



# *MONEY MANAGEMENT*

## *Course Syllabus*



<b>Course No:</b>	BA 243	<b>Instructor:</b>	Prof. Leonid Romanyuk
<b>Semester:</b>	Summer 2011	<b>Phone:</b>	(510) 628-8024
<b>Units:</b>	3	<b>E-mail:</b>	lromanyuk@lincolnuca.edu
<b>Class hours:</b>	Tuesday, Thursday 3:30 pm – 6:15pm	<b>Office Hours:</b>	Tuesday, Thursday 11:50 am -12:25 pm
<b>Class Room:</b>	TBA	<b>Office Room:</b>	402

### **COURSE DESCRIPTION:**

Included are the fundamental principles of money management in both the public and private sectors in our changing society. How to arrange, manage, and control one's financial affairs. Investments in bond, stock, commodity, money and futures markets will be examined. Guest lecturers from the local business community will be invited to participate. (3 units) Prerequisite: BA 140

### **LEARNING OBJECTIVES:**

To get a focused understanding of today's corporate finance and financial management by providing a balance of clear concepts, contemporary theory, and practical applications with early coverage of Time Value of Money (TVM) and an emphasis on the concept of valuation throughout. The emphasis will be on the basics to help students understand the concepts and reasons behind corporate budgeting, financing, and working capital decision making.

### **INSTRUCTIONAL METHODS:**

Lecture method will be used in combination with the practical use of business software and the Internet resources. The emphasis will be on learning by doing. Every student must participate in an intensive classroom activity. Numerous practical examples, end-of-chapter applications, and Integrated Cases will demonstrate theory in action, while Excel Spreadsheet Models will help students master this important finance tool. Reading, writing, and problem solving assignments will be made weekly throughout the course.

### **REQUIRED MATERIALS:**

<b>TEXTBOOK:</b>	Fundamentals of Financial Management, Concise Edition, 7th Edition, by Eugene Brigham and Joel Houston, South-Western College Pub, 2012, ISBN-10: 0538477113
<b>OPTIONAL:</b>	Study Guide, Concise Edition, 7th Edition, ISBN-10: 0538481528
<b>TOOLS:</b>	A scientific or financial calculator, Microsoft Office Excel software, and the Internet resources

## **OTHER REQUIREMENTS:**

All students are required to attend the class. Continuous assessment is emphasized. Written or oral quizzes will be given every week. Students must complete all assignments and take all quizzes, mid-term exam and final exam **ON THE DATES DUE**. Talking in class, using cell phones, coming late, leaving the room at times other than at break time is not allowed. Plagiarism/cheating will result in the grade "F" and a report to the administration.

## **TESTING:**

Classroom activities	every week	10%
Quizzes	every week	10%
Assignments	every week	10%
Mid-term exam	6/28/2011	30%
Final exam	as scheduled	40%

There will be no make-up for a missed quiz or participation in a classroom activity. No make-up exams will be given unless you have the instructor's prior approval obtained in person before the exam date, with the exception of an extreme emergency. Late assignments will get no credit or reduced credit. *Students will not be allowed to use computers or cellular phones during tests.*

## **GRADING:**

Less than 50% total is an "F"; 75% total is "C+". Other grades will be calculated "on the curve" from the scores above.

## **COURSE SCHEDULE:**

Daily schedule of topics is attached. Students should read every chapter of the textbook on the topic to be discussed in class before they come to class. Be ready to answer in writing all review questions and to solve problems at the end of the chapter.

## **ASSIGNMENTS:**

Each assignment is due on the Tuesday of the next week after it is assigned. Additional assignments based on the Internet and library resources can be given during the semester. Take a folder and create a Project Notebook. You will put in this folder the printouts of the deliverables of all your assignments and storage media (floppy disk / CD disc / DVD disc / USB flash drive) with your deliverables stored on it. The instructor can ask you to turn in this folder and grade your work at any time during the semester.

## **MODIFICATION OF THE SYLLABUS:**

**This syllabus was updated on May 2, 2011.** The instructor reserves the right to modify this syllabus at any time during the semester. An announcement of any changes will be made in the classroom.

# SUMMER 2011 SCHEDULE OF TOPICS AND REQUIRED READING

Textbook: **Fundamentals of Financial Management, Concise Edition, 7th Edition**

Read every chapter on the topic to be discussed in class before you come to class.  
Be ready to answer in writing all review questions and to solve problems at the end of the chapter.

<b>Date</b>	<b>Topics</b>	<b>Chapters</b>
6/07/11	An Overview of Financial Management.	1
	Financial Markets and Institutions.	2
6/09/11	Financial Statements, Cash Flow, and Taxes.	3
	Analysis of Financial Statements.	4
6/14/11	Time Value of Money.	5
6/16/11	Interest Rates.	6
	Bonds and Their Valuation.	7
6/21/11	Risk and Rates of Return.	8
	Stocks and Their Valuation.	9
6/23/11	The Cost of Capital.	10
6/28/11	Review.	1 - 10
	<b>MIDTERM EXAM</b>	
6/30/11	The Basics of Capital Budgeting.	11
	Cash Flow Estimation and Risk Analysis.	12
7/05/11	Capital Structure and Leverage.	13
7/07/11	Distributions to Shareholders: Dividends and Share Repurchases.	14
7/12/11	Working Capital Management.	15
7/14/11	Financial Planning and Forecasting.	16
7/19/11	Review	1 - 16
5/21/11	<b>COMPREHENSIVE FINAL EXAM</b>	