



UNIVERSITY OF
GEORGIA

Center for Continuing Education & Hotel
Carl Vinson Institute of Government

GOVERNMENTAL FINANCE ONLINE COURSE: Intermediate Budget

How to Contact Us:

Phone: +1-706-542-3537 or
800-811-6640 (toll free in the USA)

Email: questions@georgiacenter.uga.edu

How Does *Intermediate Budget* Work?

Intermediate Budget is a self-study training course that shows you how to develop a budget and use it as a policy document, communications device, financial plan, and management tool. Delivered via the Internet, the course allows you to progress at your own pace, augmented by consultation with a financial professional, upon request.

To qualify for enrollment in this online course, you must be a successful graduate of the *Introductory Budget* course.

In this course, you will learn how to make accurate revenue and expenditure projections, how budgeting is different in the public sector, and different methods of performance measurement.

You have one month to work through the seven course lessons. This course is required in the completion of Level II Local Finance Officer Certification Program for local government personnel in the State of Georgia.

In each lesson you'll work at your own pace and on your own schedule, assessing your knowledge through self-tests, interactive exercises, and end-of-lesson quizzes that provide instant feedback. Your successful completion of the quizzes at the conclusion of each lesson will allow you to progress to the next lesson. Once you have successfully completed all of the lessons, you will have access to the final online course examination. At each step along the way, you'll have access to a finance professional, who will respond to your e-mailed questions.

While working with the course, you'll be able to refer to the online help for instructions on how to use the software tools and navigate through the course. For questions about the concepts presented in the course, you will be able to contact a finance professional using the links provided in the course.

Who Should Enroll?

- Local governmental employees who require knowledge of the local government budget process.
- Local government employees who seek to meet requirements of the Local Government Finance Officer Certification Program offered through the University of Georgia's Carl Vinson Institute of Government.
- Professionals with private sector experience who want to gain knowledge of the governmental budgeting process.
- Accounting professionals preparing for the CPA exam or seeking continuing professional education.



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What Do Successful Graduates Earn?

- The University of Georgia will award 1.2 Continuing Education Units (CEUs) upon successful completion of Intermediate Budget.
- University of Georgia CEU transcripts are available at any time upon written request.
- Level II credit to those enrolled in the Georgia Local Finance Officer Certification Program.

Course Requirements for *Intermediate Budget*

To complete this course, you will read the *Intermediate Budget* online lessons, answer the lesson self-tests and/or interactive exercises, and complete the quiz at the conclusion of each lesson. You must score at least 70% on each of the lesson quizzes before you will be permitted to attempt the final examination.

About the Final Examination for *Intermediate Budget*

The final is a timed exam. You have up to 45 minutes to complete the online final exam for *Intermediate Budget*. You must complete the exam in one session. Therefore, you must allow for adequate uninterrupted time. The online final examination consists of 50 objective, randomly generated questions. Each question in the final exam will be presented to you one at a time. You may return to answer a question as long as the time allowed for the exam has not expired.

You must earn 70% or greater on the exam to successfully complete this course. If you do not earn a 70% or greater on the final exam in your first attempt, one retest is available online. The retest is randomly selected and will not necessarily duplicate the same questions as the original exam (first attempt). Once the examination has been submitted for grading, you will learn your results immediately; however, you will not be able to see feedback on the questions that you answered incorrectly.

Enroll Anytime. Register Now!

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