



Dillard College of Business Administration

Syllabus: Business Finance
FINC 3733 Section 102; DB 121
Fall Semester 2020

Instructor Contact Information

Instructor: Dr. Qian Li, CFA, Associate Professor in Finance
Office: Dillard Building 205
Office Hours: Tuesday 12:30 PM – 1:30 PM, 5 PM – 7 PM;
Wednesday 9 AM – 10 AM; Thursday 12:30 PM – 1:30 PM
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Course Materials

- Required Textbook: M: Finance with Connect Plus, 4th Edition, by Cornett, Adair and Nofsinger, published by McGraw-Hill Irwin.

Students also need to have access to [the textbook companion website](#). The access code can be purchased online from this website. The link to this website will also be provided on D2L. I recommend that you obtain the access code and register early so that you can start working on the online assignments early.

For grading purpose, please obtain your own code and register with your own name. Please use the first and last name consistent with your MWSU university record. If you use “A. Smith” or “snoopy123” as your username, you will not receive the assignment grades.

- Calculator: You will need to use a financial calculator. I recommend Texas Instruments (TI) BAII Plus or TI 83/84/89. Video demonstrations for using these financial calculators will be posted on D2L. If you use a different type of calculator such as HP 10a, it is YOUR responsibility to know how to use the financial functions built in your calculator to get results.
- D2L Access: We will make extensive use of Desire2Learn (D2L) this semester. Make sure that you have access to this course on D2L. From D2L you will see many important materials such as the course syllabus, lecture notes, assignment instructions, and announcements. Exams will also be held on D2L. If you have problem accessing D2L, please refer to the [help page](#) about your login information.
- Computer, Software, and Internet
Students are required to have access to a computer capable of playing videos files, opening PDF files, and using Microsoft Office Suite. MSU students can have free access to Microsoft Office Suite, including Word, Excel, PowerPoint and Access, through the [Microsoft website](#). If you run into any problem with the Office Suite, please contact [MSU IT Department](#) for help

A reliable broadband internet connection is required for downloading and viewing course materials and taking online exams. No technical problem at a student's end will be considered or excused for grading purposes.

- **Online Exam requirements**

All exams will be online. This course requires the use of Respondus LockDown Browser for online exams. A webcam is also required, and the computer needs to meet the system requirements for installing Respondus Lockdown Browser. Please be advised that Chromebooks, smart phones, or tablet may not meet the requirements for some of the course components. Watch [this video](#) to get a basic understanding of the LockDown Browser. Download instructions and guidelines are available on D2L.

Course Prerequisite(s)

Junior standing or above or consent of the chair, ACCT 2143, and ECON 2433.

It is the student's responsibility to make sure that you meet the prerequisite requirements. Failure to do that may result in withdrawal from the class, even at late point of this semester.

Learning Goals

I. General Learning Goals:

Problem solving and decision-making abilities through the critical analysis, evaluation, and interpretation of business information: Students will demonstrate problem solving and decision-making ability as they synthesize information from different angles to analyze topics such as firms' financial conditions and interest rate pattern, and make decisions on circumstances such as capital budgeting. Scores on quizzes and exams are based on the appropriateness of student's numerical analysis. These general learning goals are among those established by the Dillard College of Business Administration. General learning goals represent the skills that graduates will carry with them into their careers. While assessing student performance in obtaining these general learning goals, the Dillard College is assessing its programs. The assessments assist us as we improve our curriculum and curriculum delivery.

II. Course Specific Learning Goals:

Business Finance is a core part of all BBA degree programs and is required of all students who pursue a BBA degree in the Dillard College of Business Administration. This course covers the specialized terminology, techniques, and principles appropriate to the management of money within all types of organizations – especially publicly owned business corporations. Primary topics covered in business finance are:

1. Financial statement analysis
2. Time value of money
3. Basic bond and stock valuation,
4. Measuring and estimating risk and return, and
5. Introduction to cost of capital and capital budgeting

The teaching approach used in this course is designed to achieve the following objectives:

1. Improve students' knowledge of the highly specialized terminology in the field of finance.
2. Assist students in learning fundamental financial principles and practices which are generally appropriate to carrying out the finance function within an organization, with the objective of maximizing the organization's value.

3. Promote greater understanding, through the application of course material, to the solution of structured problems in finance.

Grading and Evaluation:

1. Exams: There will be four exams. The weight of each exam is listed in Table 1 below. All exams will be online and be consistent with the class meeting or final exam time scheduled by the university. Please refer to the course schedule at the end of this syllabus for exam dates. Additional information about the time and format of the exams will be provided on D2L.

There will be no make-up for the exams. It is the student's responsibility to know when and where exams will be held. Once a student starts an exam, the exam has to be completed within 120 minutes. Logging out before submitting the exam will result in a grade of zero. Failure to complete and submit an exam before the deadline will also result in a grade of zero. Each exam can only be taken once.

