



FIN 304_03W: Introduction to Business Finance

COURSE SYLLABUS: Fall 2024
Texas A&M University, Commerce

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Office hours:

By appointment.

Course Objective

This course is designed to provide a structured setting in which you can familiarize yourself with the important ideas in corporate finance. Students will learn the fundamentals of financial decision making in the areas of corporate finance, investments and financial accounting. My main goal for the course is that students apply these concepts and applications in general corporate finance settings to carry out standard financial techniques such as time value of money, ratio analyses, capital budgeting, project valuation, and cost of capital calculations. The workload is intended to be manageable and well-defined, not excessive.

Since this course requires a good understanding of both theory and practice; therefore, it is important that students pay close attention to topics covered in class. It is very important that students are maintaining sincerity of purpose in completing the relevant chapters, HWs, and Quizzes in a timely manner. Detailed “weekly chart” is given below that shows what topics/chapters will be covered each week. I will provide detailed lecture notes and other resources on each chapter. As well as reading the lectures, it is important to spend a few hours preparing the assignment before each lecture, and to spend

time after each lecture going over the readings and the notes. You will be given homework assignments for each chapter discussed; students will have great benefits doing those assignments both from exam point of view and improving overall grade. I understand that participants on this course have a wide range of backgrounds and skills. Some of you may have strong quantitative background while some may others find arithmetic required for this class as hard. My hope is to make the course as inclusive as possible, consistent with the presumption that everyone gets a fair opportunity to learn and apply these skills.

Learning Objectives:

LO1 Interpret and apply financial ratio and common size analyses to financial statements and other financial disclosures to evaluate the financial health and performance of a company.

LO2 Facilitate financial decision-making by applying financial math and valuation principles (time value of money) to value securities, capital projects, and other assets.

LO3 Assess the risk associated with a financial or capital asset and to identify and calculate the relevant risk for financial decision-making purposes.

LO4 Apply the net present value, internal rate of return, and modified internal rate of return techniques to make project selection decisions in a capital budgeting context, and perform sensitivity analysis in capital project decision-making.

Required Text Book:

Course Materials

We will be using *Principles of Managerial Finance Brief*, Eight Edition, Chad J. Zutter and Scott Smart with MyFinanceLab (MFL) **ISBN: 9780134478074** as the primary textbook published by Pearson Inc. Each student must have access to MyFinanceLab because HWs, Quizzes, and Exams are assigned on MyFinanceLab. Students have several options to purchase access to MyFinanceLab.

Access to MyFinanceLab is essential because most of your assignments will be posted in MyFinanceLab. It can be acquired in a variety of ways, and they are all listed below:

- *Access code along with e-book. It can be purchased directly from the Pearson website. The ISBN number is **9780134478074**.*
- *Access code along with e-book and loose-leaf version of the book. The ISBN number is **978013483-0193**.*

Criteria (Course Objectives)	1 (Unsatisfactory)	2 (Emerging)	3 (Proficient)	4 (Exemplary)
Demonstrate an understanding of the fundamental concepts of corporate finance and its principles and methods.	Student cannot demonstrate an understanding any of the fundamental concepts of corporate finance and its principles and methods.	Student can demonstrate some understanding of the fundamental concepts of corporate finance and its principles and methods.	Student can demonstrate understanding of all of the fundamental concepts of corporate finance and its principles and methods and analyze issues accordingly.	Student can demonstrate understanding of all of the fundamental concepts of corporate finance and its principles and methods and display an ability to analyze and synthesize accordingly.
Understand and apply valuation techniques of securities, projects and corporations.	Student cannot demonstrate an understanding of any valuation techniques of securities, projects and corporations.	Student can demonstrate an understanding of valuation techniques but none of the application to the projects or corporations.	Student can demonstrate an understanding of valuation techniques and all of the application to the projects or corporations and can analyze issues accordingly.	Student can demonstrate an understanding of valuation techniques and all of the application to the projects or corporations and display an ability to analyze and synthesize accordingly.
Demonstrate an understanding and show ability to measure financial decisions in a risk/return environment.	Student cannot demonstrate an understanding of these processes or there measurement.	Student can demonstrate an understanding of these processes but not the measurement.	Student can demonstrate an understanding of these processes and there measurement and can analyze issues accordingly.	Student can demonstrate an understanding of all of these processes and there measurement and display an ability to analyze and synthesize accordingly.

Weekly Schedule (Weekly Chart)

Disclaimer: *The following weekly schedule is tentative and it might change.*

Following is the schedule for each week:

WEEK 1: (8/26/2024-9/1/2024) Chapter 1.

No HW, but I emphasize that you read and re-read the lecture notes and chapter given in your textbook.

