



SEMINAR OUTLINE

COURSE NUMBER	DPS 59066 1901
COURSE NAME:	Budgeting for Success
INSTRUCTOR:	Rosalie Harms
INSTRUCTOR CONTACT:	r.harms@uwinnipeg.ca
DATES AND TIME:	May 31, 2019 1 Friday, 9:00 a.m. – 5:00 p.m.
SEMINAR MATERIALS:	Materials to be distributed during the seminar.

SEMINAR DESCRIPTION:

Workplace managers must be able to not only manage their department's cash flow but they must also justify the expenditures. Developing purposeful and credible budgets provides a number of benefits including better forecasting and improved manager and employee motivation. As well, it creates an effective financial communication platform between all levels of the organization. Participants will learn the basics of developing a cash budget from a business prospective, with a focus on cash management strategies.

LEARNING OUTCOMES:

On completion of this seminar, students should be able to:

- Develop a departmental or organizational budget
- Determine requirements and assess whether the department or organization can achieve budgeting objectives
- Develop a business cash flow budget to estimate and track expenses for an organization or a business unit
- Identify the necessary steps to ensure budget goals are achieved

NEXUS:

Course materials, resources and assignments will be posted on Nexus, the online course management system, supporting the delivery of this course. Please use your WebAdvisor username and password to log in to Nexus system to retrieve these materials and to access important class communication

DISCLAIMER:

Please consider this course outline as a general guide. Time constraints and other unforeseen factors may require some adaptation of the course materials.

This workshop/seminar is graded on the basis of Pass – Fail. A minimum attendance of 75% is required to receive a Pass.

Remember to complete your course evaluation immediately after this course is complete. We take your feedback very seriously and use it to continually improve our courses and programs.

- **Full time course evaluations are available on NEXUS**
- **Part time and online course evaluations will be emailed to you**

PARTICIPATION:

Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment.

STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:

Please refer to the [Student Handbook](#) on the UWinnipeg PACE website for academic regulation policy information.

These policies are intended to provide general academic information. **It is the students' responsibility to read the academic policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.** The PACE Handbook contains important information regarding academic disciplinary policies and processes, appeals, code of conduct, and graduation.

UWINNIPEG RESPECTFUL LEARNING POLICY:

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

ACADEMIC ACCOMMODATIONS:

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

Letter Graded	Percentage	GPA	
A+	96-100	4.50	<u>Pass/Fail</u>
A	91-95	4.00	P Pass
A-	83-90	3.75	F Fail
B+	75-82	3.50	<u>Non-Graded</u>
B	70-74	3.00	CP Certificate of Participation (75% Attendance)
C+	66-69	2.50	NC No Certificate of Participation
C	57-65	2.00	<u>Special Designations</u>
D	50-56	1.00	I Incomplete
F	<50	0.00	TC Transfer Credit
			S Standing

DISCLAIMER:

Please retain a copy of this course outline for reference purposes and/or future academic endeavor.

Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.