

The University of Texas at Dallas  
Business Finance. FIN 3320-503  
Course Syllabus

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**Course Information**

<i>Course Number/Section</i>	FIN 3320-503
<i>Course Title</i>	Business Finance
<i>Term</i>	Fall 2012
<i>Days &amp; Times</i>	Wednesdays 7:00 – 9:45
<i>Classroom:</i>	JSOM 1.110

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**Professor Contact Information**

<i>Professor</i>	Richard Bowen
<i>Email Address</i>	Please use eLearning email to contact me
<i>Office Location</i>	SOM 4.410
<i>Office Hours</i>	Wednesdays 2:00 – 3:30, appointment preferred

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**Course Pre-requisites, Co-requisites, and/or Other Restrictions**

Pre-requisites:	MATH 1326, MATH 2333, AIM 2301, AIM 2302
Co-requisites:	STAT 3360

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**Course Description**

An introduction to financial decision making and the valuation of business enterprises. The course focuses on the use of discounted cash flow techniques in the selection of capital investment projects. Additional topics include, bond and stock valuation, risk and return trade-offs in financial markets, financing decisions and exchange rates.

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**Student Learning Objectives and Goals/Outcomes**

1. Be able to apply time value of money concepts to various valuation problems.
2. Be able to describe what drives a firm's cost of capital and how to estimate it.
3. Be able to analyze strategic investments in real and financial assets using various methodologies.
4. Be able to construct Excel spreadsheets to solve basic financial problems.

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## Required Textbooks and Materials

1) Fundamentals of Corporate Finance; McGraw-Hill/Irwin; 10<sup>th</sup> ed., by Ross, Westerfield and Jordan.

**Option (1)**

Purchase the book with McGraw-Hill Connect Plus Access which is available at campus bookstore.

**Option (2)**

Purchase the book without the access card (ISBN: 978-0-07-803463-3) then purchase Connect access code from McGraw-Hill at:

[http://connect.mcgraw-hill.com/class/d\\_bowen\\_fin\\_3320\\_section\\_503\\_wednesdays\\_700 - 945 pm](http://connect.mcgraw-hill.com/class/d_bowen_fin_3320_section_503_wednesdays_700_-_945_pm)

(approx \$40.00).

**Option (3)**

Purchase the Connect Plus code from McGraw Hill at:

[http://connect.mcgraw-hill.com/class/d\\_bowen\\_fin\\_3320\\_section\\_503\\_wednesdays\\_700 - 945 pm](http://connect.mcgraw-hill.com/class/d_bowen_fin_3320_section_503_wednesdays_700_-_945_pm)

(approx \$90). This includes access to the entire textbook online via an eBook for approximately 6 months

**This is the only option that will allow you to use eBook Link while working on your assignments.**

**Students will find this eBook link very helpful.**

2) A financial calculator is required for this class. The financial calculator required for all sections of FIN 3320 is the TI BA II PLUS. (the TI BA II PLUS Professional may also be utilized)

\*Connect is an online software that allows students to submit homework assignments and check their work on line. Registration and access to McGraw-Hill Connect is required for this course.

Additional instructions on how to access and use Connect will be uploaded to the eLearning system

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## Important Dates & Academic Calendar

Last day to drop a class without a "W": Sep 12th

"Signature required" period to withdraw from UG courses: Oct 9th – Oct 30th

Last day to withdraw from UG course with WP/WF: Oct 30th

Quiz 1            Sep 19

Quiz 2            Oct 10

Quiz 3            Oct 31

Quiz 4            Nov 28

Final Exam      Dec 15 (the examination will be given on SATURDAY, Dec 15th, times to be assigned))

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Date/Section	Topics	Readings
August 29	Class Orientation Introduction to Corporate Finance	Chapter 1
Section 1	Introduction to Corporate Finance Financial Statements, Taxes, Cash Flow	Chapter 1 Chapters 2, 3
Section 2	Time Value of Money	Chapters 5, 6
<b>September 19</b>	<b>Quiz 1</b>	
Section 3	Bond Valuation	Chapter 7
Section 4	Stock Valuation	Chapter 8
<b>October 10</b>	<b>Quiz 2</b>	
Section 5	Capital Budgeting	Chapters 9, 10, 11
<b>October 31</b>	<b>Quiz 3</b>	
Section 6	Risk and Return	Chapters 12, 13
Section 7	Cost of Capital	Chapters 14
<b>November 28</b>	<b>Quiz 4</b>	
	Review for Final Examination	
<b>Saturday December 15</b>	<b>Comprehensive Final Examination</b>	Time to be announced

***These descriptions and timelines are subject to change at the discretion of the Professor.***

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## Tests/Quizzes/Exams

There will be four equally weighted midterm quizzes in addition to the comprehensive final exam, all of which you are required to take. Even though quiz 2, 3 & 4 are not cumulative, they will require an understanding of previously covered material. All quizzes and exams are closed books and closed notes.

Quizzes will be drawn from the textbook and lecture. They will consist of conceptual and problem solving questions and will be multiple choices. Bring a scantron form 882-E to each test.

Quiz grades will be scaled so that the highest score is 100.

