

UPPER IOWA UNIVERSITY
Independent Study Program

BA 341-09 Corporate Financial Management

COURSE DESCRIPTION:

An exploration of instruments, policies and institutions involved in financing the business firm; the administration of these funds; and the distribution of profits. Prerequisites BA 202. Successful completion of BA 211, BA 212, and MATH 105 is recommended. Three semester credits.

COURSE OBJECTIVES:

The objective of this course is to:

1. Identify key financial terminology and beginning concepts
2. Interpret financial statements and perform financial analysis
3. Calculate cash flows
4. Demonstrate budget process
5. Evaluate risk management and rate of return
6. Make capital, financial, and budget decisions using basic concepts
7. Explain the concept of time value of money
8. Recognize the purpose of the four categories of ratios for financial analysis and apply one from each category.

SKILLS:

This course addresses a goal in the following majors: Accounting, Business Administration, Finance, Human Resources Management, Management, Marketing, and Technical and Information Management.

MAJOR GOALS: Explain the principles of finance and their application in a variety of business settings.

REQUIRED COURSE MATERIALS:

1. Text: Foundations of Financial Management, Thirteenth Edition, 2009, Block
2. Syllabus

You may purchase your textbook through MBS Direct by calling their toll free number at: 800-325-3252 or through the UIU homepage: www.uiu.edu. Click on the link for current students then select order textbooks from the options in the left hand column. Follow the link and select Independent Study for your location.

WRITING PROFICIENCY:

It is recommended that all papers and research are done in the APA style. We expect appropriate writing skills of proper grammar, punctuation, sentence structure, paragraph development, and logical sequence of thought in all written work, and exams.

It is recommended that all students purchase the APA guide/manual listed on the UIU website. *Publication Manual of the American Psychological Association*. \$27.00 new.

CITATION:

Encyclopedias of any kind, including the very popular Wikipedia, are not primary sources and should not be cited or used in constructing academic papers at the graduate or undergraduate level. They can, however, be useful to help gather some background information and to point the way to more reliable sources.

OTHER HELPFUL WEBSITES:

Research and Writing: <http://owl.english.purdue.edu/> . Contains tips on how to write a research paper.

Bartleby.com: www.bartleby.com/reference. This site has excellent references, such as *American Heritage Dictionary*, *Roget's Thesaurus*, *Elements of Style* and *Bartlett's Quotations*.

Britannica.com: www.britannica.com. Plug in any subject, get articles and related Web sites.

Google: www.google.com. This site is a great all-purpose search engine on the Web.

The Internet Public Library: www.ipl.org. A great site to start research and has reference, newspaper, and magazine links. Also contains archives of academic papers and tutorials on how to improve writing.

COURSE OVERVIEW:

This course surveys the planning, use and control of an organizations immediate and future financial. The financial manager is concerned with: the receipt and disbursement of funds; forecasting revenues and expenditures; credit; analysis of risk and return; sale and purchase of stocks, bonds and other instruments; capital budgeting plans; dividend policy; mergers and acquisitions; and other functions – internal and external, and in a global context. “Maximizing” the “value” of the organization and wealth of owners, while balancing the interests and demands of diverse stakeholders (employees, community, government, etc.) are important facets of the financial manager’s job.

My goal is to help you learn financial management; your duty is to work to learn. If you have a question that you cannot answer, or are having trouble with the concept of the content of the course, I encourage you to contact me. The easiest way to do so is by e-mail, and I try to return e-mail correspondence within two days. You may also reach me at any of the phone

numbers given above. Such contact will not affect your grade, and may help you understand and learn the concepts of this course.

EXAMINATIONS:

The mid-term exam will cover only the information covered in the first two units. The final will cover only the information covered in the last two units. Exams will consist of 10 multiple-choice questions, and six or seven problems. You may use books, calculators, notes, and corrected units during the test. Time allotted time is three hours for each test.

