AIDA 1400: Excel Analytics

A. COURSE DESCRIPTION

  Credits: 3  
  Lecture Hours/Week: 2  
  Lab Hours/Week: 2  
  OJT Hours/Week: *.*  
  Prerequisites: None  
  Corequisites: None  
  MnTC Goals: None  

Learners will create and format Excel worksheets and associated charts and tables. Advanced concepts include using formulas and functions; performing logic tests; creating and analyzing data tables; importing and consolidating information; creating, querying, and sorting tables; analyzing worksheets; and using Power Tools for data analysis.

B. COURSE EFFECTIVE DATES: 03/12/2024 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

  1. Create and format Excel worksheets and associated charts  
  2. Create formulas manually and by using functions  
  3. Perform logic tests using IF function, what-if analysis, and goal seeking  
  4. Create data tables to analyze data in a worksheet  
  5. Consolidate data by linking workbooks  
  6. Create, sort, and query a table  
  7. Import data and work with SmartArt, images, and screenshots  
  8. Analyze worksheets using PivotTables, PivotCharts, and slicers  
  9. Solve problems using formula auditing and data validation  
 10. Use Power Tools for data analysis

D. LEARNING OUTCOMES (General)

  1. Create and format Excel worksheets and associated charts and tables.  
  2. Use Excel formulas and functions to present and analyze data.  
  3. Import and consolidate information from varied sources to Excel spreadsheet.  
  4. Analyze spreadsheet data.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

  None

F. LEARNER OUTCOMES ASSESSMENT

  As noted on course syllabus
G. SPECIAL INFORMATION

None noted