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### BADM 322.02: Business Finance

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*University of Montana BADM 322  
Syllabus and Course Outline  
Fall Semester 2003*

**Professor:** Dr. Timothy A. Manuel

**Course Title:** Business Finance

**Class:** Section 1: MWF 9:10-10:00 GBB 119 Section 2: MWF 10:10-11:00 GBB 119

**Office:** GBB 305

**Office Hours:** MW 11:00-1:00. No appointment is necessary during office hours. Times available by appointment: MW 1:00-2:00 and 3:30-4:00, TTh 1:30-3:30. Please schedule appointments outside of office hours at least one day in advance.

**Phone:** x2511, **Fax:** x2086, **Email:** [tim.manuel@business.umt.edu](mailto:tim.manuel@business.umt.edu)

**Required Materials:**

- Ross, Stephen A., Randolph W. Westerfield and Bradford D. Jordan. *Essentials of Corporate Finance, 4th edition*, or latest, Richard D. Irwin Publishing.
- **Course notes** are available electronically on the Sentinal server or on the Internet at the School of Business webpage at [www.business.umt.edu](http://www.business.umt.edu). To access the files via the Internet, click on faculty and then my name and the link "files on Sentinal." The username and password are "finance." The domain name is "soba" and unless you have a separate line for the domain, the username and domain should be combined as "soba/finance". This procedure will probably not work with AOL. To directly access the files on Sentinal without using the Internet, go to the second floor labs in the Gallagher building and find a computer that is connected to Sentinal. Connect to Sentinal and find the folder titled 'manuel.' Under 'manuel' you will find the folder BADM 322. In this folder you will find the notes files in Microsoft Word format. Copy the files to a disk and print them somewhere where the print cost is low. Once you have the files you may change the fonts, etc. to improve the look or to save pages but make sure the layout is still readable. You will need the course outlines to keep up with lecture notes; without them you will quickly fall behind.
- A **financial calculator** is required. I require you to learn the equations and to know how to use a financial calculator. I occasionally lecture on how to use the Hewlett-Packard business calculators. The HP 10B is an excellent choice. The HP 12B is fine also. The HP 12C can do almost all the calculations we will cover, but it is more difficult to use, and I am not very familiar with it. I may or may not be able to help you find solutions to problems if you have a TI or other type of calculator. Make sure your calculator has a  $y^x$  key and a LN key.

**Course Objective:**

The student is expected to learn the terminology, tools and fundamental principles underlying financial decision making. Major emphasis will be placed on understanding the basic concepts of finance and formulating solutions to common problems encountered in the finance environment. The course will stress corporate applications rather than investments or financial institutions. Please read the appropriate chapter(s) and obtain the appropriate set of notes from Sentinal prior to the lecture.

**Prerequisites:**

Junior, senior or graduate standing is required. In addition, all students should have successfully completed all lower division common body of knowledge requirements before taking this class, including Acct 201 and Acct 202, Econ 111 and Econ 112 or the equivalent. I will require you to show me a transcript or grade report by **October 15** demonstrating that you have completed these requirements. If you have not completed the requirements you must drop the class or you will receive a **failing grade** for the class. This may result in forfeiture of all tuition and fees paid.

**Cheating:**

Anyone who gives or receives help on a test or other graded assignment will receive a grade of zero for that test or assignment. There are no exceptions to this rule.

**Grading:**

There will be up to four 100 point tests, for a total of 400 possible points. Final grades will be based on the following absolute scale:

<b>A</b>	<b>360 or more points</b>	<b>(90%)</b>
<b>B</b>	<b>320 to 359 points</b>	<b>(80%)</b>
<b>C</b>	<b>280 to 319 points</b>	<b>(70%)</b>
<b>D</b>	<b>240 to 279 points</b>	<b>(60%)</b>
<b>F</b>	<b>239 or fewer points</b>	<b>(&lt;60%)</b>

