

## Course Descriptions NonDegree 2018-2019

Course Title                      Spreadsheets  
 Course Code                      EBS2039  
 ECTS Credits                      4,0  
 Assessment                      None

Period	Period	Start	End	Mon	Tue	Wed	Thu	Fri
6		17-6-2019	28-6-2019	C				

Level                      Introductory

Coordinator                      Marc van Ekert For more information:m.vanekert@maastrichtuniversity.nl

Language of instruction                      English

Goals                      get acquainted 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 <http://iwio-sbe.maastrichtuniversity.nl/rapporten.asp?referrer=codeUM>

This course belongs to the following programme / specialisation

Bachelor Economics and Business Economics - Economics	Elective Skills
Bachelor Economics and Business Economics - Economics and Management of Information	Elective Skills
Bachelor Economics and Business Economics - 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