

# MGT 561 Financial Accounting

## Fall 2017 Syllabus

<b>Course Description</b>	<p>In today's quickly changing and highly challenging financial environment, it is critical for everyone involved in the delivery of health care to understand their contribution to the financial success of their organization, whether for-profit or non-profit. How do you reduce the cost of medical services and decrease the medical loss ratio? Improve the gross margin for health care drugs or products? Improve the bottom line? The long-term return on investment?</p> <p>This course helps health care practitioners understand and work with financial statements and information. The course covers the fundamental accounting concepts necessary to understand financial statements and provides a practical, real-world method for understanding an organization's financial statements. Sessions will also cover basic financial ratios for evaluating health care organizations, as well as connecting financial performance with strategic objectives.</p>								
<b>Credit Hours</b>	4 credits								
<b>Faculty Information</b>	<p>Gudrun Granholm <a href="mailto:GudrunG@BoxOneLeader.com">GudrunG@BoxOneLeader.com</a> 503 352-0850</p> <p>I do not have an office on the OHSU campus. For a quick content-related question, feel free to contact me via e-mail or phone. For a longer conversation, please send me an e-mail to request an on-line phone or e-mail appointment. I encourage you to also get to know your team-mates and use them as a resource for your questions. Please note: if you're sending me an e-mail, be sure to include the course number in your topic line.</p> <p>I will frequently be on-line throughout the quarter, including evenings and weekends. I travel regularly to deliver trainings in different locations, so you may occasionally experience a slow response, but I will respond as soon as I have an e-mail connection.</p>								
<b>General Course Meeting Information</b>	<p>This course meets online Monday, September 25 – Friday, December 15, 2017.</p> <p>We will meet in person twice in the term:</p> <table><tr><td>Friday, September 29, 2017</td><td>4:00pm – 9:00pm</td><td>CDRC 3200</td></tr><tr><td>Friday, December 1, 2017</td><td>4:00pm – 9:00pm</td><td>CDRC 3200</td></tr></table>			Friday, September 29, 2017	4:00pm – 9:00pm	CDRC 3200	Friday, December 1, 2017	4:00pm – 9:00pm	CDRC 3200
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<b>Required Texts</b>	<p>"Accounting Fundamentals for Health Care Management", Steven A. Finkler and David M. Ward, Jones and Bartlett Publishers, second edition (ISBN-13: 978-1-4496-4528-1). Available on Amazon to rent, buy or used. MSRP: \$101.00</p>								

“The Essentials of Finance and Accounting for Nonfinancial Managers”, Edward Fields, AMACOM, third edition (ISBN-13: 978-0-8144-3694-3; also available for the Kindle). Available on Amazon new, used or on Kindle. MSRP: \$20.00

Pricing for textbooks may vary by retailer. Additional information about pricing, electronic options (e.g., Kindle), rentals, and used copies is available through your favorite online vendor. Additional readings will be made available through OHSU Library and the Sakai learning platform.

Students are encouraged to keep copies of readings and links they may want to use in the future as the materials will no longer be available once the course is complete.

**Course Objectives**

Through active participation in this course, you will improve your ability to:

- Develop an understanding of the basic accounting and finance concepts
- Learn to read, analyze and evaluate financial data in order to make better business decisions
- Develop a strategic understanding of the financials, supported by a strong understanding of the key financial statements
- Understand how you impact and contribute to the financial performance of your organization
- Understand the financials from a top management view vs. a departmental view

**Alignment with Program Learning Goals and Objectives**

This course is a foundation course in the Graduate Certificate and MS curricula and focuses on the following:

**LG2: Strategic Decisions**

- **LO1:** Identify and define problems with consideration of uncertainties and risks.
- **LO2:** Critically evaluate information.
- **LO3:** Make decisions and evidence-based recommendations that improve outcomes.

**Attendance Requirements**

Attendance at the face-to-face sessions is required as is participation in the online component of the course. Students are expected to be present and participate in discussions in a professional and respectful manner. Failure to attend or participate in class may adversely affect your final grade. See the Grading Policy (below) for details.

**Weekly Class Workflow**

To help you prioritize the tasks each week, I suggest that you tackle the week in the following manner:

- Listen to weekly e-learning units.
- Begin research/work/posting on the forum as soon as it has been released.
- Read textbook assignments for additional background and information.
- Complete any additional readings.

*Forum*

An important part of this course is the online Forum. You will be assigned to a small team of 4-6 people and will participate in this Forum through Sakai. There will be specific questions to discuss in the forum, and your participation is essential to the success of your individual and mutual learning experience. We will cover the forum logistics in our first face-to-face.

For Team Forum 1 each team will turn in a group paper. Each team will also complete and submit a self/peer evaluation of the team's performance. Detailed instructions will be provided in the appropriate week in Sakai.

It's important for everyone to get started immediately. Many of the forum questions are "building blocks". To answer the second question means that you need to work on the first question.

