



Lake Sumter  
State College

Lake Sumter State College · Business and Technologies · Strategic  
Leadership

# Financial Management FIN-3400

Spring Full Term 2024 CRN 20307 3 Credits 01/08/2024 to 04/27/2024 Modified 12/26/2023

## Class days, Location, Time

### COURSE INFO

**Instructional Method:** Traditional Online

**Start and End Dates:** Monday, January 08, 2024 to Saturday, April 27, 2024

### CLASS DETAIL

**Lead Instructor:** Clark, Jacquell

**Class Location:** Online (Textbooks: Leesburg Bookstore)

Virtual Office Hours: Monday through Thursday, 3:00 p.m. until 6:00 p.m.

## Course Description

This course introduces students to the basic concepts of finance. Major topics include the time value of money; the nature of financial markets, cost of capital, valuation of stocks and bonds, and short-term and long-term financing. Special focus is placed on developing the financial skills and competencies needed by a manager to make decisions.

### Requisites

Prerequisites: C or higher in MAN 3240 and ACG 3024

## Course Objectives

Objectives are defined as what the course will do and/or what the students will do as part of the course.

This course requires students to work individually, as well as collaboratively, in creating original assignments based on course materials as well as outside resources. By the end of this course, students will have gained knowledge and competency to do the following: 1) demonstrate an understanding of financial terms, concepts and techniques; 2) produce supporting computations which will improve/upgrade decision-making skills; 3) understand and apply financial methodologies to solve financial problems; and 4) develop fundamental skills in financial control and financial planning.

## Student Learning Outcomes

The following outcomes will be assessed in this course. An "outcome" is defined as something students take with them beyond this course. After successful completion of this course, the student will:

BAS3400.1 – Demonstrate an understanding of financial statements with respect to working capital policy, management of short-term assets and liabilities, cost of capital, capital structure, and retained earnings concepts.

BAS3400.2 – Demonstrate an understanding of financial markets and products including investment banking and financial intermediaries.

BAS3400.3 – Demonstrate an understanding of financial terms, concepts and techniques, including interest rates.

BAS3400.4 – Evaluate planning, decision-making and capital budgeting activities using various financial evaluation methods including time value of money.

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Welcome to the BAS in Strategic Leadership courses. All courses are part of the larger "whole" that make up this unique program. Please review the following three links that demonstrate the importance of the "big picture" and our goal to get you to the finish line to becoming a STRATEGIC LEADER.

Attached are:

1) [Program Learning Outcomes](#) (get\_file?file\_id=9).

2) [The BAS SL "T-Shaped Curriculum"](#) (get\_file?file\_id=6).

3) [The BAS SL Program Flowchart](#) (get\_file?file\_id=9).



## Textbooks & Other Course Materials

Click the link below for information about your course textbook:

You will need the campus location, and either your XID or the class information (ex. Spring 2022, ENC 1101, CRN 10111) to find the textbook for your class.

<https://www.lssc.edu/current-students/bookstore/> (<https://www.lssc.edu/current-students/bookstore/>).

## Textbook Required is CFIN 7th edition (with Cengage MindTap access and e-text)

Be sure to purchase the MindTap lab to go with the text. We are using the 7th edition, Beasley and Brigham, Cengage Learning, ISBN # 978-0-357-51516-7.

You will also need a calculator (a financial calculator is strongly suggested).



## Technology Requirements

This course includes an online homework and assessment manager called Cengage MindTap. Cengage MindTap is a teaching and learning platform that is proven to deliver better results for students. It empowers students by continually adapting to deliver precisely what you need, when you need it, and how you need it, so your instructional time is more engaging and effective.

When accessing Canvas and Cengage MindTap, it is important to have good internet connectivity and the proper browser. Cengage MindTap is best used with Google Chrome. Cengage MindTap will automatically communicate with Canvas. This means all your work in Cengage MindTap will automatically be downloaded into Canvas for scorekeeping. Canvas is your main system; Cengage MindTap is an auxiliary system where you will do your homework and take chapter quizzes.

