
SYLLABUS
PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH
(E-PMP)

LEVEL OF EDUCATION: UNDERGRADUATE

TYPE OF EDUCATION: FULL-TIME

1. GENERAL INFORMATION

- *Course title (Vietnamese):* **Quản lý tài chính**
- *Course title (English):* **Financial Management**
- *Course code:* **EPMP1121**
- *Knowledge group:* **Major's knowledge**
- *Credit:* **3**
- *Prerequisite courses:* **Accounting principles**

2. THE DEPARTMENT IN CHARGE: Economic Management

3. DESCRIPTION

This course provides the knowledge and skills of financial management that are used in business in general, in public service providers in particular. The course content revolves around the basics of corporate financial management in making investment decisions and deciding on funding sources. Students will be familiarized with key corporate finance skills such as analyzing corporate financial statements, evaluating future cash flows, estimating investment capital, exploring risks and returns, and determining capital cost and capital structure.

4. REFERENCES

Required textbooks

Ross.S.A, Westerfield.R.W, Jordan.B.D. (2010) *Fundamentals of Corporate Finance*, International Student Edition 10th Edition Irwin/ McGraw Hill

Other references

Holden Craig W (2009) *Excel modeling and estimation in the fundamentals of corporate finance*, 3rd Edition, Prentice Hall College Div

5. COURSE OBJECTIVES:

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]

G1 (Knowledge)	Understanding the basics of financial and organizational finance and apply the basics of financial management to solve organizational financial management problems and evaluate the results of decisions.	KT2	3
G2 (Skill)	Developing skills in preparing financial statements and analyzing organizational financial statements to analyze and solve problems in English and implement the contents and processes of financial control of the organization.	KN1 KN2 KN5	3 3 3
G3 (Level of autonomy and responsibility)	Self-study for work to create capacity to work for a lifetime. Having a sense of responsibility, cooperation, and autonomy at work; take responsibility for your own work results	NLTC2	4

6. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	CLO1.1	Understand the basics of finance and organizational finance	2
	CLO1.2	Applying the basic knowledge of financial management to solve the financial management problems in the organization and evaluate the results of financial decisions in the organization.	3
G2 (Skill)	CLO2.1	Developing skills in preparing financial statements and analysis organized by financial statements for analysis and problem solving in English	3
	CLO2.2	Having skills in implementing the organization's financial control processes and contents	4
	CLO3.1	Self-study for work to create capacity to work for a lifetime	4

G3 (Level of autonomy and responsibility)	CLO3.2	Have a sense of responsibility, cooperation, and autonomy at work; take responsibility for your own work results	4
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7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Evaluate the learning process		From week 1 to week 12	CLO1.1 CLO3.1 CLO3.2	<ul style="list-style-type: none"> - Full level of attendance - Level of homework preparation (fully, thoroughly) - Level of participation in answering lecturers' questions (quantity and quality of answers) - Level of participation in making questions for lectures (quantity and quality of answers) 	10%
Mid-term review	Chapter 1: Introduce financial management organizations Chapter 2:	Week 8	CLO1.1 CLO1.2 CLO2.1 CLO3.1 CLO3.2 CLO3.4	<ul style="list-style-type: none"> - The degree of interaction between lecturers and students, the degree of team collaboration (including continuous inquiry, content quality and ability to express and answer questions of lecturers and students linked to the attainment of 	20%

	<p>Financial reports</p> <p>Chapter 3: Analysis of financial statements</p> <p>Chapter 5: About Valuation: Time Value of Money</p> <p>Chapter 6 Discounted cash flow</p> <p>Chapter 7: Interest rate and bond pricing</p> <p>Chapter 8 Stock valuation</p>			<p>knowledge, skills and the ability to autonomy and take responsibility of the course learning outcomes)</p>	
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Mid- term re view	<p>Chapter 9 Net present value (NPV) and several financial investment analysis indicators</p> <p>Chapter 10 Capital investment decisions</p> <p>Chapter 12 Some lessons from capital markets in the past</p> <p>Chapter 13 Earnings, risks and stock market lines</p> <p>Chapter 14: Capital expenditures</p>	Week 11	CLO 1.1, CLO 1.2, CLO 1.3, CLO 1.4, CLO 2.1, CLO 2.2, CLO 2.3, CLO 3.2	<p>The level of completion of group assignment, presentation (punctuality, quality of content and presentation, response to questions of lecturers and classmates are associated with the attainment of knowledge, skills as well as the capacity of autonomy and self-responsibility for the learning outcomes of the course</p>	20%
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Final- term review	Chapter 5,6,7,8,9,10,12,13,14		CLO1.1 CLO1.2 CLO2.1 CLO2.2 CLO3.1 CLO3.2	The level of completion of the individual test at the end of the term (The quality of the test is associated with the attainment of knowledge, skills as well as the capacity of autonomy and self-responsibility for the learning outcomes of the course)	50%
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* The module uses turnitin software to assess academic integrity

