



Syllabus FIN-304 Spring 2020

Professor/Instructor: R. Scott Wheeler, M.B.A. - Adjunct Professor

Pre-Recorded Lecture: Available on Tuesday by 6:30 PM every week

Place: Online Course

Office Hours: By appointment. Email me to set the appointment.

Phone: 214-693-8802 (Cell)

Professor's E-mail: ronald.wheeler@tamuc.edu

*****Copy the Class GA every time you email the professor***

GA: Valiance Moweta

GA's E-mail: vmoweta@leomail.tamuc.edu

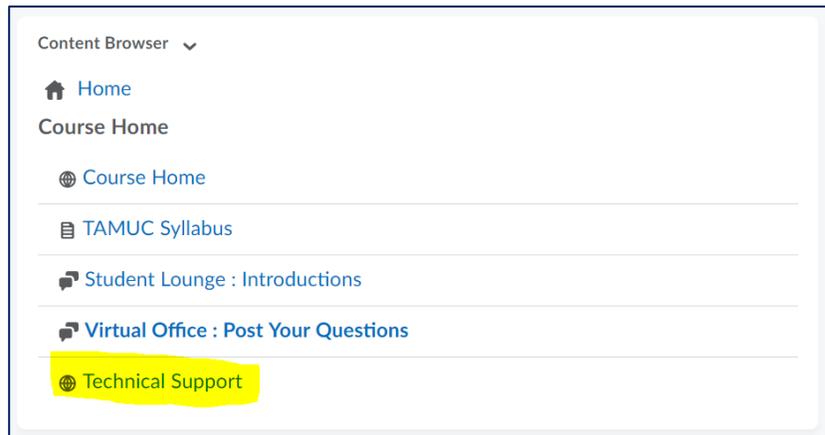
REQUIRED TEXTS/MATERIALS:

1. Fundamentals of Financial Management, Concise 9th edition, by Brigham and Houston, 2009. ISBN: 9781305635937 (or whatever edition the bookstore is selling) (Get the least expensive solution you can. Used, on line, etc.) *****You don't need an access code for this class.***
2. Microsoft Excel: For the course, a computer spreadsheet software (MS Excel, Lotus, or equivalent) should be utilized. Expertise in using such spreadsheet programs is essential in the corporate world and attaining basic skill in this type of software will be emphasized and incorporated into class coursework and grading. I will use Excel exclusively and the answers will be based on this software. It is the student's responsibility to be or become fluent in the basic functions in Excel.
3. Calculator: You do not really need a specific calculator. Any handheld calculator that has basic functions may be useful to you in this course. I personally use the calculator on my smart phone if I ever need one. All complicated financial calculations can be accomplished in Excel. However, you may prefer and find it handy to utilize a financial calculator with specific functions such as "n", "i", "PV", PMT", "FV" or on the calculator's face. Many professors at TAMUC recommend the TI BA-II or a comparable calculator. I will not be teaching from any calculator and it is the student's responsibility to be fluent in the tools of their choosing.
4. Prerequisites: It will be extremely helpful to you in this class if you have your prerequisites fulfilled.

IT OR TECHNICAL ISSUES

If you experience issues with the computer access to the class, etc., please do not contact me or our GA to solve the problem. Follow the instructions under Technical Support. I am an expert at running businesses, not computer technical issues and you will be disappointed with the results. But, please be sure to tell both me and the GA that you are having issues and what you are doing to solve them.

The technical support is in your “Course home”:



The following support options are available 24 hours a day / 7 days a week:

Help: Click on the 'Help' button on the toolbar for information regarding working with D2L

Phone: 1-877-325-7778 (Toll Free) to speak with D2L Technical Support Representative.

Email: helpdesk@online.tamuc.org to initiate a support request with D2L Technical Support Representative.

Contact Your Instructor:

Do not contact the instructor for technical computer support. If you experience issues with the computer access to the class, etc., please do not contact professor or our GA to solve the problem. Follow the instructions under Technical Support. I am an expert at running businesses, not computer technical issues and you will be disappointed with the results. But, please be sure to tell both me and the GA that you are having issues and what you are doing to solve them.

If you have questions pertaining to the content of this course (e.g., questions about an exam, course due dates, grades, etc.), please contact your course Graduate Assistant and the professor.

BASIC ACTIVITY GUIDE:

The basics of the activities in this course are structured to simulate how a modern business functions. Therefore, something will be expected of you each and every week. This will include:

- **READ:** Each week you will be required to read a chapter of the textbook.
- **LECTURES:** There will be a lecture posted each week.
 - It will be pre-recorded.
 - They will be made available for viewing one each week on Tuesdays at 6:30.

