

### Summary Information

Module Code	3104FNDLBS
Formal Module Title	Data Analysis Techniques for Business
Owning School	Business and Management
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 3
Grading Schema	40

### Teaching Responsibility

LJMU Schools involved in Delivery
Business and Management

### Learning Methods

Learning Method Type	Hours
Online	11
Workshop	22

### Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
SEP-MTP	MTP	September	12 Weeks

### Aims and Outcomes

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.
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**After completing the module the student should be able to:**

**Learning Outcomes**

Code	Number	Description
MLO1	1	Design appropriate spreadsheets to satisfy business needs
MLO2	2	Effectively use a selection of Microsoft Excel tools to record, format and organise data.
MLO3	3	Use relevant Microsoft Excel tools to manipulate and analyse data

**Module Content**

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 functionsUse of Microsoft Excel for business purposes, for example:Sorting and filtering data, averages, discount rates and interest ratesBasic statistical analysis
Module Overview	This module equips you 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.
Additional Information	The intention of this module is to familiarise students with MO Excel and its functions in preparation for future progression.

**Assessments**

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Essay	Individual report	100	0	MLO1, MLO2, MLO3

**Module Contacts**

**Module Leader**

Contact Name	Applies to all offerings	Offerings
Christina Phillips	Yes	N/A

**Partner Module Team**

Contact Name	Applies to all offerings	Offerings
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