

# School of Business and Nonprofit Management

## Course Syllabus

**Course:** SBNM 5310, Managerial Finance Section A1  
**Academic Year:** 2013/14      **Semester/Quad:** Fall A  
**Credit Hours:** 2  
**Prerequisites:** SBNM 5110 Financial Accounting

**Instructor:** Marlon R. Smith, Adjunct Instructor

**Phone:** (708) 910-8580

**Email:** [mrsmith@northpark.edu](mailto:mrsmith@northpark.edu)

**Availability:**

*Outside of class sessions, please contact me via email or telephone. I will reply within 24 hours during the week and within 48 hours on weekends. Office hours are by appointment and will be held after class on Monday. In addition, if necessary, telephone conversations can be requested (send email to request times).*

**Course Description:**

*This course covers the foundations of finance with applications to business financial management and investment decisions. Topics include assessing the financial health of the firm, planning future financial performance, financing operations, and evaluating investment opportunities. This course describes the financial environment in which business operates, the sources and forms of external financing, and changes in financial market conditions.*

*It includes the study of investment decisions, the estimation of financing needs, and the choice among financing alternatives, so that knowledge can be developed in bringing analysis, information, and judgment to bear on such decisions. This course also provides a survey of various types of financial assets such as stocks, bonds, and options. The role of ethical behavior is incorporated into the study of financial markets, as well as in financial management.*

*Our goal is to learn the language of financial management and investments, and to gain a foundation in the theory and key frameworks which drive decision-making.*

**Course Materials:**

*Higgins, Robert C., Analysis for Financial Management, Tenth Edition, McGraw Hill.  
ISBN 978-0-07-803468-8*

*NOTE: There are 3 cases being used in this course. Your student account will be charged \$25 automatically for the cost of these materials. You will access these via Moodle.*

**Essential IDEA Objectives:**

1. Gaining factual knowledge (terminology, classifications, methods, trends).
2. Learning fundamental principles, generalizations, or theories.
3. Learning to apply course material (to improve thinking, problem solving, and decisions).

**Specific Course Objectives:**

*During this course, the student will:*

1. State factual knowledge related to finance (terminology, classifications, methods, trends)
2. Explain fundamental principles, generalizations, theories, or techniques related to management of existing financial resources and the acquisition of management of new resources
3. Demonstrate skills, competencies, and points of view needed for the practice of financial management
4. Integrate the role of ethical behavior into implications for financial markets and financial management
5. Apply knowledge and comprehension via quizzes, discussion forums, homework, and exams

**Course Methodology:**

This course covers a great deal of material in our 7-week timeframe; therefore, it is very important for students to keep up with readings and assignments. There are a number of requirements each week and it is each student's responsibility to ensure the assignments, requirements, and deadlines are understood.

The learning process in the graduate business education environment is not solely instructor-led. Students must create learning opportunities with one another. We are all instructors, students, and supporters in this learning environment.

The course uses individual and group assignments. It will be necessary to do group work and do so by meeting in person, working by phone, Skype, and/or email. This is very typical in business settings today, particularly global organizations that are geographically distributed. Pay attention to this and raise your level of communication with your classmates to ensure that you get the most from our learning environment and the course's assignments.

A key item for success in this course: If you have questions – ASK!!! The instructor can arrange individual or group discussions to clarify topics or assignments, post information, and adjust the overall management of the course. But, if students do not convey this need, it is not known. Two online forums within Moodle have also been provided for questions, in addition to our class time together.

Learning is best facilitated when we work together – do not work persistently on assignments where you are confused or not making progress. Ask a class member or instructor for guidance and help (per the guidelines established above with the overview of assignments).

**Computer Requirements:**

In order to effectively participate in and successfully complete this course, each participant will need to have access to a computer and a high-speed internet connection. Please visit <http://www.northpark.edu/Campus-Life-and-Services/Information-Technology/Network/Minimum-Requirements> for information on computer requirements.

### Technical Skills Required:

Understanding technology tools in today's business environment is critical. As such, I require all work be done in Microsoft Word, Excel, or Powerpoint (or equivalent) and specify the appropriate tool for each assignment.

