



## Syllabus

### **SCHOOL OF BUSINESS AND MANAGEMENT** **MG 360: Financial Fundamentals for Managers**

5 Credits

Effective: Summer 2017/2018

*Access to the Internet is required.*

*All written assignments must be in Microsoft-Word-compatible formats.*

*See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.*

## **FACULTY**

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

## **COURSE DESCRIPTION**

This course is designed to familiarize students with fundamental concepts of financial management to help them contribute to relevant analytical and decision-making efforts within organizations. Students will learn to assist with evaluating corporate and investment decisions. Emphasis is placed on helping students gain in-depth understanding of financial statements to critically evaluate and analyze cash flow statements. Key topics include financial management, accounting and financial statements, capital budgeting, financial market and institutions, budgeting and budget control, cost and capital, risk and return, and special topics in financial management.

## **COURSE RESOURCES**

Required and recommended resources to complete coursework and assignments are found on the course Reading List. The Reading List can be found under Course Information in Blackboard as well as from the [Library](#) homepage.

Note: Required resources that must be purchased by the student are tagged “Purchase from a vendor of your choosing.” Required resources with a direct link, “Available through CityU Library”, are available at no cost to students.

Students in Canada will see required resources they need to purchase tagged “Purchase from the Canadian Bookstore.” Students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

## **CITYU LEARNING GOALS**

This course supports the following City University learning goals:

- Professional competency and professional identity
- Critical thinking and information literacy

## **COURSE OUTCOMES**

In this course, learners:

- Apply the Bayesian model at key decision points though the life of a project
- Apply forecasting concepts and principles
- Describe multivariate forecasting models, including Monte Carlo analysis
- Evaluate projects on a net present value basis
- Calculate and incorporate the weighted cost of capital into project management decisions

- Assess working capital

## CORE CONCEPTS, KNOWLEDGE, AND SKILLS

- Application of Bayesian Method
- Calculation of yield to maturity
- Discount future uneven cash flows.
- Manage short term assets and short term liabilities
- Maximize financial float
- Multivariate analysis, including Monte Carlo analysis
- Net Present Value (NPV) Analysis
- Utilize the Capital Asset Pricing Model (CAPM)
- Weighted Cost of Capital application

## OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Discussion Participation	15%
Quizzes	30%
Midterm Exam	25%
Final Exam	30%
<b>TOTAL</b>	<b>100%</b>

## SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

### Discussion Participation

Students are expected to participate in weekly discussions and activities. For online classes, a discussion question or topic from the instructor appears weekly in the discussion forum. Students will post answers as well as a response to two other students' answers to the discussion forum by the end of each session. For live classes, attendance may count towards the participation score, but perfect attendance will not necessarily guarantee a passing score in this area.

<i>Components</i>	<i>% of Grade</i>
APA Style (citations, references, formatting)	20%
Quality of Responses	60%
Timeliness	20%
<b>TOTAL</b>	<b>100%</b>

## Quizzes

Students will take quizzes throughout the quarter. The quizzes will take approximately 20 minutes to complete and will test material recently covered in course readings.

<i>Components</i>	<i>% of Grade</i>
Percentage Correct	100%
<b>TOTAL</b>	<b>100%</b>

## Midterm Exam

Students will be administered a midterm assessment, approximately three hours in length, testing comprehension of financial theories and concepts covered throughout the course. The final may consist of multiple choice and long answer questions.

<i>Components</i>	<i>% of Grade</i>
Percentage Correct	100%
<b>TOTAL</b>	<b>100%</b>

## Final Exam

The final exam will be administered at the end of the course and cover all major concepts covered in the material. Students are responsible for all material covered in the course. Questions computational or multiple choice.

<i>Components</i>	<i>% of Grade</i>
Question and Answer	100%
<b>TOTAL</b>	<b>100%</b>

# **COURSE POLICIES**

## **Late Assignments**

A critical aspect of management is to meet predefined deadlines. Therefore, all assignments are expected to be submitted when due. No late assignments are accepted. Life-situations do occur. When an issue arises coordinate with the instructor **PRIOR TO** the assignment's due date and the due date may be adjusted. It is in the best interest of the student to ensure that all assignments are submitted on time.

## **Participation**

Class participation will be evaluated during class. Participation includes being prepared for class discussions and contributing meaningful content when appropriate. It also includes individual effort contributed to team projects.

## **Professional Writing**

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

## UNIVERSITY POLICIES

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the [University Catalog](#) that is linked from the CityU Web site.

### **Non-Discrimination & Prohibition of Sexual Misconduct**

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit <https://my.cityu.edu/titleix> or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at <https://www.cityu.edu/discover-cityu/about-cityu/> under the Policies section or at <https://www.cityuniversity.ca/about/>.

### **Religious Accommodations**

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

### **Scholastic Honesty**

Scholastic honesty in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. You are responsible for understanding CityU's

policy on scholastic honesty and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the [University Catalog](#) in the section titled *Scholastic Honesty* under *Student Rights & Responsibilities*.

### **Attendance**

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly.

Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if s/he is present at any time during the class session. For online classes, a student has attended if s/he has posted or submitted an assignment. A complete copy of this policy can be found in the [University Catalog](#) in the section titled *Attendance Policy for Mixed Mode, Online and Correspondence Courses*.

## **SUPPORT SERVICES**

### **Disability Services Accommodations Statement**

Students with a documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at [disability@cityu.edu](mailto:disability@cityu.edu) or 206.239.4752 or visit the [Disability Support Services](#) page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with course instructors.

### **Library Services**

CityU librarians are available to help you find the resources and information you need to succeed in this course. Contact a CityU librarian through the [Ask a Librarian](#) service, or access [library resources and services online](#), 24 hours a day, seven days a week.

### **Smarthinking**

As a CityU student, you have access to 10 free hours of online tutoring offered through Smarthinking, including writing support, from certified tutors 24 hours a day, seven days a week. Contact CityU's Student Support Center at [help@cityu.edu](mailto:help@cityu.edu) to request your user name and password.