



FINANCIAL MANAGEMENT TRAINING: Governmental Accounting

How to Contact Us:

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Frequently Asked Questions

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For whom are the courses designed?

The three-course program is designed primarily for state and local governmental employees who require knowledge of governmental accounting. The courses also fulfill the requirements for State of Georgia employees enrolled in the *State Financial Management Certificate Program* and Georgia local government employees who are enrolled in the *Local Government Financial Management Certification Program*. The courses can also serve as a continuing education activity for accounting professionals, such as CPAs. In addition, the courses are an excellent review for those who are studying to sit for the CPA exam.

Are there any prerequisites for enrolling in *Part II* or the *Intermediate* course?

Yes, you must successfully complete *Introductory Governmental Accounting — Part I* prior to enrolling in *Part II* and you must successfully complete *Introductory Governmental Accounting — Part II* prior to enrolling in *Intermediate Governmental Accounting*. Click here to register for [Introductory Governmental Accounting — Part I, Part II or Intermediate Governmental Accounting](#).

Can my company enroll multiple employees? Do you offer group discounts?

Yes! Your government can enroll multiple employees. However, at this time no group discounts are offered.

Why should I complete the courses?

Introductory Governmental Accounting — Part I, Part II and *Intermediate Governmental Accounting* meet the requirements for Georgia governmental employees (state and local) for the *Financial Management Certificate/Certification Programs*. In addition, these courses are recognized by many state organizations and local governments as a position requirement.

What do I receive when I complete *Part I, Part II* and *Intermediate Governmental Accounting*?

Successful graduates of either *Part I* and *Part II* courses will receive 2.4 continuing education units (CEUs) from the University of Georgia. Successful graduates of *Intermediate Governmental Accounting* will receive 3.6 continuing education units (CEUs) from the University of Georgia. To meet CPE documentation requirements, University of Georgia CEU transcripts are available at any time upon written request.

In addition, upon successful completion of all three courses a *Certificate of Completion* from the University of Georgia is awarded to all enrollees who are not employed by either the State of Georgia or any Georgia local government.

Local government employees (in the State of Georgia) will receive a certificate as outlined in the *Local Government Finance Officer Certification Program*. Employees of the State of Georgia will receive a certificate as outlined in the *State Financial Management Certificate Program*.

How long does it take to complete each course?

Three months is allowed from the time that you register for each course. A one-month extension can be granted for a nominal fee (\$50 US). Contact student@georgiacenter.uga.edu for more details.

How much time will I need to devote to study?

Former students have reported spending nearly 2.5 study hours per lesson.

Can I move about the course and study the lessons in any order or must I follow the lessons in numerical order?

You must begin with lesson 1 and progress through each lesson as presented. Your successful completion of the exercises at the conclusion of each lesson will allow you to progress (and access the online assessment tools) to the next lesson. Once you have successfully completed all of the lessons, you will have access to the final online course examination.

Can I enroll/purchase the lessons separately?

In order to earn credit for the courses and earn your CEUs or CPE, the courses must be taken in its entirety. The lessons in either of the three courses are not sold separately.

Do I have to purchase the textbooks?

No. Textbooks are not required to complete this course. Everything you need is built into the online course.

Where do I go to take the final examinations for either course?

The exam is a part of the online course. Once you have completed all of the lessons and case study/practice exercises, you will have access to the online exam.

How long do I have to take each final examination and what grade is considered passing?

Introductory Governmental Accounting — Part I and Part II: You have up to 45 minutes to take the final examination in Part I and up to 75 minutes in Part II.

Intermediate Governmental Accounting: You will have up to 75 minutes to take the final examination.

Once you have completed the exam, saved and submitted your answers, you will receive immediate notification of your exam grade. A passing grade of no less than 70% is required. If you do not receive a grade of 70% or higher, you are eligible to take the examination one additional time at no additional cost. The 50 questions in the timed exam are selected from a test bank and each exam is different.

Are there previous tests available for review?

Self-tests and end-of-chapter quizzes are included in the online course.

How long does it take to learn the results of each exam?

The examination results are graded online and you will receive immediate results. The University will officially notify of your course outcome within four weeks of your exam date via e-mail.

Can I transfer my course registration to another student?

During the first 30 days of your course, if you have not completed any course work, you may opt for a one-time transfer of your enrollment to another student for a fee of \$50. The new student (i.e., substitute) would have up to three months from the transfer date to complete the course. Written requests should be sent to student@georgiacenter.uga.edu.

What is the cancellation/refund policy for individual enrollments?

The Georgia Center will gladly issue full refunds for cancellations received in writing prior to the release of course access information. You may cancel your enrollment at any time during the course and receive a refund less a \$50 administrative fee, provided that you have not accessed the online course material at all. During the first 30 days of your course, if you have not completed any course work, you may opt for a one-time transfer of your enrollment to another student for a fee of \$50; the new student (i.e., substitute) would have up to three months from the transfer date to complete the course. Written requests should be sent to student@georgiacenter.uga.edu.

Enroll Anytime. Register Now!

For more information about the **Governmental Finance Courses**, contact us at questions@georgiacenter.uga.edu or by telephone at +1-706-583-0424.
