

HOCKING COLLEGE

COURSE OUTLINE

COURSE NO.: BUS 125

COURSE NAME: PRINCIPLES OF FINANCE

CREDIT HOURS: 4

CLASS HOURS: 2

LAB HOURS: 4

DATE: FALL 2009

PREPARED BY: Ted Lynch

TO BE UPDATED: Fall 2010

APPROVED BY: _____
Dean

PREREQUISITES: Accounting 100

COURSE DESCRIPTION:

The content of this course will focus on the financial operations of businesses and investors. This course describes the financial operations of small, medium and large businesses.

COURSE OUTCOMES/SUCCESS SKILLS:

Upon completion of this course, the learner is able to do the following:

1. Have a general understanding of the financial operations of businesses in the United States.
2. Recognize how to make financial decisions.
3. Demonstrate the latest thinking in finance.
4. Develop financial management.
5. Communicate effectively by logically organizing, developing and communicating ideas.
6. Demonstrate professional skills and attitudes by following organizational policies and procedures.
7. Maintains a code of ethics.
8. Practices human relations skills.
9. Demonstrates math skills.
10. Logically organizes, develops, and communicates an idea or position.
11. Adapts communications to audience, situation, and purpose.
12. Applies effective listening techniques.
13. Demonstrates initiative.
14. Meets performance expectations.

COURSE MATERIALS:

Fundamentals of Financial Management-Concise 6th Edition

SAFETY PRACTICES:

To promote and insure the safety of all in this course and others, the students of this course agree to act in a safe and orderly manner at all times during this course, and agree to follow any and all policies as announced in class, or as posted in JL 353.

DISABILITIES NOTICE:

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities in JL 249 for special accommodations.

TOPICAL OUTLINE:

Topic #1: Overview of Financial Management:

- A. Dynamic Environment
- B. Operating Environment

Topic #2: Capital Investment Decisions:

- A. Break Even Analysis

Topic #3: Tools for Financial Planning:

- A. Financial Analysis
- B. Financial Planning
- C. Financial Statement Preparation

Topic #4: Working Capital Management:

- A. Working Capital
- B. Cash
- C. Accounts Receivable

Topic #5: Budgeting:

- A. Operating
- B. Capital

Topic #6: Financing A Small Business:

- A. Capital
- B. Loans

STUDENT INSURANCE COVERAGE:

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

HOCKING COLLEGE

EVALUATION OF THE STUDENT

COURSE NO.: BUS 125

COURSE NAME: PRINCIPLES OF FINANCE

INSTRUCTOR: Ted Lynch

DATE PREPARED: FALL 2009

APPROVED BY: _____
Dean

The objective of the instructor is to help the student learn some of the concepts of the principles of finance. The purpose of the evaluation is to indicate, to some degree, the extent to which the student has learned.

Learning is a shared responsibility between the instructor and the student. Certainly, the student should be aware at any point in time what his/her status is, in terms of accomplishment.

SPECIFIC FACTORS

ASSIGNMENTS:

The course assignments will be in Aplia. You can gain access to Aplia through webct. There will be practice problems and graded problems for each week. The practice problems will count as homework and the graded problems will

considered test assignments. Week six is an operating budget that I have used in my traditional lecture class. I have uploaded instructions, an information sheet, and the completed budgets. Your task is to produce these budgets using a company of your own choosing. You can work in groups of two if you choose. This quarter has twelve weeks ending December 16 a Wednesday. You will see from the Aplia outline that there are not any assignments for week 11 and 12. This time is set aside to complete the Operating Budget assignment from week six. I must have that assignment by Wednesday morning December 16. You can e-mail, fax, or mail this work to me. .

2. **HOMEWORK and ACTIVE LEARNING ACTIVITIES:** See above

3. **GRADING SCALE:**

<u>PERCENT</u>	<u>GRADE</u>	<u>PERCENT</u>	<u>GRADE</u>
94-100	A	74-76	C
90-93	A-	70-73	C-
87-79	B+	67-69	D+
84-86	B	64-66	D
80-83	B-	60-63	D-
77-79	C+	Below 60	F

4. **POLICY REGARDING HONESTY:**

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill “Maintains Code of Ethics.” All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work.

The definition of academic misconduct that is provided in the *Hocking College Student Guide* applies to this course an all other courses that you are taking at the College. It is a Code I Offense:

A. **Academic Misconduct** refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else as one’s own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but not limited to:

1. Permitting another student to plagiarize or cheat from your work,
2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
3. Improperly acquiring knowledge of the contents of an exam,

4. Using unauthorized material during an exam,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Cheating is unacceptable behavior in all Hocking College courses. A student observed of found to be cheating on a test or assignment in this course will receive a zero for that particular test or assignment. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. Should a second incident of cheating occur in any course, the student will again be referred to the Campus Judiciaries Office, and if the incident is in the same course the student will be given an “F” for the course in question.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Campus Judiciaries, Oakley 210, or by referring to the *Student Guide* found on the Hocking College website (www.hocking.edu).

5. **FINAL GRADE CALCULATION:**

Final grade will be based on examinations, projects, and/or homework grades using the above grading scale.

Budgets / Homework	100 POINTS
ASSIGNMENTS/TESTS	220 POINTS
TOTAL POINTS	320

POINTS EARNED ON BUDGETS, HOMWORK, AND EXAMS WILL BE DIVIDED BY THE TOTAL POINTS POSSIBLE TO DETERMINE FINAL COURSE GRADE. HOMEWORK IS GRADED ON EFFORT NOT POINT TOTALS IN APLIA.

6. **STUDENT GRIEVANCE DUE PROCESS PROCEDURES:**

Due process procedures for the College are located in the *Student Code of Conduct, Policy & Procedures Manual*, published by the Student Affairs Office, Oakley 210.

7. **DISABILITIES NOTICE:**

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center Office of Disabilities in JL 249 for special accommodations.

8. **STUDENT INSURANCE COVERAGE:**

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL 241) for information on costs, coverage, and how to enroll in the plan.

9. **INSTRUCTOR INFORMATION:**

Office: OAK 211 Phone (740) 753-6107

Cell (740) 517-3591

Department phone extension (740) 753-7201

Fax (740) 753-7223

E-MAIL lynch_t@hocking.edu