FIN 304 – 01W
Introduction to Business Finance
Spring 2020

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Office Hours: Tuesdays 1:00 p.m. – 4:00 p.m. (Commerce Campus)
          By appointment
Preferred Form of Communication**: Email**
Communication Response Time: 24 hours during regular business hours on weekdays

I.   Course Description

       This course is designed to help build a finance background. The course prepares students for the
       fundamental knowledge of business finance including time value of money, evaluating the financial
       performance of a firm, financial forecasting, financial instruments and markets, valuation, capital
       budgeting, risk/return analysis, capital asset pricing model, and cost of capital.

II.   Prerequisite

       ACCT 222, ECO 2301, ECO 2302, MATH 1325.

III.   Required Course Materials

       1. Fundamentals of Financial Management, Concise, 9th Edition; Brigham and Houston,
           Cengage Learning, 2017, ISBN: 978-1-305-63593-7
       2. Financial Calculator: Texas Instruments BAII Plus Professional calculator or
           comparable (not alpha programmable).
           * PowerPoint slides will be oriented toward the TI BAII Plus Professional.

IV.   Recommended Reading

       Wall Street Journal

V.   Policies and Procedures

       **The class will be conducted in an online format. You will have access to a recorded lecture through
       D2L, which goes over the main topics of the chapter covered in PowerPoint Lectures along with some
       questions and practice exams that are available in D2L.** *We will have* *review & Q&A webinars from* *6:00*
       PM to 7:15 PM on Wednesdays, so you will have the opportunity to meet with me as a class in YouSeeU
       to ask any question that you may have about materials of chapters covered that week, and extra practice
       questions as well as Solutions to Assigned End-of-Chapter problems available in Doc Sharing. Attendance
       is optional and live sessions are recorded for you to watch at any time after it is completed. *However, it is*
       strongly recommended that you work through the recorded webinars as soon after the regularly scheduled
       session as possible, so you will not miss any important information disseminated. Class Progress will be
       checked from time to time to monitor your utilization of course materials provided.

Email Use

The best way to communicate with me outside of class is by email. **Please put your course number "FIN304 01W" in the subject**. You should expect a response to your emails within 24 hours during regular business hours on weekdays. **You have to send emails from your myLeo accounts.**

Exams

There will be three exams, including two midterm exams and a MANDATORY FINAL exam.

There will be no makeup exams. If you have to miss an exam because of an excusable and verifiable reason, you must contact me before the exam. Failing to do so or failing to provide documentation of the reason for absence from a medical doctor or TAMU-Commerce official will result in a grade of zero on the exam. **If I were to excuse you from an interim exam, the weight of the missed exam will be added to the weight of the final exam. Regardless of the excuse, if you miss two exams you will automatically fail the class.**

D2L Assignments

There will be assignments posted in D2L every week or every other week. They will be multiple choice questions. You will receive a notification email when each assignment is posted. You will complete each assignment through D2L by the due date. You will be given sufficient time to complete the assignment. The purpose of the assignments is to help you review the materials learned every week or every other week.

Assigned End-of-Chapter Questions & Problems and Other Extra Practice Questions & Problems

There will be end of chapter questions & problems and other questions & problems assigned as homework. **You do not have to submit the solutions. Solutions to these homework problems will be available in D2L.** To enhance learning, you should devote some time to these assignments. Some (but not all) of the problems on the exams will be similar to the problems in these homework assignments.

Grading

No assignment for extra credit will be given to any individual student. For grading purposes, the following weights will be assigned:

D2L Assignments	15%
Mid-term examination I	25%
Mid-term examination II	25%
Final examination	35%

and letter grades applied as follows:

90 – 100	A
80 - 89.99	B
70 - 79.99	C
60 - 69.99	D
0 - 59.99	F

VI.   Progression of Course

This agenda is subject to change. The exact timing of lectures and content of exams will depend on the flow of the course.

Week	Topic
Week 1, January 13	Chapter 1
Week 2, January 20	Chapter 5
Week 3, January 27	Chapter 5
Week 4, February 3	Chapter 2
Week 5, February 10	Chapter 6
Week 6, February 17	Chapter 3 **Exam 1: Chapters 1, 2, 5, and 6 (8:00 a.m., February 22 to 11:59 p.m., February 24, CST)**
Week 7, February 24	Chapter 4
Week 8, March 2	Chapter 7
Week 9, March 9	**Spring Break**
Week 10, March 16	Chapter 8
Week 11, March 23	Chapter 8 **Exam 2: Chapters 3, 4, 7, and 8 (8:00 a.m., March 28 to 11:59 p.m., March 30, CDT)**
Week 12, March 30	Chapter 9
Week 13, April 6	Chapter 10
Week 14, April 13	Chapter 11
Week 15, April 20	Chapter 11, Chapter 16
Week 16, April 27	Chapter 16
Week 17, May 2~4	**Mandatory Final Exam: Chapters 9, 10, 11 and 16 (8:00 a.m., May 2 to 11:59 p.m., May 4, CDT)**

VIII.   Other Information

You shall start studying early in the course, well before the test/exam, to give yourself a head start in learning the material. When you don't understand course material, ask questions either in class, during office hours or by email. **You will not get good grades if you wait until a week or couple of days before the test/exam to start studying.**

TECHNOLOGY REQUIREMENTS
Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:
- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
>   Pop-ups are allowed.
>   JavaScript is enabled.
>   Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
   o Adobe Reader https://get.adobe.com/reader/
   o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
   o Adobe Shockwave Player https://get.adobe.com/shockwave/
   o Apple Quick Time http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection 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 these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT
Brightspace Support
Need Help?
Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here**"** to submit an issue via email.

System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Interaction with Instructor Statement

Email is the preferred method of communication. The instructor will respond to emails within 24 hours during regular business hours on weekdays.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures
Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

ADA Statement
Students with Disabilities

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
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.