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**SYLLABUS**

**BA 240 – FINANCE**

**FALL QUARTER 2023**

**CRN 27553**

Class Meetings at the Albany Campus, North Santiam Hall 207

Tuesdays & Thursdays 2:00-3:50pm

Instructor: Mark Kaenel Email:  [kaenelm@linnbenton.edu](mailto:kaenelm@linnbenton.edu)

**Office Hours:** Thursdays 4:00-5:00pm in South Santiam Hall (SSH) Room 208. Virtual meetings via Zoom are available upon request.

**Communication:** You may send me an email anytime, and I will respond within 24 hours excluding weekends (i.e., if you send me an email on a Friday do not expect a response until Monday). **Please include BA 240 on the subject line whenever you email me about this class.**

Required Materials:

Text: Financial Management Core Concepts, Fourth Edition, by Raymond M. Brooks

Pearson MyLab Finance (MyLab) Course Website from Pearson Publishing**:** Access code is included with the text when purchased through the bookstore. It may also be purchased from Pearson. Access code is required because students must perform homework assignments and take exams in MyLab. Instructions to register with Pearson MyLab Finance are posted in Moodle.

**Software:** I will be posting items in Moodle using Microsoft Office 365 applications, so you will need to be able to at least use Microsoft Word, Excel, and PowerPoint. As an LBCC student you are entitled to a free copy of this software. **Please refer to Technology Services & Resources under the Student Resources section on page 5 of this syllabus for instructions on obtaining this software.**

**Calculator**: You will need a calculator for this course. A financial calculator which can compute Time Value of Money (TVM) operations will be very helpful in this course but is not required. The most common financial calculators are: Texas Instruments (TI) BA II Plus; Hewlett-Packard (HP) 10BII; Casio FC-200V. **There is also a financial calculator in MyLab which will be used during in-class instruction.**

**Laptop Computer:** You may bring to class and use a laptop computer or similar device. Laptops are available for check-out from the library.

**Paper and Writing Instrument:** Needed for in-class chapter quizzes. You will turn in chapter quizzes with your responses on a piece of paper. You may take notes in class either on paper or using an electronic device.

**Attendance:** Attending class is mandatory. The class sessions will not be recorded. If you miss a class session you will be expected to keep up with the material as well as the homework schedule. I expect that every class meeting is your priority for the scheduled days and times. However, should you have a scheduling conflict that will absolutely cause you to miss a class meeting I expect you to notify me ahead of time. **If you are unable to attend class due to illness, I expect you to contact me on the date any class is missed notifying me of such.** Hardship cases that may cause missed class sessions or homework will be addressed on a case-by-case basis, and it is your responsibility to initiate that discussion.

**Class Conduct:** As noted in my welcome letter to students I do expect students to act professionally and behave accordingly in class. **I have zero tolerance for unprofessional or unruly behavior.** I expect that you treat each class like you are in a business meeting, which means showing up on time, being prepared for each class, paying attention to me and your fellow students, and staying off your cell phones. You may use electronic devices to take notes during class, to do calculations during lectures, and to do calculations during in-class exercises. All electronic devices must be shut down while taking in-class quizzes, and at any time that I ask you to turn off your device if I determine it is impeding learning during class.

**Prerequisite:**

BA 211 (Principles of Accounting: Financial) and EC 201 (Introduction to Microeconomics) with a grade of C or better.

**Course Description:**

Introduces basic tools of finance and applications of financial theory with an emphasis on quantitative approaches to decision making. Includes rates of return, the time value of money, the logic and fundamentals of financial statements, financial decision-making, and equity and debt markets.  This course is a Lower Division Transfer (LDT) Course.

**Course Outcomes:**

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

* Calculate rates of return.
* Calculate and apply time value of money concepts to capital budgeting and basic valuation of securities.
* Describe the U.S. bond market and the yield curve.
* Explain institutional details of the U.S. equity market.
* Illustrate the linkages between financial statements.
* Calculate and apply the concept of weighted average cost of capital (WACC).

