

FIN 3310 Business Finance

CRN: 11337

Fall 2021

Class Hours: Monday/Wednesday 9:00 – 10:20 am (BUSN 309)

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(915) 747-7167

Office Hours (In person): Monday 4:30 - 5:30 pm or by appointment

(Virtually via Blackboard Collaborate): Wednesday 4:30 - 5:30 pm or by appointment

Office Location: BUSN 247

Course Information: What this class is about and what we will do

COURSE DESCRIPTION

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.

COURSE OBJECTIVES OR EXPECTED LEARNING OUTCOMES

You will learn to understand how and when to apply the basic concepts of financial analysis in a business setting, demonstrated through your ability to:

- Be able to apply time-value-of-money concepts to various valuation problems.
- Be able to describe what drives a firm's cost of capital and how to estimate it.
- Be able to analyze investments in real and financial assets using various methodologies.

REQUIRED MATERIALS



Financial Management: Principles and Applications; 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. 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.

Options:

1. Titman/Keown/Martin: Financial Management: Principles and Applications 13th Edition with MyLab Finance: ISBN-13: 9780134417219 [Recommended]
Available at bookstore.
2. Titman/Keown/Martin: Financial Management: Principles and Applications 13th Edition MyLab Finance code only: (includes digital text)
3. Titman/Keown/Martin: Financial Management: Principles and Applications 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: Financial Management: Principles and Applications 13th Edition MyLab Finance code only: (DOES NOT include digital text)

COURSE ASSIGNMENTS AND GRADING

Course grade will be weighted as follows:

Homework Assign/Excel	18 %
Quizzes	4 %
Exam 1	26 %
Exam 2	26 %
Exam 3	26 %
Final Exam (Optional, Chap 6, 7, 8, 9, 10, 11, 12, 14)	26 %
Total	100 %

***If you take all four exams, the one with the lowest grade will be dropped from final course grade calculation.**

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. **Late homework penalty is 25% per day.** Please complete your assignments well in advance.

Exams

You have to take at least three out of the four scheduled exams. If you take all four exams, the one with the lowest grade will be dropped from final course grade calculation. The final exam will cover chapters 6, 7, 8, 9, 10, 11, 12 and 14.

Exams will be held in class. **All exams will be closed book and notes.** 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	80-89.99	70-79.99	60-69.99	0-59

TECHNOLOGY REQUIREMENTS

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 *Blackboard system* 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 Notes: Class notes will be available on blackboard. These notes help you not to get lost in class and to facilitate note taking.

Course Communication: How we will stay in contact with each other

There are a number of ways we can keep the communication channels open:

- **Office Hours:**
 - Mondays (In person): 4:30-5:30 p.m. Mountain Time
 - Wednesdays (Virtual): 4:30-5:30 p.m. Mountain Time
- **Email:** UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.
- **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

NETIQUETTE

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

Course Policies: What do you need to do to be successful in the course

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.

EXCUSED ABSENCES AND/OR COURSE DROP POLICY

A student may officially withdraw from this class with an automatic W at any time **BEFORE October 29**. I will not drop you from the course. However, if you feel that you are unable to complete the course successfully, please let me know and then contact the Registrar's Office to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

MAKE-UP WORK

Make-up work will be given *only* in the case of a *documented* emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES

I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work (answers to discussion points, quizzes, exams, and essays) in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort.

INCOMPLETE GRADE POLICY

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

ACCOMMODATIONS POLICY

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities

in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services](#) (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the [CASS portal](#).

SCHOLASTIC INTEGRITY

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#).

COPYRIGHT STATEMENT FOR COURSE MATERIALS

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

COVID-19 PRECAUTIONS

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. It is important to follow all instructions that you receive as part of the diagnosis, including isolation and staying at home until a negative test is produced.

If you experience COVID-19 symptoms, please follow the isolation protocol by staying at home and getting tested as soon as possible. If the test is negative but you are still

seeking accommodations, please contact the Dean of Students Office for guidance in a timely manner. Your instructor will work with the Dean of Students Office to determine the extent of any such accommodations.

We strongly encourage you to think and act proactively in all matters related to COVID-19 and your academic endeavors. The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

Course Resources: Where you can go for assistance

UTEP provides a variety of student services and support:

Technology Resources

- [Help Desk](#): Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources

- [UTEP Library](#): Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

Individual Resources

- [Military Student Success Center](#): Assists personnel in any branch of service to reach their educational goals.
- [Center for Accommodations and Support Services](#): Assists students with ADA-related accommodations for coursework, housing, and internships.
- [Counseling and Psychological Services](#): Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.

- **Tentative Schedule and Outline**
- (I reserve the right to revise it)

Date	Topic	Assignment Due **	Comment
23-Aug	Intro and start Ch 3	See Blackboard	
25-Aug	Ch 3	See Blackboard	
30-Aug	Ch 4	See Blackboard	
1-Sep	Ch 5	See Blackboard	
6-Sep	Labor Day		
8-Sep	Ch 5	See Blackboard	
13-Sep	Ch 6	See Blackboard	
15-Sep	Ch 6	See Blackboard	
20-Sep	Ch 6	See Blackboard	
22-Sep	Review1	See Blackboard	
27-Sep	Exam 1	See Blackboard	
29-Sep	Ch 7	See Blackboard	
4-Oct	Ch 8	See Blackboard	
6-Oct	Ch 8	See Blackboard	
11-Oct	Ch 10	See Blackboard	
13-Oct	Ch 10	See Blackboard	
18-Oct	Ch 9	See Blackboard	
20-Oct	Ch 9, Review 2	See Blackboard	
25-Oct	Exam 2	See Blackboard	
27-Oct	Ch 11	See Blackboard	
1-Nov	Ch 11	See Blackboard	
3-Nov	Ch 12	See Blackboard	
8-Nov	Ch 12	See Blackboard	
10-Nov	Ch 13	See Blackboard	
15-Nov	Ch 13	See Blackboard	
17-Nov	Ch 14	See Blackboard	
22-Nov	Ch 14	See Blackboard	
24-Nov	Ch 14	See Blackboard	
29-Nov	Review 3		
1-Dec	Exam 3	See Blackboard	
Final	8-Dec 10:00 am – 12:45 pm		Chap 6,7,8,9,10,11,12,14