

BMRT 21011 – FUNDAMENTALS OF FINANCIAL MANAGEMENT
KENT STATE UNIVERSITY – ASHTABULA CAMPUS
COURSE SYLLABUS

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| Semester: SPRING 2009 | Professor: Daryl Upole, MBA, CPA |
| Day & Time: T 4:25PM-7:05PM 1/20/09-3/10/09 & 9AM-5PM 4/24,5/1,5/8 | Email: dupole1@kent.edu |
| Room: C132 | Office: C218 |
| Course Number: BMRT 21011 | Phone: (440) 964-4315 |
| Course Title: Fundamentals of Financial Management | Office Hours: T 10:30AM-3:30PM AND BY APPOINTMENT |
| Section: 200 | Appointments: Contact Vicki Cleveland 964-4309 |
| CRN: 21233 | |

TEXT: Principles of Managerial Finance Brief, Fifth Edition, Gitman, Lawrence. ISBN: 978-0-321-54851-1 (bundled package with required myfinancelab Student Access Kit); 978-0-32152412-6 (text only); 978-0-321-41239-3 (myfinance lab Student Access Kit only.).

Students will also need access to current Wall Street Journals. A subscription is not required, but the Professor will have 15 week discount subscriptions available for \$29.95 during the first class.

CATALOG DESCRIPTION: UNDERSTANDING BASIC FINANCIAL REPORTS FOR ANALYSIS AND PERFORMANCE OF A BUSINESS. PREPARATION OF SALES FORECASTS TO DEVELOP CAPITAL AND EXPENSE BUDGETS. PREREQUISITES: ACTT 11000 AND COMT 11000, OR PERMISSION OF BMRT FACULTY.

ELECTRONIC DEVICES: Any electronic device must be set to vibrate or mute prior to the beginning of class. Students are not to access or use cell phones in any way during class time.

Any type of electronic recording of the class is strictly prohibited without the express, WRITTEN consent of the Professor. If such consent is granted, it is only for the use of that student to study during the current semester and the recording must be destroyed after final exam week.

COMMUNICATION: The only official communication that will be recognized by the Professor is email through the kent.edu email addresses. Any important verbal conversation a student has with the Professor should be documented by email. Email to the Professor should be sent from your kent.edu email so that it may be replied to. Due to security and confidentiality reasons, the Professor may not be able to reply to another email address. Remember that you have the ability to forward your kent.edu email to any other email address that you would like to.

The Professor makes extensive use of WebCT Vista and the student is responsible for any and all materials posted there.

ATTENDANCE/GRADING: Attendance records are maintained by the Professor. The Professor believes that attendance is required to maximize your experience and 100% attendance will result in peak academic performance. Grades, however, are entirely earned on the basis of submitted work. Grading is intended to reflect the student's ability in this subject area. This course takes study,

dedication, and effort. The grade of an “A” must truly be earned (i.e. “borderline” grades between A and B will not result in an A based on subjective factors). Students missing a class should check WebCT Vista, check with other students or email the Professor for assignments. It is the Professor’s experience that students missing more than a couple of classes suffer in their academic performance potential.

WORK LOAD: This is a three-credit hour course. It is designed for 45 contact hours. Outside study is usually gauged to be about one to two times the contact hours. Half of the contact hours are in the business simulation exercise the last three Fridays of the semester. This requires no outside study. Therefore, the Professor expectation is that all of the outside study for all contact hours will be required (i.e. “doubled up”) during the class room setting during the first half of the semester. Accordingly, during the first half of the semester, the class room time is once per week at 2 ½ hours – you should expect about five to ten hours of preparation outside of class.

With this compact schedule, the Professor will lecture and highlight areas of the text more than his usual style. This is to assist the student in identifying areas of emphasis for study.

HOMEWORK ASSIGNMENTS: Homework assignments will be completed and graded in myfinancelab. These will be posted and students are responsible for completion in a timely manner. It is very important for students to be current and thorough in this work or they will fall rapidly behind.

WALL STREET JOURNAL ASSIGNMENTS: The Wall Street Journal must be regularly read by the Student throughout the course. The Professor will circulate a discounted subscription form for those who desire the subscription during the first class. The Student will be billed directly by WSJ for this. It will take about a week before delivery begins. Assignments will begin during the second week. Students are expected to be familiar with the WSJ news for the week and begin to identify specific aspects of this course that apply to these business news items.

GRADING SCHEME: The +/- scale is not used by this Professor. The weights used to establish the student’s final course grade is as follows:

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| MYFINANCELAB HOMEWORK | 40% |
| MID TERM EXAM – (At end of class sessions) | 20% |
| WALL STREET JOURNAL ASSIGNMENTS | 10% |
| FINAL EXAM | 10% |
| BUSINESS SIMULATION EXERCISE | 20% |
| A | 90% - 100% |
| B | 80% - 89% |
| C | 70% - 79% |
| D | 60% - 69% |
| F | Below 60% |

MISSED TESTS: Any missed quizzes, tests, or exams may only be made up in the most extreme of circumstances. If missed, the Professor must be notified by email prior to the class to have any chance

of makeup. The next requirement is that the missed item must be due to an excused absence in accordance with University policy. It is the student's responsibility to provide the Professor with the appropriate University policy and appropriate documentation for these excused absences. This must be submitted within 10 days of returning from that excused absence. The Professor will review the circumstances of such a case with other faculty and determine whether or not the exam may be made up.

Tentative Assignment Schedule

| Week | Text Chapter or Topic | | |
|------|-----------------------|--|--|
| | | | |
| 1 | Chapters 1,2, &3 | | |
| 2 | Chapters 4 & 5 | | |
| 3 | Chapters 6 & 7 | | |
| 4 | Chapters 8 & 9 | | |
| 5 | Chapter 10, 11, & 12 | | |
| 6 | Chapters 13 & 14 | | |
| 7 | TBA | | |
| 8 | MID TERM EXAM | | |
| 16 | Final Exam) | | |

This is a guide only. While the Professor expects to be able to maintain this schedule, the Professor reserves the right to modify it.

Addendum to Course Syllabus from Daryl Upole

Required Information

The following sections of this syllabus are required statements for syllabi at the Ashtabula Campus. The *italicized text* after the required statements are the Professor's comments and clarifications as this applies to all of this Professor's courses.

REGISTRATION:

Registration Requirement: The official registration deadline for this course is September 7, 2008. University Policy requires that all students be registered in each class that they are attending. Students who are not officially registered for a course by published University deadlines should not be attending classes and will not receive credit or a grade for the course. Each student is responsible for confirming enrollment by checking his/her official class schedule (using the Student Tools in FlashFast) prior to the deadline indicated. Registration errors must be corrected prior to the deadline.

KSUA Cheating and Plagiarism Statement:

Plagiarism is intellectual theft. It violates the integrity of the university's mission. Because we faculty members care deeply about your learning what we are trying to teach and what your future employers will expect you to know, we must insist, upon penalty of failure for the assignment or even the entire class, that you do your own work. Besides the obvious fraud of turning in another student's paper, in whole or part, or the purchasing of a paper online, any student who passes off another person's work as his or her own is guilty of plagiarizing. While the university is currently considering a formal grade to signify "failure as a result of plagiarism," *students must realize that cheating and plagiarism on this campus will not be tolerated.*

Because the faculty of KSUA is concerned with any incidence of plagiarism, especially with so much information readily accessible online, the following new step has been taken. The Library Director has agreed to assist any faculty member who questions the authenticity of a student paper. He will attempt to verify the authorship behind the research done. An Professor who strongly believes a paper is not the original work of the student may elect to act on that assumption even while the effort is ongoing to authenticate the integrity of that work. (If the paper or report cannot be disproved as the student's own work, the Professor will change the grade accordingly.)

A key factor to this Professor is full, complete, and early disclosure to the Professor. Projects, homework, take-home exams, and any other work turned in for a grade is assumed by the Professor to be the independent work of the student(s) whose name(s) appear(s) on that work. In the event that a student has had specific assistance or input from someone else to arrive at a specific answer, solution, or idea, that must be disclosed by the student. This will not insure full

credit, but it will insure the student against the penalties under this provision. Group work and discussion for homework not graded (discussion of a general nature for graded work is acceptable) and to study for tests is highly encouraged and supported by the Professor.

The minimum penalty for cheating or plagiarism on an assignment will result in a zero (no points or credit) for that assignment; the Professor may also assign a failing grade for the entire course (and certainly would if the student had any previous infraction in this or any other University course.

Course Syllabus Statement for Students with Disabilities

Kent State University recognizes its responsibility for creating an institutional climate in which students with disabilities can succeed. In accordance with University Policy, if you have a documented disability, you may request accommodations to obtain equal access and to promote your learning in this class. Please contact Linda Casalina, Coordinator of Academic Services, at Kent State University Ashtabula (440-964-4304) regarding your request. After your eligibility for accommodations is determined, you will be given a letter which, when presented to Professors, will help us know best how to assist you.

This Professor is highly supportive of University policy and will support students in every way outlined in the accommodation letter; but ONLY under such a letter and the specific accommodations described therein. It is critical that the student provide this information to the Professor as early as possible so that these needs may be appropriately addressed.

Important Dates for Spring 2009 Semester:

Link to important deadlines from registrar's office:

<http://www.registrars.kent.edu/home/SPRING/calendar.htm>

Link to official University calendar: <http://www.kent.edu/upload/UniversityCalendar20052009.pdf>

Link to final exam schedule: <http://www.ashtabula.kent.edu/Academics/finalexamsched.cfm>

January 20, 2009: Classes begin.

January 25, 2009: Final payment due. Last day to withdraw from class for a full refund.

February 1, 2009: Last day to [withdraw from a course](#) that meets the full semester before grade of W is assigned. Access [Processing Dates for Classes](#) for deadlines for flexibly scheduled courses.

February 2 – April 5, 2009: [WITHDRAWAL FROM ANY OR ALL COURSES USING FlashFAST](#). Grade of W assigned.

March 23 – 29, 2009: Spring Break

May 10, 2009: Classes end.

May 11 – 17, 2009: Finals