



**Lincoln University**  
**BA 303 – Finance Management**  
**COURSE SYLLABUS**  
**Summer 2025**

|                         |  |
|-------------------------|--|
| <b>Instructor:</b>      | Dr. Mohamed Tailab   |
| <b>Lecture Schedule</b> | <b>T &amp; Th</b> 3:30 pm – 6:15 pm  |
| <b>Credit:</b>          | 3 units (45 hours of lectures)   |
| <b>Level</b>            | <b>Mastery 1 (M1)</b>  |
| <b>Office Hours:</b>    | Monday, 10:30 am – 12:00 pm, 4th Floor, Room 407 (Faculty Office)<br>Wednesday, 3:00 pm – 4:00 pm, 4th Floor, Room 407 (Faculty Office)<br><b>E-mail:</b> <a href="mailto:mtailab@lincolnuca.edu">mtailab@lincolnuca.edu</a> |
| <b>Textbooks:</b>       | Fundamentals of Corporate Finance (4th Edition)<br>(Berk, DeMarzo & Harford,) 4th Edition<br>ISBN-13: 978-0134475561; ISBN-10: 0134475569  |
| <b>Last Revision:</b>   | June 2, 2025   |
| <b>NOTE:</b>            | This schedule is subject to change.  |



### **COURSE DESCRIPTION**

A consideration of financial control at the corporate management level, with special emphasis on the policies and practices required to place and control the sources and uses of capital. Emphasis will be placed on capital management and evaluation of alternative opportunities. Also examined are such matters as valuation, cash flow, funds acquisition, long-term financing, and budgets as tools for decision-making. (3 units)

### **EDUCATIONAL OBJECTIVES**

The objectives of the course are to study the finance function of a business firm and to introduce the theoretical framework and analytical tools and techniques of financial management to help make appropriate financial decisions. Students will learn about fundamental issues of business finance and key analytic tools used in the real business world. The main topics covered include, but are not limited to, (1.) financial markets and instruments, (2.) financial statement and ratio analyses, (3.) time value of money, (4.) asset valuation and the trade-off between risk and return, (5.) cost of capital, cash flow and capital structure, and (6.) investment, financing, and dividend policy decisions of the firm.

**COURSE LEARNING OUTCOME<sup>1</sup>**

| Course learning outcomes (CLOs)   | Program Learning Outcomes | Institutional Learning Outcomes | Assessment activities                         |
|---|---------------------------|---------------------------------|---|
| Application and analysis of concepts, theories, and tools used in financial decision-making.  | PLOs 1, 2                 | ILO 1b, 2b                      | Assignments, Case studies                     |
| Analysis of financial statements for performance evaluation, including ratio analysis.  | PLOs 1, 2, 6              | ILO 1b, 2b                      | Case studies                                  |
| An understanding of time value of money related to security pricing, capital budgeting, and the associated cost of capital and capital structure. | PLOs 1, 2                 | ILO 1b, 2b                      | Assignments, Case studies Midterm exam        |
| Study of various working capital management techniques and dividend policies.   | PLOs 1, 2                 | ILO 1b, 2b                      | Group case studies, Assignments, & Exams      |
| Hands-on experience in the use and application of financial tools.  | PLOs 1, 2                 | ILO 1b, 2b                      | Assignments, Exams, and Individual case study |

**CLASSROOM TECHNOLOGY**

In this class students will be working to complete a manual practice set versus a computerized practice set by using either Financial Calculator or Laptop Computer with Excel.

**OTHER MATERIALS**

Large notebook, mechanical pencil, eraser, pen, financial calculator, 3” x 5” index cards, rubber bands, ruler, tab dividers, and quick study guide (Available in the Library). Assignments, and projects require students to actively use resources of the library. Detailed guide to business resources of the library as well as the description of Lincoln University approach to *information literacy* are available at the [LU Library](http://lincolnuca.libguides.com) website (lincolnuca.libguides.com).

