

Liverpool John Moores University

Title: Data Analysis Techniques for Business
Status: Definitive
Code: **3104FNDLBS** (127076)
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management
Teaching School/Faculty: Business and Management

Team	Leader
Leah Ferrie	Y
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Academic Level: FHEQ3 **Credit Value:** 20 **Total Delivered Hours:** 33
Total Learning Hours: 200 **Private Study:** 167

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Online	11
Workshop	22

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	Individual Report	100	

Aims

The aim of the module is to equip students with the technical skills to be able to design and produce Microsoft Excel spreadsheets for business use, and to facilitate the development of basic analytical skills.

Learning Outcomes

After completing the module the student should be able to:

- 1 Design appropriate spreadsheets to satisfy business needs
- 2 Effectively use a selection of Microsoft Excel tools to record, format and organise data.
- 3 Use relevant Microsoft Excel tools to manipulate and analyse data

Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

Individual report	1	2	3
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Outline Syllabus

Basic Microsoft Excel functions including, but not exclusively:

Data entry, formatting, charts, graphs and formulae.

More advanced Microsoft Excel functions including but not exclusively:

Simple pivot tables and IF functions

Use of Microsoft Excel for business purposes, for example:

Sorting and filtering data, averages, discount rates and interest rates

Basic statistical analysis

Learning Activities

A combination of weekly workshops, on line activities and private study

Notes

The intention of this module is to familiarise students with MO Excel and its functions in preparation for future progression.