



Winter 2025
Highline College 2400
S. 240th St.
Des Moines, WA 98198

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Getting Started in this Class:

- 1) The first thing you must do is watch the Class Introductory Video and read the Syllabus (you are reading the syllabus now) at this web site: <https://people.highline.edu/mgirvin/AllClasses/455/Acctg-455.htm>

Instructor Information:

Instructor's Name: Michael Girvin
Instructor's Office Phone: (206) 592-3562
Instructor's Email address: mgirvin@highline.edu
Instructor's Office: 29-307
Office Hours: Tuesday & Thursday: 11 AM – 1:30 PM in 29-307 or 29-308. During this time, you can get help with class, advising, Excel and other topics. You can e-mail or phone to make an appointment to meet at other times from Monday to Saturday.

ACCTG 455 Class Description (As Listed in Highline Catalog):

Course in corporate financial management that will study the concepts associated with the allocation of scarce resources across assets over time. Analysis and calculations are done both by hand on paper and by using the spreadsheet program Excel. Topics covered are: financial statements and cash flow, time value of money, interest rates, discounted cash flow analysis, stocks, consumer, corporate and government debt, capital budgeting, exchange rates. Also includes basic concepts of International Financial Management. Extensive practice with problem analysis, problem setup, making necessary calculations and making conclusions based on the calculations using Excel.

Course Outline

- Forms of business organization
- Financial statement analysis and cash flows
- Time value of money
- Discounted cash flow analysis
- Financial markets and interest rates
- Valuing Stocks & Debt
- Capital budgeting decision methods
- Valuing Debt
- International finance

Student Learning Outcomes

- Formulate solutions and recommendations to business problems using the appropriate financial tools and calculations.
- Use Excel to perform complex financial calculations.
- Use Excel to perform financial statement analysis.
- Use Excel to determine cash flows from accrual accounting financial statements.
- Calculating commonly used financial formulas used in making business decisions.
- Develop complex dynamic spreadsheets for capital budgeting and consumer loan analysis.

We have Two Class Web Sites:

1. <https://people.highline.edu/mgirvin/AllClasses/455/Acctg455.htm>
 - This web site contains: Introductory Class Video, Syllabus, YouTube Video Lectures, Downloadable files for class. This web site is ALWAYS available, before the class starts, while the class is running and after the class ends.
2. <https://canvas.highline.edu/courses>
 - This web site contains: Test Upload Links, Quizzes, Test & Quiz Scores. **This class is ONLY available between 6 AM on Monday, Jan 6, 2025, to noon on Friday, Mar 21, 2025.** If you have questions concerning scores and grading after the class ends, you can e-mail mgirvin@highline.edu.

