I. COURSE PURPOSE

Social workers at the master’s level from all concentrations will find the need for budgeting and accounting information soon after graduation. They will be responsible for the budget administration of a project, they will write grants and contracts, and they will manage agencies or programs. Additionally students will need budgeting and accounting knowledge to help clients with financial planning and to understand agency reports. This course will provide students with basic information about financial tools and how they support the agency programmatic goals. Students will have the opportunity to practice interpreting fiscal reports and preparing a budget.

II. EDUCATIONAL OBJECTIVES

1. Understanding how budgeting and accounting impact client services,
2. Linking financial statements with programmatic goals,
3. Becoming familiar with general accounting terms,
4. Knowing how to review basic accounting reports,
5. Being able to interpret budget and income statements,
6. Understanding types of budgeting, and
7. Being able to prepare an ethical and realistic budget.

8. COURSE REQUIREMENTS

A. Required Texts: Readings to be supplied by the instructor or available on line.
B. Other Recommended Resources and Media
National Catholic School of Social Service [http://ncsss.cua.edu/]

C. Course Assignments
Assignment 1: Create a budget for a service in a field of social work of interest to you. Use the budget template provided. Write a budget narrative to support each line item. **Due Date: Class 4**

D. Grading Policy
Assignment 1 80%
Attendance and Participation 20%

E. Course and Instructor Evaluation
NCSSS requires an online evaluation of this course and the instructor. Additional, informal written or verbal feedback to the instructor during the semester is encouraged and attempts will be made to respond to requests.

9. CLASS EXPECTATIONS

A. Scholastic Expectations
Please refer to NCSSS Announcements or appropriate Program Handbook for Academic Requirements, including scholastic and behavioral requirements. All written work should reflect the original thinking of the writer, cite references where material is quoted or adapted from existing sources, adhere to APA format, and should be carefully proofread by the student before submission to the instructor for grading.

B. Academic Honesty
Joining the community of scholars at CUA entails accepting the standards, living by those standards, and upholding them. Please refer to University Policy and appropriate Program Handbooks.

C. Accommodations
Students with physical, learning, psychological or other disabilities wishing to request accommodations must identify with the Disability Support Services (DSS) and submit documentation of a disability. If you have documented such a disability to DSS that requires accommodations or an academic adjustment, please arrange a meeting with the instructor as soon as possible to discuss these accommodations.
Class Schedule

Class Topics and Readings

1 Topic: Why do social workers need to know budgeting and accounting?
Required Readings—

—Three job descriptions distributed in class —Why is Accounting So Important distributed in class —Making Peace with Money: The Social Worker as Entrepreneur
http://www.privatepracticesuccess.com/makingpeace.html

2 Topic: Understanding fiscal recording and reporting tools
Required Readings—


3 Topic: Linking budgets to organizational goals
Required Readings—

—Instructor will distribute Excel spreadsheets to be used in the student budget assignment.

4 Topic: Preparing realistic budgets
Required Readings—