

Syllabus: FINC 5310 – Financial Management – SPRING 2018

Required COBA Course for MBA Students

Contact Information

Instructor: Dr. Bala Maniam
Office: SHB 210B (Smith-Hutson)
Phone: 936-294-1290
Email: maniam@shsu.edu

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

Course Description

A thorough understanding of financial management is the core of this course.

Learning Objectives

To develop an understanding of and ability to utilize the financial principles as applied to the management of funds, capital budgeting, sources of funds, techniques of financial analysis, and cost of capital. Students are expected to achieve a working knowledge of the following topics:

- Understand corporation and the role of financial manager.
- Understand financial statements, cash flows and taxes and can do financial statement analysis
- Understand time value of money and its application to corporate finance
- Demonstrate an understanding of and ability to value bonds and stocks
- Understand risk and return and opportunity cost of capital
- Understand cost of capital
- Demonstrate an understanding of and ability to apply the various tools of capital budgeting.

Students are also expected to write a twenty-page research paper.

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, syllabus quiz, 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:

- Corporate Finance: A Focused Approach by Michael C. Ehrhardt and Eugene F. Brigham, 6th. Edition, Cengage Publication, 2017. ISBN: 978-1-305-63710-8

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 5310 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 a chapter, and four 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 syllabus quiz, 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.

SYLLABUS QUIZ:

Syllabus quiz is given at the beginning of the semester. The quiz must be taken online just like the exams.

EXAMS:

Exams are designed to test your understanding of facts, concepts, and problem-solving methods. Your ability to perform well on exams will require a large amount of preparation involving **extensive individual practice** on problems and examples in the text. It is imperative that you understand that this is a graduate course and hence you will be tested on your ability to analyze questions critically. We cannot cover an exhaustive list of possible scenarios or types of questions I

might asked you. Also, I do not teach the test. You need to learn the material in such a way that you can apply what you learn to solve the problems. In some of those problems, you will have to solve several variables before solving for the final answer. It is up to YOU to motivate yourself to devote the appropriate amount of time to such practice. There will be three regular exams and a comprehensive final exam. No make-up exams will be given.

Note: It is important that you allocate at least 3 hours to do your exam. Also, please note that even if you have any technical glitch during your exam (Exam I through III) 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.

Assessments and Grades

STUDENT EVALUATION:

The breakdown of the course grade is as follows:

Three Exams	600 points
Comprehensive Final Exam	200 points
Assignments	460 points
Syllabus Quiz	20 points
Research Paper Draft	50 points
Final Research Paper	<u>250 points</u>
Total	1580 points

The usual 90% or higher is an A, 80%-89.9% is a B, 70%-79.9% is a C, and below 70% 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	Chapter 1: Overview of Financial Management Chapter 2: Taxes Syllabus Quiz Due Online	Due 1/28 at 11:59 pm (20 pts)
January 29 – February 4	Chapter 4: Time Value of Money Assignment Chapter 1 Due online Assignment Chapter 2 Due Online Research Paper Proposal Due	Due 2/4 at 11:59 pm (30 pts) Due 2/4 at 11:59 pm (30 pts) Due 2/4 at 11:59 p.m.
February 5 – 11	Chapter 4: Time Value of Money (Continue) Assignment Chapter 5 Due online	Due 2/11 at 11:59 pm (100 pts)
February 12 – 18	Chapter 3: Analysis of Financial Statements Assignment Chapter 3 Due online	Due 2/18 at 11:59 pm (30 pts)

	Reference List Due Online	Due 2/18 at 11:59 p.m.
February 19 – 25	Chapter 5: Bond Valuation Assignment Chapter 5 Due Online	Due 2/25 at 11:59 pm (50 pts)
February 28 – March 4	Exam I – Covers Chapters 1, 2, 4, and 3 Online (200 pts)	Exam opens on Wednesday, February 28 and closes Sunday, March 4 at 11:59 p.m. (200 pts)
March 5 – March 18	Chapter 6: Risk and Return Assignment Chapter 6 Due Online (Note the date)	Due 3/18 at 11:59 p.m. (60 pts)
March 12 – 18	Spring Break	
March 19 – March 25	Chapter 7: Bond Valuation Assignment Chapter 7 Due Online	Due 3/25 at 11:59 pm (50 pts)
March 28 – April 1	EXAM II – Covers chapters 5 through 8 Online (200 pts)	Exam opens on Wednesday, March 28 and closes Sunday, April 1 at 11:59 p.m. (200 pts)
April 2 – April 8	Chapter 9: Cost of Capital Assignment Chapter 9 Due Online	Due 4/8 at 11:59 pm (50 pts)
April 9 – April 15	Research Paper Completion Week Research Paper Draft Due Online	Due 4/15 at 11:59 pm (50 pts)
April 16 – April 22	Chapter 10: The Basics of Capital Budgeting Assignment Chapter 10 Due Online	Due 4/22 at 11:59 pm (60 pts)
April 25 – April 29	EXAM III – Covers chapters 9 and 10 Online (200 pts)	Exam opens on Wednesday, April 25 and closes Sunday, April 29 at 11:59 p.m. (200 pts)
April 30 – May 4	Final Exam Review and Research Paper Completion Week	
May 6	Research Paper Due Online	Due 5/6 at 11:59 p.m.
May 5 – May 8	Final Exam – Comprehensive Exam Online (200 points)	Final Exam opens on Saturday, May 5 and closes Tuesday, May 8 at 11:59 p.m. (200 pts)

