| COURSE OUTLINE | | |
|---|---|---|
| **TERM: SUMMER 2021** | **COURSE NO**: AEM 347 | |
| **INSTRUCTOR:** | **COURSE TITLE:** Advanced Financial Management in Arts and Entertainment Management | |
| **OFFICE:     LOCAL:**<br>**E-MAIL:** | **SECTION NO(S):** | **CREDITS: 1.5** |

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

**COURSE FORMAT**
4 hours of instruction per week over 7 weeks.

**COURSE PREREQUISITES/CO-REQUISITES**
None

**CALENDAR DESCRIPTION**
Students will gain a thorough understanding of financial management concepts for the arts and entertainment industry, including cultural products, project planning, budgeting, managing cash flow, accounting, record-keeping, business operations and payroll. This advanced course examines the financial issues that are critical to both commercial and non-profit organizations in the industry, as well as budgets and finance for self-employment and entrepreneurial ventures.

**REQUIRED TEXTS AND/OR RESOURCES**
Readings will be supplied by instructor on eLearn.

**COURSE STUDENT LEARNING OUTCOMES**

**On successful completion of this course, students will be able to the following:**

- Create and develop budgets and financial statements for a project, department or organization
- Demonstrate an understanding of financial data and use this data to inform management decisions
- Interpret a variety of budgets, cash flows, financial statements, business case studies and other documents to assess an organization's financial condition
- Assess how a system of financial tracking and record-keeping impacts the financial condition and operation of an organization
- Assess how economic trends and government regulations impact the financial conditions of an organization

**COURSE CONTENT:**

| Week | Content |
|------|---------|
| Week 1 | Introduction to Financial Management:<br>Introductions, course outline, term assignment, introduction to financial management |
| | Basics in Financial Management:<br>How to use your financial management toolkit; discussion of cultural goods/services |
| Week 2 | Basics in Budgeting:<br>Use of budgets, types of budgets |
| | Basics in Budgeting, continued:<br>Cash flow and cash management |
| Week 3 | Basics in Budgeting, continued:<br>Techniques to review budgets; how to use budget templates;<br>challenges of planning for arts organizations |
| | Basics in Budgeting, continued |
| Week 4 | Basics in Accounting:<br>Introduction to accounting & basic concepts |
| | Basics in Accounting, continued:<br>Keeping records, accounting principles and techniques |
| Week 5 | Basics in Accounting, continued:<br>Review of accounting cycle |
| | Basics in Accounting, continued:<br>Analysis of financial statements and ratio analysis |
| Week 6 | Basics in Business Operations:<br>Legal requirements for businesses; day-to-day operations |
| | Basics in Business Operations, continued:<br>Payroll basics for businesses; employed, self-employed and knowing the difference |
| Week 7 | Course Review – Financial Management, Budgeting, Accounting & Business Operations<br>Open Discussion and Review |
| | Exam Period |

**EVALUATION PROFILE**

| | |
|---|---|
| Assignments* | 40 – 80% |
| Tests and Quizzes | 0 – 30% |
| Presentations and Group Projects | 0 – 20% |
| Professional Behaviour | 0 – 10% |
| **Total** | **100%** |

* No single assignment to be worth more than 35% of the grade.

**Assignments:**
The assignment structure for this course is determined by the instructor in accordance with the learning outcomes outlined above. Please refer to the course syllabus and eLearn site for a more detailed breakdown. Assignments may include budgets, cash flows, and accounting exercises.

**Tests and Quizzes:**
This course may include a combination of quizzes and tests (e.g. pop-quiz, final exam). The format will be determined by the instructor.

**Presentations:**
This course may include a presentation component, which may be an individual or group assignment (e.g. in-class debate, research presentation). Detailed instructions will be provided in class and on eLearn.

**Professional Behaviour**:
The Professional Behaviour grade requires attendance, a meaningful contribution to class discussion, and support of a respectful, welcoming, and inclusive environment for learning.

**GRADING PROFILE**

| A+ = 90-100 | B+ = 77-79 | C+ = 67-69 | D = 50-59 |
|---|---|---|---|
| A = 85-89 | B = 73-76 | C = 63-66 | F = 0-49 |
| A = 80-84 | B = 70-72 | C = 60-62 | |

**Incomplete Grades**
Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

**Late Assignments**
Late assignments will be deducted marks based on individual assignment rubrics. No assignments are accepted after 10 days, or as indicated on the individual assignment rubric.

**Missed Exams/Quizzes**
Make-up exams, quizzes, and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some activities may not be able to be accommodated.

**Attendance**
Regular attendance is essential. Students will be allowed to make up missed meetings or seminars only under the following conditions: if a doctor's certificate of illness is provided; if in the case of the death of a close family member, a death certificate is provided; if prior approval of the instructor has been obtained.

**English Usage**
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**
Students must have access to electronic devices to participate in the online aspect of this course.

**On-line Communication**
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only. Please allow 2 business days for a response.

## UNIVERSITY OPERATIONAL DETAILS

### Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-life/

### Capilano University Security: download the CapU Mobile Safety App

### Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

### Academic Integrity (S2017-05)
Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating**: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud**: Creation or use of falsified documents.

**Misuse or misrepresentation of sources**: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism**: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism**: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct**: The following are examples of other conduct specifically prohibited:
- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

**Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

> Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/).

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.