

Finance 300: Fundamentals of Financial Management

Summer 2016 | Online | CRN #84561 | Section 001

Professor	Dr. Laura Cole
Email	lscole@utk.edu
Mailbox	Finance Department, 4 th Floor, Stokely Management Center
Phone #	(865)974.1715
Office Location	SMC 435 or Masters ILC (HBB 237)
Office Hours	Monday 7 – 8 PM EST Thursday 12 – 1 PM EST (via Zoom)
Course Objectives	<p>The course introduces students to the world of finance, both corporate and personal. Students learn basic corporate financial concepts such as financial statement analysis, the time value of money, asset valuation, risk and return, the effect of these concepts on business decisions, and personal finance topics. The learning objective of this course is for students to develop methods, strategies, and financial tools for making optimal resource allocation decisions in both business and personal environments.</p>
Course Format	<p>This course is 100% online. You do not need to physically be here in Knoxville. Lecture videos, access to the eText, office hours, Bloomberg Market Concepts, Bloomberg readings, homework assignments, quizzes, exams, etc. will all be online.</p> <p>However, this does not mean that you complete the course at your own pace. We will still progress through the summer at a pace similar to any other course. That is, there will be due dates to watch video lectures and to complete homework assignments and quizzes. There is a calendar posted on Blackboard that you should consult regularly.</p> <p>All work is to be completed individually – there are no group assignments or projects in this course.</p> <p>This is not an all-digital course. You are required to print out notes to fill in while watching videos. Because of the math involved in this course, you will find it much easier to write out the formulas and calculations by hand rather than typing them in.</p>
Correspondence	<p>Please note that although this course is online, I am only available at specific times. In other words, you will not have 24/7/365 access to me, and likewise you should not expect immediate responses to queries, calls, or emails.</p> <p>Here's how we can stay in touch over the summer, in order of preference:</p> <ol style="list-style-type: none">1) <u>Discussion Board</u> in <i>Blackboard</i>: Please ask any general questions about the class, material, and due dates, so that other students can help answer, and will likewise benefit from such Q&A.

- 2) Office Hours via *Zoom*: I will conduct online office hours, two per week. Feel free to log in and ask any questions you may have.
- 3) Email: This should be utilized for more private questions. I will answer email once per day during the business week when campus is open.
- 4) Phone: I work in the Masters Investment Learning Center on campus, where cell phones do not function (really, they don't). The best way to reach me is to utilize the above methods instead.

Prerequisites

Management 201 (BA 201). This course is not intended for majors in the Haslam College of Business.

eText

Foundations of Finance: FIN 300. This is a custom eText that is available as a hard copy and in electronic form directly from Pearson. You are also required to have *MyLab* to complete the homework and quizzes.

Valupak ISBN: 978-1323454787 (\$122.50)*

Includes loose leaf copy of custom book + MyLab access code

Click here to order: <http://www.pearsonmylabandmastering.com>

Bloomberg Market Concepts

A portion of the course will be delivered via *Bloomberg Market Concepts* (BMC), a mandatory component for FIN 300 online. BMC is a self-paced eLearning course that provides a visual introduction to the financial markets, is geared towards undergraduates who are not business majors, and will take between eight to twelve hours to complete. BMC consists of four modules – Economic Indicators, Currencies, Fixed Income, and Equities – woven together from Bloomberg data, news, analytics and television.

Although you will have already covered some financial topics, no prior financial knowledge is actually needed for BMC, as the course is completely self-contained. There will be approximately 120 exercises throughout BMC, including mini-quizzes at the end of each section. Only elementary math skills are required, and a basic calculator is sufficient to answer the questions. All questions are mandatory for progression, although there is **no penalty** for incorrect answers. You simply must complete all the modules to earn full credit – i.e. watch the videos and answer the questions.