**Students who are unable to successfully complete the course should withdraw within LBCC’s withdrawal window, by week seven. Last day to withdraw is November 12.**

**Grading:**

Final course grades will be determined based on the following point system:

|  |  |
| --- | --- |
| ITEM | Points |
| Chapter Quizzes – 10 points per quiz | 120 |
| Chapter Homework – 20 points per chapter | 240 |
| Mid-Term Exam | 240 |
| Final Exam | 240 |
| TOTAL | **840** |

A (90 - 100%)      B (80 < 90%)        C (70 < 80%)        D (60 < 70%)        F (< 60%)

**I do not use the grading system in Moodle and the grades shown in MyLab are unofficial.** As you complete each homework assignment and exam in MyLab you will know your score on each, and I will post the grades from in-class chapter quizzes shortly after the end of each class period where a quiz is given. This will allow you to keep track of your overall grade in the class. I keep a spreadsheet of points earned on each item. If you are ever unsure of where you stand with regard to your class grade, please contact me.

**Chapter Reading:**

Each assigned chapter must be read prior to the start of instruction on the chapter in accordance with the schedule herein.

I highly recommend that you work the Dynamic Study Module after reading each chapter. This will self-test your knowledge and comprehension of the chapter. It will also help me determine if there are areas that require further instruction.

**Homework:**

There is a homework assignment for each of the 12 chapters consisting of exercises and problems found in the textbook/MyLab, **which are to be completed online in MyLab**. Go directly to the Pearson site. **You do not access Pearson MyLab through Moodle.**

Homework for each chapter will be made available immediately after the first class period of instruction has been completed on the chapter. Partial credit is granted for exercises/problems with multiple parts. You will have two opportunities to successfully complete each part of each homework exercise/problem. **Homework is due by 11:00pm each Sunday in accordance with the schedule herein and will also be graded then.**

**Late homework will not be accepted and you will not have access to any homework due each Sunday after 11:00pm.**

**Chapter Quizzes:**

There is a 5-question quiz for each chapter that will be administered in-class on the first date of the class lecture of each chapter at the start of class. The purpose of the quizzes is to ensure you have read and have an understanding of the basic concepts of the chapters ahead of instruction of each chapter. This makes instruction and in-class exercises and participation more valuable resulting in a deeper understanding of the chapter material. Again, quiz scores will be posted in MyLab shortly after the end of each class period where a quiz is given.

**Examinations:**

TheMid-Term and Final exams are done online in MyLab. Exams will be taken in the classroom on the dates per the schedule herein. You will need to bring an appropriate electronic device (i.e., laptop) to class on the dates of exams in order to take the exams. As noted earlier, laptop computers are available for check-out at the Library. Plan ahead if you need to check-out a laptop.

Exams will be proctored by me in the classroom, which may require that seating be reconfigured from the normal class session configuration. You are not permitted to use any resource other than MyLab, Excel, or approved notes while taking exams. If you are caught using a website or other resource other than those permitted during an exam, that constitutes cheating under LBCC’s Academic Integrity policy (see next section) and you will be assessed a score of zero on the exam.

**Extra Credit:**

You may earn up to 45 additional points for the course by completing up to three extra credit exercises. There are six extra credit exercises to choose from. There are 15 points possible for each exercise. Partial credit is granted for extra credit exercises with multiple parts. You will have two opportunities to complete each part of each extra credit exercise. The list of Extra Credit Exercises is at the end of the syllabus. Two of these exercises are mini-cases, and four are problems using Excel. The extra credit exercises are also completed online in MyLab just like the homework.

**In order to earn any extra credit points, you must turn in all homework assignments. Extra credit is just that – EXTRA. It is not intended to replace any homework that you don’t do. If you miss a single homework assignment that hasn't been excused by me in advance (which is your responsibility to initiate), you will not be eligible for any extra credit points.**

The extra credit exercises are spread throughout the chapters in the textbook. You are free to complete and submit them anytime during the course **but no later than November 30th at 11:00pm**.

Any extra points for which you quality will simply be added to the total points you earn in the class but will not be added to the total number of 840 points possible (points are included in the numerator, but not in the denominator). So the extra credit points can only help enhance your grade.

