

EMBA-2426-101-Excel Database		
Name of lecturer(s) & Email Gisèle HITES ghites@gmail.com	Level/ Semester, Status, Timing Level 1 Optional October 2024	ECTS*, CH & SDL** 0 16 x
Description of the course This optional foundational course is designed for MBA students who are beginners in Excel, aiming to build essential skills for business analytics. The course is structured into four comprehensive parts. In the first part, students will learn the basics needed to create Pivot Tables, including mastering the use of formulas, managing data across sheets, and validating data. The second part guides students in developing interactive dashboards through techniques such as using dropdown menus, protecting data, and creating dynamic visualizations with Pivot Charts and Sparklines. Part three delves into advanced analytical techniques, including What-If Analysis with tools like Data Tables, Scenario Manager, Goal Seek, and Solver, along with an introduction to PowerPivot for handling complex datasets. The course concludes with a focus on common pitfalls and high-profile mistakes in Excel, encouraging students to practice and apply their skills with confidence. Through practical exercises, students will gain the proficiency needed to leverage Excel as a powerful tool for business decision-making.		
Course units NA		
Course Learning Outcomes (CLOs) 1. Understand the basic interface and functionalities of Microsoft Excel, including navigation, ribbon usage, and worksheet management. 2. Apply Excel formulas and functions to perform calculations, manipulate data, and automate repetitive tasks. 3. Analyze datasets using Excel tools such as PivotTables and PivotCharts to extract meaningful insights and trends. 4. Create an interactive dashboard with informative charts and graphs to effectively communicate data-driven findings. 5. Introduce students to basic tools of business analytics 6. Raise awareness regarding the risks and limitations inherent to Excel		
Prerequisite (if any) NA		
Contribution to Programme Learning Objectives (PLOs)*** • Learning Objective 1.1: Not Covered • Learning Objective 1.2: Not Covered • Learning Objective 2.1: Not Covered • Learning Objective 2.2: Not Covered • Learning Objective 3.1: Not Covered • Learning Objective 3.2: Not Covered		Evaluation scale Non Applicable
Main Teaching methods used in the course Interactive Lecture, In-class exercises		
Contribution to the Environmental, social and governance (ESG) Course Contribution to ESG: No Contact Hours are dedicated to ESG: 0 Contact Hours containing climate solutions for how organisations can reach net zero: 0 Description of contribution: x		

Notice: The information available in the course outline is subject to change. Please keep yourself informed at all times by regularly checking Canvas.

*ECTS - European Credit Transfer and Accumulation System (1 ECTS = 30 hours of learning)

**CH - Contact Hours in class or online, SDL - Self-Directed Learning including readings, homework, group work, preparation to assessment, etc

***PLO - Programme Learning Objectives are available on the curriculum page

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Assessment methodology / Learners Use of Time and Load

Assignment one

- weight x%
- workload estimated = x hours
- due DD-MM-YY
- [Guidelines:](#)

Assignment two

- weight x%
- workload estimated = x hours
- due DD-MM-YY
- [Guidelines:](#)

Readings

Required

x (please hyperlink)

Recommended

x (please hyperlink)

Other Learning Materials

x (please hyperlink)

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