**Moodle:** All students are expected to access Moodle. All grades and critical directions for assignments are posted on Moodle. This is also the official record for all grade-related issues. Check and audit grades regularly.

**Email:** All students are expected to check your North Park emails regularly (NOTE: Outside accounts like Yahoo and Hotmail often forwards class emails to your spam folder). I send significant information via email and expect all students to have read the information sent. If you do not use your North Park email address, please make sure email is being forwarded properly.

**Software Tools:** All students are expected to use the appropriate software for the course. This course relies heavily on Microsoft Word, Microsoft Excel, use of the internet, and many online research resources.

### Schedule of Weekly Assignments:

Week	Date	Topics	Assignment(s)
1	Aug 26	<b>Assessing the Financial Health of the Firm: Interpreting and Evaluating Financial Statements</b> ▣ Higgins, Ch 1-2 ▣ Case 1: Ethics in Finance	Self-Study Problems (Optional) Homework Problems
	<b>Sep 2</b>	<b>Labor Day No Class</b>	
2	Sep 9	<b>Planning Future Financial Performance: Financial Forecasting and Managing Growth</b> ▣ Higgins, Ch 3-4	Quiz Week 2 Self-Study Problems (Optional) Homework Problems
3	Sep 16	<b>Financing Operations: Financial Instruments and Markets</b> ▣ Higgins, Ch 5	Quiz Week 3 Self-Study Problems (Optional) Homework Problems
	<b>Sep 22</b>	<b>Exam 1 (Chapters 1-3)</b>	
4	Sep 23	<b>Financing Operations: The Financing Decision</b> ▣ Higgins, Ch 6	Quiz Week 4 Self-Study Problems (Optional) Homework Problems
5	Sep 30	<b>Evaluating Investment Opportunities: Discounted Cash Flow Techniques</b> ▣ Higgins, Ch 7 ▣ Case 2: The Investment Detective	Quiz Week 5 Self-Study Problems (Optional) Homework Problems Activity: The Investment Detective
6	Oct 7	<b>Evaluating Investment Opportunities: Risk Analysis in Investment Decisions</b> ▣ Higgins, Ch 8	Quiz Week 6 Self-Study Problems (Optional) Homework Problems
7	Oct 14	<b>Evaluating Investment Opportunities: Business Valuation and Corporate Restructuring</b>	Quiz Week 7 Self-Study Problems (Optional) Homework Problems Activity: Warren Buffet

Week	Date	Topics	Assignment(s)
		<ul style="list-style-type: none"> <li>▣ Higgins, Ch 9</li> <li>▣ Case 3: Warren Buffet</li> </ul>	
	<b>Oct 16</b>	<b>Exam 2 (Chapters 6-9)</b>	

**Reference Moodle for additional assignment details, instructions, deadlines and to upload/post all assignments. Moodle has the most current class/assignment information – changes made may not be reflected in the syllabus.**

**Grading:**

*[In the table below, give a quantitative breakdown of the elements of the course grade. Generally, a point system is used, specifying points attributable to each assignment. Add/delete rows as necessary]*

Assignment	Points	Grade %
Quizzes	120	14%
Class Participation	210	25%
Exams	520	61%
<b>Total</b>	<b>850</b>	<b>100%</b>

**Grade Mapping:**

*[In the table below, enter the specific range of points required to attain each letter grade. The percentages shown are general guidelines, these percentages can be adjusted if desired. Note that for graduate courses, grades of D+, D and D- are not typically given so those cells can be omitted in that case.]*

Numeric Grade	Letter Grade	Numeric Grade	Letter Grade	Numeric Grade	Letter Grade
799-850	A (95-100%)	680-713	B- (80-82%)	0-594	F (<70%)
765-798	A- (90-94%)	655-759	C+ (77-79%)		
740-764	B+ (87-89%)	629-654	C (73-76%)		
714-739	B (83-86%)	595-628	C- (70-72%)		

**Assignment Grading Policies:**

I do not accept late submissions of any assignments for any reason whatsoever. A late submission will be recorded as 0 points.

