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: 01/16/18</td>
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<tr>
<td>Ch. 2 Financial Statements, Taxes, and Cash Flow</td>
<td>Week 2: 01/22/18</td>
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<tr>
<td>Ch. 3 Working with Financial Statements</td>
<td>Week 3: 01/29/18</td>
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<tr>
<td><strong>Test 1: Chapters 1, 2, 3</strong> (administered by <strong>ProctorU)</strong>*</td>
<td><strong>Week 4</strong>: 02/05/18</td>
<td><strong>02/04 noon – 02/08 midnight</strong></td>
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<tr>
<td>Ch. 4 Introduction to Valuation: The Time Value of Money</td>
<td>Week 5: 02/12/18</td>
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<tr>
<td>Ch. 5 Discounted Cash Flow Valuation</td>
<td>Week 6: 02/19/18</td>
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<tr>
<td>Ch. 6 Interest Rates and Bond Valuation</td>
<td>Week 7: 02/26/18</td>
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<tr>
<td><strong>Test 2: Chapters 4, 5, 6</strong> (administered by <strong>ProctorU)</strong>*</td>
<td><strong>Week 8</strong>: 03/05/18</td>
<td><strong>03/04 noon – 03/08 midnight</strong></td>
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<td><em>Spring Break</em></td>
<td>Week 9: 03/12/18</td>
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<tr>
<td>Ch. 7 Equity Markets and Stock Valuation</td>
<td>Week 10: 03/19/18</td>
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<tr>
<td>Ch. 8 Net Present Value and Other Investment Criteria</td>
<td>Week 11: 03/26/18</td>
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<tr>
<td>Ch. 11 Risk and Return</td>
<td>Week 12: 04/02/18</td>
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<tr>
<td><strong>Test 3: Chapters 7, 8, 11</strong></td>
<td><strong>Week 13</strong>: 04/09/18</td>
<td><strong>04/08 noon – 04/12 midnight</strong></td>
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<tr>
<td>Ch. 13 Leverage and Capital Structure</td>
<td>Week 14: 04/16/18</td>
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<tr>
<td>Ch. 14 Dividends and Dividend Policy</td>
<td>Week 15: 04/23/18</td>
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</table>
ProctorU: It is a requirement of the Accounting and Finance Department that online exams are to be taken with Proctor U. Students are expected to complete these individually without assistance from classmates or any other party. Test 1 and Test 2 will be administered by ProctorU. You must register with ProctorU (http://www.proctoru.com) in advance of taking Test 1 and Test 2. You may use your textbook, a calculator, or any other materials provided as a part of this class. To take an exam, you must select a 90 minutes time slot most convenient for you and schedule it well in advance (at least 72 hours) with ProctorU. Scheduling with less than 72 hour notice is possible but it may cost you extra.

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 (10 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 Tuesday, January 16th, 2018 and midnight Thursday, January 25th, 2018.

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 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 10 points</td>
<td></td>
</tr>
<tr>
<td>4 Tests</td>
<td>4 Tests with 100 points each (one may be dropped)</td>
<td>300</td>
</tr>
<tr>
<td>Total possible points:</td>
<td></td>
<td>300</td>
</tr>
</tbody>
</table>

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 the 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

Syllabus Policy links:

http://www.utttyler.edu/academicaffairs/files/syllabuspolicy.pdf

www.utttyler.edu/writingcenter/

https://owl.english.purdue.edu/owl