BUS 331 – Section 006C  
Essentials of Finance  
Spring 2013

**Professor:** Cliff R. Moll, Ph.D.  
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**E-mail:** mollc@uwosh.edu  
**Telephone:** (920) 424-1091

**Meeting Times:** Monday and Wednesday 3:00 to 4:00 p.m.

**Office Hours:** Monday and Wednesday: 4:00 to 5:00 p.m.  
Friday: 3:00 to 4:00 p.m.

**Prerequisites:** Bus 204.

**Course Description:**  
Business 331 is an introductory finance course designed to expose students to basic principles, concepts and tools used in the field of finance. Examples of topics covered include, but are not limited to, sources and uses of funds, time value of money, capital budgeting, stock and bond valuation, risk and return, and the cost of capital.

**Required Materials:**  
- Calculator: I will be using a *TI BAII Plus* for all in class calculations. Students will find it easiest to follow along during class if they also use a TI BAII Plus calculator. The TI BAII Plus calculator can be found at most retail stores for less than $35. Students using anything other than the *TI BAII Plus* calculator will be held responsible for learning how to use their own calculators.

**Course Coverage:**  
I will cover chapters 1-3 and 5-10, 12-14 and 16 as time permits. Students are expected to read the assigned chapters carefully before each class.

**Course Objectives:**  
This course is intended to be an introductory course and the foundation for future courses in finance. The primary learning objectives of the course are to:  
- Help students develop an understanding of important financial concepts  
- Familiarize students with the types of decisions typically encountered by financial managers  
- Aid in the development of analytical techniques often employed by financial managers in the financial decision making process
Attendance Policy:
I expect students to be on time to all class meetings. Tardiness is a distraction to other students. As such, it is my discretion to allow tardy students to enter the classroom. Class attendance and participation is an essential part of learning the material presented in the course. It has been my experience that students who have received course grades of D or F have missed a number of class meetings. I will not take attendance each day; however, I do reserve the right to give random attendance assignments. Each attendance assignment will consist of one question from the required material. Each student who answers the question correct will have three percentage points added to their next exam score. Each student who answers the question incorrect will have two percentage points added to their next exam score. Finally, each student who does not turn in an attendance assignment will not receive any additional points on their next exam. The purpose of attendance assignments is to reward regular class attendance.

Homework:
Students are expected to complete the assigned readings prior to class meetings. End of chapter problems will be assigned as the course progresses. I will not collect and grade students’ homework; however, the level of preparation time a student puts into an exam is highly correlated with the grade that student receives on his/her exams. I strongly suggest that students do not simply memorize steps to follow in order to solve homework problems. Instead, students should slowly work their way through each problem asking themselves what the purpose of each step of the problem is. My experience has shown me that the best performing students are those who follow this simple approach.

Participation:
I expect students to attend class regularly as students who attend class regularly tend to perform much better than students who do not. Class participation is subjective and will be used by me to assess students with borderline grades. For example, if a student has earned a 91.2%, and has actively participated throughout the semester, I will consider moving their grade up to an “A” from and “A-”. However, if a student has earned a 90.3% and has been regularly absent from class, I will consider moving their grade from an “A-” to a “B+”.

Please keep in mind that attendance is not the same as participation. Students may participate in class by asking and/or answering questions related to the material covered by me during course.

Quizzes:
I reserve the right to administer both in-class quizzes and take-home quizzes throughout the semester. I usually administer at least 3 quizzes per semester. Quizzes will be equally-weighted and count towards 22% of the student’s final grade. Quizzes may be either announced or unannounced. Quiz questions may come from the assigned homework problems, from my lecture notes and/or from the assigned readings.

Examinations:
There will be a total of three exams. Each exam is worth 26% of the final grade. Exams will be given on regularly schedules class meeting days (either in class or in the testing center). It is the student’s responsibility to come prepared. On exam days, students are expected to bring a:
- Working mechanical and/or number two pencil and eraser
- UW Oshkosh Student I.D.
• Financial calculator

NOTES:
  a.) I can not be expected to have extra pencils, erasers, or calculators for students to use during exams.
  b.) I reserve the right to deduct points for disturbances during classes and exams. So please make sure to turn off all cell phones, pagers, and other possible distractions prior to coming to class. Additionally, no baseball caps may be worn on exam days.

