

**FINA 4920: Special Topics in Finance**  
**Syllabus**  
**Term: Summer 2007 (Second Session); Call #:10-531**  
**Daily 1:00-3:15; Room 305, Caldwell**

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*Please include "FINA 4920" in the subject line.  
Be careful, anything that comes as attachment is not opened.*

**Office Hours:** Tuesdays, Thursday 11:30-12:30

***Best way to seek extra help:***

I believe that the best way to clarify doubts is to meet face-to-face. I strongly encourage students to meet me and ask questions in person than sending emails.

Second, make use of my office hours. Walking up to my office also shows your commitment and sincerity.

Third, send me an email. Please be considerate and be specific in your emails. As a general rule, I don't like to reply to any question that can't be answered in 5 sentences or less.

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***Course description:***

The objective of the course is to help students learn how to use Microsoft Excel computer spreadsheets to solve a variety of corporate finance and investment problems. The course is real world oriented and is expected to be useful training for a variety of jobs in banking and finance.

***Prerequisite:***

FINA 3000 and (MSIT 3000 or STAT 3000).

***Required Materials:***

1. **Excel applications for Corporate Finance** with Excel Tutor CD-ROM by **Tony Adair** (MHHE publication)
2. **Excel applications for Investments** with Excel Tutor CD-ROM by **Tony Adair** (MHHE publication)

### ***Course Grading Policies:***

Class Participation and Attendance	20 marks
Quizzes	20 marks
Projects (2, 15 points each)	30 marks
Final Exam	30 marks

#### *Class Participation / Attendance*

Class participation and class attendance will be monitored on daily basis. An in-class activity will be assigned for every class. For each in-class activity, you will be graded out of 2 points. If I find that you made satisfactory progress in the class, you will earn full 2 points. If not, you will earn 1 point. You earn zero points if you are absent for the class. To accommodate for extra-ordinary circumstances that may prevent you from attending a few classes, I will drop two of your lowest scores. In the last, the total points of all class activities will be scaled down to 20% of final grade.

#### *Quizzes*

There will be a quiz almost every other day. Again, to accommodate for extra-ordinary circumstances that may prevent you from taking the quiz, I will drop your lowest quiz. Each quiz will be of 5 points but, in the last, the total points on all quizzes (except your lowest score) will be scaled down to 20% of final grade.

There is no provision for makeup for missed projects. If you miss, I will put additional weight on your final exam provided you have missed either due to serious illness, or a family emergency, or an university sponsored event. You must provide me a formal note **and** a phone call from a physician or other relevant person.

Though quizzes will not be cumulative in nature, an understanding of the main topics of the previous sections will typically be critical to understanding the current material. The final exam will be cumulative.

***Cut-Offs:*** Percentage Required for Each Grade (Cut-offs will not increase but may be lowered)

A: 93%, A-: 90%, B+: 87%, B: 83%, B-: 80%, C+: 77%, C: 73%, C-: 70%, D: 60%

***Attendance:*** Class room attendance is an important component of this course. See my grading policy above.

***Withdrawal Policy:*** Prior to final drop day, students who withdraw will receive one of two grades: W (withdrew passing) or WF (withdrew failing). If the class has already completed one or more tests, the withdrawing student must have passed at least one project to get a W grade. If the withdrawing student has skipped all projects, that student will receive a WF.

***Honor Code:*** All academic work must meet the standards contained in “A Culture of Honesty.” All students are responsible to inform themselves about those standards before performing any academic work. ANY violation will be reported to the Office of Academic Affairs. **If I find you cheating on any test, I will give you a F grade in my course** (not just in that test) and debarred you from attending my future classes.

***Statement for Students with Disabilities:*** If you need adaptations or accommodations because of a disability (i.e., physical, mental, psychological, learning), please see me during office hours as soon as possible. Note that if you need any special attention during exams (like extra time during tests due to physical disability, etc), you must bring it up with me in the first week of classes. I will not entertain any requests in the week of the test.

*Tentative Course Outline:*

<i>Topic</i>	<i>Corporate Finance Book</i>	<i>Investments Book</i>	<i># of Classes</i>
Part 1: Excel: Setting the Basics	1,2		3
Part 2: Financial Statements	4		1
Part 3: Time Value of Money	5,6,7	4	3
Part 4a: Valuing Fixed Income Securities	8	7,8,9	3
Part 4b: Valuing Stocks	9	13	1
Part 5a: Capital Budgeting Decision Rules	10,11		2
Part 5b: Cash Flow Estimation and Analysis	16, 17		3
Part 6: Portfolio Theory	12	5,6	6
Part 7: CAPM and SML	13,14	11	3
Part 8: Valuing Derivative Securities	18,19	15-19	If time permits

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.