MISSION STATEMENT: New Mexico Junior College, as a comprehensive community college, promotes success through learning.

VISION: New Mexico Junior College's mission will be achieved by building a culture that values and promotes excellence, effectiveness, responsiveness, access, and community involvement.

STUDENT LEARNING OUTCOMES: Student learning outcomes are the knowledge and abilities achieved by students graduating with an Associate Degree from New Mexico Junior College. Students will achieve these outcomes as well as the specific curriculum outcomes for their area of study. (Adopted spring 2004)

Communication
- Comprehend information to summarize, analyze, evaluate, and apply to a specific situation.
- Communicate in an accurate, correct, and understandable manner.

Critical Thinking and Problem Solving
- Define a problem and arrive at a logical solution.
- Use appropriate technology and information systems to collect, analyze, and organize information.
- Apply critical thinking, analysis, and problem solving to data.

Self and Community

Article I. Contribute to a diverse global community.

Article II. Practice ethical behavior in dealing with people, problems and situations.

Article III. Demonstrate behaviors appropriate for working in teams.

I. General Course Information
   a. Principles of Finance
   b. BU 213A-01
   c. Summer Semester-- 2009
   d. Online
   e. Three Credit Hours
   f. Instructor--Robert Guthrie CPA, Professor of Accounting
   g. Office Room 110
   h. Email Address--rguthrie@nmjc.edu
   i. Office Phone--492-2532
   j. Virtual Office Hours--TBA
   k. Pre-requisites--None
   l. Co requisites--None
II. **Course Description**
This is your first course in finance. We will survey of the whole field of finance, public, and private. We will study financial institutions, instruments and procedures involved in the supply of and demand of loanable funds. We will meets three lecture hours per.

III. **Course Rational/Transferability**
Principles of Finance has been articulated in New Mexico and should transfer to all New Mexico schools. There is no guarantee of transferability and the student is advised to check with the receiving institution if they intend to transfer to another institution.

IV. **Required /Suggested Course Materials**
   a. 13\textsuperscript{th} Edition, Finance, Introduction to Institutions, and Management–Melicher, Norton–Required
   b. Calculator–Required
   c. Small Straight Edge Ruler–Required
   d. Mechanical Pencil–Required
   e. An Eraser–Required
   f. Microsoft Office (Word and Excel)-Required

V. **Grading Policy**

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exams</td>
<td>800 Points</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>100 Points</td>
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<tr>
<td>Discussion Posts</td>
<td>100 Points</td>
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<tr>
<td><strong>Total Points Possible</strong></td>
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**Grades**

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>900-1000 Points</td>
<td>A</td>
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<tr>
<td>800-899 Points</td>
<td>B</td>
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<td>700-799 Points</td>
<td>C</td>
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<tr>
<td>600-699 Points</td>
<td>D</td>
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<tr>
<td>Below 600 Points</td>
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a. Students will have Eight Exams totaling 800 points
b. Students will have Fifteen Homework Assignments totaling 100 points
c. Students will have Five Discussion Questions to Post 100 points
d. One make-up test will be allowed per student with no penalty during the Semester.
e. All exams will given completely online
f. Retrieving Grades from Banner System
Go to New Mexico Junior College home page at http://www.nmjc.edu/ then go to “Current Students”. Please enter your User Identification Number (ID), which is your Banner ID or your Social Security Number without hyphens, and your Personal Identification Number (PIN). When finished, click Login.

g. Tips for Success in Online Courses:
   1. Log in to class regularly
   2. Pay attention
   3. Take notes
   4. Keep up with readings and assignments
   5. Ask questions when you do not understand something
   6. Utilize your professor’s office hours and e-mail
   7. Read the text
   8. Adhere to the deadlines posted in the course outline

VI. General Course Objectives/Competencies
The student should be able to study and understand how capital markets operate as they relate to Individual, Business and Governmental sources.

VII. Specific Course Objectives/Competencies
a. Describe the basic requirements of an effective financial system.
b. Describe the Function of Money.
c. Explain how our banking system obtains funds for operation and how these funds are committed to use.
d. Describe the general structure of the Federal Reserve System.
e. Discuss the objectives of national economic policy and the conflicting nature of these objectives.
f. Understand the importance of finance to the effective conduct of international commerce and investment.
g. Identify and describe the major components of the gross domestic product.
h. Describe how interest rates change in response to shifts in the supply and demand for loanable funds.
i. Describe and compute the time value of money.
j. Identify the major sources of external long-term financing for corporations.
k. Describe the processes and institutions used by businesses to distribute new securities to the investing public.
l. Describe the three major forms of business organizations.
m. Describe the five basic types of financial ratios.
n. Identify and describe strategies for financing working capital.

