

## FAST TYPING

<b>1</b>	Course Title:	FAST TYPING	
<b>2</b>	Course Code:	TDSS102	
<b>3</b>	Type of Course:	Optional	
<b>4</b>	Level of Course:	Short Cycle	
<b>5</b>	Year of Study:	1	
<b>6</b>	Semester:	2	
<b>7</b>	ECTS Credits Allocated:	3.00	
<b>8</b>	Theoretical (hour/week):	1.00	
<b>9</b>	Practice (hour/week):	2.00	
<b>10</b>	Laboratory (hour/week):	0	
<b>11</b>	Prerequisites:	None	
<b>12</b>	Language:	Turkish	
<b>13</b>	Mode of Delivery:	Face to face	
<b>14</b>	Course Coordinator:	Öğr. Gör. FİKRET CEYLAN	
<b>15</b>	Course Lecturers:	Meslek Yüksekokulları Yönetim Kurullarının görevlendirdiği öğretim elemanları	
<b>16</b>	Contact information of the Course Coordinator:	Öğr.Gör.Fikret CEYLAN Tel: (0224) 2942491 e-posta: fceylan@uludag.edu.tr	
<b>17</b>	Website:		
<b>18</b>	Objective of the Course:	The objective of the course is to introduce students to touch-typing on the standard Turkish keyboard. Students are expected to develop a methodical, fast and accurate skilling in typing without looking at the keyboard.	
<b>19</b>	Contribution of the Course to Professional Development:	Students are expected to handle correspondence successfully by making use of the advanced keyboard knowledge gained through this course in their professional careers.	
<b>20</b>	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.
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<b>21</b>	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> <a href="http://turkegitim.net/FKlavye/Default.aspx">http://turkegitim.net/FKlavye/Default.aspx</a> <a href="http://www.interstenoturk.org/">http://www.interstenoturk.org/</a> <a href="http://www.klavyecalis.com">http://www.klavyecalis.com</a> web pages.
23	Assesment	
<b>TERM LEARNING ACTIVITIES</b>		<b>NUMBER</b>
		<b>WEIGHT</b>
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		Measurement and evaluation is carried out according to the principles of Bursa Uludağ University Associate and Undergraduate Education Regulation
24	<b>ECTS / WORK LOAD TABLE</b>	

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical	14	1.00	14.00
Practicals/Labs	14	2.00	28.00
Self study and preperation	10	2.00	20.00
Homeworks	0	0.00	0.00
Projects	0	0.00	0.00
Field Studies	0	0.00	0.00
Midterm exams	1	10.00	10.00
Others	0	0.00	0.00
Final Exams	1	15.00	15.00
Total Work Load			97.00
Total work load/ 30 hr			2.90
ECTS Credit of the Course			3.00

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	1	3	1	1	3	1	4	1	5	1	1	0	0	0	0
ÖK2	3	2	3	1	1	3	1	2	1	5	1	1	0	0	0	0
ÖK3	3	2	3	1	1	3	1	2	1	5	1	1	0	0	0	0
ÖK4	3	4	3	1	1	4	1	2	1	5	1	1	0	0	0	0
<b>LO: Learning Objectives    PQ: Program Qualifications</b>																
<b>Contribution Level:</b>	<b>1 very low</b>			<b>2 low</b>			<b>3 Medium</b>			<b>4 High</b>			<b>5 Very High</b>			