Finance 305.NO1  
Business Finance (Online Course)  
Spring 2019

This syllabus is a contract between students who enroll in this class and the instructor. It includes the rules, requirements, the instructor's expectations of performance and behavior during the course. In return, the instructor will honor the specifications of this course as outlined in this syllabus and will assign grades accordingly. However, the instructor reserves the right to amend the syllabus based on course needs. When such changes are made, students will be informed by email.

I. Instructor Information

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Dr. Manfen W. Chen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office:</td>
<td>BE2057</td>
</tr>
<tr>
<td>Telephone:</td>
<td>461-5333</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:mwchen@usi.edu">mwchen@usi.edu</a></td>
</tr>
</tbody>
</table>
| On-campus Office Hours: | noon – 2 p.m. on TRs  
|              | Other hours: by appointments. |
| Website:    | http://faculty.usi.edu/mwchen |

II. Course Information

**Course Description:** The methods utilized by corporations in securing and utilizing capital. Major topics of interest include capital budgeting, cost of capital, capital structure, and characteristics of alternative forms of capital.

**Prerequisites:** ACCT 202 (can be taken concurrently) and ECON 265. It is the responsibility of students to ensure that all course pre-requisite requirements are met prior to enrolling in this course. Students are subject to administrative removal from the course if, at any time, it is determined that course pre-requisites have not been met.

**Credit Hours:** 3 Hours

III. Course Learning Outcomes: Upon completion of this course, students should be able to:

1. Articulate the (ethical) role of the financial manager
2. Perform basic financial ratio analysis
3. Apply the time value of money
4. Perform valuation of financial securities (stocks and bonds)
5. State the effects of financial leverage on company performance
6. Estimate the cost of capital
7. Apply the Capital Asset Pricing Model
8. Apply basic capital budgeting techniques

IV. COB Skill Development: In addition to providing students an introduction to the principles of financial management, this course will help students develop analytical problem solving skills.
V. **Program Learning Outcomes:** The Finance Program has the following set of learning outcomes related to the content area. The table below shows how these program learning objectives are mapped to this course learning outcomes:

<table>
<thead>
<tr>
<th>Finance Program Learning Outcomes</th>
<th>FIN 305 Course Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Value of Money</td>
<td>3</td>
</tr>
<tr>
<td>Financial Analysis</td>
<td>2</td>
</tr>
<tr>
<td>Capital Budgeting</td>
<td>8</td>
</tr>
<tr>
<td>Financial Leverage and Capital Structure Management</td>
<td>2, 5, 6</td>
</tr>
<tr>
<td>Cost of Capital Estimation</td>
<td>6</td>
</tr>
<tr>
<td>Asset Valuation</td>
<td>4</td>
</tr>
<tr>
<td>Financial Markets and Institutions</td>
<td>1</td>
</tr>
<tr>
<td>Financial Derivatives</td>
<td>n/a</td>
</tr>
<tr>
<td>International Financial Management</td>
<td>n/a</td>
</tr>
<tr>
<td>Risk-Return Trade-off and Risk Management</td>
<td>6, 7</td>
</tr>
</tbody>
</table>

VI. **Course Requirements:**

1. Purchase a Connect access card *(Hard copy of the textbook is not required for this course).* The details about the Connect access card can be found at [http://www.mheducation.com/highered/product.M1259277216.html](http://www.mheducation.com/highered/product.M1259277216.html)

The Connect access card gives you access to the media-rich eBook and homework assignments. There are two ways to purchase the Connect access card. You can purchase it at USI bookstore then register your account at the URL provided below, or you can go to the URL provided below to purchase it.

1. Click the link: [http://connect.mheduca...class](http://connect.mheducati...class)
2. Check the course name, section, the instructor’s name to make sure that you are at the right place/course.
3. Click the button **REGISTER NOW**
4. Enter your email address and then click Submit.
5. You then have three options:
   a. Enter the registration code if you have already purchased the Connect access code.
   b. Buy the Connect access code online.
   c. Try before buying.

If, for any reason, you would like to get a 2-week free trial before actually purchasing the Connect access code, you can choose the third option, “Try before buying”, and then click Start Free Try, you will “get instant access to your instructor's course work and materials for a FREE trial. Your work will always be saved during the trial period and you'll receive a reminder before it expires.” If you have problems with registering, follow the link, http://create.mcgraw-hill.com/wordpress-mu/success-academy-student/registering-for-connect/. Please note that the 2-week free trial starts the day that you register, not the day the semester starts.

