Course Syllabus
FIR 4710 / 6710 – M50 – Commercial Banking
Spring 2019
3.0 Credit Hours

(Last updated: 1/8/2019)

Instructors: Mark Cary, MBA, CPA, and Hung Cao, Ph.D. Student

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Phone: Mark Cary – 901-289-9650

LinkedIn: https://www.linkedin.com/in/mark-e-cary-cpa-7503aa43/

Office:  Scheduled meeting times through Virtual Classroom elearn / ecourseware

Office Hours: Virtual office hours can be scheduled through email to meet via Virtual Classroom or phone.

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Course Overview:

This course will cover the fundamentals of the banking and financial-services industry: the organization and structure of the commercial banks; bank operations and their principal competitors; identifying and measuring financial and business risks, and applications for managing and hedging against risks.

Note: Graduate Students Will Be Expected to Help Lead Discussion Forms

Pre-Requisites/Co-Requisites:

There are no course prerequisites to enrolling in this course. However, the student should have a good grasp of basic mathematics and applied writing skills. In general, it is assumed that all students who are registering for Fogelman College classes have successfully completed any pre-requisites or are enrolled currently in any co-requisites associated with this course.
Required Texts (and Related Materials):

**Bank management and Financial Services, 9th edition**
(8e, 7e & 6e also acceptable)

**Authors:**
Peter S. Rose, Texas A & M University
Sylvia C. Hudgins, Old Dominion University

**Publisher:** McGraw-Hill Irwin

http://highered.mheducation.com/sites/0078034671/student_view0/index.html

The 9th edition has more current examples and information and would prepare you better for finance interviews etc. However, test questions and quizzes can be answered with the generic concepts that are well rooted in the older editions too. Used books are fine. No access code is needed.


**Location of Course Materials:**

https://elearn.memphis.edu

**Course Objectives:**

The purpose of this course is to familiarize you with fundamentals of bank management and financial services. Upon successful completion of this course, you should:

(1) Have an improved understanding of banking and financial services industry, its position and critical role playing in the modern financial system, and possible impacts of governmental policy and regulations on its daily operations.

(2) Develop basic knowledge of bank risks, understand how large-scale complex risk can be quantified, need to be managed and architected.

(3) Get familiar with the main techniques of bank risk management in term of modeling, measuring and hedging against alternative risks; and
(4) Apply these skills to the full spectrum of banking operations through classroom study, integrated projects, and independent research.

Fogelman College: Learning Outcomes for Your Degree

MBA http://www.fcbeassessment.net/LearningOutcomes/MBADegreeLearningOutcomes.pdf

Course Methodology:

This is an online course and much of the learning will be self-managed and self-paced. This has the benefit of accommodating each student’s unique schedule and learning style. Everything will be done fully online and asynchronously (meaning the class will not meet at specific times).

Professor’s Expectations:

1. Your success in this class is important to us. We will be available to assist you in every possible way of enhancing your learning experience.
2. Students are expected to stay current in their reading assignment preparation and regularly visit the course website.
3. Utmost ethical conduct is expected from everyone. Academic dishonesty and cheating will result in the appropriate academic and university penalties to the extent that an "F" may be assigned for the course grade and the student may be dismissed from the University for Disciplinary Reasons.
4. Caution: The course instructor does not have access or control over administrative issues such as meeting admissions criteria for the Graduate School or completion of prerequisites, if any, by the students. Please contact the program director for any administrative questions.

Student's Expectations:

In my role as your instructor, there are certain things you can expect from me including well-organized and engaging learning experience, response to emails within two (2) business days (most likely sooner) and feedback on all work submitted within 7-10 calendar days.

Grading and Evaluation Criteria:

Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. This section of the syllabus describes the assessed work you will be doing and how overall (final) letter grades will be computed.
Final Course Grades:

The letter grade equivalent for the total points that you score in the course are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
<th>Grade</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>96.1 - 100</td>
<td>A</td>
<td>92.1 - 96</td>
</tr>
<tr>
<td>B+</td>
<td>84.1 - 88</td>
<td>A-</td>
<td>88.1 - 92</td>
</tr>
<tr>
<td>C+</td>
<td>70.1 - 75</td>
<td>B+</td>
<td>80.1 - 84</td>
</tr>
<tr>
<td>D+</td>
<td>56.1 - 60</td>
<td>B</td>
<td>65.1 - 70</td>
</tr>
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<td></td>
<td></td>
<td>C</td>
<td>60.1 - 65</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Below 50</td>
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</tbody>
</table>

