

Finance 1200-300
Principles of Finance
Class Syllabus – Fall 2019

(Instructor Reserves the Right to Make Changes)

Instructor: Amber Fox
Email: Amber_Fox@ivcc.edu
Office: A 325
Office Phone: 815-224-0348
Cell Phone: 815-876-6111
Office Hours: MWF 8:30-9am; W 5:30-6pm; TTH 10-11am & 12:30-1pm

Prerequisites

ACT 1010 – Financial Accounting

Required Materials

REQUIRED: Foundations of Financial Management, Block, Hirt, Danielsen, 17th Edition (Rental) CONNECT Card to accompany Foundations of Financial Management (Purchase – may not be returned if opened)

Course Description

An introductory finance course dealing with principles of financial management and control. Emphasis will be placed on the areas of financial analysis and return on investment, administration of assets, financial institutions, capital structure, cost of capital, and short and long-term financing.

Expected Learning Outcomes

Upon successful completion of the course, the student will be able to;

- 1) Understand the process of financial forecasting.
- 2) Understand the application of operating and financial leverage.
- 3) Understand the concept of working capital and related financing issues.
- 4) Understand the management issues of current asset management.
- 5) Understand the sources of short-term financing.
- 6) Understand the concepts of the time value of money.
- 7) Understand the valuation methods used and rates of return in the capital budgeting process.
- 8) Understand the calculation and components of the cost of capital.
- 9) Understand the process of capital budgeting.
- 10) Understand the concepts of risk and how it relates to capital budgeting.
- 11) Understand the various components and functions of the capital markets.
- 12) Understand the role of investment banking in both the public and private markets.
- 13) Understand the management issues related to long-term financing.
- 14) Understand the management issues related to common and preferred stock financing.
- 15) Understand the application of dividend policy and the use of retained earnings.

Grading and Assessment of Student Learning

GRADING		BREAKDOWN	
A	90-100	Exams (5)	70%
B	80-89	Chapter Assignments	20%
C	70-79	Quizzes	5%
D	60-69	Excel Assignments	5%
F	0-59		

Structure of the Class

We have a limited amount of time in which to cover a great deal of information; therefore, we will try to stick to our schedule and cover the material in an organized fashion.

Class will be divided between lecture, both by demonstrating the concepts covered at the board as well as other visual aids. We will try to work through examples in class utilizing the problems supplied by the author at the end of the chapter. You should be prepared to work through problems during the course of most lectures. You will be provided a lecture outline in which you will use to take notes. This outline highlights some of the more important topics we will cover in class along with some practice problems. Every attempt will be made to complete a demonstration problem together as a class and then time will be allotted for you to attempt a problem on your own.

I encourage you to ask questions as we go along. Your participation will be of benefit not only to you but also to your fellow students as it is an aid in overall learning process.

Attendance Policy

You are expected to attend class regularly. It is imperative that you attend class as much as possible in order to improve your chances of success in this course.

This class will have 16 total class meetings with 11 prior to the withdrawal date and another 5 beyond that. **You may not have more than 2 unexcused absences for any reason during the semester. If you have excessive unexcused absences, the instructor reserves the right to withdraw you from class without prior notification. Any borderline grades will be negatively affected by excessive absences.**

Classroom Rules

A few rules for the classroom:

- 1) ALL cell phones are to be OFF (not vibrate) and PUT AWAY during class. You may

- check messages during our break.
- 2) Professionalism – Is an important part of the business world and is demanded of those who choose accounting as their career. Part of the learning process involves understanding what is expected of you in class including your behavior and attitudes towards your instructor and fellow students. As part of this class you will be required to be respectful of others, to show courtesy, and to conduct yourself in a professional manner.
 - 3) Promptness – You are expected to be in class and in your seat ON TIME. If you arrive late is it a distraction to others in the class. I reserve the right to ask you to leave if you continue to arrive late.

Instructor Expectations

The material in this textbook covers the principles of financial management. Financial management is a very broad topic and encompasses the many issues encountered in the world of corporate finance. With this ambitious goal of exposing the student to the many facets of financial management, you should prepare yourself for tackling many interesting and challenging topics. Unlike some of your other business courses, with few exceptions each chapter introduces completely new topics requiring you to “switch gears” and quickly follow what the author is trying to do. Be prepared to be challenged!

