Course Syllabus

Code - Course Title	**SEK235 - Document Management and Filing**
Course Type	III. SEMESTER
Laboratory + Practice	2+1
ECTS	**3.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. BURCU TETİK DEMİRHAN

Mode of Delivery	Face-to-face
Prerequisites	There is no prerequisites or co-requisites for this course.
Courses Recomended	None.
Recommended Resources	Course notes, Internet sources
Work Placement	None.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Introduction to the course	
Week - 2		Fundamental concepts of document management	
Week - 3		Document lifecycle, production, organization, filing, storing, sorting.	
Week - 4		Document characteristics, formal writing procedures and principles	
Week - 5		Sorting and indexing documents, document inventory, filing methods	
Week - 6		Creating procedures and plans for storing and filing documents	
Week - 7		Document management standards and legal regulations (TSE 13298 and 5489)	
Week - 8		Law for acquisition of information	
Week - 9		e-Signature Properties	
Week - 10		e-Signature applications	
Week - 11		E-government applications and verifying electronic documents	
Week - 12		E-document management applications	
Week - 13		E-document management applications	
Week - 14		E-document management applications	

Learning Outcomes

#	Learning Outcome
1	Defining the terms document and document managements and identifying the differences between them.
2	Defining document characteristics.
3	Comprehend the procedures on document indexing, filing, sorting and disposing.
4	Comprehend the document management standard names and their fundamental procedures.
5	Comprehend the electronic document applications, their purposes and features.

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	40
Final Exam	1	60
	Sum (%)	**100**