

BMGT 2310.12013 - Financial Management Fall 2011

Concepts, terminology, and
tools of managing financial
resources



Instructor: Connie Nichols
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Office: Sedate Hall 208
Phone: 432-335-6521

Class Time: Tues & Thurs
10:00-11:20 a.m.
Sedate Hall Room 201-2

Online Syllabus

It is the student's responsibility to check the syllabus for updates and changes during the semester.

Course Description: Development and use of accounting information to support managerial decision-making processes. Topics include managerial concepts and systems, various analyses for decision making, and planning and control. 3 Credit Hours (52.0201) SCANS: 4, 6, 8, 9. No prerequisite required.

Required Text: Entrepreneurial Finance, 5th edition by Philip J. Adelman and Alan M. Marks, Pearson/Prentice Hall, 2009. ISBN: 9780135025291. This book may be purchased from the Odessa College Bookstore or from an online book seller.

Class Website:

http://www.odessa.edu/dept/management/cnichols/bmgt_2310.htm

Instructor's Office Hours:

http://www.odessa.edu/dept/management/cnichols/office_hours.htm

Course Goals and Outcomes:

- to apply internal controls concerning cost and budgeting
- to analyze profit and loss statements
- to identify and correct financial problems
- to utilize formulas to determine organizational profitability

Course Expectations: This is a college level course and you will, therefore, be

expected to uphold established college standards as outlined in the most recent Odessa College Catalog. Your final grade will be based upon a combination of the following factors:

1. Preparedness
2. Purposeful participation in the classroom discussion
3. Ability to relate and apply the concepts discussed in the course
4. Scores on exams, projects, and other assignments
5. Attendance of a minimum of 4 community leadership meetings
6. Score on final exam



Note that preparedness and purposeful participation are the first two elements of the grading criteria. Being prepared means having the tools you need to take notes or to complete a writing assignment (book, pen, pencil, paper, etc). This is **not** strictly a lecture course. Students will be required to actively participate in the discussions, both individually and in assigned groups. You cannot participate if you are not present in class, and purposeful participation is difficult to achieve if you are not prepared. If you must be absent, please contact your instructor before the absence if possible or as soon after the missed class as possible to make arrangements for the make-up work or missed assignments. **This is your responsibility.** Show respect to everyone in the class by communicating appropriately - do not sleep or put your head or feet on the tables or chairs. Taking phone calls during class is disruptive as well.

The instructor's office hours and phone numbers are listed above. Please do not hesitate to utilize this time to discuss any course-related topic.

Management students are encouraged to make appointments with Connie Nichols or Sue Jones to discuss both academic and career goals toward the end of each long semester.

Departmental and Instructor Course Requirements, Evaluation Methods and Grading Policy: There are projects and/or assignments associated with this course as well as a Final Exam. The assignments must be completed and turned in by due date. Check the Assignment page for details. Students are required to attend a

‡ community leadership meetings during the each semester. Check the e for a list of organizations, meeting dates and times, and

- Class Participation 30%
- Homework Assignments 25%
- Test Scores 25%
- [Community Leadership Meetings](#) 10%
- Final Exam 10%

The projected cutoff point for A's, B's, C's, and D's are based on a 90%, 80%, 70%, and 60%, respectively. At the end of the semester these projected cutoff points will be adjusted (i.e. raised or lowered) in order to reflect the overall performance of the class. Thus the actual grade will not be known with certainty until after the semester is over.

Student will receive an updated grade sheet along with the graded assignment and any comments or suggestions regarding the work submitted.

If you consider withdrawing or dropping this class, please contact the instructor who will provide information regarding withdrawals, dropping a class or receiving an incomplete.

Management students should be aware that a grade of a "C" or better is necessary to meet the degree or certificate requirements.

Student E-mail: If you have not already accessed your Odessa College Student E-mail, please follow the link to set up your account:

<http://www.odessa.edu/gmail/>

Objective of the Management Department: The primary object of the management program is to prepare each student for employment by providing skills training in critical thinking, problem solving, decision making, communication, self-management, and leadership. The management program is not intended to serve as preparatory work toward a baccalaureate degree. Students planning to pursue a four-year degree should consult the upper level institution of their choice regarding transferability of courses.

Department Web site: <http://www.odessa.edu/dept/management/>

Management Department Philosophy: Marketing is the core of all business practices - from the mom and pop neighborhood store to Fortune 500 companies. To help students understand this broad based concept, the following acronym has been created by Sue Jones and Connie Nichols, instructors in the Management Department of Odessa College:

- **M - managing**
- **A - all**
- **R - resources,**
- **K - knowledge and**
- **E - efforts**
- **T - toward**
- **I - intentionally**
- **N- navigating**
- **G - gains**

Learning Contract: Each student is expected to make a commitment to learn. Example below:

On this day, _____ I, _____ commit to learn.

Information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the [Odessa College Student Handbook](#).

Special Needs: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the American with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this class, please contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations. Students with disabilities are expected to carry out their obligations in completing coursework required of all students.

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Fall 2011 Tentative Schedule

Date	Topic	Assignment
Week 1 8-23-11	Course Introduction	Read Chapters 1
8-25-11	Chapter 1 - Financial and Economic Concepts	Read Chapters 2, and 11
Week 2 8-30-11	Chapter 2 - Financial Management & Planning	Homework Assignment -
9-01-11	Chapter 11 - Personal Finance	Chapters 1, 2, and 11
Week 3 9-06-11	Excel Training	Read Chapter 8 & Appendix A
9-08-11		
Week 4 9-13-11	Chapter 8 - Time Value of Money Part 1:	Homework Assignment -Chapter 8
9-15-11	Future and Present Value of Lump Sums	
Week 5 9-20-11	Chapter 8 - continued	Read Chapter 9
9-22-11	Chapter 9 - Time Value of Money Part 2: Annuities	

Week 6 9-27-11 9-29-11	Chapter 9 - continued	Homework Assignment - Chapter 9
Week 7 10-04-11 10-06-11	Test One - Chapters 1, 2, 11, 8 and 9	Read Chapter 3
Week 8 10-11-11 10-13-11	Chapter 3 - Financial Statements	Homework Assignment - Chapter 3 Read Chapter 4
Week 9 10-18-11 10-20-11	Chapter 4 - Analysis of Financial Statement	Homework Assignment - Chapter 4 Read Chapter 5
Week 10 10-25-11 10-17-11	Chapter 5 - Profit, Profitability and Break-Even Analysis	Homework Assignment Chapter 5
Week 11 11-01-11 11-03-11	Test Two - Chapters 3, 4 and 5	Read Chapter 6
Week 12 11-08-11 11-10-11	Chapter 6 - Forecasting and Pro Forma Financial Statements	Homework Assignment - Chapter 6 Read Chapter 7
Week 13 11-15-11 11-17-11	Chapter 7 - Working Capital Management	Homework Assignment - Chapter 7
Week 14 11-22-11 11-24-11	Test Three - Chapters 6 and 7 Thanksgiving Holiday - no class	Read Chapter 10
Week 15 11-29-11 12-01-11	Chapter 10 - Capital Budgeting	
Week 16 12-06-11	Final Exam Due	

Holidays: September 5, 2011 - Labor Day (College Closed)
November 22 (5:30 pm) - 27 - Thanksgiving (College Closed)

Last Day to Drop: November 9, 2011
Graduation: December 9, 2011