**KEYS TO SUCCESS**

To have a good preparation for class, I strongly recommend you follow these steps:

1. Before class, read the PowerPoint slides posted on Canvas.
2. Take notes in the class; summarize the main ideas in your index cards.
3. If you are having difficulty, read the specified pages of the textbook and work through the end of chapter problems and solutions to supplement your understanding of the material.
4. If you are still facing some challenges, stop by my office either during office hours or any time by appointment through e-mail.

**GRADING**

All activities will be graded according to the points as shown below.

| Grade  | A             | A-    | B+    | B     | B-    | C+    | C                         | C-    | D+    | D     | F    |
|--|---------------|-------|-------|-------|-------|-------|---------------------------|-------|-------|-------|------|
| Points   | 95-100        | 90-94 | 87-89 | 84-86 | 80-83 | 77-79 | 74-76                     | 70-73 | 67-69 | 60-66 | 0-59 |
| Tentative Weights  | Participation |       |       | 10%   |       |       | Project                   |       |       |       | 20%  |
|  | Quizzes       |       |       | 10%   |       |       | Final comprehensive Exams |       |       |       | 60%  |
| <b>Note:</b> No student will get a grade above B+ without presenting, handling every homework and report, and taking the midterms. Missing the final exam will result in a failing grade for the course, no matter how much points you have accumulated. |               |       |       |       |       |       |                           |       |       |       |      |

<sup>1</sup> Detailed description of learning outcomes and information about the assessment procedure are available at the [Learning Outcomes Assessment](#) section of LU website.

## CLASSROOM PROTOCOL

Students are expected to arrive on time and be prepared to take quiz and participate. If for some reason you are running late, **do not skip the class**. I prefer that you come late than not at all. If you must leave class early, please tell the instructor before class starts. If you cannot attend the class or other activities such as homework or quizzes for a strong reason, please inform the instructor in advance so that arrangements can be made to complete any missed work after the absence. All communication and electronic devices should be turned off or silent in the classroom (cell phones, music devices, etc.). **Please, do not eat food in class. It is distracting to me and your fellow students. Bottled water, coffee, tea, and soft drinks are allowed.**

## ATTENDANCE

Students are expected to attend each class session. If you cannot attend a class due to a valid reason, please notify the instructor prior to the class. Students will not receive any credit for missed assignments or quizzes.

### **Administrative policies on absences from classes are as follows:**

- A student receives a warning notice after missing 20% of class meetings completed in a course.
- A student is placed on probation after missing 30% of class meetings completed in a course.
- A student may be dismissed after missing more than 40% of class meetings completed in a course

## GENERAL SAFETY ON CAMPUS

The capacity of the elevator is four people. please practice common sense and do not take it if you are the fifth person.

## HOMEWORK

The homework problems cover all chapters from 1 through 14 in the textbook. Students should work with their study team members to complete the homework. There will be three to five homework problems and one case study per chapter and each team will include among three to five members (Due to the class size), and each team member will complete one homework problem per chapter. The assignments and the case study will be posted on canvas weekly. Each member is responsible for completing his or her share of the homework. After finishing the homework, students must submit their homework on time. The title page must include a student's name, ID, and what part of the assignment was completed by each group member. To approve the expectation that everyone in the group contributes their fair share of the work, one student from each group will be randomly selected to resolve the assignment on the board. No homework will be accepted after the final due date listed. Students will receive feedback from the instructor in the class, and they will be able to correct their answers to master the material.

## QUIZZES

Eight (8) lesson quizzes will be given at the very beginning of the class. The primary purpose of these quizzes is to encourage and reward the student's timely progress through the course materials. Each lesson quiz covers only the material for the previous lecture. Each lesson quiz consists of some combination of true/false, multiple-choice, and calculated questions. Only the 5 best out of the 8 possible quiz scores will be used in determining a student's final grade. **There will be no makeup quizzes given.**

## EXAMS

One comprehensive exam [**Written Essay Exams and Closed Book**] will be given throughout the course. the exam will run for two hours and a half. Please note that the exams will be given from [**3:30 pm – 6:15 pm**]. If you need additional time on an exam because of a university-

recognized disability, you need to request a special accommodation. Lincoln University assists students with disabilities by helping to remove barriers to success. To request accommodations, please fill out and submit this form. [ADA Accommodations – ACQA website \(lincolnuca.edu\)](https://lincolnuca.edu/ada-accommodations). If a student is unable to take an exam at the scheduled time due to an emergency or extenuating circumstance, the student can take the exam during the instructor's office hours. Gum Chewing during exams: Please be advised that gum chewing may impede the concentration process of your fellow students because gum chewing can be noisy and distracting to other students.

