

Syllabus for Business Finance (FINC 3320) – Section 8 Spring 2018

Class Time:	Tuesday & Thursday in SHB 308 from 11:00 - 12:20
Professor:	Dr. Mary Funck
Professor's Office:	SHB 206 H
Office Hours:	Monday from 1:00 – 3:00 Wednesday from 9:00 – 11:00 Tuesday & Thursday from 8:15 – 9:15 and 2:00 – 3:00 Other times by appointment
Office Phone:	(936) 294 – 1277
E-mail:	mcf012@shsu.edu
Course Description:	This 3-credit 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, financial policies, and the analysis and regulation of security issues.
Course Objectives:	<p>The objective of this course is for you to (1) gain factual knowledge (terminology, methods, fundamental principles, and theories), (2) learn to apply course material (to improve critical thinking and problem solving ability), and (3) acquire skills in working with others as a member of a team.</p> <p>Upon completion of this course, you should have developed specific skills and competencies related to the field of finance, including:</p> <ol style="list-style-type: none">1. The role of the financial manager2. Financial markets and institutions3. Financial statements and their analysis4. The principles of time value of money (Financial Math)5. Corporate financing, specifically bond and stock valuation6. The risk and return relationship7. Cash flow estimation and capital budgeting techniques
Course Material:	<p>Required Material: Text - <u>Fundamentals of Financial Management</u>, concise eighth edition, by Brigham and Houston – Cengage Learning (2015) ISBN 978-1-285-06514-4.</p> <p>Students are <u>required</u> 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.</p>
Prerequisites:	Students will have earned a passing grade in ACC 2302 and Math 1324, and have obtained junior standing
Grading:	Your grade is awarded according to the standard 10-point scale. Your final grade is calculated with a weighted average, as specified in the following table:

A	≥ 90
B	$\geq 80 < 90$
C	$\geq 70 < 80$
D	$\geq 60 < 70$
F	< 60

Activity	Distribution
Homework Assignments, Quizzes, & Class Activities	20%
Exam Average	60%
Project Activities	20%

Assignments - Assignments are completed through Blackboard, and/or through classroom assignments. There will be approximately 11 - 15 assignments, and each assignment is worth 5 - 15 points.

Class Activities - We may complete in-class activities. These activities may not be announced. Only those students in attendance at the class period a class activity is completed can earn points for these activities. Class activity points cannot be made up.

Quizzes - Four quizzes will be scheduled during the semester - one prior to each exam. Quizzes will normally be administered in class, but may be converted to an online activity if time constraints mandate. Each quiz is worth 10 points. In-class quizzes CANNOT be made up. They can only be rescheduled (in advance) to accommodate official university absences.

Project - This course is administered using a Project-Based Learning (PBL) approach. Students will join a group, and each group will complete project activities, including in-class work and deliverables, that correspond to each section of course material. The final activity will include a group presentation during the final class session (Thursday, May 10th from noon to 1:50).

Exams - There will be four exams. All exams will be closed book/closed notes and will be in a multiple choice, completion, True/False, and/or problem solving format. Students are allowed to create a reference sheet for each exam (ONE side of an 8.5 x 11 sheet).

Anticipated exam coverage and approximate dates:

Exam 1: Chapters 1 - 4 (Thursday, February 15th) → An overview of financial management, financial markets and institutions, and financial statement and their analysis.

Exam 2: Chapters 5 & 7 (Thursday, March 8th) → Financial Math, and bond valuation/return

Exam 3: Chapters 8, 9 & 10 (Tuesday, April 10th) → The risk return relationship, stock valuation/return, and the cost of capital

Exam 4: Chapters 11 & 12 (Tuesday, May 1st) → Capital budgeting techniques and cash flow estimation

I will calculate the test average (60% of course grade) using the highest three test scores (effectively allowing you to drop your lowest exam score.) There will be no makeup tests. There is no exception to this policy. However, I do reserve the right to offer an alternative test time to students who notify me of valid conflicts PRIOR to a scheduled test. Alternative test times must be scheduled and the makeup tests taken before exam grades are posted.

Attendance - Attendance is necessary and expected. Attendance is taken at all class sessions. Students are allowed four absences (excused or unexcused)- a student missing more than four class sessions will have their final course percentage dropped by two percentage points for each absence over the maximum of four. Attendance will be recorded from an attendance sheet passed each class day. It is the student's responsibility to sign the attendance sheet.

Policies:



If you are having difficulty with class material, do not delay in seeking help. The pace of this course is very quick and the class material gets progressively more complex - it is much better to resolve problems quickly.



