

**University of North Texas at Dallas**  
**Summer (5W1) 2016 (100% Online Format)**  
**SYLLABUS**

Version 1.0 6/2/16 – Online Format Syllabus Used

**FINA 3770D Finance 3-Hrs**

**School of Business**

<b>Instructor Name:</b>	D. J. Wozniak, MBA (or “Woz” as in ‘wahz’)
<b>Office Location:</b>	Founders Hall (DAL 2), 303.5 (Adjunct Faculty Office)
<b>Office Phone:</b>	(972) 492-9644
<b>Email Address:</b>	<a href="mailto:David.Wozniak@untdallas.edu">David.Wozniak@untdallas.edu</a>
<b>Office Hours:</b>	By appointment two days in advance
<b>Virtual Office Hours:</b>	With advance notice Skype: David-Wozniak
<b>Classroom Location:</b>	None/Internet (BlackBoard Learn System)
<b>Class Meeting Days &amp; Times:</b>	None
<b>Course Catalog Description:</b>	Overview of money and the banking system; interest and present value calculations; financial information; analysis and financial decision making; security markets.
<b>Prerequisites:</b>	Completion of pre-business requirements, including ACCT 2010 and 2020 or equivalent with grades of C or better, or consent of department
<b>Co-requisites:</b>	None
<b>Required Text:</b>	CFIN 4. Scott Besley & Eugene Brigham. 4e. ©2015. Cengage. ISBN-13: 978-1-285-43454-4 (Book bundle including CourseMate electronic access) Note: The CourseMate access is NOT required. There are extra practice and review materials that are often helpful. (This means a used book can be fine given the following caution: Be sure though you won't use the CourseMate as the cost of the CourseMate by itself matches that of buying a new book in the first place so if you get a used book and add it later, you'll pay more than buying a new book.)
<b>Recommended Text and References:</b>	Wall Street Journal (discounted student subscription has full online access and tablet/smart phone versions included). Free access at local city libraries (not at UNT-D). Student subscription available for less than \$30 via credit or debit card—see eCampus for details (Assignments or Web Links areas) for the registration web link and further instructions.
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fheg.follett.com">1012mgr@fheg.follett.com</a>
<b>Course Goals or Overview:</b>	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. (While the course does touch on some aspects of personal finance (stock and bond investing), students are strongly urged to take a separate personal finance course or use not-for-profit community education resources—see Web Links in eCampus.)
<b>Learning Objectives/Outcomes:</b>	At the end of this course, the student will:
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.

## Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class and often via an E-Campus announcement.

<b>Schedule for FINA 3770 Finance - Format: 5-Week 100% Online using CFIN 4</b>			
Version 1.0 2016-06-02			
<b>Important Note: Do see the detailed Due Dates Summary / Inventory of Due Dates PDF for <u>exact</u> hard/soft due dates for all assignments!</b>			
<b>Timeline</b>	<b>Chapter(s)</b>	<b>Topics</b>	<b>Week Begin Dates</b>
Week 1	1	Introduction: Student Info Sheet, Syllabus, Textbook, An Overview of Managerial Finance/Financial Management	Monday, June 06, 2016
	2 & 3	Analysis of Financial Statements (& Ratios) The Financial Environment: Markets, Institutions, & Investment Banking	
Week 2	4 & 5	Time Value of Money The Cost of Money (Interest Rates)	Monday, June 13, 2016
	6	Bonds (Debt) Characteristics & Valuation	
	1-6	<b>Mid-Term Examination (Chapters 1 - 6)</b>	
Week 3	7 & 9	Stocks (Equity) Characteristics & Valuation Capital Budgeting Techniques	Monday, June 20, 2016
	10	Project Cash Flows and Risk	
Week 4	14, 15	Working Capital Policy Managing Short Term Assets	Monday, June 27, 2016
	16	Managing Short Term Liabilities (Financing) BEGIN*	
Week 5	16	Managing Short Term Liabilities (Financing) FINISH*	
		Review	
		<b>Final Exam (Chapters 7, 9, 10, 14-16).</b>	Thursday, July 07, 2016
<p><b>Note that if "Begin" and "Finish" are NOT designated above, then they both occur in the same week.</b></p> <p>*The complete definitions of "Begin" and "Finish" for our course:</p> <p><u>Begin</u> means budgeting time for reading the chapter completely, reviewing the various blue terms boxes in the chapter to check your understanding, doing practice problems in the textbook that you select (or may be suggested), going to eCampus to review chapter PowerPoint slides, and using the Chapter Resources area of CengageBrain Coursemate (if you elected to purchase it) to view any videos, supplemental weblinks, Excel spreadsheets, and practice with its homework/quizzes for each chapter.</p> <p><u>Finish</u> means to complete the chapter quiz (in eCampus) enough times to earn a 70% or higher grade.</p>			

## Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Exams** – *written tests designed to measure knowledge of presented course material*

**Assignments** – *online & Excel assignments designed to supplement and reinforce course material*

**Class Participation** – *daily attendance and participation in class activities/group-work (added to exam grades)*

### Grading:

Be sure to see important notes below this summary table.

