SYLLABUS: Business Finance FINC 3733  
Fall 2012  
Section 103  TT 12:30 pm – 1:50 pm  DB 175

Instructor: Dr. Qian Li, CFA, Associate Professor in Finance  
Office: Dillard 205  
Office Hour: TT: 2:00 PM - 5:00 PM;  
W: 11:00 AM - 12:00 PM; 1:00 PM - 4:00 PM; or by appointment  
Office Phone: 940-397-4711  
FAX: 940-397-4693  
E-mail: qian.li@mwsu.edu

Required Materials and Accessory


Calculator: Bring a working finance calculator with you to each class. I recommend Texas Instruments BAII Plus, and in class I will use TI BAII plus to demonstrate calculations. If you use a different type of calculator, it is YOUR responsibility to know how to use the financial functions built in your calculator to get solutions.

Blackboard Access: We will make extensive use of Blackboard (http://distance.mwsu.edu/webct.asp). Make sure that you have access to this course on Blackboard. From Blackboard you will see this syllabus, lecture slides, important announcements and a message board where communicating with other students, etc. You can also check your grades there. However, email contact with the instructor will NOT be through Blackboard. Instead, you should send your email to qian.li@mwsu.edu

If you have problem using Blackboard, please refer to the following website about your login information:  
http://distance.mwsu.edu/distance/webct_help.asp
For more helps on using this system, please refer to:  
http://distance.mwsu.edu/FAQ.asp  
or contact MWSU Office of Distant Education (distance.ed@mwsu.edu)

Prerequisite

Junior standing or above or consent of the chair, ACCT 2143, and ECON 2433.  
It is YOUR responsibility to make sure that you meet the prerequisite requirements. Failure to do that may result in withdrawal from the class, even at late point of this semester.
Course Overview

General Learning Goals:
- **Problem solving and decision making abilities through the critical analysis, evaluation, and interpretation of business information:** Students will demonstrate problem solving and decision-making ability as they synthesize information from different angles to analyze topics such as firms’ financial conditions and interest rate pattern, and make decisions on circumstances such as capital budgeting. Scores on quizzes and exams are based on the appropriateness of student’s numerical analysis.

Course Specific Learning Goals
- **Business Finance is a core part of all BBA degree programs and is required of all students who pursue a BBA degree in the College of Business Administration.** This course covers the specialized terminology, techniques, and principles appropriate to the management of money within all types of organizations – especially publicly owned business corporations. Primary topics covered in business finance are:
  - Financial statement analysis
  - Time value of money
  - Basic bond and stock valuation, and
  - Introduction to cost of capital and capital budgeting

The teaching approach used in this course is designed to achieve the following objectives:
1. Improve students’ knowledge of the highly specialized terminology in the field of finance.
2. Assist students in learning fundamental financial principles and practices which are generally appropriate to carrying out the finance function within an organization, with the objective of maximizing the organization’s value.
3. Promote greater understanding, through the application of course material, to the solution of structured problems in finance.
**Grading**

**Exams:** There will be three equally weighted exams. Each exam is weighted 25% into your overall grade. Details about format and contents of an exam will be announced in class prior to the exam.

There will be no make-up for the exams. It is the student’s responsibility to know when and where exams will be held. If you have an unavoidable conflict you must discuss this with me at least one day before the exam. If an emergency arises, please notify me immediately. If you cannot reach me directly, please leave a voice or email message. If you miss one exam, with a valid reason, the weight of the missed exam will be transferred into the other two exams that you can take (for example, if you miss the first exam, then your other two exams will each be weighted 37.5%). This option can only be exercised once, meaning that if you miss two exams, you lose at least 25 points in your total grade. An unexcused absence from an exam will result in a grade of zero.

**Quizzes:** During the semester you will be given 3 quizzes. The lowest quiz grade will be dropped. Each of the remaining two quizzes will be weighted 10% into your overall grade. If you miss one quiz, it will be automatically graded as zero and dropped as your lowest grade. If you miss more than one quiz, one zero grade will be dropped and the other one (ones) will still be counted as zero and carried into your overall grade.

**Participation:** Student participation is very important for this course. Therefore participation credits are given to encourage students to engage in class discussion, practice, and participation. Participation points may be (partially) determined by the in-class pop-up tasks/assignments. Students with outstandingly good participation can earn up to 5 points of participation grades, while students that seldom participate or are disruptive to class may get zero participation grade.

