Meeting Times

Discussion, lecture, and practice

Orlando Metro Campus and Zoom

5:30 - 9:30 PM

Mondays - 1st class meeting: 04 Jan 2021

Contact Information

Adjunct Professor: James K. Bunsa

Email: jbunsa@webster.edu

and jbunsa@cfl.rr.com

Note: Please send any emails and assignments to both email addresses, to ensure prompt delivery and reply.

Phone: 407-496-1850 (mobile - you may also text this number)

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. (FINC 5000 cannot be substituted for BUSN 5200.)

Requisites
None

Outcomes

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Expectation</th>
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</table>
Students have a basic familiarity with the field of finance and an understanding of the financial goal of a business, and they have an appreciation for the ethical considerations inherent in financial management.

Students can explain the broad structure of the financial field, how the finance department functions in a typical organization and they can define the financial goal of all business firms, differentiating between wealth and profit maximization. Also, students can give illustrations of the ethical issues that arise in connection with financial management and they can explain how the principles in this course apply to non-profit entities as well as profit seeking firms.

Students can explain basic accounting principles, are able to read and interpret the firm’s basic financial statements, and can use financial ratios to assess a firm’s health and performance.

Students can explain the fundamental principles upon which accounting is based, can interpret the various accounts on income statements, balance sheets, and cash flow statements, and can evaluate the health and performance of a firm using ratio analysis.

Students can prepare a budget and understand its use in financial decision making.

Students can prepare an operating budget for a typical department in a firm.

Students can explain the time value of money concept and how it is used in decision making.

Students can explain why the time value of money concept is important in business and can solve simple time value of money problems, including solving for a rate of return.

Students can evaluate business proposals using capital budgeting decision rules such as payback, break-even analysis, NPV, and IRR.

Students are able to calculate payback periods, read a break-even chart, and apply the NPV and IRR criteria to evaluate the merits of a project.

### Required Textbook

**On Ground Finance**  
**Author:** Cornett, Adair, Nofsinger  
**Publisher:** McGraw Hill  
**Edition:** 4th  
**ISBN:** 978-1260139761

### Materials

**FINANCE**  
**Author:** Cornett, Marcia Millon; Troy Adair,  
**Publisher:** McGraw Hill  
**Edition:** 4th Edition

**Supplemental**  
Financial calculator - Hewlett Packard HP 10 b II+ - is supported in class. Please become familiar with its operation before class. This version of the HP calculator is also available through a download application on your smartphone (at a nominal cost).

Spreadsheet programs - Excel, Lotus, computer-based (PC compatible) programs are available on computers in the student lab. Appropriate financial templates will be shared in class and are available from various websites.

Reference materials include:

- Techniques for Financial Analysis by Erich A. Helfert (Irwin)  
- Analysis for Financial Management by Robert C. Higgins (Irwin)  
- American Institute for Economic Research (AIER) publications
Other periodicals/journals (e.g., *Journal of Corporate Finance, Harvard Business Review, Sloan Management Review, Barron’s, Fortune, CFO* magazine and other business news sources) will be referenced and utilized in class.

### Deliverables

A general description is provided below:

Deliverables (papers, case studies, projects) must be on time, in the correct format, corrected for spelling and grammar, appropriate materials included and referenced, to-the-point and on topic, and conclusions must be supported.

Deliverables must meet minimally the requirements stated above, and additionally meet professional criteria. For example, documentation should be included to support research papers, the APA format should be used consistently throughout the paper, and substantially more than the minimum number of references should be included.

Presentations should be logical, organized, and comprehensive.

Examinations should be organized, in depth, comprehensive, logical and complete, and evidence thorough understanding of the subject/topic through application of principles. Examinations are a combination of objective (computational) and essay or conceptual questions, comprehensively covering the major topics addressed in the lecture/case study discussions. Partial credit is awarded on computational problems when process work is shown.

Class participation is expected. It is comprised of two components. First, students must attend class in order to have the opportunity to participate. Secondly, active participation in class is encouraged and is evidenced by engaging in class discussions, asking questions, offering insights and unique perspectives, suggesting solutions, and otherwise adding value to the classroom experience.

Class time will be devoted to lecture, discussion, and analysis of assigned cases and problems. Students should complete readings and assignments prior to class meetings. Typically, problems and cases are due the week following the corresponding chapter and lecture. (For example, Chapter 2 is discussed in Week One, and the problems are due in Week Two). Written answers should be prepared for all problems. All assigned homework will be collected and graded, and will be instrumental in determining your course grades.

