

METHODICAL Q-TURKISH KEYBOARD USAGE TECHNIQUES

1	Course Title:	METHODICAL Q-TURKISH KEYBOARD USAGE TECHNIQUES
2	Course Code:	OTPS049
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):	2.00
9	Practice (hour/week):	0.00
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:	Öğr.Gör.FİKRET CEYLAN
16	Contact information of the Course Coordinator:	Öğr.Gör.Fikret CEYLAN Tel: 0 224 2942491 E-Posta: fceylan@uludag.edu.tr
17	Website:	https://bilgipaketi.uludag.edu.tr/Ders/IndexENG/1401983
18	Objective of the Course:	To provide students with the knowledge and skills to write quickly and without errors using the Q-Turkish keyboard on the computer using the methodical ten-finger technique without looking
19	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.
20	Learning Outcomes:	
	1	Understands the importance and benefits of using a ten-finger keyboard
	2	Makes the time spent on the computer effective and efficient
	3	Writes assignments, correspondence and e-mails with ten fingers quickly and accurately
	4	Provides effectiveness in written and electronic communication
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21	Course Content:	
	Course Content:	
Week	Theoretical	Practice

1	-Rules of work in the computer laboratory - The importance and benefits of using a methodical keyboard - Introduction of the Q-Turkish keyboard and the tasks of the keys - Introduction of lecture notes and online resources - Information about the course process			
2	(R-U) and (E-I) key exercises			
3	(V-M) and (T-Y) key exercises			
4	(SHIFT), (B-N) and (.,:) key exercises			
5	(O-İ) and (P-Z-X) key exercises Exercises in typing simple texts			
6	(G-H-Ğ) key exercises (V-C-Ç) key exercises Exercises in typing simple texts			
7	(Q-Ö-Ü) and (, - ;) key exercises Accurate and fast texts typing exercises			
8	Text typing exercises MIDTERM			
9	Text typing exercises			
10	Text typing exercises			
11	Error-free and fast writing techniques			
12	Techniques for hitting numbers, signs and			
Activites		Number	Duration (hour)	Total Work Load (hour)
14	Error-free and fast writing techniques	14	2.00	28.00
Theoretical				
Practicals/Labs		0	0.00	0.00
Self study and preparation		Lecture Notes	2.00	28.00
Homeworks		0	0.00	0.00
Projects		Applications	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				86.00
Total work load/ 30 hr		0	0.00	2.87
ECTS Credit of the Course				3.00
Final Exam		1	60.00	
Total		2	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	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK2	2	0	0	0	0	0	0	0	2	0	0	2	0	0	0	0
ÖK3	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
ÖK4	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
LO: Learning Objectives PQ: Program Qualifications																
Contribution Level:	1 very low			2 low			3 Medium			4 High			5 Very High			