



Saint Martin's  
UNIVERSITY

## BA 300 - Principles of Finance

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- Session:** Spring Session 01      16 JAN 18 - 10 MAY 18
- Time:** MWF 10:00-10:50
- Location:** Harned – Room 109
- Instructor:** Edward J. Barton, JD, CFA, CPA
- Email:** [ebarton@stmartin.edu](mailto:ebarton@stmartin.edu)
- Phone:** 360-438-4534 (office)
- Office:** 206 Old Main, Lacey Campus
- Text:** Besley & Brigham, CFIN<sup>5</sup> Corporate Finance, 4LTR Press,  
ISBN 978-1-305-66165-3
- Course Descriptor:** Asset management, short-term and long-term financing, capital structure, cost of capital and capital budgeting. Prerequisites: ACC 201 and ACC 202; MTH 201
- Learning Objectives:** Students will develop an understanding and basic proficiency in general Corporate Finance skills, including asset management, basic financial statement analysis, capital budgeting, corporate financial structuring, working capital management and corporate financial planning.
- Course Expectation:** Much of the information will be covered in class. Class attendance and participation is expected. I intend to record each class and post it to Moodle and YouTube in the event you are unable to attend or wish to review a concept. All tests will be full “open” book, open notes and use of a laptop computer is both permitted and encouraged. The Mid-Term exam will be a take home test, while the Final Exam will be held in class. Points will be deducted for late work or missing assignments.
- Evaluation:** Class Attendance and Participation      15%

Online Assignments	25%
Mid-Term Exam	30%
Final Exam	30%

<b>Grades:</b>	Letter	Percent	Grade Point
	A	100-94%	4.00
	A-	93 - 90%	3.67
	B+	89 - 87%	3.33
	B	86 - 84%	3.00
	B-	83 - 80%	2.67
	C+	79 - 77%	2.33
	C	76 - 74%	2.00
	C-	73 - 70%	1.67
	D	60 - 70%	1.00
	F	59 - 0%	0.00

**Schedule:**      **SUBJECT TO CHANGE**

Week 1 (17 & 19 Jan)	NO CLASS JAN 15 Introductions Review Syllabus Online Assignment Walkthrough Read & Discuss      Chapter 1 Understand Key Concepts of Managerial Finance
Week 2 (22-26 Jan 18)	Read & Discuss      Chapter 2 Understand Financial Statement Analysis. QUIZ - Ch 1 DUE
Week 3 (29 Jan - 2 Feb)	Read & Discuss      Chapter 3-4 Understand Financial Environment and Markets. (We may start Ch 4 - Time Value of Money as well) QUIZ - Ch 2 DUE
Week 4 (5-9 Feb 18)	NO CLASS FRI FEB 9 Read & Discuss      Chapter 4 Understand the Time Value of Money THIS IS A CRITICAL CONCEPT QUIZ - Ch 3 DUE
Week 5 (12-16 Feb 18)	Read & Discuss      Chapter 5 Understand the Cost of Money THIS IS A CRITICAL CONCEPT QUIZ - Ch 4 DUE
Week 6 (19-23 Feb 18)	NO CLASS MON FEB 19 Read & Discuss      Chapter 6&7 Understand Stock & Bond Valuation

QUIZ – Ch 5 DUE

Week 7 (26 Feb-2 Mar 18) Read & Discuss Chapter 6&7  
Understand Stock & Bond Valuation  
QUIZ – Ch 6 DUE

Week 8 (5-9 Mar 18) Read & Discuss Chapter 8  
Understand Risk & Return Concepts  
THIS IS A CRITICAL CONCEPT  
QUIZ – Ch 7 DUE

Week 9 (12-16 Mar 18) NO CLASSES

Week 10 (19-23 Mar 18) Read & Discuss Chapter 9  
Understand Capital Budgeting  
THIS IS A CRITICAL CONCEPT  
MIDTERM (Ch 1-8) DUE (Online)

Week 11 (26-30 Mar 18) NO CLASS MARCH 30  
Read & Discuss Chapter 10  
Review Midterm  
Understand Project Budgeting  
QUIZ Ch 9 DUE

Week 12 (2-6 Apr 18) NO CLASS APRIL 2  
Read & Discuss Chapter 11  
Understand the Cost of Capital  
THIS IS A CRITICAL CONCEPT  
QUIZ Ch 10 DUE