*Students may be required to use word processing and Excel in addition to Cengage MindTap and Canvas.* Computers and software are available on all Lake-Sumter campuses in the libraries and the learning centers for student use. Therefore, lack of home computer access is not an acceptable reason for missing class deadlines. To ensure consistency for students, the APA 7th edition is required for all research papers.

Canvas provides technical support. If you are having problems with Canvas, you can call the Canvas Support Hotline at 1-844-803-6622. Or in Canvas, look for the Help tab and click on it. The tab should be on the left-hand side of the screen. You will be given guides that might help resolve your problem. Also, you can do a live chat with a Canvas support person who can help you solve your issue.

If you need technical support for the Cengage software, they can be reached at 800-354-9706.

It is the student's responsibility to have an alternative plan if their main computer system fails or encounters technical issues that prevent the completion of required assignments by the specified due date (i.e., complete work on-site at a campus library or learning center, have a secondary computer available, etc.).

**Computer hardware, software, and/or printer problems are not acceptable excuses for incomplete or late assignments.**

## ✓ Methods of Evaluation

Students are evaluated on a point system where points are earned through the completion of the following: discussions, possible essays, homework assignments, quizzes, extra credit, and exams.

Your grade in this course will be determined based on the percentage of total points earned. Each assignment is assigned a point value. The assignments in the course include homework and quiz sessions in Cengage MindTap and discussions, possible essays, homework, extra credit, and exams in Canvas.

## Criteria

The grading scale for this course is 90-100% = A; 80-89% = B; 70-79% = C; 60 - 69% = D; and 59% and below = F.

Type	Weight	Topic	Notes
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Type	Weight	Topic	Notes
Homework Assignments in Cengage MindTap	Different Point Values	Lab Work	With respect to homework assignments in Cengage MindTap, all homework is due on Sunday at 11:59 p.m., unless otherwise noted. No late homework is accepted for credit. Partial credit is given on questions with multiple parts. You are allowed three attempts to get the correct answer per question.
Quizzes Assigned in Cengage MindTap	20 points each	Lab Work	All quizzes assigned in Cengage MindTap are due on Sunday at 11:59 p.m., unless otherwise noted. No late quiz is accepted for credit. Quizzes are expected to be completed in one session and have a 45-minute time limit. Partial credit is given to questions with multiple parts. You are allowed two attempts to take the quiz. At the end of the quiz, you will be given only your score. You may review the results of the actual quiz questions any time after the due date. The highest quiz score will be recorded.
Canvas Assignments	Different Point Values	Canvas Work	All assignments in Canvas are due on Sunday at 11:59 p.m., unless otherwise noted. No late Canvas assignment is accepted for credit. These assignments will be graded by the instructor according to the assigned rubric, and feedback will be given no later than the week after the due date.
Canvas Exams	100 Points Each	Canvas Work	Canvas exams will be available over a five-day period and will be due on Sunday at 11:59 p.m., unless otherwise noted. No late exam is accepted for credit. The exams are expected to be completed in one session, and you have a 75-minute time limit. At the end of the exam, you will be given only your score and shown your incorrect answers. You may review the results of the actual exam questions with correct answers any time after the due date.

## Breakdown

Below is the Assignment Overview and Grade Point Breakdown. These points may vary depending on the total number of readings, homework and quiz questions finally assigned. The numbers provided are the best estimates at this time but are subject to change.

Category	Description	Points	% of Total
First Week Work	Introductory Activities	20 points	2%
Homework	Homework Assignments in Cengage	305 points	32%
Quizzes	Chapter Quizzes in Cengage	260 points	27%
Assignments	Assignment in Canvas Modules	180 points	19%
Exams	Exams (2) in Canvas Modules	200 points	20%

Category	Description	Points	% of Total
	Total Points	965 points	100%
	Extra Credit Points are available	40 Points	

## \* Instructor Policies

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### Communication:

For this course, please note that all students should use the Canvas INBOX as this is always the most secure method of contacting your instructor. As a secondary method, use Lakehawk Mail. If you use the Lakehawk system, please be sure you include an appropriate message in the subject line, including your course name or number. Your instructor will not open an email unless it is clearly marked and from someone known. If your message is about sensitive information, such as grades, be sure to use the Canvas messaging system. Your instructor will attempt to respond to student Canvas emails within 48 hours, which includes weekends. Typically, the instructor will not be available on Sunday's.

