

**Location and Time: Online**

**Instructor:** Steve Johnson  
SHB 210F

**Email:** [sjj008@shsu.edu](mailto:sjj008@shsu.edu) **Email is the best way to contact me.**

**Telephone:** 936-294-1283

**Note:** The first quiz in this course will be a quiz over this syllabus, so please be sure to read this syllabus carefully. The quiz over the syllabus will be due Friday, June 2, by 11:59 pm.

**Note: I want you to succeed in this course. I chose to be a finance professor because I like to help students succeed in their academic careers and to successfully prepare students for a good job after graduation. Please email me if anything course-related is unclear.**

**Office Hours:**

**Tuesday/Thursday** Huntsville campus, SHB 210F about 9:30 am – 10:50 am  
and (almost) any time I'm in my office with my door open.

**Monday/Wednesday** The Woodlands Center, about 9:30 am – 10:50 am  
I will usually be in the computer lab before class.

**Monday night** The Woodlands Center, about 5:30 pm – 5:50 pm  
I will usually be in TWC 334 at this time.

If these times are not convenient for you and you have questions about the course material, please schedule an appointment with me. In addition, if I am in my office and the door is open, I am usually (90%+ of the time) available.

**Emails:**

I will try to answer your emails as soon as possible. However, I do not usually check my email between late Friday afternoon and Sunday morning. The rest of the time, from Sunday afternoon until early Friday afternoon, I will usually be able to answer your emails within 24 hours, unless I am out of town and do not have access to a secure web connection.

**Brief course outline, objectives, and assessment of learning**

You will learn how to create, use, and make forecasts of financial statements. These skills enable small business owners and entrepreneurs to prepare for episodes of potential cash shortfalls. These financial statement forecasts will be implemented in Excel. These skills are also more generally applicable to other areas of business.

Assessment of these skills will involve

- a. Creating and modifying financial statements and financial statement forecasts in Excel. These spreadsheets are to hand in. You may choose to work on these by yourself or in a small group.
- b. Calculating individual values by hand and answering conceptual questions on the final exam.

To summarize, you will learn:

- 1) How to use Excel to solve quantitative problems.
- 2) How to use a number of different functions and features in Excel.
- 3) How to assemble financial statements and financial statement forecasts.
- 4) How to use financial statement forecasts to predict cash shortfalls.

**Prerequisites:** It is the responsibility of students to fulfill the prerequisites of this course. Students who do not have appropriate prerequisites are subject to administrative delete at any time of the semester.

## **Required Materials:**

- 1) Entrepreneurial Finance, 5<sup>th</sup> edition, by Leach and Melicher. The 4<sup>th</sup> edition is ok as well. There is a new, 6<sup>th</sup> edition, and it is also ok, but much more expensive.
- 2) Building Financial Models, **2<sup>nd</sup> edition**, by Tjia. Note that you **will** need the 2<sup>nd</sup> edition, **not** the 1<sup>st</sup> edition.
- 3) A computer with internet access and Excel software.

**Note:** On the syllabus quiz, if you get a question about the textbooks for the course, they are "Entrepreneurial Finance, 5<sup>th</sup> edition, by Leach and Melicher," and "Building Financial Models, 2<sup>nd</sup> edition, by Tjia." You can use the 4<sup>th</sup> edition (or 6<sup>th</sup> edition) of Leach and Melicher with no problem, but for the answer on the syllabus quiz (if you get that question) it's the 5<sup>th</sup> edition.

**Evaluation:** There are three Excel cases and one final exam in this course. There is also a very brief quiz over the syllabus at the beginning of the course. The evaluation weights for each component of the course are as follows:

2%	Quiz over the syllabus
10%	2 Excel assignments, 5 points each.
15%	Case #1, worth 15 points
50%	Excel projects #2 and #3, 25 points each, total of 50 points
<u>25%</u>	Final exam (25 pt. total)
102%	Total possible points

This course moves very quickly. It is vital that you stay current with the reading, mp4 lectures, Excel projects, and preparation for the final.

