

FIN3361: FINANCIAL MANAGEMENT

Fall 2019, Section: D40 (ONLINE)

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OFFICE HOURS*: M – TH: 12:00 – 1:15 PM, 7:00 – 8:00 PM. (*online)

WEBCAM REQUIRED FOR EXAMS

I. OVERVIEW: This course is an introduction to financial management. The emphasis will be on the principles of financial management that are most commonly applied in business decisions. CATALOG DESCRIPTION: Financial management of the firm; valuation of the firm; working capital policy; capital budgeting; cost of capital; and long-term financing. **PREREQUISITE: Acct.2301.**

II. Course Objectives:

Learn to evaluate a firm's financial performance using its financial statements;
Learn to evaluate financial alternatives from a time value of money perspective;
Learn about stocks, bonds, and other long-term financing sources;
Learn alternative evaluation techniques for capital budgeting;
Demonstrate financial literacy, and proficiency with financial valuations using Excel or a financial calculator.

III. Book:

Essentials of Corporate Finance, 10th ed.

Ross, Westerfield, Jordan, McGraw Hill, 2020.

Loose-leaf with Connect Access, or Connect Access only (comes with e book).

MORE INFO ON THIS ON "START HERE" PAGE ON BB.

IV. HP 10 - B II Calculator:

This calculator will be used throughout this course and your business career. If you already own a different financial calculator you may use it, but the classroom instruction will be based on HP 10-BII. Programmable calculators are not allowed in tests.

V. WHAT WILL HAPPEN IN THIS COURSE?

There are **Connect quizzes** (including *SmartBook*, and other types of assignments in Connect), and **online tests** (all on Blackboard) which you will take on certain dates (see Bb Course Calendar). Tests will require using the LockDown Browser and Webcam (webcam is not required for the quizzes).

Each chapter has VIDEOS (ungraded) to learn the material.

No need to get confused. Everything will be done on Bb.

Your grade will be a weighted average of your scores on quizzes and tests (tests weigh much more than individual quizzes). You study the material, take the quizzes and tests, get good grades and pass! Awesome!

(SEE MORE ON STEP BY STEP “HOW TO GET STARTED?” below, and on BB.)

The most important thing is to let me know immediately if you are having any problems.

Please understand: I am here for you. Taking this online course does not mean that you are completely on your own. I am approachable, I am accessible, I am available. You must let me know immediately if you are having problems. One final point: Please identify yourself and your course when you email me.

VI. HOW DO WE COMMUNICATE?

The primary platform for your questions will be the Discussion Board on Bb. You will post your question on the DB and your colleagues can answer it, or can add to it. I will check the board regularly to add my responses. I am expecting you to turn the DB into a vibrant community.

You can always email me. I mean 24-7. I check my email frequently and try to respond in a timely manner. However, I prefer you posting your questions on the DB so that everybody can benefit from it.

VII. GRADING and POLICIES:

A weighted average of 4 tests, and Online Quizzes will determine your course grade. Note that tests weigh much more (80%) than quizzes (20%).

Quiz Average*	20 %
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*Since quizzes might have bonus points, the Quiz Average is capped at 100. The maximum score you can have as your QA is 100.

Test 1	Chp. 1, 2	14 %
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Test 2	Chp. 3, 16, 17	18 %
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Test 3	Chp. 4, 5, 6, 7	25 %
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Test 4	Chp. 8, 11, 12, 18	23 %
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Mon, Dec. 09, 8:00 AM – 11:30 PM

Total	100 %
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- BONUS POINTS: We might have quizzes and / or tests that have more than 100 points total. Any time there is a test or a quiz with over 100 points, those are bonus points and you should look at your points score, NOT the percent. For example, there is a quiz with 130 points and you made an 89. Your score is 89. Your score is NOT 89/130. Your score

is NOT 68.5. Your score is 89/100. Because anything above 100 are bonus points, if you make 110, it is 110/100. You have a 100 and 10 extra points that will help some other quiz that you might have a lower score.

