

Course Syllabus: Portland Community College

This syllabus is a written contract between you and myself, your instructor. Please read it carefully and contact me if you need further clarification. If you decide to continue in this course, it means that you have thoroughly read the syllabus and accept all requirements as stated.

 Portland Community
College logo

Course Information

- Course Title: Financial Management
- Course Number: BA 222
- CRN: **12566**
- Credits: 3
- Term: **Winter 2024**
- Course Prerequisites: RDG 115, WR 115 and MTH 20. In addition, BA 212 and MTH 60 are recommended.
- Availability: by appointment

Instructor Information:

- Instructor: Jeff Edwards, MBA/CPA (retired)
- Email: use MyPCC email system from the Classlist: jedwards@pcc.edu

Communication Guidelines

Best Way to Contact me

Communicate by using the D2L Brightspace e-mail system which can be accessed from the Classlist. You can use it to send an e-mail to your instructor and/or classmates.

You must include a relevant subject in the "Subject:" or "RE:" section of your e-mail. The subject must include the class you are taking, your name, and the topic of your message.

Example email subject line: DL101-Question-John Smith

If your question or comment would be of interest to other students, please post it to the Discussions area. This way other participants can help answer questions, and all participants will benefit from the answers. Please refer to the information on "netiquette" in the introductory module for guidelines governing the content of written communications. Your first communication assignment is to introduce yourself in the discussion topic "Introductions."

Response from Instructor

I will be checking email in D2L Brightspace daily on weekdays. If you contact me by email and don't give me a proper subject, expect a delay or no response. Email sent on weekdays will be answered within 24 hours. Email sent over the weekend will be answered the following Monday.

First Week Participation

During the first week of the term instructors must identify students who are enrolled but not engaged in a class. These are referred to as "No Show" students and will be dropped from the class as per PCC's [G302 Grading Guidelines policy](#).

In order to avoid being dropped as a "No Show" student you must register on the MyAccountingLab site no later than 11:59 PM on Tuesday, **December 16**.

Course Description

Introduces concepts, techniques and decision processes to manage the firm's sources and uses of funds. Includes working capital, ratio analysis, leverage, operating budgets, working capital management, cost of capital, capital budgeting and evaluation of financial alternatives.

Financial Management is designed to expose the student to the financial issues of determining the monetary resources needed by a business, the mix of these resources, the sources and uses of funds, the benefits, risks and costs associated with different types of resources and financing

Learning Outcomes

- Use an understanding of the principles of interpersonal communication to present information and convey needs clearly in a variety of communication contexts, including the diverse workplace.
- Facilitate effective work relationships and resolve conflicts with skillful application of a broad range of communication skills.
- Critically evaluate one's own behavior and adapt communication style and personal behavior to make intercultural interactions more effective.
- Describe the limits and benefits of using technology for interpersonal interactions in the workplace and in social contexts.

For more information, please go to the [Course Content and Outcome Guide](#) for this course at: www.pcc.edu/ccog

Competencies

- A. Demonstrate understanding of the finance function
- B. Demonstrate understanding of the goals of the finance manager
- C. Identify the basic financial environment and institutions
- D. Perform analytical reviews of financial results, proposals, and plans
- E. Identify funding sources, instruments, and markets
- F. Demonstrate knowledge of the value of money over time and its uses
- G. Demonstrate knowledge of a basic financial vocabulary
- H. Recognize the importance of ethics

Instructional Approach

This course is arranged chronologically and employs a modular design. Each week, students should complete all assignments listed in that week's lesson module. These modules will appear directly on the homepage during the week

they are due, and are also available by clicking "Content" on the course navigation bar.

Due dates for each week's assignments will be shown on the home page as an Announcement, as well as in the Course Calendar which is also available in the Content area. Assignments within the modules will direct students to the MyAccountingLab homework manager.

Participation Expectations

Students in this course are expected to enter the course DAILY to work on the modules, check email, and participate in discussions. Prompt participation in discussions is especially important when group work is involved since others in your group are depending on your input. Each time you log into the course be sure to check for any new announcements, email and discussion messages, and calendar postings.

Instructional Materials

Textbook(s)

- Raymond M. Brooks. (1991). *Financial Management: Core Concepts 4th edition (2019) with access code for MyFinanceLab*. New York, New York: Pearson. ISBN: 9780134732121

Software/ Hardware / Equipment / Technical skill expectations

- Microsoft Office or equivalent (Google Docs, iWork, etc). You must be able to save files as doc, docx, rtf, or pdf format.
- Calculator
- Firefox, Chrome, or Safari browser
- You must be able to work with documents and upload to Assignments in D2L. [Directions to use Google Drive in Brightspace](#).
- The [technical requirements](#) for most online classes include access to a computer with a modern operating system and a [supported web browser](#)

Coverage

During the term we will cover the following chapters of the textbook:

Chapter 1: Fundamental Concepts and Basic Tools of Finance

Chapter 2: Financial Statements

Chapter 3: The Time Value of Money (Part 1)

Chapter 4: The Time Value of Money (Part 2)

Chapter 8: Risk and Return

Chapter 9: Capital Budgeting

Chapter 12: Financial Planning and Evaluating Performance

Chapter 13: Working Capital Management

Chapter 14: Financial Ratios and Firm Performance

Chapter 15: Raising Capital

Graded Assignments

For more information, please go to the [PCC Grading Guidelines](#).

