

Course Syllabus: BUS 5310 Financial Management, 3 graduate credits   
Fall term 2013

**Instructor Name and UVa Email Contact Information:**Professor Jennifer Harris

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**Class Description (Use the SIS 400 characters from catalog description):**This objective of this course is to provide the student with an overview of the fundamental principles and practices of financial management, as viewed primarily from the standpoint of the business firm and the investor. Most of the class time is devoted to the student's acquisition of a working knowledge of basic financial theory, financial formulas, and application of this financial knowledge to the solution of typical quantitative financial problems. Written financial research reports, integrative questions, quantitative financial problems, asynchronous group discussions, and examinations are provided to give the student the necessary skills and confidence to demonstrate proficiency in the understanding and application of financial theory.

The course provides a basic comprehensive overview of the management of finance and investments. The basic elements of financial management are presented using an internet delivery form. This course incorporates regular text study, internet readings, assigned quantitative financial exercises, asynchronous group discussions, and on-line examinations. The flow of the financial topics provides a logical progression starting with the basic theories of finance, and then applying more advanced concepts, formulas and quantitative financial techniques all designed to buildup to the solution of increasingly complex financial problems. A large portion of the course is devoted to the application of financial theory and developed financial formulas to solve specific quantitative financial problems. The student is expected to be well-versed in college level algebra and graphical analysis, and to have some exposure to basic statistics.

**Learning Outcomes:**The major subject matter covered in this introductory finance course is listed below :

* The financial marketplace
* The measurement and evaluation of financial performance
* The time value of money concept
* The risk versus return concept
* Investment securities - Stocks and Bonds
* Capital budgeting theory and application
* The Firm's cost of capital
* Financial leverage
* Working capital
* International finance
* Internet commerce

**Assessment Components: Please specify types of assignments, tests, papers, and projects that will be assigned.**Financial Management BUS-5310 includes four (4) graded assignments that will be administered throughout the course of study. The weight and type of graded exercise is shown below:

1. 20% of grade On-line Midterm Examination
2. 15% of grade Group Written Financial Research Report
3. 20% of grade Graded Discussions
4. 20% of grade Homework
5. 25% of grade Final Examination

**Required Text (include ISBN, specific edition)**

**Financial Management: Principles and Applications**, by Titman, Keown, and Martin, Prentice Hall, Eleventh Edition, 2010.  ISBN: 0132340356 (students do **not** need the My Finance Lab package)

**Required Additional Resources and Technical Components**

Other suggested, but not required, sources for collateral reading and research are the Washington Post Financial Section and the Wall Street Journal. The instructor will also share with the class pertinent articles from these and other sources.  In addition, the Basic Financial Management textbook contains a companion website which provides a valuable internet supplement to the basic text. This Website can be found on the internet under PHLIP (Prentice Hall Learning on the Internet Partnership) at [http://www.prenhall.com/Titman,](http://www.prenhall.com/keown,) and will be used throughout the course.

**Other Class Expectations (for Classroom/Internet and Web-Based classes, specify any live (synchronous) meetings dates, times, delivery mode)**

