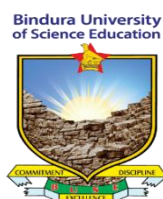


## Bindura University of Science Education



### Faculty of Science and Engineering Statistics and Mathematics Department

The **Statistics and Mathematics** Department is offering a Short Course in:  
**Fundamentals of Excel in Business and Industry**

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#### Target audience

Professionals such as:

- Accountants,
  - Business Intelligence Analysts,
  - Data Scientists,
  - Engineers,
  - Financial Analysts,
  - Health Professionals,
  - Human Resources Professionals,
  - Marketing Professionals,
  - Operations Managers,
  - Sales Teams, etc.
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#### Topics/ Modules:

- **Introduction to Excel** (Applications of Excel in Business and Industry, Familiarization, Basic Data Entry)
  - **Functions and Errors in Excel** (Basic Excel Functions, formatting in Excel, look up Functions, Common Excel Errors, Date, Serial Numbers, Autofill and Flashfill, Macros, Power Query Editor, Grouping and Outline)
  - **Data Analysis and Visualizations** (Preparation, Cleaning, Tabulations, Pivot Tables, Analysis using XLSTAT, Charts, Hyperlinks and Dashboards, AI powered Copilot in Excel).
  - **Operations Research** (Basic Linear programming for resource allocations, What-If Analysis)
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<b>Course Duration</b>	:	<b>2 days</b>
<b>Course Dates</b>	:	<b>Thursday 15 May to Friday 16 May 2025</b>
<b>Course Fees</b>	:	<b>US\$150-00</b>
<b>Time</b>	:	<b>0830-1630 hours</b>
<b>Venue</b>	:	<b>F01, FSE Campus, Bindura University</b>

**CERTIFICATES WILL BE ISSUED ON COMPLETION OF THE COURSE**

**Fees Payment details:** Account Name: Bindura University of Science Education, Ecobank FCA Account: 5783600007547, Swift code: ECOCZWHX, Sort Code: 26000. Send proof of payment to: Dr. M. Magodora at mmagodora@buse.ac.zw.

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