Please note that regardless where you purchase your Connect access code, when you register, you will be given an option of purchasing a color loose-leaf printed version of the textbook by paying around $60 more. This loose-leaf version is not required for the course.

A document named Connect Student Registration posted in the section of Respondus & Connect Info on Blackboard is for your reference. Log in to Blackboard for this course, click Respondus & Connect Info on the left side, and then click the folder named HOMEWORK ASSESSMENT SOFTWARE - CONNECT™. You will find the document named Connect Student Registration.

2. A business financial calculator is required. If you don’t have one, buy BA II PLUS or BAIi PLUS™ PROFESSIONAL. Both models are similar. Instructions for using BAIi PLUS are posted on Blackboard. All examples shown on PowerPoint slides for this class are using BA II PLUS. If you have already had an HP 10B or a scientific calculator such as TI84, you can visit the following website to get tutorials: http://www.tvmcalc.com/ti_finance_menu_description.

3. Technology Requirement and Internet Access: This course is delivered entirely via Internet using USI’s Blackboard system. Thus, all materials are accessible online only by logging in https://usi.blackboard.com. Students must have skills in computer and Internet use, as well as familiarity with the Blackboard program. For system requirements, see USI website at http://www.usi.edu/onlinelearning/students/system-requirements/.

4. Log into Blackboard, you will see the section of Respondus LockDown Browser as shown below:
**Respondus LockDown Browser**

NOTE: You must have the latest version of Respondus LockDown Browser to take an exam.

NOTE: You need to choose BlackboardLearn when it asks if you want to access your summer classes.

If you are having trouble logging in to Blackboard watch this video.

Download the Respondus LockDown Browser for Windows or Mac Installer here.

If you are having problems, a troubleshooting guide is available here.

The “Student Quick Start Guide” for Respondus LockDown Browser is available here.

Follow the link to install Respondus to your computer where you will take the quizzes and exams for the rest of semester. You can install Respondus to more than one computer. Without installing Respondus, you are unable to take any quiz or exam. The Respondus LockDown Browser Quick Guide for Students shows you how to use Respondus to take a quiz or a test.

5. Daily reading of the *Wall Street Journal* is recommended. Students are also urged to read the daily financial news offered by various websites.

**VII. Course Organization**

NOTE: Please note that this course is an online structured course and not classroom based; therefore, students must be willing to be active learners. Students who take online courses tend to require more time and effort to master course materials than in traditionally taught classes, so students are encouraged to contact the instructor whenever needed. Textbook and narrated PowerPoint presentations are virtual lectures, so notes should be recorded from those sources. Listening to the narrated PowerPoint presentations is important to help you master the materials.

MODULES: All topics are organized in modules. There are ten modules that may be found under COURSE DOCUMENTS on Blackboard, one module for each chapter, except two modules for chapter 11 because of the complexity of the material. There is one folder for each module, and each module contains several learning units: a study procedure, several sets of PowerPoints slides grouped by topics, narrated PowerPoint slides via links to the VoiceThread (web-conferencing software which is used here for lecture recording), answers to selected questions in the section of the Critical Thinking and Concepts Review from the textbook, and a quiz for review.

To access a quiz, you need to open the Respondus LockDown Browser first by double clicking it, then you need to key in your user name and password to log into the Blackboard. Next, go to our course website on Blackboard, click on COURSE DOCUMENTS, then click on the folder for a particular chapter, you will then see all learning units described in the previous paragraph. The quiz for that chapter is the last item saved in that folder.

STUDY PROCEDURE: It provides a proposed study sequence and a list of homework questions from the textbook for that chapter.
POWERPOINT SLIDES and LECTURE RECORDING via VOICETHREAD: PowerPoint slides and lecture recording (narrated PowerPoint slides) serve as a summary of each module; they do not replace the textbook. There are multiple sets of PowerPoint slides grouped by topics for each module. Narrated PowerPoint slides are uploaded to the VoiceThread, web-conferencing software. Majority of slides have recording by the instructor; only few that need no further explanations left as they are with no recording. Links to the VoiceThread are provided in each module.

Connect™: Connect™ is “a web-based assignment and assessment platform that helps students connect coursework and learning to maximize their performance.”

