AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Keyboarding Techniques						
Course Code	BYA107		Couse Level		Short Cycle (Associate's Degree)		
ECTS Credit	5	Workload	125 *(Hours)*	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

Weekly Detailed Course Contents

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.

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