

## **Syllabus**

### **Business Finance 2303 (2022 fall semester)**

Instructor: Huiming Zhang

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August 2022

**Class time:** Mondays and Wednesdays 4:30 - 5:45 p.m., Aug 22 – Dec 9 (Adams Hall 0255)

**Final Exam:** Tuesday, 10:30 a.m. – 12:30 p.m., Dec 13 (Adams Hall 0255)

#### **Class Description:**

This class will teach you the basics of financial statement management and valuation models. You will learn about financial statement analysis, including the investigations of balance sheets, income statements, and cash flow statements. Time value of money is another important section in this course. You will discover the valuation of different categories of financial securities, including the valuation of bonds and stocks.

#### **Prerequisite:**

ACCT 2113 and declared business major. Basic statistics. Please see the details on One.ou.edu.

#### **Class materials:**

(1) Textbooks:

The only required (online) material is:

*"MindTap For Brigham/Houstons Fundamentals Of Financial Management, Concise Edition, 11th Edition"*

### Student Registration Video on How to Access Mindtap in Canvas

Enroll in your *MindTap* course in 3 easy steps:

1. Log into your Canvas account and click on the link for this course (you will not need a course key to register for *MindTap*).
2. Click any link to Cengage content to continue the registration process. Your Cengage course materials will open in a new tab or window, so be sure pop-ups are enabled (see the 'Disabling Your Pop-Up Blocker' section below to learn how!)
3. Link your Canvas account to your Cengage account. If you don't yet have a Cengage account, you can create one by clicking 'Create an Account'. We highly recommend using your school email address!

### Mindtap Navigation Tools

Use the links to learn more about navigating your *MindTap* course.

- [Getting Started With Mindtap](#)
- [Completing Activities in Mindtap](#)
- [View Your Progress in The Course](#)
- Are you clicking on your *MindTap* assignments and nothing seems to be happening? Don't worry, this is an easy fix! You simply need to disable your pop-up blocker. To do so, [visit this page](#) and follow the instructions for your browser.

### Cengage Mobile App

The *Cengage Mobile App* lets you study wherever and whenever the mood strikes. It features a full interactive ebook—readable online or off—with 24/7 course access, reminders and study tools to power on-the-go learning.

- [Click Here to get the App on Google Play](#)
- [Click here to Download the App from the App Store](#)

### Tech Support

Our US-based support team delivers answers and advice via 24/7 online chat, Twitter, live phone support (1-800-354-9706) and through our self-service website, which includes helpful articles, downloads, and tutorials. If you find that *MindTap* isn't loading properly, be sure to visit TechCheck to see if there's an outage. You may also wish to run the *MindTap* browser check and refer to the *MindTap* System Requirements to make sure that your browser is configured correctly.

### Student Office Hours for one-on-one Support

- **STUDENTS Zoom Link:** [https://info.cengage.com/DTS\\_OfficeHours\\_Southwest](https://info.cengage.com/DTS_OfficeHours_Southwest)

**Aug. 11,12:** 10am - 12pm

**Aug. 15,16,17,18,19:** 10am –12pm

**Aug. 22,23,24,25,26:** 10am – 12pm and **Aug. 23,24,25:** 1pm – 3pm

**Aug. 29,30,31 Sept.1,2:** 10am – 12pm and **Aug. 30,31 Sept.1:** 1pm – 3pm

**Sept. 6,7,8,9:** 10am – 12pm

**Sept. 12,13,14,15,16:** 10am – 12pm

### (2) Slides

Slides will be made available on Canvas before each class. Please check your Canvas frequently.

### **Class structure:**

Chapter 3. Financial Statements, Cash Flow, and Taxes

Chapter 4. Analysis of Financial Statements

Chapter 5. Time Value of Money

Chapter 6. Interest Rates

Chapter 7. Bonds and Their Valuation

Chapter 8. Risk and Rates of Return

Chapter 9. Stocks and Their Valuation

Chapter 10. The Cost of Capital

Chapter 11. The Basics of Capital Budgeting

## Chapter 12. Cash Flow Estimation and Risk Analysis

### Lectures:

- First, together as a whole class we will go through the reading assignment questions.
- Several "short lecture" style videos will be shown to help you review important concepts.
- After watching these videos, we will discuss the chapters' main contents by going through lecture slides together.
- I will then distribute group discussion sheets. So please sit with your assigned group members. (The groups will be posted on Canvas after first week and will be assigned by grouping students sitting close together.) In the group discussion sessions, please carefully review the questions on sheets, and discuss with your group mates the best solutions to the questions.
- Then we will move to our quiz session. Please complete the quiz questions independently. We will go over the quiz questions together.
- Before leaving the classroom, please remember to turn in your group discussion and quiz answer sheets and sign your full names on the attendance list.

