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**SYLLABUS**

**BA 222 - FINANCIAL  MANAGEMENT**

**CRN 33578**

Syllabus Winter 2022 Virtual Class Meetings: Tuesdays & Thursdays 4:00-5:20pm

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

**Office Hours:** Since this is a virtual class there are no office hours. 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 222 on the subject line whenever you email me about this class.**

All class presentation recordings will be posted in Moodle shortly after the completion of each class (usually within two hours).

Required Materials:

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

Pearson MyLab Finance (MyLab) Course Website from Pearson Publishing**:** Access code will be provided on the first day of class. Access code is required because students must perform homework assignments and take quizzes and exams in MyLab.

**Software:** I will be posting items 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 4 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.**

**Prerequisite:**

BA 121 (Professional Accounting II) or BA 215 (Survey of Accounting) or BA 211 (Principles of Accounting: Financial) with a grade of C or better.

**Course Description:**

Covers topics dealing with financing a business, analysis of financial statements, working capital management, short- and long-term financial planning, budgeting and control. This course is a Lower Division Transfer (LDT) Course.

**Course Outcomes:**

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

* Describe the importance of the budgeting process and how it facilitates the planning and control processes of an organization.
* Calculate and interpret standard business ratios including: current, inventory turnover, gross margin (profit), ROA, ROE, EPS, and A/R Days.
* Discuss the difference between markup and margin.
* Calculate working capital and estimate minimum cash reserves.
* Track cash flows for an organization.

**Students who are unable to successfully complete the course should withdraw within LBCC’s withdrawal window, by week seven. Last day to withdraw is February 20.**

**Virtual Course:**

This course will be administered via Zoom. YOU MUST KEEP YOUR VIDEO ON AT ALL TIMES DURING INSTRUCTION. You may turn the video off during breaks but must turn it back on when we resume. While you may turn off the video during breaks, you must stay logged in to the class meeting during breaks as that is when I take class attendance. **The same Zoom link will be used for all class dates.** The link and passcode are below.

Zoom Link: <https://linnbenton.zoom.us/j/97906217552>

Passcode: **276124**

Each Zoom class will be recorded and recordings will be made available as soon as they are generated by Zoom (usually two hours after class).

**Grading:**

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

|  |  |
| --- | --- |
| ITEM | Points |
| Chapter Quizzes | 50 |
| Chapter Homework – 10 points per chapter | 100 |
| Mid-Term Exam | 100 |
| Final Exam | 100 |
| TOTAL | **350** |

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

**I do not use the grading systems in MyLab or Moodle.** As you complete each homework assignment, quiz, and exam you will know your score on each. 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.

**Homework:**

Each assigned chapter must be read prior to the start of instruction on the chapter in accordance with the schedule herein. There is a homework assignment for each of the 10 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 three opportunities to 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 to be taken after you read each chapter but before class instruction on each chapter. 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.

The quizzes are done online in MyLab. Each chapter quiz is to be taken within a 46 or 48 hour period leading up to the beginning of each class when instruction on the subject chapter will occur. Refer to the schedule herein for the availability to take each quiz.

**Examinations:**

TheMid-Term and Final exams are done online in MyLab. Refer to the schedule herein for the date of each exam.

**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.

**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.

**Syllabus:**

This syllabus is a guide and not a contract. 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**

**Center for Accessibility Resources:**

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please contact your instructor as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the [CFAR Website](https://www.linnbenton.edu/student-services/accessibility/index.php) for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

**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. **This phone number is also LBCC’s mental health crisis line.**

**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.

**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)

**Keys to Success in BA 222**

* 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.
* 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, learning is doing.

**INSTRUCTION SCHEDULE**

**BA 222 - FINANCIAL MANAGEMENT CRN 33578\_ Winter 2022**

|  |  |  |
| --- | --- | --- |
| **WEEK** | **DATE** | **CHAPTERS / ACTIVITIES** |
| Week 1 | Jan 4 | Welcome / Textbook-Pearson MyLab Setup / Housekeeping / Review Syllabus |
|  | Jan 6 | Chapter 1: Introduction to Financial Management  **Chapter 1 quiz available 5:20pm January 4 to 4:00pm January 6**  Chapter 1 homework released at end of class  **Chapter 1 homework due Sunday January 9 by 11:00pm** |
| Week 2 | Jan 11 | Chapter 3: The Time Value of Money (Part 1)  **Chapter 3 quiz available 4:00pm January 9 to 4:00pm January 11**  Chapter 3 homework released at end of class |
|  | Jan 13 | Chapter 3 continued  **Chapter 3 homework due Sunday January 16 by 11:00pm** |
| Week 3 | Jan 18 | Chapter 4: The Time Value of Money (Part 2)  **Chapter 4 quiz available 4:00pm January 16 to 4:00pm January 18**  Chapter 4 homework released at end of class |
|  | Jan 20 | Chapter 4 continued  **Chapter 4 homework due Sunday January 23 by 11:00pm** |
| Week 4 | Jan 25 | Chapter 5: Interest Rates    **Chapter 5 quiz available 4:00pm January 23 to 4:00pm January 25**  Chapter 5 homework released at end of class  **Chapter 5 homework due Sunday January 30 by 11:00pm** |