Graded Activities:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Multiple Choice Quizzes</td>
<td>60%</td>
</tr>
<tr>
<td>Financial Statement Ratio Analysis Project</td>
<td>15%</td>
</tr>
<tr>
<td>Loan Application Project</td>
<td>15%</td>
</tr>
<tr>
<td>Discussion Forum Participation</td>
<td>10%</td>
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</tbody>
</table>

Course Topics and Schedule of Activities:

<table>
<thead>
<tr>
<th></th>
<th>Start</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>1/14</td>
<td>1/25 (F) Introduction to Banking and Financial Services (Ch 1, 2, 3, 4)</td>
</tr>
<tr>
<td>Quiz Due</td>
<td></td>
<td>1/25 (F.) Chapter 1-4</td>
</tr>
<tr>
<td>Module 2</td>
<td>1/28</td>
<td>2/8 (F) Financial Statements and Financial Firm Performance (Ch 5, 6)</td>
</tr>
<tr>
<td>Quiz Due</td>
<td></td>
<td>2/8 (F) Chapters 5-6</td>
</tr>
<tr>
<td>Module 2 – Financial Statement Analysis Project</td>
<td>1/28</td>
<td>2/22 (F) Financial Statement Analysis Project (submit to Dropbox)</td>
</tr>
<tr>
<td>Module 3</td>
<td>2/11</td>
<td>2/22 (F) Managing Sources of Funds for a Financial Firm (Ch 12, 13)</td>
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<tr>
<td>Quiz Due</td>
<td>2/22 (F)</td>
<td>Chapter 12-13</td>
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<tr>
<td>Module 4</td>
<td>2/25 (M)</td>
<td>3/8 (F)</td>
</tr>
<tr>
<td>Quiz Due</td>
<td>3/8 (F)</td>
<td>Chapter 10-11</td>
</tr>
<tr>
<td>Module 5</td>
<td>3/11(M)</td>
<td>3/22 (F)</td>
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<tr>
<td>Quiz due</td>
<td>3/22 (F)</td>
<td>Chapters 16-18</td>
</tr>
<tr>
<td>Module 6</td>
<td>3/25 (M)</td>
<td>4/5 (F)</td>
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<tr>
<td>Quiz Due</td>
<td>4/5 (F)</td>
<td>Chapters 14-15</td>
</tr>
<tr>
<td>Module 7</td>
<td>4/8 (M)</td>
<td>4/19 (F)</td>
</tr>
<tr>
<td>Quiz Due Project Due</td>
<td>4/19 (F)</td>
<td>Project Due (Loan Application Analysis)</td>
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</table>

*See detailed schedule of activities in eCourseware*

**Final Exam Schedule:**

There will be no final exam, but rather, 7 quiz grades which equal 56% of your final grade. The rest of your grade is comprised of two projects (15% each) and discussion (10%).

**Conduct of the Course:**

The course includes 2 tracks. Track 1 (Tools track) focuses on tools and will be more beneficial for non-FIR majors. Track 2 (Advanced Finance track) focuses on advanced financial analysis and will be more beneficial to FIR majors. The course projects are tailored per the track and detailed in the course schedule.
1. **Please review the schedule carefully.** Although the course provides you with the flexibility to read the materials and listen to lectures at your convenience, you must do so BEFORE the important deadlines for each unit.

2. **Each Module on the E-learn / ECourseware content contains following types of materials** for the relevant chapter of the textbook. Choose the media that you like the best: reading the chapter; watching a video slide show; or all of the above if you have the time:

   i. Read the Chapter in the textbook

   ii. Regular powerpoint slides that you can print or review online.

   iii. Narrated powerpoint slideshow or Screencast videos created by the instructor can be played directly in streaming format. Please adjust the view or zoom of your internet browser so that the entire presentation is visible on the screen. The sound quality is best with headphones.

   iv. You can also download the file to play on your computer. You can also use as audio only podcasts in the mp3 format that can be played on an iPOD, mp3 player in your car, or with a variety of players on your computer.