Week 13 (9-13 Apr 18) Read & Discuss Chapter 12-13  
Understand Capital Structure and Dividend Policy  
QUIZ Ch 11 DUE

Week 14 (16-20 Apr 18) Read & Discuss Chapter 14-15  
Understand Working Capital Management  
QUIZ Ch 12-13 DUE

Week 15 (23-27 Apr 18) Read & Discuss Chapter 16  
Understand Finance and Strategic Planning  
QUIZ Ch 14-15 DUE

Week 16 (30 Apr - 4 May 18) NO CLASS MAY 4  
Finals Review

FINAL EXAM

Week of 7 May – Date & Time TBD

**Extra Credit:** There are two options for extra credit.

1. You may submit a financial analysis of a publically traded company, using the methods learned in Chapter 2. The analysis should show all work and arrive at a conclusion (invest, do not invest, extend credit, do not extend credit, etc.) based on your unique assessment. The analysis should be between 2 and 3 pages in length, inclusive of spreadsheets. Spreadsheets should be submitted electronically. (10 extra points on final exam)
2. You may review an article from the *Economist* or similar periodical, and provide an analysis relating the information contained in the article to the concepts learned in this course. The review should be a minimum of 1 and no longer than 2 pages in length, using APA citations and business writing style. (5 extra points on final exam)

**Important Info:** To succeed in this class, you **MUST** complete the assigned readings and problems. Additionally, class attendance is critical to learning the material. The exams will be based on what is covered in class.

Any Academic Dishonesty violation (See the SMU Student Handbook at <https://www.stmartin.edu/sites/default/files/smu-files/student-affairs/student-handbook-2016-2017.pdf> ) may result in a failing grade and disciplinary action by the University. While many of the assignments and the Mid-Term exam are “take home” and “open book”, **they are to be completed individually and independently.**

### How to Get Started with Moodle

1. Visit:  
<http://moodle.stmartin.edu>
2. See “Getting Started with Moodle 2.9,” and “Frequently Asked Questions” in the pane entitled “NAVIGATION” in the left margin.
3. LOGIN with your Saint Martin’s username and password when ready. For username and password help, see:  
<https://www.stmartin.edu/directory/integrated-technology-services/technology-help>

### Helpful Links

- Link to Saint Martin’s undergraduate Academic Catalog 2016-2017
  - <https://www.stmartin.edu/sites/default/files/smu-files/registrar/undergrad-catalog-16-17.pdf>
- Link to 2016-2017 Student Handbook:
  - <https://www.stmartin.edu/sites/default/files/smu-files/student-affairs/student-handbook-2016-2017.pdf>
- Link to “student resources” for Extended Learning Division students  
<https://www.stmartin.edu/directory/extended-learning-division/student-resources>
- Link to emergency/weather information:

- <https://www.stmartin.edu/directory/office-public-safety>
- Link to sign up for e2campus emergency alert text messaging:
  - <https://www.e2campus.net/my/stmartin/signup.htm>
- Link to Office of Registrar forms:
  - <https://www.stmartin.edu/forms?topic=Registrar>

### **Saint Martin's University and the O'Grady Library**

The O'Grady Library collections and services are available to all Saint Martin's University students, regardless of physical location. To explore the collections, services and research tools available, visit the O'Grady Library homepage:

<https://www.stmartin.edu/academics/academic-resources/ogrady-library>

### **Research assistance**

- Appointments
  - Librarians are available to make either in-person or phone appointments with individuals and/or groups working on research projects. The librarians can do a general tour of the library, orient you to the services and collections available or provide in-depth instruction on using the research tools available for your class. To request a consultation, please use the form:

<https://www.stmartin.edu/academics/academic-resources/ogrady-library/research/consultations>

- Chat service
  - The library also partners with a nationwide group of librarians to offer a chat service 24 hours a day, 7 days a week. Working late on a paper and not sure where to start? The chat service librarians can access almost all of the library's resources and can often help you get started on a project or help you figure out if something is available. To start a chat, go to:

<http://tinyurl.com/dyaew23>

- Research guides
  - The library also has a series of research guides that pull together key databases, reference sources and websites that are particularly useful in a subject area. To explore the research guides, go to:

<http://stmartin.libguides.com/>

- How do I...? tutorials
  - The O'Grady Library has a collection of "how to" tutorials designed to help you get started on research at the library. To explore the tutorials, go to:

<http://stmartin.libguides.com/tutorials>

### **Administrative Requirements**

#### ➤ **Academic Integrity**

Because of their importance, the academic policies and procedures related to academic dishonesty are copied here from pages 45-47 of the 2016-2017 academic catalog.