- There will be various quiz questions related to lecture content.
- **OTHER ACTIVITIES:**
 - On alternating weeks, you will have homework one week and then a quiz covering two chapters the next week.
 - You will also have Discussion most weeks. Sometimes, part of your quiz grade will be Discussion.
 - Sometimes your entire homework assignment will be Discussion.
 - Quality thoughts will be rewarded.
- **HOMEWORK: Homework will be due each Tuesday at 6:30PM.**
 - Late work will not be accepted unless approved in advance.
 - Requests received at 6:29PM on Tuesday will be frowned upon.
 - Just like the business world, how would your boss at work think if he was expecting something and you told him one minute before he expected it, that it was not going to be delivered?
 - Right. It would be frowned upon.
- **QUIZZES:** The quizzes will be open for one week and one week only.
 - They will be open for one week beginning on Tuesday nights at 6:31PM and closing the following Tuesday at 6:30PM.
 - You can take the quiz anytime you want to during that week.
 - You can stop and save your work and go back and complete it at any time you desire during that week.
 - Once again in most modern businesses, companies want production no matter when the employee actually does the work.
 - Therefore, do it whenever it fits your schedule but please get it finished on time.
 - One week is more than ample time for these simple quizzes.
- **DISCUSSION:**
 - Discuss all questions in that topic as appropriate.
 - Respond to at least 2 of your classmates.
- **FINAL EXAM:** Will be comprehensive and cover the entire course.

COURSE DESCRIPTION:

This course will focus predominately on a basic to intermediate comprehension of corporate finance and business management. It will be taught from my perspective of over 25 years of senior level financial management positions, including that of Chief Financial Officer of multiple companies in multiple industries. We will focus on some very practical things. However, we will not neglect the more academic aspects of financial management. We will start with the basic legal and tax structures of businesses and move on from there to topics such as; why businesses behave the way that they do; how to understand the health of a business by analyzing its financial statements and more. We will also focus on the various sources of capital and their characteristics. We will also cover financial fundamentals such as Time Value of Money, Financial Markets, Budgets and Capital Allocation.

MAJOR TOPICS COVERED:

Upon completion of this course, students should be familiar with the following:

1. Major Forms of Business Organizations

2. Shareholder Wealth Maximization
3. Basic Accounting Statements
4. Ratio Analysis
5. Capital Allocation and Budgeting
6. Types and Sources of Capital
7. Cost of Capital
8. Calculation of Present and Future Values
9. Risk and Return
10. Stocks, Bonds and Their Valuation

ATTENDANCE/PARTICIPATION:

In determining the final grades, course shell activity, quality discussion posts and active on-going dialogue of the course material will be considered. There will be lecture content that is **NOT** included in the textbook. You will be responsible to know that material as well. **Consistency will be rewarded** (you will hear this often from me). You will likely NOT pass this class without **weekly** reading (prior to class), class attendance, and participation either live or via email, etc. You will need to be actively checking your school email address as part of the class.

TEACHING PROCEDURES:

You can most likely read the book and take the exams and quizzes and be most of the way to passing this class. However, you will need to attend or review the lectures and/or participate with the class and me on the subject matter. This may include electronic communications such as emails, discussion groups, chats, etc. Many of the issues covered in the readings will be discussed in class, however; all the areas covered in the readings will not be part of class discussion. I also will present the concepts in smaller, more digestible ways and we will be doing things in small steps consistently over the semester. As practical, I hope to bring in experts in certain fields to provide supplemental lectures on the subject of the day. You will be responsible to know this material as well. The class plan calls for alternating weeks of a homework assignment one week and then a short quiz the next. I will post the homework assignments in Dropbox or email them as appropriate.

EXAMS:

There will be a short quiz required after each major subject area. These should be fairly simple and straightforward if you are keeping up with the pace of the class. You will have a major final exam that covers all of the material covered in the course. You will be responsible for information from class discussion, required readings, and homework. **No makeup exams or quizzes will be given** unless for a University allowed excused absence. **Exam windows will be open for approximately one week. They will all be due on Tuesday at 6:30PM. You will have ample time to complete these on your schedule. You will only be given the opportunity for make-up work if you request it in advance of the deadline. Make up work will be harder than the quiz.**

HOMEWORK ASSIGNMENTS:

There will be homework assignments, most often a short spreadsheet to complete for most chapters we will be covering. Completing these in a timely manner will certainly improve your grade in this class as significant points will be assigned to these. Homework assignments will be made in the lecture, most often at the end. **All Homework and Quizzes must be completed by Tuesday at 6:30PM. If you cannot make this deadline and need a different deadline, you need to clear this with me in advance. This is to replicate the process in a business environment as much as possible.**

PARTICIPATION:

This course is based on the belief that all students will benefit through taking an active role in the learning process. Students are expected to attend class **regularly** through coming to the live lectures or listening to the archived lectures. Lectures will be most beneficial when you complete assigned readings *before* topics are discussed in class. Assignments must be read prior to the appropriate class meeting. Active participation in Discussion topics will be required.

