Nashville State Community College
Business & Applied Arts
   Business

Master Course Syllabus

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

ENTR 1700 Business Financial Management
Credits: 3
Class Hours: 3

An introduction to the sources for funding a small business. Topics include terminology, financial statements, loan proposals, working capital, cash management, financing needs, credit policies, and sales forecasts. **Prerequisite (or Co-requisite):** ENTR 1600

Instructor Information:
Name:
Email:
Office Phone:
Office Location:
Office Hours:

Textbook and Other Materials:

Course Outcomes:
- Accurately analyze, discuss, prepare, and revise financial statements.
- Explain the various inventory management systems and validate selection of a system for their prospective business.
- Describe and apply the concepts of working capital to a business financial plan.
- Discuss and use basic financial and economic concepts.
- Identify and use the various SBA (Small Business Administration) resources to complete their business financial plan.
- Use spreadsheets, time-value-of-money tables, case studies, and calculators to produce solutions to business financial problems.
Course Competencies:
The following are detailed course competencies intended to support the course outcomes:

- Define financial terminology.
- Explain the importance and use of the major financial statements.
- Prepare three-year proforma income statements, balance sheets, and cash flow statements.
- Explain debt and equity financing, sources, and the advantages and disadvantages of each form.
- Describe the various types of business loans and the terms and conditions of a loan.
- Prepare a cash budget.
- Use both the least cost method and net present value method to build a capital budget.
- Explain cash flow and the various methods to improve cash flow.
- Conduct ratio and break-even analysis for a business.
- Analyze and explain financial trends for a business.
- Define the 5C’s of credit.
- Evaluate the credit worthiness of a company.

Topics to Be Covered:

Financial and Economic Concepts
Financial Management and Planning
Financial Statements
Analysis of Financial Statements
Profit, profitability, and Break-Even Analysis
Forecasting and Pro Forma Financial Statements
Working Capital Management
Time Value of Money Part I: Future and Present Value of Lump Sums
Capital Budgeting

Course Assessments:
The following performance assessments will be used to demonstrate students’ understanding, knowledge, and skills:

Chapter Quizzes
Chapter Review & Discussion
Chapter Exercises/Problems
Class Discussions
Financial Statements
Grading Scale:
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59
FA (see below)
FN (see below)

Per TBR policy, a student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an “FA” if the last day of attendance was earlier than two-thirds into the part-of-term. That date equates to the last day to withdraw from the course.

An FN is awarded to students who never attended class.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:
Each instructor will provide policy.

Attendance Policy
A student is expected to attend all scheduled classes and laboratories. 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.

D2L Brightspace/NSOnline and myNSCC email
It is the student’s responsibility to check 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. D2L contains specific course information and MyNSCC contains information important for other purposes.

Technology Statement
Nashville State’s classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

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 Access Center at 615.353.3741 or 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. The Nashville State Student Code of Conduct policy is available at
Please be aware that children are not allowed in class or unattended on campus.

**Academic Misconduct**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and aiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct that can be found at https://s3.amazonaws.com/nscc.edu/PDFs/dean-tudents/Student_Code_of_Conduct_Policy.pdf.

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.

**Academic 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.*

**RAVE Emergency Alert System**

Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at https://getrave.com/login/nscc to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you’ve never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

**Inclement Weather Policy**

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nscc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations.

When classes are cancelled, an online assignment will be posted in NS Online. Check NS Online for a message from your instructor regarding your online assignment requirements.

Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.
Class Cancellation Policy
If the class is cancelled, the instructor will notify all students by posting in the NSOnline/D2L course, e-mailing through NSOnline/D2L, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access NSOnline/D2L to complete classwork and the assignment that will be posted in the course D2L site.