Course Description
Examines financing of an organization from the administrative viewpoint. Considers and examines internal financial management, as well as external financing and capital structures. This is a fully online, eight-week course with no face-to-face meetings at any time.

Course Prerequisites
ACC 20364 Accounting for Business Operations, ACC 20464 Accounting for Financing and Investing Activities.

Course Objectives
Upon successful completion of this course, the student will be able to undertake the following:
1. Identify the goals and functions of a financial manager.
3. Identify internal and external issues affecting an organization (i.e. competitive, governmental, distribution, economic, political).
4. Analyze financial management techniques as they affect corporate assets.
6. Identify growth patterns of a corporation through the use of quantitative methods.
7. Evaluate various investment opportunities using discounted cash flow techniques.
8. Analyze financial status of an organization utilizing various accounting formats.
9. Apply financial theories, concepts, principles, and standards in strategic decision making within financial parameters.
10. Develop a *pro forma* financial statement utilizing various accounting and financial concepts, principles and techniques.

Please note: In the Course Schedule At-a-Glance table below learners can see which assignments address our Course Learning Objectives identified here.

Course Materials

Course Assignment Descriptions
You will have several opportunities to demonstrate your knowledge and understanding of the principles taught in this course. The primary means of evaluating your work will be through practical application of the material. In the event that you have difficulty
completing any of the assignments for this course, please contact your instructor immediately. Please refer to the **Course Materials** section of the cyberclassroom for complete details regarding the activities and assignments for this course. The following is merely a summary.

**Discussion contributions (50 points)**

**Initial Substantive Posts**: Submit an initial response to each of the prompts provided each week by your instructor. Your initial post should be substantive (approximately ½ of a page in length) and must be posted by midnight, Central Time by Wednesday of each week. In your substantive post you are encouraged to use references (you may use your textbook); show evidence of critical thinking as it applies to the concepts or prompt and/or use examples of the application of the concepts to work and life. Proper punctuation, grammar and correct spelling are expected. Please use the **spell-check** function.

**Required Replies**: You must reply to at least two different peers per prompt. Your replies should build on the concept discussed, offer a question to consider, or add a differing perspective, etc. Rather than responding with, "Good post," explain why the post is "good" (why it is important, useful, insightful, etc.). Or, if you disagree, respectfully share your alternative perspective. Just saying "I agree" or "Good idea" is not sufficient for the posts you would like graded.

**Posting Guidelines**: Overall, postings must be submitted on at least two separate days of the week. It is strongly recommended you visit the discussion forum throughout the week to read and respond to your peers’ postings. You are encouraged to post more than the required number of replies.

(Please review the **Policies** section of Blackboard for further details.)

**Problem Sets (3 @ 20 points each = 60 points)**

You will complete three Problem Sets requiring analysis of calculation and concept problems and use tools necessary for effective quantitative financial decision-making. You will be given problems representative of the diverse areas of the financial workplace and expected to arrive at an appropriate solution.

**Multiple Choice Quizzes (3 @ 20 pts = 60 pts)**

You will complete three multiple choice quizzes. Each quiz contains 10 multiple choice questions that relate to the material from the week’s readings. You will have up to two hours to complete each quiz, and the quiz must be completed once you begin it.

**Calculation Quizzes (2 @ 40 points each = 80 points)**

You will complete two quizzes that require quantitative calculation. These quizzes are open book and do not have a time limit. You will have the entire week during which the quiz is due to complete it.

**Final Examination (100 points)**

During the final week of the course, there will be a comprehensive, quantitative final examination in which you will be given 15 quantitative calculation problems similar to the work completed throughout the course. You will have to choose any 10 of these 15 problems to complete. Final exam study topics will be posted in Course Materials
section of our cyber classroom. This exam will be available for you starting on Monday of Week 8, and it will be due by midnight, CT on Saturday of Week 8.

**Course Reflection (10 pts)**

You will need to submit a one-page paper delineating what they have gained from this learning experience, and how this new knowledge and understanding might be of help to you in your work or other aspect of your life. Your responses to this assignment cannot be incorrect. The purpose is just to have you consider what you have learned and reflect on your experiences in this course.

**Course Schedule At-A-Glance**

Please refer to the Term Calendar in our cyberclassroom for specifics regarding dates.

<table>
<thead>
<tr>
<th>Week</th>
<th>Readings &amp; Activities</th>
<th>Assignments Due</th>
<th>Date/Time Due**</th>
</tr>
</thead>
</table>
| **Week 1** | • Chapter 2: Financial Markets and Institutions  
• Chapter 3: Financial Statements, Cash Flow, and Taxes  
• Chapter 4: Analysis of Financial Statements  
• Chapter 5: Time Value of Money | • Introductions (not graded)  
• MC Quiz 1 | • Midnight CT on Weds./Sun.  
• Sunday at midnight CT |
| **Week 2** | • Chapter 6: Interest Rates  
• Chapter 7: Bonds and Their Valuation | • Course Discussion  
• Problem Set 1 | • Midnight CT on Weds./Sun.  
• Sunday at midnight CT |
| **Week 3** | • Chapter 8: Risk and Rates of Return  
• Chapter 9: Stocks and Their Valuation | • Course Discussion  
• MC Quiz 2  
• Calculation Quiz 1 | • Midnight CT on Weds./Sun.  
• Sunday at midnight CT  
• Sunday at midnight CT |
| **Week 4** | • Chapter 10: The Cost of Capital  
• Chapter 11: The Basics of Capital Budgeting | • Course Discussion  
• Problem Set 2 | • Midnight CT on Weds./Sun.  
• Sunday at midnight CT |
| **Week 5** | • Chapter 14: Capital Structure and Leverage  
• Chapter 15: Distributions to Shareholders: Dividends and Share Repurchases | • Course Discussion  
• MC Quiz 3  
• Calculation Quiz 2 | • Midnight CT on Weds./Sun.  
• Sunday at midnight CT  
• Sunday at midnight CT |
| **Week 6** | • Chapter 16: Working Capital Management | • Course Discussion  
• Problem Set 3 | • Midnight CT on Weds./Sun.  
• Sunday at midnight CT |
| **Week 7** | • Chapter 19: Multinational Financial Management  
• Chapter 20: Hybrid Financing: Preferred Stock | • Prepare for Final Exam (no assignments to submit) |
Leasing, Warrants, and Convertibles