**DISCLOSURES**

**Veterans & Military:**

Veterans and active-duty military personnel (including reservists) with special circumstances are encouraged to communicate these, in advance if possible, to the instructor.

**LBCC Comprehensive Statement of Nondiscrimination:**

Linn-Benton Community College (LBCC) prohibits unlawful harassment as well as any form of unlawful discrimination based on race, ethnicity, religion, national origin, sex or sexual content, gender, marital status, disability, veteran’s status, age, sexual orientation, or any other status protected by federal, state or local law. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](http://linnbenton.edu/42145BA0-3DCC-11E3-AA36782BCB47BBE7). To report an issue, go to <https://www.linnbenton.edu/about-lbcc/departments-and-contacts/report-an-issue/index.php>, or contact the EO/Title IX Coordinator in the LBCC Human Resources Office at (541) 917-4425.

**Statement of Inclusion:**

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

[Equal Opportunity and Non-Discrimination Policy](https://www.linnbenton.edu/about-lbcc/administration/policies/equal-opportunity.php)

**Academic Integrity:**

Students at LBCC are expected to behave honestly. Acts of academic dishonesty, including plagiarism or cheating, are serious offenses. Students must follow College policies regarding academic integrity as articulated in the Students Rights and Responsibilities Handbook. You will receive an F in the course if you are found to have committed or be involved in any act of academic dishonesty.

**Title IX Reporting Policy:**

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](https://www.linnbenton.edu/about-lbcc/departments-and-contacts/report-an-issue/index.php) a violation of our sexual misconduct policy directly to our Title IX Coordinator.  You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

**Syllabus:**

This syllabus is a guide for the course. It may change during the term as I attempt to provide the most useful learning experience possible. If things do not make sense, please contact me. As changes are made, I will announce them through Moodle or during class, as appropriate. **Not reading the syllabus or not keeping up to date on changes does not constitute a valid excuse for missing a change or deadline.**

**STUDENT RESOURCES**

**Accessibility Resources:**

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through Accessibility Resources and would like to use your accommodations in this class, please contact me as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with Accessibility Resources, please visit their website at [Accessibility Resources Website](https://www.linnbenton.edu/student-services/accessibility/index.php) for steps on how to apply for services or call (541) 917-4789.

**Roadrunner Resources:**

The Roadrunner Resource Center is here to help remove barriers that might prevent you from staying in school. The Center connects you to community resources to assist and/or provide funding for food insecurity, transportation issues, housing, and other needs. Go to the [Roadrunner Resources](https://tracking.vocus.io/link?id=3180ed7d-c050-4c22-b827-6ee2236a4ea5&url=https%3A%2F%2Fwww.linnbenton.edu%2Fstudent-services%2Fother-resources%2Froadrunner-resource-center.php) website or call (541) 917-4877.

**Personal Health & Well-Being Services:**

LBCC advisors support your life balance to achieve your goals and overcome obstacles. Counseling and mental health support is available through LBCC’s Advising Center. For a comprehensive list of services and contacts go to <https://www.linnbenton.edu/student-services/advising/well-being.php>. You may also contact the center via email at [onlineac@linnbenton.edu](mailto:onlineac@linnbenton.edu), or call (541) 917-4780. **If you are having a mental health crisis, call LBCC’s Crisis Counseling Service at (541) 917-4666. Crisis Counselors are available 24 hours a day, 7 days a week. If you are contemplating or are having thoughts suicide, call the National Suicide Prevention Lifeline at 988.**

**Technology Services & Resources:**

TheStudent Help Desk at the LBCC Libraryassists students with most computer software-related issues and other technology problems or questions, from login problems related to LBCC’s online systems to questions about course-related instructional software. You may also check out a laptop computer to use during the term. For a comprehensive list of available services and resources, go to <https://www.linnbenton.edu/student-services/library-tutoring-testing/library/help-desk.php>. You may also contact the help desk at [**student.helpdesk@linnbenton.edu**](mailto:student.helpdesk@linnbenton.edu), text (541) 704-7001, or call (541) 917-4630. To obtain your free Microsoft Office 365 software go to the library weblink and select the [**Microsoft Office 365**](https://libhelp.linnbenton.edu/subjects/guide.php?subject=shd#tab-3) link. **NOTE: LBCC Extended Learning is offering Excel I & II classes during the fall term.**

**Tutoring:**

Tutoring is available via TutorTrac through The Learning Center at LBCC. Go to <https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/tutoring/index.php> or email The Learning Center at [**learningcenterinfo@linnbenton.edu**](mailto:learningcenterinfo@linnbenton.edu).

