Business Finance (Fina 3313 Sec. 01)
Summer 2020

The course syllabus provides a general plan for the course; deviations may be necessary.

Instructor Information
Office: COBA 615
Instructor: Emmanuel Morales-Camargo, Ph.D.
Department Phone 817.272.3705
E-mail: emc@uta.edu (please always use FINA 3313 in subject field when emailing me).

Course Structure and Delivery
This course is accessible via Canvas @ uta.instructure.edu. Please visit the class welcome page on Canvas for an overview of the class and tips for navigating the site. The course is delivered in a sequence of six modules followed, with two midterm exams and a comprehensive final examination. The six modules have a mix of graded and non-graded assignments. In general, the graded assignments assess mastery of the course objectives and the non-graded assignments support mastery. See Assignment Descriptions below for more information.

Course Description and Objectives
Emphasizes the financing and investment decisions of the financial manager. Topics include financial markets, asset valuation, capital budgeting, short and long-term financing, and capital structure. Upon successful completion of this course you will be able to
1. Describe the financial environment of the firm
2. Define and apply the concept of value maximization as a managerial goal
3. Describe the determinants of interest rates and required returns
4. Describe, apply, and evaluate risk and return relationships
5. Apply time value of money concepts to personal and corporate financial decisions
6. Critically evaluate and make recommendations for various business scenarios including
   a. Investment Decisions
   b. Financing Decisions
   c. Payout Decisions

Office Hours
I will be holding virtual office hours (via MS Teams) on Tuesdays and Thursdays from noon to 1:00 PM, or by appointment. Links to the virtual office hours can be found in the announcement section of Canvas. These office hours will be recorded and made available to the rest of the class for the benefit of those who cannot attend the office hours live. Please review those archives and/or check the discussion pages in Canvas to find answers to the most common questions.

Email and Discussion Page Policy
Please check the class website and syllabus before emailing me. This helps to ensure your individually specific questions are answered promptly by reducing the volume of emails in my inbox. Please note that I do not typically answer via email questions pertaining to homework, materials covered, exams, etc. I typically handled those types of questions during office hours.
Email should be used preferably to address questions of a personal matter like your grade or clarifications about the course expectations and resources. Please always use FINA 3313 in subject when emailing me to avoid your email going into my generic or junk email folder.

Response Times for Emails and Discussion Page Questions
If your email is properly labeled as instructed above, I will try my best to answer within 24 hours. The same goes for the discussion page questions.

Prerequisites
Successful completion of ECON 2306, ACCT 2302, MATH 1316, and 60 credit hours.

Required Resources:
This class requires the following resources.

I. Required Text: Principles of Managerial Finance, Brief, 8th Edition (by Zutter and Smart) and MyFinanceLab, Prentice Hall, 2018. This is a loose leaf value edition. MyFinanceLab is an online homework management system. Note: an e-text version is available from Prentice Hall at a lower price.

II. The Finance Tutorial: Completion of a Spreadsheet-based Time Value of Money Finance Tutorial is required of all students enrolled in FINA 3313. You must complete the tutorial to pass the class. This is a departmental policy. For students who have completed the tutorial in another class, “Prior Completion Forms” may be submitted instead. These forms are available at the Finance and Real Estate Office (434 Business Building).

III. Non-graded assignments and additional materials: Lecture videos, supplemental videos, slides, spreadsheets, and additional readings can be found on the class website on Canvas).

IV. Calculator: You are required to use a financial calculator or a calculator capable of performing financial calculations. There are many good and affordable financial calculators, but I will be using the Texas Instruments BA-II Plus Professional. A slightly less costly alternative is the Texas Instruments BA-II Plus. Apps for Texas Instruments BA-II Plus are available for Apple i-phones, i-pads, and Android devices. MyFinanceLab also has a financial calculator app that you can use for homework, quizzes, and end of chapter problems. However, keep in mind that the lockdown browsers and online proctoring systems we will have in place for the midterm and final exams do not permit app based calculators. So, for all examinations, you will need to bring a financial calculator.

V. Electronic Devices: A computer is required for this course. A backup device is strongly recommended in case your primary computer/device malfunctions. Exams are timed and extensions/makeups due to device failure will not be granted.

VI. Internet Access: Quality internet access is required. Exams are timed and extensions/makeups due to poor internet access will not be granted.

VII. Software: Microsoft Word and Excel. Free spreadsheet and word processing programs may work but I am may not be familiar with them and may not be able to help you if you run into trouble with them.

Assignment Descriptions
The graded assignments include homework problems, spreadsheets and exams. All graded assignments are submitted electronically. Homework and exams are machine graded while the spreadsheets are instructor graded. The non-graded assignments are practice quizzes, readings, instructor created video lectures, third party informational videos, spreadsheets, and slides.

Chapter Homework
After watching lectures and/or working through lecture PowerPoint slides, you will complete homework questions in MyFinanceLab. If you are stuck on a question, refer back to examples worked on the lecture videos and slides or click the Question Help button to access the textbook pages that can assist you with that question. You must complete these assignments with a score of at least 85% before moving on to the next chapter and exams. A 1% per day penalty is applied to late submissions.

