

## 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:	Meslek Yüksekokulları Yönetim Kurullarının görevlendirdiği öğretim elemanları
16	Contact information of the Course Coordinator:	Öğr.Gör.Fikret CEYLAN e-posta: fceylan@uludag.edu.tr Tel: (0 224) 2942491
17	Website:	
18	Objective of the Course:	To gain ten-finger method, fast and error-free typing proficiency in the computer environment (Standard Turkish Keyboard - F Keyboard)
19	Contribution of the Course to Professional Development:	Makes successful and fast correspondence by using the Turkish F keyboard effectively in business life
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	

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21	Course Content:			
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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	While the upper-right hand-left hand bottom of the fourth		
Activites		Number	Duration (hour)	Total Work Load (hour)
Theoretical		14	2.00	28.00
8 1) types of wrongs, evaluation and calculation		Finding mistakes and speed work		
Practicals/Labs		14	2.00	28.00
9 Introduction of word processing program, page setup, paragraph and line spacing		Simple operations in Microsoft word program		
Self study and preparation		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
12 13 - Text Analysis		Plain text works		
Others		0	0.00	0.00
Final Exams		1	15.00	15.00
10 alphabet keyboard works (sentences, paragraphs, text, and error-free writing				
Total Work Load				171.00
Total work load/ 30 hr				5.20
12 13 b) to increase speed and error free writing for		Work for a period of increasing speed		
ECTS Credit of the Course				5.00
14	Finding mistakes in the text, assessment, and related writings are to be applied	Finding and evaluating errors in the text		
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		NUMBE R	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	Measurement and evaluation is carried out according to the principles of Bursa Uludağ University Associate and Undergraduate Education Regulation	

## 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	2	1	2	1	3	1	5	5	5	2	3	0	0	0	0
ÖK2	5	2	1	1	1	2	1	5	4	4	2	4	0	0	0	0
ÖK3	5	1	1	1	1	1	1	5	5	5	1	3	0	0	0	0
ÖK4	5	1	1	1	1	1	1	5	5	5	1	3	0	0	0	0
ÖK5	5	1	1	1	1	1	1	5	5	5	1	3	0	0	0	0
ÖK6	5	5	1	2	1	2	2	5	5	5	2	3	0	0	0	0
ÖK7	5	5	1	2	1	2	2	5	5	5	2	3	0	0	0	0
ÖK8	5	4	1	2	1	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							