Course Syllabus

Code - Course Title	**BİL819 - Keyboarding I**
Course Type	I. SEMESTER
Laboratory + Practice	1+2
ECTS	**3.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. RUŞEN YILMAZ

Mode of Delivery	Face to face in the computer lab via the web application https://turkegitim.net/FKlavye/
Place of Delivery	On Campus
Used Educational Platforms	Face-to-face
Prerequisites	-
Courses Recomended	-
Recommended Resources	Topuz Savaş, Ayla (2017) Klavye Öğretimi, Anadolu Üniversitesi AÖF Yayınları
Work Placement	https://turkegitim.net/FKlavye/ web application
Aims of the Course	Bringing the skill of ten-finger using with f keyboard without looking at the keyboard.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1	**LO-1**	Getting started with the https://turkegitim.net/FKlavye web application, the importance of using the F keyboard, introducing the F keyboard to the computer, training the fingers to the base row keys u, i, e, a, k, m, l, y	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 2	**LO-1** **LO-2**	Using the base row t, ü, ş keys, spacebar, and enter key	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 3	**LO-1** **LO-2**	Writing sentences with the base row keys u, i, e, a, k, m, l, y, t, ü, ş	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 4	**LO-3**	Using the ı, r, s, c, z keys located on the top and bottom rows of the keyboard	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 5	**LO-4**	Using the o, d, n, ğ keys located on the top and bottom rows of the keyboard	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 6	LO-3 LO-4	Using the ç, g, h, v, b keys located on the top and bottom rows of the keyboard	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 7	LO-4	Using the f, p, j, ö keys located on the top and bottom rows of the keyboard	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 8	LO-2 LO-3 LO-4 LO-5	Using the dot, shift, and caps lock keys on the keyboard, typing in capital letters	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 9	LO-5	Using the comma, colon, semicolon, exclamation point, and question mark keys on the keyboard	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 10	LO-5	Using the exclamation point, parentheses, and hyphen keys on the keyboard's number row	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 11	LO-5	Using the 1, 2, 3, 4, 5, 6, 7, 8, 9, 0 keys on the number row of the keyboard	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 12	LO-5	Using the q, w, x keys on the keyboard (which are not found in the Turkish Alphabet)	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 13	LO-5	Using other character keys on the keyboard	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop
Week - 14	LO-2 LO-3 LO-4 LO-5	Fast typing	Lecture, Demonstration and Practice, Practice/Practical Work/Workshop, Document/Text/Data Analysis

Learning Outcomes

#	Learning Outcome
1	Will be able to explain general information about F Keyboard usage techniques.
2	Will be able to use the base keys on the F Keyboard.

Learning Outcomes

#	Learning Outcome
3	Will be able to use the keys on the top and bottom rows of the F Keyboard (ı, r, s, c, z, ,o, d, ç) with their index fingers.
4	Will be able to use other letter keys on the F Keyboard.
5	Will be able to use punctuation keys, number keys, other symbol keys and shift-lock keys on the F Keyboard.

Sustainable Development Goals

✓ Quality Education ✓ Decent Work and Economic Growth ✓ Industry, Innovation and Infrastructure

Course Theme

✓ Communication Technologies and the IoT ✓ Society, Law and Communication ✓ Data Science ✓ Artificial Intelligence

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	1.00	14	14
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	1.00	7	7
Ödevler	0.00	0	0
Proje - Rapor - Sunum Hazırlama	0.00	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	1.00	1	1
Final Sınavı Hazırlığı (sınav süresi dahil)	1.00	1	1
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	2.00	28	56
Staj Uygulaması	0.00	0	0
		Calculated ECTS	**3.0**

Assessment Method and Passing Requirements

✓ Performance Assessment (Individual/Panel-Based) ✓ Web Application

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	50
Final Exam	1	50
	Sum (%)	**100**

Community Service Activity

This course does not include any Community Service activities.