



Dillard College of Business Administration

Syllabus: Business Finance
FINC 3733 Section X30 Online
Summer Semester 2023

Contact Information

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Course Materials

- Required Textbook: M: Finance with Connect Plus, 5th Edition, by Cornett, Adair and Nofsinger, published by McGraw-Hill Irwin, ISBN: 9781265129378

Students also need to have access to the textbook companion website (Connect website). The registration link will be provided on D2L. There will be graded assignments on the website (see the “Connect Assignments” section under “Grading and Evaluation” in this syllabus).

For grading purpose, please obtain your own code and register with your name consistent with your university record. If the name you use is not consistent with your university record, you may 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, Excel Assignment instructions, and announcements. If you have problem accessing D2L, please check with the [D2L technical requirements](#) or refer to the [help page](#).
- 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 are on D2L and on the Connect website. 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 and Webcam Monitoring for online exams. Students need to have access to a computer that meets the system requirements for installing Respondus Lockdown Browser. Please be advised that Chromebooks, smart phones, or tablets (except for iPads) will not be compatible with Respondus. 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

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.

Technology Use:

Students will demonstrate skills in using typical business computer applications such as Microsoft Excel to perform financial and investment analysis. Scores on assignments are partially based on students' proficiency in using Excel.

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. Please refer to the course schedule at the end of this syllabus for exam dates. Additional instruction about the coverage and format of the exams will be provided on D2L.

Each exam will be available from 8:00AM CST to 10:00PM CST on the scheduled exam date. 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 the exams will be held and how to take the online exams with Respondus LockDown Browser and Webcam Monitoring. Only absences due to the following situations can be excused:

Religious holiday, 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 final exam), 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 7th, 2023.

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 or without submitting the proper supporting document 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 recording or posting errors. However, grades are not negotiable if there are no recording or 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. Connect Assignments: For selected chapters (such as Ch 2) we cover this semester, there are two types of assignments on the textbook Connect website: a SmartBook reading assignment and a practice assignment. For each chapter, if you have an over 80% completion rate for the SmartBook 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. Introduction videos about the Connect Assignments including how to check your grades are available on the Connect website.

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

Please refer to the course schedule at the end of this syllabus for assignment due dates. Late assignment completion will not be accepted and will be automatically graded as zero. There will be no makeup assignments after due dates.

3. Excel Assignments: There will be 3 excel assignments. Detailed instructions for the Excel assignments will be posted on D2L. Please refer to the course schedule at the end of this syllabus for assignment due dates. 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.

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 dishonestly 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

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

Week	Day	Date	Suggested Topics and Reminders	Coverage
1	Mon	6/5/2023	Syllabus and Class Policy	Syllabus; intro video on D2L
	Tues	6/6/2023	Introduction to Financial Management	Ch 1
	Wed	6/7/2023	Reviewing Financial Statements	Ch 2
	Thur	6/8/2023	Analyzing Financial Statements	Ch 3
2	Mon	6/12/2023	Exam 1 Review	
	Tues	6/13/2023	Exam 1; Connect Assignments Ch 1, 2, 3 Due	Ch 1, 2, 3
	Wed	6/14/2023	Time Value of Money	Ch 4
	Thur	6/15/2023	Time Value of Money	Ch 5
3	Mon	6/19/2023	Juneteenth Holiday	
	Tues	6/20/2023	Exam 2 Review	
	Wed	6/21/2023	Exam 2; Connect Ch 4, 5 Due; Excel 1 Due	Ch 4, 5
	Thur	6/22/2023	Bond Valuation	Ch 7
	Friday	6/23/2023	Stock Valuation	Ch 8
4	Mon	6/26/2023	Exam 3 Review	Ch 7, 8
	Tues	6/27/2023	Exam 3; Connect for Ch 7,8 Due; Excel 2 Due	Ch 7, 8
	Wed	6/28/2023	Characterizing Risk and Return	Ch 9
	Thur	6/29/2023	Estimating Risk and Return	Ch 10
5	Mon	7/3/2023	Cost of Capital	Ch 11
	Tues	7/4/2023	Independence Day Holiday	
	Wed	7/5/2023	Capital Budgeting	Ch 13
	Thur	7/6/2023	Final Exam Review	
	Friday	7/7/2023	Exam 4 Connect Ch 9, 10, 11, 13 Due; Excel 3 Due	Ch 9, 10, 11, 13