



Course Syllabus

Portland Community College | 12000 SW 49th Ave, Portland, OR 97219 | (971) 722-6111



This syllabus introduces you to the goals of the course and how we will be working together this term. Please read it carefully and contact me if you need further clarification.

Course Information

- **Course Title:** Financial Management
- **Course Number:** BA 222
- **CRN:** 41578
- **Credits:** 4
- **Term:** Fall 2026
- **Modality:** Online, No Scheduled Meetings
- **Prerequisites:** BA 211, RD 115, WR 115, and MTH 20 or equivalent placement test scores. MTH 60 recommended. Audit available.

Instructor Information

- **Instructor:** Jeff Edwards, MBA/CPA (retired)
- **Email:** jedwards@pcc.edu
- **Office Hours:** Available upon request
- **Office Location:** Virtual

Best Way to Contact Me

Email is the best way to reach me. If your question or comment would be of interest to other students, however, please post it to the **Student Q&A** discussion topic. This way, your classmates can help answer questions, and all students will benefit from the answers. Please refer to the information on the **Communicating Online** page for guidelines governing the content of written communications.

Communicate by using the D2L Brightspace e-mail system, which can be accessed from the Classlist (under **Course Info**). You can use it to send an email to your instructor and/or classmates.

Please include a relevant subject in the "Subject:" or "RE:" section of your e-mail.

Response from Instructor

Emails sent on weekdays will be answered within 24 hours. Emails sent over the weekend or holiday will be answered the following scheduled school day.

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 per PCC's [G302 Grading Guidelines](#).

To avoid being dropped as a "No Show" student, you must register on the MyAccountingLab site no later than 11:59 PM on Friday, **September 25**.

Technical Help

D2L Brightspace

If you encounter any problems getting connected to D2L or need other TECHNICAL help, you should contact the Student Help Desk: phone 971-722-8222, email shd@pcc.edu. They are very good at what they do and can help when you get stuck.

MyFinance Lab (MFL)

If you have a technical problem with MyFinanceLab contact their technical support folks at [Pearson Support](#). You will be connected with an agent via chat. Make sure to get a case #from the person you chat with and WRITE IT DOWN. That gives you a way to follow up. Any questions related to the course itself (content, assignments, grading, etc) should be directed to me.

Course Description

Covers basic financial concepts and practices to explore the principles of planning, acquiring, and using funds in a business. Includes assessing risk and returns, forecasting and planning, working capital management, capital budgeting, financial analysis, cost of capital, and raising funds for new business ventures, small businesses, and corporations

Finance 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. Students will complete a professional quality financial analysis and report, including ratio analysis, industry research, and conclusion.

Intended Outcomes for the Course

1. Describe the function of financial management and how financial principles can help to maximize shareholder value.

1. Use forecasts to calculate future assets and cash flow needs.
2. Describe the principles of an effective working capital management program.
3. Assess the various sources of funds for a business including financing
4. Evaluate capital investments, considering the time value of money and risk.
5. Research and present a financial analysis report demonstrating effective communication and decision making.

For more information, please go to the **Course Content and Outcome Guide** for this course at: [Course Content and Outcomes Guides \(CCOG\)](#).

Instructional Materials

Textbook

1. ***Financial Management 5th edition*** by Brooks and Yang. This course is offered as **All Inclusive** . When students register for this course on MyPCC, the cost for the digital course materials, online textbook and Pearson MFL are included. The PCC bookstore textbook edition includes the required MFL access. If you opt out then you will need to purchase the textbook plus a Pearson MFL Lab access code. The

publisher has extended a 14-day grace period (though Sunday **Oct 4**) so that you can access the MyFinanceLab site until you can purchase the text.

2. Pearson MAL Website:

- **Overview:** Pearson MY LAB Accounting is a web-based assignment and assessment solution required for this course, which is designed to interactively assist you with your coursework based on your needs. Most of the course work in this class will be completed on Pearson MY LAB Accounting.
- **Registration:** In this **All Inclusive** course the cost of the digital course materials include Pearson MAL access and online textbook are included in your course tuition and fees. A physical textbook is available in the bookstore for an additional cost.
- **Support and Tips:** If you have any issues while registering or using MAL, please contact Pearson's Customer Experience team using this link. To avoid problems related to unexpected technical issues, you are advised not to wait until the last moment to complete assignments.
<http://www.pearsonmylabandmastering.com/northamerica/myaccountinglab/>
- ***You will also need to get the free downloads for reading pdf and PowerPoint files if you don't have them already:***
 - Adobe Acrobat
Reader: <http://www.adobe.com/products/acrobat/readstep2.html>.
 - PowerPoint
Viewer: <http://www.microsoft.com/download/en/details.aspx?id=13>

Software

The specific software/hardware/equipment used in this course are:

- **Pearson MFL Website:**
 - **Overview:** Pearson MFL is a web-based assignment and assessment solution required for this course, which is designed to assist you with your coursework based on your needs. Most, but not all, of the course work in this class will be completed on Pearson MFL.

