



UNIVERSITY OF  
**GEORGIA**

Center for Continuing Education & Hotel  
Carl Vinson Institute of Government

## GOVERNMENTAL FINANCE ONLINE COURSE: Introductory Budget

### How to Contact Us:

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

Email: [questions@georgiacenter.uga.edu](mailto:questions@georgiacenter.uga.edu)

### How Does *Introductory Budget* Work?

*Introductory Budget* is a self-study training course offering the basics of preparing and implementing a local government budget. Delivered via the Internet, the course allows you to progress at your own pace, augmented by consultation with a financial professional, upon request.

*Introductory Budget* will familiarize you with an overview of the budget process. You will also learn the different types of budgets, components of a budget, and how to prepare a budget summary. In addition, you will learn about the process of creating the budget, as well as how to implement and monitor the budget once it is adopted.

In the course you'll work at your own pace and on your own schedule, assessing your knowledge through self-tests 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.

### Course Requirements

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

To complete this course, you will read the *Introductory Budget* manual and the online lessons, answer the lesson self-tests, 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

The final is a timed exam. You have up to 45 minutes to complete the online exam for *Introductory 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.



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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 duplicate the same questions as the original exam (first attempt). Once the examination has been submitted for grading, you will learn your results immediately.

**Enroll Anytime. Register Now!**

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