

Hagerstown Community College
OFFICIAL COURSE SYLLABUS DOCUMENT

COURSE: MGT 203 Corporate Finance
INSTRUCTOR: Lori Spessard

SEMESTER/YEAR: Spring 2018

CONTACT INFORMATION: Email: ljspessard@hagerstowncc.edu

Office: LRC 113

Phone: 240-500-2548

Office Hours: MW 9:00 – 10:00 AM and 12:45 - 1:45 PM, and TR 11:00 - 11:30 AM

COURSE DESCRIPTION: This course encompasses the basics of managerial finance. Emphasis is placed on financial analysis and forecasting, budgeting, cash management, and short-term and long-term sources of funds. Recommended: successful completion of ACC 101. 3 credits.

TEXTBOOK & MATERIALS:

Keown, Martin & Petty (2017) *Foundations of Finance* (9th ed.). New Jersey: Pearson.

ISBN-13: 978-0-13-442681-5 (student value edition and MyLab access code)

ISBN-13: 978-0-13-409907-1 (ebook and MyLab access code)

Access to MyLab is required for the course. You can use the ebook or hard copy of the textbook, depending on which version you buy. MyLab registration instructions are provided on Moodle.

Access to Microsoft Excel (or the Open Office version) is required for this course. Some students also like to use a financial calculator (the TI BA-II Plus is recommended).

STUDENT LEARNING OUTCOMES:

Students who successfully complete this course will be able to:

1. Use time value of money concepts to improve financial decision-making.
2. Describe different types of risk, measurements of risk, and the relationship between risk and return.
3. Demonstrate an understanding of the debt and equity financing, securities markets, and interest rates.
4. Use financial management concepts and tools to evaluate business investment decisions and performance.

ASSESSMENT PROCEDURES:

Your final grade will be based on the following:

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|----------|-----|
| Exams | 60% |
| Homework | 20% |
| Quizzes | 20% |

Homework and quizzes are completed online using MyLab software. Exams are also in MyLab, but must be completed under proctored conditions. Additional information is provided on Moodle

COURSE POLICIES:

Total Hours of Coursework: This is a three-credit, college-level course. To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit.

For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework. You should expect to spend about six hours per week outside of class in order to succeed.

Attendance Policy: Students are expected to actively participate in this course and adhere to the course schedule. In the case of absence due to emergency (illness, death in the family, accident), or participation in official College functions, it is the student’s responsibility to confer with the instructor about the absence and missed course work. Further, it is the student’s responsibility to withdraw officially from any class which he/she ceases to attend. Failure to do so will result in the recording of an “F” grade. The College’s attendance policy can be found in the College Catalog.

Late or missed assignments: You may miss one each of the homework and quizzes with no penalty; your lowest score in each of these categories will be dropped. There are no make-ups for homework and quizzes.

If you experience an emergency (as defined in *Attendance Policy* above), and miss an exam, contact your instructor. Under emergency circumstances only, you may be given a make-up exam at the discretion of the instructor.

Academic Integrity: The HCC Student Code of Conduct is published in the College Guide: A Handbook Planner for Students and may be obtained in the Student Activities Office. The Code of Conduct includes principles, rights, and prohibited conduct related to academic integrity and due process. Academic dishonesty will be dealt with in accordance with the College’s policies and procedures.

Services for Students with Special Needs: Students who have special needs are encouraged to identify themselves to the Coordinator of Disability Services as early as possible. Reasonable accommodations based on current documentation are provided to qualified students. For more information, contact the coordinator of disability services at 240-500-2273 (TTY 301-739-5813).

Once approved by the coordinator, it is your responsibility to communicate directly with the instructor about the accommodations you require.

The instructor reserves the right to modify the course content, schedule, and/or assessment procedures as deemed necessary.

ACCOUNTING FOR CREDIT HOUR REQUIREMENT

| <i>For face-to-face class:</i> | | |
|---|--------------------|--|
| Assignment/Assessment | Clock Hours | Explanation |
| In-class instruction and activities | 37.5 | Time spent in class |
| Assigned readings and practice problems | 37 | Reading, note-taking, and practicing sample problems |
| Homework problems | 30 | Time spent on homework problems and spreadsheets |
| Quizzes | 20 | Study time plus time to complete quizzes |
| Exams | 10 | Study time plus time to complete exams |
| Total hours | 134.5 | |
| <i>For online class:</i> | | |
| Assignment/Assessment | Clock Hours | Explanation |
| Online videos and other content | 37.5 | Time spent on a variety of online learning tools |
| Assigned readings and practice problems | 37 | Reading, note-taking, and practicing sample problems |
| Homework problems | 30 | Time spent on homework problems and spreadsheets |
| Quizzes | 20 | Study time plus time to complete quizzes |
| Exams | 10 | Study time plus time to complete exams |
| Total hours | 134.5 | |