



**Angelo State University · Norris-Vincent College of Business**  
**FINC 3361 · Financial Management**  
**Spring 2022—Regular Term**  
**Course Syllabus**

*At Norris-Vincent college of business we aspire to have a significant positive impact on the lives of our students and on the business community in the Concho Valley region.*

**Note:** Students may want to print syllabus to have all key information available off-line. Some classes may be via BB collaborate instead of in person F2F. Specific dates are TBD and will be announced accordingly.

<b>Course Information:</b>	Course Number: <b>FINC 3361 – 010 Reg Term</b> Course Name: <b>Financial Management</b> Course Times: Tues/Thurs 2:00-3:15 PM Course Location: RAS 105
<b>Instructor Contact Information:</b>	Name: Dr. Patricia R Malone Title: Professor Telephone: 231 714-7062 (cell) <b>E-mail: <a href="mailto:patricia.malone@angelo.edu">patricia.malone@angelo.edu</a></b> Meeting times by Appointment
<b>Course Dates:</b>	<b>Dates:</b> January 18 <sup>th</sup> Through May 10 <sup>th</sup>  <b>Note:</b> To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit: <a href="http://www.angelo.edu/services/registrar_office/course_drop_provisions.php">http://www.angelo.edu/services/registrar_office/course_drop_provisions.php</a>  The last day to drop a course in the Spring 2022, regular term with a W on your transcript is April 28 <sup>th</sup> .
<b>Course Prerequisites:</b>	Accounting 2301 & Management 2331
<b>Required Calculator</b>	<b>HP 10 – B II Calculator.</b> If you already own a different financial calculator, you may use it, but the classroom instruction will be based on the HP 10-B II. Programmable calculators are not permitted on tests.
<b>Required Text</b>	1. The following TEXT published by McGraw Hill will be required: <b><i>Essentials of Corporate Finance (Tenth Edition) by Ross, Westerfield &amp; Jordan</i></b>  Along with the textbook, we will use McGraw-Hill's Connect learning system in this course. You may access the course text, exercises, and quizzes by clicking on the links in the modules in Blackboard. The book is included in your course fee so you will not need to enter an access code or pay for any materials. The book is available the first day of class.  You can access instructions in Blackboard and through the following link: Connect Student Registration Video with Blackboard: <a href="https://video.mhhe.com/watch/gMXdmFmd8hJcFCNN4y6kVv">https://video.mhhe.com/watch/gMXdmFmd8hJcFCNN4y6kVv</a>

