

**Please note: to successfully earn the 2-credits for this Hybrid one-day on-campus course, a substantial amount of work must be completed before 8:30 AM the day the on-campus course is scheduled. Students should plan at least a week ahead to complete the reading of the paperback textbook, and completion of an assigned Take Home Test Case Study. Course materials are delivered via CANVAS.**

**The course will open for instructor comment and direction on the first day of the quarter it is offered.**

**OLYMPIC COLLEGE**

**BMGMT #146 Financial Analysis (2 credits)**

**THIS IS GENERAL INFO ONLY & NOT THE CURRENT COURSE SYLLABUS**

See OC View & Business Management Annual Schedule for course dates.

<b>Professor:</b>	Hella-Ilona Johnson	<b>Phone:</b>	(360) 475-7383
<b>Meeting:</b>	(1) Saturday or Friday 8:30 AM - 5:30 PM	<b>Office #:</b>	Business 212
<b>Email:</b>	<a href="mailto:hjohnson@olympic.edu">hjohnson@olympic.edu</a>	<b>Office Hours:</b>	May Vary By Quarter
		<b>Fax:</b>	(360) 475-7365

**Text:** Understanding Financial Statements, James O. Gill  
Crisp Publications, Inc. (older editions vary somewhat but can be used)

**Course**

**Outcomes**

Identify components and interpret the meaning of each of the three basic financial statements, Balance Sheet, Income Statement and Cash Flow.

**ASSESSMENT:** By case study or written examination

Calculate and use a variety of financial ratios to analyze small business profitability, liquidity, and stability.

**ASSESSMENT:** By case study or written examination

Use ratio analysis to identify small business trends and relate them to industry averages, using Robert Morris Publications..

**ASSESSMENT:** By case study or written examination

**Assignment:** **This Hybrid course requires students to access the CANVAS website and complete the following items before the one-day-on-campus class session:**

- (1) download, print & read the current quarter's Course Syllabus,
- (2) obtain and read the entire textbook,
- (3) download, print & study the Pre-Class Introduction Sheet, and Ratio Summary Hints Handout,
- (4) download and print a Take Home Case Study and complete the corresponding questions 1-10. Students must select the Case Study that corresponds to the first letter of your last name.

The Take-Home Test Case Study must be submitted in person at the beginning of the one-day-on-campus class session (8:30 AM). Students unable to complete the pre-class work, are unprepared and therefore unable to participate. No early or late submissions are accepted.

**Expectations:** When logging-in to the CANVAS online site, students should use the same last name as reported to the Olympic College registrar. If your name has changed please contact the registrar immediately.

Academic Honesty requires that students “do” their own work. All ratios must be set up, identifying account values, and all ratio/mathematical calculations must be clearly written to receive credit for each answer provided on the case study. No work – no credit. It is also the responsibility of each student to keep their work out of the hands of other students who may misrepresent their origins.

Be proactive, check ahead to your campus location to determine availability of computer labs on the day of class. Email your assignment to yourself just in case the dog eats your assignment on the night before class or you have last minute printer issues.

**Quiz:** An Open Notes/Book 40 minute quiz will be given at the end of the one-day-on-campus class session. Students should bring their Textbook, Syllabus, Ratio Summary Hints Handout, and any other class handouts directly related to class materials.

<b>Grading:</b>	<u>Components</u>	<u>Apx. Percentages</u>
	Take Home Case Study	45%
	Open Book-Open Notes Quiz	<u>55%</u>
		100%

To receive a score of 1.0 or higher for the course, you must be able to perform similar calculations and receive at least a 60% on the in-class quiz, regardless of your Take Home Test Case Study score.

**Grading Scale Contingent on full participation with a 60% or higher Quiz score**

90 - 100%	4.0	75 - 78%	2.8	60 – 62%	1.0
		72 - 74%	2.4	58 – 59%	.7
85 - 89%	3.8	70 - 71%	2.0	less than 58%	0.0
82 - 84%	3.4	65 - 69%	1.8		
79 - 81%	3.0	63 - 64%	1.4		

### **Instructor Contact & Feedback**

Emails received before 5 PM Monday – Thursday, should receive a reply within 24 hours, except for inclement weather, school holidays or breaks and summer term.

Students who wish to receive feedback concerning their course grade or assessments, via an email response, should write the following across the top of the first page of their test, “*OK for instructor to provide grading information by replying to my email request*”. Do not write across the Scantron Sheet. OC provides grades via Oasis at the end of each quarter.

### **Participation/Attendance:**

Attendance is **mandatory for the one-day-on-campus class session**. To participate in the one-day-on-campus class session students must have completed the correct assigned pre-class work. No partial credit can be given for completing either the online Pre-Class Assignment or the one-day-on-campus class session separately.

Students will be responsible for signing in on attendance sheets, both in the AM and PM of the one-day-on-campus class session. **Please sign in on the same number line each time** and do not sign in for other students.

For additional assistance outside of class, contact Tutorial Services at (360) 475-7546. You may be able to attend an accounting tutorial lab session for questions you may have with the Case Study. If you have a documented disability, I would like to encourage you to contact Access Services early in the term at (360) 475-7540. **To request a testing accommodation**, students need to provide the professor with a testing accommodation form, before the course quiz is administered. This form must indicate the testing date and appointment time.

**Instruction:** This course may involve lectures, interactive discussion, student presentations, guest speakers or videos.

*The course outline is only a suggested schedule and subject to change.*

*One-Day Class Session Tentative Schedule 8:30 AM to 5:30 PM*