PRST 250 - Budgeting and Finance for Organizations
COURSE SYLLABUS

Please read the following course syllabus carefully, especially the course dates, times and location. If you have any questions, please do not hesitate to communicate with the IDEAL Program office, your academic advisor, or the instructor.

The IDEAL degree-completion program is designed with the adult learner in mind. Adult learners approach learning with specific goals, want to be able to directly apply new learning to their work and personal lives, and tend to learn best when the coursework is problem-centered so that they are actively engaged in the learning process. In addition, adults bring rich and varied experience to the classroom, which becomes a valuable learning resource for other students.

The IDEAL Program assumes joint responsibility in the learning process. The activities and assignments in the courses build on the shared experience of all learners in each class. This is why each student’s preparation, participation and interaction in class activities and discussions are critical to the success of each course. The accelerated format of each course requires a significant amount your time outside the course to prepare for and complete the course assignments. This varies between students and courses; however, students typically spend nine-twelve hours per week on course material.

To participate in the IDEAL Program, it is expected that you will do the following:
1. Participate in and complete the online orientation prior to your first online course.
2. Obtain the required course materials prior to the course start date.
3. Login and participate in your course a minimum of three times per week.
4. Complete all assignments to the best of your ability.
5. Participate in the class discussions and demonstrate respect and consideration to the instructor and other students when they express themselves in discussion.
6. If you have any technical difficulties, you must contact the Office of Distance Education immediately at ubonline@bridgeport.edu.

If you cannot perform these six expectations, it is recommended that you drop the course. We look forward to your academic success in each course and the ultimate completion of your degree.
Course No. & Title: PRST 250 DL1, Budgeting and Finance for Organizations
Semester and Term: SUMMER 2015
Time: Online
Campus Location: Online Learning

Course Description:
This course familiarizes managers with the core tasks needed for effective financial planning and explains the budgeting process in diverse organizations. Organization, techniques, and politics of administrative planning, budget preparation and legislative appropriations, and control systems in public administration.

Prerequisite: PRST 202

Instructor & contact information: John Geary
Email: jgeary@bridgeport.edu

Required Textbook:
Wiley Publishers

Learning Outcomes:
COURSE OBJECTIVES AND LEARNING PROCEDURES:
At the competition of the course, all students should be able to:

- Identify the main types of budgets
- Interpret how to apply cost behaviors to corporate budgets
- Formulate fixed, variable and mixed costs in a sample budget
- Calculate breakeven quantities at the cash, accounting and financial levels
- Evaluate targets to reach achievable profitable goals
- Forecast sales and costs in a proposed budget
- Create a cash budget
- Explain variance analysis
- Explain manufacturing budget sales forecasts
- Estimate marketing budget forecasts
- Analyze research and development of long term budgets
- Discuss general and administrative costs
- Manage capital expenditures in long term planning
- Assess optimal capital budgeting
- Create risk reduction strategies in decision making
- Evaluate cash collection rates
- Analyze relationships with financial modeling
- Appraise cost management budgeting approach
MEASURABLE LEARNING OUTCOMES:

It is expected that at the end of this course, all students will have a heightened understanding of:

- A common body of knowledge, terms, philosophies, and tools utilized in the administration and management of financial resources and budgets;
- The content and dynamics of financial management and budgeting; that is, how fiscal management and budgeting decisions are made, who influences these decisions, how to evaluate decisions between alternatives, including their broad fiscal application at different organizational contexts;
- The complex issues underlying the administration and management of financial resources;
- How to use cost-benefit analysis, discounting and the capital market line for informed decisions;
- How to evaluate the use of ratio analysis to measure the financial soundness of an organization

Students are also expected to develop skills in:

- Application of theories and concepts to practice and context:
- Critical thinking and analysis:
- Facilitation

COURSE REQUIREMENTS:

1. Read all assigned materials for each online class session.
2. Open the Folder for each week under Assignments and follow the directions for the week’s learning objectives.