WEEK 2: (9/2/2024-9/8/2024) Chapter 1 & 2 and HW based on Chapter 1.

HW based on Chapter 2 will be posted on MyFinanceLab (MFL), and the due date of submission is Sunday, 9/8/2024, 11:59 pm Central Standard Time (CST). You will get **unlimited attempts** to do the HW.

WEEK 3: (9/9/2024 – 9/15/2024) Chapter 3 & HW based on Chapter 3 and Quiz 1.

1. The homework based on Chapter 3 will be posted on MyFinanceLab (MFL). The submission due date is Sunday, 9/15/2024, 11:59 pm Central Standard Time (CST). You will have unlimited attempts to complete the homework.
2. Quiz 1 based on chapters 1, 2, and 3 will also be posted on MFL. The due date to submit quiz 1 is Sunday, 9/15/2024, 11:59 pm CST. You will get **3 attempts** to take the quiz, which will be timed. In each attempt, you will have 90 minutes to complete the quiz. The solutions to the quiz are available past the deadline. You can view the solutions and use them to prepare for the exam.

Note: Quiz 1 is a closed-book assignment, but you can use a one-page formula sheet and calculator while taking the quiz.

WEEK 4: (9/16/2024 –9/22/2024) Review of Chapters 1, 2, and 3 and Exam 1.

Exam 1, based on chapters 1, 2, and 3, will also be posted on MyFinanceLab on Friday, 9/20/2024, at 9 am CST, and it will close on Sunday, 9/22/2024, 11:59 pm CST. You will get **only 1 attempt** to take the Exam, which will be timed.

Note: Exam 1 is a closed-book assignment, but you can use a one-page formula sheet and calculator while taking the exam. The exam will be posted on MFL.

WEEK 5: (9/23/2024 – 9/29/2024) Chapter 4 and HW based on Chapter 4.

HW based on chapter 4 will be posted on MFL, and the due date to submit it is Sunday, 9/29/2024, 11:59 pm Central Standard Time (CST). You will get **unlimited attempts** to complete the HW.

WEEK 6: (9/30/2024 – 10/6/2024) Chapter 8 & HW based on Chapter 8 and Quiz 2.

1. HW based on chapter 8 will be posted on MFL, and the due date of submission is Sunday, 10/6/2024, 11:59 pm Central Standard Time (CST). You will get **unlimited attempts** to complete the HW.
2. Quiz 2 based on chapters 4 and 8 will also be posted on MFL, and the due date to submit quiz 2 is Sunday, 10/6/2024, 11:59 pm Central Standard Time (CST). You will get **3 attempts** to take the quiz, which will be timed. In each attempt, you will have 90 minutes to take the quiz. The solutions to the quiz are available past the deadline. You can then view and use the solutions to prepare for the exam.

Note: Quiz 2 is a closed-book assignment, but you can use a one-page formula sheet and calculator while taking the quiz.

WEEK 7: (10/7/2024 – 10/13/2024) Review of Chapters 4 & 8 and Exam 2.

Exam 2, based on chapters 4 and 8, will also be posted on MyFinanceLab (MFL) on Friday, 10/11/2024, at 9 am CST, and it will close on Sunday, 10/13/2024, 11:59 pm Central Standard Time (CST). You will get **only 1 attempt** to take the Exam, which will be timed.

Note: Exam 2 is a closed-book assignment, but you can use a one-page formula sheet and calculator while taking the exam. Exam 2 will be posted on MFL.

WEEK 8: (10/14/2024 – 10/20/2024) Chapter 5 and HW based on Chapter 5.

HW based on chapter 5 will be posted on MFL, and the due date to submit it is Sunday, 10/20/2024, 11:59 pm Central Standard Time (CST). You will get **unlimited attempts** to complete the HW.

WEEK 9: (10/21/2024 – 10/27/2024) Chapter 6 and HW based on Chapter 6.

HW based on chapter 6 will be posted on MFL, and the due date to submit it is Sunday, 10/27/2024, 11:59 pm Central Standard Time (CST). You will get **unlimited attempts** to complete the HW.

WEEK 10: (10/28/2024 – 11/3/2024) Chapter 7 & HW based on Chapter 7 and Quiz 3.

1. HW based on chapter 7 will be posted on MFL, and the due date for submission is Sunday, 11/3/2024, 11:59 pm Central Standard Time (CST). You will get **unlimited attempts** to do the HW.
2. Quiz 3, based on chapters 5, 6, and 7, will be posted on MFL, and the due date to submit quiz 3 is Sunday, 11/3/2024, 11:59 pm Central Standard Time (CST). You will get **3 attempts** to take the quiz, which will be timed. In each attempt, you will have 90 minutes to do the quiz. The solutions to the quiz are available past the deadline. You can then view and use the solutions to prepare for the exam.

