

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	Elective					
learning and teaching techniques of the Course	Lecture, Discussion, Question Answer, Problem / Problem Solving, Education application, Report Preparation, Presentation, Demonstration, Practice					
Instructor(s)	Zeynep BEYAZASLAN					
Goal	To be able to use information technologies and resources, internet, computers and operating systems and to be able to use them in using data search and communication ways ,to be able to use use word processing programme, to be able to use the spelling settings in the programme at the level of preparing academic reports , to be able to use the features of word processing programme at a good level					
Learning Outcomes	1. To be able to recognise computers and their hardware and to use the operating system at a basic level 2. To be able to use the internet and its applications,to be able to easily access the information they want on the Internet 3. To be able to create documents with word processor and to create presentations with presentations programme 4. To be able to use the features necessary to prepare an academic report in word processing programme					
References	1. Yağcı, Ö. Yeni Başlayanlara Bilgisayarın B'si - Windows 7 - Office 2010, 2012, Seçkin Yayıncılık, Ankara.					

Course Outline Weekly:

Weeks	Topics
1. Week	Introduction to information technologies. Terminology and units. General introduction of computers.
2. Week	What is a computer? Basic concepts related to computer hardware,
3. Week	General introduction, function functions and concepts of operating systems.
4. Week	Windows usage. Introduction of user interface and system infrastructure
5. Week	Introduction of network and internet. General concepts and terminology. Use of internet search sites.
6. Week	Introduction and use of some other information and communication services on the internet.
7. Week	Overview of document editor software packages
8. Week	. MIDTERM
9. Week	Use of text editor software
10. Week	Use of text editor software
11. Week	Applications for reinforcing text editing software
12. Week	Applications for reinforcing text editing software
13. Week	Use of presentation preparation programme
14. Week	Practices to reinforce the use of the presentation preparation programme
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 outcomes of the courses

This course is suitable for all programs within the scope of the Faculty of Health Sciences. Therefore, the level of contribution to the program Outcomes is not specified