Course Syllabus

Course Information

FIN 3320-007 Business Finance
Fall 2017
Monday and Wednesday 10:00 AM – 11:15 AM
SOM 2.107

Professor Contact Information

Frank W. Anderson 972-883-4127 JSOM 14.216
Please use eLearning email to contact me
Office hours: Tuesday 2:30 PM – 4:00 PM and by appointment

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

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

Course Description

This course introduces concepts and analytical techniques to identify and solve financial management problems. It serves as the basis for all other courses in the area of finance as well as providing those basic tools that every business student will need to be successful in her/his chosen career. Those students majoring in business administration and accounting, as well as those going further in the study of finance, will find this material an essential part of their business education. Regardless of the student's chosen career, these tools and techniques will provide the foundation for making personal financial decisions.

Student Learning Objectives/Outcomes

You will learn to understand how and when to apply the basic concepts of financial analysis in a business setting, demonstrated through your ability to:

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 investments in real and financial assets using various methodologies.

Required Textbooks and Materials

CFIN5, Corporate Finance, 5e, Besley, S., and Brigham, E., Cengage Learning
Copyright: 2017, **ISBN: 9781305661653**
Financial Calculator, such as the HP-12C or the TI BAII Plus
Handouts

Suggested Course Materials/Readings

Other financial periodicals, such as *Barron's, the Economist, Financial Times. Wall Street Journal* and professional journals, such as *Journal of Finance, Journal of Portfolio Management or the Financial Analysts Journal*

Calculator

For this course's exams, you are allowed to use any non-programmable calculator that you prefer except for any calculator that (i) resides on a smart phone and/or (ii) has wireless access to the internet. Only non-programmable calculators can be used on all exams.
An exam proctor will monitor calculators before (or during) each exam to be sure that they comply with this rule; if a calculator is not compliant, the proctor has the authority to remove the calculator from further use on that exam. Please do not risk having to incur the consequences. If you plan to use an unfamiliar, obscure type of calculator, you should check with your instructor any time to see whether it meets the above rules. Time-value-of-money material in this course will be taught to you in two ways: (1) using five fundamental math equations and (2) using financial-function keys on a calculator. If you master either approach, you are well equipped to be successful in this course while mastering both approaches makes you even more competent. Your course instructor uses an HP 12C. However, you are encouraged to use calculators that are made by Texas Instruments and contain financial functions (e.g., TI BA AA Plus and Plus Professional, TI-83 Plus, TI 84 Plus, TI-86, etc.). You are required to learn these keys on your own. Any common calculator will have a user's manual, as well as tutorials on YouTube for how to use it. SUGGESTION: If you use a TI BA II Plus (or Plus Professional), you will be wise to change the order of operation on your calculator, so that the keystrokes "2 + 3 x 4" yield 14 (and not 20) or so that "6 + 3 ^ 2" yields 15 (and not 81!). Also, you also almost certainty want to re-program your calculator so that it reports results to five or six decimals (as opposed to two).

Final Exam

The final exam will be a uniform finance department final exam that will be given during final exam week. There is no makeup and you 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. See Calculators section for admissible calculators. You will have to bring pencil, eraser, financial calculator (see above), and a photo ID (UTD issued, state driver's 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, and the students will receive an incomplete in the course and will take the exam during the time set during the next semester. There will be no exceptions.

Assignments & Academic Calendar

Before each lecture, I will recommend some end-of-chapter problems for you to complete. I urge you to stay current with homework assignments**. I will specifically request which homework assignments should be turned in and they will be factored into the assignment/weekly quiz portion of your semester grade. Submission may be made through the assignments tab on eLearning OR turned in at the beginning of class.**

Please be prepared for a weekly quiz over the material that was covered the previous class session, as well as the reading assignment for the current session. Each student is responsible for staying current with university drop/withdrawal deadlines.

Tentative Class Schedule

Date	Topics	Readings
Week 1	**Course Introduction/Common Final/Intro. FCF**	**Chapter 1**
Week 2	**Financial Statement Analysis/Financial Markets**	**Chapters 2 & 3**
Week 3	**Time Value of Money**	**Chapter 4**
Week 4	**Exam One/Interest Rates**	**Chapters 1 through 4/Chapter 5**
Week 5	**Bond Valuation**	**Chapter 6**
Week 6	**Stock Valuation**	**Chapter 7**
Week 7	**Risk & Rates of Return**	**Chapter 8**
Week 8	**Rates of Return/Exam Two**	**Chapters 5 through 8**
Oct. 14th	**Mid-term Grades Available Online**	
Week 9	**Capital Budgeting**	**Chapter 9**
Week 10	**Cash Flow Estimation**	**Chapter 10**
Week 11	**WACC**	**Chapter 11**
Week 12	**Working Cap. Mgt./Capital Structure**	**Chapters 14, 15 & 12**
Week 13	**Dividend Policy/Exam Three**	**Chapter 13/Chapters 9 through 15**
Week 14	**Thanksgiving Break**	**Have Fun!**
Week 15	**Operating & Financial Leverage**	**Chapter 16**
Week 16	**Course Cleanup/Prepare for Common Final**	
Final Exam Between December 8th through December 14th		**Testing Center**
Dec. 15th	**Semester Grades Available Online After This Date**	

ALL MID- TERM EXAMS WILL BE GIVEN IN THE TESTING CENTER on Tuesday, Sept. 12th, Thursday, Oct. 12th and Thursday, Nov. 16th during normal class time.

