



## *The Hebrew University of Jerusalem*

### *Syllabus*

## *USE OF COMPUTERS IN SOCIAL WORK - 3586*

*Last update 11-10-2014*

*HU Credits: 2*

*Degree/Cycle: 1st degree (Bachelor)*

*Responsible Department: school of social work and social policy*

*Academic year: 1*

*Semester: 1st Semester*

*Teaching Languages: Hebrew*

*Campus: Mt. Scopus*

*Course/Module Coordinator: Menachem Birnbaum*

*Coordinator Email: [mseaub@mscc.huji.ac.il](mailto:mseaub@mscc.huji.ac.il)*

*Coordinator Office Hours: Tues 10-11, Wed 10-11*

*Teaching Staff:*

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Menachem Birnbaum

Course/Module description:

Acquaintance with basic computerized tools for data management and academic information search.

Course/Module aims:

getting to know bibliographical info systems at HU. Mainly Bibliographic databases and Electronic Journals

Learning outcomes - On successful completion of this module, students should be able to:

At end of course students will:

- a. Know how to search bibliographic info on any subject asked, using adequate expression.
- b. Know to organize data, make simple and complex calculation using Excel.
- c. Will be able to present info concisely (pivot tables).
- d. Will know to produce suitable charts to data dealt with.

Attendance requirements(%):

100

Teaching arrangement and method of instruction: Teaching in computer lab each time for half a class. Subjects are presented and than students are exercising class assignments

Course/Module Content:

1. About the course aims and structure. Course drive and remote access. What are bibliographic databases. Getting to know Social Service Abstracts. Using Electronic Hebrew and English Journals for professional use.
2. Instructions using PsycNET database. First submission exercise.
3. About spreadsheets, what are they used for. The extend of workbook and worksheets. Moving around worksheet.
4. Inserting all kinds of data. Editing in excel. Kinds of calculations.
5. Compressing files. Instructions how to use IzARC zipping software.
6. Understanding range in worksheet. Knowing ways to select range. Producing files and kinds of savings.
7. Relative addresses and absolute cell addresses usage in excel.
8. Basic statistical functions. Direct writing vs function wizards.

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9. Cell formatting: numeric display options, alignments, fonts, borders and fill cells.
  10. Second submission exercise. Data fill, dealing with dates. Between sheets calculations. Freezing panes.
  11. Controlling width of columns and height of lines. Inserting and deleting lines and columns. Hiding lines and columns. Using countif and sumif.
  12. Paste special (values, transpose, add..).
  13. Sorting data. Filtering and advance filtering of data. Using range names.
  14. Logical functions: if, and or... The use of conditional formatting. Third exercise submission.
  15. Charting in Excel: Pie, Columns, Line and scattered dots.
  16. Page setup and printing options in Excel.
  17. Using Pivot tables and Pivot charts.
  18. The use of Vlookup function. Fourth exercise submission.
  19. Data validation in excel.
  20. Backup, Protection of data and worksheet in excel.

Required Reading:

No required Readings. During course students get access to online Handouts.

Additional Reading Material:

Reading Libraries' online Databases guide.  
Any Excel advance book.

Course/Module evaluation:

End of year written/oral examination 90 %  
Presentation 0 %  
Participation in Tutorials 0 %  
Project work 0 %  
Assignments 10 %  
Reports 0 %  
Research project 0 %  
Quizzes 0 %  
Other 0 %

Additional information:

- A. The course does not appear in Moodle but on a site that is open to all.
- B. Failure to submit exercises will transfer their weight to the final exam.