*Simon Kuznets Kharkiv National University of Economics*

# Syllabus of the course
*«Table data processing and analysis»*

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| **Specialty** | *All* |
| **Study Programme** | *All* |
| **Study cycle (Bachelor, Master, PhD)** | *the first (Bachelor) level of higher education* |
| **Course status** | *Selective* |
| **Language** | *English* |
| **Term** | *second year, third semester* |
| **ECTS credits** | *5* |
| **Workload** | *Lectures – 30 hours.* <br> *Practical studies – 30 hours.* <br> *Laboratory studies – 0 hours.* <br> *Self-study – 90 hours.* |
| **Assessment system** | *Grading* |
| **Department** | *Department of Informatics and Computer Engineering, auditorium 405 (main building), phone: (057) 702-06-74 (add. 4-38), website of the department:* [http://kafikt.hneu.edu.ua/](http://kafikt.hneu.edu.ua/) |
| **Teaching staff** | *Sotnikova Yuliia Volodymyrivna, Candidate of Economic Sciences, Associate Professor of the Department of Social economy* |
| **Contacts** | [Yuliia.Sotnikova@hneu.net](mailto:Yuliia.Sotnikova@hneu.net) |
| **Course schedule** | *Lectures:* [according to the schedule](#) <br> *Practical studies:* [according to the schedule](#) |
| **Consultations** | *At the Department of Informatics and Computer Engineering, offline, according to the schedule, individual, PNS chat.* |

## Learning objectives and skills:
f the course is to develop a system of competencies for future specialists to solve professional tasks that require automatic and semi-automatic processing of tabular data, their structuring, monitoring, and analysis.

## Structural and logical scheme of the course

| Prerequisites | Postrequsites |
|:---:|:---:|
| - | - |
| - | - |

## Course content
**Content module 1.** *Using table processor for calculations*
**Topic 1. Basics of data processing in table processor.**
**Topic 2. Multitable data processing.**
**Topic 3. Processing of tabular data in the "cloud".**
**Content module 2.** *Table data filtration and analysis.*
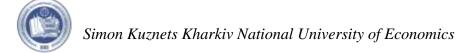**Topic 4. Data sorting and filtering.**
**Topic 5. Data grouping.**
**Topic 6. Data analysis.**
**Topic 7. Controls, functions, procedures.**

## 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 of laboratory works and their defense, written control works, performance of test tasks.

***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.***