FINA 3310 – Principles of Finance – Z01  
Summer 2022

Department: Accounting, Finance & MIS || College of: Business || Accrediting Body: AACSB

Instructor: Sanzid Haq
Section and CRN: Z01 (CRN: 30226)
Office Location: Ag & Bus Bldg, Room 456
Office Phone: (936) 261-9233
Email Address: sahaq@pvamu.edu
Office Hours: By appointment (face-to-face or virtually)

Course Location: On-line
Class Days & Times: All exams will be conducted on-line but in approved proctored environment. Refer to the “Course Procedures” and “Exam policy” sections for detail.
Mode of Instruction: On-line

Catalog Description: Fundamental tools and techniques applicable to financial planning of businesses as well as institutions that play major roles in the financial world. Covers valuation of securities, risk-return relationship, capital budgeting, management of current assets and liabilities with extension to international areas.

Prerequisites: ACCT 2123 and junior/senior classification
Co-requisites: None


2. Wall Street Journal and other business magazines/journals.

Course Goal: The primary objective of this course is to examine the principles of finance and techniques and to emphasize the use of financial information in the managerial planning and evaluation processes.

The content and dates listed in this syllabus are subject to change depending on circumstances during the semester.
### Student Learning Outcomes:

<table>
<thead>
<tr>
<th></th>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning Outcome Alignment</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Understand the role and objectives of finance.</td>
<td>Mastery of Content, Global Perspective and Ethics</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>2</td>
<td>Understand financial statement analysis of a corporation.</td>
<td>Mastery of Content, Global Perspective and Communication</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>3</td>
<td>Understand financial securities and markets.</td>
<td>Mastery of Content, Global Perspective and Ethics</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>4</td>
<td>Understand the composition and function of the Federal Reserve System.</td>
<td>Mastery of Content</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>5</td>
<td>Understand the time value of money.</td>
<td>Mastery of Content</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6</td>
<td>Able to compute the value of bonds and stocks.</td>
<td>Mastery of Content</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>7</td>
<td>Understand the risk and return relationship of securities.</td>
<td>Mastery of Content</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>8</td>
<td>Understand capital budgeting techniques and their application.</td>
<td>Mastery of Content</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>9</td>
<td>Learn the sources of short-term financing available to a corporation.</td>
<td>Mastery of Content</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>10</td>
<td>Understand the sources of long-term financing available to a corporation.</td>
<td>Mastery of Content</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>11</td>
<td>Understand the effect of financial leverage on the risk and return on equity.</td>
<td>Mastery of Content</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>12</td>
<td>Learn foreign exchange rates and their determination in the market.</td>
<td>Mastery of Content and Global Perspective</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

### Major Course Requirements

**Method of Determining Final Course Grade:**

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Value (points or percentages)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four tests (@100 pts)</td>
<td>50%</td>
<td>400</td>
</tr>
<tr>
<td>Final examination**</td>
<td>12.5%</td>
<td>100</td>
</tr>
<tr>
<td>Quizzes</td>
<td>12.5%</td>
<td>100</td>
</tr>
<tr>
<td>Assignments</td>
<td>12.5%</td>
<td>100</td>
</tr>
<tr>
<td>Problems Homework</td>
<td>12.5%</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
<td><strong>800</strong></td>
</tr>
</tbody>
</table>

**Final examination will be cumulative, covering materials covered during the semester including any assigned videos, discussion, and business articles.**

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The Final exam is mandatory. All students who desire to get a grade other than an “F” must take the final exam. If the performance on final exam is better than the worst test score, the latter will be dropped and replaced by the equivalent score on the final exam. Students will have to earn their grades and the grades earned will be the grades received. Grades will be based solely on performance in the above categories. No credit for any extra work is allowed and the grade will not be curved. An “Incomplete” grade (I) is given only in case of a documented medical or other extenuating circumstance and the student needed to have been in a good academic standing (must have attained at least 60% of the available points at the time of the incident). Needless to say, the “Incomplete” grade (I) is not automatic and requires approval of the instructor.

