

POSTGRADUATE STUDIES MS EXCEL FOR ADVANCED CONTROLLING (EXC)

Welcome to the only post-graduate studies in Poland concerning the use of MS Excel support for controlling and business analysis processes.

The program has an international Dekra "e-Jobs Observatory Seal of Market Compliance" certificate of quality (No.: A20120004)

Objectives and overview of the study

EXC is a two-semester, part-time programme. Its main objective is to educate a self-confident Controller/Business Analyst capable of comfortably using MS Excel as an integral component of the IT environment.

Students will learn the following methods crucial for a business analyst/controller navigating through the IT environment:

- Excel Data analysis,
- Optimal Database Structure for analysis,
- Data Access in a client-server architecture,
- Architecture of the analytical environment focused on Excel,
- SQL – user introduction for a controller / an analyst,
- Using VBA programming to customize Excel for the purpose of business analysis,

Students will also receive a good portion of practical knowledge "IT for analysis" (methods and tools):

- popular file formats, databases, OLAP
- identification of financial data sources and structure
- converting raw economic data into operational formats by using the tools and database drivers available in MS Excel
- principles for generation and distribution of IT support budgets and reports
- standard tools (MS Query, MS Access, others data tools)
- new tools of analysis, such as PowerPivot

Recipients of study

The studies will address the needs of anyone interested in MS Excel usage in the area of controlling, finance and accounting processes. The program is designed for people interested in new features of analytical and database tools of MS Excel / VBA / SQL / OLAP.

Prerequisites

1. Knowledge of basic accounting principles
2. Knowledge of objectives, tasks and instruments of controlling in the enterprise
3. MS Excel skills at intermediate level

Completion conditions

Students are assessed on the basis of a project, which topic is chosen by the student. Our experts will provide assistance and expertise in order to adapt the project solutions to the specific student's business. The project may involve solutions using MS Excel sheet formulas, VBA, SQL queries and may include data sources and collaboration with corporate IT professionals.

Organization

The studies are organized by the Faculty of Engineering and Economics. Classes will be conducted in a computer lab equipped with MS Office 2010 Professional or higher. Classes will take place in the weekend mode (on average every three weeks, hours 9:00 am – 4:00 pm). At the beginning of classes each student will receive a syllabus. Studies will begin in October and March each year.

The lecturers

The lecturers are both experienced consultants for business practice and academic professors from the University of Economics in Wrocław.

The study programme

No.	Subject	Lectures hours
	Data Environment of Controlling processes	
1	Information requirements of controllers	4
3	IT systems and tools in controlling processes	8
4	Databases usage in controlling tasks	8
	MS EXCEL Tools in Controlling tasks	
5	MS Excel calculation tools	8
6	Transfer and organizing data inputs with MS Excel	8
7	Databases and analytical tools in MS Excel	24
8	Programming controlling applications with MS VBA	24
9	New MS Excel technologies in controlling applications	4
	Case Studies	
10	Budget generator. How to automate budget generation	16
11	Dashboards. Advanced methods of data presentation	16
12	Key performance indicators sheets	8
13	Monitoring and early warning systems	8
14	Worksheet function in companies value estimation	8
15	Self-service Business Intelligence. Modern BI solution in MS Excel	16
Sum:		160

Contact

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