

COURSE SYLLABUS

YEAR COURSE OFFERED: 2015

SEMESTER COURSE OFFERED: Spring

DEPARTMENT: Finance

COURSE NUMBER: 3332

NAME OF COURSE: Principles of Financial Management

NAME OF INSTRUCTOR: Dr. Darla Chisholm

Office: 240C Melcher Hall

Office Hours: Tuesday: 12:15 – 12:45
Wednesday: 12:15 – 12:45 & immediately after class
Thursday: 12:15 – 12:45
Immediately after class
Other Times by Appointment

Voice: 713-743-4655 (Please save in your mobile phone)

E-mail: dchisholm@uh.edu

Blackboard Learn: <http://www.uh.edu/blackboard>

Log-in uses CougarNet ID and password

Log-in help is posted on UH BB website

Students should check *daily* for updated information

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Instructional Assistants: Akriti, Nouran, & Prateek

IA Office Hours:

Monday	Tuesday	Wednesday
Noon - 6	4 - 6	Noon - 4

IA Office Hours Location: Cubical across from 240C Melcher Hall

ARCHIVE

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Review Sessions: Fridays from 10 am – 2 pm

Saturdays from 10 am – 2 pm (beginning 1/23 & 24)

(No review over Spring Break, March 20 & 21)

Review Sessions Location: MH 127, except as noted below:

Friday	Room #	Saturday	Room #
1/23	Cemo 109	1/24	Cemo 109
1/30	MH 127	1/31	MH 127
2/6	MH 127	2/7	MH 127
2/13	MH 127	2/14	MH 127
2/20	MH 127	2/21	MH 113
2/27	MH 127	2/28	MH 127
3/6	MH 127	3/7	MH 127
3/13	MH 127	3/14	MH 127
3/27	MH 127	3/28	MH 113
4/3	MH 127	4/4	MH 127
4/10	MH 127	4/11	MH 113
4/17	MH 127	4/18	MH 127
4/24	MH 127	4/25	MH 127
5/1	MH 127	5/2	MH 127
5/8	MH 127	5/9	MH 127

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Bauer Tutoring 146 Melcher Hall

Center:

Monday	Tuesday	Wednesday	Thursday	Friday
10 - 1	10 - 1	10 - 1	10 - 7	10 - 3
2 - 7	2 - 7	2 - 7		

Last day of Tutoring: Monday, May 4

Required Text and Materials

1. Aplia (includes e-text). On-line cost of Aplia alone: \$90 plus tax; cost of Aplia with Custom Text: \$109. If purchasing on-line, use the following link for reduced pricing:

<http://www.cengagebrain.com/micro/FINC3332>

2. Custom Text or e-text of:

Contemporary Financial Management, 13th edition, by Moyer, McGuigan, & Rao

South-Western Cengage Learning, 2015.

Aplia with e-text or Aplia with Custom Text can be purchased on-line at special pricing. Detailed instructions for on-line purchase can be found on the last page of this syllabus. Payment for the on-line purchase is required by 11:59 pm 2/9/2015; students have free access until then. Please note that if you purchase the Custom Text with Aplia on-line, shipping could take several days, and free access ends at 11:59 pm on February 9. If you pay after the cut-off date, your prior work

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remains in your account and can be accessed again after payment for Aplia alone or after receipt of the custom text shipment with Aplia access code.

Or, Custom text with Aplia access code may be purchased in campus Bookstore.

The Custom Text consists of actual text book pages, but loose leaf with three holes, and includes only the chapters covered this semester.

3. Financial Calculator: Texas Instruments BAI Plus (preferred) or equivalent. Please see detailed information below concerning calculator requirements and restrictions.

Recommended Materials

Student Response Device (Turning Point Clicker) needed by the 3rd class day

Register clickers through link on BB Home Page

See the following link for more information and clicker requirements:

<http://www.bauer.uh.edu/departments/undergraduate-advising-center/current-students/clickers.asp>

Recommended Reading

The Wall Street Journal

Yahoo! Finance at <http://finance.yahoo.com/> or other daily Finance News source

The Motley Fool column in the Wednesday business section of *The Houston Chronicle*

Prerequisites: Junior standing, ACCT 2331, MATH 1313 and 1314. Students who have not successfully completed these prerequisites will automatically be dropped from the course.

