

**FIN 310 - [REDACTED]**  
**[REDACTED]**  
**ANDERSON UNIVERSITY**



“And what does the Lord require of you?  
 To **Act Justly** and to **Love Mercy**  
 and to **Walk Humbly** with your God.”

**Micah 6:8**



## I. COURSE INFORMATION

**FIN 310: Financial Management**

**Credit Hours: 3**

**Course Description:** Introduction to the management of a firm’s financial resources; topics include financial markets & institutions, financial statement forecasting & analysis, time value of money, interest rates, bond & stock valuation, risk & return, cost of capital, capital budgeting, cash flow estimation, leverage, dividends & share repurchases, working capital management and multinational finance.

**Prerequisites:** C or better in ACC 201 and MAT 108

**About this course:** This is a fully online course, [REDACTED], and [REDACTED]. The due dates for assignments and discussions are posted in Canvas, so make sure to check in and participate in our course site several times each week.

## II. INSTRUCTOR INFORMATION

**Instructor:** [REDACTED]

**Office:** Online    **Phone:** [REDACTED]    **Email:** [REDACTED]

**Office Hours:** [REDACTED]

## III. REQUIRED MATERIALS

**Textbook:** [REDACTED]  
 [REDACTED]

**Software:** [REDACTED]

**Financial Calculator:** [REDACTED]

**Getting Started:** The Canvas course page includes chapter notes outlines, video lectures, sample tests, and discussion boards:

<https://au.instructure.com/login/ldap>

**Technology Expectations:** Students should have a reliable computer and Internet in order to access course materials and complete assignments. Since this course is web-based, technical skills expected include uploading, downloading and general computer skills.



**FIN 310**  
**ANDERSON UNIVERSITY**

**Time Expectation:** In college classes, there is a general expectation that students will need to spend two hours out of class for every hour in the classroom. Therefore, in an online 7-week class, you should expect to work on this course for a minimum of 21 hours each week.

**Student Expectations:** You are expected to be an active participant in the course. You should be willing and ready to communicate with classmates and instructors. You will participate in weekly activities in this course. You will need to log into this course and check your official Anderson University email/Canvas account several times each week in order to view announcements, participate in discussions and complete assignments. You are expected to complete all assignments and activities by the due date. Do *not* hesitate to ask questions. You are strongly encouraged to contact me if you have course related questions regarding concepts, assignments, and feedback provided to you. It is recommended that you contact me via email well in advance of due dates.

#### IV. COURSE PURPOSE, GOALS, AND OUTCOMES

**Course Purpose:** Enable students to incorporate the time value of money and biblical perspectives into financial management decisions.

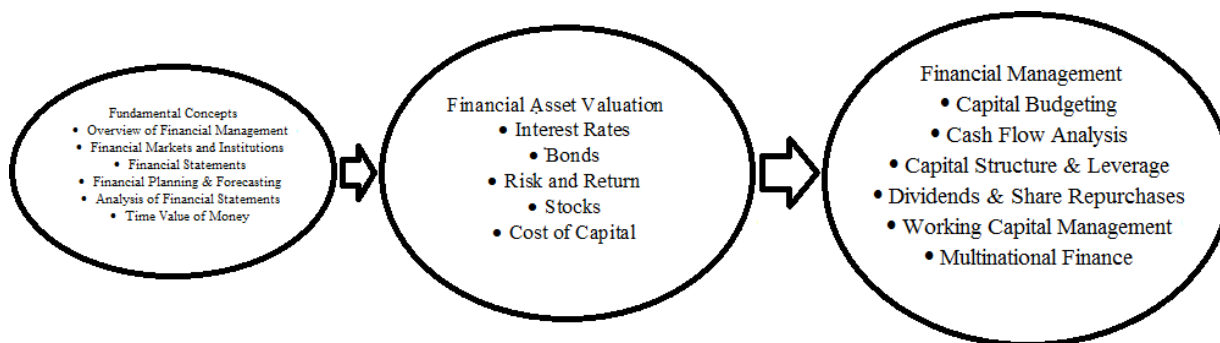
**Overarching Goals: Students will. . .**

- **evaluate** problems and **construct** solutions using financial management concepts.
- **create** spreadsheets in Excel to **analyze** financial management decisions.
- **conduct** scenario analysis to **compare/contrast** and **analyze** alternative solutions to financial management problems.
- **present** and **describe** how Biblical values and perspectives are relevant to their life, job, and society today.