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. Learning fundamental principles, generalizations, or theories
2. Learning to apply course material

Important Objective

3. Developing skill in expressing oneself orally or in writing (we concentrate on the writing part)

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

Research Paper:

Every student is expected to turn in a twenty-page research paper. Both the draft and the final paper must be at least twenty pages and contain at least twenty peer-reviewed (journal) articles. It is important that students recognize that this is a project that cannot be completed overnight, and it is very crucial that appropriate time is allocated for this task (from the beginning of the semester). It is also very important that the students pick a suggested topic early so that they can do a comprehensive literature search in the appropriate data base to gather their articles.

Writing Style

- Do not write in first person. For example, do not write “We will now look at....”
- Do not editorialize by writing “obviously” or “clearly”. Your reader may not find it obvious or clear.

Formatting

- Entire document should be in the same font, either Calibri or Times Roman, 12.
- Margins should be 1" on all sides.

Proofreading

- Grammar: Papers should not have Word (green underlined) warning of a grammatical error. Use that function to correct problems or reword the sentence.
- Spelling: Use spell check before submitting.

Content

- Add a Keywords section immediately following your abstract.

References

- Must be alphabetized
- Must only include the works cited in the paper
- Should be recent (no more than 8 years old) unless referencing historical information
- If you choose to use the hanging style, use Word's paragraph feature to create. Do not try to space or tab the line indentation.
- Do not use Wikipedia as a source.

Specific Tasks

Task 1: All students are required to pick one topic from the list of suggested topics provided. Search the data base at SHSU for your research articles. One good place to start is JSTOR data base. Other good sources include Business Premier and Lexus Nexus as well as other academic sources. Please watch the research paper videos for additional information.

Task 2: Do an outline of the topic so you get a better idea on what direction you should take on your paper. A good outline will guide you in organizing your paper in a coherent and systematic manner. See the sample outline provided.

Task 3: You are required to submit a proposal of the paper by the due date. You must get my approval before proceeding with your research paper. See sample proposal provided.

Task 4: You are also required to compile at least twenty peer-reviewed (journal) articles for your research. You are required submit your references list by the due date. See sample reference list provided.

Task 5: Once your complete paper (draft) is ready, you need to submit it into turnitin.com to check for similarities, using the class ID and password provided. Open "How to turn in your paper into Turnitin.com" for more details. You must wait for about twenty-four hours to check turnitin.com to see how it rates your paper in terms of similarities. It will also provide a similarity index. The similarity index should be between 0% and 3% in your final paper (although in some cases 5% will be fine) The higher percentage should be an exception in some cases.

Task 6: You must fix those similarities before turning in your draft to me for evaluation. The draft is worth 50 points. Please note you may resubmit your paper into turnitin.com (as many times as you want) if you wish. But note that when you resubmit, please do so as a resubmission and not as a new submission.

Task 7: Once you have fixed the similarities, please submit your draft to me by the due date. Please note that this draft is worth 50 points. I will read your paper and provide my comments and concerns.

Task 8: You must incorporate my comments and concerns before resubmitting your revised paper into turnitin.com. Also, be sure to fix any new similarities identified by turnitin.com before submitting your final paper to me.

Task 9: You must submit a word document of your final paper online by the due date. Also, please email an electronic copy of the final paper to profbalamananiam@gmail.com (backup copy). The final paper is worth 250 points.

Also, see the “Research Paper” module on Blackboard on additional items on research paper. Among other things, you will see instructions on how to submit your paper into [turnitin.com](https://www.turnitin.com), suggested the research topics, sample proposal, sample reference list, and sample research paper.