

**Bachelor of Applied Science**  
Budget and Revenue 4302  
Syllabus

COURSE TITLE: Budget and Revenue

COURSE PREFIX AND NUMBER: ORGL 4302

INSTRUCTOR NAME: Cynthia Gomez

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OFFICE HOURS: By appointment only

**TEXTBOOK: ISBN: 9781308261843**

**Title: Budget and Revenue**

COURSE DESCRIPTION: Construction of basic budgets, how to track expenses relative to revenue.  
Prerequisite: ORGL 3300.

GOALS OF THE COURSE:

Understand the role of budgeting as a key component of financial management in a business or organization.

- Understand the dynamics of budgeting and revenue.
- Recognize the aspects of planning, researching and use of analytical tools in the development of a financial plan.
- To apply knowledge and skills learned in this course in the preparation of a financial plan.

Week 1- Chapter 2: Financial Statements and Accounting Concepts/Principles  
Chapter 3: Fundamental Interpretations Made from Financial Statement Data

Week 2- Chapter 5: Accounting for and Presentation of Current Assets  
Chapter 7: Accounting for and presentation of Liabilities  
Chapter 8: Accounting for and Presentation of Owners' Equity

Week 3- Chapter 9: The Income Statement and Statement of Cash Flows  
Chapter 11: Financial Statement Analysis  
Midterm: Chapters 2,3,5,7,8,9 and 11

Week 4- Chapter 1: Budgeting: Why and How  
Chapter 2: The Parts of a Budget  
Chapter 3: Gathering Production Figures

Week 5- Chapter 4: Creating a Production Budget  
Chapter 5: Planning and Budgeting a Project  
Chapter 6: Checking It Twice

Week 6- Chapter 7: Preparing for Presentation  
Chapter 8: Budgetary Spending  
Chapter 9: Tracking Your Budget

Week 7- Chapter 10: Budgeting and Human Resources  
Chapter 11: Small Business Money Management  
Final Project Due

Week 8- Chapter 12: Mastering the Budget Process  
Submit Power Point Presentation  
Final- Writing Assignment

#### SCHEDULE OF COURSE REQUIREMENTS AND GRADE COMPUTATION:

Quizzes (7 total)	70 points ( 10 points each)
Online Training Courses (6 total)	60 points ( 10 points each)
Exercises (3 total)	15 points ( 5 points each)
Midterm	20 points
Final Project	100 points
• Executive Summary	5 points
• Startup Cost Spreadsheet	5 points
• Operating Expense Budget	10 points
• Sales Forecast	10 points
• Breakeven Analysis Worksheet	10 points
• Projected Income Statement	15 points
• Projected Balance Sheet	15 points
• Ratio Analysis	10 points
• Power Point Presentation	20 points

TOTAL POINTS = 280

A = 252 OR MORE POINTS

B = 224-251 POINTS

C = 196-223 POINTS

D = 168-195 POINTS

F = 167 OR LESS POINTS

#### **Additional Information:**

**Writing Assignments:** Minimum requirement is one page per writing assignment. Proper grammar, punctuation, spelling and capitalization are expected. Cite supporting sources. A rubric will be used to grade your writing assignments. I will make this available on Blackboard for your reference. Please use correct grammar, spelling, punctuation, and capitalization

**Exams:** You will be expected to complete a Midterm. Your exam will be time and it is a combination of multiple choice, fill in the blank True/False and short answer questions.

**Final Project:** Your final project will be due on the 8<sup>th</sup> week of this course. The details to the project will be posted on blackboard beginning the 5<sup>th</sup> week of this course. Individual assignments will need to be completed towards the final project. Your final project will not be the same as any of the other students as each may have different projections and assumptions. Proper grammar, punctuation, spelling and capitalization are expected as well as citing of supporting sources.

\*\*Students will be responsible for keeping up with Blackboard on a regular basis. Please be sure to check any new announcements I may post pertaining to the class.

