

Management Reporting and Internal Controls

MGMT 301_03 Winter2010

Professor: Howard Wallace

Office hours: Online Office Hours via Pronto
Mondays and Wednesdays: 2pm-5pm.

Or By Appointment

Contact: Phone: (973) 655-2347 Email: wallaceh@mail.montclair.edu

Textbook: Griffin, M. 2009: MBA Fundamentals Accounting and Finance. Kaplan Publishing, New York, NY.

Pockell, L. & Adrienne, A. 2009: MBA in a book: Fundamental Principles of Business, Sales, and Leadership.

Course Delivery:

This course is fully delivered online by utilizing the Blackboard Learning Management System at Montclair State University (MSU), accessible via <http://blackboard.montclair.edu>

Course Description:

This course will help you understand concepts and process related to Management Reporting and Internal Controls in the Global Business Environment...

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Course Objectives:

- o Learning Objective 1
- o Learning Objective 2
- o Learning Objective 3
- o Learning Objective 4
- o Learning Objective 5

Course Schedule:

Learning Units	Time Duration	Activities	Assignments
Unit 1: Topic	Dec.21(Mon)-Dec.27(Sun)	Reading Chapter 3	Online Discussion Writing Paper1
Unit 2: Topic	Dec. 28(Mon)-Jan. 3(Sun)		
Unit 3: Topic			
Unit 4: Topic			

Evaluation and Grading

Students can generally work at their own paces but must complete all modules consistent with the time limitations in your syllabus. Content may be removed and unavailable beyond the times described within this syllabus. All times are Eastern Time Zone. Not all course material is covered in the assigned readings. Examinations/evaluations may include material covered by lecture, PowerPoints, podcasts, class discussion, or digital distributions in addition to assigned readings. A final course grade will be based upon:

1. Discussion boards (35%)
2. Examinations (35%)
3. Final project (30%)

Outline of Course Projects/Assignments

- Discussion Boards: 4 times (1 time/unit)
- Examinations: Quizzes, Midterm and Final
- Final Project

Grading System:

A 100 point system is used. At the end of the semester, the numerical grades earned for each written assignment will be averaged and translated into letter grades using the following formula.

70 - 73 (C) 74 -77 (C) 78 - 79 (C+) 80 – 83 (B)

84 - 87(B) 88 – 89(B+) 90 – 93 (A) 94-100 (A+)

"A" grades are given for exceptional individual performance. Grades in the "B" range reflect satisfactory completion of course requirements (competent performance). "C" grades reflect less than satisfactory work. Grades lower than "C" reflects unsatisfactory work performance. Assignments turned in on time can be revised if students desire.

Course Requirements:

All class content—including class lectures, will be posted and accessible through Blackboard. This content includes text, audio and video files. You must have a basic proficiency in computers. Basic computer skills at a minimum means the ability to navigate in a Windows/Macintosh environment, utilize email, and navigate the internet. Any student, who in the sole discretion of the professor demonstrates a continuing inability to employ basic computer skills, may be removed from the online class. Access to MSU Information Technology help is included in the “Tech Help” tab on Blackboard. It is strongly encouraged that you have broadband internet access (e.g. Cable Modem, DSL, Satellite...). Dialup services that use standard telephone lines (e.g. Standard AOL, Juno, Net Zero, and EarthLink) to connect may be insufficient to view all course content. Your local public library typically is a good source for free broadband access.

1. Your PC should be running Windows XP (or later) or Mac OS 10 for optimum performance. We cannot guarantee your success in this program with older operating systems. Your computer must have an audio card and a video card. Nearly every PC sold over the last five years will have both. It is suggested that you purchase a quality set of headphones to listen to the audio/video files. A good set of headphones may be purchased for \$2030 almost anywhere electronics are sold. While not mandatory they will make the listening experience more focused and personal, especially if you are using a public computer.
2. Your computer should have software capable of displaying Microsoft Word Documents, Adobe .PDF files, Flash, and Windows Media. Virtually all PCs either have these basic capabilities or can be modified easily and inexpensively.
3. You can generally work at your own pace but all reading assignments must be completed in advance of listening to the audio lecture files. You must also be mindful of the mandatory due dates. When in doubt about any scheduling in this course please consult the LEARNING Units and DISCUSSION BOARD tabs within this Blackboard.
4. DISCUSSION BOARDS Students will be required to post at least three times per week to Discussion Forums. Each discussion board forum will be described by topic on Blackboard and will include an initial instructor’s posting to initiate the dialogue. An assignment rubric explaining instructor expectations is posted on Blackboard in the COURSE EVALUATION/GRADING link within this syllabus page.
5. Students MUST make arrangements to take the exam at the same time. (All times are Eastern Time Zone) Students may take the examination on campus upon request. All examinations will be posted online in read only formats. While we encourage students to embrace technology as a meaningful complement to the traditional learning experience - examinations, lectures, audio clips, video clips and power points may be digitally watermarked and shall only be viewed during the semester or allotted examination time period. Thus, students may not copy, remove, transfer, share, download or otherwise record the online examination or other Blackboard content.
6. Students with general technology questions can reach out to the Montclair State University helpdesk consistent with the hours of operation below:

Helpdesk Hours:

- Phone Support (September-May): (973) 655-7971
- Helpdesk email: helpdesk@mail.montclair.edu
- Semester Walking Support (September-May)
Monday-Friday: 8:00am-Midnight
Saturday - Sunday: 8:00am – Midnight