Four Computer Requirements

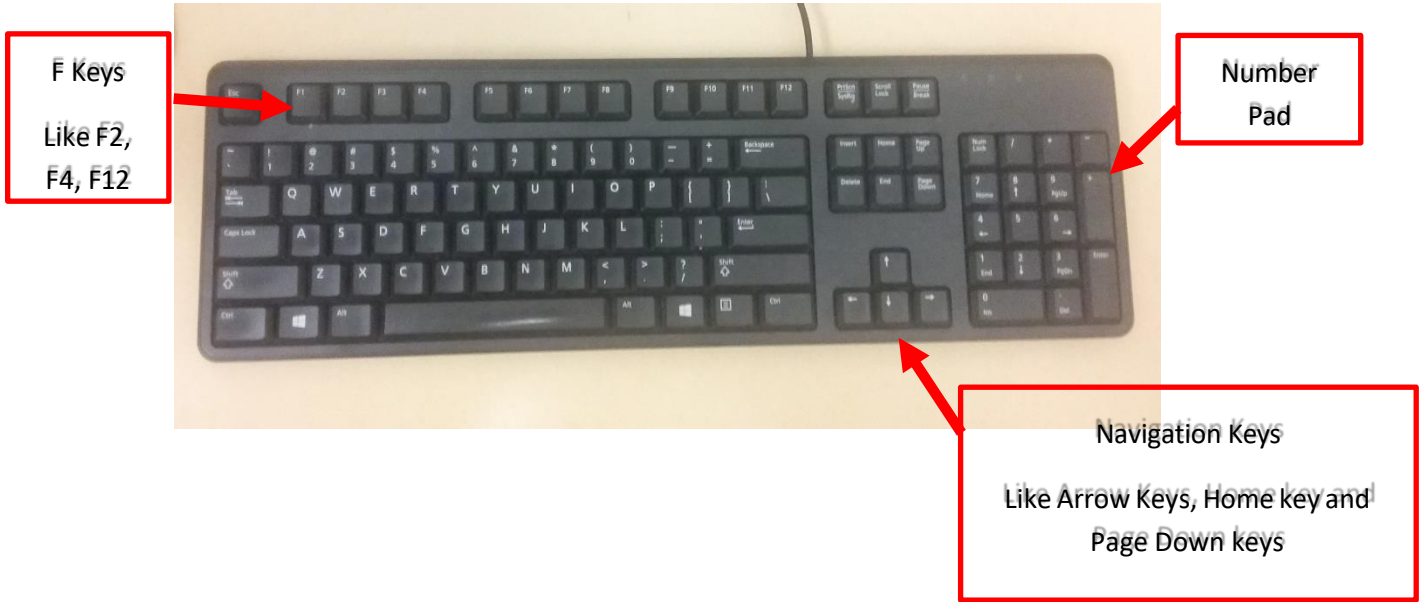
1. As was communicated in the schedule when you signed up for the class, you are required to use a Windows Based PC computer with Microsoft 365 Excel and a Standard Keyboard (10-key on the right side and F keys along the top) for this class. Mac or Chrome computers will not work for this class. The Highline Business department is closely aligned with employers in the working world and employers demand Windows Based PC computer skills. So even though many of us love our Macs and Chromebooks, we cannot use them in this class. If you do not have a Windows Based PC computer with Microsoft 365 Excel with a Standard Keyboard, you can make a request to borrow one from Highline or use the computer labs in build 30 at Highline.
 - To request a Windows based PC computer from Highline, use the “Student Technology Request Form” link at this Highline web site: <https://its.highline.edu/>
 - To get a free copy of Microsoft 365 Excel from Highline College, , use the “Free Office 365 for Staff & Students” and “Office 365 Student Instructions” links at this Highline web site: <https://its.highline.edu/>
2. Your computer must also have an internet connection that allows you to watch the YouTube class videos.
3. If you are using a Highline computer for the class, you will have to buy a USB drive to store your files. Here is a



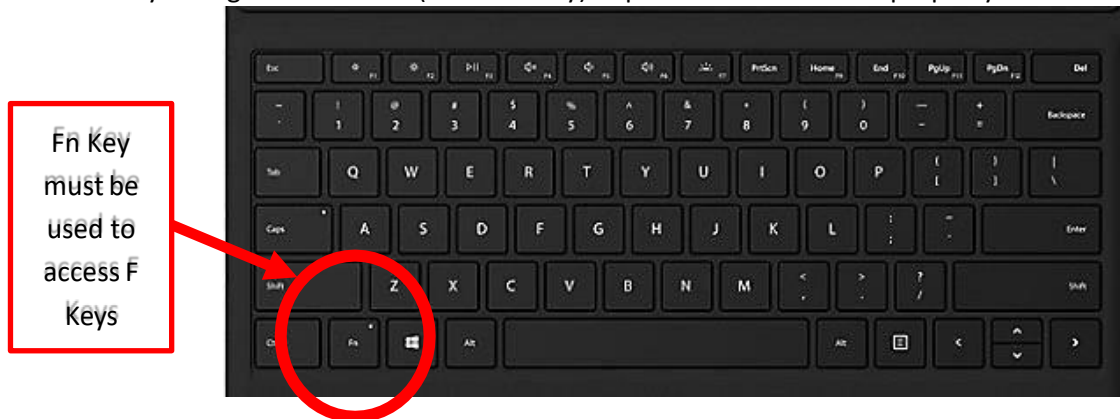
picture:

4. A Standard Keyboard with the F Keys, Navigation keys and the Number Pad is strongly suggested because of the number crunching and data analysis we do and because it is more efficient for most business applications.