A comprehensive final exam will also be given in this class. See section on final examination.

Generally, there will be no makeup quizzes given. If you have an emergency that will prevent you from taking any of the tests on the scheduled day you have to notify me before the quiz. Supporting documentation, such as hospital admission, will be required. Doctor's office visit will not be an acceptable excuse. There will be no exceptions. Should a documented emergency cause you to miss a quiz, then the final exam will be re-weighted to account for the missed quiz.

Use of the standard financial calculators, during quizzes/tests, is allowed. Use of all other electronics such as cell phones, PDAs, notebook computers, mp3 players and other wireless and communication devices is not permitted and must be turned off and put away during tests/quizzes. Failure to abide by these rules may subject you to disciplinary proceedings associated with scholastic dishonesty (see section on Academic Integrity).

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## Homework assignments

Homework will be assigned through McGraw-Hill Connect. All assignments and due dates will be included in the connect system and are to be submitted and graded using this system.

There will also be a short excel assignment that will have to be turned in using UTD eLearning assignment dropbox.

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## Class Attendance

You are expected to attend all classes and to arrive on time. You are responsible for the material assigned from the text as well as any additional material covered in class. If you are absent from a class, you should contact another student to get a copy of the student's class notes. Class time will be spent discussing important concepts, working examples and answering questions. I will assume that you have read the assigned chapters from the text before class. . Remember, studies show that grades are highly correlated with attendance.

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## Classroom Policy

I believe that all distractions to students and instructor should be avoided for the benefit of all. A student entering or leaving the classroom after the class has begun distracts the attention of other students. Cell phones interrupt the instructor's presentation and the students' concentration. Therefore, please arrive at the classroom prior to the scheduled class time, silence your cell phone and put it away. Cell phones should not be visible during class. Text messaging, MP3 players and similar electronic devices are not permitted during class hours. Laptop computers are permitted in the classroom only for taking class notes. Surfing the web, visiting on-line chat-rooms and e-mailing are not permitted during class hour.

Additional notes, instructions and useful links will be posted on elearning, so please make sure to stay current on materials and announcements posted between meetings. You are responsible for keeping up with all posted material and announcements.

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## Final Examination

A comprehensive final exam will also be given in this class. **That examination will be given on SATURDAY, Dec 15<sup>th</sup>, at a time to be assigned.**

There is no makeup exam and students will not be allowed to bring backpacks, bags, books, cell phones, laptops, notebooks, scratch paper, calculators that store text such as graphing calculators...etc. to the exam. The only calculators permitted will be the TI BA II Plus (or Plus Professional). Students will have to bring pencil, eraser, financial calculator (see above), scantron form 882-E and a photo ID (UTD issued, state drivers license or passport). Students will not be able to take the exam without a photo ID.

Emergencies such as hospitalization, car wrecks on the way to the test, etc. will have to be substantiated by supporting documents and in these cases the students will receive an incomplete in the course and will take the exam during the next scheduled final exam for Fin 3320. There will be no exceptions. The exam will be in SOM 1.118 (Davidson Auditorium).

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## Grading Policy

Your grade in the course will be based on the following items:

Four midterm quizzes (15% each)	60%
Comprehensive final exam	25%
Homework assignments/class participation	15%

These are the only scores that will be used to determine your grade. No extra work or repeat tests will be given.

Your final letter grade will be determined as follows:

A+ = 97 – 100	B = 84 – 86	C- = 70 – 73
A = 94 – 96	B- = 80 – 83	D+ = 67 – 69
A- = 90 – 93	C+ = 77 – 79	D = 64 – 66
B+ = 87 – 89	C = 74 – 76	D- = 60 – 63
		F = Below 60

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## Field Trip Policies

### Off-campus Instruction and Course Activities

*Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address [http://www.utdallas.edu/BusinessAffairs/Travel\\_Risk\\_Activities.htm](http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm). Additional information is available from the office of the school dean.*

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## Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations of the Board of Regents of the University of Texas System, Part I, Chapter VI, Section 3*, and in Title V, *Rules on Student Services and Activities of the Course Syllabus Page 8, University's Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972/883- 6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

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## Academic Integrity

The faculty and administration of the School of Management expect from our students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. We want to establish a reputation for the honorable behavior of our graduates, which extends throughout their careers. Both your individual reputation and the school's reputation matter to your success.

The Judicial Affairs website lists examples of academic dishonesty. Dishonesty includes, but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project and sabotage. Some of the ways students may engage in academic dishonesty are:

- Coughing and/or using visual or auditory signals in a test;
- Concealing notes on hands, caps, shoes, in pockets or the back of beverage bottle labels;
- Writing in blue books prior to an examination;
- Writing information on blackboards, desks, or keeping notes on the floor;
- Obtaining copies of an exam in advance;
- Passing information from an earlier class to a later class;
- Leaving information in the bathroom;
- Exchanging exams so that neighbors have identical test forms;
- Having a substitute take a test and providing falsified identification for the substitute;
- Fabricating data for lab assignments;
- Changing a graded paper and requesting that it be regraded;
- Failing to turn in a test or assignment and later suggesting the faculty member lost the item;
- Stealing another student's graded test and affixing one's own name on it;
- Recording two answers, one on the test form, one on the answer sheet;
- Marking an answer sheet to enable another to see the answer;
- Encircling two adjacent answers and claiming to have had the correct answer;
- Stealing an exam for someone in another section or for placement in a test file;
- Using an electronic device to store test information, or to send or receive answers for a test;
- Destroying or removing library materials to gain an academic advantage;
- Consulting assignment solutions posted on websites of previous course offerings;
- Transferring a computer file from one person's account to another;
- Transmitting posted answers for an exam to a student in a testing area via electronic device;
- Downloading text from the Internet or other sources without proper attribution;
- Citing to false references or findings in research or other academic exercises;
- Unauthorized collaborating with another person in preparing academic exercises.
- Submitting a substantial portion of the same academic work more than once without written authorization from the instructor.

<http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-Basicexamples.html>

Updated: August, 2011

Plagiarism on written assignments, especially from the web, from portions of papers for other classes, and from any other source is unacceptable. On written assignments, this course will use the resources of [turnitin.com](http://turnitin.com), which searches the web for plagiarized content and is over 90% effective.

During tests and quizzes, students in this section are not allowed to have with them any food or drinks, scratch paper, course materials, textbooks, notes, invisible ink pens, or electronic devices, including iPads, iPhones, iPods, MP3 Players, earphones, radios, smart phones, cameras, calculators, multi-function timepieces, or computers.

Students in this course suspected of academic dishonesty are subject to disciplinary proceedings, and if found responsible, the following minimum sanctions will be applied:

1. Homework – Zero for the Assignment
2. Case Write-ups – Zero for the Assignment
3. Quizzes – Zero for the Quiz
4. Presentations – Zero for the Assignment
5. Group Work – Zero for the Assignment for all group members
6. Tests – F for the course

These sanctions will be administered only after a student has been found officially responsible for academic dishonesty, either through waiving their right for a disciplinary hearing, or being declared responsible after a hearing administered by Judicial Affairs and the Dean of Student's Office .

In the event that the student receives a failing grade for the course for academic dishonesty, the student is not allowed to withdraw as a way of preventing the grade from being entered on their record. Where a student receives an F in a course and chooses to take the course over to improve their grade, the original grade of F remains on their transcript, but does not count towards calculation of their GPA.

The School of Management also reserves the right to review a student's disciplinary record, on file with the Dean of Students, as one of the criteria for determining a student's eligibility for a scholarship.

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## Judicial Affairs Procedures

Under authority delegated by the Dean of Students, a faculty member who has reason to suspect that a student has engaged in academic dishonesty may conduct a conference with the student in compliance with the following procedures:

- (i) the student will be informed that he/she is believed to have committed an act or acts of academic dishonesty in violation of University rules;
- (ii) the student will be presented with any information in the knowledge or possession of the instructor which tends to support the allegation(s) of academic dishonesty;
- (iii) the student will be given an opportunity to present information on his/her behalf;
- (iv) after meeting with the student, the faculty member may choose not to refer the allegation if he/she determines that the allegations are not supported by the evidence; or
- (v) after meeting with the student, the faculty member may refer the allegations to the dean of students along with a referral form and all supporting documentation of the alleged violation. Under separate cover, the faculty member should forward the appropriate grade to be assessed if a student is found to be responsible for academic dishonesty;
- (vi) the faculty member may consult with the dean of students in determining the recommended grade;
- (vii) the faculty member must not impose any independent sanctions upon the student in lieu of a referral to Judicial Affairs;
- (viii) the faculty member may not impose a sanction of suspension or expulsion, but may make this *recommendation* in the referral documentation

If the faculty member chooses not to meet with the student and instead forwards the appropriate documentation directly to the dean of students, they should attempt to inform the student of the allegation and notify the student that the information has been forwarded to the Office of Dean of Students for investigation.

The student, pending a hearing, remains responsible for all academic exercises and syllabus requirements. The student may remain in class if the student's presence in the class does not interfere with the professor's ability to teach the class or the ability of other class members to learn. (See Section 49.07, page V-49-4 for information regarding the removal of a student from class).

Upon receipt of the referral form, class syllabus, and the supporting material/documentation from the faculty member, the dean shall proceed under the guidelines in the Handbook of Operating Procedures, Chapter 49, Subchapter C. If the respondent disputes the facts upon which the allegations are based, a fair and impartial disciplinary committee comprised of UTD faculty and students, shall hold a hearing and determine the responsibility of the student. If they find the student in violation of the code of conduct, the dean will then

affirm the minimum sanction as provided in the syllabus, and share this information with the student. The dean will review the student's prior disciplinary record and assess additional sanctions where appropriate to the circumstances. The dean will inform the student and the faculty member of their decision.

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## Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

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## Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

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## Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy to the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

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## Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

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## Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:  
The University of Texas at Dallas, SU 22  
PO Box 830688  
Richardson, Texas 75083-0688



(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes with enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

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## **Religious Holy Days**

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated. The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

***These descriptions and timelines are subject to change at the discretion of the Professor.***