



Syllabus: FINC 3320 - Business Finance – SPRING 2018 COBA Foundation Course Requirement for All Majors

Contact Information

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Office Hours: Monday/Wednesday
10:00 a.m. – 2:00 p.m.
Other times: Please contact me

Course Description

A thorough understanding of basic financial management is the core of this course. This course will provide a comprehensive study of the fundamental principles and theoretical framework of business finance.

Learning Objectives

This course is a study of financial principles as applied to corporate investment and financing decisions. The ethical role of the financial manager is examined as it relates to value creation. Students are expected to achieve a working knowledge of these topics:

- Explain the overview of financial management.
- Describe or differentiate the financial securities, markets, and institutions
- Identify and analyze various financial statements and understand tax implications.
- Solve time value of money and its application to corporate finance
- Explain interest rates and understand bond and stock valuations
- Recognize risk and return and opportunity cost of capital
- Identify various tools of capital budgeting and cash flow estimations.

Course Management

INSTRUCTOR:

This course is taught by Dr. Bala Maniam, Distinguished Regents' Professor of Finance. He has been teaching at Sam Houston State University since 1997. More information about Dr. Maniam is available on Blackboard.

USE OF LEARNING MANAGEMENT SYSTEM (BLACKBOARD):

Blackboard will be utilized extensively for this course to post the course material. All assignments, quizzes, and exams must be completed online using Blackboard. There is no team project in this course, hence all assignments, quizzes, and exams must be completed without any discussion and correspondence with your classmates. Also, Blackboard (Virtual Office, Discussion Board) and emails should not be used to seek answers for any class work. Students caught violating this policy will be assigned a failing grade for this course and will be referred to the Dean of the college for further action.

Course Materials

REQUIRED TEXT:

- Fundamentals of Financial Management (FFM) by Eugene F. Brigham and Joel F. Houston, Concise Ninth Edition, Cengage Learning, 2017. ISBN: 13:978-1-305-63593-7

REQUIRED TECHNOLOGY:

- A reliable computer (Windows or Mac) with reliable internet. Please visit this site for current system requirements: <http://online.shsu.edu/campus/support-desk/system-requirements.html>
- **Calculator:** All students are required to have a Texas Instrument BA II Plus Professional business calculator. The instructors will be using the Texas Instrument BA II Plus Professional business calculator during the finance lecture and in solving homework assignments. Please note the BA II Plus and BA II Plus Professional is different. Texas Instrument BA II Plus Professional calculator is the better calculator.

Communication

Please use the Virtual Office Discussion Forum (see the Navigation Menu on the left of the Blackboard course page) for questions pertaining to the course work.

- Please check the syllabus and the course materials and even previously asked questions before asking your question.
- When you ask a question be sure to appropriately title the post for easy reference and identification and to follow appropriate etiquette protocols.

For questions of a personal nature, email me with either the email function within the course or directly using the email address provided in the contact information.

I will reply to your questions ASAP, and no later than the next day.

ASSESSMENT FEEDBACK:

For your **Assignments and Exams**, you will be able to view your grade, and your score per question, all of the answers and the correct answer after the availability of the exam ends or a date that I have predetermined.

- Go to My Grades, click the Assignment or Exam name and then the score to review available test results.
- I will also post the solutions to the assignments.

For your **Chapter Quizzes**, you will be able to view your grade, and your score per question after you have submitted the quiz. This means that you will see the questions with the points awarded (zero points means you did not get it correct.)

- Go to My Grades, click the Quiz Name and then the score to review available test results.
- You are only allowed one attempt per chapter quiz.

EMAIL ETIQUETTE:

It is very important that you follow proper email etiquette when you email the instructors. Among other things, please put your name and course number in the subject line or when you sign off. For instance, John Smith – FINC 3320 Online. We expect our students to write a proper email when they communicate with me. This is a business course and hence we expect our students to follow proper business protocol.

Course Structure:

CLASS MEETINGS:

Weekly web-based online lecture, Class begins on January 17, 2018 and ends on May 8, 2018. There is not an assigned time to attend or perform your weekly tasks, but there are deadlines associated with the work assigned. Set a schedule for yourself and do not get behind. There is chapter assignment, usually one assignment will be due over one or two chapters, one or two quizzes for each chapter, and unit level exams. See below for student assessment details.

