

Syllabus for MNP-5400

FINANCE AND ACCOUNTING FOR MANAGERS IN PUBLIC SERVICE

COURSE DESCRIPTION

This course is designed to provide the non-accountant or non-financial manager with the knowledge necessary to interact with professionals from those disciplines. The majority of the material draws from the theory and practice of financial management. Sufficient accounting background is provided to enable the student to understand and work with information provided by accounting and finance professionals. Emphasis is placed on understanding terms, concepts, and uses of information provided by these functions rather than on the actual performance of the calculations.

COURSE TOPICS

- Basic financial statements
- Internal controls and fraud
- Budgetary planning
- Financial markets
- Capital structure
- Capital budgeting

COURSE OBJECTIVES

After completing this course, you should be able to:

- CO1** Interpret a company's basic financial statements.
- CO2** Analyze the financial reporting conceptual framework.
- CO3** Critique the integrated framework of internal controls.
- CO4** Examine the relationship between fraud risk and internal controls.
- CO5** Evaluate the role of budgetary planning and responsibility accounting.
- CO6** Examine the impact of interest rates and time value of money on the manager's decision-making process.
- CO7** Assess factors to consider in choosing sources of funds for organizations.

CO8 Examine capital structure theory and break-even analysis.

CO9 Evaluate capital budgeting.

COURSE MATERIALS

You will need the following materials to complete your coursework. Some course materials may be free, open source, or available from other providers. You can access free or open-source materials by clicking the links provided below or in the module details documents. To purchase course materials, please visit the [University's textbook supplier](#).

Required Textbook

- Keown, A. J., Martin, J. D., & Petty, J. W. (2020) *Foundations of Finance* (10th ed.). Pearson.
Print ISBN: 978-0134897264
eBook ISBN: 978-0134897288

Other Required Resources

- Students should obtain access to the Accounting Standards Codification Go to [FASB Accounting Standards Board/Accounting Standards Codification](#)
- Perform the necessary CAPTCHA to show you are not a robot.
- Agree to the terms and conditions.
- The next screen provides access to a brief view of the standards. Use the navigation at the left to find particular topics. You may search by keyword or section number. To search by keyword, click Search and then enter the keyword where indicated.

COURSE STRUCTURE

Finance and Accounting for Managers in Public Service is a three-credit, eight-week online course consisting of discussions, written assignments, a midterm project, and a final project.

- **Module 1: Fundamental Financial Statements**
Course objectives covered in this module: CO1
- **Module 2: Financial Reporting Concepts**
Course objectives covered in this module: CO2
- **Module 3: Fraud and Internal Control**
Course objectives covered in this module: CO3, CO4
- **Module 4: Budgetary Planning and Responsibility Accounting**
Course objectives covered in this module: CO5

- **Module 5: Financial Markets and Interest Rates**
Course objectives covered in this module: CO6
- **Module 6: Capital Structure: Stocks and Bonds**
Course objectives covered in this module: CO7, CO8
- **Module 7: Capital Budgeting**
Course objectives covered in this module: CO9

ASSESSMENT METHODS

For your formal work in the course, you are required to participate in online discussion forums, complete written assignments and case analyses, and complete a midterm project and a final project. See below for details.

Consult the Course Calendar for assignment due dates.

Promoting Originality

One or more of your course activities may utilize a tool designed to promote original work and evaluate your submissions for plagiarism. More information about this tool is available in [this document](#).



Discussion Forums

You are required to participate in **eight** discussion forums. You can find the Rubric for Online Discussions in the Evaluation Rubrics folder in the course website.



Written Assignments

You are required to complete **seven** written assignments. The assignments vary according to module but always involve the creation of a short paper.

For all of your written assignments you should be sure to:

- Follow accepted research approaches and citation format (APA style).
- Convey your understanding of the readings and concepts and their application to the topic.
- Write in an organized and coherent way.
- Check for and correct spelling, sentence structure, and grammatical errors.
- Demonstrate graduate-level analytical skills.

You will find the written assignment rubrics within each assignment link on the course site.

Midterm Project

You are required to complete a midterm project. This project will evaluate your mastery of the concepts presented in the first four modules of the course. Your emphasis should be on applying and analyzing content rather than on the actual performance of calculations. Your project will consist of an academic paper of between 2000 and 2750 words (8 to 10 pages).

Full guidelines and instructions are provided in the Midterm Project area of the course site. You will find the Midterm Project Rubric within the assignment link on the course site.

Final Project

The final project allows you to demonstrate a grasp of the market valuation of bonds and stocks as well as how companies manage their assets and make capital budgeting decisions to generate maximum value.

