
FIN 3320: Business Finance

SAM HOUSTON STATE UNIVERSITY

Instructor: Xiaoman (Mandy) Duan, Ph.D.
Meeting Schedule: Section 1: Mon/Wed 3:30 pm – 04:50 pm, Huntsville, SHB308
Section6: Mon/Wed 11:00 am –12:20 pm, Woodland Center, TWC220
Semester: Fall 2017
Office Location: SHB 200G
Email: duan@ou.edu (Please include “FIN 3310” in the subject title of all e-mail correspondence)
Office Phone
Office Hours: Tues/Thurs 10:00 am – 11:00 am [**The Woodland Center**]
Tues/Thurs 5:00 pm – 6:00 pm [**Huntsville**]
or by appointment (just tell me what is convenient for you). I am also available online or via email
Credit Hours: 3
Text: *Fundamentals of Financial Management*; Brigham and Houston, Concise 8th Edition, Cengage Learning, 2015 ISBN#: 978-1-285-06514-4

Course Description:

This course covers the study of financial principles, including capital budgeting, the management and sources of funds, techniques of financial analysis, cost of capital, financial leverage, capital structure, forecasting financial needs, working capital management, risk analysis, financial policies, and the analysis of security issues.

Course Learning Objectives:

Upon completion of this course, you should have developed specific skills and competencies related to the field of finance, including:

The role of the financial manager

Financial markets and institutions

Financial statements and their analysis

The principles of time value of money (TVM)

Corporate financing, specifically bond and stock valuation

Cash flow estimation and capital budgeting techniques (NPV and IRR)

Risk and return

Course Coverage:

Below is a (tentative) list of the chapters we will cover. I reserve the right to add or drop chapters.

Chapter 1	Introduction and Overview of Financial Management
Chapter 2	Financial Markets and Institutions
Chapter 3	Financial Statements, Cash Flows and Taxes Analysis of Financial Statements
Chapter 4	Analysis of Financial Statements
Chapter 5	Time Value of Money

Chapter 7	Bonds and Their Valuation
Chapter 8	Risk and Rates of Return
Chapter 9	Stocks and Their Valuation
Chapter 10	The Cost of Capital

Financial Calculator:

Students are recommended to bring a financial calculator to class- I suggest the Texas Instruments BAII Plus financial calculator (either student or professional version). You are welcome to use another type of financial calculator. However, I am familiar with the BAII Plus and I will be using it to solve class example problems.

Grading System:

- **Exams:** Three exams will be given, each including primarily multiple-choice questions. Those three exams are worth a combined total of 75% of your grade.
- **Homework:** Homework will be assigned for most chapters, some of which will be discussed in class and some will be turned in to the instructor. Homework assigned for a grade is due at the beginning of class on the date due. Homework solutions will be posted on blackboard, so **late homework is not accepted**. All homework must include the student's name and section number and must be turned in at the beginning of class or through Blackboard (**not emailed**). Homework assignments count toward a combined 11.67% of your grade.
- **Team Project:** Effective critical think, communication and teamwork skills are key to success for college students. A group project is required with the goal to help students develop and improve those skills. The instructor will divide students into groups. Students will conduct research on certain topics relating to financial markets. Students are asked to collect real world examples to demonstrate their understandings of the class materials. Students will show their research and demonstrate their communication, teamwork and critical thinking skills in class via group project presentations. A written report is also required. The score of this project should reflect evaluations of both student audiences and the instructor, i.e., a weighted average on the presentation/debate and the quality of the written report. Details of the grading rubric will come with the project instruction. Presentation schedule will be announced in advance. The team project is worth a combined 13.3% of your grade.
- **Extra Credit Activities:** Extra credit may be offered, it is solely at my discretion. Grading of extra credit work and assigning of points is again, solely at my discretion. Extra Credit Quizzes will be offered throughout the semester on an unannounced basis. They are intended to reward those students who attend class regularly. Quizzes may not be made up, and must be completed during the allotted time, which may be at the beginning of class (students who arrive late to class may not have sufficient time to complete the quiz, so please be on time). I may also offer extra credits for classroom participation or group work. I may randomly call on students to answer questions.

In sum, you will be evaluated based on your performance on the three exams, the team project, and homework. The points and weights are assigned as follows:

	Points Possible	Weight in your grade
Extra Credit Activities	up to you	
Exam I	150 points	25% of your grade
Exam II	150 points	25% of your grade
Exam III	150 points	25% of your grade
Homework	70 points	11.67% of your grade
Team Project	80 points	13.3% of your grade
Total Possible Points	600 Points	

Exam Dates:

Please note that these dates are tentative. If I decide to change them, I will provide advance notification.

