

Course Title	Code	Semester	Theoretical (hours/week)	Practice (hours/week)	Laboratory (hours/week)	ECTS
Advanced Computer Techniques	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)	Zeynep BEYAZASLAN					
Goal	To be able to comprehend the spreadsheet preparation programme and to be able to use the application that can be used while preparing academic reports.					
Learning Outcomes	1. To be able to use conditional formatting, data validation, table creation and other features of spreadsheet preparation programme 2. To be able to comprehend the formulas used in spreadsheet preparation programme 3. To be able to use logical, mathematical and textual functions in spreadsheet preparation programme. 4. To be able to apply graphical data presentations in spreadsheet preparation programme 5. To be able to comprehend report preparation techniques by scanning academic publications					
References	1. Yağcı, Ö. Yeni Başlayanlara Bilgisayarın B'si - Windows 7 - Office 2010, 2012, Seçkin Yayıncılık, Ankara. 2. Çolak, Excel İle Hızlı ve Verimli Çalışmak, 2019, Doğrudan Yayıncılık, İstanbul					

Course Outline Weekly:

Weeks	Topics
1. Week	Introduction - Syllabus
2. Week	Tabulation Software Data and Table Concept, Conditional Formatting Special Selection and Copy Operations applications
3. Week	Shortcut keys used in spreadsheet software , data validation, table creation , other applications related
4. Week	Applications on mathematical formulae in spreadsheet software
5. Week	Applications on textual formula in spreadsheet software
6. Week	Applications on logical formula from spreadsheet software
7. Week	Applications with the new formulas of Office 365 in spreadsheet software
8. Week	MIDTERM
9. Week	Advanced applications with formulas in spreadsheet software
10. Week	Graphic creation in spreadsheet software, Pivottable insertion applications
11. Week	Dashboard preparation applications in spreadsheet software
12. Week	Applications with macros in spreadsheet software
13. Week	General review applications with spreadsheet software
14. Week	Academic report preparation applications
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.)	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 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