

Business Finance Syllabus
UNIVERSITY OF HAWAII – WEST OAHU
BUSA / ECON 321
Online
Fall 2013

Instructor: Mr. Mark Weisbrod

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Office hours: M/W 11.00 – 12.00 and T 14.00 – 15.00, and by appointment via Skype or Blackboard Collaborate.

Email is the best way to get a hold of me. I usually check my **email** each morning Monday through Thursday. You are also welcome to leave a voice message, but contacting me via email will result in a faster response time. Please enter “**321 question**” as subject.

Purpose of course: The purpose of this course is to progress through the following:

1. Evaluate and prepare financial statements (ILO4) (DLO3) (CLO1).
2. Apply the concept of time value of money to solve financial management problems (ILO3) (DLO3) (CLO2).
3. Describe alternative short-term financing methods and optimal management of current assets (ILO1)(ILO2)(DLO1)(DLO3)(CLO1)(CLO3).
4. Describe how capital structure of a company affects the firm's cost of capital (ILO3)(ILO4)(DLO1)(DLO3)(CLO3)(CLO4).
5. Apply financial theory to current market conditions (ILO3)(ILO4)(DLO1)(DLO3)(CLO1)(CLO3)

Prerequisites: ACC 201, ACC 202, and BUSA 320 or other accounting courses approved by UHWO. I also suggest taking college level math before Business Finance.

Course materials:

- **Required Text: Foundations of Financial Management**, Block, Hirt, and Danielsen; 14th edition; McGraw Hill. The 13th and 14th edition are similar. (either hard or electronic copy ok)
- **Required: McGraw Hill “Connect” Online Access**
If you purchase a new hardcopy, you will have access to the electronic copy for free. A used book may have a code that was already registered.
- **Lecture Notes:** Class lecture notes available on *Laulima/Sakai*, a UH System course management application <http://uhwo.hawaii.edu>.
- **Blackboard Collaborate:** www.tinyurl.com/leeguest This online virtual classroom will be used throughout the semester to meet on various topics. We will meet online on Mondays from 6.30pm – 8.30pm.

Grading: The following points are placed on each element of the course.

Grading Elements	Due Dates	Points
MidTerm Exam	October 27, 2013	120
Final Exam	December 11, 2013	125
Business Project	December 1, 2013	100
Homework Assignments	Each Chapter (lowest dropped)	150
Chapter Quizzes	8 quizzes (lowest dropped)	105
Total possible		600

The following point totals will guarantee you the associated grade at minimum; a modified curve may be implemented.

- A- 540 pts out of 600 (90%)
- B- 480 pts out of 600 (80%)
- C- 420 pts out of 600 (70%)
- D- 360 pts out of 600 (60%)

Grades will be maintained on *Laulima/Sakai* and updated at the time of each exam.

Recommendations for Successfully Completing this Course

- Read the relevant text chapters for the week.
- Look over Powerpoints and lecture examples provided by instructor.
- Submit homework on time and complete quizzes on time and review incorrect answers.
- Be prepared for Exams.
- ASK instructor questions!

Inclusively, the mastery of understanding of the theory behind accounting is essential in not only pursuing a career in professional accounting but also having a sound foundation for a career in **any business field**. **Businesses today are expecting students to know these principles and how they are applied.**

Exam Policies (~40% of total grade)

The Mid Term Exam will be a timed online submission. The exam will be available online from Saturday, October 26th at 9.00am until Sunday October 27th October at 11.00pm

The Final Exam will be a required in-class/in-person exam. The exam will be held on Wednesday, 11th December @ 6pm – 8pm. The exam will be given at the UHWO campus in Kapolei. The room will be determined closer to the exam date.

Students with documented disabilities are able to use University Student Services for assistance (See below for details on how to contact them). If you need special assistance it is up to you to make arrangements with Student Services at least one week prior to the MidTerm Exam date and the Final Exam Date. You must email me confirming that you have done this no later one week prior to each scheduled exam date.

DE students (students who do not reside on Oahu) are expected to make arrangements with their respective program coordinators and testing centers (http://www.hawaii.edu/dl/faculty/prYep/proctor_office.html) to sit for the exam. DE students may schedule anytime on Dec 11th, which works best for them and the testing center (the date is not flexible). Please email me confirmation by December 4th that you have scheduled a time to take the exam with your

testing center.

