

Financial Management of Public Programs

Summer 2017 Online Course Syllabus

Department of Public Policy and Administration
Course # 56:834:553

INSTRUCTOR INFORMATION

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COURSE DESCRIPTION

The study of financial management is essential for future public or non-profit managers. During the six units of this course, you will gain a strong foundation in the budgetary process, understanding costs, capital budgets, techniques for long-term financing, identifying different types of assets and liabilities, how to create and read a balance sheet, and how to conduct a financial condition analysis.

By the end of each unit, students will be able to...

Unit	Learning Outcome(s)	Specific Skill Taught
1	Understand the budgetary process.	1. Calculate property tax rates
2	Recognize the relationship between costs and volume	2. Conduct break-even analysis
3	Indicate whether or not a project is financially viable	3. Time Value of Money (TVM) 4. Net Present Value Calculations
4	Finance long-term capital assets	5. Calculate mortgage payments 6. Calculate the value of a bond
5	Identify several types of assets and liabilities Report financial transactions	7. Record and report financial transactions 8. Create a balance sheet 9. Calculate the current value of a long-term asset
6	Understand ways to determine the financial condition of an organization	10. Read Basic Financial Statements (BFSs) 11. Conduct ratio analysis

Prerequisite knowledge

You should have basic proficiency in high school-level algebra, as well as, a basic experience with excel spreadsheets.

For additional algebra resources, please see <https://www.khanacademy.org/math/algebra-home>.

COURSE FORMAT

This course will be delivered entirely online. Sakai is the centralized location for all course content. Please check Sakai regularly to ensure that you are on task with the assigned course materials and tasks. I will email important announcements through Sakai to the email account that is linked to you on Sakai. Please check that email account regularly for updates and progress reports! It is your responsibility to check your Rutgers e-mail.

This is an **intensive 4-week** course. This course is **quite challenging** for most students, even during the “in-class, 12 weeks” version. It is **your responsibility** to keep up with the course readings and assignments. It will be difficult to catch up. I’ve organized this course into six units, and each unit is approximately 3 to 4 days. There is an introduction day, a practice day, and an assessment day.

The “**introduction day**” requires you to read the required reading and review the unit materials. The unit materials usually include PowerPoint slides, audio for specific slides, “how to do…” documents, study guides, etc. My recommendation is to review the PowerPoint slides as you read the required readings. In addition, you should take notes by filling out the unit’s **study guide**. These study guides will be very useful when completing the quizzes.

The “**practice day**” requires you to complete and turn-in an ungraded assignment. See the course requirements section of this syllabus for how I grade the ungraded assignment. I will post the answer key for the ungraded assignment the day after due date. During this day, you should also review the unit materials and the study guide to prepare for the “assessment day”.

The “**assessment day**” requires you to complete a quiz on the unit’s material. See the course requirements section for more information on the quizzes.

REQUIRED TEXTBOOK

Finkler, Steven A., Daniel L., Smith, Thad D. Calabrese, and Robert M. Purtell. 2016. *Financial Management for Public, Health, and Not-for-Profit Organizations*, Fifth Edition, CQ Press. ISBN: 978-1-5063-2684-9.

**This textbook is available at the bookstore. You can also check online (e.g. Amazon) as well.

GENERAL COMMUNICATION GUIDELINES

1. Check your email/Sakai at least once a day, more often if possible. **This course is very condensed and will move quickly.**
2. Try posting any general questions (not dealing with personal matters) on our General Course Questions discussion board first. A classmate may be able to answer you before me. If you have a general question, please check there first before emailing me – someone else may have already asked it.
3. Be respectful, courteous, and clear in your communication. Avoid using all caps.
4. Use proper spelling and grammar in all communications.

COURSE REQUIREMENTS

Your final grade will be made up of the following three components: syllabus review, ungraded assignments and quizzes. See below for more details:

Syllabus Review – 4%

Each student is required to review the syllabus and course checklist. Once you finish, please email me that you have reviewed the syllabus and understand the course requirements. To get the entire 4 points, you need to **email me by 11:55pm on Tuesday, May 30th.**

6 Ungraded assignments – 36% (6 points each)

Students will complete 6 ungraded assignments (one per unit) designed to allow students to practice the specific skill(s) taught during the unit. All ungraded assignments are due before 11:55pm on the assigned day. See the Course Schedule for more information on due dates. Credit will be assigned on a check (100%) or check-minus (50%) scale. These assignments are called “ungraded” because points are rewarded based on effort. As long as you complete all problems and put a “good faith” effort into the assignment, you will receive a check. If you do not answer all of the problems or I believe you did not put a “good faith” effort into the assignment, you will receive a check-minus. You will receive zero points if you fail to turn in your assignment. **Late ungraded assignments will not be accepted.**

6 Quizzes – 60% (10 points each)

At the end of each unit, students will complete a quiz. I will post the quiz on the scheduled day at 8:00am. You will **have until 11:55pm** to complete the quiz on Sakai. These quizzes are open-note and open-book. However, you cannot contact any classmates regarding the quiz. More details on the nature of the quiz will be provided in advance. **Late quizzes will not be accepted.**

Your final grade will be assigned as follows: Letter grades will determine based on the overall course average, roundest to the nearest whole number. Only certain letter grades are available for

graduate course work at Rutgers-Camden. The translation of a numeric grade to a letter grade will be done as follows:

A	92-100
B+	87-91
B	80-86
C+	76-79
C	70-74
F	0-69

OTHER COURSE POLICIES

Communication with instructor

Email (michael.hayes012@gmail.com) is the fastest way to reach me. I will respond to emails within 24 hours of receipt. If I do not respond within 24 hours, please try emailing me again. Private appointments are also available upon request. These can be conducted via phone, or in person.

I use Sakai and email to communicate with you. Check your Rutgers email for announcements, assignments, and solutions. It is your responsibility to check your Rutgers email. I acknowledge every email that I receive.

Make-up Work & Exams

I **do not** accept late ungraded assignments or quizzes. I **will not** allow students to make-up ungraded assignments or quizzes.

Students with Disabilities

If you have or believe you have a disability that may impede your learning, please contact the Disability Services Office. I will make every effort to accommodate you in accordance with Rutgers University's policy, procedures and College Coordinator recommendations. Additional information can be found at <http://studentaffairs.camden.rutgers.edu/disability.html>.

Academic Honesty

Violations of academic integrity include cheating on tests or handing in assignments that do not reflect your own work and/or the work of a study group in which you *actively* participated. *I have a policy of zero tolerance for cheating.* Violations will be referred to the appropriate university authorities.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University

community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

More information on the Rutgers University Academic Integrity Policy can be found at <http://academicintegrity.rutgers.edu/>.

COURSE SCHEDULE

Date	Day	Content and Readings	Assignment Due
Tuesday, May 30 th		Review syllabus	Syllabus Review Email

Unit #1 – Intro to Class and Budgeting Process

Wednesday, May 31 st	Introduction	Read Unit #1 slides Skim Chapter 1 Read Chapter 2 (pp.27-28, 34-52, and 56-66) Read Chapter 3 (pp.79-90) Read “How to calculate property tax rates”	
Thursday, June 1 st	Practice	Review Unit #1 materials	Ungraded assignment #1
Friday, June 2 nd	Assessment		Quiz #1

Unit #2 – Understanding Costs

Sunday, June 4 th	Introduction	Read Unit #2 slides Read Chapter 4 (pp. 125-145) Read “How to conduct a break- even analysis”	
Monday, June 5 th	Practice	Review Unit #2 materials	Ungraded assignment #2
Tuesday, June 6 th	Assessment		Quiz #2

COURSE SCHEDULE (Cont.)

Date	Day	Content and Readings	Assignment Due
<i>Unit #3 – Capital Budgeting</i>			
Wednesday, June 7 th	Introduction	Read Unit #3 slides Read Chapter 5 Read “How to calculate TVM problems” and “Is this project financially viable”	
Thursday, June 8 th	Practice	Review Unit #3 materials	Ungraded assignment #3
Friday, June 9 th	Assessment		Quiz #3
<i>Unit #4 – Long-term Financing</i>			
Sunday, June 11 th	Introduction	Read Unit #4 slides Read Chapter 6 Read “How to complete a mortgage problem?” and “How to complete a bond value problem?”	
Monday, June 12 th	Practice	Review Unit #4 materials	Ungraded assignment #4
Tuesday, June 13 th	Assessment		Quiz #4

COURSE SCHEDULE (Cont.)

Date	Day	Content and Readings	Assignment Due
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Unit #5 – The Balance Sheet

Thursday, June 15 th	Introduction	Read Unit #5 Slides Skim Chapter 7 Read Chapter 9 Read “How to record and report financial transactions” and “How to calculate the current value of a long-term asset”	
Friday, June 16 th	Introduction	Review Unit #5 materials	
Saturday, June 17 th	Practice	Review Unit #5 materials	Ungraded assignment #5
Sunday, June 18 th	Assessment		Quiz #5

Unit #6 – Financial Condition Analysis

Monday, June 19 th	Introduction	Read Unit #6 Slides Skim Chapter 14 Read Chapter 15 Read “How to read Basic Financial Statements (BFSs)” Read “How to calculate and interpret ratios”	
Tuesday, June 20 th	Introduction	Review Unit #6 materials	
Wednesday, June 21 st	Practice	Review Unit #6 materials	Ungraded assignment #6
Thursday, June 22 nd	Assessment		Quiz #6