Note: Quiz 3 is a closed-book assignment, but you can use a one-page formula sheet and calculator while taking the quiz.

WEEK 11: (11/4/2024 – 11/10/2024) Review of Chapters 5, 6, and 7 and Exam 3.

Exam 3, based on chapters 5, 6, and 7, will be posted on MyFinanceLab (MFL) on Friday, 11/8/2024, at 9 am Central Standard Time (CST), and it will close Sunday, 11/10/2024, 11:59 pm Central Standard Time (CST). You will get **only 1 attempt** to take the Exam, which will be timed.

Note: Exam 3 is a closed-book assignment, but you can use a one-page formula sheet and calculator while taking the exam. Exam 3 will be posted on MFL.

WEEK 12: (11/11/2024 – 11/17/2024) Chapter 9 and HW based on Chapter 9.

HW based on chapter 9 will be posted on MFL, and the due date to submit it is Sunday, 11/17/2024, 11:59 pm Central Standard Time (CST). You will get **unlimited attempts** to complete the HW.

WEEK 13: (11/18/2024 – 11/24/2024) Chapter 10 and HW based on chapter 10.

HW based on chapter 10 will be posted on MFL, and the due date to submit it is Sunday, 11/24/2024, 11:59 pm Central Standard Time (CST). You will get **unlimited attempts** to complete the HW.

WEEK 14: (11/25/2024 – 12/1/2024) Chapter 11 and HW based on Chapter 11.

HW based on chapter 11 will be posted on MFL, and the due date to submit it is Sunday, 12/1/2024, 11:59 pm Central Standard Time (CST). You will get **unlimited attempts** to do this HW.

WEEK 15: (12/2/2024 – 12/6/2024) Quiz 4.

Quiz 4, based on chapters 9, 10, and 11, will also be posted on MFL, and the due date to submit quiz 4 is Friday, 12/6/2024, 11:59 pm CST. You will get **3 attempts** to take the quiz, which will be timed. In each attempt, you will have 120 minutes to do the quiz. The solutions to the quiz are available past the deadline. You can then view and use the solutions to prepare for the exam.

Note: Quiz 4 is a closed-book assignment, but you can use a one-page formula sheet and calculator while taking the quiz.

WEEK 16: The Week of Finals (12/7/2024 – 12/13/2024)

The Final Exam (based on chapters 9, 10, and 11) will be posted on MFL at 9 am Central Standard Time on Monday, 12/9/2024, and it will close at 11.59 pm Central Standard Time on Tuesday, 12/10/2024. The duration of the Exam will be 120 minutes.

Note: Final exam is a closed-book assignment, but you are allowed to use a one-page formula sheet and calculator while taking the final exam. The Final Exam will be posted on MFL.

Assessment

There will be assignment at the end of each chapter discussion. These will be problem sets, designed to help you acquire important skills and to consolidate understanding of ideas from the lectures. There will be four exams altogether (three midterms and one final). All exams will be a closed book, but based on the chapters, I will either provide you or allow you to bring one 8 ½ x 11 sheet of paper into the exam with selected formulas.

A final grade will be based on your performance on three different segments. These three segments are Exams, HWs/Assignments, and Quizzes.

The following weight is assigned to each segment:

Exams: 52%

HWs/Assignments: 30%

Quizzes: 18%

Total = 100%

There will be 4 exams—3 mid-term exams and a Final.

Each exam is worth 13 percent of the overall grade.

There will be 10 HWs, meaning each HW equals 3 percent.

Four quizzes will be assigned over the semester; each quiz equals 4.50 percent of the overall grade.

IMPORTANT:

Grade Determination

The course grade will be determined as follows:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

No assignment or extra credit will be given to individual students to improve grades. Every grading component will be provided to all students.

Important Notes

Please read carefully.

1. If you should be late for an exam, no extra time will be allotted to you.
2. Cheaters will be prosecuted to the fullest extent. Please note the following statement:

“A fundamental principle of academic, business, and community life is honesty. Violation of this ethical concept will result in penalties ranging from a grade of “F” in the course to dismissal from the university. In all penalties, a letter of fact will be included in the student’s file.”

3. You will be responsible for any material covered in class that is not in your text.
4. You are responsible for withdrawing from the class should you decide to do so.
5. You are expected to be on time for class. This is especially important for exam dates.

Computer Related Issues

I randomly hear from students that “my computer crashed while I was doing the assignment” or “I accidentally close the webpage” or “my computer disabled during the assignment” etc. Please make sure that you have another computer ready in case something goes wrong with the computer you are working on or go to campus lab or public library to complete the assignments to avoid such issues. It is your responsibility to have other alternatives ready in case things go wrong with your computer.