You will utilize the financial reporting packages of two publicly-traded companies: AT&T and Verizon. You will complete a careful financial analysis of each company, including the development of the common size financial statements and financial ratios in a paper of between 3000 and 4125 words (12 to 15 pages).

Full guidelines and instructions are provided in the Final Project area of the course site. You will find the Final Project Rubric within the assignment link on the course site.

Note about research: The use of Wikipedia or other online encyclopedias for graduate-level papers is inappropriate. Aside from the uneven quality of the information that may be found in these sources, the real issue is that the information presented in these sources is "already digested." Use of such sources is an unacceptable shortcut for the graduate student. Students gathering information from these sites are essentially obtaining analyses done by someone else, not doing the work themselves. Rather than exploring the literature on a subject, such students are merely using the words of others who have already taken this vital step in academic research. It is imperative that graduate students be able to search the more academically-oriented literature; sift through useful (and not so useful) information; and analyze, synthesize, and report the results of their activities. All of these steps are bypassed if information is cited from an online site such as Wikipedia. To sum up: Using information summarized or annotated by someone else is an unacceptable shortcut for a graduate student.

GRADING AND EVALUATION

Your grade in the course will be determined as follows:

- **Online discussions (8)—20 percent**

- **Written assignments (7)**—45 percent
- **Midterm project**—15 percent
- **Final project**—20 percent

All activities will receive a numerical grade of 0–100. You will receive a score of 0 for any work not submitted. Your final grade in the course will be a letter grade. Letter grade equivalents for numerical grades are as follows:

A	=	93–100	B	=	83–87
A–	=	90–92	C	=	73–82
B+	=	88–89	F	=	Below 73

To receive credit for the course, you must earn a letter grade of C or higher on the weighted average of all assigned course work (e.g., assignments, discussion postings, projects). Graduate students must maintain a B average overall to remain in good academic standing.

STRATEGIES FOR SUCCESS

First Steps to Success

To succeed in this course, take the following first steps:

- Read carefully the entire Syllabus, making sure that all aspects of the course are clear to you and that you have all the materials required for the course.
- Take time to read the entire Online Student Handbook. The Handbook answers many questions about how to proceed through the course and how to get the most from your educational experience at Thomas Edison State University.
- Familiarize yourself with the learning management systems environment—how to navigate it and what the various course areas contain. If you know what to expect as you navigate the course, you can better pace yourself and complete the work on time.
- If you are not familiar with web-based learning be sure to review the processes for posting responses online and submitting assignments before class begins.

Study Tips

Consider the following study tips for success:

- To stay on track throughout the course, begin each week by consulting the Course Calendar. The Course Calendar provides an overview of the course and indicates due dates for posting discussions and submitting assignments and projects.
- Check Announcements regularly for new course information.

Using AI Ethically: A Guide for TESU Students

TESU's [Academic Code of Conduct](#) permits student AI use in support of their writing and research process--not as a replacement for original writing. Document AI use with an acknowledgment statement at the end of each assignment, noting the tools and prompts used. Cite any AI-generated content on the References page. Please review [Using AI Ethically: A Guide for TESU Students](#) for more detailed information.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Thomas Edison State University recognizes, values, and relies upon the diversity of our community. We strive to provide equitable, inclusive learning experiences that embrace our students' backgrounds, identities, experiences, abilities, and expertise.

ACCESSIBILITY AND ACCOMMODATIONS

Thomas Edison State University adheres to the Americans with Disabilities Act (ADA, 1990; ADAAA, 2008) and Section 504 of the Rehabilitation Act of 1973. The Office of Student Accessibility Services (OSAS) oversees requests for academic accommodations related to disabilities; a student who is pregnant, postpartum, or a student parenting a newborn who is not the birth parent [as covered under NJSA18A]; and students requesting academic accommodation for a short-term/temporary illness and/or injury. Information can be found on the [Office of Student Accessibility Services](#) webpage and questions can be sent to ADA@tesu.edu.

ACADEMIC POLICIES

To ensure success in all your academic endeavors and coursework at Thomas Edison State University, familiarize yourself with all administrative and academic policies including those related to academic integrity, course late submissions, course extensions, and grading policies.

For more, see:

- [University-wide policies](#)
- [Undergraduate academic policies](#)
- [Undergraduate course policies](#)
- [Graduate academic policies](#)
- [Graduate course policies](#)
- [Nursing student policies](#)
- [Nursing graduate student policies](#)
- [International student policies](#)

- [Academic code of conduct](#)