

**SAM HOUSTON STATE UNIVERSITY**  
**COLLEGE OF BUSINESS ADMINISTRATION**  
**Course Syllabus - Spring 2008**  
**FIN 537**  
**PROBLEMS IN ADMINISTRATIVE FINANCE**

---

**Section:** Tuesday 6-9 pm      **Building, Room:** UC XXX      **Professor:** Dr. Robert Stretcher(x43308)

**Office:** SHB 210E      **Email:** rstretcher@shsu.edu      **Website:** www.shsu.edu/~rstretcher

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Office Hours:</b>	1-2:30	8:30-11 5-6 (UC)	1-2:30	3-6	-----
	(other times by appointment)				

**Required Texts:** Access to a good corporate finance (financial management, managerial finance) text is necessary for reference as a basic information source.

**Course Description:** **FIN 537. PROBLEMS IN ADMINISTRATIVE FINANCE.** Financial framework of principles and selected cases for financial policy making, financial decision making, and financial interpretations at various levels in the organization.

**Teaching/Learning Strategies:** Delivery of course material will be accomplished through lectures, class exercises, and outside assignments.

**Course Objectives:**

- \*Developing specific skills, competencies, and points of view needed by professionals in the fields most closely related to the course.
- \*Learning to analyze and critically evaluate ideas, arguments, and points of view.

**Course Requirements:**

**Examinations:** There will be two regular examinations. Exams will contain a conceptual portion and a problems portion presented in a format similar to those covered in class and case assignments.

**Homework:** Selected problems and readings may be assigned. Students are expected to complete assigned problems in a timely manner, prior to their presentation in class. These are assigned primarily to provide practice in preparation for examinations.

**Case Analyses:** After lecture on a topical area, a case analysis will be assigned as a real world application for that topic. It is often challenging to adopt an academic foundation, general and ideal, to the real world, which often involves elements that do not fit smoothly into academic models. Cases are a means of vicariously applying one's academic background to the real world prior to actually doing so on the job. It is very useful to undergo this experiential learning before there are substantial penalties for mistakes and misapplications (as in one's job). Exposure to a wide variety of scenarios enhances a graduate's ability to be adaptive in a professional management environment. Normally, groups will be formed for purposes of casework.

**Calculator:** Extensive use of calculators should be expected for the course. Calculators should have keys or functions allowing exponents ( $x^y$ ), roots (nth root), inversion ( $1/x$ ), and basic math functions. *While a particular calculator is NOT required*, students may wish to purchase and learn functions of a financial calculator. For the current course, a financial calculator may be useful in checking your answers on homework and exams. Answers on exams, however, require the mathematical solution setup to be shown, so just putting an answer from your financial calculator without

showing work will not constitute an acceptable answer. I will not force you to memorize a button-pushing sequence on a particular required calculator; rather, I will teach you a solution process that is flexible and will be useful throughout your professional career.

**Spreadsheets:** Extensive use of spreadsheets should be expected for the course. Spreadsheets are a widely accepted tool for setting up and solving financial problems. Organization of thought processes are very important to incorporate into a spreadsheet analysis. Unless the analysis can be systematically explained to other managers, some who may be unfamiliar with financial management techniques, then the analysis, however precise and accurate, may be of limited use. We will stress a spreadsheet setup that will result in organization and ease of explanation of results.

**Case Reports:** Similarly, Case reports (even if precise and accurate work was performed) are rendered useless if they ineffectively transfer the thoughts of the author(s). Organization and segmentation of the report is very important. The structure of the report supports the content that is placed within the structure. Logical supporting documentation should be dispersed conveniently in the report where possible. If material **MUST** be placed in appendices, it should be done so in a manner that minimizes disruption of the thought process of the report. Extensive 'marketing' efforts are discouraged for this course. *A pretty cover will not in the least make up for lacking content.*

### Grading System:

Examinations	50%	.....25% each
Case Reports	25%	
Classwork	<u>25%</u>	
	100%	

**Grading Scale:** A ten-point grading scale will be used as follows:

90-100	A
80-89.99	B
70-79.99	C
below 70	F

**Incompletes:** The grade of incomplete will be recorded at the end of the semester in the event a student experiences an unavoidable and excused delay in completion of the semester requirements for the course. Prior to the final exam, the student **MUST** submit, in writing, a justification for the incomplete, which is subject to your instructor's approval. *If accepted, the student must arrange with the instructor a work schedule that will satisfy requirements within a specified time period. Failure to arrange any of these details will result in a regular grade being recorded for the student, reflecting zero credit for any work not performed. The grade of incomplete is NOT considered for students having academic difficulty meeting course requirements, nor for poor performance in the course.*

**Attendance Policy:** Attendance will be taken at all class meetings. Tardiness will count as one-half absence. Missing more than three weeks of class will result in an automatic "F" for the course. If you are not able and willing to commit to coming to class, you are advised to wait to take the class until you are able and willing to commit.

**Academic Integrity Expectations:** An act of academic dishonesty, even a first offense, places the student in jeopardy of severe forms of disciplinary action, including dismissal. Academic dishonesty includes cheating, falsification of information/citations, plagiarism, interference (with another student's work), and aiding others to commit an act of academic dishonesty. In accord with this policy, the instructor will cooperate with administrators in detecting, documenting, and reporting any person committing an act as described above. Avoid even the appearance of cheating. If a student is looking at another student's paper during an exam, it will be assumed that the purpose is to cheat, and documented as such.

**Student absences on religious holy days policy:** Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence

is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

**Disabled student policy:** It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720.

**This syllabus is valid for spring semester 2008. A schedule of topical coverage and semester highlights is available at the class website ([www.shsu.edu/~fin\\_rhs](http://www.shsu.edu/~fin_rhs)).**