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|  | Jan 27 | Chapter 9: Capital Budgeting Decision Models  **Chapter 9 quiz available 5:20pm January 25 to 4:00pm January 27**  Chapter 9 homework released at end of class |
| Week 5 | Feb 1 | Chapter 9 continued  **Chapter 9 homework due Sunday February 6 by 11:00pm** |
|  | Feb 3 | Mid-Term Exam Review  Guest Speaker: Eric Roarke, CEO of Roarke Financial Solutions, Inc., Ontario, CA |
| Week 6 | Feb 8 | **Mid-Term Exam** |
|  | Feb 10 | Chapter 2: Financial Statements  **Chapter 2 quiz available 5:20pm February 8 to 4:00pm February 10**  Chapter 2 homework released at end of class  **Chapter 2 homework due Sunday February 13 by 11:00pm** |
| Week 7 | Feb 15 | Chapter 10: Cash Flow Estimation  **Chapter 10 quiz available 4:00pm February 13 to 4:00pm February 15**  Chapter 10 homework released at end of class |
|  | Feb 17 | Chapter 10 continued  **Chapter 10 homework due Sunday February 20 by 11:00pm** |
| Week 8 | Feb 22 | Chapter 12: Forecasting and Short-Term Financial Planning  **Chapter 12 quiz available 4:00pm February 20 to 4:00pm February 22**  Chapter 12 homework released at end of class |
|  | Feb 24 | Chapter 12 continued  **Chapter 12 homework due Sunday February 27 by 11:00pm** |

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| Week 9 | Mar 1 | Chapter 13: Working Capital Management  **Chapter 13 quiz available 4:00pm February 27 to 4:00pm March 1**  Chapter 13 homework released at end of class |
|  | Mar 3 | Chapter 13 continued  **Chapter 13 homework due Sunday March 6 by 11:00pm** |
| Week 10 | Mar 8 | Chapter 14: Financial Ratios and Firm Performance  **Chapter 14 quiz available 4:00pm March 6 to 4:00pm March 8 at 4:00pm**  Chapter 14 homework released at end of class  **Chapter 14 homework due Sunday March 13 by 11:00pm** |
|  | Mar 10 | Final Exam Review / Awards / Wrap-Up |
| Finals Week | Mar 14 | **Final Exam: 3:00pm – 4:50pm** |

**HOMEWORK SCHEDULE RECAP**

|  |  |  |
| --- | --- | --- |
| **Chapter** | **Date Released (at end of class)** | **Due Date (Sunday by 11:00pm)** |
| 1 | January 6 | January 9 |
| 3 | January 11 | January 16 |
| 4 | January 18 | January 23 |
| 5 | January 25 | January 30 |
| 9 | January 27 | February 6 |
| 2 | February 10 | February 13 |
| 10 | February 15 | February 20 |
| 12 | February 22 | February 27 |
| 13 | March 1 | March 6 |
| 14 | March 8 | March 13 |

**CHAPTER QUIZ SCHEDULE RECAP**

|  |  |  |
| --- | --- | --- |
| **Chapter** | **Date and Time Opened** | **Date and Time Closed** |
| 1 | January 4 at 5:20pm | January 6 at 4:00pm |
| 3 | January 9 at 4:00pm | January 11 at 4:00pm |
| 4 | January 16 at 4:00pm | January 18 at 4:00pm |
| 5 | January 23 at 4:00pm | January 25 at 4:00pm |
| 9 | January 25 at 5:20pm | January 27 at 4:00pm |
| 2 | February 8 at 5:20pm | February 10 at 4:00pm |
| 10 | February 13 at 4:00pm | February 15 at 4:00pm |
| 12 | February 20 at 4:00pm | February 22 at 4:00pm |
| 13 | February 27 at 4:00pm | March 1 at 4:00pm |
| 14 | March 6 at 4:00pm | March 8 at 4:00pm |