

## FAST TYPING

1	Course Title:	FAST TYPING	
2	Course Code:	TDSS102	
3	Type of Course:	Optional	
4	Level of Course:	Short Cycle	
5	Year of Study:	1	
6	Semester:	2	
7	ECTS Credits Allocated:	3.00	
8	Theoretical (hour/week):	1.00	
9	Practice (hour/week):	2.00	
10	Laboratory (hour/week):	0	
11	Prerequisites:	None	
12	Language:	Turkish	
13	Mode of Delivery:	Face to face	
14	Course Coordinator:	Öğr.Gör. Fikret Ceylan	
15	Course Lecturers:		
16	Contact information of the Course Coordinator:	Öğr.Gör.Fikret Ceylan 0224 2942491 fceylan@uludag.edu.tr	
17	Website:		
18	Objective of the Course:	Students using the standard ten-finger method Turkish keyboard, they develop fast and accurate typing skills.	
19	Contribution of the Course to Professional Development:		
20	Learning Outcomes:		
		1	Students manage to write simple texts accurately and quickly.
		2	Students manage to write accurate legal and medical texts.
		3	Students texts written in foreign languages successfully writers.
		4	The students successfully completed their speaking and said the writing process.
		5	
		6	
		7	
		8	
		9	
		10	
21	Course Content:		
		<b>Course Content:</b>	
Week	Theoretical	Practice	
1	Features and importance of Turkish standard keyboard. The importance and benefits of writing ten finger keyboard.	Correct posture in front of computer Placing fingers on the keyboard	
2	Keyboard issues to be considered when writing	Letters, numbers, signs and symbol keys work	

3	Issues to be considered when working with simple text	Working with typing simple text
4	Issues to be considered when writing accurate	Working with typing complicated texts
5	Issues to be considered when writing fast	Accurate and fast texts
6	Working with text covering medical terms	Working with text covering medical terms
7	Working with text covering medical terms	Accurate and fast texts
8	MIDTERM	MIDTERM - Fast Typing Test
9	Court Clerk working with text containing terms	Court Clerk working with text containing terms
10	Executive Clerk working with text containing terms	Executive Clerk working with text containing terms
11	The work of writing texts in foreign languages.	The work of writing texts in foreign languages.
12	The work of writing texts in foreign languages.	The work of writing texts in foreign languages.
13	Speaking and writing is said to be aware of work matters	Speakers and spoken words writing exercise
14	Speaking and writing is said to be aware of work matters	Speakers and spoken words writing exercise

22	Textbooks, References and/or Other Materials:	TR- Ministry of Education, Secondary Education Project, Justice Area – Timed Text and Voice Module-2010 TR- Ministry of Education, Secondary Education Project, Justice Area – Quick Article Modüle-2011  <a href="http://katipler.net/on-parmak/">http://katipler.net/on-parmak/</a> <a href="http://www.m5bilisim.com/tr/on-parmak/">http://www.m5bilisim.com/tr/on-parmak/</a>
----	---	---

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	1.00	14.00
Practicals/Labs	14	2.00	28.00
Self study and preparation	10	2.00	20.00
Homeworks	0	0.00	0.00
Projects	0	0.00	0.00
Quiz	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	10.00	10.00
Final Exam	1	15.00	15.00
Others	0	0.00	0.00
Final Exams	1	15.00	15.00
Contribution of Term (Year) Learning Activities to Total Work Load	40.00		87.00
Contribution of Final Exam to Success Grade	60.00		2.90
ECTS Credit of the Course			3.00

Measurement and Evaluation Techniques Used in the Course	
--	--

## 24 ECTS / WORK LOAD TABLE

25	CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS															
	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	3	0	0	0	0	0	0	2	0	5	0	0	0	0	0	0
ÖK2	3	2	1	0	0	0	0	2	0	5	0	0	0	0	0	0
ÖK3	3	0	1	0	0	0	0	2	0	5	0	0	0	0	0	0

ÖK4	3	0	0	0	0	0	0	2	0	5	0	0	0	0	0	0
LO: Learning Objectives   PQ: Program Qualifications																
Contrib ution Level:	1 very low		2 low		3 Medium		4 High		5 Very High							