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COURSE SYLLABUS

Term: Fall 2016 (2016-1)

Course: BSMT 440A: Financial Management

Instructor Information:		
Instructor Name	George F. Grzesiowski (Mr. G) MBA/ABD/CPA Professor and Program Director for Accounting	
Office Number:	516	
Phone Number:	219-473-4283 (Office) Cell: 219-716-5002 (Best)	
Email:	ggrzesiowski@ccsj.edu	
Hours Available:	Monday	7:00 AM– 8:30 AM 3:00 PM – 8:00 PM
	Wednesday.	7:00 AM – 8:30 AM 3:00 PM – 7:00 PM
	Or, by appointment	
Instructor Background: See Autobiography posted in Blackboard		

Course Information:	
Course Time:	Mondays/Wednesdays 12:00 – 1:30 PM
Classroom:	Room 205
Prerequisites:	BSMT 300 or ACCT 210/211
Required Books and Materials:	<u>Foundations of Financial Management</u> , Block/Hirt/Danielson, 15 th ed. Irwin, McGraw Hill, 2014. ISBN 9781259194078 (Pocket Calculator.)
Learning Outcomes/ Competencies: Students in this course will:	
<ol style="list-style-type: none"> Describe the nature of the finance function and the role of the financial manager in the attainment of the goal of maximization of shareholder wealth. Explain the relationships of the internal and external financial environment in regard to the risk/return impact of the decision making process. 	

3. Evaluate the financial strength and weaknesses of a business by applying ratio analysis..
4. Understand the principles and theories of working capital management.
5. Evaluate capital budgeting decisions by applying NPV, IRR, PI, and payback methods.
6. Analyze situations involving the time value of money as it relates to the present value of a cash payment and the future value of existing funds.
7. Explain the elements of long and short term financing and the process of evaluating the elements of the cost of capital.
8. Demonstrate proficiency in financial management by applying techniques to case studies.

Course Description:

The content of this course covers actual analysis of financial problems involved in the formation management of organizations, especially businesses. The course includes study of the financial aspects of promotion, securing of capital, effective utilization of funds, capitalization, dividend policies, financial analysis, current financing, bankruptcy and related issues

Learning Strategies:

The course is supported by a blackboard site. All PowerPoint presentations, demo problems, and assignment solutions will be posted on blackboard. Grades will be posted on blackboard. Questions concerning assignments or course requirements can also be posted on this site.

Open Door Policy

Since your learning is my primary concern, it is imperative that anything preventing you from learning be discussed. Please feel free to make an appointment with me or call/text my cell # so that I can help you keep on track.

Experiential Learning Opportunities:

Students will complete three comprehensive problems. These are business simulations where the student is required to apply finance tools and techniques for selected businesses.

Assessments:

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Major Assignments:	Chapter Quizzes (15 @ 10 Each)	150 points	30%
	Homework Problems (38 @ 5 Each)	190 points	38%
	Comprehensive Problems (3)	<u>160 points</u>	27%
	Total	<u>500 points</u>	100%
Class Participation	Attendance in class is an important priority. Finance is a course that continues to build on the knowledge gained. It is not possible to understand and grasp the fundamentals being taught in later chapters unless the earlier chapters have been mastered. Missing classes will impede your progress.		

Grading Scale

Grade	Percent	Points
A	92-100	460-500
A-	90-91	450-459
B+	88-89	440-449
B	82-87	410-439
B-	80-81	400-409
C+	78-79	390-399
C	72-77	360-389
C-	70-71	350-359
D+	68-69	340-349
D	62-67	310-339
D-	60-61	300-309
F	59 and below	299 & below

Course Schedule:

Class Date	Assignments	Class Discussion/Activities
Week 1: M 9/5 W 9/7	Labor Day Holiday (No Class) Introduction to Course Chapter 1 Finance	Overview of course & Expectations Introductions
Week 2: M 9/12 W 9/14	Chapter 2 Review of Accounting	Chapter 1 quiz: Blackboard Review key accounting concepts Chapter 2 in-class demo problems
Week 3: M 9/19 W 9/21	Chapter 3 Financial Analysis	Chapter 2 Quiz: Blackboard Review chapter 2 assignments Overview of financial analysis Chapter 3 in-class demo problems
Week 4: M 9/26 W 9/28	Chapter 4 Financial Forecasting	Chapter 3 Quiz: Blackboard Review chapter 3 assignments Overview of forecasting Chapter 4 in-class demo problems
Week 5: M 10/3 W 10/5	Chapter 5 Operating and Financial Leverage No on-site class (W 10/5) - Work on Blackboard	Chapter 4 Quiz: Blackboard Review Chapter 4 Assignments Overview of leverage Chapter 5 in-class problems
Week 6: M 10/10 W 10/12	Chapter 6 Working Capital and Financing	Chapter 5 Quiz: Blackboard Review chapter 5 assignments Overview of working capital

		Chapter 6 in-class demo problems. Assign Comprehensive 1
Week 7: M 10/17 W 10/19	Chapter 7 Current Asset Management	Chapter 6 Quiz: Blackboard Overview of CA management Chapter 7 in-class demo problems. Comprehensive Problem 1 Due 10/19
Week 8: M 10/24 W 10/26	Chapter 8 Sources of Short Term Financing	Chapter 7 Quiz: Blackboard Review Chapter 7 assignments Overview of short term financing Chapter 8 in-class problems
Week 9: M 10/31 W 11/2	Chapter 9 Time Value of Money	Chapter 8 Quiz Review chapter 8 assignments Overview of time-value concept Chapter 9 in-class problems
Week 10: M 11/7 W 11/9	Chapter 10 Valuation and Rates of Return	Chapter 9 Quiz Review Chapter 9 assignments Overview of valuation methods Chapter 10 in-class demo problems
Week 11: M 11/14 W 11/16	Chapter 11 cost of Capital	Chapter 10 Quiz: Blackboard Review chapter 10 assignment Overview of cost of capital calculation Assign Comprehensive 2
Week 12: M 11/21 W 11/23	Chapter 12 The Capital Budgeting Decision	Chapter 11 Quiz: Blackboard Review Chapter 11 assignment. Overview of capital budgeting methods Chapter 12 in-class demo problems Comprehensive #2 due (W 11/23) Assign Comprehensive #3
Week 13: M 11/28 W 11/30	Chapter 13 Risk and Capital Budgeting	Chapter 12 Quiz: Blackboard Review chapter 12 assignment

		Chapter 13 in-class problems Comprehensive #3 due 11/30
Week 14: M 12/5 W 12/7	Chapter 14 Capital Market Chapter 15 Investment Banking	Chapter 13 Quiz: Blackboard Review chapter 13 assignment Chapter 15 in-class problems
Week 15: Finals Week	No on-site class - Chapter 14 & 15 quizzes and chapter 15 assignments due by 12/14	Chapter 14 & 15 Quiz: Blackboard Post Chapter 15 assignment

I reserve the right to change this schedule to meet the needs of the class.

Responsibilities	
Attending Class	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work on the day it is due. Assignments will be assessed a 50% penalty. After one week late the penalty is 100%. Excel templates are available for chapter problems through Course Documents in blackboard. Download, solve and save each template and submit your saved file using Assignments via blackboard. The three comprehensive problems do not have templates and can also be submitted through Assignments in blackboard or submitted in class.
Quizzes:	Chapter quizzes are available in Blackboard for each chapter. Access the chapter quizzes through Course Documents .
Classroom Behavior & Using Electronic Devices	Students are expected to treat the instructor and fellow students with respect and courtesy at all times. This means giving your full attention. No private conversations, no catching up on homework assignments, no naps. Electronic devices can only be used in class for course-related purposes.

	If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.
Participating in Class	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
CCSJ Alerts:	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p>Internet: http://www.ccsj.edu Radio: WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78 TV Channels: 2, 5, 7, 9, 32</p>

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.

4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.