

<b>COURSE TITLE BLACKBOARD SITE</b>	FIN 6013 Acquiring and Managing Financial Capital (Online) Fall 2012 – <a href="http://my.ltu.edu">http://my.ltu.edu</a> and select CRN 1482
<b>INSTRUCTOR</b>	Faculty Name: Dr. John M. Halstead Title and Organization: Adjunct Online Instructor, LTU Online Contact Information: E-mail address: <a href="mailto:jhalstead@ltu.edu">jhalstead@ltu.edu</a> Phone: 860-251-9756 Office hours: Seven days a week; 11am to 11pm Eastern Time; you can call me or send me an e-mail message.
<b>SCHEDULE</b>	September 5 – December 15, 2012  Refer to <a href="http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp">http://www.ltu.edu/registrars_office/calendar_final_exam.index.asp</a> for the last date to withdraw and other important registration related information.
<b>LEVEL/HOURS PREREQUISITE</b>	Graduate Degree / 3 semester credit hours Admission / prerequisite requirements: Graduate level ACC 5002 (Minimum Grade of C-) or Graduate level ACC 5003 (Minimum Grade of C-) and Graduate level FIN 5022 (Minimum Grade of C-)
<b>REQUIRED TEXT</b>  (See Blackboard for additional resources)	Moyer, McGuigan, Rao, and Krelow, <i>Contemporary Financial Management</i> , 12 <sup>th</sup> Edition, South-Western, Cengage Learning, ISBN: 0-538-47917-5.  Available for online purchase through LTU Bookstore at: <a href="http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489">http://lawrence-tech1.bkstore.com/bkstore/TextbookSelection.do?st=489</a>
<b>ADDITIONAL RESOURCES</b>	LTU Online student resources: <a href="http://www.ltu.edu/ltuonline/">http://www.ltu.edu/ltuonline/</a>
<b>TECHNICAL SUPPORT</b>	Technical support for using Blackboard is provided by the Helpdesk, 248.204.2330 or <a href="mailto:helpdesk@ltu.edu">helpdesk@ltu.edu</a> . Send the Help Desk a form detailing any issues by clicking here <a href="http://tinyurl.com/3yqrvne">http://tinyurl.com/3yqrvne</a> .

**COURSE SCHEDULE FOR COLLEGE OF MANAGEMENT (GRAD) SEMESTER COURSES**

This fully online course begins with a partial week online course orientation period to familiarize yourself with the online learning environment and to meet online or via the phone with your instructor. Each subsequent week starts on a Monday and ends on a Sunday.

<b>Dates</b>	<b>Modules</b>	<b>Topics / Readings</b>	<b>Assignments Due</b>
Prior to Semester Start and Sep 5 – Sep 9	Module 0	Overview of textbook Overview of the online course	Select Discussion Leader chapter; make your selection in the “General Discussion” Blackboard forum.
Week of Sep 10 – Sep 16	Module 1 (note: more than one module may be scheduled in a week)	Chapter 1 – The Role and Objective of Financial Management (note: more than one chapter may be scheduled in a module)	Discussion Board Questions: pp.25-26 of the textbook, #3 and #17  Research Assignments: p.26 of the textbook, #14 and #15
Week of Sep 17 – Sep 23	Module 2	Chapter 2 – The Domestic and International Financial Marketplace	Discussion Board Questions: p.60 of the textbook, #3 and #6  Research Assignments: pp.60-61 of the textbook, #1 and #2
Week of Sep 24 – Sep 30	Module 3	Chapter 3 – Evaluation of Financial Performance	Discussion Board Questions: p.104, #3 and #11  Research Assignments: pp.107-108, #5 and #7
Week of Oct 1 – Oct 7	Module 4	Chapter 4 – Financial Planning and Forecasting	Discussion Board Questions: p.138, #2 and #4  Research Assignments: pp.140-141, #1 and #5
Week of Oct 8 – Oct 14	Module 5	Chapter 5 – The Time Value of Money	Discussion Board Questions: pp.182-183, #4 and #17  Research Assignments: pp.185-186, #13 and #19
Week of Oct 15 – Oct 21	Module 6	Chapter 8 – Analysis of Risk and Return	Discussion Board Questions: pp.307-208, #6 and #12  Research Assignments:

Dates	Modules	Topics / Readings	Assignments Due
			pp.311-312, #6 and #11
Week of Oct 22 – Oct 28	Module 7	Mid-Term Exam	Take the Mid-Term Exam during this academic week and by 10/28/12. It covers Chapters 1 through 5 and 8 of the textbook.
Week of Oct 29 – Nov 4	Module 8	Chapter 6 – Fixed-Income Securities: Characteristics and Valuation	Discussion Board Questions: p.226, #8 and #15  Research Assignments: pp.228-229, #4 and #16
Week of Nov 5 – Nov 11	Module 9	Chapter 7 – Common Stock: Characteristics, Valuation, and Issuance	Discussion Board Questions: p.260, #6 and #14  Research Assignments: pp.262-263, #8 and #12
Week of Nov 12 – Nov 18	Module 10	Chapter 9 – Capital Budgeting and Cash Flow Analysis	Discussion Board Questions: p.342, #3 and #7  Research Assignments: p.343-344, #1 and #3
Week of Nov 19 – Nov 25	Module 11	Chapter 10 – Capital Budgeting: Decision Criteria and Real Option Considerations  <b>Light Week – Thanksgiving Break</b>	Discussion Board Questions: p.383, #3 and #5  Research Assignments: pp.386-387, #8 and #12
Week of Nov 26 – Dec 2	Module 12	Chapter 11 – Capital Budgeting and Risk  and  Chapter 12 – The Cost of Capital	Discussion Board Questions: p.418, #2 and #8 p.457, #4 and #12  Research Assignments: pp.420-421, #5 and #8 pp.458-459, #5 and #9
Week of Dec 3 – Dec 9	Module 13	Chapter 16 – Working Capital Policy and Short-Term Financing  and  Chapter 19 – Lease and Intermediate-Term Financing	Discussion Board Questions: p.624-625, #6 and #11 p.734, #7 and #8  Research Assignments: pp.629-630, #3 and #4 p.735, #1 and #2

Dates	Modules	Topics / Readings	Assignments Due
Week of Dec 10 – Dec 15	Final Exams	Final Exam	Take the Final Exam during this academic week and by <b>Saturday, 12/15/12</b> . It covers Chapters 6, 7, 9 through 12, 16, and 19 of the textbook.

### STUDENT EVALUATION

The course has five assignments totaling 100 points. Letter grades are awarded based on the total number of points achieved. Points will likely be deducted for late assignments.

#### EXAMPLES:

Assignments	Points
Discussion Board Questions	20
Discussion Forum Leader	10
Research Assignments	20
Mid-Term and Final Exams (25 points each)	50
Total Points	100

Class Points	Letter Grade
96 and above	A
90 – 95	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
61 – 70	D (Undergrad Only)
60 and below	E

*Note: Grades lower than a "B" fall below the LTU graduate standard*

### STUDENT LEARNING OBJECTIVES / OUTCOMES

This course establishes a foundation in business finance theory with an emphasis on fundamental concepts and fundamental quantitative techniques. At the end of the course the student should appreciate the financial decision making issues and constraints faced by managers in such areas as financial analysis, capital budgeting, debt vs. equity financing, stock pricing, cost of capital measurement, and asset and liability management. These objectives will be evaluated via discussion board questions, research assignments, a discussion forum leader activity, and exams.

### PREREQUISITE SKILLS

You should know how to use Microsoft Word and Microsoft Excel. It may also be helpful (but it's not required) if you know how to use a financial calculator such as the TI BAII Plus calculator.

Course Prerequisites: Graduate level [ACC 5002](#) (Minimum Grade of C-) or Graduate level [ACC 5003](#) (Minimum Grade of C-) and Graduate level [FIN 5022](#) (Minimum Grade of C-).

## INSTRUCTIONAL METHODS AND COURSE ORGANIZATION

A variety of instructional methodologies are used in this course:

**Blackboard Learning Environment** – Blackboard at my.ltu.edu contains the syllabus, all assignments, reading materials, streaming videos, narrated PowerPoint mini-lectures, podcasts, written lecture notes, chapter quizzes, links to Web resources, and discussion forums. You will submit all assignments via Blackboard, and are expected to participate regularly in discussion topics. Please take time to familiarize yourself with the organization of the Blackboard site. You will want to check the site frequently for announcements reminding you of new resources and upcoming assignments.

**Student/Instructor Conversations** – Students keep in touch with the instructor via e-mail messages, telephone conference calls, and IM conversations.

**Self-Assessments** – Pre- and post- self-assessment tools will help students measure their entering skills and progress during the course.

**Required Reading** – Textbook chapters should be read according to the schedule outlined in the syllabus. Chapters will be discussed online.