To ensure consistency in conferencing, the instructor will use Zoom for face-to-face meetings as appropriate.

### Grade Disputes:

If you wish to dispute the grade assigned on any assessment, you must do so in writing within 48 hours after the assessment has been returned. You must include a specific rationale for why your answer is correct. "The quiz or question is not fair" or "I think I deserve partial credit" does not constitute a rationale. I will respond, stating my position about the dispute. I do not get into debates with students about their grades. So, make sure you present your dispute with all the supporting evidence and precisely explain your position when submitting your dispute, because you have one chance to do so.

### Extra Credit:

Any and all extra credit available for the course is scheduled throughout the course and can be seen on the course schedule included at the end of this syllabus. That being said, do not ask for extra credit at the end of the semester in order to get that extra .24 points needed in order for your grade to make it to the next letter grade. The time to take advantage of extra credit is during the semester, always keeping the end of the semester in mind and the accumulation of total points.

## Institutional Policies & Procedures

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### Academic Integrity

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible

as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. See the [college catalog \(https://lssc.smartcatalogiq.com/2019-2020/Catalog-and-Student-Handbook/College-Policies-Procedures/Academic-Integrity\)](https://lssc.smartcatalogiq.com/2019-2020/Catalog-and-Student-Handbook/College-Policies-Procedures/Academic-Integrity) for complete statement.

## Basic Needs Statement

Any student who faces challenges securing basic needs such as food or housing and believes this may affect their performance in the course is encouraged to contact a campus dean at [deanofstudents@lssc.edu \(mailto:deanofstudents@lssc.edu\)](mailto:deanofstudents@lssc.edu). The deans will then be able to share any resources at their disposal.

## Course Content

- All LSSC students will be exposed to a learning environment promoting the open exchange of ideas.
- LSSC course content is presented on an adult level and classroom discussions require a mature understanding of divergent viewpoints and the ability to think analytically. Courses will not be modified to accommodate variations in student age and/or maturity.
- This course will be presented objectively and is not presented to espouse, promote, advance, inculcate, or compel any individual to adopt as a belief any of the subjects of the discussion that may be construed as concepts constituting discrimination based on race, color, sex, or national origin as provided by Florida law. Please note that I do not endorse such concepts but present them for academic discussion and consideration. The law does not prohibit discussion of such concepts in an objective manner and without endorsement. Should a student feel uncomfortable with how course content is presented or discussed, please contact the instructor for further conversation.

## Important Information for Students with Disabilities

Any student with a documented disability who requires assistance or academic accommodations should contact the Student Accessibility Services immediately to discuss eligibility. The Student Accessibility Services (SAS) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about SAS and potential services can be found at [Student Accessibility Services \(https://www.lssc.edu/current-students/student-accessibility-services/\)](https://www.lssc.edu/current-students/student-accessibility-services/).

## Initial Attendance

Initial attendance is recorded based on being present in class and/or submitting an assigned academic related activity during the first two weeks of the course. If marked as not attending during this period, the student will be financially responsible for the course and Financial Aid and Veteran benefits may be decreased. Students who are reported as not attending will remain in the class (PRO 3-05).

## LSSC Safety Statement

Lake-Sumter State College values the safety of all campus community members. **If you have an emergency, call 911.** Otherwise, to report a concern, suspicious activity, or to request a courtesy escort, call Campus Safety:

(352) 516-3795 Leesburg

(352) 536-2143 South Lake

(352) 303-7296 Sumter

LSSC also has a free safety app, **Lake-Sumter Safe** that is available for download. You will receive important emergency alerts and safety messages regarding campus safety via LSSC Alert. You are opted into this system when you become an LSSC student. For more information regarding safety and to view available resources, visit the [Campus Safety \(https://www.lssc.edu/safety/\)](https://www.lssc.edu/safety/) web page.

## Privacy Policy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of a student's education records. In order for your information to be released, a form must be signed and, in your records, located in the Admissions/Registrar's Office.

