



## **Banking and Finance – Central College**

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### **BUSG 1303 – Principles of Finance**

CRN 16467 – Spring 2017 – Wednesdays 6:00 – 9:00 pm

Second 8 weeks starting 3-20-2017

Credit: 3 (3 lecture) 8 weeks

Hybrid Class (50% in class and 50% on-line)

Stafford Campus

**INSTRUCTOR:** Professor Cornelia Davis

**INSTRUCTOR CONTACT INFORMATION:** Phone: 713-718-5404

Email: [cornelia.davis@hccs.edu](mailto:cornelia.davis@hccs.edu)

**OFFICE LOCATION AND HOURS:** Stafford – Scarcella Center Room W124

Please feel free to contact me concerning any problems that students are experiencing in this course. Students do not need to wait until students have received a poor grade before asking for my assistance. Student performance in my class is very important to me. Office hours are by appointment.

### **COURSE DESCRIPTION (From HCCS 2014 Catalog)**

Financial dynamics of a business includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the Time Value of Money. Credit: 3 (3 lecture)

### **PREREQUISITES**

None

### **PROGRAM LEARNING OUTCOMES**

1. Students must be able to analyze the functions of the financial intermediary system including its methods of generating income.
2. Students must be able to demonstrate knowledge of the Federal Reserve's purpose, structure and relationship to monetary policy.

3. Students must be able to apply the concepts of Financial Business Ethics.
4. Students must be able to organize and formulate financial data into statements and utilize them to make financial decisions.

### **COURSE LEARNING OUTCOMES**

1. The student will demonstrate their newly acquired knowledge of the Financial System, Investments and Business Finance through exams.
2. The student will research a particular area(s) of the course material for the project/term paper.
3. The student will exhibit creative thinking, decision-making, time management, and information organization and computer skills by producing a project/ term paper for the course.
4. The student will effectively communicate and display his/her expertise of their area of research through the project/term paper.
5. The student will become aware of various job opportunities in finance by reading the Career Profiles in each chapter of the textbook.

### **STUDENT LEARNING OUTCOMES**

1. Students will identify vital questions, problems, or issues and evaluate the reasonableness of a solution.
2. Students will analyze, compose, and assess the validity of an argument.
3. Students will analyze multiple representations of quantitative information, including graphical, formulaic, numerical, and verbal.
4. Students will select and evaluate the accuracy, credibility, and relevance of information sources.

### **LEARNING OBJECTIVES**

1. Have knowledge of basic mathematical and algebraic terms
2. Improve his or her knowledge and understanding of decimals, fractions, and percentages in order to handle his or her personal finances in the most profitable manner.
3. Obtain knowledge and understanding time value of money and demonstrate it by solving written problems.
4. Become familiar with banking services and savings plans and become proficient at balancing a checkbook with a bank statement.
5. Become knowledgeable about consumer credit and the cost of using credit cards, charge cards, bank loans, etc.
6. Acquire an understanding of the uses and sources of capital for a profit based enterprise.

**SCANS (Secretary 's Commission Addressing Necessary Skills)OBJECTIVES**

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**Statement of Workplace and Foundation Competencies (SCANS skill)**

Workplace competencies and foundation skills have been designed into this course and into the curriculum for each program of study.

**Managing Resources: Manage Time**

Students will manage their time outside of the virtual classroom to allow for opportunities to research a particular field to obtain information to produce the project/term paper.

**1. Working with Information: Acquire/Evaluate data Organize/maintain information Interpret/communicate data Process Information with Computers**

Students will be required to acquire and evaluate information for use in his/her project/term paper. Students will organize the acquired information in a format that will provide a basis to produce the project/term paper. Students will communicate acquired data within their project/term paper. Students will be required to produce their project/term paper on a computer.