Grading Criteria and Conversion:

- A = 800 – 720 points or 90% of Total points;
- B = 719 – 640 points or 80% of Total points;
- C = 639 – 560 points or 70% of Total points;
- D = 559 – 480 points or 60% of Total points;
- F = 479 points or below or 59% or below of Total points

FN = If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, including the final exam, and performed below the grade level of a D, a grade of FN (failed-nonattendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Detailed Description of Major Assignments:

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>Assessments and assignments designed to supplement and reinforce course material. Homework may be composed of quizzes and Assignments, which is the written portion. It would be prudent to read the chapter before attempting the quizzes because uneducated guessing would hurt your score. The homework windows are open for a limited time (a week) starting the morning of the previous assignment due date and close right at 8 am on the following week. Late submission of homework will not be accepted.</td>
</tr>
<tr>
<td>Exams</td>
<td>Tests designed to measure knowledge of presented course material.</td>
</tr>
<tr>
<td>Discussion</td>
<td>Opportunities designed to measure ability to apply analytical skills and application of course material.</td>
</tr>
</tbody>
</table>

Course Procedures or Additional Instructor Policies

Course Procedures:
The delivery mode of this course is Internet + asynchronous, which is basically a "traditional' online class with no scheduled day/time to meet and there is no requirement to attend classes. However, if you do need help or want to hold a session with me then feel free to send an email with a specific day and time that best fits your schedule and we'll come up with the best time that works for both of us. Although you are not required to attend zoom classes for this course, but you are required to login to the course regularly to keep up. Students who do not log in and not active in the course will have their courses removed and financial aid reduced or cancelled. Students are expected to read assigned materials and complete assignments by due dates. Opportunities will be provided to students throughout the semester to ask questions on materials that they do not understand or need further
elaboration. Students will be required to participate in on-line exercises and discussions will tend to focus on “how to” aspects of the learning objectives.

Numerous exercises will be required in addition to the required reading. All homework assignments will need to be submitted on time. **It is the student's responsibility to obtain all missed information from an on-line absence. This includes any assigned homework or announced changes in exam dates, etc.** Students who are interested in earning bonus points may turn in a final project, details of which can be found in the “Bonus opportunity” section of this syllabus. **Tests are to be taken on the announced Test dates and will follow the schedule listed in the syllabus. No makeup examination will be allowed.** If anyone misses any tests, a score of zero will be added to the cumulative points earned up to that point in time.

**All exams will be conducted on-line but in a proctored environment. Meaning, students cannot take the exams on their own without any supervision. Tests will be proctored by the instructor via Zoom on students’ cell phone and Proctorio via the Chrome browser on their laptops. Keep an eye out for related announcements on the eCourses regarding it.**

Exams will be composed of multiple-choice questions and short essays. Obtaining good grades will require understanding of the concepts, tools and techniques learned in the course. Test dates will approximate the schedule listed in this document and will be announced at least one week in advance. Essays are required to be answered in legible and grammatically correct form.

**Cheating will not be tolerated in this course. Without exception, those who are suspected of cheating, even if determined retroactively in this course, will be given an “F” for the course and will be prosecuted to the maximum extent. It will result in discipline at the University level that will likely to include suspension or termination from our program.**

Communication for this course will take place primarily via through eCourses email, discussion boards and chat rooms. Proper email etiquette should be observed. Please avoid sending messages in all caps (ALL CAPS) and try to be as grammatically correct as possible. Students are encouraged to provide feedback about the course in general and how it can be improved. Respect for the instructor and classmates must be given at all times in all electronic communication modes. Please avoid negative comments. Profanity is prohibited.

When applicable, discussion boards and chat rooms will be created and will be open for general use. Restricted rooms and boards for designated groups may be created as necessary during the course. Please observe the electronic communication standards listed in this document. Times for instructor led live chat and discussion sessions will be posted as necessary during the course.