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]
1	Chapter 1: Introduction to Organizational Financial Management	CLO1.1, CLO3.1	Study at home: Read Chapter 1 at home in advance Teaching and learning in class Lecture: 3 sessions Discussion (group discussion and class discussion): 1 session	- Evaluate the learning process, attitude, level of initiative and positivity in learning 10% - Group quiz (lecturers and

2	<p>Chapter 2: Financial statements</p> <p>Accounting balance sheet</p> <p>Reporting on Business Results</p> <p>Tax</p> <p>Cash flow</p>	CLO1.1, CLO3.1	<p>Study at home: Read Chapter 2 at home in advance</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Discussion (group discussion and class discussion): 1 session</p>	<p>groups of students' direct questions and answers): 20%</p> <p>- Group exercises, presentations: 20%</p>
3	<p>Chapter 3: Analysis of Financial Statements</p> <p>Cash Flows and Financial Statements: Specific Considerations</p> <p>Standardized financial statements</p> <p>Analysis of financial ratios</p> <p>Use of Financial Statements Information</p>	CLO1.2, CLO2.2, CLO3.1	<p>Study at home: Read Chapter 3 at home in advance</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Discussion (group discussion and class discussion): 1 session</p>	
4	<p>Chapter 5: Introduction to Valuation: Time Value of Money</p> <p>Future value and gross profit</p> <p>Present value and discount</p> <p>Learn more about present and future values</p>	CLO1.1 CLO2.1 CLO3.1	<p>Study at home: Read Chapter 5 at home in advance</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Discussion (group discussion and class discussion): 1 session</p>	

5	<p>Chapter 6: Discounting Cash Flow</p> <p>Present value and future value of multiple cash flows</p> <p>The value of the steady cash flows: Annuities and infinite annuity</p> <ul style="list-style-type: none"> - Present value of the annuity - The future value of the annuity - Annuities at the beginning of the period - Infinite annuity - Annuities grow steadily <p>Comparison of Interest Rate Calculations: The Effect of Gross Interest</p> <p>Real interest rate (EAR) and quoted rate (APR)</p> <ul style="list-style-type: none"> - Calculate interest continuously 	<p>CLO1.1 CLO1.2 CLO2.1 CLO3.1 CLO3.2</p>	<p>Study at home: Read Chapter 6 at home in advance</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions Discussion (group discussion and class discussion): 1 session</p>	
6	<p>Chapter 7: Interest Rates and Bond Valuation</p> <p>Bonds and Bond Valuation</p> <p>Learn more about Bond properties</p>	<p>CLO1.2 CLO2.1 CLO3.1 CLO3.2</p>	<p>Study at home: Read Chapter 7 at home in advance</p> <p>Teaching and learning in class</p> <p>Lecture: 2 sessions Discussion (group discussion and class</p>	

