

# COURSE SYLLABUS

Financial Management

FIN3403

Online Instruction

View [How to Be a Successful Student \(Syllabus Addendum\)](#) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

## WELCOME

Hello Students, Welcome to Managerial Finance FIN 3403! This course is a very important professional and personal learning experience. Although this course focuses on corporate finance, you will be able to calculate car or mortgage payments by the end of class. You will understand the time value of money and how to make value increasing decisions.

## INSTRUCTOR

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**Office and Online Chat Hours:** Online: Mon, Tues, Wed, and Thurs 10am - 2pm or by appointment

**Office Location:** Home for the summer

**Instructor Webpage:** Copy/Paste Web address here <https://web.spcollege.edu/instructors/admin>

## ACADEMIC DEPARTMENT

### Dean

**Name:** Marta Przyboroski

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## **Website**

<https://www.spcollege.edu/cob/>

# **COURSE INFORMATION**

## **Course Description**

This is an introductory course in financial analysis and decision-making from a management perspective. Topics include financial statement analysis, financial planning and forecasting, time value of money with analysis and computation tools, risk and rate return, asset valuation, capital budgeting, and miscellaneous financial decision-making tools and methods. 47 contact hours.

## **Course Learning Outcomes**

1. The student will explain the ethical and financial responsibilities of industry, technology, and business managers.
2. The student will evaluate financial statements, financial planning, and forecasting.
3. The student will explain risk and rates of return.
4. The student will assess the time value of money.
5. The student will explain the cost of capital.
6. The student will measure capital budgeting.
7. The student will prepare cash flow estimation and risk analysis.

## **Course Objectives**

[Please Click Here to review the Course Objectives](#)

## **Prerequisites**

Admission to: BANK-BAS, BUS-BS, INTBUS-BAS, MGTORG-BAS, SUSMGT-BAS, or TMGT-BAS

## **Background Knowledge**

**A working knowledge of College Algebra is absolutely required. In addition, a working knowledge of Statistics is strongly encouraged.** Topics in this course will frequently incorporate concepts from Statistics. Students with a working knowledge of statistics concepts tend to have an easier time understanding these concepts.

## **Availability of Course Content**

All course materials are available through MyCourses or MyFinanceLab (MFL). For more information on MyFinanceLab please review the [MyFinanceLab Module](#).

## **Other Critical Course Expectations**

### **Time Commitment**

This is a 3-credit course conducted over 8 weeks. In order to meet accreditation standards, on average, students should expect to spend between 15 to 18 hours per week on course activities and assignments. Spending less time would be insufficient for success in this course.

## **REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

Required Textbook- Zutter and Smart, Principles of Managerial Finance, 15th ed. Pearson

Publisher Information: Pearson

ISBN: With the lab and loose leaf text and E-text: 9780134830209

With the lab and E-text only: 9780134479903

View the [Textbooks](#) site.

View the [SPC Libraries and Services](#) site.

## **LEARNER SUPPORT**

View the [Accessibility Services](#) site.

View the [Academic Support and Student Success](#) site.

View the [On Campus and Online Support](#) site.

View the [Student Services](#) site.

## **IMPORTANT DATES**

**Course Dates:** Enter course beginning and ending dates here OR View the [Academic Calendar](#).

**Drop Date:** Enter Drop date here OR View the [Academic Calendar](#).

**Withdrawal Date:** Enter Withdrawal date here OR View the [Academic Calendar](#).

**Proctored Testing Dates:** View the [Proctored Testing Information](#).

**Financial Aid Dates:** View the [Financial Aid Dates](#).

## DISCIPLINE-SPECIFIC INFORMATION

In this section, you can provide discipline-specific information as well as program information with links (e.g., disposition, standards, etc.)

## ATTENDANCE

View the college-wide attendance policy included in [How to Be a Successful Student](#).

The policy notes that each instructor is to exercise professional judgment and define "active participation" in class (and therefore "attendance"), and publish that definition in each syllabus.

For this class, attendance is defined as:

As the [syllabus addendum](#) states, instructors will verify and report student attendance in the first two weeks. Students will be classified as 'No Show' if blended students do not attend their physical meeting or if online students do not provide any submissions for each week of the first two weeks. Students with attendance issues in both Week 1 and 2 will be administratively withdrawn from the course and will receive a grade of W. As the syllabus addendum further states, students with financial aid will be responsible for paying for the class if they have attendance issues.