**Grading Schedules:** In general, the following grading schedules will apply:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 90%</td>
<td>A (superior)</td>
<td>Exam 1 = 25%</td>
</tr>
<tr>
<td>89 - 80%</td>
<td>B (above average)</td>
<td>Exam 2 = 25%</td>
</tr>
<tr>
<td>79 - 70%</td>
<td>C (average)</td>
<td>Final Exam = 25%</td>
</tr>
<tr>
<td>69 - 60%</td>
<td>D (below average)</td>
<td>Quizzes = 20% (10% * 2)</td>
</tr>
<tr>
<td>≤ 59%</td>
<td>F (failing)</td>
<td>Participation = 5%</td>
</tr>
</tbody>
</table>

After I finish grading a quiz or an exam, I will bring it to class for your review. If you cannot pick up your quiz or exam during that class meeting, you have to appear in my office in person to check your grade. Due to privacy concerns, you cannot pick up projects or exams for other students, including your friends. Also due to privacy concerns, I do NOT give grades out via phone or email.

**Arguing for your grades:** If you believe there is a mistake in your grading, please feel free to bring it back to me for a double-check. However, you can only do so within 2 business days after your exam/report is returned to you, and you have to appear in person to do so.
***Test (quiz or exam) grades are determined by your answers on the scantron forms. You are responsible to bring your own calculator, formula sheet, and scantron form to every test. Your argument for grade change will NOT be accepted if the grade loss is caused by:

- you scrambling your scantron form
- you not erasing your wrong answer(s) properly
- you not recording your answer(s) on your scantron form
- you recording wrong answer(s) on your scantron form

**Attendance and Classroom Policy**

- **Arrive on time for each class meeting.** Arriving late to class is disruptive to your fellow students. While arriving late for class is occasionally unavoidable, arriving late for excessive times may result in lower grade or being administratively dropped from class.
- **Avoid excessive absences.** Students are expected to attend all class meetings. Absences may lower a student’s grade. A student with excessive absences may also be dropped from the course by the instructor. Please refer to Page 76 of *MSU Undergraduate Catalog 2012-2014* (Vol. LXXIX, No. 1) for “Instructor Drop”:
  
  An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct.
- **Prepare for each class.** Read the assigned material, answer end-of-chapter questions and problems, and come to class prepared to ask questions over issues you do not understand, answer questions from the instructor, and participate in class exercises and discussions when appropriate.
- **Silence your cell phone/pager.** Either turn it off, or switch it to silent mode. Phone rings or beeper beeps disrupt the whole class and will NOT be tolerated.
  
  ***Make sure your cell phone will NOT ring during a quiz or exam. Each time your cellphone rings during a test, 5 points will be deducted from that test.
- **No private chat with your fellow students in class.** If you want to speak, speak loudly so that the whole class can hear you.
- **No food or beverage is allowed in the classroom.** This is a college policy.

Violating above rules will either cause you being dropped from this class or cause your final letter grade to be lowered according to the severity of the violation.

**Academic Integrity**

With regard to academic honesty, students are referred to the “Student Honor Creed” on p. 19 of *Midwestern State University Undergraduate Catalog, 2012-2014*, Vol. LXXIX, No., including the following statement:

“We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one’s own, work or ideas which are not on entirely one’s own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibilities for lying, cheating, stealing, plagiarism, and other forms of academic dishonestly fundamentally
Academic dishonesty such as cheating, lying, collusion, and plagiarism will be taken seriously and will be investigated. The minimum penalty is an "F" in this course and referral to the Dean of Students for disciplinary action, which may result in expulsion from the University.

**Americans with Disabilities Act**
If a student has an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, that student should see me as soon as possible (within the first two weeks of the semester). Refer to my office hours and phone number shown on page 1. This class follows the guidelines suggested by the Center for Counseling and Disabilities Services for students who qualify for disability services. See Page 21 of Midwestern State University Undergraduate Catalog, 2012-2014, Vol. LXXIX, No. 1 for details.

**Some Insights into This Course**
The following insights are offered by the instructor based on many years of experience teaching this course. It is hoped that some of these comments will assist you in successfully studying and learning the significant concepts in business finance.

1. Students have indicated that the workload necessary to successfully complete business finance ranges from moderate to heavy depending on their backgrounds in economics, accounting, and statistics.

2. The textbook and its online content used in this course are two important elements in the study of finance. For best results, you should carefully study each assigned chapter, work as assigned on-line practice sets to understand the concepts, and come to each class prepared to ask questions and participate in class activities.

