Course Syllabus

Code - Course Title	**BOP206 - Spreadsheets**
Course Type	IV. SEMESTER
Laboratory + Practice	3+2
ECTS	**6.0**
Language of Instruction	Türkçe
Course Type	Required Courses
Course Instructor(s)	ÖĞR. GÖR. DR. EMRAH ÜNLÜER

Mode of Delivery	face to face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	none
Work Placement	none

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		What is worksheet and excel.	
Week - 2		Command of menu.	
Week - 3		Command of excel menu. .	
Week - 4		Command of menu.	
Week - 5		Command of menu.	
Week - 6		Intro to functions. Graphics	
Week - 7		basic functions	
Week - 8		functions	
Week - 9		functions and assignment	
Week - 10		buttons. information on assignment and supervision	
Week - 11		presentation of assignments submitted	
Week - 12		presentation of assignment submitted	
Week - 13		presentation of assignment submitted	
Week - 14		presentation of assignment submitted	

Learning Outcomes

#	Learning Outcome
1	Will be able to use Microsoft Excel software from spreadsheet programmes.
2	Will be able to set up formulas in Microsoft Excel programme.

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	3.00	14	42
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	2.00	14	28
Ödevler	3.00	8	24
Proje - Rapor - Sunum Hazırlama	0.00	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	10.00	1	10
Final Sınavı Hazırlığı (sınav süresi dahil)	15.00	1	15
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	2.00	14	28
Staj Uygulaması	0.00	0	0
		Calculated ECTS	**6.0**

Assessment Method and Passing Requirements

No content has been provided.