

Professor Cara Marshall
Semester: Spring 2005
CSCI 018 Computing for Business
Monday/Wednesday
8:15-10:05 in PH208 and/or 10:15-12:05 in I213

Office: 300I Powdermaker Hall
Office Hours: Monday/Wednesday 12:20-1:20
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Course Website: <http://www.qc-econ-bba.org/instructors/marshall/>

The intention of this course is to teach you how to use Microsoft Excel and to emphasize its extensive use in the business world. Topics include: formulas, functions, charting, formatting worksheets, absolute cell references, working with large worksheets, what-if analysis, financial functions, lookup functions, working with multiple worksheets and workbooks, customized printing, macros, Solver, data validation, password protection, Scenario Manager, PivotCharts, PivotTables, and importing data. Many financial concepts will be covered. Additionally, we will briefly cover Microsoft PowerPoint and you will be expected to develop and present a presentation in PowerPoint.

The class time will generally be structured as lecture for the first half and lab for the second half. The lectures and some lab problems will generally come from the textbook, so **please bring your book with you**. Your grade will be comprised of 3 exams, class participation, 3 homeworks, and a final group project which consists of a PowerPoint presentation.

The exams will generally be taken on the computer during class time.

The final project involves choosing a company to research and developing a PowerPoint presentation to present your findings. The PowerPoint should consist of 10-15 slides and be approximately 5-10 minutes.

Homework must be emailed to me. You can work together on homework; simply provide the names of all people in the group. I will be checking file originations so do not plagiarize someone else's work.

Grading:

Exams: 30%
Homework : 30%
Participation: 10%
Final Project: 30%

Grading Equivalencies

A+ 97-100
A 93-96
A- 90-92
B+ 87-89
B 83-86
B- 80-82
C+ 77-79
C 73-76
C- 70-72
D+ 67-69
D 60-66
F 0-59

Text Book(s):

Financial Analysis With Microsoft Excel 2002, Mayes & Shank. ISBN: 0-324-17824-7

Optional: Microsoft PowerPoint 2002: Introductory Concepts and Techniques, Gary B. Shelly, Thomas J. Cashman, Susan L. Sebok. ISBN: 0-7895-6283-9

Tentative Schedule

	Date	Topic	Related Reading	Assignment Due
Week 1:	Monday January 31 Wednesday February 2	Introduction & Spreadsheet Basics Extending the Spreadsheet Basics	Chapter 1 Chapter 1	
Week 2:	Monday February 7 Wednesday February 9	The Income Statement The Balance Sheet and Statement of Cash Flows	Chapter 2 Chapter 2	
Week 3:	Monday February 14 Wednesday February 16	Financial Ratios: liquidity, efficiency, leverage Financial Ratios: coverage & profitability	Chapter 4 Chapter 4	
Week 4:	NO CLASS Monday February 21 Wednesday February 23	DuPont Analysis & Z-Score. Trend Analysis.	Chapter 4	Homework 1 Due*
Week 5:	Monday February 28 Wednesday March 2	Industry Averages, Automating Ratio Analysis, Economic Profit Measures Exam Review	Chapter 4	
Week 6:	Monday March 7 Wednesday March 9	Exam 1 covering Chapters 1, 2, 4 Financial Forecasting - pro-forma using percent of sales	Chapter 5	
Week 7:	Wednesday March 14 Monday March 16	Financial Forecasting - linear extrapolation and regression analysis Break-Even Points, using Goal Seek	Chapter 5 Chapter 6	
Week 8:	Monday March 21 Wednesday March 23	Leverage Analysis PowerPoint Presentations	Chapter 6 Optional Text	Homework 2 Due*
Week 9:	Monday March 30	PowerPoint Presentations	Optional Text	
Week 10:	Monday April 4 Wednesday April 6	Future and Present Value, Annuities Solving for Annuity Payments, periods, interest rates, deferred annuities, present and future value of uneven cash flow streams	Chapter 7 Chapter 7	
Week 11:	Monday April 11 Wednesday April 13	Interest Rate in Uneven Cash Flow Streams, Non-Annual Compounding Periods, Continuous Compounding Valuation, Determining the Required Rate of Return (Simple Risk Premium Model & CAPM)	Chapter 7 Chapter 8	
Week 12:	Monday April 18 Wednesday April 20	Valuing Common Stocks & Bonds, Bond Return Measures Bond Price Sensitivities, Preferred Stock Valuation	Chapter 8 Chapter 8	Homework 3 Due*
Week 13:	Monday May 2 Wednesday May 4	Exam Review Exam 2 covering Chapters 5-8		
Week 14:	Monday May 9 Wednesday May 11	Catch up if necessary (or Chapter 11) Time to finish presentations in groups		
Week 15:	Monday May 16 Wednesday May 18	Presentations Presentations		
FINAL	TBA	Exam 3 Comprehensive		

* Homework must be emailed to me - Cara_Marshall@qc.edu - by the due date.