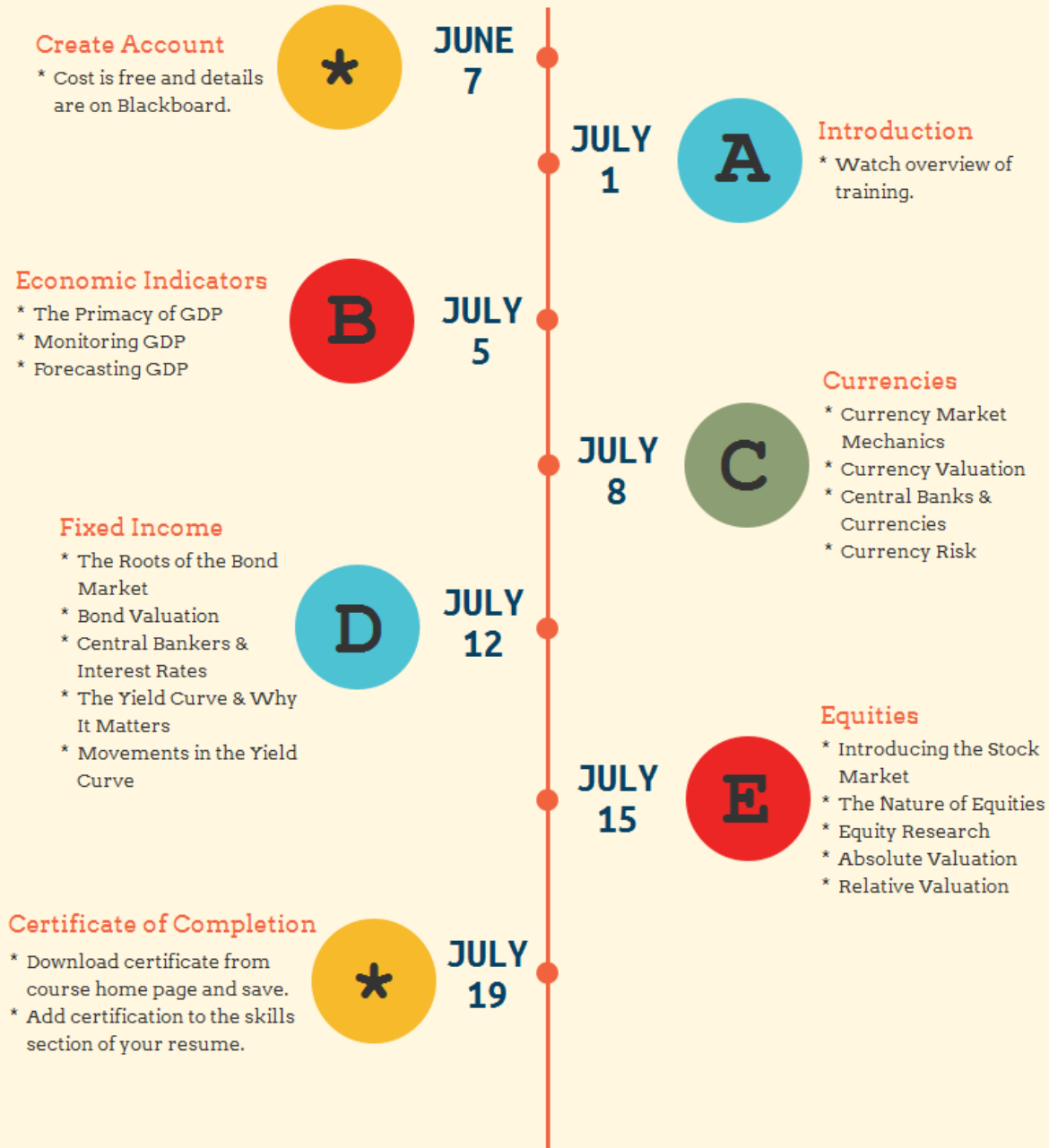
Additionally, at the completion of all four modules, you will receive a certificate of completion directly from Bloomberg. This is considered valuable in the business community, as Bloomberg is widely considered the “gold standard” of financial data, and thus it should be added to the Skills section on your resume.

Bloomberg Market Concepts (BMC)

You can progress at your own pace as long as you complete all the modules by the due dates below.

All deadlines are by 11:59 PM EST on the date stated.

BMC is worth 20% of your overall course grade in FIN 300 ONLINE.



Access to a Bloomberg terminal is not required, as BMC is completed online with an account created from your UTK email and an access code (given to you by your professor). The latest version of *Adobe Flash* is needed for your internet browser. Ordinarily BMC costs \$250 per user, and \$150 per academic user. However, this semester the Masters Investment Learning Center (Masters ILC) has donated the cost for the FIN 300 BOSS students. Thus, the cost is free and instructions to begin BMC are on *Blackboard*.

