



Dillard College of Business Administration

Syllabus: Financial Administration
FINC 5713.X20 (Online) Spring 2023

Instructor Contact Information

Instructor: Dr. Qian Li, CFA, Professor in Finance

Office: Dillard Building 205

Office Hours: Tuesday 5:00 PM until 7:00 PM, Wednesday 1:00 PM until 3:00 PM, and Thursday 10:00 AM until 11:00 AM

Office Phone: 940-397-4711

E-mail: qian.li@msutexas.edu

Course Materials

- Required Textbook:
Corporate Finance: A Focused Approach, 7th Edition, by Michael Ehrhardt and Eugene Brigham, Cengage Learning, ISBN: 978-1337909747

Students will have options to use the Cengage MindTap platform to access practice questions and the eBook. Instructions for MindTap access will be provided on D2L. MindTap access is optional and cannot replace the course materials and instructions posted on D2L. There will be no graded assignments or exams on MindTap.

- D2L Access
Due to the online nature of this course, 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.
- 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, 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
This course requires the use of Respondus LockDown Browser for online exams. A webcam is also required. 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 the Respondus browser and webcam monitoring. Watch [this video](#) to get a basic understanding of the LockDown Browser. Download instructions and guidelines are available on D2L.

Course Prerequisite(s)

BUAD 3033, FINC 3733 or BUAD 5006, and consent of the Graduate Coordinator. 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

A: DCOBA Graduate Program General Learning Goals

GLG3: Our students will produce creative responses to business situations.

Objective: Our graduates will demonstrate the capability to critically analyze business situations and develop creative solutions to opportunities and problems. In this course students will be required to conduct quantitative analysis for numerous cases. The analysis will include identifying the problem(s), suggesting possible alternatives to solve the problems, and identify the most reasonable estimate and risks. Grades will reflect the quality of the analysis.

GLG4: Our students will integrate knowledge across business disciplines.

Objective: Our graduates will demonstrate the capability to integrate knowledge across business disciplines.

In this course, to conduct reasonable valuation analysis, students will integrate their knowledge across business disciplines such as Accounting, Economics, and Management to assess firm performance and project firm growth. Grades will reflect their knowledge and skills in the analysis.

B. Course Specific Learning Goals:

After completing this course, students should be able to:

1. understand key financial concepts such as:
 - Time Value of Money
 - Financial analysis
 - Corporate valuation analysis
 - Capital budgeting and project valuation analysis
2. integrate these concepts from the prospective of value creation.
3. apply these concepts to valuation analysis.

Grading and Evaluation:

Grades are determined by the following components:

a. Exams:

There will be three exams. Please refer to Table 1 for the weight of each exam to the final grade. More details such as format and content of each exam will be announced on D2L.

All exams are mandatory. Please refer to the tentative course schedule at the end of this syllabus for exam dates. Each exam will be open between 8am and 10pm on the scheduled exam day. Students have two hours to complete and submit the exam once they start an exam. There will be no make-up for the exams. It is the student's responsibility to know when and how the exams will be held.

If a student must miss one exam, with a valid reason, the weight of the missed exam can be transferred into the other exams the student can take. This option can only be exercised once, meaning that if one miss more than one exam, one loses at least 20%.

Situations that can be excused include religious holy days, active military/police/firefighter assignment, jury duty, university functions (for example, athlete events or student conferences), and medical emergency for yourself or your immediate family members. For more information about authorized absences, excused absences defined by state regulations, and the required documentations, please refer to the [Registrar](#) section in the university catalog.

For exam absences due to religious holy day, military/policy/firefighter/jury duty, or person emergencies, please contact the [Dean of Students](#) office. The Dean of Students will process student request and notify the instructor.

Absences due to required participation in university-sponsored activities must be approved by the college dean or Athletic Director and the Provost. Absences due to academically related activities such as class field trips or student conferences require a written notification from the faculty member who sponsors or organizes the activities.

Missing any exam without a valid excuse and supporting documents or notification from the Dean of Students office will result in a grade of zero for that exam.

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 strictly prohibited. Please refer to the Academic Integrity section of this syllabus regarding to the consequences.

b. Excel Assignments:

There will be four excel assignments. Students are encouraged to form a two-student group to complete the assignments. Each group cannot have more than two students. The assignments will be available on D2L. All completed assignments should be saved as .XLSX files (Excel Worksheet) and submitted to the Dropbox in D2L before the deadline. Only submissions in the D2L Dropbox will be graded. Please do NOT email your excel assignments to the instructor. Late submission or submission in any other file type will automatically result in a grade of zero.

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

Table 1: Grade Components

Element	Points
Exam 1	20
Exam 2	20
Exam 3 (Final Exam)	20
Excel Assignments	10 * 4 = 40
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

To maintain the fairness to the entire class, the same grading criteria will be applied to all students. Grades are not negotiable. There will be no bonus/additional assignment/project designed for or given to any individual student.

Additional Course Policies

1. Students have the responsibility to check in on D2L regularly for new announcements and course materials. Failure to do so may result in missing important instructions and updates and consequently lower test or assignment grades.
2. Redistribution of any course material provided by the instructor in any form outside this class is strictly prohibited.
3. This class follows Midwestern State [University Graduate Catalog](#) regarding to the Instructor Drop:
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.

Academic Integrity

With regards to academic honesty, students are referred to the University's Student Honor Creed, including the following statement:

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 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 responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests with each individual student.

This course follows Midwestern State University Graduate Catalog regarding to the Academic Dishonesty policy:

A grade of F given for academic dishonesty will be computed in the grade point average even if permission is granted for the course to be repeated. Additional college and program policies regarding academic dishonesty will apply.

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). Refer to my office hours and phone number shown on page 1. This class follows the guidelines suggested by [Office of Disabilities Support Services](#) for students who qualify for disability services. Please see [Midwestern State University Graduate 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 is a guide for the course and is subject to change. Syllabus changes will be communicated on D2L.

Course Schedule

Table 3: Tentative Course Schedule

Since this is an online class, you are in charge of your own learning pace. The table below serves as a guideline for a reasonable study load each week and a reminder of the exam dates.

Week	Monday Starts on	Suggested Progress and Exam Dates
1	16-Jan-23	Syllabus and Class Policy
2	23-Jan-23	Lecture 1: Intro for Corporate Financial Management
3	30-Jan-23	Lecture 2: Review of Financial Statements
4	6-Feb-23	Lecture 3: Financial Statement Analysis
5	13-Feb-23	Study for Exam 1: Lecture 1, 2 and 3
6	20-Feb-23	Exam 1 scheduled on Wednesday, Feb 22
7	27-Feb-23	Lecture 4: Time Value of Money
8	6-Mar-23	Lecture 5: Bond valuation and Interest Rates
9	13-Mar-23	Lecture 7: Corporate Valuation and Stock Valuation
10	20-Mar-23	Spring Break
11	27-Mar-23	Study for Exam 2: Lecture 4, 5, and 7
12	3-Apr-23	Exam 2 scheduled on Wednesday, Apr 12
13	10-Apr-23	Lecture 6: Cost of Capital
14	17-Apr-23	Lecture 8: Capital Budgeting- Evaluating Cash Flows
15	24-Apr-23	Lecture 9: Capital Budgeting-Cash Flow Estimation
16	1-May-23	Study for the final exam: Lecture 6, 8, and 9
17	8-May-23	Final Exam scheduled on Wednesday, May 10