

Fundamentals of Financial Management for Not-For-Profits

NTPT6206

Course Outline

Description:

Basic financial management skills are essential to making sound decisions when it comes to not-for-profit organizations. This is true whether you are a volunteer, donor, employee, voting member, or a board member of a not-for-profit.

This course will introduce students to the basic understanding of financial management components, accounting, budgeting, and financial analysis for not-for-profit organizations. Case studies will be used to emphasize the importance of budgeting and financial statement analysis.

Course Goals:

- Provide basic understanding of components of financial management
- Provide insight into the importance of financial management in the not-for-profit sector
- Provide students with tools to make better operational decisions
- Interact and make connections with members of the not-for-profit sector

Course Objectives: At the completion of this course, the student will:

- Have an understanding of the importance of financial management, policies, procedures and internal controls
- Identify different financial statements and their uses
- Be able to use financial analysis to support operational decisions
- Understand the role that budgeting should play in the success of an organization
- Have valuable resources at their fingertips

Text:

- Readings and articles are distributed on OWL; and,
- Knowledge and experience held and generated by participants will be an important resource.

Evaluation:

This is a graded course where a complete or incomplete will be issued. In order to receive a Completion for this course, a student must:

- Participate in online discussions
- Complete weekly quizzes, reflections, or case studies

Policy on Cheating and Academic Misconduct:

Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on "Scholastic Offences" in the current University Academic Calendar, or on the web at <http://www.westerncalendar.uwo.ca>. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought

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in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University's code of conduct.

Code of Student Conduct:

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct:

<http://www.uwo.ca/univsec/pdf/board/code.pdf>.

Plagiarism:

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (<http://www.turnitin.com>).

How often will the instructor communicate with me?

The instructor will respond to individual emails within two business days. Questions that have general application should be posted to the General Questions and Comments Forum so that all students can receive the same information.

Policy on Late Assignments:

Online discussions should be completed in the week they are assigned. The online week will run from Monday to Sunday.

Please make every effort to submit your assignments by the due date, so that your reflection or exercise coincides with the week where that topic is covered.

How do I hand in assignments?

All assignments will be submitted electronically through OWL using the assignment tool. Failure to meet deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the instructor.

When will I receive my grades?

Final grades will be available 2 weeks after the last scheduled day of the course. A grade report can be printed from myWCS.

Western Digital Badge

If you have met the course requirements for this Western-approved [micro-credential](#), you will receive an email from [MyCreds](#) to claim your digital badge. Badges are embedded with data that verifies your skills and achievements. Share them with your employer, on LinkedIn and other social media sites.

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Course Schedule: Four consecutive weeks

Topic	Assignments
Financial Management Components	Quiz Discussion Post
Financial Statements – Uses and Purpose	Reflection Assignment Discussion Post
Cash Management and Budgeting	Case Study Assignment
Financial Analysis and Strategic Planning	Case Study Assignment

This course outline is a sample only and is subject to change.