



The Hebrew University of Jerusalem

Syllabus

Excel - 53160

Last update 02-09-2020

HU Credits: 2

Degree/Cycle: 1st degree (Bachelor)

Responsible Department: Sociology & Anthropology

Academic year: 0

Semester: 2nd Semester

Teaching Languages: Hebrew

Campus: Mt. Scopus

Course/Module Coordinator: Ofer Elior

Coordinator Email: ofer.corshid@mail.huji.ac.il

Coordinator Office Hours: Tuesdays 18:00-19:00

Teaching Staff:

Dr. Ofer elior

Course/Module description:

Microsoft Excel – a spreadsheet application.

Course/Module aims:

The course provides in-depth knowledge of Excel.

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

Ability to use Excel to solve a variety of problems by acquiring knowledge of the following topics:

- Writing formulas, fixing cell references, setting conditions and array formulas
- Using functions of the following categories: statistical, mathematical, logical, text, date and time, information, lookup and reference
- Creating charts
- Sorting and filtering tables and using database functions

Attendance requirements(%):

none

Teaching arrangement and method of instruction: Lectures will be conducted in the computer farms, examples will be displayed and students will be able to experiment with writing small programs.

An exercise will be given every week. At least 8 of the given exercises must be submitted in order to be eligible for a course grade.

Course/Module Content:

Writing Formulas
Fixing Addresses
Mathematical and statistical functions
Charts
Logical expressions including logical functions
Preparing Charts
Array formulas
Text functions
Working with dates and times including functions
Working with multiple sheets
Lookup Functions
Isna and Iserror functions,

Sorting and filtering tables
Database functions

Required Reading:
none

Additional Reading Material:
Course book -Excel 2016
written by Hilla Moshieff-Cahana
Published by The Academon

Course/Module evaluation:

End of year written/oral examination 100 %
Presentation 0 %
Participation in Tutorials 0 %
Project work 0 %
Assignments 0 %
Reports 0 %
Research project 0 %
Quizzes 0 %
Other 0 %

Additional information:

To take the test, the students must submit, on time, at least 8 of the exercises that will be given during the course.