Course Syllabus
FIN 6320 Section 1
Seminar in Finance
Professor: Dr. Shan Lei

Class Days/Times/Location or Other Format: Monday/6:30pm – 9:30pm/CC201
Office Location: Classroom Center 215H
Office Hours: M 1:30pm – 6:30pm T 12:00pm -4:00pm
Office Phone: 806-651-2513
Email: slei@wtamu.edu
Social Media: Keep up with the latest happenings of your COB on Facebook: www.facebook.com/wtamucob and Twitter, #WTAMUCOB

Other:
• Course prerequisites: FIN 6300 or equivalent and ACCT 6305.
• Knowledge and skills prerequisites:
  o At least, you should know how to solve basic time value of money problems and financial ratios problems. You also need to be able to read and understand financial statements.
  o Be able to use financial calculator or Excel to solve the questions.

Terms of Use
A student's continued enrollment in this course signifies acknowledgment of and agreement with the statements, disclaimers, policies, and procedures outlined within this syllabus and elsewhere in the WTClass environment. This Syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, but not policies) may be changed at the discretion of the professor.

WTAMU College of Business Mission Statement
The mission of the College of Business is to provide high quality undergraduate and graduate business education with a global perspective and ethical awareness. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty scholarship and supported by professional service.

Learning Objectives of the WTAMU College of Business Programs
The College of Business (COB) at West Texas A&M University (WTAMU) seeks to prepare students in the Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Professional Accounting (MPA), and the Master of Science, Finance and Economics (MSFE) degree
programs for careers in business and to foster their professional growth and advancement via key learning goals and objectives.

The learning objectives of the College of Business are as follows:
- Leadership
- Communication
- Critical Thinking
- Business Integration
- Core Business Knowledge
- Global Business Environment
- Business Ethics and Corporate Governance

Course Description
This course introduces the concepts and analysis tools used in a firm’s investing and financial decision making process. Main topics covered in this course included: financial statement analysis, project evaluation, risk measurement, cash management and mergers and acquisitions. Real cases analysis will be provided for students to apply the knowledge learned in this course.

Course Objectives
The purpose of this course is to improve your mastery of concepts and tools in corporate finance to be able to effectively analyze issues regarding financial management. Students who successfully complete this course will achieve each of the objectives listed below.

1) Analyze a financial statement
2) Analyze a capital budgeting problem
3) Estimate a firm’s cost of capital
4) Evaluate a firm’s risk management
5) Use different evaluation tools to evaluate firms and financial transactions and help make investment decisions
6) Apply different communication and presentation skills, such as verbal, written, and graph, to target audience
7) Synthesize collected information and results from analysis into recommendations

Course Materials (Text, calculator, etc.)
- Case package (Required):
  Cases materials are included in this package. I made it as e-version and you can find the purchase instruction under the Resource section on Blackboard.
- Textbook (Recommended):
• Most of our lectures will closely follow the book, so for the students who has never taken the finance class before or took it many years ago, I highly recommend you purchase it.
• Financial Calculator (Texas Instruments BA II Plus Professional Financial Calculator or Texas Instruments BA II Plus Professional Advanced Financial Calculator is recommended)

Map from COB Learning Objectives to Specific Course Objectives

Goal: communication
• Apply different communication and presentation skills, such as verbal, written, and graph, to target audience
• Synthesize collected information and results from analysis into recommendations

Goal: critical thinking
• Analyze a financial statement
• Analyze a capital budgeting problem
• Estimate a firm’s cost of capital
• Evaluate a firm’s risk management
• Use different evaluation tools to evaluate firms and financial transactions and help make investment decisions

Goal: ethical decision making and corporate governance
• Take ethical issues into consideration when making investment decisions.

Goal: demonstrate knowledge of the global and domestic environment and their relevance to the business contexts
• Evaluate the impact of global environment when making valuation analysis

Course Grading Policies

Grade Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>&gt;=90%</td>
<td>&gt;=900</td>
</tr>
<tr>
<td>B</td>
<td>&gt;=80% &amp; &lt;90%</td>
<td>&gt;=800 &amp; &lt;900</td>
</tr>
<tr>
<td>C</td>
<td>&gt;=70% &amp; &lt;80%</td>
<td>&gt;=700 &amp; &lt;800</td>
</tr>
<tr>
<td>D</td>
<td>&gt;=60% &amp; &lt;70%</td>
<td>&gt;=600 &amp; &lt;700</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60%</td>
<td>&lt;600</td>
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</table>

Grade Weights

<table>
<thead>
<tr>
<th>Contents</th>
<th>Percentage</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Homework</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Exams</td>
<td>30%</td>
<td>300</td>
</tr>
<tr>
<td>Case analysis report</td>
<td>20%</td>
<td>200</td>
</tr>
<tr>
<td>Final project</td>
<td>30%</td>
<td>300</td>
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</table>
**Course Assignment, Examination, and or Project Policies**

All assignments should be written in Times New Roman 12-point font, double-spaced and submitted in word file or PDF ONLY, except for the final project’s presentations and videos.

