



COURSE TITLE:	HSP 2212-09: Financial Management (REVISION 6-20-19)
DESCRIPTION:	Introduces financial management for non-profit organizations focusing on the key principles in terminology needed by managers. Emphasis on management, organization, financial accounting, budgeting, financial reports, and reporting cycles. Course work includes case studies in the form of a business plan analyzing the fiscal status of the nonprofit agency or organization. (20 pages)
PREREQUISITES:	None
SEMESTER:	Summer 2019
COURSE START:	Sat, June 29, 2019
CLASS HOURS:	9:00am-1:15pm
INSTRUCTOR:	Robert Hernbroth
TELEPHONE:	(925) 640-1726
E MAIL:	rhernbroth@ndnu.edu
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. Two missed classes [or major portions of those classes] will yield an automatic "F" for the course.

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.

LATE HOMEWORK: Assignments are to be completed and submitted at the start of each class meeting. Assignments not turned in on time are considered late. Late assignments will be accepted only for one week after the due date; after which time the assignment will not be accepted. Only up to



two assignments may be turned in late during the duration of the class. Late assignments scores will incur a reduction of 20% of point value.

PARTICIPATION: Both lecture and classroom activities, and online activities (are organized to maximize student involvement in the learning process. You will be evaluated on your comprehension of the material as well as your ability to discuss the relevancy (i.e., research pros and cons) of what was noteworthy in context of this class.

EXTRA CREDIT: None specified, though the opportunity to introduce it will be at the discretion of the instructor.

INTENSIVE BUSINESS ADMINISTRATION PROGRAM LEARNING OBJECTIVES (PLOs):

Students will:

1. Acquire and demonstrate analytical and problem-solving skills within various disciplines of business—accounting, finance, and management.
2. Learn to describe, discuss, and analyze financial current events in American business with attentions to the financial, social, and ethical dimensions of events.
3. Acquire the communication needed to analyze a business situation, and prepare and present a management report.
4. Develop critical thinking abilities and a foundation of ethical principles that allows them to work effectively, respectfully, ethically, and professionally with people of diverse ethnic, cultural, gender and other backgrounds.

LEARNING OUTCOMES: At the end of this course students will (CLOs):

1. Understand the contemporary roles and responsibilities of managers at varying levels of financial leadership.
2. Be familiar with historical management trends and the research that has contributed to our understanding of financial behavior.
3. Recognize the impact of this research on our understand necessary of a business plan.
4. Develop skills in communication and interpersonal relationships in order to lead effectively within the guidelines of a business plan.
5. Develop a business plan (20 pages). See page 3



ASSIGNMENTS VALUE & KEY DATES:

	Pt Value
Participation and Oral Presentation	20
Online Assignments	20
Business Plan (20 Pages)	40
Final Exam	20
POINT TOTALS	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 <

REQUIRED TEXTBOOKS:

1. Financial Leadership for Non-Profit Executives (Issued First Night of Class)
2. Non Profit Kit for Dummies 5th Edition (2016) Wiley Pub.

ORAL PRESENTATION:

-Each student is expected to render an oral presentation (15 minutes) on an assigned portion of the required reading.

1. Presentation will be given in a professional manner for a period of 15 minutes.
2. Student may also use of any of the accepted presentation materials (ex: powerpoint, handouts, white board, etc.)
3. Attire will be that of a work environment.
4. Grade will be rendered at the end of presentation.

BUSINESS PLAN:

1. Business plan topic to be selected by the second class meeting.
2. Based on existing non-profit organization of your choice
3. Personally visit with administration member of the organization to seek permission to explore their business plan and use as the foundation of class assignment.
4. Make critique or recommendations of exciting business plan and highlight those aspects cited in class.
5. Prepare a 20 page business plan on your own based on a selected plan. (Based on criteria as stated in the financial workbook)
6. Submit this plan on the last night of class in a professional manner and format.



