

**FIN3403 Financial Management: Spring 2024 (10-week)**  
**Course Dates: January 16 – April 1**

**My Professor**

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Course Credits 3

**Textbook & Lab (required)**



Principles of Managerial Finance, 16th ed. Zutter & Smart. Pearson.

*Instant Access* (1-year) to Pearson lab and *e-text* only (no physical textbook): ISBN 8220123480516. Once temporary or permanent lab access to the course is established, a **loose-leaf** (physical) text can be purchased for \$29.99 via the **Purchase Options** module inside the lab course. See lab setup instructions and **Course ID** in **MyCourses**. **Note that the lab access itself will include an e-text also, so a physical book is optional. The chapter reading is not optional.**

**Computer Requirements**

Reliable computer and internet access are needed for the course. Below are the additional software tools required.

**Pearson Finance Lab:** See registration instructions in MyCourses. Access is available via 'Instant Access' described in the previous section. This is where homework and exams will be completed. Log in to the website at [www.pearsonmylabandmastering.com](http://www.pearsonmylabandmastering.com) or [www.myfinancelab.com](http://www.myfinancelab.com) .

Excel will be utilized extensively. Excel 2016, and other Microsoft Office software, is free for SPC students: <https://go.spcollege.edu/microsoft/>

### **Course Description**

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

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

**Highly Recommended:** College Algebra, Elementary Statistics and basic Excel skills. Excel will be used extensively so novice users are expected to study the tutorials and videos in MyCourses within the first two weeks to gain basic proficiency for use the rest of the course.

### **Time Commitment**

This is a 3-credit course conducted over 10 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. **Weekly in-person meetings will be scheduled on either Monday or Wednesday and are required for all students in the course.**

### **Course Objectives**

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

***Upon Completion – students will be able to demonstrate the ability to:***

- 1) Analyze the financial state and performance of a company.
- 2) Determine the value of any series of cash flows.
- 3) Compute the value (price) and cost of common stock and bonds.
- 4) Compute a firm's cost of capital.
- 5) Make management decisions using capital budgeting techniques.

## Course Structure

The course will review a broad range of important financial management topics. Heavy emphasis is placed on weekly textbook readings, which are followed up with a variety of practical application homework questions via the Pearson Finance Lab. As with any quantitative course, *repetition* is extremely helpful in learning and retaining the material. Many **homework examples** are posted in the MyCourses weekly modules and additional practice can be obtained via the **Study Plan** area of the lab, which contains all of the available homework and exam questions.

It is critical to keep up with the pace of the course content and assignments. The concepts build on each other each week, so getting behind is extremely detrimental to student success. Review the **Assignment Schedule & Due Dates** document in MyCourses for a weekly breakdown of covered textbook chapters and related assignments.

Additional learning resources are available in the lab, such as **Sample Tests and Quizzes** (in Assignments menu); **Study Plan** for additional practice with select chapter questions, **e-text** and the **Multimedia Library**. These resources, available in the menus on the left side of the lab page, are optional (not graded) but students are encouraged to take full advantage of them to enhance their understanding of the material.

Again, the weekly modules in **MyCourses** also provide a number of resources for students. These include PowerPoint presentations and homework examples and videos.

## Grading Scale and Weights

Standard grading scale will be used (see below). Total points will be accumulated from chapter homework assignments, quizzes, discussion posts, Excel Assignments and exams.

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

<60% = F

### **Weights for Assignment Categories**

<b>Number</b>	<b>Type</b>	<b>Percentage</b>
<b>15</b>	<b>Lab Homework*</b>	<b>40%</b>
<b>2</b>	<b>Excel Assignments</b>	<b>10%</b>
<b>5</b>	<b>Module Discussions</b>	<b>10%</b>
<b>2</b>	<b>Lab Exams**</b>	<b>40%</b>
<b>24</b>	<b>Total</b>	<b>100%</b>

*\*Require completion of DSM for each chapter.*

*\*\*An extra credit assignment accompanies each exam.*

## Assignment Types

Weekly assignments are detailed for students in the **Assignment Schedule and Due Dates** module. It is recommended that the document be printed and used as a *Quick Reference Guide* for the course. It should be referenced frequently to avoid missing any due dates. All assignments, with the exception of module discussion posts and two Excel Assignments, will be completed in the Pearson lab. Below are brief descriptions of each assignment type, which are also included in the Assignment Schedule document.

