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| ÇAĞ UNIVERSITYVOCATIONAL SCHOOLMEDICAL DOCUMENTATION AND SECRETARY PROGRAM |
| **Course Code** | **Course Title** | **Credits** | **ECTS** |
| TBT105 | Basic Information Technologies and Keyboard Skills | (1-1-0)2 | 6 |
| **Prerequisite Courses** | None |
| **Language of Instruction** | Turkish | **Teaching Method** | Face-to-face |
| **Course Type and Level** | Compulsory / 1st Year / Fall Semester |
| **Instructor & Course Coordinator** | **Title & Full Name** | **Lecture Hours** | **Office Hours** | **Email** |
| **Course Coordinator** | Ass. Prof. Dr. Taylan TUTKUNCA | Monday10:15-11:45 | Monday-Wednesday09:00 -10:00 | taylan@cag.edu.tr |
| **Course Objectives** | This course aims to help students understand the basic concepts of information technologies and develop computer usage skills. The course covers topics such as computer systems, hardware and software components, operating systems, internet usage, and basic office programs. In addition, students are expected to learn ten-finger typing techniques to gain speed and accuracy in keyboard usage. By doing so, students will acquire the competence to use information technologies effectively and efficiently in academic and professional life. |
| **Learning Outcomes** |  | By the end of the course, students will be able to: | **Relations to Program Outcomes** |
| **Prog. Outcomes** | **Contribution Level** |
| **1** | Explain the basic components and functioning of computer systems. | 8 | 5 |
| **2** | Use operating systems and basic office programs effectively. | 7, 8 | 5 |
| **3** | Work in digital environments in accordance with information security and ethical rules. | 7, 9, 10 | 4 |
| **4** | Learn and apply ten-finger keyboard techniques to increase typing speed. | 7, 8 | 5 |
| **5** | Access reliable digital resources using information technologies, conduct research effectively, and analyze data. | 1, 5, 8 | 5 |
| **6** | Improve efficiency in academic and professional processes by effectively using information technologies. | 1, 2, 8 | 5 |
| **Course Description**: In this course, students will learn the concepts specific to basic information technologies and gain the ability to use computer systems, operating systems, and office programs effectively. In addition, they will practice ten-finger typing techniques to improve typing speed and accuracy. Throughout the course, students’ competencies in working effectively in digital environments, accessing reliable information, and adhering to information security and ethical rules will be developed. These skills will enable them to adapt to technology more consciously and productively in their academic and professional lives, accelerating business processes, managing data more effectively, and using information technologies securely. |
| **Weekly Course Schedule** |
| **Week** | **Topic** | **Learning Activities & Methods** |
| **1** | Course Objectives, Operation, and Assessment. Definition and History of Computers | Lecture & Presentation |
| **2** | Basic Technologies and Computer Hardware | Lecture & Presentation |
| **3** | Operating Systems, Internet, Software, Basic Security Concepts | Lecture & Practice |
| **4** | Microsoft Word Usage I | Lecture & Practice |
| **5** | Microsoft Word Usage II | Lecture & Practice |
| **6** | Microsoft Word Usage III + Application | Lecture & Practice |
| **7** | PowerPoint Introduction I | Lecture & Practice |
| **8** | Midterm Exam |  |
| **9** | Midterm Exam |  |
| **10** | PowerPoint Applications | Lecture & Practice |
| **11** | Excel Applications I | Lecture & Practice |
| **12** | Excel Applications II | Lecture & Practice |
| **13** | Q and F Keyboards, Ten-Finger Typing, Posture | Lecture & Practice |
| **14** | Speed and Accuracy-Focused Typing Exercises | Lecture & Practice |
| **15** | Technology-Based Research and Presentation Techniques I | Lecture & Practice |
| **16** | Technology-Based Research and Presentation Techniques II | Lecture & Practice |
| **17** | Final Exam |  |
| **18** | Final Exam |  |
| **References** |
| **Textbook** | Celal AŞKIN, *Fast Keyboard Typing with Ten-Finger Method*, Ministry of Justice, Republic of Turkey. |
| **Course Notes** | Lecture notes, slides, and practice documents. |
| **Suggested Resources** | Books on MS Office Programs, online documents, online courses. |
| **Material Sharing** | Lecture SlidesCourse NotesPractice Documents |
| **Assessment and Evaluation** |
| **Activity** | **Count** | **Weight** | **Notes** |
| **Midterm Exam** | 1 | %20 |  |
| **Final Exam** | 1 | %50 |  |
| **Practices** | 4 | %10 | Grades based on in-class applications |
| **Presentation** | 1 | %20 | Evaluation of presentation techniques |
| **ECTS Workload Table** |
| **Activity** | **Count** | **Hours** | **Total** |
| **Lecture Hours** | 14 | 2 | 28 |
| **Independent Study** | 14 | 3 | 42 |
| **Practice Preparation** | 4 | 8 | 32 |
| **Research & Presentation** | 1 | 24 | 24 |
| **Midterm Exam** | 1 | 14 | 18 |
| **Final Exam** | 1 | 28 | 36 |
| **Total** | 180 |
| **Total/30** | =180/30 |
| **ECTS**  | 6 |