

**WAYLAND BAPTIST UNIVERSITY**

**VIRTUAL CAMPUS**

**SCHOOL OF BUSINESS**

**SYLLABUS**

1. Mission Statement: Wayland Baptist University exists to educate students in an academically challenging,

learning-focused and distinctively Christian environment for professional success and service to God and humankind.

2. Course: **FINA 5310** – VC01, Public Finance

3. Term: Spring 2014

4. Instructor: Dr. Yongli Luo

5. Office Phone and Wayland Email Address: 806-291-1024; luoy@wbu.edu

6. Office Hours, Building, and Location: School of Business, Room 103B, Plainview, TX79072

7. Class Meeting Time and Location: Monday thru Friday, 9:00AM-5:00PM (CST), ONLINE

8. 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.

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

10. Required Textbook and Resources:

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| --- | --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **Updated** |
| Management Policies in Local Government Finance | Bartle et al.  | 6th | 2013 | ICMA | 9780873267656 | 4/13/13 |

11. Optional Materials: Blackboard Virtual campus at <https://wbu.blackboard.com/>

 Financial Calculator (TI BA-II Plus preferred); EZ Proxy account for access to WBU library.

12. Course Outcome 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

13. Attendance Requirements: Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus (Catalog 2013-14, pgs. 91 & 293).

14. 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.”

15. Course Requirements and Grading Criteria:

**Course requirements:**

It is the responsibility of the student to read the textbook, announcements and other teaching materials regularly online. Active online participation is required for course completion, and frequent access to the course contents on Blackboard is required. You should plan to spend 6-10 hours of study per week.

**Grading Criteria:**

The overall grade in this class will be based on the student’s overall performances on exams, weekly assignments, discussion forums and quizzes. The exams, quizzes and assignments will be consisted of true/false questions, multiple choice questions and comprehensive essay questions. No makeup exams.

**Assignments (400 points):** There will be 8 weekly assignments (50 points each). Assignments will be given on Monday morning and due on Sunday midnight 11:59PM (CST) in each week. Late assignments are not acceptable, but students are encouraged to catch up their late assignments for partial credit. Each student is responsible for completing her/his own weekly assignments independently.

**DB Forums (300 points)** There will be three discussion board forums (100 points each) from the assigned chapters in weeks 1, 4 and 7. Each forum will include three parts. Each Discussion Board Forum is considered to be one unified assignment; thus, incomplete assignments will not earn credit. Students who post only Part 1 or Part 2 will not earn credit. Likewise, students who post only Part 3 will not earn credit, either. All the three parts must be posted on time in order to earn credit.

PART 1: As you read the chapters assigned to each week, you will find some concepts more interesting and applicable to your personal or work situation than others. Select a list of about 10 key terms from the assigned chapters; then, submit a preliminary Discussion Board post indicating the key term that you wish to reserve as your Discussion Board thread for that week. In the event the key term you wish to explore is already reserved by someone else, simply move on to another key term in your readings. Duplicate postings will not earn credit under any circumstance--this includes posting work submitted in a previous course. Please be sure to include the exact key term you selected in your Discussion Board subject line.

PART 2: After you have successfully reserved the key term that interests you the most, research at least 5 recent scholarly articles that relate to the concept on which you wish to focus your research. After reading the articles, select the one article that you wish to discuss. Your initial posting must be at least 200 words and placed in the Discussion Board text box in APA format.

Part 1 & 2 are due in one week by Sunday midnight of the assigned weeks.

PART 3: After you posted your initial thread, you will be required to post a written response to at least 2 other students' Discussion Board threads. Your each reply should be more than 100 words with substantial evidences or permanent links to the references in APA format. Exceeding the minimum requirement will result in a higher score, while posting the minimum number of required substantive postings will result in an average passing score.

Part 3 is due in two weeks by Sunday midnight of the assigned weeks.