#### **What is Academic Integrity?**

**Saint Martin's University is a community of faculty, students and staff engaged in the exchange of ideas in the ongoing pursuit of academic excellence.**

Essential to our mission is a focused commitment to scholarly values, intellectual integrity, and a respect for the ideas, beliefs and work of others. This commitment extends to all aspects of academic performance. All members are expected to abide by ethical standards both in their conduct and their exercise of responsibility to themselves and toward other members of the community. As an expression of our shared belief in the Catholic Benedictine tradition, we support the intellectual, social, emotional, physical, and spiritual nurturing of students.

**What is Academic Dishonesty?**

Saint Martin's University defines Academic Dishonesty as violating the academic integrity of an assignment, test, or coursework. This occurs when students seek to gain for themselves or another, an academic advantage by deception or other dishonest means. All students have a responsibility to understand the requirements that apply to particular assessments and to be aware of acceptable academic practice regarding the use of material prepared by others. Therefore, it is the student's responsibility to be familiar with the University's policies surrounding Academic Dishonesty.

**What are the Most Common Forms of Academic Dishonesty?**

Academic dishonesty includes but is not limited to:

1. Submitting material that is not yours as part of your course performance, such as submitting a downloaded paper off the Internet.
2. Using information or devices not allowed by the instructor (such as digital devices, formulas or a computer program or data).
3. Using unauthorized materials (such as a copy of an examination before it is given).
4. Fabricating information, such as data for a lab report.
5. Falsifying the results of your research; presenting as true or accurate material that you know to be false or inaccurate.
6. Collaborating with others on assignments without the instructor's consent; when the assessment is a task designed for individuals and in which individual answers are required such as on-line assessments.
7. Misrepresenting one's own work, which includes: submitting the same paper or computer program, or parts thereof, for credit in more than one course without prior permission of each the instructor.
8. Misrepresenting one's attendance in classes or at events required of students enrolled in the course (e.g., viewing films, attending concerts, or visiting museums).
9. Other forms of dishonest behavior, such as having another person take an exam for you, altering exam answers and requesting the exam be re-graded, communicating with anyone other than a proctor or instructor during the exam or grade tampering.
10. Assisting others to commit dishonest practice including impersonating another student in a test or examination, writing an assignment for another student, giving answers to another student in a test or examination by any direct or indirect means, and allowing another student to copy answers in a test, examination or any other assignment.

Plagiarism includes but is not limited to:

1. **Unintended Plagiarism: Level One.** Although it is not intended, unintentional plagiarism is treated as dishonest practice. It is usually due to lack of care, naivety, and/or to a lack of understanding of acceptable academic behavior. This kind of plagiarism is easily avoided and is dealt with by the instructor and the Chair. The Provost is notified.
2. **Intentional Plagiarism: Level Two** Intentional plagiarism is gaining academic advantage by copying or paraphrasing someone else's work and representing it as your own, or helping someone else copy your work and represent it as their own. It also includes self-plagiarism which is when you use your own work in a different paper or program without indicating the source. As with other dishonest practices, intentional plagiarism is treated very seriously by the University.

#### **ACADEMIC DISHONESTY AND THE APPEALS PROCESS**

The following steps are followed for incidents of cheating and plagiarism and their appeal:

- a) The professor encounters an incident that he or she judges to be cheating or plagiarism. The professor prescribes a penalty in keeping with the seriousness of the offense. The professor files an incident report with the Dean, with a copy to his/her Department Chair and Provost within seven days of notifying the student of the penalty. A copy of the incident report is provided to the student.
- b) The student either accepts the penalty or files a written appeal with the Chair of the professor's department. The appeal must specify the grounds or reasons for the appeal, whether the student is appealing the charge of cheating/plagiarism, and/or the severity of the penalty prescribed.
- c) The Chair renders a decision on the appeal within five business days and informs the student in writing with a copy to the Dean and the Provost. The student accepts the decision of the Chair or writes to the Dean within five business days seeking further review of the appeal. The student may not submit additional documentation at this stage.
- d) The Dean reviews the appeal and informs the student of his/her decision within five business days, with a copy to the Chair and Provost. The Chair informs the Professor. The student may accept the decision of the Dean or within five business days, ask the Provost to additionally review his/her appeal.
- e) The Provost's decision on the appeal, made within five business days of receiving a written request for review of the appeal by the student, is final.
- f) The Department Chair, Dean, or Provost may constitute ad hoc Appeals Committee(s) to hear the case. This committee, if constituted, must include two faculty members and may also include the ASSMU President or his or her designee. The ad hoc Appeals Committee hears the case, investigates the circumstances surrounding it, and based on the facts of the case, advises the Chair, Dean, or Provost, as appropriate. The Provost's decision on the appeal is final.
- g) In serious cases, the appeals committee or the Provost may recommend suspension or expulsion of the student from the University.
- h) Multiple cases of proven cheating or plagiarism by a student will result in expulsion from Saint Martin's.

