

**Doane University**  
**College of Professional Studies**

**Syllabus: BUS 606 - Financial Issues for Managers (3 credit hours)**

Summer term, 2017 (May 22 – July 22)

**Instructor Information**

*Larry W. Hughes, Ph.D.*

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**Communicating With the Instructor**

This course uses a “three before me” policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before asking me to reply to your individual questions:

1. Course syllabus
2. Ask questions in class
3. The “Water Cooler” discussion board
4. Last resort...email

If you have a general question in between class meetings please it to the ‘Water Cooler’ discussion forum in Blackboard. I will check this forum daily. Here your question can be answered to the benefit of all students by either your fellow students who know the answer to your question or the instructor. You are encouraged to answer questions from other students in the discussion forum when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email or phone. My preference is that you will try to email me first. Please allow 24 hours for me to respond to emails Monday-Friday and 48 hours on the weekend.

If you have a question about the technology being used in the course, please contact the Doane University Help Desk for assistance (contact information is listed below).

**Course Catalog Description** A course designed for non-financial managers, emphasizing the use of both accounting and financial information as decision-making tools. Students learn to assess the financial strength of an organization through financial ratio analysis, and to examine factors considered in financial and investment decisions. The course is taught using readings, problem analyses, and case studies. *Required core course.*

**Course Textbook and Materials** See the two required books on the Doane bookstore website. <http://bookstore.doane.edu/doanelg/>

**Course Requirements**

**Attendance Policy** This course is in accelerated, eight-week format. Class meeting attendance is required and there will be work outside of class. This strongly suggests that you should not take this course if you have planned a vacation or have a busy work schedule.

**Computer Requirements** This course requires that you have access to a computer that can access the internet. You will need to have access to, and be able to use, the following software packages:

- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Adobe Flash Player (free)
- Microsoft Word

You are responsible for having a reliable computer and internet connection throughout the course.

**Email and Internet** You must have an active Doane University e-mail account and access to the Internet. *All instructor correspondence will be sent to your Doane University e-mail account.* Please plan on checking your Doane Gmail account regularly for course related messages. This course uses Blackboard for the facilitation of communications between faculty and students, submission of assignments, and posting of grades. The Blackboard Course Site can be accessed at <http://bb2.doane.edu>

**Campus Network or Blackboard Outage** When access to Blackboard is not available for an extended period of time (greater than one entire evening - 6pm till 11pm) you can reasonably expect that the due date for assignments will be changed to the next day (assignment still due by midnight).

**Attendance/Participation** *Preparation* for class means reading the assigned readings & reviewing all information required for that week. *Attendance* in means physically attending class and *participating* in the all of activities that are assigned in the course.

**Studying and Preparation Time** The course requires you to spend time preparing and completing assignments. A three-credit course requires 123 hours of student work, including instructor guided content. Therefore expect to spend approximately 1 hours a week preparing for and actively participating in this 8-week course (including class meeting time).

**Late or Missed Assignments** ALL assignments must be finished and turned in to complete the course. Late assignments will receive a grade of '0' but feedback will be provided.

**Rewrites** Students may not submit their assignments ahead of their due date for review by the instructor.

**Submitting Assignments** All assignments, unless otherwise announced by the instructor, MUST be submitted via Blackboard. Each assignment will have a designated place to submit the assignment.

**Drop and Add dates** If you feel it is necessary to withdraw from the course, please contact your advisor for full details on the types of withdrawals that are available and their procedures.

**Subject to change notice** All material, assignments, and deadlines are subject to change with prior notice. It is your responsibility to stay in touch with your instructor, review the course site regularly, or communicate with other students, to adjust as needed if assignments or due dates change.

**Academic Integrity** Doane University expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Academic dishonesty, the act of knowingly and willingly attempting or assisting others to gain academic success by dishonest means, is manifested in various measures. Gehring, et al, (1986) suggests that four categories of academic dishonesty exist<sup>1</sup>: cheating, fabrication, facilitating academic dishonesty, plagiarism. For more information on academic integrity, please visit the website:

<http://catalog.doane.edu/content.php?catoid=4&navoid=191>

### **Course Grading**

**Grades, Grading Scale, Feedback** Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
E	59 and below

**Specific assignments, and the course schedule, will be distributed during the first class meeting.**

**Feedback:** Please allow 3-5 days for feedback on assignments. This timeframe is dependent upon the level of detail that I provide and the number of students in the course. I expect you to read my feedback and make changes if needed. If you do not know how to look at feedback using the My Grades tool in Blackboard, please notify me immediately.

**Accessibility Statement** In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at Doane University facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Doane University staff coordinate transition from high schools and community colleges, in-service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all Doane University regarding disability policies, procedures, and accommodations.

**Student Conduct Statement** Students are required to adhere to the behavior standards listed in the *Doane University Policy Manual*. Appropriate classroom behavior is defined by the instructor.

**Technical Support Contact Information** For technical assistance 24 hours a day, 7 days a week, please contact the Doane University Technology Office Help Desk:

Phone: 402-826-8411  
Email: [helpdesk@doane.edu](mailto:helpdesk@doane.edu)  
Web: <http://www.doane.edu>

**Syllabus Disclaimer** Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes face-to-face, via email or in the course site Announcements. Please remember to check your Doane University email and the course site Announcements often.