### **CHEATING AND PLAGIARISM**

Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service. Penalties for cheating and plagiarism range from a 0 or F on an assignment, through an F for the course, to expulsion from the university. Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Dean of Students, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action.

### **ACADEMIC HONESTY**

In the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property. Accordingly, Lincoln expects the highest standards of honesty and integrity from all members of the academic community. As a student, you must know that all forms of cheating, falsification, and plagiarism are against the rules of this course and of Lincoln University. It is your responsibility for asking the instructor for clarification, if you are not sure of what constitutes academic dishonesty are.

### **DISCUSSION AND PARTICIPATION**

Participation includes preparing for class, completing assignments on time, engaging in class discussions and team presentations and homework explanations. Students are expected to be prepared for and participate in each week. You would lose some participation points if you were absent without informing the instructor, and if your behavior in the class obstructs other students to learn by leaving and returning to class while it is in session.

### **EXTRA HELP**

If you find the course material challenging, please see me anytime. So, I can help you by clarifying lecture material. Additionally, do not wait to see me, if you are struggling.

### **METHODS OF INSTRUCTION**

The instructor will conduct the course by giving lectures, facilitating solutions to in-class exercises and conducting discussions to encourage class participation by students. Students must read each chapter before class according to the tentative schedule provided (see below), and they are responsible to ask questions and request clarifications during the class session. The PowerPoint slides are designed to give students a head start in learning course materials, but they are not intended to substitute.

**E-MAIL AND CANVAS**

E-mail and Canvas are required for this course. E-mail is the best way to contact the instructor. E-mails are generally answered within 24 hours during the week. If you do not hear from me within that time, please contact me again. Students are required to use their university e-mail for correspondence and are responsible for checking their account daily for correspondence from the lecturer.

**WORK ETHICS**

Lincoln University instructs and evaluates students on work ethics. These work ethics have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. So, Lincoln University' students are expected to adhere to the highest standards of these 10-character traits in their behavior as well as their coursework.

**RECOMMENDATION LETTERS**

Students are eligible to apply for a Board Trustees Scholarship. This scholarship is awarded from funds provided by the University. The instructor gives only two recommendation letters one week before the semester ends. The best candidates should match the work ethic.

**COURSE SCHEDULE**

| Week | Activities and Assignments |   |       |
|------|----------------------------|---|-------|
| 1    | 1                          | Introduction to the course (Syllabus): Introduction to Financial Management | Ch.1  |
|      | 2                          | Introduction to Financial Statements Analysis                               | Ch.2  |
| 2    | 3                          | The Time Value of Money: An Introduction                                    | Ch.3  |
|      | 4                          | The Time Value of Money: Valuing Cash Flow Streams                          | Ch.4  |
| 3    | 5                          | Interest Rates  | Ch.5  |
|      | 6                          | Bonds and Their Valuation   | Ch.6  |
| 4    | 7                          | Stocks and Their Valuation  | Ch.7  |
|      | 8                          | Investment Decisions Rules  | Ch.8  |
| 5    | 9                          | Fundamentals of Capital Budgeting   | Ch.9  |
|      | 10                         | Stocks Valuation: A Second Look   | Ch.10 |
| 6    | 11                         | Risk and Return in Capital Markets  | Ch.11 |
|      | 12                         | Systematic Risk and the Equity Risk Premium                                 | Ch.12 |
| 7    | 13                         | Capital Structure   | Ch.16 |
|      | 14                         | Final Exam  |       |