- Exam I-Chapter 1,2,3, and 4 Monday, September 25
- Exam II- Chapter 5 and 7 Monday, October 23
- Exam III-Chapter 8,9, and 10 Given during finals week, Dec 4-7

The Exams cover the chapters listed above. I reserve the right to change the chapter coverage at any time. I will provide advance notification. The exams are not cumulative, but material covered in one chapter may be relevant in a subsequent chapter and it is expected that you are familiar with material covered previously.

Student Requirements:

The material presented is chosen specifically for the likelihood that it is either relevant to you now or will be within the next few years. There will be information provided in class that is NOT in the book. There is also information in the book that is NOT presented in class. Students are responsible for ALL material covered in class and in the reading assignments.

Make-up Exams:

Make-up exams may be administered for excused absences only. Excused absences require documentation. If a student misses an examination for any unexcused non-emergency, he or she will receive a zero. If a student knows beforehand that he or she will miss an examination, they must contact me immediately. Make up exams may be different from those administered during class.

Attendance Policy:

- ***Attendance is necessary and expected.*** Attendance will be taken at all class meetings. Absence from class will result in no credit for any assignments due that day. ***A student missing 5 or more class sessions will have their final grade dropped by 1 letter grade, and those missing 7 or more sessions will receive an F. A tardy counts as ½ absence. Any student arriving after roll has been taken is responsible for informing the instructor after class of their attendance.*** Experience has shown that those students who attend all class sessions generally do much better in the class.
- Only exceptions to this policy are for religious holy days (with written notice to me **in advance**), official Sam Houston State University events (that I have approved **in advance**), and/or injuries resulting in a disability requiring reasonable accommodation (with appropriate verifiable documentation – including necessary legal releases required for me to converse with your doctors – within **two weeks** of

accident or illness).

- **You** are responsible for tracking your own attendance. I will not give you a running tally.

Grade Determination:

The letter grades are assigned as follows – NOTE do not plan on grades to be rounded up

A=540-600

B=480-539

C=420-479

D=360-419

F=359 or below

Grade Dispute:

If you believe that any of your work is graded or recorded incorrectly, you may submit a written request (email is ok) for review within one week of the time the graded work is returned in class. Any request that is turned in after this ^{[[L]]}_{SEP} deadline will not be considered. The entire submission will be graded again. *Do not attempt to negotiate grades with me at the end of the semester.*

Miscellaneous

- No class on Oct 11, 2017 (Financial Management Association Annual Conference). We will not meet on this date.
- After grading your homework, I will either (1) discuss the answers in the next class (2) post the answer key on blackboard (3) discuss the answers during exam review. I will NOT return your graded hardcopy homework. Please keep a copy of your homework for future reference. After grading your exams, I will return the written section with my comments and I will NOT return the multiple-choice section.
- Please plan to purchase three scantrons to be used for the three exams in this course.
- **All cellphones, pagers, laptops, etc. should be turned off during class.** It is expected that not only do you attend class, but that you pay attention while in class. Talking to each other on course irrelevant topics disrupts others and will not be allowed. If you are repeatedly doing so, you will NOT receive your attendance. Students are not allowed to use the calculator on your cell phone during an exam. Should you use your cell phone during an exam, you will be required to turn in your exam immediately and you will lose 15 points from your exam score. Should you not turn it in immediately, you will receive a zero.
- To maintain student privacy, I do not e-mail grades nor do I give our grades over the telephone.
- Don't hesitate to make an appointment with me to discuss questions or comments about the course. However, I suggest that you schedule office appointments in advance to avoid scheduling conflicts with other students.
- I cannot stress strongly enough how important it is to come and see me early in the semester if you think you need help understanding something. If you are doing the reading but still feel lost or confused, please do not wait until the last three weeks of class. I can help. But not at the last minute.
- Once class is over, I will not assign any more assignments. There is no opportunity

for extra credit after the end of the regular class sessions. If you are worried about your grade, please come see me well in advance of the final week.

Please visit the following site for other important policies: <http://www.shsu.edu/syllabus/>

Business Finance (FINC 3320)

Fall 2017

Instructor: Dr. Xiaoman (Mandy) Duan

Syllabus Agreement

By signing this page, I agree that I have been provided with the syllabus for FINC 3320 for the Fall term of 2017, and fully understand the grading policies, point system, and rules set out therein and agree to abide by them.

Name (printed)

Section Number

Signature

Date