

FIN 300 Business Finance Syllabus (ver 08.23.18)

Section 1: MW 3:00-4:15PM (Manzanita Hall 1149)

Section 2: MW 6:00-7:15PM (Bell Tower 1424)

Section 4: TTH 3:00-4:15PM (Smith Decision Center 1908)

Instructor: Kyungyeon (Rachel) Koh, PhD

Term: Fall 2018

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Office Hours: MTWTH 12:30 – 2:30 PM

Why should you learn finance? Finance intimidates many students because of a common misconception that the content to be learned in finance is mostly technical rather than intuitive and has little to do with our everyday lives. In fact, that is completely opposite of what finance really is. Have you ever wondered if you can afford your dream house, car, vacation, post-retirement life, and et cetera, with the salaries from your career? How much and when should you start saving to send your children to college in the future? If you have a great business idea but no money to start business, what should you do? Answers to these kinds of questions that you ask yourself at some point in life can be found from the lessons in finance. Because this course is “business finance,” we will put things in the business context, but as you will see, everything is easily applicable to our very own financial decisions.

Course Description: This course is a required introductory course to all undergraduate business students. FIN 300 introduces students to theories and practices of principles of planning, procuring, and controlling long-term and short-term financial resources of business organizations. Main topics include financial statement and analyses, time value of money, capital budgeting, debt and equity markets, security valuation, risk/return and diversification, cost and structure of capital, dividend policies, and raising capital. FIN 300 is a critical element of business education, and it will demand a great amount of time and work from students. At minimum, students are expected to dedicate 5-7 hours outside of class per week for successful completion of the course. The effort will pay off, and students will come out of the course well-equipped with the necessary skills and knowledge for their career.

Prerequisites: ACCT 220 (Managerial Accounting), MATH 140 (Calculus for Business Applications) or MATH 150, or any equivalent.

Course materials:

- I. Textbook: Essentials of Corporate Finance 9th Ed. or 8th Ed. By Ross, Westerfield, and Jordan (McGraw Hill). While **not required** to purchase or rent, reading the chapters covered in class is highly **recommended** (the page numbers will be in the detailed schedule). Copies are available in the library and in my office for supplementary reading.

- II. Course workbook: **Required**. Printed double-sided, binded. No need to color-print. I won't be making any more study guides other than this. Try to make your own, shorter-version study guides. Trust me, it will help.
- III. Calculator: If you don't have any calculator at all (that supports advanced computations such as exp(), log(), ln(), etc.), please purchase the TI BAI or TI BAI Plus financial calculator. It supports every application and function needed for class. If you already have TI 83, 84, or a similar graphing calculator, purchasing a financial calculator (TI BAI or TI BAI Plus) is still encouraged if you are serious about pursuing a career in finance. You will need it at some point in the future. However, a graphing calculator does support financial applications **but** just be aware that it will demand some extra work for you to figure out how to use a TI 83 or 84 instead of TI BAI for financial applications, because I will only explain the TI BAI functions in class. You will have to consult the tutorials on www.tvmcalcs.com or the youtube videos I will post on Canvas.
- IV. Canvas and CI email: Students must have access to course canvas and CSUCI email accounts.
- V. Business/Finance/Economic news: For the news article talk that is part of the class participation grade, you can find the latest issues of The Wall Street Journal and BusinessWeek at the university library, or find daily business/finance news on websites such as <http://www.bloomberg.com/>, <http://money.cnn.com/>, <http://finance.yahoo.com/>.

Course Grade Composition: The sum of all points is 1000 pts.

