

The University of Texas at Dallas  
Introduction to Financial Modeling FIN3390  
Fall 2016 Course Syllabus

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**Course Information**

Course Number/Section:	FIN3390-501 – Laptop Section
Course Title:	Introduction to Financial Modeling
Term:	Fall 2016
Day & Times:	Tuesday/Thursday 5:30-6:45pm
Classroom:	JSOM 2.902

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**Instructor Contact Information**

<i>Professor</i>	Amal El-Ashmawi
<i>Office Phone</i>	972-883-5883
<i>Email Address</i>	<a href="mailto:a.el-ashmawi@utdallas.edu">a.el-ashmawi@utdallas.edu</a> (You must use eLearning “Course messages” link, rather than my UTD email address, in communicating with me regarding this course)
<i>Office Location</i>	JSOM 14.409
<i>Office Hours:</i>	By appointment

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**Course Pre-requisites**

Prerequisites: MATH 2333 or OPRE 3333, STAT 3360 or OPRE 3360 with a C or better, and FIN 3320 with a C or better.

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**Course Description**

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

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**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.

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**Textbook**

Financial Analysis with Microsoft Excel by Timothy R. Mayes (South-Western Cengage Learning 6<sup>th</sup> edition 2012), ISBN 978-1-111-82624-6. (Optional)

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**Computers/Software**

Windows based laptops computers (preferably PCs), loaded with Microsoft Excel 2010 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 bring with you, to every class meeting, a laptop computer loaded with MS Excel 2010 or later. This is imperative since the majority of the work in this course requires the use of a computer and in some cases you may be required to complete and submit an excel work during class period. Failure to do so will result in a score of zero.

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## Class Format

The class format will include both lectures and discussions of theoretical material and concepts 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, and bring a laptop computer loaded with MS excel. Preparation means going over the posted notes, excel exercises and assigned chapters.

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## Important Dates & Academic Calendar

Last day to drop a class without a "W": Wednesday, September 7<sup>th</sup>.

Last day to withdraw from UG course with WL (approval required): Thursday, October 27<sup>th</sup>.

Please check the academic calendar for verification of those dates.

All **Excel based exams** will be given in the computer lab. Please check eLearning announcements, before exam, for room number.

Exam 1: 9/20  
Exam 2: 10/25  
Exam 3: 12/1

All **Multiple Choice Quizzes** will be given in regular classroom.

Multiple Choice Quiz 1: 9/22  
Multiple Choice Quiz 2: 10/27  
Multiple Choice Quiz 3: 12/6

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## Grading Policy

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

- |   |            |
|---|------------|
| 1) Assignments                          | 13%        |
| 2) 3 Multiple Choice quizzes (5% each)  | 15%        |
| 3) 3 Excel application Exams (24% each) | <u>72%</u> |

Total	100%
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These are the only scores that will be used to determine your grade. There will be no final exam, no extra work or repeat exams will be given and no late work will be accepted, so please do not ask for an exception. Your semester average will be rounded using the convention in rounding and your final letter grade will be determined as follows:

A+ = 97% – 100%	B = 84% – 86%	C– = 70% – 73%
A = 94% – 96%	B– = 80% – 83%	D+ = 67% – 69%
A– = 90% – 93%	C+ = 77% – 79%	D = 64% – 66%
B+ = 87% – 89%	C = 74% – 76%	D– = 60% – 63%
		F = Below 60%

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## Class Attendance

For my records, a class attendance sign-in sheet will be circulated in each class meeting, please make sure you initial next to your name only. **This will not directly factor into your semester grade.**

Even though there is no separate grade for attendance, you are expected to attend all classes and to **arrive on time** and **stay for the duration of class meeting**. There will be assigned homework most class meetings that will be based on material covered in class and I will not individually tutor students who miss class without a valid excuse. These assignments will be posted on eLearning.

