

# FIN3361: FINANCIAL MANAGEMENT

*Spring Mini-mester II 2022, Section: DS1(ONLINE)*

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OFFICE HOURS (online)\*:

M – W: 1:00 – 7:00 PM, Tu: 10:00 – 12:00, TH 8:00 AM – 12:00 PM. \*No office on Friday.

## PREFERRED METHOD OF COMMUNICATION:

For class-related matters: Discussion Board (see more on that below)

For personal matters: e-mail [mkara@angelo.edu](mailto:mkara@angelo.edu)

- 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. **PREREQ.: Acct.2301.**
- II. **STUDENT LEARNING OUTCOMES:**  
Learn measures of a firm's financial performance such as ratio analysis,  
Learn about securities such as stocks, bonds, and annuities,  
Learn about capital budgeting techniques such as the NPV method, and the IRR;  
Gain financial literacy, and proficiency with financial valuations using Excel or a financial calculator.
- III. **Book:**  
**Essentials of Corporate Finance, 10<sup>th</sup> ed.**  
*Ross, Westerfield, Jordan*, McGraw Hill, 2020.  
Loose-leaf with Connect Access, or Connect Access only (comes with e book).
- IV. **TI BA II PLUS Financial 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 (especially the material in the last two tests) will be based on TI BA II Plus. Programmable calculators are not allowed in tests.
- V. **WHAT WILL HAPPEN IN THIS COURSE?**  
There are Connect quizzes (including SmartBook (LearnSmart)), and other types of assignments in Connect), and online tests which you will take on certain dates (see Course Calendar).  
Tests have one attempt (quizzes have 3 attempts). You can use your course materials in tests. See more on this in "test rules" at the end.  
Each chapter has videos (ungraded) to learn the material.  
No need to get confused. Everything will be done on Bb.  
Your grade will be based on the total points (the sum) from your tests and quiz average.

You study the material, take the quizzes and tests, get good grades and pass! Awesome!

I made a short video explaining the items you need to take care of in order to complete your set up. Please watch that short video at the top of the START HERE page on BB.

(There are also two short videos on the MAIN PAGE explaining the structure of the course and available resources. Please watch them **after** you complete the items on the Start Here page and are ready to move on with the course).

**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. You should use email especially if it is a personal matter not concerning the entire class. I check my email frequently and try to respond in a timely manner.

**However, I prefer you posting your questions about the course on the DB, so that everyone can benefit from it.**

## VII. GRADING and POLICIES: This is a simple, points-based system over 300 possible points. Your total points, i.e. the sum of your Test scores and Quiz Average (QA) will determine your grade. You can always find your standing by simply adding your test scores and QA.

Quiz Average*	100 pts.
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\*Since some quizzes might have extra points (anything above 100 is extra), the QA is capped at 100. The maximum score you can have as your QA is 100.

Test 1	Chp. 1, 2	20 pts.
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Test 2	Chp. 3, 16, 17	60 pts.
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Test 3	Chp. 4, 5, 6, 7	70 pts.
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Test 4	Chp. 8, 11, 12	50 pts.
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Total	300 pts.
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269 and above A, 239 - 268 B, 209 - 238 C, 179 – 208 D, 178 and below F.

- 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 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: (100 pts)**  
We will have quizzes on Bb for each chapter. Quizzes are the best preparation for the tests and are essential in improving your learning. You will have 3 attempts for each quiz. The highest score is recorded out of the three attempts. 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 Quiz Average.  
Since we might have extra points, the Quiz Average is capped at 100. The maximum score you can have as your QA is 100.
- **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).
- **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.**
- **TESTS:** We will have 4 online tests with points shown above. **You can use your course materials in tests.** See more on this in “test rules” at the end. **Tests have one attempt (unlike quizzes that have 3 attempts).** None of the tests will be comprehensive. All tests are multiple choice
- **TEST AVAILABILITY:** Tests will be available on certain days only (see CALENDAR).
- 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. Needless to say, you should let me know right away if an emergency happens to make you miss the test. There are no make ups for quizzes.
- You must have reliable internet connection and the necessary hardware to follow an online course.