- 1) **Homework:** Chapter related problems. No time or attempt limits. Only best attempt scores count. The **Dynamic Study Module (DSM)** needs to be completed to unlock the homework assignment for that chapter.
- 2) **Excel Pre-Exam Assignments:** Tests student use and proficiency using Excel to solve finance problems. Submit assignment to MyCourses dropbox.
- 3) **Module Discussions:** Posts to discussion forums for several of the weeks.
- 4) **Exams:** 20 questions, problems similar to homework. 3-hour time limit. One attempt. An optional **Extra Credit** assignment will also be associated with each exam.

Most lab homework assignments include **Excel (Spreadsheet) Project** questions to help build necessary Excel skills throughout the course. *(These are different from the two Excel Assignments posted in MyCourses, which are exam preparation assignments.)* Detailed instructions for the projects are provided within the questions for creating formulas to obtain the solutions. Excel functions are typically used to create the formulas and also require *cell references*. Novice Excel users should review within the first two weeks of the course, the **Excel Help** module resources provided in MyCourses.

**Project file submissions are auto-graded in the lab and feedback available quickly via the Results menu** on the left side of the lab page. See the **Intro to Lab Excel Projects video** posted in the Week 1 module of MyCourses for more information about completing, submitting and reviewing completed files.

## Late Assignment Policy

Exceptions to meeting assignment deadlines require an official documented excuse (i.e. family death, doctor's note, etc.). Please note that computer problems, minor sickness, travel, and lack of planning do not constitute an excuse for missing a deadline. This may mean you have to use computers on campus or somewhere other than your home or submit an assignment to the instructor's college email account if MyCourses is down (should the need arise). Again, there are no exceptions to this rule, so be sure to view all of the content and expectations within each weekly module ahead of time to confirm you can meet them for proper completion of this course.

## Attendance/Participation Policy

Participation in the course is essential to avoid being withdrawn for non-attendance. Participation is defined as reading and preparing for weekly lessons (especially prior to

blended/flex class meetings). It also includes completing and submitting ALL assignments on time and taking part in all other course communications in a timely manner. The **Assignment Schedule and Due Dates** sheet provides an overview of all assignments and due dates for the course, which are required for active participation.

Excused absences, of course, will not count against students. However, students must contact the professor to make appropriate arrangements, and provide supporting documentation accordingly. Advance notice should be given to the instructor whenever possible to arrange for alternatives.

This course will adhere to an **80-70 rule for participation**. This means that at least 80% of the lab *homework* assignments need to have been *attempted* and at least 70% of the questions/problems within those assignments also *attempted* in order to be marked 'attended' when attendance is required. *Attempted* means there is a graded result (correct or incorrect). Attendance is reported to the college after Week 1, Week 2 and the 60% point of the course. Note that the 80-70 rule is applied to all previous lab assignments up to that date, not just for that particular week.

Lack of attendance (participation) can result in students being administratively withdrawn. Students are given a W in a course for insufficient participation in Weeks 1 and 2. A grade of WF is given for insufficient overall participation through the 60% point of the course (see last date to withdraw in the academic calendar to avoid this issue as it can result in serious financial aid and GPA consequences). Students in their third attempt at completing the course will be given a WF grade at any point in the term if failing to meet attendance requirements.

### **Academic Integrity**

Academic honesty and plagiarism fall under the Academic Honesty Policy of the college. The College of Business has always had a zero 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 work, even when paraphrasing, is considered plagiarism and can result in not only a "0" for that assignment, but an "F" in the course. Also applicable is copying and/or submitting Excel work that is not the original work of the current student.

**Please note that utilizing so-called tutor sites like Course Hero, Chegg, Bartleby and Quizlet is strictly prohibited in this course. Students may not post documents, screenshots or other questions for help (or sharing) to these websites or similar ones (before or after the assignment is due). These sites do nothing more than facilitate cheating. Students should seek out additional help from their professor, the lab study resources and/or SPC tutors (information provided in MyCourses). Use of these sites will result in a zero for the applicable assignment(s) and may also result in an automatic 'F' grade in the course, particularly when assessment or Excel information is shared.**

[Click here for the SPC Academic Honesty policy.](#)

## **Learner Support**

View the [Accessibility Services](#) site for additional accommodations.

View the [Academic Support and Student Success](#) site for additional learning resources.

Library and additional learning resources can be found [Here](#).

## **Additional Resources**

As an SPC student it's vital that you know Titans Care. You can access resources through [SPC's Student Assistance Program \(SAP\)](#), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more. It is SPC's belief that supporting mental wellness is everyone's charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

See additional support and other resources in the SPC Resources section of your *Course Home* page.

## **Syllabus Addendum**

Syllabus addendum information can be found [Here](#). Once on the page, click the Additional Addendum link above the "How to be a Successful Student" title. The link will enable a PDF document download. General attendance information and Covid-19 guidelines are included in the document.