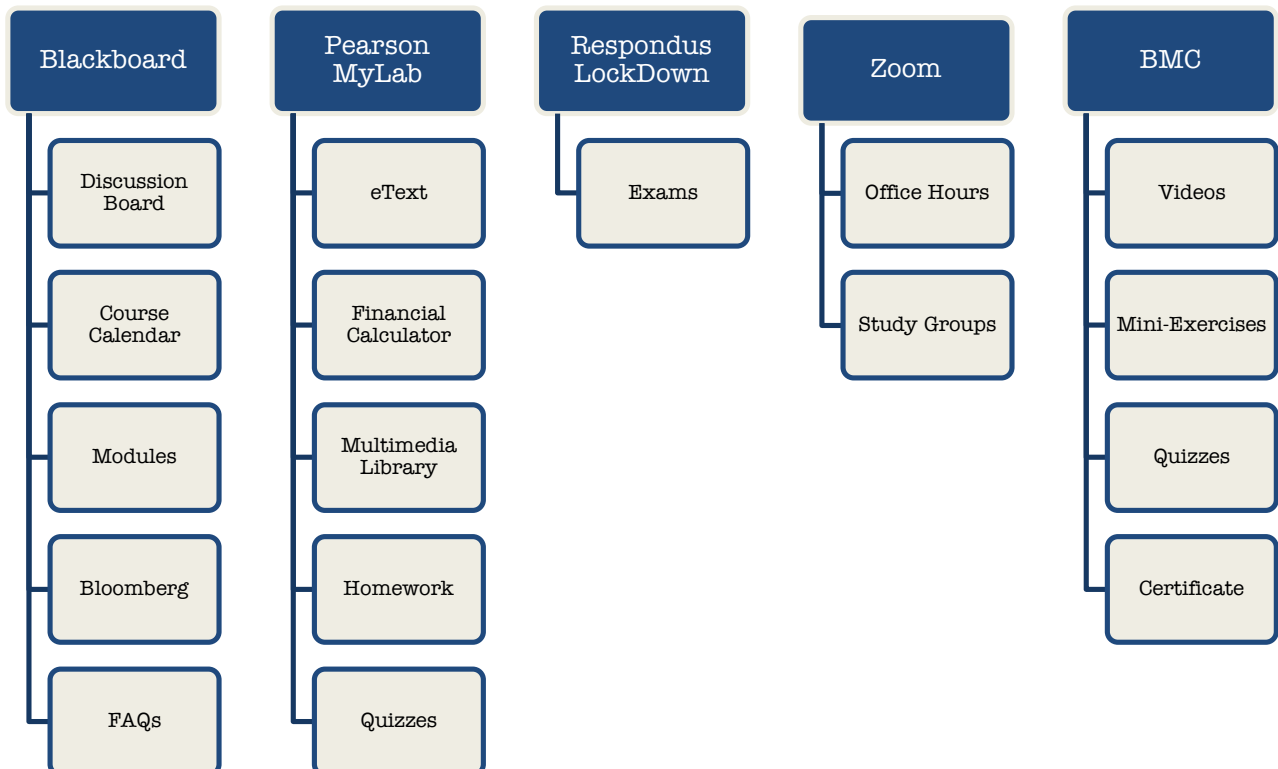
You can progress through BMC at your own pace, although there are suggested due dates. As long as you finish all four modules by the due date you will receive full credit for 20% of your overall course grade.

Completion of BMC is due by 11:59 PM EST on Tuesday, July 19.

Technology

A working computer, with webcam, audio capabilities, and an internet connection, is **required**. All of these are needed to take the exams, as well as access the content and submit assignments. You will not be able to complete this course without these materials. All required software is accessible on either MacOS or Windows, and for those with mobile compatibility it can be used with iOs or Android devices.

By **11:59 PM EST on Tuesday, June 7**, you are required to complete installation tasks, including : (i) subscribe to the “FIN 300 Discussion Board,” (ii) register for *Pearson MyLab*, (iii) install *Respondus LockDown*, (iv) install *Zoom*, and (v) register for *BMC*. Failure to do so will result in a 2% penalty from your overall course grade.



