



SYLLABUS FOR FISCAL PLANNING AND MANAGEMENT

Term: Fall 2015 (September 3 – October 15)

Course Number: PSA 560

Instructor: Terry Ferrari

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Office Hours: By Appointment

Instructor Background: B.A., English, Augustana (IL) College; M.B.A., Loyola University Chicago. 1976 – 1981: Ford Motor Company; 1981 – 1982: G.D. Searle Pharmaceuticals; 1982 – 2008 : Federal Reserve Bank of Chicago

Course Time: Thursdays 8:30 AM – 12:30 PM (IIT) and 6:00 PM – 10:00 PM (Chicago Police Academy)

Course Description: Introduce students who will eventually be called upon to assist with the preparation and execution of planning and budget materials to principles and approaches of completing these tasks in the public sector. In addition, provide a basis for analysis of public sector planning and budget materials for users of those reports.

Prerequisites: As noted in the cohort program materials.

Learning Outcomes/ Competencies:

Students in this course will: 1) gain an overview of economics and accounting as they apply to the public sector; 2) become knowledgeable of the planning process and how it influences resource decisions; 3) be able to distinguish the differences between capital and expense budgets; and 4) receive an overview of how automated tools can be used to aid the entire process.

Textbook: *Performance Budgeting for State and Local Government, Second Edition* by Janet M. Kelly and William C. Rivenbark. Armonk, New York: M. E. Sharpe, Inc., 2011.

Learning Strategies: Students are expected to attend classes and participate in class discussions. Homework assignments beginning week two are to be completed prior to class. Assigned chapters from the textbook should be read; supplemental articles should be generally reviewed.

Assessment: Students will be required to take one essay test, submit one written case study, and develop one individual or group presentation.

Class Policy for Assignments: Students are expected to complete all assigned tasks.

Class Policy on Attendance: Students are expected to attend classes. If possible, absences should be discussed in advance. If absences are not anticipated, students should contact the instructor as soon as possible to discuss a plan to address any material that was missed. More than one absence and/or repeated instances of coming to class late and leaving early will result in a lower grade.

Class Policy on Electronic Devices: Out of respect for other students, please mute cell phones, *et. cetera*. If it is absolutely necessary to conduct a conversation, please leave the room to do so.



Course Outline:

Session	Dates	Topic	Text	Red Supplement
1	Sep 03	Introduction to Economics, Accounting, and Spreadsheet Software	Chapter 1 (Overview)	Week 1 of the red book
2	Sep 10	The Planning Process	Chapter 3	Week 2
3	Sep 17	Program Budgets	Chapters 4,5	Week 3
4	Sep 24	Capital Budgets; TEST	Chapter 7	Week 4
5	Oct 01	Expense & Manpower Budgets	Chapter 2	Week 5
6	Oct 08	Synthesis and In-Class Presentations	Chapters 6, 8	Case Study Due (See red book.)
7	Oct 15	In-Class Presentations	-	-

Tutoring Center:

Tutoring assistance is free to all students of Calumet College of St. Joseph. You can contact the Tutoring Center, at 219-473-4287 or visit room 413. The Center has experienced and well-trained tutors in most subject areas to help students who are struggling in a course or who are doing well and would like to do better. Regular weekly tutoring sessions are likely to improve your grade.

Statement of Plagiarism:

If an instructor or other Calumet College of St. Joseph (CCSJ) personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the University. The procedures for judicial review are listed under the section of the CCSJ handbook that addresses student grievances.

PLEASE NOTE: Calumet College of St. Joseph subscribes to Turnitin.com, and all papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.

Citation Guidelines:

Calumet College of St. Joseph adheres to citation guidelines as prescribed by the particular discipline (*i.e.*, MLA, APA, and *Chicago Manual of Style* or Turabian.). All of these guidelines are available in the Calumet College of St. Joseph library or bookstore. These texts outline how to cite references from a variety of sources, including electronic media.

Withdrawal from Classes Policy:

After the last day for class changes has passed (see College calendar), students may withdraw from a course in which they are registered with permission from the faculty member conducting the course. A written request detailing the reason(s) for the withdrawal must be filed with the Registrar. The Registrar must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests may be mailed to the Registrar or faxed to the College fax number 219-473-4259. Students are to make note of the refund schedule when withdrawing from courses. The request is forwarded to the faculty member, who makes the final determination to accept or deny the request. If the request is honored, the student will receive notification of official withdrawal; if denied, the notification will indicate why the withdrawal is disallowed.

An official withdrawal is recorded as a "W" grade on the student's transcript. Dropping a course without written permission automatically incurs an "FW" grade for the course (see Refund Schedule).