

Frequently Asked Questions

Course Title: Benefit-Cost Analysis Using Microsoft Excel

Course #: 5405

Duration: 3 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

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

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.

2. Who should attend?

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

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

- 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

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

Lecture, group discussion, class exercises, and exam.

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

5. Are there prerequisites for this course?

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Mandatory:

- A working knowledge of 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?

This course applies toward the DoD FM Certification Program.

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

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](#)

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

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Statistics

NASBA Level: Intermediate

CEUs: 1.9

PDU: 21

CLPs: 24

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

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

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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](#).