

CENTRAL MICHIGAN UNIVERSITY
MSA 602 SYLLABUS
Fall 2020

All students must wear a face covering or mask and maintain social distancing while attending face-to-face classes. Face masks/coverings are required in all public spaces on campus. Please read this syllabus in full for further information.

IDENTIFYING INFORMATION

Course: MSA 602 Financial Analysis, Planning, and Control

Term: Fall 2020

CRN: 22385569

Location: Rowe 229

Course Dates and Times: Mondays -5:30-8:20 p.m.; 8/17 – 11/23/20

Instructor: Dr. Michael Dillon

E-Mail Address: dillo1md@cmich.edu

Phone Number: Cell: 989-941-6330

Office Hours: For the Fall semester my office hours are Mondays 4:30pm – 5:30pm, Tuesdays 8am – noon, and Wednesdays 4:30pm – 5:30pm. Additionally, I would be happy to set up other times to talk.

Academic Biography: Dr. Michael Dillon has been a fixed term faculty member, and now a Lecturer II, at Central Michigan University since January of 2016 for the Master of Science of Administration program, and has taught a variety of MSA courses. Prior to his current role, he has served as an adjunct faculty member at various universities. He has a work history in higher education and finance, has taken leadership roles in multiple non-profits, and has numerous academic publications and conference presentations. Research interests include collaborative action and power dynamics, adult learning theory, organizational learning, critical human resource and organizational development theory, leadership theory, action research methodology, hybrid and online learning, and qualitative research. Dr. Dillon holds an Ed.D. in Adult Education and Human Resource and Organizational Development from the University of Georgia, a Master of Arts in Organizational Leadership from Gonzaga University, a Dual Bachelors of Arts in Economics and Philosophy from the University of Pittsburgh, and recently completed a Project Management certificate at Central Michigan University. Dr. Dillon is originally from Pittsburgh, PA and currently resides in Midland, MI with his two teenage children and a rescue Terrier named Foxy.

Prerequisite: Accounting Competency (as outlined in the Bulletin program requirements)

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Required Texts: *Foundations of Finance*. Author: Keown, Arthur J.; Martin, John D.; and Petty, J. William 2020, 10th edition. Publisher: Pearson Publishing Co. ISBN: 9780134897264

III. COURSE DESCRIPTION

Study of financial analysis, planning and control techniques/methods, emphasizing mechanisms used to determine the overall financial health of private, public and non-profit organizations. This course may be offered in an on-line format.

IV. COURSE GOALS AND OBJECTIVES

1. Appraise an organization’s financial health by evaluating data derived from management and managerial accounting practices and functions.
2. Compare the similarities and differences between the financial objectives of private, public, and non-profit organizations.
3. Assess, interpret, and understand financial statements and information to determine an organization’s financial position and health.
4. Apply and evaluate analytical models used to evaluate financial performance.
5. Investigate the roles that budgeting play in financial decision-making for long-term and short-term financial planning.
6. Examine various sources of capital and how funds are raised by organizations.
7. Recommend and apply strategies and principles of financial management to the allocation of funds to secure the long-term profitability and/or goal attainment of organizations.
8. Incorporate the use of finance and accounting tools and principles into organizational analysis.

V. METHODOLOGY

In this Hybrid course, it is vital that students (and the instructor) fully participate and engage. This means “bringing” your work/life/academic experiences to the classroom** and Blackboard discussion board. Rich dialogue and classroom practice is critical to your success in the course. In order to be prepared for class: read the material, contemplate the concepts and how they relate to your experiences and career goals, and fully engage. We will engage in classroom and Blackboard discussions, practicing of concepts in class, paper assignments, presentations, and regular reading of the textbook.

VI. COURSE OUTLINE/ASSIGNMENTS –

<u>Week</u>	<u>Dates</u>	<u>Topics</u>	<u>Readings</u>	<u>Assignments*</u>	<u>Class Meeting**</u>
1	8/17 – 8/23	The scope and environment of financial management	Chapter 1	Discussion Board	8/17 Hyflex** (Your choice: Classroom or WebEx)
2	8/24 – 8/30		Chapter 2	Discussion Board	8/24 Hyflex** (Your choice: Classroom or WebEx)
3	8/31 – 9/6		Chapter 3	Topic Paper I	8/31 Hyflex** (Your choice: Classroom or WebEx)
4	9/7 – 9/13		Chapter 4	Quiz I (Chs. 1-4)	No class this week (Labor Day!)

