



COURSE OUTLINE

COURSE NUMBER:	DPS 15570 1902
COURSE NAME:	Financial Fundamentals
COURSE PRE-REQUISITE(S):	None
INSTRUCTOR:	Rob Shura
INSTRUCTOR CONTACT:	shurarob@gmail.com
DATES AND TIME:	May 29 – June 25, 2019 7 Tue/Wed, 9:00 a.m. – 4:00 p.m.
EXAMINATION DATES:	Midterm exam (Instructor Supervised) June 11, 2019 9:00 a.m. – 10:30 a.m. Final exam (Invigilated) June 25, 2019 1:00 p.m. – 4:00 p.m.

Authorized equipment for all exams will be pens, pencils, and eraser. Unauthorized equipment or material will include all electronic devices, including cell phones and written course material. Your instructors may authorize additional material or equipment for this course.

Photo ID will be required for all PACE exams.

TECHNOLOGY REQUIREMENTS:	Laptop required
REQUIRED READINGS:	No textbook required
NEXUS:	

Course materials, resources and assignments will be posted on Nexus, the online course management system, supporting the delivery of this course. Please use your WebAdvisor username and password to log in to Nexus system to retrieve these materials and to access important class communication. Not all part-time courses are posted on Nexus; if not, materials, if applicable, are available in class.

COURSE DESCRIPTION:

Every manager, regardless of responsibilities in an organization, requires an understanding of financial principles and financial management tools. This course will help individuals, working in a non-financial function, apply financial analysis tools to budgeting, forecasting and decision-making. This course provides an introduction to the topics of accounting, financial reporting, budgets, capital asset management, and evaluation in both the for-profit and non-profit sectors.

LEARNING OUTCOMES:

On completion of this course, students will:

- Able to define and apply basic accounting and financial management terminology, general accounting principles and financial practices;
- Explain the difference between for-profit and not-for-profit enterprise;
- Explain how financial management links to strategic business objectives;
- explain financial reporting systems and demonstrate the ability to read and interpret basic balance sheets, and income statements;
- Prepare and analyze financial reports, evaluate capital purchases, and optimize decision-making through sound financial analysis;
- Take part in the budgeting and financial reporting processes, proposing actions and being able to compare options;
- Assess a current business situation and / or issue, determining and defending a course of action based on applying financial management skills.

DISCLAIMER:

Please consider this course outline as a general guide. Time constraints and other unforeseen factors may require some adaptation of the course materials.

LECTURE SCHEDULE:

SCHEDULE	CLASS DESCRIPTION	
May 29, 2019	Understanding Financial Statements <ul style="list-style-type: none">• Introduction to Statements• Profit vs Non-Profit	
June 4, 2019	Understanding Financial Statements <ul style="list-style-type: none">• Goals and Base Measurements of Financial Management	Understanding Financial Statements – Con't.
June 5, 2019	Measuring Financial Performance <ul style="list-style-type: none">• Margins and Operational Analysis• Break-Even Point	
June 11, 2019	Mid-term Exam (Instructor-supervised) 9:00 am – 10:30 am Maximum time allowance: 90 minutes Note: exam will begin promptly at 9:00 am. <ul style="list-style-type: none">• Investment Decisions• Ratio Analysis	
June 12, 2019	Investment Decisions <ul style="list-style-type: none">• Time Value of Money• Net Present Value	
June 18, 2019	Budgeting and Forecasting <ul style="list-style-type: none">• Types of Budgets and Strategies• Monitoring Budgets	
June 25, 2019	Final Exam (Instructor-supervised) 1:00 – 4:00 pm Maximum time allowance: 3 hours Note: exam will begin promptly at 1:00 pm.	

Remember to complete your course evaluation immediately after this course is complete. We take your feedback very seriously and use it to continually improve our courses and programs.

- **Full time course evaluations are available on NEXUS**
- **Part time and online course evaluations will be emailed to you**

VOLUNTARY WITHDRAWAL:

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. Note that this does not include the hours for the invigilated exams. It is the student's responsibility to withdraw this course to ensure no academic penalty is incurred. Please consult the Registration Office or Academic Advisor for a **Request for Voluntary Withdrawal** form.

METHOD OF EVALUATION:

VALUE	ITEM OF WORK	ASSIGNED	DATE DUE
20%	Assignment 1 Assignment instructions will be posted in Nexus on Jan. 4, 2018.	May 29, 2019	June 5, 2019
20%	Mid-term Exam Statements and Financial Performance. The exam will consist of multiple-choice and problem-based questions.		June 11, 2019
30%	Final Exam The final exam will cover all modules from the course and will consist of multiple-choice and problem-based questions		June 25, 2019
30%	Assignment 2 Assignment instructions will be posted in Nexus on May 29, 2019.	June 11, 2019	July 2, 2019
100.00 %	Total		

All applicable assignments must be typed, as well as formatted and referenced according to APA 6th Edition specifications. See the policy on the UWINNIPEG Academic Writing Standards.

MINIMUM GRADE:

Students must receive a minimum grade of “C”, or better, in all courses within the program requirements to graduate.

PARTICIPATION:

Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment. Participation is a reflection of actively engaging in class room work and attentiveness to the contributions of others and the instructor. Participation is also a reflection of being present in the classroom in a timely fashion and not distracting others.

RESEARCH POLICY:

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities as a learning exercise to satisfy course requirements with no intent to publish as research.

POLICY FOR LATE ASSIGNMENTS:

- All assignments will be given a due date.
- Individuals who cannot meet the deadline and have a legitimate reason (i.e., illness supported by a medical certificate relative to the due date), must request an extension in writing from the instructor no later than the 24 hours before the deadline.
- Students who do not receive an extension from the instructor will receive a grade of zero on the assignment if the assignment is not submitted by the due date.
- It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading.

STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:

Refer to the [Student Handbook](#) for academic and general PACE policies. This information is also available on the UWinnipeg PACE website.

It is the students' responsibility to read the policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.

ACADEMIC MISCONDUCT:

Please refer to the Academic Misconduct Policy in the most recent version of the University of Winnipeg General Calendar, under Student Discipline, Section 8a, or see:

- [Academic Misconduct Policy](#)
- [Procedures: Academic Misconduct Policy](#)

UWINNIPEG RESPECTFUL LEARNING POLICY:

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

ACADEMIC ACCOMMODATIONS:

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

UWPACE GRADING SYSTEM:

Letter Graded	Percentage	GPA		
A+	96-100	4.50	<u>Pass/Fail</u>	
A	91-95	4.00	P	Pass
A-	83-90	3.75	F	Fail
B+	75-82	3.50	<u>Non-Graded</u>	
B	70-74	3.00	CP	Certificate of Participation (75% Attendance)
C+	66-69	2.50	NC	No Certificate of Participation
C	57-65	2.00	<u>Special Designations</u>	
D	50-56	1.00	I	Incomplete
F	<50	0.00	TC	Transfer Credit
			S	Standing

DISCLAIMER:

Please retain a copy of this course outline for reference purposes and/or future academic endeavor.

Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.