Blackboard

Consider *Blackboard* your “home base” for the course, as it contains the majority of the course material, and links to all the ancillary software and websites. I will post announcements, the discussion board, the syllabus, my information, the course calendar, getting started guides for technology, *Frequently Asked Questions* (FAQs), the links to the video lectures, the Bloomberg participation reading assignments, most of your grades, and any external links you may need. The course content is organized into **Modules**, where each contains a **Task List**. You are responsible for checking *Blackboard* regularly for announcements. You are required to do a browser check and install plug-ins by the *Technology Install* due date.

Discussion Board

Located on *Blackboard*; select “FIN 300 Discussion Board” to post or view threads. Use descriptive titles when creating a thread. Use this to submit your questions about procedure, content, or anything to do with the course. You are strongly encouraged to answer your classmates’ questions (I have been known to assign a few extra credit points for active responders). You are required to “Subscribe” to the “FIN 300 Discussion Board” by the *Technology Install* due date.

Pearson MyLab

To access, you can visit the *Pearson MyLab* website directly or utilize the links on *Blackboard*. It would be helpful to bookmark this site on your web browser. *MyLab*, also called *MyFinanceLab*, will contain the custom eText, online financial calculator, and ancillaries, including the multimedia library and external web links. You will complete your homework assignments and quizzes using *MyLab*. **Make sure that you use your UTK email address and given name when registering.** Further registration instructions are available on *Blackboard*. You are required to register for *Pearson MyLab* by the *Technology Install* due date.

Respondus LockDown

This is a locked browser that enables you to take exams in *Blackboard*. It prevents you from printing, copying, going to another URL, or accessing other applications during your exam. I can also monitor exactly where you are looking, since it has facial recognition, in case you are staring somewhere other than the computer screen (e.g. on-screen vs. your lap or the wall behind your computer). You will not be able to take exams with a standard web browser – only *Respondus LockDown Browser* can be used. The cost is free and instructions to install the browser are on *Blackboard*. You are required to install *Respondus Lockdown* and take the “Practice Assessment” by the the *Technology Install* due date.

Zoom

Similar to Skype, this is high-quality video conferencing software that is very simple to use. It is cloud-based technology that will allow screen and application sharing. You may utilize *Zoom* for office hours with me, and can even set up group meetings with one another (i.e. create a “study group”). Note that all *Zoom* sessions are recorded for my review, even when you are in a private group. The cost is free and instructions to download the *Zoom Desktop* application are on *Blackboard*.

Video Lectures

Within each **Module** is a *Video Lecture*. Prior to viewing the video lecture, you should have already read the eText and printed a hard copy of the *Lecture Notes*. This is not intended as a substitute for reading the eText. Fill in the *Lecture Notes* as the lecture progresses, and/or consult the PowerPoint slides. While the videos are one-dimensional, there are several “Time-Out!” exercises to keep you engaged, and you can watch the videos at your own pace and as frequently as you’d like.

Finance is heavily quantitative, and if you don’t work the calculations yourself, you will struggle on the homework, quizzes, and exams. Viewing the video lectures is mandatory, and cumulatively is worth up to 5% of your overall course grade. Your progress on each individual video is monitored, and graded as complete (100%) or incomplete (0%). **To receive full credit, video lectures must be fully viewed prior to completing the homework and quizzes.**

Lecture Notes

Available for each video lecture; you should print a hard copy prior to viewing the lecture. There aren’t any completed notes; if needed, use the PowerPoint slides and eText to fill in the notes. Lecture Notes are not a substitute for the eText, nor do they represent a study guide for exams. Moreover, it is your responsibility to additionally take your own notes from the video lectures.

Commercialization of my *Lecture Notes* is not permitted.

