

Frequently Asked Questions

Course Title: Budget Analysis Techniques Boot Camp Using Microsoft Excel

Course #: 5183

Duration: 5 days

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

Alternative Delivery Methods: Instructor-led live classroom

1. What business or organizational need does this course address?

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.

2. Who should attend?

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.

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

Lecture, group discussions, class exercises, and exam.

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

5. Are there prerequisites for this course?

There are no prerequisites for this course.

Suggested:

- [Budget Estimating Using Microsoft Excel](#)

6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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](#)

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 40

NASBA Field of Study: Information Technology

NASBA Level: Basic

CEUs: 3.2

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PDU: 35

CLPs: 40

10. What course(s) do you recommend after I complete this course?

- [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

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).