

Epoka University
Permanent Commission on Quality Assurance

Training entitled “Data Processing and Presentation in University Administration”

February 25th – 27th, 2019

Epoka University campus, Tirana, Albania

Training Report

Overview

The purpose of the training was to improve knowledge base and skills of Epoka University staff members about data processing and presentation. The focus of the training was on data creation, processing and presentation in university administrative processes. During the training, the administrative staff learned how to create, manage and present data in a meaningful and professional format, which will enhance their administrative capabilities in their jobs.

Outcomes

- Learn the meaning and scope of data in general
- Understand the nature of data used for administrative purposes
- Understand different digital systems to enter and process data
- Create usable data for different administrative purposes
- Process data to adapt the use of for different administrative purposes
- Analyze data for presentation in reports and other management processes

Methods used during the training

This training included theoretical session and practical sessions. It was a hands-on and practical training. The first trainer delivered a presentation on general data training and the second trainer conducted the two days practical sessions of the training. The training was conducted at the Computer Labs of Epoka University.

Training Activities

The event started with the welcoming remarks of Prof. Dr. Teoman Duman, head of PQA Commission.

Then, the event followed with the training session of MSc. Mükremin Özkul, Lecturer of Computer Engineering Department at Epoka University, who gave to the participants a presentation on excel for the hereunder topics:

- What is a Spreadsheet Program and what Does it Do? Formatting a Worksheet
- Structuring Your Workbook
- Creating Formulas and Using Functions
- Organizing Worksheet Data
- Charting Data
- Working with External Data
- Using Data Analysis Tools and Techniques
- Sharing Your Workbook with Others

The last two days of the training included practical session conducted by MSc. Igli Hakrama, lecturer of Computer Engineering Department at Epoka University. During these practical sessions the participants got a practical training over the excel. They started by getting knowledge on how to work the data in an everyday working environment. After this basic introduction, the participants got information on how to use some of the most useful Excel functions, including here some mathematical and string manipulation functions, IF/SUMIF/COUNTIF, SUBTOTAL and VLOOKUP function. At the same time, some of the main features of the Conditional Formatting and Consolidation were introduced and the creation of dynamic SmartArts and Shapes was explained. As a bonus part, the participants got a list of tips and tricks techniques included in a self-explanatory Excel file.

On the second day of the practical sessions in Excel, the PivotTables and PivotCharts were thoroughly explained to the participants with real practical examples. In this part, they first handedly tried the different techniques used with PivotTables and PivotCharts and were able to generate fast reports through them. Afterwards the participants got knowledge about the different types of charts and where to use them on their everyday working environment. At the same time, they were introduced to the different techniques for creating charts and the way on how to change them by using the design and formatting options that Excel provides.

During these training sessions, the participants got knowledge over a better usage of Excel and its possible application in the real working environment.

At the end a certificate of participation was delivered to the staff who participated in the training.

Training Feedback

At the end of the training, the evaluation form was sent to the participants in order to get their feedback. The participants evaluated positively the training and its organization. Based on participant's feedbacks the training experience will be useful in their work.