

**WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)**

For help screens, select a field and press F1

SECTION I. COURSE SUBMISSION INFORMATION

1. **Course:** (Enter proposed discipline, number & title here. If changing the number or title of an existing course, give old number or title in box 4 below.)
Discipline/No: BMG 220 **Title:** Principles of Finance

Division Code: BUS Department Code: BUSD Effective Term: Winter 2000 Do not publish in Time Schedule
 Do not publish in College Catalog

<p>2. Type of Approval: (applies to both new courses and changes)</p> <input checked="" type="checkbox"/> Full Approval <input type="checkbox"/> Conditional Approval	<p>3. Reason for Submission: This Course is being submitted for: (check all that apply)</p> <input type="checkbox"/> New Course Approval (Skip the rest of Section I and go directly to Section II.) <input checked="" type="checkbox"/> Five-year Syllabus Review <input checked="" type="checkbox"/> No changes to course <input type="checkbox"/> Major Change(s) <input type="checkbox"/> Minor Change(s) (If <u>not</u> due for review, submit sections I, II, and revised parts of Section III.) <input type="checkbox"/> Reactivation of Inactive Course <input type="checkbox"/> Inactivation (Submit Sections I and II only.)
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4. **Change Information:** (Check all that apply. Make proposed changes in Section III, Course Syllabus.)

<p>Minor Changes</p> <input type="checkbox"/> Course Discipline/Number (was _____) <input type="checkbox"/> Course Title (was _____) <input type="checkbox"/> Course Description <input type="checkbox"/> Capacity (was: _____) <input type="checkbox"/> Pre or Corequisites <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ exp _____) <input type="checkbox"/> Distance Learning - minor (Attach Preliminary Approval Form for Distance Learning & the Section Handout.) <input type="checkbox"/> Other _____	<p>Major Changes (Major changes will be reviewed by Curriculum Committee.)</p> <input type="checkbox"/> Credit hours (credits were: _____) <input type="checkbox"/> Core Elements: (Elements to be added: _____) (Elements to be removed: _____) <input type="checkbox"/> Grading <input type="checkbox"/> Course Objectives affecting core elements <input type="checkbox"/> Total Contact Hours (total contact hours were: _____) <input type="checkbox"/> Honors (Attach Honors Section Approval Form.) <input type="checkbox"/> Distance Learning - major (Attach Preliminary Approval Form for Distance Learning & the Student Handout for the Distance Section.) <input type="checkbox"/> Other _____
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5. **Rationale for changes:**

SECTION II. COURSE REVIEW INFORMATION AND SIGNATURES

1. **Department Review** (To be completed by department chair; if recommendation is no, initial and return to preparer with rationale attached.)

Will significant new resources be required? yes no (If yes, explain _____)
 Have departments that may be affected by this course been consulted? yes no (Explain n/a _____)
 Does the department support approval of this course? yes no

Print: Joseph Flack Faculty/Preparer Signature: _____ Date: 10/14/99

Print: Granville Lee Department Chair Signature: _____ Date: 10/14/99

2. **Division Review** (To be completed by division dean; if recommendation is no, initial and return with rationale attached.)

Will significant new resources be required? yes no (If yes, have they been secured? yes no)
 Is this a curricular priority for your division? yes no (Comment _____)
 What is your estimate of projected enrollment? _____

Recommendation Yes No _____ Date _____
 Division Dean's Signature

3. **Curriculum Committee Review** (Attach additional comments if necessary.)

Recommendation Yes No _____ Date _____
 Curriculum Committee Chair's Signature

4. **Vice President for Instruction and Student Services Approval** (Attach additional comments if necessary.)

Approval Yes No _____ Date: 10/14
 Vice President's Signature

Data File 11/11/99 ACS Code 121 Catalog File Date 11/12/99 CIF File Date 11/9/99 OK
 Core Elements Approved 4, 5, 6, 7 New Syllabus Date 10/14/99

**WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)**

SECTION III. COURSE SYLLABUS

For help screens, select a field and press F1.

