

FIN 3310 Business Finance (CRN 11585)
Fall 2018 Course Syllabus

Class Hours:	Tuesday/Thursday 12:00 – 1:20 pm (BUSN 309)
Instructor:	Chia-Chun (Cici) Chiang, Ph.D., FSA
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	<p>For faster replies, please use the prefix “FIN3310_11585” in the subject line of all emails.</p> <p>It is the policy of the finance department that all e-mails sent to professors or teaching assistants be of a professional nature and format. A formal greeting and salutation are required. Proper grammar, spelling, and format are required. You must clearly state the problem or question that will be addressed. You must identify the class, section, time, and location where the class meets. We reserve the right to not reply to any e-mail that does not meet these requirements and is not of a professional nature.</p>
Office Hours:	Tuesday/Thursday 3:00 - 4:30 pm and by appointment
Required Text:	<p><i>Financial Management: Principles and Applications</i>; Pearson; Thirteenth Edition, by Titman, Keown, and Martin. [with MyLab access code required]. It may be more cost effective to purchase this as a new book packaged with MyLab code. MyLab access may be purchased separately however.</p> <p>MyLab is an online software that allows students to submit homework assignments and check their work on line. Access to Pearson MyLab is required for this course. You can also purchase an access code for MyLab that includes an e-version of the textbook.</p> <p>Options:</p> <ol style="list-style-type: none"> 1. Titman/Keown/Martin: <i>Financial Management: Principles and Applications</i> 13th Edition with MyLab Finance: ISBN-13: 9780134417219 [Recommended] Available at bookstore. 2. Titman/Keown/Martin: <i>Financial Management: Principles and Applications</i> 13th Edition MyLab Finance code only: (includes digital text) 3. Titman/Keown/Martin: <i>Financial Management: Principles and Applications</i> 13th Edition. This would require separate purchase of MyLab Finance Code which can be done online from course link. (see below) 4. Titman/Keown/Martin: <i>Financial Management: Principles and Applications</i> 13th Edition MyLab Finance code only: (DOES NOT include digital text)

	You can register for MyLab and/or buy access code at the web link that is listed on BlackBoard for this class.
Prerequisites:	ACCT 2301 with "C" or better and (1) MATH 1320 with "C" or better or (2) MATH 1409 with "C" or better or (3) MATH 1410 with "C" or better or (4) MATH 1508 with "C" or better.
Calculator:	You will need to use a calculator to solve homework and exam questions. You can use a scientific, financial, or graphing calculator. I recommend Texas Instruments BA II Plus. I will use Texas Instruments BA II Plus in class and explain how to work various problems with it. You can use other calculators that have the same functionality such as the BA II Plus. However, it is the student's responsibility to learn the functions of these particular calculators. During exams, you will not be allowed to use cellphone calculators, computers, or any other device that can communicate to other devices, so learning how to use the financial calculator is essential for success in the class.
Blackboard:	I will use Blackboard to post important announcements and upload course materials. I expect you to check Blackboard daily. Make sure you receive Blackboard announcement emails in your inbox.
Class E-Mail:	Each student is required to have the e-mail account that is associated with the <i>Blackboard system</i> up to date. Any class requirements sent in the e-mail messages through the Blackboard are considered delivered. You should check that e-mail account regularly.
Class Note:	Class notes will be available on blackboard. These notes help you not to get lost in class and to facilitate note taking.
Course Description and Objectives:	The objective of this course is to equip students with the essential decision-making tools required for both financial managers and investors. We will discuss the time value of money, bond valuation and bond markets, stock valuation and stock markets, risk and return, financial environment, capital budgeting and project evaluation. Ultimately, the tools developed in this course should help you decide which investments firms (or individuals) should undertake and how they should be financed.

Grade Components

Course grade will be weighted as follows:

Exam 1	20%
Exam 2	20%
Exam 3:	20%
Homework Assign/Excel	15%
Final Exam:	25%

If lowest score on Exams 1, 2 and 3 is less than Final Exam score, then the final exam score will be used in lieu of that low score.

