Syllabus
CSCI018 - Computing for Business
Saturdays 1:00-5:00 Room: PH-206

Professor Cara Marshall, Ph.D.   Office: 300K Powdermaker Hall
Semester: Fall 2010   Office Hours: Mondays 12:30-2:30 or by appointment
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Course Description
This course is intended to teach you how to use Microsoft Excel and to emphasize its extensive use in the business world. Additionally, we will briefly cover Microsoft PowerPoint.

No Prerequisites are Required for this Course

Text Book
Financial Analysis with Microsoft Excel, Mayes & Shank. ISBN: 0-324-17824-7
(3rd, 4th, or 5th edition is fine)

Course Website: go to the Economics Department website, click on Faculty, and click on my name. Scroll down to Course Websites and click on CSCI018 (or visit the link below).
http://www.qc-econ-bba.org/coursewebsite.ihtml?Instructor_last=Marshall&user_CourseCode=CSCI018&Instructor_ID=24

Course Objectives
Topics include: formulas, functions, charting, formatting worksheets, absolute cell references, working with large worksheets, financial functions, lookup functions, working with multiple worksheets and workbooks, customized printing, macros, Solver, data validation, password protection, PivotCharts, PivotTables, and importing data. Many financial concepts will be covered.

Teaching Philosophy and Pedagogical Approach
The class time will generally be structured as lecture, then lab time and lecture again followed by another related lab problem. 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, 3 homework assignments, class participation, and a final group project which includes a PowerPoint presentation. The first two exams will be taken on the computer during class time. The third (final) exam will be take-home. The final group 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 10-15 minutes. Homework must be emailed to me by the due date. Feel free to ask one another questions about the homework, but each student must submit his or her own homework file and I will be checking file originations to be sure that they were completed independently.

Grading		Grading Equivalencies	
Exams:	42% (14% each)	A+	97-100
Homework:	30% (10% each)	A	93-96
Project:	18%	A-	90-92
Participation:	10%	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

Tentative Schedule

Date	Topic	Related Reading	Assignment Due
Saturday, August 28, 2010	Introduction & Spreadsheet Basics	Chapter 1	
Saturday, August 28, 2010	Extending the Spreadsheet Basics	Chapter 1	
Saturday, September 04, 2010	The Income Statement	Chapter 2	
Saturday, September 04, 2010	The Balance Sheet and Statement of Cash Flows	Chapter 2	
Saturday, September 11, 2010	Financial Ratios: liquidity, efficiency, leverage	Chapter 4	
Saturday, September 11, 2010	Financial Ratios: coverage & profitability	Chapter 4	Homework 1 Due*
Saturday, September 25, 2010	DuPont Analysis & Z-Score. Trend Analysis.	Chapter 4	
Saturday, September 25, 2010	Industry Averages, Automating Ratio Analysis, Economic Profit Measures	Chapter 4	
Saturday, October 02, 2010	**Exam 1 covering Chapters 1, 2, 4**		
Saturday, October 02, 2010	PowerPoint	Optional Text	
Saturday, October 09, 2010	Financial Forecasting - pro-forma using percent of sales	Chapter 5	
Saturday, October 09, 2010	Financial Forecasting - linear extrapolation and regression analysis	Chapter 5	
Saturday, October 16, 2010	Break-Even Points, using Goal Seek	Chapter 6	
Saturday, October 16, 2010	Future and Present Value, Annuities	Chapter 7	Homework 2 Due*
Saturday, October 23, 2010	Solving for Annuity Payments, periods, interest rates, deferred annuities, present and future value of Uneven cash flow streams	Chapter 7	
Saturday, October 23, 2010	Interest Rate in Uneven Cash Flow Streams, Non-Annual Compounding Periods, Continuous Compounding	Chapter 7	
Saturday, October 30, 2010	Valuation. Determining the Required Rate of Return (Simple Risk Premium Model & CAPM.)	Chapter 8	
Saturday, October 30, 2010	Valuing Common Stocks	Chapter 8	Homework 3 Due*
Saturday, November 06, 2010	Valuing Bonds	Chapter 8	
Saturday, November 06, 2010	More on Valuing Securities		
Saturday, November 13, 2010	**Exam 2 covering Chapters 5-8**		
Saturday, November 13, 2010	Time to Work on Group Presentations		
Saturday, November 20, 2010	Distribute and Discuss Take Home Exam #3		
Saturday, November 20, 2010	Lookup Functions, PivotTables, Macros, Mail Merging		
Saturday, December 04, 2010	Using the Solver function for problems with Multiple Constraints		
Saturday, December 04, 2010	Work on Finishing up Group Presentations		
Saturday, December 11, 2010	Presentations		

General Policies

A   Academic Dishonesty: CUNY's policy on academic integrity can be found at:
http://qcpages.qc.cuny.edu/provost/Policies/index.html

These policies are supplemented below:
Penalties for cheating on exams or other assignments can range from receiving a zero on the assignment up to failure for the course. Additional disciplinary action is also possible by Queens College.

B   Policy for Make-Up Examinations: There are no make-up exams given the same semester. If you fail to attend an exam for a reason found acceptable to the professor, you will be given an grade of "incomplete" and one opportunity to complete the exam THE FOLLOWING SEMESTER at the same time that students from the subsequent class are completing it. The one exception to this policy will be when a student has a valid conflict for another final exam being given at the same time. In that instance a conflict exam will be administered at the time the Department schedules such exams.

C   Policy for Late Submission of Assignments: Homework must be submitted via email by the due date.

D   This class makes frequent use of the Course Website listed above. Please regularly consult this website for course announcements, additional reading assignments, notes and handouts, and any changes to assignments.

E   Arrival to class: Late arrival, while at times unavoidable, is disruptive to your classmates and the professor. Please make every effort to arrive on time.

F   Please turn off cell phones during class. If you need to be reached urgently, please set the phone to vibrate, answer quietly and leave the classroom for the remainder of the conversation.

G   Student inquiries should be addressed to the email address above. All correspondence should have a professional tone. Please state the course and meeting time in the subject line of your email. I will make every effort to respond promptly to your inquiries.

H   If you are having difficulty with the course material, you may see me, without appointment during my regularly scheduled office hours or after class. If you are unable to see me during office hours, please contact me in person or by email so that we can arrange another mutually agreeable time.

ADA Statement
Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Special Services Office, Kiely 171; (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class. For more information about services available to Queens College students contact: Dr. Mirian Detres-Hickey, Special Services Office; 171 Kiely Hall; 718-997-5870 (8:00 a.m. to 5:00 p.m.). E-mail address: mdetres@yahoo.com or to mirian.detreshicky@qc.cuny.edu.