



**School of Business**

**Syllabus**

**University's Mission Statement**

“Wayland Baptist University exists to educate students in an academically challenging, learning focused and distinctively Christian environment for professional success, and service to God and humankind.”

FINA 3309 – Financial Management  
Term: Summer-CMP Section VC01,  
May 29<sup>th</sup> – August 12<sup>th</sup>, 2017  
Virtual Campus

**Instructor:** Henrique Regina  
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**Office hours:** Virtual campus.

**Class Meeting, Building, and Location:** Virtual campus

**Blackboard On-line Platform**

This course will use Blackboard courseware. All registered students automatically have access to Blackboard. An enrolled student can link to Blackboard through the Wayland Baptist University main website by selecting the “Current Students” link and clicking on the Blackboard link. Click here to go to Blackboard <https://wbu.blackboard.com>. For first time users of Blackboard, see instructions at Login page for accessing Blackboard. It is important that all undergraduate students enrolled in this course establish a Wayland Email account, as the instructor will periodically send emails to enrolled students through Blackboard.

**Course Description:**

Role of the financial manager, the tax environment and its effects on business decisions, time value of money, cash and capital budgeting, financial statements, working capital, money markets and their regulators, monetary policy and its relation to the firm, and financial forecasting.

**Prerequisites:** ACCT2305, or ACCT3307, or concurrent enrollment, or consent of school.

**Textbook:** Brigham & Houston, Fundamentals of Financial Management, 9<sup>th</sup> edition, Cengage, 2017. ISBN: 9781337204835

**Optional Materials:** none.

**Course Objectives:**

After the conclusion of this course, the student should have good knowledge of topics such as:

- Identify the goals and functions of the financial manager
- Define the Time value of money and compute results for single amount and annuity present and future value problems
- Construct various pro forma financial statements and use them to develop financial forecast
- Explain working capital management.
- Assess risk management decisions and compute leverage measurements
- Explain the term structure of interest rates and discuss theories of interest rate determination
- List sources and types of short-term financing and explain selection criteria for the firm
- Identify capital market instruments and their characteristics; and value stock and bond prices and yields
- Compute the cost of capital for the firm including weighted average cost of capital
- Distinguish between the three methods of capital budgeting decisions and determine ranking criteria between investments projects
- Evaluate capital budgeting decisions under differing capital constraints
- Discuss theoretical approaches to risk measurement under single asset and portfolio conditions
- Describe the Capital Asset Pricing Model
- Discuss dividend policies and their impact on the value of the firm
- Discuss tax implications on financial management

**General Requirements:**

Complete all assigned reading as indicated on the attached course schedule, participate in the on-line discussion board forums and complete all assignments, including case studies and exams when applicable. In case the student is unable to submit assignments on the due date, please make prior arrangements with the instructor.

**Calculator:** Calculator with the exponential key is required. A financial calculator is recommended.

**Attendance:**

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course.

Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during three or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**Assessment/ Grading:**

**Homework (70%)** – There are nine homework assignments. Homework assignments 1 through 8 are worth 75 points each. Homework # 9 is worth 100 points. Homework assignments’ detailed instructions are posted in Blackboard in their respective weekly folders.

**Exams (30%)** – There will be a midterm exam and a final term exam. The exams will be consisted of multiple choices questions, true and false questions, and word problems. Both midterm exam and the final exam are worth 150 points each.

**Grade Scale:**

<b>90 to 100 %</b>	<b>A</b>
<b>80 to 89%</b>	<b>B</b>
<b>70 to 79%</b>	<b>C</b>
<b>60 to 69%</b>	<b>D</b>
<b>0 to 59%</b>	<b>F</b>

<b>Homework</b>	<b>70%</b>
<b>Midterm exam</b>	<b>15%</b>
<b>Final Exam</b>	<b>15%</b>
<b>Total</b>	<b>100%</b>

**Academic Honesty**

University students should conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.)

Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member is the authority to assess the gravity of any case of academic dishonesty and with giving sanctions to any student involved. Penalties to individual cases of academic dishonesty include one or more of the following:

1. Written reprimand.
2. Requirement to redo work in question.

3. Requirement to submit additional work.
4. Lowering of grade on work in question.
5. Assigning the grade of F to work in question.
6. Assigning the grade of F for course.
7. Recommendation for more severe punishment (see Student Handbook for further information).

The faculty member involved will file a record of the offense and the punishment imposed with the school dean, external campus executive director/dean, and the executive vice president/ provost. The executive vice president/provost will maintain records of all cases of academic dishonesty reported for not more than two years.

Any student penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. The appeals procedure will be the same as that specified for student grade appeals. (See Student Handbook for further information or, for external students, the external campus executive director/dean).

### **Wayland Baptist University** **Statement on Plagiarism and Academic Dishonesty**

Writing is a collaborative art. Working out ideas for your paper with an instructor, writing tutor, classmate, family member, or friend is encouraged not only for this class, but also for other classes that involve writing. Discussion and collaborative brainstorming are good. However, passing off another's *writing or ideas* as your own is plagiarism. It is unethical, it constitutes Academic Dishonesty (cheating), and it is sufficient grounds both for failure of a course and suspension from the university.

Common examples of plagiarism or academic dishonesty include the following:

- Copying any amount of text directly from an internet website, book, or other document without appropriate citation and synthesis into one's own discussion.
- Paraphrasing the ideas presented in any source or oral discussion without *appropriate citation*.
- Using the evidence and conclusions of any source as the controlling framework for one's own paper.
- Recycling work from a previous or current course, whether your own work or another student's work.
- Purchasing or otherwise downloading a paper from an internet website.

