

Course	BUSN 5200 - Basic Finance for Managers
Term	Summer – June 1 – August 1, 2009
Instructor	Name: Douglas, Kent Phone: 501-551-1437 Email: (use e-mail function within World Classroom) or dougk@webster.edu
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 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 be 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	Successful completion of MNGT 5000 or a waiver of MNGT course. Student should have the ability to apply managerial theories and techniques to common middle management situations as well as the ability to effectively engage in oral and written communications.
Course Level Learning Outcomes	At the conclusion of the course, students will be able to: <ol style="list-style-type: none"> 1. Identify and interpret internal and external financial reports and financial statements 2. Discuss how using financial statements and reports can improve strategic planning and decision making, and thus improve organizational performance 3. Use time value of money and explain how the concept is used for decision making. 4. Identify important accounting rules and principles (GAAP, FASB, depreciation, cash vs. accrual) and discuss how they impact corporate financial decisions and policies 5. Construct pro forma financial statements and report their use in managerial decision making 6. Explain the concept of cash flow and discuss its impact on organizational performance and decision making 7. Report the concepts and processes used to develop budgets and discuss their influence on managerial decision making 8. Discuss ethical considerations relating to finance and financial reporting.

<p>Materials</p>	<p><i>Foundations of Finance, The Logic and Practice of Financial Management</i>, Sixth Edition; Keown, Martin, Petty, Scott, Jr.; Pearson/Prentice Hall. ISBN-13: 9780135048160 Students are expected to monitor current events relating to the financial world. Other readings will be assigned on an “as needed” basis. You can access the Virtual Bookstore at http://www.mbsdirect.net/webster or call MBS Direct at 800-325-3252 and give your school name, site or program, and course number.</p>
<p>Grading</p>	<p>Grading Scale 93-100 A 90-92 A- 87-89 B+ 83-86 B 80-82 B- 70-79 C 0-69 F</p> <p>Recommended scale Homework assignments/exercises: 35% Exam I: 15% Exam II: 25% Research Project: 15% Class participation/class exercises: 10%</p> <p>Course Requirements The GRADUATE catalog provides these guidelines and grading options: A/A– Superior graduate work B+/B/B– Satisfactory graduate work C Work that is barely adequate as graduate-level performance CR Work that is performed as satisfactory graduate work (B– or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses. F Work that is unsatisfactory I Incomplete work ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal. IP In progress NR Not reported W Withdrawn from the course</p>
<p>Activities</p>	<p>Assignments will be made on a weekly basis. All assignments must be submitted via the World Classroom This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student. The schedule below presents an approximate expectation of course progress. The instructor reserves the right to add, delete, or modify any weeks of this schedule. The instructor also reserves the right to change the overall course grade weighting.</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>A student may submit their term paper to the On-Line Writing Center in St. Louis by email and have a coach make suggestions/corrections. It is up to the student to allow sufficient time (generally 7-10 days) for this process to be utilized and still turn in the term paper on the assigned date. Go to http://www.webster.edu/acadaffairs/asp/wc/online.html</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 beware 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, all students are expected to be in class and prepared to begin on time. All pagers, wireless phones, or other electronic devices must be turned off, or switched to vibrate, when you enter the classroom. Disruption of class, whether by latecomers, noisy devices, or 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>
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	<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>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.</p>
<p>Course Policies</p>	<p>Assignments: Assignments must meet adequate English and usage standards and be presented in an organized format. There will be no grace period for assignments turned in late.</p> <p>Exams: The exams will cover the text, all exercises, class notes, handouts and any materials presented or distributed in class.</p> <p>Make-up exams: Make-up exams will only be given in emergency situations. Please advise in advance if you must miss a scheduled exam.</p>
<p>Week 1:</p>	<p>Student introductions Review syllabus Lecture, discussion, & in-class problems: Chapters 1 & 2 Discuss current events</p>
<p>Week 2:</p>	<p>Review homework Lecture, discussion, & in-class problems: Chapters 3 & 4 Discuss current events</p>
<p>Week 3:</p>	<p>Review homework Lecture, discussion, & in-class problems: Chapters 5 & 6 Discuss current events Discuss Research Project</p>
<p>Week 4:</p>	<p>Review homework Review for Exam I Lecture, discussion, & in-class problems: Chapters 7 & 8 Discuss current events</p>
<p>Week 5:</p>	<p>Review homework Exam I Lecture, discussion, & in-class problems: Chapters 9 & 10 Discuss current events</p>



Week 6:	Review homework Lecture, discussion, & in-class problems: Chapters 11 & 12 Discuss current events
Week 7:	Review homework Lecture, discussion, & in-class problems: Chapters 13 & 14 Discuss current events
Week 8:	Review homework Lecture, discussion, & in-class problems: Chapters 15 & 16 Discuss current events All assessment documents completed by students Review for Exam II Research Project Presentations
Week 9:	Review homework Lecture, discussion, & in-class problems: Chapter 17 Exam II
Additional Information	
Approved by	Michael Hostetler, Faculty Coordinator, 3/24/2009