SHAW UNIVERSITY
DEPARTMENT OF BUSINESS AND PUBLIC ADMINISTRATION
PAD 226 PUBLIC FINANCE AND BUDGETING (3 CREDIT HOURS)

Instructor: Dr. Mma A. Kalu
Office: Tupper Hall Room 108
Classroom: Tupper 204
Office Hours: Monday through Friday 9:00-12:00noon
Telephone: 919-546-8344
E-mail: mkalu@shawu.edu
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Program Mission Statement

The mission of the Public Administration Program reflects the mission of both the Department and the University. Students graduating in Public Administration are liberally trained to function effectively in the world of work as well as in graduate and professional schools. The sequence of courses leading to the major in Public Administration is designed not only to sharpen the professional skills of the students but also to enhance their ability to think clearly and critically, to analyze, synthesize and evaluate, acquire and understanding of self, and to develop a commitment to ethics and values.

Program Goals

| Goal 1: Providing students with a liberal arts education in Public Administration that upon graduation will: (a) prepare them for employment in government and industries, (b) prepare them to continue graduate or professional studies. |
| Goal 2: Helping students develop their analytical, cognitive, oral and writing skills, as well as to develop an awareness of and commitment to values. |
| Goal 3: Increasing the number of students in Public Administration. |
| Goal 4: Strengthening the Public Administration program with specific emphasis on computer application. |
| Goal 5: Encouraging the professional development and teaching effectiveness of the Public Administration faculty members. |
| Goal 6: Implementing and strengthening necessary administrative process. |

Public Administration Program Outcomes

The Public Administration program is keyed to:
1. Produce graduates well grounded in the theory and practice of public administration as a field of academic study and as the implementation arm of government.
2. Produce graduates conversant with the use of the various modern technologies that facilitate the implementation of public policies.
3. Produce graduates who, beyond their technical expertise, appreciate and intelligently handle the politics that often drive the policies they implement.
4. Produce graduates who, in an increasingly “global-village” type world, understand and are prepared to collaborate with other culturally different administrative systems in finding solutions to problems that are becoming increasingly global.

Course Description

An examination of Public budgetary theory and process, budgetary reforms, revenue systems, fiscal and monetary policies, cash management and debt administration.

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Student Learning Outcomes (s Los) At the completion of this course, students will be able to:</th>
<th>Assessment of Student Learning Outcomes</th>
<th>Linkage to Program Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) discuss the various aspects of Public Finance, including fiscal policy monetary policy and public budgeting.</td>
<td>Exam Questions class project</td>
<td>1.</td>
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<tr>
<td>(2) Understand the theory of budgeting and budgeting process.</td>
<td>Exam Questions, class project</td>
<td>1.</td>
</tr>
<tr>
<td>(3) Become familiar with different budgeting reforms at the federal level, which include line item budgeting performance budgeting, PPBS, and ZBB</td>
<td>Exam Questions, Class Project</td>
<td>3.</td>
</tr>
<tr>
<td>(4) Understand the politics of budgeting process, taxation, fiscal problems of the state and local governments and the national debt.</td>
<td>Exam Questions, class project.</td>
<td>1 and 3</td>
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</tbody>
</table>
EVALUATION CRITERIA:

There will be at least four exams and four assignments/projects. Each exam will account for 20% of the final grade; and each assignment/project will account for 5% of the final grade. Exams and assignments cannot be made up unless you notify me prior to the time of the exam, of your inability to take it, and you must have a reasonable excuse. Exam dates will be announced later.

COURSE REQUIREMENTS:

- All Students are expected to read the assigned chapters before class.
- All assignments are due at the beginning of class.
- Points will be deducted for all late assignments.
- All exams are to be taken on the dates scheduled.
- No make UPS!
- CHEATING – AUTOMATIC FAILURE!
- Class participation is encouraged.

EVALUATION CRITERIA:

There will be various assignments and four (4) exams. Each exam carries up to 25%; the assignments carry 20%. Exams and assignments cannot be made up unless you notify me prior to the time of the exam, of your inability to take it, and you must have a reasonable excuse. Exam dates will be announced later.

REQUIRED TEXT


Course Requirements:

- All Students are expected to read the assigned chapters before class.
- All assignments are due at the beginning of class.
- Points will be deducted for all late assignments.
- All exams are to be taken on the date scheduled.
- NO MAKE UPS!
- CHEATING – AUTOMATIC FAILURE!
- Class participation is encouraged.
- Class attendance will be taken daily.
- All students must complete faculty/course evaluation on line toward the end of the semester.
• All students are expected to utilize library resources in completing their assigned projects.

COURSE READING

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
</tr>
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<tbody>
<tr>
<td>1-2</td>
<td>The scope of government activity and related economic concepts.</td>
</tr>
<tr>
<td>3-4</td>
<td>Fiscal and Monetary policies.</td>
</tr>
<tr>
<td>5-7</td>
<td>Revenue system cash management.</td>
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<tr>
<td>8-11</td>
<td>Budgeting – The concepts and the process</td>
</tr>
<tr>
<td>12-13</td>
<td>Capital Budgeting and Debt Administration</td>
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<tr>
<td>14</td>
<td>Class project</td>
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</tbody>
</table>

STUDENT CLASSROOM DECORUM EXPECTATIONS

To enhance the learning atmosphere of the classroom, students are expected to dress and behave in a fashion conducive to learning in the classroom. More specifically, students will refrain from disruptive classroom behavior (i.e., talking to classmates, disrespectful responses to teacher instructions; swearing; wearing clothes that impede academic learning such as but not limited to, wearing body-revealing clothing and excessively baggy pants; hats/caps, and/or headdress. Students will turn off telephones prior to entering the classroom. Students who exhibit the behaviors described above, or similar behaviors will be immediately dismissed from class at the third documented offense. The student will be readmitted to class only following a decision by the department chair. The student may appeal the decision of the department chair to the Dean of the College offering the course, and, subsequently, to the Office of the Vice President for Academic Affairs, and then to the President of Shaw University. The decision of the President will be final. Failure to follow the procedures herein outlined will result in termination of the appeal, and revert to the decision of the department chair.

Each behavior construed by the teacher/professor as noncontributing to learning will be recorded, properly documented, and appropriately reported to the student and to the chair of the academic department offering the course. The report will be in written form with a copy provided to both the student and the department chair. The faculty member should retain a copy for his/her own records.

Additional student behavior codes may be found in Student Affairs.