

The University of Texas at Dallas
Introduction to Financial Modeling FIN3390
Fall 2013 Course Syllabus

Course Information

Course Number/Section: FIN3390-002 – Laptop Section
Course Title: Introduction to Financial Modeling
Term: Fall 2013
Day & Times: Monday & Wednesday 11:30am – 12:45pm
Classroom: JSOM 2.902
Computer Lab (for exams) JSOM 1.211

Instructor Contact Information

Professor Amal El-Ashmawi
Office Phone 972-883-5883
Email Address a.el-ashmawi@utdallas.edu (I prefer eLearning message system. You will also get a quicker response through eLearning)
Office Location JSOM 3.608
Office Hours: Wednesday 1:00pm-2:00pm and by appointment

Course Pre-requisites

Prerequisites: MATH 2333 or OPRE 3333, STAT 3360 or OPRE 3360 and FIN3320 (BA3341)

Course Description

Develops the ability to use quantitative methods and software (particularly spreadsheet) for financial decision making.

Course Learning Objectives

- Students will effectively use financial concepts and computer software (e.g., spreadsheets, etc.) to build basic financial models to solve financial problems.
- Students will use computer software to solve various time value of money and valuation problems.
- Students will be able to utilize computer software to analyze strategic investments in real and financial assets.

Textbook

Required: Financial Analysis with Microsoft Excel by Timothy R. Mayes (South-Western Cengage Learning 6th edition 2012), ISBN 978-1-111-82624-6

Computers/Software

Windows based laptops computers (preferably PCs), loaded with Microsoft Excel 2007 or later are required for this course . We will also use MS Excel add-ins such as “Data Analysis” and “Solver”
You are required to you bring with to every class meeting a laptop computer with MS Excel.

Class Format

The class format will include both lectures and discussions of theoretical material as well as computer sessions devoted to the application of Excel to analyze financial data and create financial models.

You are expected to come to class prepared. Preparation means reading PowerPoint slides posted on eLearning and assigned chapters.

Important Dates & Academic Calendar

Last day to drop a class without a "W": Wednesday, Sept 11th

Last day to withdraw from UG course with WL (signature required): Thursday, Oct 31st

All Exams will be given in the large computer lab JSOM 1.211

Exam 1	10/2
Exam 2	10/30
Exam 3	12/4

Class Schedule

Date/Section	Topics	Readings
8/26	Class Orientation (must attend)	
Topic 1	Introduction to Excel	Chapter 1
Topic 2	Financial Statements	Chapter 2
Topic 3	Time Value of Money	Chapter 5
Topic 4	Securities Valuation	Chapter 8, 9
Topic 5	Cost of Capital	Chapter 10
Topic 6	Capital Budgeting	Chapter 11, 12
Topic 7	Portfolios and Diversification	Chapter 13

These descriptions and timelines are subject to change at the discretion of the instructor.

Additional notes, instructions and useful links will be posted on eLearning, so please make sure to stay current on materials and announcements posted between meetings. You are responsible for keeping up with all posted material and announcements, so make sure you **check eLearning on a daily basis.**

Grading Policy

Your grade in the course will be based on the following items:

Exam 1, 2, 3 (25% each) 75%

*AQPP 25%

*AQPP: Class Attendance, Quizzes (class and lab quizzes), Participation and Professionalism.

Participation is impacted more by the quality of your participation than the quantity.

You have to be present in class in order to take class and/or lab quizzes and earns a participation grade.

Professionalism includes, but not limited to, showing up to class on time, staying for the duration of class, having a positive attitude, and refraining from side conversation and the use of cell phones and other communication devices. (more on this to follow)

These are the only scores that will be used to determine your grade. No extra work or repeat exams will be given and no late work will be accepted, so please do not ask for exceptions. Your final letter grade will be determined as follows:

A+ = 97 – 100

A = 94 – 96

A– = 90 – 93

B+ = 87 – 89

B = 84 – 86

B– = 80 – 83

C+ = 77 – 79

C = 74 – 76

C– = 70 – 73

D+ = 67 – 69

D = 64 – 66

D– = 60 – 63

F = Below 60

Class Attendance

You are expected to attend all classes and to arrive on time and stay for the duration of class period. Students arriving late or leaving early will not be counted present. There will be assigned class work and/or quiz/s each class meeting. You have to be present in class to take class and/or lab quizzes even if the quiz is due at a later date. Quizzes cannot be made up.