A. COURSE DETAILS (discipline # and title will automatically be entered in 1 and 2 below upon saving or previewing)

1. Course Discipline & No.: <u>BMG 220</u>		2. Course Title: <u>Principles of Finance</u>	
3. Course Description:			
4. Credit Hours: <u>03</u> If Variable credit, Give Range: <u> </u> to <u> </u> If repeatable for credit, how many times? <u> </u>	5. Class Capacity: <u>30</u> (If nonstandard, attach Class Capacity Exception form.)	6. Course Options: <input type="checkbox"/> Distance learning (Attach preliminary distance approval form and Section Handout.) <input type="checkbox"/> Honors (Complete Part G.) <input type="checkbox"/> P/NP Grading (Attach rationale.)	
7. Contact Hours per Semester in: Lecture: <u>45</u> Lab: <u> </u> Clinical: <u> </u> Experiential: <u> </u> Total Contact Hrs: <u>45</u>	8. Prerequisite(s): <u>ACCT 111</u> <u>ACCT 122 or</u> <u>ACC 092</u>	9. Corequisite(s): (limit to 2) <u> </u> <u> </u>	
10. a. Course Purpose: <input checked="" type="checkbox"/> Program Specialty <input type="checkbox"/> Program Support <input type="checkbox"/> Nonprogram Specialty <input type="checkbox"/> Transfer <input type="checkbox"/> Enrichment <input type="checkbox"/> Basic Skills	b. Is this course a requirement for a program? <input checked="" type="checkbox"/> Yes (specify the program(s) below) <u>Business Management</u> <u> </u> <input type="checkbox"/> No	c. Indicate schools to which you want Curriculum Services to send syllabus: (If transfer is approved, attach documentation.) <input type="checkbox"/> EMU <input type="checkbox"/> UM <input type="checkbox"/> Other <u> </u>	

B. MAJOR INSTRUCTIONAL UNITS A major instructional unit is a grouping of topics that naturally relate to one another. List in order the major instructional units. Add additional numbers as needed.

1. Financial Management Functions
2. Business Organization and Tax Environment
3. Financial Markets
4. Financial Statements Review
5. Financial Statement Analysis
6. Financial Planning
7. Time Value of Money
8. Capital Investment – Analytical Methods
9. Cash Flow Analysis
10. Cash of Capital
11. Capital Structure
12. Risk Analysis
13. Short Term Debt Financing
14. Long Term Debt Financing
15. Lease vs. Buy Financing
16. Working Capital Policy
17. Management of Accounts Receivable
18. Management of Inventory
19. Management of Cash and Marketable Securities
20. Failure, Bankruptcy, Reorganization, and Liquidation

WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)

21. International Financial Management

**WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)**

C. CORE ELEMENT INFORMATION

1. Core Element Submission Information: (Please check all that apply)

- This course has been previously approved for core elements. List **currently** approved core elements: 4, 5, 6, 7
- Please review this course for core elements marked in part 2 below. (Mark only core elements being added or those needing review because of proposed major changes to the course.)
- This course does not meet any core elements. Explain _____

2. Proposed Core Element(s): (Mark the boxes of only the elements to be reviewed at this time. For detailed information on the criteria for determining whether a course meets a core element, refer to the Core Element Annotations in the Curriculum Manual.)