VIII. REQUIRED TECHNICAL COMPETENCIES AND EQUIPMENT

Student Requirements
If you have not already received login information for WebCT/Banner/E-mail, you will need to contact the Enrollment Management office at (505) 492-2546.
Check first time login page for instructions at: www.nmjc.edu/academics/webct.asp
WebCT Assistance
- Review the WebCT tutorials located at: www.nmjc.edu/academics/webct.asp or http://succeed-at.nmjc.edu:8900
- Attend a first time student WebCT orientation session on campus (the time and dates are listed in the course schedule at www.nmjc.edu)
- Call the WebCT helpdesk at (505) 399-2199 to gain an understanding of the software environment for your class.

You must have access, on a regular basis, to a computer that supports the WebCT minimum specifications and has an active connection to the Internet. See the minimum computer specification requirements at: www.nmjc.edu/academics/webct/orientation.asp.

Visit the browser tune-up page by following the instructions provided at www.webct.edu/tuneup, or by clicking the “Check Browser” link once logged into WebCT. Students should also run Microsoft Windows Updates by clicking Start → All Programs → Windows Updates on their computers.

IX. GENERAL/MISCELLANEOUS

Students will be held responsible for the information on these pages.

Attendance Policy and Participation Expectations
It is expected that you regularly log into class at least three times weekly and check your WebCT mail to ensure you have not missed any changes/updates. Students are expected to complete discussions/quizzes/tests/assignments before deadlines expire.

Online Learning Environment
By participating in an online class, you undertake responsibility for your own progress and time management.

- Pay attention to deadlines and do not forget them (keep a calendar if it helps).
- Carefully read and understand all assignments.
- Complete assignments according to posted instructions and notes. Do not just glance at an assignment before attempting to complete it (this is likely to result in a poor grade).
- Questions may be posed for clarification in the class discussion area or by sending an e-mail to me.

Withdrawal Policy

The instructor has the right to drop any student who has failed to logon to WebCT for two weeks or more, but it is not guaranteed that the instructor will drop you. If you choose to stop participating in an online class, you should withdraw yourself from the class by contacting the Admissions and Records Office (505-492-2545 or 800-657-6260) and completing the proper paperwork by 12:00 p.m. on Wednesday, November 22, 2006. Failure to withdraw yourself from a course by this date may result in your receiving an “F” in the course.
Late Assignments
Assignments must be submitted by the date and time listed. It is not possible to make-up any assignments without prior approval from the professor.

WebCT Help
If you experience difficulty with WebCT you may reach the WebCT Helpdesk at webcthelpdesk@nmjc.edu, or by calling the 24 hour helpdesk phone at (505) 399-2199.

Online Tutoring Assistance
Free online tutoring services are available to all NMJC students (after the second week of class) through Smarthinking.com. To access these services visit www.nmjc.edu/academics/webct.asp. If you experience difficulty utilizing Smarthinking, please contact the WebCT Helpdesk at webcthelpdesk@nmjc.edu, or by calling the 24 hour helpdesk phone at (505) 399-2199.

ADA Information
Any students requiring special accommodations should contact the Special Needs Student Services Coordinator at (505) 492-5081 or by e-mail at: specialneeds@nmjc.edu.

Netiquette
The professor is responsible for monitoring and evaluating student conduct and student behavior within the WebCT course. By registering for this class, the student is assumed to have entered into an agreement with New Mexico Junior College and the professor to log into the class regularly and to behave in an appropriate manner at all times. Disruptive behavior may result in the student being removed from the class and dropped for the semester. For comprehensive information on the common rules of netiquette and other online issues, please review the NMJC Online Student Handbook www.nmjc.edu/academics/webct.asp.

Academic Honesty
Each student is expected to maintain the highest standards of honesty and integrity in online academic and professional matters. The College reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet these standards. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; and nondisclosure or misrepresentation in filling out applications or other College records.

I. Miscellaneous
Instructor reserves the right to change the outline as warranted or needed.

Principles of Finance will consist of Power Point Slides, Chapter Assignments a Paper and Homework Assignments. Assignments will made each day and due the next. Solutions will be released the next day. Stay focused and on task, summers go extremely fast and there isn’t a lot of time for make-up. Daily assignments are to be worked in Word.
### Course Outline

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<tr>
<th>Date</th>
<th>Materials</th>
<th>Tests</th>
<th>Homework</th>
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<tbody>
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