Syllabus for
FIN 504 -- 03W, 04W & 06W: Financial Management
Fall 2013: August 26 – December 13
[All times in Central Standard Time (CST)]

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Course Access:	Through eCollege at http://online.tamuc.org

Course Description:
This course will acquaint you with a survey of the important concepts and practices of financial management. The student will study business finance within the economic environment, including financial reporting, analysis, markets and regulation. The student will cover risk, valuation, working capital management, and other decision rules in the context of how to maximize the value of the firm.

Pre-requisites:
FIN304, Intro to Business Finance, or FIN501, Finance for Decision Makers, or consent of instructor.

Textbooks and Materials:
Required:

1. *Contemporary Financial Management*, 12th ed., by Moyer, McGuigan, Rao and Kretlow (2012). (ISBN-13: 978-0-538-47917-2)

    a. You can find a copy of the textbook at any number of locations, including the on-campus bookstore. The publisher's textbook purchase website is:

    http://www.cengagebrain.com/shop/isbn/9780538479172

    (Use Promo Code **FALL2013** to get $10 off if more than $80 is purchased through CengageBrain.com. Offer expires 09/30/2013. Some students may prefer the less expensive digital eBook 6mo. rental option offered by CengageBrain.)

    b. From the above link, click on "Access" under Free Tools Only Available at CengageBrain. You will be directed to the Textbook Student Companion website. There you will find a variety of resources available to assist your learning, including e-Lectures, Ask-the-Author Videos, Interactive Quizzes, Excel Models, and more.

2. Microsoft Excel is the key tool of financial analysis used in business. All of the financial calculations in this course can be calculated with a financial calculator or with an Excel spreadsheet. The HP 12C, HP 10bII+ or the TA BAII Plus, are all excellent financial calculator choices. While it is *recommended* that you purchase a financial calculator, you will be required to use Microsoft Excel in solving the assigned Integrative Case Problems. All MBA graduates should be highly proficient in using spreadsheets.

Highly Suggested:

The daily Wall Street Journal, Forbes, Yahoo! Finance, Motley Fool, and RealClearMarkets are a few of my personal favorites for financial information.

Course Objectives and Learning Outcomes Assessment:

All of the topics covered in the course are covered with a specific course objective in mind. The course objectives for this course are given below which will be created into a learning outcomes assessment rubric (given below the objectives) to measure student performance in the class. The objectives for this course are:

1. Demonstrate an understanding of the advanced concepts of contemporary financial management and the application of its methods.
2. Demonstrate an ability to analyze and apply asset valuation techniques.
3. Demonstrate an understanding and the ability to measure strategic financial decisions in a risk/return context as it relates to today's dynamic world.

Criteria (Course Objectives)	**1 (Unsatisfactory)**	**2 (Emerging)**	**3 (Proficient)**	**4 (Exemplary)**
Demonstrate an understanding of the advanced concepts of contemporary financial management and the application of its methods.	Student shows limited ability to understand or apply even the more basic concepts and methods of financial management.	Student shows understanding and the ability to apply only the more basic concepts and methods of financial management.	Student shows understanding and the ability to apply the basic but not advanced concepts and methods of financial management.	Student shows understanding and the ability to apply the advanced as well as basic concepts and methods of financial management.
Demonstrate an ability to analyze and apply asset valuation techniques.	Student shows limited ability to analyze or apply even the more basic techniques of asset valuation.	Student shows the ability to analyze and apply only the more basic techniques of asset valuation.	Student shows the ability to analyze and apply the basic but not advanced techniques of asset valuation.	Student shows the ability to analyze and apply the advanced as well as basic techniques of asset valuation.

Demonstrate an understanding and the ability to measure strategic financial decisions in a risk/return context as it relates to today's dynamic world.	Student shows limited ability to understand or measure even the more basic financial decisions involved in business management.	Student shows understanding and the ability to measure only the more basic financial decisions involved in business management.	Student shows understanding and the ability to measure the basic but not advanced decisions of financial management.	Student shows understanding and the ability to measure the advanced as well as basic decisions of financial management.

Grading:
In general, the following grading schedules will apply for this course:

100-90%	=	A	Superior
89-80%	=	B	Above Avg.
79-70%	=	C	Average
60-60%	=	D	Below Avg.
≤ 59%	=	F	Failing

4 Exams	=	40%
3 Integrative Case Problems	=	30%
4 Graded Discussion Threads	=	20%
Class Participation	=	10%
		100%

There will be no extra credit assignments provided at the end of the semester. If you wish to dispute the accuracy of your grade, all graded material will be kept for one week following the end of the semester, after which time no grade will be open to reexamination.

