INSTRUCTOR:  Mark Sullivan  
Office:  FOH 205i  
Phone contact:  410-334-2838  
Email:  msullivan@worwic.edu

OFFICE HOURS:  
M 11:00 - 11:30  
T 12-12:40 & 4:20-6:25  
W 6 - 6:25  
R 4:05 - 6:25

COURSE DESCRIPTION:  
This course is designed to provide essential financial tools and knowledge to start or operate small business enterprises. Material covered includes; financial and economic concepts, financial planning and management, the preparation and analysis of financial statements, forecasting, working capital management, capital budgeting, and principles of personal finance.

REQUIRED MATERIALS:  
Blackboard™ Supplementary Web site:  
https://blackboard.worwic.edu/. A copy of the syllabus is available on this website.

COURSE OBJECTIVES:  
Upon successful completion of the course, students will:

<table>
<thead>
<tr>
<th>Course Objectives</th>
<th>Assessment Goals</th>
<th>Assessment Strategies</th>
</tr>
</thead>
</table>
| 1 Explain basic financial and economic concepts (GEO 12,3,5) | A. Distinguish between economic and financial capital  
B. Determine the opportunity cost of making decisions  
C. Identify the factors that affect interest rates  
D. Explain the relationship between risk and return on investment | Class assignments  
Unit Exam  
Comprehensive Final Exam |
| 2 Use financial statements for planning and control (GEO 3,6) | A. Prepare financial statements  
B. Distinguish between fixed and variable expenses  
C. Analyze financial statements using financial ratios, trend analysis and industry comparisons  
D. Explain the significance of cash flows relative to accounting profit | Class assignments  
Unit Exam  
Comprehensive Final Exam |
| 3 Explain the importance of financial planning (GEO 1,2,4,6) | A. Explain the importance of sales forecasts  
B. Construct pro forma financial statements  
C. Calculate required additional short term financing | Class assignments  
Unit Exam  
Comprehensive Final Exam |
| 4 | Use capital budgeting techniques for decision making (GEO4,5,6) | A. Explain the need and purpose of capital budgeting  
B. Explain the steps required in capital budgeting  
C. Use payback, net present value and internal rate of return capital budgeting methods  
D. Explain the capital budgeting control process | Class assignments  
Unit Exam  
Comprehensive Final Exam |
|---|---|---|---|
| 5 | Explain the importance of personal finance (GEO 3,4,6) | A. Describe the tools of risk management  
B. Set financial goals  
C. Identify various investment strategies  
D. Identify basic concepts of retirement planning  
E. Describe considerations in tax and estate Planning  
F. Choose appropriate financial services and sources of credit | Class assignments  
Unit Exam  
Comprehensive Final Exam |

**CLASS GUIDELINES:**
- All assignments must be turned in or completed on assigned date for full credit potential.
- Attendance in class is required for successful completion of course. Attendance is a consideration for class participation grade.
- Make up tests permitted only if instructor is notified prior to exam of student’s intention to miss exam. Emergencies may also be considered as a reason to allow a makeup of an exam.
- The responsibility for obtaining and completing all missed work rests solely upon the student.
- Cell phones and pagers are not permitted in class.
- It is expected that students arrive on time and stay for the entire class. If late, please minimize disruption to the class. If leaving early, sit near the door.

**GRADING and EVALUATION:**

<table>
<thead>
<tr>
<th>POINTS</th>
<th>GRADING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% 500</td>
<td>900-1000 = A</td>
</tr>
<tr>
<td>5% 50</td>
<td>800 - 899 = B</td>
</tr>
<tr>
<td>20% 200</td>
<td>700 - 799 = C</td>
</tr>
<tr>
<td>5% 50</td>
<td>600 - 699 = D</td>
</tr>
<tr>
<td>20% 200</td>
<td>BELOW = F</td>
</tr>
<tr>
<td>TOTAL: 100% 1,000</td>
<td></td>
</tr>
</tbody>
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**HOMEWORK**
Questions and problems will be assigned as the class progresses. (GEO 1,2,4)

**MASTER BUDGET:**
Students will prepare a master budget from information provided by the instructor. Requirements for completion will be distributed on a separate handout. (GEO 1,2,4).
<table>
<thead>
<tr>
<th>DATE</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
</table>
| JAN 18 | INTRODUCTION  
CHAPTER 1 |
| 25 | CHAPTER 2  
Review for exam |
| FEB 1 | Review for exam  
**Exam Chapters 1 and 2** |
| 8 | Chapters 3 and 4  
Review for exam |
| 15 | Review for exam  
**Exam chapters 3 and 4** |
| 22 | Chapters 5 and 6 |
| MAR 1 | Chapter 7  
Review for exam  
**COMPANY RESEARCH PROJECT DUE** |
| 15 | Review for exam  
**EXAM CHAPTERS 5 – 7**  
**HANDOUT MASTER BUDGET PROBLEM** |
| 22 | Chapters 8 and 9 |
| 29 | Chapter 10  
Review for exam |
| APR 5 | Review for exam  
**Exam Chapter 8 - 10**  
**MASTER BUDGET PROJECT DUE** |
| 12 | Chapter 11  
Review for exam |
| 19 | EXAM CHAPTER 11  
Review for final exam |
| 26 | **COMPREHENSIVE FINAL EXAM** |
Wor-Wic Community College Institutional Policies

ACADEMIC HONESTY POLICY: (GEO 8)
Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic’s Student Conduct Policy (appendix of College Catalog). Infractions of this policy will result in the student’s failure for the assignment or test and possible referral to the Student/Faculty Disciplinary Committee.

EMERGENCY INFORMATION STATEMENT:
In the event of a flu epidemic or other emergency that results in the suspension of classes, faculty will be communicating with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via faculty websites or Blackboard. Students will be responsible for completing all these assignments in accordance with class policies. Information about the resumption of classes will be communicated via the College's website and email system.

ACADEMIC INTEGRITY and COMPUTER USAGE POLICY:
All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:
• Using the campus computing network and facilities to violate the privacy of other individuals.
• Sharing of account passwords with friends, family members or any unauthorized individuals.
Violators are subject to college disciplinary procedures.

SERVICES for STUDENTS with DISABILITIES
Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2900. For more information, see Wor-Wic's Services for Students with Disabilities web page.

SEXUAL VIOLENCE
Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you’d like to make a confidential disclosure of any such violence, you can contact Wor-Wic’s director of counseling (X-2900) or you can contact the Life Crisis Center at 410-749-HELP or