FIN 6406 – FINANCIAL MANAGEMENT
Syllabus and Expanded Course Outline
Fall 2013

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Office Hours: Online (via email or phone)
(see note at end of syllabus)

Catalog Description
Advanced treatment of investment and financing decisions of firms, emphasis on current theory and practice. Course contains a portfolio project. (3 credit hours)

Prerequisites:
FIN 3403 – Managerial Finance
QMB 6305 – Quantitative Methods for Business

Course Purpose
The course will provide the student with a broad background of finance principles. It is geared toward financial decisions within a firm. Concepts relating to the time value of money will be introduced and then applied to the valuation of stocks and bonds. Theory and applications relating to the risk-return relationship, financial planning, investment decisions, and the cost of capital will also be covered.

Student Learning Outcomes:
After completing this course students should:
■ Recognize theoretical foundations of financial management.
■ Be able to perform a financial analysis of a firm.
■ Be able to solve basic applied problems in financial management.

Required Text
Corporate Finance, 10th edition, by Ross, Westerfield, and Jaffe. Published by McGraw-Hill (2013). ISBN: 139780078034770. Students may alternately use the 9th edition of the book. The coverage is quite similar, but some chapters have slightly different titles. The 8th edition will also suffice, but the chapter numbers do not coincide with the 9th and 10th editions (see note in eLearning indicating corresponding chapter numbers for the editions).

Special or Unique Student Technology:
Access to internet connected computer (eLearning, email, and UWF Library).
Financial calculator that computes net present value (NPV) and internal rate of return (IRR). (e.g., Hewlett Packard 10B; Texas Instruments BA II+; Texas Instruments TI-83 (or TI-84)). Tutorials are available in the course for the models listed above.

Instructional Methods:
Lecture and Problem Solving: Topics in financial management are discussed in online lectures presented by the instructor. Students are expected to complete analytical problems in conjunction with lecture and solution presentations. A portfolio project must be completed.
Computer Based Materials: Materials are available through eLearning and/or the instructor’s webpage.
Methods of Evaluating the Outcomes:
Evaluation tools: Your overall quiz score is calculated as the sum of your ten highest quiz grades (there are twelve quizzes: the two lowest scores are dropped). All quizzes are online. The Midterm Exam covers material from the beginning of the course until the exam date. The Midterm Exam is online. The Final Exam is comprehensive and covers material from the entire course. The Final Exam must be taken at the UWF main campus or in accordance with UWF proctoring guidelines.

**GRADING WEIGHTS: (grading scale available in eLearning)**
- Midterm Exam (online) 30%***
- Final Exam (in person) 40%***
- Quizzes (10 highest) 10%*
- Portfolio Paper 20%**

*Each online quiz may be taken up to three times. The highest score counts. Quizzes change each time they are opened (questions randomly selected from database).
**Portfolio paper instructions are available in eLearning.
***There are sample exams for both the midterm and final exams. Sample exams are intended as study resources and do not directly affect your course grade. However, sample exams do give an indication of the types of questions you should expect on the actual exams. You may take the sample exams as many times as you wish.

There is no extra credit in this course beyond that explicitly stated in the course syllabus or announced to all class members by the instructor. I reserve the right to “curve” grades.

Administrative Policies

- Requests for quiz and exam score adjustments must be made in writing (email is fine) within ONE WEEK of grade assignment.

- **Attendance Policy:**
  - **Class Meetings:** There is no face-to-face attendance requirement. However, the Final Exam must be taken at the UWF main campus or via UWF approved proctoring.
  - **Scheduled Exams:** If you do not attempt an assignment within its allotted time, you will receive a grade of zero on the missing assignment. Your two lowest quiz grades will be dropped before the quiz total is calculated. All quiz and exam dates are listed in the Course Schedule in the Syllabus. There are no makeup quizzes. If you miss the Midterm Exam and your absence is excused by the instructor, your grade on the comprehensive Final Exam will take the place of your Midterm Exam.
  - **General:** You are responsible for knowledge of any administrative announcements (test information, schedule changes, etc.) that are posted in eLearning or sent to your official UWF email address.

- **Code of Conduct:** As members of The University of West Florida academic community, we commit ourselves to honesty. As we strive for excellence in performance, integrity--both personal and institutional--is our most precious asset. Honesty in our academic work is vital, and we will not knowingly act in ways which erode that integrity. Accordingly, we pledge not to cheat, nor to tolerate cheating, nor
to plagiarize the work of others. We pledge to share community resources in ways that are responsible and that comply with established policies of fairness. Cooperation and competition are means to high achievement and are encouraged. Indeed, cooperation is expected unless our directive is to individual performance. We will compete constructively and professionally for the purpose of stimulating high performance and standards. Finally, we accept adherence to this set of expectations for academic conduct as a condition of membership in the UWF academic community. (Note: It is your responsibility to read the Student Code of Conduct and conduct yourself accordingly. You may access the current Student Code of Conduct at: http://uwf.edu/osrr/.)

