



COURSE TITLE:	Financial Management 2212
DESCRIPTION:	Introduces financial management for non-profit organizations including but not limited to the management responsibilities, terminology, assessment techniques, translating, preparing and presenting financial data.
PREREQUISITES:	None
SEMESTER:	Fall Term II 2017
COURSE START:	Wednesday, October 25, 2017
CLASS HOURS:	6:00-10:15 p.m.
COURSE MATERIAL:	Finance For Non-Financial Managers, by Gene Siciliano, McGraw Hill, (paperback) 2015 Second Edition ISBN 978-0-07-182436-1
INSTRUCTOR:	Barbara Kaplan Barbara Kaplan holds a BA and MPA from College of Notre Dame. Her career has included Executive Management positions in the Nonprofit Sector of San Mateo County, as well as in Health Services Administration for San Mateo County General Hospital and Director of Finance and Administration at Stanford University in the Medical School.
TELEPHONE:	(650) 454-7575
E MAIL:	barbarakap@gmail.com
OFFICE HOURS:	30 minutes prior to the start of each class or by prearranged appointment.

ACADEMIC HONESTY: Academic honesty is a cornerstone of our values at NDNU. If any words or ideas used in an assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Consult the NDNU Student Handbook regarding consequences of misrepresenting your work.

PRIVACY and CONFIDENTIALITY: One of the highlights of the NDNU academic experience is that students often use real-world examples from their organizations in class discussions and in their written work. However, it is imperative that students not share information that is confidential, privileged, or proprietary in nature. Students must be mindful of any contracts they have agreed to with their companies.

LEARNING and OTHER DISABILITIES: If you have a learning disability or other circumstance that requires accommodations in this class, you must bring it to the attention of Program for Academic Support and Services (PASS) to arrange for possible accommodations (650-508-3670).

SYLLABUS UPDATES: Refer to this syllabus for course assignments. However the course syllabus and schedule are subject to change in the event of extenuating circumstances. You will be notified of any changes made to the syllabus. In all circumstances University policies will be strictly adhered to.

CLASS ATTENDANCE: Your attendance is very important to your studies at the University. Non-attendance or lack of participation in the class will be considered during the grading process. Intensive classes require a stringent absence policy since even once absence may significantly affect achievement of course learning objectives. With only 28 class contact hours as opposed to the traditional 45 contact hours, all class time is critical. A student who misses more than one class period or the equivalent (four accumulated hours) must withdraw from the class and will be assigned a failing grade for the course unless officially dropping the class. It is the student's responsibility to initiate the drop or withdrawal. There are no exceptions.



WORKLOAD: In addition to class attendance, every Intensive class at NDNU includes assignments estimated to take approximately three (or more) hours per week per unit outside of class (14 hours). The distribution of average weekly hours of instruction/study for this class will follow that norm, equaling a total of 18 hours a week, generally in accordance with the following:

Distribution of Average Weekly Hours of Instruction/Study= Total of 18 per week

Class Contact Hours:	4
Text Readings and Note Taking	5
Research and Writing Assignments	5
Term Projects Research	4
SUB TOTAL NUMBER OF HOURS	126

WRITTEN ASSIGNMENTS: The School of Business and Management requires the use of the American Psychology Association (APA) publication guidelines as a standard for all papers. If you need help with your writing or need more information about writing in the APA format, please make an appointment at the NDNU Writing Center. You can also visit the APA Style webpage at www.apastyle.org/previoustips1.html.

LATE HOMEWORK: Late assignments will not be accepted.

PARTICIPATION: Participation in class activities and presentations are crucial to the success of your experience. Lack of participation will be evaluated as part of the grading process.

EXTRA CREDIT: None

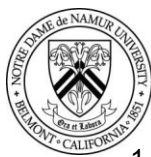
COURSE MATERIAL - Published Textbook Information

In accordance with the federal Higher Education Opportunity Act, to the extent practicable, NDNU makes textbook information available as part its class schedule. NDNU makes every effort to ensure the accuracy of the textbook information provided. Due to issues such as textbook availability, errors, and academic reasons, NDNU may need to change textbook information that has been published. NDNU cannot take financial responsibility when a student purchases a non-refundable textbook and a change occurs to published textbook information. Students wishing to avoid this risk, should purchase textbooks from sources that allow returns for refunds, such as the NDNU Bookstore managed by Follett.

LEARNING OBJECTIVES:

1. Students will become familiar with the language of financial management (PLO #2)
2. Students will develop analytical skills in the use of financial tools (PLO #2)
3. Students will develop critical foundation of ethical management responsibilities (PLO #3)
4. Students will be able to communicate effectively through preparation and presentation techniques (PLO #5)

HUMAN SERVICES PROGRAM LEARNING OUTCOMES:



1. Students will develop the ability to understand and demonstrate adherence to **ethical principles**.
2. Students will demonstrate analytical, problem solving, and **project management** skills.
3. Students will develop critical thinking abilities and a foundation of ethical understanding that will allow them **to serve people of diverse** ethnic, cultural, gender, and other backgrounds.
4. Students will demonstrate a love of the pursuit of continuous learning and an ability to **inspire others** with that love.
5. Students will be able to **communicate effectively**, in writing and orally, and will be able to do so with clarity, correctness and conviction.

ASSIGNMENTS VALUE & KEY DATES:

Assignments	Pt Value	Due dates
Participation	30	
Individual weekly assignments/ papers/exams	35	
Course Project	35	
	100	

GRADE/POINT CONVERSION:

A+ 100-97	A 96-94	A- 93-90	
B+ 89-87	B 86-84	B- 83-80	
C+ 79-77	C 76-74	C- 73-70	
D+ 69-67	D 66-64	D- 63-60	F 59 or <

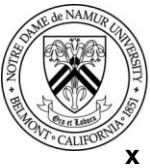
COURSE ACTIVITIES:

We will go over the homework assignments in detail in class. The syllabus will give you an idea of the topics we will be covering. I will be available to help answer any questions or concerns in class or any other time, as my goal is to have you learn, enjoy and succeed in this class.



In preparation of the first class: Prepare a brief paper explaining your current professional role and present and past experience in managing finances, as well as what you hope to learn from the class. You will be asked to present your paper to the class. Begin thinking about a local nonprofit organization's purpose and work that interests you. Below are the topics for each class session, and the reading assignments. There will be a paper due to present to the class each week. The syllabus may change during the course of the term.

Wk	Topics	Homework	Assignments
1	October 25 Finance Leadership	Brief paper as explained above	Brief paper
2	Nov 1 Endowments/Foundations	Chapter 1	Brief paper
3	Nov 8 Financial Documents/ Statements	• Chapter 3, 4	Brief paper
4	Nov 15 Budgets/Scandals	Chapter 12	Budget
5	Nov 22 Formatting Reports	• Chapter 5 , 6	Report/Statement
6	Nov 29 Exam	Variance Report	Presentation
7	Dec 6 Oral Presentation of final project	Final Paper	Presentation
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Course Syllabus



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Course Syllabus