Bloomberg Readings

As a means to measure participation, during the BMC you are required to complete a Bloomberg reading and the corresponding “participation check,” available on *Blackboard*. The Bloomberg readings will be about current events, and will be assigned directly from *Bloomberg.com*. After reading the article, you will take a corresponding open-notes, open-article “participation check” on *Blackboard*. It will be a combination of multiple-choice, short-answer, and brief essay questions. Short-answer and essay questions will be graded primarily for the quality of your responses. You only have one attempt, but unlimited time, to complete the check. Bloomberg “checks” are worth 2.5% for each of four readings, for a total of 10% of your overall course grade. **Bloomberg readings are due by 11:59 PM EST.**

Homework

There will be assigned homework for each eText chapter, although chapters may be combined, of which there are approximately 10 assignments. Homework must be completed and graded electronically via *Pearson’s MyLab*. Each assignment is worth 1%, for a total of 10% of your overall course grade. Homework assignments are graded based on effort, not accuracy. You have unlimited attempts, and only your highest attempt will be used for grading. However, as long as you work your way through all the questions once, you will receive full credit. Homework assignments are a basis for quizzes. **Homework is due by 11:59 PM EST.**

Quizzes

There will be a quiz for each eText chapter, of which there are approximately 10 quizzes. Quizzes must be completed and graded electronically via *Pearson's MyLab*. Each quiz is worth 1.5%, for a total of 15% of your overall course grade. Although quizzes are open-book and open-notes, you are timed in your attempts. You will have one attempt and 60 minutes to complete each quiz. Detailed solutions will be available after completion. Homework helps you prepare for the quizzes, and the quizzes will help you prepare for the exams. **Quizzes are due by 11:59 PM EST.**

UTIG Extra Credit

You may earn up to 2% added on to your final course grade by (i) joining the UT Investment Group (UTIG) and (ii) managing a portfolio in the *Wolf of Vol Street*. Extra credit is granted based on completion of trades, not trading profits. You need only try! You can join UTIG for extra credit any time up to the deadline, although earlier is better.

You do not need to submit an application for summer. Instead, pay the \$25 "Wolf" summer membership dues online, ensuring you type your NAME in the "Note to Seller" section to qualify for extra credit. You will receive an email confirmation.

To pay \$25 "Wolf" membership dues: <http://utig.weebly.com/pay-dues>

The deadline to pay UTIG dues is 11:59 PM EST on Friday, July 1.

Wolf of Vol Street Trading Competition

An 8-week trading competition where you will manage a mock \$100,000 portfolio with a 25% position limit. You are required to make at least 12 trades, although you are not graded on your portfolio's performance with regard to extra credit. Even if you lose all your money, you will still earn the extra credit.

One trade consists of one buy or one sell order. For example, buying a share of Tesla and then selling it one week later would count as 2 of your 12 trades. Margin trading, short selling, limit and stop orders, and options trading are all permitted, if you know how to utilize these techniques. Otherwise, just have fun and trade away! The cost to trade is included in your UTIG membership; i.e. your *Wall Street Survivor* account is free. After you've paid your membership dues, you can begin trading on 9:30 AM AM EST on Monday, June 6.

Registration instructions: <http://utig.weebly.com/trade.html>

To trade: <http://www.wallstreetsurvivor.com/league/WOLFSummer2016>

Trades must be completed by 4 PM EST on Wednesday, August 10.

Exams

You will have two exams, a midterm and a final exam, of which each is worth 20%, for a total of 40% towards your final course grade. The final exam is not comprehensive. Exams will be accessed through *Blackboard* and must be taken using the *Respondus LockDown Browser*. You will have a 24-hour time period on the exam date to complete the exam. **The days and times for these exams are non-negotiable; please make any plans now to ensure that you will be able to take all three exams.**

Exams are designed to evaluate your grasp of the material discussed in the *Video Lectures* and assigned eText, and will focus on qualitative concepts. However, you will still need to be able to understand the formulas and equations such that you can answer conceptual questions about the formulas/equations.

Exams will consist of multiple-choice questions. Exams are closed-notes, closed-book, 60-minute timed exams. There are no make-up exams, so don't even ask.*

* *Documented conflicts* that entitle a student to take a makeup exam are:

- A University-related obligation at the same time as the exam. You must bring me a letter from the University organization.
- An illness or accident requiring medical attention. You must bring me a note from a doctor or clinic excusing your absence from the exam.