**Discussion Engagement Policy:**

When assigned, students will be required to participate in all course discussion and/or Chat sessions on time in order to get the maximum learning from the course. All Chat and discussions sessions will be graded and excessive absences (excused or un-excused) or tardiness will adversely affect the overall grade in the course. Time for such events will be posted when necessary and all responses are required to be as substantive in nature.

**Use of the Study Guide:**

Students are encouraged to take advantage of the study guide or other materials provided by the publisher of the book.

**Submission of Assignments:**

Assignments and projects will be administered through eCourses, no access code need to be bought. Therefore, exercises and projects will be distributed and should be submitted through eCourses. Each assignment would have a deadline for submission. Once the deadline for submission is over for a particular assignment, opportunity to submit that particular assignment will be closed. Students can expect to have their assignments graded within one week of their submissions. Students should have a working knowledge of uploading and downloading of files from the eCourses. For directions to access

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eCourses please contact the Office of Distance Learning at dlearnig@pvamu.edu or (936) 261-3282 or the Helpdesk at (877) 241-1752 or (936) 261-2525.

Formatting Documents:
Microsoft Word® is the standard word processing tool used at PVAMU. If you’re using other word processors, be sure to use the “save as” tool to save the document in either MS Word®, Rich-Text, or plain text format.

Calculator Policy:
Part of the objectives of this course is to prepare students with necessary knowledge and skills to perform well in the business world. Financial calculator is a very helpful tool, accordingly, students will be taught how to use a financial calculator and it is necessary to have one.

Communication Expectations:
Students may send email via eCourses to the instructor anytime that is convenient to them. All emails or discussion postings requiring a response will receive a response from the instructor within 48 hours following the time of receipt during the work-week (Monday through Friday). Emails received on Fridays will be responded to by the close of business on the following Mondays. Emails received during the work-week by the close of business (5:00 pm CST) will be responded on the day following instructor’s receipt of messages.

Examination Policy:
1. **Exams for this course are used as assessment tools and not as learning tools for students.** As such, after scores are released, students may contact the instructor for learning gap specific tips but students will not be allowed to see or keep the exams.
2. **All exams will be conducted on-line but in a proctored environment.** Meaning, students cannot take the exams on their own without any supervision; Tests are to be taken only on the announced Test dates.
3. **Tests will be proctored by the instructor via Zoom on students’ cell phone and Chrome browser with Proctorio add-on on their laptops.** Therefore, it is imperative to have the Chrome browser with Proctorio add-on (not regular Internet browser such as Internet Explorer, Firefox, etc.) installed before taking the tests. Tests cannot be taken via phones. So, if you don’t have the proper device to take the test then you’ll have to arrange for one to take the tests. Not having the required speed or stable network connection as well as not having the proper equipment to take tests are not valid excuses to postpone tests and a zero will be awarded for not being able to take the test.
4. **Tests are to be taken on the announced test dates and will follow the schedule listed in the syllabus. No makeup examination will be allowed.** If anyone misses any tests, a score of zero will be added to the cumulative points earned up to that point in time and the score from the final exam will replace the lowest (one) test score at the end of the semester, if the score of the final is higher.
5. For those students with a university approved absence for an exam, it is the student’s responsibility to notify the instructor prior to the exam in order to be eligible to sit for the missed examination at a later time. Along with written excuse, arrangements to take the missed exam will need to be made by the student within two (2) days of return.
6. Tests will include a combination of multiple choice as well as and short answer (paragraph) or problem-solving questions. The tests are closed book, and timed and should be taken as scheduled. Short answer questions/homework exercises are required to be answered in standard English and in grammatically correct and legible format.

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7. **The final exam is comprehensive and required** and will include selected materials covered during the semester including handouts, discussion topics, etc. If anyone misses the final exam without prior approval, the student will have failed the course.

