

**• COURSE SYLLABUS FL18 Principles of Finance  
BFN201 – 3 credit hours  
Online**

**Professor: Sue Lugli**

**Office Location: Wheaton Hall, Room 313**

**Office Hours: Tuesday 10:00 am – 12:00 pm, Wednesday 3:00pm - 6:00pm, Thursday 9:30am - 11:30am and by appointment**

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**\*\*The Professor reserves the right to change this syllabus at any time.\*\***

**The course takes place on three different platforms. While this may be confusing, each week there are very detailed assignment and clear instructions on what site the work needs to be done. It is your responsibility to ask questions and seek help if you have a question about coursework. I will respond back ASAP. The best/fastest way to reach me is via my email – [slugli@mxcc.edu](mailto:slugli@mxcc.edu). The message system on blackboard is not the fastest way as I have to be on blackboard to see it.**

**SCOPE OF COURSE: 3 Credit Hours**

This course provides basic principles involved in the process of making financial decisions. Topics include the time value of money, ratio analysis of financial statements, leverage, cash flow and working capital and the relationship of risk to return.

*Prerequisite: ECN101 & 102, ACC\*115, ENG\*101 and MAT\*137,*

**PROGRAM/DISCIPLINE LEARNING OUTCOMES CONTAINED IN COURSE**

In today's competitive business environment, employers expect graduates to possess a certain skill set. The goal of the Business Division is to incorporate the following outcomes from each course:

- Critical thinking, problem solving and analytical skills
- Current technological skills
- Interpersonal skills and awareness
- Teamwork, team-building and project focus
- Knowledge of ethical and legal business behavior
- The role of Managerial Finance in business environments and world economies
- The Financial Market Environment
- Taxation and Investing
- The concept of risk and return
- Personal productivity, financial and organizational skills

**IMPORTANCE OF COURSE IN PROGRAM/DISCIPLINE**

**Finance** (BFN 201) provides the student with the fundamentals to the principles of business finance, their application to organizations and their own personal money management. It is required of all business students. Analytical financial decision-making skills are necessary in all functional departments of organizations. The knowledge, skills, and attitudes needed to effectively manage money are the same as those necessary in real life. This course provides each student a firm business foundation and an opportunity to develop his/her own, unique philosophy and style of financial management.

**LEARNING OUTCOMES/OBJECTIVES:**

The goal of the Principles of Finance course is for each student to develop an understanding of the basic financial principles and practices in American businesses and the global market place. Also, the course provides students with the opportunity to:

- Analyze principles, techniques and major functions of finance in business and organizations
- Work independently and with others of diverse backgrounds
- Demonstrate proficiencies in reading, writing, listening, presentation, spreadsheet application and decision making
- Rationalize and present solutions to problems using business knowledge and knowledge from other academic disciplines
- Develop a sound ethical, philosophical and moral skill set necessary to succeed in business

**Textbooks and other required readings/computer software/materials/library reserve room:**  
Principles of Finance, brief, 7<sup>th</sup> edition, Gitman, Lawrence – Zutter, Chad J. Pearson Higher Ed with access code The course ID is lugli36241

This is the site information on where you will create your Investment portfolio for your Final Project - <http://www.howthemarketworks.com/register/97054>.

### **Evaluation methods**

Homework assignments	10%
Quizzes & Spreadsheets	15%
Discussions	15%
3 Tests	45%
Portfolio Project	<u>15%</u>
	100%

**Final Grades will be determined by applying the percentages listed above to the graded work submitted to meet course requirements. Use the Blackboard grade book to review your grades. Assignments that are required to be submitted through the course Blackboard must be in the proper format for the given assignment. Late Assignments are assessed a penalty. I do not accept emailed assignments.**

### **Grade Scale**

- A = 93-100
- A - = 90-92.49
- B+ = 87-89.49
- B = 83 -86.49
- C+ = 77-79.49
- C = 73 - 76.49
- C- = 70-72.49
- D+ = 67 - 69.49
- D = 63 - 66.49
- D- = 61 - 62.49
- F = 60 and below

### **Course Requirements**

**Effort and Attitude** – The entire class is based on the principles of a strong work ethic and a positive attitude.

### **Teaching Procedures:**

The instructor will use a combination of discussions, mylab and excel assignments, and lectures/video to cover the instructional objectives and topics. Assignments will be reviewed for content and clarity. Criteria for grading will be openly discussed and rubrics will be online for your review and to download. Coursework will not be accepted after the due date without written consent prior to the due date. Assignments will be posted on the course Blackboard site in advance.

