**Wayland 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.

**Contact Information**

**Course**

: FINA 5310 VC01 – Public Finance

**Campus**

: WBUonline

**Term/Session**

**:** Spring 2, 2024

**Instructor**

**:** Dr. Roy Luo

**Office Phone Number/Cell #**

**:** 281-728-3694

**WBU Email Address**

**:** Yongli.luo@ wayland.wbu.edu

**Office Hours, Building, and Location**

**:** Office Hours 1-3 p.m. MWF or by appointment; ONLINE

**Class Meeting Time and Location**

**:** Monday-Sunday,ONLINE

**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.

**Prerequisite:**

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

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

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

*If this is an UNDERGRAD class the textbook for this course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at $26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to* ***all******classes/materials*** *and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu.  If you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

**Optional Materials**

**:** Reading Materials provided in Blackboard

**Course Outcome 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

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. 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 2 or more weeks of an 8-week session, 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 session 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. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

**Academic Integrity**

**:**

[Link to Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

**Artificial Intelligence:**

* 1. **No use of any generative AI tools permitted.**
		1. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.
		2. All assignments must be fully created, designed, and prepared by the student(s).
		3. Any work that uses generative AI will be treated as plagiarism.

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria**

**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.**

**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, matching, and multiple-choice questions from the assigned chapters in that week.**

**Forums (300 points=6 × 50 points each): Each discussion forum will be completed in one week including two parts: (1) Initial thread and (2) two replies. By Thursday midnight, students are required to create an initial thread, answer all the required discussion topics/questions. By the Sunday midnight, students should post at least two replies to others. Students may agree/disagree and comment on any inputs made by others with substantial evidence. The initial posts and two replies must have sufficient words with substantial contents and references in APA format.**

**Exams (300 points=3 × 100 points each): There are three exams scheduled in week 4, week 6, and week 8. Each exam may consist of true/false, multiple choice, matching 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.

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a micro term to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Student Grade Appeals**

**:** 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 to the 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.

**Tentative Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week**  | **Subject** | **Assignments** | **Starting date** | **Due date** |
| **1** | Ch1: Context, Challenge, Ethics and Opportunity | Course Checklist | Mar 25 | Mar 31 |
|  | Ch2: Local Government Spending and Revenues | DB Introduction  |  |  |
|  |  | Quiz 1 |  |  |
| **2** | Ch3: Government Structure  | Quiz 2 | Apr 1 | Apr 7 |
|  | Ch4: The Structure of the Finance Functions | *DB Forum 1* |  |  |
| **3** | Ch5: Accounting and Financial Reporting | Quiz 3 | Apr 8 | Apr 14 |
|  |  | *DB Forum 2* |  |  |
| **4** | Ch6: Governmental Budgeting  | Quiz 4  | Apr 15 | Apr 21 |
|  | Ch7: Information Management | **Exam 1** |  |  |
|  |  | *DB Forum 3* |  |  |
| **5** | Ch8: The Property Taxes | Quiz 5 | Apr 22 | Apr 28 |
|  | Ch9: Consumption and Income Tax | *DB Forum 4* |  |  |
|  | Ch10: Non-tax Revenue | Quiz 6 |  |  |
| **6** | Ch11: Capital Planning and Budgeting | *DB Forum 5* | Apr 29 | May 5 |
|  | Ch12: Debt and Risk Management | **Exam 2** |  |  |
| **7** | Ch13: Cash, Investment and Pension  | Quiz 7 | May 6 | May 12 |
|  | Ch14: Local Economic Development | *DB Forum 6* |  |  |
|  | Ch17: Financial Condition Analysis | *Evaluation* |  |  |
| **8** | Ch15: Procurement  | Quiz 8  | May 13 | May 18 |
|  | Ch16: Public-Private Partnerships | **Exam 3** |  |  |
|  |  | *Evaluation* |  |  |

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

**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 always contact me by email Yongli.luo@wayland.wbu.edu, or call 281-728-3694. Blackboard Message will be checked regularly but may be not timely. During the regular working hours from 9:00AM to 5:00 PM CT you can call and leave a message if I am not in the office.
* Learning is a continuum that requires determination, my goal is to help you satisfactorily complete this course, but you must maintain your own part of the commitment.
* As Christians, we should obey God’s instruction in 2 Timothy 2: 15 “Study to show yourself approved unto God, a workman that need not to be ashamed”.