

## BASIC COMPUTER SKILLS

Course Title	Code	Semester	Theoretical (hours/week)	Practice (hours/week)	Laboratory (hours/week)	ECTS
BASIC COMPUTER SKILLS	SBF109	4. semester/spring	2	0	2	4
Prerequisites	None					
Language of Instruction	Turkish					
Course Type	Elective					
learning and teaching techniques of the Course	Lecture, Discussion, Question Answer, Problem / Problem Solving, Education application Report Preparation, Presentation Demonstration, Practice					
Instructor(s)						
Goal	Learning basic level of computer and operating system, word processing program, you can use the spelling settings in the program, it can scan the academic publications and catalogs.					
Learning Outcomes	1. To be able to use the basic concepts of software and hardware, 2. To be able to use the computer and the operating system at a basic level, 3. To be able to use private information subject to the Sanko University, 4. To be able to learn how to search academic catalogues and to conduct surveys					
References	1. Yağcı, Ö. Yeni Başlayanlara Bilgisayarın B'si - Windows 7 - Office 2010, 2012, Seçkin Yayıncılık, Ankara.					

### Course Outline Weekly:

Weeks	Topics
1. Week	Introduction to information technology. Terminology and units. General introduction of computers.
2. Week	What is a computer? Basic concepts about computer hardware,
3. Week	General introduction, functions and concepts of operating systems.
4. Week	Windows use. Introducing the user interface and system infrastructure.
5. Week	Presentation of network and internet. General concepts and terminology. Use of Internet search sites.
6. Week	Promotion and use of some other information and communication services on the Internet.
7. Week	<b>MIDTERM EXAM</b>
8. Week	Overview of document organizer software packages.
9. Week	Use of text editor software
10. Week	Use of presentation organizer software
11. Week	Use of table organizer software
12. Week	Strengthening the use of document organizer software.
13. Week	Academic publication and catalog search
14. Week	Academic publication and catalog search
15. Week	Academic publication and catalog search
16. Week	<b>FINAL EXAM</b>

**ECTS (Student Work Load Table)**

Activities	Number	Duration	Total Work Load
Course Duration (X14 )	14	2	28
Laboratory	14	2	28
Practice			
Field Study			
Study Time Of Outside Of Class (Pre-Study, Practice, Etc.)	14	1	14
Presentations (Video shoot/Poster preparation/Oral presentation, Etc.)	1	10	10
Seminars			
Project			
Case study			
Role playing, Dramatization			
Writing articles, Critique			
Time To Prepare For Midterm Exam	1	8	8
Final Exam Preparation Time	1	12	12
<b>Total Work Load ( hour) / 25(s)</b>		100/25=4	
<b>ECTS</b>		<b>4</b>	

**Evaluation System**

Mid-Term Studies	Number	Contribution
Midterm exams	1	%25
Quiz		
Laboratory	1	%25
Practice		
Field Study		
Course Internship (If There Is)		
Homework's		
Presentation and Seminar		
Project		
Other evaluation methods		
<b>Total Time To Activities For Midterm</b>		%50
Final works		
Final	1	%25
Homework		
Practice		
Laboratory	1	%25
<b>Total Time To Activities For Midterm</b>		%50
Contribution Of Midterm Studies On Grades		%50
Contribution Of Final Exam On Grades		%50
<b>Total</b>		<b>100</b>

**The relationship between learning outcomes and the program qualifications of the courses**

Program Qualifications	Learning outcomes			
	L.O1	L.O2	L.O3	L.O.4
1. 1. Competent and has the capabilities to fulfill their occupational duties.				
2. 2. Knows the theories and models that form the basis of Professional practice.				
3. 3. Has the general knowledge required to be both an individual and a member of the occupation.	4	4	4	4
4. 4. Carries out nursing practice based on the principles and standards.				
5. 5. Meets the health-care needs of the individuals, families and the society with a holistic approach.				
6. 6. Makes use of effective communication.				
7. 7. Utilizes information and care technologies in professional practice and research.				
8. 8. Uses scientific principles and techniques in Nursing practice.				
9. 9. Follows the latest advances and communicates with colleagues in a foreign language.				
10. 10. Behaves according with the professional ethics and values.				
11. 11. Takes the related legislation and regulations into account in Nursing practice.				
12. 12. Follows the politics and regulations affecting the Nursing profession.				
13. 13.Uses the learning-teaching and management processes in Nursing practice.				
14. 14.Uses the life-long learning, problem-solving and critical thinking abilities.				
15. 15. With a sense of social responsibility takes part in studies, projects and some other activities with other team members and other disciplines.				
16. 16. Joins in activities that can contribute to professional development.				
17. 17. Sets as a model for colleagues and the society with their professional identity.				
18. 18. Protects the basic values and social rights.				

**Contribution to the level of proficiency: 1. Lowest, 2. Low / Medium, 3. Average, 4. High, 5. Excellent**