	<p>If you are not familiar with how the SmartBook 2.0 and Connect work, your first task for this class should be to view this video on Getting Started with Connect and Smart Book 2.0:</p> <p><a href="https://www.youtube.com/watch?v=E85ZXgBw6yQ">https://www.youtube.com/watch?v=E85ZXgBw6yQ</a></p> <p><u><a href="#">Other useful reading materials: Wall Street Journal; Financial Times; The Economist</a></u></p>														
<b>Course Description</b>	<p>This course is an introduction to financial management. This course is designed to develop critical thinking skills, critical analysis, problem solving and financial skills necessary for Financial Policy decisions. Topics include: 1) Financial Management of the firm; 2) Valuation of the Firm; 3) Working Capital Policy; 4) Capital Budgeting; 5) Cost of Capital; and 6) Long Term Financing</p>														
<b>Course Communications</b>	<p>Many course communications will be managed through announcements on the course Blackboard page and through attending weekly F2F classes. I can also be reached via email and office hours (TBD)</p>														
<b>Student Learning Outcomes</b>	<p>After completing this course, students should be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate knowledge of contemporary theory and practice in Finance.</li> <li>• An ability to investigate financial concepts relating to corporate financial management including time value of money, cost of capital theory, ratio analysis &amp; Capital budgeting</li> <li>• Practice financial techniques and strategies used by corporate financial managers such as preparing financial statements and calculating net present value &amp; internal rate of return on projects.</li> <li>• Interpret financial data to explain current business performance and forecast future performance.</li> <li>• Understand advanced topics in Finance such as capital structure, leverage, options, &amp; mergers and acquisitions</li> </ul>														
<b>Student Deliverables</b>	<p>Course grades will be based upon a weighted composite of the following:</p> <table border="1" data-bbox="453 1192 1252 1472"> <thead> <tr> <th>Assignments</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Exam One</td> <td>15</td> </tr> <tr> <td>Exam Two</td> <td>20</td> </tr> <tr> <td>Exam Three</td> <td>20</td> </tr> <tr> <td>Exam Four</td> <td>20</td> </tr> <tr> <td>Homework &amp; Quizzes</td> <td>25</td> </tr> <tr> <td><b>Total Points</b></td> <td><b>100</b></td> </tr> </tbody> </table> <p>See assignment section at the end of this syllabus for further discussion. All tests, homework and quizzes will be submitted via blackboard utilizing McGraw Hill Connect application.</p>	Assignments	Percentage	Exam One	15	Exam Two	20	Exam Three	20	Exam Four	20	Homework & Quizzes	25	<b>Total Points</b>	<b>100</b>
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<p><b>Technical Support:</b></p>	<p>For software, hardware, or Blackboard issues, contact Angelo State IT Service Center Telephone: 325-942-2911 or 1-866-942-2911 E-mail: <a href="mailto:ITsupport@Angelo.edu">ITsupport@Angelo.edu</a></p> <p>You will need to use a computer connected to the internet to complete the readings, and exams for this class. Access to an office productivity package will also be necessary for some assignments. Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned learning activities.</p>
<p><b>Academic Support:</b></p>	<p><b>Library</b> Telephone: 325-942-2222 Library Website: <a href="https://www.angelo.edu/library/">https://www.angelo.edu/library/</a> E-mail: <a href="mailto:library@angelo.edu">library@angelo.edu</a></p>
<p><b>Student Services Support:</b></p>	<p><b>Office of Student Affairs</b> Telephone: 325-942-2047 Website: <a href="https://www.angelo.edu/current-students/student-affairs/">https://www.angelo.edu/current-students/student-affairs/</a> Email: <a href="mailto:studentaffairs@ltu.edu">studentaffairs@ltu.edu</a></p>
<p><b>Course Polices</b></p>	<p><b>1. Methods of Instruction:</b> Students are responsible for understanding the assignments and learning the material. If questions arise, it is important to ask the instructor immediately for help since many of the tasks build on one another. Course design includes a combination of learning activities to strengthen the academic and professional competence of student's knowledge and skills related to financial management.</p> <p><b>2. Late Work or Missed Assignments:</b> Readings, quizzes, homework, and exams, must be completed according to the class schedule. Late work is not generally accepted in this course. Documented medical or personal emergencies resulting in late work will be reviewed on a case-by-case basis.</p> <p><b>3. Extra Credit Work:</b> No extra credit work will be available for students in this class. Students should prepare for exams and assignments to the best of their ability. Attendance, participation, and solid work is expected from all students. However, while I do not offer extra credit work, there may be some chances for bonus points during the term.</p> <p><b>4. Professionalism</b> Students are expected to conduct themselves professionally in all matters related to this class. This means students should prepare all assignments in a professional manner and conduct themselves in a professional manner in class and online (in class-related emails). Inappropriate verbal comments directed toward others in class and/or inappropriate written comments in assignments will not be tolerated.</p> <p>We are all expected to abide by the ASU Norris-Vincent College of Business Code of Ethics Students, faculty, administrators, and professional staff of the College of Business should always:</p> <ul style="list-style-type: none"> <li>• Be forthright and truthful in dealings with all stakeholders</li> <li>• Take responsibility for one's actions and decisions</li> <li>• Serve as an example of ethical decision-making and behavior to others</li> <li>• Admit errors when they occur, without trying to conceal them</li> <li>• Respect the basic dignity of others by treating them as one would wish to be treated</li> </ul>

Additional information covering the Student Code of Conduct can be accessed at <https://www.angelo.edu/current-students/student-conduct/>

**5. Class Participation:** Sharing your professional experience will enhance class learning and is necessary for the practical skills we will apply throughout the semester.

