Course Number/Section/Name: FIN 3320-70
Semester/Year: Spring/2019
Professor: Lisa Mitchell

Class Days/Times/Location or Other Format: Online
Office Location: CC 208K
Office Hours: M-Thurs 3:30pm-5pm
Office Phone: 806-651-2501
Email: lmitchell@wtamu.edu
Social Media: Keep up with the latest happenings of your COB on Facebook and Twitter, connect with us on LinkedIn, and check out COB videos on YouTube.
Other: (Other optional information you wish to share, e.g., cell phone number, homepage, course prerequisites, etc., please remove from syllabus if not in use)

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 Paul and Virginia Engler College of Business Mission Statement
The mission of the Paul and Virginia Engler 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 Paul and Virginia Engler College of Business Programs
The Engler 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 Paul and Virginia Engler 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 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.

Map from COB Learning Objectives to Specific Course Objectives
The Paul and Virginia Engler 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 Materials (Text, calculator, etc.)


MyFinanceLab: Instructions on registration at the end of syllabus

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.

Course Grading Policies

- There are 1000 total points available for this course.
  - 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.
  - I do not give grades. You must earn your grade and hard work and determination will show through in your work.
I believe you have plenty of opportunities and plenty of time to get the points you need.
  o NO extra credit will be given.

<table>
<thead>
<tr>
<th>Number of points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>900-1000</td>
<td>A</td>
</tr>
<tr>
<td>899-800</td>
<td>B</td>
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<tr>
<td>799-700</td>
<td>C</td>
</tr>
<tr>
<td>699-600</td>
<td>D</td>
</tr>
<tr>
<td>Less than 599</td>
<td>F</td>
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</tbody>
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Course Assignment, Examination, and or Project Policies

There are 1000 points available

- 2 Exams: 400 points
  o One attempt
  o Time limited
  o Please tell me at least 4 days prior to the exam due date if you are unable to take the exam during the allotted time.
  o There will be no make up exams unless prior communication was made.

- 4 Homework: 400 points
  o I will grade the first submission only
  o Late work will not be accepted.
  o 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.
    ▪ Overall it is your responsibility to check due dates and see what you need to be doing each week. I should not have to tell you each time.

- 6 Quizzes: 180 points
  o 30 points each
  o One attempt
  o Time limited
  o Please tell me at least 4 days prior to the quiz due date if you are unable to take the quiz during the allotted time.
  o There will be no make up quizzes unless prior communication was made.

- Syllabus Quiz: 20 points
  o Unlimited attempts- until you make a 100%
<table>
<thead>
<tr>
<th>Module</th>
<th>Topic</th>
<th>Due date</th>
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</thead>
</table>
| 1      | **Read:** Chapter 1 and 2  
Chapter 1: An Introduction to the Foundations of Financial Management  
Chapter 2: The Financial Markets and Interest Rates  
**Syllabus Test**  
**Quiz:** #1  
**Assignment:** Background discussion board (optional) | Jan. 28, 2019 11pm CST  
*Grace period: 3 days after due date. Ends Jan 31st at 11pm. See below for grace period options.  
**For module 1 ONLY** |
| 2      | **Read:** Chapter 3 and 4  
Chapter 3: Understanding Financial Statements and Cash Flows  
Chapter 4: Evaluating a Firm’s Financial Performance  
**Quiz:** #2  
**Assignment:** Homework #1 - Financial Analysis | Feb. 11, 2019 11pm CST |
| 3      | **Read:** Chapter 5  
Chapter 5: The Time Value of Money  
**Quiz:** #3  
**Assignment:** Homework #2 - TVM Homework | Feb. 25, 2019 11pm CST |
| 4      | **Read:** Chapter 7 and 8  
Chapter 7: The Valuation and Characteristics of Bonds  
Chapter 8: The Valuation and Characteristics of Stocks  
**Assignment:** Homework #3 - Investing  
**Quiz:** #4 | Mar. 11, 2019 11pm CST |
| 5      | **Read:** Chapter 6, 10, 9  
Chapter 6: The Meaning and Measurement of Risk and Return  
Chapter 10: Capital Budgeting Techniques and Practice  
Chapter 9: The Cost of Capital  
**Test:** #1- covers Chapters 1-10 | April 1, 2019 11pm CST (No foolin’) |
<table>
<thead>
<tr>
<th>Week</th>
<th>Read</th>
<th>Quiz</th>
<th>Assignment</th>
<th>Test</th>
<th>Date and Time</th>
</tr>
</thead>
</table>
| 6    | Read: Chapter 11/12 and 13  
Chapter 11/12: Cash Flows and Other Topics in Capital Budgeting/ Determining the Financing Mix  
Chapter 13: Dividend Policy and Internal Financing  
Quiz: #5 |  |  |  | April 15, 2019 11pm CST |
| 7    | Read: Chapter 15 and 16 (Skip chp 14)  
Chapter 15: Working Capital Management  
Chapter 16: International Business  
Quiz: #6  
Assignment: Homework #4: International Business  
Test: #2- Covers Chapters 11-16 |  |  |  | May 6, 2019 11pm CST |