**Learner Support:**

The following are resources dedicated to help students succeed. All of the following are available remotely. Please reach out if you are struggling in any of your classes:

* [Writing Support](https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/writing-support/index.php)
* [Math Support](https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/math-support.php)
* [Academic Coaching](https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/academic-coaching/index.php)
* [First Resort](https://www.linnbenton.edu/student-services/first-resort.php)
* [Student Help Desk](https://www.linnbenton.edu/student-services/library-tutoring-testing/library/help-desk.php)
* [Advising Center and Counseling Services](https://www.linnbenton.edu/student-services/advising/index.php)
* [Library Services](https://library.linnbenton.edu/home)
* [International Student Office](https://www.linnbenton.edu/tuition-and-admission/incoming-international/index.php)

**Public Safety/Emergency Resources:**

In an emergency, **call 911**. Also, call [LBCC Public Safety and Loss Prevention Office](https://www.linnbenton.edu/about-lbcc/college-services/safety/safety-and-well-being.php) at [541-926-6855](about:blank) and [541-917-4440](about:blank).

From any LBCC phone, you may alternatively dial extension 411 or 4440. LBCC has a [public safety app](http://lbccpublicsafety.mobapp.at/landing/Desktop) available for free. We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed. Visit them to learn more.

**Keys to Success in BA 240**

* Read each assigned chapter before the lecture on it.
* Work through the example problems throughout the chapters. This practice will deepen your understanding of the subject matter and help with completing the homework.
* Complete the Dynamic Study Module for each chapter after you read it. This will test your understanding of the material and prepare you for the chapter quiz.
* Check your email and Moodle daily. Check assignment due dates daily.
* Begin the homework assignments ahead of the due dates.
* Write out the homework assignments on paper before entering your answers into MyLab.
* **Utilize all of the tools in MyLab**. It contains a plethora of study modules, tutorials, videos, and self-assessment tests.
* **DO NOT FALL BEHIND.** Ask questions if a concept or process is still not clear after checking resources in MyLab.

**The #1 key to success is to do the work.** With finance and accounting, doing is learning.

**The #2 key to success is to be disciplined with self-assessment.** I strongly encourage you to complete the Dynamic Study Module after you read each chapter to test your understanding. This is an exercise called “retrieval practice,” which is a proven method of memory retention.

