

LINFIELD COLLEGE

BUS 341 FINANCIAL MANAGEMENT

Instructor: Mark Stillion, MBA, CPA
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Phone: (503) 889-4525
Class Schedule: Wednesdays 6:00 p.m. – 9:30 p.m.
February 18, 2004 – May 19, 2004
Class Location: Chemeketa Community College, Salem, Oregon
Building 50 Room 112
Required Text: Essentials of Corporate Finance, Fourth Edition
By Ross, Westerfield, & Jordan
Prerequisites: Bus 261, ECO 210, all proficiencies
Working knowledge of Excel Spreadsheets

Description: Elements of financial management analytical techniques for financial decision-making. Financial analysis, planning and control, working capital management, capital budgeting and capital structure strategies.

Objectives: Objectives of this course are as follows:

- ⌚ Gain basic ability to interpret financial statements.
- ⌚ Learn basic security valuation models and diversification strategies (CAPM).
- ⌚ Time value of money and discounted cash flow calculations.
- ⌚ Decision making tools (IRR and NPV).
- ⌚ Understanding of factors necessary to determine the optimal capital structure.

Course Format: This course includes use of the text, homework and lectures to address key topics and to obtain course objectives. Regular attendance and timely completion of homework assignments is necessary to reinforce concepts covered in the text and class lectures. Homework assignments will be returned promptly and reviewed in class.

Homework assignments submitted late will be subjected to a loss of 50% of that assignment's credit. Assignments will not be accepted later than one week following scheduled due date.

Examinations cover text, lectures and homework and will consist of multiple choice, short answers, and problems. It will be necessary for students to show their work in solving examination problems, as credit will be allocated evenly between final answer and the steps taken to determine the answer. Make-up tests will not be offered.

Grading: The course grade will be determined as follows:

Homework	30%
Examination 1	20%
Examination 2	20%
Final Examination	30%

Grading Scale: Final grades will be determined based on the aggregate percentage of graded homework and examinations in accordance with the above rating as follows:

A	94 – 100	C+	76 – 79
A-	90 – 93	C	74 – 75
B+	86 – 89	C-	70 – 73
B	84 – 85	D	65 – 70
B-	80 – 83	F	64 or below

Incompletes: A grade of Incomplete (I) is given only in emergency situations. The student must request an Incomplete in writing and must obtain the instructor's permission. All uncompleted work must be completed within the time limits set by the instructor.

Academic Honesty: cheating and plagiarism will not be tolerated. Any student found to be engaging in either of these activities at any point in the course will receive a failing grade for the entire course and may be subject to further college sanctions.

Return of course materials: Any student wishing to have course materials (final assignments, final examination etc) returned to them following conclusion of the course must provide a self-addressed envelope of sufficient size to include all such items and with adequate postage. Envelopes will need to be given to the instructor at the final class meeting. Any course materials not returned to students as described above will be shredded within three weeks of the end of the course.

Class Calendar and Assignment: Classes will be held in accordance with the published schedule and the location announced. The following calendar details the schedule and assignments. Chapters from text should be read prior to the class in which discussion will be conducted. Homework assignments are due at the beginning of the next class following.

Class Date	Chapters for discussion	Homework assignments	Homework due date
2/18/2004	Chapters 1, 2	Chap. 2 – 1,2,6,9,22	2/25/2004
2/25/2004	Chapter 3	Chap. 3 – 1,2,3,4,5,6	3/04/2004
3/04/2004	Chapter 4	Chap. 4 – 1,2,3,6,19	3/10/2004
3/10/2004	Chapter 5	Chap. 5 – 8,9,16	3/14/2004
3/17/2004	Chapters 6, 7 and review	Chap. 6 – 3,4,6,9 Chap. 7 – 4,8,11	3/24/2004
3/24/2004	Examination 1		
3/31/2004	Chapters 8, 9	Chap. 8 – 3,5,6 Chap. 9 – 2,4,13	4/07/2004
4/07/2004	Chapters 10, 11 and review	Chap. 10 – 1,2,3,6,20 Chap. 11 – 2,5,11,19	4/14/2004
4/14/2004	Examination 2		
4/21/2004	Chapters 12, 13	Chap. 12 – 1,5,9 Chap. 13 – 1,4,15	4/28/2004
4/28/2004	Chapters 14, 15	Chap. 14 – 1,4,10,11 Chap. 15 – 2,3,5	5/05/2004
5/05/2004	Chapters 16, 17	Chap. 16 – 1,4 Chap. 17 – 1,7,8	5/12/2004
5/12/2004	Chapter 18 and Review	Chap. 18 – 1,14	5/19/2004
5/19/2004	Final Examination		

Students with disabilities: Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation, should make an appointment with the instructor as early as possible, no later than the first week of the term.