Course Syllabus

Code - Course Title	**BYA202U -**
Course Type	IV. SEMESTER
Laboratory + Practice	0+0
ECTS	**7.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	LECTURER BURCU TETİK DEMİRHAN

Mode of Delivery	Distance Education
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	Yok
Recommended Resources	Ders kitabı, etkileşimli e-kitap, e-ders malzemeleri
Work Placement	Bu ders için uygun değildir

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Information, Document and Records Management	
Week - 2		Information, Document and Records Management	
Week - 3		Information and Documentation Centers	
Week - 4		Information and Documentation Centers	
Week - 5		Management in Information and Document Centers	
Week - 6		Structure in Information and Documentation Centers	
Week - 7		MIDTERM	
Week - 8		Filing Systems	
Week - 9		Filing Systems	
Week - 10		Electronic Document Management Systems and e-Government Applications	
Week - 11		Electronic Document Management Systems and e-Government Applications	
Week - 12		Change Process in Information and Documentation Centers	
Week - 13		Archiving	
Week - 14		FINAL EXAMINATION	

Sustainable Development Goals

No content has been provided.

Course Theme

✓ Innovation Skills

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	30
Final Exam	1	70
	Sum (%)	**100**