

## Business & Excel Solutions Advanced

UGRA\_004781

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Departments	Dept. of Operations, Innovation & Data Sciences
Teaching Languages	English
ECTS	2
Teacher responsible	Alcaide Alcaide Francesc - francesc.alcaide@esade.edu

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**Previous knowledge** Intermediate knowledge of Excel spreadsheet is expected (with enough hours of practice) that allows you to follow exercises and explanations at a good pace.

**Prerequisites** There are no prerequisites.

**Teaching methodology** Participative classes. Students will acquire the knowledge about the tool through the development of a set of cases. The required theoretical concepts will be introduced when needed.

### Description

#### Short description

Despite more than one billion Excel users around the world, only a small percentage of users are familiar with more than just its basic functions.

Our aim is to overcome this hurdle and achieve an advanced level of knowledge of this tool. This will certainly represent a competitive advantage compared to other potential job candidates and work colleagues.

### Activities

#### In-class discussions and debates

Questions about exercises will be discussed during the sessions.

#### Teamwork

A daily assignment consisting on a summary of the class developed and delivered in teams.

#### Practical exercises with professional software

Students will acquire the knowledge about the tool through the development of a set of cases.

### Content

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#	Topic
1	Introduction to modelling.

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#	Topic
2	Advanced charts.
3	User interface.
4	Working with datasets.
5	Advanced macros and automatization.

## Assessment

Tool	Assessment tool	Category	Weight %
Participation in program activities	Attendance to class and participation.	Ordinary round	25.00%
Group project	Daily assignment (summary of the session).	Ordinary round	25.00%
Group project	Final group project	Ordinary round	50.00%
Final individual project	Final individual work	Retake	100.00%

### PROGRAMS

BBA20-Bachelor of Business Administration (BBA) (Undergraduates: Business)

BBA20 Year 4 (Optative)

BBA20 Year 2 (Optative)

BBA20 Year 3 (Optative)

BBA23-Bachelor of Business Administration (BBA) (Undergraduates: Business)

BBA23 Year 4 (Optative)

BBA23 Year 2 (Optative)

BBA23 Year 3 (Optative)

BBE15-Bachelor of Business Administration (BBA) (Undergraduates: Business)

BBE15 Year 1 (Optative)

BBE15 Year 4 (Optative)

BBE15 Year 2 (Optative)

BBE15 Year 3 (Optative)

BBE20-Bachelor of Business Administration (BBA) (Undergraduates: Business)

BBE20 Year 3 (Optative)

BBE20 Year 4 (Optative)

BBE20 Year 2 (Optative)

DBAI21-Double Degree in Business Administration and Artificial Intelligence for Business (Undergraduates: Business)

DBAI21 Year 3 (Optative)

DBAI21 Year 2 (Optative)

DBAI23-Double Degree in Business Administration and Artificial Intelligence for Business (Undergraduates: Business)

DBAI23 Year 2 (Optative)

GBD20-Double Degree in Business Administration and Law (Undergraduates: Law)

GBD20 Year 4 (Optative)

GBD20 Year 2 (Optative)

GBD20 Year 5 (Optative)

GBD20 Year 3 (Optative)

GBD20 Year 1 (Optative)