TOROS ÜNİVERSİTESİ

Vocatıonal School
Justıce

Course Information

COMPUTER AND KEYBOARD USE I					
Code	**Semester**	**Theoretical**	**Practice**	**National Credit**	**ECTS Credit**
		Hour / Week			
ADL125	Fall	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	Improve students' basic computer skills and enable them to use a ten finger F keyboard.
Contents of the Course	The course consists of Microsoft Office Word, Excel, Power Point programs and F keyboard applications.

Learning Outcomes of Course

#	Learning Outcomes
1	It uses the Microsoft Office Word program.
2	It uses Microsoft Office Excel.
3	It uses the Microsoft Office Power Point program.
4	It uses moderate ten finger F keyboard.

Course Syllabus

#	Subjects	Teaching Methods and Technics
1	Microsoft Office Word	Topic analytics, application
2	Microsoft Office Word	Topic analytics, application
3	Microsoft Office Excel	Topic analytics, application
4	Microsoft Office Excel	Topic analytics, application
5	Microsoft Office Power Point	Topic analytics, application
6	Microsoft Office Power Point	Topic analytics, application
7	Introduction to ten fingers Keyboard Usage	Topic analytics, application
8	Midterm	Exam
9	Novice level F keyboard applications	Application
10	Novice level F keyboard applications	Application
11	Novice level F keyboard applications	Application
12	Mid-level F keyboard applications	Application
13	Mid-level F keyboard applications	Application
14	Mid-level F keyboard applications	Application

15	Mid-level F keyboard applications	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	It uses the Microsoft Office Word program.	7,11,15	1,2
2	It uses Microsoft Office Excel.	7,11,15	1,2
3	It uses the Microsoft Office Power Point program.	7,11,15	1,2
4	It uses moderate ten finger F keyboard.	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	3	42
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
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