12   | Language:   | Turkish   |
| 13   | Mode of Delivery:                                       | Face to face  |
| 14   | Course Coordinator:                                     | Öğr. Gör. EMEL SELİMOĞLU  |
| 15   | Course Lecturers:                                       |   |
| 16   | Contact information of the Course Coordinator:          | emels@uludag.edu.tr<br>U.Ü.Sosyal Bilimler Meslek Yüksekokulu<br>224 2615540 -60533 |
| 17   | Website:  |   |
| 18   | Objective of the Course:                                | Students will be gained the ability of filing and archiving with this course        |
| 19   | Contribution of the Course to Professional Development: |   |
| 20   | Learning Outcomes:                                      |   |
|      | 1   | Insights of document definition and document management                             |
|      | 2   | Insights of organization types in filing  |
|      | 3   | Insights of required rules for effective filing                                     |
|      | 4   | Insights of filing systems  |
|      | 5   | Insights of stages of filing systems  |
|      | 6   | Following of in-house and out of corporation document flow                          |
|      | 7   | Insights of purpose of office automatisaion   |
|      | 8   | Electronics document management system  |
|      | 9   | Archiving ve archive tracking   |
|      | 10  |   |
| 21   | Course Content:   |   |
|      | <b>Course Content:</b>                                  |   |
| Week | Theoretical   | Practice  |
| 1    | Incoming Documents                                      |   |
| 2    | Outgoing document                                       |   |
| 3    | Filing  |   |
| 4    | Filing Systems  |   |
| 5    | Setting of filing system                                |   |

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|----|---|--|
| 6  | Filing process  |  |
| 7  | Document exchange process   |  |
| 8  | MIDTERM EXAM, COURSE REPETITION   |  |
| 9  | Transaction with electronic documents, protective measures to document                            |  |
| 10 | Digitalization  |  |
| 11 | Electronic document updating protection and disposal  |  |
| 12 | Definition and classification of sector Archiving definition and its types                        |  |
| 13 | Registration system   |  |
| 14 | Document or file lending systems from archive<br>Document preservation period ve disposal methods |  |

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| 22 | Textbooks, References and/or Other Materials: | Lecture notes , visual and auditory course materials , business instructions, filing plans, working place intructions, legislation |
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|----|-----------|--|
| 23 | Assesment |  |
|----|-----------|--|

| TERM LEARNING ACTIVITIES   |  | NUMBER | WEIGHT |                 |                        |  |
|--|--|--------|--------|-----------------|------------------------|--|
| Midterm Exam   |  | 1      | 40.00  |                 |                        |  |
| Activites  |  | Number |        | Duration (hour) | Total Work Load (hour) |  |
| Final Exam   |  | 1      | 00.00  |                 |                        |  |
| Theoretical  |  | 14     |        | 3.00            | 42.00                  |  |
| Total  |  | 2      | 100.00 |                 |                        |  |
| Practicals/Labs  |  | 0      |        | 0.00            | 0.00                   |  |
| Contribution of Term (Year) Learning Activities to Success Grade |  | 14     |        | 4.00            | 56.00                  |  |
| Self study and preparation                                       |  | 0      |        | 0.00            | 0.00                   |  |
| Homeworks  |  | 0      |        | 0.00            | 0.00                   |  |
| Projects   |  | 0      |        | 0.00            | 0.00                   |  |
| Total  |  | 100.00 |        |                 |                        |  |
| Field Studies  |  | 0      |        | 0.00            | 0.00                   |  |
| Measurement and Evaluation Techniques Used in the Midterm exams  |  | 1      |        | 20.00           | 20.00                  |  |
| Others   |  | 1      |        | 32.00           | 32.00                  |  |
| Final Exams  |  | 1      |        | 30.00           | 30.00                  |  |
| Total Work Load  |  |        |        |                 | 180.00                 |  |
| Total work load/ 30 hr   |  |        |        |                 | 6.00                   |  |
| ECTS Credit of the Course  |  |        |        |                 | 6.00                   |  |

| 25  | CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |
|-----|---|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|
|     | PQ1   | PQ2 | PQ3 | PQ4 | PQ5 | PQ6 | PQ7 | PQ8 | PQ9 | PQ10 | PQ11 | PQ12 | PQ13 | PQ14 | PQ15 | PQ16 |
| ÖK1 | 3   | 4   | 4   | 3   | 5   | 4   | 3   | 2   | 4   | 3    | 4    | 4    | 0    | 0    | 0    | 0    |
| ÖK2 | 4   | 3   | 2   | 2   | 4   | 5   | 3   | 5   | 4   | 4    | 2    | 3    | 0    | 0    | 0    | 0    |
| ÖK3 | 5   | 4   | 3   | 3   | 2   | 3   | 4   | 4   | 5   | 4    | 3    | 3    | 0    | 0    | 0    | 0    |
| ÖK4 | 3   | 3   | 4   | 3   | 4   | 4   | 4   | 4   | 4   | 4    | 3    | 3    | 0    | 0    | 0    | 0    |

|   |            |   |   |       |   |   |          |   |   |        |   |   |             |   |   |   |
|---|------------|---|---|-------|---|---|----------|---|---|--------|---|---|-------------|---|---|---|
| ÖK5   | 4          | 4 | 3 | 4     | 5 | 4 | 5        | 3 | 3 | 4      | 4 | 4 | 0           | 0 | 0 | 0 |
| ÖK6   | 4          | 5 | 4 | 3     | 5 | 4 | 3        | 3 | 4 | 5      | 4 | 5 | 0           | 0 | 0 | 0 |
| ÖK7   | 5          | 4 | 4 | 5     | 3 | 4 | 5        | 4 | 4 | 4      | 5 | 4 | 0           | 0 | 0 | 0 |
| ÖK8   | 5          | 4 | 4 | 4     | 4 | 4 | 3        | 4 | 5 | 4      | 4 | 3 | 0           | 0 | 0 | 0 |
| ÖK9   | 0          | 0 | 0 | 0     | 0 | 0 | 0        | 0 | 0 | 0      | 0 | 0 | 0           | 0 | 0 | 0 |
| LO: Learning Objectives    PQ: Program Qualifications |            |   |   |       |   |   |          |   |   |        |   |   |             |   |   |   |
| Contribution Level:                                   | 1 very low |   |   | 2 low |   |   | 3 Medium |   |   | 4 High |   |   | 5 Very High |   |   |   |