ASSESSMENT CRITERIA (Assignment Descriptions Follow):

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Discussion Forums</td>
<td>25%</td>
</tr>
<tr>
<td>(Students-Peers-Professor)</td>
<td></td>
</tr>
<tr>
<td>Current Issue Paper</td>
<td>10%</td>
</tr>
<tr>
<td>Mid-Term Examination</td>
<td>15%</td>
</tr>
<tr>
<td>Final Examination</td>
<td>15%</td>
</tr>
<tr>
<td>Final Project (Individual)</td>
<td>35%</td>
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</table>

DETAILED EXPLANATION OF ASSIGNMENTS:

THE DISCUSSION FORUM: (DF) 25%

The intent of the Discussion Forum is for the students to engage in the readings with one another. Every week during this 8 week class (semester), you will be asked to enter the Discussion Board and participate in Discussion Forums with the rest of your class mates. Please note that this activity is interactive. Participants via postings need to take place between Mondays through Sundays of the respective weeks of the assigned discussion forums. You will not receive any
points if you do not participate during the assigned period. **EACH STUDENT MUST POST BY WEDNESDAY EACH WEEK. THE STUDENTS MUST POST THREE (3) REPLIES ON TWO OTHER WEEK DAYS TO THE CURRENT DISCUSSIONS.**

**Here are the details:**

- All postings must be made between Monday to Sunday
- There must be minimum of (3) postings for each student. One will be the response to the question raised in the DF and, (2) comments/critique of your classmates’ responses. **Because students are required to comment on their classmates’ responses, all responses to the questions posted for the respective weeks must be submitted by Thursday of each week.** You have until Sunday to post your comments/critique.
- I will grade you on both participation and quality of your responses/comments critique.
- One liners will not be accepted, that is, it is not sufficient to write that you agree or disagree with someone’s argument or like their comments. Provide a rationale for your arguments, be thoughtful when responding, integrate the textbook and related articles (the readings) for support and allow me to hear your respective voice in the discussion format.
- Based on the above criteria, you will receive a range of points for each discussion forum. The maximum points that you can receive for each forum is 10.
- When/where appropriate, I will comment on the response or provide additional information.

**DISCUSSION BOARDS:**
Each week during the course, you will be required to click on the Discussion Board and enter a Discussion Forum. Each student should familiarize themselves with the feature of the Canvas system. Learn how to read a contribution from a classmate or the professor, and on how to add your own thoughts or threads.
When you are asked to respond to a question and a person’s ideas, please do so in a constructive and substantive way. Please apply the theories, concepts and terms of this budget course so far to your critique of the ideas presented. Just agreeing or disagreeing is not enough, nor is telling your own story of an experience that relates to the topic. Please note that a critique and/or analysis should address both strengths and weaknesses. As a suggestion, you might want to read the comment(s), then review your material and click back into the Forum to make clear, instructive and constructive responses.

**DISCUSSION RUBRIC: (See Attachment)**
See attached separate information in regards to the discussion portion of this course.

**In order to earn the grade of “A” students will:**
Demonstrate superior knowledge and mastery of subject material
Submit written assignments that indicate a superior understanding and level of work in the areas of research, topic insight and a good understanding of the subject.
Demonstrate that, overall, the work that they are submitting is of a superior quality.

**In order to earn the grade of “B” students will:**
Demonstrate satisfactory comprehension of the assigned material. Submit written assignments that indicate a level of research and understanding of the subject. Demonstrate that overall their work is of an adequate quality.

**In order to earn the grade of “C” students will:**

Demonstrate a minimal or borderline comprehension of the subject matter. Submit written work that is unsatisfactory in part. Demonstrate that, overall their work is of inferior quality.

**CURRENT ISSUE PAPER—article summary and analysis:**

Each student is to complete one (1) current issues summary and analysis (4-5 pages) and this should be sent to the instructor by Monday of Week 4 via CANVAS only. **Please do not e-mail, mail or fax me your assignment.**

The article can be selected from the New York Times, Business Week, Wall Street Journal, Fortune, Business Times or similar business oriented publications. The event must have happened within the past year and be relevant to the budget material presented in the course. You must relate the article to at least one concept that we have discussed in the class.

The 2-3 page summary and analysis (word-processed, in 12 point Times New Roman font, spell and grammar checked) **MUST** include the following at the top of the first page of your paper:

- Your name
- Title, author, journal name, publication date and page number(s)
- (1) Brief summary of the article (2) relationship to budgeting concepts and issues (3) your critical analysis of the article. **Please use these 3 areas as sub-headings for the paper.**

**MID-TERM EXAMINATION:**

There will be a mid-term examination in Week # 3. This is an open book examination that includes both multiple choice and true-false choices and essay type responses to questions covering chapters of your text assigned from Week 1 to Week 3.