8. **On-line calculators will be provided for the exams and cell phone will not be allowed to be used as a calculator** during exams. Students won’t be allowed to share a calculator during the exams.

Course Calendar – Some Important Dates:

- **First Day of Class**: Jun. 6th, Monday
- **Attendance Reporting Period**: Jun. 6th – Jun. 15th (Students who do not attend class during this period will have their courses removed and financial aid reduced or cancelled)
- **Last date to withdraw from a course without record**: Jun. 9th, Tuesday (after this date you will receive a grade)
- **Drop for Non-Payment of Tuition and Fees**: Jun. 20th, Monday by 5pm
- **Last date to withdraw with a “W”**: Jun. 27th, Monday
- **Independence Day Holiday (University Closed)**: July 4th, Monday
- **Last Day of Class**: Jul 7th, Thursday
- **Final Exam**: Jul. 11th, Monday
- **Final grades due for graduating seniors**: Jul. 15th, Friday

Semester Calendar:

This schedule is tentative and will be modified whenever developments indicate that a change is desirable.

**Week One**
- Chapter 1: An Overview of Finance (pp. 4-7 and 14-17 in 6th or 5th edition)
- eCourses document: Principles of Finance
- Chapter 2: Financial Assets (Instruments)
  - Pages 660 through 665 (6th or 5th edition)
- Chapter 3: Financial Markets and the Investment Banking Process
  - Pages 656-659 and 672-677 (6th or 5th edition)
- **Assignments due by Jun. 12th, Sunday, a minute before midnight (CST)**

**Week Two**
- **Test 1 (over Ch: 1, 2, and 3)**, on Wednesday, June 15th, from 7pm – 8:30pm (CST)
  - [Nobody will be allowed to take the test if she/he arrives 10 minutes after the test begins]
- Chapter 4: Financial Intermediaries and the Banking System
- eCourses document: Money and its functions
- Chapter 5: Interest Rates (pp. 128-138 and 148-149 in 6th or 5th edition)
- eCourses document: Exchange rate
- **Assignments due by Jun. 19th, Sunday, a minute before midnight (CST)**

**Week Three**
- **Test 2 (over Ch. 4, 5, Money and its functions, and Exchange rate)**, on Wednesday, June 22nd, from 7pm – 8:30pm (CST)
  - [Nobody will be allowed to take the test if she/he arrives 10 minutes after the test begins]
- Chapter 11: Risk and Rates of Return (pp. 395-398, 406-407, 412-420, 666-668, 670-672 in 6th or 5th edition)
- Chapter 9: Time Value of Money
- **Assignments due by Jun. 26th, Sunday, a minute before midnight (CST)**

**Week Four**
- **Test 3 (over Risk & Return and Ch. 9 (PV, FV, PVA, FVA)**, on Wednesday, June 29th, from 7pm – 8:30pm (CST)

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[Nobody will be allowed to take the test if she/he arrives 10 minutes after the test begins]

- Chapter 9: Time Value of Money (continued)
- Chapter 10: Bond and Stock Valuation
- Assignments due by Jul. 3rd, Sunday, a minute before midnight (CST)

**Week Five**

- Test 4 (over Ch. 9 (EAR, PVA, FVA) and Stocks & Bond valuation), on Wednesday, July 6th, from 7pm – 8:30pm (CST)
  [Nobody will be allowed to take the test if she/he arrives 10 minutes after the test begins]
- Assignments due by Jul. 10th, Sunday, a minute before midnight (CST)

**Week Six**

- FINAL EXAM on July 11th, Monday, from 7 pm to 9 pm (CST)
  [Nobody will be allowed to take the test if she/he arrives 10 minutes after the test begins]

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**Student Support and Success:**

- **Center for Business Communication** [Location: Room 200, New AG/BUS Building, (936) 261-9267]
  If you need someone to review or critique your writing assignment, you are encouraged to visit the Center for Business Communication during the posted hours. Tutorial assistance is provided for COB students with class and professional assignments such as resume writing, essays, reports, articles, biographical sketches, research papers, outlines, memoranda, book reviews and various business correspondences.