GRADING INFORMATION: TOTAL POINTS 1,000

Final Grades will be determined by the following schedule:

A: 900 – 1000 points

B: 800 – 899 points

C: 700 – 799 points

D: 600 – 699 points

F: 0 - 599 points

Grades of "I" (incomplete) will not be given to students who merely do not come to class, or have failed to satisfactorily complete the course. Refer to the University's policy regarding incompletes for further information.

Week	Date	Lecture Topic	Leading Topic	Homework	Test
1	14-Jan	Introduction, Basic Excel & Chapter 1	Excel, Entities	Entity Type	50
2	21-Jan	Chapter 1 Continued Entities/Hierarchy	Entities/Hierarchy	Quiz	75
3	28-Jan	Chapter 2	Financial Markets	IPO	50
4	4-Feb	Chapter 3	Financial Statements	Quiz	75
5	11-Feb	Chapter 4	Analysis and Ratios	Ratios	50
6	18-Feb	Chapter 5	Time Value of Money	Quiz	75
7	25-Feb	Chapter 10	Cost of Capital	Shark Tank	50
8	3-Mar	Chapter 11	Capital Budgeting	Quiz	75
9	10-Mar	Chapter 6	Interest Rates	Discussion	50
10	17-Mar	Chapter 7	Bonds	Quiz	75
11	24-Mar	Chapter 8	Risk and Rates of Return	Discussion	50
12	31-Mar	Chapter 9	Stocks and their Valuation	Quiz	75
13	7-Apr	Chapter 15	Working Capital Managmt.	Discussion	50
14	14-Apr	Chapter 16	Forecasting	Simple Model	50
15	21-Apr	Final Exam			150
		Make Up Work, Grading calculated and posted			
Total					1,000

COURSE OUTLINE:**Learning Statement for FIN 304**

	Unsatisfactory	Emerging	Proficient	Exemplary
Demonstrate an understanding of the fundamental concepts of corporate finance and its principles and methods.	Student cannot demonstrate an understanding any of the fundamental concepts of corporate finance and its principles and methods.	Student can demonstrate some understanding of the fundamental concepts of corporate finance and its principles and methods.	Student can demonstrate understanding of most of the fundamental concepts of corporate finance and its principles and methods.	Student can demonstrate understanding of all of the fundamental concepts of corporate finance and its principles and methods.
Understand and apply valuation techniques of securities, projects and corporations.	Student cannot demonstrate an understanding any of the Fundamental concepts of corporate finance and its principles and methods.	Student can demonstrate Some understanding of the fundamental concepts of corporate finance and its principles and methods.	Student can demonstrate understanding of most of the fundamental concepts of corporate finance and its principles and methods.	Student can demonstrate understanding of all of the fundamental concepts of corporate finance and its principles and methods.
Demonstrate an understanding and show ability to measure financial decisions in a risk/return environment.	Student cannot demonstrate an understanding any of the Fundamental concepts of corporate finance and its principles and methods.	Student can demonstrate some understanding of the fundamental concepts of corporate finance and its principles and methods.	Student can demonstrate understanding of most of the fundamental concepts of corporate finance and its principles and methods.	Student can demonstrate understanding of all of the fundamental concepts of corporate finance and its principles and methods.

***FIN 304 is a core course for BBA.*

ACADEMIC INTEGRITY/PLAGERISM:

All academic work must meet the standards contained in A Culture of Honesty: Policies and Procedures on Academic Honesty. Students are responsible for informing themselves about those standards and for observing the University Honor Code. Plagiarism occurs when a student submits work that is not his or her own. This includes copying from printed materials, websites, or from other people. All students are expected to turn in work that has been completed individually, unless otherwise informed by the instructor. Any assignment containing plagiarized material will automatically be graded as zero. The instructor will use the available technology at hand to determine if you have or appeared to have cheated. You are required to access all data and lectures available to you during the semester.

ADA:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
 Texas A&M University-Commerce
 Student Disability Resources & Services
 Texas A&M University-Commerce
 Gee Library, Room 162
 Phone (903) 886-5150 or (903) 886-5835
 Fax (903) 468-8148
 StudentDisabilityServices@tamuc.edu

CIVILITY IN THE CLASSROOM:

Students are expected to assist in maintaining a classroom environment that is conducive to learning. Inappropriate behavior shall result in “minimally” a request to leave the online classroom.