All grades are final and not subject to debate.

The detailed components of your grade will always be posted to Moodle. It is your responsibility to audit regularly for accuracy and to request any required corrections. Final grades will be made available within a week upon the completion of the course and are found in Moodle.

**Student Responsibilities:**

1. Engagement and full participation are required for this class. You cannot successfully complete this course without completing the weekly readings and assignments. You are expected to read the text as assigned and complete the assigned problems based on the assigned deadlines.
2. Although I strongly suggest that all issues, questions, and problems be dealt with in class or through the question forums in Moodle, you can feel free to call or e-mail me regarding these issues at any time, noting the office hours I am available.
3. Use proper “netiquette” (see A Guide to Netiquette in Course Information book on Moodle).

4. I normally advise participants to plan on spending 10-15 hours per week on course responsibilities (e.g. reading, quizzes, assignments, activities, exams, etc.).

#### **Instructor Responsibilities:**

1. The course facilitator will design the course and learning modules in such a way that students have every opportunity to achieve the learning objectives.
2. The course facilitator will provide reactions to student responses and discussion as appropriate in order to clarify important ideas and concepts.
3. The course facilitator will provide opportunities for group work that will include discussion as well as hands- on exercises.
4. The course facilitator will provide updated information on relevant resources for the various topics of interest.
5. The course facilitator will read and critically assess students' assignments and provide feedback within 3-5 days of receipt.
6. The course facilitator will respond to all student e-mails within 48 hours of receipt.
7. The course facilitator will respond to all student phone calls within 48 hours.

## **ASSIGNMENT SPECIFICATIONS**

### **Weekly Quizzes**

#### **Assignment Specifications:**

*There will be six take home quizzes. The quizzes will consist of multiple choice and short essay questions covering the material discussed in class. These weekly quizzes are intended to build understanding of the reading and core concepts from each chapter.*

- *Quizzes generally consist of 10 multiple choice questions and test understanding of definitions*
- *Each quiz will worth 20 points and with 2 points per question*
- *Quizzes will be due at the beginning of class and will cover the prior week's discussion.*

### **Class Participation**

#### **Assignment Specifications:**

*The course experience is enhanced when class participants share comments, ask questions and offer real-world examples of situations where concepts and principles have been applied or can be applied. We will also discuss homework problems and case studies during class.*

*Your class participation will be graded on a weekly basis according to the following criteria*

Criteria	30 Points	25 Points	20 Points	10 Points
Quality of Contribution	Provides insightful and constructive contributions to the class discussion. Participates with appropriate examples and questions to indicate an active engagement in the discussion.	Provides some insightful and constructive contributions to the class discussion. Participates but contribution does not always include appropriate examples and questions to indicate an active engagement in the discussion.	Provides few insightful and constructive contributions to the class discussion. Participation is frequently irrelevant and does not include appropriate examples and questions to indicate an active engagement in the discussion.	Is in attendance in class but does not add to the quality of the discussion.
Quantity of Contribution	Participates often in the discussion and is comfortable being an active participant in the class discussion.	Participates occasionally in the class discussion and is gaining a level of confidence in participating in the class discussion.	Rarely participates in the class discussion and does not display confidence in participating in the class discussion.	Is in attendance in class but does not contribute to the discussion.
<b>Other Information:</b>				

## Exams

### Assignment Specifications:

During the course, there will be 2 (two) Exams covering the materials in the chapter. The Exams will be due at the end of Week 4 and one week after the end of Week 7.

The content of the Exams is as follows:

- Exam1: Chapters1-5
- Exam2: Chapters6-9

- The Exams generally consist of Problems and Essays, and may include Short Answer and Research-based Questions. The Exams will be posted 2 weeks before due to allow ample time to prepare, ask questions, and solve the questions.