Due Dates

Tech Installation	TUES JUNE 7
Midterm Exam	TUES JUNE 28
Pay UTIG Dues	FRI JULY 1
BMC	TUES JULY 19
Final Exam	TUES AUG 9
Wolf of Vol Street Trading Ends	WED AUG 10

Important Dates

Classes Begin	THUR JUNE 2
Last day to add/drop without "W"	FRI JUNE 10
No Class: Independence Day	MON JULY 4
Last day to drop with "W"	FRI JULY 22
Classes End	TUES AUG 9

Course Grade	Midterm Exam	20 %
	Bloomberg Market Concepts (BMC)	20 %
	Final Exam	20 %
	Video Lectures	5 %
	Bloomberg Readings/Participation	10 %
	Homework	10 %
	<u>Quizzes</u>	<u>15 %</u>
	TOTAL	100 %*

*UTIG Extra Credit will add an additional 2%, bringing total to 102%

Grading Scale

Final grades are NOT curved and are based solely on the points earned from the exams and assignments. Letter grades will be assigned as follows, with rounding used to the nearest whole number:

93% – 102%	A	70% – 72%	C –
90% – 92%	A –	67% – 69%	D +
87% – 89%	B +	63% – 66%	D
83% – 86%	B	60% – 62%	D –
80% – 82%	B –	≤ 59%	F
77% – 79%	C +	**	I
73% – 76%	C	***	W, W/P, W/F

** The grade of Incomplete (I) is assigned only under extremely unusual circumstances which prevent a student from completing part of a semester's work. Incompletes are not assigned in place of a grade a student has earned but does not want to receive.

*** If you receive the HOPE scholarship or other financial aid, any withdrawal from a course (W, WP, or WF) may affect your scholarship. You must check with both the Undergraduate Advising Center and the Financial Aid office before deciding to withdraw from a course.

From Registrar

You are responsible for ensuring that you have been dropped from this class. If you drop the class after the “W” deadline and notify the instructor, you will usually receive either a “W/P” (passing) or a “W/F” (failing). W/F will count as an “F” in your GPA. Also, if you sign up for a class and never attend or withdraw you will receive an “F” for that class.

Questions on Grades

You have one week from the time a grade on an assignment or exam is posted in order to clear up any discrepancies between what you think the grade should be and what is posted. After one week, the posted grade becomes the final grade.

In the professional business world, **we do not round up**; not on performance bonuses, not on million dollar contracts, not even giving back change out of a cash register. Grades in this course will be handled the same manner.

As a policy, I do not give out grades over the phone or via email. Grades are posted on *Blackboard* as soon as I receive them. **I do not respond to phone calls or e-mails asking me to give you “extra” points at the end of the semester because you really need them, or to permit you additional attempts at prior assignments for “extra” points. Instead, you should expect to earn all points in this class.**

Cheating

I expect students to approach their studies with honesty and integrity. Students must do their own work on assignments and exams unless I indicate otherwise. Dishonest behavior in completing assignments and exams will not be tolerated and will be reported to the *Student Judicial Affairs Office*.

Professionalism

Students failing to conduct themselves in a professional manner (e.g., rude or distractive behavior) will be asked to leave the classroom.

From Hilltopics

“Student classroom conduct, including academic dishonesty, is the immediate responsibility of the instructor. He/she has full authority to suspend a student from class, to assign an ‘F’ in an exercise or examination, or to assign an ‘F’ in the course” (Hilltopics, pg. 19).

Civility Statement

“Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other’s well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: <http://civility.utk.edu/>.”

From the Office of Disability Services

If you need course adaptations or accommodations because of a documented disability, contact the Office of Disability Services at 2227 Dunford Hall (974-6087). This will ensure that you are properly registered for services. You must register before the first exam.

“Top 10” FAQs (more on Blackboard)

1. *“How much will this class cost?”*

About \$150. Instead of forcing you to pay for a financial calculator, I’m having you utilize the free online calculator in *Pearson MyLab*. The eText and *MyLab* is \$122.50, and UTIG another \$25.

2. *“My bestie and I are both in your class. Can we buy one Pearson MyLab account and share it?”*

No. Each student must have his or her own account.

3. *“Do I have to do the graded homework assignments in one sitting?”*

No, you can do part of it and come back to it later---it is not timed like your quizzes and exams. Everything will be saved each time you log out.