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

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## **Assignments, Excel based Exams (given in the computer lab) and Multiple Choice Quizzes (given in the classroom)**

1) There will be frequent excel assignments posted on eLearning. These assignments must be submitted by the due date and time, by uploading your excel file to eLearning. Submissions past the deadline will not be accepted and assignment not submitted through eLearning assignment tool may not be eligible for credit. You will be allowed only one submission per assignment, so make sure you submit the right file and in the right excel format. You should work all assignments independently and should not use class exercise templates, any other templates, your previous work or someone else's work. These assignments will count for 13% of your semester grade. Frequently, I will be giving you the chance to earn bonus points for performing extra computations on these assignments. Solutions to these assignments will be posted on eLearning after the deadline. It is recommended that you always review posted solutions of these assignments since assignments may be graded more leniently than exams.

2) There will also be three major excel based exams on the dates indicated earlier on the syllabus, under important dates. All excel based exams will be given in the computer lab at regular class time (Computer lab location will be announced before each exam and the information posted on eLearning). These midterm exams will test your knowledge and understanding of material covered in the lectures, and computer sessions, and your ability to use excel application in solving financial problems. All exams will be closed books and closed notes but you will be provided a formula sheet for each exam.

For each excel based exam you will be provided a test paper and a USB flash drive. You must use Excel for all of your computations and perform them in the spreadsheets on the provided flash drive, then transfer your final answers to the exam paper. Your spreadsheets must be saved to the provided flash drive and turned in along with the exam paper. No credit will be given for answers not supported by your excel work on the USB flash drive or answers not shown on your exam paper and you should not expect partial credit for incorrect or incomplete answers. Failure to turn in either the exam paper or the flash drive will result in a zero for that exam.

When showing up for the excel based exams, please wait outside and do not enter the computer lab until instructed to do so by the instructor or her T/A.

You will have to disconnect the internet by unplugging the Ethernet cable from the back of the computer immediately after you log in (when you see the welcome screen). Once exams are distributed, you will not be permitted to leave the computer lab and return back to finish the exam.

Also, you will not be allowed to keep bags, backpacks, calculators, laptops, notes, electronic devices (including cell phones), food or drink with you during the exam. It is not sufficient to put your cell phones on silent, they must be turned off and left in your bag. All wireless communication devices and devices that allow storage of data, should not be kept with you during the exam even if turned off. Failure to abide by these rules may subject you to disciplinary proceedings associated with scholastic dishonesty.

You have to closely follow all instructions on the cover sheet for each exam. Failure to do so will result in loss of points on the exam.

These excel exams will count for 72% of your semester grade. There will be no final exam in this course.

3) There will be three multiple choice in-class quizzes on the dates indicated above, under important dates. These are designed to test your knowledge and understanding of concepts covered in class lectures and power point material. All multiple choice quizzes will be closed books, closed notes and will take place during regular class time and location. Use of calculators or laptops will not be permitted, and you will need to bring a scantron with you for these multiple choice quizzes. Failure to use a scantron may result in 10% penalty on the quiz. Rules governing the excel based exams will apply to those quizzes including turning off your cell phone and putting it away. These multiple choice quizzes will count for 15% of your semester grade.

Students showing up late for a quiz or an exam will not be given extra time to make up for being late, and will have to complete their work and turn it in by the end of allowed test time. Students showing up for a quiz or exam after a class mate had already left the class/lab may not be permitted to take the quiz/exam.

Excel exams and multiple choice quizzes are the property of the instructor and will not be returned to students, but scores/grades will be available on eLearning and students are encourage to schedule time with the instructor to review their exams.

All requests for re-grading an exam 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 "course messages". All requests for regarding will have to be submitted within 10 days of posting the grade on eLearning. Keep in mind that the entire exam/quiz 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.

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## **Make-Up policy**

You are required to take all excel based exams and multiple choice quizzes on the designated dates. Generally, there will be no makeup quizzes or exams given. If you believe you cannot take an exam or quiz on the regularly scheduled date, you should talk to the instructor as soon as possible. If you cannot take an exam or quiz due to a compelling personal reason such as emergency surgery or death in the immediate family, you have to notify me and make arrangements before the exam. Supporting documentation, such as hospital admission, will be required. Routine or regular doctor's office visits will not be an acceptable excuse. Failure to give notification before the exam will result in an automatic 15% deduction for the quiz/exam grade if a makeup is approved. There will be no make-up of excel assignments/quizzes if not submitted by due date.

