Instructor: K. Roberts, CPA

Email: krobertl@gmu.edu

Class Time: Online

Office Hours: by email, and by appointment on Fairfax Campus.

Course Note:

This course is designed for students who are working towards a Minor in Business and IT majors. School of Business majors should not be enrolled in this class. In-class students spend 3 hours of class-time per week in addition to the approximately 3-5 hours of at home reading/review/homework/quiz preparation per week. Keep this in mind when budgeting your time for this class. You are responsible for maintaining contact with the GMU email system and the class website. Exams are taken using the Respondus Lockdown Browser located on Blackboard. You must make sure your system is compatible with Respondus. If you cannot take the exams using Respondus you need to withdraw from this course.

You are responsible for maintaining timely daily/weekly contact with the GMU email system, Connect website, and the class Blackboard website throughout the semester.

Homework includes;

- Reading the chapter material,
- Reviewing and answering the Check Yourself questions located in the chapter, as well as the End of the Chapter Self Study review problem located at the end of each chapter.
- Answering the homework questions through Connect online.
- LearnSmart and Video lectures with Assessments are located on Connect. These study aides are not graded and are available for every chapter as an additional study resource for your use as another way to understanding the material.

Course Description

Managing Financial Resources focuses on using basic concepts of accounting and financial management to make investment, credit and operating decisions for the organization. The emphasis is on using financial reports to aid the planning and control of organizational activities with a minor emphasis on relating business financial tools to student’s personal financial decisions.
MBUS 300: MANAGING FINANCIAL RESOURCES

Course Learning Objectives:

Upon the successful completion of this course, you will be able to:

- To understand the form and content of financial statements.
- To describe the difference between accrual accounting and cash flow.
- To understand the basic concepts of revenue and expense recognition.
- To recognize the differences between fixed and variable costs.
- To discuss the various financial management decisions required within the firm and how such decisions affect the value of the firm.
- To use various computational techniques required in the financial management decision making process, including the use of technology to implement the computational techniques.
- To apply financial management techniques in a case analysis context
- Comprehend and Utilize the Time Value of Money Concept in investment decisions.

Course structure and specific responsibilities

For each chapter students should listen to the audio lecture of the chapter that is posted on the Connect website. After listening to the lecture and reading the textbook chapter, students need to complete the homework online. After reviewing the material, the quizzes should be completed before the due date.

Students are required to regularly (several times per week) check the course website and their GMU email for course information and updates. When corresponding via email, please be sure to include your name and your course so that I may better assist you.

Homework and quizzes are essential to this class. Students will use the textbook’s homework manager, Connect. Students will submit homework and quizzes by the due date. No late homework or quizzes can be accepted. If there are technical difficulties with the online homework or quizzes, students should contact Connect directly.

You are given unlimited attempts to complete your homework before the due date to assist in your comprehension of the chapter material. Each student is expected to complete the homework and quizzes on his/her own. It is not recommended to begin homework on the due date.

Please read Strategies for Online Learning Success from the GMU Office of Distance Learning located at the end of this syllabus.

Students with Disabilities
If you have a diagnosed learning disorder or disability, please contact the Office of Disability Services (ODS) at 703-993-2474 and register with them. All academic accommodations must be arranged through the ODS. Exams at ODS will be scheduled during the scheduled exam time.
MBUS 300: MANAGING FINANCIAL RESOURCES

Honor Code Statement

School of Business Recommendations for Honor Code Violations

<table>
<thead>
<tr>
<th>UG-Non Freshman Students (including transfer students)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Violation</strong></td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td>Plagiarism—failure to cite/attribute sources</td>
</tr>
<tr>
<td>Plagiarism—representing someone else’s work as the student’s own</td>
</tr>
<tr>
<td>Cheating on an assignment, homework, class participation, or minor project</td>
</tr>
<tr>
<td>Cheating on a major project, test, or exam</td>
</tr>
<tr>
<td>Egregious Violation [e.g., stealing an exam; submitting coursework from another class as original work; lying to an employer about]</td>
</tr>
</tbody>
</table>
MBUS 300: MANAGING FINANCIAL RESOURCES

Honor Code Statement (con’t)

You are expected to understand and follow the Honor Code of the GMU University Catalogue. The hallmarks of the accounting profession are integrity, objectivity, and independence. Cheating in this class will result in a failing grade, being reported to the Honor Code Committee, and being prevented from graduating with the possible expulsion from the school.