- **Registration:** In this **All Inclusive Course**, the cost of the Pearson MFL access code and online textbook are included in your course tuition and fees. A physical textbook is available in the bookstore for an additional cost.
- **Support and Tips:** If you have any issues while registering or using MFL, please contact Pearson's Customer Experience team through [Pearson Student Support](#), [Pearson Support Contact](#), or by calling 844-292-7015. **To avoid problems related to unexpected technical issues, you are advised not to wait until the last moment to complete assignments.**
- Microsoft Office or equivalent (Google Docs, iWork, etc). **You must be able to save files as doc, docx, rtf, or pdf format.**
- Calculator
- Firefox or Chrome browser (Safari is not recommended for use in Pearson MAL)
- PCC's Microsoft Office 365 for Education licensing allows staff, faculty, and students the ability to download desktop versions of Microsoft Word, Excel, PowerPoint, Access, Publisher, and Outlook on their personal computers. Use your MyPCC email address and Password to access the software installation files.
[Download Office 365](#)
- You will also need to get the free Adobe Acrobat download for reading pdf files
- [Download Adobe Reader](#)

Please visit the technology support section of [Student Support Resources](#) for a complete list of apps and tools for PCC students.

Business & Entrepreneurship Style Guide

Students are expected to format all communications (emails, presentations, written assignments) as outlined in the Business & Entrepreneurship Department Style Guide. The use of the style guide will be a factor in grades on assignments. The style guide represents the communication skills you will need to be successful in the workforce.

If you have any questions about the style guide, please let me know – I am here to help!

[Business & Entrepreneurship Program Style Guide](#)

Technical Expectations

The technical requirements for the course include:

- [Technology Requirements for taking an online course at PCC](#)
- [A recommended Internet Browser installed](#)
- [Ability to use Google Drive and Google Docs](#)
- Creating and submitting files in word and graphic formats
- Using spreadsheet programs
- Using presentation, video, and graphics programs
- Webcam and/or microphone for Introduction discussion and online appointments

Digital information literacy skills may include:

- Using online libraries to locate and gather appropriate information
- Using online search tools for specific academic purposes, including the ability to use search criteria, keywords and filters
- Analyzing digital information for credibility and bias (e.g. disinformation, misinformation)
- Properly citing sources

Do you need help with using any of the technology in this course? Please visit the technology support section of [Student Support Resources](#) for a complete list of resources and guidance for PCC students.

Course Communication Guidelines

The following guide will assist you in communicating with members of this course and outlines course-specific communication standards.

- You are expected to respond to faculty or classmates' e-mails, announcements, and other modes of communication within 24 hours (unless otherwise stated). Be sure to check the Announcements in D2L Brightspace each time you log into the class.
- If you have questions regarding the content of this course, first check the **Ask Questions!** discussion topic to see if your question has been answered. If not, post your question anonymously to the topic for a timely response. If the question is about accommodation or grades, please email your instructor.
- If you have questions about D2L Brightspace, Google Docs, or other technology-related questions, please contact the Student Help Desk.
- In the event of an emergency, please email your instructor as soon as possible.

- The college expects that all communication between instructor and student will be professional and appropriate at all times and that both parties will practice constructive communication behaviors that serve to improve the learning experience and constructively resolve disagreements or misunderstandings.
- Communication behaviors that involve inappropriate language, yelling, threats, interruptions, or other behaviors which are abusive and destructive to the communication process are inappropriate, and the instructor will not respond to that type of communication.
- Effective online communication requires conveying your message clearly and appropriately, while understanding platform nuances and choosing the right tone to avoid misunderstandings. Additionally, adapting to various communication styles, ensuring clarity, and following netiquette are essential for your message to be well-received. For strategies visit [Communicating Effectively Online](#).

Instructional Approach

As your instructor, I will interact and engage with each of you regularly throughout the term to support your learning by doing the following:

- Providing direct instruction related to the course's learning objectives.
- Providing personalized feedback on your submitted coursework.
- Posting regular announcements about the course.