CLASS ATTENDANCE: Students are expected to “attend the online class” regularly. It is very important that you watch all the lecture videos and do complete the exams, assignments, and quizzes on a timely manner.

TEACHING and LEARNING METHODS:

For each topic, you are required to read the textbook, and watch the online lecture, look over the worked-out examples, take the chapter quizzes, and then to do the assignment. In order to achieve the course objectives, it is strongly advised to:

1. read the text first, taking notes as necessary to study, (The nature of the course necessitates that the chapters from the text and other assigned materials be read before attending class or before watching the lesson video. Discussions will be presented with the assumption that materials have been read and studied by each student. There are topics and terms which are purely descriptive and will be discussed very briefly in the lecture and the students are expected to watch the online lecture.)
2. listen to the lectures using the provided PowerPoint slides for further note-taking and study (Please note that the worked-out examples will help you better understand the chapter and the types of questions you will see in the exam and your assignment. I strongly suggest that you look over them.)
3. complete the assessments

Use the Course Schedule (Calendar) at the end of the syllabus as a guide for how to structure your independent learning.

It is my recommendation that you follow the recommended schedule and allocate time to work on course materials every day. Since this is an on-line course, you can get behind on reading and studying very easily.

ASSIGNMENTS/HOMEWORK:

Students will be required to read assigned chapters in the text and then to complete the assignment(s)** for those chapters. All the assignments must be submitted online (multiple-choice questions). Assignments will be graded, and grades will be posted to the Grade Book. Assignment(s) is usually due online by 11:59 p.m. on the due date. **Please note you will be assigned a zero if the assignment is not submitted on time. The due time of 11:59 p.m. means if you submit anything past that time (even the last 60 seconds from 11:59 p.m. to midnight), the assignment will be considered late.** For instance, if you submit something at 11:59:35 p.m., the system will mark your submission as late. No credit will be given anything that is marked as late.

* Note: Online assignments are multiple choice questions that you must first work out the solution and then enter answers online. That way you just launch the assignment (open it) and enter the answers. PLEASE note you have one hour to complete the assignment once you open it. Detailed worked out solutions will be provided after the due date and at that time you may also see which questions you got right or wrong.

QUIZZES: Quizzes will be given for each chapter. The quizzes must be taken online just like the exams. No late quizzes will be accepted, and no make-ups will be given. You will be allocated 15-to 30 minutes to take the quizzes depending on the difficulty of the subject matter.

EXAMS:

Exams are designed to test your understanding of facts, concepts, and problem-solving methods. No make-up exams will be given.

Note: It is important that you allocate at the appropriate time to do your exam. Also, please note that even if you have any technical glitch during your exam and hence you cannot complete your exam, you will get a zero. It is important that you understand this and be sure that your computer is up to speed and that you are ready for the exam. DO not open any other program during the exam. If you do, the system may boot you out of the exam. I will not reset the exam at any cost or give you a second attempt at the exam. If you run into any issues during the exam, it is imperative that you email me right away.

Assessments and Grades

STUDENT EVALUATION:

The exams will make up about 60% of the course grade, quizzes will make up 20% of the course grade, and the assignments make up the remaining 20% of the grade.

Exams (3X100)	60%
Quizzes	20%
Assignments	<u>20 %</u>
Total	100%

The usual 90% or higher is an A, 80%-89.9% is a B, 70%-79.9% is a C, 60%-69.9% is a D and below 60% is a F.

Course Calendar/Exam Dates

Warning: This schedule is subjective to change (although it will be a rare event). Any changes will be announced via email and posted on the Blackboard Announcement page in your course.

