

# Chiang Kai Shek College

## 菲律賓中正學院

### **CKS COLLEGE**

#### **INSTITUTIONAL VISION-MISSION**

Education for excellence, geared towards a united Filipino-Chinese community equipped with the basic academic skills, wisdom, and the virtues of propriety, righteousness, incorruptibility and honor, committed to nation building and international concern.

#### **CORE VALUES**

*Chiang Kai Shek College challenges stakeholders to lead their lives in accordance to the four Confucian virtues:*

- Lǐ (禮, propriety, proper rite)
- Yì (義, righteousness or justice)
- Lǎn (廉, incorruptibility)
- Chí (恥, honor, sense of shame)

*Concomitant to attaining these values are the cultivation and sustenance of the holistic approach to education, an all-around development in five domains:*

- Dé (德, moral)
- Zhì (智, intellectual)
- Tǐ (體, physical)
- Qún (群, team spirit)
- Měi (美, aesthetic)

*Based on these Confucian moral values, CKS College simplifies its Core Values as follows:*

- Relevant Education
- Good Character
- Committed Service

#### **COLLEGE VISION STATEMENT**

To become the preferred Filipino-Chinese college that offers high quality, learner-centered, and outcome-based education to future entrepreneurs, professionals, and managers in the fields of business, IT, and education.

#### **COLLEGE MISSION STATEMENT**

CKS College is a preeminent Filipino-Chinese college that seeks to grow, educate, and train future entrepreneurs and leaders who will make significant contributions to society.

It endeavors to create a learning environment that balances theory with practice, so as to equip students with the necessary knowledge, skills, and values that will enable them to succeed in their respective fields.

In partnership with CKS College faculty, staff, and administration, and through stronger linkages with various organizations, CKSC alumni, businessmen, and professionals, it shall continuously make its degree programs more adaptive and relevant to changing educational, social, technological, and business environments, thereby bridging the gap between academe and industry.

It shall supply various sectors with capable, competent, and pro-active educators, accountants, managers, marketers, IT experts, and entrepreneurs who shall be known for their commitment, excellence, passion, and integrity.

#### **CKS COLLEGE INSTITUTIONAL OBJECTIVES**

1. To train bright and capable leaders of society
2. To prepare people for the task of building a better and stronger nation
3. To harvest and share great ideas from Eastern and Western cultures
4. To enhance friendship and understanding between Filipinos and Chinese

#### **PROGRAM OUTCOMES (PO)**

##### **1. Common to All Programs**

- 1.1 Recognize and examine the trends and developments in one's field of specialization.
- 1.2 Effectively communicate orally and in writing using English, Filipino, mother tongue language, and an appropriate Foreign Language required by the industry.
- 1.3 Work effectively and independently in multi-disciplinary and multi-cultural teams.
- 1.4 Act in recognition of professional, social, and ethical responsibilities.
- 1.5 Preserve and promote Filipino historical heritage and cultural values.
- 1.6 Engage in ongoing, voluntary, and self-motivated pursuit of knowledge (lifelong learning).
- 1.7 Demonstrate the values of propriety, righteousness, incorruptibility, and honor.

##### **2. Common to the Business and Management Discipline**

- 2.1 Perform the basic management functions, such as planning, organizing, staffing, leading, and controlling.
- 2.2 Apply proper decision making tools to critically, analytically, and creatively solve problems and drive results.
- 2.3 Apply the basic concepts that underlie each of the functional areas of business (marketing, finance, human resources management, production and operations management, information technology, and strategic management) and employ these concepts in various business situations.
- 2.4 Apply information and communication technology (ICT) skills as required by the business environment.
- 2.5 Work effectively with other stakeholders and manage conflict in the workplace.
- 2.6 Employ entrepreneurial skills in planning and implementing business activities.
- 2.7 Demonstrate high personal moral and ethical standards, organizational citizenship, and corporate social responsibility.