All exams, including the final exam, are mandatory. Only absences due to the following situations can be excused:

Active military/police/firefighter assignment, jury duty, university-authorized absences (for example, athlete events or study-abroad programs), and medical emergency for yourself or your immediate family member. Supporting documents are required. For more information about university authorized absences, please refer to [Midwestern State University Undergraduate Catalog](#).

If you miss one exam, with an excusable reason, the weight of the missed exam will be transferred into the other three exams that you can take. This option can only be exercised once, meaning that if you miss two exams, you lose at least 20 points in your total grade. In the case of an excused exam absence, supporting document must be emailed to the instructor within three business days from the exam date. Any unexcused absence from an exam will result in a grade of zero. For more information about university authorized absences, please refer to [Midwestern State University Undergraduate Catalog](#).

Students are not allowed to capture/record the exam questions by any means while taking an exam. Collaboration among students while taking an exam is considered cheating and is prohibited. Please refer to the Academic Integrity section in this syllabus regarding to consequences.

2. Online Connect Assignments: For selected chapters (such as Ch 2) we cover this semester, there are two types of Connect assignments: a LearnSmart learning assignment and a practice assignment. Both are on the textbook companion (Connect) website. I recommend you finish the reading assignment before we cover that chapter in class, and work on the practice assignment while we cover that chapter. If you have an over 80% completion rate for the LearnSmart assignment **or** an over 80% accuracy rate for the practice assignment, you earn one point. Both types of assignments allow multiple attempts, so you can try and submit your results as many times as you want for each assignment, and I will record the highest score you get.

For Ch 1, there will be only one LearnSmart reading assignment. Finishing the LS assignment with at least 80% completion rate will earn you one point per chapter.

Late submission will not be accepted and will be automatically graded as zero. There will be no makeup assignments by the end of the semester.

3. Excel Assignments: There will be 3 excel assignments. Detailed instructions, including the deadlines, for the Excel assignments will be posted on D2L. All excel assignments should be saved as .XLSX files (Excel Worksheet) and submitted to the Dropbox in D2L before the deadline. Only submissions in the Dropbox will be graded. Please do NOT email your excel assignments to the instructor. Late submission or submission in any other file type may automatically result in a grade of zero.

Table 1 and Table 2 below illustrate the grade components and the grading standard.

Table 1: Points allocated to each grading element

Element	Points
Exam 1	20
Exam 2	20
Exam 3	20
Final Exam	20
On-line Assignments	10
Excel Assignments	10
Total Points	100

Table 2: Grading Standard

Grade	Points
A	90 or greater
B	80 to 89.99
C	70 to 79.99
D	60 to 69.99
F	Lower than 60

If you believe there is a mistake in your grade, please feel free to contact me within 2 business days after you receive your grade for the exam. I will be glad to correct my grading/recording/posting mistakes. However, grades are not negotiable if there are no grading/recording/posting errors.

Midterm Progress Report

In order to help students to keep track of their progress toward course objectives, the instructor for this class will provide a Midterm Progress Report through WebWorld for at-risk students. Midterm grades will not be reported on the students' transcript; nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should schedule a meeting with the instructor and seek out tutoring options.

Other Course Policies

1. Please follow the University's social distancing and [face covering requirements](#) during face-to-face class meetings. Due to the Covid-19 situation, email and Zoom meeting are the preferred ways to communicate with the professor out of class. The instructor's Zoom meeting room ID is available on D2L. Please follow the social distancing and mask requirements during any face-to-face office meetings.
2. This class follows MSU Undergraduate Catalog regarding to the [Instructor Drop policy](#):

An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to dropping the student from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 9 weeks of a long semester, the first 6 weeks of a 10-week summer term, or the 12th class day of a 4- or 5- week summer term consisting of 20 days. After these periods the grade will be an F.

3. No food or beverage is allowed in the classroom. This is a college policy.
4. Redistribution of any course material provided by the instructor, including the exam questions, in any form outside this class is strictly prohibited.
5. Lower Grade: I reserve the right to lower any student's final grade by up to two letter grades (i.e., A to C, C to F) for:
 - A. Unpreparedness in class when called upon, or,
 - B. A negative, rude, unreasonably argumentative, or inattentive attitude in class, or,
 - C. Repeatedly disrupting the class for any reason, or,
 - D. Repeatedly leaving and returning to your class seat during class, or,
 - E. Not showing respect for fellow classmates' questions, opinions, or class presentations, or,
 - F. Violation of use of electronic devices or food and drink policies listed above, or,
 - G. Repeated tardiness to class or,
 - H. Violation of exam rules and procedures, or,
 - I. Failure to strictly adhere to MSU Covid19 classroom behavioral policies and procedures.

