



# SYLLABUS

Course Title: BFN K201 Principals of Finance

Date and Time: Spring – January 21, 2010 – May 17, 2010

Course Credit: 3 Semester hours

Instructor: Camilla Ross

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Online Office Hours: Mondays from 6:00pm - 7:00pm

## 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 blog of lessons learned for each week. This is part of your participation grade. *All assignments have deadlines and 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 project will be given during the Fall semester. The **FINAL PROJECT** 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 Financial Topic is due week one on Tuesday **January 25, 2010. No Exceptions!** If you have not chosen one the instructor will choose one for you. (Please see Blackboard Homepage for Instructions).
- b. You will submit a draft of your paper by March 30, 2010 **10 points will be deducted if it is not received March 30, 2010. (NO EXCEPTIONS)**
- c. The Final project due is April 30, 2010. If it is not turned in you will receive a zero for the project. No Exceptions. **(Computer Problems are not a reason).**

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 Project	100 Points
*Participation and Attendance	<u>100 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

Note: **EXAM DUE DATES: IF YOU ARE LATE TURNING IN AN EXAM YOU WILL RECEIVE A ZERO.**

## REQUIRED MATERIALS:

Lasher, William R., Practical Financial Management, 5<sup>th</sup> Edition, 2008

**Note:** Those of you who have bought used books you will have to purchase the Thomson Access code from publisher.

## Calculator

## RECOMMENDED MATERIALS - Quick Study Academic Charts Finance

## CLASS ROOM POLICIES:

### MAKE UPS:

Unless prior arrangements are made there will be no make ups.

### 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, an extensive comment on the work of another, or a question to the group, or to the instructor. **\*(You can lose points for not attending class at least 3 times a week)**. The discussions are graded. 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. Please take notice of deadlines. They are there to keep you on track. :-)**