The final exam will be made up of any content covered in lectures and within your readings. There will be conceptual parts as well as parts that involve extensive calculations. Points come from multiple choice, short answer, and problems. The best way to study for exams is to review all notes from class, read the chapters ahead of time, complete all problems from blank pieces of paper, and ask questions!

No access to **memory storage or photographic devices (Palm, graphing calculators such as the TI-86, blackberry, computer, cell phone, or ipad)** is allowed during exams. **No note cards will be allowed.**

A make-up exam is extremely difficult to arrange and are generally given only for documented medical emergencies! If an emergency occurs, send an email to Mark Weisbrod **as soon as possible** and await further instructions.

Homework (25% of total grade) Due Sundays by 11pm

All homework will be submitted via Connect by Sunday by 11pm. A total of 11 homework pieces will be assigned of which the lowest homework grade will be dropped. Total points possible per homework assignment is 15, with a total of 150 total points available after dropping the lowest score. You may not be able to receive higher than 100% of the total points. There are **no excused absences** or allowances to accept late homework, if one is missed that will be counted as the lowest homework piece dropped.

Homework assignments are meant to prepare you for quizzes and exams.

Quizzes (~17% of total grade) Due Sundays by 11pm

A total of 8 quizzes will be given on Connect throughout the semester of which the lowest quiz will be dropped. These quizzes are timed at 20 minutes max and due on Sunday at 11pm. Total points possible per quiz is 15, with a total of 105 total points available after dropping the lowest score. You may not be able to receive higher than 100% of the total points. **No make-up** quizzes are allowed; if a quiz is missed that will be counted as the lowest quiz piece dropped.

Quizzes will be given after the material has been covered for that specific chapter. The best way to prepare for these quizzes is to read (or re-read) the assigned chapter, cover the lecture notes, and review all examples in the text. Quizzes will be a great way to practice for the exams, so it is important to prepare for these quizzes. I suggest putting together a **one page (8.5x11) note card** for each quiz; please prepare ahead of time.

Business Project (~17% of total grade) Due Sunday December 1st by 11pm

Do research paper on ONE topic that you choose between Chapters 3-8. The paper must include how this topic has affected a particular company (or industry) in great detail. You are allowed to choose any company that you want, but it has to be a public company. A good paper will include financial details (statements, ratios, etc.) and prove the time frame of when this company was affected. This project should extend to at least 7-8 pages in length (that includes the appendix), double spaced in 12 font. More details on this assignment will be provided. Place in drop box in Laulima.

Good resources to use are Business Week, Morning Star, and Yahoo Finance. Also, the UHWO library gives access to financial data that's crucial to the Business Project paper, it's called LexisNexis. You'll need to log in with your UH username and password, if you didn't have to then you may be at the wrong site. There's a section on the far right that allows us to look up any company and industry.

<http://westproxy.lib.hawaii.edu:2051/hottopics/Inacademic/>

Extra Credit

The instructor may assign extra work to be prepared before the chapter's lecture. The extra credit project would involve looking for the topic of interest within actual 2012 financial statements posted online. To receive extra credit the student would have to find an actual financial statement from a real company and highlight the area of the financial statement that we would be discussing. No late credit is given.

Credit Hour Statment

The UHWO Credit Hour Policy states that students in a 3-credit course are expected to devote a minimum of 9-hours per week (135 hours/ semester) to course related work (see UHWO General Catalogue). In accordance with the UHWO Credit Hour Policy, tis course was reviewed to assure that the work assigned to achieve the stated student learning outcomes meets the credit hours that would be required for a comparable in-person course section. To achieve adequate learning in this course, it is expected that students will need to devote a minimum of 9 hours per week completing scheduled lessons, completing assigned readings, working on homework, participating in chat, researching and writing the written project, and studying for scheduled examinations.

Cheating

Any student who is caught cheating or plagiarizing on **any** graded assignment will be given an **F** in the class. See below for the University's Policies.

University Student Services

UHWO will make reasonable accommodations for students with documented disabilities. You need to contact the Student Services Office as early in the semester as possible to ensure that your needs are met in a timely manner. Please contact Janice Takaki (Student Services Specialist) at takaki@hawaii.edu if you have any questions relating to accommodations for students with disabilities.

Academic Dishonesty

In accordance with the University of Hawaii – West Oahu policy on academic dishonesty contained in the University of Hawaii – West Oahu General Information and Catalog 2013-2014, there will be no tolerance for plagiarism and cheating.

