TEACHING GUIDE - 2026-2027

Business & Excel Solutions Advanced

UGRA_004781

Departments	Data, Analytics, Technology and Artificial Intelligence (DATA), Dept. of Operations, Innovation & Data Sciences
Teaching Languages	English
ECTS	2
Teacher responsible	Francesc Alcaide Alcaide - francesc.alcaide@esade.edu

Previous knowledge

An intermediate level of Excel is expected, supported by sufficient hands-on practice, to follow exercises and explanations at a steady pace.

Need help choosing the right course?

Before enrolling, we recommend taking the following free Excel assessments to better gauge your current skill level:

- https://www.coursera.org/resources/microsoft-excel-skill-assessment

These tool can help you decide whether the Intermediate or Advanced course is the best match for your current knowledge and learning goals.

Prerequisits

There are no formal prerequisites, but students are expected to review the “Previous Knowledge” section and consider its recommendations.

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

Course contribution to program

The course enhances students’ ability to transform data into actionable insights through advanced spreadsheet modeling, analysis, and reporting techniques.

Short description

Microsoft Excel is one of the most widely used tools for data analysis and decision-making in organizations worldwide. However, many users rely only on a limited set of its capabilities and are unable to fully exploit its potential.

This course aims to develop advanced Excel skills that enable students to analyze data efficiently, automate repetitive tasks, and build robust analytical models. Mastering these capabilities will enhance students' ability to solve business problems and support data-driven decision-making in professional environments.

These competencies are highly valued across industries and can contribute to students' professional effectiveness and career development.

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

#	Topic
1	Introduction to modelling.
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%
Peer evaluation	After the final session, students will complete a peer evaluation form to validate the individual participation and engagement of their teammates	Ordinary round	

Tool	Assessment tool	Category	Weight %
	throughout the course.		

PROGRAMS

BBA20-Bachelor of Business Administration (BBA) (Undergraduates: Business)
- BBA20 Year 2 (Optative)
- BBA20 Year 1 (Optative)
- BBA20 Year 3 (Optative)
- BBA20 Year 4 (Optative)

BBA23-Bachelor of Business Administration (BBA) (Undergraduates: Business)
- BBA23 Year 3 (Optative)
- BBA23 Year 4 (Optative)
- BBA23 Year 2 (Optative)
- BBA23 Year 1 (Optative)

BBA25-Bachelor of Business Administration (BBA) (Undergraduates: Business)
- BBA25 Year 1 (Optative)
- BBA25 Year 2 (Optative)
- BBA25 Year 3 (Optative)

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

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

DBAI25-Double Degree in Business Administration and Business and Artificial Intelligence (Undergraduates: Business)
- DBAI25 Year 3 (Optative)
- DBAI25 Year 1 (Optative)
- DBAI25 Year 4 (Optative)
- DBAI25 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)