The information contained in this class syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

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Learning Objectives

A study is made of the terminology, definitions, concepts, and principles related to corporate financial management and its relation to securities markets. By the end of the course, students will be able to solve problems related to the time value of money, security valuation, risk and return, capital budgeting, cost of capital, financial leverage, capital structure, and dividend policy.

Major Assignments/Exams

Course Evaluation: Final averages will be calculated on the following basis:

Graded Aplia Assignments	10%
Graded BB Syllabus Assignment	10%
Regular Exams (3)	20%
Comprehensive Final Exam	20%

Final grades will be assigned on the following basis: A 94-100, A- 90-93, B+ 87-89, B 84-86, B- 80-83, C+ 77-79, C 74-76, C - 70-73, D+ 67-69, D 64-66, D - 60-63, F 0-59.

At the professor's discretion, two points may be added to all students' final course averages, but beyond that, **no curve** can be expected. Please note that all students are treated the same; no one gets an extra point unless the entire class gets an extra point. **Do not** email or phone requesting additional points after final course grades have been assigned; no additional points will be forthcoming. No extra points will be awarded if students fail to provide CougarNet ID as identifying information in Aplia.

Please use **only** the official name as enrolled in UH on all Exams, Aplia, and correspondence.

Examinations: Exams are designed to test your knowledge and understanding of facts, concepts, and problem-solving methods. They are **not** designed to test your ability to memorize, although it is necessary to learn formulas. Your score will depend heavily on your ability to apply fundamental concepts and procedures to financial management problems. Your ability to perform well on exams will require a **large amount** of preparation involving **extensive** individual practice on problems and examples. It is up to you to motivate yourself to devote the appropriate amount of time to such practice.

The old exams from this course and their solutions which are posted in BB can be very helpful in reviewing and preparing for exams. However, students sometimes make the **huge** mistake of ignoring lecture notes, text material, and assignments,

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preferring instead to primarily study these old exams. Since it is rather easy to memorize material from these old exams, many of these students become confused on exams later in the semester and generally end up having to drop, fail the course, or take a much lower grade than they desired. Due to the large amount of material and the need to fully understand material from earlier in the semester in order build on it and apply it to new topics later in the course, this method of preparing for exams is **strongly discouraged**. Please see the "Study Suggestions" document posted on our BB course homepage for advice and the professor's recommendations as to how best to study for this course.

All exams are cumulative, with closed book and closed notes. An **approved financial calculator is required**, and each student must have his or her own calculator; calculators may **not** be shared. During exams, students may use only **one** calculator. See the Calculator Policy below for more information on requirements and restrictions. A limited formula sheet will be furnished for Chapter 8 material **only**; see the Blackboard Learn home page for the equation sheet that will provided on exams covering Chapter 8 material.

Students must take each exam with the section in which the student is registered. Taking an exam with another section without the instructor's **prior written approval** from the professor will result in a **zero** for that exam.

Students are required to bring two (2) valid photo **IDs** for **all** exams. ID's must be presented before admittance to the classroom for an exam. On exam days, students should remain in the hall outside the classroom until ID's can be checked. **Check-in is required**; students taking exams, but not checked in, will receive a **zero** for the exam. It is students' responsibility to ensure that the ID is checked and the name is checked off the class roster.

During exams, students are required to complete the exam and turn it in to the professor **before** leaving the room. **No** breaks are allowed during exams.

Missed examinations will result in a **zero** for that exam, unless the professor is contacted **prior** to the start of the scheduled exam **and** the absence is verified as legitimate by the Dean of Students Office. Phone messages or emails must be received **before** the exam starts. Be sure to program the office number in your mobile phone: 713-743-4655. **No make-ups** will be given. For properly excused absences, the student's next exam score will also serve as the score for the missed exam. Be aware that due to the increasing complexity of the material, exams become progressively more difficult.

