



# ÇANKAYA UNIVERSITY

## Faculty of Economics and Administrative Sciences

### Course Definition Form

#### Part I. Basic Course Information

|                 |                              |                                     |             |     |
|-----------------|------------------------------|-------------------------------------|-------------|-----|
| Department Name | MANAGEMENT                   | Dept. Numeric Code                  | 3 2         |     |
| Course Code     | M A N 3 0 5                  | Number of Weekly Lecture Hours      | 3           |     |
|                 |                              | Number of Weekly Lab/Tutorial Hours | -           |     |
|                 |                              | Number of Credit Hours              | 3           |     |
| Course Web Site | http://man305.cankaya.edu.tr |                                     | ECTS Credit | 0 6 |

#### Course Name and Other Course Information

*This information will appear in the printed catalogs and on the web online catalog.*

|                         |                    |
|-------------------------|--------------------|
| English Name            | Business Finance I |
| Turkish Name            | İşletme Finansı I  |
| Mode of Delivery        | Face to face       |
| Language of Instruction | English            |

#### Course Description

*Provide a brief overview of what is covered during the semester. This information will appear in the printed catalogs and on the web online catalog. Maximum 60 words.*

This is the first of two-course sequence in business finance. Topics covered in this course are: introduction to finance, types of finance, financial environment in which the businesses are operating, players and their roles in the financial environment, financial analysis techniques, basic financial mathematics topics such as simple, compound, nominal, reel interest, annuities, and bond valuation.

|   |   |  |  |                 |
|---|---|--|--|-----------------|
| <b>Prerequisites</b><br>(if any)<br><i>Give course codes and check all that are applicable.</i> | 1 <sup>st</sup>   | 2 <sup>nd</sup>                          | 3 <sup>rd</sup>  | 4 <sup>th</sup> |
|   | <input type="checkbox"/> Consent of the Instructor  | <input type="checkbox"/> Senior Standing | <input type="checkbox"/> Give others, if any. <small>Prior knowledge in MAN 201 and MAN 202 is strongly recommended.</small> |                 |
| <b>Co-requisites</b><br>(if any)  | 1 <sup>st</sup>   | 2 <sup>nd</sup>                          | 3 <sup>rd</sup>  | 4 <sup>th</sup> |
|   |   |  |  |                 |
| <b>Course Type</b><br><i>Check all that are applicable</i>                                      | <input checked="" type="checkbox"/> Must course for dept. <input type="checkbox"/> Must course for other dept.(s) <input type="checkbox"/> Elective course for dept. <input checked="" type="checkbox"/> Elective course for other dept.(s) |  |  |                 |

#### Part II. Detailed Course Information

##### Course Objectives

*Maximum 100 words.*

The objective of the course is to teach the students the importance of finance in business and equip them with basic financial analysis and financial mathematics knowledge so that they can analyze their businesses from a financial perspective and use basic financial mathematics techniques in business finance decision.

##### Learning Outcomes

*Explain the learning outcomes of the course. Maximum 10 items.*

Upon the successful completion of the course students will:

1. Understand the general definition and types of finance,
2. Comprehend the financial environment in which the businesses are operating,
3. Be able to perform financial analysis by using different methods,
4. Be able to interpret the results of financial analyses,
5. Be able to use different financial mathematics techniques,
6. Be able interpret the results of different financial mathematics techniques,
7. Be able to use bond valuation methods.

**Textbook(s)**

List the textbook(s), if any, and other related main course material.

| Author(s) | Title                                  | Publisher | Publication Year | ISBN |
|-----------|--|-----------|------------------|------|
|           | Course notes in the course's web page. |           |                  |      |
|           |  |           |                  |      |
|           |  |           |                  |      |

**Reference Books**

List, if any, other reference books to be used as supplementary material.

| Author(s)                                    | Title                             | Publisher         | Publication Year | ISBN |
|--|-----------------------------------|-------------------|------------------|------|
| Brealey, R.A, Myers, S. C., and Marcus, A.J. | Fundamentals of Corporate Finance | McGraw-Hill Irwin | Latest edition   |      |
| Brigham, E.F., Ehrhardt, M.C., Fox, R.       | Financial Management              | Cengage Learning  | Latest edition   |      |

**Teaching Policy**

Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.)

Three hours of lecturing. Different example sheets are posted in the web page of the course. Students are expected to solve the examples.

**Laboratory/Studio Work**

Give the number of laboratory/studio hours required per week, if any, to do supervised laboratory/studio work and list the names of the laboratories/studios in which these sessions will be conducted.

N/A

**Computer Usage**

Briefly describe the computer usage and the hardware/software requirements for the course.

Data terminal in the finance laboratory is used.

