

IV. Text and References

- A. FINC 3511 Lecture Supplement, Ron Best, Available in CourseDen (no charge) REQUIRED.
- B. Brigham, Eugene F. and Houston, Joel F., Fundamentals of Financial Management: Concise Edition (9th Edition), (OPTIONAL Reference).

V. Special or Unique Student Material:

Financial calculator with net present value (NPV) and internal rate of return (IRR). (e.g., Hewlett Packard 10B; Texas Instruments BA II+; Texas Instruments TI-83 or 84)

VI. Special or Unique University Facilities:

Access to internet connected computer and library reference resources for term project.

VII. Expanded Description of the Course and Instructional Method:

- A. Expanded Description of the Course: The course provides a framework of financial management at the introductory level. It is taught from the viewpoint of a corporate financial manager trying to maximize stockholder wealth. Topics include financial statement analysis, markets and institutions, risk and rates of return, time value of money, bond and stock valuation, cost of capital, capital budgeting, capital structure and leverage, dividend policy, and international finance. Upon successful completion of this course, you should understand: the structure of financial markets; how financial statements are used to analyze a company's financial strength; the relationship of risk and return; how financial risk is measured; how to calculate and interpret present and future values; basic bond and stock valuation; how to calculate a firm's cost of capital; how corporations select projects; the determinants of capital structure choice; and, factors that affect dividend policy.
- B. Instructional Methods:
 - a. Lecture and Problem Solving: Topics in financial management are discussed in lectures presented by the instructor. Students are expected to complete analytical problems in conjunction with lecture and solution presentations.
 - b. Internet Materials: Various materials are available on the instructor's home page and the CourseDen course site.
 - c. Outside Assignments: Students are required to complete a basic financial analysis of an individual corporation and a consumer financial decision project. The projects are intended to introduce students to various sources of financial data. A substantial portion of the data must be collected using the Internet. CourseDen housed quizzes and exams must be completed.

VIII. Methods of Evaluating the Outcomes:

- A. Evaluation tools: All quizzes and exams are taken online. Exam 1 covers material from the beginning of the course until the Exam 1 date. Exam 2 covers material starting after Exam 1 until the Exam 2 date. Exam 3 covers the material starting after Exam 2 until the Exam 3 dates. The Final Exam is comprehensive covering all material in the course, but it is weighted more toward the last half of the course.

GRADING WEIGHTS*		GRADING SCALE	
		Letter Grade	Final Grade
Self-Test Introduction Quiz	2%*		
Quizzes 1-11 (10 highest)	18%**	A	90
Project 1	5%	B	80
Project 2	5%	C	70
Exam 1	15%***	D	60
Exam 2	15%***	F	Below 60
Exam 3	15%***		
Final Exam	25%***		

***The Self-Test Introduction Quiz may be taken an unlimited number of times. However, you must score 100 on the quiz before proceeding with the course.** The quiz only covers material from the syllabus and course introduction materials.

****Each of the remaining quizzes may be taken up to four times.** The highest score for each quiz is retained for grading purposes. The quizzes change each time they are opened. ***The quizzes cover the basic material from each section. They do not cover all the material. The exams will cover all class material.*** Time limits are set at twice the time you are expected to need to complete the quizzes. The lowest of the 11 quiz scores is dropped.

*****There are corresponding sample exams in CourseDen for all exams.** Sample exams are provided as study aides. Sample exams can increase your exam scores, but cannot lower your scores. If your highest sample exam score is lower than your actual exam score, you keep your actual exam score. If your highest score on the sample exam is greater than your actual exam score, your exam score will be calculated as:
Exam Score = (1/4)(Sample Exam Score) + (3/4)(Actual Exam Score).

Work submitted for credit in other courses will not be accepted for credit in this course. There is no extra credit in this course beyond that explicitly stated in the course syllabus or announced in class by the instructor. I reserve the right to “curve” grades.

- B. Administrative Information
- Information regarding course grades will not be given over the telephone. Grades will be posted in CourseDen.
 - Requests for quiz and exam score adjustments must be made in writing (email is fine) within ONE WEEK of grade assignment.

- c. **Attendance Policy:**
 - i. **Class Meetings:** This class is entirely online and has no required face-to-face attendance.
 - ii. **Scheduled Exams: No makeup quizzes will be given** unless offered to the entire class. If you miss a quiz you will receive a grade of zero on that quiz. Your lowest quiz grade will be dropped before the quiz average is calculated. **If you miss an exam**, you will receive a zero unless your reason for missing the exam is deemed valid by the instructor. You must contact your instructor regarding your excuse for missing an exam within one week of the closing time of the exam or you will receive a zero on the exam.
 - iii. **General:** You are responsible for knowledge of any administrative announcements (test information, schedule changes, etc.) that are posted in CourseDen or sent to your official UWG email address.
 - d. Code of Conduct: Honesty and integrity are necessary to the academic and professional functions of business. Dishonesty undermines the foundation of the academic environment. Improper academic conduct shall be interpreted to mean the obtaining and using of information during an examination by means other than those permitted by the instructor, including supplying such information to other students. All forms of academic dishonesty, including cheating, plagiarism, and falsification of academic records are subject to disciplinary action. Please read and adhere to the UWG Honor Code: <http://www.westga.edu/handbook/59.php>.
 - e. Student Rights and Responsibilities: Review information at this link: <https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php> Documents at this link contain important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.
 - f. Campus Carry at UWG: Information concerning Georgia House Bill 280 may be found at: <https://www.westga.edu/police/campus-carry.php>.
 - g. Credit Hour Policy (3 credit hours): Students in this class will spend around 150 minutes per week with faculty instruction (either face-to-face or online). Generally, students can expect to spend at least an additional 300 minutes per week beyond instruction. This additional work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.
- C. Learning Domains:
- a. Cognitive: Knowledge, Comprehension, Analysis, Synthesis, Evaluation.
 - b. Affective: Receiving, Responding, Valuing, Organization, Characterization.

