Webster UNIVERSITY	The School of Business & Technology Course Syllabus

Course	**HLTH 5070 / NL / Financial Analysis in Health Administration**
Term	Spring 1, 2010 – Thursday – 6:00 pm – 10:00 pm 1/7, 1/14, 1/21, 1/28, 2/4, 2/11, 2/18, 2/25, 3/4
Instructor	Name: Bill Mayher, CPA, MHA Phone: (904) 308-3941 Email: bmayher@stvincentshealth.com
Catalog Description	While 5050 introduces the student to managerial uses of financial systems and financial information, HLTH 5070 introduces students to managerial skills that underpin decision making for managers. The following financial methods are presented as decision models: forecasting, capital acquisition, net present value, and access to capital markets. In addition, the managerial implications of long-term financial planning are considered, including capital investment decisions, equity and debt financing, and lease/purchase decisions.
Prerequisites	Demonstrated knowledge of accounting, or accounting course(s), and HLTH 5050
Course Level Learning Outcomes	• The student will be able to compute various financial analyses, such as net present value, cost of money over time, accounts receivable, etc. • The student will be able to evaluate access to capital markets • The student will be able to evaluate lease/purchase decisions • The student will be able to use financial methods to maximize management decisions • The student will be able to demonstrate the link between finance and strategy
Materials	Cleverley, W. and Cameron, A. (2006). **Essentials of Health Care Finance**. (6th Edition). Jones & Bartlett Publishers, Inc. **ISBN# 0-763-74236-8** Gapenski, L.C. (2005). **Cases in Healthcare Finance.** (3rd Edition). Health Administration Press. **ISBN# 1-567-93244-4** **To Order Textbooks go to the local North FL website www.webster.edu/jack and click on Order Textbooks to select a vendor (Note: Textbooks must be ordered 2 weeks prior to class to ensure delivery)** **Supplemental Reading:** **Research Paper Guidelines and Sample Paper** – See website @ **www.webster.edu/jack** and click on the Student Resources category.

Grading

• Midterm -Assignment	15 Points
• In-Class Quiz's	15 Points
• Presentation of Assigned Project Written and Verbal Component	30 Points
• Final Exam	30 Points
• Class Participation and Attendance	10 Points
TOTAL	**100 Points**

The GRADUATE catalog provides these guidelines and grading options:

Percentage of Total Points	Grade
95%-100%	A
90%-94%	A-
88%-89%	B+
84%-87%	B
80%-83%	B-
70%-79%	C
Below 70%	F

Activities

In-Class Written Assignment:

- There will be frequent in class quizzes. These will provide both the instructor and the student an ongoing assessment of the ability to apply the concepts and methods discussed in class and found in the text. The format of these tests will include short answer, multiple choice and true false.

Presentation of Chapters Assigned:

- There will be frequent in class article presentations and practical case studies related to each chapter assignments. Students are required to complete reading assignments prior to class.

Final Exam:

- Final Examination will be a series of practical questions and essay questions.

	Class Participation and Attendance: • Students are expected to attend all class sessions of every course for the full 36 contact hours. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission of the instructor should withdraw from the class. The University reserves the right to involuntarily drop enrolled students from classes, which they do not attend. **PLEASE BE ADVISED:** Students who do not attend the first class session, who have not made prior arrangements with the instructor for being absent, will be dropped from their courses. • Attendance the last day of class is mandatory to ensure that all work is completed and to be awarded a passing grade. An Incomplete will not be acceptable without documental proof (Death Notice, Doctor's Letter, etc.) as to absence relating to non-completion of class work. These must be faxed 904-262-1459 or dropped off to Webster University by the Monday after the term ends. • Participants are expected to arrive on time and be actively involved in the learning experience. Each student should desire to learn, participate, and proactively contribute to the learning of others during each discussion and exercise. • Students are to participate in classroom discussions. The discussions are an opportunity for students to reveal their understanding of the assignments made for the current and previous classes. • Assignments are given to prepare the student to participate in class discussions; therefore, it is imperative that reading assignments and associated questions for discussion be completed prior to class. • A maximum of 10 points will be awarded based on the level and quality of participation and preparation. • Failure to turn in an assignment within one week will result in a grade of "0" for that assignment. In addition, failure to submit an assignment will lower the final grade by an additional two points. • All assignments are due as detailed in the Course Schedule. • Late assignments will be accepted, if they are turned in ***no later*** than one week later, but will be penalized one letter grade. Furthermore, late assignments will lower the student's final grade by an additional one point. • Late assignments will not be accepted for the final assignments the last week of the course to allow timely completion and grades to be submitted.
Policy Statements:	University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are

University Policies	of particular interest: **Academic Honesty** The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it. **Drops and Withdrawals** Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund. **Special Services** If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided. **Disturbances** Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course. **Student Assignments Retained** From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project. **Contact Hours for this Course** It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.