Midterm Exams
After completing all topics in a module and their corresponding homework and practice questions (see chapter resources for flash cards and practice quizzes and the dynamic study modules for conceptual type test review questions), you will be ready for the Midterm test on that module. Be sure to pay attention to the time limit for each test. The Midterm Exams will be held on the dates indicated in the course schedule of this syllabus. A 5% per day penalty is applied to late submissions. Midterm exams will be administered via ProctorU – a test proctoring service.

Final Exam
The final exam will be comprehensive and will take place on the day indicated in the course schedule of this syllabus. The final exam is administered via ProctorU – a test proctoring service.

Time Value of Money Spreadsheet (Finance Tutorial)
See description for this assignment under Required Resources listed above.

Grading scale: (no +/-)

Your performance in the class will be scored on a scale from 0 to 100%, with four main components impacting your final score as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Final Exam*</td>
<td>35%</td>
</tr>
<tr>
<td>Midterm Exam (Average of 2)*</td>
<td>30%</td>
</tr>
<tr>
<td>Homework (Average of 12)*</td>
<td>25%</td>
</tr>
<tr>
<td>Time Value of Money Spreadsheet</td>
<td>10%</td>
</tr>
</tbody>
</table>

The target class GPA is 2.2, with letter grades awarded following these percentile rankings:

- A 85 -100
- B 60 - 84.9
- C 25 - 59.9
- D 10 - 24.9
- F 0 - 9.9
For example, a student who performs better than 85% of the class will rank in the 85th percentile, positioning herself in the top tier of the above table, receiving an “A” for the semester. Similarly, a student who only performs better than 35% of the class, will rank in the 35th percentile, earning himself a spot in the third tier of the table, and getting a “C” for the semester. To put it another way, the class will be graded on a curve, such that the top performing 15% will earn an “A,” the next 25% of the class will earn a “B,” and so on.

**Peer Feedback and Discussions**
The use of Canvas “Discussions” is encouraged to collaborate with small or large groups on homework and practice quizzes. Students are also encouraged to help and solicit help from peers in preparing for midterm tests and the final exam. **However, the midterm and final exams are to be completed individually without assistance from groupmates or others.**

**Assignment Feedback**
For all the assignments designated with an asterisk (*) above, you will receive automated feedback/grades from MyFinanceLab on their respective due dates. The Time Value of Money Spreadsheet will be graded within 10 days of the due date.

MyFinanceLab is accessible via Canvas. Chapter quizzes are available via the Dynamic Study Modules (DSMs) in MyFinanceLab. These are recommended but not graded. They are an excellent way to check your knowledge and contain concept type questions not usually found in the chapter homeworks. Chapter homeworks, module tests and the final exam are also administered via MyFinanceLab.

It is the student’s responsibility to verify the accuracy of the online grade sheet and notify me within 7 days of any errors. After 7 days, the grades will not be changed.

**Missed Assignments/Make-up Policies**
The exam dates are already posted here, so please make work and personal arrangements to take them on the allotted windows of time. Exams will not be given early but may be taken late with a penalty. The penalty is a 5% reduction per day after the posted exam date. For example, the maximum score on an exam taken two days late is 90%. The daily penalty applies even if a proctor is not available on your desired make-up date (proctors are usually not available on weekends). Make-up exams must be taken within 7 days of the exam date but not beyond the official University grade submission deadline.

**Expectations for Class**
Students enrolled in this course should expect to spend at least 20 hours per module in course-related activities, including watching the instructor lectures (approximately two hours per module), watching any informational videos, reading required materials, completing assignments, preparing for quizzes and exams, etc. If you don’t think you can spend such time, it is advisable that you take the course in the Fall or Spring when you’ll have more time to go over and digest the material.

**Testing Information**
There will be two online proctored midterm exams and one proctored comprehensive final exam throughout the course of the term. Note: this course requires Proctor U for testing. (Please reference the course schedule for exact dates.)
• The midterm exams are found within MyFinanceLab and are comprised of questions that must be completed within 75 consecutive minutes. The exams tests will be administered via the MyFinanceLab lock down browser which is not compatible with mobile devices (i.e., you will need access to a laptop or desktop computer). The final is also found within MyFinanceLab and is comprised of questions that must be completed within 145 consecutive minutes. The midterms and the final cannot be opened, saved, and returned to at a later time.

• You may use one 4X6 index card with HANDWRITTEN notes front and back, a financial calculator, and blank scratch paper for each exam. No additional materials are allowed.

**ProctorU Student Information**

If you are new to Proctor U, please review carefully the following link ([Proctor U at UTA](https://www.proctoru.com/portal/uta)) as it describes how you can get started and discusses the fees and scheduling procedure associated with the Proctor U service. It is advised to make appointments well in advance (today is a great time to do it). You can also cut and paste to your browser the following URL to review this information: [https://www.proctoru.com/portal/uta](https://www.proctoru.com/portal/uta)

If you would like to learn how the Proctor U service will operate on the day of the exam, please view the following 2-minute video and visit [https://www.proctoru.com/testitout](https://www.proctoru.com/testitout) to do a hardware test on your computer equipment.