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the University Community have set forth this:

• Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

• It shall be a violation of this Honor Code to Lie, Cheat or Steal. The following list is illustrative of Honor Code violations but is not exhaustive:

  ➢ Assignments (including examinations) are to be the sole work of the student unless specifically authorized otherwise by the professor.

  ➢ To give, receive, or utilize unauthorized assistance in preparation for or during an assignment is a violation of this Honor Code.

  ➢ To continue working on an assignment or an examination beyond the allotted time period.

  ➢ To plagiarize.

  ➢ To fail to report a suspected violation when a student has reasonable cause to believe that an Honor Code violation has occurred by another student.
MBUS 300: MANAGING FINANCIAL RESOURCES

Grading

The final grade will be calculated using the following formula:

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>20</td>
</tr>
<tr>
<td>Exam 2</td>
<td>25</td>
</tr>
<tr>
<td>Finance Project</td>
<td>5</td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>35</td>
</tr>
<tr>
<td>Homework</td>
<td>5</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Quizzes

At the completion of each chapter there is a quiz on the chapter material. This is done to help you stay on pace with the class, help you to identify chapter material not yet mastered, and experience the chapter material in exam question format. Timed quizzes are completed through Connect and you are given two attempts before the due date.

Exams

You will be taking the exam online with the approved Respondus Lockdown Browser setup. Information for this setup will be posted to Blackboard under Course Content. You MUST have the ability to take the exams using Respondus.

NO MAKEUP EXAMS

- If you miss the first exam, your second exam grade will count as both the first and second exam.
- If you miss the second exam, your final exam grade will count as both the second and final exam grade.

Failure to take the final exam when scheduled will result in an F grade on the final. Exceptions made for military personnel on unscheduled government assignments.
Course Schedule
The schedule for the course is given below. Please note that *this schedule may be changed at the discretion of the instructor during the term.*

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Review the Syllabus/ Register for Connect</td>
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<tr>
<td></td>
<td>Review of CH 1 Elements of Financial Statements</td>
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<tr>
<td>Week 2</td>
<td>Completion of CH 1 Elements of Financial Statements/</td>
</tr>
<tr>
<td></td>
<td>Review of CH 2 Understanding the Accounting Cycle</td>
</tr>
<tr>
<td>Week 3</td>
<td>Completion of CH 2 Understanding the Accounting Cycle/</td>
</tr>
<tr>
<td></td>
<td>Review of CH 3 Accounting for Merchandising Businesses</td>
</tr>
<tr>
<td>Week 4</td>
<td>CH 3 Accounting for Merchandising Businesses</td>
</tr>
<tr>
<td>Week 5</td>
<td>CH 4 Accounting Internal Controls and Ethics</td>
</tr>
<tr>
<td>Week 6</td>
<td><strong>Exam 1 - Chapters 1, 2, 3</strong></td>
</tr>
<tr>
<td>Week 7</td>
<td>CH 5 Accounting for Receivables and Inventory</td>
</tr>
<tr>
<td>Week 8</td>
<td>CH 6 Accounting for Long-Term Operational Assets</td>
</tr>
<tr>
<td>Week 9</td>
<td>CH 7 Accounting for Liabilities</td>
</tr>
<tr>
<td>Week 10</td>
<td><strong>Exam 2 - Chapters 4, 5, 6, 7</strong></td>
</tr>
<tr>
<td>Week 11</td>
<td>CH 9 Financial Statement Analysis</td>
</tr>
<tr>
<td>Week 12</td>
<td>CH 8 Accounting for types of business ownerships</td>
</tr>
<tr>
<td>Week 13</td>
<td>CH 11 – Cost Behavior, Operating Leverage</td>
</tr>
<tr>
<td>Week 14</td>
<td>CH 10 Budgeting</td>
</tr>
<tr>
<td>Apr 20</td>
<td>Fall Break November 25-29</td>
</tr>
<tr>
<td>Week 15</td>
<td>CH 16 Time Value of Money, Planning for Capital Investments</td>
</tr>
<tr>
<td></td>
<td><strong>Final Comprehensive Exam</strong></td>
</tr>
</tbody>
</table>
Strategies for Online Learning Success

from the George Mason Office of Distance Learning website.