3. As an applied field of study, finance draws heavily from the fields of economics and accounting. Reasonable backgrounds in both of these areas will greatly help you understand finance.

4. Finance is also a quantitative subject. Do not be intermediated by numbers and equations. “Drill for skill” usually works wonder.

5. The study of finance builds from one chapter to another. An understanding of one chapter depends on the degree of mastery of previous chapters. Thus, it is not a good idea to get behind during the semester or wait until the last minute to study for a test.

**Syllabus Change Policy**
This syllabus and the following class schedule serve as reference for the course, and they are subject to change. Syllabus changes will be communicated in class or on Blackboard.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>28-Aug-12</td>
<td>Syllabus and Class Policy Discussion</td>
<td>Syllabus</td>
<td>30-Aug-12</td>
<td>Introduction to Financial Management</td>
<td>Ch 1</td>
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<tr>
<td>2</td>
<td>4-Sep-12</td>
<td>Reviewing Financial Statements</td>
<td>Ch 2</td>
<td>6-Sep-12</td>
<td>Reviewing Financial Statements</td>
<td>Ch 2</td>
</tr>
<tr>
<td>3</td>
<td>11-Sep-12</td>
<td>Quiz 1</td>
<td></td>
<td>13-Sep-12</td>
<td>Analyzing Financial Statements</td>
<td>Ch 3</td>
</tr>
<tr>
<td>4</td>
<td>18-Sep-12</td>
<td>Analyzing Financial Statements</td>
<td>Ch 3</td>
<td>20-Sep-12</td>
<td>Exam 1 Review</td>
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<tr>
<td>5</td>
<td>25-Sep-12</td>
<td>Exam 1</td>
<td>Ch 1, 2, 3</td>
<td>27-Sep-12</td>
<td>Time Value of Money: Part 1</td>
<td>Ch 4</td>
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<tr>
<td>6</td>
<td>2-Oct-12</td>
<td>Time Value of Money: Part 2</td>
<td>Ch 5</td>
<td>4-Oct-12</td>
<td>Time Value of Money: Part 2</td>
<td>Ch 5</td>
</tr>
<tr>
<td>7</td>
<td>9-Oct-12</td>
<td>Time Value of Money: Part 2</td>
<td>Ch 5</td>
<td>11-Oct-12</td>
<td>Time Value of Money Review, Quiz 2 Prep</td>
<td>Ch 4, 5</td>
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<tr>
<td>8</td>
<td>16-Oct-12</td>
<td>Quiz 2</td>
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<td>18-Oct-12</td>
<td>Bond Valuation</td>
<td>Ch 6</td>
</tr>
<tr>
<td>9</td>
<td>23-Oct-12</td>
<td>Bond Valuation</td>
<td>Ch 6</td>
<td>25-Oct-12</td>
<td>Stock Valuation</td>
<td>Ch 7</td>
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<tr>
<td>10</td>
<td>30-Oct-12</td>
<td>Stock Valuation</td>
<td>Ch 7</td>
<td>1-Nov-12</td>
<td>Stock Valuation</td>
<td>Ch 7</td>
</tr>
<tr>
<td>11</td>
<td>6-Nov-12</td>
<td>TVM, Bond and Stock Valuation: Review</td>
<td>Ch 6, 7</td>
<td>8-Nov-12</td>
<td>Exam 2</td>
<td>Ch 4, 5, 6, 7</td>
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<tr>
<td>12</td>
<td>13-Nov-12</td>
<td>Cost of Capital</td>
<td>Ch 11</td>
<td>15-Nov-12</td>
<td>Cost of Capital</td>
<td>Ch 11</td>
</tr>
<tr>
<td>13</td>
<td>20-Nov-12</td>
<td>Cost of Capital</td>
<td>Ch 11</td>
<td>22-Nov-12</td>
<td>Thanksgiving Holiday, No Class</td>
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<td>14</td>
<td>27-Nov-12</td>
<td>Capital Budgeting Criteria</td>
<td>Ch 13</td>
<td>29-Nov-12</td>
<td>Capital Budgeting Criteria</td>
<td>Ch 13</td>
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<tr>
<td>15</td>
<td>4-Dec-12</td>
<td>Capital Budgeting Criteria; Final Review</td>
<td>Ch 13</td>
<td>6-Dec-12</td>
<td>Quiz 3</td>
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<tr>
<td>16</td>
<td>13-Dec-11</td>
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<td></td>
<td></td>
<td>Final Exam (10:30am-12:30pm)</td>
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