### **COLLEGE POLICY**

**All policies are presented in the College Catalog.**

#### **Class Cancellation**

In the event that the instructor cannot meet the class, every attempt will be made to inform students in advance. In the event of inclement weather, please refer to the radio or TV for announcements or call the college telephone number 860-343-5888. If you are outside the direct dialing area, call 1-800-818-5501.

#### **IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!**

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: [www.mxcc.edu/catalog/syllabus-policies/](http://www.mxcc.edu/catalog/syllabus-policies/) or scan the QR code with your smart phone. Also, please become familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: [www.mxcc.edu/nondiscrimination/](http://www.mxcc.edu/nondiscrimination/).

#### ***NON-DISCRIMINATION STATEMENT***

*Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.*

*The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:*

- *Primary Title IX Coordinator*  
*Dr. Adrienne Maslin*  
*Dean of Students/Title IX and Section 504/ADA Coordinator*  
*amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123/*

#### **Expected Course Conduct**

All resources and facilities of Middlesex Community College, including the computer classroom sites, are to be used solely for legitimate and authorized academic purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to disciplinary action.

#### **Students Responsibilities to the Course**

- You will be responsible to prepare for each class session (all readings complete and assignments done)
- You will be responsible to prepare for the exams
- You will be expected to treat each other and the instructor with respect

- You will be expected to conduct yourself in an appropriate manner while you are in attendance in this course
- You will be responsible for the reasonable care of the computer equipment used in conjunction with this course

**On the Discussion Board** – A discussion board is a back and forth exchange of ideas. I work VERY hard to make it a place that is engaging. Marketing is about Communicating and that often means online. **You are required to post at least once a before Wednesday and again comment on at least three other posts by Sunday (not late in the day.)** Students are to actively discuss the topic and defend their positions. By defending your position, I mean you should support your thoughts and opinions with specific references to the text (including page numbers) and/or external references to credible sources (cite all references.) Non-responsive students will not receive credit. Students with inaccurate responses will receive credit as long as their responses are not comical and/or disruptive. Responses are graded on **length, content, grammar and their appropriateness.**

**How to achieve an excellent grade on the discussion board:** In order to be eligible for top grades, you should support your thoughts and opinions with specific references to the text (including page numbers) and/or external references to credible sources (cite all references.) Each student should post at least **once before Wednesday morning** and several other times before **midnight on Sunday night**. You should make a total of 3 to 5 postings out of the two times you are required to post. Each posting should be content driven, 4 to 5 sentences in length, utilize correct grammar and punctuation and encourage further discussion by posting researched data.

**Posts that will not count towards a student's grade on the discussion board assignment are:**

Posts that are a majority of Internet information cut and pasted into the discussion board with little of your own words

Posts containing 3 or less sentences and/or numerous grammatical errors

Posts that are blank, very offensive or off topic

Posts that use texting slang, shortcuts, or happy faces, etc., so u for you, or r for are, and i for I – these are just 3 examples of poor grammar that will not be accepted.

### **Topical Outline**

**Week 1 – Investing 101, Howthemarketworks.com, Homework, Quizzes, Discussion Board (DB)**

**Week 2 – Using Excel for Financial Reporting and Analysis, Homework, Quizzes & Spreadsheet Assignment, DB**

**Week 3 – Chapter 1, Homework, Quiz & Spreadsheet Assignment, DB,**

**Week 4 – Chapter 2, Homework, Quiz, Discussion Board (DB), Portfolio Management review Assignment**

**Week 5 – Chapter 3 Pages 53-70, Homework, Quiz, Spreadsheet assignment,**

**Week 6 – Chapter 3 Pages 70-106, First test chapters 1 -3**

**Week 7 – Chapter 4, Homework, Spreadsheet Assign, Discussion Board (DB), Portfolio Management review Assignment**  
**Week 8 – Chapter 5 pages 153 - 172, Homework, Spreadsheet Assign, (DB),**  
**Week 9 – Chapter 5 pages 172 - 209, Homework, Quiz, (DB),**  
**Week 10 – Chapter 6 Homework, Quiz, (DB),**  
**Week 11– Chapter 7, Second test Chapters 4 – 7**  
**Week 12 – Chapter 8, Homework, Spreadsheet Assignment, Discussion Board (DB), Portfolio Management (PM)**  
**Week 13 – Chapter 9, Homework, Quiz, No Discussion this week it's Thanksgiving**  
**Week 14 – Chapter 10, Homework, Discussion Board (DB),**  
**Week 15 – Analysis, Review and Third Test**  
**Week 16 – Investment Portfolio Project paper due 12/10/18**

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### [↓ Pearson Assignment Schedule](#)



Below is the assignment schedule for your Pearson MyLab.

Note the homework opens on Monday and you must score a 70 in order to take the quiz. The quiz opens on Thursday at midnight and both the Homework and quiz are due on Sunday at 11:59pm