Like any business course, homework is an important part of your course work. You will be assigned a generous number of problems for each chapter designed to help you understand the material. **You should expect to spend 7-10 hours per week studying the textbook and working on your assignments. Individual time requirements will vary.**

Although the material is basic in nature, do not take this lightly! It is one of the **utmost importance that the student work as many problems as possible to get a thorough understanding of the material.**

To be successful you should:

- 1) Read the chapter quickly to get a “feel” of the material
- 2) Re-read the chapter a second time much more slowly highlighting specific areas that the author is covering
- 3) Make a note card or other study aid to help commit certain concepts to memory
- 4) Work the problems as assigned. Working and reworking problems will help develop the skill sets necessary to apply the concepts
- 5) Review the solutions to the material assigned. The solutions will be available in Connect as soon as the due date has passed. Rework any problems you struggled with.
- 6) **IF YOU ARE HAVING PROBLEMS, MAKE AN APPOINTMENT TO SEE ME, I CANNOT HELP YOU IF YOU DO NOT ASK FOR HELP**

Assessment Guidelines

Chapter Assignments

You will have 14 chapter assignments with only the highest 12 counting, meaning I will drop the 2 lowest homework scores. The chapter assignments (except for chapter 14 which must be submitted through Blackboard) are to be completed according to your assignment schedule, located in

Blackboard, using Connect. There is no time limit, other than the due date, to complete your assignment. Each assignment will vary in length and may take 3-4 hours to complete. Each chapter assignment will vary in points with more difficult assignments being worth more points. I reserve the right to change homework assignments/due dates.

Each homework assignment will be in the form basic, intermediate, and advanced problems. The questions are similar to those that appear at the end of the chapters in your textbook and are listed under Assignments and Due Dates. Connect will automatically grade your assignments. It is set to allow up to 3 attempts in doing the problems and 3 “check my works”. Your best score will be taken from your attempts. The program will indicate if you have the correct solution.

Solutions to the chapter assignments will be available in Connect immediately after the due date of the assignment. To locate your feedback, open the assignment after the due date and review. Please be sure to carefully review the solutions making sure you understand the concept tested and how the author arrived at the answer. If you have questions regarding your homework please contact me.

Quizzes

You will have 14 quiz assignments with only the 12 highest counting, meaning I will drop the lowest 2 quiz scores. The quizzes are to be completed according to your assignment schedule, located in Blackboard, using the Connect system. You will have 30 minutes to complete each quiz. Each quiz is worth 10 points and will have 10 questions, it will be due according to your assignment schedule.

Solutions to the quizzes will be available in Connect immediately following the due date. To locate your feedback, open the quiz after the due date and review. Please be sure to carefully review the solutions making sure you understand the concept tested and how the author arrived at the answer. If you have questions regarding the quiz, please contact me.

Excel Assignments

You will be assigned 8 Excel assignments with only the highest 7 counting, meaning I will drop the lowest Excel score. The Excel assignments are to be completed according to your assignment schedule, located in Blackboard, using the Connect system. There is no time limit, other than the due date, to complete your assignment. Each assignment will vary in length and points with more difficult assignments being worth more points. I reserve the right to change Excel assignments/due dates.

Connect will automatically grade your assignments. It is set to allow up to 3 attempts in doing the problems and 3 “check my works”. Your best score will be taken from your attempts. The program will indicate if you have the correct solution.

Solutions to the Excel assignments will be available in Connect immediately after the due date of the assignment. To locate your feedback, open the assignment after the due date and review. Please be sure to carefully review the solutions making sure you understand the concept tested and how the author arrived at the answer. If you have questions regarding your homework please contact me.

Exams

There will be five exams totaling 700 points. Exam number 5 will be our final exam covering the last 2 chapters meaning that there will not be a comprehensive final for this class.

You will be able to use a calculator ONLY for the exams, no other notes or materials. Acceptable calculators are those that do not have communication, camera, or memory capabilities. As such cell phones WILL NOT be allowed! A cell phone out during an exam will be grounds for a 0 on that exam!

I will inform the class of the exam make-up prior to the exam. For instance, if the exam contains multiple choice, matching, fill-in-the-blank, essay, or problems. Each exam will be taken during our regularly scheduled class time.

Late Submission Policy

All assignments are due according to the assignment schedule, unless otherwise specified by the instructor. Late work will not be accepted and will be given a 0.

Work may be submitted early.

I realize that emergencies happen and are out of the control of the student which might make it impossible to meet a due date for a given assignment; therefore, I will drop the 2 lowest chapter assignments and quizzes. This will allow for most any unforeseen circumstances that might arise.

If you will miss a scheduled exam you must have preapproval (must contact me prior to class time on the date of the exam) and make an appointment with the Assessment Center for the exam to be made-up. It must be made up within 3 days of the original exam date. I reserve the right to change the original exam prior to a make-up being given. If the student fails to contact the instructor prior to class time on the date of the exam or does not make arrangements to take a make-up exam within the allotted time frame a score of 0 will be given!

