

**Nashville State Community College
Business & Applied Arts Division**

Business Program

Master Course Syllabus

This master course syllabus is meant simply as a guide and overview of the course. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.

Course Title: INVESTING FOR YOUR FUTURE – FIN 2000

Credits: 1.0

Class Hours: 1.0

Course Description:

An overview of basic investment terminology and strategy and an analysis of various investment options, instruments, risks, return, costs, and global opportunities.

PREREQUISITES: None.

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Textbook and Other Materials:

Textbook: *Schaum's Outline of Investments*, 2nd Edition, by Jack Clark Francis and Richard L. Taylor, McGraw-Hill, Copyright 2000, Paperback, ISBN: 978-0-07-134849-2

Reference Materials: None

Supplies: None

Course Outcomes

Course outcomes will be pursued through a combination of lecture, class discussion, student presentations of selected cases, topics, and written assignments. Students will participate in activities designed to enhance their abilities in communication, critical thinking, and problem solving.

Upon successful completion of this course, students should be able to:

1. Describe financial and investment terminology.
2. Explain the advantages, disadvantages, challenges, and opportunities of the major types of investment options.
3. Define risk, risk analysis, and the approaches to minimize financial risk.
4. Explain, analyze, and develop the four key financial statements.

5. Develop a personalized investment plan for your future.
6. Review the opportunities and challenges of investing in the global market.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

1. Explain basic financial and investment terms.
2. Describe the major features of the following investments: money market securities, common and preferred stock, corporate bonds, government and municipal bonds, futures, and arbitrage.
3. Define the time value of money.
4. Discuss the issuing and trading of securities.
5. Summarize and explain the functions of the Federal Investment Regulations.
6. Explain security market indexes.
7. Examine, analyze, and create the following financial statements: Balance Sheet, Budget, Cash Flow Statement, and Income Statement.
8. Specify the challenges, opportunities, and risks of the various investment options.
9. Demonstrate an understanding of the valuation of investments.
10. Define the futures market.
11. Explain Puts and Call Options.
12. Discuss the concept of arbitrage and arbitrage pricing theory.
13. Conduct a portfolio analysis and a portfolio performance evaluation.
14. Describe the major aspects of international investing.

The following are general education competencies intended to support the course outcomes:

1. Write clear, well-organized documents.
2. Locate, evaluate, and use multiple sources of information.
3. Apply mathematical concepts to problems and situations.
4. Use critical thinking skills.
5. Use and adapt current technologies.

Topics to Be Covered:

1. Franchising: Yesterday, Today, and Tomorrow
2. Do You Have What It Takes to Be a Franchisee?
3. How Do You Find the Right Franchise?
4. What Are the Costs of Being a Franchisee?
5. Is There Demand for Your Franchise and Its Product?
6. Choosing a Location
7. Looking for Mr. Good Buy
8. Understanding the Franchise Documents
9. Negotiating the Franchise Documents
10. Negotiating a Lease
11. Selecting the Best Entity to Own and Operate Your Franchise Business
12. Where the Money Is and How to Get It
13. The Franchise Business Plan
14. Preparing Your Income and Cash Flow Projections

15. Finding and Developing Good Employees
16. Finding and Developing Customers
17. Handling Taxes, Banks, Insurance, and Recordkeeping
18. Building a Profitable Relationship with Your Franchisor

Course Assessments:

The following performance assessments may be used to demonstrate students' understanding, knowledge, and skills based on class direction: discussions, case studies, presentations, or graded in-class exercises.

Grading Criteria:

Grading Criteria may vary by instructor. Please refer to the syllabus for your course section for the correct information. This information will be supplied by the instructor at the beginning of the course.

Grade	Score
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	under 60

Evaluation	Score
Assignments	
Discussions	
Quizzes	
Franchise Plan Presentation	
Final Franchise Plan	
Total	100%

Make-up procedures for missed assignments and work

Make-up procedures may vary by instructor. Please refer to the syllabus for your course section for the correct information. This information will be supplied by the instructor at the beginning of the course.

Attendance Policy

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

Failure to attend class will result in a final course grade of “FA” or “FN” (see explanation below) depending on the individual instructor’s course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.

FN= failure, never attended class (unofficial withdrawal)

It is the student’s responsibility to officially withdraw from a course/college. Please refer to the most recent Nashville State Community College catalog for information on withdrawing.

Student Communication Channels

It is the student’s responsibility to check NS Online (D2L) and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. NS online (D2L) contains specific course information and MyNSCC contains information important for other purposes.

Early Warning System

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 615.353.3721.

Classroom Misconduct

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

Academic Dishonesty (Honor Code)

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an "F" or a "Zero" for the exercise, paper, or examination or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

Inclement Weather Policy

In the event of an inclement weather event, check the Nashville State web site home page at www.nsc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Course Policy Changes:

This syllabus is meant simply as a guide and overview of the course. Some items are subject to change or may be revised at the instructor's discretion. Each instructor will further clarify their

criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.

Your instructor reserves the right to modify course policies during the semester. However, once the semester has begun, the instructor's intent will be to change policies primarily to benefit students as circumstances dictate.