Professor/Instructor: R. Scott Wheeler, M.B.A. - Adjunct Professor

Class Live Time: Monday evenings at 6:30PM. I am willing to change this time to an alternate evening depending upon a preponderance of student availability to attend live sessions.

Place: eCollege – (online)

Office Hours: Tuesday and Thursday, 7:00 PM to 8PM or by appointment

Phone: 214-693-8802
E-mail: ronald.wheeler@tamuc.edu

REQUIRED TEXTS/MATERIALS:
2. Microsoft Excel: For the course, a computer spreadsheet software (MS Excel, Lotus, or equivalent) should be utilized. Expertise in using such spreadsheet programs is essential in the corporate world and attaining expertise in this type of software will be emphasized. I will use Excel exclusively and the answers will be based on this software.
3. Calculator: Any handheld calculator that has basic functions may be useful to you in this course. I personally use the calculator on my smart phone if I ever need one. All complicated financial calculations can be accomplished in Excel. However, you may prefer and find it handy to utilize a financial calculator with specific functions such as “n”, “i”, “PV”, PMT”, “FV” or on the calculator’s face. Many professors at TAMUC recommend the TI BA-II or a comparable calculator. I will not be teaching from this calculator and it is the student’s responsibility to be fluent in the tools of their choosing.

COURSE DESCRIPTION:
This course will focus predominately on a basic to intermediate comprehension of corporate finance and business management. It will be taught from my perspective of over 25 years of senior level financial management positions, including that of Chief Financial Officer of multiple companies in multiple industries. However, we will not neglect the more academic aspects of financial management. We will start with the basic legal and tax structures of businesses and move on from there to topics such as; why businesses behave the way that they do; how to understand the health of a business by analyzing its financial statements and more. Given that this course is offered by the College of Business and Entrepreneurship, we will also focus on the various sources of capital and their characteristics. We will also cover financial fundamentals such as Time Value of Money, Financial Markets, Budgets and Capital Allocation.

MAJOR TOPICS COVERED:
Upon completion of this course, students should be familiar with the following:
1. Major Forms of Business Organizations
2. Shareholder Wealth Maximization
3. Basic Accounting Statements  
4. Ratio Analysis  
5. Capital Allocation and Budgeting  
6. Types and Sources of Capital  
7. Cost of Capital  
8. Calculation of Present and Future Values  
9. Risk and Return  
10. Stocks, Bonds and Their Valuation  

ATTENDANCE/PARTICIPATION:  
Attendance is highly encouraged, but not required since this is an online course. If there is a need to curve the final grades, attendance and class participation will be considered (which can be monitored online). You need to watch the lectures even if you don’t attend them live online. There will be lecture content that is NOT included in the textbook. You will be responsible to know that material as well. **Consistency will be rewarded** (you will hear this often from me). You will likely NOT pass this class without **weekly** reading (prior to class), class attendance, and participation either live or archived.  

TEACHING PROCEDURES:  
The class will be conducted in an online format. The lectures will be both recorded and live. This will require you to listen to the recorded lectures and attend live lectures when we have them as much as possible. It is not optimal but, OK if you cannot attend the live lectures because these are recorded for you to listen to after the lecture has closed. Many of the issues covered in the readings will be discussed in class, however; all the areas covered in the readings will not be part of class discussion. I also will present the concepts in smaller, more digestible ways and we will be doing things in small steps consistently over the semester. As practical, I hope to bring in experts in certain fields to provide supplemental lectures on the subject of the day. You will be responsible to know this material as well.  

EXAMS:  
There will be a short quiz required after each major subject area. These should be fairly simple and straightforward if you are keeping up with the pace of the class. You will also have a minor mid-term and a major final exam. You will be responsible for information from class discussion, required readings, and homework. **No makeup exams will be given** unless for a University allowed excused absence. For an excused absence, the make-up exam will be administered prior to the scheduled exam. Anyone missing a quiz (unexcused) will replace this missed quiz with the final. **Exam windows will be open for at least 48 hours.**  

HOMEWORK ASSIGNMENTS  
There will be homework assignments, most often a short spreadsheet to complete for most chapters we will be covering. Completing these in a timely manner will certainly improve your grade in this class as points will be assigned to these spreadsheets. Homework assignments will be made in the live lecture, most often at the end.
**PARTICIPATION:**
This course is based on the belief that all students will benefit through taking an active role in the learning process. Students are expected to attend class **regularly** through listening to the prerecorded lectures or coming to the live lectures/listening to the archived lectures. Lectures will be most beneficial when you complete assigned readings **before** topics are discussed in class. Assignments must be read prior to the appropriate class meeting.