Homework: Students should expect to invest substantial amounts of time, in and out of class, to keep up with readings and assignments. On occasion there will not be sufficient time to review all assigned work and topics in the classroom. However, it is important to your learning that you attempt all tasks, and ask questions on any unclear concepts and problems. Help sessions may be scheduled on non-class days, or before/after class – please ask, if you would like time and attention.

Case studies are a significant part of this course. A separate handout will be provided to guide students in writing and presenting the results of case studies.

### Evaluation

#### Criteria

<table>
<thead>
<tr>
<th>Component</th>
<th>% of Total Grade</th>
</tr>
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<tbody>
<tr>
<td>Homework assignments</td>
<td>10</td>
</tr>
<tr>
<td>Class participation</td>
<td>10</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>25</td>
</tr>
</tbody>
</table>
Cases/Exercises/Short papers | 25
Final Exam | 30
Total | 100

### Breakdown

**Breakdown:**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Score</th>
<th>Letter Grade</th>
<th>Numerical Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>96 – 100</td>
<td>A-</td>
<td>91 – 95</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 90</td>
<td>B</td>
<td>82 – 86</td>
</tr>
<tr>
<td>B-</td>
<td>78 – 81</td>
<td>C</td>
<td>70 – 77</td>
</tr>
<tr>
<td>F</td>
<td>69 or below</td>
<td>I</td>
<td>Incomplete work is to be completed within the next term, and requires prior approval of the instructor and University.</td>
</tr>
</tbody>
</table>

**Attendance:** To qualify for an “A” grade, the student must not have more than one unexcused absence. Missed in-class work must be made up and will include an additional assignment beyond the homework assignment; typically an end-of-chapter mini case.

**Late Assignments:** Late assignments will reduce the grade on the assignment by 5 to 20 points, depending on the lateness. An assignment such as a case study will not be accepted if more than a week late (it must be delivered before the next class meeting), and will result in a grade of zero (0) for the work. Any work not delivered by the last class meeting is considered late, and will not be accepted, and will earn a grade of zero (0).

**The Graduate Studies Catalog provides these guidelines and grading options:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</table>
| A/A−  | Superior graduate work  
*Instructors may choose not to use pluses and minuses.*  |
| B+/B/B− | Satisfactory graduate work  
*Instructors may choose not to use pluses and minuses*  |
<p>| 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  |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete work</td>
</tr>
<tr>
<td>ZF</td>
<td>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.</td>
</tr>
<tr>
<td>IP</td>
<td>In progress</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn from the course</td>
</tr>
<tr>
<td>WF</td>
<td>Unofficial Withdrawal: A student enrolled for the course, did not withdraw, and failed to complete course requirements. Used when, in the opinion of the instructor, there is insufficient completed work to evaluate academic performance. WF is treated the same as an F or NC for all cases involving GPA, academic warning, probation, and dismissal.</td>
</tr>
</tbody>
</table>

**Determination of Course Grade is Based on the Following Criteria:**

**Minimum Requirements:**

Products (papers, case studies, projects) must be on time, in the correct format, corrected for spelling and grammar, appropriate materials included and referenced, to-the-point and on topic, and conclusions must be supported. The amount of credit given for a late assignment is subject to the instructor discretion.

Examinations must be complete, accurate, neat, evidence clear thought, and exhibit concise and to-the-point responses.

Behavior in class discussions and group activities should be responsible, should exhibit open communication, be constructive, and helpful.

**Mastery Level (Grade of “B”): Professional Achievement**

Products must meet the requirements stated above for minimum requirements and additionally meet professional criteria. For example, documentation should be included to support research papers, the APA format should be used consistently throughout the paper, and substantially more than the minimum number of references should be included. Presentations should be logical, organized, and comprehensive.

Examinations should be organized, in depth, comprehensive, logical and complete, and evidence thorough understanding of the subject/topic through application of principles.

Classroom behavior should exhibit very focused activity and thought on the subject at hand, be motivated, and assist in discovery of new insights and relationships concerning the subject/topic of discussion.
Mastery Level Plus (Grade of “A”): Creative Achievement

Products must meet all requirements stated above and additionally meet creative criteria. These criteria include unique topic or subject selection, synthesis of ideas, evaluation of subject matter and positions found in the literature, be creative in approach, establish new relationships with ideas and provide new insights.

Examination responses indicate insightfulness of understanding, a synthesis of information and unique ideas, and rationale for application of principles following careful analysis.

Classroom behavior should exhibit very focused activity and thought on the subject at hand, be motivated, and assist in discovery of new insights and relationships concerning the subject/topic of discussion.

The grade of “A” represents the best work of students, accomplished in a unique and professional manner.

Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>When</th>
<th>Topic</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1</td>
<td>04 Jan</td>
<td>Before the first class meeting, read Chapter 1 and review Chap 4.</td>
<td>Homework will be as assigned and will be posted weekly in Worldclassroom (Canvas).</td>
</tr>
<tr>
<td></td>
<td>04 Jan</td>
<td></td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>2</td>
<td>11 Jan</td>
<td>Read Chapters 4 and 5 thoroughly. Do homework and exercises as assigned.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>18 Jan</td>
<td>Holiday - Assignments will be provided.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>25 Jan</td>
<td>Finish Chapter 5. Review Chapters 2 and 3 thoroughly. Skim read (lightly) Chapters 7 and 8. Do homework as assigned. Assign case study #1 - due in 2 weeks.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>01 Feb</td>
<td>Mid-term exam in class. Review Practice Test (before class in a study session) and any homework assigned.</td>
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<tr>
<td>6</td>
<td>08 Feb</td>
<td>Read Chapter 6 thoroughly, and skim read (lightly) Chapters 9 and 10. Do homework as assigned.</td>
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<tr>
<td>7</td>
<td>15 Feb</td>
<td>Read Chap 11 and Chap 12. Skim read Chap 13. Do homework as assigned. Start on Case study #2 or other assignment.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>22 Feb</td>
<td>Review Chapter 13 and review operating budget materials (Chapter 14 and its Appendix, references, handouts). Do homework as assigned. Complete budgeting exercise.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>01 Mar</td>
<td>Complete any assigned homework. Final Exam to be completed in class. A brief review will be conducted before the final exam. A more extensive review will be held earlier in the afternoon.</td>
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</table>

Course Policies

Requirements

Come to class having already read that week’s assigned chapter(s) in the primary textbook, any additional reading, and chapter notes (posted on the Course Website). Work problems as necessary to understand the concepts prior to coming to class.
are answers to many problems in the back of the book so students can test their knowledge. In-class workshops, lectures, and case studies are designed to supplement, not replace, the readings. Students shall be responsible for all assigned material, not just what is covered in class by the instructor.

Fully utilize the Course Website. PowerPoint presentations, chapter notes, supplemental reading and problems, homework solutions, assessments, templates, et al may be posted by the instructor for the students’ use and ease of learning.

Participation in class is essential. The course is taught via an interactive, workshop-style format. This is also Web-Enhanced, meaning that we have a discussion forum to ask and answer questions. In order to meet the four required hours per week, the instructor may assign activities to work on outside the classroom to supplement or replace in-class work. Sign on to the Course Website frequently to check discussion forum messages, announcements, and supplemental material.

Complete each homework assignment using Microsoft Word or a Microsoft Excel spreadsheet and submit the assignment online only, via the Course Website, for grading before the deadline the instructor gives you.

Complete the Company financial analysis project and submit it online only, via the Course Website by the deadline of Sunday night in week 8 at 11:55 pm. The company financial analysis project may also include a brief presentation to the class in week eight, depending on class size.

Complete the mid-term and final exams online. Quizzes/assessments are also done on-line.

This syllabus may be changed at any time, for any reason, at the sole discretion of the instructor.

Course Requirements:

**Course Attendance:**

The University reserves the right to drop students who do not attend class the first two weeks 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.

**Conduct:**

Students enrolling in a degree program at Webster University assume the obligation of conducting themselves in a manner compatible with the University’s function as an education institution. Misconduct for which students are subject to discipline may be divided into the following categories:

1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University. (See Academic Honesty Policy in the Graduate Studies Catalog.)
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities or of other authorized activities on University premises.
3. Classroom disruption. Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of Academic Affairs. In case of alleged campus and/or classroom disruption or obstruction, a faculty member and/or administrator may take immediate action to restore order and/or to prevent further disruption (e.g. removal of student[s] from class or other setting). Faculty members have original jurisdiction to address the immediacy of a situation, as they deem appropriate. When necessary and appropriate, Public Safety and/or the local [or military] police may be contacted to assist with restoring peace and order. Faculty response is forwarded to the academic dean (or his or her designee) for review and, if necessary, further action. Further action might include permanent removal from the course. Repeated offenses could lead to removal from the program and/or the University.
4. Theft of or damage to property of the University.

Students who engage in any of the above misconducts may be subject to dismissal from the University on careful consideration by the Office of the Provost or his designee. To the extent that penalties for any of these misconducts (e.g. theft or destruction of property) are prescribed by law, the University will consider appropriate action under such laws.

Students are subject to the Student Code of Conduct and Judicial Procedure described in the Online Student Handbook.