**6. Academic Integrity Guidelines:**

Academic honesty is an important character trait for all students. While students often feel pressure to earn high grades while in school, few employers dwell on a student's grades after graduation. One's honesty is always important to employers, family, and others with whom students eventually come in contact. Students benefit themselves in the long run when they work honestly, accepting their grades, and avoiding the temptation to cheat or plagiarize.

Components

In all College of Management courses, students are expected to:

- Submit original work done by the student, specifically for the course. This means that it is wrong to submit work done by someone else or to utilize work that a student has done in a prior course.
- Work without assistance from peers or books (unless permitted by the instructor) during examinations. This means that it is unacceptable to copy work from a peer during an exam or to consult material that the instructor has not authorized.
- Cite (in-text) and reference (Reference List) all sources from which the student received help. This means that one's papers must indicate from where quoted or paraphrased material has come using *APA Style – Seventh Edition*.

Students must cite their sources using the publication manual of the **American Psychological Association (APA) – Seventh Edition** for information that is not their original thought. Examples of plagiarism are:

- Failure to use quotation marks: All work which is quoted directly from a source should be enclosed in quotation marks and followed by a proper reference giving the exact page or pages from which the quote is taken. Failure to use the quotation marks is plagiarism.
- Failure to document ideas: When a student uses one or more ideas from and/or paraphrases a source, he or she must give the source from which the ideas or paraphrasing were taken.
- Falsifying or inventing sources or page references is plagiarism.
- Cite (that is, reference) all sources. This means that one's papers, **including discussion board**, must indicate from where quoted or paraphrased material has come. In grading written work, it is important for instructors to know which ideas the student's own thoughts are and which are either copied or paraphrased from another source.

**Students caught cheating on homework or exams will be given a grade of zero on the assignment or exam and reported to the university's office of student conduct.**

Homework

In completing homework assignments, instructors expect that students will attempt to solve assigned problems by themselves or, if permitted by the instructor, by a group of students. Normally, instructors allow for general discussion between students about how to solve a problem. In no case, is it acceptable for one student to copy a solution from a peer.

### Term Papers

Students will be assigned short papers and term papers in their ASU coursework. In grading such papers, it is important for instructors to know which ideas the student's own thoughts are and which are either copied or paraphrased from another source. Hence, students must cite their sources using the publication manual of the American Psychological Association (*APA Style – Seventh Edition*).

### Plagiarism

Plagiarism is a serious topic covered in ASU's Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your work, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Material you create for class are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

**Students caught plagiarizing their own or another's work in this class will at a minimum receive a grade of zero on the assignment in question, depending on the extent of the issue, they may also be reported to the university's Office of Student Conduct: Sanctions**

For more information visit Academic Honor Code at <https://www.angelo.edu/forms/pdf/honorcode5.pdf>

**7. Copyright Policy:** Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

**8. Policy on Disabilities:** Angelo State University is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website at [www.angelo.edu/ADA](http://www.angelo.edu/ADA). The employee charged with the responsibility of reviewing and authorizing accommodation requests is Dallas Swafford, Director of Disability Services, Office of Student Affairs, at 325-942-2047 or through email at [dallas.swaffod@angelo.edu](mailto:dallas.swaffod@angelo.edu) Houston Harte University Center, Room 112.

**9. Policy on Religious Observances:** A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.

A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

**10. General Policies:** All students are required to follow the policies and procedures presented in these documents:  
Angelo State University Student Handbook  
Angelo State University Catalog

**Additional Items:**

Email Account: Each student has an ASU email account that you are required to use. Note that for security reasons, no other email address will be accepted in the RAM/Blackboard System

Online Assignments: Online assignments and deadlines for submission will be reviewed in Blackline and posted in the syllabus.

Communications: For online communications and messages, please plan on logging on two to three times a week.

**Grading Policies**

Grades may consist of exams, discussion assignments and short papers. Grade feedback will be provided in the grade center via Blackboard within one week after the deadlines.