Date	Subject	Notes
January 17 – 21	Introduction to course	Week 1 opens Wed., January 17
January 22 – 28	UNIT 1: Chapter 1: Overview of Financial Management Syllabus Quiz Due Online	Due 1/28 at 11:59 pm (10 pts)
January 29 – February 4	Chapter 2: Financial Markets and Institutions Quizzes Chapter 1 and 2 Due online (10 points each) Combined Assignment Chapters 1 and 2 Due Online	Due 2/4 at 11:59 pm (20 pts) Due 2/4 at 11:59 pm (20 pts)
February 5 – 11	Chapter 5: Time Value of Money Quizzes (2) Chapter 5 Due online (10 points each)	Due 2/11 at 11:59 pm (20 pts)
February 11 – 18	Chapter 5: Time Value of Money (continued) Assignment Chapter 5 Due Online	Due 2/18 at 11:59 pm (50 pts)
February 19 – 25	Chapter 3: Financial Statements, Cash Flow, & Taxes Quiz Chapter 3 Due online	Due 2/25 at 11:59 pm (10 pts)
February 26 – March 4	Chapter 4: Analysis of Financial Statements	

	Quiz Chapter 4 Due online Combined Assignment Chapters 3 and 5 Due Online	Due 3/4 at 11:59 pm (10 pts) Due 3/4 at 11:59 pm (30 pts)
March 5 – March 11	Exam I – Covers Chapters 1, 2, 5, 3 and 4 Online (100 pts)	Exam opens on Monday, March 5 and closes Sunday, March 11 at 11:59 p.m.
March 12 – 18	Spring Break	
March 19 – March 25	UNIT 2: Chapter 6: Interest Rates Quiz Chapter 6 Due online	Due 3/25 at 11:59 pm (10 pts)
March 26 – April 1	Chapter 7: Bond Valuation Quiz Chapter 7 Due online Combined Assignment Chapters 6 and 7 Due Online	Due 4/1 at 11:59 pm (10 pts) Due 4/1 at 11:59 pm (30 pts)
April 2 – April 8	Chapter 8: Risk and Rates of Return Quiz Chapter 8 Due online Assignment Chapter 8 Due Online	Due 4/8 at 11:59 pm (10 pts) Due 4/8 at 11:59 pm (30 pts)
April 9 – April 15	Chapter 9: Stocks and Their Valuation Quiz Chapter 9 Due online Assignment Chapter 9 Due Online	Due 4/15 at 11:59 pm (10 pts) Due 4/15 at 11:59 pm (30 pts)
April 16 – April 22	EXAM II – Covers chapters 6 through 9 Online (100 pts)	Exam opens on Monday, April 16 and closes Sunday, April 22 at 11:59 p.m.
April 23 – April 29	Unit 3: Chapter 11: The Basics of Capital Budgeting Quiz Chapter 11 Due online Assignment Chapter 11 Due Online	Due 4/29 at 11:59 pm (10 pts) Due 4/29 at 11:59 pm (40 pts)
April 30 – May 2	Wrap-up and Review for Comprehensive Final Exam	
May 3 – May 8	Final Exam – Comprehensive Exam Online (100 points)	Final Exam opens on Thursday, May 3 and closes Tuesday, May 8 at 11:59 p.m.

Campus Labs Course Evaluation (IDEA Survey)

EVALUATION CRITERIA: The course evaluation is based on the following criteria

Note: Different courses have different learning objectives. Per our IDEA evaluation system, the three objectives listed above are the most important ones for this course in my opinion. When you do the evaluation of this course at the end of the semester, you should ask yourself if these three objectives serve as the central theme of our course.

Essential Objectives

1. Gaining factual knowledge (terminology, classifications, methods, trends)
2. Learning fundamental principles, generalizations, or theories

Important Objective

3. Learning to apply course material

Policies

Student Syllabus Guidelines

- SHSU Academic Policy Manual – Students
 - [Procedures in Cases of Academic Dishonesty #810213](#)
 - [Disabled Student Policy #811006](#)[Student Absences on Religious Holy Days #861001](#)
 - [Academic Grievance Procedures for Students # 900823](#)
 - SHSU Academic Policy Manual – Curriculum and Instruction
 - [Use of Telephones and Text Messages in Academic Classrooms and Facilities #100728](#)
- Visitors in the classroom - Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance.

Services for Students with Disabilities

It is the policy of Sam Houston State University that no otherwise qualified disabled individuals shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic program or activity.

SSD Office Location: Lee Drain Annex (next to the Farrington

Building) Telephone: 936-294-3512

TDD: 936-294-3786

E-mail: disability@shsu.edu

Web Address: www.shsu.edu/disability