



MARMARA UNIVERSITY - Faculty of Business Administration

Business Administration (in English)

SYLLABUS

| Course Code | Course Title | | Type of Course | Course Group * for electives | Weekly Course Hours | | ECTS Credits | Prerequisite to minimum letter grade |
|--|---|--|----------------|---------------------------------|---------------------|---|---------------------|--------------------------------------|
| | | | | | T | P | | |
| COMP1002 | Computer Software | | Compulsory | | 3 | 0 | 5 | |
| Prerequisite | | | Minimum grade | | | | Grade | |
| Language of Instruction | | | | | | | | |
| Course Lecturer | | | | | | | | |
| Short Course Content | This course teaches the basics of Excel for business management. It covers creating and formatting spreadsheets, using formulas and functions, and creating charts and graphs. It also covers financial analysis, budgeting, project management and decision making. At the end of the course, students will have a solid foundation of Excel for use in a variety of business environments. | | | | | | | |
| Course Objectives | This course is designed for students who want to learn the basics of Excel and how to use Excel effectively in a business context. Students will learn to create and format spreadsheets, use formulas and functions, and create tables and graphs to visualize data. Additionally, students will learn how to use Excel for project management and decision making, as well as financial analysis and budgeting. At the end of the course, students will have a solid foundation in Excel that they can apply in a variety of business environments. | | | | | | | |
| Recommended or Required Reading | 1. | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Learning Outcomes | 1. | Cannot use computer software such as word processing, spreadsheets, presentations, and databases | | | | | | |
| | 2. | Have knowledge about Data Analysis with computer programs | | | | | | |
| | 3. | Obtains and applies the necessary information about the computer | | | | | | |
| | 4. | Uses appropriate analytics for business data | | | | | | |
| | 5. | Creates professional looking documents, spreadsheets and presentations | | | | | | |
| Planned Learning Activities and Teaching Methods | | | | | | | | |
| WEEK | Date | Course Contents | | | | | | |
| Week 1 | | Introduction to Excel Program | | | | | | |
| Week 2 | | Format and basic statistical functions (Mean, Standard Deviation, Max, Min, Number, Sum) | | | | | | |
| Week 3 | | Data preparation (Cell preferences, Freeze rows/columns, Sort, Filter and Summarize Data) | | | | | | |
| Week 4 | | Formatting data as a table, Visualizing data with charts, and Adding Conditional formatting) | | | | | | |
| Week 5 | | Reviewing and Protecting Workbooks, Practice Workbook exercises | | | | | | |
| Week 6 | | Real-life problem solving with Contacatenate, Proper, Counta Functions | | | | | | |
| Week 7 | | IF, COUNTIF, SUMIF Functions | | | | | | |
| Week 8 | | Midterm(s) | | | | | | |
| Week 9 | | VLOOKUP Function | | | | | | |
| Week 10 | | Dropdown List, Split Text, Unique Function | | | | | | |
| Week 11 | | Creating Graphics for Presentations | | | | | | |
| Week 12 | | Power Point Presentation techniques | | | | | | |
| Week 13 | | Analyzing a Business Data with appropriate techniques | | | | | | |
| Week 14 | | Presentation of analysis results with tables, graphs and charts | | | | | | |
| Week 15 | | Practical Workbook Exercise | | | | | | |
| Week 16 | | Study week | | | | | | |
| Week 17 | | Final | | | | | | |
| Assessment Methods | | Assessment Method | Quantity | Date | | | Weight in Total (%) | Weight in Semester Evaluation (%) |
| | | Final Exam | 1 | | | | 50 | 0 |
| | | Final Make-up Exam (if exists) | 1 | | | | 50 | 0 |
| | | Semester Evaluation | | | | | 50 | 100 |

| | | | | | | |
|--|---------------|------------------------|---|---------------------------|----------|------------------------|
| Methods and Criteria | Midterm(s) | | 1 | | 50 | 100.0 |
| | Quiz(zes) | | | | | |
| | Project(s) | | | | | |
| | Homework(s) | | | | | |
| | Laboratory | | | | | |
| | Other | | | | | |
| | | | | | | |
| *** ECTS Credit Calculation *** | | | | | | |
| Evaluation Tool | Hour/Quantity | Student Workload Hours | | Evaluation Tool | Quantity | Student Workload Hours |
| Theoretical hours | 3.0 | 42.0 | | Quiz & preparation | | |
| Applied hours | | | | Homework | | |
| Laboratory | | | | Project | | |
| Pre-class self study | 1.0 | 14.0 | | Research and presentation | | |
| Post-class self study | 1.0 | 14.0 | | Seminar | | |
| Post-application self study | | | | Field study | | |
| Exam preparation & Midterm | 20 | 20.0 | | Atelier | | |
| Exam preparation & Final | 25 | 25.0 | | Other | | |
| GENERAL TOTAL : | | | | | 50.0 | 115.0 |
| Recommended ECTS Credit (Total Hours / 25) : | | | | | | 5 |