

Benefit-Cost Analysis Using Microsoft Excel

Course Number: 5405

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Discover how to utilize Microsoft Excel for benefit-cost analysis to organize facts, assumptions, estimates, and findings to align your decisions with your organization's goals and mission. You will learn to conduct accurate benefit-cost analyses in Microsoft Excel using fundamental principles, best practices, and powerful tools.

Intended Audience

This course is designed for individuals who want to understand and apply benefit-cost analysis to support decision-making in their organizations.

Client-Provided Facility Requirements

- 1 computer per student with Internet and Microsoft Office 2010

Course Learning Objectives

- Select measurement(s) and measure all benefit-cost elements
- Forecast costs and benefits over a relevant time period
- Convert all future costs and benefits into an equivalent present value
- Apply a discount rate
- Calculate the discounted net benefits of a proposal
- Evaluate alternatives and select the best value option based on costs and benefits
- Perform a sensitivity analysis by incorporating risk (uncertainty) in estimates
- Utilize Microsoft Excel tools to facilitate compilation and analysis of benefit-cost elements
- Reference applicable OMB guidance

Course Additional Features

- Producer Support
- Technical Support Team
- 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

Benefit-Cost Analysis Using Microsoft Excel

DAY ONE

MORNING	Lesson 1: Benefit-Cost Analysis Fundamentals
LUNCH	
AFTERNOON	Lesson 2: Costs

DAY TWO

MORNING	Lesson 3: Benefits
LUNCH	
AFTERNOON	Lesson 4: Time Value of Money

DAY THREE

MORNING	Lesson 5: Time-Based Decision Criteria Measures Used in Benefit-Cost Analysis
LUNCH	
AFTERNOON	Lesson 6: Sensitivity Analysis
	Course Exam

Learning Methods

Lecture, group discussion, class exercises, and exam.

Note: Approximately 60% of class time involves using Microsoft® Excel.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Statistics
- Level: Intermediate
- CPEs: 24

Professional Development Units (PDUs)

Benefit-Cost Analysis Using Microsoft Excel

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

Third-Party Certification Relationship

This course applies toward the DoD FM Certification Program.

Management Concepts Certificate Program Relationship

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

- [Business Analysis and Requirements Management Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [Agile in Government Master Track](#)
- [Project Management Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

Mandatory

- A working knowledge of 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.

The final exam must be completed with a grade of 70% or higher.

Follow-On Resources

- [Program and Budget Analysis Using Microsoft Excel](#)

Benefit-Cost Analysis Using Microsoft Excel

Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/5405>



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