**Course Contact Hours:**

7 of 12
Unless a course has enrolled fewer than four students, faculty have a contractual obligation to meet the full complement of contact/meeting hours (32 for undergraduate courses; 36 for graduate courses). The instructor may assign activities to work outside the classroom to supplement or replace in-class work and meet the 36 hour requirement. Not to meet this full complement of hours may be construed as a breach of contract and may also endanger Webster University’s accreditation by The Higher Learning Commission and membership in the North Central Association of Colleges and Schools, and its licensure by the State of Florida.

Note:

To achieve the objectives of this course, this syllabus may be revised at the discretion of the instructor without prior notification or consent of the student.

Institutional Policies

Academic Policies

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

Undergraduate Studies Catalog

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The academic policies and information section of the catalog contains important information related to attendance, conduct, academic honesty, grades, and more. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:


Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The academic policies section of the catalog contains important information related to conduct, academic honesty, grades, and more. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

[http://www.webster.edu/catalog/current/graduate-catalog/](http://www.webster.edu/catalog/current/graduate-catalog/)

Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

Undergraduate

[http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading](http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading)

Graduate

[http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades](http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades)

Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

Grade Appeals
Instructors are responsible for assigning grades, and students should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

**Academic Honesty Policy**

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism, and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others’ work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University’s Academic Honesty Policy is published in academic catalogs:

**Undergraduate**

[http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html](http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html)

**Graduate**

[http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html](http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html)

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

[http://www.webster.edu/arc/plagiarism_prevention/](http://www.webster.edu/arc/plagiarism_prevention/)

**Statement of Ethics**

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

**Undergraduate**

[http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics](http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics)

**Graduate**

[http://www.webster.edu/catalog/current/graduate-catalog/ethics.html](http://www.webster.edu/catalog/current/graduate-catalog/ethics.html)

**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, the content must be covered at another time.

**Important Academic Resources**

**Academic Accommodations**

Webster University makes every effort to accommodate individuals with academic/learning, health, physical, and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or disability@webster.edu (mailto:disability@webster.edu).
If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

**Academic Resource Center**

Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit [www.webster.edu/arc](http://www.webster.edu/arc) or Loretto Hall 40 on the main campus for more information.

**Student Success Portal**

Webster University’s Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at [http://www.webster.edu/success/students.html](http://www.webster.edu/success/students.html).

**University Library**

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University’s worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is [http://library.webster.edu](http://library.webster.edu). For support navigating the library’s resources, see [http://libanswers.webster.edu/](http://libanswers.webster.edu/) for the many ways to contact library staff.

**Drops and Withdrawals**

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

*Undergraduate*

*Graduate*
[http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html](http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html)

*Academic Calendar -* [http://www.webster.edu/academics/academic-calendar/](http://www.webster.edu/academics/academic-calendar/)

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the “Tuition, Fees, and Refunds” section of Webster’s Academic Catalogs:

*Undergraduate*

*Graduate*
[http://www.webster.edu/catalog/current/graduate-catalog/tuition.html](http://www.webster.edu/catalog/current/graduate-catalog/tuition.html)

**Student Handbook and Other Important Policies**
Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:


**Sexual Assault, Harassment, and Other Sexual Offenses**

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

[http://www.webster.edu/sexual-misconduct/](http://www.webster.edu/sexual-misconduct/)

**Research on Human Subjects**

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

[http://www.webster.edu/irb/index.html](http://www.webster.edu/irb/index.html)

**Course Evaluations**

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

**Important Technology Information**

**Connections Accounts**

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

[http://www.webster.edu/technology/service-desk/](http://www.webster.edu/technology/service-desk/)

**WorldClassRoom**

WorldClassRoom is Webster’s Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

[https://worldclassroom.webster.edu/](https://worldclassroom.webster.edu/)

**Webster Alerts**

Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

[http://www.webster.edu/technology/services/webster-alerts/](http://www.webster.edu/technology/services/webster-alerts/)
The Following Is Information Regarding The Metro-Orlando, Florida USA Campus That All Students Should Know:

- The Webster Downtown Campus Is Located At 501 West Church, Orlando, Florida 32805

- Access To The Secured Parking Garage And Entry Into The Building Requires A Webster Photo ID Security Badge Can Be Obtained By Contacting the School Staff At 407-869-8111

- The Students Photo ID Badge Must Be Visible And Worn At All Times While In The

- Webster Has A Four-Day Academic Week, Holding Evening Classes Monday- Thursday From 5:30 – 9:30 PM

- Each Class Meets One Evening Per Week For A Nine-Week Semester, (36 Contact Credit Hours)

- Webster Utilizes The World Classroom (Canvas Platform) And Hybrid Virtual Cisco WebEx, Online Webnet + Classes.

- All Correspondence With Webster University (Students/Faculty/Staff) Must Be Done Over The Webster E-Mail

- Students Must Know Building Emergency Protocols For Fire, Medical, Natural And / Or Manmade