

<b>Course</b>	BUSN 5200 Section 58 Basic Finance for Managers
<b>Instructor</b>	Name: Robert Metcalf Phone: 502. 587-1829 Email: metcalfrobert33@webster.edu
<b>Term &amp; Dates</b>	Summer – 2008 Tuesdays, May 26 <sup>th</sup> -July 26 <sup>th</sup> 2008
<b>Location</b>	Louisville Metropolitan Campus
<b>Course Description</b>	Today, 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.
<b>Prerequisites &amp; Incoming Student Competencies</b>	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. However, it is assumed the student has appropriate graduate level writing, mathematical, analytical skills and the student must be disciplined and self motivated.
<b>Course Objectives</b>	Upon successful completion of this course, the student will be able to: Interpret the value of information in Income Statements; Cash Flow Statements, Balance Sheets, Operating Budgets and Capital Budgets. Describe the value of a Business Plan and how it relates to the Strategic Plan. Analyze Financial Ratios and recognize the Time Value of Money. Communicate clearly financial information to other managers. Use financial information in the decision making process for the business unit.
<b>Course Level Learning Outcomes</b>	The student should be able to: <ol style="list-style-type: none"> <li>1. Analyze company annual reports using financial ratios including ROI</li> <li>2. Understand portfolio composition and analysis.</li> <li>3. Prepare spreadsheet analysis of the investment portfolio's progress daily and prepare a report on the final analysis of the annual reports.</li> <li>4. Analyze current business articles and relate them to accounting, finance and management decisions and environments.</li> </ol>

<p><b>Materials</b></p>	<p>1. Fundamentals of Corporate Finance Standard Edition, 8th Edition Stephen A. Ross, Irwin</p> <p>2. Homework Manager will be required for this class.</p> <p>The combo <b>Ross text and homework manager</b> ISBN:0-07-721100-6</p> <p><b>Texts can be obtained by calling MBS Direct at 1-800-325-3252, or at Virtual Bookstore at <a href="http://www.mbsdirect.net">www.mbsdirect.net</a>. Credit cards and checks are accepted. Make sure you purchase the correct edition.</b></p>												
<p><b>Supplemental Resources</b></p>	<p>Homework Manager.</p> <p>Each student should have their own Financial Calculator available for all time-value applications.</p>												
<p><b>Grading</b></p>	<p><b>Scoring Criteria:</b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>COURSE REOUTREMENTS:</u></th> <th style="text-align: right;"><u>% OF GRADE</u></th> </tr> </thead> <tbody> <tr> <td>Project</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Class Assignments &amp; Readings</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Participation</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Examinations</td> <td style="text-align: right;"><u>60</u></td> </tr> <tr> <td></td> <td style="text-align: right;">100%</td> </tr> </tbody> </table> <p><b>Grades:</b> A = 90-100; B = 80-89; C = 70-79; F = Less Than 70 I Incomplete Work</p>	<u>COURSE REOUTREMENTS:</u>	<u>% OF GRADE</u>	Project	10	Class Assignments & Readings	20	Participation	10	Examinations	<u>60</u>		100%
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<p><b>Activities</b></p>	<p>Lecture, class discussions, and student presentations will be used.</p> <p>Each student is expected to organize, conduct and present a research paper.</p> <p>1- Paper - Each student is to prepare a <u>financial</u> analysis of a publicly traded company and submit your results in writing.</p> <p>2- Presentation - Each student is to prepare a presentation of their paper, apply techniques presented in the course, formulate a <u>financial</u> decision, and present their findings to the class.</p> <p><u>Examinations</u> will be given to cover text and classroom material.</p> <p>1- Exams. The exam will be essay / problem type question.</p> <p>2- Final exam. A final exam will be given the last class period. The exam will be essay / problem type question.</p>												

**Policy Statements:  
University Policies**

**CONDUCT**

Students enrolling in a graduate program at Webster University assume the obligation of conducting themselves in a manner compatible with the University's function as an educational institution. Misconduct for which students are subject to discipline include the following categories:

1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University authorized activities.
3. Theft or damage to property at the University.

Students who cheat or plagiarize may receive a failing grade for the course in which the cheating or plagiarism took place. Students who engage in any of the above misconducts may be subject to dismissal from the University. To the extent that penalties for misconduct (e.g. theft or destruction of property) are prescribed by law, the University will consider appropriate actions under such laws.

**ATTENDANCE POLICY**

Students are expected to attend all class sessions of every course. 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 advance 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. Students who do not attend the first class session, who have not made prior arrangement with the instructor for being absent, will be dropped from the course.