**2. Demonstrating Basic Skills: Reading Writing Speaking Listening Arithmetic/Mathematics**

Students will be required to read 2-3 chapters per week to keep pace with the online discussions. Students will exhibit their writing skills by producing a project/term paper. Students will be required to perform mathematical functions to solve financial problems/questions. Students will exhibit their verbal communications skills by participating in online discussions. Students will demonstrate their listening skills by participating in online discussions and by recalling information to answer questions on the exams.

**3. Demonstrate Thinking Skills: Creative Thinking**

Students will exhibit creative thinking through the production of their project/term paper.

**4. Exhibiting Personal Qualities: Individual Responsibility Sociability Self-management**

Students will be required to accept individual responsibility to organize their time to participate online and research a field and produce a project/term paper. Students will socialize with other students online to discuss course information and brainstorm about project/term paper, prepare for exams, etc. Students will need to self-manage to be able to organize time to read the chapters, analyze information presented, prepare for exams, and produce a project/term paper.

## **A THREE-PART FOUNDATION**

### **Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks**

- A. Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. Writing—communicates thought, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flowcharts
- C. Arithmetic/Mathematics—performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. Listening—receives, attends to, interprets, and responds to verbal messages and other cues
- E. Speaking—organizes ideas and communicates orally

### **Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons**

- A. Creative Thinking—generates new ideas
- B. Decision Making—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives
- C. Problem Solving—Recognizes problems and devises and implements plan of action
- D. Seeing Things in the Mind's Eye—organizes, and processes symbols, pictures, graphs, objects, and other information
- E. Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills
- F. Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

### **Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty**

- A. Responsibility—exerts a high level of effort and perseveres towards goal attainment
- B. Self-Esteem—believes in own self-worth and maintains a positive view of self
- C. Sociability—demonstrates understanding, friendliness, and adaptability, empathy, and politeness in-group settings.
- D. Self-Management—assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- E. Integrity/Honesty—chooses ethical courses of action

COURSE OUTLINE:

March 22 <sup>nd</sup> – March 28 <sup>th</sup>	<p><b>Chapter One - The Financial Environment and Chapter Two - Money and the Monetary System</b></p> <p>Read Chapters 1 and 2. Spend time getting used to the new Eagle Online Software. Post a message to me letting me know that you've logged in. Be sure you read Getting Started thoroughly.</p>
March 29 <sup>th</sup> – April 4 <sup>th</sup>	<p><b>Chapter Three - Banks and Other Financial Institutions, Chapter Four - Federal Reserve System And Chapter Five – Policy Makers and the Money Supply</b></p>
April 5 <sup>th</sup> – April 11 <sup>th</sup>	<p><b>Chapter Six - International Finance and Trade</b></p>
	<p><b>Chapter Seven – Savings and Investment Process And Chapter Eight – Interest Rates</b></p>
April 12 <sup>th</sup> – April 18 <sup>th</sup>	<p><b>Chapter Nine - Time Value of Money and Chapter Ten - Bonds and Stocks: Characteristics and Valuations</b></p> <p><a href="#"><u>MID-TERM EXAM - PRINCIPLES OF FINANCE 15TH ED.</u></a></p>
April 19 <sup>th</sup> – April 25 <sup>th</sup>	<p><b>Chapter Eleven – Securities Markets and Chapter Twelve - Financial Return and Risk Concepts</b></p>
April 26 <sup>th</sup> – May 2 <sup>nd</sup>	<p><b>Chapter Thirteen - Business Organization and Financial Data and Chapter Fourteen - Financial Analysis and Long-Term Financial Planning</b></p>

<p>May 3<sup>rd</sup> – May 9<sup>th</sup></p>	<p><b>Chapter Fifteen - Managing Working Capital and</b></p>
<p>May 10<sup>th</sup> – May 14<sup>th</sup></p>	<p><b>Chapter Sixteen - Short-Term Business Financing</b></p> <p>Papers / Project due on Sunday April 30<sup>th</sup> by 10:00 pm.</p> <p><b>Review for Final Exam</b></p> <p><a href="#"><u>FINAL EXAM - PRINCIPLES OF FINANCE 15TH ED.</u></a></p>

## INSTRUCTIONAL METHODS

Business, Finance and Legal Study students require certain basics to obtain certificates and AAS degrees within this Division.

