

ADVANCE COMPUTER TECNICS

Course Title	Code	Semester	Theoretical (hours/week)	Practice (hours/week)	Laboratory (hours/week)	ECTS
Advanced Computer Techniques	SBF113	5. autumn	2	0	2	4
Prerequisites	None					
Language of Instruction	Turkish					
Course Type	Elective					
learning and teaching techniques of the Course	Lecture, D Question Answer, Problem / Problem Solving, Education application Report Preparation, Presentation Demonstration, Practice					
Instructor(s)						
Goal	Word processing program to be able to use the program settings at the level of academic writing, report preparation, tables, graphics and presentation program of the grip.					
Learning Outcomes	<ol style="list-style-type: none"> 1. To be able to use word processing program to be able to use the program settings at the level of academic writing, report preparation 2. To be able to use tables, graphics and presentation program 3. To be able to understand the main features of Presentation software 4. To be able to understand the techniques of reporting by scanning academic publications. 					
References	<ol style="list-style-type: none"> 1. Yağcı, Ö. Yeni Başlayanlara Bilgisayarın B'si - Windows 7 - Office 2010, 2012, Seçkin Yayıncılık, Ankara. 					

Course Outline Weekly:

Weeks	Topics
1. Week	Rules, tables, titles, pictures and other advanced usage of the word processing program.
2. Week	Rules, tables, titles, pictures and other advanced usage of the word processing program.
3. Week	Preparing academic reports / documents with the use of word processor
4. Week	Preparing academic reports / documents with the use of word processor
5. Week	Introduction to the spreadsheets and basic usage.
6. Week	Graphics, formulas and similar expert usage of the spreadsheets.
7. Week	MIDTERM EXAM
8. Week	Introduction the presentation application and its basic usage.
9. Week	Hyperlinks, inserting pictures, expert settings and similar usage of presentation applications
10. Week	Usage of internet browsers, issues to be considered while using the internet, basic security and ethics in internet
11. Week	Search engines, advanced searching methods in search engines, academic search using the Internet
12. Week	Academic reporting practices
13. Week	Academic reporting practices
14. Week	Academic reporting practices
15. Week	Academic reporting practices
16. Week	FINAL EXAM

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.)	7	2	14
Seminars			
Project			
Case study			
Role playing, Dramatization			
Writing articles, Critique			
Time To Prepare For Midterm Exam	1	6	6
Final Exam Preparation Time	1	10	10
Total Work Load (hour) / 25(s)	100/25=4		
ECTS	4		

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		
Total Time To Activities For Midterm		%50
Final works		
Final	1	%25
Homework		
Practice		
Laboratory	1	%25
Total Time To Activities For Midterm		%50
Contribution Of Midterm Studies On Grades		%50
Contribution Of Final Exam On Grades		%50
Total		100

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.	4	3	5	4
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.	5	5	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.	5	4	4	5
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					