##### **3. Specific to the Accountancy Program**

- 3.1 Resolve business issues and problems, with a global and strategic perspective using their knowledge and technical proficiency in the areas of financial accounting & reporting, cost accounting & management, management accounting & control, taxation, and accounting information systems;
- 3.2 Conduct accountancy research through independent studies of relevant literature and appropriate use of accounting theory and methodologies;
- 3.3 Employ technology as a business tool in capturing financial and non-financial information, generating reports and making decisions;
- 3.4 Apply knowledge and skills that will enable them to successfully respond to various types of assessments (including professional and certifications);
- 3.5 Confidently maintain a commitment to good corporate citizenship, social responsibility and ethical practice in performing functions as an accountant.
- 3.6 Use financial & non-financial information to conduct sustainability and strategic audit of various business organizations.

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## 菲律濱中正學院

### COURSE SYLLABUS

<b>Course Code</b> : ACFNMG <b>Course Title</b> : Financial Management <b>Credit</b> : 3.0 Units <b>Instructor</b> : <b>Class Day</b> : <b>Class Time</b> : <b>Classroom</b> : <b>Consultation Schedule</b> :	<b>Course Description:</b>  This course will cover an introduction to financial/corporate management. It will focus on what business firms should do to achieve their financial goal, which is to optimize the owner's wealth. It shall include discussion of the finance function, the operating environment of finance, key concepts such as time value of money, risk and return, tools of financial statement analysis and planning, and financial asset valuation. Additionally, some selected personal financial management topics are also included in the course, such as: use and source of credit from nonbank institutions, and an individual's basic investment selection biases on ordinary shares, bonds, and mutual funds.
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Course Outcomes	Program Outcomes Addressed by the Course Outcomes
1. Appreciate the role of a financial manager in business organizations.	2.1 Perform the basic management functions, such as planning, organizing, staffing, leading, and controlling. 3.1 Resolve business issues and problems, with a global and strategic perspective using their knowledge and technical proficiency in the areas of financial accounting & reporting, cost accounting & management, management accounting & control, taxation, and accounting information systems.
2. Define and understand the basic business ethics and ethical requirements of being a financial manager.	2.5 Work effectively with other stakeholders and manage conflict in the workplace. 3.5 Confidently maintain a commitment to good corporate citizenship, social responsibility and ethical practice in performing functions as an accountant.
3. Obtain a simple understanding of the use of financial statements in planning and forecasting.	2.3 Apply the basic concepts that underlie each of the functional areas of business (marketing, finance, human resources management, production and operations management, information technology, and strategic management) and employ these concepts in various business situations. 3.4 Apply knowledge and skills that will enable them to successfully respond to various types of assessments (including professional and certifications);
4. Appreciate the concept of cash flows and the impact of taxes on cash flows and business income.	2.3 Apply the basic concepts that underlie each of the functional areas of business (marketing, finance, human resources management, production and operations management, information technology, and strategic management) and employ these concepts in various business situations.

Course Outcomes	Program Outcomes Addressed by the Course Outcomes
	3.4 Apply knowledge and skills that will enable them to successfully respond to various types of assessments (including professional and certifications);
5. Understand the relationship among financial markets, institutions and interest rates.	2.1 Perform the basic management functions, such as planning, organizing, staffing, leading, and controlling. 3.1 Resolve business issues and problems, with a global and strategic perspective using their knowledge and technical proficiency in the areas of financial accounting & reporting, cost accounting & management, management accounting & control, taxation, and accounting information systems.
6. Obtain solid foundation in the understanding of the fundamental concepts of financial management: risk and returns and the time value of money.	2.1 Perform the basic management functions, such as planning, organizing, staffing, leading, and controlling. 3.1 Resolve business issues and problems, with a global and strategic perspective using their knowledge and technical proficiency in the areas of financial accounting & reporting, cost accounting & management, management accounting & control, taxation, and accounting information systems.
7. Develop proficiency in the application of the fundamental concepts in answering computational word problems.	2.1 Perform the basic management functions, such as planning, organizing, staffing, leading, and controlling. 3.1 Resolve business issues and problems, with a global and strategic perspective using their knowledge and technical proficiency in the areas of financial accounting & reporting, cost accounting & management, management accounting & control, taxation, and accounting information systems.
8. Value a financial security and use this in evaluating investment proposals.	2.2 Apply proper decision making tools to critically, analytically, and creatively solve problems and drive results. 3.1 Resolve business issues and problems, with a global and strategic perspective using their knowledge and technical proficiency in the areas of financial accounting & reporting, cost accounting & management, management accounting & control, taxation, and accounting information systems.
9. Define the types of credit available to individuals and small to medium enterprises.	2.1 Perform the basic management functions, such as planning, organizing, staffing, leading, and controlling. 3.1 Resolve business issues and problems, with a global and strategic perspective using their knowledge and technical proficiency in the areas of financial accounting & reporting, cost accounting & management, management accounting & control, taxation, and accounting information systems.
10. Identify the advantages and disadvantages of investing in popular securities in the market.	2.1 Perform the basic management functions, such as planning, organizing, staffing, leading, and controlling. 3.1 Resolve business issues and problems, with a global and strategic perspective using their knowledge and technical proficiency in the areas of financial accounting & reporting, cost accounting & management, management accounting & control, taxation, and accounting information systems.