You are responsible for all announcements and material covered in class regardless of the reason for absence.

A class attendance sign-in sheet will be circulated in each class meeting. It is your responsibility to make certain you have signed the attendance sheet. If you do not sign the attendance sheet you will be counted absent. Although I appreciate notification for a class absence, understand that telling me you will be absent does not mean that your absence does not “count”.

Class Quizzes, Lab Quizzes/Assignments and Exams

There will be a short class quiz given at start of each class meeting to test your knowledge of concepts and power point material covered in the preceding week's lecture.

In addition to the class quizzes there will be weekly lab assignments/quizzes given in class/computer lab and will have to submit by due date and time, using eLearning assignment drop box.

You will have to be present in class to take the weekly class quizzes. You will also have to be present in class when the quiz lab is distributed to be eligible for a grade.

Your two lowest quiz grade for the semester will be dropped.

There will be three exams on the dates indicated above, under important dates. There will be no final exam. These three midterm exams will test your knowledge of material covered in the lectures, and lab sessions. All exams will be closed books and closed notes. For each exam you will be provided a test document and a USB flash drive. You must use Excel for all of your computations and perform them in spreadsheets on the provided flash drive, then transfer your final answers to the test document. Your spreadsheets must be saved to the provided flash drive which should be turned in along with the exam booklet. No credit will be given for answers not supported by your excel work on the USB flash drive. Failure to turn in either the test document or the flash drive will result in a zero for that exam.

All exams will take place at regular class date and time and will be given in the computer lab. You will have to disconnect the internet by unplugging the Ethernet cable from the back of the computer immediately after you log in. You should not have a cell phone or any other communication devices with you during exams. You have to closely follow all instructions for each exam. Failure to do so will result in loss of points.

During exams, and quizzes, you will not be allowed to use a calculator. Use of all electronics such as cell phones and PDAs, which permit storage of text, wireless communication devices and the internet are not permitted and should not be kept with you during the exam. Failure to abide by these rules may subject you to disciplinary proceedings associated with scholastic dishonesty.

Exams and class quizzes will not be returned to students, but scores/grades will be posted on eLearning. If you wish to review any of your exams and/or quizzes you should make an appointment to do so at my office, as soon as possible after grades are posted.

Exam grades will be scaled so that the highest score is 100.

All requests for re-grading an exam, assignment or a quiz must be submitted in writing with a description of what you want considered in the re-grading process. The request should be sent to me via eLearning message system. All requests for re-grading will have to be submitted within 10 days of posting the grade on eLearning. Keep in mind that the entire exam will be re-graded and as a result your new and final grade for that exam or quiz could be higher or lower than the original one.

Make-Up policy

You are required to take each of the three exams. Generally, there will be no makeup exams given. If you have an emergency that will prevent you from taking any of the exams on the scheduled day you have to notify me and make arrangements before the exam. Supporting documentation, such as hospital admission, will be required. Doctor's office visit will not be an acceptable excuse. Failure to give notification of an emergency before the exam will result in an automatic 15% deduction for the exam grade, if a makeup is approved. There will be no make-up of weekly class or lab quizzes.

Professionalism and Classroom Policy:

I believe that all distractions to students and instructor should be avoided for the benefit of all. We must all respect our fellow students by conducting the class in a professional manner. A student entering or leaving the classroom after the class has begun distracts the attention of other students and instructor. Cell phones interrupt the instructor's presentation and the students' concentration. Therefore, please arrive at the classroom prior to the scheduled class time, silence your cell phone and put it away. Cell phones should not be visible during class. Text messaging, MP3 players, headphones and similar electronic devices are not permitted during class. Use of laptop computers are limited to class activities as directed by the instructor. Surfing the web, visiting on-line chat-rooms and e-mailing are not permitted during class. I am also going to insist that you refrain from private and side conversations during class.

I expect all students to properly conduct themselves and show courtesy and respect at all times.

Should you fail to behave in a manner that I find acceptable and do not be surprised if I ask you to change your behavior or leave the classroom.

Remember that your AQRR score depends, in part, on good classroom citizenship.

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

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