Below are guidelines that help to explain how student work is evaluated:

A**:** Clearly stands out as excellent performance. Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned for this and other disciplines. Anticipates the next step in the progression of ideas.

Example: "A" work is of such nature that it could be put on reserve for all students to review and emulate. The "A" student is in fact, an example for others to follow.

B: Grasps subject matter at a level considered to be good to very good. Accomplishes more than the minimum requirements. Work is of high quality.

Example: "B" work indicates a high-quality performance and is given in recognition for solid work. A "B" is considered a high grade.

C: Demonstrates a less than satisfactory comprehension of the subject matter for graduate students. Accomplishes only the minimum requirements and displays little or no initiative. Communicates an acceptable understanding of all basic concepts.

Example: "C" work represents average work. A student receiving a "C" has met the requirements, including course deadlines.

D: Quality and quantity of work is below average and barely acceptable.

Example: "D" work is passing by a slim margin.

F: Quality and quantity of work is unacceptable.

Example: "F" work does not qualify the student to progress to a more advanced level of coursework.

Exams:

There will be four online, open-book, exams provided within eCollege. Each exam will have 50 objective questions. You may use only your textbook and a financial calculator, and/or a blank EXCEL spreadsheet during the exam. Do not use assistance from any other source, including another individual or Internet website. You will have a single 4-hour block of time to complete each exam at any time during the day assigned. Make plans now to take the exams on the days scheduled. While your overall examination scores will be provided, detailed solutions to each question will not be made available.

Exam 1 – Chapters 1, 2, 3, 4	Exam 3 – Chapters 9, 10, 12, 13
Exam 2 – Chapters 5, 6, 7, 8	Exam 4 – Chapters 16, 17, 18

Integrative Case Problems:

For selected chapters, you will have an Integrative Case Problem that will provide you with the opportunity to apply the chapter concepts. You will use Microsoft Excel to solve all the numerical problems in the assigned case. You will also include your written answers to the case discussion questions within Excel. Refer to the illustrative examples in each chapter regarding how Excel can be used to solve finance problems. There are also more than 20 user-friendly, flexible, downloadable Excel models that are available at Textbook Student Companion website. Cases will be turned in to the respective Module's Drop Box in eCollege no later than 11:59pm on the due date (see schedule below).

Points for the Integrative Case Problems will be based on quality and correctness. For your written answers, assume that your reader knows nothing of the topic that you are discussing and has never visited the website that you are writing about. Always provide more information than you think is necessary. Proper grammar and spelling, as well as professional formatting, are required.

Graded Discussion Threads:
There are four chapters in which you will be required to make three comments regarding a chapter-related topic. Read the assigned chapter and then find a recent news article on the Internet that discusses any topic discussed in the assigned chapter. In the week that the chapter is assigned, post a workable link to your related news article in your comment about the topic. Your other two comments will be responses to comments posted by two other classmates. Click on the article links of two different classmates for that week, read their suggested news article, and post your response or opinion to their article/comment.

Class Participation:
You have several opportunities to participate in the course. Start by introducing yourself in the Student Lounge and commenting on the introductions of two other classmates. Complete and submit the Academic Honesty Policy Statement form in the appropriate eCollege Dropbox. This form is required to complete the course. In addition, you are encouraged to post any questions about the material in the respective General Discussion Threads for each chapter, and to assist in answering each other's posted questions.

Technical Issues:
Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with possible computer problems, including the available backup computer at home, work, friend's home, or the local library.

If at any time you experience technical problems with eCollege (e.g., you cannot log in to the course, you cannot see certain material, etc.), please contact the eCollege HelpDesk. The HelpDesk can be reached 24 hours a day, 7 days a week, using the following options:

1. **Help:** Click on the *'Help'* button on the toolbar within your course for information regarding working with eCollege (i.e. How to submit to the Drop Box, How to post to Discussions, etc.).

2. **Chat Support:** Click on '*Live Support'* on the course toolbar within your course to chat with an eCollege Representative.

3. **Phone:** 1-866-656-5511 (Toll Free) to speak with an eCollege Technical Support Representative.

4. **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.