- **STUDY ATTEMPTS:** After the due date, you can take the quizzes as many times as you want with correct answers shown for practice (not for a grade). You can print the quizzes.
- Other than the ones listed above, there will be no graded homework or other graded assignment, project, or presentation for this course. There are NO “extra credit” assignments or projects in this course. Your grade will SOLELY be determined by what you make on the tests and quiz average.
- Programmable calculators are not allowed in exams. See more on this in Test Rules and Guidelines below.
- **CONNECT QUIZZES: (20%)**
We will have quizzes on Bb for each chapter. Quizzes are the best preparation for the tests and are essential in improving your learning. The average of quizzes will make 20% of your course grade. You will have two attempts for each quiz. Each quiz will expire at 11:59 PM on its due date. There are no make – ups for online quizzes. If you miss one for any reason, it is a zero on the grade book.
There are different types of Quizzes in Connect. Any assignment that you see posted on BB with a deadline is a graded quiz. It is part of your 20% Quiz Average.
Since we might have bonus points, the Quiz Average is capped at 100. The maximum score you can have as your QA is 100.
- **DEADLINES: All deadlines, for all quizzes and tests can be followed on the CALENDAR that can be seen on Bb. Therefore, there is no reason to miss any test or assignment. My advice:** You will be given an ample time interval for each quiz. Do not leave it to the last minute. Do your quizzes well before the deadline. **This is an online course. You must complete all of the on-line assignments. If you are missing on-line work, that means you are missing class.**
- **TEST AVAILABILITY:** Tests are only available during certain intervals. This is NOT a class where tests will be available for several days. Tests will be on a certain day only (see CALENDAR), from 8 AM to 11:59 PM. Unlike quizzes, you will have only one attempt at tests.
- There is absolutely no make up for a missed test unless previous arrangements have been made or, a real emergency, such as an earthquake, volcano eruption, zombie invasion etc. has caused you to miss a test. If the determination is made to offer a make up test, it will be a paper based test administered by me on campus. Since most of you cannot come to campus to take a test, do not miss any tests (Needless to say, you should let me know right away if such a thing happens). There are no make ups for quizzes.
- You must have reliable internet connection. If not, you should take the on-line quizzes and tests on the campus labs. You are responsible if you miss a quiz or a test because your internet service had an interruption or your computer acted funny. I would like to repeat this because it gave us so much headache: If your computer or internet crashed and

you missed a test or an assignment, you missed it. Such are the risks of taking on-line courses. (Needless to say, you should let me know right away if such a thing happens.)

VIII. Tentative Schedule and Outline:

(Learning goals for each chapter can be found in the book)

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|----|---|---------------------|
| 1 | Introduction | |
| 2 | Financial Statements, Taxes and Cash Flow | |
| | | Test 1 (14%) |
| 3 | Working with Financial Statements | |
| 16 | Short-term Financial Planning | |
| 17 | Working Capital Management | |
| | | Test 2 (18%) |
| 4 | Time Value of Money | |
| 5 | DCF Valuation | |
| 6 | Bonds | |
| 7 | Stocks | |
| | | Test 3 (25%) |
| 8 | NPV and other investment criteria | |
| 11 | Risk and Return | |
| 12 | Cost of Capital | |
| 18 | International Finance | |
| | | Test 4 (23%) |
- Mon., 12/09/19, 8 AM - 11:30 PM.**

APPENDIX 1. STEP by STEP: HOW TO GET STARTED? WHERE TO BEGIN? WHAT TO DO FIRST?

1. Read and understand the syllabus. Syllabus is our contract. You can find the syllabus on the left tab on BB, on the Start Here page on BB, and also under *EVERYTHING is HERE* tab on BB.
2. Make sure your computer and internet connection are fit for taking an online course. Also make sure you have the latest version of Respondus Lockdown Browser on your computer. Download it from the Tech Support link that you can see at the top in BB.
3. You should create your account in Connect by taking the bonus quiz on the Start Here page on BB. Yes!!! There is a bonus quiz for that and you will get 100 points if you do it. You cannot complete any graded work (quizzes) unless your Connect is set up. The bonus quiz will take you to the web page where you create your account on Connect.
4. Take the WEBCAM Bonus quiz on the Start Here page on BB to make sure your webcam works fine. This will also give you a bonus quiz grade!!!
5. Take the Syllabus Bonus quiz on the Start Here page on BB to make sure you understood everything about the course. It will give you another bonus quiz grade!!!
6. Subscribe to the Discussion Board (instructions on the DB).
7. The dates for quizzes and tests are on Course Calendar on Bb. Do not miss any because there are no makeups, anything you miss is a zero.

