The University of Texas at Tyler  
College of Business & Technology

FINA 3311: Principles of Finance  
Spring 2016  
Section 060 (Full Distance Learning/Online)

Instructor: Dr. Chen (Ken) Wu  
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Telephone: (903) 566-7354  
Office Hours: Mondays from 5-6 pm and Tuesdays-Fridays, 10-11 AM except for holidays or posted otherwise on Blackboard. Please email for appointments outside these posted hours.

Communications with the Instructor  

I check email often on weekdays and will frequently be in my office. If you want to meet me for any reason outside of office hours shown above, please email for an appointment. For all email communications, you can expect a response within 24 hours except for those sent on holidays or between 5 pm on Friday and midnight on Sunday, when you can expect a response within 48 hours.

Email policy: As mandated by the University, I will only send emails to your Patriot email accounts. Emails from non-Patriot email accounts will NOT be answered.

Course Objective  

This is an intensive survey course in finance so it assumes no prior knowledge of finance. It is designed to introduce students from all business disciplines to finance and also prepare those who are interested for further coursework in finance. Accordingly, the course will begin with a general overview and then go into depth on concepts such as financial securities and markets as well as techniques used in financial decision-making. Topics covered include time value of money, debt and equity valuation, capital structure, cost of capital, raising and returning capital and capital budgeting. At the end of this course, students are expected to have a good understanding of the basic techniques needed for making sound financial decisions.

Upon completion of the course you should be able to:  
• Explain why financial markets exist.  
• Understand the distinction between debt and equity securities and find their values.  
• Be able to move cash flows through time using simple formulas and calculators.  
• Describe the historical relationship between risk and return.  
• Describe various considerations in deciding on an optimal capital structure.  
• Describe the components underlying a firm's cost of capital (its weighted average cost of capital) and its uses.
• Compute cash flows for capital budgeting projects and know how to compare them using standard evaluation criteria such as net present value and internal rate of return.
• Describe how firms raise capital and if necessary, return excess capital.

Course Structure

The course begins with a general overview of finance and how the financial system interacts with the economy. Then, it explores the techniques used by financial managers in deciding how to acquire and invest funds and studies alternative investments for inclusion in a portfolio. Thus, this course is divided into three major segments that correspond with the course objectives; the financial system, corporate finance, and investments. To achieve these goals, students will be required to:

1. Watch Tegrity lectures and read Powerpoint course slides and textbook chapters.
2. Visit course Blackboard regularly.
3. Take every unit quiz.

Required Textbook and Internet Access

• The required text book is Essentials of Corporate Finance by Ross, Westerfield, and Jordan, 8th edition, McGraw-Hill, ISBN 978-0078034756. Note that a Connect code is not needed as we will not use that feature of the textbook. The 7th edition is perfectly acceptable since the changes made in the 8th edition are minimal and unlikely to affect your performance in this course.
• Students should have basic Internet, word-processing, spreadsheet, and email skills. Frequent checking of Blackboard announcements and postings is strongly encouraged.
• All class materials are Word, Excel, PowerPoint or pdf files. Students must have necessary software to read and/or modify these files.

Note on financial calculators: Since this is the only course in finance many of you will take, a financial calculator will not be required for the course. However, students intending to become finance majors should get one because it can make your life much easier both in this and future finance courses. To help you master your financial calculator, keystrokes needed to solve certain problems (using TI BA II Plus) will be shown in the lecture notes. You are welcome to use another brand/model of financial calculator, but then it is your responsibility to figure out how to solve these problems using the financial calculator of your choice.

Blackboard Access

All class materials, course grades, and class announcements will be posted by Blackboard. Your account on Blackboard has already been created automatically by the Blackboard administrator. The Blackboard user name and password combination is the one you use for UT Tyler student email. For more detailed information, please visit UT Tyler’s homepage.
and click on the link for “Current Students” and follow the link to Blackboard. Please contact the Blackboard administrator if you have any problem accessing Blackboard. Students are required to maintain their current e-mail address with Blackboard as it uses this address to send course-related electronic communications.

If you have issues with Blackboard access that may hinder your completion of module quizzes, you must inform the instructor by email immediately. If the issue cannot be resolved by the instructor, he will ask you to contact UT Tyler’s IT Support staff immediately (even on weekends) for further assistance and get a ticket number. You must do so BEFORE noon (central daylight savings time) on Tuesday, May 3, 2016, the due date for last unit quiz. Claims of Blackboard access problems reported to the instructor after the passing of this deadline or without a ticket number from UT Tyler’s IT Support Staff when you have been asked to obtain one will be immediately dismissed. All Blackboard-related issues are regarded as personal-level access issues except for cases of system-wide Blackboard issues reported by the university and you must get them resolved without letting them interfere with your coursework.