### Grading policy:

#### 1. Participation (5%)

Attendance (5%)

**When class finishes, please remember to sign your names on the attendance list before you leave the classroom. Thanks.**

\*Initial will not be accepted. Please sign your full names. Thank you.

You can miss two lectures without any excuses. That is, if you only miss one lecture in the whole semester, your participation will be 5%. If you only miss two lectures in the whole semester, your participation will still be 5%. But if you miss three lectures, your participation grades will be deducted.

If you have to miss three or more lectures, please write me an email. Please note the email with written and valid excuses for missing the lecture. Accepted excuses include: medical emergency

with doctor's written notes (please show names and dates on the notes); religious holidays; scheduled surgeries, etc. All excuses must be accompanied by written legitimate proofs.

**\*\*I will give two course feedback surveys. One after each mid-term exams. That is, one course feedback survey will be distributed after mid-term exam #1, and another course feedback survey will be distributed after mid-term exam #2. These surveys help me better understand your needs and study experience in this course. Please let me know your concerns and questions by filling out these surveys. So I can resolve your problems in a timely order.**

2. Reading Assignment (10%)

I will assign the required reading assignment for each class. For schedules for reading assignments, please see "Schedule" at the end of this syllabus.

**Please complete the reading assignments on MindTap and finish the Knowledge Check questions after the readings.**

You have unlimited attempts for the Knowledge Check questions. However, please remember to **submit before their deadlines (the beginning of the next class time).**

3. Group Project (10%)

I will form you into a four to five people discussion group. Please sit together with your group mates.

I suggest each group form a GroupMe on your first meet-up. The chat group helps you connect with other group members.

**I will give you a group discussion sheet with several discussion questions in most classes.**

The discussion questions are similar but not identical to the *Self Test* questions in the textbook.

**On the discussion sheet, please write down your answers to these questions after discussing and reaching an agreement with your group mates. Each group only needs to turn in one answer sheet. Please remember to turn in the answer sheets to me before you leave the classroom.**

I will give you sufficient time for group discussion in each class. These discussion questions help check your understanding of the chapters. I will assign required reading for each class, and please complete the reading assignment before class. For detail on the reading assignment, please see 3.

4. **Quiz (10%)**

In most classes, you must complete a quiz and turn in your answers before leaving the classroom. The quiz schedule is at the end of this syllabus.

Quizzes are submitted as individuals. So, you will work with your group mates for class discussions but learn to solve the questions individually. Quizzes with the two lowest grades will be automatically dropped (echoing your two free class absences).

Quizzes will be graded on MindTap. You can only have one attempt. Late submissions will not be accepted.

5. **Assignments (30%)**

You need to submit ten assignments in MindTap. You need to submit one assignment for each chapter. Each assignment will be due on the day we finish the chapter's lecturing part. Due time is midnight of the date (11:59 p.m.)

**Deadlines: Each assignment's deadline will be made available on MindTap. They are also available in the "Schedule" at the end of this syllabus.**

Each assignment has 3 points (3%)

\*This policy will be enforced strictly this semester: if you submit your assignments late, points will be deducted by 50%; if you fail to submit an assignment, points will be reduced by 100% (0 points). No excuses for failing to submit an assignment (in time) can be accepted.

6. **Exams (35%)**

**Mid-term exam #1 (10%): Wednesday, 4:30 - 5:45 p.m., Sep 21 (Adams Hall 0255)**

20 multiple choice questions.

**Mid-term exam #2 (10%): Wednesday, 4:30 - 5:45 p.m., Oct 19 (Adams Hall 0255)**

20 multiple choice questions.

**Final exam (15%): Tuesday, 10:30 a.m. – 12:30 p.m., Dec 13 (Adams Hall 0255)**

30 multiple choice questions.

They are all **open-book exams**. So textbook, notes and slides are allowed in the exams. But you cannot discuss with others. You may use a calculator and bring some draft papers to your exams.

Exams are NOT cumulative. Each exam will not cover the chapters examined in prior exams. However, understanding these previous chapters is essential to interpreting and solving some exam questions.

**The exam questions are similar to the assignment/quiz questions with the same difficulty and types of questions. Please check assignment questions to be familiar with the questions in exams.**

**I will give you a sample exam before each exam. Sample exam grades will NOT be recorded and will NOT influence your course grade.**

\*If you cannot attend an exam at its scheduled time, please let me know before the exam. Please write me an email with your written notes and excuses. Please give at least three working days if it is not an emergent situation and please accompany the notes with valid proofs. If a legitimate reason is given, a make-up exam can be scheduled. Legitimate excuses include medical emergencies, religious holidays, scheduled surgeries, etc. Please discuss with me to ensure an appropriate make-up exam time for you.

