COURSE NUMBER: FI 301B  
COURSE TITLE: Fundamentals of Financial Management  
COURSE TIME FRAME: Tuesday/Thursday, 12:30-1:50 PM (CH 518)  

INSTRUCTOR: Dr. Steigner  
OFFICE: Cremer Hall, Room 402  
TELEPHONE: (620) 341-6932  
E-MAIL: tsteigne@emporia.edu  
OFFICE HOURS: Monday, 11:00 AM–1:00 PM  
Tuesday & Friday, 11:00 AM – 12:30 PM  
PREREQUISITES: AC 223, BU 255, junior standing  

COURSE DESCRIPTION AND OBJECTIVES

This is an introductory course in managerial finance in which you should attain a clear, basic understanding of the essentials of financial decision making. Emphasis is given to the underlying principles of corporate finance and their associations to the decision-making framework faced by a financial manager who is charged with maximizing shareholders’ wealth. In essence the course covers topics related to financing and investment decisions—that is, how to raise funds and where to invest funds. The focus of the course is to provide an understanding of the tools and techniques required to make informed decisions about which assets a firm should purchase and how such purchases should be financed.

When you finish this course, you should understand (1) the general framework for financial decision making, (2) the role of financial decision making in maximizing the value of a firm, (3) in general, how to determine whether an investment should be made and how to finance acceptable investments, (4) what is meant by the risk/return tradeoff and how risk and return affect investment decisions, and (5) how external factors, such as financial markets, affect financial decisions made by the firm. You will find that much of the information provided in this class can also be applied to make informed personal financial decisions.

IN THIS COURSE YOU WILL:
- Gain factual knowledge
- Learn to apply course material
- Develop skills needed by professionals in the field of Finance
**COURSE MATERIAL**


**SUPPLEMENTAL MATERIALS:**
A financial calculator (e.g., Texas Instruments BAII PLUS) is recommended for this course (you can also use Microsoft Excel if you prefer).

**BLACKBOARD MATERIALS:**
Students will find supplemental lecture material on the course Blackboard site.

**CORRESPONDENCE**

**EMAIL CORRESPONDENCE:**
The easiest way to communicate with me if I am not in my office is via email. I attempt to respond to emails within 24 hours (during regular business days); I do not check emails during weekends, holidays, or breaks. Please note that I will respond only to emails that are sent from ESU accounts. As a courtesy, I ask that you put your course and section number in the subject line, together with one or more key words regarding your email’s content (e.g., FI301B – Question about Chapter 1).

**ASSESSMENT OPPORTUNITIES**

**PROGRESS TRACKER (PT):**

Throughout this course you have the opportunity to assess your progress with two types of online quizzes, administered via Blackboard. There are a total of five quizzing periods, each 8 days in length to best accommodate students’ schedules. In each quizzing period you will take two quizzes, an untimed quiz and a timed quiz. The untimed quiz provides you the opportunity to become familiar with the type of questions that are commonly asked regarding a certain subject matter, and you have ample time to read up on material that you are not yet proficient in. After you complete the untimed quiz, you will also take a second quiz that does have a time limit. The timed quiz does not have to be taken immediately after the first quiz, but it must be completed within the stipulated time window below. Please note that once you start the timed quiz it must be completed within the allotted time. Each quiz has 20 questions, and you have 40 minutes to answer the timed quizzes. Each quiz - untimed and timed - will be worth 10 points (i.e., 0.5 points per question). Please note that the testing window for any of the quizzes will not, under any circumstances, be extended.
QUIZZING PERIODS:

Chapters 1, 2 & 14:  Friday, August 31, 12:00 AM – Friday, September 7, 11:59 PM
Chapters 3 & 4:  Friday, September 21, 12:00 AM – Friday, September 28, 11:59 PM
Chapters 5 & 6:  Friday, October 12, 12:00 AM – Friday, October 19, 11:59 PM
Chapters 7-9:  Friday, November 9, 12:00 AM – Friday, November 16, 11:59 PM
Chapters 10-12:  Friday, December 7, 12:00 AM – Friday, December 14, 11:59 PM

PROGRESS TRACKER ALTERNATIVE (ALT):  100 Points

Students who experienced challenges of any kind during the regular semester and who did not score in their desired grade range, have the opportunity to take a comprehensive final exam during finals week. This will be an open-book in-class exam. Questions may come from any of the chapters that were covered during the term. There will be 50 questions on the final exam, each worth 2 points, and students have 110 minutes to complete the exam. The score of this exam, if greater than the sum of the PT scores, will then replace the PT scores. Therefore, every student who wants the chance to improve their grade may take this exam to replace the PT score. The score on the final exam will not impact your final grade if it is lower than the total PT score. Students should be aware, however, that comprehensive final exams are typically perceived as more challenging than the PT quizzes by most students.

EXTRA CREDIT OPPORTUNITIES (ECO):

There will be an extra credit opportunity for every chapter that is discussed this term. Short problem sets will be provided (either in class or during extra practice sessions in the afternoon – yet to be determined) and are unannounced. Only students who attend class (or the practice session) the day of the ECO are eligible to participate – since this is purely an extra-credit opportunity, there are no make-ups under any circumstances. Each ECO is worth 2 points.

