Syllabus for Financial Spreadsheet Modeling (FINC 3330 – Sec 1 & 2)
Fall 2017

Class Time: Monday & Wednesday in SHB 202 from 12:30 – 1:50 (Section 1) 2:00 – 3:20 (Section 2)

Professor: Dr. Mary Funck

Professor's Office: SHB 206 H

Office Hours: Monday 11:30 – 12:15 and 3:30 – 4:15
Tuesday and Thursday 9:00 – 11:30
Wednesday 10:00 – 12:15
Other times by appointment

Office Phone: (936) 294 – 1277

E-mail: mcf012@shsu.edu

Course Description: This 3-credit course will provide extensions of the financial principals covered in FINC 3320 and will augment the knowledge and skills required for upper level finance courses. Topics include financial math, mastery of Excel skills, pivot tables, importing external data, security pricing and returns, portfolio management, advanced capital budgeting and cash flow estimation techniques, and financial statement and ratio analysis.

Course Objectives: The objective of this course is for students to (1) developed specific skills and competencies related to the field of finance; (2) learn to model financial techniques in Microsoft Excel ®; and (3) improve critical thinking and problem solving abilities.

Course Material: Students need access to Microsoft Excel.

Prerequisites: Students will have earned a passing grade in FINC 3320 and have obtained junior standing.

Grading: Your grade is awarded according to the standard 10-point scale. Your final grade is calculated with a weighted average, as specified below:

A	> = 90
B	>= 80 < 90
C	>= 70 < 80
D	>= 60 < 70
F	< 60

Activity	Distribution
Homework Assignments & In-class Activities	40%
Exam Average	60%

Assignments – Students will complete assignments in Excel and submit completed workbooks through Blackboard. There will be 6 – 10 homework assignments, with each assignment's value ranging from 15 – 30 points. In addition, paper-based assignments may also be given.

In-Class Activities – We may complete in-class activities. These activities will not be announced. Only those students in attendance at the class period a class activity is completed can earn points for these activities. Class activity points cannot be made up.

Exams - There will be three exams. All exams may incorporate both conceptual questions and Excel-based completion problems. Students are allowed to create a reference sheet for each exam (one side of an 8.5 x 11 sheet). Students are not allowed to use calculators during exams, but they may access the Excel help function.

There will be no makeup tests. There is no exception to this policy. However, I do reserve the right to offer an alternative test time to students who notify me of <u>valid conflicts</u> PRIOR to a scheduled test. Alternative test times must be scheduled and the makeup tests taken before exam grades are posted.

<u>Anticipated</u> exam coverage and <u>approximate</u> dates:

Exam 1: Wednesday, September 27, covering Introduction to Excel, foundational Excel skills, data appearance, functions, data control, and charts

Exam 2: Wednesday, October 18, covering incorporating external data and pivot tables, macros, and objects.

Exam 2: Wednesday, November 8, covering financial math, what-if analysis, and integrating Excel with other office applications.

Policies:

Attendance – Attendance is necessary and expected. Attendance is taken at all class sessions. A student missing more than four class sessions will have their final course percentage dropped by two percentage points for each absence over the maximum of four. It is the responsibility of each student to sign the attendance sheet.

If you are having difficulty with class material, do not delay in seeking help. The pace of this course is very quick and the class material gets progressively more complex - it is much better to resolve problems quickly.

To maintain student privacy, I do not e-mail grades nor do I give our grades over the telephone.

Please silence your cell phone and store it when class is in session. Students are not allowed to use the calculator on your cell phone during an exam. Should you use your cell phone during an exam, you will be required to submit your exam immediately and you will lose 10 points from your exam score. Should you not submit immediately, you will receive a zero.

RELIGIOUS HOLY DAYS: A student whose absence is excused for the observance of a religious holy day may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. A student desiring to absent himself/herself from a scheduled class in order to observe a religious holy day(s) shall present to each instructor no later than the 15th calendar day after the first day of the semester, a written statement concerning the religious holy day(s). Students who are absent from class for observance of a religious holyday will be allowed to take an examination or complete an assignment scheduled for that day within one (1) week of returning to class.

DISABLED STUDENTS POLICY: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then arrange with

their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

ACADEMIC HONESTY: Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. Having another student sign the attendance sheet in your absence is considered academic dishonesty for both the absent student and the student forging the signature.

VISITORS IN THE CLASSROOM: Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

STUDENT SYLLABUS GUIDELINES: You may find online a more detailed description of these policies at: http://www.shsu.edu/syllabus/

I reserve the right to alter the class format or schedule as circumstances dictate. Changes to the syllabus will be announced in class. Students not attending class are responsible for obtaining this information.

