

## Course Descriptions NonDegree 2017-2018

Course Title	Spreadsheets																
Course Code	EBS2039																
ECTS Credits	4,0																
Assessment	None																
Period	<table border="1"> <thead> <tr> <th>Period</th> <th>Start</th> <th>End</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>18-6-2018</td> <td>29-6-2018</td> <td>C</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Period	Start	End	Mon	Tue	Wed	Thu	Fri	6	18-6-2018	29-6-2018	C				
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6	18-6-2018	29-6-2018	C														
Level	Introductory																
Coordinator	Marc van Ekert For more information:m.vanekert@maastrichtuniversity.nl																
Language of instruction	English																
Goals	get reacquainted with basic MS-Excel functions and apply them to every day business problems - learn how to use the advanced functions of MS-Excel to solve every day business problems																
Description	In this skills training the application of spreadsheets models on examples of business problems will be the main issue. Spreadsheets programs provide end-users with an easy to use facility for solving all kinds of problems in the business domain, e.g. accounting tasks, production planning and so forth. The focus in this skills training will be on using the 'built-in' functionality of spread-sheet packages to solve every day business problems.  Note: information about examination methods: - Assignments during this skill - Final assignment at the end of the course																
Literature	compendium																
Prerequisites	None, the course can be attended by anyone who has an interest in spreadsheets. No prior knowledge of MS-Excel is necessary. An advanced level of English																
Teaching methods	PBL / Lecture / Assignment / Groupwork																
Assessment methods	Attendance																
Evaluation in previous academic year	For the complete evaluation of this course please click <a href="http://iwio-sbe.maastrichtuniversity.nl/rapporten.asp?referrer=codeUM">http://iwio-sbe.maastrichtuniversity.nl/rapporten.asp?referrer=codeUM</a>																
This course belongs to the following programme / specialisation	<table border="0"> <tr> <td>Bachelor Economics and Business Economics Specialisation Economics</td> <td>Elective Skills</td> </tr> <tr> <td>Bachelor Economics and Business Economics Specialisation Economics and Management of Information</td> <td>Elective Skills</td> </tr> <tr> <td>Bachelor Economics and Business Economics Specialisation International Business Economics</td> <td>Elective Skills</td> </tr> <tr> <td>Bachelor International Business</td> <td>Year 2-3 Elective skills</td> </tr> <tr> <td>SBE Exchange Bachelor</td> <td>Bachelor Exchange Skills</td> </tr> <tr> <td>SBE Exchange Master</td> <td>Bachelor Exchange Skills</td> </tr> <tr> <td>SBE Non Degree Courses</td> <td>Bachelor Skills</td> </tr> </table>	Bachelor Economics and Business Economics Specialisation Economics	Elective Skills	Bachelor Economics and Business Economics Specialisation Economics and Management of Information	Elective Skills	Bachelor Economics and Business Economics Specialisation International Business Economics	Elective Skills	Bachelor International Business	Year 2-3 Elective skills	SBE Exchange Bachelor	Bachelor Exchange Skills	SBE Exchange Master	Bachelor Exchange Skills	SBE Non Degree Courses	Bachelor Skills		
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