



Course	COURSE NUMBER: BUSN 5200 Basic Finance for Managers SITE: Camp Lejeune, NC	
Term	Fall 2, 2007	
Instructor	Name: Phone: Fax: Email:	Debra H. Mack 910-358-1036 (cell) 866-512-3049 Debra.Mack@wilmingtonnc.gov (work) dhmack@ec.rr.com (home) debramack52@webster.edu (webster)
Catalog Description	Managers and human resources management professionals must be able to understand financial information contained in financial statements and reports. Line managers must be able to understand financial information contained in financial statements and reports in order to evaluate their unit's financial performance, to communicate clearly with other managers, and to apply financial information when making decisions. Human resources management professionals must understand financial statements and principles if they are to effectively assist line managers and strategic partners with other business functions. This course will focus on the interpretation and use of basic financial information by non-financial managers, not on the production of financial statements and reports.	
Prerequisites	None	
Course Level Learning Outcomes	The student should be able to: <ol style="list-style-type: none">1. Analyze company annual reports using financial ratios including ROI2. Understand portfolio composition and analysis.3. Prepare spreadsheet analysis of the investment portfolio's progress daily and prepare a report on the final analysis of the annual reports.4. Analyze current business articles and relate them to accounting, finance and management decisions and environments.	
Course Materials	Brigham, Eugene and Ehrhardt, Michael. <i>Financial Management: Theory and Practice (11th ed)</i> . Thomson South-Western Publishing (2005). ISBN: 032-425-9689. (This includes a Student CD). Obtain textbook by calling MBS Direct at 1-800-325-3252, by fax 1-800-499-0143, or at http://bookstore.mbsdirect.net/webster.htm . MBS Direct accepts credit card charge, money order or personal check, and mails the textbook directly to your physical address. (No P.O. Boxes.)	

Calculator:

A financial calculator is a necessity in this course. Make sure that your calculator has bond valuation, net present value (NPV), and internal rate of return (IRR) functions. The textbook examples use the TI BA II Plus (about \$30), however if you prefer a different calculator another candidate is the HP 10B (about \$30). Calculators must be used to work the problems and quizzes, so be sure to have fresh or back-up batteries. You should get your calculator and learn how to use it prior to class.

Course Grading

Final grades will be based on the four take home quizzes, chapter problems, four mini-cases, and report on the Land Application trip. Grades will be weighted as follows:

Take Home Quizzes	30%
Chapter Problems	30%
Mini Cases and Report on Land Application Trip	40%

The following table shows the grade associated with each of the different ranges of total possible weighted points:

A	100 - 95 %
A-	94 - 90 %
B+	89 - 87 %
B	86 - 84 %
B-	83 - 80 %
C	79 - 75 %
F	Below 75 %

The terms for written and oral work assessment are explained in the Evaluation of Written and Oral Work located in the Student Handbook, available from www.Webster.edu.

Activities

Learning Objectives

This course is the “finance course for non-finance majors.” You should learn:

- a. The basic principles and concepts of financial management
- b. Financial markets and interest rates
- c. How to determine the financial status of a firm
- d. Financial planning and forecasting
- e. Capital structure and dividend policy

Students are expected to have read, and be prepared to discuss, the textbook chapters listed for each week. This includes Chapter One, which should be read and prepared prior to the first week of class. In order to be awarded the full numeric values accumulated from the graded course requirements the student must demonstrate preparation for each week’s lecture. Readings are

the basis of the lecture, and in-class exercises; failure to be prepared could result in reduction of one's final grade.

The time in class will be spent on lectures, group exercises, and short cases. Some individual exercises may be completed during class, but most will be completed outside class. All group exercises will be completed during class. If a class is missed, the student will be responsible for completing the out-of-class exercises on time. Of course, in-class group exercises cannot be made up if a class is missed.

Problems will be assigned at the conclusion of the lecture and are to be submitted electronically with a hard copy to the instructor no later than the next scheduled class.

There will not be a midterm or final examination. There will be quizzes (take home), mini-cases, and problem solving (must show work to arrive at answers) that will be given throughout the course to assess student knowledge and comprehension. Listed on the Class Schedule are the Assignments due for each class (Mini-Case and/or Problems and/or Quizzes).

The Take Home Quizzes will be distributed as listed on the Class Schedule and are due the following week. This course is interdisciplinary and assesses each student's work based on a variety of assessment methods. The quizzes include material covered in lectures, cases, or other additional readings. Formula sheets will be provided for all quizzes.

Graded Components

This course requires various problem solving: 1) **Four mini-case problems**, 2) **Report on the Land Application trip**, 3) **Chapter problems** in addition to class discussion; and 4) **Four take home quizzes**. These assignments are for your benefit; the course material will be learned more effectively by integrating cases and problem solving than from the reading alone. Each week throughout the course the following types of assignment activities will be required:

- **Chapter Problems** – each chapter has a variety of problems that reinforce some dimension of the material from that chapter. Some of your assignment problems will require using Excel spreadsheets and a Financial Calculator.
- Full participation in this course is expected. Please advise the instructor ahead of time if you experience difficulties in keeping up with the course assignments and other activities.
- Student must present the following for all **Mini-Case problems including the Report on the Land Application trip** assigned: Summarize the Case Problem; answer each question completely; follow

	<p>with a conclusion. <u>NOTE: At no time is a “one or two sentence” response to a question a sufficient response.</u> The Case must be a minimum of three (3) pages (not including the cover sheet), double-spaced using Times New Roman 12. Include Cover Sheet with: Name of Course; Case Name; Student Name; and Date. All work is to be submitted electronically with a hard copy to the instructor.</p>
<p>Policy Statements: University Policies</p>	<p>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 of particular interest:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>Course Policies</p>	<p>All papers will be in accordance with guidelines found in the <i>Publication Manual of the American Psychological Association</i>, latest edition and the Webster APA Guidelines.</p>

Turnitin.com

Students are strongly encouraged to make use of this program's capabilities to help them prevent unintentional plagiarism. The information required to access the program will be forwarded to students by the instructor.