**Student Learning Outcomes: Enable students to. . .**

- **demonstrate** a basic understanding of financial management
- **apply** course material
- **evaluate** appropriate methods to **collect**, **analyze**, and **interpret** numerical information
- **integrate** historical and contemporary Christian perspectives

#### V. CONTENT OUTLINE AND LEARNING PROCESS



## ANDERSON UNIVERSITY

**Learning Process:**

- 1) Read the assigned material
- 3) Listen and watch the lecture videos and take notes
- 4) Work through practice problems
- 5) Solve the quiz questions in Canvas

Please attach a copy of your work/spreadsheet with your questions. Answers to your questions will be provided within 24 hours.

**VI. METHODS OF ASSESSING ACHIEVEMENT OF LEARNING OUTCOMES**

Grades will be assessed using the following percentage and point breakdown:

• Discussion Board Participation	10%	50 points	• Test 1	15%	150 points
• Canvas Quizzes	15%	200 points	• Test 2	20%	200 points
• Spreadsheets	15%	150 points	• Test 3	25%	250 points

Think of the online quizzes and spreadsheets as you would an in-class assessment. Do not work with anyone other than the instructor in formulating or checking your answers. Copying from another student, allowing another student to copy from you and/or collaborating with any other person is cheating. Taking part in obtaining or distributing any part of your quiz/spreadsheet/test is academic misconduct. Cheating and academic misconduct will be dealt with according to the University policy on academic dishonesty. As a general rule and word of advice, anything turned in for an individual grade should be done individually.

**Discussion Board Participation**, as a whole, is worth 10% (100 points) of the student's overall grade. Students will participate in two different discussions. Specific directions for each discussion will be posted in Canvas. Each discussion is worth 50 points and will be evaluated with the following rubric.

Criteria		Ratings			Points
Quality of Post	Thoughtful, reflective, and respectful of others' postings.	Respectful to others' postings.	Minimum effort with little substance.	No post or completely inappropriate.	20 Points
	20 pts	15 pts	10 pts	0 pts	
Relevance of Post	Post topics/responses related to discussion topic/prompts; promotes further thought and discussion of topic.	Posts topics/responses that are related to the discussion prompts; but far too much or too little in terms of word count.	Short irrelevant remarks; provides overly wordy "fluff" responses.	No post or completely inappropriate.	15 Points
	15 pts	10 pts	5 pts	0 pts	
Contribution to the Learning Community	Aware of needs of community; attempts to motivate the group discussion; presents creative approaches to topic.	Attempts to direct the discussion and to present relevant viewpoints for consideration by group; interacts freely.	Does not make effort to participate in learning community as it develops.	No post or feedback provided to fellow students.	10 Points
	10 pts	7 pts	3 pts	0 pts	
Typos	No typos	1-2 typos	3-4 typos	5 or more typos	5 Points
	5 pts	4 pts	2 pts	0 pts	
Total Points: 50					

**FIN 310**  
**ANDERSON UNIVERSITY**

**Canvas Quizzes** are worth 15% (150 points) of the student's overall grade. All quizzes will be completed in Canvas. Quizzes are due at 11:45pm on the day listed on the course calendar. No quiz grades will be dropped. All quizzes allow two attempts and will keep the average quiz score.

**Spreadsheets** are worth, as a whole, 15% (150 points) of the overall grade. Each individual Spreadsheet is worth 5% (50 points) of the overall grade. Once your spreadsheet is posted to Canvas it is subject to grading. Once your spreadsheet is graded, the grade is final and you cannot resubmit a revised spreadsheet for grading. Specific directions for each spreadsheet will be posted in Canvas.