Grading Policy

Assignments/Quizzes	10%
Excel Assignment	5
Mid-term Exams (20% each)	60
Common Final Exam	25
Semester Grade	100%

Course & Instructor Policies

The weekly quizzes may consist primarily of multiple choice questions/problems & short answer and will be closed book and closed notes. The exams will be multiple choice, short answer and problems. **THE FINAL EXAM WILL BE ALL MULTIPLE CHOICE.** You can bring with you a simple (non-programmable) financial calculator. The instructor reserves the right to add bonus questions to any or all of the exams. Otherwise, the traditional 100-point, maximum grade per exam/quiz will be followed. Final semester grades will be assigned letter grades such as A (90-100), B (80-89), C (70-79), D (60-69), F (59 or below). **In addition, +'s and –'s will be used, per the following example: 80-82 (B-), 83-86 (B) and 87-89 (B+).** Final semester grades of 89, 79 and 69 will be considered on an individual basis as to whether or not they will be upgraded to A-, B- or C-, respectively. **Unless there is a computational error, absolutely NO final semester grades will be changed. The time to be concerned about your grade is NOW and NOT the end of the semester.**

There will be no make-ups of weekly quizzes or exams. If you have a legitimate reason to be absent from a weekly quiz, please contact me BEFORE the day of the exam or quiz. The instructor reserves the right to determine a legitimate reason for missing an exam or weekly quiz. **Missed exams must be taken BEFORE the class does UNLESS you are ill and have a valid doctor's explanation and verification.**

ALL STUDENTS MUST TAKE THE THIRD AND FINAL EXAMS IN ORDER TO RECEIVE CREDIT FOR THE COURSE.

Weekly topic and handouts will be posted on eLearning. Please be sure to stay current on any materials that are posted on eLearning.

All cell phones AND laptops MUST be turned off once class begins. No eating is allowed in the classroom and if you need to use the restroom, please do so before the class begins, ESPECIALLY DURING EXAMS. Your whole-hearted attention and participation are expected during each class.

You will determine the extent of your knowledge gained from this course. If you remain current with the readings and assignments, attend class; ask questions and work through the end of chapter questions, you should do well in this class. If you are absent for a class in which a homework assignment is turned in and/or a weekly quiz is given, you be given a zero for that activity. However, it is anticipated that one or more homework and/or weekly quiz grades will be dropped from the final semester grade average. In addition, if you are going to be absent on the day that an assignment is due, you can submit it through the assignments tab in eLearning.

BUSINESS COMMUNICATION CENTER

The Business Communication Center is dedicated to helping JSOM students develop important professional communication skills. Appointments are filled quickly, so to ensure you get the space you need, try to book over a week in advance. You may book an appointment at bcc.utdallas.edu
TYPES OF BCC ASSISTANCE

Written Assignments

Tutors will help you at any stage of your writing, from organizing and developing your topics to paraphrasing and citing your sources in APA style. These issues may take more than one appointment, and after you have revised your document to address these issues, we can discuss the grammar. Although BCC tutors will not correct the grammar, they will help you to identify patterns of errors in your work, explain grammar rules to help you resolve these issues on your own, and give you helpful proofreading tips. For group projects, one team member may receive assistance on his or her own portion of the writing, APA citations and references, and format, but not on other team members' writing.

Presentations

Tutors will help you improve the content and visual appeal of your slides. You can even practice your presentation – as a group or individually – and receive valuable feedback on improving your delivery!

Job Search Documents

Students no longer book appointments for resumes, etc. Instead, they sign up for workshops and small group interaction sessions (PODs) to receive information on how to create an ATS format-friendly resume, build a three-part bullet point, and write an employer-focused cover letter. Only after attending these sessions will students be authorized to sign up for individual sessions with tutors.

Register for our workshops by logging into CometCareers and clicking on Career Events. Be sure to register for the workshops that state, "Presented by JSOM Business Communication Center" because the BCC workshop content is different than - but consistent with - the Career Management Center's.

Field Trip Policies

None are Scheduled or Anticipated.

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 that 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 1, 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.

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 demonstrates 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 re-graded;

- 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, 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. When possible, students should sit in alternating seats, face forward at all times, and remove any clothing which might conceal eye movements, reflect images of another's work, or hide course material for copying. Exam proctors will monitor any communication or signaling between students by talking, whispering, or making sounds, or by using your hands, feet, other body movements, or the test paper itself or your writing implement.

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.

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 that 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.

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.

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 of 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 deal 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.

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**.

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 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.

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.

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 given below. Additional information is available from the office of the school dean (http://www.utdallas.edu/Business Affairs/Travel_Risk_Activities.htm).

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