Missed exam grades will remain a zero until the professor receives notification from the Associate Dean of Student Services verifying that the absence was due to illness or unavoidable circumstances.

Students must contact and submit documentation directly to:

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Associate Dean of Student Services
Frank Kelley
223A MH
713-743-4912
fwkelley@uh.edu

Documentation must be submitted **within one week** of the absence.

If a student must miss an exam due to known, but unavoidable circumstances, the professor must be contacted and arrangements made to take the exam early. Exams may be taken early, but not late.

When submitting assignments through BB Learn, be sure to receive confirmation that the assignment was submitted. Periodically check **grades** in BB Learn for accuracy, and immediately report any discrepancies to the professor. Grading discrepancies must be reported with one week of grades posting to BB. Be sure to properly weight grades when calculating averages, as the BB averages are not weighted and are therefore incorrect.

Graded regular exams must be picked up by the last regular class day of the semester. When used, scantrons and final exams will not be returned to students. Answers on scantrons are considered final.

Calculator Policy: An approved financial calculator is needed for this course. Calculators that have alphanumeric capabilities, graphing calculators, and calculators with equation memory are **not** allowed during exams. This calculator policy will be strictly enforced. The use of any calculator capable of storing formulas, numeric equations, etc. constitutes a violation of [academic honesty](#). Sharing calculators during exams is prohibited. Before exams, the cover of calculators with removable covers must be removed and put away. Students must learn the appropriate calculator settings and be able to set the calculator correctly; instructions can be found under the Lecture Notes folder in BB Learn. Bring your own calculator and have extra batteries. Please obtain an appropriate calculator **prior to the third class** period and read the calculator manual carefully. Bring calculators to every class session.

Homework Assignments: Graded Aplia and BB Learn assignments must be submitted on time.

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Aplia assignments are due at 11:45 PM on the Sunday of the week due. Once the time and date due have passed, the assignments are no longer accessible. No exceptions or extensions will be granted for any reason, including illness or technology problems, so plan to submit assignments well before the date and time due.

BB assignments (the BB Syllabus Assignment) must be submitted by 11:59 PM on the due date to qualify for full credit. Points will be deducted when assignments are submitted late, but before the cut-off date. Assignments not submitted, or submitted after the cut-off date, will receive a grade of **zero**. No exceptions or extensions past the cut-off date will be granted for any reason, including technology problems, so plan to submit assignments well before the due date. Be sure to verify submission.

Attendance: Regular class attendance is necessary to succeed in this course. Each student is responsible for all lecture notes and announcements made in class. Students should check Blackboard Learn on a regular basis—**daily**—for updated course information. Laptops may be used during lectures, but their use is limited to on-topic, course relevant applications. Students who are observed using laptops or other electronic devices for any other use, such as checking e-mail, web surfing, texting, working on finance homework assignments, etc., will be asked (required) to leave class. Subject to available seating, students may attend either lecture, but exams must be taken with the section in which enrolled.

General: In addition to the professor, students have valuable resources to help learn and understand material and answer questions regarding problem solutions. Finance tutors are available Monday through Friday in the BTS Tutoring Center and Instructional Assistants conduct Review Sessions of that week's material every Friday and Saturday, as well as hold office hours for one-on-one help during the week. These resources are free and readily available. However, before seeking help, students should study class notes, review posted Lecture Notes, and consult Text Answers and Solutions posted on BB, making a first effort individually. In addition, emails asking general, factual questions whose answers are posted on BB or contained in the course syllabus will not be answered.

Academic Honesty: The University of Houston Academic Honesty Policy is strictly enforced by the C. T. Bauer College of Business. No violations of this

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policy will be tolerated in this course. A discussion of the policy is included in the University of Houston Student Handbook, <http://www.uh.edu/dos/hdbk/acad/achonpol.html>. Students are expected to be familiar with this policy. In keeping with this policy, each student must submit his or her own, individual work, including clicker responses, homework assignments, and examinations.