**Exams (300 points):** There will be three exams (100 points each).Exams will be undertaken in week 5, week 8 and week 11. The exams will consist of true/false questions, multiple choice questions, matching questions or comprehensive essay questions.

**Additional Points (10 points):** There will be a course checklist (8 points) and a DB self-introduction (2 points) due by the end of the first week.

**Grading Scale:**

A.....900-1010 CR........Credit

B.....800-899 NCR.....No credit

C.....700-799 I............Incomplete

D.....600-699 W..........Withdrawal

F.....below 600 X...........No grade

A grade of incomplete is changed if the work required is completed prior to the last day of the next long (10-15 weeks) term, unless the instructor designated an earlier date for completion. If the work is not completed by the appropriate date, the “I” is converted to the grade of “F” (Catalog 2013-14, pgs. 80-81).

16. Tentative Schedule: (Calendar, Topics, Assignments)

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| --- | --- | --- | --- |
| **Week**  | **Subject** | **Assignments** | **Points** |
| Week 1(2/24—3/2) | Ch1: Context, Challenge, Ethics and Opportunity | Checklist | 8 |
|  | Ch2: Local Government Spending and Revenues | Introduction  | 2 |
|  |  | Assignment 1 | 50 |
|  |  | **DB Forum 1** | **100** |
| Week 2(3/3--9) | Ch3: Government Structure  | Assignment 2 | 50 |
|  | Ch4: The Structure of the Finance Functions |  |  |
|  | **Spring Break no classes (3/10-16)** |  |  |
| Week 3(3/17--23) | Ch5: Accounting and Financial Reporting | Assignment 3  | 50 |
| Week 4(3/24--30) | Ch6: Governmental Budgeting  | Assignment 4  | 50 |
|  | Ch7: Information Management | **DB Forum 2**  | **100** |
| Week 5(3/31--4/6) | **Review Chapters 1-7** | **Exam 1** | **100** |
| Week 6(4/7--13) | Ch8: The Property Taxes | Assignment 5  | 50 |
|  | Ch9: Consumption and Income Tax |  |  |
|  | Ch10: Non-tax Revenue |  |  |
| Week 7(4/14--20) | Ch11: Capital Planning and Budgeting | Assignment 6  | 50 |
|  | Ch12: Debt and Risk Management | ***DB Forum 3***  | **100** |
|  | Lectures: Cost-Benefit Analysis |  |  |
|  | **Good Friday no classes (4/18)** |  |  |
| Week 8(4/21--27) | **Easter Monday no classes (4/21)** |  |  |
|  | **Review Chapters 8-12** | **Exam 2** | **100** |
| Week 9(4/28--5/4) | Ch13: Cash, Investment and Pension  | Assignment 7 | 50 |
|  | Ch14: Local Economic Development |  |  |
|  | Ch17: Financial Condition Analysis |  |  |
| Week 10(5/5--11) | Ch15: Procurement  | Assignment 8  | 50 |
|  | Ch16: Public-Private Partnerships |  |  |
| Week 11(5/12--17) | **Review Chapters 13-17** | **Exam 3** | **100** |

This course schedule is tentative and may be changed during the term as events warrant.

17. Additional information as desired by the faculty member.

(1)University students are expected to conduct themselves according to the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or, plagiarism. (Plagiarism is the presentation of the work of another as one’s own work) (Check the 2013-14 Catalog, pgs. 91 & 92).

(2) Under unforeseen circumstances, where the student is unable to take the exam on or by the scheduled day, the student may receive a makeup exam, provided that the student turns in a typed letter, stating the reasons for the makeup exam request along with appropriate verification of the excuse. The excuse must satisfy one of the following: 1) illness or injury; 2) death, injury, or illness of an immediate family member; 3) unforeseen special circumstance verified by your academic adviser. You are encouraged to communicate with me by email luoy@wbu.edu or phone 806-291-1024 regularly during my office hours, do not post your questions on Blackboard if your need a prompt or urgent reply.