

FINANCE 3770-91

Financial Management Fall 2012 COURSE SYLLABUS AND SCHEDULE

INSTRUCTOR: Ammar Qashshu

OFFICE: Founders (Dallas 2) Room 305

CLASS TIME-LOCATION: Thursday. 7:00 PM – 9:50 PM. Founders (Dallas 2) Room 212.

OFFICE HOURS: **By Appointment:** Thursday, 6:00 – 7:00 PM. Saturday, 1:00 – 2:00 PM.

TEXT: Raymond Brooks: Financial Management: Core Concepts, 2nd edition, and Pearson, Pearsonmylab.com.

FINANCIAL CALCULATOR : BA II PLUS by Texas Instruments is recommended.

COURSE PREREQUISITE: ACCT 2010 and ACCT 2020 with a grade of C or better.

COURSE DESCRIPTION: Overview of money and the banking system; interest and present value calculations; financial information; analysis and financial decision-making; security markets.

COURSE OBJECTIVES: The overall objective of this course is to equip students with the basic knowledge and skill necessary to make informed financial decisions. In addition, the course will introduce students to the basic principles and concepts of finance and financial markets; prepare students for more advanced courses in finance; prepare students for job interviews and discussions involving finance.

At the end of this course, the student will

- Evaluate project alternatives from a financial perspective with the objective of maximizing shareholder value.
- Analyze and compare financial statements for a firm with industry standards and firm trends, with the goal of drawing conclusions about the financial status of the firm.
- Apply time value of money techniques to personal and corporate situations in order to maximize financial benefits.
- Apply basic valuation techniques to corporate securities.

COURSE POINT DISTRIBUTION: Course grades will be assigned based on the total number of points earned during the semester. Points are allocated according to the following:

Homework	100
Participation	100
Quizzes	100
EXAM I	400
EXAM II	400
<u>EXAM III</u>	<u>400</u>
Total Points	1500

As a general rule, points to achieve a certain letter grade will be as follows:

1350 or more = A, 1200 – 1349 = B, 1050 – 1190 = C, 900 – 1049 = D, Less than 900 = F

GRADING NOTES:

- a. No other work can be substituted for the required work.
- b. Your grade will be determined exclusively on the criteria noted above under Course Point Distribution.
- c. All HW's, and some Quizzes and Exams will be administered through Pearsonmylab.com website.

EXAMS: Three exams will be administered during the semester as per the attached course schedule. Exams will cover material from specific chapters as noted on the class schedule. The best preparation for all of the exams will be:

- 1) Careful reading of the text material including class power point presentations.
- 2) Use of the text website resource material.
- 3) Working all assigned problems.
- 4) Practice with any supplemental problems and materials provided by me.

This will provide an excellent opportunity to **REVIW and PREPARE for the exams. No additional test reviews will be provided.**

Please note the following:

- a. It is required that you take each of the Exams in this course.
- b. When you take an Exam, the grade will be recorded and CANNOT be dropped.
- c. If you miss an Exam a zero will be recorded.
- d. If you miss an Exam and have an excused absence, your score on exam III will replace the previously recorded zero. This substitution can occur for only one missed exam. Any other missed exam (regardless of the reason for missing the exam) will retain the recorded score of zero. **Make-up exams are not given.**
- e. The Exam dates are listed on the attached Class Schedule. Please be advised that the dates are subject to change. Any change will be announced in class as well as via an Announcement on Blackboard Vista.
- f. Should you have to miss an exam, it is your responsibility to notify me **BEFORE** the exam takes place if possible. For an absence to be considered excused, it must be the result of unavoidable, serious circumstances (generally related to your illness, death in the family, accident, or work (in some cases)) and must be supported by documentation. A flat tire, car trouble, no baby sitter, tired, I went out of town and my car broke down, etc. are not eligible for "excused absence" status. Excused absences due to attendance at sanctioned university activities qualify for the application of this policy PROVIDED you have apprised me in advance of the class meeting to be missed.

RULES:

- a. Phones and Laptops: When you are in class, your Laptops, cellular phones, I-phones, Blackberries, etc. are to be turned off and/or put away. Texting during class is unacceptable. On exam days, please have cellular phones and/or beepers turned off and removed from the work surface. Please remove all phone ear pieces and/or Blue-Tooth devices. You may not use your wireless phone as a calculator or as a time piece on exam days
- b. No books or notes may be used during exams. All material you bring to class with you must be placed on the floor. You're allowed to use a 8 ½" x 11", handwritten, one sided formula sheet. You're allowed to use a "scratch" paper that I will check during the exam.
- c. I reserve the right to seat and/or re-seat any student before or during an exam.
- d. Please come to class ten (10) minutes early on exam days.

Class Preparation and Participation: I expect, that you will read the assigned text material before the class meeting during which a chapter is scheduled to be discussed. Please come to class prepared to ask questions regarding any concepts from the chapter that you do not understand. **Every class meeting, we'll devote time to work on additional problems in groups. Occasionally, I will ask a student to work out a problem on the board.**

PEARSON MY LAB: Along with your course textbook you will need to purchase access to Pearson Prentice Hall's online package called Pearsonmylab.com. All end of chapter exercises and problems are found on this site.

Pearsonmylab.com provides you with a large set of problems with which to practice the concepts we will discuss in this course. **Practice** is the key to success in finance. Consistent use of the features of Pearsonmylab.com provides you with a superior tool with which to work for success in this course. I urge you to make use of the system to the fullest extent possible!

HOMEWORK PROBLEMS: Pearsonmylab.com contains an assignment for each chapter called Homework Problems. The Homework assignments are worth **100 points** of your overall total accumulated points. If the total sum of points are more or less than 100 it will be pro-rated to a 100. All homework assignments must be completed before deadline.

