



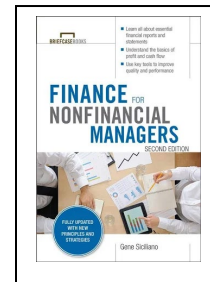
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Textbook

Brigham, Eugene F., and Houston, Joel F. 2019. *Fundamentals of Financial Management*, 15th Ed. Cengage Learning. ISBN 9781337395250.



Siciliano, Gene. *Finance for Nonfinancial Managers*:
2nd edition, McGraw-Hill, 2015.



Since all the Chapter Quizzes will be based on material outlined in the Brigham book, this text is required for the course. There will be readings from the Siciliano book, which is a practical approach to finance.

Students are **STRONGLY** encouraged to purchase a physical copy of the textbook. You may use your textbook while you take the Chapter Quizzes. However, the LockDown Browser will not allow you to keep an electronic version of the book open while you take the quiz. **Students who choose to purchase an electronic version of the text will need to print off relevant pages of the text for use during the quiz. Accessing the book on another device (tablet, laptop, etc.) is not permitted.**

Required Materials

Use of a financial calculator that includes NPV and IRR features is required to complete this course. The HP10BII and TI BAI+ are recommended options. The TI-83 or TI-84 are also good choices if you already have one (as they are significantly more expensive, I only recommend them if you already have one).

Students will need to install the Respondus LockDown Browser on their computer in order to take and review the Chapter Quizzes. Students will also need a web camera for use with the Respondus Monitor. **Linux and Android devices, including Chromebooks running Chrome OS, do not support the LockDown Browser and Monitor.**



Catalog Course Description

Financial management of the firm, emphasizing financial planning, capital budgeting and cost of capital.

Course Objectives / Learning Outcomes

1. Summarize the primary goal of financial management and the keys to achieving this goal.
2. Identify the different types of financial markets and financial institutions.
3. Know each of the key financial statements and identify the kinds of information they provide to corporate managers and investors.
4. Identify, calculate, and interpret the most important financial statement ratios.
5. Solve a variety of time value of money calculations ranging from simple to complex.
6. Explain the fundamental aspects of risk management.
7. Incorporate capital budgeting techniques into the capital budgeting process.

Note: All times in this syllabus are Central Time (US & Canada).

Course Outline

Module 1

Chapter 1: An Overview of Financial Management

Module 2

Chapter 2: Financial Markets and Institutions

Module 3

Chapter 3: Financial Statements, Cash Flow, and Taxes

Module 4

Chapter 4: Analysis of Financial Statements

Module 5

Chapter 5: Time Value of Money

Module 6

Chapter 8: Risk and Rates of Return

Module 7

Chapter 11: The Basics of Capital Budgeting



The Chapter Quizzes must be completed before 11:59pm on each of the following dates:

	<u>Available</u>	<u>Due Date</u>
Chapter 1 Quiz	Thursday, October 20	Sunday, October 23
Chapter 2 Quiz	Thursday, October 27	Sunday, October 30
Chapter 3 Quiz	Thursday, November 3	Sunday, November 6
Chapter 4 Quiz	Thursday, November 10	Sunday, November 13
Chapter 5 Quiz	Thursday, November 17	Sunday, November 20
Chapter 8 Quiz	Thursday, December 1	Sunday, December 4
Chapter 11 Quiz	Tuesday , December 6	FRIDAY , December 9

Students will not be permitted to work ahead of these deadlines and proceed through the course at a quicker pace.

Case Studies

Two Case Studies will be given during the semester for extra credit. These will utilize quantitative and qualitative analysis of case data to form conclusions and a course of action.

Teaching Methods

Textbook reading accompanied by supplementary material available online.

Canvas

Canvas will be used for class management, assessments, communication, and for delivering supplementary course material.

Students should have their Canvas account configured to notify them of announcements, direct messages, due dates, and other important course information. Use of the Canvas mobile app, with all notifications enabled, is strongly encouraged.

Attendance Policy

Not applicable. Students who quit completing coursework will fail the class.

Students who decide to drop this course are solely responsible for initiating and completing the withdrawal process. The instructor will not drop them from the class.

Students taking this class should expect to commit approximately six to nine hours per week reading and studying the text, working through and studying practice problems, and reviewing the supplementary material posted to Canvas. Your time commitment will vary depending on: (1.) The complexity of the material covered in a given week, (2.) your personal goals, and (3.) your learning style. This time estimate is merely a guideline and not a guarantee of how much study time is required in order to earn an A.



Classroom Conduct

Students who communicate with other students or the instructor in a manner that uses vulgar language and/or expresses disproportionate anger or threats of physical violence will be reported to the PSU Behavior Intervention and Threat Assessment Team.

Academic Integrity

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college's Student Code of Ethics as outlined below.

Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.
- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

Recordings of quiz sessions made by the Respondus Monitor are an essential component of maintaining the academic integrity of this class. Students are responsible for following the proper requirements and protocols that will result in a recording that is complete and capable of being reviewed. Recordings that are incomplete or recorded in such a way that they are incapable of being reviewed because of poor lighting conditions, excessive movement, or other obfuscation will result in a warning. Any subsequent incomplete or unreviewable Respondus Monitor recordings will result in a five point grade penalty on the quiz with the unviable recording. A second infraction will result in a ten point penalty, a third in a fifteen point penalty, etc.

Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.



