

FINANCIAL MANAGEMENT
FINN3120, SECTION 007
Spring 2019

Time: T & Thu 11:30 – 12:45 pm

Location: Friday, Room 137

Instructor: Mrs. Cynthia P. Bush

Email: cynthia.bush@uncc.edu

Office Hours: Room 341A, TTH 10:00 – 11:00am, 2:45 – 3:45pm & by appointment

Office Phone: 704-687-5078 (best to email me instead)

This syllabus contains the policies and expectations I have established for this course. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Be prepared to abide by these policies and expectations, so that you don't risk losing the opportunity to participate further in the course.

I may modify the standards and requirements set forth in this syllabus at any time. Notice of such changes will be announced and posted on the Canvas website for the course.

Required Materials

- We will be using MyFinance Lab for this course, which is an interactive learning program by your textbook publisher. It contains an integrated on-line homework management system that provides hands-on practice and guided tutorial instruction for each of the chapters in your text.
- MyFinance Lab includes an online textbook and your online homework assignments. The online textbook is Foundations of Finance, 9th Edition, by Arthur Keown, John Martin, and William Petty, 2016. Publisher: Pearson. I will walk through how to access MyFinance Lab and the online textbook during the first week of class.
- You have two options in terms of ordering:
 - To order MyLab with the electronic textbook, use ISBN: 9780133486506
 - To order MyLab with the printed textbook, use ISBN: 9780133578089
- To access your MyFinance Lab online for the first time, you need to register and log in. Whenever you want to use MyFinanceLab after that, you just need to log in.
 - You can register and log in from the same starting point at the course Canvas website at www.canvas.uncc.edu and click on the link on the left-hand side of the page entitled "My Lab and Mastering" that's shown approximately half-way down the page in the left hand margin. The link will take you to the textbook publisher's website, where you can complete the MyFinance Lab registration in a few short steps. It will request the following information:
 - Course Name: FINN 3120 - 007
 - Course Type: Student Course

- Course Dates: Jan 10, 2019 - May 7, 2019
Enrollment Dates: Jan 10, 2019 - May 7, 2019
- Course Materials: Keown/Martin/Petty: Foundations of Finance 9/E
MyFinanceLab
- Access to a financial calculator for classwork, homework and exams is required.
- Given the frequent quantitative manipulation of financial information required in finance and this course in particular, it is necessary for each student to have access to a basic financial calculator to complete this course in a satisfactory manner.
 - A basic financial calculator can accommodate time value of money problems, net present value problems, calculation of the yield to maturity (YTM) associated with corporate bonds, the internal rate of return (IRR) associated with capital investment projects, and basic exponential functions.
 - Students are welcome to select whichever brand of financial calculator that they prefer. However, I am familiar with and will provide classroom instruction on how to use the Texas Instruments BA II/BAII Plus and the Texas Instruments 83/84.
 - The textbook supports Texas Instruments BA II Plus/BA II Plus Professional and that is approved for the Chartered Financial Analyst “CFA”, Certified Financial Planner “CFP”, and GARP Financial Risk Manager “FRM” exams.
 - You can also use the HP12C, but be aware that it functions in Reverse Polish Notation and I won’t provide directions on how to use it.
 - **A cell phone is NOT an appropriate substitute for a financial calculator and won’t be permitted to be used for exams or quizzes.**
 - Calculator manuals and time value of money tables are not permitted to be used for exams or quizzes.
- Access to web-enabled software using a device such as a smart phone, tablet, laptop, etc. is required. You can borrow a laptop from the UNCC library to use to obtain course material, check grades, etc. if you don’t own a web-enabled device.

Optional

- You can purchase a hardcopy of the textbook, though it is not required. The textbook is Foundations of Finance, 9th edition by Keown from Pearson publisher.
- You can access the online version of *Wall Street Journal* and the *New York Times* for free via the Library’s online access to stay atop the financial news.

Canvas and UNCC Email

- Check Canvas and your UNCC email DAILY as materials will be periodically added.
- The syllabus, homework, solutions and grades will be available in Canvas, accessible at <http://canvas.uncc.edu> for registered students. I may also post online quizzes, tests and other material in Canvas during the semester.
- When you email me, ensure you do so from your UNCC email address as that is the only one to which I will respond. Do NOT email me from GMAIL, Hotmail, etc. as I will not respond to those. Also include your section and course name in the email subject.

Technical Support

- If you have difficulty with email or other IT issues, contact the UNCC ITS help desk at help@uncc.edu or 704-687-5500.
- If you have technical issues with Canvas, contact the helpdesk at help@uncc.edu or 704-687-5500.
- If you have IT issues with MyLab Finance, contact Pearson support www.pearson.com.

Academic Prerequisites

- To enroll in this course, students must have achieved all of the following:
 - Declared a major in the College of Business
 - At least a junior standing with 60 or more semester hours
 - Completed the following courses
 - MATH 1120 Calculus
 - STAT 1220 Statistics I
 - ACCT 2121 Principles of Accounting I
 - ACCT 2122 Principles of Accounting II
 - ECON 2101 Macroeconomics
 - ECON 2102 Microeconomics
 - INFO 2130 Introduction to Business Computing (or successful completion of the Microcomputer Proficiency Test)

IMPORTANT: The material for this course is predicated on the assumption you remember and understand core concepts from all of the prerequisite courses, especially Accounting.

Note: I DO NOT have the authority to add students to the course or override any prerequisites to registration. Please contact Undergraduate Advising if you have questions about this.

Course Description

Financial management represents the process of planning for, acquiring, and allocating funds by a business enterprise. This process involves several decision-making tools, including the time value of money, financial statement analysis and financial forecasting, working capital management, pricing various types of risks facing the firm, asset and project valuation, and international currency considerations. This semester we will investigate how each of these decision-making tools is used to help financial managers accomplish the task of planning for, acquiring, and allocating funds within the business. Computer and financial calculator applications will be included where appropriate.

Course Objective

The objective of FINN 3120 Financial Management is to provide students with an introduction to the nature and methods of financial analysis within the context of the business enterprise. To accomplish this objective, we will focus our attention on:

- Developing an awareness of some major financial problems facing modern, for-profit business organizations as well as individual consumers;
- Obtaining an understanding of the basic principles and concepts necessary to analyze these financial problems; and
- Developing the ability to apply these principles and concepts so that students can independently evaluate alternative solutions to basic problems confronting the financial manager.

Instructional Method

- This course is lecture based, with in class and out of class exercises and assignments.
- Participation in class discussions and completing homework is highly recommended.
- Note that electronic video and/or audio recording is not permitted during class unless the student first obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording

accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

- For every class, bring your financial calculator, Number 2 pencil, a good eraser, your name plate and an interest in learning.

Table I: Important Dates

- First Day of Class: January 10, 2019
- Last Day to Add/Drop with No Grade: January 16, 2019
- Exam 1: **January 29, 2019**
- Last Day to Withdraw (subject to Withdrawal Policy): March 19, 2019
- Exam 2: **February 14, 2019**
- Exam 3: **March 28, 2019**
- Final Exam: **May 7, 2019, 11:00 – 1:30pm** (note your final may be shorter than that)
- Do NOT make any travel plans prior to May 7, 2019

Table II: Grading

	Points	Percentage
Exam 1	75	18.75%
Exam 2	75	18.75%
Exam 3	100	25.0%
Exam 4 (Final)	100	25.0%
Homework/Quizzes	50	12.5%
Total	400	100.0%

Note: I may make some homework assignments extra credit. You will be notified if that is the case.

Grades

- 360 - 400 points = A
- 320 - 359 points = B
- 280 - 319 points = C
- 240 - 279 points = D
- Below 240 points = F

Exams

- There are 4 Exams, including the Final Exam. Exams 1 and 2 are worth 75 points each; the other two exams are worth 100 points each.
- The exam dates are provided in the tentative schedule, though I reserve the right to modify the schedule as necessary and will notify you in advance if that occurs.
- Exams are based on the assigned chapters of the text, lecture material, pop quizzes (if given), case studies, homework and class discussions.
- Students are responsible for all assigned material regardless of whether it is discussed in class.
- If a student arrives late to the classroom on an exam day, the student may still take the exam, but will not receive any additional time to complete it.

- For every exam, bring multiple number 2 pencils, a good eraser, a working financial calculator, and your UNCC ID, which you will be required to show. Exams and periodic quizzes in class may be given utilizing Scantron answer sheets, which require Number 2 pencils.
- Students are expected to know how to perform the relevant keystroke sequences necessary to solve financial problems on their calculators during each exam. There is not enough time during the exam to review keystroke instructions in your calculator manual and the calculator manual is NOT permitted during an exam.
- Students are permitted to bring (1) 3 x 5 notecard into each exam. The front and back of the notecard can contain handwritten notes, formulas, etc. prepared by that student. No sharing or copying of other students' note cards is allowed.
- Cell phones and smart watches are not permitted or to be used during exams, not even as calculators. I should not see any cell phones during exams.
- Headphones are not permitted to be worn during class or exams.
- You must turn in your exam and answer sheet before you leave the examination room. Once you leave the room during an exam, you are not permitted to return. Therefore, plan ahead and use the restroom, get a drink, etc. BEFORE you enter the exam room on the day of an exam.
- There are no make-up exams available, except for the Final Exam.
 - Students who are unable to attend a scheduled examination must present me with official, satisfactory documentation of a valid medical or family emergency BEFORE the examination. Those students whose documentation is acceptable will be eligible to have their next exam's point value increased by the points of the exam they missed.
 - For example, suppose a student presents satisfactory documentation they are having surgery the day of Exam 1 and will not be able to take it at the scheduled date/time. I will exclude Exam 1 from that student's total points. When that student takes Exam 2 on its scheduled date/time, Exam 2 will be worth 150 points instead of 75 points for that student.
 - If the student provides official, satisfactory documentation BEFORE the Final Exam that they can't take it at the regularly scheduled time, a make-up Final Exam will be scheduled. Note that the make-up Final Exam is usually an essay exam.

Homework/Quizzes

- Homework should always be completed on time as it helps you learn the material and practice the calculations. Additionally, homework assignments will serve as a reference for the content of some exam questions, though exam questions may be more complex.
- Homework solutions will be posted in Canvas.
- After a particular chapter's problems are discussed in class, students should reread the assigned problems, answering questions and performing required calculations. These problems provide excellent preparation for course examinations, and give students an opportunity to practice the application of quantitative methods in financial decision-making.
- Unannounced or announced quizzes may be given in class or online via Canvas. If you miss a quiz, you will receive a 0 for that quiz and will not be able to make it up.

Attendance

- Attendance will be taken for exams, so bring your UNCC ID to each exam. I may also take attendance periodically during classes. Students who are present during all of the times I take class attendance (excluding exams) will be eligible to receive extra credit points.
- Students are highly encouraged to attend every session as any material discussed during class may be on an exam. Additionally, I may occasionally give unannounced quizzes during class and those cannot be made up if you miss class or arrive late.
- Students are expected to attend every class and remain in class for the duration of the session for which they are registered. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student's obligation, as is a responsibility for all the work of class meetings, including tests and written tasks.
- In the unlikely event that I am late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave and you must follow any instructions I may have given you about my anticipated tardiness.

Late Work

- All work is expected to be submitted to me by the specified due date.
- Late work WILL NOT be accepted.
- Note that job-related excuses are not legitimate reasons for missing assignments.

Netiquette Instructions

It is very important that you check your UNCC e-mail account daily and if communicating with me via email, use your UNCC email address. I will make every effort to respond to e-mails within 48 hours or by the next business day (e.g. an e-mail sent on a Friday morning will be replied to by Monday).

- In your emails to me, put the course name and number in the subject as follows: FINN 3120 Section 005. Remember to identify yourself by name in your email.
- Use correct grammar and spelling since the instructor/student relationship is formal communication.
- If you are unaware of the proper etiquette for online interaction (netiquette), please take a moment to view one of the following websites:
http://www.livinginternet.com/i/ia_nq.htm and/or <http://en.wikipedia.org/wiki/Netiquette>.

Professionalism

Business is conducted more effectively when professional behavior is employed, so professional behavior is always expected and appreciated in class. Use polite language, provide constructive commentary and refrain from demeaning others in the class. Students exhibiting behavior I deem disruptive or inappropriate will be asked to leave the classroom.

Other Valuable Information

- You may drink in the classroom, but food is not permitted. Kindly take any trash with you and dispose of it in the appropriate receptacle.
- The dates shown in Table I and Table III are tentative and subject to change. This schedule, however, should serve as a guide so that you can maintain an appropriate reading pace.