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide students with knowledge concerning studying, test taking, modeling good learning strategies, and organizing and monitoring the field experience that allows students to connect the information that students learn in this course to the real world of education.

As a student wanting to learn about the business world, it is student's responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in activities, and attend class.

## STUDENT ASSIGNMENTS

**Assignments have been developed that will enhance student learning. To better understand a topic, students will be given assignments on key information that students will need to remember for student success in reaching student goals**

**Submit assignments under the Assignment Icon unless specified otherwise by 3:00 p.m. of the due date. In an effort to prepare students for the realities of the business world, late assignments will NOT be accepted and receive a grade of "0". Any exceptions to this rule will require specific documentation.**

## READING REQUIREMENTS

Students are responsible for reading all assigned material. Students must be familiar with the Review and Discussion Questions in each chapter in order to pass the exams for this class. It is very important that students read assigned lessons before attempting the assignments.

## INSTRUCTOR REQUIREMENTS

As Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived

- Facilitate an effective learning environment through on-line activities, discussions, and financial problems
  - Description of any special projects or assignments
  - Inform students of policies such as attendance, withdrawal, tardiness and makeup assignments
  - Provide the course outline and class calendar which will include a description of any special projects or assignments
  - Arrange to consult with individual students in person, by email or phone as required
- To be successful in this class, it is the student's responsibility to:
- Attend class and participate in class activities
  - Read and comprehend the textbook
  - Complete the required assignments and exams **on time**:
  - Ask for help when there is a question or problem

## **NOTE TO STUDENTS**

If students have any questions or concerns about the course and/or course assignments, please contact me so that we can resolve any issues.

## **PROGRAM/DISCIPLINE REQUIREMENTS**

The Department of Banking/Finance is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities as well as specific activities related this course.

## **GRADING**

Instructor will conduct quizzes, exams, and assessments that students can use to determine how successful students are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If instructor finds students are not mastering the material and skills, students are encouraged to reflect on how students study and prepare for each class. Instructor welcomes a dialogue on what students discover and maybe able to assist students in finding resources on-line that will improve student performance.

Daily activities include class participation, assignments, and applications:

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

## INSTRUCTIONAL MATERIALS

**Book:** Introduction to Finance  
Markets, Investments, and Financial Management  
**Author:** Ronald Melicher/Edgar A. Norton  
**Publisher:** Wiley Publishing  
**Edition:** 15<sup>th</sup> Edition

### GRADING SCALE

Attendance and Participation	10%
Syllabus and Chapter Quizzes	15%
Mid Term	25%
Paper/Project	25%
Final Exam	25%
<b>Total</b>	<b>100%</b>

A student handbook is available on the College website : <http://www.hccs.edu>.. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook.

## ADA POLICY STATEMENT

### STUDENTS WITH DISABILITIES

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. **Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner.**

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance each semester:

### DISABILITY SUPPORT SERVICES OFFICES:

System: 713.718.5165

Central: 713.718.6164 – *also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.*

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909



## **HCC COURSE WITHDRAWAL AND ATTENDANCE POLICY**

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE/Hybrid professor regarding your academic performance. You may also want to contact your DE/Hybrid counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

### **HOW TO DROP**

- **If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Center.**
- HCC and/or instructors may drop students for excessive absences without notification (see Class Attendance below).
- **Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines.** Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

### **CLASS ATTENDANCE**

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their Eagle Online class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing Blackboard, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their Blackboard class before the Official Day of Record will be AUTOMATICALLY dropped for

non-attendance. Completing the DE online orientation does not count as attendance.