#### *Helpful hints for the Final Paper*

The final case study will be an individual effort and will focus on your understanding of the course material and your ability to apply that learning. Each lecture and forum is a building block that helps you prepare for the final case study. A good final grade is heavily dependent on your full participation working together with, and learning from, your teammates.

### **Grading Policy**

Grades are based on the following criteria:

A	95-100%	B-	80-82%	D+	67-69%
A-	90-94%	C+	77-79%	D	63-67%
B+	87-89%	C	73-76%	D-	60-62%
B	83-86%	C-	70-72%	F	Below 60%

Graduate credit will be granted for a class grade of C or better, however a class grade below B is cause for serious concern.

Grades will be based on scores from Forum posts and participation, participation in the in-person (F2F) sessions, and assignments. The point breakdown is as follows:

*15% Quizzes*  
*20% Application Paper*  
*30% Final Paper*  
*35% Team Forum*

#### *Edit as appropriate:*

Forum grades will be determined as follows:

- Quality of posts, use of information from articles and videos: 40%
- Quantity and timeliness of comments: 30%
- Responsiveness to other posts to further the discussion: 30%

Grades are due to the Registrar's Office one week after the end of the term. Students will find official grades posted in SIS by Friday, December 29. If at this time you do not see your grades in SIS, please contact the Division at 503-346-0375.

### **Copyright Information**

Every reasonable effort has been made to protect the copyright requirements of materials used in this course. Class participants are warned not to copy, audio, or videotape in violation of copyright laws. Journal articles will be kept on reserve at the library or online for student access. Copyright law does allow for making one personal copy of each article from the original article. This limit also applies to electronic sources.

To comply with the fair use doctrine of the US copyright law, Sakai course sites close three weeks after grades are posted with the Registrar. Please be sure to download all course material you wish to keep before this time.

<b>Syllabus Changes &amp; Retention</b>	This syllabus is <u>not</u> to be considered a contract between the student and the Division of Management. It is recognized that changes may be made as the need arises. Students are responsible for keeping a copy of the course syllabus for their records. <b>PLEASE NOTE: the course outline posted on Sakai will have the most up to date information.</b>
<b>Student Access</b>	<p>Our program is committed to all students achieving their potential. If you have a disability or think you may have a disability (physical, learning, hearing, vision, psychological) which may need a reasonable accommodation please contact Student Access at (503) 494-0082 or e-mail at <a href="mailto:studentaccess@ohsu.edu">studentaccess@ohsu.edu</a> to discuss your needs.</p> <p>You can also find more information <a href="#">here</a>. Because accommodations can take time to implement, it is important to have this discussion as soon as possible. All information regarding a student's disability is kept in accordance with relevant state and federal laws.</p>
<b>Commitment to Equity and Inclusion</b>	<p>Oregon Health &amp; Science University is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin or ancestry, veteran or military status, sex, marital status, pregnancy or parenting status, sexual orientation, gender identity, disability or any other protected status please contact the Affirmative Action and Equal Opportunity Department at 503-494-5148 or <a href="mailto:aaeo@ohsu.edu">aaeo@ohsu.edu</a>.</p> <p>Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the <b>OHSU Title IX Coordinator</b> at 503-494-0258 or <a href="mailto:titleix@ohsu.edu">titleix@ohsu.edu</a>.</p>
<b>Inclement Weather Policy</b>	When the weather forecast calls for ice or snow, call the OHSU Alert Line, 503 494-9021, for information regarding weather conditions that may affect operations at OHSU. See this <a href="#">website</a> for details. For more information specific to the Division, please visit our <a href="#">website</a> .
<b>Academic Honesty</b>	<p>Course participants are expected to maintain academic honesty in their course work. Submission of previously published solutions or answers (sections or in total) as one's own work will not receive credit. Literature and resources (including Internet resources) employed in fulfilling assignments must be cited. Phrases, sentences or paragraphs from other sources, including the participant's own previous writings may only be used with explicit attribution and citation of source.</p> <p>To uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as <i>Turnitin</i> to compare a student's submitted work against multiple sources. More information about Turnitin and plagiarism can be found online through <a href="#">OHSU's Teaching &amp; Learning Center</a>.</p>
<b>Use of Sakai</b>	<p>This course will have an online component, which can be accessed through Sakai, OHSU's online course management system. OHSU's Sakai software is supported by the Sakai Help Desk. The Help Desk offers technical and user support seven days a week: Monday through Friday from 8 a.m. to 9 p.m. Pacific Time and weekends and holidays from noon until 5 p.m. Pacific Time. You can contact the Help Desk using their <a href="#">web-based form</a>, or via e-mail at <a href="mailto:sakai@ohsu.edu">sakai@ohsu.edu</a>, or by phone at 1-877-972-5249.</p> <p>Please remember, Sakai course sites close three weeks after grades are posted with the Registrar. Please be sure to download all course material you wish to keep before this time.</p>