

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: 13-9781308379005

Title: Budget and Revenue

COURSE DESCRIPTION: Construction of basic budgets, how to track expenses relative to revenue. Prerequisite: ORGL 4300.

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 1: The Role of Accounting in Starting a Business

Chapter 2: Establishing a Business and the Balance Sheet

Week 2- Chapter 16: Reporting and Interpreting the Statement of Cash Flows

Chapter 17: Financial Statement Analysis

Week 3- Chapter 18: Managerial Accounting

Chapter 7: Profit Planning

Midterm: Chapters 1,2,16,17,18 and 7

Week 4- Chapter 23: Budgetary Planning

Chapter 1: Budgeting: Why and How

Week 5- Chapter 2: The Parts of a Budget

Chapter 3: Gathering Production Figures

Chapter 4: Creating a Production Budget

Week 6- Chapter 5: Planning and Budgeting a Project

Chapter 6: Checking It Twice

Chapter 7: Preparing for Presentation

Week 7- Chapter 8: Budgetary Spending

Chapter 9: Tracking Your Budget

Chapter 10: Budgeting and Human Resources

Final Project Due

Week 8-Chapter 11: Small Business Money Management

Chapter 12: Mastering the Budget Process

Submit Power Point Presentation

Final- Writing Assignment

SCHEDULE OF COURSE REQUIREMENTS AND GRADE COMPUTATION:

Quizzes (3 total) each)	30 points (10 points
Online Training Courses (8 total) each)	80 points (10 points
Exercises (4 total) each)	20 points (5 points
Midterm	40 points
Final Project	110 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 8th week of this course. The details to the project will be posted on blackboard beginning the 5th 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.