# Course Description

This course is designed to develop knowledge, skills and abilities relevant to executing the finance function in a business organization. We will also examine how the finance function relates to the other functional areas in a successful organization. The subject matter will be introduced through lecture and discussion of the problem sets. The quizzes and examinations will assess how well each student is attaining the knowledge, skills and abilities and will guide the amount of time we spend on each area of the course.

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<thead>
<tr>
<th>Students in this class will learn or practice the following COBE Core Curriculum concepts, methods, and skills:</th>
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<tr>
<td>1. Understand and apply analytical and disciplinary concepts and methods related to business and economics:</td>
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<tr>
<td>✓ 1.1. Accounting</td>
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<td>✓ 1.2. Business Policy and Strategy</td>
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<td>✓ 1.3. Economics</td>
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<td>✓ 1.4. Finance</td>
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<td>✓ 1.5. Information Technology Management</td>
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<td>✓ 1.6. International environment of business</td>
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<td>✓ 1.7. Legal environment of business</td>
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<td>✓ 1.10. Mathematics &amp; Statistics</td>
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<td>❏ 2.1. Communicate effectively: Write messages and documents that are clear, concise, and compelling</td>
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<td>❏ 2.2. Communicate effectively: Give oral presentations that use effective content, organization, and delivery</td>
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<td>✓ 3. Solve problems, including unstructured problems, related to business and economics</td>
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<td>❏ 4. Use effective teamwork and collaboration skills</td>
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<td>✓ 5. Demonstrate appropriate principles of responsible business practices</td>
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<tr>
<td>✓ 5.1 Resolve issues related to Individual Responsibility (Business Ethics)</td>
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<td>✓ 5.2 Resolve issues related to Corporate Social Responsibility</td>
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<tr>
<td>✓ 5.3 Resolve issues related to Leadership Responsibility (Corporate Governance)</td>
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<tr>
<td>✓ 5.4 Resolve issues related to Environmental Responsibility (Environmental Sustainability)</td>
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Description
An introductory course focusing on financial management for business concerns. Topics include: allocation of resources for investment in short- and long-term assets, decisions with respect to debt and equity financing, and dividend policy. Lectures and reading are blended with problems and cases for class discussion. **PREREQ:** Admission to COBE, ACCT 206, ECON 201, ECON 202 and BUSSTAT 207.

http://blackboard.boisestate.edu is the link to our Learning Management System

Required Materials:

Assessment: Measuring the extent to which students have achieved the course objectives will be accomplished through examinations consisting of a combination of quantitative and qualitative material. In addition, projects, homework, short writing assignments, and mini-case assignments will supplement.

OBJECTIVES: Upon successful completion of this course the student should:
- Have an understanding of the goals of the firm and how the finance function supports those goals
- Be able to read and analyze the financial statements of a corporate organization
- Be able to use the historical analysis of financial statements and a sales forecast to forecast the cash flow and financing needs of the organization
- Understand how the time value of money impacts financial decisions
- Understand and be able to apply the models for valuing financial assets
- Understand the concept and measurement of risk as it applies to financial modeling
- Be able to estimate cash flows accruing to long-term assets
- Understand and be able to apply the models used to evaluate the long-term asset acquisition proposals for the firm
- Understand the instruments and markets for raising capital for the firm
- All of the objectives are considered for corporations operating in a global environment within the framework of ethical decision-making.

PERFORMANCE MEASURES AND REWARDS

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<th>REWARD</th>
<th>ACTIVITY</th>
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<tr>
<td>200 pts</td>
<td>Projects (2): Retirement and Stock Market</td>
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<tr>
<td>400 pts</td>
<td>Exams: In class and BB exams</td>
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240 pts  8 Quizzes (20pts each), homework, mini cases, in class activities
60 pts  Short writing assignments (3 at 20 each)

FINAL GRADE DETERMINATION
This class is a +/- class, so plan accordingly. Each grade will break down 2.5/5/2.5. In other words, and A- is 90-92.4%, an A is 92.5-97.4, and an A+ is 97.5-100.

COURSE POLICIES AND GENERAL EXPECTATIONS

Writing Standards
Writing is an integral part of all of our disciplines, including finance. Developing an effective style of writing to convey your thoughts and ideas is one of the most important skills you should attain in college.

The COBE Writing Styles Guide (WSG) will be the writing standard we use in this class. The WSG lays out a set of basic writing standards that will be used across all courses in the College of Business and Economics (COBE). These standards are a subset of rules about good writing taught in English and Communications courses. This subset emphasizes professional communications in the workplace. You are responsible for downloading your own copy of the COBE Writing Styles Guide. A downloadable version of the WSG can be found a) as a link on the COBE web page; or b) on the Internet at https://cobe.boisestate.edu/students/writing-styles-guide/ Failure to maintain strong writing standards in this class will result in a loss of credit on any given assignment. The amount of credit loss will be a function of the severity of the errors and whether or not they appear to be chronic.

Attendance and Participation
I expect you to participate in all activities, including the ungraded discussions; failure to do so will place you in academic jeopardy. Failing to participate in a substantial number of activities may mean that you do not pass the course.

