

Budget Analysis Techniques Boot Camp Using Microsoft Excel

Course Number: 5183

Length: 5 days

Primary Delivery Method: Instructor-led online (synchronous); [Instructor-led live classroom

Alternative Delivery Methods: Instructor-led live classroom

Course Description

More effective analyses lead to better budget decisions for the organization and improved financial performance. Using the various features and functions of Excel, participants will learn how to perform the analyses to support budgetary decisions and present data graphically for stakeholders. You will spend 80% of your class time working in Microsoft Excel to gain hands-on experience that you can apply on the job.

Intended Audience

This course is designed for program and financial management personnel who want to understand and apply Excel's analytical techniques to support budget decision-making in their organizations.

Client-Provided Facility Requirements

- 1 computer per student with Internet and Microsoft Office 2007 including Microsoft Excel with unrestricted rights to install the Analysis ToolPak® or with Analysis ToolPak® already installed on each computer
- Internet required for instructor computer

Course Learning Objectives

- Perform basic Excel functions in support of the principles of analysis
- Query databases using the Filter tool and Advanced Filter tool
- Apply benefit-cost analysis to determine the net benefit, benefit-cost ratio, and return on investment (ROI) for a project or program
- Determine how costs and benefits impact budget decisions
- Determine how the time value of money impacts budget decisions
- Determine how time-based decision criteria measures impact budget decisions
- Apply sensitivity analysis to budget data to support decision-making
- Construct and display frequency distributions using histograms, descriptive statistics, the normal distribution, and Z-scores
- Use time series components, line graphs, trendlines, equations, and r-squared values to forecast budget amounts
- Perform a graphical analysis of data
- Present data and analyses effectively by linking datasheets, charts, or tables to a Word or PowerPoint file

Course Additional Features

- Producer Support
- Technical Support Team

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- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Lesson 1: Introduction to Analysis
LUNCH	
AFTERNOON	Lesson 2: Overview of Excel

DAY TWO	
MORNING	Lesson 3: Querying and Analyzing Data
LUNCH	
AFTERNOON	Lesson 4: Benefit-Cost Analysis Fundamentals

DAY THREE	
MORNING	Lesson 5: Costs and Benefits
LUNCH	
AFTERNOON	Lesson 6: Time Value of Money

DAY FOUR	
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MORNING	Lesson 7: Time-Based Decision Criteria Measures
LUNCH	
AFTERNOON	Lesson 8: Sensitivity Analysis

DAY FIVE	
MORNING	Lesson 9: Computing Statistics on Collected Data
LUNCH	
AFTERNOON	Lesson 10: Time Series Analysis and Forecasting Course Evaluation and Exam

Learning Methods

Lecture, group discussions, class exercises, and exam.

Note: Approximately 75% of class time involves using Microsoft® Excel.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Information Technology
- Level: Basic
- CPEs: 40

Professional Development Units (PDUs)

- Credits: 35

Continuous Learning Points (CLPs)

- Credits: 40

Management Concepts Certificate Program Relationship

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This is an elective course in the following program(s):

- [FFMCP Auditing Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [FFMCP Financial Management Master Track](#)

Prerequisites

There are no prerequisites for this course.

Suggested

- [Budget Estimating Using Microsoft Excel](#)

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Budget Execution](#)
- [Budget Formulation](#)
- [Budget Justification: Effective Preparation and Submission](#)
- [PPBE Workshop: Defense Planning, Programming, Budgeting, and Execution](#)
- Any basic- or intermediate-level Internal Control course

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/5183>



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