**FINAL EXAMINATION:**

There will be a final examination in Week 8. This is an open book examination that includes multiple and true/false choices and essay type responses to questions covering Chapters of your text assigned from Week 4 to 7.

**FINAL PROJECT (INDIVIDUAL ASSIGNMENT):**

There are 2 parts to this assignment:

1. Each student is required to submit one research paper from a list of topics that are attached to this syllabus. All individuals should discuss the topic selected in-depth (4-6 pages). The paper is due by the **Sunday of Week 6.** A **150 word abstract** must be
attached to the paper that outlines and highlights very briefly the topic and what is pertinent in the presentation of the paper.

2. Submit a 1-2 page outline that briefly describes the topic and the approach taken to discuss and analyze the budget topic. Due on Monday in Week # 4.

SUBMITTING ASSIGNMENTS:

Weekly, there are assignments to complete. When asked to submit an assignment, submit via the Digital Drop Box located in the Content area only. Keep a backup copy of your assignment in case you need it. The submission of your assignment is your responsibility so, be sure you send it properly. All assignments must be submitted on or before the due date listed in the Course Schedule. Your individual grade for the individual assignment and examinations will be reduced by one letter grade for late submissions. All assignments, except for the exams (Multiple-choice section and quizzes to be completed in Canvas only), are to be submitted, via the Digital Drop Box located in the Content Area only. Please do not e-mail or fax your assignments. They will not be accepted and you will not receive a grade for them.

FINAL PAPER TOPICS

1. Budgeting Systems
2. Multi-Year Budgeting
3. Impacts of fiscal and monetary policies in Capital Budgeting
4. The role and interrelationship between long-term (strategic) financial plan and short term (operating) plan in corporate budgeting
5. Political tactics used in budgeting
6. Citizen Participation in Budgeting
7. The Role of the fiscal management/budget staff
8. The Role of the Controller/Treasurer on fiscal administration management of the budget process
9. Computerized Budgeting
10. Budget Administration Execution Techniques
11. Cash flow management in the Budget Process
12. Capital Budgeting
13. Budget Planning

If any of the above topics are not of your liking, you may select another topic and its relationship to budgeting. I must approve of this topic before you can complete your assignment.

Course Schedule-Arrangements

Letter Grading Scale:

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<thead>
<tr>
<th>% of Points Earned</th>
<th>Letter Grade</th>
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<th>Letter Grade</th>
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<tr>
<td>100-94</td>
<td>A</td>
<td>76-74</td>
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<tr>
<td>93-90</td>
<td>A-</td>
<td>73-70</td>
<td>C-</td>
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<tr>
<td>89-87</td>
<td>B+</td>
<td>69-67</td>
<td>D+</td>
</tr>
<tr>
<td>86-84</td>
<td>B</td>
<td>66-64</td>
<td>D</td>
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<tr>
<td>83-80</td>
<td>B-</td>
<td>63-60</td>
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<tr>
<td>79-77</td>
<td>C+</td>
<td>Below 60</td>
<td>F</td>
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ACADEMIC POLICIES

Attendance Policy
Course attendance via online participation is an integral part of the online academic experience; therefore, students are expected to be participative in all course activities and discussions. If an absence is unavoidable, the student should communicate with the instructor. Arrangements should be made at that time for submission of any missed assignments.

IMPORTANT:
- An absence (lack of participation) in any week of the course will drop the final grade by one letter grade (for example if a student earns a grade of “B” in the course, the final grade would be a “C”).
- An absence of two or more weeks will be cause for a failing grade.

Drop Procedures
To drop a course, you must complete and submit a Schedule Change Request Form. The form can be accessed at the IDEAL Course Schedule webpage: http://www.bridgeport.edu/academics/continuinged/ideal-academic-degree-programs-and-certificates/ideal-course-schedule/.

Please print and complete the form and fax the form to the IDEAL Office: 203-576-4537. Prior to dropping a course, the student should contact their IDEAL Academic Advisor to understand the implications to financial aid and/or degree plan progress.