**Publisher Web Site** – A publisher web site at

[http://www.cengage.com/search/showresults.do?Ntk=all&Ns=P\\_CopyRight\\_Year|1&Ntt=rao&N=16#mainTab\\_1](http://www.cengage.com/search/showresults.do?Ntk=all&Ns=P_CopyRight_Year|1&Ntt=rao&N=16#mainTab_1) likely includes many resources. You should make use of as many of these resources as you need to be successful.

**Assignments** – 20% of your course grade is based on the assigned Research Assignments and 20% of your course grade is based on the assigned Discussion Board Questions. 10% of your course grade is based on leading a discussion forum on a chapter of your choosing.

**Exams** – A mid-term and final exam each contribute 25% toward your course grade.

## CLASS POLICIES AND EXPECTATIONS

*I plan to offer you a valuable learning experience, and expect us to work together to achieve this goal. Here are some general expectations regarding this course:*

Each student has a LTU email account. If you wish to use a different email address for this course, please **change your email address in Blackboard under “Blackboard Tools”, then “Personal Information”** and send an email to me to store your email address in my directory.

Readings, discussion forum participation, and written assignments must be completed according to the class schedule. It is important to contact the instructor as needed to discuss personal needs regarding course requirements and assignments.

It is essential that all students actively contribute to the course objectives through their experiences and working knowledge.

All assignments must be submitted on schedule, via Blackboard, and using Microsoft Office compatible software. If you need to submit an assignment via email, contact the instructor in advance.

Assignments must be completed to an adequate standard to obtain a passing grade. Requirements for each assignment are detailed in this syllabus.

Be prepared to log into Blackboard at least once each day. Please focus your online correspondence within the appropriate Blackboard discussion forums so that your colleagues can learn from you.

At midterm and at the end of the course, you will be invited to participate in a University evaluation of this course. Your feedback is important to the University, to LTU Online, and to me as an instructor, and I encourage you to participate in the evaluation process.

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 and phone, and will promptly reply to your messages.
- I will maintain the Blackboard web site with current materials, and will resolve any content-related problems promptly as they are reported to me.
- I will return all assignments to you promptly, and will include individualized comments and suggestions with each assignment.
- I will hold our personal written or verbal communications in confidence. I will not post any of your assignments for viewing by the class without requesting your approval in advance.
- I will treat all members of the class fairly, and will do my best to accommodate individual learning styles and special needs.
- If any of these points need clarification, or should special circumstances arise that require my assistance, please contact me so that we may discuss and resolve the matter.

### **PRACTICAL GUIDELINES FOR CLASS LOAD EXPECTATIONS**

A three-credit course generally requires at least nine hours per week of time commitment. Here are some practical guidelines to help schedule your time commitments for this online course:

- A 14-week semester (the Summer semester is compressed into 10 weeks) would require at least 126 hours of time commitment to successfully complete all readings, activities, assignments, and texts as described in this syllabus.
- You should reserve at least 6 hours per week to read the required textbook chapters and resources, participate in online discussions, review presentation materials, and work through online quizzes. This effort will total at least 84 hours over the course of the semester.
- You should organize your remaining time to roughly correspond with the point value of each major assignment. This means that you should plan to spend at least:
  - 8-9 hours preparing your case study review;
  - 24-40 hours working with your group on the three parts of your semester-long project;
  - 8-9 hours working on the various components of your reflective consolidation (final exam).

These guidelines may not reflect the actual amount of outside time that you – as a unique individual with your own learning style – will need to complete the course requirements. The number of hours each week will vary based on assignment due dates, so please plan ahead to insure that you schedule your academic, work, and personal time effectively. The following graphic may be used to guide you in planning your weekly course work to remain on schedule:

Online Learning Schedule						
MON	TUES	WED	THU	FRI	SAT	SUN
Read Textbook Chapter						
		Take Online Chapter Quiz				
		Participate in Weekly Blackboard Discussions				
Individual and Group Project Work - Coordinate With Colleagues						
Instructor Communication - As Needed						

## ASSIGNMENT DETAILS

Course assignments and evaluation criteria are detailed below. Please review these requirements carefully. See the section Academic Resources / Assessment Guidelines for information about assessment of written and oral presentations.

Details for all assignments are shown below. Please note that you should not submit any assignments to the Blackboard “Digital Drop Box.” All assignments are submitted using the Blackboard “Assignments” or “SafeAssign” function. Some assignments are also posted to the Blackboard Discussion Forum for student comments.

