

# GEN/DA2202/OPM2202 Spreadsheet Data Analysis

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**Code**

GEN/DA2202/OPM2202

**Title**

Spreadsheet Data Analysis

**Prerequisites**

no

**Credits**

3

**Description**

This course provides an introduction to the principles, concepts, and methods of the data analysis and spreadsheet tools that can be used in getting insight into real life problems and making decisions. Specific topics include documentation and commenting of spreadsheets, appropriate use of graphical elements, prevention and correction of spreadsheet errors, facilitating change, and preventing inappropriate change (through data validation and cell and worksheet protection). A set of lectures will introduce and review the fundamental quantitative tools including forecasting, sensitivity analysis, and data analysis using pivot tables. These models will be developed in lab exercises and/or homework assignments. The students will build skills to understand, evaluate, use, and produce quantitative data about the business and social world in order to give them the tools for an effective and qualified approach to both academic and professional activities. The course is useful for students who go on to do graduate-level academic research as well as for those who want to go directly into the non-academic public or private sectors and be able to effectively analyze and present data.

**Objectives**

- create complex spreadsheets to effectively communicate quantitative information
- use financial, lookup, statistical, and logical functions, and construct complex formulas, using absolute, relative, and mixed cell referencing
- analyze data with appropriate graphs and charts
- validate data and audit a worksheet for errors
- solve "what if," "goal-seek," and other problems, using built-in data analysis tools
- create a database and perform data manipulation, including sorting and extraction of data.

**Assessment**

60 % -first and second assessments

40 % -final assessment