



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Professional Computer Education I							
Course Code		TS109		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	104 (<i>Hours</i>)	Theory	2	Practice	2	Laboratory	0
Objectives of the Course		F for 3 minutes on the keyboard to perform IR learning 29 letters 20 words writing errors.							
Course Content		Improve computer skills by working correctly, effectively and efficiently by developing computer skills.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Project Based Study					
Name of Lecturer(s)		Ins. Perihan ÖĞDÜM							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	30
Final Examination	1	70
Practice Examination	1	10

Recommended or Required Reading

1	Course notes
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Week	Weekly Detailed Course Contents	
1	Theoretical	F keyboard to promote the placement of the fingers, the basic orde
2	Theoretical	Reinforce basic row, eraser, enter
3	Theoretical	Basic order, teaching and reinforcement of the letters ü-t
4	Theoretical	Ş, point, teaching and reinforcement of the left shift key
5	Theoretical	Comma, teaching and reinforcement of the right shift key
6	Theoretical	Speed work
7	Theoretical	Teaching and reinforcement of the I-R-S-C letters
8	Theoretical	arasınav
9	Theoretical	z - o - r - n - g letters to strengthen the teaching
10	Theoretical	Ç-g-h-v letters to strengthen the teaching
11	Theoretical	b-f-p-j letters to strengthen the teaching
12	Theoretical	semicolon, caret, hyphens teaching and reinforcing
13	Theoretical	Two colons, question marks and consolidation of teaching
14	Theoretical	semicolon, caret, hyphens teaching and reinforcing
15	Theoretical	semicolon, caret, hyphens teaching and reinforcing
16	Theoretical	Working with numbers and words.

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Lecture - Practice	14	2	2	56
Midterm Examination	1	2	1	3
Final Examination	1	2	1	3
Total Workload (Hours)				104
[Total Workload (Hours) / 25*] = ECTS				4

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Understand the importance of the F and place the fingers of the keyboard according to the basic order.
2	Use uppercase key points, do speed work using a comma keys.



3	Recognize the tuşar above and below the base sequence, provides control on the keyboard
4	Learn the signs with letters and starts with i and write meaningful sentences
5	Improves computer usage skills.

Programme Outcomes (Medical Documentation and Secretarial Practices)

1	Write and pronounce medical terms correctly.
2	Collect data of medical statistics and report the results periodically after analyzing them scientifically.
3	Learn basic structure of human body and important system diseases.
4	Know principles and rules of medical secretaryship. Protect patients' rights and privacy.
5	Use Turkish and body language in a correct and effective way.
6	Run internal and external correspondence of the foundation, keep the files of the documents after classification, organize them and archive in line with filing techniques.
7	Establish verbal and written communication inside the foundation and out of foundation.
8	Make the coding procedure of diseases and health problems according to existing international classification systems.
9	Run the counseling services for patients and their relatives.
10	Solve the problems that are encountered in work life quickly and effectively.
11	Use the necessary equipment for professional practices such as computer and office devices effectively.
12	Improve professional knowledge and skills continuously.
13	Executes any patient registration-documentation processes
14	Makes archiving operations
15	Prepares medical documents
16	Knows Turkish history and Atatürk's revolutions.
17	Adapt to team work in application areas.
18	Knows and defines diseases.
19	Have general information about the world and biological formations.
20	English speaking writer

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

	L1	L2	L3	L4	L5
P2	4	4	4	4	4
P4	4	4	4	4	4
P6	3	3	3	3	3
P10	5	5	5	5	5
P11	5	5	5	5	5
P12	5	5	5	5	5
P13	2	2	2	2	2
P17	5	5	5	5	5

