COURSE NUMBER: FI 301  
COURSE TITLE: Fundamentals of Financial Management  
COURSE TIME FRAME: TR, 9:30-10:50 A.M.  

INSTRUCTOR: Dr. Steigner  
OFFICE: Cremer Hall, Room 402  
TELEFONE: (620) 341-6932  
E-MAIL: tsteigne@emporia.edu  
OFFICE HOURS: Tuesday, 11:00 – 3:00 PM  
Thursday, 5:00 – 6:00 PM  
And by Appointment!  

PREREQUISITES AC 223, BU 255, junior standing

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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
http://www.cengagebrain.com/shop/isbn/1111533733?cid=D2S

Each new text book comes with an access code to CourseMate, which provides an interactive eBook, Flashcards, Quizzes, and other activities that enhance the learning experience for students in this course.

Please access CourseMate and sign up using the following Web Site:  
http://poweron.cengage.com/magellan/TechSupport/ProductHelp.aspx?prodrowid=1-SXF0LJ. Once there, you should click the "Downloads" tab, should then click the "Student Registration and Enrollment Clickpath" tab, and, finally, should click the "Download File" link.

You will need the following Course Key: CM-9781111738068-0000043


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:  
Starting with chapter 2, you will find narrated presentations/lectures on Blackboard. Those presentations will become available as chapters are covered (e.g., chapter 2 will become available on Monday, January 16; chapter 14 will become available on Monday, January 23, etc.). The presentations aim to convey the material covered in the chapters, and we will be able to focus on practicing the newly learned knowledge in class. You can review the presentations at your convenience and as often as you find necessary/helpful.

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); it might take longer 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., FI301 PA – Question about Chapter 1).
ASSESSMENT OPPORTUNITIES

Students’ progress will be assessed using different instruments.

Progress-Tracker (PT) 1,200 Points

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. In each quizzing period you will take one quiz that has no time limit. This 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 first quiz, you will 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. You will know at the beginning of the timed quiz exactly how much time you have available. As a general rule, you will have 20-40 minutes for the timed test, depending on the subject matter. Each test - untimed and timed - will be worth 120 points.

Chapters 1, 2 & 14: Saturday, January 28, 12:00 AM – Friday, February 3, 11:59 PM
Chapters 3 & 4: Saturday, February 18, 12:00 AM – Friday, February 24, 11:59 PM
Chapters 5 & 6: Saturday, March 10, 12:00 AM – Friday, March 16, 11:59 PM
Chapters 7-9: Saturday, April 14, 12:00 AM – Friday, April 20, 11:59 PM
Chapters 10-12: Saturday, May 5, 12:00 AM – Friday, May 11, 11:59 PM (Finals Week)

CourseMate Tests (CMT) 130 Points

Additional practice opportunities for each chapter are available on CourseMate. Unlike the progress tracker quizzes on Blackboard, the CMTs can be taken as many times as students wish and/or until a score of 100% is achieved. It is recommended to take this exercise test prior to the progress tracker quizzes. CMTs that are submitted prior to the Progress Tracker deadlines and earned full scores will be awarded with 10 points (late submission and/or scores below 100% will not earn any points).

CourseMate Activity 10 Points

Students who spend at least 30 minutes per covered chapter on the CourseMate Site earn 10 activity points (total). The time per chapter must be spent on CourseMate when the chapter is covered.
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 in class and are unannounced. Only students who attend class 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 5 points.

Ethics Case 60 Points

FI 301 has been selected to evaluate business students’ understanding of ethical dilemmas. Later in the semester you will find an ethics case and an evaluation rubric on Blackboard. The evaluation rubric will provide you with the framework on how to structure your written essay (1-2 pages long), and indicate how evaluation points will be determined. We will also discuss this assignment in class prior to its due date. The Ethics Case is worth 60 points and it is due in electronic format on Friday, March 30.

Deadlines

The Progress Tracker and CourseMate Test assignments allow students a flexible window to complete them, so you can select a time that best fits your schedule. An extension of these time windows is possible for students who can demonstrate unanticipated hardships that are out of their control (e.g., jury duty, appendicitis, etc.). Traveling, partying, eloping, planned conferences, planned sports events, etc. is not considered a hardship. The extension of a deadline should be scheduled with the instructor as soon as you become aware of your situation. If you do not have a qualifying hardship but missed a deadline, you have three additional “grace days” (72 hours) to turn in the assignment for a maximum of ½ of the possible points. If you turn in assignments after the “grace days” you forego all points for the assignment and a score of zero will be recorded. I strongly recommend that you mark due dates in your calendar to avoid any unnecessary loss of points.

Grading Scale

Course Grades will be assigned using the following system:

A= 1,260 and above Points  
B = 1,120-1,259 Points  
C= 980-1,119 Points  
D = 840-979 Points  
F = 839 and below Points
Student Work

Please note that all work provided by the students (e.g., quizzes, assignments) 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.

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 301
(The schedule below is tentative and subject to adjustment as the class proceeds.)

Week of January 9  Ch. 1: An Overview of Managerial Finance
Week of January 16 Ch. 2: Analysis of Financial Statements
Week of January 23 Ch. 14: Working Capital Policy
Week of January 30 Ch. 3: The Financial Environment: Markets, Institutions, and Investment Banking
Week of February 6 Ch. 4: Time Value of Money
Week of February 13 Ch. 4: Time Value of Money (continued)
Week of February 20 Ch. 5: The Cost of Money (Interest Rates)
Week of February 27 Ch. 5: The Cost of Money (Interest Rates) (continued)
                 Ch. 6: Bonds (Debt) – Characteristics and Valuation
Week of March 5  Ch. 6: Bonds (Debt) – Characteristics and Valuation (continued)
Week of March 12 Ch. 7: Stocks (Equity) - Characteristics and Valuation
Week of March 19 SPRING BREAK
Week of March 26 Ch. 7: Stocks (Equity) - Characteristics and Valuation (continued)
Week of April 2  Ch. 8: Risk and Rates of Return
Week of April 9  Ch. 9: Capital Budgeting Techniques
Week of April 16 Ch. 10: Project Cash Flows and Risk
Week of April 23 Ch. 11: The Cost of Capital
Week of April 30 Ch. 12: Capital Structure
Please turn in this form by January 19.

I hereby acknowledge that I have received and read the course syllabus for Fundamentals of Financial Management, FI 301 PA, Spring 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.

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