Academic Integrity

Academic Integrity: Regarding academic honesty and student behavior, students are referred to the Student Honor Creed of the Midwestern State University Undergraduate Catalog 2019-2020. This catalog is electronic only. It may be found on the MSU website using the Registrar button, then the University Catalogs button, then Student Life button. Violation of any of the guidelines in the MSU Student Honor Creed is an academic integrity violation. In short, cheating, collusion, and plagiarism will not be tolerated. The term "cheating" generally means representing someone else's work as your own and includes, but is not limited to:

1. Failing to report to your professor any suspicion of cheating on exams.
2. Acting with intent to promote or assist cheating, including soliciting, encouraging,
3. directing, or aiding attempts of fellow students to cheat before, during, or after an
4. exam.
5. Soliciting information about exam questions from students who have taken a test.
6. Intentionally or negligently aiding someone taking an exam or quiz.
7. Looking or glancing at another student's exam while the exam is being taken.
8. Soliciting answers from a fellow student during an exam or quiz.
9. Using a cellphone or any electronic device as an aid to find answers while taking a test.
10. Using any device to record a test, including eyeglasses, cellphones, watches, and
11. calculators.
12. Acquiring an exam or quiz or other academic testing material without the express permission of the professor who authored the exam.
13. Copying, disseminating, spreading, circulating, sharing, or publicizing any questions on an exam given for credit.
14. Violation of exam rules and procedures.
15. Violation of MSU Covid19 behavioral policies and procedures.

Academic integrity violations are grounds for being dropped from this class with an F and referral to the Dean of Students for disciplinary action, which may result in expulsion from the University.

Americans with Disabilities Act

If a student has an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, that student should see me as soon as possible (preferably within the first two weeks of the semester). This class follows the guidelines suggested by [Office of Disabilities Support Services](#) for students who qualify for disability services. Please see [Midwestern State University Undergraduate Catalog](#) for details.

Campus Carry statement

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the [University's campus carry policy webpage](#).

Professionalism

The faculty, staff, and students of the Dillard College of Business Administration are committed to being a “professional” in our words, conduct, and actions. The qualities of a professional include:

- A commitment to the development of specialized knowledge
- Competency in analytical, oral and written communication skills
- Self-discipline
- Reliability
- Honesty and integrity
- Trustworthiness
- Timeliness
- Accountability for words and actions
- Respect for others and other cultures
- Politeness and good manners
- A professional image (professionals look professional)
- An awareness of their environment and adaptability to different settings
- Confidence without arrogance
- A commitment to giving back to your community

Syllabus Change Policy

This syllabus and the attached course schedule serve as a guide for the course—not a “contract”—and are subject to change. Syllabus changes will be communicated via D2L and/or in class.

Course Schedule

Table 3: Course Schedule

Week	Tuesday	Topic	Reading	Thursday	Topic	Reading
1	25-Aug-20	Introduction and class policy	Syllabus	27-Aug-20	Introduction to Financial Management	Ch 1
2	1-Sep-20	Reviewing Financial Statements	Ch 2	3-Sep-20	Reviewing Financial Statements	Ch 2

3	8-Sep-20	Analyzing Financial Statements	Ch 3	10-Sep-20	Analyzing Financial Statements	Ch 3
4	15-Sep-20	Exam 1 Review	Ch 1, 2, 3	17-Sep-20	Time Value of Money: Part 1	Ch 4, 5
5	22-Sep-20	Exam 1	Ch 1, 2, 3	24-Sep-20	Time Value of Money: Part 1 & 2	Ch 4, 5
6	29-Sep-20	Time Value of Money: Part 2	Ch 5	1-Oct-20	Time Value of Money: Part 2	Ch 5
7	6-Oct-20	Time Value of Money: Part 2	Ch 5	8-Oct-20	Bond Valuation	Ch 7
8	13-Oct-20	Exam 2	Ch 4, 5	15-Oct-20	Bond Valuation	Ch 7
9	20-Oct-20	Stock Valuation	Ch 8	22-Oct-20	Stock Valuation	Ch 8
10	27-Oct-20	Stock Valuation	Ch 8	29-Oct-20	Characterizing Risk and Return	Ch 9
11	3-Nov-20	Exam 3	Ch 7, 8	5-Nov-20	Characterizing Risk and Return	Ch 9
12	10-Nov-20	Estimating Risk and Return	Ch 10	12-Nov-20	Estimating Risk and Return	Ch 10
13	17-Nov-20	Cost of Capital	Ch 11	19-Nov-20	Cost of Capital	Ch 11
14	24-Nov-20	Capital Budgeting Criteria	Ch 13	26-Nov-20	Thanksgiving Holiday	No Class
15	1-Dec-20	Capital Budgeting Criteria	Ch 13	3-Dec-20	Final Review	Ch 9, 10, 11, 13

Final Exam: 1:00PM to 3:00PM, Tuesday, Dec 8th, 2020