A make-up exam is scheduled within one week after the initial exam.

**My office hours are 4:30 – 5:30 p.m. on Mondays and Wednesdays on Zoom:**

Topic: Huiming Zhang's Personal Meeting Room

Join Zoom Meeting

<https://oklahoma.zoom.us/j/8341636269?pwd=L2J5N2lEUmo0MTd2Y3o0TUJVVVC9vUT09>

Meeting ID: 834 163 6269

Passcode: 909113

If none of these office hours fit you, the first option is to post your questions on the discussion board – the Q&A session threads. Then check the answers after office hours. The second option is to email me to schedule an appropriate online or in-person meeting time.

#### Q&A sessions

Q&A session time: Tuesdays and Thursdays 4:30 - 5:45 p.m., Aug 22 – Dec 9

**I will answer your Q&A session questions on Canvas while hosting office hours. So, if possible, search on the Canvas discussion board to see if you can find a similar question.**

The Q&A sessions aim at resolving your confusion and concerns while studying for this course.

You may ask questions regarding the understanding of the chapters. For example, if you need elaboration on some critical new concepts, you may ask questions about your assignment grades. For example, when will the assignment grades be posted? (However, please use private chats if you are asking about your specific grades). You may ask questions about preparing for exams and concerns about your exam grades. For example, will you curve the mid-term exam grades?

Please post your questions by replying to the thread designated for the current Q&A session. For instance, post your questions in reply to the "Chapter 3" thread for questions on chapter 3.

#### **Grade:**

A:  $\geq 90\%$

B:  $< 90\%$  and  $\geq 80\%$

C:  $< 80\%$  and  $\geq 70\%$



D: <70% and >=60%

E: <60%

I will round up >=89.50 to A and >=79.50 to B.

This policy will be enforced strictly.

\*An ideal distribution of grades will be in a "bell" shape. The expected average grade for this course will be 85.00.

### **Communication:**

If you have any questions, don't hesitate to contact me via my email: [huimingzhang@ou.edu](mailto:huimingzhang@ou.edu).

### **Academic misconduct policy:**

Please do not copy your assignments, exams, or projects from or to others. For details about the student academic integrity code: <https://www.ou.edu/integrity/students>.

### **Accommodation:**

If you need any special accommodations (for instance, disability, pregnancy, childbirth, religious holidays), or have any urgent issues, please present with your written notice (plus approvals from <http://www.ou.edu/drc> for disability accommodation and <https://www.ou.edu/healthservices> for medical conditions) and email to me at [huimingzhang@ou.edu](mailto:huimingzhang@ou.edu) with sufficient time for me to help make the accommodation. Thanks.

### **Title IX:**

For any issues related to Title IX, please refer to: <https://www.ou.edu/eoo/institutional-equity-and-title-ix-office>.

## Schedule

#	Date	Chapters	Reading assignment	Assignment	Group discussion	Quiz
1	8/22	Syllabus			✓	✓
2	8/24	Chapter 3	✓		✓	✓
3	8/29	Chapter 3		✓	✓	✓
4	8/31	Chapter 4	✓	✓	✓	✓
5	9/5	<u>Labor day</u>				
6	9/7	Chapter 5	✓		✓	✓
7	9/12	Chapter 5			✓	✓
8	9/14	Chapter 5		✓	✓	✓
9	9/19	Review				
10	9/21	<b>Midterm 1</b>				
11	9/26	Chapter 6	✓	✓	✓	✓
12	9/28	Chapter 7	✓		✓	✓
13	10/3	Chapter 7			✓	✓
14	10/5	Chapter 7		✓	✓	✓
15	10/10	Chapter 9	✓		✓	✓
16	10/12	Chapter 9		✓	✓	✓
17	10/17	Review				
18	10/19	<b>Midterm 2</b>				
19	10/24	Chapter 8	✓		✓	✓
20	10/26	Chapter 8			✓	✓
21	10/31	Chapter 8			✓	✓
22	11/2	Chapter 8		✓	✓	✓
23	11/7	Chapter 10	✓		✓	✓
24	11/9	Chapter 10		✓	✓	✓
25	11/14	Chapter 11	✓		✓	✓
26	11/16	Chapter 11			✓	✓
27	11/21	Chapter 11		✓	✓	✓
28	11/23	<u>Thanksgiving</u>				
29	11/28	Chapter 12	✓		✓	✓
30	11/30	Chapter 12			✓	✓
31	12/5	Chapter 12		✓	✓	✓
32	12/7	Review				
33	12/13	<b>Final</b>				