## **VIII. Tentative Schedule and Outline:**

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

1	Introduction	
2	Financial Statements, Taxes and Cash Flow	
		<b>Test 1 (20 pts.)</b>
3	Working with Financial Statements	
16	Short-term Financial Planning	
17	Working Capital Management	
		<b>Test 2 (60 pts.)</b>
4	Time Value of Money	
5	DCF Valuation	
6	Bonds	
7	Stocks	
		<b>Test 3 (70 pts.)</b>
8	NPV and other investment criteria	
11	Risk and Return	
12	Cost of Capital	
		<b>Test 4 (50 pts.)</b>

## **APPENDIX 1. STEP by STEP:**

### **HOW TO GET STARTED? WHERE TO BEGIN? WHAT TO DO FIRST?**

The items that need to be completed are described on the Start Here page on BB with step-by-step instructions. There is also a short video on the Start Here page.

If you just watch the video and follow the simple step by step instructions on the Start Here page, you will complete the set up and be ready to move on to the MAIN PAGE.

**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.**

## **APPENDIX 2: TEST RULES:**

- Tests have one attempt.
- You CAN use your notes and the book in the test.
- However, you cannot use any electronic device other than the computer on which you are taking the test and a simple calculator. You cannot have access to a second computer, tablet, whatever. Too many to list.
- You cannot use your phone during the test.
- Again, you are free to use your course materials, but you are not free to use the internet to look up answers. Tests are to show what you learned and how much you learned. Tests are not for showing how well you use the internet.
- Last, but not the least, this is not a group project. You must work on your own. No collaboration is allowed. You cannot have a friend or family, you cannot make or take a call or text, you cannot use a walkie-talkie, teleporter, phaser gun, time machine, nothing.
- 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.

## **APPENDIX III: HELPFUL HINTS**

### **HOW TO STUDY? WHAT RESOURCES ARE AVAILABLE?**

I made two short videos explaining the structure of the course on the MAIN PAGE.

Please watch them.

This is an online class. You cannot afford to fall behind, there is no time to make up for the material that passed. You should try to stay ahead of the class.

There are videos for each topic in the chapters in Connect. You can watch the videos and can take notes from them, especially about the steps in solving problems. You can also make notes from the book and the lecture notes. Follow along the solved examples in the videos, in the book and the lecture notes, and solve them yourself. You can redo the quizzes as many times as you want as “study attempts”. Quizzes (study attempts) are the best preparation for the tests.

You can post your questions on the DB. Remember, I am here to answer your questions. If you want more, there are hundreds (if not thousands) of videos on each topic on Youtube.

### **WHEN SHOULD I DO THE QUIZZES?**

The deadlines for quizzes are not suggestions for when to take the quiz. You should not wait until the deadline to do the quiz, you should do them as soon as you are ready.

Always watch the calendar because there may be changes (just in case). You are responsible for keeping up with the flow of class. Once the deadline comes, the quiz expires. It is gone. There is no make up.

Check the calendar frequently.

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

### **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](mailto: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.

## Title IX at Angelo State University:

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Title IX Coordinator at:

Michelle Miller, J.D.

*Title IX Coordinator*

Mayer Administration

Building, Room 210 325-  
942-2022

[michelle.miller@angelo.edu](mailto:michelle.miller@angelo.edu)

You may also file a report online 24/7 at

[www.angelo.edu/incident-form](http://www.angelo.edu/incident-form).

If you are wishing to speak to someone about an incident in confidence you may contact the *University Health Clinic at 325-942-2171, Counseling Services at 325-942-2371 or the ASU Crisis Helpline at 325-486-6345.*

For more information about Title IX in general you may visit [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix)