



## DIVISION OF BUSINESS

### COURSE SYLLABUS: FINA 3309, Financial Management Summer 2008, Virtual Campus

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<b>Office Hours:</b>	<b>Monday, Tuesday, Wednesday or Friday 5:00 – 7:00 MST</b>
<b>Class Hours:</b>	<b>Online</b>
<b>Class Location:</b>	<b>Online</b>

**DESCRIPTION:** The course addresses the role of the financial manager, the tax environment and its effects on business decisions, the 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.

**PREREQUISITE(s):** ACCT 2305 or ACCT 3307, or concurrent enrollment, or consent of division.

#### TEXTBOOK:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	REVIEW
<a href="#">Foundations of Financial Management</a>	Block & Hirt	12th	2007	McGraw-Hill	0073295817	Spring 08

#### OUTCOME COMPETENCIES:

- 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 forecasts.
- 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 investment 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.

**COURSE REQUIREMENTS AND EVALUATION:** Specific requirements of the course including the criteria utilized to assess student achievement of outcome competencies, and the weight of each. A variety of means to evaluate student performance should be used and grading criteria should conform with the grading system contained in the latest WBU Academic Catalog. An example of assessment criteria and weights might include:

Examinations: Two exams each covering approximately one half of the chapters covered- (30% of the final grade)

Research Project: Three case studies- (15% of the final grade)

Chapter Homework Assignments: Nine chapters (18% of the final grade)

Weekly On-line quizzes: Nine chapters (18% of the final grade)

Threaded Discussions: Nine weekly discussions (Discussion Board) (18% of final grade)

Assignments/Exams are usually due at 1700 hours MST of the assignment week. The final exam will be due at 0700 hours MST of the assignment week to allow for grading and submissions of grades.

**ATTENDANCE POLICY:** Participation in the on-line class is required. Participation is evaluated based on the timely submission of required assignments, participation in threaded discussions, and weekly quizzes.

**STATEMENTS:** "This class will adhere to zero tolerance for using someone else's work as your own."

"It is university policy that no otherwise qualified disabled person be excused from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. Students should inform the instructor of existing disabilities at the first class meeting"

"Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study."

"Make sure you have a good Internet connection and know how to take on-line exams, exams will NOT be reset."

**"No late assignments will be accepted or late exams administered."**

"All policies and requirements of this course, including items contained on any document in this course, is subject to the instructor's discretion and may be modified at any time without recourse."

## GRADING FOR COURSE:

Symbol	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	below 60

I an incomplete may be given to a student who is passing, but has not completed some required work for reasons **beyond the student's control**.

**HOMEWORK:** Is to be submitted in word-processing, spreadsheet, or e-mail format. It is to be formatted so that it will print on 8.5" x 11" paper. It is to include your name and section number at the top of the document. The solution will be posted the day after the due date.

**CASES:** Cases are to be prepared as if you are submitting the results of your research to your employer/supervisor. This includes proper formatting, grammar, and presentation.

## COURSE OUTLINE/CALENDAR:

### TENATIVE SCHEDULE:

Date Due	Topic	Chapter/Assignment
05/01 WK 1	Goals and Functions of Financial Management and Review of Accounting	Chap 1, Q1,2,3,4,6,8 Send an email to the instructor telling him about you, your training and experience, your ambitions and what finance and accounting means to you.
06/06 WK 2	Accounting Review	Chap 2 , P4, P5, P10, & P14
06/13 WK 3	Financial Analysis	Chap 3, Q1,5, P5, 13, 19
06/20 WK 4	Financial Forecasting	Chap 4, P 23, 24 Case #1
06/27 WK 5	Operating & Financial Leverage	Chap 5, P 3,9,13
07/03 WK 6	Mid-term Exam	No late exams will be given.
07/11 WK 7	Working Capital & Financing Decisions	Chap 6 P1,3,4,6,12,13 Case #2
07/18 WK 8	Time Value of Money	Chap 9, P1,2,5,16,23,26,29,34,
07/25 WK 9	Cost of Capital	Chap 11, Q1,3,5,9 P2,3,11,14,20
08/01 WK10	Capital Budgeting	Chap 12, P1,5,8,12,15,21 Case #3

08/08 WK11	Final Exam	No late exams will be given.