Passports

Students should make full use of the Webster Library's Passport capabilities to perform literature searches. It is important to cite information from reputable sources. Question the validity of information and only cite subject experts, professional journals, government agencies, or similar acceptable sources.

Class Attendance: The following Webster University Graduate School policy is in effect for this course:

- All classes **will meet** the entire period a course is scheduled to meet **4 hours per night (day) for 9 weeks**, or as otherwise scheduled with approval by the Director.
- The **student should** notify the instructor prior to class if an absence is anticipated and should **not miss more than 4 contact hours**. Makeup work will be assigned and, if the absence is unexcused, the work may exceed the material presented in class.
- Persistent lateness or leaving class early could result in grade point reduction.
- For absences of 8 hours, (other than documented, pre-approved absences), the instructor can opt to lower the students grade significantly if all make up work is not completed in a timely fashion. The Instructor should fail the student if the assigned makeup work has **not** been completed upon return of absences, or the student fails to notify the instructor prior to the absences.
- If a student is absent 12 hours or more, the instructor **will assign** the grade of "F". It is the student's responsibility to withdraw from the course.
- For pre-approved excused absences (*in an extreme case*) when the instructor chooses to award a grade of I (Incomplete) for 6 to 12 hours missed, the student must provide acceptable documentation to verify that the absences were unavoidable (e.g. illness, military TAD, etc.). These actions will be coordinated with the Director. Students will only be allowed 30 days from date of last scheduled class to complete all outstanding tests and assignments.
- In all cases, the student needs to withdraw from the regular course if he/she has more than 16 hours of credit absences. Students who fail to comply with this policy should realize they become responsible for the

	full tuition rate, will then receive the grade of “F” for the course and will have to retake the course in its entirety.
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Weekly Schedule	(May be changed at the instructor’s discretion upon Director’s approval) Bold font indicates research paper related activities	
	Week 1 Oct. 17th	Chapter 1 - Fundamental Concepts of Financial Management Discuss objectives of class and review syllabus Objective a addressed
	Week 2 Oct. 24th	Chapter 2 - Time Value of Money (Take Home Quiz distributed – due Week 3) Assignments Due: Chapter 1 Mini-Case; a – d and i Objective a addressed
	Week 3 Oct. 31st	Chapter - Analysis of Financial Statements Assignments Due: Chapter 2 Problems: 2-3, 2-8, 2-12 Assigned Quiz Due Objective b addressed
	Week 4 Nov. 7th	Chapter 6 - Bonds and Their Valuation (Take Home Quiz distributed - due Week 5) Assignments Due: Chapter 3 Problems: 3-4, 3-8, and Mini-Case; a-d Objective b addressed
	Week 5 Nov. 14th	Chapter 7 - Stocks and Their Valuation (Take Home Quiz distributed – due Week 7) Assignments Due: Chapter 6 Mini-Case; a-e and m-o Assigned Quiz Due Objective b met
Saturday City of Jacksonville’s Land Application Facility - Map to be provided	Week 6 Nov. 17th	Trip to the City of Jacksonville’s Land Application Facility, a state of the art Waste Water Treatment Facility consisting of over 6,000 acres. The project depicts a real life example of financial planning and forecasting to meet the needs of a thriving urban environment. Submit a report (will be graded as a mini-case) based upon the Class Trip to the City of Jacksonville’s Land Application Facility during Class 6. <u>At a minimum</u> you should answer the following questions: 1) Why did the City chose this wastewater alternative versus ocean outfall or discharge into the New River? 2) How was this project financed? 3) How did the actual financing plan impact the long-

		<p>term wastewater rates charged to the customers of the system? Due Week 8.</p> <p>Objective d addressed</p>
	<p>Week 7 Nov. 28th</p>	<p>Chapter 10 - The Basics of Capital Budgeting (Take Home Quiz distributed – due Week 8)</p> <p>Assignments Due: Chapter 7 Problems 7-1, 7-2, 7-6</p> <p>Assigned Quiz Due</p> <p>Objective c met & e met</p>
	<p>Week 8 Dec. 5th</p>	<p>Chapter 13 - Analysis of Financial Statements Chapter 14 - Financial Planning and Forecasting Pro Forma Financial Statements</p> <p>Assignments Due: Chapter 10 Problems 10-1, 10-2, 10-5</p> <p>Assigned Quiz Due</p> <p>Objective d met</p>
	<p>Week 9 Dec. 12th</p>	<p>Chapter 22 - Working Capital Management Work in class - Chapter 22 Problems 22-1, 22-2, 22-7 Course Discussion and Review</p> <p>Assignments Due: Chapter 13 Mini-case a-j</p> <p>Objective e met</p>

Reviewed by: Cynthia A. Rose

Approved date: 7-12-07