**Homework (20%):** There will be six (6) homework. I will drop the lowest score. Each homework has 2 attempts and I will count the highest score.

**Exams (30%):**

- There will be 3 exams: Exam I, II and Final exam (COMPREHENSIVE exam). The lowest score will be dropped.

**Case Analysis Report (20%):** Case studies should be done in groups (3 to 4 members).

- There will be 3 case analysis reports. Each is worth 50 points for a total of 150 points.
- I will upload the questions related to each case to the Black Board a week before due date to help you analyze the problem. A case report sample will also be uploaded for references. But don’t be constrained by these resources. For case analysis, critical thinking is very important. Sometimes, there is no right or wrong for certain questions, but how you make your arguments reasonable matters.
- The report should be **no more than 3 pages** long (double spaced), in Times New Rome font and should be uploaded to the correct drop box before the due date.
- I will randomly select a leading group for each case. The leading group needs to help the class brief the case, lead the discussion and raise questions for the class. The leading group will submit the slides they are responsible for to replace the required case analysis report.
- **Each student will be asked to evaluate his/her group members’ performance regarding this project and will be taken into account for the grade. If the group reaches the unanimous decision to remove member(s) who do not contribute enough to have the authorship of either the initial report or the final report, you are allowed to take the name(s) off the reports.** I will grade only to the students whose name are on the cover page. Thus, students should be responsible for your own performance as well as present professionalism during the evaluation.

**Final project (30%)** – The final project accounts for 30% of your final grade and requires team work. I recommend you pay adequate attention to this. **The detailed guidelines for final project can be found at Guidelines for Final Project of FIN 6320** under the Resource section on Blackboard. I also will upload the sample final project report for your reference.
## Tentative Class Schedule:

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Topics</th>
<th>Materials</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>Module 1: Overview of Corporate Finance and Understanding Financial Statements</td>
<td>Syllabus Chapter 1&amp;2</td>
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<tr>
<td>2016-1-18</td>
<td><strong>No Lectures</strong></td>
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<tr>
<td>WEEK 2</td>
<td>Module 1: Overview of Corporate Finance and Understanding Financial Statements</td>
<td>Syllabus Chapter 1&amp;2&amp;3</td>
<td>Homework #1 (Chapter 1, 2,3)</td>
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<tr>
<td>2016-1-25</td>
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<td>Group formation on Blackboard due</td>
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<td>WEEK 3</td>
<td>Module 2: Risk and Return</td>
<td>Chapter 10 &amp;11</td>
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<tr>
<td>2016-2-1</td>
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<tr>
<td>WEEK 4</td>
<td>Module 2: Risk and Return</td>
<td>Chapter 12 &amp;13</td>
<td>Case Report: Boeing 7E7</td>
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<tr>
<td>2016-2-8</td>
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<td>Homework #2 (Chapter 10, 11, 12, 13)</td>
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<td>WEEK 5</td>
<td>Module 3: Time Value of Money Review and Investment Rules</td>
<td>Chapter 4</td>
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<td>2016-2-15</td>
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<td>Case Analysis: Boeing 7E7</td>
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<td>WEEK 6</td>
<td>Module 3: Time Value of Money Review and Investment Rules</td>
<td>Chapter 5 &amp;6</td>
<td>Case Report: Teuer Furniture</td>
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<td>2016-2-22</td>
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<td>Homework #3 (Chapter 4, 5, 6)</td>
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<td>WEEK 7</td>
<td>Module 4: Valuation: Bond and Stock</td>
<td>Case Analysis: Teuer Furniture</td>
<td>EXAM I (Module 1-3)</td>
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<td>Exam I</td>
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<td>WEEK 8</td>
<td>Module 5: Valuation Summary</td>
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<td>EXAM I (Module 1-3)</td>
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<td>WEEK 9</td>
<td>Module 5: Valuation Summary</td>
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<td>2016-3-14</td>
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<tr>
<td>WEEK 10</td>
<td>Module 5: Valuation Summary</td>
<td>Chapter 18 &amp; 7</td>
<td>Homework #5 (Chapter 18, 7)</td>
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<td>2016-3-21</td>
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<td>WEEK 11</td>
<td>Module 6: Mergers, Acquisitions, and Divestitures</td>
<td>Chapter 29</td>
<td>Homework #6(Chapter 29)</td>
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<td>2016-3-28</td>
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<td>Case Report: Merger of UBS and SBC</td>
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<td>WEEK 12</td>
<td>Case Analysis: Merger of UBS and SBC</td>
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<td>Exam II (Module 4-6)</td>
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<td>WEEK 13</td>
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<td>Final Exam (Comprehensive)</td>
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<td>2016-4-11</td>
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<td>WEEK 14</td>
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<tr>
<td>(Final Week)</td>
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<tr>
<td>2016-4-18</td>
<td>Final Project Presentation*</td>
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</table>

