DAT205x: Introduction to Data Analysis using Excel

Course Prerequisites

An installation of Microsoft Excel.

Course Schedule

This course is released in weekly basis. Deadlines associated with the graded quizzes and labs are set to the end date of the course, which is displayed on the course **Home** page. You can listen to the lecture, review the additional reading materials (links), attempt the quizzes (you may need to try some the options out in Excel), and work on the labs exercises at any time prior to the deadline.

Week 1
- Introduction to Reporting in Excel
- Excel Tables

Week 2
- Basic Pivot Tables
- Dashboards

Week 3
- Profitability Analysis and Finding Anomalies
- Comparing Year over Year in Pivot Tables

Week 4
- Reporting Hierarchical Data
- Introduction to multi-table pivot tables and the data mode

Expected Effort

Each week, you should expect to spend 2-4 hours on the course, including:
- Viewing the lecture videos and demonstrations.
- Reviewing additional reading materials (links).
- Completing the quizzes.
- Completing the lab exercises.

Coursework and Grading

This course includes coursework, some of which is graded. Each module in the course includes lecture videos, additional reading materials (links), graded short quizzes, and graded lab exercises. The quizzes account for 35% of the total grade, the lab exercises accounts for 60% of the total grade, and the two mandatory surveys account for the remaining 5%. You must achieve an overall score of 70% to pass the course. For the quizzes/labs questions, you have between one to four maximum attempts at each question, depending on the type of the question.

Discussion

We encourage all students to submit questions, observations, and comments in the Discussion section. If you have any issues while working on the course, check there first – your fellow students may have already found a resolution! Please remember that the discussion forum is open to all students and staff, and while we love to see passionate engagement, abusive or inflammatory behavior will not be tolerated.

Due to the volume of students attending this course, it will not be possible for the course staff to answer every question individually. You should still post questions however, because in many cases, your fellow students may be able to help.