TOUCH TYPING

1	Course Title:	TOUCH TYPING
2	Course Code:	TDSZ101
3	Type of Course:	Compulsory
4	Level of Course:	Short Cycle
5	Year of Study:	1
6	Semester:	1
7	ECTS Credits Allocated:	5.00
8	Theoretical (hour/week):	2.00
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. FİKRET CEYLAN
15	Course Lecturers:	
16	Contact information of the Course Coordinator:	e-posta: fceylan@uludag.edu.tr Tel: (0 224) 2942491
17	Website:	
18	Objective of the Course:	Upon successful completion of this course, each student learns the techniques of writing methodical ten finger writingNumbers, signs and symbols of their ability to learn writing rightly by stroke according to the book
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	

	1	Students recognize the computer keyboard.
	2	Students writing on the front emini methodical grasp the finger.
	3	Students will learn the technique of computer sitting right in the face.
	4	Students will learn to put their hands without looking at the main sequence.
	5	Students will learn the correct stroke techniques.
	6	The figure, according to the technique the author signs and symbols.
	7	Students methodical ten fingers without looking at the keyboard and writes.
	8	Students are technically appropriate and accurate writings of authors in plain text.
	9	
	10	

21	Course Content:

Course Content:

Week	Theoretical	Practice
1	1 - INTRODUCTION AND GENERAL PRINCIPLES Workshop will explain the rules of operation. Opening-closing rules of the computers. Introduction to Computer keyboard and keys. Keyboard Info (Q and F keyboards)	Course introduction and working principles
2	2 - Introduction and keyboard WORKS a) Introduction of program and menus Keyboard b) as the keys to teach basic	Basic strokes are also keys
3	c) the periods, commas and capital letters on the keys to teach and work practice d) Basic phrases work well	Periods, commas, and hit the letter keys work great
4	e) Top-Bottom of order keys with the index finger of right hand and left hand exercises and related work	In the upper-right hand-left hand index finger on the lower keys strokes
5	f) while the upper-right hand-left hand Alt keys and related exercises to work on the third finger	While the upper-right hand-left hand third finger of the lower keys strokes on
6	g) while the upper-right hand-left hand Alt keys and exercises to work on the fourth finger	While the upper-right hand-left hand bottom of the fourth finger strokes on the keys

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	2.00	28.00
Practicals/Labs	14	2.00	28.00
Self study and preperation	14	5.00	70.00
Homeworks	0	0.00	0.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	15.00	15.00
Others	0	0.00	0.00
Final Exams	1	15.00	15.00
Total Work Load			171.00
Total work load/ 30 hr			5.20
ECTS Credit of the Course			5.00

Overlapping theoretical text:
- speed - MIDTERM
- Introduction of ... program ... typing ... Operation options in Microsoft Word
- j) the figure, the exercises will be related to — Strokes of the numbers
- The figure, writing signs and symbols related to the work practice — Strokes, signs and symbols
- a) exercises involving the entire portion of the keyboard keys/text
- activities for a period of increasing speed)
- b) to increase speed and error free writing for a period of work c) plain text (text) works — Work for a period of increasing speed
- related writings are to be applied

22	Textbooks, References and/or Other Materials:	Main sources: -Inst.Fikret CEYLAN- Finger On Keyboard Notes -Muzaffer Okutkan- Typing Course book -Study sites about Using Ten Finger Keyboards Online

23	Assesment

TERM LEARNING ACTIVITIES	NUMBER	WEIGHT
Midterm Exam	1	30.00
Quiz	0	0.00
Home work-project	1	10.00
Final Exam	1	60.00

Total		3	100.00
Contribution of Term (Year) Learning Activities to Success Grade		40.00	
Contribution of Final Exam to Success Grade		60.00	
Total		100.00	
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	5	0	0	0	0	0	0	5	5	5	0	3	0	0	0	0
ÖK2	5	0	0	0	0	0	0	5	4	4	0	4	0	0	0	0
ÖK3	5	0	0	0	0	0	0	5	5	5	0	3	0	0	0	0
ÖK4	5	0	0	0	0	0	0	5	5	5	0	3	0	0	0	0
ÖK5	5	0	0	0	0	0	0	5	5	5	0	3	0	0	0	0
ÖK6	5	5	0	2	0	2	2	5	5	5	2	3	0	0	0	0
ÖK7	5	5	0	2	0	2	2	5	5	5	2	3	0	0	0	0
ÖK8	5	4	0	2	0	2	2	5	5	5	2	3	0	0	0	0

LO: Learning Objectives   PQ: Program Qualifications

Contribution Level:	1 very low	2 low	3 Medium	4 High	5 Very High