

Business Administration 318: Value through Capital Online Course Syllabus

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Class Location: online
Phone: 346-2836 (email is better)
CRN: 31244

Online classes:

Online classes are offered for students who are unable to attend regular classes (because of job or other commitments, distance from Eugene, etc.). Also, some students take online classes because they prefer the flexibility that an online class adds to their schedule. The material in online finance classes is the same as that in lecture finance classes, and the exams, all multiple choice, are extremely similar in format and difficulty. However, online classes require more discipline by students than regular classes given the necessity of mastering the material primarily from the textbook and related sources (both offline and online).

Online classes are harder, not easier, than lecture classes. To succeed in an online class, you must be extremely motivated and well organized. Additionally, you will need to schedule a reservation to take the midterm and final exams. Please read this syllabus and the course orientation carefully.

If you lack basic math or algebra skills you should not take this class online.

Required:

Essentials of Corporate Finance, 6th ed., by Ross, Westerfield and Jordan, available in the bookstore. You are responsible for readings out of this text.

High speed internet access is required. This is widely available on campus. If you are not near campus it is your responsibility to ensure you have consistent access to complete requirements.

Software: You will need to be able to open Microsoft Office 2007 files and view HTML files. Mozilla Firefox is the recommended web browser. Free downloads of converters are available for the 2007 Office files.

Calculator: You need a calculator. It does not need to be a financial calculator. It does need to be able to take a square root, find a natural log (have the LN or ln button), and raise to a power (exponent) besides two. You should be able to get a calculator for under \$20. One example would be the Texas Instruments TI-30XIIS which about \$16. If you already have a graphing or financial calculator that is fine as well. There is a lot of math in this class and basic math skills are expected. You should take the traditional face to face class if you lack these skills as there is more access to individual help.

Blackboard Web Site: <http://blackboard.uoregon.edu>

This course will be conducted entirely through the Blackboard (BB) website and therefore it will be used to distribute course materials, complete course requirements and communicate. You will use your “uoregon.edu” email account user name and password to sign in. If you need technical

help, the Computing Center Micro Services in 151 McKenzie Hall (346-4412) can assist with browser problems or logins. You may also visit the Knight or Science Library ITC for additional help using Blackboard.

Please see the course orientation for more information about how the course will operate within Blackboard.

Course Objective:

To provide students with a non-technical introduction to the basic principles of finance, such as the time value of money, asset and equity pricing, capital budgeting and risk and return. We will not develop these ideas rigorously, but will instead focus on practical applications of these concepts to financial problems.

By the end of this course, students will be able to:

1. Articulate knowledge of corporate governance
2. Solve time value of money problems
3. Describe characteristics and calculate value of debt and equity
4. Analyze investment opportunities using net present value analysis
5. Use portfolio and market efficiency theories to make investment decisions
6. Calculate the weighted average cost of capital for a firm

Course format:

This is an online course, there will be no face to face classroom instruction.

Each week, except the midterm and final week, you will be required to do the following:

1. Read a chapter(s) from the required text to give you a foundation for the material we will focus on that week.
2. View a narrated slideshow(s) for the chapter(s).
3. Review instructor notes posted on BB. These instructor notes will serve as a supplement to the text, providing additional sample problems, practice problems, and highlights of important information.
4. Complete an online quiz to assess your learning. (Due each week Sunday by 9:00 pm pacific time)
5. A helpful additional thing you can do each week is the suggested practice problems from each chapter of the text. These are not to be turned in or graded. The solutions to the end of chapter problems are posted under course documents.

It is very important you read both the text and the instructor notes each week. While there is some overlap, they each have information that is not covered in the other. You will miss a significant portion of the material if you skip either.

Student Engagement Inventory:

4 credits will be earned with a passing grade in this course. Per university guidelines, a 4-credit course should list 120 hours of activities in which students are engaged over the course of the

term. Realize that you should therefore **expect to spend an average of 12 hours per week** on this class.

| Educational activity | Hours student engaged | Explanatory comments |
|---|-----------------------|--|
| Course attendance | 0 | The course will be completely online and hours engaged will consist of the remaining activities in this table. |
| Assigned readings and viewings | 50 | Includes text, narrated slideshows, and instructor notes. |
| Practicing problems from text and lecture notes | 40 | An essential component to learning the material. |
| Online interaction | 15 | Specifically discussion boards, asking questions, reading other students' questions. |
| Quizzes and exams | 15 | This time allotment assumes you are prepared for the assessment, having completed the assigned readings etc. Each quiz or exam will take significantly longer if you are unprepared. |
| Total hours: | 120 | |

Course outline:

| Week | Topic |
|-------|--|
| 1 | Course orientation, Chapter 1: introduction to financial management |
| 2 | Chapter 4: TVM: single cash flows |
| 3 | Chapter 5: TVM: multiple cash flows |
| 4 | Chapter 6: Bonds and other debt |
| 5 | Chapter 7: Stock characteristics, markets, and valuation |
| 6 | MIDTERM EXAM (DEADLINE: SATURDAY 05/09/09) |
| 7 | Chapter 8 & 9: NPV and alternatives, capital budgeting |
| 8 | Chapter 10: Lessons from capital market history (includes market efficiency) |
| 9 | Chapter 11: Risk and return |
| 10 | Chapter 12: Cost of capital |
| Final | FINAL EXAM (DEADLINE: THURSDAY 06/11/09) |

Exams:

There will be a proctored midterm and final. Unlike in regular classes, exams for online classes are taken at a day and time chosen by the student, but **must be taken by the exam deadline**. In addition, **a reservation is required to take the exam**. It is encouraged that students coordinate

their online exams with exams for other classes in order to minimize conflicts and create "space" for exam preparation for each course. Because the exam dates are flexible (subject to the requirement that they meet the deadline), it is not possible for students to obtain a copy of an exam after completing the exam or course.

