Course Syllabus

Code - Course Title	**BİL811 - Computer Laboratory**
Course Type	III. SEMESTER
Laboratory + Practice	3+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. AHMET YILMAZ BOZKAYA, DOÇ. DR. ŞENAY LEZKİ

Mode of Delivery	The mode of delivery of this course is Face to face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There is no recommended optional programme component for this course.
Recommended Resources	Durucasu H.,(2003), Excel Laboratuvarı, Birlik Ofset Yayıncılık, Eskişehir. Gümüş, S. vd.,(2016), İşlem Tabloları, (ed:M.Recep Okur), T.C.Anadolu Üniversitesi Yayınları, Yayın No:3345Kapanoğlu, M. vd., İşletme Analitiği, (ed:M.Kapanoğlu ve F.Er), T.C.Anadolu Üniversitesi Yayınları, Yayın No:3409
Work Placement	N/A

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		General Features and Basic Concepts of Spreadsheet Programs	
Week - 2		Microsoft Excel Worksheet Features, Data Entry and Data Editing	
Week - 3		Using Formulas and Functions in Microsoft Excel: Sample Applications	
Week - 4		Using Formulas and Functions in Microsoft Excel: Sample Applications	
Week - 5		Using Formulas and Functions in Microsoft Excel: Sample Applications	
Week - 6		Creating and Formatting Charts in Microsoft Excel	
Week - 7		Midterm Exams	
Week - 8		Midterm Exams	
Week - 9		Using Formulas and Functions in Microsoft Excel: Sample Applications	
Week - 10		Using Formulas and Functions in Excel: Sample Applications	
Week - 11		Data Analysis in Microsoft Excel: Sample Applications	
Week - 12		Data Analysis in Microsoft Excel: Sample Applications	

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 13		Final Exams	
Week - 14		Final Exams	

Learning Outcomes

#	Learning Outcome
1	Will be able to list the basic elements and features of Microsoft Excel program.
2	Will be able to enter and edit data on a Microsoft Excel worksheet.
3	Formulas and functions can be applied in Microsoft Excel.
4	Will be able to create and edit charts in Microsoft Excel
5	Will be able to perform various analyzes on data organized in Microsoft Excel.

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	40
Final Exam	1	60
	Sum (%)	**100**