ADVANCED EXCEL APPLICATIONS

1	Course Title:	ADVANCED EXCEL APPLICATIONS
2	Course Code:	OSPS051
3	Type of Course:	Optional
4	Level of Course:	Short Cycle
5	Year of Study:	2
6	Semester:	4
7	ECTS Credits Allocated:	3.00
8	Theoretical (hour/week):	1.00
9	Practice (hour/week):	2.00
10	Laboratory (hour/week):	0
11	Prerequisites:	None
12	Language:	Turkish
13	Mode of Delivery:	Face to face
14	Course Coordinator:	Öğr.Gör. Nilgün Özel
15	Course Lecturers:	Türkçe
16	Contact information of the Course Coordinator:	Öğr.Gör.Nilgün ÖZEL ozeln@uludag.edu.tr
17	Website:	
18	Objective of the Course:	Aim of the advanced Excel lesson: processing and classifying data's with Excel functions and representing on spreadsheets with charts by making advanced calculations. Increasing Excel efficiency.
19	Contribution of the Course to Professional Development:	
20	Learning Outcomes:	

	1	They can use fast moving methods on tables
	2	Using advanced Excel functions
	3	To be able to creating different reports and lists by using spreadsheets.
	4	To be able to use charts on different occasions by drawing a chart.
	5	To be able use to conditional formal, verifying data and scenario features.
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21	Course Content:	

Course Content:

Week	Theoretical	Practice
1	Excel general study book, features of using and adding-editing studying	General Excel studying book applications
2	Applying conditional editing's. Marking the most and the less values. Finding repetitive values on the list. Conditional editing	Conditional formatting applications
3	Sort lists by multiple quotations listing according to couple of conditions.	List sorting applications

4	Filtering the Excel lists, filtering with couple of conditions and listing filtered ones.	Apply filters to lists
5	Limiting, verifying and providing error warning of Excel app	Data validation
6	Using Excel's frequently used functions (addition, the highest, the least, subtraction etc.)	verifying data applications
7	Functions of date and time (year,month,day,today,full work-day, a day of a week etc.)	Date and time function applications
8	Midterm exam	
9	Other functions of Excel; Reaching the values as you wish by using Vertical If there is an error, hiding the errors in the Formula Getting more than one addition by using multiple	Applying Vertical And multiple
10	Studying with subtotals and functions of subtotal	Subtotal function applications
11	Making a chart and using its features	Making graphics
12	Studying with goal seek, building scenario and solver	Studying with goal seek, building scenario and solver
13	Using text with data functions (length, capital letter, right to left etc)	Text and data function applications
14	Spreadsheets and creating spreadsheet	Spreadsheet applications

Activites	Number	Duration (hour)	Total Work Load (hour)
Theoretical / Assesment			
Practicals/Labs			
Self study and preperation			
Midterm Exam	1	30.00	
Homeworks			
Quiz			
Projects			
Home work-project	1	10.00	
Field Studies			
Final Exam			
Midterm exams			
Total	3	100.00	
Others			
Contribution of Term (Year) Learning Activities to Success Grade			
Final Exams			
Total Work Load			
Total work load/ 30 hr			
Total		100.00	
ECTS Credit of the Course			3.00
Measurement and Evaluation Techniques Used in the Course			

24	**ECTS / WORK LOAD TABLE**

25	**CONTRIBUTION OF LEARNING OUTCOMES TO PROGRAMME QUALIFICATIONS**

	PQ1	PQ2	PQ3	PQ4	PQ5	PQ6	PQ7	PQ8	PQ9	PQ10	PQ11	PQ12	PQ13	PQ14	PQ15	PQ16
ÖK1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ÖK4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ÖK5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

LO: Learning Objectives   PQ: Program Qualifications

Contribution Level:	1 very low	2 low	3 Medium	4 High	5 Very High