3. **Discussion Forum and Team Learning:** Each module has a discussion forum link. This is where you can post your questions about the materials in the given module. As a general rule, discussion boards must be used for learning the materials and **not** for the purposes of cheating on specific quiz or assignment questions. It is acceptable to ask questions or provide insights about the materials at a broad level. You are strongly encouraged to participate by replying to other posts. Original replies and new posts with meaningful insights that add to class learning on the relevant topics will count towards participation points if you choose the discussion forum option for course integration activity. Moreover, by becoming the first person to answer a question correctly on the discussion forums you indirectly benefit as follows:

   i. Improve your own understanding of the concepts,

   ii. Create goodwill among your peers,

   iii. Create a positive impression with the professor

If you have any questions, please post them on the course discussion boards to get participation credit. You will get the quickest responses to your questions by posting them on the discussion forums in the course. So to the extent possible use discussion forums instead of emails as your mode of communication and let’s all help each other learn the materials throughout the course. Repetitive messages are not counted. Also please use the subject line to clarify what’s inside so people can avoid opening messages that are simply “Thank you, or Agreed etc.” Please limit direct emails only to issues containing personal information. Use discussion boards extensively for most purposes.
4. **Assignment links**: Whenever applicable, the module will have a link to the assignment, quiz, report, or case pertaining to the module. A couple of modules are for introduction or concept review only. Rest of the modules will have a deliverable from your side.

5. **Quizzes**: Each quiz is available for several days on the e-learn/ecourseware website. Note that we are using the elearn.memphis.edu quizzes and NOT the ones on the textbook website. Please submit the quizzes before the respective deadlines. Quiz questions are randomly selected from a pool, making each quiz unique for each student. Quizzes are to be completed individually. You can consult the textbook during the quiz. However, you must read the materials beforehand to avoid running out of time allocated for the quiz. Each quiz has 20 questions to be answered in total 120 minutes for a maximum score of 10 points.

Please ensure that you take the practice quiz in the Course Structure and overview module (0% weight for the actual grade) to familiarize yourself with the format and submission process for the quiz. Any glitches should be resolved at this stage as the subsequent quiz score cannot be modified on the basis of submission problems.

6. **Project/Report**: See course website for detailed project description.

**Track 1**: Students on the Tools track will develop their modeling and data analysis skills throughout the semester and deliver their work in a report format.

**Track 2**: Equity research and valuation report should be completed individually. Company picks and details of the assignment shown in a separate file on the course website. For peer evaluation teams of judges will evaluate the individual reports.

7. **Peer Evaluation**: Managers frequently evaluate the work of their peers and subordinates in supervisory capacity. The peer evaluation system in this course explicitly aims at honing your review skills. This activity will also provide team learning opportunities where you can learn from the strengths of the best presentation and provide your feedback for improvements. Please list the biggest strength and 2 suggestions for improvements for each report. The suggestions Finally, rank the reports from best (#1) to last. The format for peer evaluation feedback is available on the course website. 5% of your grade will be determined by how your peers evaluate you and also how you complete the peer evaluation assignment.

**Course Policies**

**E-MAIL:**

All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.
Attendance:

Since this is an online class taught asynchronously, there are no scheduled meeting times. Thus, formal attendance will not be taken. However, you are expected to stay active and engaged throughout the academic term and keep up with the schedule of activities. Your full engagement in the class begins on the first day of the semester and should be maintained until the last assignment is submitted. For students receiving federal student loans, any lack of engagement in the course may be treated as non-attendance and potentially impact access to student loans in the future.

Adding/Dropping:

If you have questions about adding or dropping classes, please refer to this page on the Registrar's website.

Academic Integrity:

The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus' Office of Student Conduct website. If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College's Website on Academic Integrity.

Participation:

All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated. If you have any questions about online communication, you should review the Fogelman College's Netiquette website.

Late Assignments:

Late assignments will not be accepted, except under extraneous circumstances, and as arranged in advance between instructor and student.

Extra Credit:

There is no extra credit offered in this course. Your final grade will be computed based on your work on the formal/assessed activities previously described in this syllabus.
Reporting Illness or Absence:

Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student's responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met: (1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather:

In the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 678-0888 as well as TigerText, an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. Click Here for information on TigerText.

Syllabus Changes:

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and by posting both notification and nature of change(s) on the course bulletin board.

Student Services:

Please access the FCBE Student Services (New Window) page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance