COURSE OVERVIEW

This goal of this course is to introduce students to the key areas of financial management, including financial statement analysis, time value of money, stock and bond valuation, and analyzing capital projects. Throughout the semester, we will utilize concepts learned from the textbook and various online resources to understand the basics of financial management and apply those concepts to the current economic/business climate. The grade components and distribution are as follows:

<table>
<thead>
<tr>
<th>Grade Components</th>
<th>Grade Distribution</th>
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</thead>
<tbody>
<tr>
<td>Three Tests</td>
<td>A      90 – 100</td>
</tr>
<tr>
<td>Weekly Assignments</td>
<td>B+     85 – 89</td>
</tr>
<tr>
<td>Weekly Discussions/Participation</td>
<td>B      80 – 84</td>
</tr>
<tr>
<td>Current Event Paper *</td>
<td>C+     75 – 79</td>
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<tr>
<td></td>
<td>C      70 – 74</td>
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<tr>
<td></td>
<td>D      65 – 69</td>
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<td>F      &lt; 65</td>
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* The Current Event Paper is optional. If a student decides not to submit a paper, the three tests will comprise 50% of the final grade.

For this course, students need to have a working knowledge of a word processing application such as Microsoft Word and possibly spreadsheet software such as Microsoft Excel. Students may also need to perform basic Internet searches to obtain financial and other information.

TEACHING METHODS/COURSE STRUCTURE

The course schedule will serve as our guide for the semester. The schedule contains the dates for each week of the course (Tuesday through the following
Monday), the topics covered, and the corresponding chapter in the text. All assignments and tests must be posted to eCollege by midnight on Monday; late submissions will receive reduced or no credit. The semester is broken down into three segments, as follows:

Weeks 1-5: Introduction, Financial Statements, and Basic Financial Analysis

Weeks 6-11: Time Value of Money

Weeks 12-16: Stocks, Bonds, and Capital Expenditure Analysis

Each week, a lesson plan will be posted containing the material that will be covered, the assignments, and the discussion topic(s). I will also post a Microsoft PowerPoint presentation that summarizes the course material. (A copy of the lesson plan and presentation is also located in the “Document Sharing” section – see below.) Please be advised that the text can be complex and confusing and students should not get discouraged if that is the case. The material is simplified to the greatest extent possible in the PowerPoint presentation. Therefore, I suggest that students review and understand the presentation before (or in conjunction with) reading the material in the textbook.

In addition, there may be other supporting documents in Microsoft Word, Microsoft Excel, and PDF Format. All of these resources will be posted on eCollege in the “Document Sharing” section in advance of the week that the information is assigned. Any changes to the course schedule will be posted on eCollege.

**DOCUMENT SHARING**

At times, and especially with the PowerPoint presentations, the display of material in eCollege may be difficult to read. If you have any issues reading or understanding the weekly tasks on eCollege or the PowerPoint presentations, a copy of the material is in Document Sharing and available for download. The Document Sharing section has 4 components, as follows:

- **Principles of Finance**: This section will contain the course syllabus, course schedule, test problems, test solutions, and other miscellaneous documents.
- **PowerPoint Presentations**: This section contains all of the PowerPoint presentations for the entire semester.
- **Assignment Solutions**: This section will contain all of the solutions to the Assignment Questions. The solutions will be made available to students as the chapters are completed.
- **Weekly Lesson Plans**: This section contains all of the weekly lesson plans for the entire semester.
COMMUNICATING WITH THE INSTRUCTOR

It is my intention to monitor e-mail and the Discussion Threads to the best of my ability. I do have a full-time career, and thus, it is not always possible for me to respond immediately. I will commit to checking eCollege at least on Tuesday’s and Thursday’s during the day. For the remainder of the week, I will be online at various times. If there is an immediate need to contact me, you can send me a text message on my cell phone (856-889-0737).

I have also created a "Virtual Office" space under the Course Home tab for asking general questions. An explanation is included in that section. If students need further assistance, do not hesitate to send me an e-mail. If you find that you are having trouble completing course work or need further explanation of class topics, please schedule an appointment with me immediately. If you need this class for graduation, you should be sure that your performance is up to standard throughout the course. It is too late to wait until the last week of classes to ask for help. I’m available to meet throughout the entire semester if you need help.

Depending on student interest, I am available for tutoring sessions to assist students that need additional help with the coursework. The sessions will take place at times and locations that will be announced in advance. Please note that "Incompletes" will only be given through prior consultation, under extreme circumstances. Incomplete grades must be made up prior to the start of the next semester.

ASSIGNMENTS

The homework assignments must be submitted to the Drop Box on eCollege and will be graded by the instructor. Please be aware that “Connect” is a web-based tool that students can utilize as a resource in conjunction with the course. You must have an access code to use Connect. It is included in the new textbook. You can also purchase a registration code without buying a new textbook or rent the ebook with access to Connect. Go to the following web address and click the “register now” button.

https://connect.mheducation.com/class/c-glaum-spring-2016

Connect should be viewed by students as an additional resource and is not a required component of the course. Each of the assignments in Connect is designated as “Practice”, with no due dates. The questions align with the problems in the assignments (by chapter). The questions are set to algorithmic mode, which means that the questions will be identical to those in the textbook, but with different statistical data.