If you use an Internet Service Provider other than the university, please contact a company representative if you are having difficulty accessing the Internet. Other support questions may be addressed to TAMUC's Computing, Telecommunications, and Information Systems (CTIS) HelpDesk between 8am and 5pm, Monday through Friday, at 903-468-6000. The after-hours and weekend emergency phone number is 877-808-

1607. When the after-hours support number is dialed, the answering service representative will ask for your name and phone number. The representative will then contact the on-call CTIS technician who should return your call within about 15 minutes.

Ethics:
Integrity will be stressed throughout the course. Refer to Student's Guide Book located at for the University policy on academic honesty:

www.tamu-commerce.edu/studentlife/guidebook.htm

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conductive to a positive learning environment.

You are expected to maintain high standards of integrity and honesty while pursuing your academic goal(s). The university's statement on academic honesty is found in the Texas A&M University-Commerce Procedures, A13.12, Academic Honesty. Academic dishonesty is defined in the following manner:

> "Academic dishonesty includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material."

Your grade is to reflect your work alone, and likewise, your classmates' grades are to reflect their work alone, and not yours. *Students found to have committed academic dishonesty will automatically receive a failing grade for the course and will be referred to Dean of the College of Business and Technology for possible expulsion from the program.* All students enrolled in this course are required to sign and submit an Academic Honesty Policy form during the first week of the course.

Students with Disabilities:
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for person 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
> Gee Library, Room 132
> Phone: 903-866-5150 or 903-886-5835
> Fax: 903-468-8148
> Email: StudentDisabilityServices@tamu-commerce.edu

Seeking Assistance:
You are encouraged to post a general course question in the Virtual Office or a chapter-specific question in each chapter's respective General Discussion Thread. Please feel free to assist in answering each other's posted questions. eCollege is a learning environment where everyone is expected to participate. One of the best ways to retain your understanding of the material is to assist others in their learning and build off each other's knowledge/experience. Everyone has something to offer. Get to know your classmates informally through the eCollege Student Lounge. Take advantage of the networking possibilities and friendships that can be gained by communicating with each other.

If you send me a question by e-mail, please give me at least 24 hours (during the workweek) to respond. If you do not get a response by then, send it again and follow up with a phone call. You will not be intentionally ignored, but rather your email may get missed in the large number of emails that I receive each day. Please include the course number and the word 'Question' in the subject line (FIN504: Question) and your full name within the e-mail. <u>You must use your university email account for all assignment submissions and correspondence with me or it will not be accepted</u>.

Each week at a pre-determined time, you will have the opportunity to meet with me as a class in *ClassLive Pro* for about an hour to review the main topics of the chapter covered that week and to ask any question that you may have about the material. Attendance is optional.

If your question is urgent, you may also call or text me on my cell phone between the hours of 8am and 9pm. When leaving your voice message, please state your full name, course number and the nature of your question. I will return your call as soon as possible. Your success in this course is important to me.

Class Schedule & Assignments:

***Week* (Mon -Sun)**	***Due Date***	***Ch.***	***Assignments*** **GDT = Graded Discussion Thread** **ICP = Integrative Case Problem using Excel**
1	Sept 1	1	Introduce yourself in the Student Lounge + comment on at least two other introductions of your classmates Submit signed (type your name) Academic Honesty Policy Form in eCollege Dropbox
2	Sept 8	2	
3	Sept 15	3	Ch. 3 GDT
4	Sept 21 & 22	4	Exam 1: Chapters 1, 2, 3, 4
5	Sept 29	5	
6	Oct 6	6	Ch. 6 GDT
7	Oct 13	7	Ch. 5 ICP: Time Value of Money, p. 191
8	Oct 19 & 20	8	Exam 2: Chapters 5, 6, 7, 8
9	Oct 27	9	
10	Nov 3	10	Ch. 10 GDT
11	Nov 10	12	Ch. 10 ICP: Capital Budgeting, p. 392
12	Nov 16 & 17	13	Exam 3: Chapters 9, 10, 12, 13
13	Nov 24	16	Ch. 16 GDT
14	Dec 1	17	Ch. 16 ICP: Working Capital Management, p. 639
15	Dec 7 & 8	18	Exam 4: Chapters 16, 17, 18
16	Dec 15		Grades Posted

NOTE: This syllabus is subject to change as needed to meet the objectives or administration of the course at the discretion of the Professor. It is not anticipated that there will be any substantive changes.