COURSE DESCRIPTION:

An evaluation of selected financial policies connected with the acquisition and disposition of funds by the firm. An emphasis is placed on quantitative solutions to these problems.

PREREQUISITES:

You should have completed a Corporate Finance class, typically BA 530, in which valuation, time value of money, and risk and return in which were major topics. You must possess a reasonable degree of knowledge related to using both Excel and a financial calculator. If you do not possess any Excel skills, you are strongly encouraged to obtain an Excel supplement or tutorial to aid you in working in Excel. Excel and/or financial calculators will be used extensively in this course.

SPECIAL OR UNIQUE STUDENT MATERIAL:

Unless you perform all analysis using a spreadsheet, a financial calculator with a "cash flow" button is necessary. It is preferred that you use a spreadsheet. However, our textbook and most of my audios and videos, assume you are using a calculator or calculator app. Most finance professionals use calculators for simpler computations, and spreadsheets for complex and/or repeated similar computations. A weakness of my class and finance training in general, is my assumption you will tend to use calculators in your analysis. The calculator you choose must be programmed to compute net present value (NPV) and internal rate of return (IRR). Examples of sufficient quality calculators include the Hewlett Packard 10B, Texas Instruments BA II PLUS or its app (BA II plus for ios and android (does not work very well with android)), Sharp EL-733A (not preferred), HP 12C (preferred, but I do know how to use this calculator) and Texas Instruments TI-83 Plus (most preferred but more expensive) or other TI 80 series calculator with the Finance addin, or TI 83 phone app (graphncalc83 for ios).

PROFESSOR AVAILABILITY:

I have arbitrarily designated Wednesday as the class day for BA 531 this semester. This means that Wednesday will be the day with the most availability and highest levels of student-professor contact. On other days, I am usually in my office and welcome student contact. My office hours are largely irrelevant, since no students are physically located nearby. I have listed office hours above. You may call me at the office or cell at “reasonable” hours and you are welcome to email me via D2L 24/7.

We will use Adobe Connect app for weekly chats. Except for Thanksgiving week, I will make myself available from 7:00-8:00 p.m. Central Time on Wednesdays. For Thanksgiving week, chat will move to Tuesday. These are optional meetings. We use Adobe Connect’s Whiteboard for our chat/meeting function. Adobe Connect has no obvious limitations. However, this this my first semester using the tool, so there will be a learning curve for the first few sessions. I plan to record the sessions and will make those sessions available. Chat is a good way to have your questions answered. I think we can set up a generic Adobe Connect chat for Team meetings. I am glad to meet with groups in Adobe Connect. I am often available on weekends.

I generally login to D2L to respond to emails and to grade quizzes two-three times per week. My target turnaround on email is less than three business days. Thus, with an intervening weekend, it may be five total days until I respond to an email. If you need a faster response, text/call my cell phone or use another real-time method. My preferred method of contact is via cell phone (770-301-8648). I am also available via various real-time internet contact methods, such as D2L, Skype, LinkedIn and Facebook. I strongly prefer real time contact.
(cell phone or Instant Messenger) to delayed contact (email). During the first two weeks of class, I will check D2L email daily.

TEXT BOOK:

Required are excerpts from Fundamentals of Corporate Finance, Brealey, Myers, Marcus, Mcgraw-Hill (2012), 7th edition. We are using a Create E-Book, with ISBN: 9781308340371 and the rather unoriginal title of BA 531. Because this is an excerpt, and to keep the cost down, you will need to do internet searches for some terms and terminology.

TEAM PHILOSOPHY:

You should consider the entire class as a group/team to support you during this course. You are allowed to work in groups to study, complete recommended practice homework, work on the individual project, and complete chapter quizzes. You should communicate regularly with your team members and you can use D2L’s discussion tool, Adobe Connect, to facilitate communication. No team assistance is allowed for the Midterm Exam and Final Exam. Although I suggest class members should communicate regularly and allow teamwork for some graded material, I will grade all of your work individually.

COMMUNICATION WITH THE PROFESSOR:

You are encouraged to communicate with the professor on a regular basis. You can email the professor with questions or comments.