- **Textbook and Copy machine** [Room 200, New AG/BUS Building, Monday - Friday 9:00 a.m. - 5:00 p.m.] The CBC also has a copy machine for student use and a large reference library with some textbooks available for student checkout. Appointments are preferred. Please stop by, call (936) 261-9267, or send an e-mail to Ms. Edwina Garcia at ecgarcia@pvamu.edu.

- **Academic Enhancement, Progress Monitoring & Achievement Planning** [Location: Room 453]
  The College of Business has full-time dedicated personnel to help student succeed academically. Any student who is falling behind on his/her studies or having trouble coping academically is encouraged to seek the office’s help. Students can stop by at any time during the working hours and should not wait until the end of the semester or the point of no return to seek help. The office can help in establishing study schedule, time management, goal setting, mentoring among many things. For questions or further detail please contact Mrs. Carolyn S. Davis at (936) 261-9237 or via email at csdavis@pvamu.edu.

- **Course Tutorial Assistance**
  Tutors are available in room 200 in for certain COB classes (namely, accounting, finance, economics, statistics, management systems, productions management, MIS) during the posted hours. Some tutors are also available in the John B. Coleman Library. Take advantage of this valuable resource made available by the College if Business.

- **Virtual Tutors**
  If you are not able to attend a tutorial session but still need help, you may e-mail a COB faculty member for help in the subject matter and a faculty member will respond. A list of e-mail contact information is listed below.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>E-mail Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td><a href="mailto:ACCTtutor@pvamu.edu">ACCTtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Business Law</td>
<td><a href="mailto:BLAWtutor@pvamu.edu">BLAWtutor@pvamu.edu</a></td>
</tr>
<tr>
<td>Finance</td>
<td><a href="mailto:FINtutor@pvamu.edu">FINtutor@pvamu.edu</a></td>
</tr>
</tbody>
</table>

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- **Homework Lab** [Location: Room 332]
  The College of Business has a homework lab with computers available for student use during the posted hours. Students with technical problems may contact the on-site lab technician for immediate assistance. **Hours of Operation** (Lab Technician present): Monday - Thursday 8:00 a.m. - 7:00 p.m., Friday 8:00 a.m. - 5:00 p.m., Saturday 10:00 a.m. - 2:00 p.m.

- **Student Lounge** [Location: Room 219]
  The COB Student Lounge is located on the second floor of the new AG/BUS building in room 219. Food and beverages are allowed in this area. Copies of The Panther, flyers for student organization activities, business magazines and scholarship information are available in this room. Hours are 8:00 am until 5:00 p.m. Monday through Friday.

- **Student Organizations**
  Several student organizations such National Association of Black Accountants (NABA), Finance Students Association (PVFA), Association of Information Technology Professionals (AITP), American Marketing Association (AMA), Beta Alpha Psi (BAP), Phi Beta Lambda, Toastmasters Club are operational at the COB. Join these clubs to sharpen your teamwork and leadership skills as well as boost up your résumé.

**Technical Support**
Students should call the University Helpdesk at (936) 261-2525 or (877) 241-1752 for technical issues with accessing the eCourses. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, contact the Office of Distance Learning at dlearning@pvamue.edu or (936) 261-3290 or (936) 261-3282.

**John B. Coleman Library**
The John B. Coleman Library’s mission is to enhance the scholarly pursuit of knowledge, to foster intellectual curiosity, and to promote life-long learning and research through our innovative services, resources, and cultural programs, which support the Prairie View A&M University’s global mission of teaching, service, and research. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Website: https://www.pvamu.edu/library/; Phone: 936-261-1500.

**Academic Advising Services**
Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when they are unsure of the best resource for their needs. Faculty advisors support some students in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. Find your advisor's location by academic major at www.pvamu.edu/advising. Phone: 936-261-5911.

