Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should <u>not</u> be used to purchase course materials.

COURSE SYLLABUS

PADM 462
PUBLIC FINANCE AND BUDGETING

COURSE DESCRIPTION

Fiscal and military policy, taxation and the budget process in government.

RATIONALE

Government majors within a Politics and Policy Specialization and those pursuing a Government or Politics and Policy minor are required to demonstrate an understanding of a biblical Christian worldview as the foundation for public policy analysis, which comprehends conceptualization, formulation, and implementation of public policy within a federal framework of national and state policy concerns. This policy course requires the student to examine the federal budgetary process as to methodology, taxation and expenditures, politics, and reforms.

I. **PREREQUISITE**

   For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. **REQUIRED RESOURCE PURCHASE**

   Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. **ADDITIONAL MATERIALS FOR LEARNING**

   A. Computer with basic audio/video output equipment

   B. Internet access (broadband recommended)

   C. Blackboard recommended browsers

   D. Microsoft Word and Excel

   E. *Public Finance Review* Journal (found at Sage Journals Online: Liberty University Online Journal)

   F. *Budget and Economic Outlook* Journal (found at Congressional Budget Office: Liberty University Online Journal)

IV. **MEASURABLE LEARNING OUTCOMES**

   Upon successful completion of this course, the student will be able to:

A. Articulate basic economic concepts of public finance and budgeting with the rationale for government involvement in the economy.

B. Explain the role of budgeting in the administration of government and non-profit organizations.

C. Describe the fundamentals of the budget cycle in government and non-profit organizations at the federal, state, and local levels.

D. Describe the major sources of revenue for governments and major expenditures, including the political impact of each.

E. Evaluate a government or non-profit budget.

F. Apply a biblical worldview to social welfare and financial management.

G. Demonstrate practical budget skills, including conducting a break-even analysis, time value of money, calculating fixed and variable costs, adjusting for inflation, and developing budget scenarios.

V. **COURSE REQUIREMENTS AND ASSIGNMENTS**

A. Textbook readings and lecture presentations/notes

B. Course Requirements Checklist

After reading the Course Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Discussion Board Forums (4)

Discussion boards are collaborative learning experiences. Therefore, the student is required to complete 4 discussion board posts consisting of 1 thread and 2 replies to classmates' posts. Threads must contain at least 350 words and replies must contain at least 150 words each. Proper spelling, grammar, and punctuation are expected. Each thread must contain 4 citations in current MLA format. Each reply must contain 2 citations in current MLA format. Acceptable sources include the textbook, Bible, or articles assigned in the course or from other courses.

D. Article Analyses (2)

The student is required to review and analyze 2 scholarly articles related to course materials. The title of each article is due prior to submitting the completed papers. Each Article Analysis must be at least 1,000 words and cite 7–9 scholarly references in current MLA format. The Article Analyses must be submitted via SafeAssign.

E. Excel Assignments (5)

In order to provide the student with a practical perspective on budgeting, 5 Excel assignments are due throughout the course. They are designed to hone the budgetary skills required for public budgeting and cover a variety of topics, including break-even analysis, fixed/variable costs, ratio analysis, future value of money, and adjust revenue for inflation. The student must use Excel to complete these assignments.

F.   Budget Project

The student will complete the Budget Project in 3 parts: Government Agency or Organization Name Submission, Rough Draft, and Final Draft. The student will select a local city or county government, a state agency or a nonprofit organization (except schools systems or districts), and prepare an analysis of its budgeting procedures. The student must discuss in detail the process for preparing and approving his/her organization's budget and identify the top 3–5 things this organization can/should do to improve its budget process. Most of the information will come from reviewing the budget documentation the student collects from interviews with key participants and website analyses. For larger organizations, the student may want to focus on 1–2 departments. The student will submit a rough draft of his/her approved organization, and then will use instructor feedback for his/her final draft. There is a minimum requirement of 2,500 words, and the student must cite in current MLA format at least 5 scholarly sources that are no more than 5 years old. This assignment must be submitted via SafeAssign.

G.   Quizzes (2)

The student is required to complete 2 closed-book quizzes, which will consist of 20 randomized multiple-choice and 2 essay questions, and have a 1-hour time limit. Quizzes will test the student on his/her knowledge of budgetary terms and acronyms, as well as budgetary methodology.

H.   Exams (2)

The student is required to complete 2 exams, which will cover conceptual material found in the texts and assigned readings. Both exams are closed-book, will consist of 40 randomized multiple-choice and 2 essay questions, and will have a 2-hour time limit.

VI.   COURSE GRADING AND POLICIES

A.   Points

Course Requirements Checklist	10
Discussion Board Forums (4 at 60 pts ea)	240
Article Analyses (2 at 100 pts ea)	200
Excel Assignments (2 at 25 pts ea; 3 at 30 pts ea)	140
Budget Project	
Government Agency or Organization Name Submission	10
Rough Draft	20
Final Draft	80
Quizzes (2 at 55 pts ea)	110
Exams (2 at 100 pts ea)	200
Total	1010

B.   Scale

A = 900–1010   B = 800–899   C = 700–799   D = 600–699   F = 0–599

C.   Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Accommodation Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

PADM 462

Textbooks: Chen et al., *Budget Tools* (2015).
 Rubin, *The Politics of Public Budgeting* (2017).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Chen et al.: Modules 1–2, 11 Rubin: *ch. 1* NASBO: Modules 1–2 **1 presentation**	Course Requirements Checklist Class Introductions DB Forum 1 Quiz 1	10 0 60 55
2	Chen et al.: Modules 3, 10 Federal Budget Excerpts 4 presentations 8 websites	Article Analysis 1 Excel Assignment 1 Budget Project: Government Agency or Organization Name Submission	100 25 10
3	Chen et al.: Modules 6, 9, 16 Rubin:*ch. 5* *NASBO: Module 10* *3 presentations* *6 websites*	DB Forum 2 Excel Assignment 2	60 30
4	Chen et al: Module 4,12 Rubin: chs. 2, 4 NASBO: Module 3 4 presentations 4 websites	Excel Assignment 3 Exam 1	30 100
5	Chen et al: Module 7 Rubin: ch. 3 *1 lecture note* 3 presentations 2 websites	Article Analysis 2 Excel Assignment 4	100 25
6	Chen et al: Modules 13–14 Rubin: chs. 6–7 U.S. Constitution Excerpt 3 presentations 4 websites 2 articles	DB Forum 3 Budget Project: Rough Draft Quiz 2	60 20 55

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
7	Chen et al.: Modules 17, 19–20, 26 NASBO: Modules 8–9 1 presentation 2 websites	DB Forum 4 Excel Assignment 5	60 30
8	Rubin: chs. 8–9 NASBO: Modules 7, 12 1 presentation 3 websites	Budget Project: Final Draft Exam 2	80 100
		TOTAL	**1010**

DB = Discussion Board

NOTE: Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.