The Hebrew University of Jerusalem

Syllabus

Business Modelling with Excel - 55124

Last update 22-10-2017

HU Credits: 2

Degree/Cycle: 1st degree (Bachelor)

Responsible Department: business administration

Academic year: 2018

Semester: 1st Semester

Teaching Languages: Hebrew

Campus: Mt. Scopus

Course/Module Coordinator: Mr. Elad Prager

Coordinator Email: elad.prager@mail.huji.ac.il

Coordinator Office Hours: flexible

Teaching Staff:

Mr. elad parger

Course/Module description:

Introduction by case studies to DB and Excel as a powerful tool for business management, Business Modelling , data management, data processing and decision making process

Course/Module aims:

introduction to DB, Business Modelling and electronic spreadsheets by Case studies in order to
acquire basic and advanced tools used in order to: collect, manage and analyze data, sorting, calculating, filtering, and reporting data and for the decision making process.

Learning outcomes - On successful completion of this module, students should be able to:

The students will acquire theoretical and practical knowledge and skills in building DB (keys and relationships),Business Modelling with Excel, addressing , management, economic and business tasks via Excel (2010-2013). The students will be introduced to most of the programs` features and will be qualified to write and fix basic and advanced Excel functions and formulas. The students will be able to build models, diagnose Excel errors, use Nested Functions, timely updated functions, managing text, splitting data..
Mathematical, statistical, financial, text, date and time, logical function, regression and statistical analysis, array formulas.
Editing, recording, sorting, filtering and formatting tools, including special copy/paste, data verification, conditional formatting.
Producing advanced and dynamic reports and views including sensitivity tables, pivot tables and charts, all chart tools and spark lines, Solver ,goal seek etc

Attendance requirements(%):

80%

Teaching arrangement and method of instruction: Lectures, demonstrations and Practical individual practice in class. Weekly assignments to practice and deepen students' understanding of studied topics.two assignments will be turned in.
final exam

Course/Module Content:

the Basics of DB model, (keys and relationships).
Relational and fixed references via excel,
Automated subtotal
Logical functions and conditions – if, and , or, nested functions.
Statistical functions
Financial functions
Time and date functions
Vlookup / Hlookup
Database functions
Advanced and basic data filtering
Sensitivity tables
Goal seek
SOLVER
Pivot Table
Charts, spark lines
Print preview

Required Reading:
all presentations and mandatory chapters from the books below are mentioned at the course site at moodle.

Additional Reading Material:
MIS Cases - Decision Making with Application Software 4th Edition by M. Lisa Miller (2008). Prentice Hall.
Management Science: The Art of Modeling with Spreadsheets, 4th Edition ,Stephen G. Powell, Kenneth R. Baker (2013). Wiley.

Course/Module evaluation:
End of year written/oral examination 60 %
Presentation 0 %
Participation in Tutorials 10 %
Project work 0 %
Assignments 30 %
Reports 0 %
Research project 0 %
Quizzes 0 %
Other 0 %

Additional information:
See moodle for all obligatory details/ syllabus