## Syllabus Disclaimer

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to students. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques with notification to students.

## Syllabus Statement

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a college course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member, and invited guest speakers is **prohibited**. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the LSSC Student Code of Conduct.

# Zero-Tolerance for Violence Statement

Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

## Withdrawal

Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

## Student Assessment

Students will be evaluated using methods such as essays, tests, quizzes, assignments, discussions, oral presentations, and projects.

## Withdrawal Deadline

**Add Date:** Sunday, January 14, 2024

**Drop Date:** Sunday, January 14, 2024

**Withdrawal Date:** Monday, March 25, 2024

## Class Calendar

Week	Begins	Chapter and Assignments	Items Due
1	1/08/24	<p><u>Introductory Assignments</u></p> <p>Update Profile, Set notification preferences, Introduce Yourself in Discussions, Complete Student Orientation Quiz, and watch the MindTap Course Orientation Video</p> <p><u>Chapter 1 – An Overview of Managerial Finance</u></p> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 1 Assignment under the Apply It Section – 25 Points</li> <li>• Complete MindTap Chapter 1 Quiz under the Read Section – 20 Points</li> </ul>	<p>Due Canvas 1/14/24 - 20 Points</p> <p>Due MindTap 1/14/24 – 45 Points</p>



Week	Begins	Chapter and Assignments	Items Due
2	1/15/24	<u>Chapter 2 – Analysis of Financial Statements</u> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 2 Assignment under the Apply It Section – 39 Points</li> <li>• Complete MindTap Chapter 2 Quiz under the Read Section – 20 Points</li> <li>• Complete Computron Discussion in Canvas – 25 Points</li> </ul> <p><b>This Canvas Assignment is recommended for consideration as a submission for your Portfolio !!!</b></p>	<p>Due MindTap 1/21/24 – 59 Points</p> <p>Due Canvas 1/21/24– 25 Points</p>
3	1/22/24	<u>Chapter 3 – The Financial Environment: Markets, Institutions, and Investment Banking</u> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 3 Assignment under the Apply It Section – 17 Points</li> <li>• Complete MindTap Chapter 3 Quiz under the Read Section – 20 Points</li> <li>• Complete Canvas Extra Credit Opportunity - Flotation Costs – 10 Possible Points</li> </ul>	<p>Due MindTap 1/28/24 – 37 Points</p> <p>Due Canvas 1/28/24 – 10 Possible Points</p>
4	1/29/24	<u>Chapter 4 – Time Value of Money.</u> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 4 Assignment under the Apply It Section – 45 Points</li> <li>• Complete MindTap Chapter 4 Quiz under the Read Section – 20 Points</li> <li>• Complete Canvas Extra Credit Opportunity - Calculate Annual Rate of Return – 10 Possible Points</li> </ul>	<p>Due MindTap 2/04/24 – 65 Points</p> <p>Due Canvas 2/04/24 – 10 Possible Points</p>
5	2/05/24	<u>Chapter 5 – Cost of Money_(Interest Rates).</u> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 5 Assignment under the Apply It Section – 22 Points</li> <li>• Complete MindTap Chapter 5 Quiz under the Read Section – 20 Points</li> <li>• Complete Canvas Assignment - Ethical Dilemma - Unadvertised Special – 25 Points</li> </ul>	<p>Due MindTap 2/11/24 – 42 Points</p> <p>Due Canvas 2/11/24 – 25 Points</p>