This course is arranged chronologically and employs a modular design. You will complete all assignments listed in the module(s) assigned for the week. These modules are available by clicking "Content" on the course navigation bar.

Due dates for each week's assignments will be listed within the module itself. Assignments within the modules may direct students to use many of the tools contained in Brightspace, including Assignments, Discussions, or Quizzes. These tools will be accessible from within the weekly content modules, and the **Coursework** drop-down menu on the course navigation bar.

Weekly Structure

Each week students should expect to enter the course at least three times a week to check announcements and email, study the learning materials, complete assignments, and work on projects. For each credit hour, a student should expect to spend at least 3

hours each week during a 10-week course. You can expect to spend at least 12 hours per week and up to 14 hours on this 4-credit course.

Estimated Student Engagement Hours

Course Code/41578 | 4 credits

11 weeks of Instruction

(X credits requires a minimum of X hours and no more than X hours)

Resource /Activity	Description	Estimated Hours Per Week	Total Time Spent (11 weeks)
Chapter reading	This course covers 12 chapters in the textbook	2 - 4	24
Review of supplemental resources	Available in the Content area of the D2L site: Chapter Overview Instructor Highlights PowerPoint Slides Learning Concept Videos Review Questions Prepping for Exams	2 - 4	20
<u>MAL</u> Graded Problems	Selection of homework exercises and problems from back of each chapter (as listed in course schedule). Most homework is automatically graded by MFL and you will receive immediate feedback.	3 - 6	33
<u>MAL</u> Graded Quiz	There is a graded quiz for each chapter, usually 5 MC & TF questions. Automatically	1 - 2	24

Resource /Activity	Description	Estimated Hours Per Week	Total Time Spent (11 weeks)
	graded by MFL with immediate feedback.		
<u>MAL</u> Exams	Midterm (Chapters 1-4, 8 & 9) Final (Chapters 10-13 and 15)	2	4
<u>D2L</u> Discussions	One Introduction post and two topic posts Requires one initial post and three replies to classmates Review Questions	1	3
<u>D2L</u> Financial Analysis Project	Research paper evaluating real-world corporations	1	12
TOTAL		12-20	120

See the Weekly Schedule page for individual due dates and timing of major assignments.

Attendance & Participation

You are expected to enter the course at least three times a week to check announcements and email, study the learning materials, complete assignments, and work on projects. For each credit hour, a student should expect to spend at least 3 hours each week during a 10-week course. You can expect to spend at least 12 hours per week on this 4-credit course.

It's important to read through everything carefully. Read, and then read again! If something is still unclear, please ask your classmates in the **Student Q&A** or send the instructor an email. I also highly recommend uploading a picture or avatar to your profile. This will help create a sense of place and community in our virtual classroom!

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 MyFinanceLab site no later than 11:59 PM on Sunday, **September 27**.

Graded Assignments & Feedback

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

Weekly Online Pearson MFL Assignments

Graded Homework

Each week includes a set of graded homework problems (worth 60 points each) that are linked inside our D2L Brightspace course but that you complete in the Pearson MFL platform. The homework problems in MAL will have different numbers than the textbook and from student to student. Results are available immediately for review. Students can also rework any individual problem (with different numbers) for a better score as many times as they wish. The highest score will be entered into the grade book on MFL and also on the grade book D2L Brightspace.

Graded Quizzes

Each week includes a graded chapter quiz (TF and multiple choice) worth 10 points. As with the problems the quizzes are linked inside our D2L Brightspace course but are completed in MFL. Results are available immediately for review. Students are allowed three attempts and the highest score will be entered into the grade book on MFL and also on the grade book D2L Brightspace. There is a 60 minute time limit on each attempt

Pearson MFL Exams

There will be two exams during the term (Midterm and Final). Each exam is worth 200 pts and are available in the MFL platform. For each exam you will have two attempts and 180 minutes for each attempt. Unlike the quizzes results will not be available until the deadline has passed.

D2L Brightspace Discussions

During the term there are three graded discussions. Discussion #1 is an Introduction and is worth 35 points. Discussions #2 and #3 are topic related and are worth 45 points each. You will need to post one substantive original initial post and reply with 2 substantive replies to classmates for each Discussion. **No late postings will be accepted!**

D2L Brightspace Financial Analysis Project

This assignment will involve an in-depth analysis of the financial performance of an actual corporation using annual reports and 10-K filings with the SEC and S & P Net Advantage which is a proprietary resource available in the PCC Library. The assignment is worth 225 points. Detail instructions are included in the Content area of D2L.