Exams will be closed book, closed notes. You may use a calculator and formula sheets will be given to you.

EXAMS FOR STUDENTS LIVING IN AND NEAR EUGENE. Local students take exams in the Social Science Instructional Laboratory (SSIL) located in 445 McKenzie Hall. These on-campus tests are given by appointment only. Before scheduling an exam, you must complete "On-Line Test Taking Introduction" located at the distance ed webpage -- <http://distanceeducation.uoregon.edu/> -- after clicking in the center of the webpage that begins "Click to get your test-taker ID...." After completion of this introduction, you will be given a Test-Taker Personal Identification number and password, which will enable you to log on to the Test-Taker Home Page from the distance ed webpage. From the Test-Taker Home Page, you can make appointments to take exams, cancel appointments, see your exam scores, change your test-taker password, email me, and more. If you have further questions about testing, contact de@ssil.uoregon.edu.

Important: you must complete the On-Line Test Taking Introduction by the end of the first week of class. It can be found at the distance ed website listed above.

EXAMS FOR STUDENTS WHO DO NOT LIVE NEAR EUGENE. If you do not live near Eugene, see http://distanceeducation.uoregon.edu/information/off_campus. For instructions, see the information on the subsequent pages. Note that by the end of the first week of class, you must obtain a proctor and have the proctor approved by SSIL. To check for approval, fill out the "remote site request form" on the web page, and forward it to SSIL. SSIL will then notify you if your proposed proctor is acceptable. If you have further questions on testing, contact de@ssil.uoregon.edu. **Important: you must obtain approval of the proctor by the end of the first week of class.**

Grading:

There will be a total of 9 quizzes, one for each week except the midterm and final week. I will drop your lowest quiz grade and the remaining 8 will be worth 40% of your grade. The midterm and final exam will each be worth 30% of your final grade.

I do not accept any late quizzes or exams for any reason. Be aware that the quizzes simply disappear from Blackboard at exactly 9:00 pm PST so you cannot submit something late. The one dropped quiz is built-in flexibility to allow for technology issues, personal emergencies, etc. In order to be fair to all students, please do not ask for special consideration. There are no make-ups for exams, you must meet the deadlines or you will receive a zero.

If you are unable to meet the course requirements you should drop or withdraw from the class.

There is no curve, and there is no extra credit. If you cannot meet the requirements for the class you need to withdraw.

Here is an outline of the letter grade criteria in this course:

| Average | Letter grade |
|----------------|---------------------|
| 98-100% | A+ |
| 94-97% | A |
| 90-93% | A- |
| 87-89% | B+ |
| 84-86% | B |
| 80-83% | B- |
| 77-79% | C+ |
| 74-76% | C |
| 70-73% | C- |
| 65-69% | D |
| Below 65% | F |

I round up anything .50 and higher. The last day to withdraw from classes with a “W” is 5/17/09.

Questions/Virtual Office Hours:

Each week’s learning module will have a discussion board where you should post questions you have about that week’s material. You should feel free to add to, answer, or comment on others’ questions. If you have general course questions, please post them on the “Hey, Deb?” discussion board. If you have a question that relates to your grade, or something else of a personal nature, please use email to communicate with me. The discussion board is not graded and you do not need to participate on it. Your communication on the discussion board should be professional, respectful, spellchecked, and not use abbreviations. I reserve the right to drop your grade by half a letter grade if you do not abide by this rule.

Please expect a response on either the discussion board or via email within 48 hours. I check the site and my email frequently and may get back to you sooner, but if you expect 48 hours you will not be disappointed.

Special Needs:

If you have a documented disability or can foresee some need for special consideration, please contact me no later than the second week of class with appropriate documentation.

Academic Integrity:

Personal integrity and professional conduct are important aspects of business, and also one’s personal life. The University has a Student Conduct Code, and the Lundquist College of Business has a Code of Professional Business Conduct. Both of these codes can be found online and should serve as guidelines to behavior regarding this class.

In order to ensure fairness on behalf of the majority of honest students, I will refer anyone suspected of academic dishonesty to the Office of Student Judicial Affairs. There are no exceptions to this policy under any circumstances. If the Office of Student Judicial Affairs

finds a student guilty of academic dishonesty, the student will receive an “F” for the course in addition to any punishment determined by the Office of Student Judicial Affairs.

Braddock tutoring center:

The Braddock Tutoring Center in 203 Peterson offers free tutoring on a drop-in basis. The hours are 10-5 Monday - Thursday beginning the second week of the term.

I reserve the right to change any of this information due to unforeseen circumstances or to better meet the goals of the course.