NOTE: In order to pass this course, you must get a passing grade (“D” or better), on at least one of the exams and have enough cumulative points to earn a passing grade.

COMPOSITION OF GRADE:

This course consists of four units of instruction, plus two exams. Each unit will be worth a total of 50 points, and are included with your student packet. Each test is worth 100 points and must be completed in the presence of a proctor. Total score at the end of the course will determine your grade as follows:

Letter Grade	Percentage	Points Needed	Letter Grade	Percentage	Points Needed
A	100 - 93%	465 - 500	C	77 - 72%	360 - 389
A-	92 - 90%	450 - 464	C-	71 - 70%	350 - 359
B+	89 - 88%	440 - 449	D+	69 - 68%	340 - 349
B	87 - 82%	410 - 439	D	67 - 62%	310 - 339
B-	81 - 80%	400 - 409	D-	61 - 60%	300 - 309
C+	79 - 78%	390 - 399	F	59 - 0%	0 - 299

A= Clearly stands out as an excellent performer.

Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

Example:

“A” work should be of such a nature that it could be put on reserve for all students to review and emulate. The “A” student is, in fact, an example for others to follow.

A - = Stands out as an excellent performer.

Has sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines; anticipates next steps in progression of ideas.

Example:

“A-” work should be of such a nature that it might be put on reserve for other students but with

reservations; an “A-” should be considered a very high grade.

B+ = Grasps subject matter at a level considered to be very good.

Participates consistently in class discussion. Writes very well. In on-ground environments, speaks very well. Accomplishes much more than the minimum requirements. Produces consistently high quality work.

Example: “B+” work indicates a very high quality of performance and is given in recognition for solid work; a “B+” should be considered a high grade.

B = Grasps subject matter at a level considered to be good.

Participates actively in class discussion. Writes well. In on-ground environments, speaks well. Accomplishes more than the minimum requirements. Produces high quality work. This is the minimum passing grade for graduate work.

Example: “B” work indicates a high quality of performance and is given in recognition for solid work; a “B” should be considered a very good grade.

B - = Often grasps subject matter at a level considered to be good.

Often participates in class discussion. Often well. In on-ground environments, speaks well. Accomplishes more than the minimum requirements. Usually, but not always, produces high quality work.

Example: “B-” work indicates very good performance and is given in recognition for usually solid work; a “B-” should be considered a good grade.

C+ = Demonstrates a just more than satisfactory comprehension of the subject matter.

Accomplishes all of the minimum requirements, and displays above average initiative. Communicates orally and in writing at an above average level for a college student. Has an understanding of all basic concepts.

Example: “C+” work represents above average work. A student receiving a “C+” has more than met the requirements, including deadlines, of the course.

C= Demonstrates a satisfactory comprehension of the subject matter.

Accomplishes only the minimum requirements, and displays little or no initiative. Communicates orally (on-ground environments) and in writing at an acceptable level for a college student. Has an acceptable understanding of all basic concepts.

Example: “C” work represents average work. A student receiving a “C” has met the requirements, including deadlines, of the course.

C - = Demonstrates a barely satisfactory comprehension of the subject matter.

Accomplishes only the minimum requirements, and displays less than average initiative. Communicates orally and in writing at a barely acceptable level for a college student. Has a marginal understanding of all basic concepts.

Example: “C-” work represents below average work. A student receiving a “C-” has barely met the requirements, including deadlines, of the course.

D+=Quality and quantity of work is below average, but verging on acceptable.

Accomplishes the most basic requirements of the course with skill that approaches the acceptable level.

Example: “D+” work is passing and approaches, but does not meet the average expectations.

D= Quality and quantity of work is below average and barely acceptable.

Accomplishes the most basic requirements of the course with below average skill.

Example: “D” work is passing by a slim margin and questions the student’s ability to succeed in more advanced coursework.

D - =Quality and quantity of work is well below average and marginally acceptable.

