SEMESTER 4 (POLISH AWARD)

MASTERING EXCEL FOR BUSINESS

1. MODULE SUMMARY

Aims and Summary

The course prepares students to work with MS Excel spreadsheet mainly for business analytics. This course touches two levels of using MS Excel in business applications. The first one is to cover useful analytic topics in business quantitative analysis, like customer buying behavior (recency-frequency-value analysis), basic financial operations like deposits and loans, business plan, financial calculations and financial projects assessment. The second one is to present the functionality of MS Excel (e.g., recalculations, building universal models) together with the essential tools of MS Excellike pivot table, VLOOKUP() merging function, dates and times operations and financial built-in functions. After completing the course, students will be able to run their own business analysis using MS Excel tools.

Module Size and credits

ECTS points	5
Total student study hours	125
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2022-2023

Entry Requirements (pre-requisites and co-requisites)

None

Excluded Combinations

None

Composition of module mark (including weighting of components) Coursework 50%: composed of an in-class exam in a computer lab.

Exam 50%: Final exam in a computer lab.

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam).

Re-assessment: coursework component and/or examination as appropriate.

Special Features

The course conducted in a computer laboratory.

Course stages for which this module is mandatory

None

Course stages for which this module is a core option

MSc in International Business Economics, Year 2

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of this module a student should be able to:

1. perform quantitative business analysis in MS Excel using the proper tools provided by this software

2. analyse financial conditions of potential investment

3. plan the way of reporting for given dataset

Indicative Content

• Introduction: Excel functionality, how to use data and build models successfully?

• Useful built-in functions: financial models of deposits and loans with business applications, financial project analyses

• Time and date operations: financial examples, optimization in handling with large datasets

• Merging the data: combining different data sources and databases

• Basic statistics: how to explore business datasets, how to present attractive reports and charts

• Pivot table and more sophisticated MS Excel analytical tools: quick data mining and reporting, customer data analysis, optimal production analyses, introduction to cluster analyses. (order changes and minor amendments)

Teaching and Learning

This module will be taught by means of seminar and lab classes. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	30 hours	(24%)
Self-guided	95 hours	(76%)
Seminar	0 hours	(0%)
Workshop	0 hours	(0%)
Total	125 hours	

Method of Assessment (normally assessed as follows)

The intended learning outcomes will be assessed as follows:

Final examination (50%) will assess learning outcomes 1-3 – full analysis with all tools, the in-class exams (50%) will assess learning outcomes 1-3 – checking partial knowledge

Date of last amendment

01.02.2015

3. MODULE RESOURCES

THE MAIN TEXTBOOK

Day A., Mastering Financial Mathematics in Microsoft Excel: A Practical Guide for Business Calculations, FT Press

Required Equipment

MS Excel in preferred language version (Polish or English available during classes), should be installed on students' computers.

4. MODULE ORGANISATION Module leader

Name Dr Mateusz Kopyt

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Length and month of examination

120 minutes in January

Expected teaching timetable slots

No timetable information available