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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 |

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| **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. |

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| **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 |

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