

MGNT 3200: Financial Management, Spring 2018

BE PROFESSIONAL. BE HONEST. BE POLITE. BE KIND. BE OUTSTANDING!

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Class meets in IC112
Monday and Wednesday, 11:00 – 12:15

The Final Exam is on Tuesday, May 8, at 8:00am

Make Me Learn Your Name!!

I am committed to learning your name and hope you'll learn mine. Almost everybody struggles with names, including me. If I speak to you without using your name, call me on it. If I've forgotten, give me something that will help me remember. Let's greet each other by name when you come into class or we run into each other on campus. Know, however, that because of my low vision, you'll need to be fairly close before I recognize you. Know too that at my age, it's not unusual to look at someone I know well and just draw a blank on the name! As for me, please address me, as you feel comfortable, as Dr. Burstein, Mr. Burstein, Dr. B, Dr. Alan, or Alan.

Overview

This class is an introduction to the tools and institutions of finance as they are used to achieve objectives requiring monetary resources. While the emphasis is on pursuing such objectives by business and nonprofit organizations, we will also cover material which many of you will find useful in achieving your personal financial objectives. The emphasis will be on defining objectives, understanding and evaluating resources, and making financial decisions in an environment of uncertainty

This class is open to students who have completed at least 45 college level hours including a college level math course and at least one course in BUSA, ECON, or ACCT. **Be aware that this is a junior level class and will not fulfill any requirements for the associate's degree at Gordon State College.**

Finance is not for the mathematically timid! The class material assumes that you are capable of addressing a quantitative discipline at the college level. The class makes frequent use of Excel spreadsheets and will provide an introductory tutorial to any of you who are unfamiliar with Excel.

Course Objectives

Upon completion of this course, I would like you to:

1. **Appreciate both the role and responsibility of finance not just in business, but across society.**
2. **Know the different kinds of financial institutions and how they work with individuals and organizations to achieve goals.**
3. **Have a basic understanding of a number of financial tools in the context of valuation, risk, and the time value of money.**
4. **Understand the role of financial tools, institutions, and markets in making business and personal decisions.**
5. **Be able to integrate financial tools and institutions into planning your academic, career, and personal future.**

Additionally, all my classes share the objective of helping you learn to conduct yourselves in a scholarly and professional manner, as described in "Dr. Burstein's Rules," which are considered to be a part of this syllabus.

This is an upper level Management Class. Following are my expectations of all students in all upper level classes:

- I expect you to assimilate - to take in and understand - a body of information.
- I expect you to synthesize – to combine into a coherent whole – the information you have assimilated.
- I expect you to communicate – in writing, speaking, and conversing – your synthesis.
- I expect you to integrate – to bring other areas of your curriculum to the party – to create a disciplined, unified intellectual perspective beyond the scope of any one college class, informing your scholarship, your career, and your world view.

Your success in my class depends largely on the extent to which you meet these expectations.

Communication

Your Gordon College email account and Remind.com, a mass texting service for which you'll sign up before the class starts, are our "official" means of communication outside of class. If there are any of you who don't use texting as a mode of communication, you can opt to receive Remind.com messages by email. You will be penalized one CAP point for each day after the first day of class that you are not signed up for Remind. I will also post readings, assignments, and other resources on Brightspace D2L. Please note that except in urgent situations, I do not engage in electronic communication from sundown Friday to sundown Saturday.

Attendance

Our classroom is structured as a cooperative learning community. You are part of a cooperative learning team as well as the broader class community, and you are expected to contribute actively to both. You can't contribute if you're not there, and your absence is a detriment to your team's learning opportunity. **Therefore, I expect you to attend all classes unless you have a compelling reason to miss a class.** In order for me to plan class activities, **I require you to inform me by email before any class that you need to miss. You will receive zero credit for any graded activities in classes you have missed without informing me beforehand.**

Office Hours and Getting Help

My office is in Russell 309. During the Spring, 2018, semester, I will maintain the following office hours:

Monday: 1:15-3:15
Tuesday 1:15-4:15
Wednesday 9:30-10:30; 1:15-3:15

Priority will be given to students who sign up for an appointment with me at <http://www.signupgenius.com/go/30E0E4CACA62DA7FA7-alans>. If, due to class or work conflicts, you are unable to meet with me during scheduled hours, then please make an appointment using either email or phone. If you don't need help, you are still encouraged to come by sometime early in the semester just to introduce yourself.

Text and Related Material

The required text is E.F. Brigham and J. Houston, *Fundamentals of Financial Management, Concise Edition*. While the Ninth Concise Edition is the current edition, you will be okay working with the Eighth Concise Edition if that is more conveniently available to you. Note that I will NOT adhere to the order of the text; I will pick and choose various sections of the text for you to read as they fit my topic sequencing.

I will also occasionally post articles on current financial events on GeorgiaVIEW which you will need to read.

Bring a calculator to every class and have it ready to use! A simple calculator will be ok, and I have no objection to your using your cell phone calculator. You will not need a financial calculator for this class.

Course Requirements and Determination of Final Grade Tests (35 per cent of your final grade)

You are required to take two tests during the semester; the second test may be online on D2L. Dates of each test will be announced at least two weeks in advance.

You may be required to leave your personal belongings at the front of the room during tests, both to underscore the importance of academic honesty and to provide a comfortable physical space for taking the test. While I will remain in the room during tests, I cannot be responsible for your personal property. Therefore, you should seriously consider leaving valuable items, especially “attractive” electronic devices either at home or in your car.

Final Exam (20 per cent of your final grade)

The Final Exam will count 20 per cent of your final grade and will be **comprehensive**, covering the entire semester’s work. ***Please note the date and time of the final exam, which is not at the “regular” class time!***

The final exam is Tuesday, May 8, at 8:00 am

Business Finance Assignments (25 per cent of your final grade)

Each team will “create” and develop a small business, to be documented in a series of business finance assignments. While each team is bound together by its company, assignments will be distributed and graded individually. I anticipate a total of six assignments, but be aware that this is a new project this semester, so the actual number of assignments may vary. Late assignments will be accepted at any time but may be given half credit regardless of the reason they’re late.

Quizzes (10 per cent of final grade)

I will administer several unannounced quizzes at the end of various classes. These quizzes will address your understanding of the material covered in class.

CAP: Contribution, Attitude, Professionalism (10 per cent of your final grade)

You can earn a maximum of 10 per cent of your final grade through classroom participation, occasional quizzes, and other assignments, events, and activities. Some supplemental assignments may embody the potential to earn CAP points as well. At my discretion, I may subtract CAP points for egregious violation of the expectations of our community as stated both in this syllabus and in “Dr. Burstein’s Rules.”

Final Letter Grade:

Based on the total of your tests, quizzes, supplemental assignments, final exam, term essay, and CAP account, your final grade will be determined as follows:

90 or higher	A
80 to 89	B
70 to 79	C
60 to 69	D
under 60	F

Failure to take the final exam results in a grade of WF, regardless of other performance.

Teams

On the first day of class, you'll be assigned to a team with which you'll collaborate on various in-class activities. The purpose of the team activities is to help you learn from each other, drawing on each other's strengths and compensating for each other's weaknesses. You will **not** be called upon to get together as teams outside of class, and aside from occasional team competitions which contribute toward your CAP account, **you'll be graded entirely on an individual basis**. Nonetheless, you are expected to prepare for announced team activities and contribute toward the team's learning experience as best you can. If you find that you're not as productive as you'd like on your team, you can ask me at any time to assign you to another team of **my choice**. Please be sure to review "Instructions for Team Activities" before the second class. **Good team citizens get lots of CAP points!**

Social Media

I frequently come across news items pertaining to the various areas I teach and have created a Facebook group to share them with interested students and colleagues. If you're interested, please join the group and feel free to post and comment. This is a closed group. Only Gordon State students and faculty who join the group will see your contributions. You do not have to be my Facebook friend to join the group although you do need a Facebook account. The name of the group is "Dr. B's Eccentric Mix: Population, Statistics, Finance, maybe Accounting." You can request to join at <https://www.facebook.com/groups/420437934977184/>.

Electronic Devices

I highly recommend that you take notes "by hand," as I do. There is a substantial body of research suggesting that you'll learn much better by doing so: If you do choose to use a laptop, tablet, or any other device for taking notes, however, I won't stop you. And there will definitely be opportunities in class for you to gather information on the internet; you have a vast resource of information at your fingertips, and you need to learn to use it well. However, please do not use a personal device for any purpose unrelated to our class; it's distracting to other students. And do not text each other during our class; if you have something to say, raise your hand and say it to all of us. All devices should be silenced. If there is a serious need to leave your cell phone on, such as a family emergency, please put it on vibrate and let me know so that if you have to leave the classroom to take a call, I'll understand why. I will penalize you in CAP points for misuse of electronic devices.

Academic Catalog

Students are expected to be familiar with and adhere to all regulations contained in the Gordon State College Catalog.

Video Policy

I frequently take pictures and make video recordings of our classroom activities. For graded activities, I use these videos to evaluate your work. However, where your performance is especially interesting or outstanding, I often show off your work in several ways:

- I sometimes use the videos as examples of excellent work for my other classes, both present and future.
- I sometimes use the videos as examples in presentations I give of my classroom strategies.
- I sometimes post especially noteworthy videos on my personal Facebook page and/or for private distribution on YouTube.

I will never post a video which would embarrass you or put you in a bad light. However, if you do not want me to use video recordings of your own work for any or all of these purposes, then please inform me in writing (paper or email), ensuring that you receive a written acknowledgement from me.

Schedule

Each group of students is unique, and I will try to maintain a pace which is comfortable for those of you making a genuine effort. We will cover the material in the following sequence of modules. Readings, which will skip around in the text, will be assigned as we start each module.

Introduction

1. Cash Flow, Value, and Risk
2. The Cost of Money
3. The Time Value of Money
4. Owning a Business
5. Financial Markets and Institutions
6. Financial Instrumentw
7. Growing Your Business

I anticipate that test 1 will follow module 3 and test 2 will follow module 6.

Addendum to Syllabus: Required Wording

Gordon State College requires all faculty to include the following wording on every syllabus.

Title IX

Gordon State College is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. All faculty members at Gordon State College are mandated reporters. Any student reporting any type of sexual harassment, sexual assault, dating violence, domestic violence or stalking must be made aware that any report made to a faculty member under the provisions of Title IX will be reported to the Title IX Coordinator or a Title IX Deputy Coordinator. If you wish to speak with someone confidentially, you must contact the Counseling and Accessibility Services office, Room 212, Student Life Center. The licensed counselors in the Counseling Office are able to provide confidential support.

Gordon State College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Students seeking accommodations on the basis of pregnancy, parenting or related conditions should contact Counseling and Accessibility Services regarding the process of documenting pregnancy related issues and being approved for accommodations, including pregnancy related absences as defined under Title IX.

ADA and 504

If you have a documented disability as described by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, you may be eligible to receive accommodations to assist in programmatic and/or physical accessibility. The Counseling and Accessibility Services office located in the Student Center, Room 212 can assist you in formulating a reasonable accommodation plan and in providing support in developing appropriate accommodations to ensure equal access to all GSC programs and facilities. Course requirements will not be waived, but accommodations may assist you in meeting the requirements. For documentation requirements and for additional information, contact Counseling and Accessibility Services at 678-359-5585.