

BUSN642

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Course Summary

Course : BUSN642 **Title :** Financial Management in Nonprofit Organizations

Length of Course : 8

Prerequisites : N/A **Credit Hours :** 3

Description

Course Description: A comprehensive study of the key financial statements to help monitor the organization's financial health. An analysis of fund accounting, the importance of quality financial reporting and financial controls to protect and sustain nonprofit organizations, and the budget as a tool to direct the organization are included in this course.

Course Scope:

BUSN642 is designed to prepare nonprofit organization executives, managers, and board members to understand and use financial management fundamentals in operating nonprofit organizations. Key topics include the best steps to analyze a nonprofit organization's financial health and include recommendations for improving the financial stability of the organization.

Objectives

After successfully completing this course, you will be able to:

- CO1. Examine the typical financing options available to nonprofits
 - CO2. Rate the importance of funding diversity for nonprofits
 - CO3. Deconstruct the uses of various financial reports and financial statements
 - CO4. Analyze financial statements to determine financial health of an organization
 - CO5. Differentiate nonprofit accounting practices for effective financial management
 - CO6. Analyze the impact of financing options on the mission and other funding sources of an organization
 - CO7. Assess the role of nonprofit boards in conducting financial oversight
 - CO8. Apply sound financial management practices to strengthen a nonprofit's financial stability
 - CO9. Evaluate financial controls to minimize risk
 - CO10. Appraise the values of strong financial leadership
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Outline

Week 1: Financing Nonprofits

Course Objectives

CO1. Examine the typical financing options available to nonprofits

Text Readings:

- Young, pp. 1-97

Deliverables:

Introduction Post, due day 7

Assignment 1, due day 7

Week 2: Analysis of Financial Reports

Course Objectives

CO2. Deconstruct the uses of various financial reports and financial statements

Text Readings:

- McLaughlin - Chapters 1 through 6

Deliverables:

Forum Post Week 2, due day 3

Assignment 2, due day 7

Week 3: Accounting

Course Objectives

CO3. Differentiate nonprofit accounting practices for effective financial management

Text Readings:

- McLaughlin - Chapters 7 through 10

Deliverables:

Forum Post Week 3, due day 3

Assignment 3, due day 7

Week 4: Financial Operations

Course Objectives

CO4. Rate the importance of funding diversity for nonprofits

CO5. Analyze the impact of financing options on the mission and other funding sources of an organization

Text Readings:

- McLaughlin, Chapters 11-17

Deliverables:

Forum Post Week 4, due day 7

Assignment 4, due day 7

Week 5: Financial Control

Course Objectives

CO6. Evaluate financial controls to minimize risk

CO7. Assess the role of nonprofit boards in conducting financial oversight

Text Readings:

- McLaughlin, Chapters 18-24

Deliverables:

Forum Post Week 5, due day 3

Assignment 5, due day 7

Week 6: Financial Leadership

Course Objectives

CO8. Appraise the values of strong financial leadership

Text Readings:

- McLaughlin, Chapters 25 through 27

Deliverables:

Forum Post Week 6, due day 3

Assignment 6, due day 7

Week 7: Financial Planning and Financial Health

Course Objectives

CO9. Apply sound financial management practices to strengthen a nonprofit's financial stability

CO10. Critique financial statements to determine financial health of an organization

Text Readings:

- McLaughlin - Chapter 28
- Young - pp. 315-338; pp. 339-372

Deliverables:

Forum Post Week 7, due day 3

Week 8: Final Exam

Course Objectives

CO1 – CO10

Readings:

Review the materials that have been assigned over the course.

Deliverables:

Forum Post Week 8, due day 7

Final Exam, due day 7

Evaluation

Grading:

Name	Grade %
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Materials

Book Title: Financing Nonprofits: Putting Theory Into Practice - eBook available in the APUS Online Library

Author: Young

Publication Info: Rowman & Littlefield Pub, Inc.

ISBN: 9780759109896

Book Title: StreetSmart Financial Basics for Nonprofit Managers, 4th ed. - eBook available in the APUS Online Library

Author: Thomas A. McLaughlin

Publication Info: Wiley

ISBN: 9781119061151

- Case studies, journal articles, and selected readings.
 - Wiley companion website
 - Online Research Library
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Course Guidelines

Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

Tutoring

- [Tutor.com](https://www.tutor.com) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each assignment.
- Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arraignments have been made with the instructor.
- As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.
- It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

Disclaimer Statement

- Course content may vary from the outline to meet the needs of a particular group or class.

Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not

sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.

- “Substantive” means comments that contribute something new and important to the discussion. Thus a message that simply says “I agree” is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.
- The main response to the forum need to be provided mid-week – refer to the grading rubric and/or forum instructions for specific expectations. Late main response posts to a forum will not be accepted without prior instructor approval.
- Replies must be posted in the week due and replies after the end of the each week will not be graded.

Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes or exams will not be accepted without prior instructor approval.

University Policies

[Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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