



Akdeniz University

Rektörlük Servis
Rektörlük Servis

ENF 118 Keyboard Usage Techniques					
Semester	Course Unit Code	Course Unit Title	L+P	Credit	Number of ECTS Credits
2	ENF 118	Keyboard Usage Techniques	2	2	2

Mode of Delivery:

Face to Face

Language of Instruction:

Turkish

Level of Course Unit:

Bachelor's Degree

Work Placement(s):

No

Department / Program:

Rektörlük Servis

Type of Course Unit:

Elective

Objectives of the Course:

Writing with F keyboard using 10 fingers method

Content of the Course:

Scientificity of F keyboard, letter keys, rhymes

Prerequisites and co-requisites:**Course Coordinator:**

Firat YÜCEL

Name of Lecturers:**Assistants:****Recommended or Required Reading****Resources**

On Parmak Metoduyla Hızlı F Klavye Kullanımı, Adalet Bakanlığı, Eğitim Dairesi Başkanlığı, Şubat 2018.
On Parmak Metoduyla Hızlı F Klavye Kullanımı, Adalet Bakanlığı, Eğitim Dairesi Başkanlığı, Şubat 2018.

Course Category

Mathematics and Basic Sciences	: 0	Education	: 10
Engineering	: 0	Science	: 0
Engineering Design	: 0	Health	: 0
Social Sciences	: 20	Field	: 70

Weekly Detailed Course Contents

Week	Topics	Study Materials	Materials
1	Scientificity of the F keyboard	Preparing F keyboard computer lab	Textbook
2	Usage rates and percentages of letters in F keyboard sequence	Lecture 1	Textbook
3	Using letter keys, placing fingers in a basic order, Backspace, spacebar	Lecture 2	Textbook
4	A, K and M letter keys	Lecture 3	Textbook
5	E, L and İ letter keys	Lecture 4	Textbook
6	Y, U and T letter keys	Lecture 5	Textbook
7	Ü, Ş and I letter keys	Lecture 6	Textbook
8	Midterm exam	All lectures	Textbook
9	R, S and C letter keys	Lecture 7	Textbook
10	Z, O and D letter keys	Lecture 9	Textbook
11	N, Ğ and Ç letter keys	Lecture 10	Textbook
12	G, H and V letter keys	Lecture 11	Textbook
13	B, F and P letter keys	Lecture 12	Textbook
14	J and Ö letter keys, general review	Lecture 13	Textbook

Course Learning Outcomes

No	Learning Outcomes
C01	Compherending the sciencientificity of F keyboard.
C02	Using the F keyboard to write letters correctly using the ten finger method
C03	Gaining the ability to write words in their field with F finger using F keyboard accurately and quickly

Assessment Methods and Criteria		
In-Term Studies	Quantity	Percentage
Mid-terms	1	%30
Quizzes	3	%10
Assignment	0	%0
Attendance	0	%0
Practice	0	%0
Project	0	%0
Final examination	1	%60
Total		%100

ECTS Allocated Based on Student Workload			
Activities	Quantity	Duration	Total Work Load
Course Duration	14	4	56
Hours for off-the-c.r.stud	10	5	50
Assignments	0	0	0
Presentation	0	0	0
Mid-terms	1	1	1
Practice	0	0	0
Laboratory	0	0	0
Project	0	0	0
Final examination	1	1	1
Total Work Load			108
ECTS Credit of the Course			4

Contribution of Learning Outcomes to Programme Outcomes
bbb

