



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Keyboarding Techniques							
Course Code		BYA107		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	5	Workload	125 (<i>Hours</i>)	Theory	1	Practice	3	Laboratory	0
Objectives of the Course		With this course students; ten fingers F and Q By teaching the use of the keyboard, advanced texts are aimed at error-free and speedy writing.							
Course Content		Introduction of the keyboard, basic sequence, fast and error-free ten-finger writing.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Individual Study					
Name of Lecturer(s)									

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	30
Final Examination	1	70

Recommended or Required Reading

1	Ali ÜNLÜ On Parmak Öğreniyorum
2	Güven TANIŞ Klavye Teknikleri

Week	Weekly Detailed Course Contents	
1	Theoretical	Learn how to use the keyboard
2	Theoretical	Getting a habit of using a keyboard
3	Theoretical	Getting a habit of using a keyboard
4	Theoretical	Getting a habit of using a keyboard
5	Theoretical	Form text on a computer
6	Theoretical	Form text on a computer
7	Theoretical	Preparing business letters in accordance with standards
8	Theoretical	Writing skills
9	Intermediate Exam	Midterm
10	Theoretical	Learning to fix mistakes
11	Theoretical	Learning to fix mistakes
12	Theoretical	Multi-page letter editing
13	Theoretical	Multi-page letter editing
14	Theoretical	Gaining table editing skills
15	Theoretical	Gaining table editing skills
16	Final Exam	Final Examination

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	1	14
Lecture - Practice	14	0	3	42
Assignment	32	0	1	32
Reading	25	0	1	25
Midterm Examination	1	5	1	6
Final Examination	1	5	1	6
Total Workload (Hours)				125
[Total Workload (Hours) / 25*] = ECTS				5

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Ability to use keystroke keys
2	Use punctuation marks and symbol keys
3	Apply ten finger speed writing techniques
4	To use shortcuts quickly and effectively.
5	Ability to write smoothly and effectively with F and Q keyboard in business life.

Programme Outcomes (*Office Management and Executive Assistantship*)

1	The ability of using information and communication tools and the other vocational tools and techniques.
2	The ability of planning and applying vocational process.
3	The ability of communicating in foreign language.
4	The ability of vocational self-confidence.
5	The ability of entrepreneurship.
6	The ability of using theoretical field information at the practice.
7	The ability of managing a process that provides the needs.
8	The ability of working in groups including interdisciplinary.
9	The ability of defining problems and solving them in vocational practice.
10	The awareness of vocational ethic and responsibility.
11	The awareness of necessity of life-long learning and the ability to make come true this.
12	The ability of having information about sectoral problems.
13	The ability of understanding vocational legal regulation and applying.
14	The ability of having an effective communication.
15	Social, cultural and social responsibilities of the grip, and the ability to apply to adopt.

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	5	5	5		
P2	4	4	4		
P3	4	4	4		
P4	4	4	4		
P5	4	4	4		
P6	4	4	4	4	4
P7	4	4	4		
P8	4	4	4		
P9	4	4	4		
P10	4	4	4		
P11	4	4	4		
P12	4	4	4		
P13	4	4	4		
P14	4	4	4		
P15	4	4	4		