- Standard Keyboard looks like this:



- Laptop computers have many different configurations. But if you have a laptop, you may have to access the F Keys using the Fn button (Function key). A picture of a Surface Laptop Keyboard is shown on the next page:



Textbook Requirement for this class:

- Title: Essentials of Corporate Finance
- Authors: Ross, Wseterfield, Jordan
- ISBN: 978-1-265-41496-2
- MHID: 1-265-41496-3

Succeeding in this class:

1. You can expect to study 15-20 hours per week.
2. You must have a Windows-based PC computer with Microsoft 365 Excel installed on it (discussed above).
3. In this class, it all starts with the schedule at the end of this syllabus. This schedule lists everything that you need to do this this class. Consult this schedule each day of the class.
4. For each section in this class, you will need to:
 - i. Download Excel chapter files (Excel files and pdf or PowerPoint notes) that go along with the video lectures from people web site.
 - ii. Watch YouTube class video lecture from people web site and practice what you see in Excel file. The file is for practice and is not handed in.
 - iii. Read textbook pages.
 - iv. Download Excel homework template and complete homework problems in that file. Then upload the finished homework files to the Canvas Upload Finished Homework Link. These homework problems will earn you points toward a grade in the class.
 - v. There are no tests or quizzes in this class. The way to get points for a grade is to complete the assigned homework problems.
5. Be sure to check the Canvas Announcements regularly, but especially each Monday afternoon when the weekly announcement will be made.

Grading Feedback

All submitted tests are graded within 24 hours after the scheduled due date-time. Due date-times for tests are listed in the schedule at the end of this syllabus.

Canvas Gradebook is NOT Correct

- 1) The scores for each assignment in Canvas are correct.
- 2) But the percentage scores are calculated for completed work only.
- 3) All grading will be done outside of Canvas. Grades will be calculated in Excel by the instructor.

Grading

- 1) Your grade is calculated by adding your total points from tests and dividing by the total points possible from tests. The resulting decimal or percentage can be looked up in the table below to determine your grade.
 - Example: if the 8 tests are worth 100, and your scores on the assignments are: 88+95+78+69+92+87+82+100, then your final grade would be tallied as follows:
 - Your final grade would be tallied as follows:
 - Total Possible Points = 100+100+100+100+100+100+100+100 = 800
 - Your Total Scores = 88+95+78+69+92+87+82+100 = 691
 - Then : $691/800 = 0.86375$
 - Then take decimal and lookup it up in below table to get a final decimal grade of: 3.2

% Grade	Decimal Grade	% Grade	Decimal Grade	% Grade	Decimal Grade	% Grade	Decimal Grade	% Grade	Decimal Grade
94.00%	4	87.00%	3.3	80.00%	2.6	73.00%	1.9	66.00%	1.2
93.00%	3.9	86.00%	3.2	79.00%	2.5	72.00%	1.8	65.00%	1.1
92.00%	3.8	85.00%	3.1	78.00%	2.4	71.00%	1.7	64.00%	1
91.00%	3.7	84.00%	3	77.00%	2.3	70.00%	1.6	63.00%	0.9
90.00%	3.6	83.00%	2.9	76.00%	2.2	69.00%	1.5	62.00%	0.8
89.00%	3.5	82.00%	2.8	75.00%	2.1	68.00%	1.4	61.00%	0.7
88.00%	3.4	81.00%	2.7	74.00%	2	67.00%	1.3	0.00%	0

Academic Honesty:

Students are expected to maintain a high standard of honesty in their academic work. Cheating and plagiarism are specifically prohibited under the college's Student Rights and Responsibilities provisions. Acts of cheating may include:

- 1) Turning in an item you did not create is cheating. Copying another person's digital item or work is cheating.
- 2) Allowing (intended or not intended) someone else to copy your work or digital item, is considered cheating and will result in a failing grade for the assignment. This means that you must safeguard your work and computer so that others do not have access to your work or computer.
- 3) During a test, do your own work, do not look at other's work, and do not talk with others (to do so is cheating). Having someone take or help you with a test or quiz is cheating.

Academic dishonesty of any kind will result in a grade of 0.0 on the assignment and possible disciplinary action from the college.

Incomplete Policy

- 1) In accordance with Highline policy, Incomplete Contacts are granted in the cases of documented emergencies. Examples of documentable emergencies are notes from doctor for hospital visit or a copy of death certificates for a relative.
- 2) Incompletes are considered only if 80% of the class work is done with a 2.0 grade or higher before the end of the 8th week.
- 3) The student must notify the instructor BEFORE the last day of the class in order to qualify for an incomplete.
- 4) If an incomplete is granted, a contract between the student and teacher will be created and the terms of the contact must be completed within two weeks of the last day of class.