**Course Outline and Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Module</th>
<th>Reference</th>
<th>Class Activities and Assignments</th>
<th>Key Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Jun</td>
<td>Module 1</td>
<td>Syllabus</td>
<td>General Course Outline and Class Policies</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Chapter 1</td>
<td>Managerial Finance</td>
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<tr>
<td>9-Jun</td>
<td>Module 2</td>
<td></td>
<td>Managerial Finance (Continued)</td>
<td>Financial Market Environment</td>
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<td></td>
<td></td>
<td>Chapter 2</td>
<td>Financial Statements and Tools</td>
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<tr>
<td>10-Jun</td>
<td>Module 2</td>
<td>Chapter 3</td>
<td>Financial Statements and Tools</td>
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<tr>
<td>11-Jun</td>
<td></td>
<td></td>
<td>Financial Statements and Tools (Continued)</td>
<td>Chapter 1 and 2 Homework</td>
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<td>Chapter 4</td>
<td>Cash Flow and Financial Planning</td>
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<tr>
<td>15-Jun</td>
<td></td>
<td></td>
<td>Cash Flow and Financial Planning (Continued)</td>
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<tr>
<td>Date</td>
<td>Module</td>
<td>Chapter</td>
<td>Topic</td>
<td>Assignment</td>
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<tr>
<td>16-Jun</td>
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<td>Chapter 5</td>
<td>The Time Value of Money</td>
<td>Chapter 3 and 4 Homework</td>
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<td>17-Jun</td>
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<td></td>
<td>The Time Value of Money (Continued)</td>
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<tr>
<td>18-Jun</td>
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<td></td>
<td>The Time Value of Money (Continued)</td>
<td>Chapter 5 Homework</td>
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<td>MIDTERM EXAM 1 - Online</td>
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<td>(Exam Open until 21-Jun)</td>
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<tr>
<td>22-Jun</td>
<td>Module 3</td>
<td>Chapter 6</td>
<td>Interest Rates and Bonds</td>
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<tr>
<td>23-Jun</td>
<td></td>
<td>Chapter 7</td>
<td>Interest Rates and Bonds (Continued)</td>
<td>Stock Valuation</td>
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<tr>
<td>24-Jun</td>
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<td>Stock Valuation (Continued)</td>
<td>Chapter 6 Homework</td>
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<tr>
<td>25-Jun</td>
<td>Module 4</td>
<td>Chapter 8</td>
<td>Risk and Return</td>
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<tr>
<td>29-Jun</td>
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<td>Chapter 9</td>
<td>Risk and Return (Continued)</td>
<td>Chapter 7 and 8 Homework</td>
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<td>Cost of Capital</td>
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<tr>
<td>30-Jun</td>
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<td>Cost of Capital (Continued)</td>
<td>Chapter 9 Homework</td>
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<td>MIDTERM EXAM 2 - Online</td>
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<td>(Exam Open until 3-Jul)</td>
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<tr>
<td>1-Jul</td>
<td>Module 5</td>
<td>Chapter 10</td>
<td>Capital Budgeting Techniques</td>
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<tr>
<td>2-Jul</td>
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<td>Capital Budgeting Techniques (Continued)</td>
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<tr>
<td>6-Jul</td>
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<td>Chapter 11</td>
<td>Capital Budgeting Techniques (Continued)</td>
<td>Capital Budgeting and Cash Flows</td>
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<td>Chapter 10 Homework</td>
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<td>TVM Tutorial Due</td>
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<tr>
<td>7-Jul</td>
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<td></td>
<td>Capital Budgeting and Cash Flows (Continued)</td>
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Religious Holidays
Students who anticipate being absent from class due to a major religious observance must provide a written notice of the date(s) and event(s) by the second meeting.

University and College Policies:

Academic Integrity
Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

All students are expected to pursue their scholastic careers with honesty and integrity. It is the philosophy of this Department, this instructor, and the University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. “Academic dishonesty includes, but is 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, or any act designed to give unfair advantage to a student or the attempt to commit such acts.” (Regents Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22) Institutional procedures regarding charges of academic dishonesty are outlined in Part II, Chapter 2, of the Handbook of Operating Procedures of The University of Texas at Arlington. Copies of the Handbook are available at more than 75 locations on campus, including the Student Congress office, the Library, and the Finance/Real Estate Department office.

Student Support Services
UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom
Call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/universitycollege/resources/index.php

Drop Policy
Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/aao/faq/).

Disability Accommodations
UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX Policy
The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.
**Electronic Communication**
UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at [http://www.uta.edu/oit/cs/email/mavmail.php](http://www.uta.edu/oit/cs/email/mavmail.php).

**Student Feedback Survey**
At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit [http://www.uta.edu/sfs](http://www.uta.edu/sfs).

**Final Review Week**
A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Campus Carry**
Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit [http://www.uta.edu/news/info/campus-carry/](http://www.uta.edu/news/info/campus-carry/)

**Emergency Exit Procedures**
Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located immediately outside the main entrance to this room. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.
Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381