Percentage	Letter Grade
90 and above	A
80 to under 89.9	B
70 to 79.9	C
60.0 to 69.9	D
Under 60	F

**Incomplete as a Course Grade:** The incomplete grade, a grade of I is only given when the student is unable to complete the course because of illness or personal misfortune. An "I" that is not removed before the end of the next long semester automatically becomes an F. To graduate from ASU, a student must complete all I's. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

**Grade Appeal Process:** A student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at:

**[http://www.angelo.edu/content/files/14196-op-1003-grade-grievance.](http://www.angelo.edu/content/files/14196-op-1003-grade-grievance)**

**Title IX at  
Angelo State  
University**

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, you are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Title IX Coordinator.

You may do so by contacting:

Michelle Miller, J.D.  
Director of Title IX Compliance / Title IX Coordinator  
Mayer Administration Building, Room 210  
325-942-2022  
michelle.miller@angelo.edu

You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form).

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic at 325-942-2171, Counseling Services at 325-942-2371 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above. For more information about Title IX in general you may visit [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit the Title IX website.

# FINC 3361 Course Schedule

Note: Schedule is subject to change. Any revisions will be announced during class meetings.

<b>Dates</b>	<b>Topics/Readings</b>
<u>Week 1</u> JAN 18 JAN 20	<b>Readings:</b> Chapter 1: Introduction to Financial Management Chapter 2: Financial Statements, Taxes, Cash Flow
<u>Week 2</u> JAN 25 JAN 27	<b>Readings:</b> Chapter 2: Financial Statements, Taxes, Cash Flow Chapter 3: Working with Financial Statements
<u>Week 3</u> <u>FEB 1</u> <u>FEB 3</u>	<b>Readings</b> <b>Review Class</b> <b>EXAM ONE: CHAPTERS 1-3 During Class Time</b>
<u>Week 4</u> FEB 8 FEB 10	<b>Readings:</b> Chapter 4: Introduction to Valuation: Time Value of Money Chapter 4: Introduction to Valuation: Time Value of Money
<u>Week 5</u> FEB 15 FEB 17	<b>Readings:</b> Chapter 5: Discounted Cash Flow Chapter 5: Discounted Cash Flow
<u>Week 6</u> FEB 22 FEB 24	<b>Readings:</b> Chapter 6: Interest Rates and Bond Valuation Chapter 6: Interest Rates and Bond Valuation
<u>Week 7</u> MAR 1 MAR 3	<b>Readings:</b> Chapter 7: Equity Markets and Stock Valuation Chapter 7: Equity Markets and Stock Valuation
<u>Week 8</u> MAR 8 MAR 10	<b>Readings</b> <b>Review Class</b> <b>EXAM TWO: CHAPTERS 4-7 During Class Time</b>
<b>MAR 14-18</b>	<b>Spring Break</b>
<u>Week 9</u> MAR 22 MAR 24	<b>Readings:</b> Chapter 8: Net Present Value and Other Criteria Chapter 9: Making Capital Investment Decisions
<u>Week 10</u> MAR 29 MAR 31	<b>Readings:</b> Chapter 9: Making Capital Investment Decisions Chapter 11: Risk and Return
<u>Week 11</u> APR 5 APR 7	<b>Readings:</b> Chapter 12: Cost of Capital Chapter 12: Cost of Capital
<u>Week 12</u> APR 12 APR 14	<b>Readings</b> <b>Review Class</b> <b>EXAM THREE: CHAPTERS 8-12 (Excludes Chapter 10) During Class Time</b>
<u>Week 13</u> APR 19 APR 21	<b>Readings:</b> Chapter 13: Leverage and Capital Structure Chapter 14: Dividends and Dividend Policy
<u>Week 14</u> APR 26 APR 28	<b>Readings:</b> Chapter 16: Short Term Financial Planning Chapter 17: Working Capital Management
<u>Week 15</u> MAY 3 MAY 5	<b>Readings:</b> Chapter 17: Working Capital Management <b>Review Class</b>
<u>Week 16: MAY 10</u>	<b>EXAM FOUR: Chapters 13-17 (Excludes Chapter 15) During Class Time</b>

## Description of Assignments

*All submissions are due by 11:59pm (midnight) on the assigned due dates unless otherwise noted.*

### **Assignments (Homework and Quizzes)**

Homework and Quizzes are set up in the Connect system as SmartBook assignments. All assignments are to be **completed individually** and posted in Blackboard by the assigned due date.