If you complete all that, you are ready to move ahead. Good luck.

Please understand: I am here for you. Taking this online course does not mean that you are completely on your own. I am approachable, I am accessible, I am available. You must let me know immediately if you are having problems.

[One final point: Please identify yourself and your course when you email me.](#)

CREATING YOUR ACCOUNT IN CONNECT

You will do this only once. You need the access code that came with the book (or you can purchase it on-line from the publisher's website while taking the bonus quiz to create your account).

- Go to Bb, "START HERE" tab. Find the bonus quiz for Connect registration.
 - When you click the Bonus Quiz link, then, Connect will take over and will either ask for your access code or will ask you to purchase one right there.
 - THERE IS ALSO A FREE TRIAL (no payment for a couple of weeks) option.
 - Just follow the simple instructions and complete creating your account. If you do not complete creating your account by the due date, you will receive (zero) from that quiz.
 - Also, you must find the correct answer (easy) and submit the bonus quiz. If you do not submit the bonus quiz, the assignment will be incomplete (grade = zero).
 - Remember, you will be missing all other graded quizzes until your account is set up in Connect.
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- **LOCK DOWN BROWSER:** You must download and install Respondus LockDown Browser which is a secure browser for taking tests in Bb. In order to download the LockDown browser, go to [Bb support](#) on your Bb page and follow the instructions.

 - **WEBCAM BONUS QUIZ:** This is a bonus quiz to make sure your webcam is working fine. If you complete and submit it before the due date, you will get a 100 from the quiz. If you miss, it is a zero. If you need more info about Webcams, there is a link on your Bb for Respondus Monitor Help.

 - **SYLLABUS BONUS QUIZ:** This is another bonus quiz to make sure you read and understood the course syllabus entirely.

If you complete and submit it before the due date, you will get a 100 from the quiz. If you miss, it is a zero.

- If you have completed all this, you are ready for the course.

The most important thing is to let me know immediately if you are having any problems. Once again: I am here for you. Taking this online course does not mean that you are completely on your own. I am approachable, I am accessible, I am available.

APPENDIX 2. TEST and WEBCAM RULES: **This is very important, so it had to have its own section.**

- You can use your notes and the book in the test (but not the ebook, see below).
- However, you cannot use any electronic device other than the computer on which you are taking the test, and a simple calculator (not a programmable one). You cannot use a second computer, tablet, whatever. Too many to list. You cannot have a friend or family, you cannot use your phone, you cannot make or take a call, you cannot use a walkie-talkie, teleporter, phaser gun, time machine, nothing.
- You must use the webcam during the test. Using the webcam necessitates using the LockDown Browser. LockDown Browser means you cannot use the ebook. You have to get print outs or make notes before the test.
- LockDownBrowser and webcam is required only for tests. Not for quizzes. You can use any browser that will work for quizzes and no webcam needed for quizzes.
- Not a rule, but suggestion: Instead of wifi, Use an Ethernet cord to “hard wire” your computer to the router helping to ensure you will not lose connection with Blackboard.
- **CRITICAL:** You **MUST** make sure that the webcam shows you at all times (not the top of your head, not the ceiling, not the floor). Make sure you are framed properly in the shot so your face and shoulders can be seen as well as some of the background. Also, the lighting should not be too dark or not pointed directly into the lens which blinds the shot. You should have a clear video.

- Be sure not to mute your microphone. It is important that the audio can be clearly heard on the video.
- If I cannot see the video clearly (as explained above), your test will be voided (dropped) AND you will be required to take a proctored essay test. Please make sure that will not happen.
- If I see something that leads me to believe that you have violated the rules, you will receive a zero and face possible disciplinary action.

Academic Honesty and Integrity

Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code, which is in both print and web versions of the ASU Student Handbook.

Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

It is the professor's intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.

Code of Ethics

Students, faculty, administrators and professional staff of the College of Business should always:

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one's actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

Courtesy and Respect

Courtesy and respect are essential ingredients to this course. We respect each other's opinions and respect others points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, religion, etc., violations of these rules will result in appropriate disciplinary actions.

Accommodations for Disability

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation. Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student's responsibility to initiate such a request by emailing studentservices@angelo.edu, or by contacting Student Affairs.

Student absence for religious holidays

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.