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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Klavye Teknikleri** | |  | 3 | 2+0 | 2 | 3 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Alan Seçmeli | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Bu ders ile öğrencilerin doğru ve hızlı bir şekilde, 10 Parmak F Klavye kullanımını öğrenmesi amaçlanmaktadır. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1-F Klavye kullanma gerekliliğini ve önemini öğrenir.  2-Ekrana ve Klavyeye bakmadan sadece metne bakarak yazmayı öğrenir.  3-10 Parmak Klavye kullanımını pekiştirir, hızlandırır ve yazmayı öğrenir.  4-Dakikada 30 kelime ve üzerinde vuruş yapmayı ve yazmayı öğrenir. | | | | | | | Dersin İçeriği | Klavyenin tekrarı, resmi yazışma (resmi yazı, dilekçe, rapor, form yazı, tutanak, sözleşme, şartname, tezkere, müzekkere, mazbata, genelge, vekâletname vb.) yazılarını yazma uygulamaları, yabancı metin parçaları yazma, teknik terimleri yazma, baskı hız çalışmaları | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Sınıf düzeni oluşturma | | | | | | | 2 | Klavyenin tanıtımı | | | | | | | 3 | Yazma teknikleri ve temel sıra tuşları | | | | | | | 4 | Yazma teknikleri ve temel sıra tuşları devam | | | | | | | 5 | Yazma teknikleri ve temel sıra tuşları devam | | | | | | | 6 | Üst tuşları, üst tuşları devam | | | | | | | 7 | Üst tuşları, üst tuşları devam | | | | | | | 8 | Alt sıra tuşları | | | | | | | 9 | Alt sıra tuşları devam | | | | | | | 10 | Rakamlar tuşları | | | | | | | 11 | İşaret tuşları ve semboller | | | | | | | 12 | Metin yazma çalışmaları | | | | | | | 13 | Hataları azaltıcı teknikler | | | | | | | 14 | Hız çalışmaları | | | | | |  |  | | --- | | **Genel Yeterlilikler** | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | **Kaynaklar** | | Özerman, K (2003). *Klavye Teknikleri,* Nobel Akademik Yayıncılık, İstanbul.  Okutkan, M*.* (1998). *Daktilografi,* M.E.B, Ankara | | **Değerlendirme Sistemi** | | Dönem başında ders izlencelerinde belirtilir. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **PROGRAM ÖĞRENME ÇIKTILARI İLE**  **DERS ÖĞRENİM ÇIKTILARI İLİŞKİSİ TABLOSU** | | | | | | | | | | | | | | | | | | |  | **PÇ1** | **PÇ2** | | **PÇ3** | **PÇ4** | | **PÇ5** | **PÇ6** | | **PÇ7** | **PÇ8** | | **PÇ9** | **PÇ10** | | **PÇ11** | **PÇ12** | | **ÖÇ1** | 3 | 4 | | 2 | 5 | | 2 | 2 | | 2 | 2 | | 3 | 1 | | 5 | 3 | | **ÖÇ2** | 3 | 4 | | 2 | 5 | | 2 | 2 | | 2 | 2 | | 3 | 1 | | 5 | 3 | | **ÖÇ3** | 3 | 4 | | 2 | 5 | | 2 | 2 | | 2 | 2 | | 3 | 1 | | 5 | 3 | | **ÖÇ4** | 3 | 4 | | 2 | 5 | | 2 | 2 | | 2 | 2 | | 3 | 1 | | 5 | 3 | | **ÖÇ: Öğrenme Çıktıları PÇ: Program Çıktıları** | | | | | | | | | | | | | | | | | | | **Katkı**  **Düzeyi** | | | **1 Çok Düşük** | | | **2 Düşük** | | | **3 Orta** | | | **4 Yüksek** | | | **5 Çok Yüksek** | | |   Program Çıktıları ve İlgili Dersin İlişkisi   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Ders** | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** | **PÇ11** | **PÇ12** | | Klavye Teknikleri | 3 | 4 | 2 | 5 | 2 | 2 | 2 | 2 | 3 | 1 | 5 | 3 | |