



Rotman Commerce UNIVERSITY OF TORONTO

Course Outline

RSM 311 H1 F

Analytical Insights using Financial Data

Fall 2019

Course Meets: Monday 9-11am/Thursday 10am-12pm at Rotman Finance Lab

Instructor: Scott Liao
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Office Hours: Tuesday, 9-10am, Rotman 540
Teaching Assistant: Ehsan Butt <Ehsan.Butt20@Rotman.Utoronto.Ca>

Course Scope and Mission

In this course, we will learn how to structure and analyze financial data and solve business decision problems using EXCEL spreadsheets and perhaps Power BI. We will start with the basic EXCEL functions followed by techniques of organizing and modelling financial data. These techniques will be used to address accounting, finance and general business planning cases.

Course Prerequisites

Basic statistics course

Readings

Microsoft Excel 2019 Data Analysis and Business Modeling, sixth edition

Evaluation and Grades

Grades are a measure of the performance of a student in individual courses. Each student shall be judged on the basis of how well he or she has command of the course materials.

<u>Work</u>		<u>Due Date</u>
Class Participation	10%	Ongoing
Quizzes	25%	Ongoing
Group Presentation	25%	Dec 2 and 5 (Mon); Nov 21 and 28 (Thurs)
Final Exam	40%	TBD

COURSE FORMAT AND EXPECTATIONS

Class Participation

Students are required to prepare thoroughly and make every effort to make contributions to the class discussion. The success of this class will depend on students' participation. Active participation will make the class more enjoyable and interesting. Students' participation will be recorded for grading.

Quizzes

In each meeting, there will be in-class exercise using data provided to you. Some of the exercises will need to be submitted for grades.

Group Presentation

Students will be presenting in a group of four people. Each member of the group needs to present ¼ of the project.

Learning to work together in teams is an important aspect of your education and preparation for your future careers. That said, project-based teamwork is often new to students; to work well in teams, it helps to follow a set of core expectations to best succeed at your team projects.

1. Read the document entitled, "Working in Teams: Guidelines for Rotman Commerce Students" which is available on the RC portal under the Academic Services tab.

2. When working in a team, Rotman Commerce students are expected to:

- Treat other members with courtesy and respect;
- Honour the ground rules established by the team;
- Contribute substantially and proportionally to the final project;
- Ensure enough familiarity with the entire contents of the group project/assignment so as to be able to sign off on it as original work;
- Meet the project timeline as established by the team.

3. Resolving conflicts:

Conflicts are part of the team's process of learning how to work together. When handled well, it can generate creativity and bring-multiple perspectives to the solution.

Student teams are expected to work through their misunderstandings as soon as they arise (and prior to submission of the final project). When teams are unable to arrive at a solution that works for all members, the team must meet with the Rotman Commerce Team Coach** as soon as possible. The Coach will listen to the team and help develop options for improving the team process. All members of the project team must commit to, and, utilize their action plans.

**For an appointment with a Rotman Commerce Team Coach, please contact Professor Nouman Ashraf at nouman.ashraf@rotman.utoronto.ca Professor Ashraf is highly skilled at facilitating team dynamics and collaboration. Note that the Team Coach's role is to provide guidance, support and advice on team matters – not to formally evaluate or assess teamwork for academic purposes.

Weekly Schedule (Monday session)

Session	Date	Topic	Readings
1	Sep 9	NPV and IRR Calculations	Chapter 8-10
2	Sep 16	Sensitivity Analysis	Chapter 17-19
3	Sep 23	Optimization with Solver	Chapter 29-32
4	Sep 30	Monte Carlo Simulations	Chapter 77-79
5	Oct 7	1. Excel Tables and Table Slicers 2. Using Pivot Tables and Slicers to Describe Data	Chapter 26, 45-47
6	Oct 21	1. Data Model 2. Power Pivot 3. Case Discussions	Chapter 44, 45-47
7	Oct 28	Review of excel functions	Chapter 2-7, 12-13, 20-22
8	Nov 11	Visualization	Chapter 24, 43, 48-49, 54
9	Nov 18	1. Estimating Straight-Line Relationships and Correlations 2. Multiple Regressions	Chapter 50, 55-56, 58, 59, 60-63
10	Nov 25	Case Discussions	
11	Dec 2	Group Presentations	
12	Dec 5	Group Presentations	

Weekly Schedule (Thursday session)

Session	Date	Topic	Readings
1	Sep 5	NPV and IRR Calculations	Chapter 8-10
2	Sep 12	Sensitivity Analysis	Chapter 17-19
3	Sep 19	Optimization with Solver	Chapter 29-32
4	Sep 26	Monte Carlo Simulations	Chapter 77-79
5	Oct 3	1. Excel Tables and Table Slicers 2. Using Pivot Tables and Slicers to Describe Data	Chapter 26, 45-47
6	Oct 10	1. Data Model 2. Power Pivot 3. Case Discussions	Chapter 44, 45-47
7	Oct 17	Visualization	Chapter 24, 43, 48-49, 54
8	Oct 24	1. Estimating Straight-Line Relationships and Correlations 2. Multiple Regressions	Chapter 50, 55-56, 58, 59, 60-63
9	Oct 31	Review of excel functions	Chapter 2-7, 12-13, 20-22
10	Nov 14	Case Discussions	
11	Nov 21	Group Presentations	
12	Nov 28	Group Presentations	

POLICY AND PROCEDURE

Missed Tests and Assignments (including midterm examinations)

Students who miss a test or assignment for reasons entirely beyond their control (e.g. illness) may submit a request for special consideration. The Request for Special Consideration Form and supporting documentation must be submitted in a timely manner in order for the request to be reviewed.

