# TOROS ÜNIVERSITESI

Vocational School Justice

### **Course Information**

		COMPU	TER AND I	KEYBOARD USE I	
Code	Semester	Theoretic	al Practice	National Credit	ECTS Credit
		Hour / We	ek	7	
ADL125	Fall	2	2	3	4

Prerequisites and co- requisites	none
Language of instruction	Turkish
Туре	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

	1	1
1	5 Mid-level F keyboard applications	Application
1	6 Final Exam	Exam

### **Course Syllabus**

# Material / Resources Information A bout Resources Reference / Recommended Resources
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#### **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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