**Tests** are worth, as a whole, 60% (600 points) of the overall grade. Test 1 is worth 15% (150 points), Test 2 is worth 20% (200 points) and Test 3 is worth 25% (250 points) of the overall grade. You will have 75 minutes to complete Test 1 & Test 2 and 120 minutes to complete Test 3. You may not use a cell phone, Ipad, or laptop during the test. You may use an HP10BII calculator. You may use one 8.5"x11" sheet of paper with handwritten notes on one side only during the test.

**Proctorio:** This course will use Proctorio for verification of student identity and for monitoring student activities while completing tests. Proctorio is used to authenticate students (verify their identity) and records student activity during the exam period. There is not a human watching you take your test. Students must own a video camera associated with their laptop or PC to use Proctorio. Specific instructions regarding the use of Proctorio are offered in Canvas. Instructions and procedures for onboarding with **Proctorio** (getting started and setting up) will be made available to you in advance of your first test. Technical requirements: OS Windows Vista or higher, MAC OS X 10.7 or higher, browser: Chrome, camera resolution: 640X480 or better, internet connection: cable modem, DSL or better (300 kbps download, 250 kbps upload).

**Course Calendar:** The due dates for all class assignments are listed below and are posted in Canvas. It is the responsibility of the student to know when and what assignments are due for this course and to complete those assignments within the timeframes designated.

**FIN 310**  
**ANDERSON UNIVERSITY**

**Welcome and Introduction**

Introductory Discussion		
Proctortio Practice Test		

**Module 1: Fundamental Concepts**

Chapter 1: Overview of Financial Management		
Chapter 2: Financial Markets and Institutions		
Chapter 3: Financial Statements		
Financial Planning & Forecasting		
<b>Discussion Post 1: Last Name A-M</b>		
<b>Discussion Reply 1: Last Name N-Z</b>		
Chapter 4: Analysis of Financial Statements		
Chapter 5: Time Value of Money		
<b>Spreadsheet 1</b>		
<b>Test 1: Chapters 1-5</b>		

**Module 2: Financial Asset Valuation**

Chapter 6: Interest Rates		
Chapter 7: Bond Valuation		
<b>Discussion Post 2: Last Name N-Z</b>		
<b>Discussion Reply 2: Last Name A-M</b>		
Chapter 8: Risk and Return		
Chapter 9: Stock Valuation		
Chapter 10: The Cost of Capital		
<b>Spreadsheet 2</b>		
<b>Test 2: Chapters 6-10</b>		

**Module 3: Financial Management**

Chapter 11: Capital Budgeting		
Cash Flow Estimation		
Capital Structure & Leverage		
Dividends & Share Repurchases		
Working Capital Management		
Multinational Finance		
<b>Spreadsheet 3</b>		
<b>Final Exam: Chapter 11, Cash Flow Estimation, Capital Structure &amp; Leverage, Dividends &amp; Repurchases, Working Capital Management and Multinational Finance</b>		

**FIN 310**  
**ANDERSON UNIVERSITY**

## **VII. STUDENT FEEDBACK, GRADING POLICIES AND PROCEDURES**

**Student Feedback:** Students can expect me respond to emails within 24 hours. Students can expect me to grade assignments, provide feedback comments, and update the Canvas gradebook within 5 days after the due date. Students can access grades in Canvas.

**Grading Scale (final grades will not be rounded up):**

A	90% - 100%	900 - 1000 points	B	80% - 89.9%	800 - 899 points
C	70% - 79.9%	700 - 799 points	D	60% - 69.9%	600 - 699 points
F	Below 60%	0 - 599 points			

**Late Work:** Whether or not late work will be graded will be determined on a case-by-case basis at the discretion of the instructor. Make-ups are possible only under unusual circumstances.

