

SBF109 - Basic Computer Skills

Course Title	Code	Semester	Theoretical (hours/week)	Practice (hours/week)	Laboratory (hours/week)	ECTS
Basic Computer Skills	SBF109	1. Semester Autumn	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)						
Goal	The student's ability to recognize information technologies and resources, the Internet, computers and operating systems, and use them to search for data, communication, text, presentations, spreadsheets and browse academic publications and catalogs.					
Learning Outcomes	1. Recognizes computers and hardware and can use the operating system at a basic level. 2. Can use the Internet and its applications and easily access the information it wants on the Internet. 3. Learn the concept of software on the computer. 4. Have general information about the text editing programs. 5. Can use Microsoft Word program effectively. 6. Can scan academic publications and catalogs.					
References	1. Bal, Hasan Cebi (2018). Bilgisayar ve İnternet Kullanımı, Ekin Publishing: Ankara 2. Ergul Nesip, Arat Turgay (2019). Temel Bilgisayar Egitimi: Yeni Baslayanlar İçin Bilgisayar Öğretimi, Eğitim Publishing: Konya 3. Celik, Levent (2011). Bilgisayar ve Temel Bilgi Teknolojileri, Maya Publishing: Ankara					

Course Outline Weekly:

HAFTALAR	TARTIŞILACAK İŞLENECEK KONULAR
1. Week	Introduction to computer science Terminology and units. General introduction of computers.
2. Week	What is a computer? Basic concepts of software in computers
3. Week	Basic concepts of computer hardware.
4. Week	General introduction, functions and concepts of operating systems.
5. Week	Using to Windows Introduction of the user interface and system infrastructure.
6. Week	Promotion and use of some information and communication services on the Internet.
7. Week	An overview of document editor package programs
8. Week	MIDTERM EXAM
9. Week	Use of File and Input Menus in Microsoft Word Package Program.
10. Week	Using Add and Draw Menus in Microsoft Word Package Program.
11. Week	Using Design and Layout Menus in Microsoft Word Package Program.
12. Week	Using the References and Mail Send Menus in the Microsoft Word Package Program.
13. Week	Review and Use of View Menus in Microsoft Word Package Program.
14. Week	Shortcut Keys and Key Information in Microsoft Word Package Program.
15. Week	Academic publication and catalog scanning ways

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.)	1	10	10
Seminars			
Project			
Case study			
Role playing, Dramatization			
Writing articles, Critique			
Time To Prepare For Midterm Exam	1	8	8
Final Exam Preparation Time	1	12	12
Total Work Load (hour) / 25(s)		100 / 25 =4	
ECTS			4

Evaluation System

Mid-Term Studies	Number	Contribution
Midterm exams	2	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.