EADM/BSAD 305 Public Budgeting & Fiscal Management

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School of Business & Liberal Arts
Department: Business
Semester/Year: Spring 2019
A. **TITLE**: Public Budgeting

B. **COURSE NUMBER**: EADM/BSAD 305

C. **CREDIT HOURS**: 3 credit hour(s) per week for 15 weeks

D. **WRITING INTENSIVE COURSE**: Yes ☐ No ☒

E. **GER CATEGORY**: None: ☐ Yes ☒

F. **SEMESTER(S) OFFERED**: Fall ☐ Spring ☐ Fall & Spring ☒

G. **COURSE DESCRIPTION**: This course exposes students to the technical, political, and administrative elements of the federal, state, and local budgeting process. Topics will include budget formulation, execution, evaluation, and the theoretical basis for decision-making that is integral to that process.

H. **PRE-REQUISITES**: None ☐ Yes ☒ If yes, list below:

   Pre-requisite(s): ECON 101 or ECON 103, ENGL 101 or ENGL 102, MATH 121 or MATH 141 and completion of 45 semester credit hours or permission or instructor.

   **CO-REQUISITES**: None ☐ Yes ☒ If yes, list below:

I. **STUDENT LEARNING OUTCOMES**:

   By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Student Learning Outcome [SLO]</th>
<th>Program Student Learning Outcome [PSLO]</th>
<th>ISLO &amp; SUBSETS</th>
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<tbody>
<tr>
<td>Describe public sector financial control and accountability systems.</td>
<td>1.2 Demonstrate the ability to identify and evaluate relevant information for decision making. 3.1 Relate and interpret essential concepts of accounting, economics, finance, law, and marketing to the discipline of management. 3.2 Describe the external forces (e.g. legal/regulatory, economic, global, industry, and customer) applicable to business operations.</td>
<td>2 5</td>
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<tr>
<td>Investigate sources of governmental revenue and evaluate appropriate forecasting methods.</td>
<td>1.1 Analyze quantitative and qualitative information to compare and contrast alternatives to reach a defensible solution. 1.2 Demonstrate the ability to identify and evaluate relevant information for decision making.</td>
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<tr>
<td>Identify, justify, prioritize and defend proposed capital projects.</td>
<td>1.1 Analyze quantitative and qualitative information to compare and contrast alternatives to reach a defensible solution. 1.2 Demonstrate the ability to identify and evaluate relevant information for decision making.</td>
<td>2 5</td>
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</tbody>
</table>
| Summarize the tools used for stabilizing the economy and methods of promoting economic growth. | 1.1 Analyze quantitative and qualitative information to compare and contrast alternatives to reach a defensible solution.  
1.2 Demonstrate the ability to identify and evaluate relevant information for decision making.  
3.2 Describe the external forces (e.g. legal/regulatory, economic, global, industry, and customer) applicable to business operations | 2 5 | PS |
| Critique specific methods of budget reform. | 1.2 Demonstrate the ability to identify and evaluate relevant information for decision making.  
2.1 Express ideas clearly, logically, and persuasively in both oral and written formats. | 2 1 | PS O&W |

J. **APPLIED LEARNING COMPONENT**  
Yes / Research & Creative Works

K. **TEXTS:**

Educational materials will be chosen at the discretion of the instructor

L. **REFERENCES:**

**PROFESSIONAL ORGANIZATIONS**
National League of Cities  
Government Finance Officers Association  
Institute for Local Government  
International City/County Management Association  
Association for Budgeting and Financial Management

M. **EQUIPMENT:** None □ Needed: Technology enhanced classroom

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

Assignments, Projects, Exams, Participation

P. **DETAILED COURSE OUTLINE:**

I. **The Nature of Public Budgeting**
   A. Government versus Private Sector Budgeting  
   B. Budget Strategies  
   C. Conflict(s) in the Budgeting Process  
   D. How Does the Economy Affect Public Budgets?

II. **Government Revenues, Spending and Borrowing**
   A. Revenue Sources
a. The National Level  
 b. The State Level  
 c. The Local Level  
 d. Intergovernmental Grants  

B. Expenditures  
 a. Discretionary Spending  
 b. Mandatory Spending  
 c. Transfer Payments  
 d. Interest on Debt  

C. Government Debt  
 a. Types of Debt Instruments  
 b. Approval of Debt Issuance  
 c. Alternative Methods to Increased Spending  

III. Designing the Budget Process  
 A. Constraints on the Design of the Budget Process  
 B. Budget Policy Statements  
 C. Definition of the Budget Cycle  
 a. Preparing the Proposal  
 b. Enacting the Budget  
 c. Budget Execution  
 d. Review and Audit  

IV. Budget Preparation and Adoption  
 A. Role of the Budget Office  
 B. Format of the Budget Proposal  
 C. Types of Budgets  
 D. Budget Review and Approval  
 E. Modification of an Adopted Budget  

V. The Budget as a Management Tool  
 A. Needs Assessment  
 B. Methods of Forecasting  

VI. Financial Management  
 A. Capital Budgeting  
 a. Developing a Capital Improvement Plan  
 B. Cash Management  
 C. Auditing and Accounting Requirements  

VII. Methods of Budget Reform  

Q. LABORATORY OUTLINE: NOT APPLICABLE