



Peru State College  
**BUSINESS 339-00A – BUSINESS FINANCE**  
Syllabus – Summer 2011 – 8 Weeks

**Instructor:** Alan W. Jackson  
**Office Hours:** Office hours by appointment, virtual office hours as announced, chat sessions Friday and Sunday evenings as announced.

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**Course Meets:** Online

**Required Textbook:** Block, S., Hirt, G. & Danielson, B. *Foundations of Financial Management*, 13<sup>th</sup> edition (Boston: McGraw-Hill, 2010).  
With Homework Manager access (required) ISBN: 0078067774

**Textbook URL:** [http://highered.mcgraw-hill.com/sites/0073382388/student\\_view0/index.html](http://highered.mcgraw-hill.com/sites/0073382388/student_view0/index.html)

**Homework Manager URL:** <http://mh7.brownstone.net/classes/Section339/>  
If you did not purchase your book through the Peru State College Bookstore or if your book is used or does not contain access to *Homework Manager* you must purchase access through the website listed above.

**Required Calculator:** Any calculator that does simple arithmetic problems. Ability to calculate exponents is a plus.

### **Course Description & Objectives**

Students examine the sources and management of funds used to finance assets. Strategies and tools will be presented in the areas of financial analysis and planning, working capital management, capital budgeting, and long-term financing.

**Prerequisites:** BUS 232 Principles of Managerial Accounting, ECON 220 Principles of Macroeconomics, ECON 221 Principles of Microeconomics.

**Recommended:** MATH 120 Finite Math, and MATH 340 Statistics.

Upon completion of this course, the successful student will be able to:

1. Understand and actively participate in the corporate financial planning process
2. Understand and apply various analytical tools helpful in assessing the performance of an organization.
3. Make cash management and major expenditure decisions based on knowledge of conventional and capital budgeting, including factoring in the time value of money.
4. Evaluate alternative sources of funding in terms of the cost of capital.
5. Evaluate alternative sources of funding in terms of strategic considerations.

In the course documents folder you will find a discussion of how these objectives fit into the school and college mission and goals.

### **Expectations and instructional approach**

The course will cover an average of approximately two chapters of text, and numerous practice problems each week. The student is responsible to study each chapter thoroughly before attempting work in *Homework Manager*. Problems and homework assignment focus on the principles presented in the text and application of those principles to problems and case studies as well as practice problems that face financial managers.

The course allows the student the opportunity to learn business finance through the use of multiple dimensions based on group interaction (using the Blackboard, use of Homework Manager, a web based competency development program, quizzes, and discussion board assignments using business financial terms, and problems.

During the summer course, you may advance as quickly as you wish at your own pace. Only the mid-term and final have set dates for opening and closing.

### *Homework Manager*

You will submit homework and quizzes using *Homework Manager*. McGraw-Hill's Homework Manager is a web-based homework management system that duplicates problem structures directly from the end-of-chapter material in your textbook. Homework Manager can grade assignments automatically, provide instant feedback to students.. If you bought a used book or your textbook does not contain an access card you may purchase access at: <http://mh7.brownstone.net/classes/Section339/> by clicking the Purchase a Code from the menu on the lower left of the screen.

To create an account go to <http://mh7.brownstone.net/classes/Section339/>

You may work ahead. The grade book in *Homework Manager* will show your homework, quiz, and exams scores. These will be transferred periodically during the course to a column in your Blackboard grade book.

## **Assessment and Grading**

### Weekly Assignments:

The course will cover approximately 12 chapters in the textbook, with weekly quizzes and homework problems in *Homework Manager*.

**Caution:** This is a time-compressed course. Normally 17 weeks, the course is compacted into 8 weeks covering the same material. The tradeoff is that there will be no group assignments, which normally take a considerable amount of time, you can move quickly through the material at your own pace, and the term project paper may be completed as an individual rather than as a group.

### Discussion Boards

There are 8 Discussion Boards to be completed on the Main Discussion Board. Many of these will be Internet web exercises, of which the students last semester felt were a good course enhancement and were engaging.

### Exams:

There will be two exams, a mid-term and a final. The mid-term exam will be in Homework Manager and the final comprehensive final will be in Blackboard.

### Late Assignment Policy:

I normally do not accept late assignments unless under the most extraordinary of circumstances such as a documented death in your immediate family or hospitalization. Reasonable documentation will be required. I generally do not allow a student to resubmit a paper once it is turned in. However, in this compressed course, I will be tolerant of late assignments (here defined as 2 to 3 days late).

### Grading Scale:

Your final grade will be based on your participation, assignments and quizzes in Homework Manager as shown in the table below. I may offer extra credit. Extra credit will be announced through the announcements page..

Graded Assignment	Points per Assignment	Points Available
Weekly Homework Problems (submitted through Homework Manager)	10 points each (Up to 10 points each week)	110
Weekly Quizzes (submitted through Homework Manager)	10 points each (Up to 10 points each week)	120
Discussion Boards	1 Intro DB at 10 points; 4 DBs at 15 points; and 4 DBs at 25 points	170
Mid-term Exam	50 points (Up to 50 points)	50
Final exam	50 points (Up to 50 points)	50
Total Regular Points	<b>Total Points</b>	<b>500</b>
Extra Credit	As available	

**To arrive at your final grade, divide the total points earned by the total points available (excluding extra credit points earned).** The total shown in Blackboard will display ALL points earned including any extra credit points. Example if your total at the end of the course is 356 you will divide that total by 500.  $[356/500=.71]$  and 71% would equal a C grade.