**Course Requirements:**

- Class Participation. Attendance to all lectures and required alternative activities is highly encouraged. Students are expected to actively participate in discussions and to be respectful of each other’s views, opinions, and insights. It is part of the student’s responsibility to prepare for each class session by reading the assigned materials (textbook, references, journals, websites, hand-outs, etc.), as indicated in the Course Plan.
- Quizzes. Pre-discussion and post-discussion quizzes shall help assess student learning on a more regular basis. Such quizzes are unannounced. Pre-discussion quizzes shall help assess how well the student prepared for the session. They shall help students develop lifelong learning skills. Post-discussion quizzes shall help assess how much students learned from lectures and classroom discussions.
- Long Exams. Two long exams shall be administered before midterms and another two shall be administered after midterms. The schedule for the long exams are indicated in the Course Plan.
- Midterm & Final Exams. The Midterm and Final Exams shall be comprehensive and shall be administered as per the schedule set by the CKS College HEI Deans’ Council.
- Case Analysis. Students shall be assigned to groups and each group shall be assigned a case to work on. Written case reports shall be submitted prior to midterms. Students are required to follow the format provided. The schedules for case presentations and defense are indicated in the Course Plan. Cases are selected and assigned to help students gain a deeper understanding of concepts learned as they observe, analyze, and critique how companies design, implement, and monitor strategies.
- Project (Strategic Plan). The end-of-term project is an important course output which will give the student an opportunity to synthesize and apply various lessons learned in the course. Proper presentation skills and proper use of presentation materials should also be exhibited during the oral presentation and defense.

Grading System:		
Midterm Grade	=	$[(\text{Average quizzes} \times 25\%) + (\text{Midterm Exam} \times 20\%)] \div 45\%$
Final Grade	=	$(\text{Average quizzes} \times 50\%) + (\text{Midterm Exam} \times 20\%) + (\text{Final Exam} \times 30\%)$

Grade Score Equivalent (GSE):			
Rating	GSE	Rating	GSE
98 to 100	1.00	77 to 79	2.75
95 to 97	1.25	75 to 76	3.00
92 to 94	1.50	< 75	5.00
89 to 91	1.75	No Grade	NG
86 to 88	2.00	Authorized	AW
83 to 85	2.25	Withdrawal	
80 to 82	2.50		

**Textbook:**

- Brigham, E. F. & Houston, J. F. (2017). *Fundamentals of financial management*. Cengage Learning.

**References:**

- Cabrera, E. B. (2015) *Financial management 1: Principles and applications*. Conanan Educational Supply.
- Hull, J. C. (2015). *Risk management and financial institutions (4<sup>th</sup> Ed.)*. Prentice Hall.
- Mayo, H. B. (2016). *Basic finance: An introduction to financial institutions, investments, and management (11th Ed.)*. Cengage Learning.
- Mayo, H. B. (2016). *Basic finance customized*. Cengage Learning.
- Mayo, H. B. (2017). *Investments: An introduction*. Cengage Learning.
- Saunders, A. & Cornett, M. M. (2015). *Financial markets and institutions (6th Ed.)*. McGraw Hill.

