

**ASSUMPTION UNIVERSITY
MARTIN DE TOURS SCHOOL OF MANAGEMENT
DEPARTMENT OF FINANCE AND BANKING
COURSE SYLLABUS: 1/2010**

MARTIN DE TOURS SCHOOL OF MANAGEMENT'S VISION

To be the leading international business schools in the ASEAN region providing high quality business education to enable graduates to make invaluable contributions to organizations and society.

MARTIN DE TOURS SCHOOL OF MANAGEMENT'S MISSION

To shape our students into independent-minded graduates who are well-versed in business, able to communicate effectively, tech savvy, innovative, and ethical to successfully face global challenges.

Course Title: **BIS 3589 Analysis Tools in Finance and Accounting**
**** This subject is for students under NEW Curriculum only. ****

Pre-requisite: BIS 2240 Microcomputer Applications

Description: This course is designed to introduce software tools for various finance applications. Specific applications of financial statements, financial planning and analysis, capital budgeting, stock and bond valuation are also discussed.

Objectives:

- To equip students with the capabilities of spreadsheet package (MS-EXCEL 2007) used in financial analysis
- To help students develop the basics of financial analytical ability and skills for more advanced finance courses

Marks Allocation*:	Midterm-lab	35%
	Final-lab	40%
	Assignment and presentation	20%
	Participation	<u>5%</u>
	Total:	100%

Note: *See also classroom policies

COURSE RESOURCES

Lecturer: Thaweewoot Amorndetthawin

Office: N/A

Email: thaweewoot@gmail.com

Main Textbook: • **Timothy R. Mayes & Todd M. Shank, "Financial Analysis with Microsoft Excel", The Dryden Press, 5th Edition, 2007.**


- References:**
- Craig W. Holden, “Excel Modeling In the Fundamentals of Investments”, Pearson Education, 2nd Edition, 2005
 - Lawrence J. Gitman, “Principles of Managerial Finance,” 11th Ed., Harper Collins, 2005
 - Stephen A. Ross, Randolph W. Westerfield, and Jeffrey Jafee, “Corporate Finance,” 7th Ed., IRWIN, 2004

Course Website: www.aufinance.net

COURSE EXAMINATIONS

- Midterm-Lab: Date: July 29, 2010 (TH) Time: 15:00 – 17:00**
 Topics: Chapter 1, 2, 3, 5, 7
- Final-Lab: Date: October 4, 2010 (MON) Time: 09:00 – 12:00**
 Topics: Chapter 8, 9, 10, 11, 12

COURSE CONTENTS AND TENTATIVE SCHEDULE

Week	Mon	Fri	Reading Chapter	Subject
1		4-Jun	--	Class Introduction and Syllabus
2	7-Jun	11-Jun	1	Spreadsheet Basic
3	14-Jun	18-Jun	2	Basic Financial Statements
4	21-Jun	25-Jun	5	Financial Forecasting
5	28-Jun	2-Jul	3	Cash Budget
6	5-Jul	9-Jul	7	Time Value of Money
7	12-Jul	16-Jul	--	Review
Midterm Exam				
8	2-Aug	6-Aug	8	Common Stock Valuation
9	9-Aug	13-Aug	9	Bond Valuation
10	16-Aug	20-Aug	10	Cost of Capital
11	23-Aug	27-Aug	11	Capital Budgeting
12	30-Aug	3-Sep	11	Capital Budgeting (Continued)
13	6-Sep	10-Sep	12	Risk, Capital Budgeting and Diversification
14	13-Sep	17-Sep	--	Presentation and Review
Final Exam				

CLASSROOM POLICIES

- **Students need to comply with AU Dress Code, Time Conflict Examination Regulations, Laws on Smoking Cigarette, and Restrictions on Foods and Drinks V10.1, June 2010.**
- **Attendance policies:**
 - [2 times of ten-minute late for class considered as 1 absence.](#)
 - Make-up classes are not allowed.
 - 80% attendance is strictly required regardless of any reason.
 - No checking attendance for other classmates. Violation of the policies will result in being automatically withdrawn from the class.
 - [Attendance is counted since the first day of class regardless of any reason.](#)
- **Manner in class:**
 - Behave in a polite manner
 - Pay respect to instructors and class participants
 - Turn off all communication devices
 - Do not leave and re-enter the classroom

- Prohibited manners: Eating, drinking, chatting, talking on the phone, text-messaging, sleeping, reading other materials, doing other subjects' assignments/homework, walking in-out, etc.
- Improper behavior will result in no attendance checked.
- **Dress code:**
 - Follow AU dress code
 - Improper dress code will result in no attendance checked.
- **Class assignments (Homework, reports, project, presentation, paper, etc.):**
 - No Plagiarism.
 - The students copying works from all sources will be penalized – “Zero” marks or “F” grade.
 - Hand in all class assignment on time, both soft copy and hard copy.
 - Late submission will NOT be graded.
- **Class participation:**
 - Be participative and attentive in class
 - The students are also required to comply with all classroom policies.
 - Violation of the classroom policies will result in “zero” or “negative” participation marks and/or no attendance checked.
- **Request for make-up quizzes (if applicable):**
 - The students requesting for the make-up quizzes need to submit their names with valid evidence (ABAC related issues only) to the respective lecturer within the specified dates.
 - Late submission will NOT be allowed to take the make-up quizzes.
- **Grade inquiry:**
 - The students can request for a review for their marks or grades.
 - The students need to submit petition to the respective Chairperson at D6 or MSM2 within 2 weeks after their marks or grades have been officially announced. Petition submitted after the specified period will NOT be considered.
 - **Reevaluation process:** The students' class assignments or exam answer scripts will be reevaluated by the internal committees assigned by the respective department. Please note that the students' marks may or may not be adjusted after the reevaluation process and it is considered as a “final consensus” between the students and the committees.

**August 27, 2010 (Fri.): Last day for withdraw with “W”
(Withdrawing after this date, the students need a chairperson’s approval.)**