**GRADING INFORMATION:**

**TOTAL POINTS 1000**

Final Grades will be determined by the following schedule:

- **A:** 900 – 1000 points
- **B:** 800 – 899 points
- **C:** 700 – 799 points
- **D:** 600 – 699 points
- **F:** 0 - 599 points

**Grades of "I" (incomplete) will not be given to students who merely do not come to class, or have failed to satisfactorily complete the course. Refer to the University's policy regarding incompletes for further information.**

**COURSE OUTLINE:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture Topic</th>
<th>Quiz</th>
<th>Homework</th>
<th>Exams</th>
<th>Total</th>
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<tr>
<td>14-Jan</td>
<td>Introduction and Chapter 1</td>
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<tr>
<td>21-Jan</td>
<td>Chapter 1</td>
<td>25</td>
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<td>28-Jan</td>
<td>Chapter 2</td>
<td>75</td>
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<td>4-Feb</td>
<td>Chapter 3</td>
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<tr>
<td>11-Feb</td>
<td>Chapter 4</td>
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<td>18-Feb</td>
<td>Chapter 5</td>
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<td>25-Feb</td>
<td>Chapter 10</td>
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<td>4-Mar</td>
<td>Chapter 11</td>
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<td>10-Mar</td>
<td>Mid-Term Review &amp; Exam</td>
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<td>18-Mar</td>
<td>Chapter 6</td>
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<td>25-Mar</td>
<td>Chapter 7</td>
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<td>1-Apr</td>
<td>Chapter 8</td>
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<td>8-Apr</td>
<td>Chapter 9</td>
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<td>15-Apr</td>
<td>Chapter 15</td>
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<td>22-Apr</td>
<td>Chapter 16</td>
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<td>29-Apr</td>
<td>Semester End Review</td>
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<td>6-May</td>
<td>Final Exam</td>
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**TOTAL** 450 175 375 1,000
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<tr>
<th>Learning Statement</th>
<th>Unsatisfactory</th>
<th>Emerging</th>
<th>Proficient</th>
<th>Exemplary</th>
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<tbody>
<tr>
<td>Demonstrate an understanding of the fundamental concepts of corporate finance and its principles and methods.</td>
<td>Student cannot demonstrate an understanding any of the fundamental concepts of corporate finance and its principles and methods.</td>
<td>Student can demonstrate some understanding of the fundamental concepts of corporate finance and its principles and methods.</td>
<td>Student can demonstrate understanding of most of the fundamental concepts of corporate finance and its principles and methods.</td>
<td>Student can demonstrate understanding of all of the fundamental concepts of corporate finance and its principles and methods.</td>
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<td>Understand and apply valuation techniques of securities, projects and corporations.</td>
<td>Student cannot demonstrate an understanding any of the fundamental concepts of corporate finance and its principles and methods.</td>
<td>Student can demonstrate some understanding of the fundamental concepts of corporate finance and its principles and methods.</td>
<td>Student can demonstrate understanding of most of the fundamental concepts of corporate finance and its principles and methods.</td>
<td>Student can demonstrate understanding of all of the fundamental concepts of corporate finance and its principles and methods.</td>
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<tr>
<td>Demonstrate an understanding and show ability to measure financial decisions in a risk/return environment.</td>
<td>Student cannot demonstrate an understanding any of the fundamental concepts of corporate finance and its principles and methods.</td>
<td>Student can demonstrate some understanding of the fundamental concepts of corporate finance and its principles and methods.</td>
<td>Student can demonstrate understanding of most of the fundamental concepts of corporate finance and its principles and methods.</td>
<td>Student can demonstrate understanding of all of the fundamental concepts of corporate finance and its principles and methods.</td>
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**ACADEMIC INTEGRITY/PLAGIARISM:**
All academic work must meet the standards contained in A Culture of Honesty: Policies and Procedures on Academic Honesty. Students are responsible for informing themselves about those standards and for observing the University Honor Code. Plagiarism occurs when a student submits work that is not his or her own. This includes copying from printed materials, websites, or from other people. All students are expected to turn in work that has been completed individually, unless otherwise informed by the instructor. Any assignment containing plagiarized material will automatically be graded as zero. The instructor will use the available technology at hand to determine if you have or appeared to have cheated. You are required to access all data and lectures available to you during the semester.

**ADA:**
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**
Texas A&M University-Commerce
Halladay Student Services Building
Room 303 A/D
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu

**CIVILITY IN THE CLASSROOM:**
Students are expected to assist in maintaining a classroom environment that is conductive to learning. Inappropriate behavior shall result in “minimally” a request to leave the online classroom.

**POLICY ON LATE WORK:**
Late work WILL NOT BE ACCEPTED without a university excused absence as defined by Texas A&M – Commerce Rules and Procedures 13.99.99.R0.01. Note: keep a copy of your work - this protects you in the event of questions about missing assignments. Excused absences include and are limited to:

- Pre-authorized religious holidays
- Participation in a required/authorized university activity
- Voting on Election Day
- Obligation of student at legal proceedings in fulfilling responsibility as a citizen
- Documented death in a student's immediate family
- Verified illness – Resulting in Hospitalization or Long-Term Illness

**NOTE:** THE COURSE SYLLABUS IS A GENERAL PLAN FOR THE COURSE. DEVIATIONS ANNOUNCED TO THE CLASS BY THE INSTRUCTOR MAY BE NECESSARY.
This page must be completed and uploaded to the instructor in eCollege under the dropbox tab before the second class period. A typed signature will work if you cannot scan and upload.

COURSE: ____________________
INSTRUCTOR: ____________________
NAME: __________________________________________

I have received, read and understand this syllabus as presented by the instructor and am clear as to the requirements and effort that will be required to succeed in this course.

___________________________________________________ __________________
Signature Date