



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Professional Computer Education II							
Course Code		TS110		Couse Level		Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	72 (Hours)	Theory	2	Practice	2	Laboratory	0
Objectives of the Course		F Error-free typing is performed by learning the numbers and all spelling marks on the keyboard.							
Course Content		F recognition of the keyboard. Quick and efficient typing on the keyboard using the basic, bottom row, and top row keys.							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration					
Name of Lecturer(s)		Ins. Perihan ÖGDÜM							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	TAŞ Mustafa Mesleki Bilgisayar
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Week	Weekly Detailed Course Contents	
1	Theoretical	Placing fingers in numbers
2	Theoretical	Move fingers between numbers and letters
3	Theoretical	Basic order, teaching and reinforcement of the letters ü-t
4	Theoretical	Adjusting sitting and posture
5	Theoretical	Punctuation marks on the keyboard. (. ,)
6	Theoretical	Punctuation marks on the keyboard. (? !)
7	Theoretical	Basic sequence studies.
8	Theoretical	Upper row key operations.
9	Intermediate Exam	Midterm
10	Theoretical	Lower row key operations
11	Theoretical	Letter pool exercises. (A-N)
12	Theoretical	Letter pool exercises. (O-Z)
13	Theoretical	Basic sequence to work with easy words.
14	Theoretical	Work with easy words in the top row.
15	Theoretical	Lower order easy words.
16	Theoretical	Favorite used words.

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	14	1	2	42
Midterm Examination	1	0	1	1
Final Examination	1	0	1	1
Total Workload (Hours)				72
[Total Workload (Hours) / 25*] = ECTS				3

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Lowercase letters can easily strike basic punctuation marks, such as periods and commas.
2	They control all the keys of the keyboard.
3	They develop the right batting habits.
4	Which letter to hit with which finger becomes a reflex.
5	F They develop techniques to use the keyboard correctly, effectively and efficiently.

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
P1	1	1	1	1	1
P2	3	3	3	3	3
P4	3	3	3	3	3
P6	3	3	3	3	3
P7	3	3	3	3	3
P8	4	4	4	4	4
P9	4	4	4	4	4
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

