

**SBF113 - Advance Computer Techniques**

Course Title	Code	Semester	Theoretical (hours/week)	Practice (hours/week)	Laboratory (hours/week)	ECTS
ADVANCE COMPUTER TECHNIQUES	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)						
Goalc	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). Ileri Seviye Excel, Sıfır Bir Publishing: Istanbul. 2. Ergul Nesip, Arat Turgay (2019). Temel Bilgisayar Egitimi: Yeni Baslayanlar İçin Bilgisayar Öğretimi, Egitim Publishing: Konya 3. Demirhan Tolga, Demirhan Pınar Ayhan (2018). Word-Excel 2013, Efe Akademi Publishing: Istanbul.					

**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	<b>MIDTERM EXAM</b>
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
<b>Total Work Load ( hour) / 25(s)</b>	<b>100 / 25 =4</b>		
<b>ECTS</b>	<b>4</b>		

**Evaluation System**

<b>Mid-Term Studies</b>	<b>Number</b>	<b>Contribution</b>
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		
<b>Total Time To Activities For Midterm</b>		100
<b>Final works</b>		
Final	1	50%
Homework		
Practice		
Laboratory	1	50%
<b>Total Time To Activities For Midterm</b>		100
Contribution Of Midterm Studies On Grades		40%
Contribution Of Final Exam On Grades		60%
<b>Total</b>		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.