TOROS ÜNİVERSİTESİ

Vocatıonal School
Justıce

Course Information

FILING AND ARCHIVING					
Code	**Semester**	**Theoretical** **Hour / Week**	**Practice**	**National Credit**	**ECTS Credit**
ADL128	Spring	2	0	2	3

Prerequisites and co-requisites	NONE
Language of instruction	Turkish
Type	Required
Level of Course	Associate
Lecturer	LECTURE.SİBEL BOZKAYA
Mode of Delivery	Face to Face
Suggested Subject	YOK
Professional practise (internship)	None
Objectives of the Course	In this course students will have the ability to do filing and archiving
Contents of the Course	Filing concept Archiving concept Administration and office administration Document management in offices Document and types of document registration operationsEfficiency in document and form management Filing systems Filing types in offices Archiving types in organizations

Learning Outcomes of Course

#	Learning Outcomes
1	To be able to recognize and use basic concepts related to office management and administrative assistant field
2	To be able to use necessary theoretical knowledge, hands and / or intellectual skills in practical applications by making necessary data collection, collection and processing as required.
3	To be able to explain the designs and applications related to office management and administrative assistant to subordinate, top and stakeholders as required
4	Be able to initiate, implement and sustain teamwork at the required levels.
5	To follow up innovations in the field of office management and administrative assistant, to learn and implement what is needed.
6	To identify and solve problems related to unforeseen situations
7	Auditing and evaluations of employees who work under the supervision of the employee can be done objectively
8	To have enough foreign language knowledge in the field of Office Management and Administrative Assistant.

Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Filingconcept	Related resources
2	Filingconcept	Related resources
3	Archivingconcept	Related resources
4	Documentmanagement in offices	Related resources
5	Documentmanagement in offices	Related resources
6	Documentmanagement in offices	Related resources
7	Documentmanagement in offices	Related resources

8	MIDTERM	Related resources
9	Filingsystems	Related resources
10	Filingsystems	Related resources
11	Filingtypes in offices	Related resources
12	Filingtypes in offices	Related resources
13	Archiving in organizations	Related resources
14	Archiving in organizations	Related resources
15	PREPARATION FOR THE FINAL EXAMINATION	Related resources
16	Final Exam	Related resources

Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Dosya ve Arşiv Yönetimi, Mehmet Altınöz, Nobel Yayınları.		
2	Dosya ve arşiv teknikleri Hasan Tutar,		
3	Dosyalama ve Arşivleme teknikleri, Yücel islam,seçkin kitabevi,ANKARA		

Method of Assessment

#	Weight	Work Type	Work Title
1	40%	Mid-Term Exam	Mid-Term Exam
2	60%	Final Exam	Final Exam

Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	To be able to recognize and use basic concepts related to office management and administrative assistant field	8,9	1,2
2	To be able to use necessary theoretical knowledge, hands and / or intellectual skills in practical applications by making necessary data collection, collection and processing as required.	13	1,2
3	To be able to explain the designs and applications related to office management and administrative assistant to subordinate, top and stakeholders as required	7	1,2
4	Be able to initiate, implement and sustain teamwork at the required levels.	5,6	1,2
5	To follow up innovations in the field of office management and administrative assistant, to learn and implement what is needed.	2,8	1,2
6	To identify and solve problems related to unforeseen situations	6,8	1,2
7	Auditing and evaluations of employees who work under the supervision of the employee can be done objectively	5,14	1,2
8	To have enough foreign language knowledge in the field of Office Management and Administrative Assistant.	1,2	1,2

PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.

Work Load Details

#	Type of Work	Quantity	Time (Hour)	Work Load
1	Course Duration	14	2	28
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	2	28

3	Presentation and Seminar Preparation	0	0	0
4	Web Research, Library and Archival Work	0	0	0
5	Document/Information Listing	0	0	0
6	Workshop	0	0	0
7	Preparation for Midterm Exam	1	10	10
8	Midterm Exam	1	1	1
9	Quiz	0	0	0
10	Homework	0	0	0
11	Midterm Project	0	0	0
12	Midterm Exercise	0	0	0
13	Final Project	0	0	0
14	Final Exercise	0	0	0
15	Preparation for Final Exam	1	10	10
16	Final Exam	1	1	1
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