CAMPUS CONCEALED CARRY STATEMENT:

Texas Senate Bill – 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of these locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.Ri.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

POLICY ON LATE WORK:

Late work WILL NOT BE ACCEPTED without a university excused absence as defined by **Texas A&M – Commerce Rules and Procedures 13.99.99.R0.01**. Note: keep a copy of your work - this protects you in the event of questions about missing assignments.

Excused absences include and are limited to:

- **Pre-authorized religious holidays**
- **Participation in a required/authorized university activity**
- **Voting on Election Day**
- **Obligation of student at legal proceedings in fulfilling responsibility as a citizen**
- **Documented death in a student's immediate family**
- **Verified illness – Resulting in Hospitalization or Long-Term Illness**

NOTE: THE COURSE SYLLABUS IS A GENERAL PLAN FOR THE COURSE. DEVIATIONS ANNOUNCED TO THE CLASS BY THE INSTRUCTOR MAY BE NECESSARY.

This page must be completed and uploaded to the instructor in eCollege under the Dropbox tab before the second class period. A typed signature will work if you cannot scan and upload.

COURSE: _____

INSTRUCTOR: _____

NAME: _____

I have received, read and understand this syllabus as presented by the instructor and am clear as to the requirements and effort that will be required to succeed in this course.

Signature Date

Texas A&M University-Commerce

College of Business

Academic Dishonesty Policy

Statement of Ethical and Professional Conduct:

The College of Business at Texas A&M University-Commerce faculty, staff and students will follow the highest level of ethical and professional behavior. We will strive to be recognized as a community with legal, ethical and moral principles and to teach and practice professionalism in all that we do. In an academic environment we will endeavor to not only teach these values but also to live them in our daily lives and work. Faculty and staff will be held to the same standards and expectations as our students. The Academic Dishonesty Policy of the Accounting Department is governed by the following university procedures: 13.99.99.R0.03 Undergraduate Academic Dishonesty and 13.99.99.R0.10 Graduate Student Academic Dishonesty. You may read the procedure in its entirety from the University's website. Failure to abide by these principles will result in sanctions up to and including dismissal.

Actionable Conduct:

CHEATING: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives a student assistance, and has not been specifically approved in advance by the instructor.

COMPLICITY: Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

ABUSE AND MISUSE OF ACCESS AND UNAUTHORIZED ACCESS: Students may not abuse or misuse computer access or gain unauthorized access to information in any academic exercise.

FABRICATION: Making up data or results, and recording or reporting them; submitting fabricated documents.

FALSIFICATION: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

FORGERY: Making a fictitious document, or altering an existing document, with the intent to deceive or gain advantage.

MULTIPLE SUBMISSIONS: Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

PLAGIARISM: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

SPECIAL NOTE REGARDING GROUP PROJECTS: If someone in a group commits academic misconduct, the entire group could be held responsible for it as well. It is important to document clearly who contributes what parts to the joint project, to know what group members are doing, and how they are acquiring the material they provide.

VIOLATION OF DEPARTMENTAL OR COLLEGE RULES: Students may not violate any departmental or college rule relating to academic matters.

Sanctions:

If a student is accused of academic dishonesty, the faculty or staff member making the allegation will use Texas A&M University-Commerce and/or Texas A&M University System Policy and Procedures as appropriate to guide sanctions.

First Offenses:

- The most common penalty imposed by a faculty member for a first violation is an "F" in the course. Less severe penalties may be imposed if the circumstances warrant. Examples of lesser penalties include:

- A grade reduction for the course;
- A zero on the assignment;
- A requirement to participate in extra requirements or training;
- Some combination of these.

A second offense may result in separation (suspension or expulsion) from the University.

Procedures:

Once a charge of academic dishonesty has been made, the student may not drop the class until the academic dishonesty process has been completed. If a student withdraws from the University while a charge of academic dishonesty is pending; he/she will be blocked from re-enrolling until the matter is resolved using this procedure. If the Dean of Graduate Studies or Provost Office informs the faculty or staff member that the incident is a first offense, and the student accepts responsibility for the charge, and the student and faculty or staff member agree on the penalty; assessment of the penalty concludes the disciplinary action. If the student disagrees with the charge or any of the above penalties for a first offense, he/she is entitled to appeal in writing to the Department Head/Director, and then to the Academic Dean/Director of School. The decision of the Academic Dean/Director of School regarding the student's appeal of a first offense is final. I have read and understand the Academic Dishonesty Policy.

Print Name _____ Signed _____ Date _____