

Course E-Syllabus

1	Course title	Planning and Public Budgeting
2	Course number	1606306
3	Credit hours	3
	Contact hours (theory, practical)	Theoretical
4	Prerequisites/corequisites	Government Accounting
5	Program title	Public Administration
6	Program code	1606
7	Awarding institution	The University of Jordan
8	School	College of Business
9	Department	Department of Public Administration
10	Level of course	Undergraduate
11	Year of study and semester (s)	Fall 2020
12	Final Qualification	
13	Other department (s) involved in teaching the course	No
14	Language of Instruction	English
15	Teaching methodology	<input type="checkbox"/> Blended <input checked="" type="checkbox"/> Online
16	Electronic platform(s)	<input checked="" type="checkbox"/> Moodle <input checked="" type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....
17	Date of production/revision	October 8, 2020

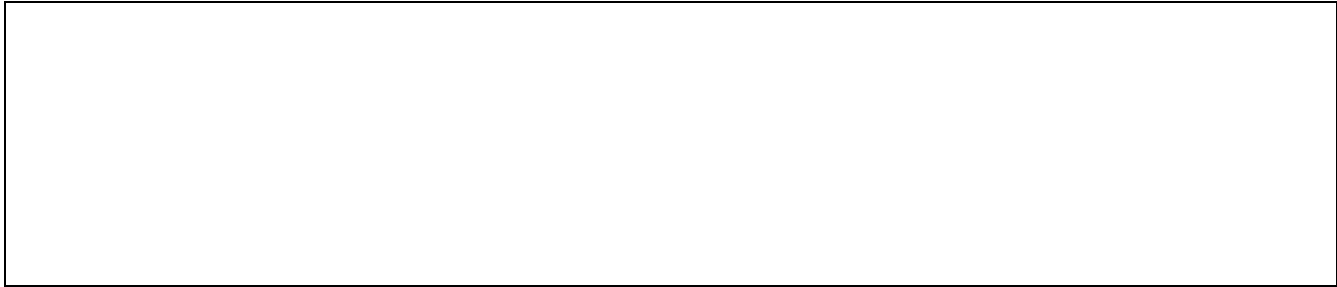
18 Course Coordinator:

Name: : **Dr. Wa'ed Alshoubaki**
Office hours: Sunday, Tuesday & Thursday (12:00- 1:00)
Monday & Wednesday: (12:00 -1:00)
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Office number: (N/A).

19 Other instructors:

N/A

20 Course Description:



21 Course aims and outcomes:

A- Aims:

This course provides a comprehensive and in-depth analysis of all aspects of public expenditure management from the preparation of the budget to the execution, control and audit stages. It is intended to be a practical, operational guide.

B- Intended Learning Outcomes (ILOs):

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

1. Articulate an understanding of various approaches to public budgeting
2. Explain and apply fiscal administration theories and approaches and relate these approaches to Jordanian public budget.
3. Demonstrate an understanding of Institutional processes that govern budgeting preparation
4. Demonstrate an understanding of Administrative tools used for the budget process
5. Demonstrate improved written and oral communication skills.

22. Topic Outline and Schedule:

Week	Lecture	Topic	Evaluation Methods	Teaching Methods*/platform	References
1	1.1	Course Introduction		=====	Syllabus
	1.2	Course Introduction		=====	Syllabus
	1.3	The logic of Budget process Government accounting and financial Reports	Exams and Assignment	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/ Slides
2	2.1	The logic of Budget process Government accounting and financial Reports	Exams and Assignment	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/ Slides
	2.2	The logic of Budget process Government accounting and financial Reports	Exams and Assignment	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/ Slides
	2.3	The logic of Budget process Government accounting and financial Reports	Exams and Assignment	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
3	3.1	Theories of Budget	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	3.2	Theories of Budget	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	3.3	Theories of Budget	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
4	4.1	Theories of Budget	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	4.2	Budget Classification, systems and Reform	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides Collected sources
	4.3	Budget Classification, systems	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides

5	5.1	Budget Classification, systems	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	5.2	Budget Classification, systems	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	5.3	Budget Classification, systems	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
6	6.1	Budget Classification, systems	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	6.2	Budget Classification, systems	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	6.3	Budget Classification, systems	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
7	7.1	Budget Classification, systems	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	7.2	Budget Classification, systems	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	7.3	Budget Classification, systems	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
8	8.1	Capital Budgeting	Exams and Assignment	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	8.2	Capital Budgeting	Exams and Assignment	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	8.3	Capital Budgeting	Exams and Assignment	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
9	9.1	Capital Budgeting	Exams and Assignment	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	9.2	Capital Budgeting	Exams and Assignment	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	9.3	Capital Budgeting	Exams and Assignment	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
10	10.1	Capital Budgeting	Exams and Assignment	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides

	10.2	Capital Budgeting	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
	10.3	Capital Budgeting	Exams	Synchronous lecturing/ Microsoft Teams	Mikesell, 2015)/Slides
11	11.1	Public Budgeting in Jordan	Exams	Synchronous lecturing/ Microsoft Teams	Collected material
	11.2	Public Budgeting in Jordan	Exams	Synchronous lecturing/ Microsoft Teams	Collected material
	11.3	Public Budgeting in Jordan	Exams	Synchronous lecturing/ Microsoft Teams	Collected material
12	12.1	Public Budgeting in Jordan	Exams	Synchronous lecturing/ Microsoft Teams	Collected material
	12.2	Public Budgeting in Jordan	Exams	Synchronous lecturing/ Microsoft Teams	Collected material
	12.3	Public Budgeting in Jordan	Exams	Synchronous lecturing/ Microsoft Teams	Collected material
13	13.1	Public Budgeting in Jordan	Exams	Synchronous lecturing/ Microsoft Teams	Collected material
	13.2	Public Budgeting in Jordan	Exams	Synchronous lecturing/ Microsoft Teams	Collected material
	13.3	Public Budgeting in Jordan	Exams	Synchronous lecturing/ Microsoft Teams	Collected material
14	14.1	Wrap up and review		Synchronous lecturing/ Microsoft Teams	
	14.2	Wrap up and review		Synchronous lecturing/ Microsoft Teams	
	14.3	Wrap up and review		Synchronous lecturing/ Microsoft Teams	
15	15.1	Final Exam			
	15.2				
	15.3				

- Teaching methods include: Synchronous lecturing/meeting; Asynchronous lecturing/meeting
- Evaluation methods include: Homework, Quiz, Exam, pre-lab quiz...etc

23 Evaluation Methods:

Opportunities to demonstrate achievement of the ILOs are provided through the following assessment methods and requirements:

Evaluation Activity	Mark	Topic(s)	Period (Week)	Platform
Midterm	30%	Module 1- module 4		Classroom
Final Exam	50%	The whole material		Classroom
Assignment 1	5%	Module 1		Moodle
Assignment 2	5%	Module 5		Moodle
Term paper	10%	Reflective analysis		Moodle

24 Course Requirements (e.g: students should have a computer, internet connection, webcam, account on a specific software/platform...etc):

A student needs to have a computer and internet connection

25 Course Policies:

A- Attendance policies:

- Students are not allowed to miss more than 15% of the classes during the semester. Failing to meet this requirement will be dealt with according to the university disciplinary rules.

B- Absences from exams and handing in assignments on time:

- No make-up quizzes or exams will be given unless exceptional extenuating circumstances can be proven.
- No extensions in time will be granted for turning in assignments

C- General rules: All assigned readings must be completed before participating in class activities. The instructor may assign additional readings as necessary.

- Class discussions are to be conducted in a respectful fashion.
- All students are expected to participate in as many discussions as possible. Active and constructive participation will count towards the final grade.

D- Honesty policy regarding cheating, plagiarism, misbehaviour:

- Plagiarism¹ and other forms of academic dishonesty will not be tolerated. The university reserves for instructors the right to assign a failing grade to any work which violates the rules of academic integrity. All work must be original, and contributing sources must be appropriately cited

F- Available university services that support achievement in the course:

Please consult the following websites:

<https://elibrary.ju.edu.jo>

<https://elearning.ju.edu.jo/course/view.php?id=18546>

26 References:

A- Required book(s), assigned reading and audio-visuals:

Mikesell (2011). Fiscal Administration: Analysis and Application for the Public Sector. Boston, MA: Cengage learning

B- Recommended books, materials and media:

Not Applied

27 Additional information:

Term Paper: Article analysis

You will conduct an article analysis to demonstrate that you have read, understood, and apply in the Public Planning and Budgeting field. A special class will be allocated to describe how to do this activity.

Assignment rules

APA citation format

750-1000 words

Single space paragraph

Times New Roman

Font Size: Text 12. subheading 14, Title (16)

Do forget cover page:

(Team members' names, ID # and Title and the course)

Name of Course Coordinator: Wa'ed Alshoubaki ---Signature: -----W.A----- Date: October 8, 2020.

Head of Curriculum Committee/Department: ----- Signature: -----

Head of Department: ----- Signature: -----

Head of Curriculum Committee/Faculty: ----- Signature: -----

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Dean: ----- Signature: -----

ⁱ Students are strongly advised to visit the following website and familiarize themselves with the content and resources relating to academic integrity and plagiarism, which is available there: <http://www.plagiarism.org/>