Accomplishes the most basic requirements of the course and executes them poorly.

Example: “D-“ work is passing, but strongly questions the student's ability to continue on with more advanced level of coursework.

F= Quality and quantity of work is unacceptable.

Academic credit is not earned for an F.

Example: “F” work does not qualify the student to progress to a more advanced level of course work.

I -- Incomplete work. An "I" grade is used when the reasons for incomplete work are beyond the reasonable control of the learner. Faculty members should not assign a grade of "I" unless the learner requests it and the faculty member concurs. A learner doing poorly in a course or the learner's inability to meet course deadlines due to poor time management (including scheduling a course at the same time as a planned vacation) are not reasons to issue a grade of "I."

W -- Withdrew from course. This grade is normally issued by the Online Program Office and not by a faculty member.

AW -- Administrative Withdrawal. This grade is normally issued by the Online Program Office and not by a faculty member.

LIBRARY RESOURCES:

As a student of Upper Iowa University, library resources (online journal databases, e-books, newspaper access, citation help, etc.) are available. If travel to the campus is not feasible, you can access the library through the University’s website. Go to: www.uiu.edu/library. **To request usernames/passwords for remote library access contact the UIU Library either by phone**

(563)425-5270, (563)425-5356, or [(563)425-5261, library weekend hours] or, email library@uiu.edu by clicking on the link. Please be sure to include your student ID number to help verify that you are an Upper Iowa University distance learner. (Hint: consider requesting accesses BEFORE you need the service.) Library help sheets can be found on myUIU.

CHEATING, ACADEMIC DISHONESTY AND PLAGIARISM:

Because cheating, academic dishonesty and plagiarism are affronts to the University community as a whole and a denial of the offender's own integrity, they will not be tolerated. Cheating includes but is not limited to:

- the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments,
- the copying of other students' work or allowing others to copy your work,
- the submission of work that is not your own or allowing others to submit your work as theirs,
- the submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- sharing academic materials knowing they will be used inappropriately,
- having access to another person's work without permission,
- providing false or incomplete information on an academic document,
- changing student records without approval.
- obtaining and using texts intended for instructor use only.

Plagiarism includes, but is not limited to:

- the presentation of another's published or unpublished work as one's own,
- taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source,
- using charts, graphs, statistics or tables without proper citation.

Detected cheating, academic dishonesty, or plagiarism will result in consequences that may, at the instructor's discretion, include course failure. In addition, an offender may be reported to the Senior Vice President for the Extended University, the Dean of the Extended University, or designee for possible disciplinary action, which may include suspension or dismissal from the University. Upper Iowa University may make use of various plagiarism detection services. Individuals, by enrolling in courses offered by the University, consent to submission by the University of course-related assignments to such services and the retention of a copy of such assignments by the service.

Cheating, academic dishonesty and plagiarism infractions are tracked by the Dean of the Extended University, and cumulative evidence collected from multiple incidents will be considered when making suspension or dismissal decisions.

Extended University Catalog 2008/09 page 98.

http://www.uiu.edu/catalogs/eu/policies_1.html#conduct

ATTENDANCE:

Even though a student does not attend a regular classroom in the traditional sense and keep up with a set schedule of assignments, it should be pointed out how important it is to keep yourself on a regular timely schedule if possible to complete and send in units. It is too easy to set work aside and decide to do it later. Suddenly, the need to complete assignments and get them in by deadlines can become stressful and, at times, impossible. The key would be to set time aside on a regular basis and submit work in a timely manner.

WITHDRAWAL:

If you wish to withdraw prior to the last day of the enrollment period you must contact the Independent Study office by phone or in writing. After your original six month enrollment period you no longer have the option to withdraw from the course. You must finish the course or have a final grade assigned based on the coursework submitted.

SPECIAL NEEDS:

If you require accommodation for special needs, please provide documentation to: Academic Advising Coordinator.

This syllabus is tentative and subject to change.