5	9/14 – 9/20	The valuation of financial assets	Chapter 5	Discussion Board	9/14 Hyflex** (Your choice: Classroom or WebEx)
6	9/21 – 9/27		Chapter 6	Topic Paper II	9/21 WebEx only
7	9/28 – 10/4		Chapter 7	Discussion Board	9/28 WebEx only
8	10/5 – 10/11		Chapter 8	Discussion Board	10/5 Hyflex** (Your choice: Classroom or WebEx)
9	10/12 – 10/18		Chapter 9	Quiz II (Chs. 5-9)	10/12 WebEx only
10	10/19 – 10/25	Investment in long-term assets	Chapter 10	Topic Paper III	10/19 Hyflex** (Your choice: Classroom or WebEx)
11	10/26 – 11/1		Chapter 11	Submit your Presentation Idea for Approval	10/26 WebEx only
12	11/2 – 11/8	Capital structure and dividend policy	Chapter 12 & 16		11/2 Hyflex** (Your choice: Classroom or WebEx)
13	11/9 – 11/15		Chapter 13	Quiz III (Chs. 10-13)	11/9 WebEx only
14	11/16 – 11/22	Working-capital management and international business finance	Chapter 14 & 15	Topic Paper IV Quiz IV (Chs. 14-16)	11/16 Hyflex** (Your choice: Classroom or WebEx)
15	11/23			Presentations	11/23 WebEx Only

*All assignments due by Sunday 11:59pm EST of week noted unless otherwise indicated. No work accepted after 11/23/20.

****HyFlex:** In this HyFlex course, You may join the course in the classroom (Rowe Hall) as indicated on the syllabus, or via the live simultaneous WebEx broadcast that will take place on this link <https://cmich.webex.com/meet/dillo1md>. You will be given credit for participating either way. If you do decide to join via WebEx instead of the classroom, you are expected to be ready to participate via your camera, microphone and the Chat function. In larger classes, a spreadsheet dividing the student

roster will be provided to ensure we do not exceed the maximum classroom size due to the coronavirus restrictions. More information will be provided approximately a week before class begins.

Responsibilities and expectations regarding the coronavirus:

Face coverings, such as masks, and social distancing (6 feet apart) are required in all buildings and classrooms ([CMU’s policy on face coverings](#)). Students who have forgotten their face coverings may obtain a disposable mask from one of the 40 vending areas on campus. Vending machine locations are available on the [Fired Up for Fall website](#).

The evidence is clear that [face coverings are a crucial part of keeping coronavirus at bay](#) and [support the university’s commitment to providing all members of its community with a safe, healthy, caring, and supportive environment](#). Masks should cover the entire nose and mouth, per guidelines from the Centers for Disease Control (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>). Students whose unique and individual circumstances require an alternative face covering, as indicated by a medical condition may request one. To request an alternative, students should [contact Student Disability Services \(SDS\)](#).

Refusing to wear a mask in any building or classroom without an accommodation letter from Student Disability Services is a violation of university regulations ([section 3.2.31 of the Student Code of Conduct](#)) and exposes the student to possible sanction for not adhering to university regulations. Refusing to maintain social distancing guidelines also violates the same university regulations. Students not adhering to the policy on face coverings or social distancing will be asked to leave the classroom and the building. In addition, faculty and/or staff may file a report with the Office of Student Conduct.

VII CRITERIA FOR EVALUATION

Evaluation:

Assignment	Points
Discussion Board (5x20)	100
Brief Podcast Presentation	30
Topic Paper I	100
Topic Paper II	100
Topic Paper III	100
Topic Paper IV	100
Quiz I	75
Quiz II	75
Quiz III	75
Quiz IV	75
Administrative Problem Presentation	100
Class Engagement	70
Total	1000

Assignment Details:

Discussion Board

There will be a discussion board prompt on some weeks in Blackboard. You need to answer the discussion board post by Wednesday of the week and reply to at least 2 classmates by Sunday of the week. See Blackboard for more detail.

Brief Podcast Presentation: Each student will be given a class meeting date to speak about a current event that you learned about in a podcast, which relates to some aspect of the course material. You should be prepared to talk about what you learned and how it connects with course concept(s) for 5-10 minutes and take questions from your classmates. PowerPoint is not required. Podcast ideas will be provided in Blackboard.