Upon completion of each module, students are required to complete homework assignments on Connect™. Homework problems for each chapter are available on the class website at http://connect.mheducation.com/class/m-chen-spring-2019-online-class. The due dates are also posted on this website. Students may have unlimited number of attempts, and the highest grade from all attempts will be recorded and posted on Blackboard after the due date. Please note that the homework problems are basically the same as the problems at the end of each chapter. The solutions to the homework assignment will be available on the same website after the homework is due. Furthermore, the same set of problems but with different numbers in each problem will be posted for practice purpose after the homework is due.

For each module, students follow the process as suggested below and repeat as many times as needed:

- Read suggested pages from the Study Procedure.
- View and listen PowerPoint slides with narration via VoiceThread.
- Go over Chapter Review and Self-test Problems as suggested in Study Procedure.
- Go over Critical Thinking and Concept Review.
- Work on homework assignment from Connect™. If not successful, repeat step 1 and 2.

QUIZZES: There is one quiz for each module. Students should follow the timeline set up on page 10 of the syllabus for each learning unit. The quizzes are available online only during a two-day time limit except that Chapter 2 Quiz is available for a whole week (also see Spring 2019 Quiz and Exam Schedule posted on Blackboard). Students have two attempts to each quiz and the highest score of two attempts will be recorded on Blackboard.
(However, to help students familiarize the system, you are allowed to have unlimited access to the Chapter 2 Quiz during the first week of the semester.) Once students initiate the quiz, one hour will be allotted to complete that quiz. When that time has expired, quizzes will be locked. Please remember that you have only two attempts to each quiz. Because the entire course is delivered via Internet, reliable Internet access is necessary. Inaccessibility of the Internet will not be construed as an excuse for not completing quizzes. Refer to the document named Spring 2019 Quiz and Exam Schedule posted on Blackboard for the due date of each quiz. After the quiz is due, the quiz with answers will be available for the practice purpose.

VIII. Navigation of Course Contents and Communications

The following components are used to navigate the course and to communicate with the instructor (For more detailed information, refer to Blackboard Student Manual.) The course is accessed by logging into Blackboard.

<table>
<thead>
<tr>
<th>AREA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>Announcements post timely information regarding the course. Regular checks on announcements are mandatory.</td>
</tr>
<tr>
<td>Course Documents</td>
<td>There is one folder for each module/chapter, and each module contains several learning units: a study procedure, narrated PowerPoint slides, Lecture Notes, answers to selected questions in the section of the Critical Thinking and Concepts Review from the textbook, and a quiz for review.</td>
</tr>
<tr>
<td>Portfolio Assignment</td>
<td></td>
</tr>
<tr>
<td>Quiz&amp;Exam Schedule</td>
<td>It provides an Excel sheet with detailed schedule of all quizzes and exams.</td>
</tr>
<tr>
<td>Communication</td>
<td>The communication area allows students to send and receive messages, open Discussion Boards, enter the Virtual Classroom, join a Chat forum, and view the roster. Students are encouraged to stimulate discussion, but any posting of assignment answers will be penalized by the instructor.</td>
</tr>
<tr>
<td>USI Technical Contact Info</td>
<td>It displays contact information of Blackboard Support and Distance Education Learning Center.</td>
</tr>
<tr>
<td>Respondus &amp; Connect Info</td>
<td>It provides documents related to Respondus Lockdown Browser and Connect Homework Manager and contact information for technical support.</td>
</tr>
<tr>
<td>Course Tools</td>
<td>Tools used in the course allow students to send documents via Digital Dropbox, to edit the Calendar, to create/edit a Home Page, to view Grades, and to edit the personal information.</td>
</tr>
<tr>
<td>Course Map</td>
<td>Navigate the course through a collapsible tree directory</td>
</tr>
</tbody>
</table>

Although course materials are posted and delivered online, students are expected to communicate with the instructor and with other classmates throughout the semester.

1. A Text-based Chat: The Chat allows students to interact with each other. To join a chat, click Communication, select Collaboration Tools, and then click Join at any Chat session.
2. Discussion Board: Any student may initiate a Thread (a conversation in a forum) and other students may post their responses or view all responses to the topic. This is particularly useful for students to help each other understand the topic. The instructor will intervene if the discussion needs guidance.

3. Students are encouraged to contact the instructor via email (mwchen@usi.edu. **Email will be answered within 48 hours on work days.**

**IX. Evaluation Procedure and Grading Policy**

1. There will be **two noncumulative exams**: exam #1, exam #2, and **one comprehensive final exam**. The average of exams will count **80%** of the final grade.

