

University of North Texas at Dallas
Fall 2016
SYLLABUS

Version 1.0 8/24/16

FINA 3770D Finance 3-Hrs

School of	Business	Department of	Accounting, Economics, & Finance
Instructor Name:	David J. Wozniak, MBA (or "Woz" as in 'wahz')		
Office Location:	Founders Hall (DAL 2), 302A		
Office Phone:	(972) 492-9644		
Email Address:	David.Wozniak@untdallas.edu		
Office Hours:	By appointment and on Thursdays (only) as follows over the next 16 weeks: Odd Weeks (First, third, etc.): From 10:30am to 1pm, 3pm to 4pm, and 7pm to 7:30pm Even # Weeks (Second, fourth, etc.): 12:30pm & 4pm, and 7pm to 7:30pm <i>(Be sure to re-check the Office Hours area of Blackboard Learn for a printed schedule and notes on any mid-semester changes as office hour information in this syllabus file will not be updated during the semester if they are changed.)</i>		
Virtual Office Hours:	With advance notice Skype: David-Wozniak		
Classroom Location:	Founders Hall (DAL 2), Room 242		
Class Meeting Days & Times:	Thursdays 4:00pm to 6:50pm (August 25 to December 8 except November 24)		
Course Catalog Description:	Overview of money and the banking system; interest and present value calculations; financial information; analysis and financial decision making; security markets.		
Prerequisites:	Completion of pre-business requirements, including ACCT 2010 and 2020 or equivalent with grades of C or better, or consent of department		
Co-requisites:	None		
Required Text:	CFIN 4. Scott Besley & Eugene Brigham. 4e. ©2015. Cengage. ISBN-13: 978-1-285-43454-4 (Book bundle including CourseMate electronic access)		
Recommended Text and References:	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.		
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fhq.follett.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. (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.)		
Learning Objectives/Outcomes: 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.

Schedule for FINA 3770 Finance - Format: Once per Week (Fall Semester) using CFIN 4			
Timeline	Chapter(s)	Topics	Class Days
Week 1	1	Introduction: Student Info Sheet, Syllabus, Textbook, BlackBoard An Overview of Managerial Finance/Financial Management	Thursday, August 25, 2016
Week 2	2	Analysis of Financial Statements (& Ratios)	Thursday, September 01, 2016
Week 3	3	The Financial Environment: Markets, Institutions, & Investment Banking	Thursday, September 08, 2016
Week 4	4	Time Value of Money: Concepts	Thursday, September 15, 2016
Week 5	4	Time Value of Money: Applications	Thursday, September 22, 2016
Week 6	5	The Cost of Money (Interest Rates)	Thursday, September 29, 2016
Week 7	6	Bonds (Debt) Characteristics & Valuation	Thursday, October 06, 2016
Week 8	1-6	Mid-Term Examination (Chapters 1 - 6)	Thursday, October 13, 2016
Week 9	7	Stocks (Equity) Characteristics & Valuation	Thursday, October 20, 2016
Week 10	9	Capital Budgeting Techniques	Thursday, October 27, 2016
Week 11	10	Project Cash Flows and Risk	Thursday, November 03, 2016
Week 12	10	Project Cash Flows and Risk Continued	Thursday, November 10, 2016
Week 13	14, 15	Working Capital Management Managing Short Term Assets	Thursday, November 17, 2016
Week 14		Thanksgiving Break (No Classes)	Thursday, November 24, 2016
Week 15	15, 16	Managing Short Term Liabilities Managing Short Term Assets	Thursday, December 01, 2016
Week 16	7, 9, 10, 14-16	Final Exam (Chapters 7, 9, 10, 14-16). See UNTD final exam schedule for exact time.	Thursday, December 08, 2016

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:

Mid-Term Exam	1	200	200	40%		
Final Exam	1	200	200	40%	80%	Exams
Discussion postings	2	10	20	4%		
Stock report	1	20	20	4%		
Excel NPV/IRR Assignment	1	20	20	4%		
Article Summary (WSJ)	2	20	40	8%	20%	Other

**Max
Pts: 500**

Grade Determination:

Letter Grade Cut-off Points				
	500	450	A	90%
<	450	400	B	80%
<	400	350	C	70%
<	350	300	D	60%
<	300	0	F	<60%

Professor Policies

Assignment Policy:

Please be sure to follow the instructions provided in class for given class work and homework.

