Course Title	Code	Semester	Theoretical (hours/week)	Practice (hours/week)	Laboratory (hours/week)	ECTS
Advanced Computer Techniques	SBF113	2.Semester / Spring	2	0	2	4

Prerequisites	None
Language of Instruction	Turkish
Course Type	Electıve
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	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 tounderstand the techniques of reporting by scanning academic publications.
References	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**
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	**AN OVERVİEW**

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
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 Exam	1	%60
TOTAL	**2**	**%100**
ContributionOfMidtermStudies OnGrades	**1**	**%40**
ContributionOfFinal Exam On Grades	**1**	**%60**
TOTAL	**2**	**%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.