Activity	Total Hours
Lecture	16
Homework	35
Required Readings & Business Plan Prep	47
Online	42
Total	146

ASSIGNMENT FOR CLASS 2:

Due on second class: Write your financial autobiography and discuss your financial history which includes;

- Your current and past work situations-connection with financial issues.
- Your comfort level with economics, and accounting, and finance. Prior class, experience, number orientation, etc.
- What you want to get out of this class that would be particularly useful in your personal or professional life.

ASSIGNMENTS FOR CLASSES 3-5-7:

A 2-page analysis- give examples of what you have learned in the preceding class with a final analysis of what you can apply to your current employment situation or future assignments.

FINAL EXAM (Green Exam Book Required):

There will be an open book 12 question test administered that will be based upon content covered in the assigned readings and workbook.



COURSE ACTIVITIES

CAMPUS 6/29 WEEK 1	REVIEW SYLLABUS; ASSIGN TEXT READINGS; FORM TEAMS; SEEK STRATEGIES FOR NON-PROFIT ORGANIZATION BUSINESS PLAN; REVIEW SAMPLE BUSINESS PLANS; CLASS EXPECTATIONS ON WHAT IS ONLINE AND WHEN
ONLINE 7/6 WEEK 2	PROGRESS ON ORGANIZATION SELECTION; SELECT TEAM CAPTAINS; SUBMIT YOUR PERSONAL FINANCIAL HISTORY ASSIGNMENT (2 PAGES); SUBMIT YOUR REACTION TO ARISTOTLE PROJECT (2 PAGES); PREPARE FOR CHAPTER PRESENTATION; 2 PAGE SUMMARY OF PRIOR CLASSROOM ACTIVITIES, SEE PAGE 102 IN WORKBOOK
CAMPUS 7/13 WEEK 3	PRESENTATION OF CHAPTER ASSIGNMENTS; WORKBOOK MATERIALS ON PAGES 1-8; DISCUSS ROLE OF FINANCIAL LEADERSHIP PAGES 15-21; DISCUSS VISION STATEMENT, GOAL SETTING, AND DECISION MAKING
ONLINE 7/20 WEEK 4	IDENTIFY AND EXPLAIN 3 TYPES OF NON-PROFIT ORGANIZATIONS WKBK PAGE 22; IDENTIFY APPLICATION FORMS 990, 1023, 501C; PRESENT FINAL SELECTION FOR BUSINESS PLAN ORGANIZATION; RESULTS OF YOUR MEETING WITH SELECTION ADMIN; OBTAIN BUSINESS PLAN AND COMPARE/CONTRAST WHICH WKBK MODEL PAGE 102; EXAMPLE OF GOAL-SETTING ON YOUR PERSONAL LIFE SITUATIONS; MAJOR COMPONENTS OF DECISION-MAKING PROCESS AND GIVE ILLUSTRATIONS OF YOUR PERSONAL MAJOR DECISIONS ILLUSTRATING PROCESS, ACTION, AND OUTCOME
CAMPUS 7/27 WEEK 5	ORAL PRESENTATION; IDENTIFY FINANCIAL TRENDS (HANDOUT); NAME COMPONENTS FINANCIAL BUDGET; IDENTIFY FOUR MAJOR FINANCIAL REPORTS; DISCUSS THE MEANING OF AND PURPOSE OF BY-LAWS
ONLINE 8/3 WEEK 6	REFER TO WKBK PAGE 22, 28, 40, 48; BUILD A BUDGET BASED ON \$500,000 INCOME, PAGE 42 WKBK OR ANY OTHER DUMMY COMPANY; IDENTIFY THE MAJOR COMPONENTS OF HOW TO RUN A GOOD MEETING WKBK PAGE 100;
CAMPUS 8/10 WEEK 7	DISCUSS VARIOUS ANALYSES; LOOK AT YOUR OWN FINANCIAL SITUATION; REVIEW TEXTBOOK SUMMARY COMMENTS; PREPARE YOUR TEAMS FINAL BUSINESS PLAN; TAKE FINAL EXAM (APPROX. 2 HOURS); SUBMIT FINAL HOMEWORK