Cheating is defined as "... giving or receiving unauthorized assistance during an examination; obtaining unauthorized information about an examination before it is given; using inappropriate or unallowable sources of information during an examination; altering answers after an examination has been given"
"Cheating includes but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student and; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion."

Plagiarism is "...submitting in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual's work without attributing that portion to the individual; neglecting to identify as a quotation, another's idea and particular phrasing that was not assimilated into the student's language and style or paraphrasing as passage so that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved ..." *"It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials."*

Free ridership is when a student working in a group project does not contribute the same amount of time and effort as the other individuals in the group. Rather the free rider benefits from the group with little or no contribution. This is considered academic dishonesty as well as unethical behavior, and will result in the student failing the course.

If a student is caught cheating or plagiarizing the student will receive an **F** for the course.

UH West Oahu has a license agreement with iParadigms, LLC for the use of their plagiarism prevention and detection service popularly known as *Turnitin*. Faculty may use *Turnitin* when reading and grading you assigned work may be submitted to and screened by *Turnitin*. *Turnitin* rates work on originality based on exhaustive searches of billions of pages from both current and archived instances of the Internet, millions of student papers previously submitted to *Turnitin*, and commercial databases of journal articles and periodicals. *Turnitin* does not make a determination if plagiarism has taken place. It makes an assessment of the submission's originality and reports that to the course instructor. These Originality Reports are tools to help your teacher locate potential sources of plagiarism in submitted papers.

All papers submitted to *Turnitin* become part of the *Turnitin* reference database solely for the purpose of detecting plagiarism. Use of *Turnitin* is subject to the Usage Policy as posted on the Turnitin.com website.

Dates	Topic and Readings	HW: Connect due Sun. at 11pm Quiz: Connect due Sun. at 11pm
Week 1 Aug26-Sep01	Introduction and Chapter 1 – Goals and Functions of Fin Mgmt	(Blackboard Collaborate meetings every Monday 6.30 – 8.30pm) HW: Discussion questions
Week 2 Sep 2 - 8	Chapter 2 – Review of Accounting (SLO1)	HW: Ch2 due 9/8 Quiz: Ch2 due 9/8
Week 3 Sep 9 - 15	Chapter 3 – Financial Analysis (SLO1, 5)	No homework due
Week 4 Sep 16 - 22	Chapter 3 – Financial Analysis cont. (SLO1, 5)	HW: Ch3 due 9/22 Quiz: Ch3 due 9/22
Week 5 Sep 23 - 29	Chapter 4 – Financial Forecasting (SLO1, 5)	HW: Ch4 PART 1 due 9/29
Week 6 Sep30 –Oct06	Chapter 4 – Financial Forecasting cont. (SLO1, 5)	HW: Ch4 PART 2 due 10/06 Quiz: Ch4 due 10/06
Week 7 Oct 7 - 13	Chapter 5 – Operating and Financial Leverage (SLO4)	HW: Ch5 due 10/13
Week 8 Oct 14 - 20	Chapter 6 – Working Capital (SLO 3, 4, 5)	HW: Ch6 due 10/20 Quiz: Ch6 due 10/20
Week 9 Oct 21 - 27	Review & MidTerm Exam on Chapters 1-6 Online Saturday 9am – Sunday 11pm	MidTerm Exam due 10/27
Week 10 Oct28 –Nov3	Chapter 7 – Current Asset Management (SLO 3,4 5)	HW: Ch7 due 11/3 Quiz: Ch7 due 11/3
Week 11 Nov 4 - 10	Chapter 8 – Short-term Financing (SLO 2, 3,4,5)	HW: Ch8 due 11/10 Quiz: Ch8 due 11/10
Week 12 Nov 11 - 17	Week Allocated to Business Project (SLO 5)	No homework due
Week 13 Nov 18 - 24	Chapter 9 – Time Value of Money (SLO 2)	HW: Ch9 due 11/24 Quiz: Ch9 due 11/24
Week 14 Nov25 – Dec1	Chapter 11 – Cost of Capital (SLO 4, 5)	HW: Ch11 due 12/01 Quiz: Ch11 due 12/01 Business Project Due 12/01
Week 15 Dec 2 - 8	Chapter 12 – Capital Budgeting (to page 386 only) (SLO 2,5)	HW: Ch12 due 12/08
Week 16 Dec 9 - 14	Final Exam Review and Exam 11Dec 6– 8pm at UHWO campus	