

**COURSE SYLLABUS Summer 2018 Principles of Finance
BFN201 – 3 credit hours
Online**

Professor: Sue Lugli

Office Location: Wheaton Hall, Room 313

Office Hours: by appointment

Office PHONE– Not the best way to get a hold of me. EMAIL directly first.

Office e-mail: SLugli@mxcc.edu

Emergency only – my cell phone – 207-807-8240 – you can text me but let me know who you are and what class you are in

The absolute best way to contact me is to email directly. I get email faster. The email/message on blackboard does not always work. I have an ask the instructor forum on Blackboard. That also emails me.

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

You need an access code for the Pearson site which will have your homework and quizzes. The grades from Pearson will transfer to the gradebook in Blackboard but may take an hour to do so. 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. The message system on blackboard is not the fastest way as I have to be on blackboard to see it.

This course is a **SELF STUDY COURSE**, not an independent study course. There are **scheduled weekly** assignments and exams with due dates. All of the work is completed Online. Discussions are mandatory and a great way to get better grades and ask questions. Expect to commit 9+ **hours** a week to this class in the form of homework, study, quizzes, discussions and tests. I am here to help you through the course. Please contact me if you struggle or have questions on the material. I try to get back to you as quickly as possible. Email is the best way.

You must be ready to start class on the first day of class – Summer - is a shorter session – **ONLY 5** Weeks and missing the work in the beginning only sets you back. There are homework and quiz assignments weekly. I send out announcements 3 times a week to your MxCC email. It is up to you to check your email to keep up on the class happenings.

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, 7th edition, Gitman, Lawrence – Zutter, Chad J. Pearson Higher Ed with access code

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	10%
Quizzes & Spreadsheets	15%
Discussions	15%
First Test	20%
Portfolio Project Analysis Paper	15%
Final	<u>25%</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, case studies, and lectures/video to cover the instructional objectives and topics. There will be group work and full participation is expected.

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. Students must complete all coursework even with an excused absence. Students are responsible for getting missed notes from other students. Assignments will be posted on the course Blackboard site in advance.

COLLEGE POLICY

All policies are presented in the College Catalog.

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/ 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/.

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

Topical Outline

First 4 days Thursday July 5th– July 8th - All work is due on Sunday 7/8 at 11:59pm

Chapter 1
HW & Quiz – On the assigned chapter
DB – Discussion Board
Portfolio Assignment

Week 1 - Friday July 6th- Sunday 7/15 All work is due at 11:59pm on the 15th

Chapter 2 & Chapter 3 **Pages 53-70**
HW & Quiz – On the assigned chapters
DB – Discussion Board
Spread sheet assignment

Week 2 – Friday July 13th- All work is due on Sunday 7/22 at 11:59pm

Chapter 3, **Pages 70-106** and Chapter 4
HW – On the assigned chapters
DB – Discussion Board
First Test – Chapters 1 - 4

Week 3 - Friday July 20th - All work is due on Sunday 7/29 at 11:59pm

Chapter 5
HW & Quiz – On the assigned chapter
DB – Discussion Board
Spread sheet Assignment

Week 4 - Friday July 27th - All work is due on Sunday 8/5 at 11:59pm

Chapters 6, 7 & 8
HW & Quiz – On the assigned chapters
DB – Discussion Board

Investment Portfolio Project paper

Week 5 – Friday August 4th- Final is due on Thursday 8/9 at 11:59pm - The class is officially over

Chapters 9 & 10

DB – Discussion Board, Homework

The final will have questions from chapters 6 – 10 plus a comprehensive spreadsheet question that will have elements from several of the earlier chapters in it.

YOUR FINAL IS DUE ON 8/9 at 11:59PM The course is officially over on 8/9 at 11:59pm.

The final will be open from 8/5