***You may use a one page (both sides) 8½ x 11 cheat sheet and a calculator (no laptops) on all tests, but you may not assist or receive assistance from other students. All tests are true/false and multiple choice. All tests, including the final, must be taken with your enrolled section unless prior arrangements have been made with me.***

**Makeup Tests:**

Makeup tests will generally not be given, but I am flexible in assisting you to take the exam in a timely fashion if you work with me and arrange to take the test before it is handed back. If you must miss a scheduled exam you must notify me in writing prior to the missed exam, otherwise you will receive a grade of zero for that exam. Work and transportation problems will not normally result in an excused absence so plan ahead. In the rare circumstances where a makeup is given, it may be significantly different and is often harder than the regular tests because there are only so many obvious questions to ask. A makeup may not be the same form of test or may be supplemented with an oral exam at my option.

### BADM 322 Fall 2002 Tentative Course Outline

Tests & assignment dates are subject to changes announced in class. You are responsible for coming to class and finding out about any changes in test/assignment dates. You must attend your section for all tests. Practice homework may be assigned to help you learn the material. Homework is not graded and will not be turned in.

Sep	3	Syllabus, Introduction	
		<b>An Organization's Goals and Forms and Basic Performance Measurement Tools</b>	
	5	Ch. 1 & 2 Introduction and Financial Statements, Taxes and Cash Flow	
	8	Ch. 1 & 2 cont.	
	10	Ch. 1 & 2 cont.	
	12	Ch. 1 & 2 cont.	
	15	Ch. 1 & 2 cont.	
	17	Ch. 3 Working with Financial Statements	
	19	Ch. 3 cont.	
		<b>Short and Long Term Financial Planning</b>	
	22	Ch. 3 cont.	
	24	Ch. 3 cont.	
	26	Ch. 3 cont.	
	29	<b>Test 1 over Chapters 1, 2 &amp; 3</b>	I may have to miss one or two classes in October, but it is not likely.
Oct	1	Ch 16 Short Term Financial Planning	
	3	Ch. 16 cont.	
	6	Ch. 16 cont.	
	8	Ch. 16 cont. , Begin Ch. 15 Raising Capital	
	10	Ch. 15 cont.	
	13	Ch. 15 cont.	
	15	Ch. 4 Intro to TVM; Last day to clear prerequisites	
	17	Ch. 4 cont.	
	20	Ch. 4 cont. Begin Ch. 5 Discounted Cash Flow Valuation	
	22	Ch. 5 cont.	
	24	<b>Test 2 over Chapters 16, 15 and 4</b>	
	27	Ch. 5 cont.	
	29	Ch. 5 cont.	
	31	Ch. 5 cont., Begin Ch. 6 Interest Rates & Bonds	
Nov	3	Ch. 6 cont.	
	5	Ch. 6 cont.	
	7	Ch. 6 cont.	
	10	Ch. 7 Equity Markets & Stocks	
	12	Ch. 7 cont.	
		<b>Risk, Capital Budgeting and Other Topics</b>	
	14	Ch. 7 cont.	
	17	Ch. 8 NPV & Other Capital Budgeting Criteria	
	19	Ch. 8 cont.	
	21	<b>Test 3 over Chapters 5, 6, and 7</b>	
	24	Ch. 8 cont.	
	26	Thanksgiving Holiday	
	28	Thanksgiving Holiday	
Dec	1	Ch. 8 cont.	
	3	Ch. 10 & 11 cont. Risk: Historical Experience & Required Returns	
	5	Ch. 10 & 11 cont.	
	8	Ch. 10 & 11 cont.	
	10	Ch. 10 & 11 cont., Ch. 9 Making Capital Investment Decisions (time permitting)	
	12	Ch. 9 cont.	

Finals Week: Test 4 over remaining material since Test 3 at the following time & place:

Class Section	Exam Date	Exam Time	Exam Location
Section 1	Wednesday, December 17	8:00-10:00 AM	GBB 119
Section 2	Thursday, December 18	8:00-10:00 AM	GBB 119

You must attend your scheduled section for all tests or you will receive a grade of zero for that test.