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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Name of the Course** | | **Code** | **Semester** | **T+U** | **Credit** | **ECTS** | | **Keyboard Techniques** | |  | 3 | 2+0 | 2 | 3 | | Prerequisite Courses |  | | | | | | | Language of the Courses | Turkish | | | | | | | Category of the Course | Departmental Elective | | | | | | | Coordinator of the Course |  | | | | | | | Lecturer |  | | | | | | | Asistants of the Course |  | | | | | | | Objective of the Course | Main objective of the course, it is aimed that students learn how to use the 10 Finger F Keyboard accurately and quickly. | | | | | | | Learning Outputs of the Course | At the end of the course student ;   1. 1. Learns the necessity and importance of using a keyboard   2. Learns to write just by looking at the text without looking at the Screen and the Keyboard.  3-Reinforces the use of 10 Finger Keyboard, accelerates and learns to write.  4.Learn to beat and write at 30 words per minute or more | | | | | | | Content of the Course | This course includes keyboard repetition , official correspondence ( official writing , petition , report , form letter , report , contract , specification , memorandum , writ , mandate , circular , power of attorney , etc.) writing applications , foreign text pieces writing , technique terms writing , printing speed studies | | | | | | | **Weeks** | **Subjects** | | | | | | | 1 | Class layout creating | | | | | | | 2 | Introduction to keyboard | | | | | | | 3 | Writing techniques and basis desk keys | | | | | | | 4 | Writing techniques and basis desk keys continue | | | | | | | 5 | Writing techniques and basis desk keys continue | | | | | | | 6 | Top keys , top keys continue | | | | | | | 7 | Top keys , top keys continue | | | | | | | 8 | Bottom row keys | | | | | | | 9 | Bottom row keys continue | | | | | | | 10 | Numbers keys | | | | | | | 11 | Sign keys and symbols | | | | | | | 12 | Text writing studies | | | | | | | 13 | Errors reducer techniques | | | | | | | 14 | Speed studies | | | | | |  |  | | --- | | **Competencies** | | Students are expected to understand the main topics of this course and use it in their fields and applications. | | **References** | | Ozerman , K (2003). *Keyboard Techniques ,* Nobel Scholar Publishing , Istanbul.  Okutkan *,* M. (1998). *Typewriter ,* MEB, Ankara | | **Assessment System** | | It is stated in the syllabus at the beginning of the semester. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Learning Outcomes of the Program and Course Matrix Chart** | | | | | | | | | | | | | | | | | | |  | **PO1** | **PO2** | | **PO3** | **PO4** | | **PO5** | **PO6** | | **PO7** | **PO8** | | **PO9** | **PO10** | | **PO11** | **PO12** | | **LO1** | 3 | 4 | | 2 | 5 | | 2 | 2 | | 2 | 2 | | 3 | one | | 5 | 3 | | **LO2** | 3 | 4 | | 2 | 5 | | 2 | 2 | | 2 | 2 | | 3 | one | | 5 | 3 | | **LO3** | 3 | 4 | | 2 | 5 | | 2 | 2 | | 2 | 2 | | 3 | one | | 5 | 3 | | **LO4** | 3 | 4 | | 2 | 5 | | 2 | 2 | | 2 | 2 | | 3 | one | | 5 | 3 | | **LO: Learning Outcomes PO: Program Outcomes** | | | | | | | | | | | | | | | | | | | **Contribution**  **Level** | | | **1 Very Low** | | | **2 Low** | | | **3 Intermediate** | | | **4 High** | | | **5 Very High** | | |   Relevance of Program Outcomes and Course   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Name of the Course** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** | **PO11** | **PO12** | | Keyboard Techniques | 3 | 4 | 2 | 5 | 2 | 2 | 2 | 2 | 3 | 1 | 5 | 3 | |