**INSTRUCTION SCHEDULE**

**BA 240 - FINANCE CRN 27553\_ Fall 2023**

|  |  |  |
| --- | --- | --- |
| **WEEK** | **DATE** | **CHAPTERS / ACTIVITIES** |
| Week 1 | Sep 26  (Day 1) | Welcome / Housekeeping / Review Syllabus |
|  | Sep 28  (Day 2) | Chapter 1: Introduction to Financial Management  Chapter 1 homework released at end of class  **Chapter 1 homework due Sunday October 1 by 11:00pm** |
| Week 2 | Oct 3  (Day 3) | Chapter 3: The Time Value of Money (Part 1)  Chapter 3 homework released at end of class |
|  | Oct 5  (Day 4) | Chapter 3 Continue and Finish  Chapter 4: The Time Value of Money (Part 2)  **Chapter 3 homework due Sunday October 8 by 11:00pm** |
| Week 3 | Oct 10  (Day 5) | Chapter 4 Continue and Finish  Chapter 4 homework released at end of class  **Chapter 4 homework due Sunday October 15 by 11:00pm** |
|  | Oct 12  (Day 6) | Chapter 5: Interest Rates  Chapter 6: Bonds and Bond Evaluation  Chapter 5 homework released at end of class  **Chapter 5 homework due Sunday October 15 by 11:00pm** |
| Week 4 | Oct 17  (Day 7) | Chapter 6 Continue and Finish  Chapter 6 homework released at end of class  **Chapter 6 homework due Sunday October 22 by 11:00pm** |
|  | Oct 19  (Day 8) | Chapter 7: Stocks and Stock Evaluation  Chapter 7 homework released at end of class  **Chapter 7 homework due Sunday October 22 by 11:00pm** |
| Week 5 | Oct 24  (Day 9) | Guest Speaker: Brady Finkenaur, Wells Fargo Advisors, Corvallis  Mid-Term Exam Review |
|  | Oct 26  (Day 10) | **Mid-Term Exam** |
| Week 6 | Oct 31  (Day 11) | Chapter 9: Capital Budgeting Decision Models  Chapter 9 homework released at end of class |
|  | Nov 2  (Day 12) | Chapter 9 Continue and Finish  Guest Speaker: Scott Hofferber, CPA & Retired CFO of Farmdale Creamery, San Bernardino, CA  **Chapter 9 homework due Sunday November 5 by 11:00pm** |
| Week 7 | Nov 7  (Day 13) | Chapter 10: Cash Flow Estimation  Chapter 10 homework released at end of class  **Chapter 10 homework due Sunday November 12 by 11:00pm** |
|  | Nov 9  (Day 14) | Chapter 11: The Cost of Capital  Chapter 11 homework released at end of class |
| Week 8 | Nov 14  (Day 15) | Chapter 11 Continue and Finish  **Chapter 11 homework due Sunday November 19 by 11:00pm** |
|  | Nov 16  (Day 16) | Chapter 2: Financial Statements  Chapter 2 homework released at end of class  **Chapter 2 homework due Sunday November 19 by 11:00pm** |
| Week 9 | Nov 21  (Day 17) | Chapter 12: Forecasting and Short-Term Financial Planning  Chapter 12 homework released at end of class  **Chapter 12 homework due Sunday November 26 by 11:00pm** |
|  | Nov 23 | HOLIDAY – NO CLASS |

|  |  |  |
| --- | --- | --- |
| Week 10 | Nov 28  (Day 18) | Chapter 13: Working Capital Management  Chapter 13 homework released at end of class |
|  | Nov 30  (Day 19) | Chapter 13 Continue and Finish  Final Exam Review / Awards / Wrap-Up  **Extra Credit Exercises are due today by 11:00pm**  **Chapter 13 homework due Sunday December 3 by 11:00pm** |
| Finals Week | Dec 5 | **Final Exam: 4:30pm – 6:20pm** |

**HOMEWORK SCHEDULE RECAP**

|  |  |  |
| --- | --- | --- |
| **Chapter** | **Date Released (at end of class)** | **Due Date (Sunday by 11:00pm)** |
| 1 | September 28 | October 1 |
| 3 | October 3 | October 8 |
| 4 | October 10 | October 15 |
| 5 | October 12 | October 15 |
| 6 | October 17 | October 22 |
| 7 | October 19 | October 22 |
| 9 | October 31 | November 5 |
| 10 | November 7 | November 12 |
| 11 | November 9 | November 19 |
| 2 | November 16 | November 19 |
| 12 | November 21 | November 26 |
| 13 | November 28 | December 3 |

**EXTRA CREDIT EXERCISES**

|  |  |  |
| --- | --- | --- |
| **Chapter** | **TYPE OF EXERCISE** | **EXERCISE NAME / PROBLEM #** |
| 1 | Mini-Case | Richardses’ Tree Farm |
| 10 | Excel Worksheet | Advanced Problem #1 |
| 2 | Mini-Case | Hudson Valley Realty |
| 2 | Excel Worksheet | Advanced Problem #1 |
| 12 | Excel Worksheet | Advanced Problem #1 |
| 12 | Excel Worksheet | Advanced Problem #2 |

**Extra Credit Exercises are due no later than November 30 by 11:00pm**