**Bonus points.** I reserve the right, at my sole discretion, to award bonus points to students who display *exceptional* leadership, course content competency, extraordinary effort, or other outstanding academic, intellectual, work experience, or knowledge of the course work.

### **Grading Scale:**

This course will use the following grading scale:

Letter Grade	Percentage	Point Range
A	90-100	450- 500
B+	85-89	425-449
B	80-84	400-424
C+	75-79	375-399
C	70-74	350-374
D+	65-69	325-349
D	60-64	300-324
F	0-59	<300

**Examinations.** There will be a mid-term covering roughly the first six chapters and a comprehensive final exam. The examinations are open book. I encourage you to take the practice problems and quizzes located on the course textbook web site.

## College's Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

## College's Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run database and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

NSCS Board of Trustees Policy 4220 states that each College “. . . will establish a distance learning assessment policy that will include, at a minimum, a substantial culminating experience that is proctored.” Peru State College’s policy is that each course that is offered entirely online will feature a proctored final exam that substantially measures the extent the course’s stated learning objectives are achieved. Courses which feature graded site-based activities (e.g., teaching demonstrations) and/or video-taped presentations that occur near the end of the term, and that are designed to substantially assess the achievement of learning objectives, can be considered in compliance with this policy. Project-based capstone and graduate courses utilizing real-time discussions held by web-cam, phone or in person with the faculty member as part of the assessment process can also be considered in compliance with this policy.

Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend students for two semesters found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student’s transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

### **Title IX Compliance Notice**

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College’s nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade,

Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).

### **Right to Modify**

The instructor reserves the right to modify any aspect of the course syllabus or content. Any modifications will be communicated to students in advance.

### **Course Policies**

Please read and follow the course policies. The course policies are located next to the syllabus and can be accessed from the main Menu by clicking on Syllabus.

Tentative Course Schedule – HWM = *Homework Manager*

Week #	Topics	What To Read	Homework Manager Assignments, Quizzes, and Exams
1	Course Introduction Ch 1 -The Goals and Function of Financial Management Ch 2 -Review of Accounting	Read Chapters 1 & 2 in Block & Hirt	None Take Quiz One in HWM Do Homework Problems over Chapter 2 in HWM Take Quiz over Chapter 2
2	Ch 3 - Financial Analysis Ch 4 - Financial Forecasting	Read Chapters 3 & 4 in Block & Hirt	Problems for Chapter 3 in HWM Quiz for Chapter 3 in HWM Problems for Chapter 4 in HWM Quiz for Chapter 4 in HWM
3	Ch 5 - Operating and Financial Leverage Ch 6 - Working Capital and the Financing Decision	Read Chapters 5 & 6 in Block & Hirt	Problems for Chapter 5 in HWM Quiz for Chapter 5 in HWM Problems for Chapter 6 in HWM Quiz for Chapter 6 in HWM
4	Ch 7 - Current Asset Management	Read Chapter 7 in Block & Hirt	Review Chapters 1 – 6 <b>Take Mid-term Exam by 7/9/11</b> Problems for Chapter 7 in HWM Quiz for Chapter 7 in HWM
5	Ch 8 - Sources of Short Term Financing	Read Chapter 8	Problems for Chapter 8 in HWM Quiz for Chapter 8 in HWM
6	Ch 9 - Time Value of Money	Read Chapter 9 in Block & Hirt	Problems for Chapter 9 in HWM Quiz for Chapter 9 in HWM
7	Ch 10 - Valuation and Rates of Return Ch 11 - Cost of Capital	Read Chapters 10 & 11 in Block & Hirt	Problems for Chapter 10 in HWM Quiz for Chapter 10 in HWM Problems for Chapter 11 in HWM Quiz for Chapter 11 in HWM
8	Ch 12 - The Capital Budgeting Decision	Read Chapter 12 in Block & Hirt	Problems for Chapter 12 in HWM Quiz for Chapter 12 in HWM <b>Final Exam available from July 22 to July 29, 2011</b>

## Homework Manager (HWM) Due Dates

Assignment Name	Points	Type	Availability
<a href="#">Chapter One Quiz</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Two - Homework Problems</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Two Quiz</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Three - Homework Problems</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Three Quiz</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Four - Homework Problems</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Four Quiz</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Five - Homework Problems</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Five Quiz</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Six - Homework Problems</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Six Quiz</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Mid-Term Examination</a>	50	Homework/Quiz	7/1/11 7:00 AM - 7/9/11 11:55 PM
<a href="#">Chapter Seven - Homework Problems</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Seven Quiz</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Eight - Homework Problems</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Eight Quiz</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Nine - Homework Problems</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Nine Quiz</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Ten - Homework Problems</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Ten Quiz</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Eleven - Homework Problems</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Eleven Quiz</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter Twelve - Homework Problems</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Chapter 12 Quiz</a>	10	Homework/Quiz	After 6/3/11 5:00 PM
<a href="#">Comprehensive Final Exam</a>	50	Homework/Quiz	7/22/11 7:00 AM - 7/29/11 5:00 PM