**All work must be done by the end of Apr 24, 2016**

Note: * The points for the initial report will be excluded.

### Additional Course Policies
• All the timelines mentioned in this course and system is all based on the Central Time Zone.
• We will heavily use WTClass Blackboard Course Message system, announcement and Buff email to communicate, so please make sure you are aware of how to use them. If not, you can always seek help from Student Technology Support Portal http://students.wtamu.edu/index.html. Also please check them regularly so that you won’t miss any piece of information.
• Email is another preferred way of contacting me. I will reply as soon as possible. Please do not expect a reply outside of traditional work hours, on holidays, or during the weekend. An email sent in Friday afternoon will be likely to be replied by the following Monday. If you do not receive my reply in a couple days, please send me a reminder. I also want to remind you that please always check the announcement and syllabus about the rules of the class. Most of time, the answers are just there.
• If you want to meet me in person, it is better to send me an email or call me to confirm the time to meet just in case the office hours would be rescheduled sometimes.
• It is student’s own responsibility to check and meet the deadline of all the assignments. Late assignment submission and make-up exam is not acceptable unless it is a documented emergency. Late assignment submission will get “ZERO” points.
• Exams in this course have time limits. Please make sure you have stable internet connection before you start. I can accept excuses about technology ONLY ONCE, such as losing internet connection, cannot link to the server. However, the grades will be lowered by 25%.
• Please refer to Student Technology Support Portal for any technology issue. They are better resources than me on technological questions.

WTAMU COB Student Code of Ethics
Each student enrolled in COB courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The COB Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the COB and West Texas A&M University. All students enrolled in business courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.

Code of Ethics
• Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
• Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
• Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
• Do not work with other students on projects or assignments without authorization from the course instructor.
• Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
• Do not forge the signature of an instructor, advisor, dean, or another student.
• Provide truthful information for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.
• Provide truthful information on your resume including work history, academic performance, leadership activities, and membership in student organizations.
• Respect the property, personal rights, and learning environment of all members of the academic community.
• Live up to the highest ethical standards in all academic and professional endeavors.
Students violating the Student Code of Ethics will be reported to the Dean’s office and are subject to penalties described in the West Texas A&M University Code of Student Life, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for participation in student organizations sponsored by the COB and for recognition for College academic honors, awards, and scholarships.

**COB Student Resources Link**
The COB has developed a Student Resources repository (e.g., APA writing style information, business core reviews, facilities, and other helpful supplements), which can be found on the COB Website: [http://www.wtamu.edu/academics/college-business-facilities-and-resources.aspx](http://www.wtamu.edu/academics/college-business-facilities-and-resources.aspx). Additionally, WTAMU has developed an Academic Study Skills information site to assist students (e.g., study habits, supplemental instruction, tutoring, writing and math skills), which can be found on the WTAMU Website: [http://www.wtamu.edu/student-support/academic-study-skills.aspx](http://www.wtamu.edu/student-support/academic-study-skills.aspx). For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit: [http://www.wtamu.edu/academics/writing-center.aspx](http://www.wtamu.edu/academics/writing-center.aspx).

