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# SYLLABUS

Course Title: BFN K201 Principals of Finance

Date and Time: Fall Semester – Sept 2, 2008 – December 22, 2008

Course Credit: 3 Semester hours

Instructor: Camilla D. Ross

Email: [Cross@trcc.comnet.edu](mailto:Cross@trcc.comnet.edu)

Online Office Hours: Mondays from 7:00pm -8:00pm

## COURSE OBJECTIVE AND DESCRIPTION

This course offers an introduction to the basic principles of finance with an emphasis on the role a finance manager plays in the corporate world. Areas covered are financial analysis and forecasting, operating and financial leverage, short and long term financing alternatives, capital budgeting, time value of money, mergers and acquisitions, and international financial management.

## COURSE REQUIREMENTS AND EVALUATION:

- A. Assigned readings will be given from the textbook. Material should be read **before** the online meeting, which covers those topics.
- B. This course is a combination of facilitated instruction, discussion, course work, and student participation that are designed to clarify and enhance the presented material. Much of the online class experience will involve interaction with your peers and instructor, but the exercises and problems are designed to have you work with your fellow classmates through discussion. If a student misses part or all of a class, the student is responsible for getting notes, additional problem work, and copies of materials distributed in class that day. The subject of finance can be a complex one, so understanding the concepts through participation and discussions are crucial to a successful financial career.
- C. Exercises, problems, and short written interpretations will be given to reinforce assigned readings. **Doing the homework is essential.** Students will be required to keep a blogg of lessons learned for each week. This is part of your participation grade. **All assignments are expected to be typed, or in excel format.** The only way to learn

finance is to do it. Students are highly encouraged to solve additional problems and to check the answers with their professor. Solutions can be found on Blackboard Vista under the student resources section. To enhance your learning experience there is also a companion website in which to find the self - testing for each chapter. I encourage you to submit them to me for review and feedback.

D. Three Exams and a Final exam will be given during the semester. The **FINAL** is **MANDATORY**

E. A Research Project will be part of this course. This project must be completed to fulfill the course requirements. The project will be done in **3 phases**.

- a. Your Topic is due week one on Tuesday **September 9, 2008**. No Exceptions! If you have not chosen one the instructor will choose one for you.
- b. A Rough draft is due in my mailbox no later than October 30, 2008. **10 points will be deducted if it is not received by October 30, 2008.**
- c. The Final project is due **December 12, 2008**. If it is not turned in you will receive a zero for the project. No Exceptions.

F. Blackboard Vista participation is an essential part of this course – please review the student orientation to **BLACKBOARD VISTA**

#### **COURSE GRADING POLICY:**

Exam 1	100 Points
Exam 2	100 points
Exam 3	100 points
Final Exam	100 Points
Research Project	50 Points
Participation and Attendance	<u>50 Points</u>
<b>Total required course points</b>	<b>500 Points</b>

If all of the above course requirements are not completed, a grade of "F" will be assigned.

OVERALL GRADE GUIDELINES (+ and – grades will also be assigned):

- A (500 points X .90) = 450 to 500 course points
- B (500 points X .80) = 400 to 449 course points
- C (500 points X .70) = 350 to 399 course points
- D (500 points X .60) = 300 to 349 course points
- F = 299 or less course points

## **REQUIRED MATERIALS:**

Keown, Martin, Petty and Scott, Jr., Foundations of Finance Logic, 6<sup>th</sup> Edition, 2008, with the One – Key.

**Note:** Those of you who have bought used books you will have to purchase the one –key separately. (See the bookstore)

## **Quick Study Academic Charts Finance**

### **Calculator**

**RECOMMENDED MATERIALS - VANGO NOTES.** (See the Student Resources section on the homepage)

## **CLASS ROOM POLICIES:**

### **MAKE UPS:**

Unless prior arrangements are made there will be no make ups. ***The Final Exam is MANDATORY***

### **ATTENDANCE:**

This course is designed such that students should get more from the online class participation, and activities than the textbook. Therefore, students must attend the online class on a regular basis. “Attend” means Constructive Contribution to the welfare of the class. The student is expected to attend the virtual classroom by dialing in at least 3 out of the 7 days. This is measured by recording the date of each entry you make to the system – whether it be a response to one of the assignments, a comment on the work of another, or a question to the group, or to the instructor. A student may be dropped for poor attendance, after two consecutive weeks of absences are accumulated.

### **ADD/DROP POLICY:**

Students may add or drop a course, with full General Fund Tuition refund, through the 4<sup>th</sup> day before the first day college classes begin that semester. Students may add or drop a course, with 50% General Fund Tuition refund, for two weeks (fourteen days) from the first day of college classes that semester. Students may withdraw from classes, without academic penalty but with a W notation on their transcript, through the last day of classes (not exams) each semester. **Students are strongly encouraged to discuss dropping classes with the instructor and/or Student Services Advisor. Students receiving financial aid should also discuss their decision with the Financial Aid Office.** Students may pick-up and complete an ADD/DROP Form.

### **ACADEMIC INTEGRITY POLICY:**

The absence of Academic Integrity leads to a lack of character. Failure to act with academic integrity severely limits a person's ability to succeed in the online classroom as well as the work environment. Further more, academic dishonesty erodes the legitimacy of every degree awarded by the College. Academic integrity is a must in this class. Present only your work and clearly cite all the sources of the material you use from other authors. Honesty counts. An incident of academic dishonesty occurs when a student commits any of the following acts:

**CHEATING:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The phrase “academic exercise” includes all forms of work submitted for credit or hours.

**FABRICATION:** intentional or unauthorized falsification or invention of any information or citation in an academic exercise.

**FACILITATING ACADEMIC DISHONESTY:** intentionally or knowingly helping or attempting to help another to violate any provision of the institutional policy on academic dishonesty.

**PLAGIARISM:** the deliberate adoption or reproduction of ideas or works or statements of another person(s) as one’s own, without acknowledgement. With that said, **CHEATING WILL NOT BE TOLERATED.**

(For further information on Academic Standards, in your TRCC student handbook.

#### **DISABILITIES STATEMENT:**

If you have a hidden or visible disability, which may require classroom or test-taking modifications, please see me as soon as possible. If you have not already done so, you may choose to notify and consult with **Chris Scarborough, Disabled Student Counselor** at the following number **892-5751**.

**\*Note: Syllabus is subject to change at the instructor’s discretion.**