

Year

Office Services and Secretarial Department / Office Services and Secretarial Department /

Course Code	Course Name	Teorical	Practice	Laboratory	Credits	ECTS
GCM128	KEYBOARD TECHNIQUES	2.00	0.00	0.00	2.00	3.00
Course Detail						
Course Language	: Turkish					
Qualification Degree	: PreBachelor					
Course Type	: Optional					
Preconditions	: Not					
Objectives of the Course	: Q keyboard to type faster with all 10 fingers					
Course Contents	: F keyboard and Q keyboard differences, living rules, settlement rule of the fingers and hands, resting movement, quick text typing with 10 fingers Q keyboard.					
Recommended or Required Reading	: Keyboard Techniques Ten Finger F Keyboard Usage on Computer, 2017 Seçkin Publishing Dissemination of Ten Finger Keyboard Usage, 2019, B.Y. ÇAKMAKKAYA, T. AKPINAR A Research on the Evaluation of Students' Attitudes Towards Keyboard Techniques Course: Yalova University Case, 2015, Ö. D. GÜRCÜ, C. ÇETİN, M. TURPÇU https://www.onparmak.org/onparmak-dersleri					
Planned Learning Activities and Teaching Methods	: Demonstration, practical work, question and answer					
Recommended Optional Programme Components	: Ten finger practice is recommended before the lesson.					
Course Instructors	: Öğr. Gör. Sıddık Ünal					
Instructor's Assistants	: There are no assistant teaching staff.					
Presentation Of Course	: Face to face					
Update Date	: 4/25/2025 7:45:29 AM					
Dosya İndirilme Tarihi	: 2/9/2026					

Course Outcomes

Upon the completion of this course a student :

- 1 To explain the difference between F keyboard and Q keyboard
- 2 Usage rules apply 10 finger Q keyboard
- 3 Q keyboard to type faster with all 10 fingers

Pre / Side Conditions

Course Code	Course Name	Condition	Teorical	Practice	Laboratory	Credits	ECTS
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Weekly Contents

	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
1.Week	*The benefits of ten finger typing, why to type with F keyboard, features of F keyboard, comparison of F keyboard and Q keyboard				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
2.Week	*Keyboard introduction, sitting and posture rules, hand and finger posture rules, resting movements				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
3.Week	*Changing the computer keyboard, using the on-screen keyboard, using the ten-finger Q keyboard, accessing package programs and other resources				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3

	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
4.Week	*Ten finger Q keyboard typing lessons-basic sequence 1				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
5.Week	*Ten finger Q keyboard typing lessons-basic sequence 2				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
6.Week	*Ten finger Q keyboard typing lessons-basic sequence 3				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
7.Week	*Spelling mistakes, word count and speed calculation, Basic sequence speed work				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
8.Week	*Midterm Exam				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
9.Week	*Ten finger Q keyboard typing lessons - top row 1 Top row speed work				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
10.Week	*Ten finger Q keyboard typing lessons - top row 2 Top row speed work				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
11.Week	*Ten finger Q keyboard typing lessons - lower row 1 Lower row speed work				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
12.Week	*Ten finger Q keyboard typing lessons - lower row 2 Lower row speed work				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3

	Teorical	Practice	Laboratory	Preparation Info	Teaching Methods	Course Learning Outcomes
13.Week	*Ten finger Q keyboard typing lessons - punctuation 1, Short text speed practice				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
14.Week	*Ten finger Q keyboard typing lessons -punctuation 2 Short text speed work				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3
15.Week	*Printed speed practice with letter repetition, short text speed practice				*Demonstration, practical work, question and answer	Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3 Ö.Ç.1 Ö.Ç.2 Ö.Ç.3

Assesment Methods %
1 Ara Sınav : 40.000
3 Final : 60.000

ECTS Workload			
Activities	Count	Time(Hour)	Sum of Workload
Vize	1	1.00	1.00
Final	1	1.00	1.00
Uygulama / Pratik	15	2.00	30.00
Ders Öncesi Bireysel Çalışma	10	2.00	20.00
Ara Sınav Hazırlık	12	1.00	12.00
Final Sınavı Hazırlık	13	1.00	13.00
Laboratuvar	13	1.00	13.00
Total :			90.00
Sum of Workload / 30 (Hour) :			3
ECTS :			3.00

Program And OutcomeRelation																			
	P.O.1	P.O.2	P.O.3	P.O.4	P.O.5	P.O.6	P.O.7	P.O.8	P.O.9	P.O.10	P.O.11	P.O.12	P.O.13	P.O.14	P.O.15	P.O.16	P.O.17	P.O.18	P.O.19
	P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13	P.O. 14	P.O. 15	P.O. 16	P.O. 17	P.O. 18	P.O. 19
L.O. 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L.O. 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
L.O. 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Avarage	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Ders/Program Çıktıları İlişkisi																			
P.O. 1	P.O. 2	P.O. 3	P.O. 4	P.O. 5	P.O. 6	P.O. 7	P.O. 8	P.O. 9	P.O. 10	P.O. 11	P.O. 12	P.O. 13	P.O. 14	P.O. 15	P.O. 16	P.O. 17	P.O. 18	P.O. 19	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

BEWARE OF PLAGIARISM! Please pay attention to proper academic citation rules and avoid plagiarism, an unethical and academically fraudulent behavior, when completing reports, assignments, or other academic works, and it is treated with the same disciplinary action as cheating in a classroom setting. It is imperative to refrain from presenting another person's ideas, language, expressions, or any other form of intellectual property as your own. Regardless of quality, your assignments/projects/research should reflect your original work. Perfection is not a requirement, and in case of any uncertainties regarding academic writing guidelines, you may seek clarification from your course instructor.

Engel Durumu/Uyarlama Talebi : Engel durumuna ilişkin herhangi bir uyarlama talebinde bulunmak isteyen öğrenciler, dersin öğretim elemanı ya da Nevşehir Engelli Öğrenci Birimi ile en kısa sürede iletişime geçmelidir.