Seven Unit Quizzes

A quiz will be given for each unit that cover related topics. Each quiz will contain 20 questions and is worth 100 points and you will have 90 minutes to complete it. The lowest quiz score will be dropped from the computation of your course grade. Note there will be no other quizzes or exams in this course. You will complete the material in each unit at your own pace and take the unit quiz during the quiz period shown in the course calendar at the end of this syllabus. You can take the quiz at any time during the quiz period. Note that you are allowed only two attempts per unit quiz so please make sure you study the unit material thoroughly before you begin and can devote sufficient time to complete the quiz using a stable Internet connection. Each quiz period begins and ends at NOON (central time) and NOT MIDNIGHT on the dates shown in the course calendar. Please note that each unit quiz will be only available for a limited time so check the course calendar and plan accordingly. Note that only one question will be shown at a time and you cannot go back and change the answer of a previous question. You will be able to see the answers you chose at the end of the quiz.

You are allowed two attempts for each unit quiz. However, keep in mind that if you take a quiz more than once, the score used to compute your course grade will be the higher of the two scores. As an example, if you received scores of 80 and 70, respectively on the two attempts for a unit quiz, then the quiz score used to compute the course grade will be 80. Please also remember that the questions on the two attempts will be different because each time you try to take a quiz, Blackboard will randomly select the questions for your quiz from a pool of questions the instructor uploaded for that particular unit. No one will be allowed to take any of the unit quizzes more than twice for any reason except in cases of Blackboard system-wide outage as reported and documented by the University’s IT Support staff affecting both of the first two quiz attempts. Only then will a third attempt be allowed by the instructor, on a case-by-case basis, by clearing one of the previous attempts. All other requests to clear unit quiz attempts will be rejected.
All material covered in readings, slides and Tegrity classes are considered fair game for unit quizzes. You are advised to begin each unit by watching the brief Tegrity class introducing the topic and then read the Powerpoint slides and the assigned chapter(s) in course text for a more in-depth understanding of the topic. But Tegrity classes and Powerpoint slides are no substitute for reading the text. In fact, every unit quiz will consist of questions randomly selected from a pool of questions primarily based on the reading of the textbook so it is crucial you read the chapter(s) assigned very carefully and study accordingly. Note that because students take unit quizzes at different times, each student will face a different set of questions drawn randomly from the pool of quiz questions created for each unit.

When seeking email assistance from the instructor on a unit quiz for any reason, you must clearly state (1) the course you are enrolled in, (2) the unit quiz where you encountered difficulties and (3) a brief description of the difficulty. Any email missing any of the three items listed above will be ignored. You will be asked to provide the missing information by the instructor and no action will be taken until it is received.

See the section below titled “Appeal” to understand how to appeal when you suspect a grading error has taken place or when you seek explanations of questions you missed on a quiz.

Six (Optional) Homework Sets

A homework set worth 25 points will be assigned for each of the seven units except the first one. While no homework set is required, you are strongly encouraged to attempt each one because you are unlikely to pass the course if you do not. This is because some homework problems are likely to show up on unit quizzes in slightly modified form. These problems are designed to both improve your proficiency in applying relevant course concepts and to help you prepare for unit quizzes which may well contain problems involving very similar calculations. While you may discuss them with fellow classmates, you must submit your own answers. Your answers must be uploaded onto Blackboard by noon (central time) on the due dates indicated in the course calendar found at the end of this syllabus. No late submissions will be accepted. Neither physical (ie printed hardcopy) nor email submissions are accepted. The solution will generally be posted on Blackboard for your reference shortly after the homework set is due and graded. Note that the homework set will be available on Blackboard only until the time the answers are due and the solution will only remain on Blackboard for seven days after it is posted. It is your responsibility to download the assignment and the solution while they are available on Blackboard. All requests for either the assignment or the solution after they are no longer available on Blackboard will be refused.

Grading

| Points Possible | Assignment |
Course Information Quiz

This is a 15-minute multiple-choice quiz designed to test your knowledge of the course requirements as explained in the syllabus. You may earn up to 50 points on this quiz but anything above 25 is counted as extra credit. As an example, you may be asked how many unit quizzes are given and how many points they are worth as well as other course policies. It will be given only between the dates shown in the course calendar and no makeups will be given. As with unit quizzes, you are allowed only two attempts so please make sure you study the syllabus thoroughly before you begin and can devote sufficient time to complete the quiz.