Inclusive Statement

Highline College actively promotes and supports a learning environment which ensures social justice, mutual respect, understanding, civility and nonviolence. I recognize and respect diversity knowing that we are all different, and we also learn in different ways. These differences provide us with opportunities to learn new things, compare experiences, test our assertions, understand ourselves better, and find common ground. In this class I will uphold and promote an anti-discriminatory environment where everyone will belong and feel safe. I am committed to providing an equitable learning environment that will provide support to everyone in this class with a goal to ensure that we all learn and succeed.

Access Services Statement:

If you have not yet established services through Access Services, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you can contact Access Services at 206-5923857, access@highline.edu or access.highline.edu. Access Services is located in the Library (building 25 suite 531).

Grievance Procedures:

In the case of a complaint about a course, students are encouraged to speak with their instructor first, and if the matter is not resolved, students should then contact the division chair. The division chair is Oussama Alkhalili (Sam), oalkhalili@highline.edu or (206) 592-4317.

Additional College Procedures & Policies

For information on college policies on diversity, classroom behavior, incompletes, absences for religious reasons, student grievances, withdrawals, and emergency procedures please visit [Highline College Procedures and Policies](#).

Student Resources:

The college offers many resources to support student achievement and success. These include Access Services, faculty advising, the Academic Success Centers (math, writing, and general tutoring), the college library, and technical support. For more information visit <http://tutoring.highline.edu/home2.htm>

For Title IX (claims related to discrimination and sexual harassment):

It is the policy of Highline College to provide equal opportunity in education and employment and not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, [RCW 49.60.030](#) and their implementing regulations. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). For more detail see [the Title IX page](#) on the Highline website.

Schedule (More coming throughout Winter, 2025...)

Week	Dates	Topics	Videos to Study	Textbook	Textbook Homework Problems: Complete, & Upload in Home Area of Canvas	Open On-Campus Lab
1	Mon, 1/6 to Sun, 1/12	First week: 1) Study Syllabus, 2) Watch Introductory Video, 3) Obtain access to PC computer with Microsoft 365 Excel .				
2	Mon, 1/13 to Sun, 1/19	Chapter 1: Introduction Chapter 2: Financial Statements	Chapter 1: Video #8 Chapter 2: Videos #9-13	Textbook Reading pages 1-51	Chapter 2: Chapter Review & Self-Test Problem, Critical Thinking: 2.1, 2.2, 2.6, 2.8, 2.9, Problems: 1,2,3,4,7,19	
3	Mon, 1/20 to Sun, 1/26	Chapter 3: Working with Financial Statements	Chapter 3: Video #14-20	Textbook Reading pages 52-99	Chapter 3: Chapter Review & Self-Test Problem, 3.1, 3.2, 3.3, 3.4 Critical Thinking: 3.1. Problems: 9, 34, 15, 16, 17, 19, 35, 36, 37, 38	29-308, Mon 1/20 12:15P-2:15P
4	Mon, 1/27 to Sun, 2/2	Chapter 4: Time Value of Money and Valuation				29-308, Mon 1/27 12:15P-2:15P
5	Mon, 2/3 to Sun, 2/9	Chapter 5: Discounted Cash Flow Valuation				29-308, Mon 2/3 12:15P-2:15P
6	Mon, 2/10 to Sun, 2/16	Chapter 6: Interest Rates & Bond Valuation				29-308, Mon 2/10 12:15P-2:15P
7	Mon, 2/17 to Sun, 2/23	Chapter 7: Equity Markets & Stock Valuation				29-308, Mon 2/17 12:15P-2:15P
8	Mon, 2/24 to Sun, 3/2	Chapter 8: NPV & Other Investment Criteria Chapter 9: Capital Investment				29-308, Mon 2/24 12:15P-2:15P
9	Mon, 3/3 to Sun, 3/9	Chapter 10: Some Lessons from Capital Market History				29-308, Mon 3/3 12:15P-2:15P
10	Mon, 3/10 to Sun, 3/16	Chapter 11: Risk & Return				29-308, Mon 3/10 12:15P-2:15P
11		Finals week. All late work due before noon on Friday, March 21, 2025				29-308, Mon 3/17 12:15P-2:15P