## FINA 3311 - Principles of Finance (Section 060)

<table>
<thead>
<tr>
<th>Instructor Name:</th>
<th>Dr. Chialing Hsieh (Pronounce: Charlene Shay)</th>
</tr>
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<tbody>
<tr>
<td>Office Location:</td>
<td>Business Bldg Room 137</td>
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<tr>
<td>Office Phone:</td>
<td>903-566-7213</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:chsieh@uttyler.edu">chsieh@uttyler.edu</a> (Best Contact Method)</td>
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</table>

### Office Hours

11:30 am–12:15 pm, 1:15 pm-2 pm on Monday and Wednesday or by appointment. This is an online class. Contact will be via e-mail. You can expect a response within 24 hours except for those sent on Saturday and Sunday as well as those sent after 5 pm on Friday, when you can expect a response within 48 hours.

### Classroom Location

Online

### Prerequisite

ACCT 2301, and ECON 2301 or ECON 2302

### Canvas Access

All class materials, course grades, and class announcements will be posted by Canvas.

### Required Text


### Required Calculator

Financial Calculator - BA II PLUS by Texas Instruments is recommended. Have a calculator by week 2 of class.

## 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.
- Know how to raise capital and return excess capital to investors.
- Describe the components underlying a firm’s cost of capital (technically, it’s Weighted average cost of capital) and its uses.
- Compute cash flows for capital budgeting problems and know how to compare them using standard project evaluation criteria.
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. Read Powerpoint course slides and textbook chapters, Watch Tegrity classes (if available).
2. Visit course on Canvas regularly.
3. Take every test.

Course Outline

This schedule is subject to change by the instructor. Over the course of the semester, activities and items may be added, removed, or rescheduled in order to provide more information, improve accuracy, enhance learning, or correct errors. Any changes to this schedule will be communicated by instructions in class, announcements in Canvas, and/or Canvas email to students.

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>TIMELINE</th>
<th>Test Period</th>
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<tbody>
<tr>
<td>Ch. 1: Introduction to Financial Management</td>
<td>Week 1: 08/28/17</td>
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<tr>
<td>Ch. 2 Financial Statements, Taxes, and Cash Flow</td>
<td>Week 2: 09/04/17</td>
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<tr>
<td>Ch. 3 Working with Financial Statements</td>
<td>Week 3: 09/11/17</td>
<td></td>
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<tr>
<td><strong>Test 1: Chapters 1, 2, 3</strong></td>
<td><strong>Week 4: 09/18/17</strong></td>
<td><strong>9/17 noon – 9/21 midnight</strong></td>
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<tr>
<td>Ch. 4 Introduction to Valuation: The Time Value of Money</td>
<td>Week 5: 09/25/17</td>
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<td>Ch. 5 Discounted Cash Flow Valuation</td>
<td>Week 6: 10/02/17</td>
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<tr>
<td>Ch. 6 Interest Rates and Bond Valuation</td>
<td>Week 7: 10/09/17</td>
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<tr>
<td><strong>Test 2: Chapters 4, 5, 6</strong></td>
<td><strong>Week 8: 10/16/17</strong></td>
<td><strong>10/15 noon – 10/19 midnight</strong></td>
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<tr>
<td>Ch. 7 Equity Markets and Stock Valuation</td>
<td>Week 9: 10/23/17</td>
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<td>Ch. 8 Net Present Value and Other Investment Criteria</td>
<td>Week 10: 10/30/17</td>
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<tr>
<td>Ch. 11 Risk and Return</td>
<td>Week 11: 11/06/17</td>
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<tr>
<td><strong>Test 3: Chapters 7, 8, 11</strong></td>
<td><strong>Week 12: 11/13/17</strong></td>
<td><strong>11/12 noon – 11/16 midnight</strong></td>
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<tr>
<td>Thanksgiving Holiday</td>
<td>Week 13: 11/20/17</td>
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<tr>
<td>Ch. 13 Leverage and Capital Structure</td>
<td>Week 14: 11/27/17</td>
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<tr>
<td>Ch. 14 Dividends and Dividend Policy</td>
<td>Week 15: 12/04/17</td>
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<tr>
<td><strong>Test 4: Chapters 13, 14</strong></td>
<td><strong>Week 16: 12/11/17</strong></td>
<td><strong>12/10 noon – 12/14 midnight</strong></td>
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Course Evaluation Methods

This course will utilize the following instrument to determine student grades and proficiency of the learning outcomes for the course.

Course Information Quiz (20 bonus points): This is a 20-minute multiple-choice quiz designed to test your knowledge of the course requirements as explained in the syllabus. As an example, you may be asked how many tests are available and other course policies. It will be given via Canvas only between noon Monday, August 28, 2017 and midnight Thursday, September 7, 2017.

Four tests: The lowest test score will be dropped from the computation of your course grade. Online tests will be designed to measure students’ knowledge and understanding of course material. Tests will generally cover the topics discussed or presented in class, however, other material may be identified as exam material when appropriate.