On papers you write, you must properly credit the source of information—failing to do so is academic dishonesty. (Be very careful with copy-and-paste when writing your article summaries). I do read your work, use the TurnItIn plagiarism detection system, and report dishonesty! Please be sure to also see the university-official Academic Integrity heading below in the University Policies and Procedures area. You are required to put an integrity statement in your written work. (Excel NPV assignment is exempt.)

Exam Policy:

Exams are to be taken as scheduled and will include an online, multiple-choice and true/false question part (this is one half of each exam grade). The in-class portion of the exam will be mainly calculations covered in lecture and will provide the opportunity to show your work (and earn partial credit).

You should bring a financial calculator but you may not bring a programmable/scientific calculator nor may you use a cellphone/tablet with a financial calculator application. You may create a formula sheet. It must be one-sided and your own (no copies of others') and it must be turned in with your exam. You must mark erasures on your

If I happen to use a Scantron form in-class, you will be shown how to indicate your erasures and if you fail to do so, you may not claim the form was misgraded. Note that I also image Scantrons before return. You must return your exam to me by the end of the class period I return them to you or your grade will be moved to a zero.

Given the online portion of each exam, makeup examinations for the in-class portion are not given. If you are given permission to miss the in-class portion, at my discretion, the online portion grade will be substituted. Note: It has been my experience that the in-class portion boosts your grade by at least ten points on average over just the online portion.

If a documented emergency keeps you from completing the mid-term exam at all, I may consider substituting the final exam grade for the respective missing mid-term exam grade. Such accommodation will only be permitted given suitable documented emergencies (See Student Handbook).

BlackBoard (Bb) Learn System:

Additional materials and downloadable homework files are provided here. If weather interrupts classes, additional work or video lecture may be provided via BlackBoard (Bb) Learn System. Be sure to check the system before each class and over the weekend. 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).

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at <http://www.untDallas.edu/hr/upol>

Class attendance 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 class. The dynamic

and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Note: I often award some bonus points for perfect or near-perfect attendance as part of class participation.

Food and Drink in Classroom:

Food is generally discouraged as it can be distracting to other students or create a maintenance headache if dropped. If you perhaps must come to class directly from work and need to eat in class to be alert, please visit with me early in the semester about this. The only drink allowed is water—most other stuff stains the carpet when accidentally spilled and is therefore prohibited.

Portable Computer/Tablet Use in Classroom:

Portable information technology appliances (tablet or laptop computers) may not be used in a manner that distracts other students their learning experience. Generally, this means that these devices should be used for note-taking or group work. Other use tends to attract the eyes of other learners as the screen changes (which periodically causes complaints to the instructor, e.g. “So and so is looking at a dozen Facebook pages”). Computers, programmable calculators, and the like are prohibited on exam days.

Cell Phones/Other Devices:

Cell phones must be set on vibrate or off so as to not create a distraction. On exam days, you must not use your cell phone or have it on your desk and you may not have a Bluetooth earpiece in your ear. After the first time, a student interrupting class with a cell phone or other device will lose any exam bonus points or any bonus points for good attendance.

Incomplete Grade:

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

University Official Email Account (Eagle Connect):

All students should activate and regularly check their EagleConnect (email) account—or arrange for it to be forwarded to an email address you actively use.

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 active an account and how to have EagleConnect forwarded to another e-mail address, visit <https://eagleconnect.unt.edu>

University Policies and Procedures

Students with Disabilities (ADA Compliance):

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 Founders Hall, room 204. (UNTD Policy 7.004)

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.

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 (Policy 7.002) at

http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf Refer to the Student Code of Student Rights, Responsibilities and Conduct at

http://www.untdallas.edu/sites/default/files/page_level2/hds0041/pdf/7_001_student_code_of_conduct_may_2014.pdf 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. In addition, all academic work turned in for this class, including exams, papers and written assignments must include the following statement: "*On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.*"

Bad Weather Policy:

Campus facilities will close and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information please refer to <http://www.untdallas.edu/police/resources/notifications>.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive and 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. (UNTD Policy 7.001)