HOLIDAYS:

July 4<sup>th</sup> – 07/04

**A few thoughts before we begin the semester, based on teaching this class on-line for the last few years:**

- 1) I believe this class will take more time than an actual classroom class. I can't always answer your questions very quickly. If you don't want to wait, or can't wait, or you're working at a time that I am not available, you will need to figure it out. (Fall 2003, Winter 2003, Spring 2004, Summer 2004, Fall 2004)
- 2) I will be on-line in the Virtual Classroom most every Tuesday and Thursday night from 1800 to 2000 hours MST, ready to field your questions. (Fall 2004)
- 3) Exams are at your convenience, but are timed. Anticipate 3 minutes per multiple choice question. Know the material and be able to locate it before the exam. Have your homework handy. (Fall 2004)
- 4) Always include your name in every assignment and communication "fit4life@aol.com" doesn't tell me a lot...well maybe that you work out a lot. (Fall 2003)
- 5) If you have an issue, deal with it dispassionately and in an adult manner. Bottom line: I have a zero tolerance policy on rude, impolite, discourtesy, unprofessional, nasty, heated, angry, demeaning communications. (Summer 2004)
- 6) Don't send me a virus :-( (Spring 2004)
- 7) What about grading???? My classes have earned more A's than B's, B's than C's, and a few D's (not enough effort), and yes a few F's (no effort). (Summer 1986 – Winter 2005)
- 8) Homework and Cases - I will give you full credit if you substantially attempt the homework and the cases (that is 200 of 500 points) if done timely. It doesn't have to be perfect, just substantially attempted. (Summer 1986)
- 9) Check your homework. The solution is provided every Friday around 1700 hours. You may see some of it again. (Winter 2003)
- 10) Read the course documents and announcements, they make the class easier. (Fall 2003)

11) Working together is okay, but it is not a sophisticated term for cheating. See the Academic Catalog for plagiarism. (Fall 2004)

12) Do not post messages about the specific questions on the exams on the Discussion Board. Email me your questions. (Summer 2005)

13) Don't use Blackboard to send me email. I have an external email address to Wayland and will not receive the email...or any attachments. (Summer 2005)

14) Be aware that using the spreadsheet example that I provide for Case One is a plagiarism violation and a copyright infringement. A few have submitted the spreadsheet with case data as their work. The example is "my" copyrighted work. DO NOT DO IT!!!! If you do, you will receive a zero for the assignment. (Spring 2006, Winter 2006)

15) If you receive a very brief email back from me on an urgent type issue, it is because I am responding with my Blackberry. Unlike my daughter who lives for text messaging, I HATE little keyboards (like my Blackberry) and really stink at typing on it. I only do this when I am not near an Internet computer and your request seems urgent. One other thought, if a message is urgent, please state so in the header if you can and don't use a reply or forward. They go to the bottom of my inbox.... (Spring 2006)

16) Only email the assignments one time. More than that gets caught in the Spam filter. (Winter 2007)

17) God bless and have a great semester!!!

#### GROUND RULES:

1) Effort and Communication: This is an upper-division level course that is on-line. What this means is that you will need to put an upper-division effort into the course and you will need to read and understand the text thoroughly. The class, in my opinion, is not easier on-line but much more difficult. For me to answer your questions, you will need to frame them in the written word to help me. Unlike in a traditional classroom, I cannot see that you are frustrated, confused, aggravated or clueless. If you are, you will need to describe it to me and the basis for your concerns.

2) Class/Office Hours: I will generally be available on-line on Tuesday and Thursday evenings from 1800 to 2000 hours MST. If I am not going to be available during that time, I will post an announcement with alternative hours if possible for the week. I will try to respond to email/discussion questions daily if I am available. However, I can only commit to hours detailed above.

3) Discussion Board: All questions and discussions will take place on the discussion board. If you have a personal issue, you can contact me by email. All course related questions must be posted on the discussion board. I will not respond to email except on a personal issue.

4) Self Review of homework and exams: I will post the solutions to the homework and exams after the cut-off time, generally 2359 hours MST on Fridays. You will be responsible for comparing your answers to the solutions and then posting your questions to gain a better understanding of the solution.

#### TIPS FOR BETTER GRADES:

- Always keep a copy of the homework you submit. Prepare a Excel, Word or WordPerfect document and send it to me as an email enclosure or post it using the Blackboard Digital Drop Box.
- Keep me posted on absences of a week or more.
- Check the announcements.
- Don't wait until the last minute to submit your assignments and tests. You will want to allow for disasters....
- If you don't understand, ask me questions by either e-mail or by posting them on the discussion board.