**Course Outline**

List the weekly topics to be covered.

| Week | Topic(s)   |
|------|--|
| 1    | General introduction to finance                            |
| 2    | Financial environment                                      |
| 3    | Financial environment (continued)                          |
| 4    | Introduction to financial analysis and horizontal analysis |

|    |  |
|----|--|
| 5  | Trend percentages and vertical analysis  |
| 6  | Ratio analysis   |
| 7  | Midterm Exam   |
| 8  | Concept of interest, components of interest rate, simple interest, compound interest |
| 9  | Simple interest, compound interest, nominal interest, and reel interest              |
| 10 | Annuities  |
| 11 | Annuities (continued)  |
| 12 | Annuities (continued)  |
| 13 | Bond valuation   |
| 14 | Bond valuation (continued)   |

**Grading Policy**

List the assessment tools and their percentages that may give an idea about their relative importance to the end-of-semester grade.

| Assessment Tool | Quantity | Percentage | Assessment Tool | Quantity | Percentage | Assessment Tool | Quantity | Percentage |
|-----------------|----------|------------|-----------------|----------|------------|-----------------|----------|------------|
| Midterm exam    | 1        | 50 %       |                 |          |            |                 |          |            |
| Final exam      | 1        | 50 %       |                 |          |            |                 |          |            |
|                 |          |            |                 |          |            |                 |          |            |
|                 |          |            |                 |          |            |                 |          |            |

**ECTS Workload**

List all the activities considered under the ECTS.

| Activity  | Quantity | Duration (hours) | Total Workload (hours) |
|---|----------|------------------|------------------------|
| Attending Lectures ( <i>weekly basis</i> )  | 13       | 3                | 39                     |
| Attending Labs/Recitations ( <i>weekly basis</i> )                                    | -        | -                | -                      |
| Compilation and finalization of course/lecture notes ( <i>weekly basis</i> )          | 13       | 1                | 13                     |
| Collection and selection of relevant material ( <i>once</i> )                         | 1        | 4                | 4                      |
| Self study of relevant material ( <i>weekly basis</i> )                               | 13       | 4                | 52                     |
| Take-home assignments   | 4        | 5                | 20                     |
| Preparation for quizzes   | -        | -                | -                      |
| Preparation for mid-term exams ( <i>including the duration of the exams</i> )         | 1        | 10               | 10                     |
| Preparation of term paper/case-study report ( <i>including oral presentation</i> )    | -        | -                | -                      |
| Preparation of term project/field study report ( <i>including oral presentation</i> ) | -        | -                | -                      |
| Preparation for final exam ( <i>including the duration of the exam</i> )              | 1        | 10               | 10                     |
| <b>TOTAL WORKLOAD / 25</b>  |          |                  | <b>5.92</b>            |
| <b>ECTS Credit</b>  |          |                  | <b>6</b>               |

**Program Qualifications vs. Learning Outcomes** Consider the program qualifications given below as determined in terms of learning outcomes and acquisition of capabilities for all the courses in the curriculum. Look at the learning outcomes of this course given above. Relate these two using the Likert Scale by marking with X in one of the five choices at the right.

| No | Program Qualifications  | Contribution |   |   |   |   |
|----|---|--------------|---|---|---|---|
|    |   | 0            | 1 | 2 | 3 | 4 |
| 1  | Acquire detailed knowledge concerning the economic and legal environment in which the business entities operate.  |              |   | X |   |   |
| 2  | Have profound theoretical background knowledge in basic business functions comprising organization and management, accounting, finance, marketing, and production and operations management.  |              |   |   |   | X |
| 3  | Obtain basic and intermediate level knowledge in quantitative techniques and methods that are predominantly used in business and management.  |              | X |   |   |   |
| 4  | Have more specific knowledge in one of the business functions (including the mastery of quantitative approaches) that he/she has chosen to specialize.  |              | X |   |   |   |
| 5  | Be able to apply the professional knowledge necessary to establish and/or run a business, or a department within a business entity.   |              |   |   |   | X |
| 6  | Be able to collect, edit, analyze, and interpret the representative data by applying both qualitative and quantitative methods in order to identify and clearly define the business problems and to develop insight and solutions.  |              |   |   | X |   |
| 7  | Be able to adequately communicate upon analyses, findings, inferences, and recommendations with his/her superiors, team members, colleagues, and subordinates both in written and oral form.  |              |   | X |   |   |
| 8  | Be thereby qualified to conduct research in business administration and management.   |              |   |   | X |   |
| 9  | Be appropriately trained to fulfill his/her responsibilities in teamwork both as a leader and an expert.  |              |   | X |   |   |
| 10 | Acquire the necessary skills to communicate effectively with the stakeholders of an organization so that he/she can become capable of analyzing the needs of the stakeholders and based on these analyses developing the objectives of the organization.                        |              |   | X |   |   |
| 11 | Gain self-evaluation skills to identify exactly his/her self-learning and self-improvement needs, being at the same time equipped with the capacity to follow advanced courses and degree studies.  |              |   |   | X |   |
| 12 | Gain the ability to evaluate the organization that he/she is affiliated with and the ability to assess the knowledge that he/she has acquired in a critical perspective.  |              |   |   | X |   |
| 13 | Be able to use English, which is the medium of instruction in the department, at least in European Language Portfolio B1 General Level.   |              |   |   |   | X |
| 14 | Be able to use information technologies applicable to business administration and management at European Computer Usage License Basic Level.  |              |   | X |   |   |
| 15 | Be directed towards the behavioral patterns and responsibilities of a business administrator in terms of quality awareness, occupational safety and health, in-service training, environmental issues, social responsibilities, and social, organizational and business ethics. |              |   | X |   |   |
| 16 | Be inclined to encourage innovation and continuous improvement within the organization in which he/she takes responsibilities.  |              |   |   | X |   |

Scale for contribution to a qualification: 0-none, 1-little, 2-moderate, 3-considerable, 4-highest