Feedback

The Problems and Quizzes in MAL will be auto graded so results are available immediately.; Exam results will not be available until after the deadline has passed.

Feedback on Brightspace discussions will be posted within a week. The Results of the Financial Analysis Project will be available during Finals Week.

To view feedback, click on **Grades** from the navigation bar. Click on **View Graded Rubric** for additional feedback. For more information, visit [Viewing instructor feedback](#).

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Late Work & Make-up Policy

- Other than the automatic 5 day extensions available on most assignments I do not allow late work nor makeup unless approved prior to due date with documentation.

Grading Criteria

Please read over all assignments and discussion prompts in advance and reach out if you have any questions or if you want to confirm you understand them correctly. Clarifying questions will help you avoid deductions in your grades. Learn more about the [Grading Guidelines at PCC](#).

Grading Scheme

Assignment scores and current course grades can be viewed by going to Grades in D2L Brightspace.

Grading Scheme

Activities	Quantity	Points each	Total Points	Percent of Course Grade
Problems	9	60	540	39 %
Quizzes	11	10	110	8 %
Exams	2	200	400	28 %
Project	1	225	225	16 %
Intro Discussion	1	35	35	3 %
Topic Discussions	2	45	90	6 %
Total			1,400	100%

Grading Scale:

Grading Scale

Letter Grade	Grading Scale by Points	Grading Scale by Percentage
A	1,260 - 1,400	90 - 100%
B	1,120 - 1,259	80 - 89%

C	980 - 1,119	70 - 79%
D	840 - 979	60 - 69%
F	<840	< 60%

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

You 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](#).

Generative AI Statement

In our class, you should approach the use of generative AI with the following guidelines in mind:

- Write your own department or course AI policy here...

Learn more about Generative AI: [PCC Library AI Research Guide](#).

Recording and Distribution of Class Sessions

Oregon state law and PCC policy permit students to record class sessions. Any such recording is for personal educational use only and may not be shared publicly. Students who wish to make an auditory or visual recording of any portion of the class must inform the instructor in advance. Sharing of recorded content is a violation of Oregon state law and of the [Student Code of Conduct Policy and Procedures](#).

Accessibility and Accommodations Services

PCC is committed to supporting all students to ensure that classes are accessible. [Disability Services](#) works with students and faculty to minimize barriers. If students elect to use approved academic accommodations, they must provide in advance formal notification from Disability Services to the instructor and 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 Online Learning courses). To request academic accommodations for a disability, please contact an Accessible Education & Disability Resources counselor on any PCC campus. Office locations, phone numbers, and additional information may be located on the [Accessible Education & Disability Resources website](#).

Accessibility Statement

This course uses digital courseware, software, or texts that may cause barriers for those using assistive, or accessibility-related technologies. If you encounter barriers, please contact the Access Tech Team at access-tech-group@pcc.edu or by calling 971-722-TECH (971-722-8324).

[Accessibility statements](#) for technology used in this course are linked below.

- Google
- D2L Brightspace
- Zoom
- [Pearson and MyFinanceLab](#)

Drop/Withdraw Deadlines

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

Add and Drop Deadlines

- Students need to register online via MyPCC. Please review the [Online Registration Instructions](#) to find out how.
- For 8-12 week classes, students need to drop out 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.

Title IX Nondiscrimination Statement

PCC 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 Student Conduct and Community Support at (971) 722-7511 or titleix@pcc.edu.

Sanctuary College Statement

PCC is a sanctuary college. For more information and resources, see the [PCC Resources for Undocumented Students](#).

Inclement Weather Statement

Our course is typically unaffected by college campus and facility closures or delayed class start times. Our regular due dates [and Zoom class meeting times (if a remote class)] apply. However, if PCC must close all operations, our regular due dates will be adjusted accordingly. Please check your email for my instructions and continue to check Brightspace during closures.

Additional PCC Policies

Visit the [PCC Policies](#) page for information on:

- Academic Integrity Policy
- Accessibility Statement & Resources
- Drop/Withdraw Deadlines
- Grading Policy
- Internet Etiquette
- PCC Payment Policy
- PCC Registration Policy
- Sanctuary College
- Student Rights and Responsibilities
- Title IX/Non-Discrimination

Flexibility Statement

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

End of Course Syllabus