

Collin College - Continuing Education COURSE SYLLABUS

COURSE INFORMATION

Course Number: ACNT 7015

Course Title: Department Budget Essentials

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.

Suggested Course Prerequisite(s): N/A

Course Resources: Textbook

Student Learning Outcomes:

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.

Certification Notes: This is a certificate course.

Next course recommendation: Basic Bookkeeping

Refund Policy: Please refer to www.collin.edu/ce/infoRegistrar.html for our refund policy. No refunds after the start time of the first class.

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-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines 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.

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

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.