

COURSE OUTLINE

1. GENERAL

SCHOOL	BUSINESS AND ECONOMICS		
DEPARTMENT	BUSINESS ADMINISTRATION		
DIVISION	BUSINESS ADMINISTRATION		
LEVEL OF STUDY	UNDERGRADUATE		
COURSE UNIT CODE	1104604	SEMESTER OF STUDY	6
COURSE TITLE	BUDGETING		
COURSEWORK BREAKDOWN		TEACHING WEEKLY HOURS	ECTS Credits
Lectures and Workshops-Project Work		5	5
COURSE UNIT TYPE	Specialization course		
PREREQUISITES :	YES (FINANCIAL ACCOUNTING FINANCIAL MANAGEMENT COSTING)		
LANGUAGE OF INSTRUCTION/EXAMS:	GREEK		
COURSE DELIVERED TO ERASMUS STUDENTS	YES (in English)		
MODULE WEB PAGE (URL)	http://moodle.teipir.gr/course/info.php?id=110		

2. LEARNING OUTCOMES

Learning Outcomes

The aim of the course is to prepare the students to the use of budgets in business organizations. It aims to help students to apply financial disciplines to the management of organizations as well as to set up and operate a budgetary control system. The course is intended to be a useful practical aid to all students who want to go deeply in understanding the work of the budgetary control within a business firm.

Upon successful completion of this course students will be able to:

- Analyse and pose business goals for the next period
- Evaluate the factors influenced the financial risk
- Prepare and plan the budget planning for each unit or activity of the firm
- Prepare and plan the master budget of the firm
- Prepare financial statements
- Use Sensitivity Analysis approaches to predict economic outcomes

General Skills

Individual Work
Decision making

3. COURSE CONTENTS

- An Introduction to Budgeting
- -Administration of the Budgetary Process
- Risk analysis
- -Financial Objectives and Budgets
- -Operating and Expenditure Budget
- -Budgeting for Asset Costs
- -Funds Flow and Working Capital Budget
- -Performance Monitoring and Control
- -Capital Expenditure Budget
- -Income Budget
- -Budgeting Financial Statements
- -Forecast versus Budget
- -Reporting

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4. TEACHING METHODS - ASSESSMENT

MODE OF DELIVERY	In-Class	
USE OF INFORMATION AND COMMUNICATION TECHNOLOGY	<ul style="list-style-type: none"> - Power point -Support of the learning process through the e class platform of PUAS. 	
TEACHING METHODS	<i>Method description</i>	<i>Semester Workload</i>
	Lectures	39
	Class Work/WorkShops	26
	Preparation of Group Projects	52
	Independent and Directed Learning	33
		150
ASSESSMENT METHODS	<p>I. Final Examination (30%)</p> <ul style="list-style-type: none"> - Answer questions <p><u>Evaluation Objective:</u> To understand the fundamentals of the course. <u>Evaluation Criteria:</u> Comprehensiveness, accuracy, and critical evaluation.</p> <p>II. Group Project (70%) (Summative Evaluation):</p> <p><u>Evaluation Objective:</u> To examine students' skills in internet tools and services and to enhance students' teamwork skills. <u>Evaluation Criteria:</u> Functionality of the application, the degree of specifications' satisfaction, user-interface, organization and management of teamwork project and presentation.</p>	

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5. RESOURCES

1. Apostolopoulos J., (2004), *Special Issue of Financial Management*, Stamoulis Publishers., (in Greek).
2. Garoufalis K., (2016), *Financial Planning: Markets, Decision Making, Financial Accounting, Budgeting*, Synchroni Ekdotiki (in Greek)
3. Karathanasis G and Drakou An. (2010), *Financial Management*, Benou Publishers., (in Greek).
4. Prastakos Gr., *Management: Decision Making*,(2006)., Stamoulis Publishers.,(in Greek).
5. Weston F.,-Bringham E. (1986), *Principles of Financial Management and Policy*, Papazissis Publishers.,Athens.(in Greek).
6. Atrill & McLaney (1999), *Accounting for non specialists*, Prentice Hall Europe 1999
7. Biggs C., Benjamin D.,(1992), *Management Accounting Techniques*, Chartered Institute of Management Accountants, CIMA, London.
8. Collier P., Cooke T., (1992), *Financial and Treasury Management*, Chartered Institute of Management Accountants, CIMA, London.
9. Douglas G.,(1992), *Making Budgets Work: The Control and use of the budgetary Control process*, CIMA.
10. Elliot B., Elliot J., (2004), *Financial Accounting and Reporting*, 8th ed., Prentice Hall.
11. Nugus S.,(2005), *Financial Planning Using Excel*, 2nd ed., CIMA
12. Peyrard J., (1990), *Gestion Financieres avec exercices*, ed.PUF,Paris.
13. Wyatt N.,(2012), *Budgeting and Forecasting : How to deliver accurate numbers*, FT Publication, Pearson.

