



UNIVERSITY OF
GEORGIA

Center for Continuing Education & Hotel
Carl Vinson Institute of Government

GOVERNMENTAL FINANCE ONLINE COURSE: Introductory Budget

How to Contact Us:

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800-811-6640 (toll free in the USA)

Email: questions@georgiacenter.uga.edu

Frequently Asked Questions

- For whom is the course designed?
- Are there any prerequisites for enrolling in *Introductory Budget*?
- Can my government enroll multiple employees? Do you offer group discounts?
- Why should I complete *Introductory Budget*?
- What do I receive when I complete *Introductory Budget*?
- How long does it take to complete *Introductory Budget*?
- How much time will I need to devote to study?
- Can I move about the course and study the lessons in any order or must I follow the lessons in numerical order?
- Can I enroll/purchase the lessons separately?
- Do I have to purchase the textbooks?
- Where do I go to take the final examination?
- How long do I have to take the final examination and what grade is considered passing?
- Are there previous tests available for review?
- How long does it take to learn the results of the exam?
- Can I transfer my course registration to another student?
- What is the cancellation/refund policy for individual enrollments?

For whom is the course designed?

Introductory Budget is designed primarily for state and local governmental employees who require knowledge of the local government budget process. The course also fulfills a Level 1 requirement for Georgia local government employees who are enrolled in the Local Government Finance Officer Certification Program. The course can also serve as a continuing education activity for accounting professionals, such as CPAs. In addition, the course is an excellent review for those who are studying to sit for the CPA exam.

Are there any prerequisites for enrolling in *Introductory Budget*?

No. There are no prerequisites for enrolling in *Introductory Budget*.

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

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



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Why should I complete *Introductory Budget*?

Introductory Budget meets one Level 1 course requirement for Georgia local governmental employees enrolled in the Local Government Finance Officer Certification Program. This course offers continuing professional education for accounting professionals, such as CPAs.

What do I receive when I complete *Introductory Budget*?

Successful graduates of *Introductory Budget* will receive 1.2 continuing education units (CEUs) from the University of Georgia. By completing this online course you will gain knowledge and skills that will help you understand the budget process. 12 CPE hours (1.2 CEUs) are awarded upon successful completion of the course. To meet CPE documentation requirements, University of Georgia CEU transcripts are available at any time upon written request. Those enrolled in the Georgia Local Government Finance Officer Certification Program will receive credit for a Level 1 required course.

How long does it take to complete *Introductory Budget*?

One month is allowed from the time that you register for the course. A one-month extension can be granted for a nominal fee (\$50 US). You can make your one-month extension request and payment [here](#). Please note that you will be required to register again, and then on the second page you can choose the 30-day extension option. Upon receipt of your extension request payment, 30 days will be added to your original course expiration date.

How much time will I need to devote to study?

Former students have reported spending about 12 study hours.

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 quiz 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 CPEs, the course must be taken in its entirety. The lessons in *Introductory Budget* are not sold separately.

Do I have to purchase the textbooks?

No. The textbook used to complete this course is included in the online course and can be accessed directly through a link provided in the course. Everything you need is built into the online course.

Where do I go to take the final examination?

The exam is a part of the online course. Once you have completed all of the lessons, you will have access to the online final exam.

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

You will have 45 minutes to complete the final examination for *Introductory Budget*. The 50 questions in the timed exam are selected from a test bank of exam questions and each exam is different. 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.

Are there previous tests available for review?

End-of-chapter quizzes are included in the online course and provide all the review necessary to successfully complete the final exam.

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

The examination results are graded online and you will receive immediate results.

Can I transfer my course registration to another student?

During the first 10 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 one month from the transfer date to complete the course. Written requests should be sent to PPD at 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 10 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 one month from the transfer date to complete the course. Written requests should be sent to PPD at student@georgiacenter.uga.edu.

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.