



Syllabus of the course
«Tabular processor MS EXCEL: advanced level»

Specialty	<i>All</i>
Study Programme	<i>All</i>
Study cycle (Bachelor, Master, PhD)	<i>the first (Bachelor) level of higher education</i>
Course status	<i>elective</i>
Language	<i>English</i>
Term	<i>first year first semester or first year second semester</i>
ECTS credits	<i>5</i>
Workload	<i>Lectures – 30 hours. Practical studies – 30 hours. Laboratory studies – 0 hours. Self-study – 90 hours.</i>
Assessment system	<i>Grading</i>
Department	<i>Department of cyber security and information technologies, head. building, auditorium 412, phone: (057) 702-06-74 (ext. 304), website: https://www.kafcbit.hneu.edu.ua/</i>
Teaching staff	<i>Shapovalova Olena Oleksandrivna, PhD, Associate professor</i>
Contacts	<i>olena.shapovalova@hneu.net</i>
Course schedule	<i>Lectures: according to the schedule Practical studies: according to the schedule</i>
Consultations	<i>At the Department of cyber security and information technologies, offline, according to the schedule, individual, PNS chat.</i>

Learning objectives and skills:

is to develop practical skills in using the software product MS Excel as a tool for creating spreadsheets, complex diagrams and forecasting functions, which will allow you to freely operate large amounts of data and reflect the dynamics of production and marketing processes.

Structural and logical scheme of the course

Prerequisites	Postrequisites
-	-
-	-

Course content

Module 1: Basic functions of MS Excel

Topic 1. General principles of working with functions of MS Excel. Financial functions as a means of monitoring and planning the company's investments

Topic 2. Complex formulas in MS Excel

Topic 3. Organization of checking the correctness of the contents of cells in MS Excel, the Special Paste tool

Topic 4. Data analysis and forecasting in MS Excel

Topic 5. Tabular arrays and working with arrays in MS Excel

Module 2: Add-ons in MS Excel. Working with macros and VBA

Topic 6. Add-in MS Excel: goal-seek. Sorting, filtering and summarizing

Topic 7. Add-in for MS Excel: Data analysis

Topic 8. Add-in MS Excel Solver. Solving optimization problems



Topic 9. The basis of working with macros

Topic 10. The basis of work with Visual Basic for Application

Teaching environment (software)

Multimedia projector, S. Kuznets PNS, Corporate Zoom system

Assessment system

Assessment of students' learning outcomes is carried out by the University according to the cumulative 100-point system.

Current control is carried out during lectures and practical (seminar) classes and aims to assess the level of students' readiness to perform particular tasks, and is assessed by the amount of scored points.

The maximum amount during the semester – 100 points; the minimum amount required is 60 points.

Current control includes the following assessment methods: performance and defense of laboratory works, written tests.

More detailed information on assessment and grading system is given in the technological card of the course.

Course policies

Teaching of the academic discipline is based on the principles of academic integrity.

Violation of academic integrity includes academic plagiarism, fabrication, falsification, cheating, deception, bribery, and biased assessment.

Educational students may be brought to the following academic responsibility for breach of academic integrity: repeated assessment of the corresponding type of learning activity.

More detailed information about competencies, learning outcomes, teaching methods, assessment forms, self-study is given in the Course program.