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 t							
14	Course Coordinator:		r. 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 th 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:								
		Co	urse Content:						
Week	Theoretical		Practice						
1	1 - INTRODUCTION AND GENERAL PRINCIPLES Workshop will explain the rules of op Opening-closing rules of the compute Introduction to Computer keyboard a Keyboard Info (Q and F keyboards)	eration. ers.	Course introduction and working principles						
2	2 - Introduction and keyboard WORK a) Introduction of program and menu Keyboard b) as the keys to teach bas	s	Basic strokes are also keys						
3	 c) the periods, commas and capital le the keys to teach and work practice d) Basic phrases work well 	etters on	Periods, commas, an	d hit the letter keys w	ork great				
	 e) Top-Bottom of order keys with the finger of right hand and left hand exe and related work 		In the upper-right har keys strokes	nd-left hand index fing	er on the lower				
5	f) while the upper-right hand-left hand keys and related exercises to work o third finger		While the upper-right lower keys strokes or	hand-left hand third f າ	inger of the				
6	g) while the upper-right hand-left han	d Alt	While the upper-right	hand-left hand bottor	n of the fourth				
Activit	es		Number	Duration (hour)	Total Work Load (hour)				
Theore	ical pes of wrongs, evaluation and ca	Iculation	Finding mistakes and	l sp e eo work	28.00				
	als/Labs		14	2.00	28.00				
Self stu	Introduction of word processing prog by and preperation loade setup, paragraph and line spac	ram,	Simple operations in	IVIICTOSOTE VVOra progra	70.00				
Homew		intu	0	0.00	0.00				
Project	the study of signs and symbols writte	n in	0	0.00	0.00				
Field S	tudies		0	0.00	0.00				
Midtern	exams 3 - Text Analysis		1 Plain text works	15.00					
Others	13 - Text Analysis		0	0.00	0.00				
Final E	raipnabet keyboard works (sentences kans baragraphs, text, and error-free writir	,	1	15.00	15.00				
	Iparagraphs, text, and error-free writin	<u>10</u>			171.00				
	ork load/ 30 hr				5.20				
12	Credit of the Course	riting for	Mork for a pariod of i	neroscing chood	5.00				
	Finding mistakes in the text, assessn related writings are to be applied	nent, and	Finding and evaluatir	g errors in the text	0.00				
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 L	EARNING ACTIVITIES	NUMBE R	WEIGHT						
Midtern	n Exam	1	30.00						
Quiz		0	0.00						
Home	work-project	1	10.00						

Final Exam							60.	60.00								
Total							100	100.00								
Contribution of Term (Year) Learning Activities Success Grade							40.	40.00								
on of F	inal E	xam te	o Suc	cess G	Grade		60.	60.00								
							100	100.00								
						d in th	the	princ	iples o	f Bursa	Uludağ	Unive	ersity As	accordin sociate	g to and	
CTS/	WO	RKL	OAD) TAB	SLE											
PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ1 0	PQ11	PQ12	PQ1 3	PQ14	PQ15	PQ10	
5	2	1	2	1	3	1	5	5	5	2	3	0	0	0	0	
5	2	1	1	1	2	1	5	4	4	2	4	0	0	0	0	
5	1	1	1	1	1	1	5	5	5	1	3	0	0	0	0	
5	1	1	1	1	1	1	5	5	5	1	3	0	0	0	0	
5	1	1	1	1	1	1	5	5	5	1	3	0	0	0	0	
5	5	1	2	1	2	2	5	5	5	2	3	0	0	0	0	
5	5	1	2	1	2	2	5	5	5	2	3	0	0	0	0	
5	4	1	2	1	2	2	5	5	5	2	3	0	0	0	0	
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Contrib ution Level:	1 very low	2 low	3 Medium	4 High	5 Very High