



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Keyboarding Techniques I							
Course Code		BYY108		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	4	Workload	100 (<i>Hours</i>)	Theory	2	Practice	2	Laboratory	0
Objectives of the Course		With this course, the student will be able to write 10 fingers in different languages ??with a keyboard in computer environment.							
Course Content		Word processing program operations -Word processor formatting the text in the document -Functions of the keyboard keys -Writing text -Using the letter keys -Printer and number keys -Saving and setting the pause							
Work Placement		N/A							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Demonstration, Individual Study					
Name of Lecturer(s)		Ins. Gültekin BAYSAL							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Textbooks, help books and other resources on keyboard techniques.
---	---

Week	Weekly Detailed Course Contents	
1	Theoretical	Word processing software operations
2	Theoretical	Keyboard keys function
3	Theoretical	Setting the sitting posture
4	Theoretical	Using the letter keys
5	Theoretical	Using the letter keys
6	Theoretical	Using the letter keys
7	Theoretical	Using the letter keys
8	Theoretical	Using the letter keys
9	Theoretical	Punctuation and number keys
10	Theoretical	Typing text
11	Theoretical	Typing text
12	Theoretical	Speed Applications
13	Theoretical	Writing in a foreign language
14	Theoretical	Using the different computer software
15	Theoretical	Using the different computer software
16	Final Exam	Semestr final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	0	2	28
Lecture - Practice	14	0	2	28
Assignment	15	0	2	30
Midterm Examination	1	6	1	7
Final Examination	1	6	1	7
Total Workload (Hours)				100
[Total Workload (Hours) / 25*] = ECTS				4

*25 hour workload is accepted as 1 ECTS



Learning Outcomes

1	Open documents and perform basic operations on a computer.
2	Making applications about keyboard keys.
3	Writing and speed study to do.
4	Writing in different languages.
5	To have information about F and Q Keyboard.

Programme Outcomes (*Office Management and Executive Assistantship*)

1	Use of information and communication technology tools and other professional tools ability.
2	The ability of planning and practicing vocational process.
3	The ability of communicating in foreign language.
4	Vocational self-confidence ability.
5	Entrepreneurship ability.
6	The ability of using the theoretical information in the application.
7	The ability of managing process to supply.
8	The ability of working with the inclusion of interdisiplener team.
9	The ability of defining and solving problems at vocational practice.
10	Professional ethics and responsibility.

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	5	5
P2	5	4	5	4	5
P4	5	5	5	5	5
P5	2	2	2	2	2
P6	3	3	3	4	5
P7	3	3	4	5	5
P8	2	2	2	2	2
P9	3	5	5	5	5
P10	1	1	1	1	1