**Quiz over the syllabus:** A brief, 2-point quiz over the syllabus is due by 11:59 pm, Monday, January 22. The quiz should be completed by that time.

**Excel cases:** Each case will involve using Excel to solve different types of finance problems. These projects will help you to acquire some of the tools you need for solving problems in more advanced courses in business as well as provide

you with a set of programs you may find useful when you work as a business professional.

You may work on the Excel projects in a group of no more than 4 people. You may also work alone if you prefer. I do not assign people to a group unless asked. You do not need to remain in the same group for all the projects.

If you have questions about one of the Excel projects, please email me and be sure to attach your most recent version of the case. Please try to email me at least a couple of days before the case is due. I will do my best to answer any emails, even emails sent relatively early on the Friday that the case is due. I will delay answering emails sent late the Friday the case is due until the following Sunday afternoon.

**Late Excel cases:** In order to receive full credit, the Excel cases must be turned in on time. I will accept late cases for partial (significantly reduced) credit. **Excel case #3 builds on Excel case #2, so you will need to finish Excel case #2 before you can start working on Excel case #3.**

It is much better to turn in a case late than to not turn it in. If it is late, be sure to complete it correctly and turn it in as soon as possible for partial credit.

**Final Exam:** The final exam is technically not comprehensive, but it covers virtually all of the conceptual material in the course. It covers chapters 3, 4, and 5 of the text, in addition to the valuation and time value of money folders on Blackboard. It counts for 25% of your final grade and it can't be dropped. It is open book and open notes.

**Note:** If you are asked whether the final exam is comprehensive on the syllabus quiz, the correct answer is "TRUE."

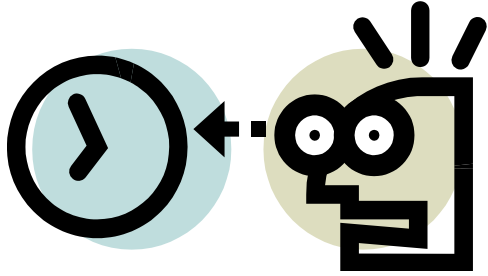
**Study:** This is an upper-division, 4000-level, university course. This course is taught at a higher level than the prerequisites (1000- and 2000- level courses and FINC 3320) for this class.

- i. You are expected to read the text and view the mp4s at least twice each. Many concepts are subtle and require time to "sink in." For example, read the chapter and view the mp4s once, then the following day, read the chapter and view the mp4s again. Some of the quantitative problems require several steps and significant practice. Don't just read or watch the problems and their solutions - follow along with a pencil and scratch paper. Make sure that you understand each step and that you can solve the problems yourself.
- ii. Be sure to check Blackboard and to view and download the relevant materials on a regular basis.
- iii. If you have any trouble with any aspects of the course work, please feel free to email me or to stop by my office. To see me at my office, it is advisable to make an appointment so that I can be sure to be at my office when you stop by.
- iv. This is not an easy course. You should spend a minimum of one hour a day, six days a week, to earn a "C." The Excel cases can be challenging. It's not really feasible to do an entire Excel case a few hours before it is due, so start working on them as soon as possible and as consistently as possible.

**University policies:** Please see <http://www.shsu.edu/syllabus/> for the following:

- \* University policy on academic dishonesty
- \* Student absences on religious holy days policy
- \* Students with disabilities policy
- \* University policy on visitors in the classroom

# Entrepreneurial and Small Business Finance



You are responsible for everything, including, but not limited to, completing items listed on the syllabus, reading the assigned readings in the textbooks, viewing the lectures on .mp4s, turning in the Excel cases on time, and completing anything posted in Blackboard and/or sent by email. In addition, please be sure to complete the final exam before **11:59 pm on Wednesday, June 28, 2017.**

## Due dates:

Quiz over the syllabus	Monday, January 22, 2018
Excel assignment #1	Monday, January 29, 2018
Excel assignment #2	Monday, February 5, 2018
Excel case #1	Monday, February 19, 2018
Excel case #2	Monday, March 26, 2018
Excel case #3	Monday, April 23, 2018
Final exam	Thursday, May 10, 2018

## Course outline, recommended completion dates

I highly recommend that you attempt to complete each assignment, case, or exam a few days before it is due. For assignments and cases, try to finish

by the previous Friday. For the final exam, try to take it on Monday of final exams week.

