



The School of Business & Technology
 Graduate Programs in Business
 Administration, Information Technology
 Management and Procurement and
 Acquisitions Management

Shaw Air Force Base, South Carolina
 (803) 666-2254

Course	BUSN 5200 Basic Finance for Managers
Term	Fall II 2008 October 20 – December 19, Wednesday, 6-10pm
Instructor	Gary Hinkle Email: garyhinkle80@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	None
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
Materials	Finance And Accounting For Nonfinancial Managers Weaver, Weston McGraw-Hill ISBN: 0-07-136433-1 Publication Manual of the American Psychological Association, American Psychological Association, ISBN 1-55798-791-2

	<p align="center">Handheld Business Calculator such as Texas Instruments BAI PLUS</p>																																		
<p>Grading</p>	<p>Course grades will be based on test scores, assignments, and contributions to class discussions. The components will be weighted as follows:</p> <p>Grading Scale:</p> <table border="0"> <tr> <td>1. Exams (3 @ 20% each)</td> <td align="right">60 %</td> </tr> <tr> <td>2. Class participation and homework</td> <td align="right">10 %</td> </tr> <tr> <td>Current event submission and presentation</td> <td align="right">30 %</td> </tr> </table> <table border="0"> <tr> <td>A</td> <td>96</td> <td>-</td> <td>100</td> </tr> <tr> <td>A-</td> <td>90</td> <td>-</td> <td>95</td> </tr> <tr> <td>B+</td> <td>87</td> <td>-</td> <td>89</td> </tr> <tr> <td>B</td> <td>84</td> <td>-</td> <td>86</td> </tr> <tr> <td>B-</td> <td>80</td> <td>-</td> <td>83</td> </tr> <tr> <td>C</td> <td>70</td> <td>-</td> <td>79</td> </tr> <tr> <td>F</td> <td>0</td> <td>-</td> <td>69</td> </tr> </table> <p>The GRADUATE catalog provides these guidelines and grading options:</p> <ul style="list-style-type: none"> • 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 	1. Exams (3 @ 20% each)	60 %	2. Class participation and homework	10 %	Current event submission and presentation	30 %	A	96	-	100	A-	90	-	95	B+	87	-	89	B	84	-	86	B-	80	-	83	C	70	-	79	F	0	-	69
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<p>Scoring Criteria</p>	<p>EXAMINATIONS: Exams are non-cumulative and are worth 20% each for a total of 60% of the final grade. Questions and problems will cover terminology as well as be quantitative in nature. Some questions will require the use of a business calculator. Questions will be designed to evaluate your understanding of the application of the financial tools and techniques.</p> <p>CLASS PARTICIPATION AND HOMEWORK: Class participation and homework is 10% of the final grade. Students should actively participate in class discussions. The instructor will not collect homework assignments. However, completion of homework problems is required and students will be tested on this material. In addition, students should be prepared to discuss or present homework assignments in class.</p> <p>CURRENT EVENTS PAPER: The Current Events assignment will be worth 30% of the final grade. Half of the grade will come from the written summary while the balance will come from the presentation. The Current Events assignment is principally a single article topical summary and no additional research support is required. Students should prepare a single page outline summary on their article for each member of the class. Presentations are expected to be 5-10 minutes and should highlight the major points of the article.</p>																																		

Activities	None
Policy Statements: University Policies	<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</p> <p>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</p> <p>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 (graduate catalog pages 26 and 170) 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</p> <p>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</p> <p>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</p> <p>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</p> <p>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>A word on Graduate Writing</p> <p>Each student must demonstrate proficiency in the use of the English language in the research paper submitted for this course. Grammatical errors, spelling errors, and writing that does not express ideas clearly will affect your final grade. Students are advised to use The Publication Manual of the American Psychological Association (Fifth Edition) for form, style and general writing principles in the preparation of research paper. Students are instructed to use the Webster University's PASSPORTS library at http://library.websteruniv.edu/ for research paper to be submitted for this course.</p>
Course Policies	Cell phones are to be turned off and put away during class time.

	<p>ATTENDANCE POLICY</p> <p>The university reserves the right to drop students who do not attend class the first week of the term/semester. 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 advanced permission of the instructor should withdraw from the class.</p> <p>ABSENCE POLICY</p> <p>If a student is absent, the instructor is to assign makeup work to cover the materials presented that week.</p> <p>If a student has two absences, the instructor has the option to lower the student's grade one letter grade and to inform the student of the action.</p> <p>If a student has three absences, the instructor has the option to assign a grade of F and to inform the student of the action. It is the student's responsibility to withdraw from the course.</p> <p>When the instructor chooses to award a grade of I (Incomplete) for three or four absences, the student must provide acceptable documentation to verify that the absences were unavoidable (e.g. – illness, work conflict, military temporary duty).</p>
<p>Weekly Schedule</p>	<p>Week 1</p> <ul style="list-style-type: none"> ◆ Introductions of Course and Expectations ◆ Chapter 1, The Role and Functions of Accounting and Finance ◆ Chapter 2, Financial Statements and Cash Flows <p>Assignments for Week 2:</p> <ul style="list-style-type: none"> ◆ Answer questions 1.1, 1.3, 2.1 <p>Week 2</p> <ul style="list-style-type: none"> ◆ Chapter 3– The Time Value of Money <p>Assignments for Week 3:</p> <ul style="list-style-type: none"> ◆ Answer questions 3.1, 3.3, 3.4 ◆ First Exam – Chapters 1-3 <p>Week 3</p> <ul style="list-style-type: none"> ◆ Chapter 4 – Financial Markets and Market Efficiency ◆ Chapter 5 – Business Organizations and Taxes ◆ First Exam – Due <p>Assignments for Week 4:</p> <ul style="list-style-type: none"> ◆ Answer Problems 4.1, 4.4, 4.5, 5.2, 5.7 <p>Week 4</p> <ul style="list-style-type: none"> ◆ Chapter 6 – Interest Rates in the International Economy <p>Assignments for Week 5:</p> <ul style="list-style-type: none"> ◆ Answer Problems 6.2, 6.3, 6.4 <p>Week 5</p> <ul style="list-style-type: none"> ◆ Chapter 7 – Financial Performance Metrics <p>Assignments for Week 6</p> <ul style="list-style-type: none"> ◆ Answer Problem 7.2 ◆ Second Exam, Chapters 4-7

	<p>Week 6</p> <ul style="list-style-type: none"> ◆ Chapter 8 – Financial Working Capital Management ◆ Chapter 9 – Capital Investment Decisions <p>Assignments for Week 7</p> <ul style="list-style-type: none"> ◆ Answer Problems 8.1, 8.4, 9.1, 9.5 ◆ Second Exam –Due <p>Week 7</p> <ul style="list-style-type: none"> ◆ Chapter 10 – Cost of Capital, Hurdle Rates, and Financial Structure ◆ Current Event Assignment Due <p>Assignments for Week 8:</p> <ul style="list-style-type: none"> ◆ Answer Problems 10.1, 10.3 <p>Week 8</p> <ul style="list-style-type: none"> ◆ Chapter 11 – Long-Term Financing ◆ <i>Begin Current Event Presentations</i> <p>Assignments for Week 9:</p> <ul style="list-style-type: none"> ◆ Final Exam, Chapters 8-11 <p>Week 9</p> <ul style="list-style-type: none"> ◆ <i>Complete Current Event Presentations</i> ◆ Faculty Evaluations ◆ Final Exam – Due
Additional Information	This syllabus is subject to change at the discretion of the instructor.