- I. Class Attendance (45 pts, 4.5%): Attendance check.
- II. Class Participation (50 pts, 5%): A short presentation of a financial news article, in-class activities.
- III. Quizzes (200 pts, 20%): The quizzes are based on concepts and are mostly multiple choices.
- IV. Individual Case Study (170 pts, 17%) and group presentation (35 Points, 3.5%): Everyone is responsible for submitting the case study report and will work on it individually. After the report due date, you will be assigned into a group to prepare a 15-min group presentation at the end of the semester.
- V. Exams (500 pts, 50%): Will be a combination of both multiple and short-essay questions. (15%, 15%, 20%)

Details on the Grade Components

- I. Class Attendance: There will be some form of attendance check at the beginning of every regular class (excludes quiz and exam days). It could take form of simple roll calls, a pop-quiz, fun questions, or else. Each attendance is worth 3 points, so only 15 of all attendances will count. This means that you are safe up to 3 absences without having to provide excuses. Because you can miss up to three classes without notifying me and still get the full credit on the attendance portion, please don't email me saying that you will be absent unless you've already missed 3 classes. To find out what we'll be covering, you can check out the course schedule and course workbook. Come to office hours or email me *afterwards* if you'd like to catch up on your missed class. For extenuating circumstances related to a medical condition or disability for which you may require reasonable accommodation, please refer to the Disability Statement.
- II. Class Participation:

- i. We will begin every class with one to two minute-long financial news article presentations by one or two students. Keeping up with the current issues is very important in studying business. Any recent financial article published within 1-2 weeks before the class can be discussed. Briefly summarize the article including the following points: *Who, When, Where, What, How, Why?* Comment on the article. If you can tie it to anything we learned in class, even better!
 - ii. I encourage classroom participation often pausing to ask for questions. I seek a reasonable balance between lecture and discussion. For the procedure to operate effectively, however, everyone needs to cooperate. A few guidelines can help keep the class moving at a reasonable pace: Please raise your hand gently to ask questions, answer questions, raise a point, or share your viewpoints. If I fail to see you, then try to catch my attention by calling out loud.
- III. Quizzes: There will be five in-class or online quizzes to check your understanding on the past 2-4 lectures covered. They will be mostly multiple choices (sometimes short-essay) to check on your understanding of the new vocabularies, formulas, concepts, etc. A good way to prepare for quizzes is to attend every lecture, do every practice problems in the course workbook, do suggested problems in the textbook, and memorize the new terminology (Practice, practice, practice). There is no excuse for missing quizzes. Unless it's an emergency with legitimate proof, there is no need to let me know if you will be missing any quizzes.
- IV. Individual case study and group presentation: This is a semester-long project that you will begin starting two weeks into the semester. It is meant for you to learn a real-world application of concepts and tools learned in class. More detailed instructions will be given out and explained in class. Notice that the case study takes up as much as the final exam in determining the course grade.
- V. Exams: There will be three exams: two in-class midterm exams and one final exam. Please **come see me (no emails this time) at least 10 days in advance** if you cannot take the exam on the designated date. If you fail to notify me at least 10 days in advance, you agree that you forfeit the right to take the make-up exam. The make-up exam needs to be taken during the 1-week period *before* the actual exam date. If a sudden illness prevents you from taking it on time, you *have to* bring me a doctor's note from the university clinic visitation. Even if you weren't sick enough to see a doctor, you still need to go see the doctor for the note.
 - a. If the average score combining all three sections is below 80, I will curve an exam such that the average score is made as close as possible to 85. Otherwise, there is absolutely no curve.
 - b. If you score below 65% on any of the three exams, please come see me during my office hours or make appointments to schedule a makeup. The total maximum percentage you can earn on the retake is 65%. And to do so, you have to score at least 70% on your retake.

Letter Grade: Course letter grade will be determined based on the percentage of your points out of 1000. The "ABCD" grading system will be used with the addition of "+" or "-" to any grade

except “F.” By adding a “+”, the grade points earned shall increase by 0.33 (except that A+ shall still be 4.0 grade points). By adding a “-”, the grade points earned shall decrease by 0.3.

