TOROS ÜNİVERSİTESİ

Vocatıonal School
Justıce

Course Information

COMPUTER AND KEYBOARD USE II					
Code	Semester	Theoretical	Practice	National Credit	ECTS Credit
		Hour / Week			
ADL126	Spring	2	2	3	4

Prerequisites and co-requisites	None
Language of instruction	Turkish
Type	Required
Level of Course	Associate
Lecturer	Lec. Cengiz YETER
Mode of Delivery	Face to Face
Suggested Subject	none
Professional practise (internship)	None
Objectives of the Course	The aim of this course is to teach the students how to use the F-keyboard at the advanced level.
Contents of the Course	F Keyboard applications.

Learning Outcomes of Course

#	Learning Outcomes
1	Uses advanced F keyboard.
2	He writes basic legal texts with F keyboard.
3	It transforms oral expression into written text.
4	Uses basic computer programs.

Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Advanced F keyboard applications	Application
2	Advanced F keyboard applications	Application
3	Advanced F keyboard applications	Application
4	Advanced F keyboard applications	Application
5	Advanced F keyboard applications	Application
6	Advanced F keyboard applications	Application
7	Advanced F keyboard applications	Application
8	Midterm	Exam
9	Writing basic legal texts with F keyboard	Application
10	Writing basic legal texts with F keyboard	Application
11	Writing basic legal texts with F keyboard	Application
12	Writing basic legal texts with F keyboard	Application
13	Writing verbal texts with F keyboard	Application
14	Writing verbal texts with F keyboard	Application

15	Writing verbal texts with F keyboard	Application
16	Final Exam	Exam

Course Syllabus

#	Material / Resources	Information About Resources	Reference / Recommended Resources

Method of Assessment

#	Weight	Work Type	Work Title
1	40%	Mid-Term Exam	Mid-Term Exam
2	60%	Final Exam	Final Exam

Relationship between Learning Outcomes of Course and Program Outcomes

#	Learning Outcomes	Program Outcomes	Method of Assessment
1	Uses advanced F keyboard.	7,11,15	1,2
2	He writes basic legal texts with F keyboard.	7,11,15	1,2
3	It transforms oral expression into written text.	7,11,15	1,2
4	Uses basic computer programs.	7,11,15	1,2

PS. The numbers, which are shown in the column Method of Assessment, presents the methods shown in the previous table, titled as Method of Assessment.

Work Load Details

#	Type of Work	Quantity	Time (Hour)	Work Load
1	Course Duration	14	4	56
2	Course Duration Except Class (Preliminary Study, Enhancement)	14	2	28
3	Presentation and Seminar Preparation	0	0	0
4	Web Research, Library and Archival Work	0	0	0
5	Document/Information Listing	0	0	0
6	Workshop	0	0	0
7	Preparation for Midterm Exam	1	1	1
8	Midterm Exam	1	1	1
9	Quiz	0	0	0
10	Homework	0	0	0
11	Midterm Project	0	0	0
12	Midterm Exercise	0	0	0
13	Final Project	0	0	0
14	Final Exercise	0	0	0
15	Preparation for Final Exam	1	3	3
16	Final Exam	1	1	1
				90