Course Evaluation Methods

Chapter 1 Quiz	14.3% of Final Course Grade
Chapter 2 Quiz	14.3% of Final Course Grade
Chapter 3 Quiz	14.3% of Final Course Grade
Chapter 4 Quiz	14.3% of Final Course Grade
Chapter 5 Quiz	14.3% of Final Course Grade
Chapter 8 Quiz	14.3% of Final Course Grade
Chapter 11 Quiz	14.3% of Final Course Grade
	100.0%

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Chapter Quiz grades and final course grades will be determined as follows:

- A = 100.00%-87.45%
- B = 87.44%-74.45%
- C = 74.44%-64.45%
- D = 64.44%-54.45%
- F = 54.44%-0.00%

Your final grade is **NOT** open for negotiation. Your grade will be determined by the points you earn during the semester and will not be influenced by the grade you need for graduation, to maintain academic standing, to gain admittance into a degree program with competitive admissions, or for any other reason.

Chapter Quizzes will be subject to a time limit that will be determined by the number of questions, the format of the questions (true/false, multiple choice, algorithmic problem solving, etc...), and the complexity of the material being tested. Students who find the time constraint on Chapter Quizzes to be unreasonable or unrealistic should not take this course.

After you start a quiz, you must complete it. You may not start and save your unfinished questions for later. After the time limit is reached, the quiz will end and it will be automatically submitted. All unanswered questions will be counted wrong.

Students are allowed to use a physical textbook, printed pages from the electronic version of the textbook, personal notes, and a calculator while taking Chapter Quizzes. Since the Chapter Quizzes are open book/open note, and because this is a graduate course, students should expect challenging quiz questions that require critical analysis and a deep understanding of the subject matter.

The use of phones, tablets, secondary computers, or any other secondary electronic device during Chapter Quizzes is NOT allowed. This includes the wearing of headphones or earbuds. The use of a secondary device and/or the wearing of headphones/earbuds while taking a Chapter Quiz constitutes academic dishonesty will result quiz grade penalty of ten points for the first violation, twenty points for the second violation, and a quiz grade of 0% for all violations thereafter.



Chapter Quizzes will remain accessible until 11:59pm of the Wednesday following the due date. A 10% penalty per day will be applied to any quiz taken late. Late quizzes will never receive the benefit of any curve or adjustment applied to quizzes that are taken on time. After this grace period, Chapter Quizzes will become unavailable, and any uncompleted quizzes will earn a grade of 0%.

The Chapter 11 Quiz must be taken before 11:59pm, Friday, March 6, 2022, and cannot be taken late. Students who fail to complete the Chapter 11 Quiz before this deadline will earn a quiz grade of 0%.

Chapter Quiz grades will remain hidden until the Monday after the due date. All grades, which may or may not include a curve or other adjustment, will be released to all students simultaneously. Once grades are released, students may review their quiz. The Respondus LockDown Browser will be required in order to review your quiz. You will be shown your questions, your responses, and whether your responses were correct or incorrect. If you feel that a question was graded incorrectly, you can contact me through Canvas with the following information: (1.) the question number you are challenging, and (2.) an explanation as to why you think the question was graded incorrectly. Your explanation must cite information such as the page number, paragraph, and sentences in the text that support your explanation. If you are challenging a calculation, explain the step-by-step mathematical calculations that support your appeal. The current edition of the required textbook is considered the authoritative resource in this class. Appeals based on ancillary materials, including external sources, will not be considered.

Before you challenge the grading of a quiz question, keep this in mind: Occasionally, quiz scores may be curved to compensate for the overall level of quiz difficulty, unusually difficult questions missed by a majority of the class, errors in the answer key, and other similar conditions. Any student who wishes to challenge the grading of a quiz question is free to do so. However, if the challenge is successful, their grade will be recalculated without the benefit of the curve which was applied to compensate for such issues in the first place.

Extra credit will not be offered in this course.

Students cannot retake Chapter Quizzes in an attempt to earn a higher grade.

All Chapter Quizzes will count towards the student's course grade. No quiz scores will be dropped.

Students who enroll in this course are expected to have access to a functional computer with reasonably reliable internet access. This access may be through an internet connection at your home, at the home of a friend or relative, at your place of employment, on the PSU campus, or at some other public access point. Students should also have some sort of alternative plan formulated in the event their primary internet access is disrupted. Students who do not have regular access to a reliable internet connection and/or do not have access to a reliable computer should not enroll in this course. Additionally, any student that finds their access to the internet will be disrupted for any significant length of time during the semester should drop this course immediately. This includes students who plan to travel to locations where internet access is unreliable or nonexistent.



Extensions of time to complete work in this course will never be given simply because a student does not have internet access or does not have access to a functional computer.

If a student is unable to complete a Chapter Quiz that they have started due to a technical problem, the student must contact the instructor via Canvas before 11:59pm of the Chapter Quiz due date describing the problem that they have encountered. If the instructor decides to grant a retake or other accommodation, the student will have twenty-four hours from the time of the instructor's response to retake the quiz. No extensions beyond this time will be permitted. Since this sort of arrangement potentially lends itself to abuse, the instructor reserves the right to refuse any request to retake a quiz if the quiz log does not confirm the nature of their technical problem.

Incomplete grades will be awarded only in rare instances when a student is unable to complete the course due to circumstances beyond his/her control. The student must have successfully completed a majority of the course work to be eligible for an incomplete.

The Syllabus Supplement is available at:

https://www.pittstate.edu/registrar/_files/documents/syllabus-supplement-fall-2022.pdf

Note

The instructor reserves the right to amend and to reorganize this syllabus at any time.