KYRGYZ ECONOMIC UNIVERSITY
INFORMATION TECHNOLOGIES

Syllabus

SEMESTER   Spring
Course Title: IT
Credits: 4
Instructor: Asylbek   Abduvapov
Office: 001
Module 1:   February   30, 2020
Module 2:   March   30, 2020
Module 3:   April   30, 2020
Final Exam   May   30, 2020

Curriculum of academic course on "IT"

Lecture 1.   Introducing Excel 2010
Lecture 2.   Setting Up a Workbook.
Lecture 3.   Working with Data and Excel Tables.
Lecture 4.   Performing Calculations on Data.
Lecture 5.   Changing Workbook Appearance.
Lecture 6.   Focusing on Specific Data by Using Filters.
Lecture 7.   Reordering and Summarizing Data.
Lecture 8.   Combining Data from Multiple Sources.
Lecture 9.   Analyzing Alternative Data Sets.
Lecture 10. Creating Dynamic Worksheets by Using PivotTables.
Lecture 11. Creating Charts and Graphics.
Lecture 12. Printing.
Lecture 13. Automating Repetitive Tasks by Using Macros.
Lecture 14. Working with Other Microsoft Office Programs. Collaborating with Colleagues.
Lecture 15. Working with files in the Backstage.
Lecture 16. Use basic commands to the Home tab.
Lecture 17. Perform mathematical calculations.
Lecture 18. Location of teams.
Lecture 19. Using the keyboard.
Lecture 20. Adding buttons for frequently used commands.
Lecture 21. Working with files created in different versions of Excel.
Lecture 22. Entering and formatting data in the table
Lecture 23. Presentation and analysis of results.
Lecture 24. Publication of data on the Internet by means of Excel.
Lecture 25. Collaboration applications.
Lecture 26. Using Excel for database work.
Lecture 27. The use of Excel for data analysis.
Lecture 28. Fundamentals in the development environment Visual Basic for Applications.
Lecture 29. Daily work with a spreadsheet.
Lecture 30. Automate and customize EXCEL.

Method of Evaluation	Percent of grade
Modules	80
Final Examination	20
Total	100