Week	Begins	Chapter and Assignments	Items Due
6	2/12/24	<u>Chapter 6 – Bonds (Debt) Characteristics and Valuation</u> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 6 Assignment under the Apply It Section – 33 Points</li> <li>• Complete MindTap Chapter 6 Quiz under the Read Section – 20 Points</li> <li>• Complete Canvas Assignment - Bond Calculations – 25 Points</li> </ul>	Due MindTap 2/18/24 – 53 Points  Due Canvas 2/18/24 – 25 Points
7	2/19/24	<u>Chapter 7 – Stocks (Equity) Characteristics and Valuation</u> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 7 Assignment under the Apply It Section – 16 Points</li> <li>• Complete MindTap Chapter 7 Quiz under the Read Section – 20 Points</li> <li>• Complete Canvas Assignment - Various Calculations Review – 15 Points</li> </ul> <p style="text-align: center;"><b>Mid-Term Exam – in Canvas</b></p>	Due MindTap 2/25/24 – 36 Points  Due Canvas 2/25/24 – 15 Points  <b>Mid-Term Exam – Opens on 2/21/24 and is Due on 2/25/24 – 100 Points</b>
8	2/26/24	<u>Chapter 9 – Capital Budgeting Techniques</u> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 9 Assignment under the Apply It Section – 23 Points</li> <li>• Complete MindTap Chapter 9 Quiz under the Read Section – 20 Points</li> <li>• Complete Post Exam Reflection Assignment – 10 Points</li> </ul>	Due MindTap 3/03/24 – 43 Points  Due Canvas 3/03/24 – 10 Points
9	3/04/24	<u>Chapter 10 – Project Cash Flows and Risk</u> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 10 Assignment under the Apply It Section – 19 Points</li> <li>• Complete MindTap Chapter 10 Quiz under the Read Section – 20 Points</li> <li>• Complete Canvas Assignment - Project Cash Flows – 20 Points</li> </ul> <p style="text-align: center;"><b>This Canvas Assignment is recommended for consideration as a submission for your Portfolio !!!</b></p>	Due MindTap 3/10/24 – 39 Points  Due Canvas 3/10/24 – 20 Points
	3/11/24 - 3/17/24	<u>No classes and no assignments. This is Spring Break.</u>	

Week	Begins	Chapter and Assignments	Items Due
10	3/18/24	<p><u>Chapter 11 – The Cost of Capital</u></p> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 11 Assignment under the Apply It Section – 23 Points</li> <li>• Complete MindTap Chapter 11 Quiz under the Read Section – 20 Points</li> <li>• Complete Coleman Discussion in Canvas – 25 Points</li> </ul> <p><b>This Canvas Assignment is recommended for consideration as a submission for your Portfolio !!!</b></p>	<p>Due MindTap 3/24/24 – 43 Points</p> <p>Due Canvas 3/24/24 – 25 Points</p>
11	3/25/24	<p><u>3/25/24 - Last day for withdrawal</u></p> <p><u>Chapter 12 – Capital Structure</u></p> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 12 Assignment under the Apply It Section – 20 Points</li> <li>• Complete MindTap Chapter 12 Quiz under the Read Section – 20 Points</li> <li>• Complete Canvas Assignment - Capital Structure Calculations – 15 Points</li> <li>• Complete Canvas Extra Credit Opportunity - Capital Structure – 20 Possible Points</li> </ul>	<p>Due MindTap 3/31/24 – 40 Points</p> <p>Due Canvas 3/31/24 – 15 Points</p> <p>Due Canvas 3/31/24 – 20 possible points</p>
12	4/01/24	<p><u>Chapter 13 – Distribution of Retained Earnings: Dividends and Stock Repurchases</u></p> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 13 Assignment under the Apply It Section – 12 Points</li> <li>• Complete MindTap Chapter 13 Quiz under the Read Section – 20 Points</li> </ul>	<p>Due MindTap 4/07/24 – 32 Points</p>
13	4/08/24	<p><u>Chapter 14 – Managing Short-term Financing</u></p> <ul style="list-style-type: none"> <li>• Complete MindTap Chapter 14 Assignment under the Apply It Section – 11 Points</li> <li>• Complete MindTap Chapter 14 Quiz under the Read Section – 20 Points</li> <li>• Complete Canvas Assignment - Cash Conversion Cycle – 20 Points</li> </ul>	<p>Due MindTap 4/14/24 – 31 Points</p> <p>Due Canvas 4/14/24 – 20 Points</p>

Week	Begins	Chapter and Assignments	Items Due
14	4/15/24	<u>Final Exam – in Canvas</u>  • Available over a <b>five-day</b> window	Final Exam - Opens Wednesday 4/17/24 and is Due on <u>Sunday 4/21/24</u> – 100 Pts