   All three exams are available online only during a **two-day** time limit. Once students initiate an exam, two hours will be allotted to complete that exam. When that time has expired, exams will be locked, and students will not be given another opportunity. Because the entire course is delivered by Internet, reliable Internet access is necessary. Inaccessibility of the Internet will not be construed as an excuse for not completing exams. Since students have only one attempt to take an exam, a stabilized and reliable internet connection is critical. Thus, avoid using a laptop with wireless internet connection to take an exam.

   If you are unable to take an exam during the designated period for any legitimate reason, such as sickness, you are given a **comprehensive** makeup exam on campus on **Tuesday, April 30, from noon - 1:30 p.m. in BE2057**. An unreliable Internet connection or travelling with no Internet access does not grant a student a make-up exam. The instructor must be informed of a missed exam **before** the exam or as soon as possible afterwards. If the instructor cannot be reached, an email must be sent or a phone message must be recorded. Documentation for a legitimate excuse should be submitted immediately via email. If you have a conflict on **April 30**, you need to contact me as soon as you can to set up a different day of the last week. Please be aware of the fact that the makeup exam is a comprehensive exam which includes all chapters covered in this semester. Thus, you should do everything you can to take the exam during the designated period. An unexcused absence for a missed exam will result in a zero for that exam.

2. **Chapter quizzes** will count **10%** of the final grade. There will be no make-ups for quizzes. However, the lowest quiz will be dropped.

3. The homework assignments are counted **10%** of your final grade. All homework assignments can be accessed via the link: [http://connect.mheducation.com/class/m-chen-spring-2019-online-class](http://connect.mheducation.com/class/m-chen-spring-2019-online-class). The homework assignments will be posted at the same website and they are graded online. You will be given your homework grade immediately after answering all questions for a particular homework. You can also have the system to grade one question at a time. However, the solutions will only be available online after the due date. Should you have any question about Connect™, call the Digital CARE Support at 1-800-331-5094 or visit [http://www.connectstudentsuccess.com/](http://www.connectstudentsuccess.com/). Fail to finish your homework on time will result in a zero on that assignment. No late assignments will be
accepted. Since homework is designed to help you familiarize with material through practice, it is extremely important that you should study the materials first and then work on assignments to see how well you understand.

4. Your final grade for this class is assigned according to the following formula:

\[
\frac{\text{Sum of HW points}}{\text{Total Available points of HW}} \times 10 + \frac{\text{Sum of Quiz points}}{\text{Total Available points of Quizzes}} \times 10 + \frac{\text{Sum of Exam points}}{\text{Total Available points of Exams}} \times 80
\]

Grading Scale:
- A = 90-100%
- B+ = 87-89.99%
- B = 80-86.99%
- C+ = 77-79.99%
- C = 70-76.99%
- D+ = 67-69.99%
- D = 60-66.99%
- F = below 60%

X. USI Library Resources:

a. Visit http://www.usi.edu/library/distance-learning-services to learn the resources and services the Rice Library provides to students involved in distance education.

b. Visit USI Library at http://www.usi.edu/library/
   - Click Databases to access Rice Library’s 60+ Databases. You can then click on selected database and follow login instructions. All databases are accessible on campus or off campus unless otherwise stated.
   - Click Research Guides to explore the LibGuides. You will find “research assistance, subject guides, and useful resources compiled by your friendly librarians.”
   - Click Distance Learning Services to access contact information of Distance Learning Librarian and Distance Learning website.

c. Visit http://www.usi.edu/library/databases to access Value Line Investment Survey Online Access. Value Line provides its view on economy and stock market. It also provides model portfolios for investors with various objectives and a number of economic and stock market statistics. Furthermore, Value Line provides full-page, individual stock reports, including the company's past performance, current status, and outlook, and industry reviews.

XI. Academic Misconduct

Review the Code of Student Behavior published in the annual web-based Student Handbook on the Dean of Students website (http://usi.edu/deanofstudents/code) that defines and explains academic misconduct and disciplinary action. The policies cover a variety of forms, including cheating, fabrication, and plagiarism. If you are found guilty of academic misconduct in this class, you will receive a grade of “F,” and you may be dismissed from your degree program and possibly from the University. Regarding this online course, participation in group discussions is encouraged, but any irrelevant discussion or chat will not be permitted. Follow the link to get an electronic copy of the Code of Student Behavior: http://www.usi.edu/media/5599064/d16-117185-student-planner-pages-updated-9-2016.pdf
XII. Academic Skills:
The University Division provides tutoring services through Academic Skills located in Education Center, Room 1111, and phone number is (812) 464-1743. More details are provided at the following link: http://www.usi.edu/university-division/academic-skills/tutoring/

