

*Don't start at a disadvantage...*

## QuickStart Pre-Term Program

### MBA AND MS PROGRAMS

**QuickStart** is a series of short modules covering topics in Accounting, Finance, Math, Statistics, Excel, and Advanced Excel. Offered every January and August for a fee, these modules provide basic preparation for core courses. While students will not leave these modules as experts in any particular area, they will become more familiar with concepts, terminology, and problem solving techniques.

Modules are optional, not for credit, and self-selected. Self-assessment tests are posted to the new student website to help students decide if a module is right for them. The number of sessions and hours per module varies.

### Description of Modules for MBA & MS Students

#### Accounting

*(3 evening sessions of 4.5 hours each for a total of 12 hours of instruction)*

Sessions are divided into accounting conceptual framework, accrual accounting, and statement of cash flows. In-class practice problems help students immediately assess their learning.

#### Finance

*(2 evening sessions of 4.5 hours each for a total of 8 hours of instruction)*

Financial markets, investments, and stocks and bonds are discussed, with quizzes, financial calculators, and video clips enhancing the learning experience.

#### Math

*(3 evening sessions of 4 hours each for a total of 9 hours of instruction)*

This course covers the basic elements of differential calculus and some elements of financial math, such as compound interest formulas and annuities. This is a "thinking person's" introduction and every effort is made to teach the material from the ground up and to avoid using equations as black-boxes. This course is recommended for all students intending to major in a quantitative area, including economics, finance, accounting, operations management, and quantitative market research. It is an ideal warm-up for the calculus course that is required for many students.

#### Statistics

*(3 evening sessions of 4.5 hours each for a total of 12 hours of instruction)*

If you are worried about taking Statistics, this course is the right place to be because it provides a no-stress introduction to many elements of the semester-long course. We will cover descriptive statistics, probability theory, the binomial distribution, and the Normal distribution. You will learn how to download stock market data, estimate characteristics of the underlying bell-curved distribution of returns, use histograms to show the characteristics differences in the returns on bonds, stocks, and market indices, and use a lagged scatterplot to measure the amount of momentum in the return on an investment. Statistics without exams is much more fun than with exams. But, when the exams do come, you will be glad you had this prior experience.

#### Excel

*(2 evening sessions of 4.5 hours each for a total of 8 hours of instruction OR 1 day-long 9 hour session for a total of 8 hours of instruction)*

Do you write formulas that look like  $A7*.10$  or  $B99/A7*10$ ? If so, then you aren't using Excel powerfully. This workshop is hands-on and is geared toward new Excel users as well as those students who wish to learn more or brush up on their excel productively for classes or work. Sessions will review: writing efficient formulas using relative, mixed and absolute addressing; streamlining and enhancing spreadsheets; learning critical logical, financial and statistical functions and how to use them; tips, traps and techniques to become an excel power user.

#### Advanced Excel

*(2 evening sessions of 4.5 hours each for a total of 8 hours of instruction OR 1 day-long 9 hour session for a total of 8 hours of instruction)*

This workshop covers Excel's advanced features and continues where Excel 1 leaves off. It is hands-on and is geared toward working Excel users as well as those students who successfully completed Excel 1. Sessions will review: calculating across multiple worksheets and workbooks (consolidation, linking); using What-If Analysis (goal seek, data tables, solver, scenario manager); analyzing large data sets with PivotTables and "slicer;" advanced functions and auditing tools; recording a small macro and editing it with VBA.