



To access COVID-19 information, please visit the [Stay Healthy Lions Webpage](#).

ORGL 346 Numbers for Leaders
COURSE SYLLABUS: Fall 2021 Term 1

INSTRUCTOR INFORMATION

Instructor: David Kent
Office Location: Online
University Email Address: David.Kent@TAMUC.edu
Preferred Form of Communication: **email**
Communication Response Time: 24 hours

COURSE INFORMATION Materials

This course has been designed using Open Educational Resources (OER). All materials are embedded within the course and are accessible via the internet. After taking the pretest, students are encouraged to bookmark, download, or save materials provided via the internet for use during quizzes, assignments, and projects in this class. <https://open.umn.edu/opentextbooks/textbooks/31>

Supplemental Materials

Links and files will be provided in the document sharing tab within the course.

What You Will Learn In Organizational Leadership

You will acquire in-depth knowledge of leadership skills, including instruction in organizational planning, dynamics of leadership, finance, team building, conflict resolution and mediation, communication, and other managerial skills.

You will also develop practical workplace competencies that meet current and future challenges in a variety of fields through real-world coursework.

As a current working professional, you will be required to use problem-solving skills to analyze, evaluate and recommend an implementation plan addressing an organizational leadership issue. Your performance in this hands-on exercise includes input from multiple stakeholders, including employers and faculty.

COURSE DESCRIPTION

ORGL 346 - Numbers for Leaders

Hours: 3

This course covers key components of financial leadership by exposing students to the financial skills needed for professional and personal success. Emphasis is on analyzing and interpreting data to write, decide and lead competently in both personal and professional arenas.

STUDENT LEARNING OUTCOMES

Completion of this course provides the student with the knowledge to:

Learning Outcome 1: Basic Ideas of Finance, Income and expenses, Assets, Debt and equity, Income and risk

Learning Outcome 2: The concept and analysis of Financial Statements, Accounting and financial statements,

Comparing and analyzing financial statements

Learning Outcome 3: Understanding Time, Risk, and Value of money, The time value of money, Calculating the relationship of time and value, Valuing a series of cash flows, Using financial statements to evaluate financial choices, Evaluating risk

Learning Outcome 4: The concept and analysis of Financial Plans: Budgets, The budget process, Creating a comprehensive budget, The cash budget and other specialized budgets, Budget variances, Budgets, financial statements, and financial decisions

Learning Outcome 5: The concepts of Financial Management, Cash, Savings, Credit, Debt

Learning Outcome 6: Understanding Consumer Strategies, Purchases

Learning Outcome 7: Investing, Investments and markets, Investment planning, Measuring risk and return,

Diversification: return with less risk

REGULAR AND SUBSTANTIVE COURSE INTERACTION

As a general guide, students enrolled in a three semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a traditional semester. Students are expected to double this effort of engagement given that this course is being delivered in a seven-week term. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty to ensure that students are able to demonstrate competency.

COURSE REQUIREMENTS

Minimal Technical Skills Needed: Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Instructional Methods: This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed. Please contact the instructor by email for any assistance.

Email your instructor as soon as you complete your pre-test so the instructor can access and grade your work.

Student Responsibilities or Tips for Success in the Course: To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor by email for any assistance.

ASSESSMENT

Students must achieve 80% or higher for the competency post tests (80 average), the culminating project, and the final post test to demonstrate competency and pass the course.

Course Pre-test

The purpose of the pre-test is to provide a baseline understanding of your knowledge in this competency. The pre-test is required before you begin studying course materials. If you do not make at least 80% on the pretest, students will be expected to complete assignments, quizzes, and other course content to prepare for the post-test and culminating project.

Content	Description	Value	Notes
Pre-test	This is the initial assessment in the course to provide a baseline understanding of a student's knowledge of the course content and competencies. Pretests are taken once and should be completed upon the first couple	100 points	Required before completing any other work in the course. The grade on the pre-test does not count in the final grade for this course.
Content	Description	Value	Notes
	of days of a CBE academic term or entry into a course if a student is an accelerator.		

Learning Objective Post Tests

A brief assessment at the end of each module that is intended to emphasize key concepts, theories, processes, etc., introduced in the Learning Objective Module. **You must have an 80 average.**

Course Post-test

The end-of-course comprehensive exam that assesses student knowledge and understanding of major concepts, theories, processes, etc., in the course. A **score of 80% or higher is required** to demonstrate competency.

Content	Description	Value	Notes
Post-test	Measures your competency of learning outcomes through essay, short answer, and multiple-choice questions.	100 points	Required and you must score 80% or higher. You have up to three attempts. DUE: Last day of week 7, Friday by 11:59 PM CST

If you score less than 80% on the post-test, you will have an opportunity to review the material and retake the post-test two additional times. If the posttest score is less than 80% within three attempts, students will receive a grade of "F" in the course and will be required to retake the course in the new

term. Students who fail the posttest should review feedback from the instructor before reattempting the posttest.

