This page contains the syllabus for Business Analysis and Modeling with Spreadsheets for Summer 2018. The course syllabus contains important information regarding course requirements and the grading system utilized. It is the responsibility of the students to read the syllabus and consult the instructor if they have questions.

**Course:** UIBE 2018052 - Business Analysis and Modeling with Spreadsheets, Summer 2018 – 2 credits

**Class location:** Room 120, Ningyuan Building

**Class meeting times:** July 10, 2018 to July 25, 2018 (three weeks)

<table>
<thead>
<tr>
<th>Week</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>8:00am – 9:30am, 9:50am – 11:20am</td>
<td>8:00am – 9:30am, 9:50am – 11:20am</td>
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<td>Week 2</td>
<td>8:00am – 9:30am, 9:50am – 11:20am</td>
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<td>8:00am – 9:30am, 9:50am – 11:20am</td>
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<td>Week 3</td>
<td>8:00am – 9:30am, 9:50am – 11:20am</td>
<td>8:00am – 9:30am, 9:50am – 11:20am</td>
<td>8:00am – 9:30am, 9:50am – 11:20am</td>
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**Instructor:** Mehrgan Mostowfi, Ph.D. *(mer-gone mos-tow-fee)*

**Affiliation:** Department of Accounting and CIS, Monfort College of Business, University of Northern Colorado, USA

**Office hours and location:** Will be announced on the WeChat group.

**Email:** mehrgan.mostowfi@unco.edu

**Course description:** Intermediate and advanced level functions and capabilities of spreadsheets with an emphasis on business analysis. Designing financial models with spreadsheets and interpreting the results with a focus on Microsoft Excel. Advanced presentation of data with pivot tables and charts. Introduction to external data ranges, macros and user-defined functions.

**Textbooks:** The lessons include parts of the following textbooks, plus additional readings which may be assigned in the form of articles and online pages:


**Prerequisites:** General computer knowledge. Elementary programming knowledge is a plus.

**Course topics:** This course will cover the following topics:

- Session 1 (July 10): Introduction: Review of Spreadsheets, Elementary Functions
- Session 2 (July 10): More Essential Excel Functions: Constants, Operators, and References
- Session 3 (July 11): Financial Functions and Goal Seek
- Session 4 (July 11): Named Ranges and Array Functions
- Session 5 (July 12): Case Study: Payback Period
- Session 6 (July 12): Case Study: Payback Period
- Session 7 (July 17): Exam 1
- Session 8 (July 17): Exam 1 Solutions, Conditional Formatting, CSV Data Import
- Session 9 (July 18): Optimization with Solver
- Session 10 (July 18): Optimization with Solver
- Session 11 (July 19): Pivot Tables and Charts
- Session 12 (July 19): Histograms and Pareto Charts, Descriptive Statistics
- Session 13 (July 24): Analyzing Forecasts and Trends
- Session 14 (July 24): Analyzing Forecasts and Trends
- Session 15 (July 25): Advanced Topics: Introduction to Macros
- Session 16 (July 25): Advanced Topics: Introduction to Macros

**Grading:** Students will earn a grade based on attendance, assignments, exams, and a comprehensive final exam. The breakdown is:

- Attendance: 8%
- Assignments: 40% (approximately 5, given after completing each major topic)
- Exam 1: 20% (the exact date will be announced)
- Comprehensive final exam: 32% (Take-home)

The grading scale is "no worse than":

- A = 90.00% through 100% and above
- A- = 85.00% through 89.99%
- B+ = 82.00% through 84.99%
- B = 78.00% through 81.99%
- B- = 75.00% through 77.99%
- C+ = 72.00% through 74.99%
- C = 68.00% through 71.99%
- C- = 64.00% through 67.99%
- D = 60.00% through 63.99%
- F = Less than 60.00%

**Course policies:***

- I expect you to make sure you pay attention to messages and announcements on the class WeChat group. WeChat will be the main means of communication between you and me. Not having seen the announcements, etc. on WeChat will not be accepted as an excuse for missing due dates and other important information.
- Attending class is mandatory and very important. I may choose to track attendance.
- Incomplete ("I") grades will only be given in the case of severe hardship including verifiable medical emergencies or legal troubles. Simply being "overloaded" and unable to complete your work is not grounds for an "I" grade.
- Out of courtesy to other students please make sure that you turn off, or place in silent mode, your cell phone.

_Last Update: July 17, 2018_

_Every part of this syllabus is subject to adjustment as the semester progresses._