AMM 2510A — Fashion Retail Buying I

Introduction

This course applies the principles and methods of retail mathematics to real-life retail operations. It heavily incorporates Microsoft Excel to complete assignments, projects, and exams; coursework is designed to simulate the role of a retail buyer in real-world settings. Lectures were assiduous in demonstrating the various tools and features of Microsoft Excel. I learned how to define and calculate essential figures, such as costs, profits, markups, markdowns, inventory turnover, and open-to-buy. I've also learned how to develop a financial budget that meets or exceeds sales goals through comprehensive seasonal planning.

Artifact

In this class, we were asked to develop a complete purchase order form using Microsoft Excel. This assignment required the use of the data validation tool to create dropdown lists and limit data entries. Data validated cells were also required to have input messages and error alerts for extra guidance during the selection of order terms, shipping method, and order status. We were instructed to use the vlookup function to auto-fill product descriptions and pricing for the items being ordered.

Reflection

In developing the purchase order, I learned how to use the data validation tool to restrict data entries. I found this tool to be very intuitive and can foresee future use cases where I may need to create dropdown lists. I learned how to provide additional guidance by using input messages and error alerts; this will ensure that the information on the purchase order is correct without any data anomalies. I also learned how to use the vlookup function to quickly auto-fill information when necessary. This tool is a time-saving feature and is extremely useful in many use cases. I've slowly become accustomed to using it after multiple applications throughout the semester. However, I finally grasped how the tool works with this assignment. Most importantly, my skills with Microsoft Excel have significantly improved after completion of this course. Thus, improving my workflow and work efficiency when using the program to perform retail-related tasks.