

## Finan 304 – Spreadsheets and Databases – Fall 2003

Sec. 001, W 12:40-01:30 p.m., B209

Sec. 002, W 03:40-04:30 p.m., B209

Sec. 003, Th 04:40-05:30 p.m., B209

**Instructor:** Abbey Heck, Graduate Assistant

**Office:** B-306

**Office Hours:** By appointment only

**Dept.Phone:** 426-3356

**Email:** abbeyhec@boisestate.edu

### Course Objectives:

1. Improve spreadsheet and data analysis skills.
2. Learn how to model common financial problems on a spreadsheet.
3. Become familiar with Excel for use as a business tool.
4. Develop ability to download and manipulate data from such sources as the *Research Insight Directory*.

### Course Format

Class time will be spent developing skills using applications of computer spreadsheets and databases for financial decision-making.

Assignments will be given each week based on examples used in class.

There is no textbook for this course.

### Grading

Grades will be determined from the points earned on weekly assignments. A standard grading scale will be used:

90-100 points =A  
80-89 points =B  
70-79 points =C  
60-69 points =D  
Below 60 points =F

There will be twelve (12) assignments throughout the semester. **Each assignment is worth 10 points and accumulates towards a grade of A through F.** Extra credit may be offered in more difficult assignments at the instructor's discretion. Students will have one week to seek help as needed and to complete the work. Assignments are due before the start of the next class period, or as the instructor may designate. Assignments can be turned in early to my box in the Marketing Finance Office. Assignments are **not** accepted after the due date/time, if you need help PLEASE let me know early!

**Except for the two mandatory assignments, the lowest two (2) grades will be dropped. Since this accommodates students' unplanned absences, no makeup assignments will be given.**

## Course Schedule

Date	Subject	Assignment	Due Date
August 6-7	Course Introduction	None	
September 3-4	Overview Of Research Insights	#1 - Company Highlights Report	End of class
September 10-11	Research Insights and Excel	#2 - Importing Data into Excel	September 17-18
September 17-18	Stock Portfolios	#3 - Internet with Excel	September 24-25
September 24-25	Excel Formatting Basics	Extra Credit Assignment	October 1-2
October 1-2	Formulas and Ratios	#4 - Financial Statements and Ratios	October 8-9
October 8-9	Data Tables and Charts	#5 - Data tables and Charts	October 15-16
October 15-16	Intro to the Solver Function	None	
October 22-23	Solver Function	#6 - Basic Solver and Scenarios	October 29-30
October 29-30	Introduction to Macros	#7 - Macros Project-Mandatory!	November 7 by 5:00 pm!
November 5-6	Macros Project Continued	In class help on Macros	
November 12-13	Pivot Tables	#8 - Pivot Tables	November 19-20
November 19-20	Pivot Tables continued	#9 - Pivot Tables and Charts	December 3-4
November 26-27	Thanksgiving Holiday	None	
December 3-4	Finance Functions	#10 - Excel Financial Functions	December 10-11
December 10-11	Finance Functions continued	#11 - NPV and IRR	December 17-18
December 17-18	Final Class-Course Review	#12 - Attendances is Mandatory!	

### In-class Lectures and Assignments:

Since this class has real world application, the presentation of your assignments is extremely important.

- **Grading of assignments:** assignments should have a professional, finished look and proper titles and headings. The presentation of your assignments will be worth **25%** of total points. The correct completion of the assignment objective will be worth **75%** of total points.
- If the instructor allows the assignment to be e-mailed, it must be received **before** your scheduled class.
- Students are expected to treat all equipment with respect. When you leave exit all running programs; do not shut down Windows or the computer.

**Your attendance is strongly encouraged, since the instructor will not repeat lectures.** Handouts will be given out for use with the assignments. If you miss a class, be sure to get these notes and in-class files from the instructor or a fellow student.