

| Course Title                                   | Code   | Semester          | Theoretical (hours/week) | Practice (hours/week) | Laboratory (hours/week) | ECTS |
|--|--|-------------------|--------------------------|-----------------------|-------------------------|------|
| <b>Advanced Computer Techniques</b>            | SBF113   | 5.Semester / Fall | 2                        | 0                     | 2                       | 4    |
| Prerequisites                                  | None   |                   |                          |                       |                         |      |
| Language of Instruction                        | Turkish  |                   |                          |                       |                         |      |
| Course Type                                    | Elective   |                   |                          |                       |                         |      |
| learning and teaching techniques of the Course | Lecture, 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"> <li>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</li> <li>2. To be able to use tables, graphics and presentation program</li> <li>3. To be able to understand the main features of Presentation software</li> <li>4. To be able to understand the techniques of reporting by scanning academic publications.</li> </ol> |                   |                          |                       |                         |      |
| References                                     | <ol style="list-style-type: none"> <li>1. Yağcı, Ö. Yeni Başlayanlara Bilgisayarın B'si - Windows 7 - Office 2010, 2012, Seçkin Yayıncılık, Ankara.</li> </ol>   |                   |                          |                       |                         |      |

#### 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  | <b>MIDTERM</b>  |
| 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 | <b>AN OVERVIEW</b>  |

#### 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.) | 14     | 1        | 14              |
| Seminars   |        |          |                 |
| Project  |        |          |                 |
| Case study   |        |          |                 |
| Role playing, Dramatization  |        |          |                 |
| Writing articles, Critique   |        |          |                 |
| TimeTo Prepare ForMidterm Exam   | 2      | 5        | 10              |
| FinalExamPreparation Time  | 1      | 6        | 6               |
| <b>Total Work Load ( hour) / 25(s)</b>                                 |        | 100/25=4 |                 |
| <b>ECTS</b>  |        | <b>4</b> |                 |

**Evaluation System**

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

**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.