- | | |
|---|--|
| <input type="checkbox"/> 1. To read and listen in a critical and perceptive way; to speak in an organized, clear, and effective manner. | <input type="checkbox"/> 14. To be aware of the nature and variety of the human experience through the methods and applications of the humanities |
| <input type="checkbox"/> 2. To use information sources and information gathering techniques; to cite sources when producing written communications. | <input type="checkbox"/> 15. To understand the basic principles of scientific inquiry. |
| <input type="checkbox"/> 3. To develop, organize, and express thoughts in writing using Standard English. | <input type="checkbox"/> 16. To have a knowledge of basic human biological principles, including those related to wellness. |
| <input type="checkbox"/> 4. To apply basic mathematics through the level of elementary algebra. | <input type="checkbox"/> 17. To understand the basic principles of the natural sciences, and their relationship to the environment. |
| <input type="checkbox"/> 5. To represent and solve problems using mathematical techniques. | <input type="checkbox"/> 18. To understand the basic principles and applications of technology. |
| <input type="checkbox"/> 6. To interpret elementary descriptive statistics. | <input type="checkbox"/> 19. To understand the principle of integrating technological elements into systems. |
| <input type="checkbox"/> 7. To comprehend and use concepts and ideas. | <input type="checkbox"/> 20. To understand the relationship of technology to individuals, society, and the environment. |
| <input type="checkbox"/> 8. To develop, express, test, and evaluate ideas. | <input type="checkbox"/> 21. To understand the methods and applications of the social sciences in exploring the dynamics of human behavior. |
| <input type="checkbox"/> 9. To analyze problems, develop solutions, and evaluate results in a clear, logical, and consistent manner. | <input type="checkbox"/> 22. To understand those principles and values, including individual rights and civic responsibilities, which maintain and enhance democracy and freedom in a pluralistic society. |
| <input type="checkbox"/> 10. To distinguish between fact and opinion; to recognize biases and fallacies in reasoning. | <input type="checkbox"/> 23. To have a working knowledge of the history, structure, and function of American social, political, and economic institutions. |
| <input type="checkbox"/> 11. To use computer systems to achieve professional, educational, and personal objectives. | <input type="checkbox"/> 24. To be aware of the contemporary global community, especially its geographical, cultural, economic, and historical dimensions. |
| <input type="checkbox"/> 12. To apply the protocols of computer use and respect the legal and other rights of individuals or organizations. | |
| <input type="checkbox"/> 13. To be aware of the artistic experience in personal and cultural enrichment, growth, and communication. | |

DIRECTIONS: Each core element marked above must be included in the appropriate core element boxes next to the course objectives in SECTION D which directly support that core element.

3. Courses That Partially Satisfy A Core Element In Combination With Other Courses:

- If this course is part of a combination of courses that together meet a core element, mark this box. The courses must all be submitted and reviewed together for core element approval.

Other course(s) required _____

Dean's Comments:

Curriculum Committee's Comments:

Vice President's Comments:

**WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)**

D. INSTRUCTIONAL OBJECTIVES AND CORE ELEMENTS SUPPORTED

DIRECTIONS: (These Units should match those listed in Section B.) Use student outcome based language. (Example: The student will develop and support a thesis in an essay.) If the objective is being used to directly support a core element, write the core element number in the box to the right. If needed, additional information on how the core element is to be met and/or assessed for accomplishment can be included under the objective. If desired you may add a section of “overall course objectives” which are not associated with a specific unit. This may be particularly helpful for addressing core elements.

Unit Objectives

Core Elements

Unit #1

- | | | |
|------|---|----------------------|
| # 1 | The student will demonstrate an ability to structure Financial Statements | <input type="text"/> |
| # 2 | The student will demonstrate their analytical skills through problem solving. | <input type="text"/> |
| # 3 | The student will demonstrate how to calculate corporate income tax liabilities. | <input type="text"/> |
| # 4 | The student will demonstrate preparation of cash flow statements. | <input type="text"/> |
| # 5 | The student will demonstrate ability to perform financial statement analysis by use of financial ratios. | <input type="text"/> |
| # 6 | The student will prepare cash forecasts, and financial plans utilizing revenues, expenses, and debt instruments. | <input type="text"/> |
| # 7 | The student will demonstrate the ability to analyze and solve time value of money problems. | <input type="text"/> |
| # 8 | The student will demonstrate the ability to perform cost benefit analysis for capital investment. | <input type="text"/> |
| # 9 | The student will demonstrate the ability to evaluate proper debt-equity structures for various sizes of business organizations. | <input type="text"/> |
| # 10 | The student will demonstrate the ability to use control techniques in the analysis of accounts receivable and inventory. | <input type="text"/> |
| # 11 | The student will analyze credit and interest rate considerations. | <input type="text"/> |
| # 12 | The student will define Bankruptcy and Reorganization causes and solutions. | <input type="text"/> |
| # 13 | The student will analyze Working Capital Requirements. | <input type="text"/> |
| # 14 | The student will analyze operational and financial leverage combinations for corporate efficiency parameters. | <input type="text"/> |