GRADING SCALE:

A=  90 and above Points
B =  80-89 Points
C=  70-79 Points
D =  60-69 Points
F =  59 and below Points
STUDENT WORK:
Please note that all work provided by the students (e.g., quizzes) can be made available to ESU’s School of Business.

HELP:
Questions are encouraged in this course; so ask as many as you want! Please get help when you have questions about the material covered - understanding the material covered in this course will benefit you in other business courses as well.

UNIVERSITY POLICIES

EMERGENCY PREPAREDNESS:
In the event of a tornado evacuation from the classroom, use the stairwell in the middle of the building and go to the first floor hallway. If anyone needs special assistance to get down the stairs, please let the professor know the first day of class so that we can arrange for class members to be prepared to help you.

ACADEMIC DISHONESTY:
At Emporia State University, academic dishonesty is a basis for disciplinary action. Academic dishonesty includes, but is not limited to, activities such as cheating and plagiarism (presenting as one’s own the intellectual or creative accomplishments of another without giving credit to the source or sources). The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question and may refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university. This policy is provided according to the Kansas Board of Regents directive. The student has the right to appeal the charge of academic dishonesty in accordance with the university’s Academic Appeals Policy and Procedure as set forth in Section 9A-04 of the Faculty Handbook.

STUDENTS WITH DISABILITIES:
Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication among students, the Office of Disability Services, and the professor will be strictly confidential. Office of Disability Services is located at 001 Memorial Union. Contact info: (620) 341-6637, (620) 341-6646 TTY, or email disabser@emporia.edu.
The Major Field Test (MFT) in Business contains approximately 120 multiple-choice items designed to measure a student's subject knowledge and the ability to apply facts, concepts, theories and analytical methods. Some questions are grouped in sets and based on diagrams, charts and data tables. The questions represent a wide range of difficulty and cover depth and breadth in assessing students' achievement levels.

There are several incentives for doing well on the MFT

- $300 scholarship to the students who are among the five highest scores on the MFT and who also enroll in the ESU MBA or MS in Accounting and Information Systems program. Those who score in the top five on the MFT and who do not enroll in the ESU MBA or MS in Accounting and Information Systems program will receive $150 awards.
- We will place the name of the highest scorer on a permanent plaque to be placed in a prominent location in Cremer Hall.
- We will publicly announce and recognize the top ten scores
- We will provide a certificate to the five students who earn the highest scores
- You can list your test scores with your credentials

Finance (about 13% of the test questions are from the area of Finance)

A. Corporate Finance
   a. Time value of money
   b. Capital budgeting
   c. Working capital management
   d. Financial statement analysis
   e. Cost of capital and capital structure

B. Investments
   a. Risk and Returns
   b. Valuation of securities
   c. Financial markets and environments

C. International Finance

For more information about the MFT Test, go to http://www.emporia.edu/business/mft.php
**Class Schedule - FI 301B**
(The schedule below is tentative and subject to adjustment as the class proceeds.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapters</th>
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<tbody>
<tr>
<td>8/16</td>
<td>Ch. 1: An Overview of Managerial Finance</td>
</tr>
<tr>
<td>8/21 – 8/23</td>
<td>Ch. 2: Analysis of Financial Statements</td>
</tr>
<tr>
<td>8/28 – 8/30</td>
<td>Ch. 14: Working Capital Policy</td>
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<tr>
<td>9/4 – 9/6</td>
<td>Ch. 3: The Financial Environment: Markets, Institutions, and Investment Banking</td>
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<td>9/11 - 9/20</td>
<td>Ch. 4: Time Value of Money</td>
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<td>9/25 - 9/27</td>
<td>Ch. 5: The Cost of Money (Interest Rates)</td>
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<td>10/2 – 10/9</td>
<td>Ch. 6: Bonds (Debt) – Characteristics and Valuation</td>
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<tr>
<td>10/11 - 10/23</td>
<td>Ch. 7: Stocks (Equity) - Characteristics and Valuation</td>
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<tr>
<td>10/25 – 10/30</td>
<td>Ch. 8: Risk and Rates of Return</td>
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<tr>
<td>11/1 – 11/6</td>
<td>Ch. 9: Capital Budgeting Techniques</td>
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<tr>
<td>11/10 – 11/15</td>
<td>Ch. 10: Project Cash Flows and Risk</td>
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<tr>
<td>11/20 – 11/29</td>
<td>Ch. 11: The Cost of Capital</td>
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<tr>
<td>12/4 – 12/6</td>
<td>Ch. 12: Capital Structure</td>
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Comprehensive Final Exam, an alternative to the Progress Tracker Assignments and NOT MANDATORY (see page 3 of your syllabus for clarification): 12/13, 8:00 – 9:50
I hereby acknowledge that I have received and read the course syllabus for Fundamentals of Financial Management, FI 301B, Fall Semester 2012. I fully understand all covered issues, and I have no further questions regarding the conduct and/or grading system in this class. I further agree to abide by all points/issues as outlined in the course syllabus, and that I will conduct myself in an ethical manner.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Print Name</th>
<th>Student ID #</th>
<th>Date</th>
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