Course Policies	**Cheating and Plagiarism** Of course, students are expected to do their own work. Students who claim that someone else's work is theirs may face disciplinary action. Plagiarism can be avoided simply by the use of quotation marks when quoting and citation when paraphrasing someone else's work. **Make-Up Requirements** • For each class hour missed, a one (1) page, double-spaced, typed paper, with one (1) reference will be submitted by the end of the term. The instructor will assign the topic. A four (4) hour class will require four (4) pages supported with (4) references from popular or academic press. • This paper will be graded and incorporated in the class participation grade. If the make-up work is not submitted, the student's final grade will be reduced one (1) letter grade. • Students are responsible for any class material presented during their absence, and any assignments due should be submitted prior to the absence, if possible.
Weekly Schedule	

	Pre-Assignments for Session 1: • Read Cleverly Chapter 11 & 12 and Case #13 • Classroom Discussion: Project Topics • Article on Current Events in Health Care
Session 1	**THEME: Financial Analysis and Strategic Financial Planning (6/3/09)** **Topics:** • Introduction to Financial Planning • Financial Analysis of Alternative HealthCare entities • Review of Financial Statement Concepts **Assignments for Session 2: (6/10/09)** • Read Cleverly 14 and Case #17 • Student assigned to present chapter • Article on Health Care current events relating to finance • Classroom Case Study Presented #17
Session 2	**THEME: Product Costing and review of Cost Concepts** **Topics:** • The Costing Process • Relationship to budgeting and control process

		Assignments for Session 3: (6/17/09) • Read Cleverly Chapter 15 • Select topic for presentations • Articles on different sectors in the industry • Student assigned to present chapter
	Session 3	**THEME: Management Control Process** **Topics:** • Budgeting Process • Benchmarking at the Department Level **Assignments for Session 4: (6/24/09)** • Read Cleverly Chapter 16 & 17 • Quiz #1 –Worth 5 points • Article Presentations on Healthcare current events • Student assigned to present chapter • Take home Midterm test assigned
	Session 4	**THEME: Cost Variance Analysis** **Topics:** • Review the various types of Variance analysisease • Annuity Concepts and Problems **Assignments for Session 5: (7/1/09)** • Read Cleverly Chapter 18 • Student assigned to present chapter • Discuss Article on Heath Care finance • Take home Midterm completion and submission
	Session 5	**THEME: Capital Project Analysis** **Topics:** • Capital Process decision making process • Discounting cash flows **Assignments for Session 6: (7/8/09)** • Read Cleverly Chapters 20 & 22 • Quiz #2 in class
	Session 6	**THEME: Capital Structure** **Topics:** • Effects of debt financing on a business • Optimal structure between debt and equity • Business and financial risk

		Assignments for Session 7: (7/15/09) • Read Cleverly Chapter 21 • Student assigned to present chapter • In class project presentations
	Session 7	**THEME: The Basics of Cash Budgeting** **Topics:** • Cash Flow estimation process • Sources and Uses of Cash • Capital evaluation techniques **Assignments for Session 8: (7/22/09)** • Read Cleverly Chapter 9 • In class project presentations • Quiz #3 in class • Student assigned to present chapter • • Take home final exam assigned
	Session 8	**THEME: Accounting for Inflation** **Topics:** • Uses of Financial Information • Reporting Alternatives **Assignments for Session 9: (7/29/09)** • Take home final exam due • In class presentations
	Session 9	**THEME: Final Exam Due and Final Presentations** **Topics:** • Turn in Final Exam • Final Presentations
Additional Information	**Determination of Grades is Based on the Following Criteria:** <u>Minimum Requirements:</u> Products (papers, case studies, projects) must be on time, in the correct format, corrected for spelling and grammar, appropriate materials included and referenced to-the-point and on topic and conclusions must be supported. Examinations must be complete, accurate, neat, evidence clear thought, and exhibit concise and to-the-point responses. Behavior in class discussions and group activities should be responsible, should exhibit open communication, be constructive, and helpful.	

	Mastery Level (Grade of "B"): *Professional Achievement* Products must meet the requirements stated above for minimum requirements and additionally meet professional criteria. For example, documentation should be included to support research papers, the APA format should be used consistently throughout the paper, and substantially more than the minimum number of references should be included. Presentations should be logical, organized, and comprehensive. Examinations should be organized, in depth, comprehensive, logical and complete, and evidence thorough understanding of the subject /topic through application of principles. Classroom behavior should exhibit very focused activity and thought on the subject at hand, be motivated, and assist in discovery of new insights and relationships concerning the subject/topic of discussion. Mastery Level Plus (Grade of "A"): *Creative Achievement* Products must meet all requirements stated above and additionally meet creative criteria. These criteria include unique topic or subject selection, synthesis of ideas, evaluation of subject matter and positions found in the literature, be creative in approach, establish new relationships with ideas and provide new insights. Examination responses indicate insightfulness of understanding, a synthesis of information and unique ideas, and rationale for application of principles following careful analysis. Classroom behavior should exhibit very focused activity and thought on the subject at hand, be motivated, and assist in discovery of new insights and relationships concerning the subject/topic of discussion. The grade of "A" represents the best work of students, accomplished in a unique and professional manner. **Note:** To achieve the objectives of this course, this syllabus may be revised at the discretion of the instructor without prior notification or consent of the students.

Reviewed by: ___*J. Ewing*_____

Job Title: ____Faculty Coordinator_____

Date:__08/12/08

Revised 8/10/08