Course Syllabus

Code - Course Title	**YBS203U -**
Course Type	III. SEMESTER
Laboratory + Practice	0+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Elective Courses
Course Instructor(s)	PROF. DR. SİNAN AYDIN

Mode of Delivery	Distance Education
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There is no recommended course for this course.
Recommended Resources	There is no recommended resource for this course.
Work Placement	There is no internship practice for this course.

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Basic concepts	
Week - 2		Worksheet and Visual Formatting	
Week - 3		Working with and Editing Data	
Week - 4		Working with Graphics	
Week - 5		Sample Problem Solutions for Chapter 1 and 2	
Week - 6		Sample Problem Solutions for Chapter 3 and 4	
Week - 7		Midterm Exam	
Week - 8		Formulas	
Week - 9		Functions	
Week - 10		Data Management	
Week - 11		Data Analysis with Excel	
Week - 12		Sample Problem Solutions for Chapter 5 and 6	
Week - 13		Sample Problem Solutions for Chapter 7 and 8	
Week - 14		Final Exam	

Learning Outcomes

#	Learning Outcome
1	To be able to describe the structure of spreadsheets
2	To be able to explain the use of workbooks and worksheets in spreadsheets
3	To be able ability to format worksheets
4	To be able to use quick analysis tools on the worksheet
5	To be able to sorting data types
6	To be able to data entry
7	To be able to create a graphic
8	To be able to sort graphic tools
9	To be able to recognize the structure of formulas
10	To be able to explain the types of formulas
11	To be able to explain the functions
12	To be able to explain math functions
13	To be able to define data lists as a table
14	To be able to apply filtering and sorting operations
15	To be able to sort Excel data analysis tools
16	To be able to list the possibilities provided by PivotTable tools

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	30
Final Exam	1	70
	Sum (%)	**100**