Topic Papers (I-IV): For the topic papers, you are to find a recent news story regarding a publically traded company, and relate it to the concepts discussed in the course (see the paper numbers and topics below). You will need to explain in depth how the concepts connect with the issue in the news story and/or could address the issue. The paper should be 6-7 pages in length with at least 3 scholarly references (the text book is not a scholarly reference, but can be used as an additional reference). Useful sources of information for this paper include: <https://finance.yahoo.com/> , <https://www.sec.gov/edgar.shtml>, and the company's most recent quarterly report. Use APA style, including APA section headings.

- I. Include analysis of: The five principles that form the foundation of finance, and b) the balance sheet, as it relates to the company you selected.
- II. Include: Financial analysis using ratios, as it relates to the company you selected.
- III. Include analysis of: either a) stocks / the stock market or b) capital budgeting decision criteria, as it relates to the company you selected.
- IV. Include analysis of: either cash flows, or risk (the 3 types), or dividend policy, or short term financial planning, as it relates to the company you selected.

Introduction of the issue	15
Connection with course concepts	70
APA / Grammar / Structure / References	15
Total	100

Quizzes (I-IV): There will be four quizzes covering all chapters of the textbook (see the breakdown below). Quizzes may consist of multiple choice, true or false, and short answer questions. Each quiz will be taken in Blackboard, consists of 15 questions, and is timed at 45 minutes.

- I. Chs. 1-4
- II. Chs. 5-9
- III. Chs. 10-13
- IV. Chs. 14-16

Administrative Problem Presentation: In this presentation, you are presenting a problem that you have noticed at an organization you are familiar with, and how one or more course concepts relates to the problem. You are to present to the class as if we are the stakeholders of an organization. Provide a solution in your presentation.

You must submit your topic idea in advance. There is no paper assignment associated with this presentation, however, be sure to conduct the research necessary in order to present thoroughly.

Quality of Presenting	20
Quality of Material Presented	80
Total	100

Class Engagement: Class Engagement grade will be based attendance and engagement as described below.

Class Engagement		
Engagement	Preparation (outside of class)	Participation (in class)
I am Fully Engaged	Exemplary Preparation I read carefully and research background information on the author/topic ahead of time. I research social, cultural, historic, economic, political connections to the text/topic. I consider the course's Essential Questions as I prepare.	Animated Participation I attend class and I speak daily. I try to advance the conversation by presenting evidence to support my ideas. I present related research, implications, or complexities in the text/situation/topic.
I am Occasionally Engaged	Novice Preparation I read assignments ahead of time. I do basic research to understand the material, but I do not go beyond the obvious. Sometimes I consider the course's Essential Questions as I prepare.	Occasional Participation I attend class daily. I speak occasionally—mainly when called upon by the professor. Sometimes I present general evidence to support my position.
I'm not sure how to be engaged; I need some direction	Inadequate preparation Sometimes I do the reading. I don't research to understand the material, nor do I go beyond the obvious.	Inadequate participation My attendance is inconsistent. I participate only when prompted.
I am Disengaged	No Preparation I neither read nor research before class.	No Participation My attendance is inconsistent. I do not speak in class.
Source: Stephanie Almagno, PhD, http://www.facultyfocus.com/articles/effective-teaching-strategies/participation-points-making-student-engagement-visible/?utm_campaign=Faculty%20Focus&utm_content=50702409&utm_medium=social&utm_source=linkedin		

Late Assignments: 20% penalty for each day late. No work accepted after 11/23/20.

Make-ups and Rewrites: Not accepted

Attendance Policy: Students need to be present and engaged for each class meeting**, and to keep abreast of any announcements in Blackboard.

Grading Scale:

94% or above : A	,	87% - 89% : B+	,	77% - 79% : C+	,
90% - 93% : A-	,	84% - 86% : B	,	74% - 76% : C	,
		80% - 83% : B-	,	Below 74% : E	.

General:

1. Academic Dishonesty: Written or other work which a student submits must be the product of his/her own efforts. Plagiarism, cheating, and other forms of academic dishonesty, including dishonesty involving computer technology are prohibited. Further information on Academic Dishonesty can be found in the current Bulletin.
2. ADA: CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact Student Disabilities Services at 989-774-3016 or by e-mail at sds@cmich.edu at least 4-6 weeks prior to the start of class. SDS is located in the Park Library, room 120. Students may find additional information and forms at http://www.cmich.edu/Student_Disability_Services.htm .

Student's Rights and Responsibilities: <http://www.cmich.edu/policies-procedures/code-student-rights>

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