



SYLLABUS OF DISCIPLINE «BUSINESS-ANALYSIS IN EXCEL»

The Higher Education Level – Bachelor
Specialty - 073 «Management»
Educational program - «Management»
Year of study - 2, semester - 3
Form of study – full-time
Number of credits ECTS - 4
Language of study – English

Lecturer
Contacts (e-mail)

**Page of the course on
eLearn**

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<https://elearn.nubip.edu.ua/course/view.php?id=4298>

COURSE DESCRIPTION

The discipline "Business Analysis in Excel" is a theoretical and applied basis for masters to acquire a set of knowledge and skills to work with data sets to analyze the activities of companies and forecast their status.

Abstract to the course

The discipline "Business Analysis in Excel" is taught to full-time students at the first (bachelor's) level of higher education in specialty 073 "Management" educational and professional program "Management". Teaching uses modern approaches to analyzing data on companies using Microsoft Office Excel, which allows you to: simplify the process of analyzing and forecasting changes in the enterprise through the use of built-in functions, use Visual Basic, optimize the process of processing and obtaining information, provide export of data for analysis and import of the obtained results for decision-making by the relevant services and structural units of the enterprise.

COURSE STRUCTURE

Topic	Hours (lectures/ practical classes)	Results of studying	Tasks	Grades
1 term				
Module 1. INTRODUCTION TO EXCEL. FORMATTING AND ADJUSTING				15
Topic 1 Business-analysis is on behalf of BABOK (Business Analysis Body of Knowledge)	2/0/4	To know: basic concepts, basics, and principles of business analysis on behalf of BABOK; conditional formatting tools; Excel tools for customizing large tables; users' interface configuration tools; tools for working with objects, creating drop-down menus, buttons;	<i>Preparation for lectures (preliminary acquaintance with the presentation and lecture on eLearn). Performing tasks in practical classes (in groups and individually). Doing independent work (in small groups, independently).</i>	
Topic 2 Conditional formatting and business-analysis tasks	2/2/4	To be able to: formulate business analysis tasks; validate methods and means of resolving business analysis problems; justify using conditional formatting; create professional user forms; set up the interface to work with large tables; make buttons and assign them tasks;		PW – 2 points IW – 3 points

Topic 3 Work with big data-sheets	2/2/4	customize drop-down menus.	<i>eLearn).</i> <i>Preparation and writing of a module test (test on eLearn).</i>	PW – 2 points IW – 3 points
Topic 4 Professional forms. User interface. Buttons and drop-down menus.	2/2/4			PW – 2 points IW – 3 points
Module 2. WORKING WITH MACROS AND USING VBA				25
Topic 5 Key tasks of business analysis and their solution using macros and VBA	2/2/4	To know: key business analysis tasks methodical approaches to using VBA to solve business analysis problems; main VBA data input and output operators; basic operators for programming cycles in VBA when working with databases main operators to double-check VBA data entry; basic operators for creating different types of macros in Excel using VBA. To be able to: perform work in the VBA interface solve key business analysis tasks using VBA; develop programs for data input and output in VBA; interpreting data sets in order to complete key business analysis tasks ensure the protection of information.	<i>Preparation for lectures (preliminary acquaintance with the presentation and lecture on eLearn).</i> <i>Performing tasks in practical classes (in groups and individually).</i> <i>Doing independent work (in small groups, independently, eLearn).</i> <i>Preparation and writing of a module test (test on eLearn).</i>	PW – 2 points IW – 3 points
Topic 6. Input and output of data with changing values to solve business analysis problems	2/2/5			PW – 2 points IW – 5 points
Topic 7. Working with data sets and programming cycles in business analysis	4/4/5			PW – 2 points IW – 6 points
Topic 8. User interface and data filtering as you type	2/4/5			PW – 2 points IW – 3 points
Module 3. USING EXCEL FUNCTIONS TO SOLVE BUSINESS ANALYSIS TASKS				15
Topic 9. Logical functions of Excel in business analysis	2/2/4	To know: key functions in Excel and their use in business analysis; methodical approaches to solving business analysis problems using functions in Excel; Excel's basic logical functions and how to use them to solve business analysis problems; basic functions of working with indexes in Excel and ways to use them in solving business analysis problems; The basic functions of data search and output in Excel, as well as their application in the decision of business analysis problems, are presented. To be able to: use logical functions in Excel in business analysis; use functions to work with indexes in Excel in business analysis; use Excel's search and output functions in business analysis.	<i>Preparation for lectures (preliminary acquaintance with the presentation and lecture on eLearn).</i> <i>Performing tasks in practical classes (in groups and individually).</i> <i>Doing independent work (in small groups, independently, eLearn).</i> <i>Preparation</i>	PW – 2 points IW – 3 points
Topic 10. Functions for working with indexes of Excel in business analysis	2/2/4			PW – 2 points IW – 3 points
Topic 11. Functions of search and output of data of Excel in business analysis	2/2/4			PW – 2 points IW – 3 points

				and writing of a module test (test on eLearn).	
Module 4. PIVOT TABLES AND DYNAMIC CHARTS					15 PW – 2 points IW – 3 points PW – 2 points IW – 3 points PW – 2 points IW – 3 points
Topic 12. Creating and using PivotTables to solve business analysis problems	2/2/4	To know: the significance and importance of summary tables in solving business analysis problems; the meaning and essence of dynamic charts for solving business analysis problems; methods for creating and utilizing summary tables ways to develop and use dynamic charts.		<i>Preparation for lectures (preliminary acquaintance with the presentation and lecture on eLearn). Performing tasks in practical classes (in groups and individually). Doing independent work (in small groups, independently, eLearn). Preparation and writing of a module test (test on eLearn).</i>	
Topic 13. Creating and using dynamic charts to solve business analysis problems	2/2/4	To Be able to: to check the data format when creating summary tables and dynamic charts; configure data arrays to develop PivotTables and PivotCharts; develop summary tables and adjust them in accordance with the tasks of business analysis; develop dynamic charts and adjust them according to the tasks of business analysis.			
Topic 14. Alternative ways to create summary tables and dynamic charts when solving business analysis problems	2/2/5				
Additional points	Additional points can be obtained for completing an individual task, preparing a report and participating in a student conference, publishing an article			Up to 10 points	
Total for the term	30/30/60		-	-	70
Exam					30
Total for the course					100

POLICY OF EVALUATION

<i>Deadline and academic depths policy</i>	Works that are submitted in violation of deadlines without good reason are evaluated at a lower score (-5 points). Relocation of modules occurs for good reasons (hospital)
<i>Academic Righteousness Policy</i>	Write-offs during modular tests and exams are prohibited. Articles, abstracts, abstracts must have correct textual references to the literature used
<i>Attendance policy</i>	Attendance is optional. Training can take place independently, individually, with consulting if necessary

STUDENT EVALUATION SCALE

Rating of the applicant of higher education, points	The assessment is national for the results of examinations	
	exams	credits
90-100	excellent	credited
74-89	good	
60-73	satisfactory	
0-59	unsatisfactory	not credited