**MAKE-UP WORK REQUIREMENTS**

For each class missed, makeup work will be assigned and must be submitted at the next class. The instructor will assign the topic and amount of work. This makeup work will be incorporated into the class participation grade. If make-up work is not submitted on time, the student's final grade will be subject to a reduction of 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.

	<p><b>Drops and Withdrawals</b> 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. 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><b>Special Services</b> If you need accommodations for a disability, please let the instructor know at the beginning of the course so that assistance can be provided.</p> <p><b><u>DISCLAIMER</u></b> This syllabus is intended to provide a basic structure to this course. It MAY be modified for class size, student competencies, etc. This syllabus is subject to change at the sole discretion of the instructor.</p>															
<p><b>Course Policies</b></p>	<p><u>Class Assignments:</u> Each student should read all the assigned material, including handouts, and be prepared to answer questions concerning the assigned material for each class meeting.</p> <ol style="list-style-type: none"> <li>1- Reading assignment. Students are expected to have read the assign chapters before the class period.</li> <li>2- Problem. Students should attempt to work the assigned problems before class period but not required to be completed until the following class period. Assigned problems will be collected during the term for review and/or grading.</li> <li>3- Participation. Students are expected to attend each class session. Acceptable makeup work will be incorporated into the class participation grade.</li> </ol>															
<p><b>Weekly Schedule</b></p>	<table border="0"> <thead> <tr> <th style="text-align: left;">Week</th> <th style="text-align: left;">Chap</th> <th style="text-align: left;">Topic</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><b>Part One: Overview of Corporate Finance</b></td> <td>1 Introduction to Financial Management 2 Financial Statements, Taxes and Cash Flow <b>CASH FLOWS AND FINANCIAL STATEMENTS AT SUNSET CASE 1 BOARDS</b></td> </tr> <tr> <td>2</td> <td><b>Part Two: Financial Statements and Long-Term Financial Planning</b></td> <td>3 Working with Financial Statements 4 Long-Term Financial Planning and Growth <b>CASE 2 RATIOS AND FINANCIAL PLANNING AT S&amp;S AIR</b></td> </tr> <tr> <td>3</td> <td><b>Exam</b></td> <td>1 2 3 4</td> </tr> <tr> <td>3</td> <td><b>Part Three: Valuation of Future Cash Flows</b></td> <td></td> </tr> </tbody> </table>	Week	Chap	Topic	1	<b>Part One: Overview of Corporate Finance</b>	1 Introduction to Financial Management 2 Financial Statements, Taxes and Cash Flow <b>CASH FLOWS AND FINANCIAL STATEMENTS AT SUNSET CASE 1 BOARDS</b>	2	<b>Part Two: Financial Statements and Long-Term Financial Planning</b>	3 Working with Financial Statements 4 Long-Term Financial Planning and Growth <b>CASE 2 RATIOS AND FINANCIAL PLANNING AT S&amp;S AIR</b>	3	<b>Exam</b>	1 2 3 4	3	<b>Part Three: Valuation of Future Cash Flows</b>	
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	<p>5 Introduction to Valuation: The Time Value of Money</p> <p>4           6 Discounted Cash Flow Valuation                      7 Interest Rates and Bond Valuation                      8 Stock Valuation  <b>FINANCING S&amp;S AIR'S EXPANSION PLANS WITH A BOND  CASE 3 ISSUE</b></p> <p>5    <b>Part Four: Capital Budgeting</b>            9 Net Present Value and Other Investment Criteria            10 Making Capital Investment Decisions</p> <p>6           11 Project Analysis and Evaluation  <b>CASE 4 CONCH REPUBLIC ELECTRONICS  Exam 5 6 7 8</b></p> <p>7    <b>Part Seven: Short-Term Financial Planning and Management</b>            19 Short-Term Finance and Planning            20 Cash and Liquidity Management</p> <p>8           21 Credit and Inventory Management  Presentation / report  <b>PIEPKORN MANUFACTURING WORKING CAPITAL  CASE 7 MANAGEMENT</b></p> <p>9    <b>Exam 9 10 11 19 20 21</b>  Presentation</p>
<p><b>Additional Information</b></p>	<p><b>PROJECT:</b> Each student is expected to organize, conduct and present a research paper.</p> <p>1- Paper - Each student is to prepare a <u>financial</u> analysis of a publicly traded company and submit your results in writing.</p> <p>2- Presentation - Each student is to prepare a presentation of their paper, apply techniques presented in the course, formulate a <u>financial</u> decision, and present their findings to the class.</p>