**Course Plan:**

Week	Inclusive Date/s	Learning Outcome/s	Topic/s	Reference/s	Teaching-Learning Activities	Assessment Methods
1		<ul style="list-style-type: none"> <li>• Appreciate the role of a financial manager in business organizations.</li> <li>• Understand the goal of the firm.</li> <li>• Understand the different financial institutions and markets.</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Managerial Finance               <ul style="list-style-type: none"> <li>○ Finance and Business</li> <li>○ The Function of Managerial Finance</li> <li>○ Goal of the Firm</li> <li>○ Financial Institutions and Markets</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Suggested Readings:</b> <ul style="list-style-type: none"> <li>○ Brigham &amp; Houston, Chapters 1&amp;2</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Class Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Recitation</li> <li>• Case Analysis</li> <li>• Problem Solving</li> <li>• Quiz</li> <li>• Assignment</li> </ul>
2						
3		<ul style="list-style-type: none"> <li>• Understand the use of financial statements in planning and forecasting.</li> <li>• Calculate and interpret the different ratios for decision making.</li> </ul>	<ul style="list-style-type: none"> <li>• Analyzing Financial Statements               <ul style="list-style-type: none"> <li>○ The Stockholders' Report</li> <li>○ Financial Statements</li> <li>○ Uses of Financial Ratios</li> <li>○ Liquidity Ratios</li> <li>○ Profitability Ratio</li> <li>○ Market Ratio</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Suggested Readings:</b> <ul style="list-style-type: none"> <li>○ Brigham &amp; Houston, Chapter 3&amp;4</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Class Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Recitation</li> <li>• Case Analysis</li> <li>• Problem Solving</li> <li>• Quiz</li> <li>• Assignment</li> </ul>
4						
5						
6		<ul style="list-style-type: none"> <li>• Understand the various working capital policies/ approaches on asset maintenance level.</li> <li>• Understand the various working capital policies/ approaches on and to asset financing.</li> <li>• Identify sound cash and marketable securities management policies.</li> <li>• Develop analytical skills in computation for the net advantages or disadvantages of cash management techniques &amp; policy proposals.</li> <li>• Identify sound receivables management policies</li> </ul>	<ul style="list-style-type: none"> <li>• Managing Working Capital and Current Assets               <ul style="list-style-type: none"> <li>○ Net Working Capital Fundamentals</li> <li>○ Cash Conversion Cycle</li> <li>○ Inventory Management</li> <li>○ Accounts Receivable Management</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Suggested Readings:</b> <ul style="list-style-type: none"> <li>○ Brigham &amp; Houston, Chapter 16</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Class Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Recitation</li> <li>• Case Analysis</li> <li>• Problem Solving</li> <li>• Quiz</li> <li>• Assignment</li> </ul>
7						
8						
9						<ul style="list-style-type: none"> <li>• Midterm Exam</li> </ul>
10		<ul style="list-style-type: none"> <li>• Appreciate the significance of the concept of cost of capital in capital investment decisions.</li> <li>• Understand the role of capital budgeting techniques in the capital budgeting process.</li> <li>• Develop proficiency in computing the cost of capital components and the weighted average cost of capital.</li> </ul>	<ul style="list-style-type: none"> <li>• Capital Budgeting Techniques               <ul style="list-style-type: none"> <li>○ Steps in Capital Budgeting Process</li> <li>○ Capital Budgeting Terminologies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Suggested Readings:</b> <ul style="list-style-type: none"> <li>○ Brigham &amp; Houston, Chapter 11</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Class Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Recitation</li> <li>• Case Analysis</li> <li>• Problem Solving</li> <li>• Quiz</li> <li>• Assignment</li> </ul>