- i) In seeking to suspend or expel the student, the Provost may seek the recommendation of the Academic Standards Committee. The Provost's decision constitutes the final appeal in these cases.

What are the components of an "Incident Report?"

1. The above policy should accompany the "Incident Report."
2. The "Incident Report" should specifically remind the student of the right of appeal and how to appeal.
3. The "Incident Report" includes the following:
  - a. The date of the incident.
  - b. The name and student ID of the student involved.
  - c. The course number and description.
  - d. A description of the assignment.
  - e. A description of the act or acts of academic dishonesty.
  - f. Evidence and/or documentation supporting the conclusion that academic dishonesty occurred.
  - g. A detailed description of the penalty.

➤ Disabilities Support Service Explanation

Access/Disability Services: Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (ADA) mandates colleges and universities to provide "reasonable accommodation" to any enrolled student with a disability. The law protects the student's rights to have an equalized opportunity for learning and for participating in campus programs and activities. Students have the right to services and reasonable accommodations providing they meet the basic requirements to perform activities of the program. Saint Martin's University Student Services includes a Disability Support Services office which works with students and potential students. We arrange those accommodations that allow our students to participate in classes and activities and have equal access to a full education here at the university alongside their fellow students, in whatever format the class is offered.

Students with medically recognized and documented (permanent or temporary) disabilities and who are in need of accommodation have an obligation to notify the University of their needs. Students who are in need of accommodation should first contact Disability Support Services, Lower Level O'Grady Library, 360-438-4580. If you need accommodations because of a disability, if you have emergency medical information that would be helpful for me to know, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible.

➤ Procedures for Requesting and Receiving an Incomplete Grade ("I")

- Prior to the last week of the semester, the student must discuss with his/her faculty member the reason for the request of an "I" grade, and submit to the faculty an "Incomplete Form" which details the work yet to be completed. (See the "Helpful Links" section above for a link to the Registrar's "forms" webpage.)
- The faculty member must indicate on the form the letter grade the student will earn if she/he fails to complete the required coursework by the specified



deadline (typically to be completed by the end of the following regular semester). Extension requests for up to an additional semester can be approved by the faculty member, who must notify the Registrar's Office of the extended time. Appeals for time beyond one year must be submitted by the student directly to the Provost.

- The faculty member may add additional comments relating to the reasons for the Incomplete grade, and must include the specific work required to remove the Incomplete grade before approving the request with his/her signature.
- The student must submit the approved "Incomplete Form" to the Office of the Registrar prior to the final week of the semester. • The faculty member has sole responsibility for assigning/ approving an Incomplete grade via the Incomplete Form.
- The Registrar's Office is responsible for recording the Incomplete, and for converting the "I" grade to either: 1) a faculty assigned grade at the end of the specified timeframe for completion or 2) to a default grade of "F" for those who fail to complete the requirements in the specified timeframe. The Registrar's Office will also notify both the faculty and the student when a revision to an Incomplete grade has been processed.

*Note: The removal of an "I" grade is the student's responsibility. All coursework must typically be completed by the end of the next regular (fall or spring) semester after the Incomplete was granted. An Incomplete will remain on the student's transcript for one (1) regular semester (fall or spring), or until the instructor submits a grade change (whichever occurs first). Requests for an extended additional semester must be discussed with the instructor, and if approved, the instructor must notify the Registrar's Office prior to conversion of the Incomplete grade to an F.*

If a grade change has not been submitted within the allotted time frame, the "I" grade will convert to an F or designated letter grade indicated by the faculty on the Incomplete Form, and will remain part of the student academic record.