* Module #1 grace period- To give you a chance to get the hang of the schedule and the way the class is ran, I am allowing a 3 day grace period for all Module #1 assignments. Each day there will be a 25% late penalty. So day 1 is 25%, day 2 is 50%, day 3 is 75%.

This is only for Module #1, after that you should have the dates and the system down and your time management should be in line. For modules 2 through 7, there will be a zero tolerance, no late work policy enforced. That does mean that if you turn something in at 11:01pm it is considered late and will result in a grade of 0.

Additional Course Policies

- Best way to reach me is through my work email lmitchell@wtamu.edu. This goes straight to my phone and I can reply from there as well.
- I try to respond to questions very quickly so please let me know if you need any help. Usually respond within 24 hours during the weekdays.
- Dates on the syllabus rarely change, but if they do I will inform everyone via announcements and/or email.

WTAMU Paul and Virginia Engler 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.

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. 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. For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit their website.

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 1304 (Business Communication), BUSI 3320 (Digital Collaboration and Communication), BUSI 4333 (Cross-Cultural Issues in Business Communications), BUSI 4350 (Current Issues in Management Communications), BUSI 4375 (Healthcare Communication), 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), or 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.

Academic Integrity
All work must be completed individually unless otherwise stated. Commission of any of the following acts shall 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 exam is given in any 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. For more information, see the Code of Student Life.
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 WTCIass (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 WTCIass. Students must contact WTCIass if they have problems accessing and/or using the WTCIass 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; 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
- Visit the Notalone website

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.

Copyright
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*Syllabus template approved by COB Curriculum Committee May 2018. Annual review of the syllabus is a formal part of the COB continuous improvement process.
Enter your Blackboard course
1. Sign in to Blackboard and enter your Blackboard course.
2. Do one of the following:
   Select any Pearson link in the Content area.
   Select Tools in the left navigation and Pearson’s MyLab & Mastering on the Tools page. Next, select any course link in the top area of the Pearson’s MyLab & Mastering Tools page.

Get access to your Pearson course content
1. Enter your Pearson account username and password to Link Accounts. You have an account if you have ever used a Pearson MyLab & Mastering product, such as MyMathLab, MyITLab, MySpanishLab, MasteringBiology or MasteringPhysics. If you don’t have a Pearson account, select Create and follow the instructions.
2. Select an access option:
   Enter the access code that came with your textbook or was purchased separately from the bookstore.
   Buy access using a credit card or PayPal account.
   If available, get temporary access by selecting the link near the bottom of the page.
3. From the You’re Done page, select Go to My Courses.
   Note: We recommend you always enter your MyLab & Modified Mastering course through Blackboard.

Get your computer ready
For the best experience, check the system requirements for your product at:
http://www.pearsonmylabandmastering.com/system-requirements/

Need help?
For help with MyLab & Modified Mastering with Blackboard, go to: