



The Hebrew University of Jerusalem

Syllabus

Excel - 53160

Last update 03-09-2023

HU Credits: 2

Degree/Cycle: 1st degree (Bachelor)

Responsible Department: Sociology and Anthropology

Academic year: 0

Semester: 2nd Semester

Teaching Languages: Hebrew

Campus: Mt. Scopus

Course/Module Coordinator: Dr. Ofer Elinor

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

Coordinator Office Hours: Tuesdays, 15:00-15:45

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(%):

60%

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

Grading Scheme:
Written / Oral / Practical Exam 85 %
Submission assignments during the semester: Exercises / Essays / Audits / Reports
/ Forum / Simulation / others 10 %
Attendance / Participation in Field Excursion 5 %

Additional information:
Passing this requirement earns 10 points in the final grade.
Passing attendance requirement is a condition for taking the final exam, and earns
5 points in the final grade.

Lectures will be recorded, and published after they are ready.