- Fair warning: The Exams for this course are considered challenging and can take time. It is not recommended you begin the weekend before your Exam is due. You run the risk of insufficient time to work the problems, ask questions, and finalize your work.
- Also, the Exams are intended to be slightly more challenging than the homework problems. This is not an activity to simply display your knowledge of facts and formulas. The questions work to extend your understanding of the course material, as well as test your knowledge of finance foundations.
- As you work the Exam – there are two simple rules: 1) You cannot discuss any aspect of the Exam with ANYONE EXCEPT the course instructor (no communication whatsoever) and 2) You can ask the Instructor any question regarding the Exam to aid your solving/completion of the questions (except “What is the answer.”) This is not intended to be a process where you work in a vacuum. The Instructor is available to discuss via phone, Skype, or email any question as needed.
- Each exam will be worth up to 260 points toward the final grade

## **POLICY STATEMENTS**

### **Academic Honesty**

In keeping with our Christian heritage and commitment, North Park University and the School of Business and Nonprofit Management are committed to the highest possible ethical and moral standards. Just as we will constantly strive to live up to these high standards, we expect our students to do the same. To that end, cheating of any sort will not be tolerated. Students who are discovered cheating are subject to discipline up to and including failure of a course and expulsion.

Our definition of cheating includes but is not limited to:

1. Plagiarism – the use of another’s work as one’s own without giving credit to the individual. This includes using materials from the internet.
2. Copying another’s answers on an examination.
3. Deliberately allowing another to copy one’s answers or work.
4. Signing an attendance roster for another who is not present.

In the special instance of group work, the instructor will make clear his/her expectations with respect to individual vs. collaborative work. A violation of these expectations may be considered cheating as well. For further information on this subject you may refer to the Academic Dishonesty section of the University’s online catalog.

In conclusion, it is our mission to prepare each student for a life of significance and service. Honesty and ethical behavior are the foundation upon which such lives are built. We therefore expect the highest standards of each student in this regard.

### **Attendance Policy for Graduate Courses**

The graduate courses in the SBNM are all 7 weeks in length. Missing one class session is allowed without penalty as long as all readings and assignments are made up by the student within a reasonable time period (the following week). Failing to log into an online course site for an entire week is allowed, but a penalty may be applied at the instructor’s discretion. Missing a second class session is allowed only in unusual circumstances by prior arrangement with the instructor. Since this represents almost 30% of the engagement time for the course, the student runs the risk of receiving a lower overall grade for the class. Faculty are encouraged to drop the course grade by a full letter grade in this situation. A student who misses three classes (or the equivalent two weeks for an online class) will automatically fail the course, unless the student drops the course before the seventh week of class. Students who drop a

course will be held responsible for tuition, based upon the current North Park University refund policy outlined in the University Catalog.

### **Attendance Policy for Undergraduate Courses**

Attendance and participation are vital. Thus, students are expected to attend every class session, and to arrive on time – tardiness is undesirable and disruptive to your fellow classmates. This course has a strict requirement of documented, advance notification. If you are unable to attend any class session, you are to inform me (preferably by email) **prior to** that session. You need to provide a reason for your absence. Failure to provide advance notification will result in an unexcused absence. Be advised that poor attendance can affect your grade adversely

### **APA Requirement**

The School of Business and Nonprofit Management (SBNM) has adopted the *Publication Manual of the American Psychological Association* (APA) as the standard and required format for all written assignments in SBNM courses.

Our goal in adopting the *APA Manual* is to enhance student learning by:

- 1) Improving student's writing skills.
- 2) Standardizing the required format of all written assignments in all SBNM courses.
- 3) Emphasizing the importance of paper mechanics, grammatical constructs, and the necessity of proper citations.
- 4) Holding students accountable for high quality written work.

If you are unfamiliar with the requirements of the *APA Manual*, we recommend that you purchase the reference manual and/or that you consult one or more of the suggested resources as listed on the Student Resources section of the SBNM website. ***It is your responsibility to learn and ensure that all written work is formatted according to the standards of the APA Manual.***

### **Students with Disabilities**

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact your program's office (Business: 773-244-6270). Please do so as soon as possible to better ensure that such accommodations are implemented in a timely manner. For further information please review the following website: <http://www.northpark.edu/ada>