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## **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, at all times, in a professional manner. A student entering or leaving the classroom after the class has begun distracts other students and the 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, and similar electronic devices, electronic cigarettes and headphones are not permitted during class. Use of laptop computers are limited to class activates as directed by the instructor. Surfing the web, visiting on-line chat-rooms and e-mailing are not permitted during class. Students are not allowed to record or video tape a lecture without consent of the instructor. I am also going to insist that you refrain from private and side conversations during class.

**To discourage disruptive behavior such as the practice of students regularly waling into class late or walking out before being dismissed, a 1% penalty will be applied to an assignment for each unexcused incident. This will also apply to the use of cell phones 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 do not be surprised if I ask you to change your behavior, move to a different seat or leave the classroom.

Following are expected and required of you if you decide to attend class:

- Show up on time.
- Barring an emergency, do not leave until dismissed by instructor.
- Silence your phone and put it away (no texting please).
- No side conversations.

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## Academic Integrity

The faculty and administration of the School of Management expect from our students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. We want to establish a reputation for the honorable behavior of our graduates, which extends throughout their careers. Both your individual reputation and the school's reputation matter to your success.

Dishonesty includes, but is not limited to plagiarism, cheating, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project and sabotage.

- **Plagiarism:** The adoption or reproduction of ideas, words, statements, images or works of another person as one's own without proper acknowledgement.
- **Cheating:** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Academic exercise includes all forms of work submitted for credit or hours.
- **Fabrication:** Falsification or creation of any information, data or citation in an academic exercise.
- **Collaboration and/or Collusion:** Seeking or providing aid to another student in completion of any assignment submitted for academic credit without permission from the faculty member.

<http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-Basicexamples.html>

During tests, quizzes and exams, students in this section are not allowed to have with them any food or drinks, scratch paper, course materials, textbooks, notes, invisible ink pens, or electronic devices, including iPads, iPhones, iPods, MP3 Players, earphones, radios, smart phones, cameras, calculators, multi-function timepieces, or computers with internet connection. When possible, students should sit in alternating seats, face forward at all times, and remove any articles which might conceal eye movements, reflect images of another's work, or hide course material for copying. Exam proctors will monitor any communication or signaling between students by talking, whispering, or making sounds, or by using your hands, feet, other body movements, the test paper itself or your writing implement. Additionally, students will not be permitted to leave the room and return to complete the test or exam.

Students in this course suspected of academic dishonesty are subject to disciplinary proceedings, and if found responsible, the following minimum sanctions will be applied:

1. Assignment – Zero for the Assignment
2. Quizzes – Zero for the Quiz
3. Exams – F for the course

These sanctions will be administered only after a student has been found officially responsible for academic dishonesty, either through waiving their right for a disciplinary hearing, or being declared responsible after a hearing administered by Judicial Affairs and the Dean of Student's Office.

In the event that the student receives a failing grade for the course for academic dishonesty, the student is not allowed to withdraw as a way of preventing the grade from being entered on their record. Where a student receives an F in a course and chooses to take the course over to improve their grade, the original grade of F remains on their transcript, but does not count towards calculation of their GPA.

The School of Management also reserves the right to review a student's disciplinary record, on file with the Dean of Students, as one of the criteria for determining a student's eligibility for a scholarship.

## 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.

### **Class Schedule**

<b>Date/Section</b>	<b>Topics</b>	<b>Readings</b>
8/22 Topic 1	Class Orientation Introduction to Excel	Chapter 1
Topic 2	Time Value of Money	Chapter 7
Topic 3	Securities Valuation	Chapter 8, 9
Topic 4	Capital Budgeting	Chapter 11,12
Topic 5	Portfolios and Diversification	Chapter 13
Topic 6	Cost of Capital (time permitting)	Chapter 10

**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.**