



## *The Hebrew University of Jerusalem*

### *Syllabus*

## **COMPUTERS & INFORMATION SYSTEMS - 71766**

*Last update 17-09-2018*

*HU Credits:* 3

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

*Responsible Department:* Environmental Economics & Management

*Academic year:* 0

*Semester:* 1st Semester

*Teaching Languages:* Hebrew

*Campus:* Rehovot

*Course/Module Coordinator:* Prof Nava Haruvy

*Coordinator Email:* [nava.haruvy@mail.huji.ac.il](mailto:nava.haruvy@mail.huji.ac.il)

*Coordinator Office Hours:* By appointment

*Teaching Staff:*

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Prof Nava Haruvy

Course/Module description:

*This course will teach decision-making in the fields of management, research and performance using Excel spreadsheet.*

*The course will be accompanied by exercises that will form part of the final work. At the beginning of the course the student will choose a managerial subject for the final work based on databases, that will be analyzed using introduced methods and tools.*

Course/Module aims:

*Decision-making in the fields of management, research and performance using Excel spreadsheet.*

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

*At the end of this course, students will be able to analyze databases by using methods and tools introduced in the course, implemented in the fields of management, economic, research and performance.*

Attendance requirements(%):

*There is no mandatory attendance, but the presence is essential for success in the course.*

*there will be random questions in lecture, each contributing 5 points to final score, total 5 points.*

*Classroom instruction will be given and explanations that are not on the site.*

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*Teaching arrangement and method of instruction: Classroom lectures, exercises that are part of the final work. The exam will be given in writing.*

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*Classroom lectures, exercises that are part of the final work. The exam will be taken in classroom.*

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Course/Module Content:

1. Introduction to information systems and Excel software.
2. Basic formatting rules; Functions that support business management-statistical and mathematical.
3. business management using computer applications, fixed and relative copying, names of variables, linking sheets.
4. Functions supporting business management-logical functions.
5. functions of references and information- VLOOKUP and others, perception of time in business analysis.
6. Advanced formatting, goal seek, array functions- FREQUENCY etc.
7. Managing business databases, Working with databases: saving, storing, filtering.
8. Working with databases-advanced filtering, database functions.
9. Working with databases-continued: function DGET, subtotals, pivot tables.
10. Working with automatic actions "macro"-using a form, an explanation and example; Actions for databases.
11. General guidance for final work- managerial subject.
12. Functions supporting business management- statistical, text, date and time, information.
13. individual guidance to final work.
14. Additional functions.

Required Reading:

None

Additional Reading Material:

Various materials for studying Excel

Course/Module evaluation:

End of year written/oral examination 50 %

Presentation 0 %

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*Participation in Tutorials 0 %*  
*Project work 50 %*  
*Assignments 0 %*  
*Reports 0 %*  
*Research project 0 %*  
*Quizzes 0 %*  
*Other 0 %*

*Additional information:*

*There is obligation to submit exercises, which are part of the final work.*  
*Exercises are prepared in pairs. They are submitted to the course site by each of the students.*  
*Passing grade on the exam is required to pass the course.*  
*There is a possibility of adding points to score by random questions at class, each 1 point, total till 5 points.*