<table>
<thead>
<tr>
<th>Week 8</th>
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<tbody>
<tr>
<td>No assigned reading this week</td>
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<tr>
<td>Final Exam</td>
</tr>
<tr>
<td>Course Reflection</td>
</tr>
<tr>
<td>Saturday at midnight CT</td>
</tr>
<tr>
<td>Saturday at midnight CT</td>
</tr>
</tbody>
</table>

*All online weeks run from Monday to Sunday, except the last week, which ends on Saturday.

**All assignments are due at midnight Central Time. (All submissions to the Blackboard system are date/time stamped in Central Time).

Assignments At-A-Glance

<table>
<thead>
<tr>
<th>Assignment/Activity</th>
<th>Qty.</th>
<th>Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Forums</td>
<td>-</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>Problem Sets</td>
<td>3</td>
<td>20</td>
<td>60</td>
</tr>
<tr>
<td>Multiple Choice Quizzes</td>
<td>3</td>
<td>20</td>
<td>60</td>
</tr>
<tr>
<td>Calculation Quizzes</td>
<td>2</td>
<td>40</td>
<td>80</td>
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<tr>
<td>Final Exam</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Course Reflection</td>
<td>1</td>
<td>10</td>
<td>10</td>
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<tr>
<td><strong>TOTAL POINTS</strong></td>
<td></td>
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<td><strong>360</strong></td>
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*Please refer to the Policies menu for more information about our Course Discussions.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 100%</td>
<td>324-360</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89%</td>
<td>288-323</td>
</tr>
<tr>
<td>C</td>
<td>70 to 79%</td>
<td>252-287</td>
</tr>
<tr>
<td>D</td>
<td>60 to 69%</td>
<td>216-251</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
<td>&lt; 216</td>
</tr>
</tbody>
</table>

To access your scores, click on My Grades in the My Tools area in Blackboard.

Important Policies

All course-specific policies for this course are spelled out here in this syllabus. However, additional university policies are located in the Policies section of Blackboard. You are responsible for reading and understanding all of these policies. All of them are important. Failure to understand or abide by them could have negative consequences for your experience in this course.

Editorial Format for Written Papers

All written assignments are to follow the APA writing style guidelines for grammar, spelling, and punctuation. This online course includes information regarding the APA style under “Writing and Research Resources” in the Resource Room on the course menu in Blackboard.

Ottawa Online Late Policy

With instructor approval, assignments may be accepted for up to one week after the due date, but a minimum automatic deduction of 10% of the points will be assessed. The instructor also has the option of increasing this deduction percentage up to a maximum
of 20%. Extenuating circumstances may be determined on rare occasions and an extension allowed without a deduction, but only at the sole discretion of the instructor.

Discussion board postings will not be accepted for credit when posted after the close of the discussion week. There are no exceptions to this rule; however, solely at the discretion of the instructor, the student may be allowed to submit an alternative assignment to make up for the points under extenuating circumstances. If granted, this should be an exception to the rule.

No assignments will be accepted after the last day of the course (end of term) unless arrangements have been made and “approved” by the instructor at least one week in advance.

**Saving Work**
It is recommended that you save all of your work from this course on your own computer or flash drive. The capstone course you take at the end of your program may require you to have access to this work for culminating assignments and/or reflections.

**Academic Integrity**
Plagiarism and cheating will not be tolerated at any level on any assignment. The reality of cyberspace has made academic dishonesty even more tempting for some, but be advised that technology can and will be used to help uncover those engaging in deception. If you ever have a question about the legitimacy of a source or a procedure you are considering using, ask your instructor. As the University Academic Council approved on May 29, 2003, “The penalty for plagiarism or any other form of academic dishonesty will be failure in the course in which the academic dishonesty occurred. Students who commit academic dishonesty can be dismissed from the university by the provost/director.”

Please refer to **Academic Honesty** in the Policies section of the online course menu for important information about Ottawa University’s policies regarding plagiarism and cheating, including examples and explanations of these issues.

**Student Handbook**
Please refer to your student handbook for all university regulations. The Resource Room on the course menu in Blackboard contains information about where to find the student handbook online for your campus.

Please see Policies in Blackboard for additional university policies.

**Blackboard Technical Support**
The Resource Room in Blackboard contains links to student tutorials for learning to use Blackboard as well as information about whom to contact for technical support. Ottawa University offers technical support from 8 a.m. to midnight Central Time for all students, staff, and faculty at no cost. See [www.ottawa.edu/ouhelp](http://www.ottawa.edu/ouhelp) for contact information.