# "WBUlogo"

Virtual Campus

School of Business

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

FINA 5310-VC01, Public Finance

# **4. TERM**:

Fall, 2018

# **5. INSTRUCTOR**:

Yongli Luo, Ph.D.

# **6. CONTACT INFORMATION**:

Office phone: 281-728-3694

WBU Email: [yongli.luo@wayland.wbu.edu](mailto:yongli.luo@wayland.wbu.edu)

# **7. OFFICE HOURS, BUILDING & LOCATION**:

M-F @ 9:00AM-5:00PM, ONLINE

# **8. COURSE MEETING TIME & LOCATION**:

August 20-November 3, 2018, ONLINE

# **9. CATALOG DESCRIPTION**:

Concepts, principles, and practices in financial matters at the federal, state, and local levels to include decision-making techniques, planning the financial structure, management of assets, capital budgeting, obtaining capital, and management of income under conditions of uncertainty

# 10. PREREQUISITE:

Previous courses in macroeconomics, financial management, political science, and basic accounting are recommended.

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| Management Policies in Local Government Finance | Bartle | | 6th | 2013 | ICCMA | 9780-87326-7656 | 4/13/13 |

Wayland Baptist University has partnered with RedShelf to bring Inclusive Access, which is a digital copy of the required textbook available on Blackboard day one of class. The prices are very competitive with the market and in most cases below the standard cost. The price of the textbook will be billed to your student account. To check the price of the textbook please locate your required course material at <https://bookstore.wbu.edu/>. Once you access the textbook it will ask you if you would like to opt-out. If you choose NOT to use this version you MUST opt-out or you will be charged and refunds are not available.

# 12. OPTIONAL MATERIALS

# Computer with high speed Internet; Microsoft Office; online access code to WBU writing center and Wayland library at <https://www.wbu.edu/academics/writing-center/wconline.htm>

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Examine the logic of government budgets
* Analyze and describe revenue generation (taxes)
* Understand revenue forecasting and estimation
* Understand management of working capital and employee retirement funds
* Understand methods for government finance
* Evaluate risk management
* Critique government fiscal decisions
* Analyze accounting and financial management methods
* Evaluate economic conditions in the context of the government decision process

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY**:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# **16. DISABILITY STATEMENT**:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

**Course requirements:** The students are expected to read the textbook and other online materials regularly, and complete weekly assignments, exams and discussion forums by the due date. No make-up exam; late assignments are not acceptable.

**Grading scale:** A ≥ 900 points, B=800-899 points, C=700-799 points, D=600-699 points and F ≤ 599 points.

**Grading criteria:** The overall grade will be a sum of total accumulated points of weekly assignments, discussion forums, and exams.

**Assignments (400 points=8 tests× 50 points each):** Assignments will be given on Monday @ 12:00AM and due on Sunday midnight 11:59PM (CST) in each week. Late assignments are not acceptable, but students are encouraged to catch up with penalty of points deduction upon the instructor’s approval with legitimate excuse.

**Forums (300 points=3 forums× 100 points each)** The discussion forum will be posted on Blackboard in weeks 1, 4 and 7; each forum is considered to be one unified assignment including three parts. All three parts must be posted on time in order to earn credit. including four parts. Incomplete assignments will not earn full credit. Students who post only Part 1 or Part 2 will earn a maximum of 50 points; likewise, students who post only Part 3 will earn no more than 50 points, either.

**Part 1--Initial Thread**: Students are required to post an initial thread and answer required questions by conducting a wide Internet search using WBU library or journal articles. The post must cite and discuss at least FIVE relevant articles. The post must be more than 200 words in APA format due in one week.

**Part 2—Replies**: Students are required to post written responses to at least TWO classmates' forum threads. Each of your reply should be more than 100 words with at least TWO relevant references. You may criticize or comment on any inputs made by others with substantial evidences. The more replies you have, the higher score you will get, while posting the minimum number of required substantive postings will result in an average passing score. Relies are due in two weeks.

