

Course title:

**Application software II
(Spread sheets)**

| Course code | Course status | Semester | Number of ECTS credits | Lecture hours |
|--------------------|----------------------|-----------------|-------------------------------|----------------------|
| 132002109 | Mandatory | II | 5 | 3+0+2 |

Study program:

Basic applied studies, ELECTRICAL ENGINEERING, study program: Computer engineering (studies last for 6 semesters, 180 ECTS credits).

Prerequisites:

No prerequisites required.

Course aims:

To introduce students to actual issues related to computer tabular and graphical data representation, as well as creating, sorting and filtering of databases. Additionally, students are familiarized with a number of spread sheets software tools.

Teacher(s) and assistant(s) first and last names:

Ph.D. Đorđe Jovanović – teacher

Mr Tatjana Stanković – assistant

Mr Milanka Žugić – assistant

Studying method:

Lectures, laboratory exercises in a computer classroom, individual work on practical tasks, consultations.

Course synopsis:

Preliminary weeks Preparation and semester enrolment.

I week Basic capabilities of Microsoft Excel.

II week Work with windows.

III week Microsoft Excel management.

IV week Cell blocks.

V week Formulas and functions.

VI week **First test**

VII week **Free week**

VIII week Data formatting.

IX week Table view changing. Table printing.

X week Graphs creating.

XI week Databases.

XII week **Second test**

XIII week Data sorting.

XIV week Data filtering.

XV week Goal seek.

XVI week **Final exam**

Final week Administrative procedures.

XVIII-XXI week Additional lessons, correction of the final exam and administrative procedures.

STUDENT WORKLOAD

per week

Working hours: 5 credits x 40/30 = 6 hours and 40 minutes

Working hours structure:

3 hours for teaching

2 hour for laboratory exercises

1 hours and 40 minutes for individual work, including consultations.

per semester

Teaching and the final exam: (6.66 hours) x 16 = 106 hours and 40 minutes.

Necessary preparation (before semester): 2 x (6.66 hours) = 13 hours and 20 minutes.

Total work hours for the course: 5 x 30 hours = 150 hours

Additional hours for preparing correction of the final exam, including the exam taking: up to 30 hours.

Work hours structure:

106 hours and 40 minutes (lectures) + 13 hours and 20 minutes (preparation) + 30 hours (additional work)

Lessons attendance is mandatory for students, as well as doing home and laboratory exercises and both tests.

Literature:

Excel 2020, Naučna knjiga 2003, Beograd.

B. Lancaster, Excel 2000, Mikro knjiga, Beograd.

The forms of knowledge testing and grading:

- Home exercises carry 5x1 points.
- Each test carries 22.5 points (45 points total).
- Final exam carries 50 points.

Student gets the passing grade by collecting 51 points at least.

Special remarks for the course: The teaching is organized for student groups with approximately 40 students and laboratory exercises are organized for groups with 10 students.

Teacher(s) who provided the information: Ph.D. Đorđe Jovanović

Remark: