

ENF625 Federal Budgeting for Homeland Security Administrators

(3 credit hours)

Course Syllabus

Course Description

Sound financial practices are crucial to managing increasingly scarce funds in homeland security organizations. Students in this course will examine finance and budgeting concepts, policies, and practices related to homeland security organizations as well as the fiscal climate within which they operate. The purpose of this course is to introduce students to the intricacies of the federal budgeting process, understanding that every federal agency uses slightly different processes, but all share common concepts. Students in this course will learn the Department of Homeland Security's Planning, Programming, Budgeting, and Execution (PPBE) process, which is modeled on the Department of Defense's PPBE process. Once learning the process from this perspective, students will be well-equipped to work with all other agencies' processes. Students will prepare a Federal Emergency Management Agency (FEMA) grant application and research a case study.

Course Learning Outcomes

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

1. Explain and critically evaluate the U.S. government Planning, Programming, Budgeting, and Execution process.
2. Examine the role of the White House, Office of Management and Budget, Congress, and Congressional oversight committees and the difference between budget authorization and appropriation.
3. Investigate the various types of FEMA grants to determine which are applicable to a given situation by analyzing and comparing the levels of threats and hazards to a community and developing a summary threat and hazard evaluation brief.
4. Apply laws, regulations, and policies related to finance and budget administration in the public sector.
5. Examine the impact of poorly defined requirements and politics on major acquisition programs.

Required Textbook(s) and Resources

You will not need to purchase any materials for this course. See individual activities for resource listings. Where applicable, Tiffin University has obtained permission to use copyrighted material.

Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each week**. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week**.

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).
2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.
3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET on Wednesdays**.
4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET on Saturdays, and**
5. Major assignments and reflections are typically due by **11:55 p.m. ET on Sundays**.

Grading

The chart below identifies the individual contributions from each type of activity, per week.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Forums Activity 1.1 (n/a) Activity 1.2 (50)	Forums Activity 2.1 (50)	Forums Activity 3.1 (50)	Forums Activity 4.1 (50)	Forums Activity 5.1 (50)	Forums Activity 6.1 (50)	Forums Activity 7.1 (50)	350
Assignments Activity 1.3 (100)	Assignments Activity 2.2 (100)	Assignments Activity 3.2 (100)	Assignments Activity 4.2 (100)	Assignments (n/a)	Assignments Activity 6.2 (100)	Assignments Activity 7.2 (150)	650
150	150	150	150	50	150	200	1000

Grading Scale

A: 90-100% | B: 80-89% | C: 70-79% | F: <69%

Course Schedule and Weekly Checklist

Start Here

- MON: Activity 1.1: Meet Your Peers - Introductory Post

Week 1 – Budgeting at the Federal Level

- WED Activity 1.1: Meet Your Peers - Secondary Post
- WED: Activity 1.2: PPBE
- SAT: Activity 1.2: PPBE
- SUN: Activity 1.3: Federal Budgeting Process

Week 2 – DHS Budget Process

- WED: Activity 2.1: Office of Management and Budget
- SAT: Activity 2.1: Office of Management and Budget
- SUN: Activity 2.2: Key Players, Organizations and Institutions

Week 3 – DHS Budget Process Cont.

- WED: Activity 3.1: DHS Priorities
- SAT: Activity 3.1: DHS Priorities
- SUN: Activity 3.2: Logic For Budget

Week 4 – FEMA Grant Process

- ❑ WED: Activity 4.1: FEMA
- ❑ SAT: Activity 4.1: FEMA
- ❑ SUN: Activity 4.2: The Threat Hazard Identification and Risk Assessment

Week 5 – Requirements Determination, SBInet Case Study

- ❑ WED: Activity 5.1: DoD and DHS
- ❑ SAT: Activity 5.1: DoD and DHS

Week 6 – Impact of Politics on Federal Budgets

- ❑ WED: Activity 6.1: Federal Budget Proposal
- ❑ SAT: Activity 6.1: Federal Budget Proposal
- ❑ SUN: Activity 6.2: Secure Border Initiative

Week 7 – Homeland Security Challenges

- ❑ WED: Activity 7.1: Department of Homeland Security
- ❑ THURS: Activity 7.2: Final Exam
- ❑ SAT: Activity 7.1: Department of Homeland Security

Tips for Success

Online learning requires self-discipline and self-direction. As seekers of the truth, we should be willing to challenge one another's academic work in a spirit of respectful comradery. Your course is a place for you to grow as you benefit from the expertise, experience, and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge and understanding.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

For More Information:

Be sure to review the [Support, Policies, and Procedures](#) addendum.