**Deadlines for all tests and assignments, are provided in the course schedule and will be noted in Blackboard; late assignments will not be accepted.**

General assignment feedback will be provided on each assignment prior to the due dates so that all students understand the expectations of the instructor and learning objectives. All grading will be completed as soon as the assignment is submitted via BB McGraw Hill Connect application.

### **Readings**

The textbook and readings are set up in the Connect system as SmartBook assignments. However, you may use the SmartBook system as you wish, readings do not count toward your final grade in the class. This should allow you maximum flexibility in how you like to learn best in terms of textbook readings. If you want to use the SmartBook capabilities, you may do so. However, if you prefer just to read the text and take notes, highlight, etc. in your own personalized manner, you can do that too.

### **Exams**

Four exams will be given during the course of the term via Blackboard utilizing the McGraw Hill Connect application. The exams will be open book but must be completed within 75 minutes with only one attempt permitted. You cannot use any electronic device for the exam other than the computer you are utilizing to take the exam and a calculator. You cannot utilize your phone or a second electronic device (computer, tablet, etc.) You cannot utilize the internet to look up answers during the exam beyond the course materials. Exams must be completed individually no collaboration of any kind is permitted. Exams will be taken during class time in the F2F classroom format.

## **My promise to you ...**

I plan to offer you a valuable learning experience and expect us to work together to achieve this goal. It is important for you as students to know what to expect from me as your instructor:

- I will be available to you via e-mail, text, zoom, and/or phone, and will promptly reply to your messages within 24-48 hours unless traveling out of the country (in this case, I will give you advance noticed – not likely to happen due to COVID-19 right now).
- I will maintain the Blackboard class site with current materials and will resolve any content-related problems promptly as they are reported to me.
- I will send out a weekly announcement as a guide to the upcoming work.
- I will return assignments to you within a week with feedback and feedforward.
- I will hold our personal written or verbal communications in confidence, when required.

As a final note, I believe that the course objectives and deliverables outlined in this syllabus can be best achieved through a collaborative learning environment and effort. I will support your interest and learning by providing foundational and personal knowledge, research work, insights, and contacts from a career in private industry and research in organization development, change management, leadership, strategy, and transformation.

Good teachers don't really just teach, they also play a significant role in helping students learn and reach their desired potential. In that sense, a complementary objective of the course is to provide you with an environment that will encourage and reward your efforts while simultaneously maintaining rigorous standards that identify those who are motivated to pursue excellence in their educational journey to lead self and others to create high performance teams and organizations.

In return, you will need to display initiative and teamwork, communicate your learning objectives, and continue in the MBA program from a spirit of self-directed learning and study. By working together this will be a rewarding journey. If any things need clarification, or should special circumstances arise that require my assistance, please contact me so that we may discuss and resolve the matter in a timely fashion.

I look forward to the opportunity to get to know you during the semester. I will be glad to talk with you about any aspect of the course--or for that matter, anything that is on your mind especially as it relates to your development as an effective strategic leader – be the strategist your team and organization needs.

Wishing us a most learningful journey  
~ Dr. Patricia Malone  
231-714-7062

## **Dr. Patricia Malone**

**Transformation, Organizational Development, Strategy and Operational Excellence**



Dr. Patricia Malone is a CPA, CMA and Certified Professional Facilitator. She works primarily with organizations and individuals to help them reach their highest potential through the practices of organizational development, strategy facilitation and deployment, leadership, and operational excellence. She has served as CFO, COO, and SR Transformation leader in both small and large private equity and publicly held organizations and has collaborated with teams all over the world to develop strategy, streamline and manage business processes, facilitate, and implement lean projects, and create and manage operational excellence programs. Dr. Malone's dissertation research was focused on developing a theory and emergent framework of creating strategic capacity, which is defined as the ability of an organization or individual to obtain their vision, mission, and goals. To that end, she helps individuals and organizations create purpose and meaningful results for positive change. She earned a Doctorate in Business (DBA) from Lawrence Technological Institute, an MBA in Finance and Marketing from The Ohio State University, and a BA in Accounting and Finance from Wright State University. In her free time, she adventures with her husband of 25 years and her two children, bikes, meditates, gardens, and hikes.