**COB Communications Component**
Students earning a BBA degree must complete at least one course with a communications component as part of the business core requirements. The COB communications component is a requirement in the following courses: **ACCT 4373 (Accounting Communications)**, **BUSI 4333 (Cross-Cultural Issues in Business Communications)**, **BUSI 4350 (Current Issues in Management Communications)**, **BUSI 4380 (Conflict Resolution and Negotiation)**, **BUSI 4382 (Emerging Media Law)**, **CIDM 3320 (Digital Collaboration and Communication)**, **ECON 4370 (Economics of Health Care)**, **FIN 3350 (Personal Financial Planning)**, **FIN 4320 (Investments)**, **FIN 4321 (Portfolio Theory)**, **MGT 3335 (Organizational Behavior)**, **MGT 4380 (Conflict Resolution and Negotiation)**, and **MKT 3342 (Consumer Behavior)**.

Students in a communications component course are explicitly required to demonstrate knowledge of communication skills. Specific objectives may include but are not limited to the following concepts put forth by the National Business Education Association: (1) ability to organize a written and an oral message coherently and effectively, (2) ability to use technology for communication, (3) ability to research a topic, prepare a report, and present the findings to all organizational levels, and (4) ability to demonstrate critical-thinking skills. Specific course requirements and the role of the communications component with respect to student grading policy are at the discretion of the course instructor of record.

**Student Travel Opportunities**
In multiple business courses, there may be opportunities for student travel supplemented by student fees. If you have an interest in such opportunities as they become available, please notify a faculty member.

**Dropping/Repeating the Course**
Should a student decide to drop the course, it is the student’s responsibility to be aware of the final drop dates and adhere to the WTAMU Add/Drop policy. Any student participating in the course after the WTAMU posted drop date will be considered active and a grade will be administered at the end of the course for that student. Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.

**Scholastic Dishonesty**
It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Commission of any of the following acts shall constitute scholastic dishonesty. This listing is not exclusive of any other acts that may reasonably be said...
to constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; submission of a paper or project prepared by another student as your own. You are responsible for being familiar with the University's Academic Integrity Code, as well as the COB Student Code of Ethics listed in this document.

Viewpoints/External Websites Disclaimer
The views expressed in this document, web-based course materials, and/or classroom presentations and discussions are those of the professor and do not necessarily represent the views of West Texas A&M University, its faculty and staff, or its students. Views expressed by students are likewise those of the person making such statements. It is understood and expected that each individual within this course will respect and allow individual difference of opinion.

Neither the professor, the COB, nor WTAMU are responsible for the content of external websites discussed in the classroom and/or linked to via online course materials, emails, message boards, or other means. Referred websites are for illustrative purposes only, and are neither warranted nor endorsed by the professor, COB, or WTAMU. Web pages change frequently, as does domain name ownership. While every effort is made to ensure proper referencing, it is possible that students may on occasion find materials to be objectionable for reasons beyond our control.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University’s Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

Technology Requirements
All technological requirements for the successful completion of this course are the responsibility of the student, including access to a working computer and or to a device with secure broadband Internet connection, data storage and retrieval, and state-of-the-art security. The student is responsible for all technological problems not related to WTAMU, including but not limited to equipment failures, power outages, and Internet breakdowns. Furthermore, students are responsible for all necessary technical and operational skills for completing this course, and for being familiar with WTC Class (the Blackboard Learning System) both in a general sense and in a specific sense as pertaining to this course and any materials stored within. The professor is not responsible for any technical matters related to WTC Class. Students must contact WTC Class if they have problems accessing and/or using the WTC Class environment.

Physical or Educational Access - ADA Statement
West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; www.wtamu.edu/disability; phone 806-651-2335.

Title IX Statement
West Texas A&M University is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

- WTAMU Title IX Coordinator Becky Lopez – Kilgore Research Center 147, or call 806.651.3199
- WTAMU Counseling Services – Classroom Center 116, or call 806.651.2340
- WTAMU Police Department – 806.651.2300, or dial 911
- 24-hour Crisis Hotline – 800.273.8255, or 806.359.6699, or 800.692.4039

https://www.notalone.gov/

For more information, see the Code of Student Life.

WT Attendance Policy for Core Curriculum Classes
For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum or developmental courses at West Texas A&M University must swipe their Buff Gold cards through the card reader installed in the classroom/lab for each class/lab meeting.

Evacuation Statement
If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651.5000 or 911). In the event an evacuation is necessary; evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

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* Syllabus template approved by COB Curriculum Committee May 2015. Annual review of the syllabus is a formal part of the COB continuous improvement process.