BA 169Z : DATA ANALYSIS USING MICROSOFT EXCEL

Transcript title

Data Analysis Using Excel

Credits

4

Grading mode

Standard letter grades

Total contact hours

50

Lecture hours

30

Other hours

20

Prerequisites

CIS 131.

Course Description

Covers Microsoft Excel software skills necessary for evidence-based problem-solving, including workbook editing, formula creation, charting, and pivot tables. Emphasizes hands-on learning using Excel functions to perform data analysis to enhance decision-making.

Course learning outcomes

1. Create and manage worksheets using appropriate data formatting.
2. Construct formulas with relative, absolute, and mixed cell references.
3. Analyze data using logical, lookup, mathematical, statistical, and text functions.
4. Manipulate large volumes of data using datasets and tables.
5. Interpret data using data visualization tools, including pivot tables and charts.

Required materials

Access to Office 365 - specifically Microsoft Excel.