Dropping the Course: Students wishing to drop or withdraw from the course must do so on or before the official drop dates as specified in the current Academic Calendar.

The professor is unable to drop students after the final drop date.

- **Wednesday, February 4:** Last day to drop or withdraw from a course without hours counting toward the Enrollment Cap for Texas Residents, and last day to drop without receiving a grade.
- **Monday, April 6:** Last date to drop a course or withdraw. When dropping, students must be on-line prior to 11:59 pm on the drop date and are responsible for ensuring that the course is dropped. The professor is unable to drop students after the official drop deadline.

Accommodations for Students with Disabilities: The C. T. Bauer College of Business would like to help students who have disabilities achieve their highest potential. To this end, in order to receive academic accommodations, students must register with the Center for Students with Disabilities (CSD), telephone 713-743-5400, and present approved accommodation documentation to their instructors in a timely manner, at a minimum, one week prior to scheduled exams.

Course Evaluations: The C.T. Bauer College of Business requires all its instructors to be evaluated by their students. The results of these evaluations are important to provide feedback to instructors on how their performance can be improved. We encourage students to provide feedback to instructors through the on-line evaluation process which is available near the end of the semester.

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Spring, 2015 Tentative Course Schedule		
Check BB daily or <i>at least</i> Weekly for Updates & Changes		
Date	Topic	End of Chapter Problems
January 20 - 22	Syllabus, Overview	
January 26 & 27	Chapter 1	
Tuesday, January 27: Last day to add a class		
January 28 & 29	Chapter 2	2, 6, 8, 9
Wednesday, January 29: Last day to drop without a grade		
Friday, January 30: BB Syllabus Assignment due		
February 2 & 3	Chapter 2A	1-3
Wed & Thurs, February 4 & 5: No class	Out of Town Conference	
Monday, February 9: Free Aplia access ends		
February 9 & 10	Chapter 5	2-10, 13, 14, 16, 19, 21, 23-27, 29
February 11 & 12	Chapter 5	
	Chapter 5	
February 16 & 17	Chapter 5A	1 - 4
Wed & Thurs, February 18 & 19	Exam 1 Chapters 1,2,2A,5,5A	
February 23 & 24	Chapter 6	1 - 11
February 25 & 26	Chapter 6	
March 2 & 3	Chapter 7	1-9, 12
March 4 & 5	Chapter 8	1-5, 7, 8, 10, 12, 13, 14,16, 17
March 9 & 10	Chapter 8	
March 11 & 12	Chapter 8	
Mon - Thurs, March 16 - 21: No class; No Review	Spring Break	
March 23 & 24	Chapter 8	
Wed & Thurs, March 25 & 26: Exam 2	Exam 2 Chapters 6 - 8	
March 30 & 31	Chapter 9	1-10
Monday, April 6: Last day to withdraw	Last Day to Drop	
April 1 & 2	Chapter 9	
April 6 & 7	Chapter 10	1-10
April 8 & 9	Chapter 10A	1-2
April 13 & 14	Chapter 12	1-4, 6-9, 11, 12
April 15 & 16	Chapter 12	
April 20 & 21	Chapter 13	1-3
April 22 & 23	Chapter 15	1-8, 11
April 27 & 28	Chapter 15	
Wed & Thurs, April 29 & 30: Exam 3	Exam 3 Chapters 9,10,10A,12,13,15	
May 4: Last day of class: See next page for Final Exam Schedule		

Review "Questions and Topics for Discussion" and learn vocabulary terms
Work Self-Test Problems; Solutions are in Text Appendix S or at the end of

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Continued

Final Exam Schedule As per UH Academic Calendar Students <i>must</i> take exam with section in which enrolled. Please double-check the date and time of <i>your</i> exam!		
MW 1:00 Section-04 (11877)	Wednesday, May 13: 2 – 5 PM	150 MH
TT 1:00 Section-02 (11876)	Thursday, May 14: 2 – 5 PM	180 MH
TT 2:30 Section-01 (11875)	Tuesday, May 12: 2 – 5 PM	180 MH
Bring RED Scantron and Photo ID		