SYLLABUS: Financial Administration
FINC 5713
Spring 2012
Monday 7:00 pm -- 9:50 pm, DB 131

Instructor: Dr. Qian Li, CFA, Assistant Professor in Finance
Office: Dillard 227
Phone: 940-397-4711
FAX: 940-397-4693
Office Hours: Monday/Wednesday 11:00am-12:30am; 2:50pm-5:20pm;
Tuesday 2:00pm -- 5:00 pm; or upon appointment
E-mail: qian.li@mwsu.edu

Required Materials and Accessory
Textbook:
Financial Management: Theory and Practice, by Brigham and Ehrhardt, South-Western/Cengage Publishing; 13th edition


Blackboard:
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 the syllabus, lecture slides, important announcement and a message board where you can communicate 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
BUAD 3033, FINC 3733, and consent of the Graduate Coordinator.
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.
Learning Goals

A. General Learning Goals

• Problem solving and decision making abilities through the critical analysis, evaluation, and interpretation of business information. Each student will be required to analyze numerous cases during the semester. The analysis will include identifying the problem(s), suggesting possible alternatives to solve the problem, recommending the best alternative, and presenting an implementation plan.

• Demonstrate a competency in speaking and writing for common business scenarios. Each student as part of a team will present his/her analyzes of a case. Students will be graded on the quality of their oral speaking skills and the effectiveness of their case analysis.

• Know how to use team building and collaboration to achieve group objectives. Students will be formed into several teams to conduct case presentation and will be assigned a team grade for the quality of their analysis and presentation. No formal instruction on team work will be provided.

• Able to utilize available technology for common business applications. Students will use EXCEL models in analyzing each case. No formal instruction will be provided on the use of spreadsheets.

B. Course Specific Learning Goals

After completing this course, students should be able to:

• understand key financial concepts such as:
  - Time Value of Money
  - Financial analysis and forecasting
  - Cost of capital analysis
  - Capital budgeting
  - Dividend policy

• integrate these concepts from the prospective of value creation;

• apply these concepts to the analysis of intermediate level finance cases;

• contribute to a logical and appropriately focused presentation of the conclusions and recommendations based on from the team’s analysis of assigned cases; and

• submit well written, grammatically correct, and clearly organized case report
Grading

a. Exams: There will be two equally weighted exams. Each exam is weighted 20% into your overall grade. Format and content of the exam will be announced in class prior to the exam.

All exams are mandatory. 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 week before the exam. If an emergency arises notify me immediately; if you cannot reach me directly leave a message. If you miss one exam, with a valid reason, the weight of the missed exam can be transferred into the other exam you can take (for example, if you miss the first exam, then your final exam will be weighted 40%). This option can only be exercised once, meaning that if you miss both exams, you lose at least 20%. An unexcused absence from the exam will be recorded as a zero.

b. Written Assignment: Students are required to from groups to complete one take-home written assignment. Questions in the assignment are based on the concepts and cases discussed in class. Each group should have no less 2 and no more than 3 students. Groups need to be finalized by signing up on the Blackboard by the end of first week. Details about the assignment will be posted on Blackboard. Inter-group collaboration on the assignment is not allowed and will result in a grade of zero for all groups involved.

c. Team Presentation: Students will form groups for case presentations. There will be 5 groups, and each group should have no less 2 and no more than 3 students. Case assignment will be determined at the second class. Each group then is responsible to present the case with both summary and in-depth analysis at specified class time. The group’s grade depends on by both quality of their written report and the quality of their presentation.

d. Individual Mini-presentation: Starting from the second week, selected students will each perform a 15-minute presentation that features on recent business/financial/economic news. The presenting student is responsible for summarizing the news, offering background information, and analyzing/commenting on the news. The student is also expected to answer audience’s questions during or after the presentation. Students are required to sign up for the presentation on the course calendar on Blackboard. More details about the requirements and grading standard for the presentation will be posted on Blackboard. The presentation counts for up to 10 pts of the total grade.

d. Participation: Student participation is very important for this course. Therefore participation credits are given to encourage students to engage in class discussion. Students with outstandingly good participation can earn up to 10 points of participation grades, while students that seldom participate or are disruptive to class may get zero participation grade. In addition to classroom participation, your participation on Blackboard will also be evaluated.