**The University Tutoring Center**
The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support are offered face-to-face in the UTC, in virtual face-to-face sessions (https://www.pvamu.edu/student-success/sass/university-tutoring-center/), and

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through online sessions (https://www.pvamu.edu/pvplace/). Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: https://www.pvamu.edu/student-success/sass/university-tutoring-center/.

The Writing Center
The Writing Center provides well-trained peer tutors to assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Students must register for Grammarly by using their student email address. In addition, students have access to face-to-face and virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: https://www.pvamu.edu/student-success/writing-center/; Grammarly Registration at https://www.grammarly.com/enterprise/signup.

Academic Early Alert
Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alerts help students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PV Place and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: https://www.pvamu.edu/student-success/early-alert/.

Student Counseling Services
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and assists students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: https://www.pvamu.edu/healthservices/student-counseling-services/.

Office of Testing Services
Testing Services serves to create opportunities by offering a suite of exams that aid in the students' academic and professional success. Currently, we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; or Testing Services at http://www.pvamu.edu/testing.

Office of Diagnostic Testing and Disability Services
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring non-standardized test administrations, ASL interpreters, ALDs, digital recorders, Livescribe, and a comprehensive referral network across campus and the broader community. Location:

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Center for Instructional Innovation and Technology Services (CIITS)
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assist, and 2-way video course delivery. For more details and contact information, visit: https://www.pvamu.edu/dlearning/distance-learning-2-2/students-2/; Phone: 936-261-3283.

Veteran Affairs
Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: https://www.pvamu.edu/sa/departments/veteranaffairs/.

Office for Student Engagement
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development, and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: Office for Student Engagement at https://www.pvamu.edu/studentengagement/.

Career Services
Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: Career Services at https://www.pvamu.edu/careerservices/.

University Rules and Procedures
Disability Statement (Also See Student Planner):
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call (936) 261-3585/3.

Academic Misconduct (See Student Planner):
Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information, particularly related to a specific course, laboratory, or assignment.

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the University Administrative Guidelines on Academic Integrity, which can be found on the Academic Integrity webpage. Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the University Administrative Guidelines on Academic Integrity, the University Online Catalog, and the Student Code of Conduct, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to

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academic sanctions, any student found to have committed academic misconduct that is also a violation of criminal law may also be subject to disciplinary review and action by the Office of Student Conduct (as outlined in the Student Code of Conduct).

**Forms of Academic Dishonesty:**

1. **Cheating:** Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.

2. **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks.

3. **Multiple Submission:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual.

4. **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.

5. **Fabrication of Information/Forgery:** Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student's academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

6. **Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

**Nonacademic Misconduct (See Student Planner):**

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. The Office of Student Conduct will adjudicate such incidents under nonacademic procedures.

**Sexual Misconduct:**

Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university's sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at www.pvamu.edu/titleix, including

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Pregnancy, Pregnancy-related, and Parenting Accommodations:
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related conditions, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students' Office for additional information and to request accommodations. More information can be found at https://www.pvamu.edu/titleix/pregnant-and-parenting-students/.

Non-Discrimination Statement:
Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity in its programs and activities. The University is committed to supporting students and complying with The Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies and can be reached at Harrington Science Building, Suite 109 or by phone at 936-261-1744 or 1792.

Class Attendance Policy (See Catalog for Full Attendance Policy):
Prairie View A&M University requires regular class attendance. Attending all classes supports the full academic development of each learner, whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or the internet. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in the assignment of a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

If a student has stopped attending the course (i.e. “stopped out”) at any point after the first day of class but did not officially withdraw from the course and has missed assignments and exams, including the final exam, and performed below the grade level of a D, a grade of FN (failed-nonattendance) will be assigned for the final course grade to ensure compliance with the federal Title IV financial aid regulations. In contrast, if the student has completed all assignments and exams, including the final exam, but performed below the grade level of a D, a grade of F will be assigned for the final course grade.