If you do miss an activity, you must stay current with the class. At the very least this means that you are responsible for any assignments arising from the activity. More broadly, it means that you must somehow become knowledgeable about the content and discussion of the activity. Quizzes cannot be made up; with few exceptions, most other activities cannot be made up.

Email Contact and File Naming
When you email me, always include FINAN303 at the beginning of the subject line.
When attaching files for assignments, you’ll need to begin with your first initial and last name, month, underscore, and finally the date. For instance, let’s say I have an assignment due on June 22. I would name the file dbourff6_22.

Please follow this naming convention exactly, and please do so consistently. Having all files uniformly named will enable me to organize and use the files more efficiently. Failure to follow the file-naming format may result in a letter grade reduction.

**Deadlines**

In business, deadlines are extremely important, and when workers miss deadlines, they generally pay a price: otherwise outstanding performance evaluations are tarnished, opportunities to bid on jobs are lost, dissatisfied customers go elsewhere.

In this class, students who miss deadlines will incur the following penalties:

1. Late papers or projects will, at minimum, receive a grade one level lower than the grade it otherwise would have received (for example, a late A paper receives a B).
2. After 3 hours late, penalties become more severe. At one day late, it will not be accepted. Situations are reviewed on a case by case basis.

**Student Online Privacy Notice**

Please take a few minutes to read the [Student Online Privacy Notice](http://drc.boisestate.edu/), which describes in general terms your rights and responsibilities while participating in an Internet-enhanced course. NOTE: That link opens in a new window; to return to this page, close the new window.

**Disability Services**

Any student who feels he/she may need accommodations based on the impact of a disability should contact me privately to discuss your specific needs. You will also need to contact the Disability Resource Center at 208-426-1583 located in the Administration Building, room 114 to meet with a specific request.

For more information on BSU Disability Resource Center (DRC) see the web site at [http://drc.boisestate.edu/](http://drc.boisestate.edu/)

To schedule an appointment, contact the DRC at (208) 426-1583 or send your e-
mail request to ElyseTaylor@boisestate.edu.

For a full list of student services available, see the full services list on the university’s website.

Plagiarism and Intellectual Honesty
Plagiarism occurs when a person passes in another person's work, ideas, or images as his or her own or borrows directly from another's work without documentation. Failure to properly document can result in severe consequences such as an F for the class, and/or worse.

If you have any questions about plagiarism, talk to me. You can also find further clarification in A Manual for Writers of Term Papers, Theses, and Dissertations; the MLA Handbook for Writers of Research Papers; the Boise State Student Code of Conduct; the Student Conduct Program; and the Student Online Privacy Notice.

Methods of Evaluation
This course will combine several types of both subjectively and objectively assessed activities (exams, quizzes, projects, papers, etc...). Your grade may be affected (either favorably or unfavorably) by your participation in the course and your adherence to the policies defined in this syllabus.

As I review your documents, I will be assessing your success in meeting the following criteria: clarity, accuracy, comprehensiveness, accessibility, conciseness, professional appearance, honesty, and correctness. The best way to interpret your grades is to pay close attention to the comments I make throughout the documents. If you are concerned about a grade, think on it, then study the relevant portions of the textbook that discuss the issues I raise. If after studying the text you do not understand what I am getting at, or you don’t see how the comments apply to your document, of course you should get in touch with me, and I will try to help you understand what I wrote.

The Meaning of Grades
The grade you get in this course is largely determined by several factors: your skills in reading, critical thinking, and writing; and the effort you put into the course.

More important than these skills is the effort you put into the course. Most of you
work outside of school, and many of you have important family responsibilities. These commitments take time. To do well in this course, however, you will need to devote considerable time to it. Here are the five major tasks you will need to carry out:

1. **Reading the chapters in the textbook.** Most chapters will require up to two hours to prepare. You will need to read the chapters at least twice, taking notes or marking the most important passages. Please note that the reading assignments also include the end of chapter materials. I also recommend that you study the book’s website materials.

2. **Reading and completing the assignments.** Graded assignments are critical, and can be found in Aplia, as well as in the assignments folder of Blackboard.

3. **Homework, homework, homework.** Completing any and all homework is key to success in this class. Much of our time in this class is spent working quantitative problems. Working them over and over again will only make you a stronger student.

4. **Studying my comments about your assignments.** When I return your assignments, I may include comments. Read them carefully. Make sure you understand what I am trying to communicate. If you don’t, ask me.

5. **Prepare!** Whether a test, quiz, assignment, project, or discussion board…be prepared. Don’t attempt an activity without proper preparation. “Luck favors the mind that is prepared”—Louis Pasteur

**Penalty Clauses**

Disrupting class, disrespectful behavior towards peers/prof (reading/working on non-class related material etc), excessive texting, phones ringing in class can and will result in grade reductions. No headphones are permitted. There will absolutely no phones used, at all, while assessments are being administered. Cheating will not be tolerated and can/will result in grade reductions to 0, F in the course, and ultimately expulsion.

**Modification of the Syllabus and Schedule:** I reserve the right to modify the syllabus and schedule at any time.