

**University of North Texas at Dallas
FALL 2016
SYLLABUS for Distance Learning**

FINA 3770D 010: Financial Management 3 Hours

Department of Finance		School of Business	
Instructor Name:		John Rowland, MBA, MPA, BA, BS	
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Office Hours:	By appointment		
Available via email, text, or phone			
Classroom Location:	Online		
Class Meeting Days & Times:	Online. Weekly Schedule Monday through Sunday.		
Course Catalog Description:	An introduction to the Finance function and to problems confronting Financial Managers. Topics include: financial analysis, time value of money, financial decisions, working capital management, and performing a fundamental activity of finance.		
Prerequisites:	Completion of pre-business requirements, including ACCT 2010D and ACCT 2020D or equivalent with grades of C or better, or consent of department.		
Required Text:	CFIN 4, by Besley and Brigham ISBN-13: 978-1-285-43457-5 and ISBN-10: 1-285-43457-9		
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-1616 web: http://www.untdallas.edu/library email: library@untdallas.edu UNT Dallas Bookstore: phone: (972) 780-3652 web: http://www.untdallas.edu/bookstore e-mail: untdallas@bkstr.com		
Course Goals or Overview: The goal of this course is to provide students with the knowledge to converse effectively on the topics common to financial management and to apply the analytical tools that are used in making managerial finance decisions.			
Learning Objectives/Outcomes: At the end of this course, the student will be able to:			
1	Summarize the goals, organization, and management of business organizations		

2	Evaluate the financial health of a firm
3	Describe financial markets and how firms use them to raise capital
4	Compute investment returns and interest rates
5	Apply time value of money concepts to the valuation of securities
6	Apply capital budgeting techniques to project selection
7	Evaluate working capital management policy

Online/Hybrid Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Blackboard announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Course Evaluation Methods

Date	Week	Topic Covered	Text Reference	Quizzes
Aug 22	1	An Overview of Financial Management	Chapter 1	Quiz 1
Aug 29	2	Analysis of Financial Statements & Ratios	Chapter 2	Quiz 2
Sept 5	3	Financial Markets, Institutions, & Investment Banking	Chapter 3	Quiz 3
Sept 12	4	Time Value of Money Concepts & Applications	Chapter 4	Quiz 4
Sept 19	5	Exam 1 (Chapters 1, 2, 3, & 4)		
Sept 26	6	The Cost of Money (Interest Rates)	Chapter 5	Quiz 5
Oct 3	7	Bonds (Debt) Characteristics & Valuation	Chapter 6	Quiz 6
Oct 10	8	Stocks (Equity) Characteristics & Valuation	Chapter 7	Quiz 7
Oct 17	9	Capital Budgeting	Chapter 9	Quiz 8
Oct 24	10	Exam 2 (Chapters 5, 6, 7, & 9)		
Oct 31	11	Project Cash Flows & Risk	Chapter 10	Quiz 9
Nov 7	12	Working Capital Management	Chapter 14	Quiz 10
Nov 14	13	Managing Short Term Assets	Chapter 15	Quiz 11
Nov 21	14	Managing Short Term Liabilities	Chapter 16	Quiz 12
Nov 28	15	Exam 3 (Chapters 10, 14, 15, & 16)		

Course Evaluation Methods

Exams – Three exams will be administered. Exams are designed to measure knowledge of course materials (text and presentations).

Quizzes – Twelve quizzes will be administered. Quizzes are designed to supplement and reinforce course material.

Weekly Discussion Questions and Responses - Are required and will be factored into the student's final grade.

End of Chapter Homework Questions are strongly recommended for success on Quizzes and Exams. End of Chapter Homework is not graded or turned in.

Assignment Policy: You must submit Quizzes when they are due. The course week begins each Monday and ends on the following Sunday night at 11:59 PM. **All Quizzes are due by Sunday before 11:59 PM.** Any Quiz submitted after Sunday night at 11:59 PM will be considered late and a 20% deduction is automatically applied to each week up to the fifth week when the score will be **ZERO**.

Weekly Class Discussion and Responses - Everyone is expected to participate in the Class Discussion Board each week by responding to the Weekly Discussion Question and responding to at least a minimum of 2 Other Posts from your Classmates. Each Student is encouraged to post questions for discussion as well. These could be from the text, video, or a current event.

Grading Matrix:

Activities/Assignment	Points Assigned	Total	% of Total
3 Exams	100	300	62.50%
12 Quizzes	10	120	25.00%
Weekly Participation	5	60	12.50%
Total		480	100.00%

Grade Determination

- A = 432-480 points 90% >**
- B = 384-431 points 80%-89%**
- C = 336-383 points 70%-79%**
- D = 288-335 points 60%=69%**
- F = 287 points or less than 60%**

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website

at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDDisability@untDallas.edu or at Building 2, room 204.

Blackboard Learn Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: <http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Course Evaluation Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy: (According to the instructor's discretion while working in concert with the division/program's guidelines).

Exam Policy: (Online exams and the ability to retake is solely at the instructor's discretion).
NOTE: Online exams may be proctored on campus per instructor's discretion.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Blackboard classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. .

Attendance for this online or hybrid course is considered when you are logged in and active in Blackboard, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to <http://www.untDallas.edu/registrar> for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette:

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to the Student Code of Student Rights Responsibilities and Conduct at <http://www.untDallas.edu/osa/policies>. Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Requirements: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements.

Blackboard Learn 9.1 is the platform software for this course. Blackboard Learn supports major web browsers such as Windows Internet Explorer, Apple Safari, Mozilla Firefox, and Google Chrome. However, since the latter two are updated continually, some recent versions may not be compatible. If you experience difficulty accessing or using components of the course, try using Internet Explorer. Also, no matter what browser you use, always enable pop-ups. For more information see:

- <http://www.untdallas.edu/dlit/ecampus/requirements>
- <https://blackboard.secure.force.com/publicbarticleview?id=kAB700000008Oom>
- https://learn.unt.edu/bbcswebdav/institution/BrowserCheck/check_full.html