- Given the complex nature of some portions of the text, students are advised to review the assigned reading material before it is discussed in class to obtain a feel for the way the material is organized and presented.
- Following the class, students should carefully read the relevant portion of the text, emphasizing material in the text that is discussed in class and complete the homework, to acquire a better understanding of the material.
- This course is an analytical (which means quantitative) course. Lectures are based on the material in the text and current events drawn from real case studies and business periodicals including the *Wall Street Journal*, *Bloomberg* and *New York Times*.
- I utilize many real-world examples and case studies in class to illustrate the business concepts you are learning. Do not misconstrue these comments, examples, class discussions or case studies to be investment recommendations. I NEVER provide investment recommendations to students.
- The use of internet enabled electronic devices like cell phones, tablets, laptops, etc. are not permitted in class unless used solely for note-taking and other class related work where I expressly instruct you to use them. You should leave the classroom when you want to use electronic devices for non-class related activities, including making phone calls, texting, surfing the web, etc.
- My lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials I create. I encourage you to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials publicly without my express written consent. This includes providing materials to commercial course material suppliers such as CourseHero and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor's course materials may be in violation of University Policy 406, The Code of Student Responsibility. Similarly, you own copyright in your original papers and exam essays. If I am interested in posting your answers or papers on the course web site, I will request your written permission.

Academic Integrity

All UNCC students have the responsibility to be familiar with and to observe the requirements of The UNCC Code of Student Academic Integrity (see the Catalog). This code forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism, abuse of academic materials (such as Library books on reserve), and complicity in academic dishonesty (helping others to violate the code). Any further specific requirements or permission regarding academic integrity in this course will be stated by the instructor, and are also binding on the students in this course. Students who violate the code can be punished to the extent of being permanently expelled from UNCC and having this fact recorded on their official transcripts. The normal penalty is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases, the course grade is reduced to F. If you do not have a copy of the code, you can obtain one from the Dean of Students Office. Standards of academic integrity will be enforced in this course. Students are expected to report cases of academic dishonesty they become aware of to the course instructor who is responsible for dealing with them.

Disenrollment

At the discretion of the department offering a course, a student may be disenrolled from a course section if he or she does not attend the first scheduled meeting of the section. The department chair has the responsibility for providing timely notification to the student who is disenrolled.

Course Withdrawal

- Under the UNCC Course Withdrawal Policy, students may withdraw from a course until the withdrawal deadline and a mark of “W” will be assigned.
- No withdrawals are permitted after the course withdrawal deadline.
- It is the student’s responsibility to determine by the withdrawal deadline whether to withdraw from the course or stay in the course for a grade and to initiate the process.

Diversity

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socioeconomic status.

Disability

UNC Charlotte is committed to access to education. Students in this course seeking accommodations for disabilities should first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

Adverse Weather Policies

The University’s Adverse Weather Policy (University Policy 701; <http://legal.uncc.edu/policies/up-701>) states that, without exceptions, the University is open unless the Chancellor (or Chancellor’s delegate) announces that the University is closed. The University’s inclement weather number is 704-687-1900.

Tentative Course Schedule, Subject to Change

2019 Dates	Topic
Jan 10, 15, 17, 22, 24	Introduction to the Course Chapter 1: Introduction to Foundations of Financial Management Chapter 2: The Financial Markets and Interest Rates
Jan 16	Last Day to Add/Drop w/no Grade
Jan 20	Chapters 1 - 2 Homework due
Jan 21	Dr. Martin Luther King Day, No Class
Jan 29	Exam 1 covering Chapters 1-2

Jan 31, Feb 5, 7, 12, 14	Chapter 3: Understanding Financial Statements and Cash flows: Chapter 4: Evaluating a Firm's Financial Performance
Feb 3	Chapter 3 Homework due
Feb 10	Chapter 4 Homework due
Feb 14	Exam 2 covering Chapters 3 - 4
Feb 19, 21, 26	Chapter 5: The Time Value of Money
Feb 24	Chapter 5 Homework due
Mar 4 - 8	No Class, Spring Break
Feb 28, 3/12	Chapter 6: The Meaning and Measurement of Risk & Return
Mar 17	Chapter 6 Homework due
Mar 19	Last Day to Withdraw, see UNCC Withdrawal Policy
Mar 14, 19, 21, 26	Chapter 7: Valuation and Characteristics of Bonds Chapter 8: The Valuation and Characteristics of Stocks
Mar 24	Chapters 7 – 8 Homework due
March 28	Exam 3 covering Chapters 5 - 8
April 2, 4, 9, 11, 16	Chapter 9: The Cost of Capital Chapter 10: Capital Budgeting Techniques
April 7	Chapter 9 Homework due
April 14	Chapter 10 Homework due
April 18, 23, 25	Chapter 16: International Business Finance
April 21	Chapter 16 Homework due
April 30	Review
May 7	Final Exam 11:00am – 1:30pm (may be shorter) Do NOT make travel plans before May 7th