This class meets entirely online

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| Class Instruction | Access: UVA Collab: <https://collab.itc.virginia.edu/portal>  Student Technical Requirements:   * UVA Computing IDs and Passwords * Internet Explorer (7.0 or above) or * Mozilla Firefox Headset/Mic: Recommended Logitech Headset with USB   Clearly state the types of instruction, activities, and expectations that will be administered as part of instruction |
| Class Requirements: | **Midterm On line Examination**  The purpose of the Midterm examination is to test the student's ability to apply the financial concepts and formulas presented in the course subject matter to the solution of typical real world quantitative financial problems. The Midterm examination will cover the material in Chapters 1-8 and consist of four (4) quantitative financial problems similar to those assigned by the instructor in the weekly unit courses of study and one (1) essay question concerning one or more financial theories and applications, including internet commerce.  The midterm exam is to be submitted for grading by the end of the assigned week. If you chose to use attached files as a means of submitting your examination, all files must be submitted in either "Microsoft Word," "Microsoft Excel", "Rich Text", or "Plain Text" formats. Also, any work submitted in Microsoft Word/Excel format can not include any macros in the program as this presents a potential danger of virus transmission. My computer is set to automatically disable any macro files before opening the file.  The Midterm Exam will be issued on line Monday and is due not later than midnight the following Sunday. Each Midterm exam submittal will be graded using the standard course grading system as discussed below in the "Course Grade Section." Midterm examinations received after the due date will have one letter grade subtracted from the earned exercise grade for each day of lateness. Midterms received more than week late will not be graded and will receive an automatic F grade.  **Group Written Assignment**  This course requires one written research assignment. The purpose of this written assignment is to test the student's ability to gather, analyze and apply financial concepts and formulas to the data of a real company. The Course Written Assignment will be issued online in an early week of the course (no later than week 3) and will be due according to the syllabus, generally in Course Week 12, to be received no later than the assigned due date. Please check the syllabus schedule for specific due dates. The written assignment will be in the form of an executive level financial report that is to be submitted to the Chief Financial Officer. The financial report will be based on the material covered in chapters 1-13 in the main text and the covered chapters of the internet commerce text and will be no longer than six (6) typed, single-spaced pages plus supporting enclosures. The written assignment is to be submitted for grading as specified in the instructions at time of issue. The report will be graded using the standard course grading system as discussed below in the "Course Grade Structure" below. Written assignments received up to one week late will have one letter grade subtracted from the earned exercise grade for each day of lateness. Written assignments received more than one week late will not be accepted and will receive an F grade.  **Homework**  Homework problems will be assigned each week. However, you will only need to submit selected problems for grading. Be assured that complete solutions for all homework problems (graded or not) will be posted for your review.  **Graded Group Conference Participation**  Throughout the course, in selected weeks, there will be a graded discussion. To earn full points in these discussions, post your reply and respond to the posting of another student, further, you must post on two different days of the week. For example, you could reply to the main question on Tuesday and then reply to another student’s post on Friday. This sequence of posts would meet both requirements (number of posts and number of days).  **Final Examination**  There will be a final examination in the last week of the course. The purpose of the Final Examination is to test the student's ability to apply the quantitative and qualitative financial concepts and formulas presented in the course. The Final Exam will cover all the material presented in the course and will consist of four (4) quantified financial problems and one or two short Financial Report or essays. The report/essay will be designed to allow you to integrate your knowledge of varied financial and internet concepts. As the purpose of this course is to teach financial theory and application, the Final Exam will be "open book" with financial calculator and notes allowed. |
| Evaluation Standards | Financial Management BUS-5310 includes four (4) graded assignments that will be administered throughout the course of study. The weight and type of graded exercise is shown below:   1. 20% of grade On-line Midterm Examination 2. 15% of grade Group Written Financial Research Report 3. 20% of grade Graded Discussions 4. 20% of grade Homework 5. 25% of grade Final Examination   The midterm and final exams will each include four quantitative problems that will be graded based on how close the student’s work achieves the correct solution. Partial credit will be given for work using the correct formulas. The midterm includes one essay question while the final includes two essay questions. These questions will be graded on the degree to which the student describes the various financial theories that apply to the situation provided.  The homework assignments will be graded based on how close the student’s work achieves the correct solution. Partial credit will be given for work using the correct formulas.  Discussions will be graded on the level and quality of participation. For full credit, the student would post two quality comments to the discussion over two days of the week. Quality comments are those that further the discussion by adding a new idea or thought. Both comments can be responses to other students as our goal is a quality discussion. |