Once you begin a test, you will be given a certain amount of time, depending on its length, to complete it. You can take the test at any time during the test period. Note that you are allowed only ONE attempt per test so please make sure you study the module material thoroughly before you begin and can devote sufficient time to complete the test. Unless specified otherwise, each test period generally begins at noon on Sunday and ends at midnight on Thursday. Please note that each module and its test will be only available for a limited time so check the course calendar and plan accordingly. If you cannot finish a test because of factors outside of your control such as a blackout or computer crash, you may ask the instructor for only one other chance to take the test only if fewer than 50% of the questions have been answered. For all other cases, including situations where the instructor is not able to re-set your test (because the request came too close to the deadline) your grade will be prorated based on your performance on the portion of the test completed. As an example, if you manage to complete 60% of the test when something prevents you from going any further and you got 70% on the questions you answered, your score will be 70% on the entire test. All material covered in readings, slides and Tegrity classes are considered fair game for tests. You are advised to begin each chapter by reading the Powerpoint slides and the assigned chapter in course text for a more in-depth understanding of the topic, then watching the Tegrity class (if available) for solving selected numerical problems. But Tegrity classes and Powerpoint slides are no substitute for reading the text.

Extra Credit: Students may be given opportunities to earn extra credit at the instructor’s discretion. Some possible sources of extra credit include online bonus quizzes to be announced on Canvas.

Caution: Finance majors need a grade of A, B or C in FINA 3311 in order to take subsequent finance courses so D is not a passing grade. The same is true for non-finance majors because FINA 3311 is a business core requirement.

Exam and assignments policy:
Exams and quizzes should be taken as schedule; assignments should be submitted by the due date. No makeup examinations, quizzes, or assignments will be allowed except for documented emergencies (official evidence documents are required). The student should make every effort to contact the instructor prior to the exam. All requests for make-up or accommodation made after the due date for an assignment or deadline for a test will be rejected without any further consideration.

WARNING: 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.
Grading Matrix:

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Value (points or percentages)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Information Quiz</td>
<td>Bonus 20 points</td>
<td></td>
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<tr>
<td>4 Tests</td>
<td>4 Tests with 100 points each</td>
<td>300</td>
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<tr>
<td></td>
<td>(one may be dropped)</td>
<td></td>
</tr>
<tr>
<td><strong>Total possible points:</strong></td>
<td></td>
<td><strong>300</strong></td>
</tr>
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Grade Determination:
A = 90% or better  
B = 80 – 89.99 %  
C = 70 – 79.99 %  
D = 60 – 69.99 %  
F = less than 60%

To determine your course grade percentage, take the total number of points that you earned (including 3 highest Tests and Bonus quizzes), and divide that number by the number of total possible points, i.e. 300.

Canvas Access
All class materials, course grades, and class announcements will be posted by Canvas. To access our course, visit uttyler.edu/canvas. You are encouraged to participate in Canvas 101, a practice course designed specifically for UT Tyler students to learn and refine Canvas skills. You can practice submitting assignments, participating in quizzes, customize your profile and notifications, plus get collaboration and Canvas tips.

Important points when using Canvas:

1. Login using UT Tyler credentials. Contact itsupport@uttyler.edu for login assistance.
2. Use the HELP button at the bottom left corner of Canvas if you need assistance 24/7.
3. Reference your Student Canvas Guide for additional resources.

If you have issues with Canvas access that may hinder your completion of course assignments or quizzes, you must contact UT Tyler’s IT Support staff immediately (even on weekends) and get a ticket number. You must also inform the instructor of the issue BEFORE the due date for the assignment or quiz. Claims of Canvas access problems without a ticket number or ones reported to the instructor after the passing of the deadline will be dismissed without any further consideration. Deadlines may be extended only in case of Canvas system-wide issues reported by the university. All other Canvas-related issues are regarded as personal-level access issues and you must get them resolved without letting them interfere with your coursework. Personal-level access issues are not valid reasons to ask for deadline extension.

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.

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

UT Tyler Honor Code
Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

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://www.uttyler.edu/wellness/rightsresponsibilities.php

Campus Carry
We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttyler.edu/about/campus-carry/index.php

UT Tyler a Tobacco-Free University
All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.
Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.
There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

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. (For Fall, the Census Date is Sept. 12.) 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 (Sept. 12th) is the deadline for many forms and enrollment actions of which students need to be aware. 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/Accessibility Services
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit https://hood.accessiblelearning.com/UTTyler and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at http://www.utt Tyler.edu/disabilityservices, the SAR office located in the University Center, # 3150 or call 903.566.7079.

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.

Student Standards of Academic Conduct
Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. “Cheating” includes, but is not limited to:
   - copying from another student’s test paper;
   - using, during a test, materials not authorized by the person giving the test;
   - failure to comply with instructions given by the person administering the test;
   - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
   - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
   - collaborating with or seeking aid from another student during a test or other assignment without authority;
discussing the contents of an examination with another student who will take the examination;

- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;

- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, homework solution or computer program;

- falsifying research data, laboratory reports, and/or other academic work offered for credit;

- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and

- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)