# Wayland Logo

WBUonline

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, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

FINA 5310-VC01, Public Finance

# **4. TERM**:

Spring 2, 2020

# **5. INSTRUCTOR**:

Yongli Luo, PhD

# **6. CONTACT INFORMATION**:

Phone: 281-728-3694

WBU Email: Yongli.luo@wayland.wbu.edu

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

 Mon-Sun @ 8:00AM-5:00PM (CST) or by appointment, ONLINE.

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

Meeting day & time: Monday through Sunday during March 22—May 15, 2021, 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 |

# 12. OPTIONAL MATERIALS

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

* Develop government budgets through analysis of revenue sources, capital requirements, and economic conditions
* Analyze and describe revenue generation (taxes) including revenue forecasting estimation
* Understand management of working capital and employee retirement funds
* Evaluate risk management related to government fiscal decisions
* Analyze accounting and financial management methods

# 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 quizzes, exams, and discussion forums by the due date. 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.**

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

**Grading criteria:**

**Quizzes (400 points=8 × 50 points each): Quizzes will be given in each week starting on Monday at 12:00AM and due on Sunday midnight at 11:59PM (CST). Each quiz is timed with limited attempts. The weekly quiz includes true or false and multiple choices from the assigned chapters in that week.**

**Forums (400 points=4 × 100 points each): Each discussion forum will be completed in two week including two parts: (1) Initial thread and (2) two replies. By the Sunday midnight in the first week, students are required to create an initial thread, answer all the required discussion topics/questions. By the Sunday midnight in the following week, students should post at least two replies to others. Students may agree/disagree and comment on any inputs made by others with substantial evidences. The initial posts and replies must have sufficient words with substantial contents and references in APA format.**

**Exams (200 points=2 × 100 points each): There are two exams scheduled in week 4 and week 8. Each exam may consist of true/false questions, multiple choice questions, or comprehensive essay questions. No make-up exams.**

**Extra credits (10 points): You can earn up to 10 extra credits by completing a course Checklist and a Discussion board introduction due by Sunday midnight of the first week.**

**Late Policies:** Course Assignments, including discussion boards, quizzes and exams will not be accepted after the due date. If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately for approval by email before the deadline. With approval students will receive the following deductions:

 • Late submission within one week after the due date will receive a 20% deduction.

 • Late submission within 2 weeks but more than one week late will receive a 50% deduction.

 • Late submission beyond two weeks late will not receive credits.

Special circumstances (e.g. death in the family, school business personal health issues) will be reviewed by the instructor on a case-by-case basis.

**17.1 Grade Appeal:** “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, Ethics and Opportunity | Course Checklist | Mar 22 | Mar 28 |
|  | Ch2: Local Government Spending and Revenues | DB Introduction  |  |  |
|  |  | Quiz 1 |  |  |
|  |  | *DB Forum 1* |  |  |
| **2** | Ch3: Government Structure  | Quiz 2 | Mar 29 | Apr 04 |
|  | Ch4: The Structure of the Finance Functions |  |  |  |
| **3** | Ch5: Accounting and Financial Reporting | Quiz 3 | Apr 05 | Apr 11 |
|  |  | *DB Forum 2* |  |  |
| **4** | Ch6: Governmental Budgeting  | Quiz 4  | Apr 12 | Apr 18 |
|  | Ch7: Information Management | **Midterm Exam** |  |  |
| **5** | Ch8: The Property Taxes | Quiz 5 | Apr 19 | Apr 25 |
|  | Ch9: Consumption and Income Tax | *DB Forum 3* |  |  |
|  | Ch10: Non-tax Revenue |  |  |  |
| **6** | Ch11: Capital Planning and Budgeting | Quiz 6 | Apr 26 | May 02 |
|  | Ch12: Debt and Risk Management |  |  |  |
| **7** | Ch13: Cash, Investment and Pension  | Quiz 7 | May 03 | May 09 |
|  | Ch14: Local Economic Development | *DB Forum 4* |  |  |
|  | Ch17: Financial Condition Analysis | *Evaluation* |  |  |
| **8** | Ch15: Procurement  | Quiz 8  | May 10 | May 15 |
|  | Ch16: Public-Private Partnerships | **Final Exam** |  |  |

Note: This schedule is tentative and may be changed at discretion of the professor.

# 19. ADDITIONAL INFORMATION

* Always add the course number “FINA 5310 VC01” in the subject line and include “your full 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 281-728-3694 during the regular working hours from 8:00AM to 5:00PM.
* I will reply your emails in 24 hours and post your grades in 7 days after your submission.