Culminating Project

The project assesses your knowledge of terms and the application of concepts presented in this course. A **score of 80% or higher is required** to demonstrate competency.

Content	Description	Value	Notes
Project	Measures your competency of learning outcomes the completion of a competencybased project.	100 points	Required and you must score 80% or higher. You have up to three attempts. DUE DATE if you want feedback for revisions: End of week 6. HARD DUE DATE: Last day of week 7, Friday by 11:59 PM CST

If students score less than 80% on the culminating project, they will have an opportunity to review the material and resubmit the project up to two additional times. If the culminating project is less than 80% within three attempts, students will receive a grade of “F” in the course and will be required to retake the course in the new term.

GRADING

A score of 80% or higher on both the Culminating Project and Posttest is required to demonstrate competency and receive credit for the course. The following items will be used to calculate the final grade in the course.

Item	Worth
Posttest	100 points 30% of your grade
Culminating Project Attempt	100 points 35% of your grade
Competency Tests	100 points 35% of your grade
Total	100%

Grading Scale

- A = 90%-100%
- B = 80%-89%
- F = 79% or Below

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements

Learning Management System (LMS) Requirements:

View the [Learning Management System Requirements Webpage](#).

LMS Browser Support:

Learn more on the [LMS Browser Support Webpage](#).

YouSeeU Virtual Classroom Requirements:

Visit the [Virtual Classroom Requirements Webpage](#).

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the [Brightspace Support Webpage](#).

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

All emails from students should include:

- **Course name and subject in the subject line (ex. ORGL 3322 – Posttest)**
- **Salutation**
- **Proper email etiquette (no “text” emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

TAMUC Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty Policy](#)
[Undergraduate Student Academic Dishonesty Form](#)

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in

Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Counseling Services Statement

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

COURSE OUTLINE / CALENDAR

Learning Objectives and Competencies	Materials to Read or Review OTL https://open.umn.edu/opentextbooks/textbooks/31	Assignments
LO1: Basic Ideas of Finance, Income and Expenses, Assets, Liabilities, Debt and Equity, Income and Risk	Read sections 1.1 – 1.4 Personal Finance Training to learn individual or “micro” factors that affect financial thinking. Systematic or “macro” factors that affect financial thinking. The planning process. Financial planning professionals. Read sections 2.1 – 2.4 Basic Ideas of Finance on income and expenses, assets, debt and equity, and income and risk. Other linked material located in competency 1 module.	Read the material for the week. Complete the module test.
LO2: The concept and analysis of Financial Statements, Accounting and financial	Reading 3.1 – 3.3 Accounting and financial statements. Comparing and analyzing	Read the material for the week. Complete the module test.

Learning Objectives and Competencies	Materials to Read or Review OTL https://open.umn.edu/opentextbooks/textbooks/31	Assignments
statements, Comparing and analyzing financial statements	financial statements. Accounting software...an overview. Other linked material located in competency 2 module.	
LO 3: Understanding Time, Risk, and Value of money, The time value of money, Calculating the relationship of time and value, Valuing a series of cash flows, Using financial statements to evaluate financial choices, Evaluating risk	Reading 4.1 – 4.5 The time value of money. Calculating the relationship of time and value. Valuing a series of cash flows. Using financial statements to evaluate financial choices. Evaluating risk. Other linked material located in competency 3 module.	Read the material for the week. Complete the module quiz.
LO4: The concept and analysis of Financial Plans: Budgets, The budget process, Creating a comprehensive budget, The cash budget and other specialized budgets, Budget variances, Budgets, financial statements, and financial decisions	Read 5.1 – 5.5 The budget process. Creating the comprehensive budget. The cash budget and other specialized budgets. Budget variances. Budgets, financial statements, and financial decisions. Other linked material in competency 4 module.	Read the material for the week. Complete the module test.
LO5: The concepts of Financial Management, Cash, Savings, Credit, Debt	Read 7.1 – 7.4 Your own money: cash, your own money: savings, other people's money: credit, other people's money: a introduction to debt Other linked material in competency 5 module.	Read the material for the week. Complete the module test.

LO6: Consumer Purchases	Understanding Strategies,	Read 8.1 – 8.2 Consumer Purchases, A Major Purchase: Buying a Car. Read 9.1 -9.3 Identify the Product and the Market, Identifying the Financing, Purchasing and Owning Your Home Other linked material in	Read the material for the week. Complete the module test.
Learning Objectives and Competencies		Materials to Read or Review OTL https://open.umn.edu/opentextbooks/textbooks/31	Assignments
		competency 6 module.	
LO7: Investing, Investments and markets, Investment planning, Measuring risk and return, Diversification: return with less risk		Read 12.1 – 12.4 Investments and markets: a brief overview, Investment Planning, Measuring Risk and Return, Diversification: Return With Less Risk	Read material for the week. Complete the module test.