To maintain student privacy, I do not e-mail grades nor do I give our grades over the telephone.



Please silence your cell phone and store it out of view when class is in session.



RELIGIOUS HOLY DAYS: A student whose absence is excused for the observance of a religious holy day may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. A student desiring to absent himself/herself from a scheduled class in order to observe a religious holy day(s) shall present to each instructor no later than the 15th calendar day after the first day of the semester, a written statement concerning the religious holy day(s). Students who are absent from class for observance of a religious holyday will be allowed to take an examination or complete an assignment scheduled for that day within one (1) week of returning to class.



DISABLED STUDENTS POLICY: It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.



ACADEMIC HONESTY: Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. Having another student sign the attendance sheet in your absence is considered academic dishonesty for both the absent student and the student forging the signature.



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. Students wishing to audit a class must apply to do so through the Registrar's Office.



STUDENT SYLLABUS GUIDELINES: You may find online a more detailed description of these policies at: <http://www.shsu.edu/syllabus/>



I reserve the right to alter the class format or schedule as circumstances dictate. Changes to the syllabus will be announced in class. Students not attending class are responsible for obtaining this information.

Business Finance (3320) Spring 2018

Section 8 T Th 11:00 - 12:20
Office: SHB 21 SHB 308

Dr. Mary Funck
email: mcf012@shsu.edu

	Tuesday	Thursday
January		Introduction, Syllabus (& Graphic) Activity, Contract & Blackboard Lecture: Start Chapter 1
	16	18
	Lecture: Finish Chapter 1 Lecture: Start Chapter 2	Lecture: Finish Chapter 2 Lecture: Start Chapter 3 DUE: Chapter 1 Assign (Sunday Night)
	23	25
January / February	Lecture: Chapter 3 DUE: Chapter 2 Assign (Wednesday Night)	Lecture: Finish Chapter 3 Lecture: Start Chapter 4
	30	1
February	Lecture: Finish Chapter 4 DUE: Chapter 3 Assign (Wednesday Night) REMINDER: Bring Financial Calculator	Quiz 1 (Chapters 1 - 4) DUE: IS/BS Exercise (begin of class) DUE: Chapter 4 Assign (Sunday Night)
	6	8
	Lecture: Start Chapter 5	Exam 1 (Chapters 1 - 4)
	13	15
	Lecture: Start Chapter 5	Lecture: Chapter 5 DUE: Deliverable 1 (Sunday Night)
	20	22
February / March	Lecture: Finish Chapter 5 Lecture: Start Chapter 7	Lecture: Finish Chapter 7 DUE: Chapter 5 Assign (Sunday Night)
	27	1
March	Quiz 2 (Chapters 5 & 7) Review for Exam 2 DUE: Chapter 7 Assign (Wednesday Night)	Exam 2 (Chapters 5 & 7)
	6	8
	Spring Break!!	Spring Break!!
	13	15
	Lecture: Start Chapter 8	Lecture: Finish Chapter 8 Lecture: Start Chapter 9 DUE: Deliverable 2 (Sunday Night)
	20	22
	Lecture: Chapter 9 DUE: Chapter 8 Assign (Wednesday Night)	Lecture: Finish Chapter 9 Lecture: Start Chapter 10
	27	29
April	Lecture: Finish Chapter 10 DUE: Chapter 9 Assign (Wednesday Night)	Quiz 3 (Chapters 8 - 10) DUE: Chapter 10 Assign (Sunday Night)
	3	5
	Exam 3 (Chapters 8 - 10)	Lecture: Start Chapter 11
	10	12
	Lecture: Chapter 11	Lecture: Finish Chapter 11 Lecture: Start Chapter 12 DUE: Deliverable 3 (Sunday Night)
	17	19
	Lecture: Finish Chapter 12 DUE: Chapter 11 Assign (Wednesday Night)	Quiz 4 (Chapters 11 & 12) DUE: Chapter 12 Assign (Sunday Night)
	24	26
May	Exam 4 (Chapters 11 & 12)	Project Work Day
	1	3
May Final Exam Week		Group Presentations @ 12:00 - 1:50
	8	10

Q Drop

Thursday, February 1, 12th class day, is the last day to drop without a "Q" and receive 100% refund. Report attendance.
Friday, April 6 is the last day to drop with a "Q"
Grades are Due Monday May 14 by noon

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Instructor: Dr. Mary C. Funck
Syllabus Agreement

By signing this page, I agree that I have been provided with the syllabus for FINC 3320 for the Spring term of 2018, and fully understand the grading policies, point system, and rules set out therein and agree to abide by them.

Name (printed)

Signature

Date