

<b>CLASS NUMBER AND NAME:</b>	<b>CMN175—FINANCIAL ANALYSIS WITH EXCEL</b>
<b>TOTAL HOURS/UNITS:</b>	24 Hours—1 Unit
<b>PREREQUISITES:</b>	ACN170D—Fundamentals of Accounting IID CMN166C—Advanced Excel
<b>TEXTS AND MATERIALS:</b>	<i>Advanced Microsoft Excel 2016, 2018 Edition, E-Book, Jan Davidson &amp; Jan Marrelli; Paradigm Publishing, Inc.: St Paul, MN. (ISBN 978-0-76387-773-6)</i> Jump Drive
<b>CLASS DESCRIPTION:</b>	Students learn an analytical approach to perform financial analysis and to solve business problems using Excel’s advanced functions and formulas.
<b>COURSE OBJECTIVES:</b>	To learn the technical tools that are built into Excel to calculate financial analysis required in all levels of financial management by solving problematic activities provided in the various chapters.
<b>CLASS FORMAT OVERVIEW:</b>	This class is a lab. Lab time is spent completing chapter work and performing financial calculations utilizing Excel. An instructor will be available for direction and questions.
<b>METHODS OF INSTRUCTION:</b>	As direct supervision of work and the personal discussion of challenges and solutions are used as the principal means of instruction, it will be expected that all students will be present every day to work on assignments.
<b>REQUIREMENTS:</b>	Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.
<b>CLASS ATTENDANCE:</b>	It is expected that each student will be in class when class begins. Roll will be taken at the beginning of class.
<b>TESTING:</b>	There will be a final exam at the end of the class.

**LATE WORK OR TESTING:** There may be a 10% penalty for all late work and testing. If the work or test is not completed within the scheduled module, all assignments and/or test(s) must be resubmitted for grading.

**CHEATING:** “Empire maintains a code of conduct for students that prohibits passing another student’s work as their own.” If students submit duplicate work, each student will be given an opportunity to erase and repeat all class assignments under the direct supervision of an instructor in a computer lab at Empire College. The school’s Code of Conduct and Cheating Policy will be enforced.

**CHALLENGE TEST:** To challenge out of a class, a student must pass a test with a score of 80% or greater. The student can take the challenge test on Tuesday in the first week of a module. The exam will be scheduled in the afternoon after school hours.

**GRADING POLICIES:** The final grade will be based on the following percentages:

Assignments 75%  
Final 25%

The final grade will be determined by the following:

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

**ANTICIPATED LEARNING OUTCOMES:** Upon completing this course, the student will be able to:

- 1) Use PivotTables and PivotCharts to Analyze Data.
- 2) Utilize advanced formulas and functions to calculate solutions
- 3) Apply financial functions and analysis features to examine figures
- 4) Create statements and project future trends.
- 5) Export and import Excel data
- 6) Customize Excel with Macros

## CMN175 Financial Analysis with Excel I Schedule

Any late assignments and testing turned in after Thursday of the 6<sup>th</sup> week of the module may be reduced by 10%. For each chapter: read the chapter information and perform the computer steps. Complete and submit the assignments listed below to [CMN175@empirecollege.com](mailto:CMN175@empirecollege.com). Send the assignments as XPS files as an attachment in an email. **Your subject line must include your name and the assignment number. In the body of the email, include your instructor's name, the room, and the class period.** Record the date you submit the files and your grade on the log.

Week	Assignments	Instructions	Submit Date	Grade
1	<b>Chapter 8</b> Using PivotTables and PivotCharts to Analyze Data	<p>Surf to URL: <a href="https://paradigm.bookshelf.emcp.com">https://paradigm.bookshelf.emcp.com</a> and create an account to access your e-book. Before starting Excel, be sure to log into version 365 Microsoft Office in the upper right hand corner of the Excel window and then log out and return for the functions to be visible.</p> <p>You can pan and zoom using the Moore button (bottom right hand corner of your screen) to enlarge and scroll through the e-book. At the bottom of the screen, click on the chain icon to check your answers.</p> <p>Read Chapter 8 in your E-Book and complete all “On the Job” tasks and submit the following assignments after you have finished a task:</p> <p>Task:8.21 from page 377 Skills Assessment #8.3 from page WB 8.1</p>		
2	<b>Chapter 9</b> Using advanced formulas and functions	<p>Read Chapter 9 in your E-Book and complete all “On the Job” tasks and submit the following assignments after you have finished the task:</p> <p>Task: 9.12b from page 436 Skills Assessment #2A &amp; 2B from page WB 9-4</p>		
3	<b>Chapter 10</b> Using Financial Functions and Analysis Features	<p>Read Chapter 10 in your E-Book and complete all “On the Job” tasks and submit the following assignments after you have finished the task:</p> <p>Skip Task 10.17 on page 496 Task: 10.19 from page 503 Skills Assessment #1 from page WB10-3</p>		

<b>Week 4</b>	<b>Chapter 12</b> Calculating and Analyzing Business Data	<p>Read Chapter 12 in your E-Book and complete all “On the Job” tasks and submit the following assignments after you have finished the task:</p> <p>Task: 12.21 from page 595 Skill Assessment 3 from page WB12-4</p>		
<b>Week 5</b>	<b>Chapter 13</b> Exporting, Importing, and Transforming Data	<p>Complete Chapter 13 and submit the following assignments:</p> <p>Skip Task 13.1d on page 614 Skip Task 13.2c on page 620 Task 13.6, page 633: Step2 – use “New Query” button Task 13.7, page 636: Step 2 – use “New Query” button Task 13.8, page 640, skip steps 1-4, step 6 – use “Get External Data” button Task 13.15A from page 665 Skill Assessment 2 from page WB13-4, Part A and Part B only</p>		
<b>Week 6</b>	<b>Chapter 15</b> Automating Repetitive Tasks and Customizing Excel <b>Final</b>	<p>Complete Chapter 15 and submit the following assignments: A screen shot of Task 15.16 – The DVAutoParts table from page 799 (See instructor for help) Skill Assessment 1 from page WB 15-2</p>		
		<b>Final Test</b>		