### Research Assignments (20 Points or 20% of your course grade)

**Overview** – You are to answer the problems/questions that you are assigned. This may require the use of Microsoft Word and/or Microsoft Excel. On quantitative questions, show your work. Also, provide references where appropriate.

**Deliverables and Evaluation** – You are to submit your assignment via the Blackboard “Assignments” function, not the Digital Dropbox.

**Evaluation specifics:** If you answer the assigned problems/questions correctly and show your work (for quantitative assignments), you will receive full credit. If there’s a need for references, please use APA citation formatting. A failure to provide references when they are called for will result in a loss of up to 20% of your grade on that assignment. Partial credit will be provided for incorrect assignments but which contain quality work. A partial credit determination is done on a case-by-case basis. Incorrect answers with little or no shown work (for quantitative assignments) will receive zero points.

### Discussion Board Questions (20 Points or 20% of your course grade)

**Overview** – You are to make at least three, high-quality discussion posts to each discussion board thread. Each discussion post should be at least three sentences long. To ensure it’s a high-quality discussion post consider posting website links along with your typed comments. Reply to and comment on other students’ posts. Provide references where appropriate.

**Deliverables and Evaluation** – You post your responses to the discussion board. You do not submit your work via the Digital Dropbox.

**Evaluation specifics:** If you answer the discussion board question correctly and make at least three, high-quality discussion posts to each discussion board thread for the week, you will receive full credit. If there’s a need for references, please use APA citation formatting. A failure to provide references when they are called for will result in a loss of up to 20% of your grade on that assignment. Partial credit will be provided for incorrect answers and to those students who make at least one discussion post but less than three



discussion posts per thread. A partial credit determination is done on a case-by-case basis. If you make no discussion posts, you will receive zero points.

### **Discussion Forum Leader Activity (10 Points or 10% of your course grade)**

**Overview** – Select a chapter for which you will prepare a discussion forum summary or “mini-case.” Information sources can include such resources as the textbook, the publisher web site, or a website of your choosing.

**Proposal** – Please propose your chapter in the “General Discussion” Blackboard forum. Only one student may propose a given chapter, so please propose your chapter early. The first student to propose a particular chapter in the “General Discussion” Blackboard forum gets to be the Discussion Forum Leader for that chapter.

**Deliverables and Evaluation** – Based on the relevant chapter, post a summary of your findings to the appropriate chapter discussion forum during the week in which the chapter is covered in the syllabus. In addition to your summary, post at least one follow-up question to your student colleagues that will require them to critically analyze the information that you present. Then serve as a discussion leader to facilitate the ensuing discussion.

Evaluation specifics: You will be evaluated on the quality of your research and initial post, on the quality of the question(s) you pose, and on your responses to your student colleagues as you facilitate the discussion.

### **Mid-Term and Final Exams (25 Points Each for a total of 50% of your course grade)**

**Overview** – A mid-term and final exam will be administered via Blackboard. Each exam will likely consist of a randomly selected set of multiple-choice questions.

**Deliverables and Evaluation** – You will take your mid-term and final examination within the Blackboard environment under the “Assignments” section. The exams will have time limits, so please prepare to spend the appropriate length of time needed to complete the exam.

Evaluation specifics: Your exam score will be based on the percentage of correct answers to the questions.

### **SYLLABUS ADDENDA**

Please see the LTU Online “Current Students” web site <http://www.ltu.edu/ltuonline/> for comprehensive information about Lawrence Tech’s academic services, library services, student services, and academic integrity standards. The content of this web site is explicitly included in these syllabus requirements.

The LTU Online “Current Students” web site also includes grading rubrics used by your instructor to evaluate written assignments, discussion forum participation, and group assignments. Please note that the SafeAssign anti-plagiarism product will be used for written assignments submitted for this course. Please see the instructions included on the [eHelp web site](#) regarding the use of the SafeAssign product.

Undergraduates: Leadership Transcripts

The leadership transcript enables students to track co-curricular activities that are undertaken above and beyond the requirements of the LTU curriculum. The leadership transcript serves students by enhancing the leadership portfolio; providing the opportunity for a transcript of distinction; enhancing their resumes;





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and assisting in articulating leadership experience. It can be accessed by logging on to Banner Web and clicking the Student and Financial Aid tab. Leadership Activities is located at the bottom of the list. More information is available at <http://www.ltu.edu/leadership>.