

COURSE SYLLABUS
Vocational School

Course Code	Course Name		Credit	ECTS Value	
MBH-204	FILING AND ARCHIVING TECHNIQUES		3	06	
Prerequisite Courses:					
Course Language:	Turkish	Teaching Style:	Face to Face		
Course Type and Level:	Compulsory / Second Year Fourth Semester				
Title, Name and Surname of the Course Instructor		Lesson Hours	Interview Hours	Contact	
Lecturer Oğuzhan ÇAVUŞOĞLU		-	-	oguzhancavusoglu@cag.edu.tr	
Course Coordinator:	Lecturer Oğuzhan ÇAVUŞOĞLU				
Course Objectives					
Learning Outcomes of the Course	The student who successfully completes this course;			Relationships	
				Program Outcomes	Net Contribution
	1	Defines the concepts of filing and archiving.		8,11	4,5
	2	Explains different filing and archiving systems.		11	5
	3	Makes archiving in accordance with legislation and standards.		1,4,5,11,12	5,5,5,5,5
	4	Applies archiving techniques in physical and electronic environment.		3,10,11,13	4,5,5,4,5
	5	Evaluates the organization of institutional archives.		10,11,13	4,5,5
Course Content:					
Course Content: (Weekly Lesson Plan)					
Week	Subject		Preparation	Teaching Methods and Techniques	
1	Definitions of filing, archive, document, document		Course Presentation	Lecture, Discussion	
2	Importance and Purposes of Filing		Course Presentation	Lecture, Discussion	
3	Types of Filing Systems		Course Presentation	Lecture, Discussion	
4	Physical Filing Tools		Course Presentation	Lecture, Discussion	
5	Electronic Filing Systems		Course Presentation	Lecture, Discussion	
6	Standards in Document Management		Course Presentation	Lecture, Discussion	
7	Archiving Principles		Course Presentation	Lecture, Socratic Method, Discussion	
8	Midterm Exam				
9	Midterm Exam				
10	Technologies Used in Archives		Course Presentation	Lecture, Socratic Method, Discussion	
11	Legal Regulations and Legislation		Course Presentation	Lecture, Socratic Method, Discussion	

12	Security and Confidentiality in Archives	Course Presentation	Lecture, Discussion
13	Filing and Archiving Practices	Course Presentation	Lecture, Socratic Method, Discussion
14	Archive Organization in Institutions	Course Presentation	Lecture, Discussion
15	Current Approaches and Digital Transformation	Course Presentation	Lecture, Discussion
16	General Evaluation and Review	Course Presentation	Lecture, Socratic Method, Discussion
17	Final Exam		
18	Final Exam		

Resources for the Course

Textbook:

Suggested Sources:

Assessment and Evaluation of the Course

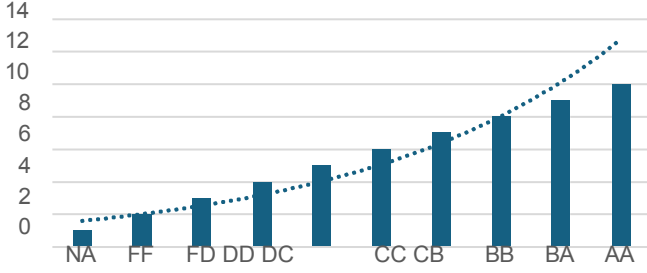
Events	Number	Contribution	Notes
Midterm Exam	1	%40	
Final	1	%40	

ECTS Table

Content	Number	Clock	Total
Course duration	14	3	42
Working Outside the Classroom	14	3	42
Assignments			
Presentation			
Project			
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	32	32
Final Exam (Final Exam Duration + Final Exam Preparation)	1	64	64
Total			180
Total / 30:			180/30
ECTS Credit:			6

Past Achievements

2024-2025 Fall Semester
Course Code and Title



2024-2025 Spring Semester
Course Code and Title