CLASS PARTICIPATION AND DISCUSSION THREADS

When a discussion thread is announced, each student will be required to post at least one comment as an original thought associated with that discussion plus two additional comments on other student's comments. The comments on the discussion
Threads shall not be one sentence remarks but instead a complete thought process with an introduction, an end and a conclusion that relates to the subject matter and relates to your experiences. Do not just duplicate a previous remark from another student, or merely agree with them. Comments must be posted on different days (i.e., you can not add all of your comments in one sitting or day). Grading of your participation will depend on meeting the frequency requirement AND the content requirement. Discussion Threads must be completed within one week of the current week in order to obtain credit. For example, a discussion for Week 4 (2/9-2/15) must be completed no later than the end of Week 5 (or by 2/22). Please make sure you monitor the discussion threads from prior weeks for new information.

Remember, you are expected to participate in class; just reading discussion threads is not enough. You are expected to read and understand the material as assigned on the syllabus. Your contributions are expected to help the class learn and understand the topics under consideration. Lack of participation will be reflected in the final grade. All assignments must be submitted on time; late work may not receive credit.

**Tests**

There will be three tests during the semester, none of which will be cumulative. The tests will consist of objective questions and short problems. If you are unable to complete a test for a university approved reason, you must provide notice in writing (or e-mail) so that other arrangements can be made. If an unforeseen emergency arises (hospitalization, death in the family, etc.), you must contact me as soon as possible after the missed test. The instructor reserves the right to request written documentation to support non-university approved absences (such as a doctor's note, an obituary, or military orders) and make-up tests are not guaranteed. The due dates for the tests are as follows:

<table>
<thead>
<tr>
<th>Week/Due Date</th>
<th>Material Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>Week 5: Due by 2/22 Chapters 1 – 3</td>
</tr>
<tr>
<td>Test 2</td>
<td>Week 11: Due by 4/4 Chapters 5 – 6</td>
</tr>
<tr>
<td>Test 3</td>
<td>Week 16: Due by 5/11 Chapters 7 – 9</td>
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**Current Event Paper (Optional)**

Each student may submit a current event paper on any topic that we cover in class. The paper must be submitted the week prior to the final test (by 5/2/16). The paper should be a minimum of 5 pages in length (excluding tables, charts, and graphs). The paper must be word-processed, with tables prepared in a spreadsheet software package and charts/graphs utilized where pertinent. The paper will be graded on content, communication, flow, and application to the financial topic covered in class. Assignments that contain gross proofreading errors or do not flow properly will be
penalized at the instructor's discretion. Rutgers has a useful website on paper writing that covers many basics:

http://www.libraries.rutgers.edu/rul/libs/robeson_lib/libres.html

http://writing.wisc.edu/Handbook/PlanResearchPaper.html#intro

Please note that the Current Event Paper is optional. If a student decides that he/she will not submit a paper, then the three tests will comprise 50% of the final grade.

ACADEMIC INTEGRITY

Policy found at http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities. Principles of academic integrity require that every Rutgers University student:

- properly acknowledge and cite all use of the ideas, results, or words of others
- properly acknowledge all contributors to a given piece of work
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to insure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.
Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. **If there are questions on how to comply, please contact me immediately.**

**STUDENT CODE OF CONDUCT**

Violations of the Student Code of Conduct are considered serious infractions of student behavior and subject to penalties relative to the level of the matter. Students may not disturb normal classroom procedures by distracting or disruptive behavior. Although this is an online class, examples of disruptive behavior include, but are not limited to, the following:

- Repeatedly leaving and entering the classroom without authorization
- Answering cellular phone or allowing pager to beep
- Making loud or distracting noises
- Repeatedly speaking without being recognized, interrupting the instructor or other students, or otherwise acting in disregard of the instructor’s requests
- Resorting to physical threats or violence directed toward the instructor or other students. Physical threats or violence are a violation of the University’s Code of Student Conduct and incidents should be referred to the Dean of Students immediately.


**ADMINISTRATIVE**

- **Dropping the Course:** April 4, 2016 is the last day to drop the course with a “W” grade. For more information see the registrar’s website. [http://registrar.camden.rutgers.edu/](http://registrar.camden.rutgers.edu/)

- **Students with Disabilities:** Students who are seeking an accommodation because of a disability are directed to the website [http://disabilityservices.rutgers.edu](http://disabilityservices.rutgers.edu) or they can contact the Camden campus Disability Coordinator Tim Pure at [tpure@camden.rutgers.edu](mailto:tpure@camden.rutgers.edu) by phone at 856-225-6442. Tim Pure is located at Armitage Hall, EOF Suite, third floor (elevator accessible).

- **Student Responsibilities:** It is your responsibility in this learning environment to check the course site on a regular basis for updates and
announcements, as well as to follow the discussion threads in a timely manner.