Practice Assignments (Week 1)

During the first week of the term I will assign two simple exercises (ungraded). These exercises are designed to help you learn how to use some of the tools within D2L. The exercises include:

1. Introduce Yourself (using the Discussions tool)
2. Send Me an Email Message (using the Classlists tool)
3. Log in to MyFinanceLab
4. Practice Problem
5. Practice Quiz

Problems from the text

For each chapter (except Chapter 1) I will assign some problems from the text. Each assignment is worth 60 points. To help you prepare for the homework assignment, I will also provide a set of ungraded PRACTICE problems (similar problems with different data) that you can attempt as many times as you like.

Quizzes

There are 10 multiple choice quizzes (1 for each chapter). Each quiz contains 10 multiple choice questions worth 2 points each. You will have 45 minutes to complete each quiz.

Exams

Students will take a Midterm Exam (covering Chapters 1, 2, 3, 4 and 8) and a Final Exam (covering Chapters 9, 12, 13, 14 and 15). The exams will contain 50 multiple choice questions (similar to the weekly quizzes). Students will have 2.5 hours (150 minutes) to complete each exam.

Financial Analysis Project

This assignment will involve an in-depth analysis of the financial performance of an actual corporation using their annual report and 10-K. Detail instructions are included in Content Module N on the D2L site.

Deadlines

Graded assignments are due NLT 11:00 PM on the date indicated in the Course Calendar. If you need additional time you may submit an assignment within 5 days of the deadline with no penalty. The 5 day extension does NOT apply to:
Financial Analysis Project
Final Exam

Business and Entrepreneurship Equitable Grading Criteria

The Business & Entrepreneurship Program at PCC has adopted an equitable grading framework to support a growth mindset and evaluate our students based upon their knowledge while improving student access to learning materials and coursework. As your instructor, I am committed to supporting your learning and helping you to be successful in this course. In this course, equity grading will be applied as follows:

- Students will have **THREE** attempts for each Graded Quiz, **THREE** attempts for the Graded Problems, and **TWO** attempts on the Midterm and Final Exams. The highest score will be one recorded in the Grade Book. The Practice Problems (ungraded) have unlimited attempts.
- Late assignments will be accepted for 5 days past the original due date without penalty. The 5 day extension does **NOT** apply to the Financial Analysis Project and the Final Exam. No other extensions will be granted.
- All course modules are available at the start of the term

Grading Criteria:

Activities	Number	Points each	Total
Practice	2	Ungraded	0
Homework	9	60	540
Quizzes	10	10	100
Exams	2	200	400
Project	1	100	100
Total			1,140

Grading Scale:

Letter Grade	Grading Scale by Points	Grading Scale by Percentage
A	1,026 - 1,140	90 - 100%
B	912 - 1,025	80 - 89%
C	798 - 911	70 - 79%
D	684 - 797	60 - 69%
F	< 683	< 60%

PCC Policies and Deadlines

Student is responsible to add/ drop/ withdraw class. Please review [PCC Registration Policy](#) for more information.

Add and Drop Deadlines

- Students need to register online via MyPCC. Please review [Online Registration Instructions](#) to find out how.
- For 8-12 week classes, students need to drop by the end of the first week of classes. Students can view course specific deadlines from the MyPCC Home tab, 'View My Drop & Withdraw Dates' link.
- For late add, students must add within two business days of the course drop deadline.

Payment Deadlines

Payment is due two Mondays before the first day of term. Students who register after the payment deadline must make the same day payment arrangements. You can see your balance or access your bill online in the MyPCC Paying for College tab. Please review [PCC Payment Policy](#) for more information.

Academic Integrity (rules about cheating, plagiarism, or sharing work)

Students are required to complete this course in accordance with the Student Rights and Responsibilities Handbook. Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment, and may include copying answers from other students or using unauthorized notes during tests. Plagiarism is a particular form of cheating that involves presenting as one's own the ideas or work of another, and may include using other people's ideas without proper attribution and submitting another person's work as one's own. Dishonest activities such as cheating on exams and submitting or copying work done by others will result in disciplinary actions including but not limited to receiving a failing grade. For further information, review the institution's [Academic Integrity Policy](#).

Student Rights and Responsibilities Handbook:

Students are required to comply with the policies contained in the [Student Rights and Responsibilities Handbook](#). The Handbook includes the Code of Student Conduct and the Academic Integrity Policy.

Internet Etiquette (or Netiquette)

[Click here for more information about Netiquette.](#)

Special Accommodations

PCC is committed to supporting all students. If you plan to use academic accommodations for this course, please contact your instructor as soon as possible to discuss your needs. Accommodations are not retroactive; they begin when the instructor receives the "Approved Academic Accommodations" letter from you (submitted in person for courses on campus; via email for Distance Learning courses). To request academic accommodations for a disability, please contact a disability services counselor on any PCC campus. Office locations, phone numbers, and additional information may be located on the [Disability Services website](#).

Title IX/ Non-Discrimination

Portland Community College is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you believe you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, veteran status, sex, sexual orientation, gender identity, or disability please contact the Office of Equity and Inclusion at (971) 722-5840 or equity.inclusion@pcc.edu.

Flexibility

The instructor reserves the right to modify course content and/or substitute assignments and learning activities in response to institutional, weather or class situations.

Sanctuary College

PCC is a sanctuary college. Find out more on our [resources for undocumented students page](#).