TEACHING GUIDE - 2026-2027

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

This Excel course aims to help students develop practical skills in the use of spreadsheets as a tool for business and financial decision-making. Through this objective, students will also gain a better understanding of the role and value of corporate information systems in organizations.

Based on these overall objectives, the course will address a series of specific learning goals aimed at developing key professional skills:

- Become familiar with Excel and its main capabilities.
- Apply concepts and frameworks presented in class to practical situations.
- Use analytical tools and reference frameworks to assess situations and propose appropriate solutions.

Previous knowledge

No previous knowledge is needed.

Prerequisits

Please bring your laptop to every session and ensure that Microsoft Excel is installed before the course begins. If possible, set the language of Excel to English, as this will facilitate following the course materials and in-class demonstrations.
Please note that Excel Online and the tablet versions of Excel do not support all the features that will be used during the course. For this reason, a desktop version of Microsoft Excel installed on a laptop is strongly recommended.

Teaching methodology

1. Face-to-face sessions: Classroom-based sessions held on the ESADE campus. Students are required to bring their own laptop with Microsoft Excel installed.
2. Independent work: Materials will be made available through Moodle to

enable students to continue practicing and consolidating concepts independently after each class session.

3. Assignments: After each session, students must complete and submit an assignment. Submission of these assignments is mandatory and forms part of the course assessment.

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,...
6	Charts.
7	What-if analysis: goal seek, hypothesis tables and scenarios.
8	Incorporating external data. Filters.
9	Pivot tables.

#	Topic
10	Scenario Manager.

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 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 2 (Optative)
  - DBAI25 Year 3 (Optative)
  - DBAI25 Year 1 (Optative)
- GBD20-Double Degree in Business Administration and Law (Undergraduates: Law)
  - GBD20 Year 3 (Optative)
  - GBD20 Year 1 (Optative)
  - GBD20 Year 4 (Optative)
  - GBD20 Year 2 (Optative)
  - GBD20 Year 5 (Optative)
- GBL24-Double Degree in Business Administration and Global Governance, Economics and Legal Order (Undergraduates: Business)
  - GBL24 Year 1 (Optative)
  - GBL24 Year 2 (Optative)
- GEL19-Bachelor in 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 in Global Governance, Economics and Legal Order (Undergraduates: Law)
  - GEL23 Year 3 (Optative)

GEL23 Year 1 (Optative)

GEL23 Year 4 (Optative)

GEL23 Year 2 (Optative)