- **Phone/Text:** I am available (numbers are above), call me for any reason. This is my preferred method of real-time communication. You can also text me at 770-301-8648.
- **ADOBE CONNECT Classroom and Skype:** Adobe Connect is a whiteboard with audio within D2L. I will login on Wednesdays from 7:00-8:00 pm. If you are having difficulty with the class materials, Adobe Connect Classroom sessions are a perfect time for real time interaction and instruction. If requested, I will also meet at other times. As an alternate, we can arrange meetings via Skype.
- **Email:** Use the email link in your D2L account to email the professor. You should check it at least two times per week. Your professor will check D2L email two-three times per week. I will email the class at least weekly, usually after the Wednesday Chat Session.
- **Discussion Board:** I view the Discussion Board as a student to student communication area. I only post when requested or if my posting is clearly needed. You are allowed to post questions, responses and discussions related to each chapter to the course discussion area for that chapter/module. Also, use the discussion area to communicate with other students. You may post anonymously. I will check the discussions occasionally, but will only post if requested or if it seems appropriate. If there is a discussion in which you think I should participate, email me and I will participate.
- **Social Media:** I am available on Facebook, WeChat and LinkedIn (Charles Hodges), and Skype (bufordshighway). You are welcome to add me to your social networks. I have various instant message capabilities, contact me for more information.

COURSE COMPONENTS, GRADING, AND CLASS SCHEDULE:

Your course grade will consist of points accumulated for Online Quizzes, Graded Assignments, Mid-Term Exam, and Final Exam. Read details below for each component.

- **Online Quizzes:** There will be 13 online quizzes. The quizzes are primarily to allow you to evaluate your skill level and diagnose your weaknesses for a given Finance topic. The BA 531 class schedule shows the quizzes and the dates by which each quiz must be completed, but generally two quizzes are due every Wednesday by 11:30 pm. You generally have a two-week window in which to complete the quizzes. Upon request, I will usually extend the quiz deadline by two-three days. Quizzes are designed to keep you up to date with the materials and to prepare you for your exams. Quizzes will be timed (liberally) and will consist of true/false, multiple choice, short answer, matching, and calculation problems. You are encouraged to use your course materials as an aid when taking quizzes. All quizzes are taken in D2L using
your ID and password to gain access. You are allowed to use help or assistance of another person in completing the quizzes. You may take/access each quiz up to five times during the specified period. Your highest grade will be used in calculating your course grade. Quizzes are 33% of your course grade. I will drop your lowest quiz grade (of the 13 quizzes) before computing your quiz average. In my past online BA 531 classes, the average quiz score was above 95. The key to making an A in this course is to have a very high quiz average. I expect that over half the class will have a 100 average.

- **Two Minute Feedbacks:** This course, and technologies used in this course, are constantly evolving. To aid me in improving the course, I require that you send me five emails (Subject: 2 minute feedbacks) on methods to improve the course. The suggestions can be on any topic that you feel will improve the course. Criticism is welcome and encouraged. You must send the emails before 5 p.m. on December 18. The feedbacks are 2% of your grade. All students who send the five feedbacks get full credit.

- **Graded Individual Assignment:** There will be a multi-part graded assignment. The project is due on December 16. The graded assignments and instructions are provided via the module labeled “Company Analysis Project.” The graded assignment makes up 10% of your course grade. This project requires you to apply much of the knowledge you obtain during the course of the semester (primarily Chapters 3, 7, 12, and 13). It allows you to examine an actual company by applying the analytical methods discussed in class. I will make the project available before November 1. The project is designed to have a class average of above 90. You turn in the project using the Dropbox.

- **Midterm Exam:** The Midterm Exam is a timed exam (3 hours MAXIMUM) and consists of true/false, short answer, multiple-choice, and calculation questions relating to the topics previously tested via quiz and graded assignments. The Midterm Exam covers chapters 1, 3, 6, 7, and 12-14. The Midterm exam is used to evaluate your understanding of topics addressed in the first half of the course. The Midterm exam will be taken in D2L. You cannot use the help or assistance of another person in completing the exam. The Midterm exam can only be accessed/taken once and makes up 25% of your course grade. The Midterm Exam is available from 7:00 am on November 18 to 11:30 pm on November 25, 2015. You must begin by 8 pm to have the full amount of time to complete the exam. Let me know about system maintenance issues that arise, which I hope will not happen. Assuming you do well on the quizzes and individual assignment, you need only a low 80’s average on the Exams to make an A in the class. The average exam grade varies by cohort, but I expect an average in the upper 70’s.

- **Final Exam:** There will be a non-comprehensive Final Exam at the end of the semester. The exam will be timed (3 hours MAXIMUM) and consist of true/false, short answer, multiple-choice, and calculation questions relating to the topics previously tested via quiz and graded assignments. The Final Exam covers chapters 10, 16, 17, and 23-25. The Final Exam is used to evaluate your understanding of topics addressed in the second half of the course. The Final Exam will be taken in D2L. You cannot use the help or assistance of another person in completing the exam. The Final Exam can only be accessed/taken once and makes up 30% of your course grade. The Final Exam is available from 7:00 AM on December 14 to 11:00 PM on December 18, 2015. You must begin by 8 pm to have the full amount of time to complete the exam. The average exam grade varies by cohort, but I expect an average in the upper 70’s.

