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| dau_logo_BW | **EASTERN MEDITERRANEAN UNIVERSITY****SCHOOL OF COMPUTING AND TECHNOLOGY****DEPARTMENT OF INFORMATION TECHNOLOGY****COURSE POLICY SHEET** |  |

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| **Course Title** | Macro Coding |
| **Course Code** | ITEC397 |
| **Type** | Full Time |
| **Semester**  | Spring 2020 |
| **Category** | AE (Area Elective) |
| **Workload** | 180 Hours |
| **EMU Credit** | (3,0,1) 3 |
| **Prerequisite** | - |
| **Language** | English |
| **Level**  | Third Year |
| **Teaching Format** | 3 Hours Lecture and 1 Hour Lab per week |
| **ECTS Credit** | 6 |
| **Course Web Sites** | <http://staff.emu.edu.tr/cemyagli/en/teaching/itec397>  |

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| **Instructor(s)** | Cem Yağlı | **Office Tel** | +90 392 6301137 |
| **E-mail**  | Cem.yagli @emu.edu.tr  | **Office No** | CT109 |

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| **Course Description** |
| The computational requirements of many individuals and organizations are tending to be fulfilled by costly and complex application development solutions which are overcoming their budgets. Hence, many boring repeated tasks are still operated manually and they are not solved in automation yet. This gap of the IT sector can be closed with macro coding facility of the office software that are exists almost on every office-personal computer. This course is aiming to introduce students to macro coding techniques and let them to earn experience in possibly the cheapest and simplest application development area of the IT sector. |

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| **General Learning Outcomes** |
| On successful completion of this course students should be able to:* Explain what kind of tasks are not suitable to be automated in traditional development techniques.
* Use all Office application fluently and efficiently using short-cuts and hot-keys.
* Code in VBS and use office applications’ objects to developed interactive solutions.
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| **Teaching Methodology / Classroom Procedures** |
| * Each week there are three lecture hours, and one lab hour.
* Laboratory works are organized to go as parallel with the theory, given in lecture hours in the classroom.
* Students’ performance evaluated by:
	+ - Midterm covers chapters 1, 2, 3, 4, 5 and 6. (30%)
		- Lab work and term project (30%)
		- Final covers 7, 8, 9, 10, 11, 12, 13 (40%)
* All course related material (reading texts, tutorials, previously asked exam questions with their solutions, and announcements can be reached by students through the course WEB site (http://courses.sct.emu.edu.tr/itec397 ).
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| **Course Materials / Main References** |
| ***Text Book:*** Mansfield R., “Mastering VBA for Microsoft Office 2016”, Sybex, John Wiley & Sons, Inc. (2016), ISBN: 978-1-119-22538-6***Lecture Notes:***All lecture materials are also available online in Adobe PDF (Portable Document Format). |

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| **Weekly Schedule / Summary of Topics** |
| **1 week** | What is Macro coding, what is VBA. How can you implement a spreadsheet application. VBA examples, discussing the security issues about macro coding. |
| **1 week** | Starting VBA -Recording and executing Macros. Manipulating the documents |
| **1 week** | VB – Editor, security issues. Variables, Data types, Constants |
| **1 week** | VB – Conditional Statements and VB – Loops. |
| **1 week** | VB – Subroutines and VB – Functions. |
| **1 week** | VB – Arrays, Strings |
| **2 weeks** | **Midterm Exams** |
| **1 week** | Hot-keys and Short-cuts in Excel, Word, Outlook, PowerPoint  |
| **1 week** | Excel Objects. Charts, Shapes. |
| **1 week** | User Forms and controls Error handling techniques |
| **1 week** | Interacting with the other office applications. Developing mail merging applications. |
| **1 week** | Working with text files. Conditional Doc generator applications. |
| **1 week** | Developing Excel Application, Add-ins. Work with Ribbon |
| **1 week** | Using Class modules. |
| **3 weeks** | **Final Exams** |

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| **Requirements** |
| * Each student can have only one make-up exam.
* One who misses an exam should provide a medical report or a valid excuse within 3 days after the missed exam.
* The make-up exam is done at the end of the term and covers all the topics.
* Students who fail to attend the lectures regularly may be given NG grade.
* Once the grades are announced, the students have only one week to do objection about their grades.
* It is the students’ responsibility to follow the announcement in the course web site.
* Exam scores are announced at the WEB site <http://students.emu.edu.tr>.
* Students have to check their exam papers until the end of the week following the announcement of exam scores.
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| **Method of Assessment** |
| **Evaluation and Grading** | **Midterm Exam** | **Lab Performance & Term Project** | **Final Exam** |
| **Percentage**  | 30 % | 30 % | 40 % |

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| **Grading Criteria \*** |
| **A** | **A-** | **B+** | **B** | **B-** | **C+** | **C** | **C-** | **D+** | **D** | **D-** | **F** |
| 90 -100 | 85 - 89 | 80 - 84 | 75 - 79 | 70 - 74 | 65 - 69 | 60 - 64 | 56 - 59 | 53 - 55 | 50 - 52 | 40 - 49 | 0 – 39 |

\* Letter grades will be decided upon after calculating the averages at the end of the semester and distribution of the averages will play a significant role in the evaluation of the letter grades.