Financial Modeling in Excel (FINC 3330) Fall 2017

Section 1: 12:30 - 1:50; Section 2:00 - 3:20 SHB202   Dr. Mary Funck
Office: SHB 206H; Phone: (936) 294-1277   email: mcf012@shsu.edu

	Monday	Wednesday	
August		Introduction Lecture: Start Excel Fundamentals 23	
	Lecture: Finish Excel Fundamentals Lecture: Start Data Appearance 28	Lecture: Finish Data Appearance Lecture: Start Functions 30	Q Drop $
September	Labor Day 4	Lecture: Functions 6	
	Lecture: Finish Functions Lecture: Start Data Control 11	Budget Application - **Due Sunday night** 13	
	Lecture: Finish Data Control Lecture: Start Charts 18	Lecture: Finish Charts Lecture: Modify Budget Application **DUE: Assign 1** 20	
	Lecture Finish Budget Application Review for Exam 1 **DUE: Assign 2 (Tuesday Night)** 25	Exam 1 27	
October	Lecture: Start External Data 2	Lecture: External Data 4	
	Lecture: Finish External Data Lecture: Start Macros 9	Lecture: Finish Macros Lecture: Start Objects 11	
	Lecture: Finish Objects Review for Exam 2 **DUE: ASSIGN 3 (Tuesday Night)** 16	Exam 2 18	
	Lecture: Start Financial Math 23	Lecture: Finish Financial Math Lecture: Start TVM Application 25	
October November	Lecture: Finish TVM Application Lecture: Start What-if Analysis 30	Lecture: What-if Analysis **DUE: ASSIGN 4** 1	
November	Lecture: Finish What-if Analysis Review for Exam 3 **DUE: ASSIGN 5 (Tuesday Night)** 6	Exam 3 8	Q Drop
	Lecture: Introduce Complex App 1 (Assignment 6) 13	Lecture: Introduce Complex App 2 (Assignment 7) **DUE Assign 6 (Complex App 1)** 15	
	Lecture: Introduce Complex App 3 (Assignment 8) **DUE: Assignment 7 (Complex App 2)** 20	Happy Thanksgiving 22	
	Lecture: Introduce Complex App 4 (Assignment 9) **DUE: Assignment 8 (Complex App 3)** 27	Work Day - Introduce collaborative application **DUE SUNDAY: Assignment 9 (Complex App 4)** 29	
December Final Exam Week	Final Exam Period - Complete Collaborative App Section 1 - 1:00 - 3:00 Section 2 - 3:30 - 5:30 4	6	

Friday, September 8, 12th class day, is the last day to drop without a "Q" and receive 100% refund. Report attendance.
Friday, November 10 is the last day to drop full-term courses with a "Q"
Grades are Due Monday May 15 at noon

FINC 3330 – Financial Modeling in Excel

Course Outline

Exam 1:

Introduction (Play song)

- Syllabus & course calendar
- Why we study excel
- Excel certification exams (MOS core and expert)

Excel Fundamentals

- Environment
- Four types of cell entry
- Types of cell references
- Formula tools
- Range Names

Data Appearance

- Copy and paste options
- Formatting and alignment
- Conditional Formatting
- Custom Formatting

Functions

- Function signatures and use

ASSIGNMENT 1

Data Control

- Data Validation
- Worksheet Protection

Charts

- Types, titles, options, add 2nd data series

APPLICATION

- Rules for spreadsheet design

ASSIGNMENT 2

Exam 2:

External Data

- Import external data from various sources
- Tables
- Pivot Tables

Macros

- Recorder
- Environment
- Variables, loops & decisions
- Functions
- Subroutines

Objects

- Active X and Form controls

APPLICATION

ASSIGNMENT 3

Exam 3:

Financial Math – TVM

APPLICATION (PV/FV)

ASSIGNMENT 4

What-if Analysis

- Sensitivity Analysis
- Scenario Manager
- Solver
- Simulation (manual, macro, Crystal Ball)
- Data Analysis

ASSIGNMENT 5
- Integrate Excel with Word and PowerPoint

COMPLEX APPLICATIONS

Financial Spreadsheet Modeling (FINC 3330)
Fall 2017
Instructor: Dr. Mary C. Funck
Syllabus Agreement

By signing this page, I agree that I have been provided with the syllabus for FINC 3330 for the fall term of 2017, and fully understand the grading policies, point system, and rules set out therein and agree to abide by them.

_____
Name (printed)

_____
Signature

_____
Section Number

_____
Date