In such cases, students must notify the Rotman Commerce Program Office on the date of the course deliverable such as a missed test, or assignment missed class (in the case of participation marks), or due date. They must then complete a Request for Special Consideration Form and submit it along with supporting documentation (e.g. Verification of Student Illness or Injury form) to the Rotman Commerce Office within **2 business days** of the originally scheduled course deliverable. Students who do not provide appropriate or sufficient supporting documentation will be given a grade of 0 (zero) for the missed course deliverable.

Documentation submitted in support of petitions for missing tests and assignments must be original; no faxed or scanned copies will be accepted.

Note that the physician's report must establish that the patient was examined and diagnosed at the time of illness, not after the fact. Rotman Commerce will not accept a statement that merely confirms a later report of illness made by the student to a physician.

Late Assignments

Students who, for reasons beyond their control, are unable to submit an assignment by its deadline must obtain approval from the instructor for an extension. Supporting documentation will be required as per the policy on missed tests and assignments.

Accessibility Needs

The University of Toronto is committed to accessibility. If you require accommodations for a disability, or have any accessibility concerns about the course, the classroom or course materials, please contact Accessibility Services as soon as possible: accessibility.services@utoronto.ca or <http://www.studentlife.utoronto.ca/as>.

Academic Integrity

Academic Integrity is a fundamental value essential to the pursuit of learning and scholarships at the University of Toronto. Participating honestly, respectfully, responsibly, and fairly in this academic community ensures that the UofT degree that you earn will continue to be valued and respected as a true signifier of a student's individual work and academic achievement. As a result, the University treats cases of academic misconduct very seriously.

The University of Toronto's Code of Behaviour on Academic Matters

<http://www.governingcouncil.utoronto.ca/policies/behaveac.htm> outlines the behaviours that constitute academic misconduct, the process for addressing academic offences, and the penalties that may be imposed. You are expected to be familiar with the contents of this document. Potential offences include, but are not limited to:

In papers and assignments:

- Using someone else's ideas or words without appropriate acknowledgement.
- Submitting your own work in more than one course without the permission of the instructor.
- Making up sources or facts.

- Obtaining or providing unauthorized assistance on any assignment (this includes collaborating with others on assignments that are supposed to be completed individually).

On test and exams:

- Using or possessing any unauthorized aid, including a cell phone.
- Looking at someone else's answers
- Misrepresenting your identity.
- Submitting an altered test for re-grading.

Misrepresentation:

- Falsifying institutional documents or grades.
- Falsifying or altering any documentation required by the University, including (but not limited to), medical notes.

All suspected cases of academic dishonesty will be investigated by the following procedures outlined in the *Code of Behaviour on Academic Matters*. If you have any question about what is or is not permitted in the course, please do not hesitate to contact the course instructor. If you have any questions about appropriate research and citation methods, you are expected to seek out additional information from the instructor or other UofT resources such as College Writing Centres or the Academic Success Centre.

Email

At times, the course instructor may decide to communicate important course information by email. As such, all UofT students are required to have a valid UTmail+ email address. You are responsible for ensuring that your UTmail+ email address is set up AND properly entered on the ROSI system. For more information please visit <http://help.ic.utoronto.ca/category/3/utmail.html>

Forwarding your utoronto.ca email to a Hotmail, Gmail, Yahoo or other type of email account is not advisable. In some cases, messages from utoronto.ca addresses sent to Hotmail, Gmail or Yahoo accounts are filtered as junk mail, which means that important messages from your course instructor may end up in your spam or junk mail folder.

Quercus and the Course Page

The online course page for this course is accessed through Quercus. To access the course page, go to q.utoronto.ca and log in using your UTORid and password. Once you have logged in, you will be at the Quercus Dashboard. On this page you will see all of the courses you are presently enrolled in. If you don't see the course listed here but you are properly registered for the course in ROSI, wait 48 hours.

Recording Lectures

Lectures and course materials prepared by the instructor are considered by the University to be an instructor's intellectual property covered by the Canadian Copyright Act. Students wishing to record a lecture or other course material in any way are required to ask the instructor's explicit permission, and may not do so unless permission is granted (note: students who have been previously granted permission to record lectures as an accommodation for a disability are, of course, excepted). This includes tape recording, filming, photographing PowerPoint slides, Quercus materials, etc.

If permission is granted by the instructor (or via Accessibility Services), it is intended for the individual student's own study purposes and does not include permission to "publish" them in anyway. It is absolutely forbidden for a student to publish an instructor's notes to a website or sell them in any other form without formal permission.