Please review the drop fees and tuition refunds at the Academic Calendar; accessed at the IDEAL Course Schedule webpage (same link above).

Cell Phones
Cell phones must be turned off (or placed on “vibrate”) while in the classroom. A cell phone call is disruptive and disrespectful to the other students in the class.

Academic Dishonesty
The IDEAL program prohibits all forms of academic dishonesty. Academic dishonesty is normally defined as, but not limited to, the following two categories:

Cheating – Using inappropriate sources of information in an assignment or on a test. The following are examples of cheating taken from real student experiences:

Case #1: A student is enrolled in an introductory psychology course. He has co-workers who have taken the same course. As the end of the course approaches, he wonders how he will find the time to get the research paper finished, and asks one of his co-workers for help. His coworker hands him a research paper that he submitted in a similar course. The student makes minor modifications to the paper, and submits it under his own name.
Case #2: A student enrolled in a humanities course is unsure about how to structure an essay. She is doing research on the World Wide Web, and comes across an essay written by a student from another university. Using her computer mouse, she copies and pastes the essay into her word processor. She goes to great lengths to re-word the paper in her own style, but essentially leaves the content and organization the same.

Plagiarism – Intentional as well as unintentional failure to acknowledge sources as well as the use of commercially available so-called “research papers” without full recognition of the source. Presenting as one’s own, the ideas, words, or products of another. The following are examples of plagiarism taken from real student experiences:

Case #3: A student is conducting research for a Civil War research paper. He has reviewed work on the Internet. Finding helpful information, he has summarized his findings without citing his sources. He believes that minor paraphrasing is all that is necessary.

Case #4: A student is writing a paper that requires her to address specific topics and problems in the assigned course textbook. She takes the information directly from the textbook with slight modification, without giving any citation. She thinks that since it is the course textbook, she doesn’t have to use quotations or citations.

Academic dishonesty applies to all courses, assignments or exams completed by students and submitted as their own original work, whether in person or by electronic means. The University does not tolerate cheating in any form. It is a serious breach of conduct with serious consequences. Instructors have the right to determine the appropriate penalty for academic dishonesty in their own courses; generally, however, such acts will result in a failing grade for the assignment and/or the course. The penalty for subsequent acts of academic dishonesty may include expulsion.

More information on how to recognize plagiarism can be found at this site: http://www.indiana.edu/~istd/plagiarism_test.html

Ethics Statement of Confidentiality
An integral component of an IDEAL course is student and faculty expression of personal experiences for the purpose of facilitating coursework. Students enrolled in the program are expected to honor confidentiality as it pertains to student disclosure. Shared information, comments, or opinions expressed by another student or the faculty member during the course of classroom discussion should never be used in a manner which is intended to humiliate, embarrass, harass, damage, or otherwise injure other students in their personal, public, or business lives. In addition, confidentiality must be upheld by not disclosing any information that would identify any particular individual.

ACADEMIC RESOURCE CENTER

The Academic Resource Center is available for IDEAL students seeking help in their studies. The Center is staffed by writing professionals and peer tutors. More information can be found at: http://www.bridgeport.edu/pages/2209.asp The Center is located on the 5th Floor of the
Wahlstrom Library. Make an appointment or walk-in: Telephone: 203-576-4290. **Online Tutoring** is available at: [www.etutoring.org](http://www.etutoring.org). To use this free service you must have an UBNet account.

**Obtaining a UBNet Account**

Every registered student should obtain an UBNet Account. The account allows you to access MyUB; the portal for grades, library services, Canvas online learning system. Also, the account allows you access to computers in the Library and computer labs, and provides an email account in which the University sends out information. Go to: [http://www.bridgeport.edu/ubnet](http://www.bridgeport.edu/ubnet) - Click on “New UBNet Account” and follow the instructions.

The @bridgeport.edu email address is the official email the University uses to send information to you. You can have your bridgeport.edu email forwarded to any other private email account you use. Following the activation of your UBNet account (takes 24 hours), login at: [http://www.bridgeport.edu/email](http://www.bridgeport.edu/email) and click on “forwards” at the top of the page. Follow the directions to forward email messages to your other account.

