

Business & Excel Solutions Intermediate

UGRA_004783

Departments	Dept. of Operations, Innovation & Data Sciences
Teaching Languages	English
ECTS	2
Teacher responsible	Torrens Csonka Carlota - carlota.torrens@esade.edu

Course Goals

We will begin with skills related to the use of computer-based tools to prepare budgets and general financial management processes. This objective will then lead us to the second, namely, understanding the value of IT systems in companies.

Based on the above global objectives, this course also has a series of other objectives linked to specific competencies:

- A. Familiarise students with the different tools and their possibilities.
- B. Apply the concepts and models studied in class to concrete situations.
- C. Have clear reference frameworks as well as keys for their use to analyse diverse situations and propose solutions to improve them.

Previous knowledge

No previous knowledge is needed.

Description

Course contribution to program

- A) Students will gain important knowledge regarding budget management and IT systems in organisations, implying an in-depth understanding of the essential management concepts and tools associated to this area.
- B) They will develop the necessary skills to have a holistic, general and, of course, functional view of how to manage calculation tools for different ends.

Short description

This course provides a comprehensive introduction to Microsoft Excel, designed for beginners with no prior experience in spreadsheet software. Participants will learn the fundamental concepts and skills necessary to effectively utilize Excel for professional tasks.

Activities

Practical exercises with professional software

Students will work individually and in groups to solve a variety of exercises, reinforcing the concepts explained at the beginning of each session.

Content

#	Topic
1	Introduction. Spreadsheet concepts.
2	Basic functions. Formats.
3	Relative and absolute references.
4	Defining parameters.
5	Advanced functions. Searching for data in tables. Financial functions. Goal Seek.
6	Graphs.
7	Hypothesis tables.
8	Incorporating external data. Filters.
9	Pivot tables.
10	Scenarios.

Assessment

Tool	Assessment tool	Category	Weight %
In-class analysis and discussion of issues	Attendance, class participation, interaction, and teamwork	Ordinary round	20.00%
Individual or team exercises	Practical case studies	Ordinary round	20.00%
Group project	Group Project	Ordinary round	60.00%
Final individual project	Individual Project	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)

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)

GBD15-Double Degree in Business Administration and Law (Undergraduates: Law)

GBD15 Year 5 (Optative)

GBD15 Year 3 (Optative)

GBD15 Year 4 (Optative)

GBD15 Year 2 (Optative)

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

GBD20 Year 5 (Optative)

GBD20 Year 3 (Optative)

GBD20 Year 1 (Optative)

GBD20 Year 4 (Optative)

GBD20 Year 2 (Optative)

GEL19-Bachelor of Global Governance, Economics and Legal Order (Undergraduates: Law)

GEL19 Year 4 (Optative)

GEL19 Year 2 (Optative)

GEL19 Year 3 (Optative)

GEL19 Year 1 (Optative)

GEL23-Bachelor of Global Governance, Economics and Legal Order (Undergraduates: Law)

GEL23 Year 3 (Optative)

GEL23 Year 1 (Optative)

GEL23 Year 4 (Optative)

GEL23 Year 2 (Optative)