Student Academic Appeals Process:
Authority and responsibility for assigning grades to students rest with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Online Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at https://www.pvamu.edu/student-complaint/.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:
- Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
- Smartphone or iPad/Tablet with Wi-Fi*
- High-speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space

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• 15” monitor, 800x600, color or 16 bit
• Sound card w/speakers
• Microphone and recording software
• Keyboard & mouse
• Most current version of Google Chrome, Safari, or Firefox

*Smartphone, Google Chrome books and Android tablets may not be supported. iPads are the only tablets supported.

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Webcam Specifications:
• Sensor: CMOS
• Minimum Resolution: 1280 X 720
• Viewing Angle: 70 degree or higher
• Interface: USB 2.0
• Focus: Automatic or Manual
• Microphone: Integrated microphone
• Imaging Distance: 5 cm to infinity
• Video Format: Color
• Minimum Height of Camera: 8 inches (using gooseneck or tripod)

Participants should have a basic proficiency of the following computer skills:
• Sending and receiving emails
• A working knowledge of the Internet
• Microsoft Word (or a program convertible to Word)
• Acrobat PDF Reader
• Windows or Mac OS
• Video conferencing software

Netiquette (online etiquette):
Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussion boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.” Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post, and the message might be taken seriously or sound offensive.

Video Conferencing Etiquette
When using Zoom, WebEx, or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during the session. Before the class session begins, test audio, video, and lighting to alleviate technology issues.

Technical Support:
Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services at 936-261-3283 or email ciits@pvamu.edu.

Communication Expectations and Standards:
Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

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**Discussion Requirement:**

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can occur in a seminar fashion. The use of the discussion board will accomplish this. The instructor will determine the exact use of discussion boards.

**It is strongly suggested** that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

**COVID-19 Campus Safety Measures**

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.

- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) are recommended in classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource, and support offices, and outdoor spaces where 6 feet of physical distancing is challenging to maintain reliably.

- **Physical Distancing** - Physical distancing should be maintained between students, instructors, and others in course and course-related activities where possible.

- **Personal Illness and Quarantine** - Students required to quarantine are to participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.

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**The Vision, Mission and Core Values of the College of Business**

**Vision**

The Prairie View A&M University COB envisions becoming a nationally recognized business program known for its transformative impact on students through an education that empowers them to reach their full potential.

**Mission**

The Prairie View A&M University College of Business transforms students from diverse academic and socioeconomic backgrounds into ethical business professionals and leaders who are entrepreneurial, productive, and prepared to succeed in the global economy. We achieve this through our strong commitment to high-quality teaching, relevant and impactful research, and outreach to the community.

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Core Values

1. **Academic Excellence**: We support the pursuit of academic excellence by students, faculty and staff, by creating an environment that inspires and fosters learning, scholarship, and service.

2. **Diversity**: We believe that diversity in experience, ideas, beliefs, races, cultures, national heritages, lifestyles, and perspectives is a source of strength.

3. **Integrity**: We believe that honesty is the best strategy for building trust. We expect everyone in the COB community to act with integrity and be accountable for his or her actions.

4. **Collegiality**: We believe in the importance of building a culture of openness and civility where each member of the team feels valued and respected for their contributions to the College's success.

5. **Partnership**: We believe that there is power in building partnerships across the campus and with institutions and people with whom we have a mission overlap.

6. **Social Responsibility**: We believe in corporate social responsibility - businesses must serve the society. As an educational institution, we are committed to the greater good of the society through teaching, research, and outreach to the community.

7. **Growth-mindset**: We believe in the growth-mindset, the idea that we all can enhance our knowledge and competencies through hard work with a positive attitude towards learning.

8. **What we do**: As a faculty, we believe in the importance of high-quality teaching, research, and service. The weights assigned to these three areas are, 50%, 30%, and 20% respectively. This guides decisions in faculty evaluation, merit raise, and strategic planning.

Tests are based, primarily, on the Textbook but materials discussed in the lectures and assignments may also be included.

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