During weeks 3 - 5, attendance will be based on **completing the majority** of the assignments. An assignment will only be considered completed if all the work is attempted in that assignment. This does not mean that all work needs to be correct; however, it does mean an attempt to complete all work has been made. As an example, if a student attempts the first three questions in a homework and skips the last question the assignment has not been completed. If a student has not attended two out of the first 5 weeks and does not have a passing grade at the 60% withdrawal date, the student will be withdrawn from the class with a WF. As an example, if a student is absent in week 1 or 2 and is also absent in week 3, 4, or 5 and is not passing the class they will be withdrawn and receive a WF. Please note that the grade in MyCourses is your up-to-date grade. The lab grade is not relevant. The lab grade does not include the discussions and Excel assignments and do not have the correct weighting for each category of assignments. Please be aware that receiving a grade of WF may have a financial consequence.

To be successful students should complete all the assigned actions items and submissions as shown in the syllabus schedule. Furthermore, since future weekly activities build on early weekly activities students will be more confident and successful if work is completed on time.

No late submissions will be accepted unless the student provides a documented excuse (i.e. family death certificate, doctor's note, etc.). After verification of this documentation a late submission may be accepted as long as it is completed within one week from the due date. Advance notice should be given to the instructor whenever possible to arrange for further alternatives. Please note computer problems, travel, and lack of planning do not constitute an acceptable excuse for not meeting a deadline. Students should review the syllabus schedule and plan their time each week to complete the action items on-time (all deadlines are by 11:55PM EST).

## GRADING

How to check your Grades and review feedback:

- [Checking Your Grades](#)
- [Reviewing Dropbox Submissions](#)
- [Checking Discussion Grades and Feedback](#)

## Grading Scale

6	<i>Module discussions</i>	10%
10	Chapter quizzes	10%
12	Chapter homework assignments	15%
14	Chapter homework assignments	15%
2	<i>Excel assignments</i>	10%
	Test #1	20%
	Test #2	20%
<b>Total</b>		<b>100%</b>

90-100% = A

80-89% = B

70-79% = C

60-69% = D

0-59% = F

## ASSIGNMENTS

Link to schedule of due dates [FIN 3403 Summer 2020 List of Due Dates](#)

This course requires MyFinanceLab. You will access MyFinanceLab from MyCourses. MyFinanceLab has:

- 1) quizzes and tests just for your practice. And once you work with these
- 2) a personal study plan will be developed to support your learning.
- 3) homework for a grade including both chapter quizzes and chapter questions/problems
- 4) quick homework results and the ability to fully review quizzes and tests after their due dates.

You will complete a 10 question quiz based on each textbook chapter's readings. These quizzes are due on Sunday at 11:59PM. You will have TWO attempts for these graded quizzes and then will see your results and feedback after the deadline. I will only count the best attempt.

You will also complete **TWO** homework assignment for each textbook chapter in MyFinanceLab. You will have a **PRE-homework** assignment due on **Saturday** and a **standard homework** due on **Sunday**. The pre-homework has all the aides enabled. We expect that this is what you are use to. We find students that simply follow steps to complete problems may not learn how to apply the concepts to a similar problem. This results in low test scores. Thus, the standard homework due on Sunday will have **NO AIDES** enabled. In this way the student will face a problem more like a test question. However, unlike a test question students will have no time limit and two attempts. The homework problems may have multiple parts and some of the problems require the work to be **completed in Excel**.

We will also use the Dynamic Study Module or DSM quizzes in the lab. These are short multiple choice questions for each chapter. You have an unlimited number of attempts for the DSM quizzes. However, you must score an 80% or better by Saturday. If you do not achieve this level, your chapter quizzes will not be available for you to complete. Thus, the DSM does not count for a grade, but its successful completion of 80% or better is a prerequisite to the availability of the chapter quizzes. We have found that the DSM support students' confidence in learning financial concepts.

Excel is a very important tool to help you to be successful in this class. Excel takes the arithmetic out of your work. Once you are comfortable with Excel you will complete your work much faster. You can also use any Excel models you build to help you on your tests. We prefer students to use Excel rather than a calculator. You do not need to buy a calculator for this class.