Should the student know in advance that they will not be able to take an exam during the allotted week; the student should contact the instructor right away so that the exam can be taken in advance.

Extra Credit Policy

Extra credit is not guaranteed; however, I reserve the right to add additional assignments or course work as extra credit should I deem it beneficial to the class.

Plagiarism and Cheating Policy

Plagiarism involves using another person's exact words or thoughts without citing the source in your work. Plagiarism is therefore an illegal act that constitutes a type of theft from another individual. Such actions are not tolerated in the business world and will not be tolerated in class. Whenever exact quotes are used, citing the source of the original material is required. Illinois Valley Community College prohibits plagiarism in any form. Students found plagiarizing or cheating in any way will result in a 0 for that particular assignment. Should there be a repeat offense the student will be brought to the attention of the Department Dean and subject to disciplinary actions as determined by the college.

Special Needs

This course is designed to support a diversity of learners. My hope is to create a safe environment for all students. If you want to discuss your learning experience, please talk to me as early in the term as possible. If you know you have, or suspect you have a disability (learning disability, physical disability, or psychiatric disability such as anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, or others) for which you may need accommodations, please contact the Disability Services Office in B-204. Tina Hardy tina_hardy@ivcc.edu, 224-0284 or Valorie Smith valorie_smith@ivcc.edu, 224-0634 work in that office and can help determine if you are eligible for support.

Withdrawal Policy and Financial Aid

You may be withdrawn from the class in one of two ways:

Instructor Initiated – Based on the attendance requirement outlined above, I reserve the right to withdraw a student from class without prior notification.

Student Initiated – Effective Summer 2011, students will have the ability to initiate a withdrawal from classes. By completing the form in the Records Office or at www.ivcc.edu/withdraw, the student is authorizing IVCC to remove him/her from the course. Entering the student ID number serves as the student's electronic signature. **IVCC has the right to rescind a withdrawal in cases of academic dishonesty or at the instructor's discretion.**

Students should be aware of the impact of a withdrawal on full-time status for insurance purposes and for financial aid. It is highly recommended that students meet with their instructor or with a counselor before withdrawing from a class to discuss if a withdrawal is the best course of action for that particular student. **The last day to withdraw for this class is November 4, 2019. Any student who has not withdrawn from the class after this date will receive a letter grade!**

Communicating with the Instructor

The instructor's contact information is listed above. You may contact me by phone, in person or email. I only respond to emails, calls, texts between the hours of 8AM and 8PM. Any communication received within this time period will be answered as soon as possible or within 24 hours. When contacting the instructor using email, be sure to place your full name in the subject line along with your class number and section.

Student Email

Should I need to communicate with the class I will send an email to your IVCC account. You are responsible for checking your IVCC email frequently. For information on accessing this account, go to www.ivcc.edu/studenthelpdesk.aspx?id=16712.

Online Requirements

Blackboard

All materials, communication, grades, course documents, and so on will be provided for you through Blackboard. Your instructor will enroll you in your Blackboard class based on the class roster.

Please be sure to check Blackboard each day for announcements from your instructor concerning all important information for this class. Also, be sure to verify that your student email account is working. Important announcements may also be emailed to you through Blackboard by your instructor. It is the student's responsibility to ensure that their student email is correct and working properly.

To log in the First Time:

- 1) Go to <http://blackboard.ivcc.edu>
- 2) Follow the instructions

Connect

All chapter assignments, quizzes, and Learnsmart modules will be completed using Connect. It is your responsibility to register and monitor your use of this online system. Please see Blackboard under Course Information for your instructions for registering and accessing this system.

For any technical issues regarding Connect, please contact Connect technical support. Your instructor cannot troubleshoot technical problems with this system.

GENERAL TECHNICAL ASSISTANCE

The center provides individualized academic assistance to all students utilizing computer technology. The Help Desk Support Staff provides assistance to students in person, on the phone, and via e-mail.

Phone: 815-224-0318
Location: D201
Email: crc@ivcc.edu
Web Page: <http://www.ivcc.edu/crc>
Contact Person: Michelle Story – Michelle_Story@ivcc.edu

If you need assistance with communication tools or software issues, contact our staff. If you are having trouble with your computer, you will need to contact the manufacturer or the store where you bought it. If you are having trouble with your Internet connection, you should contact your Internet Service Provider (ISP).

In case you are having difficulty logging into Blackboard or accessing your student email, IVCC has set up a “Known Technical Issues” page for your convenience. This page is located at <http://www.ivcc.edu/its/students/KnownIssues.html>.

Please call 815-224-0555 as soon as you detect a problem during regular campus hours.

Course Calendar

Please refer to the Course Calendar located in Blackboard.