- **Grade:** Your course grade will consist of points accumulated through quizzes, graded assignments, the Midterm Exam and Final exam. I reserve the right to curve grades. Below are the graded components and the weight of each component.

<table>
<thead>
<tr>
<th>Component/Effort</th>
<th>% of Grade</th>
<th>Letter Grade % Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (Individual)</td>
<td>33%</td>
<td>A = 90% to 100%</td>
</tr>
<tr>
<td>Individual Project</td>
<td>10%</td>
<td>B = 80% &lt; 90%</td>
</tr>
<tr>
<td>Midterm Exam (Individual)</td>
<td>25%</td>
<td>C = 70% &lt; 80%</td>
</tr>
<tr>
<td>Final Exam (Individual)</td>
<td>30%</td>
<td>D = 60% &lt; 70%</td>
</tr>
<tr>
<td>Two Minute Feedbacks</td>
<td>2%</td>
<td>F = &lt; 60%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
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</tbody>
</table>
MAKE-UP POLICY:

I am generally willing to extend a quiz deadlines for two-three days. I do not extend the deadline on the Individual Project, Midterm Exam, or Final Exam. Thus one not completing the project, or an exam, by the deadline will receive an exam grade of 0. If you need more than five attempts to get 100 on the quiz, let me know. I am generally willing to give additional quiz attempts.

ACADEMIC DISHONESTY:

Academic Dishonesty will not be tolerated. Collaboration on exams will be considered cheating. Please review the section on TEAM PHILOSOPHY for further discussion. Ask the Professor if you have questions about where collaboration is allowed. All incidents of academic dishonesty will be handled in accordance with guidelines set forth in your university’s Student Conduct Code. The minimum penalty for a student caught cheating on an exam or other assignment will be a grade of zero on that work.

OTHER INFORMATION:

1. D2L may mark answers incorrect and you may lose quiz and exam points due to the format of your numerical answers. D2L will mark answers incorrect if you use $, or % signs in your answers. If you lose points due to format and the answer is correct otherwise, please email me and I will review your quiz/exam for any needed adjustments.

2. I will use D2L to grade your work. On each quiz/exam/assignment, some or all grading will need to be done by the professor. Unless other factors enter in, I plan to have all grades posted within 48 hours of the deadline for submission. I typically grade quizzes two to three times per week, so the normal turnaround for quiz grading is 72-96 hours.

COURSE CALENDER:

<table>
<thead>
<tr>
<th>Week</th>
<th>Event/Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 26</td>
<td>Course is open, Class Begins, Orientation Video,</td>
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<tr>
<td>October 28</td>
<td>Adobe Connect Chat Session in D2L (suggested)</td>
</tr>
<tr>
<td>November 4</td>
<td>Chapter 1 Quiz (Overview of Financial Management) and Chapter 3 Quiz (Review of Financial Statements) due, Chat Session in D2L</td>
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<tr>
<td>November 11</td>
<td>Chapter 6 Quiz (Bond Valuation) and Chapter 7 Quiz (Stock Valuation) due, Chat Session in D2L</td>
</tr>
<tr>
<td>November 18</td>
<td>Chapter 12 Quiz (Risk, Return, and Capital Budgeting) and Chapter 13 Quiz (Weighted Average Cost of Capital) due, Chat Session in D2L</td>
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<tr>
<td>November 24</td>
<td>Chapter 14 Quiz (Intro to Corporate Financing) due, Chat Session in D2L, THIS IS A TUESDAY</td>
</tr>
</tbody>
</table>

Mid-Term Available: November 18 to 11:30 pm on November 25 (no extensions will be granted)

December 2  Chapter 16 Quiz (Debt Policy) and Chapter 17 Quiz (Payout Policy) due, Chat Session in D2L

December 9  Chapter 10 Quiz (Project Analysis with a focus on Real Options) and Chapter 23 Quiz (Options) due, Chat Session in D2L

December 16 Chapter 24 Quiz (Risk Management) and Chapter 25 Quiz (What we Know and Do Not Know about Finance) due, Chat Session in D2L, Individual Project is Due

Final Exam Available: December 14 to 11:30 p.m. on December 18 (no extensions will be granted)