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COURSE-SYLLABUS APPROVAL FORM (CSAF)**

E. INSTRUCTIONAL METHODS AND EVALUATION

1. Instructional Methods: (Check the appropriate boxes and describe as needed.)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Lecture/Discussion _____ | <input type="checkbox"/> Field Trips _____ |
| <input type="checkbox"/> Clinical Instruction _____ | <input type="checkbox"/> Team Assignments _____ |
| <input type="checkbox"/> Self-Paced Learning _____ | <input type="checkbox"/> Telecourse _____ |
| <input type="checkbox"/> Internet Instruction _____ | <input type="checkbox"/> Video Seminar _____ |
| <input checked="" type="checkbox"/> Computer Simulations <u>w/Text Software</u> _____ | <input type="checkbox"/> Laboratory Assignments _____ |
| <input type="checkbox"/> On-Site Work Experience _____ | <input type="checkbox"/> Interactive TV _____ |
| <input type="checkbox"/> Other <u>Interactive student Problem Solving</u> _____ | |

2. Evaluation Criteria:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Attendance _____ | <input checked="" type="checkbox"/> Quizzes _____ |
| <input checked="" type="checkbox"/> Class Discussion _____ | <input checked="" type="checkbox"/> Tests _____ |
| <input type="checkbox"/> Papers _____ | <input type="checkbox"/> Midterm _____ |
| <input type="checkbox"/> Portfolio _____ | <input type="checkbox"/> Final Exam _____ |
| <input checked="" type="checkbox"/> Projects _____ | <input checked="" type="checkbox"/> Home Work <u>Problem Solving</u> _____ |
| <input type="checkbox"/> Reports _____ | <input checked="" type="checkbox"/> Presentations _____ |
| <input type="checkbox"/> Clinical/Work _____ | <input type="checkbox"/> Performances _____ |
| <input type="checkbox"/> Other _____ | |

3. Attendance Requirements: (For Certification or nonevaluative purposes.)

Mandatory _____

F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES

1. Special Equipment/Facilities : (Check the appropriate boxes and describe as needed.)

- | | |
|---|--|
| <input type="checkbox"/> Lab equipment _____ | <input checked="" type="checkbox"/> Testing Center _____ |
| <input checked="" type="checkbox"/> LRC Reserves _____ | <input type="checkbox"/> Student Competitions _____ |
| <input type="checkbox"/> Computers _____ | <input type="checkbox"/> Off-Campus Sites _____ |
| <input type="checkbox"/> CD ROM _____ | <input checked="" type="checkbox"/> Student Tutors _____ |
| <input type="checkbox"/> Field Trips _____ | <input type="checkbox"/> Distance Learning Classroom _____ |
| <input type="checkbox"/> Other <u>Classroom completely equipped</u> _____ | |

2. Texts: (Please indicate if no text is required.)

**WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)**

Title: Foundations of Financial Management
 Author: Block & Hirt
 Publisher: Irwin- McGraw Hill Copyright Yr: _____
 Est. Cost: _____

Title: _____
 Author: _____
 Publisher: _____ Copyright Yr: _____
 Est. Cost: _____

Title: _____
 Author: _____
 Publisher: _____ Copyright Yr: _____
 Est. Cost: _____

Title: _____
 Author: _____
 Publisher: _____ Copyright Yr: _____
 Est. Cost: _____

Title: _____
 Author: _____
 Publisher: _____ Copyright Yr: _____
 Est. Cost: _____

Other Texts: _____

3. Supplies and/or Uniforms Student will have to Own or Acquire for Course:

(e.g. calculators, uniforms, tools, and software, etc., excluding pen, pencil, paper, or textbooks.)

Calculators	Descriptions	Cost Estimates
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Reference Materials Students Will Use:

(e.g. journals, books, manuals, maps, LRC reserves, etc.)

5. Audio/Visual and Computer Materials Students Will Use:

(e.g. films, video tapes, slides, audio tapes, software, CDs, etc.)

Title	Source
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____