Course Title: Department Budget Essentials

Course web page: http://www.collin.edu/ce/courses/deptbudgetessentials.html

Course Description: Overview of the key concepts and practices of budgeting. Develop financial plans, and estimating budget components such as revenues, production costs and operating expenses. A case study will be used to illustrate the preparation of an operating budget, cash budget, budgeted balance sheet and budget variance report.

Course Objectives:
1. Overview of the key concepts and practices of budgeting.
2. Develop financial plans, and estimating budget components such as revenues, production costs and operating expenses.
3. Use case study to illustrate the preparation of an operating budget, cash budget, budgeted balance sheet and budget variance report.

Lesson Plan – by week or session

Session 1: Budget Fundamentals: why budget?, planning & control, types of budgets, budgeting systems, importance of assumptions.

Session 2: Case Study: preparation of sales, production, selling & administrative budgets and budgeted departmental income statement.

Session 3: Case Study: preparation of cash budget, budgeted balance sheet and variance analysis; introduction to capital budgeting

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

http://www.collin.edu/studentresources/personal/studenthandbook.aspx