

TOROS ÜNİVERSİTESİ

Vocational School
Justice

Course Information

FILING AND ARCHIVING					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
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

Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Information and document management	Presentation, expression and discussion
2	Information and document management	Presentation, expression and discussion
3	Document management and paperwork	Presentation, expression and discussion
4	Official Correspondence Rules	Presentation, expression and discussion
5	Official Correspondence Rules	Presentation, expression and discussion
6	Filing Preparation	Presentation, expression and discussion
7	Documentmanagement in offices	Presentation, expression and discussion
8	MIDTERM	
9	Filing Systems	Presentation, expression and discussion

10	Filing Systems	Presentation, expression and discussion
11	Filing Tools	Presentation, expression and discussion
12	Archiving Process	Presentation, expression and discussion
13	Archiving Tools	Presentation, expression and discussion
14	Archiving Techniques	Presentation, expression and discussion
15	Archiving Techniques	Presentation, expression and discussion
16	Final Exam	

Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources
1	Örnekleriyle Mesleki Yazışmalar ve Rapor Hazırlama Teknikleri, Hasan TUTAR & Ferit AYYILDIZ, Seçkin Yayınları, Ankara		
2	Dosyalama ve Arşivleme Teknikleri, Yücel İSLAM, Seçkin Yayınevi, 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

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
				78