4. *“I noticed that the homework/quiz/exam was due by 11:59 PM. It’s now 12:30 AM. Can I please still turn it in?”*

No, and no exceptions. Once the due date has passed, you will no longer be able to submit the assignment.

5. *“But it wasn’t my fault! I was having ... computer/technical difficulty/unforeseen emergency ... when I tried to log on and submit it!”*

No exceptions – imagine if I forgot to submit a sell order for a stock for you, and the stock price plummeted, leaving you holding shares that are now worthless. Wouldn’t you hold me accountable? There’s no turning back the clock, and you must assume responsibility for your inaction. Don’t wait until the last minute to finish and turn in your assignments. **You WILL have technical difficulties at some time – this does not excuse you from deadlines.** Plan for it and don’t wait until the last minute.

6. *“I’m going to miss the __ exam because ... when can I schedule a makeup?”*

You can’t, no exceptions.

7. *“I heard I have to buy a fancy calculator for this class. Is this true?”*

No, not for the online course (see first question). You can use the free online financial calculators for homework and quizzes, and Excel for other calculations. Your exams are only qualitative questions.

8. *“May I skip doing __ and still pass?”*

If you skip any portion of the class, e.g. BMC or Bloomberg discussions, then you will earn a 0%. It’s hard to pass this class with a “0” for any portion.

9. *“Are there any extra credit opportunities?”*

Absolutely! UTIG adds TWO PERCENT onto your final course grade (wow).

10. *“May I work with other students?”*

Not really. This class requires individual effort, and all assignments must be done on an individual basis. If you try to share assignments, you will be caught, and you will fail.

Week	MON	TUES	WED	THUR	FRI
JUNE 2				THUR JUNE 2 <i>Classes Begin</i>	FRI JUNE 3 Module 0 Getting Started Syllabus Install Software
JUNE 6	MON JUNE 6 Bio Due	TUES JUNE 7 Module 1 Introduction *Technology Installation		THUR JUNE 9 Homework 1 Due	FRI JUNE 10 Module 2 Financial Statements
JUNE 13	MON JUNE 13 Homework 2 Due	TUES JUNE 14 Module 3 Parts A + B Financial Ratios		THUR JUNE 16 <i>Start Homework 3</i>	FRI JUNE 17 Module 3 Parts C + D Financial Ratios
JUNE 20	MON JUNE 20 Homework 3 Due	TUES JUNE 21 Module 4 Part A Risk & Return		THUR JUNE 23 <i>Start Homework 4</i>	FRI JUNE 24 Module 4 Part B Risk & Return
JUNE 27	MON JUNE 27 Homework 4 Due	TUES JUNE 28 Midterm Exam Modules 1 - 4 *Quizzes Due		THUR JUNE 30 Bloomberg Reading I	FRI JULY 1 Module 5 BMC Part A Introduction
JULY 4	MON JULY 4 <i>Independence Day</i>	TUES JULY 5 Module 6 BMC Part B Economic Indicators		THUR JULY 7 Bloomberg Reading II	FRI JULY 8 Module 7 BMC Part C Currencies

Week	MON	TUES	WED	THUR	FRI
JULY 11		TUES JULY 12 Module 8 BMC Part D Fixed Income		THUR JULY 14 Bloomberg Reading III	FRI JULY 15 Module 9 BMC Part E Equities
JULY 18		TUES JULY 19 BMC Due Modules 5 – 9		THUR JULY 21 Bloomberg Reading IV	FRI JULY 22 Module 10 Financial Planning
JULY 25	MON JULY 25 Homework 6 Due	TUES JULY 26 Module 11 Parts A + B Time Value of Money		THUR JULY 28 Homework 7 Due	FRI JULY 29 Module 12 Mutual Funds
AUG 1	MON AUG 1 Homework 8 Due	TUES AUG 2 Modules 13 + 14 Credit Cards Student Loans Consumer Loans		THUR AUG 4 Homework 9 Due	FRI AUG 5 Module 15 + 16 Home Loans Auto Loans Retirement Planning
AUG 8	MON AUG 8 Homework 10 Due	TUES AUG 9 Classes End Final Exam Modules 10 – 16 *Quizzes Due	WED AUG 10 *Trading Ends for Wolf of Vol Street		