SCHEDULE: (The schedule may require modification as the semester progresses. Any changes will be noted in CourseDen.)

If FINC 3511 is a prerequisite for a course you are taking in Session IV (July Session), you must complete the course by June 25. (Courses taught in July with FINC 3511 as a prerequisite include FINC 4531, FINC 4541, and MGMT 4660.)

If FINC 3511 is NOT a prerequisite for a course you are taking in Session IV (July Session), you may take until July 23 to complete the course.

There are suggested schedules below for completing the course by the end of Session III or by the end of Session IV. You do not have to exactly follow the schedules as listed, but **you must meet the following deadlines**. You may always work ahead of the schedules.

Deadlines:

June 5: Self-Test Introduction Quiz (closes at 11:59 pm)

Note: You will be dropped from the class if you do not complete the Self-Test Introduction Quiz by its deadline. You must complete the Self-Test Introduction Quiz before taking the other quizzes and exams.

June 11: Quizzes 1 and 2; AND Exam 1

June 12: Last day to withdraw with a grade of W.

June 18: Project 1

June 25: Quizzes 3, 4, and 5; AND Exam 2

July 9: Quizzes 6, 7, 8, and 9; AND Exam 3

July 16: Project 2

July 23: Quizzes 10 and 11; AND Final Exam

- Quizzes open when the class starts. Quizzes close at 11:59 pm on the due date.

- Do not attempt quizzes during the period from 10:00 pm on Fridays until 7:00 am on Saturdays due to CourseDen maintenance during this period.

SUGGESTED SCHEDULE (to complete course during Session III – June):

May 31 Introduction and Chapters 1, 2 & 6, and 3
Self-Test Introduction Quiz and Quiz 1 – Chapters 1, 2 & 6, and 3

June 1-4 Chapters 4 and 16
Quiz 2 – Chapters 4 and 16

June 4 – Exam 1 – Covers Chapters 1, 2, 3, 4, 6, and 16

June 5-6 Chapter 8 and Work on Project 1
Quiz 3 – Chapter 8

June 7 – Submit Project 1

June 7-11 Chapter 5
Quiz 4 – Chapter 5 AND Quiz 5 – Chapter 5

Exam 2 – June 11 - Covers Chapters 5 and 8

June 12 – Last Day to Withdraw with Grade of W

June 12-14 Chapters 7 and 9
Quiz 6 – Chapter 7 AND Quiz 7 – Chapter 9

June 15-18 Chapter 10
Quiz 8 – Chapter 10 AND Quiz 9 – Chapter 10

June 18 – Exam 3 – Covers Chapters 7, 9, and 10

June 19-20 Chapter 11 and Work on Project 2
Quiz 10 – Chapter 11

June 21 – Submit Project 2

June 21 Chapters 12, and 13 & 14
Quiz 11 – Chapters 12, 13, and 14

June 22 *Review*

June 25 – Final Exam – Covers All Chapters

SUGGESTED SCHEDULE (to complete course by end of Session IV – July):

May 31- Introduction and Chapters 1, Chapters 2 & 6, and 3
Self-Test Introduction Quiz and Quiz 1 – Chapters 1, 2 & 6, and 3

June 4-11 Chapters 4 and 16
Quiz 2 – Chapters 4 and 16

June 11 – Exam 1 – Covers Chapters 1, 2, 3, 4, 6, and 16

June 12 – Last Day to Withdraw with Grade of W

June 12-18 Chapter 8 and Work on Project 1
Quiz 3 – Chapter 8

June 18 – Submit Project 1

June 18-25 Chapter 5
Quiz 4 – Chapter 5 AND Quiz 5 – Chapter 5

Exam 2 – June 25 - Covers Chapters 5 and 8

June 26-30 Chapters 7 and 9
Quiz 6 – Chapter 7 AND Quiz 7 – Chapter 9

July 1-9 Chapter 10
Quiz 8 – Chapter 10 AND Quiz 9 – Chapter 10

July 9 – Exam 3 – Covers Chapters 7, 9, and 10

July 10-16 Chapter 11 and Work on Project 2
Quiz 10 – Chapter 11

July 16 – Submit Project 2

July 17-19 Chapters 12, and 13 & 14
Quiz 11 – Chapters 12, 13, and 14

July 20 *Review*

July 23 – Final Exam – Covers All Chapters

NOTE 1: This course covers the following AACSB perspectives: influence of legal and regulatory issues; ethical issues; written and oral communication; and social issues

NOTE 2: This course covers the following teaching objectives: developing oral communication skills; developing analytical/critical thinking; and encouraging social responsibility.