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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Dosyalama ve Arşivleme** | |  | 3 | 2+0 | 2 | 4 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Zorunlu | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Bu ders ile öğrenci, dosyalama ve arşivleme yapma yeterlikleri kazandırılacaktır. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1. Kurum içi ve dışı belge akışını takip edilir.  2. Dosyalama ve dosya takibini yapar.  3. Belge değişim sürecini izler.  4. Arşivleme ve arşiv takibini yapar. | | | | | | | Dersin İçeriği | Dosyalama kavramı, arşivleme kavramı, bürolarda belge yönetimi, gelen belgeler, giden belgeler, dosyalama sistemleri, dosyalama süreci, dosyalama sisteminin kurulması, belge değişim süreci, evrak ve form yönetiminde verimlilik, elektronik belgelerle işlem yapma, elektronik belgeyi koruyucu önlemler, dijitalleştirme, elektronik belgeyi güncelleme, saklama ve imha, arşivden belge ya da dosyayı ödünç verme. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Dosyalama Kavramı, Arşivleme Kavramı | | | | | | | 2 | Bürolarda Belge Yönetimi | | | | | | | 3 | Gelen Belgeler, Giden Belgeler | | | | | | | 4 | Dosyalama Sistemleri | | | | | | | 5 | Dosyalama Süreci, Dosyalama Sisteminin Kurulması | | | | | | | 6 | Belge Değişim Süreci | | | | | | | 7 | Evrak ve Form Yönetiminde Verimlilik | | | | | | | 8 | Elektronik Belgelerle İşlem Yapma | | | | | | | 9 | Elektronik Belgeyi Koruyucu Önlemler, Dijitalleştirme | | | | | | | 10 | Elektronik Belgeyi Koruyucu Önlemler, Dijitalleştirme | | | | | | | 11 | Elektronik Belgeyi Güncelleme, Saklama ve İmha | | | | | | | 12 | Sektör Tanımları Ve Sınıflandırması, Arşiv Tanımı ve Çeşitleri | | | | | | | 13 | Kayıt Sistemi | | | | | | | 14 | Arşivden Belge Ya Da Dosyayı Ödünç Verme | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Altınöz, M. (2012). Dosya ve arşiv yönetimi. 5. Baskı. Ankara: Nobel Yayınları  Ar, A. F. (1994). Dosyalama-arşiv resmi yazışma ve rapor yazma teknikleri.  Tutar, H. (2001). Dosyalama ve arşivleme teknikleri. İstanbul. | | **Değerlendirme Sistemi** | | Dönem başında ders izlencelerinde belirtilir. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM ÖĞRENME ÇIKTILARI İLE**  **DERS ÖĞRENİM ÇIKTILARI İLİŞKİSİ TABLOSU** | | | | | | | | | | | | | | | | | |  | **PÇ1** | | **PÇ2** | **PÇ3** | | **PÇ4** | **PÇ5** | | **PÇ6** | **PÇ7** | | **PÇ8** | **PÇ9** | | **PÇ10** | **PÇ11** | | **ÖÇ1** | 2 | | 3 | - | | - | 4 | | 4 | - | | 5 | - | | - | - | | **ÖÇ2** | 2 | | 3 | - | | - | 4 | | 4 | - | | 5 | - | | - | - | | **ÖÇ3** | 2 | | 3 | - | | - | 4 | | 4 | - | | 5 | - | | - | - | | **ÖÇ4** | 2 | | 3 | - | | - | 4 | | 4 | - | | 5 | - | | - | - | | **ÖÇ: Öğrenme Çıktıları PÇ: Program Çıktıları** | | | | | | | | | | | | | | | | | | **Katkı**  **Düzeyi** | | **1 Çok Düşük** | | | **2 Düşük** | | | **3 Orta** | | | **4 Yüksek** | | | **5 Çok Yüksek** | | |   Program Çıktıları ve İlgili Dersin İlişkisi   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Ders** | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** | **PÇ11** | | **Dosyalama ve Arşivleme** | 2 | 3 | - | - | 4 | 4 | - | 5 | - | - | - | |