Extra Credit

Students will be given opportunities to earn extra credit at instructor’s discretion. Two possible sources of extra credit are the Course Information Quiz and completion of optional homework problems.

Warning: Since you will be given several opportunities to earn extra credit throughout the course, attempts to change your grade at the end of the semester by asking the instructor to “round up” or by asking for further extra credit will be ignored. If extenuating circumstances such as documented major illnesses, accidents or deaths in the immediate family etc. are expected to interfere with your coursework, you must promptly inform the instructor before missing a quiz or homework set. Note that if you do so, the instructor will usually try to accommodate reasonable special requests. All requests for make-up or accommodation made after the due date for a homework set or deadline for a unit quiz will be rejected without any further consideration.

College of Business Statement of Ethics

The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order
to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

**Academic Dishonesty Statement**

The faculty expects from 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.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one’s own work of material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students’ official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor.

**Appeal**

You should appeal no later than one week from the date you receive the grade for an assignment or take an online quiz. No late appeals will be accepted. Quizzes can only be reviewed with the instructor in his office by appointment. You may request to see the correct answers of questions you missed on quizzes by email after the end of the quiz period, if coming to the instructor’s office poses a difficulty. This is to ensure the integrity of the quizzes since quiz questions for all students are drawn from a common pool and to prevent sharing of answers by students who took quizzes earlier than others.

**Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

[http://www2.uttyler.edu/wellness/rightsresponsibilities.php](http://www2.uttyler.edu/wellness/rightsresponsibilities.php)

**Grade Replacement/Forgiveness and Census Date Policies**
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar.

Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:
☐ Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
☐ Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
☐ Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
☐ Being reinstated or re-enrolled in classes after being dropped for non-payment
☐ Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers
accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu.

**Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

**Syllabus Revisions**

The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement via Blackboard with adequate time for students to make the necessary coursework adjustments.
Tentative Fin 3311 Course Calendar
Spring 2016

Note: RWJ refers to the required course text, “Essentials of Corporate Finance” 8th edition by Ross, Westerfield and Jordan.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Unit</th>
<th>Topic</th>
<th>Reading</th>
<th>Quiz Periods/Other Key Dates</th>
<th>Quiz Points</th>
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<tbody>
<tr>
<td>1</td>
<td>1/18</td>
<td>1</td>
<td>Intro to finance</td>
<td>RWJ Ch.1</td>
<td>Course Info Quiz (1/19 - 1/26)</td>
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<td>2</td>
<td>1/25</td>
<td>2</td>
<td>Time value of money</td>
<td>RWJ Ch.4</td>
<td>Unit Quiz 1 (1/28 - 2/2)</td>
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<tr>
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<td>2/1</td>
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<td>Time value of money</td>
<td>RWJ Ch.4</td>
<td>Census Date (2/1)</td>
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<tr>
<td>4</td>
<td>2/8</td>
<td>2</td>
<td>Time value of money</td>
<td>RWJ Ch.5</td>
<td>Homework #1 Due (2/9)</td>
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<td>5</td>
<td>2/15</td>
<td>3</td>
<td>Security Valuation</td>
<td>RWJ Ch.6</td>
<td>Unit Quiz 2 (2/11 - 2/16)</td>
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<td>2/22</td>
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<td>Security Valuation</td>
<td>RWJ Ch.7</td>
<td>Homework #2 Due (2/23)</td>
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<td>2/29</td>
<td>4</td>
<td>Risk and Return</td>
<td>RWJ Ch.10</td>
<td>Unit Quiz 3 (2/25 - 3/1)</td>
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<td>3/7</td>
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<td>Spring Break</td>
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<td>9</td>
<td>3/14</td>
<td>4</td>
<td>Risk and Return</td>
<td>RWJ Ch.11</td>
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<td>3/21</td>
<td>5</td>
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<td>RWJ Ch.13</td>
<td>Unit Quiz 4 (3/17 - 3/22)</td>
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<td>5</td>
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<td>RWJ Ch.12</td>
<td>Last Day to Withdraw (3/21)</td>
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<td>3/28</td>
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<td>RWJ Ch.15</td>
<td>Unit Quiz 7 (4/28-5/3)</td>
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Note 1: Quiz periods begin and end at NOON (Central Time) on dates shown.

Note 2: All Homeworks are due at NOON (Central Time) on dates shown.