	<p>Bond Rating</p> <p>Types of Bonds</p> <p>Bond market</p> <p>Inflation Rate and Interest Rate</p> <p>Determine the interest rate on bonds</p>		<p>discussion): 1 session</p>	
7	<p>Chapter 8: Stock Valuation</p> <p>Valuation of common shares</p> <ul style="list-style-type: none"> - Cash flow - Some special cases - The constituent parts of the required rate of income <p>Some characteristics of Ordinary Shares and Preference Shares</p> <p>Stock market</p>	<p>CLO1.1</p> <p>CLO1.2</p> <p>CLO2.1</p> <p>CLO3.1</p> <p>CLO3.2</p>	<p>Study at home: Read Chapter 8 at home in advance</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions</p> <p>Discussion (group discussion and class discussion): 1 session</p>	
8	<p>Chapter 1,2,3,5,6,7,8</p>	<p>CLO1.1</p> <p>CLO1.2</p> <p>CLO2.1</p> <p>CLO3.1</p> <p>CLO3.2</p> <p>CLO3.4</p>	<p>Doing quiz in groups: 4 sessions</p> <p>Trainers continuously give quiz questions and ask groups directly</p>	

9	<p>Chapter 9: Net present value (NPV) and some analytical indicators of financial investments</p> <p>Net present value (NPV)</p> <p>Average accounting income (AAR)</p> <p>The practice of managing capital spending plans</p> <p>Chapter 10: Capital investment decisions</p> <p>Project cash flow</p> <p>Cash flow difference</p> <p>Projected financial statements and cash flows</p>	<p>CLO1.2</p> <p>CLO2.2</p> <p>CLO3.1</p> <p>CLO3.2</p>	<p>Study at home: Read Chapter 9, 10 at home in advance</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions Discussion (group discussion and class discussion): 1 session</p>	
10	<p>Chapter 12: Some lessons from the capital market of the past</p> <p>Average income: Lesson 1</p> <p>Fluctuation of income: The second lesson</p> <p>Effective capital markets</p> <p>Chapter 13: Income, Risk and Stock Market</p>	<p>CLO1.2</p> <p>CLO2.2</p> <p>CLO3.1</p> <p>CLO3.2</p>	<p>Study at home: Read Chapter 12-14 at home in advance</p> <p>Teaching and learning in class</p> <p>Lecture: 3 sessions Discussion (group discussion and class discussion): 1 session</p>	

	<p>Expected return and variance</p> <p>Investment portfolio</p> <p>Diversification of investment and portfolio risks</p> <p>Chapter 14: Cost of capital</p> <p>Capital cost: Some original concepts</p> <p>Cost of equity</p> <p>Capital costs of subunits and projects</p>			
11	Chapter 9, 10, 12, 13, 14	CLO1.2	Mid-term group presentations	
12		CLO2.2 CLO3.1 CLO3.2		
13	Final Exam	CLO1.1 CLO1.2 CLO2.1 CLO2.2 CLO3.1 CLO3.2	Exam test: 90 minutes	Test: 50%

9. COURSE REQUIREMENT

9.1. Rules of class participation

- Students are responsible for attending all classes. In case of absence from school due to force majeure reasons, there must be sufficient and reasonable proofs.

- Students are responsible for actively researching documents, proactively preparing lessons before going to class according to the instructions and requests of lecturers.

- Students who miss more than 20% of the lessons of the subject will be considered as not completing the course and have to enroll again.

- Students who submit individual and group assignments later than the prescribed time of the instructors will receive a score of 0 for those assignments.

- Students who miss the deadline of individual and group assignments submission will receive a score of 0 for those assignments.

- Students will be randomly asked to answer questions during 12 sessions

- Regarding the communication between lecturers and students, students are encouraged to participate in discussions (groups and individuals), give direct feedback to teachers about the content of the course, teaching and learning methods, teaching materials and handouts. Lecturers also encourage students to give feedback on the form, methods and contents of the tests to evaluate students' learning results. Students can communicate with lecturers in class, during office hours or via email. The valuable feedback from students contributes to improve the teaching and learning quality of the course

9.2. Rules of classroom behavior

- The module is conducted on the principle of respect for students and lecturers. All behaviors that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures through discussions with lecturers (answer and ask questions) and group discussions, presentations

- Students must go to school on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.

- Do not make noise, disturbing other students in the learning process.

- Do not eat, drink, chew gum, use devices such as phones, music players during class.

- Laptops and tablets are only used for the purpose of recording lectures, calculating, doing exercises. Absolutely do not use them for other purposes.

Hanoi, Date Month Year 20

DEAN OF FACULTY

(Signed)

THE PRESIDENT of UNIVERSITY

(Signed)