XIII. Americans with Disabilities Act Compliance
If you have a disability for which you may require academic accommodations for this class, please contact Disability Resources at 812-464-1961 or email Ronda Stone at rfstone@usi.edu as soon as possible. Students who are approved for accommodations by Disability Resources should request their accommodation letter be sent to their online instructors. Due to the nature of online courses some accommodations approved for on campus courses may not apply. Please discuss this with Disability Resources to clarify as needed. Students who receive an accommodation letter from Disability Resources are encouraged to discuss the provisions of those accommodations with their professors before or during the first week of the semester. If you will be in an internship, field, clinical, student teaching, or other off-campus setting this semester please note that approved academic accommodations may not apply. Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting. For more information, please visit the Disability Resources website at www.usi.edu/disabilities.

XIV. Title IX Policy
USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report incidences of potential sexual misconduct known to them to the Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your privacy by sharing information with only those who need to know to ensure we can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a counselor in the University Counseling Center. Find more information about sexual violence, including campus and community resources at www.usi.edu/stopsexualassault.

XV. Career Advising
Students, especially upper level class students, are encouraged to see their advisors for career advising information. This is especially important to keep on-track in meeting your graduation objectives.
## Schedule for Finance 305.NO1, Spring 2019

<table>
<thead>
<tr>
<th>Week # (Date)</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (1/7-1/13)</td>
<td>Module 1: Review of Financial statements (Chapter 2)</td>
</tr>
<tr>
<td>2-3 (1/14-1/22)</td>
<td>Module 2: Ratio Analysis (Chapter 3)</td>
</tr>
<tr>
<td>3-4 (1/23-1/29)</td>
<td>Module 3: Time Value of Money, Future Value and Present Value (Chapter 4)</td>
</tr>
<tr>
<td>4-5 (1/30-2/8)</td>
<td>Module 4: FVs and PVs of multiple cash flows, EAR and Loan Amortization (Chapter 5)</td>
</tr>
<tr>
<td>6</td>
<td><strong>Exam #1: Chapters 2-5</strong>&lt;br&gt;Feb. 11-12 (Monday &amp; Tuesday)</td>
</tr>
<tr>
<td>6-7 (2/13-2/24)</td>
<td>Module 5: Bond Features and Valuation (Chapter 6)</td>
</tr>
<tr>
<td>8-10 (2/25-3/12)</td>
<td>Module 6: Common Stock Valuation (Chapter 7)</td>
</tr>
<tr>
<td>9 (3/4-3/9)</td>
<td><strong>Spring Recess, No Class</strong></td>
</tr>
<tr>
<td>10-11 (3/13-3/22)</td>
<td>Module 7: Capital Budgeting Techniques (Chapter 8)</td>
</tr>
<tr>
<td>12</td>
<td><strong>Exam #2: Chapters 6-8</strong>&lt;br&gt;March 25-26 (Monday &amp; Tuesday)</td>
</tr>
<tr>
<td>12-13 (3/27-4/5)</td>
<td>Module 8: Risk and Return (Chapter 11 Part I)</td>
</tr>
<tr>
<td>14-15 (4/6-4/16)</td>
<td>Module 9: Risk and Return (Chapter 11 Part II)</td>
</tr>
<tr>
<td>15-16 (4/17-4/23)</td>
<td>Module 10: Cost of Capital (Chapter 12)</td>
</tr>
<tr>
<td>17</td>
<td><strong>Final Exam:</strong>&lt;br&gt;April 28 - 29 (Sunday-Monday)</td>
</tr>
</tbody>
</table>

**Other Dates to Remember:**
- Jan. 21 (Monday): Martin Luther King Day, No Class
- March 4-9 (Monday-Saturday): Spring Recess, No Classes
- March 15 (Friday): Last day to drop/withdraw without evaluation
- March 26 (Tuesday): Spring Assessment Day, No Classes
- April 1-12 (Monday-Friday): Priority registration for fall
- April 19 (Friday): No Classes - University closed
- April 24 (Wednesday): No Classes – Study Day
- April 24 (Wednesday): Schedule revision and withdrawal from the semester period ends
- April 25 – May 1 (Thursday-Wednesday): Final Exam Week
- April 26-27 (Friday and Saturday): Commencement Weekend