

**UST 459**

**SYLLABUS  
BUDGET and POLICY ANALYSIS**

**2<sup>nd</sup> SUMMER 2002**

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Office Hours: UR 222 By Appointment

**IMPORTANT**

Students requiring special accommodations should immediately inform the instructor as well as contact the University Coordinator of Handicapped Services at 687-2015

**TEXTBOOK**

Nice, David. Public Budgeting Belmont, CA., Wadsworth/Thompson Learning, 2002

**COURSE DESCRIPTION**

This course will introduce the student to policy making and financing government programs and operations at the local, state and federal levels. The formal concept of budgeting - indicating revenues, expenditures and debt structures will be covered. The class will review theories of public budgeting, budgeting language, budget types and budget formats. The student will learn how to evaluate and analysis public policy decisions by understanding the budget allocations and appropriations processes.

**COURSE METHODS**

The class will meet each Tuesday and Thursday (except for holidays) beginning July 2, 2002, from 6:00 p.m. until 10:00 p.m. in UR107. Methods will include lectures, written reports and spread sheet exercises, oral presentations, examinations, and maybe guest speakers.

**COURSE REQUIREMENTS**

- A. Attendance and punctuality are expected in all classes. If an absence is essential, the student is responsible for any assignments made or due during his/her absence.
- B. Read textbook chapters and other readings BEFORE class and be prepared to discuss them in class.
- C. Prepare and submit all written assignments with the requested number of pages and on time. Ten (10) points will be deducted on assignments turned in late. Papers must be word processed, double spaced, grammar and spell checked.
- D. No gum chewing nor yawning in class. You may drink and/or snack, or stand, or leave.

## COURSE GRADE

Written Assignments ... 40%  
Mid Term Take Home .. 30%  
Final Examination ..... 30%

## GRADE SCALE

A	94-100	B+	86-89	C	70-79
A-	90-93	B	80-85	D	60-69

## COURSE SCHEDULE

- July 2 Overview and Introduction to Class
- July 4 Holiday
- July 9 Nice, Chapter 1 ... The Nature of Public Budgeting  
Assignment A due tonight:  
Clip a news article that talks about a government budget issue at any level.  
Write a two page paper reviewing the article based on Chapter 1 topic areas, i.e., expectations, theory, strategy, complexity/conflict. You must use terms from the text in your review.  
15 points
- July 11 Nice, Chapter 2 ... Government Revenues, Spending and Borrowing  
The second half of the class time will be spent in the lab with excel spreadsheet.
- July 16 Nice, Chapter 2 continued, and Nice, Chapter 3 ... The Budget Cycle
- July 18 Nice, Chapter 4 ... Budget Preparation  
Assignment B due tonight:  
Visit a county or a city hall. (1) Attend a Tax Budget Hearing and write a paper on who all spoke about the budget and what did they talk about. **Or** (2) Ask for a copy of their adopted budget (appropriation ordinance) then draw a pie chart of their major revenue sources - using numbers and percentages.  
10 points
- July 23 Nice, Chapter 5 ... Techniques of Budget Analysis  
Mid Term Take Home Examination must be submitted tonight. The examination will cover Nice, Chapters 1, 2, 3, and 4.  
30 points
- July 25 Nice, Chapter 6 ... Budget Adoption, and Nice, Chapter 7 ... Budget Execution
- July 30 Nice, Chapter 8 ... Financial Management
- August 1 Nice, Chapter 9 ... The Economy and the Budget  
Assignment C due tonight:  
Submit a one page, single spaced, decision memo on the topic "Should the Mega Lottery be Adopted in Ohio to Help Balance the State's Budget?"

15 points

August 6 Nice, Chapter 10 ... Intergovernmental Aspects, and Nice, Chapter 11 ... Reform

August 8 Final Examination .. In Class ... No Notes  
30 points

