Course Title	Code	Semester	Theoretical (hours/week)	Practice (hours/week)	Laboratory (hours/week)	ECTS
Basic Computer Skills	SBF109	2.Semester / Fall	2	0	2	4
Prerequisites	None					
Language of Instruction	Turkish					
Course Type	Electıve					
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	What is a computer? Basic concepts about computer hardware and software, introduction to the operating system
2. Week	What is a computer? Basic concepts about computer hardware and software, introduction to the operating system
3. Week	Using the Internet, e-mail, web based applications
4. Week	Using the Internet, e-mail, web based applications
5. Week	Information systems applications specific to SANKO University, using online education tools
6. Week	Information systems applications specific to SANKO University, using online education tools
7. Week	**MIDTERM**
8. Week	Using academic research tools and catalogue search
9. Week	Using academic research tools and catalogue search
10. Week	Introduction to the word processing program
11. Week	Introduction to the word processing program
12. Week	Basic usage.
13. Week	Basic usage.
14. Week	Basic usage.
15. Week	**An overview**

ECTS (Student WorkLoad Table)

Activities	Number	Duration	Total Work Load
Course Duration (X14)	14	2	28
Laboratory	14	2	28
Practice			
Field Study			
Study Time Of OutsideOfClass (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			
TimeTo Prepare ForMidterm Exam	2	6	12
FinalExamPreparation Time	1	8	8
Total Work Load (hour) / 25(s)		100/25=4	
ECTS		**4**	

Evaluation System

Mid-TermStudies	Number	Contribution
Midterm exams	1	%40
Quiz		
Laboratory		
Practice		
Field Study		
Course Internship(If There Is)		
Homework's		
Presentation and Seminar		
Project		
Other evaluation methods		
Final	1	%60
TOTAL	2	%100
ContributionOfMidtermStudies OnGrades	1	%40
ContributionOfFinal Exam On Grades	1	%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.