In some writing assignments, you will be expected to incorporate scholarly sources into your document. ALL OF THE FOLLOWING must be met to constitute *appropriate citation* of any source:

- Including MLA, Chicago, or APA parenthetical or note-style citation format as required by the instructor.
- Placing borrowed text directly from another source within "quotation marks."
- Introducing clearly another author's voice into the document by means of a signal phrase (an introduction of that author).

- Offering, in short, a clear distinction between one's own voice or ideas and those of any outside authors brought into the discussion.

Wayland Baptist University observes a ZERO TOLERANCE policy regarding Academic Dishonesty.

- Any suspected instance of academic dishonesty, including plagiarism, will first be evaluated by the instructor and discussed individually with the student.
- If the instructor determines that a student's actions constitute Academic Dishonesty, the case will be filed with the dean of the School of Languages and Literature and reported to the university executive vice president/provost, as per university policy.
- Per university policy, second offenses RESULT IN SUSPENSION FROM THE UNIVERSITY.
- In this course, the first instance of Academic Dishonesty may also result in a zero on the assignment.

### **Grade Appeal:**

A basic aspect of the teaching-learning process is the evaluation of student performances and the assignment of grades. Evaluation of student performance is solely on an academic basis, and not on opinions or conduct in matters unrelated to the course taken. Faculty are responsible for providing syllabi which clearly specify course objectives and/ or competencies, and for making clear the means of evaluation for purposes of grading students. Students are responsible for class attendance, for learning the content of any course of study and for those standards of academic performance established for a given course. Students who violate academic integrity and regulations by plagiarism, classroom misdemeanor, or academic dishonesty will be held accountable to faculty and may have their grades adjusted accordingly.

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. Students who believe realistic academic standards, just evaluation procedures, or appropriate grading was not provided by the instructor, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

### **Services for Students with Disability:**

“In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations”

**FINA 3909 Financial Management - Course Schedule**

<b>Week 1:</b> From 05/29/2017 to 06/04/2017	<b>Reading:</b> Chapter 1 - An Overview of Financial Management Chapter 2 - Financial Markets & Institutions	<b>Assignment due:</b> Homework # 1, due on 06/04/2017 <b>New Assignment:</b> Homework # 1, due on 06/04/2017
<b>Week 2:</b> From 06/05/2017 to 06/11/2017	<b>Reading:</b> Chapter 3 - Financial Statements, Cash Flow, & Taxes Chapter 4 - Analysis of Financial Statements	<b>Assignment due:</b> Homework # 1, due on 06/04/2017 <b>New Assignment:</b> Homework # 2, due on 06/11/2017
<b>Week 3:</b> From 06/12/2017 to 06/18/2017	<b>Reading:</b> Chapter 5 - Time Value of Money	<b>Assignment due:</b> Homework # 2, due on 06/11/2017 <b>New Assignment:</b> Homework # 3, due on 06/18/2017
<b>Week 4:</b> From 06/19/2017 to 06/25/2017	<b>Reading:</b> Chapter 6 - Interest Rates Chapter 7 - Bonds & Their Valuations	<b>Assignment due:</b> Homework # 3, due on 06/18/2017 <b>New Assignment:</b> Homework # 4, due on 06/25/2017
<b>Week 5:</b> From 06/26/2017 to 07/02/2017	<b>Reading:</b> Chapter 8 - Risk & Rates of Return Chapter 9 - Stocks & Their Valuations	<b>Assignment due:</b> Homework # 4, due on 06/18/2017 <b>New Assignment:</b> Midterm Exam, due on 07/02/2017
<b>Week 6:</b> From 07/03/2017 to 07/09/2017	<b>Reading:</b> Chapter 10 - Cost of Capital	<b>Assignment due:</b> Midterm Exam, due on 07/02/2017 <b>New Assignment:</b> Homework # 5, due on 07/09/2017
<b>Week 7:</b> From 07/10/2017 to 07/16/2017	<b>Reading:</b> Chapter 11 - The Basics of Capital Budgeting	<b>Assignment due:</b> Homework # 5, due on 07/09/2017 <b>New Assignment:</b> Homework # 6, due on 07/16/2017
<b>Week 8:</b> From 07/17/2017 to 07/23/2017	<b>Reading:</b> Chapter 12 - Cashflow Estimation & Risk	<b>Assignment due:</b> Homework # 6, due on 07/16/2017 <b>New Assignment:</b> Homework # 7, due on 07/23/2017
<b>Week 9:</b> From 07/24/2017 to 07/30/2017	<b>Reading:</b> Chapter 13 - Capital Structure & Leverage Chapter 14 - Distribution to Shareholders: Dividends & Share Repurchases	<b>Assignment due:</b> Homework # 7, due on 07/23/2017 <b>New Assignment:</b> Homework # 8, due on 07/30/2017
<b>Week 10:</b> From 07/31/2017 to 08/06/2017	<b>Reading:</b> Chapter 15 - Working Capital Management Chapter 16 - Financial Planning & Forecasting	<b>Assignment due:</b> Homework # 8, due on 07/30/2017 <b>New Assignment:</b> Homework # 9, due on 08/06/2017
<b>Week 11:</b> From: 08/07/2017 to 08/12/2017 08/12 is a Saturday	<b>Reading:</b> Chapter 17 - Multinational Financial Management	<b>Assignment due:</b> Homework # 9, due on 08/06/2017 <b>New Assignment:</b> Course Final Exam, due on 08/12/2017