

Lecture No. 1

■ Summary

- Five skills to learn before joining an MBA college are Microsoft Excel, Financial Statements, Presentations, Powerpoint, and Statistics/Mathematics.
- These skills are important for handling the coursework and assignments effectively.
- Proficiency in these skills will help in MBA life and in career aspirations.
- Learning resources for these skills are available on YouTube and online courses.

■ Key Terms and Concepts

- Microsoft Excel
- Financial Statements (Balance Sheet, Income Statement, Cash Flow Statement)
- Presentation skills
- Powerpoint
- Statistics
- Mathematics
- Probability
- Normal distribution
- Mean, median, mode

■ Review Questions

1. What are the five skills to learn before joining an MBA college?
2. Why are these skills considered important for MBA students?
3. What types of assignments might require proficiency in Microsoft Excel?
4. What are the key components of Financial Statements?
5. Which online platform is recommended for learning Powerpoint skills?
6. Explain the importance of understanding statistics and mathematics for MBA students.

7. What is the significance of probability and normal distribution for MBA students?
8. How can learning these skills help in career aspirations after completing an MBA?
9. What are the benefits of using templates for creating presentations?
10. Why is it recommended to audit a free online course in statistics and mathematics before joining an MBA college?