



**BTEC 210 - DATA ANALYSIS WITH EXCEL**

<b>Units Lecture</b>	1.00	<b>Units Lab</b>	0.00	<b>Units Total</b>	1.00
<b>Total Hrs Lecture</b>	17.00	<b>Total Hrs Lab</b>	0.00	<b>Total Course Hrs</b>	17.00

**COURSE DESCRIPTION**

This course teaches how modern spreadsheet programs can be used to collect and organize data for subsequent tabulation, summarization, and graphical display. This course will utilize various forms of scientific data to teach the techniques and skill that facilitate the capture, analysis, and management of data. Topics covered include importing and organizing data, filtering and sorting, graphing, and statistical analysis functions.

**ENROLLMENT RESTRICTIONS**

**PREREQUISITES**

None

**COREQUISITES**

None

**ADVISORIES**

Working knowledge of desktop computing.

**OUTLINE OF COURSE CONTENT**

*The course will address the following topics:*

Skills taught in this course include (hours):

- Importing data into the spreadsheet from other sources (1)
- Extracting information from large amounts of data (3)
- Filtering, sorting, and handling data records (2)
- Using table structures to facilitate data analysis (2)
- Techniques for graphing and visualizing data (3)
- Statistical calculations using built-in functions (3)
- Procedures and techniques for managing and protecting data (1)
- Alternatives to Excel (1)

**PERFORMANCE OBJECTIVES**

*Upon successful completion of this course, students will be able to do the following:*

- a. Identify data types and how to organize data
- b. Demonstrate ways to import data into spreadsheet applications
- c. Employ filter and sort functions to organize data based on attributes
- d. Apply graphical functions to visualize and appropriately annotate data
- e. Summarize and analyze data with statistical and other common spreadsheet functions