Week	Inclusive Date/s	Learning Outcome/s	Topic/s	Reference/s	Teaching-Learning Activities	Assessment Methods
11		<ul style="list-style-type: none"> <li>Determine the required cash investment in capital investment decisions.</li> <li>Understand the motives for key capital expenditure and the steps in the capital budgeting process.</li> <li>Understand the basic capital budgeting terminologies.</li> <li>Calculate the initial investment associated with a proposed capital expenditure.</li> </ul>	Calculation of Initial Investment <ul style="list-style-type: none"> <li>Terminal Cash flow</li> <li>Payback period</li> <li>Net Present Value</li> <li>Internal Rate of Return</li> </ul>			
12						
13		<ul style="list-style-type: none"> <li>Determine the cost of long term debt and the cost of preferred stock.</li> <li>Describe the procedure used to determine break points and the weighted cost of capital.</li> </ul>	<ul style="list-style-type: none"> <li>Cost of Capital               <ul style="list-style-type: none"> <li>Overview of the Cost of capital</li> <li>Cost of Long-term Debt</li> <li>Cost of Preferred Stock</li> <li>Weighted Average Cost of Capital</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Suggested Readings:</b> <ul style="list-style-type: none"> <li>Brigham &amp; Houston, Chapter 10</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Lecture</li> <li>Class Discussion</li> </ul>	<ul style="list-style-type: none"> <li>Recitation</li> <li>Case Analysis</li> <li>Problem Solving</li> <li>Quiz</li> <li>Assignment</li> </ul>
14						
15						
16		<ul style="list-style-type: none"> <li>Understand the type of capital, external assessment of capital structure.</li> <li>Understand the EBIT-EPS approach to capital structure.</li> </ul>	<ul style="list-style-type: none"> <li>Capital Structure               <ul style="list-style-type: none"> <li>Types of Capital Structures</li> <li>EBIT-EPS Approach to Capital Structure</li> <li>Choosing the Optimal Capital Structure</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Suggested Readings:</b> <ul style="list-style-type: none"> <li>Brigham &amp; Houston, Chapter 14</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Lecture</li> <li>Class Discussion</li> </ul>	<ul style="list-style-type: none"> <li>Recitation</li> <li>Case Analysis</li> <li>Problem Solving</li> <li>Quiz</li> <li>Assignment</li> </ul>
17						
18						<ul style="list-style-type: none"> <li>Final Exam</li> </ul>

#### Course Policies:

Academic Integrity	<p>CKSian values include propriety, righteousness, incorruptibility, and honor. Students should exercise such values both inside and outside the classroom. Students are expected to value the importance of education and should recognize that such involves hard work and sacrifice.</p> <p>Academic dishonesty— whether in the form of plagiarism (intentional or unintentional), cheating in exams and assignments, non-contribution to the group project, or the like— shall not be tolerated and shall strictly be subjected to the penalties indicated in the CKS College Student Handbook.</p>
Tardiness	<p>A student who incurs more than 12 hours of absences or twenty (20) percent of the prescribed number of class periods during the semester would be given a failing grade and given no credit for the course or subject. A student may be accepted in class even if he/she arrives late provided that it is not more than 25% of the class/session. A recorded tardiness is considered 1/3-absence, which if added to two other recorded tardiness will be equivalent to a full absence recorded against a student.</p>
Use of Mobile Devices	<p>Once inside the classroom, the student is expected to focus on his role as a learner. Distractions should be avoided. Students are not allowed to use mobile phones, tablets, or other gadgets in class. Mobile phones should be switched off or placed in silent mode.</p>

Make-Up Quizzes/ Exams	No make-up quiz shall be given to a student who is absent for the class period. For pre-discussion quizzes administered at the beginning of the class period, students are not allowed to enter the classroom in the middle of the quiz. Latecomers are advised to wait outside the classroom until the students present are finished taking the quiz. No make-up quiz shall be given to latecomers. For long exams, make-up exams may be given only upon presentation of an approved Application for Excuse Absence. For students who are unable to take the Midterm or the Final Exams, an approved Application for Excuse Absence and an approved Application for Special Examination should be submitted to the instructor before the make-up exam can be scheduled and administered.
Group Contribution in Project/s	The groupings for the project/s shall be determined at the beginning of the semester. Once assigned to a group, students shall not, under any circumstance, be allowed to switch groups. Students are expected to exercise teamwork and contribute meaningfully to the group project. A duly accomplished peer evaluation form shall be submitted by each group member along with the group's written report.
Consultation	If needed, students are highly encouraged to schedule consultation with the faculty within the consultation schedule provided. Such shall be conducted at the consultation area in the CKS College Faculty Room.
Others	Both student and faculty are responsible for maximization of class contact hours to ensure satisfaction of course learning outcomes. Once the class period has started, no one is allowed to leave the classroom, unless officially requested by the Administration Office and/or allowed by the instructor. Leaving the classroom at any time within the scheduled class period, whether for short or extended periods of time, is strongly discouraged. Students should go to the toilet before or after class, or during the scheduled break within 3-hour class periods.

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