This online work is obviously individual work. Once you have completed the quiz or homework assignment you will receive a grade.

## **STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS**

### **Required Interaction**

There is no required interaction between the students and the professor. The professor will be available to assist students when questions arise.

The instructor will respond to emails and other forms of communication within 48 hours. Students are also invited to attend office hours when possible.

### **Participation, Conduct, and Netiquette**

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to Be a Successful Student](#).

### **Communication Policies:**

Students should always practice professional communications not only with their professor, but also with college administration and their peers in the course (disrespectful and disruptive students may be removed from the course and even suspended or expelled from the college). Blended students should silence or turn off all electronic devices during class meetings. Professional communications should be used at all times which includes using an appropriate subject in the title, as well as a greeting or salutation and closing signature in emails (not doing so is only suitable for family and friends). Please understand employers are asking SPC to work with students on [netiquette](#) to help students grow better communication skills needed for a successful career (see link for more tips).

## **Academic Honesty**

View the [Academic Honesty Policy](#).

Academic honesty and plagiarism falls under the Academic Honesty Policy of the college. The College of Business has always had a “0” tolerance policy for academic dishonesty and if the student is in violation, an “F” in the course can be applied.

\*\*Understand that not properly giving credit to the sources used in your work, even when paraphrasing, is considered plagiarism and can result in not only a "0" for that assignment, but an "F" in the course\*\*.

In this course it is ok to get help or work with other students on your homework. In this course it is cheating to receive ANY help on any quizzes or tests. Quizzes and Tests are for students to demonstrate their learning. Any help on a quiz or test will be cause for an F in this course.

## **Copyright**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [www.copyright.gov](http://www.copyright.gov).

## **TURNITIN**

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Reviewing a TurnItIn/Originality Report](#) tutorial.

## **STUDENT SURVEY OF INSTRUCTION**

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

## **TECHNOLOGY**

### **Minimum Technology Requirements**

View the [Technical Requirements for MyCourses](#).

### **Minimum Technical Skills**

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

MyCourses tutorials are available to students new to this Learning Management System (LMS) and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

### **Computer Requirements**

Students should have regular access to a computer that is connected to the Internet. It is strongly recommended that students have a broadband (high-speed) internet connection such as DSL or a cable modem. When viewing online videos or taking online exams, students should have an internet connection that is stable and will not drop their connection. Students without a stable high-speed internet connection should consider making arrangements to view videos with alternative means (i.e. at one of the St. Petersburg College libraries, learning centers, or a similar facility) where a stable high-speed internet connection is available. See MyCourses System Check ([link](#)) for computer requirements for this learning management system.

A standard file format has been devised to apply to all classes in the College of Business to support file compatibility and sharing needs. Students are required to submit all assignments in Microsoft Office formats (Word, Excel and other Microsoft formats). No other formats (such as .RTF, .WPS, .PDF, etc) will be accepted. Students can get access to MS Office (FREE) through MySPC (see <http://www.spcollege.edu/microsoft>). As well as Office 365 online access to support use online, student email, one drive, etc. The college further provides full function student licenses of other Microsoft software too in MySPC. For example students can get Visio which could be beneficial to students in this course and Mac students can get Windows too.

Managerial Finance is a “quant” course, meaning it will involve a considerable amount of computation. Students will use two “tools” to reduce the burden of the computational workload. First, Microsoft Excel is required for this



course. Because of its built-in “pre-programming” many of the more complex and time-consuming computations may be simplified. Excel is capable of all required calculations for this class. Second, students are required to use Excel and Word to do class exercises, homework assignments, case analysis, and Tests. Basic Excel competence is expected. In particular, students will find that the use Excel will expedite homework preparation.

### **Accessibility of Technology**

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Turnitin Accessibility](#)
- [Google \(YouTube\) Accessibility](#)
- [MyFinanceLab Accessibility](#)

### **Privacy**

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Turnitin Privacy](#)
- [YouTube Privacy](#)
- [MyFinanceLab Privacy](#)

### **Technical Support**

Technical support is available via the [Technical Support Desk Call Center](#).

## **INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY**

The St. Petersburg College website at [www.spcollege.edu](http://www.spcollege.edu) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-

822-3978 . All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom - possibly through the duration of the course's regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments - both online and formerly on-campus - to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.