AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Keyboard Usage					
Course Code		ÇMH207		Couse Level	Short Cycle (Associate's Degree)		
ECTS Credit	4	Workload	100 *(Hours)*	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 -Principle 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 program operations
2	Theoretical	Functions of keyboard keys
3	Practice	Adjusting the sitting and posture
4	Practice	Using letter keys
5	Practice	Using letter keys
6	Practice	Using letter keys
7	Practice	Using letter keys
8	Intermediate Exam	Midterm
9	Practice	Punctuation marks and number keys
10	Practice	Writing text
11	Practice	Writing text
12	Practice	Speed ??applications
13	Practice	Write in foreign languages
14	Practice	Using different computer software
15	Practice	Semester 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	To make applications related to keyboard keys
3	To do writing work and speed study
4	Writing in different languages
5	To have information about F and Q Keyboard.

Programme Outcomes *(Call Center Services)*

1	Ability to use information and communication technology tools and other professional tools and techniques
2	Ability to plan and implement professional processes
3	Foreign language communication skills
4	Professional confidence
5	Entrepreneurship Skills
6	Ability to use theoretical domain knowledge in practice
7	Ability to manage a process to meet requirements
8	Work skills in teams, including interdisciplinary
9	Ability to identify and solve problems in professional practice
10	Professional ethics and accountability

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	4
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