**Learning Management System (LMS) - Canvas**

For all courses that use Canvas, you can access Canvas through the portal by using the myUB link. Faculty post class documents on Canvas e.g. syllabus, power points, discussion questions, case studies, current event articles, papers, reports etc. (save some trees). All students have access, and can download and copy the documents. [Canvas Tutorial For Students](https://bridgeport.instructure.com/courses/985903)

**For assistance** contact the UB Help Desk at 203-576-4606 or email helpdesk@bridgeport.edu

[https://bridgeport.instructure.com/courses/829447/](https://bridgeport.instructure.com/courses/829447/)

**Accessing Your Grades & Schedule Online**

The WebAdvisor online information system allows students to search for available classes, check grades, view semester class schedule and verify your personal profile. Grades are generally posted 2-3 weeks following the end of a course. To access WebAdvisor, login in to MyUB and follow the WebAdvisor menu on the right. If you are carrying a financial balance, access to WebAdvisor will be restricted.

**Using the Library**

Access to the Digital Library is through MyUB. On the MyUB home, in the central column, click on “myEureka Digital Library.” Research tools available:

- Search for books held at the library.
- Search the online databases for your academic field; business, counseling, human services, psychology, etc.
- Send questions to the Reference Librarian for assistance in research topics and searching strategy.

**Using Computers**

Open access computer labs are available at three locations:
Bridgeport – 1st floor of the Wahlstrom library. Check library hours of operation at: [http://www.bridgeport.edu/library](http://www.bridgeport.edu/library).

Stamford – Room D; Check open hours at: [http://www.bridgeport.edu/stamford](http://www.bridgeport.edu/stamford)

Waterbury – Computer Lab; Check open hours at: [http://www.bridgeport.edu/waterbury](http://www.bridgeport.edu/waterbury)

**Course Cancellations**

Any emergency necessitating the canceling of courses will be announced by the University through the Emergency Notification Telephone Line, (203) 576-4159. Please call this number for information on course cancellations. Also, information will be posted under “Latest News” on the UB home page, ([www.bridgeport.edu](http://www.bridgeport.edu)). Canceled classes will be made up either the week following the end of the course or in consultation between the instructor and the students as to day and time availability. Course cancellations are also announced on television and radio stations.

**IMPORTANT CONTACT INFORMATION**

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<thead>
<tr>
<th>Office</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgeport Campus Security</td>
<td>(203) 576-4911</td>
<td><a href="mailto:ubsecurity@bridgeport.edu">ubsecurity@bridgeport.edu</a></td>
</tr>
<tr>
<td>Bursar</td>
<td>(203) 576-4692</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Cashier</td>
<td>(203) 576-4682</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(203) 576-4568</td>
<td><a href="mailto:sfs@bridgeport.edu">sfs@bridgeport.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>(203) 576-4635</td>
<td><a href="mailto:registrar@bridgeport.edu">registrar@bridgeport.edu</a></td>
</tr>
<tr>
<td>Emergency Notification Phone</td>
<td>(203) 576-4159</td>
<td></td>
</tr>
<tr>
<td>IDEAL Office</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
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**CAMPUS CONTACT INFORMATION**

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<tbody>
<tr>
<td>Bridgeport</td>
<td>126 Park Avenue, Bridgeport, CT 06604</td>
<td>(203) 576-4800</td>
<td><a href="mailto:idealinfo@bridgeport.edu">idealinfo@bridgeport.edu</a></td>
</tr>
<tr>
<td>Stamford</td>
<td>5 Riverbend Drive, Stamford, CT 06750</td>
<td>(203) 358-0700</td>
<td><a href="mailto:ubstamford@bridgeport.edu">ubstamford@bridgeport.edu</a></td>
</tr>
<tr>
<td>Waterbury</td>
<td>84 Progress Lane, Waterbury, CT 06705</td>
<td>(203) 573-8501</td>
<td><a href="mailto:ubwaterbury@bridgeport.edu">ubwaterbury@bridgeport.edu</a></td>
</tr>
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Directions to IDEAL Campus locations: [http://www.bridgeport.edu/pages/2260.asp](http://www.bridgeport.edu/pages/2260.asp)

To fill out your financial aid report to the Federal Government, please go online to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school code for the University of Bridgeport is 001416. Federal Student Aid Information: 1-800-433-3243.