

VOCATIONAL SCHOOL
MEDICAL DOCUMENTATION AND SECRETERIAL PROGRAM

Course Code		Course Name		Credit	ECTS Value	
TDS003		Applied Keyboard Techniques		2 (2-0-2)	5	
Prerequisite Courses		None				
Course Language		Turkish	Course Delivery Method:	Online		
Course Type and Level		Elective/2nd Year/Spring Semester				
Instructor's Title, Name and Surname Title,First Name and Last Name			Course Hours	Office Hours	Contact	
Lecturer Betül AKTAŞ			Friday 13:25-14:55	Monday 11:00-12:00	betulaktas@cag.edu.tr	
Course Coordinator		Lecturer Betül AKTAŞ				
Course Objective						
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;				Relationships	
					Program Outcomes	Program Outcomes
	1	Explains the basic components and operations of computer systems.			8	3
	2	Works in digital environments in accordance with information security and ethical rules.			10	4
	3	Learns and applies ten-finger typing techniques to improve keyboard speed.			8	5
	4	Prepares online files for shared use and manages sharing permissions.			8	4
	5	Enhances efficiency in professional processes by effectively using information technologies.			1	5
	6	Develops project files and reports using Word, PowerPoint, and Excel.			6,8	3,4
7	Organizes, archives, and restructures digital files when necessary.			5	4	
Course Content:		This course aims to help students understand the fundamental concepts of information technologies and develop their computer usage skills. The course will cover topics such as computer systems, operating systems, internet usage, and basic office programs. In addition, students are expected to gain speed and accuracy by learning ten-finger typing techniques. In this way, students will acquire the competence to use information technologies effectively and efficiently in their academic and professional lives, develop their digital literacy skills, and become more productive in technology-based environments.				
Course Content: (Weekly Course Plan)						
Week	Topic		Preparation		Teaching Methods and Techniques	
1	Course Objectives, Structure, and Assessment		Slides		Lecture	
2	Definition and History of Computers		Slides		Lecture	
3	Basic Technologies and Computer Hardware		Slides		Lecture	
4	Operating Systems, Internet, Software, and Basic Security Concepts		Application Usage		Lecture and Practice	
5	Microsoft Word Usage + Practice		Application Usage		Lecture and Practice	
6	Microsoft Word Usage + Practice		Program Usage		Lecture and Practice	

7	PowerPoint Program Instruction I	Program	Lecture and Practice
8	Midterm Exam	All Lecture Notes	Practice
9	Midterm Exam	All Lecture Notes	Practice
10	PowerPoint Applications	Program	Lecture and Practice
11	Excel Applications II	Program	Lecture and Practice
12	Excel Program Instruction II	Program	Lecture and Practice
13	Q and F Keyboard, Ten-Finger Technique, Sitting Posture	Keyboard Usage	Lecture
14	Speed and Accuracy-Focused Typing Exercises	Keyboard Usage	Lecture
15	Technology-Based Research and Presentation Techniques	Slides	Lecture
16	Technology-Based Research and Presentation Techniques	Slides	Lecture
17	Final Exam	All Lecture Notes	Practice
18	Final Exam	All Lecture Notes	Practice

Course Resources

Textbook	T.C. Adalet Bakanlığı On Parmak Metoduyla Hızlı Klavye Kullanımı (Yazar: Celal AŞKIN)
Recommended Resources	Ders Notları, Sunum Slaytları ve Uygulama Dokümanları

Course Assessment and Evaluation

Activities	Number	Contribution	Notes
Midterm Exam	1	%20	Written Exam
Applications	4	%10	Grades Obtained from In-Class Applications
Presentation	1	%20	Evaluation of Presentation Techniques
Final Exam	1	%50	Written Exam

ECTS Table

Content	Number	Hours	Total
Course Duration	14	2	28
Out-of-Class Study	14	2	28
Application Preparation	4	8	32
Research–Presentation	1	20	20
Midterm Exam (Exam Duration + Preparation)	1	20	20
Final Exam (Exam Duration + Preparation)	1	25	25
Total:			153
Total / 30:			=153/30=5,1
ECTS Credit:			5