Class Days/Times/Location or Other Format: Online
Office Location: Classroom Center 210
Office Hours: M-F 3-5
Office Phone: (806)-651-2501
Email: lmitchell@wtamu.edu
Social Media: Keep up with the latest happenings of your COB on Facebook: www.facebook.com/wtamucob and Twitter, #WTAMUCOB

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

©2014-2015 ===Lisa L. Mitchell ===. All rights reserved.
• Critical Thinking
• Business Integration
• Core Business Knowledge
• Global Business Environment
• Business Ethics and Corporate Governance

Course Description

This course is an introduction to business finance where students will demonstrate knowledge of the decision-making process involved in the financial management of businesses. Students will also be able to demonstrate a use of their analytical skills and techniques by analyzing a company’s financial statements, computing time value of money, and the return on investment.

Course Objectives

Students who take this course will be able to understand the basic concepts of financial management of any firm. Students will also be able to apply basic analytical tools that are taught in this class to not only in class problems, but concepts and problems presented to them in their career.

Course Materials (Text, calculator, etc.)

Text: Fundamentals of Financial Management (Concise 7th Edition) by Eugene Brigham and Joel Houston

Calculator: A financial calculator, I will be using a Texas Instruments BA II Plus, which is only about $20.00 at Wal-Mart. You can also download financial calculator apps on your smart phone or tablet.

Map from COB Learning Objectives to Specific Course Objectives

The College of Business at West Texas A&M University seeks to prepare students in the Bachelor of Business Administration (BBA) degree program for careers in business and to foster their professional growth and advancement. The learning goals for the program are:

• Goal 1: Communication: Graduates of the BBA program will be effective communicators.
• Goal 2: Critical Thinking: Graduates of the BBA program will be critical thinkers.
• Goal 3: Business Environment: Graduates of the BBA program will be knowledgeable of ethical, global, and social environmental factors and how they relate to business decisions.
• Goal 4: Functional Business Analyses and Applications: Graduates of the BBA program will be knowledgeable in the functional areas of business and their integration.

http://cob.wtamu.edu/accreditation/files/public/COB%20Objectives%20and%20Rubrics%202009.doc
Course Grading Policies

- Based on the number of points you earn through the semester will determine your letter grade at the end of the course.
- I do not curve grades; you will have plenty of possible extra credit opportunities. As a side note; I do not give grades you must earn your grade and hard work and determination will show through in your work.

<table>
<thead>
<tr>
<th>Number of points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 or above</td>
<td>A</td>
</tr>
<tr>
<td>&gt;= 800</td>
<td>B</td>
</tr>
<tr>
<td>&gt;= 700</td>
<td>C</td>
</tr>
<tr>
<td>&gt;= 600</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 600</td>
<td>F</td>
</tr>
</tbody>
</table>

Course Assignment, Examination, and or Project Policies

There are 1000 points available

- Three exams: 600 points (200 points each)
  - Time limited
  - Only one attempt
  - Please tell me prior to the exam date if you are unable to take the exam during the allotted time.
  - There are no make-up exams if no prior notice was given.
- 15 quizzes: 280 points
  - Two attempts
  - Time limited
  - Please tell me prior to the quiz date if you are unable to take the quiz during the allotted time.
  - There are no make-up quizzes if no prior notice was given.
- Homework: 120 points
  - The ultimate goal of the homework is to give you practice with the theories and concepts of the chapters.
  - I will grade the first submission only
  - Late work will not be accepted
  - If there are problems with the drop box you are more than welcome to email your answers to me, via WT Class before the due date. You can also email me to see if I can see it in the drop box.
Course Topics - Tentative Calendar of Readings, Topics, and Due Dates

<table>
<thead>
<tr>
<th>Week #/dates</th>
<th>Assignments</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>READ</td>
<td>TO DO</td>
<td>*Sunday at 11pm</td>
</tr>
<tr>
<td>1/ Aug 25-31</td>
<td>Syllabus, Chp 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chp 1 Quiz, Self intro</td>
<td>8/31- 11pm</td>
</tr>
<tr>
<td>2/ Sept 1-7</td>
<td>Chp 2,3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chp 2 Quiz, Chp 3 Quiz, Chp 3 HW</td>
<td>9/7-11pm</td>
</tr>
<tr>
<td>3/ Sept 8-14</td>
<td>Chp 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chp 4 quiz</td>
<td>9/14-11pm</td>
</tr>
<tr>
<td>4/ Sept 15-21</td>
<td>EXAM 1- Open Sept 18th, 12am Close Sept 21, 11pm</td>
<td></td>
</tr>
<tr>
<td>5/ Sept 22-28</td>
<td>Chp 6</td>
<td>9/28-11pm</td>
</tr>
<tr>
<td>6/ Sept 29-Oct 5</td>
<td>Chp 5</td>
<td>10/5-11pm</td>
</tr>
<tr>
<td>7/ Oct 6-12</td>
<td>Chp 7</td>
<td>10/12-11pm</td>
</tr>
<tr>
<td>8/ Oct 13-19</td>
<td>Chp 9</td>
<td>10/19-11pm</td>
</tr>
<tr>
<td>9/ Oct 20-26</td>
<td>EXAM 2- Open Oct 23rd, 12am Close Oct 26, 11pm</td>
<td></td>
</tr>
<tr>
<td>10/ Oct 27-Nov 2</td>
<td>Chp 8</td>
<td>11/2-11pm</td>
</tr>
<tr>
<td>11/ Nov 3-9</td>
<td>Chp 11,12</td>
<td>11/9-11pm</td>
</tr>
<tr>
<td>12/ Nov 10-16</td>
<td>Chp 10</td>
<td>11/16-11pm</td>
</tr>
<tr>
<td>13/ Nov 17-23</td>
<td>Chp 13, 15</td>
<td>11/23-11pm</td>
</tr>
<tr>
<td>14/ Nov 24-30</td>
<td>Happy Thanksgiving!!!</td>
<td></td>
</tr>
<tr>
<td>15/ Dec 1-7</td>
<td>Chp 17</td>
<td>12/7- 11pm</td>
</tr>
<tr>
<td>16/ Dec 8-11</td>
<td>EXAM 3/FINAL- Open Dec 8th, 12am Close Dec 11th, 11pm</td>
<td></td>
</tr>
</tbody>
</table>

Additional Course Policies

- The best way to communicate with me will be through email, lmitchell@wtamu.edu or the WT class email. I try to keep my weekends open as much as possible, but my emails go straight to my phone so if there is an email I feel needs urgent attention I will respond. Please do not take advantage of this information.
- Questions are always welcome. 😊
- Always go by the dates listed on the syllabus. If there are changes to the syllabus or to the course work due date I will notify you via announcement board or email. Otherwise go by the date listed on the syllabus for when assignments will open and close.

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), and other similar courses.
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 (the Angel 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. Students must contact WTC if they have problems accessing and/or using the WTC 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 wtam.edu/disability](http://www.wtamu.edu/disability); phone 806-651-2335.

**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. to request additional information, please contact the Vice President for Student Affairs.

**Copyright**

All original content in this document, all web-based course materials (be they text, audio, and/or video), and/or classroom presentations are subject to copyright provisions. No distribution without the express written consent of the author. Students are prohibited from selling (or being paid for taking) notes during
this course to or by any person or commercial firm without the express written permission of the professor.

*Syllabus template approved by COB Curriculum Committee May 2014. Annual review of the syllabus is a formal part of the COB continuous improvement process.*