Percentage grade	Letter grade	Grade points of a four-point scale
100% or above	A+	4.0
93% to 99.99%	A	4.0
90% to 92.99%	A-	3.66
87% to 89.99%	B+	3.33
83% to 86.99%	B	3.0
80% to 82.99%	B-	2.66
77% to 79.99%	C+	2.33
73% to 76.99%	C	2.0
70% to 72.99%	C-	1.66
67% to 69.99%	D+	1.33
63% to 66.99%	D	1.0
60% to 62.99%	D-	0.66
Below 60%	F	0

Final Exam Schedule: Final exam week 12/10-12/15

Section 1: Monday December 10 1:00-3:00 PM

Section 2: Wednesday December 12 7:00-9:00 PM

Section 3: Thursday December 13 1:00-3:00 PM

Class Policies

1. We will make sure to use professional email etiquettes in class with each other to get prepared for future business email communications in your career! That is, email communications with me will be welcomed, or even preferred, as long as we follow these rules:
 - a. In the subject, please include the course number ‘FIN 300’ and a brief reason for the communication. Examples: ‘FIN 300: Make-up for exam 1’; ‘FIN 300: Missed last class’; ‘FIN 300: Questions about the exam’, etc.
 - b. Always err on side of formality when you’re not sure. Begin your email assuming the highest level of courtesy. Acceptable first lines in emails sent to me are: “Good morning, Prof. Koh,” “Dear Prof. Koh,” “Hello, Prof. Koh.” In general, always address recipients by their last name, unless the person has given you some sort of signal to call them by their first name.
 - c. Always end your email with a small signoff, something like: “Best,”, “Best regards,” “Sincerely,” etc.
 - d. Have a signature block to use at the very end of every email. Use the following template:
 Your full name
 What major, Class of 20__
 Any position in school organizations
 California State University—Channel Island
2. How to effectively use my office hours: you will be welcomed in my office. But I have about 120 students this semester, and for the limited time I have open for you, I’d like to make this time as productive and rewarding for both you and I as possible.

- a. Please keep in mind that I am not your tutor. I've had students come and ask questions like "can you just review the whole thing again?" "Can you summarize the stuff that will be on the exam?" This, you can and must do yourself. The estimated time you need to spend for this course outside of class is 5-7 hours a week. This includes the time to review, study, and make notes for yourself. As mentioned before, I won't be making any more study guides than the course workbook I put together.
 - b. Before you come to my office hours, do your homework. At the least, review the lecture notes, read the textbook chapters, do lots of practice alone, and know the definitions.
 - c. If you missed a class, check the class schedule, read the corresponding textbook chapters and course workbook, try to consult your classmates, and then come to me as your last resort. Please understand that I cannot repeat the entire lecture again for every student that missed a class. Try your best to attend every class.
 - d. "Can you do this problem? (showing no prior attempts.)" is unacceptable. I will appreciate it if you show me that you had thought it through yourself.
3. No late work will be accepted. This policy applies to the projects, all exams, and quizzes. If you will be absent in class on the due date, you have to **submit it to my office before it's due**.
 4. Cell Phones, Calculators, and Laptops: Cell phones must be set to "Off." If you are expecting an urgent call you may set it to "Vibrate" and leave the classroom to answer the call. Texting is not allowed and cell phones shall not be visible during class at any time. If you're caught texting or browsing with your smartphones, you agree to turn in your phone and pick it up from me after class. Programmable calculators are not allowed on homework, quizzes, and exams. **No laptop computers are allowed in classroom, not even for note-taking purposes** unless specifically instructed to use the laptop.
 5. Add/drop, withdraw, and incomplete policy: Students should comply with the university policy for add/drop, withdraw, and incomplete procedure.
 6. Statement of Academic Integrity: This course will adhere to CSUCI's academic dishonesty policy.
 7. Accommodations for Students with Disabilities: Cal State Channel Islands is committed to equal educational opportunities for qualified students with disabilities in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. All requests for accommodations need appropriate advance notice by the student to avoid a delay in services. Please discuss approved accommodations with me as soon as the semester starts. If you are a student with a disability requesting reasonable accommodations in this course, please visit Disability Accommodations and Support Services (DASS) located on the second floor of Arroyo Hall, or call 805-437-3331. <https://www.csuci.edu/dass/students/apply-for-services.htm>.

Note: Information contained in this syllabus, other than that mandated by the University, may be subject to change without advance notice. Topics and assignments and their timing listed under the tentative course schedule may be adjusted during the semester depending on the pace and needs of the class.