Tentative Exam Schedule (percentage of total course grade) and covered material. Please note that material covered by each exam is subject to change:

Exam 1 (26%): Chapters 1, 2, 3, 5, 6 (February 27th)
Exam 2 (26%): Chapters 7, 8, 9, 10 (April 10th)
Exam 3 (26%**): Chapters 12, 13, 14, 16 (May 8th)

I will entertain requests by students to take an exam early if and only if a legitimate conflict arises. Requests to take an exam early must be made at least ten calendar days prior to the scheduled exam and are subject to my approval.

For students not taking the cumulative final exam, each of the three exams will be equally weighted (each worth 26% of final grade). If a student is unable to take an exam at the scheduled time, they must contact me prior to the exam to indicate why they are unable to take the scheduled exam. Failure to do so will result in a grade of zero on the exam with no possibility for a makeup exam.

** Students who miss one of the first two exams will be required to take a cumulative final exam as their makeup exam. The score that is received on the cumulative exam will be double counted (i.e. the exam will be given a weight of 52%).
  Note: Students who miss more than one exam will automatically fail the course. There will be no exceptions to this policy, so please try to make it to all scheduled exams.

Each exam will consist of multiple choice and true/false questions. Exams are to be closed book in nature. However, students will be allowed to use a 4”x6” note card (front and back) to complete each exam.

Grading Criteria:
  Grades will be assigned based on individual performance on exams and quizzes:
  • Exams 78%
  • Quizzes 22%
  • Participation* Used in determination of borderline grades
Tentative Grading Scale:
The tentative grading scale is as follows:

- **A**: 92% and higher
- **A-**: 90.0% - 91.9%
- **B+**: 88.0% - 89.9%
- **B**: 82.0% - 87.9%
- **B-**: 80.0% - 81.9%
- **C+**: 78.0% - 79.9%
- **C**: 72.0% - 77.9%
- **C-**: 70.0% - 71.9%
- **D**: 60.0% - 69.9%
- **D-**: 58.0% - 59.9%
- **F**: Below 58%

General Policies:
- **Communication:**
  - The best way for students to contact me is via E-mail. Please be sure to include “Bus 33” in the subject line of all e-mails sent to me. I am readily available to students outside of class during my scheduled office hours (or by appointment). I am in my office throughout the week outside of my office hours, so please feel free to drop by if you have any questions, even if it is not during my office hours.
  - Given the complicated nature and length of many of the assigned problems, I prefer to answer questions in person. That said, I understand the busy schedules of students and will do my best to answer questions as they arise.
  - I will try to assist students as much as possible in reviewing for exams. However, please keep in mind that I will not be able to set aside large blocks of time right before an exam to help students review. Therefore, it is important to keep up with the assigned readings and problems.

- **ADA Statement:**
  - If a student believes that they have special needs as addressed by the Americans with Disabilities Act, they should notify me immediately (within the first week of class) so that I can make all the necessary arrangements.

- **Cheating:**
  - Academic Dishonesty is a serious offense and will not be tolerated. The University of Wisconsin Oshkosh is committed to a standard of academic integrity for all students. The system guidelines state: “Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors.” (Section UWS 14.01, WI Administrative Code). Students are subject to disciplinary action for academic misconduct, as defined in Section UWS 14.03, WI Administrative Code.
    - Students are encouraged to review the procedures related to violations of academic honesty as outlined in Chapter 14, WI Administrative Code (www.uwosh.edu/dean/08.09DisciplinaryCode.pdf).
  - **Students who are caught cheating will receive an automatic grade of F for the course.**
<table>
<thead>
<tr>
<th>Week #</th>
<th>Day</th>
<th>Ch. Covered</th>
<th>Topic</th>
<th>Due</th>
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<td>01/28/2013</td>
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<td>Introduction to Corporate Finance</td>
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<td>01/30/2013</td>
<td>2</td>
<td>Financial Statements, Taxes, and Cash Flow</td>
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<td>02/04/2013</td>
<td>2 &amp; 3</td>
<td>Financial Statements, Taxes, and Cash Flow/Working with Financial Statements</td>
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<td>Time Value of Money</td>
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