Dr. Shahron Williams van Rooij, Assistant Professor in George Mason’s Learning Technologies Division contributed significantly to this compilation. To master strategies of online learning, register for Dr. Williams van Rooij’s online course, EDIT 201: Strategies for Online Learning Success.

1) Be realistic

Do you dream of online courses allowing you an abundance of down time and freedom from instructors, group projects, and demanding deadlines? If so, please read about the Mason Online Experience on the FAQ page so that you are not surprised when your class starts! To be a successful online student, you will need to:

• plan on doing the same amount of work as is required for a face-to-face class
• adhere to the deadlines and rubric that your instructor has outlined in the syllabus
• interact with other students
• occasionally participate in a “synchronous” component that requires a specific log-in time

2) Take responsibility for your own learning

The freedom and flexibility offered by online learning comes with important responsibilities for you, the student. To be a successful online student, you must:

• develop self-discipline
• resist procrastination temptations or distractions
• embrace new technology
• participate in the group and avoid isolation
• improve your written communication skills

3) Stay linked in with Mason

Deadlines, policies, and support services are the same for online and campus-based students. The university will occasionally reach out to you with critical reminders through your Mason email account, but it is ultimately your responsibility to stay informed. In doing so, you may find helpful information on the Student Resource page and the links below:

Deadlines and policies

• Academic Integrity
• Honor Code
• Important Dates and Deadlines
4) Know the course syllabus

Your course syllabus is the key to successful time management, and time management is critical to your success in online courses. So, read carefully through your course syllabus and refer to it often in order to keep track of important items such as:

- desired learner outcomes of the course
- necessary textbooks
- course assignments and required deliverables
- grading policies
- standards for assignment evaluation
- the course schedule (deadlines for readings, discussion posts, quizzes, discussion board postings, etc.)
- times and dates of possible “synchronous” class meetings which require you to log-in at a specific time

5) Organize your time

Successful students do not view online education simply as the answer to their scheduling dilemmas. Although online courses offer a more flexible study schedule, they do require the same amount of time as face-to-face courses. To be a successful online student, we recommend that you:

- log in to each online class a minimum of 4 days per week
- block out 8 to 12 hours per week to work on each online class
- schedule more time during the first few weeks of class to become oriented to the online environment
- break big tasks into manageable parts
- use technology tools that make organization easier (a smartphone, the Blackboard Mobile app, etc.)

6) Create a study space

Will you be studying in your office after work, in your bedroom, or at the public library? To be a successful online student, we recommend that you find a study space that:

- is quiet
- has a door that closes
- provides adequate lighting
- has electrical outlets
- contains limited distractions

Watch this video on how to create a personal office anywhere in your house.
7) Check your technology

For success in any George Mason online course, we recommend that you have:

- a Windows or Macintosh computer with at least 2 GB of RAM
- a computer capable of running current versions of Acrobat Reader, Flash, Java, Windows Media Player, QuickTime, and Real Media Player
- sufficient hard disk space for the installation of any new software necessary and the storage of your classwork
- fast and reliable broadband internet connection
- an operating system and browser compatible with Blackboard on the myMason portal. See here for a list of supported browsers and operating systems.
- a Masonlive email username and password
- a large screen for better visibility (optional)
- speakers or headphones and a microphone
- any other technical requirements outlined in your course syllabus (for example, some courses may use a Learning Management System other than Blackboard or may require specific hardware/software)

Note: If you are using an employer-provided computer or corporate office for class attendance, please verify with your systems administrators that you will be able to install the necessary applications and that system or corporate firewalls do not block access to any sites or media types.

8) Stay connected

Make the most of your course by communicating regularly with your instructor and classmates. This will allow you to gain exposure to a variety of perspectives, practice articulating your ideas, receive feedback on your thoughts, and avoid isolation. A successful online student will actively stay connected using:

- discussion boards
- small group work
- research sharing
- peer reviews

Listen to what a college student mentor has to say about the importance of a social presence for success in online courses.

9) Consider the rules of Netiquette

Careful crafting of your message is vital to avoiding misinterpretation in online communication. To communicate successfully in your online course:

- avoid vague words, jargons, and sarcasm in your online messages
- limit or eliminate the use of exclamation points, bolding, capital letters, and emoticons
- change subject lines of email chains regularly
- plan carefully who to CC on messages
- edit meticulously

On this website you can read excerpts from the book Netiquette by Virginia Shea.