Меѓународен Универзитет Визион - International Vision University
Universiteti Ndërkombëtar Vizion - Uluslararası Vizyon Üniversitesi

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SYLLABUS

COURSE NAME	COURSE CODE	SEMESTER	COURSE LOAD	ECTS
COMPUTER DATA PROCESSING	**5021**	**4**	**180**	**6**

Prerequisite(s)	None

Course Language	Turkish
Course Type	Elective
Course Level	First Cycle
Course Lecturer	
Course Assistants	
Classroom	
Extra-Curricular Office Hours and Location	Meeting: Consultancy:

Course Objectives	The main objective of this course is to teach students how to review literature and write academic reports and articles.
Course Learning Outcomes	The students in the end of this course; • Will be able to evaluate an academic article. • Will be able to write an academic report. • Will become aware of the rules of academic writing. • Will be able to do literature review in libraries and web databases.
Course Contents	Research report and research process, Literature review, Bibliography writing etc.

WEEKLY SUBJECTS AND RELATED PREPARATION STUDIES

Week	Subjects	Related Preparation
1	Research report and research process	Related Chapters of Course Sources
2	Research report and research process	Related Chapters of Course Sources
3	Choosing the research subject and finding the research questions	Related Chapters of Course Sources
4	Choosing the research subject and finding the research questions	Related Chapters of Course Sources
5	Literature review	Related Chapters of Course Sources
6	Types of academic articles	Related Chapters of Course Sources
7	Mid-term Exam	Related Chapters of Course Sources
8	Methods of literature review	Related Chapters of Course Sources
9	Methods of literature review	Related Chapters of Course Sources
10	Literature evaluation	Related Chapters of Course Sources
11	Literature summary and interpretation	Related Chapters of Course Sources
12	Reporting empirical research	Related Chapters of Course Sources
13	Reporting evaluation articles	Related Chapters of Course Sources
14	Bibliography writing according to APA 6	Related Chapters of Course Sources
15	Final Exam	Related Chapters of Course Sources

ECTS / WORKLOAD TABLE

Presentation / Seminar			
Hours for off-the-classroom study (Pre-study, practice)	14	3	42
Midterm Exam	1	12	12
Final examination	1	14	14
Total Work Load			
ECTS	**6**		

GENERAL PRINCIPLE RELATED WITH COURSE

Dear students,

In order to be included, learn and achieve full success that you deserve in the courses you need to come well prepared by reading the basic and secondary textbooks. We are expecting from you carefully to obey to the course hours, not to interrupt the lessons unless is very indispensable, to be an active participant on the courses, easily to communicate with the other professor and classmates, and to be interactive by participating to the class discussions. In case of unethical behavior both in courses or on exams, will be acting in framework of the relevant regulations. The attendance of the students will be checked in the beginning, in the middle or at the end of the lessons. Throughout the semester the students who attend to all lectures will be given 15 activity-attendance points in addition to their exam grades.

SOURCES

COMPULSORY LITERATURE		
No	**Name of the book**	**Author's Name, Publishing House, Publication Year**
1	PDR'de Kaynak Tarama ve Rapor Yazma (3. Baskı)	Siyez, D.M., Pegem Akademi, Ankara 2013
2	Transaction Processing: Concepts and Techniques	Jim Gray, Morgan Kaulman Publishers, 1993
3		

ADDITIONAL LITERATURE		
No	**Name of the book**	**Author's Name, Publishing House, Publication Year**
1	İş Mektubu ve Rapor Yazma Teknikleri	Gülbin Göral, Der Yayınları, 2009
2		
3		

EVALUATION SYSTEM

Underlying the Assessment Studies	NUMBER	PERCENTAGE OF GRADE
Attendance/Participation	15	%10
Project / Event	1	%20
Mid-Term Exam	1	%35
Final Exam	1	%35
TOTAL	**17**	**%100**

ETHICAL CODE OF THE UNIVERSITY

In case of the students are cheating or attempt to cheat on exams, and in the case of not to reference the sources used in seminar studies, assignments, projects and presentations, in accordance to the legislations of the Ministry of Education and Science of Republic of Macedonia and International Vision University, will be applied the relevant disciplinary rules. International Vision University students are expected never to attempt to this kind of behavior.