



Course Syllabus

Course #: FST 2420

Course Name: Finance

Division: Business Technologies

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Class Days:

Class Time:

Location: Classroom:

Laboratory:

Credit Hours: 3

Contact Hours: 3

Lab Hours: 0

Lecture Hours: 3

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Instructor:

Office Location:

Phone:

Email Address:

Office Hours:

Division Office/Location: B 104

Division Fax: 419-334-9414

Full-time Contact Person:

Phone(s):

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Course Description:

An introduction to the basics of finance. Topics covered include: Financial statement analysis, effect of income taxes, methods of business financing, analyzing risk versus return, the time value of money, and procedures for managing capital. (Spring)

Prerequisite(s): ACC 1100

Corequisite(s): None

Entry Level Skills and Knowledge:

Required Texts, Supplies and Equipment:

FOUNDATIONS OF FINANCIAL MANAGEMENT, ELEVENTH EDITION  
by Block  
Published by McGraw-Hill.

**Grading:**

Four Tests @ 20% = 80%  
Other Assignments = 20%  
TOTAL 100%

The grading scale used is:

A = 90—100%
B = 80---89%
C = 70---79%
D = 60---69%
F = Below 60%

**Learning Outcomes:**

General Education

Technical

Upon completion of the course, the student should be able to:

1. Demonstrate an understanding of financial analysis and planning.
2. Demonstrate an understanding of capital budgeting.
3. Demonstrate an understanding of working capital management.
4. Demonstrate an understanding of short- and long-term financing.
5. Apply the above concepts to concrete examples.

**Assessment of Student Learning:**

This course may include a project that is one of several that will be used by faculty to assess student academic performance in the program. A panel of faculty will review all (projects or whatever assessment activity you are doing), then assess and summarize the academic performance of students at this point in the program. The results of this assessment will be shared among the department faculty, used to identify needed changes or improvements, and submitted to the Student Academic Assessment Committee as part of the College's overall student academic assessment effort.

Assessment Project and Measurement in course (if any):

**Plan of Work:**

Session	Date	Activities
Week 1		Chapter 1--The Goals and Functions of Financial Management
Week 2		Chapter 2—Review of Accounting
Week 3		Chapter 3—Financial Analysis
Week 4		Chapter 4—Financial Forecasting & <b>TEST #1</b>
Week 5		Chapter 5--Operating and Financial Leverage
Week 6		Chapter 6—Working Capital and the Financing Decision
Week 7		Chapter 7--Current Asset Management
Week 8		Chapter 8—Sources of Short-Term Financing & <b>TEST #2</b>
Week 9		Chapter 9—The Time Value of Money
Week 10		Chapter 10—Valuation and Rates of Return Chapter 11—Cost of Capital
Week 11		Chapter 12—The Capital Budgeting Decision Chapter 13—Risk and Capital Budgeting
Week 12		Chapter 14—Capital Markets Chapter 15—Investment Banking: Public and Private Placement <b>TEST #3</b>
Week 13		Chapter 16—Long-Term Debt and Lease Financing Chapter 17—Common and Preferred Stock Financing
Week 14		Chapter 18—Dividend Policy and Retained Earnings Chapter 19—Convertibles, Warrants, and Derivatives
Week 15		Chapter 20—External Growth through Mergers Chapter 21—International Financial Management <b>TEST #4</b>

## **Course Requirements:**

### Class Format:

Classes will normally begin with a review of problems assigned from the previous meeting. Please have assignments completed, and be prepared to participate in class discussions. New material will then be covered through lectures and problem solving. Assignments for the next meeting will be given in each class. Lab time will be available to work on the assignments with the instructor present to assist.

### Attendance:

Class attendance is very important because accounting practices and procedures need to be explained, discussed, and illustrated in order to gain a thorough understanding. If you miss a class, contact the instructor or another student for information on material covered and assigned problems.

### Tests:

Plan to take tests as they are scheduled. Make prior arrangements with the instructor if you know that you will have to miss a test. If you unexpectedly miss a test, contact the instructor immediately to schedule a time to complete the test. A copy of the test will be left for you in the Testing Center located in the Learning Resource Center. Tests will be graded and returned at the next class.

## **Policies**

**Course Withdrawing:** If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic “F.” Please follow official College procedure for withdrawing from this or any course.

*College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.*

**Support Services:** The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

***If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.***

Tutoring services are available to students beginning the second week of every quarter. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).