One more reminder: This class can move at a very fast pace. If you always stay ahead of the schedule, you will never fall behind, vastly improving your chance of success.

Schedule, both **recommended** completion dates and **due** dates

**Week #1 (short week, Wed/Thurs/Fri)\*\*\*\*\***

**Wednesday, May 31**

**Recommended:**

**Syllabus quiz**

**Thursday, June 1**

**Recommended:**

Basic Excel folder, all mp4s and spreadsheets

**Friday, June 2**

**Recommended:**

Basic Excel 2 folder, all mp4s and spreadsheets

Start financial statement fundamentals folder

**Due:**

**Syllabus quiz**

## **Week #2 (first full 5-day week) \*\*\*\*\***

Monday, June 5

Recommended:

Finish financial statement fundamentals folder.

Start working on Excel case #1

**Tuesday, June 6**

**Recommended:**

**Finish Excel case #1**

Wednesday, June 7

Recommended:

Start Time value of money folder.

Thursday, June 8

Recommended:

Continue time value of money folder.

Start Excel case 2 and case 3 folder chapter 6 material.

\*Operating schedules part 1

**Friday, June 9**

Recommended:

Finish time value of money folder.

Continue Excel case 2 folder chapter 6 material.

\*Operating schedules parts 2 and 3

**Due:**

**Excel case #1**



**Week #3 \*\*\*\*\***

Monday, June 12

Recommended:

Continue Excel case #2 folder chapter 6 material.

\*Operating schedules part 4

Tuesday, June 13

Recommended:

Start Excel case #2.

**Wednesday, June 14**

**Recommended:**

**Finish Excel case #2.**

Thursday, June 15

Recommended:

Start Excel case #3.

\*Watch the mp4s and add to your finished Excel case #2.

**Friday, June 16**

Recommended:

Continue working on Excel case #3.

**Due:**

**Excel case #2.**

## **Week #4 \*\*\*\*\***

Monday, June 19

Recommended:

Continue working on Excel case #3.

Begin studying either the **Valuation folder**

or the **Study materials over Leach and Melicher chapters 3-4-5 folder**

Tuesday, June 20

Recommended:

Continue working on Excel case #3.

Continue studying either the **Valuation folder**

or the **Study materials over Leach and Melicher chapters 3-4-5 folder**

(or both) (whichever one -- Valuation or LM 3-4-5 -- you chose on Monday)

**Wednesday, June 21**

**Recommended: Finish Excel case #3.**

Finish studying either the **Valuation folder**

or the **Study materials over Leach and Melicher chapters 3-4-5 folder**

(or both) (whichever one -- Valuation or LM 3-4-5 -- you chose on Monday)

Thursday, June 22

Recommended:

Start studying either the **Valuation folder**

or the **Study materials over Leach and Melicher chapters 3-4-5 folder**

(or both) (whichever one -- Valuation or LM 3-4-5 -- you did not choose on Monday)

**Friday, June 23**

Recommended:

Finish studying either the **Valuation folder**

or the **Study materials over Leach and Melicher chapters 3-4-5 folder**

(or both) (whichever one -- Valuation or LM 3-4-5 -- you did not choose on Monday)

**Due: Excel case #3**

**Week #5 (really half a week, Mon/Tues/Wed) \*\*\*\*\***

Monday, June 26

Recommended:

Review for the final

\*Time value of money

\*Valuation

\*Leach and Melicher chapters 3-4-5

**Tuesday, June 27**

**Recommended:**

Review for the final

\*Time value of money

\*Valuation

\*Leach and Melicher chapters 3-4-5

**Take the final exam**

**Wednesday, June 28**

**Due:**

**The final exam**