■ Assistance for Students with Special Needs: Students with special needs should inform the instructor within the first week of the course term of any personal circumstances that may require special consideration in meeting course requirements or adhering to course policies. Students with special needs who require specific examination-related or other course-related accommodations should contact the Student Disability Resource Center, SRDC@uwf.edu, (850) 474-2387. The Student Disability Resource Center will provide the student with a letter for the instructor that will specify any recommended accommodations.

COURSE SCHEDULE: Quizzes must be completed by the 11:59 pm on their closing date.

If you fall behind in the course, it will be difficult to recover. I list a recommended schedule below. You can work ahead on much of the material if you choose, but please pay close attention to the listed deadlines.

Important Deadlines:
Quiz 1 September 4
Quizzes 2 through 12 Listed beside each quiz
Midterm Exam (online) October 16-20
Portfolio Paper December 4
Final Exam (in person or proctored) December 12

Suggested Schedule (weekly coverage)

8/26 Course Introduction and Chapter 1
   Online Quiz 1 – Course Introduction (closes 9/4)
   Online Quiz 2 – Chapter 1 (closes 9/9)

9/2 & 9/9 Chapters 2 and 3
   Online Quiz 3 - Chapters 2 and 3 (closes 9/16)

9/16 Chapters 15 and 20
   Online Quiz 4 – Chapters 15 and 20 (closes 9/23)

9/23 & 9/30 Chapter 4
   Online Quiz 5 - Chapter 4 (closes 10/7)
10/7  Chapters 8 and 9
Online Quiz 6 - Chapters 8 and 9 (closes 10/14)

10/14  Review for Midterm Exam

**MIDTERM EXAM**
***Open October 16 through October 20 – ONLINE***
***You may take the Midterm Exam online during the period from 6:00 am on October 16 until 11:59 pm on October 20. Please pay attention to the eLearning maintenance schedule.***

10/21  Chapter 5
Online Quiz 7 - Chapter 5 (closes 10/28)

10/28  Chapter 6
Online Quiz 8 - Chapter 6 (closes 11/4)

11/4  Chapter 7
Online Quiz 9 – Chapter 7 (closes 11/11)

11/11  Chapters 10 and 11
Online Quiz 10 - Chapters 10 and 11 (closes 11/18)

11/18  Chapter 13
Online Quiz 11 - Chapter 13 (closes 12/2)

12/2  Chapters 16-17
Online Quiz 12 - Chapters 15-16 (closes 12/9)

**PORTFOLIO PAPER and APPENDICES FILE**
Due Wednesday, December 4 – 11:59 pm
Must be submitted in dropbox in eLearning.

12/9  Review for Final Exam

**FINAL EXAM**
***Thursday, December 12 – UWF Main Campus – Building 74***
2:00-4:30 pm – Room 107
OR
5:30-8:00 pm – Room 104
(Alternative proctoring must be approved by instructor no later than December 2.)

The alternatives for taking the Final Exam are listed below.

**Option 1: Face-to-face**
Test sessions will be available on the main UWF campus on the dates listed above. The building and room will be announced in eLearning later in the semester. You will be allowed
to bring one page of formulas (front and back) for the exam. You may not include definitions or examples of how to use the formulas.

Option 2: Arrange suitable proctoring for the exams in accordance with UWF’s exam proctoring protocol for online courses: [http://onlinecampus.uwf.edu/class/proc_exams.cfm](http://onlinecampus.uwf.edu/class/proc_exams.cfm)

Choice A: ProctorU: Online
The exams may be completed on available dates between 8:00 am and 11:00 pm. Note the cost and procedure by reading the ProctorU instructions available at the link above (and in eLearning in the Content section in Unit 12: Final Exam). If you choose this alternative, do not attempt to register for an exam until after October 1, 2013.

Choice B: Arrange for an exam proctor (other than ProctorU) using the UWF proctor guidelines found in the link above. Proctors must be approved by the instructor at least one week before the exam. Proctors can be arranged at the FWB campus and the UWF main campus testing center. Please note that a fee may be required.

Contacting Me:

The best method of contact for “regular” questions/concerns is email (rbest@uwf.edu). I will check email as often as possible, but at times there may be a 24-48 hour time lag before I can respond. If you have a problem that needs immediate attention, call or text me using my cell number: 678-378-8573. You may also try my office number: 678-839-4812 or home number: 770-838-9165 (leave a message if I am not available to take your call). Unless it is an emergency, please do not call before 8:00 am or after 9:30 pm.