



FIN 311 Principles of Finance
Fall 2018
Section 7

Professor: Andrew L. H. Parkes, Ph. D.
Office: FCB 304
Office Hours: MTWT 2:10 – 3:30, W 11-12, and by appointment
Email: Andrew.parkes@nau.edu or andrew@andrewparkes.com
Course website: Bb Learn and www.andrewparkes.com

Catalog Description:

Survey of the major areas of financial operations in business and their relationship to other business functions; internal financial activities, sources of funds, and the firm's involvement with money and capital markets; basic techniques of financial analysis and their application to financial decision making; development of an understanding of the financial system.

Prerequisites:

Business Professional Program (BPP)

Course Learning Outcomes: Upon completion of this course you should be able to:

- A. Describe the institutional and tax environments in which firms operate.
- B. Assess the financial health of firms by examining their financial statements.
- C. Adjust the values of cash flows across time.
- D. Calculate returns, and assess riskiness of returns for various assets.
- E. Describe the source of asset value, and be able to calculate values for various financial assets.
- F. Assess the value of potential investments in fixed assets, and make correct decisions on whether or not to proceed with the investment.
- G. Describe the sources of capital available to firms, and estimate the cost for various sources.
- H. Forecast financial statements into the future, and determine future external financing needs.
- I. Discuss personal financial planning topics including personal budgets and balance sheets, retirement plans, investment vehicles, and insurance products.
- J. Describe how international trade creates additional risks and opportunities for firms.

Required Textbook and Course Materials:

1. *Fundamentals of Financial Management*, Concise 9th edition, with MindTap, Brigham, Houston 2018. The eBook is available with the MindTap full registration. You will register for the eText and homework (MindTap) through BbLearn. Please come to the first day of class, if you have questions. An Emergency Textbook Loan Program exists if you have financial need. More information is available at <https://nau.edu/first-generation/textbook-loan-program/>.
2. Technology: In addition to Internet and BbLearn access, this course utilizes the Microsoft Office suite; specifically, Excel, PowerPoint, and Word. Some of the quizzes will be completed electronically so please bring your laptop or tablet to the class sessions. A laptop cart will be provided for those students who do not possess these devices.
3. A financial calculator (Texas Instruments BAII Plus is recommended and affordable; TI84 is acceptable as well).
4. Bb Learn and www.andrewparkes.com – You will be required to regularly check the course website that contains most of your other homework assignments, quizzes, PowerPoint files, and other information.

Grading:

Regular attendance is required to properly understand and participate in the classroom. Class assignments will be an important portion of the grade. There will be three tests worth 80 points each and a comprehensive final worth 100 points. Each test may consist of multiple choice as well as problems and/or short answer questions. Generally the quizzes and homework assignments will apply to each test and are designed to help you prepare for the exams. Late papers or assignments are graded down one letter grade each day that they are late! Assignments not turned in at the beginning of class, unless otherwise indicated, will be considered late. There will usually be a MindTap (CengageBrain) homework each week due on Sunday before the next week begins (Monday for Labor Day). MindTap homework will account for 17% of your final grade (the equivalent of 100 points).

In MindTap, you have three attempts for homework or problem sets. Each attempt on a problem will show up with a similar question but generally a new answer arrangement. The problem sets in MindTap account for 17% of your final grade. These assignments must be completed by the posted deadlines in order to receive full credit for each. An automatic 10% deduction LATE policy is set up for 24 hours after the due date. Extensions may be offered for online assignments, however it is up to the professor's discretion without appropriate documentation. A 10% deduction per day may also be applied at the professor's discretion when proper documentation is not provided. With proper documentation or a legitimate institutional excuse, you may be able to schedule an extension as needed.

Each assignment, as well as the quizzes in class, will apply directly to the material covered and therefore will appear on the tests. Assignments and unannounced quizzes will be a part of the class grade. Quizzes are worth 5 points each and may not be made up. There will be two quizzes during the semester which will not be included in the total number of points. There are no exceptions to the quiz policy. Criteria for the papers will be described further in class and on the web. The student is responsible for missed classes and any assignments made during that time. Please feel free to contact the professor if you need assistance. Any changes in the material covered will be announced in class prior to each test. Grades will be assigned such that at least 90% will receive an "A", 80% a "B", 70% a "C", 60% a "D" and below 60% an "F". The instructor reserves the right to lower the grading scale.

3 Tests	300	37.5%
Final	100	12.5%
MindTap Homework	100	12.5%
Projects	100	12.5%
Assignments	120	15%
<u>Quizzes (in class)</u>	<u>80</u>	<u>10%</u>
Total	800	100%

The projects/assignments will be graded for neatness, professional appearance, grammar, spelling and content. Each project or assignment will be detailed in the "Announcements" tab of BbLearn, on the class website, and discussed in class. Please let me know if you have any questions or concerns at any time.

Make-ups, late assignments or the like MUST be scheduled prior to the due date. Note that I endeavor to hand back graded tests the next class period, therefore all make-ups must be completed before then.

Assignments, quizzes, homework, etc. will be returned to the student. It is the responsibility of the student to retain the returned material. If the student feels an error has been made in the recording of their grade/points, the quiz/homework, etc. must be produced in order for the Instructor to change the grade.

Extra Credit for Attendance at SI Sessions

You can earn additional extra credit points for attending up to twelve sessions organized by our Student Instruction (SI) leader. The total number of sessions that you attend will be multiplied by 0.25 percentage point although your total extra credit points will be capped at 3 percent of the final grade. Attendance will be taken at the SI sessions for purposes of tracking extra credit and students are expected to remain for at least 30 minutes of each session they attend. No additional extra credit is available other than through attending the SI sessions.

Our Student Instruction leader for FIN 311, Section 7 is Sarah Meyer. Her email address is smm682@nau.edu. SI session times will be announced as soon as they are approved by the Dean's office.

NAU Policy Statements: NAU has adopted a standard set of policies that apply to students. Policy information can be found at <http://nau.edu/OCLDAA/Forms/UCC/SyllabusPolicyStmts2-2014/>. Please familiarize yourself with these policies.

Academic Integrity: A zero tolerance on cheating is upheld in this course. Anyone caught cheating will receive one or more of the following; (1) Zero points on the assessment, (2) One letter grade reduction in the final course grade, (3) An "F" for the entire course without the option to withdraw. <https://policy.nau.edu/policy/policy.aspx?num=100601>

Classroom Disruption Policy: Membership in the academic community places a special obligation on all participants to preserve an atmosphere conducive to a safe and positive learning environment. Part of that obligation implies the responsibility of each member of the NAU community to maintain an environment in which the behavior of any individual is not disruptive.

Instructors have the authority and the responsibility to manage their classes in accordance with University regulations. Instructors have the right and obligation to confront disruptive behavior thereby promoting and enforcing standards of behavior necessary for maintaining an atmosphere conducive to teaching and learning.

Instructors are responsible for establishing, communicating, and enforcing reasonable expectations and rules of classroom behavior. These expectations are to be communicated to students in the syllabus and in class discussions and activities at the outset of the course. Each student is responsible for behaving in a manner that supports a positive learning environment and that does not interrupt nor disrupt the delivery of education by instructors or receipt of education by students, within or outside a class. The complete classroom disruption policy is in the Appendices of NAU's Student Handbook. The link is provided below.

https://www.nau.edu/uploadedFiles/Administrative/EMSA_Sites/Folder_Templates/Forms/Classroom_Disruption_Policy.pdf