**Part 3—Paper**: Students are required to write a research paper in 5-8 pages (double spaced) to summarize your initial thread and others’ replies to your forum topic. You are suggested to use tutor services from WBU writing center to check your grammar and APA format. The paper has to be submitted through SafeAssign on Blackboard as an attachment of a Word file including running head, title page, abstract, introduction, body, conclusion, references in APA format, due in three weeks.

**Exams (300 points=3 exams× 100 points each):** There will be three exams (exam1, exam 2 and final exam 3) scheduled in week 5, week 8 and week 11. Each exam will consist of true/false questions, multiple choice questions, matching questions, or comprehensive essay questions.

**17.1 Include Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

# 18. TENTATIVE SCHEDULE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Subject** | **Assignments** | **Starting date** | **Due date** |
| **1** | Ch1: Context, Challenge, and Opportunity | Checklist(8 pts) | Aug 20 | Aug 26 |
|  | Ch2: Government Spending and Revenues | Introduction(2 pts) |  |  |
|  |  | Test 1(50 pts) |  |  |
|  |  | *Forum 1-Part 1* |  |  |
| **2** | Ch3: Government Structure | Test 2((50 pts) | Aug 27 | Sep 2 |
|  | Ch4: The Structure of the Finance Functions | *Forum 1-Part 2* |  |  |
|  | No Class on Sep 3, Labor day |  |  |  |
| **3** | Ch5: Accounting and Financial Reporting | Test 3(50 pts) | Sep 4 | Sep 9 |
|  |  | *Forum 1-Part 3* |  |  |
| **4** | Ch6: Governmental Budgeting | Test 4(50 pts) | Sep 10 | Sep 16 |
|  | Ch7: Information Management | *Forum 2-Part 1* |  |  |
| **5** | **Chapters 1-7: Midterm Exam I Review** | **Exam 1** | **Sep 17** | **Sep 23** |
|  |  | *Forum 2-Part 2* |  |  |
| **6** | Ch8: The Property Taxes | Test 5(50 pts) | Sep 24 | Sep 30 |
|  | Ch9: Consumption and Income Tax | *Forum 2-Part 3* |  |  |
|  | Ch10: Non-tax Revenue |  |  |  |
| **7** | Ch11: Capital Planning and Budgeting | Test 6(50 pts) | Oct 1 | Oct 7 |
|  | Ch12: Debt and Risk Management | *Forum 3-Part 1* |  |  |
| **8** | **Chapters 8-12: Midterm Exam II Review** | **Exam 2** | **Oct 8** | **Oct 14** |
|  |  | *Forum 3-Part 2* |  |  |
| **9** | Ch13: Cash, Investment and Pension | Test 7(50 pts) | Oct 15 | Oct 21 |
|  | Ch14: Local Economic Development | *Forum 3-Part 3* |  |  |
|  | Ch17: Financial Condition Analysis |  |  |  |
| **10** | Ch15: Procurement | Test 8(50 pts) | Oct 22 | Oct 28 |
|  | Ch16: Public-Private Partnerships | Evaluation |  |  |
| **11** | **Chapters 13-17: Final Exam III Review** | **Exam 3** | **Oct 29** | **Nov 3** |

Note: This schedule is tentative and may be changed during the term as events warrant. Students are responsible for any schedule changes made through announcements or WBU emails.

# 19. ADDITIONAL INFORMATION

* Always add the course number “FINA 5310 VC01” in the subject line and include “your name and student ID” in your email.
* Use your “First name +Last name” to name all your files that were submitted on Blackboard.
* For a prompt reply, please contact me by email yongli.luo@wayland.wbu.edu, or call me at 281-728-3694 during the regular working hours (M-F @ 9:00AM-5:00PM, except holidays and weekends).
* I will reply your emails in 24 hours and post your grades in 7 days after your submission (24/7 rule).