*** Presence in group presentations is strictly required. Each absence in any group presentation will automatically result in 5 points deduction in the final grade.

c. Grading Schedules: In general, the following grading schedule will apply:

<table>
<thead>
<tr>
<th>Grade (%)</th>
<th>Letter</th>
<th>Component</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 90%</td>
<td>A (superior)</td>
<td>Midterm Exam</td>
<td>20%</td>
</tr>
<tr>
<td>89 - 80%</td>
<td>B (above average)</td>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>79 - 70%</td>
<td>C (average)</td>
<td>Mini-presentation</td>
<td>10%</td>
</tr>
<tr>
<td>69 - 60%</td>
<td>D (below average)</td>
<td>Group Project</td>
<td>20%</td>
</tr>
<tr>
<td>≤ 59%</td>
<td>F (failing)</td>
<td>Assignment</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Participation</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>
Attendance and Classroom Policy

- **Arrive on time for each class meeting.** Arriving late to class is disruptive to your fellow students. While arriving late is occasionally unavoidable, arriving late for excessive times is not acceptable.
- **Avoid excessive absences.** It is your responsibility to sign the attendance form for each class meeting. Failure to do so will be considered as being absent.

***Starting from the second week of the semester, an attendance form will be distributed during the first 10 minutes of each class. Signing-ups after the first 5 minutes will be marked "late". Two "late"s equal to one absence. A total of 4 absences will result in your grade being lowered by one level, for example, from A to B, or from C to D. A total of 8 absences will result in an "F" in the class.

- **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 professor, and participate in class discussions when appropriate.
- **Silence your cellphone/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.

***During the exams, each interruption caused by a ringing cellphone will result in a 5 pt deduction of the exam grade for the cellphone’s owner.

- **No private talking 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.

Academic Integrity
With regard to academic honesty, students are referred to the “Student Honor Creed” on p. 51 of Midwestern State University Graduate Catalog, Vol. LXXVIII, No. 2 (2010-2012). Academic dishonesty is 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, the student should please see me as soon as possible (i.e., 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 those students who qualify for disability services. See Midwestern State University Graduate Catalog 2010-2012, Vol. LXXVIII, No. 2, p. 53.

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.
This outline is tentative, and it is subject to changes. Changes will be communicated in class or on Blackboard.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/16/2012</td>
<td>MLK day, no class</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1/23/2012</td>
<td>Syllabus discussion; “How to Study and Discuss Cases”</td>
<td>Syllabus; BES Page XXV</td>
</tr>
<tr>
<td>3</td>
<td>1/30/2012</td>
<td>Intro for Corporate Financial Management</td>
<td>BE Ch 1; BES Case 3</td>
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<tr>
<td>4</td>
<td>2/6/2012</td>
<td>Time Value of Money: A Review</td>
<td>BE Ch 4</td>
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<tr>
<td>5</td>
<td>2/13/2012</td>
<td>Financial Statement Analysis</td>
<td>BE Ch 2, 3; BES Case 6</td>
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<tr>
<td>6</td>
<td>2/20/2012</td>
<td>Case 7 presentation</td>
<td></td>
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<tr>
<td>7</td>
<td>2/27/2012</td>
<td>Financial Planning and Forecasting</td>
<td>BE Ch 12, BES Case 5</td>
</tr>
<tr>
<td>8</td>
<td>3/5/2012</td>
<td>Case 11 presentation, Midterm Review</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>3/12/2012</td>
<td>Spring Break, no class</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>3/19/2012</td>
<td>Midterm Exam</td>
<td></td>
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<tr>
<td>11</td>
<td>3/26/2012</td>
<td>Cost of Capital</td>
<td>BE Ch 9; BES Case 13</td>
</tr>
<tr>
<td>12</td>
<td>4/2/2012</td>
<td>Case 16 presentation</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>4/9/2012</td>
<td>Capital Budgeting</td>
<td>BE Ch 10, 11; BES Case 17</td>
</tr>
<tr>
<td>14</td>
<td>4/16/2012</td>
<td>Case 22 presentations</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>4/23/2012</td>
<td>Payback policy</td>
<td>BE Ch 14</td>
</tr>
<tr>
<td>16</td>
<td>4/30/2012</td>
<td>Case 27 presentation, final exam review</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>5/7/2012</td>
<td>Final Exam (8:00pm-10:00pm)</td>
<td></td>
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Note: BD = textbook by Brigham and Ehrhardt; BES = textbook by Bruner, Eades, and Schill