Attendance and Participation

Although there is no attendance point for this class, students are strongly encouraged to attend every class and participate in classroom discussions. Students who attend class regularly perform substantially better in the exams than those who do not.

Homework

Practice problems from the end-of-chapter problems sets are assigned as Homework Sets. We will go over some of these in class. The homework assignments aim to help you understand the theories covered in the class and to prepare you for the exams. **Students are required to complete these on the Pearson MyLab system.** You are allowed and encouraged to collaborate on these problems, although every student must submit their own answers. Please complete your assignments well in advance.

Exams

Exams will be held in class. **All exams will be closed book and notes. Laptops are NOT allowed during exams.** It is your responsibility to ensure that you can take the exams at the scheduled time. Students who miss an exam without a valid reason will receive a zero on that exam. Make-up exams will be allowed only with pre-approval of the instructor or with an acceptable, documented reason. Acceptable reasons for makeup exams include severe illness, family emergencies or other unavoidable events including dangerous weather conditions and car accidents. Exam format for makeup exams may be different than the original exam.

You will be provided with a formula sheet for each exam. A sample formula sheet is available on Blackboard. You can know which formulas are going to be included in advance. However, **if a formula is not provided in the formula sheet but we covered in class, then you need to know the formula by memory.** It is best to look at this formula sheet before the exam.

Grade Scale

A	B	C	D	F
90-100	80-89	70-79	60-69	0-59

Students with Disabilities

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to

cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass.

Scholastic Integrity

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty members insist on adherence to these standards.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic 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, any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP), and available in the Office of the Dean of Students, and the homepage of The Dean of Students (DOS) at www.utep.edu, may result in sanctions ranging from disciplinary probation, to failing grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others.

Tentative Schedule and Outline

(I reserve the right to revise it)

	Date	Topic	Assignment Due **	Comment
	28-Aug	Intro and start Ch 3	See Blackboard	
	30-Aug	Ch 3	See Blackboard	
	4-Sep	Ch 4	See Blackboard	
	6-Sep	Ch 5	See Blackboard	Hw 1 due chap 3
	11-Sep	Ch 5	See Blackboard	
	13-Sep	Ch 6	See Blackboard	
	18-Sep	Ch 6	See Blackboard	Hw 2 due chap 5
	20-Sep	Ch 6	See Blackboard	
	25-Sep	Review 1	See Blackboard	Hw 3 due chap 6
	27-Sep	Exam 1	See Blackboard	
	2-Oct	Ch 10	See Blackboard	
	4-Oct	Ch 10	See Blackboard	
	9-Oct	Ch 9	See Blackboard	Hw 4 due chap 10
	11-Oct	Ch 9	See Blackboard	
	16-Oct	Ch 11	See Blackboard	Hw 5 due chap 9
	18-Oct	Ch 11	See Blackboard	
	23-Oct	Ch 11	See Blackboard	
	25-Oct	Ch 12	See Blackboard	
	30-Oct	Ch 12	See Blackboard	Hw 6 due chap 11
	1-Nov	Review 2	See Blackboard	
	6-Nov	Exam 2	See Blackboard	
	8-Nov	Ch 13	See Blackboard	Hw 7 due chap 12
	13-Nov	Ch 13	See Blackboard	
	15-Nov	Ch 8	See Blackboard	
	20-Nov	Ch 8	See Blackboard	Hw 8 due chap 13
	22-Nov	Thanksgiving	See Blackboard	
	27-Nov	Ch 8	See Blackboard	
	29-Nov	Ch 14	See Blackboard	Hw 9 due chap 8
	4-Dec	Ch 14 and Review 3	See Blackboard	
	6-Dec	Exam 3		
Final	11-Dec	1:00 pm – 3:45 pm		