## **DISCRIMINATION**

Students should be aware that discrimination and/or other harassment based on race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status is prohibited by HCC Policy G.1 Discrimination and Harassment and D.1.1 Equal Educational Opportunities. Any student who feels they have been discriminated against or harassed on the basis of race, sex, gender identity, gender expression, national origin, religion, age, disability, sexual orientation, color or veteran status including sexual harassment, has the opportunity to seek informal or formal resolution of the matter. All complaints/concerns should be directed to the Office of Institutional Equity, 713 718-8271 or [oiie@hccs.edu](mailto:oiie@hccs.edu). Additional information may be obtained online. Visit <http://www.hccs.edu/district/departments/institutionalequity/>

Complaints involving sexual misconduct to include but not limited to: sexual assault, stalking, dating violence, sexual harassment or domestic violence should be directed to the HCC Title IX Coordinator, Renée Mack at 713 718-8272 or [renee.mack@hccs.edu](mailto:renee.mack@hccs.edu)

## **DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES**

Much DE student information can be found on the DE Student Services website: [de.hccs.edu](http://de.hccs.edu). Advising or counseling can be accomplished through our online request form [Ask DE Counseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

## **EARLY ALERT**

HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

## **INTERNATIONAL STUDENT**

Contact the International Student Office at 713-718-8520 if you have questions about your visa status. Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. ONLY ONE online/distance education class may be counted towards the enrollment requirement for International Students per semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

## **NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA: PROCTORING**

Students who live or work outside the HCC service area and cannot take paper exams at one of our HCC testing locations MUST make arrangements for a proctor. For more information and to complete the required Proctor Approval Form, please visit [de.hccs.edu](http://de.hccs.edu).

## **VIRTUAL CLASSROOM CONDUCT**

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

## **ONLINE TUTORING**

HCC provides free online tutoring in writing, math, science, and other subjects. How to access Ask Online: Click on the Ask Online button in the upper right corner of the Blackboard course listings page. This directs students to the HCC Ask Online Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

## **SOCIAL NETWORKING**

DE students are encouraged to become a fan of [DE on Facebook](http://www.facebook.com/HCCDistanceEd) <http://www.facebook.com/HCCDistanceEd> and to follow [DE on Twitter](http://twitter.com/HCCDistanceEd): <http://twitter.com/HCCDistanceEd>

These social networking sites help DE foster student engagement and provide a sense of community for the online learner. Students will also stay informed about important information and announcements.

## **LIBRARY RESOURCES**

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to get their research rolling. Visit [Library Resources](#) specifically for Distance Education students

## **REPEAT COURSE FEE**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If students are considering course withdrawal because students are not earning passing grades, confer with student instructor/counselor as early as possible about student study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

## **HCC POLICY STATEMENT: ACADEMIC HONESTY**

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has

teaching, grading, and enforcement roles. Students are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If students are charged with an offense, pleading ignorance of the rules will not help students. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

## **CLASSROOM BEHAVIOR**

As student instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Student instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, students are asked to respect the learning needs of student classmates and assist student instructor achieve this critical goal.

## **DEGREE PLAN**

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

## **USE OF CAMERA AND/OR RECORDING DEVICES**

A student active in the learning community of this course, it is student responsibility to be respectful of the learning atmosphere in student classroom. To show respect of student fellow students and instructor, students will turn off student phone and other electronic devices, and will not use these devices in the classroom unless students receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

### **EGLS3**

Dear students,

We need your input in evaluating your instructor this semester. The EGLS<sub>3</sub> (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term.

Take the EGLS<sub>3</sub> survey by going to the Student System:

**[ ] STEP 1**

Go to [www.hccs.edu](http://www.hccs.edu)

**[ ] STEP 2**

Select **Student System Sign In**.

**[ ] STEP 3**

Select **EGLS3 - Begin Evaluation** under the **EGLS3 Eval. of Instruction** to complete the survey.

*Pop-ups must be enabled as the Smarter Services site opens in a new window.*

Questions? ... Call the HCC Helpdesk at 713.718.8800 or email [customer.support@hccs.edu](mailto:customer.support@hccs.edu)

## **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§1681 ET. SEQ.**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: [www.edurisksolutions.org](http://www.edurisksolutions.org) . Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.