

SBF113 - Advance Computer Techniques

| Course Title | Code | Semester | Theoretical (hours/week) | Practice (hours/week) | Laboratory (hours/week) | ECTS |
|--|---|--------------------|--------------------------|-----------------------|-------------------------|------|
| ADVANCE COMPUTER TECNIQUES | SBF113 | 2. Semester Spring | 2 | - | 2 | 4 |
| Prerequisites | None | | | | | |
| Language of Instruction | Turkish | | | | | |
| Course Type | Elective | | | | | |
| learning and teaching techniques of the Course | Expression Question & Answer Problem solving Computer assisted teaching technique | | | | | |
| Instructor(s) | | | | | | |
| Goals | To teach the students to use Microsoft Excel and Microsoft Power Point Package Programs and to follow the current software applications related to profession. | | | | | |
| Learning Outcomes | 1. Can use Microsoft Excel program in academic report preparation and professional life effectively. 2. Can edit all the formulas he needs in Excel Package Program. 3. With the Microsoft Power Point Package Program, you can prepare high-visual presentations. 4. By scanning academic publications, comprehend the effective presentation characteristics of the reports. 5. Can use current software applications related to the field. | | | | | |
| References | 1. Ozbay, Serdar (2020). İleri Seviye Excel, Sıfır Bir Publishing: İstanbul. 2. Ergul Nesip, Arat Turgay (2019). Temel Bilgisayar Eğitimi: Yeni Baslayanlar İçin Bilgisayar Öğretimi, Eğitim Publishing: Konya 3. Demirhan Tolga, Demirhan Pınar Ayhan (2018). Word-Excel 2013, Efe Akademi Publishing: İstanbul. | | | | | |

Course Outline Weekly:

| WEEKS | TOPICS |
|----------|---|
| 1. Week | An Overview of Microsoft Excel Package Program and Introducing Program Menus |
| 2. Week | Using File and Input Menus in Microsoft Excel Package Program. |
| 3. Week | Using Add and Draw Menus in Microsoft Excel Package Program. |
| 4. Week | Use of Page Layout and Formulas Menus in Microsoft Excel Package Program. |
| 5. Week | Using Data, Review and View Menus in Microsoft Excel Package Program. |
| 6. Week | Formulas and effective use in Microsoft Excel Package Program. |
| 7. Week | Functions and Effective use in Microsoft Excel Package Program. |
| 8. Week | MIDTERM EXAM |
| 9. Week | Combination of formulas and functions in Microsoft Excel Package Program |
| 10. Week | An Overview of Microsoft Power Point Program and Using Program Menus. |
| 11. Week | Using File and Login Menus in Microsoft Power Point Package Program. |
| 12. Week | Using Add and Draw Menus in Microsoft Power Point Package Program. |
| 13. Week | Use of Design, Transitions and Animations Menus in Microsoft Power Point Package Program. |
| 14. Week | Using Slide Show, Review and View Menus in Microsoft Power Point Package Program. |
| 15. Week | Current software applications and uses related to the field |

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 | 50% |
| Quiz | | |
| Laboratory | 1 | 50% |
| Practice | | |
| Field Study | | |
| Course Internship (If There Is) | | |
| Homework's | | |
| Presentation and Seminar | | |
| Project | | |
| Other evaluation methods | | |
| Total Time To Activities For Midterm | | 100 |
| Final works | | |
| Final | 1 | 50% |
| Homework | | |
| Practice | | |
| Laboratory | 1 | 50% |
| Total Time To Activities For Midterm | | 100 |
| Contribution Of Midterm Studies On Grades | | 40% |
| Contribution Of Final Exam On Grades | | 60% |
| Total | | 100 |

The Relationship Between Learning Outcomes And The Program Qualifications Of The Courses

This course is suitable for all programs within the Faculty of Health Sciences. Therefore, the level of contribution to program qualifications has not been specified.