esade

Business & Excel Solutions Intermediate

UGRA_004783

Departments	Data, Analytics, Technology and Artificial Intelligence (DATA), Dept. of Operations, Innovation & Data Sciences
Teaching Languages	English
ECTS	2
Teacher responsible	Carlota Torrens Csonka - 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.

Prerequisits

Please bring your laptop to each session, ensuring Microsoft Excel is installed. If possible, set your Excel language to English, as this will be helpful during the course.

Teaching methodology

1. Face-to-face sessions in the classroom at ESADE campus in which the student must have his own laptop or device and the Excel spreadsheet program installed.

2. Independent work: Materials available in Moodle so that the student can work independently after each class session.

3. Assignments: after each session the student has to deliver an assignment which is mandatory for evaluation

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 use Excel for professional tasks.

Activities

Analytical exercises
After each session students will solve a short case individually.

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.

Project development and presentation
Students will work in groups to develop a project where all tools and applications learnt in class will be put into practice.

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,	Ordinary round	20.00%

Tool	Assessment tool	Category	Weight %
	and teamwork		
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)

BITLASI22-Bachelor in Transformational Leadership and Social Impact (Undergraduates: Business)
- BITLASI22 Year 4 (Optative)

DBAI21-Double Degree in Business Administration and Artificial Intelligence for Business (Undergraduates: Business)
- DBAI21 Year 3 (Optative)
- DBAI21 Year 4 (Optative)
- DBAI21 Year 2 (Optative)

DBAI23-Double Degree in Business Administration and Artificial Intelligence for Business (Undergraduates: Business)
- DBAI23 Year 4 (Optative)
- DBAI23 Year 1 (Optative)
- DBAI23 Year 3 (Optative)
- DBAI23 Year 2 (Optative)

GBD20-Double Degree in Business Administration and Law (Undergraduates: Law)
- GBD20 Year 2 (Optative)
- GBD20 Year 5 (Optative)
- GBD20 Year 3 (Optative)
- GBD20 Year 1 (Optative)
- GBD20 Year 4 (Optative)

GBL24-Double Degree in Business Administration and Global Governance, Economics and Legal Order (Undergraduates: Business)
- GBL24 Year 2 (Optative)
- GBL24 Year 1 (Optative)

GEL19-Bachelor of Global Governance, Economics and Legal Order (Undergraduates: Law)
- GEL19 Year 2 (Optative)
- GEL19 Year 3 (Optative)
- GEL19 Year 1 (Optative)
- GEL19 Year 4 (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)