

Course	BUSN 5200/ME - Basic Finance for Managers
Term	Spring 2, 2010
Instructor	Name: Jackson, Phillip Phone: (901) 825-7010 Email: phillipjackson44@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 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 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	NONE
Course Level Learning Outcomes	At the conclusion of the course, students should be able to: <ol style="list-style-type: none"> 1. Explain, compare, and contrast the various forms of organization. 2. Read and interpret internal and external financial reports and financial statements. 3. Perform a comprehensive ratio analysis to measure profitability, asset utilization, liquidity, and debt utilization. 4. Develop pro forma financial statements using financial forecasting. 5. Conduct break-even analysis to support planning and decision making. 6. Explain the importance of sound working capital management practices both in the short term and long term. 7. Understand time value of money concepts and rates of return and use them to support organizational planning and decision making. 8. Use capital budgeting techniques to support decision making in choosing among competing capital investment proposals. 9. Understand the flow of funds through the economy and the relationship of capital markets to corporate bonds, stocks, and preferred stock 10. Explain how accounting rules and principles impact corporate financial decisions and policies.
Materials	Required: <ul style="list-style-type: none"> • Foundations of Financial Management; 13th Edition, Stanley B. Block and Geoffrey A. Hirt; McGraw-Hill Higher Education, Copy Right 2009 ISBN 978-0077262037. • Financial calculator • Webster University's World Classroom for electronic access to homework solutions, email, PowerPoint presentations, weekly agendas, and to view grades. <p>You can call MBS Direct at 800-325-3252 and give your school name, site or program, and course number or access the Virtual Bookstore at http://bookstore.mbsdirect.net/WEBSTER.HTM.</p>
Grading	Your course grade will be based on your scores on the following assessments: examinations, quizzes, group project, class participation, and homework. These different assessments will be

weighted as follows:

Assessments	Points Possible
Midterm Exam	25
Final Exam	25
2 Quizzes (7.5 points each)	15
Group Project	25
Homework/Class Participation	<u>10</u>
Total	100

94-100 A
90-93 A-
87-89 B+
84-86 B
80-83 B-
70-79 C
0-69 F

The GRADUATE catalog provides these guidelines and grading options for graduate business degrees. Grades in the program are A, A-, B+, B, B-, C, F, I, ZF, and W. Grades reflect the following standards.

- A / A- Superior Graduate work
- B+ / B / B- Satisfactory Graduate work
- C Work that is barely adequate as graduate-level performance
- F Work that is unsatisfactory
- I Incomplete work
- ZF An "i" that is not completed within one year of the end of the course is automatically converted to a "ZF". A "ZF" is treated the same as an F or NC for all cases involving GPA, academic warning, probation and dismissal.
- IP In progress
- NR Not reported
- W Withdrawn from the course

Exams: There will be one mid-term and one final exam. See weekly schedule below. Given the field of Finance – course material builds on previous material covered in class; therefore exams may be cumulative in nature. Exams will be weighted as noted below.

Course Group Project/Presentations: Students will be assigned to groups to complete a comprehensive course project. See weekly schedule for date of presentations.

Participation: Students are expected to attend class and to participate fully in all aspects of class discussion.

	<p>Make-up Exams: No make-up exams will be given without prior consent of the instructor. It is the student's responsibility to contact the instructor prior to scheduled exam for consent.</p>
<p>Activities</p>	<p>PowerPoint Presentations, reading assignments, lectures, class exercises, problem solving, quizzes, midterm and final examinations, videos, case studies, group project.</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 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, 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> <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>APA Guides All Webster Memphis students are required to use the Publication Manual of the American Psychological Association, 5th edition for term paper formatting and citations. This can be purchased at http://books.apa.org/books.cfm?id=4210040.</p> <p>It is MANDATORY that all Webster Memphis students submit their term papers to the turnitin website before submitting to instructor for final grade. See http://library.webster.edu/turnitinreq.htm.</p>
Course Policies	
Weekly Schedule	Topics, Readings and Assignments
Week 1	<p>Reading:</p> <ul style="list-style-type: none"> • Chapters 1 & 2 (prior to class) <p>Classroom Activities:</p> <ul style="list-style-type: none"> • Course introduction and overview • Lecture • Discussion questions and problems • Assign homework
Week 2	<p>Reading:</p> <ul style="list-style-type: none"> • Chapter 3 <p>Classroom Activities:</p> <ul style="list-style-type: none"> • Review homework • Quiz • Lecture • Discussion questions and problems • Assign homework
Week 3	<p>Reading:</p> <ul style="list-style-type: none"> • Chapter 4 <p>Classroom Activities:</p> <ul style="list-style-type: none"> • Review Quiz • Review homework • Lecture • Discussion questions and problems • Assign homework
Week 4	<p>Reading:</p> <p>Classroom Activities:</p> <ul style="list-style-type: none"> • Review homework • Midterm
Week 5	<p>Reading</p> <ul style="list-style-type: none"> • Chapters 7 <p>Classroom Activities:</p> <ul style="list-style-type: none"> • Review Midterm • Lecture • Discussion questions and problems • Assign homework

<p>Week 6</p>	<p>Reading:</p> <ul style="list-style-type: none"> • Chapter 8 <p>Classroom Activities:</p> <ul style="list-style-type: none"> • Review homework • Quiz • Lecture • Discussion questions & problems • Assign homework
<p>Week 7</p>	<p>Reading:</p> <ul style="list-style-type: none"> • Chapter 9 <p>Classroom Activities:</p> <ul style="list-style-type: none"> • Review Quiz • Review homework • Group Project Presentations • Lecture • Discussion questions & problems • Assign homework
<p>Week 8</p>	<p>Reading:</p> <ul style="list-style-type: none"> • Chapters 12 & 14 <p>Classroom Activities:</p> <ul style="list-style-type: none"> • Review homework • Lecture • Discussion questions and problems
<p>Week 9</p>	<p>Classroom Activities:</p> <ul style="list-style-type: none"> • Final Exam
<p>Additional Information</p>	<p>This syllabus is subject to change at the discretion of the instructor.</p> <p>Approved: <i>Margaret Ridings, 11/6/09</i></p>