Instructor Contact Information

Instructor: Arley Williams, Ph.D.
Office: Virtual
Office Hours: Thursdays from 8:00 to about 9:00 p.m. (Central time), and by appointment.
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E-mail address above is the preferred way to contact me, but you can also set up an appointment to talk via phone or to meet via video.
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Course Description

The aim of this course is to prepare future public administrators for basic budgeting and fiscal management responsibilities common to public and nonprofit administration. At the end of this course, the student will be able to demonstrate basic skills to:

1. Identify concepts and define terminology
2. List common funding mechanisms for state and local governments
3. Describe the federal budgeting process in theory and practice
4. Describe the phases of the budget cycle and the actors in this process
5. Distinguish between different budget formats and identify public budget reforms in the United States
6. Describe some basic theories about the role of economics and politics in the process of public budgeting
7. Apply accounting, budgeting, fiscal management, financial planning, and reporting methods and tools in the context of best practices
8. Analyze revenues and expenditures in a budget

Required Textbook


Additional reading materials and other resources will be accessed (and/or discussed) within the online course, delivered via D2L. These materials include a book chapter; journal articles; practitioner articles, materials and guides; and videos.

**Course Assessments**

*Examinations*
Three timed, open book exams will give you the opportunity to review and integrate the course readings, lectures, and discussions and to apply what you have learned. Examinations will entail budgeting questions and problems that demonstrate mastery of course concepts and skills. You will have two hours to complete the exam. Grades will be posted in the Grades section of D2L online when they are completed, usually within 10 days after the exam.

*Online Group Discussion*
Each week, you will discuss the assigned discussion topic with your group. A minimum of 2 postings are required, and be sure to respond at least once to the posting of another student. You can be most effective if you post early and often. Feedback will be provided, usually not more than 10 days after the close of the discussion.

*Budget Analysis*
There is one paper required in this course, the Budget Analysis. This is an analysis based on best practices. The criteria is posted in the Content section of D2L. The Budget Analysis is due the Sunday before Finals Week.