	Qty	Points	Total	% of Course Grade		
Mid-Term Exam	1	240	240	24%		
Final Exam	1	240	240	24%	<b>48%</b>	<b>Exams</b>
Chapter Quizzes	12	25	300	30%	<b>30%</b>	<b>Quizzes</b>
Student Info Sheet	1	10	10	1%		
Introduction Discussion Post	1	10	10	1%		
Excel NPV/IRR Assignment	1	30	30	3%		
Stock report (group work)	1	85	85	9%		
Group work peer cooperation grade	1	15	15	2%		
Article Summary (WSJ) Discussion Post	1	50	50	5%		
Article Summary (WSJ) Discussion Response Post	2	10	20	2%	<b>22%</b>	<b>Other</b>
<b>Course Maximum Points:</b>			<b>1,000</b>	<b>100%</b>	<b>100%</b>	

Note on Quizzes: You are to complete the chapter quizzes as many times as needed to earn a 70% grade or higher.

Even if you earn a 70%+ grade the first time on a chapter quiz, it is wise to use repeat attempts as an exam review tool as the same test bank feeds both the quizzes and exams.

Note on Cooperation Grade: You one or two other peers in your group (for the stock report) provide this grade. Full cooperation reported means 15-points. Less than full cooperation reported by the other group members will yield 8-points and no cooperation yields 0-points. Note: If you do not report on your peers, you will earn zero points also even if they report you provided full cooperation.

One-point-short-to-next-highest-course-letter-grade policy: If your grade is one point (or, at my discretion, two points) from the next highest course letter grade at the end of semester I will round your letter grade upward if you have completed all work in the course (assuming that a small amount of random variation kept you from the higher grade that you otherwise would have earned). If you have done extra credit work and are two points short, I will round upward with certainty.

Extra Credit Work: I will generally offer extra credit items that have the effect of boosting one of your exam grades by 2/3 of an exam letter grade (or in some cases, with enough points, to boost an exam grade up to one full letter grade in effect).

### Grade Determination:

Letter Grade Cut-off Points				
	1000	900	A	90%
<	900	800	B	80%
<	800	700	C	70%
<	700	600	D	60%
<	600	0	F	<60%

### Professor Policies

#### Assignment Policy:

Please be sure to follow the instructions provided in class for given class work and homework. You must properly credit the source of information in any paper you write—failing to do so is academic dishonesty. (Be very careful with copy-and-paste when writing especially your article summaries). I do read your work and report dishonesty!

**Exam Policy:**

Exams are to be taken as scheduled.

Makeup examinations are usually not given. Instead, the final exam grade will be substituted for the missing exam grade. Such accommodation will only be permitted given suitable documented emergencies (See Student Handbook).

**BlackBoard (Bb) Learn System:**

The BlackBoard (Bb) Learn System is the focal point of our online class. Be sure to check the system daily. You must use <http://learn.unt.edu> to access it.

You may also install iOS and Android versions of the BlackBoard Learn mobile application ("app") to view content. Note that not all content is fully accessible using the mobile app and quizzes and exams should never be attempted on the Bb mobile app. Quizzes and exams must only be accessed on a desktop/portable computer (not a tablet).

**Incomplete Grade:**

Documented extraordinary circumstances (like pregnancy, surgery, etc.) may warrant assigning an incomplete (an "I") grade. This is done per university policy.

**University Policies and Procedures****Students with Disabilities (ADA Compliance):****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](mailto:UNTDdisability@untdallas.edu) or at Building 2, room 204.

**Student Evaluation of Teaching Effectiveness Policy:**

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. 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 the SETE to be an important part of your participation in this class.

**Academic Integrity:**

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty 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 Conduct at [http://www.unt.edu/csrr/student\\_conduct/index.html](http://www.unt.edu/csrr/student_conduct/index.html) for complete provisions of this code.

**Bad Weather Policy:**

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website <http://dallas.unt.edu>. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

**Attendance and Participation Policy:**

The University attendance policy is not in effect for this course since it is 100% online.

***Diversity/Tolerance Policy:***

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual orientations, religious groups, genders/gender identities, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as I deem appropriate.

**Eagle Connect Account:**

All students should activate and regularly check their EagleConnect (email) account. EagleConnect is used for official communication from the University to students. Many important announcements for the University and College are sent to students via EagleConnect. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit <https://eagleconnect.unt.edu>