| Class Schedule | The UVaCollab site for this course includes the syllabus, resources, assignments, and evaluations. For each week, the course materials include a “to do list” that will guide you through what needs to be accomplished that week. The course also includes a midterm and a final that will be available through the UVaCollab site as well.  The following information outlines the routine conduct and flow of this course. The BUS531 Financial Management course will be conducted in weekly unit segments in accordance with the schedule. The Class Week is the basic unit of instruction. It is important for overall class interaction and to maximize the learning opportunity that all students stay current with each week's activity. Exactly when you accomplish your tasks within each Unit (course week) is up to you, but you are expected to remain current at the end of each Unit of instruction.  The normal Unit of instruction will begin each Monday and will end the following Sunday night. Each Monday I will open a new Unit course of study in our course site on UVaCollab. A typical unit course of study will include the following discrete activities:   1. To Do List ----------------- A listing of the required readings and assignments for the week 2. Mini-Lecture(s) ----------- Additional or supplementary instructor presentations 3. Homework Problems ------- Problems to be completed to be ready for the midterm and final; only selected problems will be turned in that week, if any 4. Threaded Discussion ---- A Unit asynchronous interactive conference (included in some, but not all weeks)   One additional, ungraded asynchronous threaded discussion above the first week’s unit will be available each week to facilitate class communication between the students, and between the students and the instructor. This open conference discussion is intended to allow students to work together, ask and answer questions, exchange information on each week's course of material, and, of course, to directly ask the instructor any questions that the student may have. If you wish to specifically address a question to me in this forum, please make sure to include my name in the question. As an illustrative example--"Prof Harris - how do you spell finance?"  Throughout the course, in selected weeks, there will be a graded discussion. To earn full points in these discussions, post your reply and respond to the posting of another student, further, you must post on two different days of the week. For example, you could reply to the main question on Tuesday and then reply to another student’s post on Friday. This sequence of posts would meet both requirements (number of posts and number of days).  In appropriate course weeks, the routine instruction unit cycle will be modified to allow, respectfully, for concentration on the on-line Midterm Examination and inclusion of a final course review in preparation for the Final Examination. |
| Communication | The communication in the course will occur through the discussions provided in the class. The graded discussions will relate directly to the topics being studied that week and should remain focused on that topic. I will respond to various comments throughout the week to keep the conversation on topic, introduce related issues, and to provide additional outside resources on the topic. I will not respond to each comment as this is to be a discussion among everyone. I do read all comments posted to the discussions.  There will also be a non-graded discussion available where students can ask questions about the course, homework problems, or expectations. I will respond within 48 hours, and usually within 24 hours.  Students can also email me and I will respond within 48 hours, but generally within 24 hours. Students may prefer email to discuss more personal concerns. |
| Assignments | All student assignments will be listed in the “to do” list provided at the top of each week’s conference. |
| Resources | Resources will be provided throughout the discussions and will also be available in “course content” section of Collab. |
| Gradebook | The gradebook will be used to reflect all grades earned in the course. Feedback will also be provided through the gradebook for each assignment, including discussions. |
| Technical Support | * Login/Password: [scpshelpdesk@virginia.edu](mailto:scpshelpdesk@virginia.edu) * UVaCollab: [collab-support@virginia.edu](mailto:collab-support@virginia.edu) * BbCollaborate (Elluminate) Support: [idtteam@virginia.edu](mailto:scpshelpdesk@virginia.edu)   or <http://support.blackboardcollaborate.com> |
|  | **University of Virginia Honor Code:** All work should be pledged in the spirit of the Honor System of the University of Virginia.The instructor will indicate which assignments and activities are to be done individually and which permit collaboration. The following pledge should be written out at the end of all quizzes, examinations, individual assignments and papers: “I pledge that I have neither given nor received help on this examination (quiz, assignment, etc.)”. The pledge should be signed by the student. Students should refer to the University Graduate Record (pages 36 & 37) for more information concerning the Honor Code. **You must also attach the university honor council statement.**  **Special Needs:** If you are a student with special needs you should let the instructor know within the first week of class. Written documentation will be required. You should also visit the following website to review your rights and responsibilities as a student (<http://www.virginia.edu/vpsa/rights.html>) and the following website for the Learning Needs and Evaluation Center (<http://www.virginia.edu/studenthealth/lnec/>).  **Purpose Statement:** The central purpose of the University of Virginia is to enrich the mind by stimulating and sustaining a spirit of free inquiry directed to understanding the nature of the universe and the role of mankind in it. Activities designed to quicken, discipline, and enlarge the intellectual and creative capacities, as well as the aesthetic and ethical awareness, of the members of the University and to record, preserve, and disseminate the results of intellectual discovery and creative endeavor serve this purpose. In fulfilling it, the University places the highest priority on achieving eminence as a center of higher learning.  **Content and Discourse in Professional Education Courses (Classes):** Study of the role of public schools in society, including the content of the PreK-12 curriculum, raises complex issues about which thoughtful people may disagree. Students are expected to discuss issues respectfully and to honor differing points of view. The University and its School of Continuing and Professional Studies do not discriminate in any of their programs, procedures, or practices against any person on the basis of age, citizenship, color, handicap, national origin, political affiliation, race, religion, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. The University operates equal opportunity and affirmative action programs for faculty, staff, and students. The University of Virginia is an Equal Opportunity/Affirmative Action Employer. Any applicant for admission or employment, or any student who feels discriminated against should contact the University’s Office of Equal Opportunity Programs (EOP) at Poe Alley, West Lawn, Charlottesville,Virginia , 22903.  **FERPA**  Academic Policy  –<http://www.virginia.edu/registrar/privacy.html>  Family Educational Rights & Privacy Act (FERPA)  Annual Notification  Students attending, or who have attended, the University of Virginia are given certain rights under the Family Educational Rights and Privacy Act of 1974 as amended (20 U.S.C. 1232g) and Rules of the Department of Education (34 C.F.R. Part 99) implementing this Act. |