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.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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>

University's Pandemic Response

For more information about the university's pandemic response, please visit the following link.
<https://new.tamuc.edu/wp-content/uploads/2020/07/20092-Fall-2020-Return-Plan-for-Students-Faculty-and-Staff-RTV.pdf>

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](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

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: <https://www.tamuc.edu/student-disability-services/>

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 sexualorientation, 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.

Other Class Policies

1. **E-mail.** Students are required to check their email throughout the course. If you use a non-university e-mail address as your primary e-mail address, arrange for your university e-mail to be forwarded to your non-university account. You are responsible for all email sent to your university account pertaining to this class.
2. **Responsibilities.** Each student is responsible for keeping up with the class schedule, checking email, and checking the course web site on a weekly basis.
3. **Incompletes.** There are no incompletes for this course, except in the case of extraordinary circumstances (e.g., excessive absences due to severe illness).
4. **Failure to complete a quiz or exam or project.** If a student misses a quiz or exam deadline due to an extended illness and a written and a verifiable excuse is provided within two weeks of the missed quiz/exam deadline, then I may offer an alternative quiz/exam. The physician's note must indicate that the student is too ill to take the scheduled quiz or exam during the entire quiz or exam period. The written excuse must also provide the physician's phone number and address, and a copy must be included in the instructor's files.
5. **Late completion of an assignment.** Late assignments will not be graded and will only be accepted (graded) under certain circumstances such as those mentioned in points 3 and 4 above.

“WHAT IF ...” THE H1N1 (SWINE FLUE) OR SIMILAR SCENARIO

We have witnessed serious flu like situations in the past. This type of situation would pose a serious problem for our entire community, especially if the flu is the H1N1 variety, better known as swine flu. Several points need to be stressed:

1. *If **you** get the flu, **stay home!** Do **not** come to class and infect others.*
2. *If **I** get the flu, I will stay home. You will be notified by email and other arrangements will be made for presenting / covering the material.*
3. *If there is an flu outbreak that affects a significant portion of the campus, this class will more than likely be offered in an **on-line** synchronous manner, with me lecturing and showing power points and other material from a classroom or from my home or office via a **video** link. I will also attempt to have these presentations captured and put on line at the D2L site for later viewings.*
4. *If there is a significant flu outbreak, attendance and participation will be removed from the grading rubric, and the total number of points available will be reduced to 91.*
5. *Other changes to the grading policy may be necessitated, depending upon what happens within the RU community. Any other changes will be communicated to you as soon as is practical under the circumstances. Every effort will be made to ensure than any such changes are handled in a manner that provides an equitable handling of the situation.*

Emergency Statement

In the event of a University-wide emergency, course requirements, classes, deadlines and grading policies and procedures are subject to change. Potential changes that could occur include alternative delivery methods, alternative methods of interaction with the instructor, accessing class materials and/or classmates, a revised attendance policy, and a revised semester calendar and/or grading schedule. In the case of a University-wide emergency, please refer to the following about changes in this course:

For specific information about an emergency situation, please refer to
Web Site: <https://www.tamuc.edu/>

Re-Grading

In line with Grading Guidelines for the University, the process of assigning of grades is intended be one of unbiased evaluation. This means that students are encouraged to respect the integrity and authority of the professor's grading system and discouraged from pursuing arbitrary challenges to it.

If a student feels that an inadvertent error has been made in the grading of an individual assignment or in assessing an overall course grade, a request to have that the grade be re-evaluated may be submitted. Students should submit such requests in writing to the professor within 7 days of receiving the grade, including a brief written statement of why he or she believes that an error in grading has been made.

Academic Integrity

Integrity is critical to the learning process and to all that we do here at the University. As members of our community, all students agree to abide by the University Student Code of Conduct, which includes a commitment to:

- Exercise integrity in all aspects of one's academic work including, but not limited to, the preparation and completion of exams, papers and all other course requirements by not engaging in any method or means that provides an unfair advantage.
- Clearly acknowledge the work and efforts of others when submitting written work as one's own. Ideas, data, direct quotations (which should be designated with quotation marks), paraphrasing, creative expression, or any other incorporation of the work of others should be fully referenced.
- Refrain from behaving in ways that knowingly support, assist, or in any way attempt to enable another person to engage in any violation of the Code of Conduct. Our support also includes reporting any observed violations of this Code of Conduct or other School and University policies that are deemed to adversely affect the University community.

Honor Code

You are responsible for maintaining the University honor code, which mandates zero tolerance for cheating.

Disclaimer: I reserve the right to alter the contents, requirements and/or scheduling of this course.