CLASS ATTENDANCE: Regular attendance and quality class preparation are essential elements for your success in this course. The subject matter in this course is not extremely difficult but may be new to most students. Therefore, to fully understand this material you should avail yourself of all of the text resources, as well as class discussions. We will spend a great deal of class time working problems and analyzing supplemental materials. Working problems in class is designed not simply to provide you with solutions to problems but with the logic and thought processes you need to develop in order to correctly solve a problem or answer a question. Therefore, your regular class attendance will contribute to your success on course examinations. Past experience suggests that your course grade is highly correlated with the level of your class attendance.

I will record attendance at each class meeting. **Per university policy, students who miss more than 4 class times (two class meetings) will be dropped from class.**

ABSENCES BASED ON RELIGIOUS BELIEFS: A student who misses an examination or other assignment due to the observance of a religious holy day will be given the opportunity to complete the work missed. To be eligible for this opportunity, the student must notify me in writing of exams scheduled on dates he or she will be absent to observe a religious holy day. Notification must be made within the first fifteen (15) calendar days of the semester by written correspondence, delivered to me, and acknowledged as received by me.

CHEATING: Honesty and integrity are very important characteristics of an accountant or any business person. Failure to perform within the bounds of accepted ethical standards is sufficient grounds for your discontinuance in this course with a grade of F and could lead to expulsion from the University. Failure to abide by the university's rules regarding academic dishonesty will not be tolerated in this course. University policy regarding this matter is a part of the UNT Code of Student Conduct and Discipline and can be found in the UNT Policy Manual, Vol. III, No. 18.1.11, and in the Student Handbook. The university's recently revised academic integrity policy can be found at <http://vpaa.unt.edu/academic-integrity.htm>.

WITHDRAWALS: Review the academic calendar for Last day to drop with an automatic grade of W. Consult your academic advisor prior to the above dates if you are considering dropping.

AMERICANS WITH DISABILITIES ACT (ADA): If you are a student who requires accommodations in compliance with the ADA, please consult with me during the first week of the semester. As a faculty member, I will provide "reasonable accommodation" to any student with a disability, so as not to discriminate on the basis of that disability. It is your responsibility to inform me of the disability at the beginning of the semester and provide me with documentation authorizing the specific accommodation. UNT's Office of Disability Accommodation (ODA), is responsible for verifying and implementing accommodations to ensure equal opportunity in all programs and activities. You must contact ODA who will instruct you how to proceed. I recognize that any disclosure by a student of their need for accommodation is extremely sensitive. I assure you that all conversations and other communications will be kept protected and confidential and disclosed only on a need-to-know basis.

COMMUNICATING WITH THE INSTRUCTOR: The best way to contact me will be e-mail. If you email

me, **do not assume that I received your email unless I confirm receipt**. I will do my best to respond within 24 Hours from receiving your e-mail. If you need help with the material, please come see me during office hours. Do not use e-mails for this purpose. Use e-mails for matters that need a quick response or short answers.

STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE): 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.

ACCEPTABLE STUDENT BEHAVIOR: Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr.

Please be on time for each class. Your late arrival is a distraction to me as well as to your classmates. Please show everyone the courtesy of arriving timely. Likewise, **your departure from class should be at the same time as your classmates. I am very offended when a student, in the middle of class, simply gathers his or her things and departs. That is rude and is a distraction to your classmates.** If you must leave class early for a meeting or appointment, etc., please do me the courtesy of informing me at the beginning of class.

SEATING and CLASSROOM BEHAVIOR: I do my best to get to know each of my students during the semester. It is helpful to my efforts in this regard if you are in the same seat each class meeting. Beginning with our first class meeting, I will expect you to sit in the seat in which you will remain for the duration of the course. On exam days, I reserve the right to re-assign seats. Re-assigned seating will apply to that exam day only. On the next class day, you will return to your customary seat.

CANCELLATION OF CLASSES: In the event that weather or other conditions are such that normal campus operations could be impeded, the administration of the University will determine whether classes will be canceled or delayed. Such information will be provided to the local broadcast media and posted on the UNT homepage. If the campus has not been closed, I will hold class. You must use your own judgment with regard to your personal safety in coming to campus.

BLACKBOARD: We will use Blackboard in this class. You can reach the Blackboard site at www.unt.edu. Once on the site please log in with your UNT Username and Password. That will take you to your personal page that lists all of the classes for which you are registered that are using Blackboard. I will use Blackboard to upload any material needed for this class.

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 Fall, 2012 CLASS SCHEDULE
 Thursday (7:00 PM- 9:50 PM)

Day	Date	Chapter	Topics
Thurs.	30-Aug	Ch. 1, Ch. 2	Course Introduction Financial Management, Financial Statements
	6-Sep	Ch. 14	Financial Ratios & Firm Performance.
	13-Sep	Ch. 3, Ch. 4	The Time Value of Money.
	20-Sep	Ch. 4, 5	The Time Value of Money and Interest Rates.
	27-Sep	Exam I, Ch. 6	Chapters 1, 2, 3, 4, 5 & 14 - Bonds and Their Valuation
	4-Oct	Ch. 6, Ch. 7	Bonds and Their Valuation (Cont.), Stocks and Their Valuation
	11-Oct	Ch. 8	Risk and Return
	18-Oct	Ch. 9	Capital Budgeting
	25-Oct	Exam II	Chapters 6, 7, 8, & 9
	1-Nov	Ch. 10	Cash Flow Estimation
	8-Nov	Ch. 11	The Cost Of Capital
	15-Nov	Ch. 12	Forecasting and Short Term Financial Planning
	22-Nov	Thanksgiving	No Class. Happy Thanksgiving.
	29-Nov	Ch. 13	Working Capital Management
	6-Dec	Exam III	Chapters 10, 11, 12, & 13