

Course 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	Course level	Undergraduate	
11	Year of study and semester (s)	Fall 2023	
12	Other department (s) involved in teaching the course	N/A	
13	Main teaching language	English	
14	Delivery method	<input type="checkbox"/> Face to face learning <input type="checkbox"/> Blended <input checked="" type="checkbox"/> Fully online	
15	Online platforms(s)	<input checked="" type="checkbox"/> Moodle <input checked="" type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....	
16	Issuing/Revision Date	October 4 th , 2023	

17 Course Coordinator:

Name: Dr. Wa'ed Alshoubaki

Office hours: Sunday, Tuesday and Thursday (10:30-11:30)
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Office number: (N/A).

18 Other instructors:

Name: N/A

Office number:

Phone number:

Email:

Contact hours:

Name:

Office number:

Phone number:

Email:

Contact hours:

19 Course Description:

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.



20 Course aims and outcomes:

A- Aims:

B- Students Learning Outcomes (SLOs):

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 the 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.

SLOs SLOs of the course	SLO (1)	SLO (2)	SLO (3)	SLO (4)	SLO (5)
1. Identify main aspects of PA related to public sector management hierarchy, organizational behaviors, total quality management, and legislative and regulatory processes.	√		√	√	
2. Evaluate different aspects of public budgets, budgeting and fiscal policies management, and analyzing and evaluating	√	√	√	√	√



methods of securing public funds and the techniques used by the government in managing public funds.						
3. Identify different social, economic and development issues within PA environment.	√					
4. Identify and analyze supervisory and leadership behaviors in PA, and evaluate the ethical implications of PA	√		√			
5. Examine contemporary concepts related to globalization, crises management, domestic product, markets, national income, international trade, and economic development.	√		√			
6. Utilize Information Technology in PA (electronic governments).	√	√	√	√		
7. Employ critical thinking and problem-solving	√					

skills in PA and provide scholars with effective scientific research skills and methodologies to solve problems and making decisions as potential management.						
8. Show effective communication and leadership skills through projects and course assignment presentations.	√				√	
9. Identify ethical issues in the PA context and critically discuss ethical reasoning to administration circumstances.	√	√	√	√	√	
10. Develop oral and written communication skills using appropriate technologies to elaborate information related to PA.					√	

21. Topic Outline and Schedule:

Week	Lecture	T o p i c	Intended Learning Outcome	Learning Methods (Face to Face/Blended/ Fully Online)	Platform	Synchronous / Asynchronous Lecturing	Evaluation Methods	Resources

1	1 . 1	Course Introduction		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft Teams	=====	Course Syllabus
	1 . 2	Course Introduction		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	=====	Course Syllabus
	1 . 3	Course Introduction		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	=====	Course Syllabus
2	2 . 1	The logic of Budget process Government accounting and financial Reports		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015) / Slides
	2 . 2	The logic of Budget process Government accounting and financial Reports		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015) / Slides
	2 . 3	The logic of Budget process Government accounting and financial Reports		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015) / Slides
3	3 . 1	The logic of Budget process Government accounting and financial Reports		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015) / Slides
	3 . 2	The logic of Budget process Government accounting and financial Reports		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015) / Slides
	3 . 3	The logic of Budget process Government accounting and financial Reports		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015) / Slides
4	4 . 1	Theories of Budget		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015) / Slides
	4 . 2	Theories of Budget		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015) / Slides
	4 . 3	Theories of Budget		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015) / Slides
5	5 . 1	Theories of Budget		O n l i n e	MS. Teams	Synchronous	EXMAS	Mikesell, 2015) / Slides

						lecturing/ Microsoft		
	5 . 2	Theories of Budget		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides
	5 . 3	Theories of Budget		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides
6	6 . 1	Budget Classification, systems and Reform		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides Collected sources
	6 . 2	Budget Classification, systems and Reform		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides Collected sources
	6 . 3	Budget Classification, systems and Reform		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides Collected sources
7	7 . 1	Budget Classification, systems and Reform		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides Collected sources
	7 . 2	Budget Classification, systems and Reform		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides Collected sources
	7 . 3	Budget Classification, systems and Reform		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides Collected sources
8	8 . 1	Budget Classification, systems and Reform		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides Collected sources
	8 . 2	Budget Classification, systems and Reform		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides Collected sources
	8 . 3	Budget Classification, systems and Reform		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides Collected sources
9	9 . 1	Capital Budgeting		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides

	9 . 2	Capital Budgeting		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides
	9 . 3	Capital Budgeting		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides
1 0	1 0 . 1	Capital Budgeting		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides
	1 0 . 2	Capital Budgeting		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides
	1 0 . 3	Capital Budgeting		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides
1 1	1 1 . 1	Capital Budgeting/ worksheet		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides
	1 1 . 2	Capital Budgeting/ worksheet		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides
	1 1 . 3	Capital Budgeting/ worksheet		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Mikesell, 2015/Slides
1 2	1 2 . 1	Public Budgeting in Jordan		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Collected material
	1 2 . 2	Public Budgeting in Jordan		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Collected material
	1 2 . 3	Public Budgeting in Jordan		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Collected material
1 3	1 3 . 1	Public Budgeting in Jordan		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Collected material
	1 3 . 2	Public Budgeting in Jordan		O n l i n e	MS. Teams	Synchronous	EXMAS	Collected material

						lecturing/ Microsoft		
	1 3 . 3	Public Budgeting in Jordan		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Collected material
1 4	1 4 . 1	Public Budgeting in Jordan		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Collected material
	1 4 . 2	Public Budgeting in Jordan		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Collected material
	1 4 . 3	Public Budgeting in Jordan		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	Collected material
	1 5 . 1	Review		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft	EXMAS	
1 5	1 5 . 2	Review		O n l i n e		Synchronous lecturing/ Microsoft	EXMAS	
	1 5 . 3	Wrap up		O n l i n e	MS. Teams	Synchronous lecturing/ Microsoft		

22 Evaluation Methods:

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

Evaluation Activity	Mark	Topic(s)	SLOs	Period (Week)	Platform
Midterm	30%	Module 1- module 4			Classroom
Final Exam	50%	The whole material			Classroom
Discussion Question	5%	Module 1			Moodle



Active Participation	5%				Microsoft Teams
Project	10%				Moodle

23 Course Requirements

A student needs to have a computer and internet connection

24 Course Policies:

A- Attendance policies: 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:

- Plagiarism and other forms of academic dishonesty will not be tolerated. The university reserves for instructor 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

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25 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

26 Additional information:

N/A

Name of Course Coordinator: -----Dr. Wa'ed Alshoubaki-----Signature: -----
----- Date: -----Oct. 4--2023-----
Head of Curriculum Committee/Department: ----- Signature: -----

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