



Dillard College of Business Administration

Syllabus: Business Finance
FINC 3733 Section X30 Online
Summer Semester 2020

Contact Information

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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. I will have reading and practice assignments uploaded on the website.

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

- 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 course syllabus, lecture notes and announcements. If you have problem accessing D2L, please refer to the [help page](#) about your login information.
- 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.
- Computer, software, and Internet: Due to the online nature of this class, 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 installation, 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.

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 Laptop, 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 online exams. The weight of each exam is listed in Table 1 below.

Each exam will be available from 8:00AM CST to 10:00PM CST on the scheduled exam date (please see the course schedule at the end of this syllabus for the scheduled exam dates).

Once you start an exam, the exam has to be completed within 120 minutes. If you log out before submitting the exam, it will be automatically graded as zero. Each exam can only be taken once, and it must be submitted before 10:00 PM on the exam date. Failure to submit an exam before the deadline will result in a grade of zero.

There will be no make-up for the exams. It is the student's responsibility to know when and where exams will be held. 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](#).

In the case of an excused exam absence, except for Exam 4, the document justifying the absence must be emailed to the instructor within three business days from the absence. Students that have to miss Exam 4 due to an authorized absence are required to email the supporting document to the instructor by 7:00 PM, Friday, July 3, 2020.

If you miss one exam due to an authorized absence, its weight can be transferred to the other three exams. However this option can only be exercised once. If you miss more than one exam, at least one of the exams you miss will be graded as zero and carried into your overall grade.

Missing any exam without a valid excuse will automatically result in a grade of zero for that exam.

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.

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 Assignments: For selected chapters (such as Ch 2) we cover this semester, there are two types of assignments: a LearnSmart learning assignment and a practice assignment. Both are on the textbook companion 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. For each chapter, If the completion rate for the LearnSmart assignment is below 80% and the accuracy rate for the practice assignment is below 80%, you earn zero 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. A more detailed explanation about these assignments will be posted on D2L.

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

Late assignment submission will not be accepted and will be automatically graded as zero. If you miss these assignments, 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

Other Course Policies

1. 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.
2. Due to the online nature of this class, email is the preferred way to communicate with the professor. To protect student privacy, I will not discuss grade on email unless you use your MSU student email address.
3. Redistribution of any course material provided by the instructor in any form outside this class is strictly prohibited.

Violating above rules will either cause you being dropped from this class or cause your final letter grade to be lowered depending on the severity of the violation.

Academic Integrity

With regard to academic honesty, students are referred to the [Student Honor Creed](#), including the following statements:

"We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not on entirely one's own. We recognize that any instructor has the right to

expect that all student work is honest, original work. We accept and acknowledge that responsibilities for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests with each individual student”

Academic dishonesty plagiarism will be taken seriously and will be investigated. The minimum penalty is an "F" in this course 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.

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 is a guide for the course—not a “contract”—and is subject to change. Syllabus changes will be communicated on D2L. Course Schedule

Table 3: Tentative Schedule (recommended study each day, online assignment deadlines, and the exam dates)

Week	Day	Date	Topics	Coverage
1	Mon	6/1/2020	Syllabus and Class Policy; Introduction to Financial Management	Syllabus, class intro, Ch 1
1	Tues	6/2/2020	Reviewing Financial Statements	Ch 2
1	Wed	6/3/2020	Reviewing Financial Statements; Analyzing Financial Statements	Ch 2, 3
1	Thur	6/4/2020	Analyzing Financial Statements	Ch 3
2	Mon	6/8/2020	Exam 1; Ch 1 2 3 Online Assignments Due	Ch 1, 2, 3
2	Tues	6/9/2020	Time Value of Money	Ch 4
2	Wed	6/10/2020	Time Value of Money	Ch 4, 5
2	Thur	6/11/2020	Time Value of Money	Ch 5
3	Mon	6/15/2020	Exam 2; Ch 4 5 Online Assignments Due	Ch 4, 5
3	Tues	6/16/2020	Bond Valuation	Ch 7
3	Wed	6/17/2020	Bond Valuation; Stock Valuation	Ch 7, 8
3	Thur	6/18/2020	Stock Valuation	Ch 8
4	Mon	6/22/2020	Bond and Stock Valuation Review	Ch 7, 8
4	Tues	6/23/2020	Exam 3; Ch 7 8 Online Assignments Due	Ch 7, 8
4	Wed	6/24/2020	Characterizing Risk and Return	Ch 9
4	Thur	6/25/2020	Estimating Risk and Return	Ch 10
5	Mon	6/29/2020	Cost of Capital	Ch 11
5	Tues	6/30/2020	Cost of Capital, Capital Budgeting	Ch 11, Ch 13
5	Wed	7/1/2020	Capital Budgeting	Ch 13
5	Thur	7/2/2020	Exam 4; Ch 9, 10, 11, 13 Assignments Due	Ch 9, 10, 11, 13