## **VIII. COMPUTER AND INFORMATION TECHNOLOGY USAGE**

**University Email:** All students are assigned and expected to maintain an e-mail address on the Anderson University e-mail system. Students are expected to check their e-mail several times each week. Students are responsible for all material, assignments, and announcements sent by e-mail. Ignorance of course requirements, instructor statements and directions, and University announcements or policy statements sent through University e-mail is not an acceptable excuse

**Technical Support:** If you encounter technical support issues (e.g. Canvas is unavailable, username and password are not working), you should immediately contact the IT Help Desk. In your communication with the IT Help Desk, be sure to describe the nature of your problem with as much detail as possible so they can provide the best possible assistance. You are encouraged to first contact the IT Help Desk using the web-based support system listed below. If you are unable to login to the system, you can reach them via phone.

**Help Desk Website:** <https://helpdesk.andersonuniversity.edu>    **Help Desk Phone:** (864) 231-2859

**Course Related Support:** If you encounter problems in this course that are beyond technical problems, contact the Center for Innovation and Digital Learning (CIDL). The CIDL manages online and blended learning at AU. The following issues are valid reasons to immediately contact the CIDL:

- An online test or assignment is supposed to be open and it is not (contact me first)
- The instructor fails to respond to student questions within four days.
- The instructor has not provided grades or feedback within two weeks of the submission deadline.

**CIDL Website:** <http://aumobile.andersonuniversity.edu/CIDL>

**CIDL Phone:** (864) 231-2199

**FIN 310**  
**ANDERSON UNIVERSITY**

## **IX. COURSE POLICIES**

This course follows the academic policies listed in the Anderson University catalogue. It is the student's responsibility to know the academic policies to which Anderson University adheres.

**Academic Dishonesty:** Students at Anderson University are expected to conduct themselves with integrity and to be honest and forthright in their academic endeavors. The University faculty's expectations define the following areas that would violate Academic Honesty: plagiarism, fabrication, cheating, and academic misconduct. The policy, process, and penalties, for academic dishonesty are described in the Student Handbook and the University Catalog. The penalty for a first offense in this class will be a zero for the assignment. Think of the online quizzes and spreadsheets as you would an in-class assessment. Do not work with anyone other than the instructor in formulating or checking your answers. Copying from another student, allowing another student to copy from you and/or collaborating with any other person is cheating. Taking part in obtaining or distributing any part of your quiz/spreadsheet/test is academic misconduct. Cheating and academic misconduct will be dealt with according to the University policy on academic dishonesty. As a general rule and word of advice, anything turned in for an individual grade should be done individually.

**Statement on Disabilities and Academic Adjustments:** If you have a disability that may interfere with your learning, testing, or assignment completion in this course, you may be eligible to receive an academic adjustment to help provide you with an equal opportunity to participate in and benefit from this course. Please contact the staff of the Center for Student Success who will advise you on appropriate documentation, determine reasonable adjustments, and notify me of any adjustments for which you are eligible. Once you have been approved for an academic adjustment through the Center for Student Success, please discuss with me its appropriate implementation in this course. Documentation must meet the guidelines specified by university policy, and no one else can be notified of your disability or adjustment without your written consent. This process must be repeated for every semester you are enrolled at Anderson University and wish to receive an adjustment. Changes cannot be made to grades earned before a student has requested an adjustment, so please attend to this early in the semester.

**Administrative Withdrawals:** If a student does not actively participate in the course (e.g. complete tests, participate in discussions, submit homework, communicate with the instructor) for 1 week then an administrative withdrawal will be initiated.

## **X. LEARNING FACILITIES AND RESOURCES AVAILABLE**

**Thrift Library:** <http://www.andersonuniversity.edu/library>

**Computer Labs:** located in Vandiver Hall and Thrift Library

**The Writing Center:** located in Watkins 140, the Writing Center offers drop-in and appointment-based tutoring for all your writing needs. Drop in hours are Monday through Thursday from 4:00-8:00pm. Schedule an appointment for a 30-minute session, Monday-Friday, with a tutor by visiting <https://anderson.mywconline.com>.

**Center for Student Success:** provides support for academic assistance, tutoring services, as well as study skills seminars. Call 864-328-1420 to contact the Center or visit their website at <http://www.andersonuniversity.edu/student-success>.