



1224 West Owens Avenue – PO Box 7128  
Phone: 701.255.4127 – Fax: 701.258.7992  
E-mail: rebecca.wimer@ndsba.org – Web: ndsbmcp.org

**North Dakota School of Business Managers Certification Program**  
Course Registration Form - First Year Students  
2018 Winter Online Classes

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

School District: \_\_\_\_\_

Check all courses in which you plan to enroll and calculate the total below. Please make check payable to the North Dakota School Business Manager Certification Program.

<b>Course*</b>	<b>Cost</b>
<input type="checkbox"/> Introduction to Accounting (3 credits)	\$150
<input type="checkbox"/> Payroll (3 credits)	\$150
<input type="checkbox"/> I have a credit to apply	(\$ )
<b>TOTAL:</b>	\$ _____

**Course costs are as follows:**

Cost per credit hour = \$50

All course fees are due **prior to the course start date** unless students make alternative arrangements.

Mail completed form and payment to **North Dakota School Business Manager Certification Program, P.O. Box 7128, Bismarck, ND 58507-7128.**

**\*Introduction to Accounting (3 hours)**

Introduction to basic accounting principles such as accounting cycle, financial statements, purchasing, investing, and internal controls. Emphasis will be placed on accounting requirements unique to schools.

**\*Payroll (3 hours)**

Overview of payroll recordkeeping and payroll law; computing payroll; computing payroll taxes, withholding and deductions, and completing state and federal forms.



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**North Dakota School of Business Managers Certification Program**

Course Registration Form – Second Year Classes  
Ramkota Hotel – 800 South Third Street, Bismarck  
October 28, 2017

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

School District: \_\_\_\_\_

Check all courses in which you plan to enroll and calculate the total below. Please make check payable to the North Dakota School Business Manager Certification Program.

<b>Course</b>	<b>Cost</b>
<input type="checkbox"/> Ancillary Services (3 credits)	\$150
<input type="checkbox"/> Asset Management (4 credits)	\$200
<input type="checkbox"/> I have a credit to apply	(\$            )
<b>TOTAL:</b>	\$ _____

**Course costs are as follows:**

Cost per credit hour = \$50

Cost per opt-out test = \$50

All course fees are due **prior to the course start date** unless students make alternative arrangements.

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**Ancillary services management (3 hours):** Focuses on special area budgeting, accounting, decision making, and statutory requirements for the following topics: risk management, vendor relations, management of support services (e.g., transportation, food service; facility operation and maintenance), construction projects, joint powers agreements, and facility rental/use by outside groups.

**Asset management, investing, and bonding (4 hours):** Introduction to basic principles of banking, deposits, loans, investments, issuing bonds, indebtedness, and capital with specific emphasis on requirements and restrictions governing North Dakota public schools. Also covers evaluating, managing, and forecasting investment accounts.



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**North Dakota School of Business Managers Certification Program**  
Affiliate Credit Opportunities  
2017

- **Teachers' Fund for Retirement Workshop** (0.5 credit)
  - Various face-to-face opportunities held throughout state.
  - [Contact](#) TFFR for more information. Remember to complete and submit the [affiliate credit form](#) to [Rebecca Wimer](#) to receive credit.
- **Teachers' Fund for Retirement Quiz** (0.5 credit)
  - This online [quiz](#) should be taken after watching the Teachers' Fund for Retirement (TFFR) [video](#) and reviewing [NDCC 15-39.1](#). Additional resources can also be found on the TFFR [website](#). The quiz is worth one-half credit and is due by October 31, 2017. Your score will be recorded online. Please remember to return a [proctor form](#) to [Rebecca Wimer](#) after completing the quiz.
- **NDSBA Law Seminar** (1 credit)
  - Thursday, October 26, 2017
  - Bismarck, Ramkota Hotel, Lamborn/Patterson Rooms
  - Registration and additional information on the convention can be found on the NDSBA [website](#). Remember to complete and submit the [affiliate credit form](#) to [Rebecca Wimer](#) to receive credit.
- **NDSBA New Member Seminar** (1 credit)
  - Thursday, October 26, 2017
  - Bismarck, Ramkota Hotel, Grand Pacific
  - Registration and additional information on the convention can be found on the NDSBA [website](#). Remember to complete and submit the [affiliate credit form](#) to [Rebecca Wimer](#) to receive credit.
- **NDSBA Annual Convention** (1.5 credit for attending both days)
  - Thursday, October 26, 2017 and Friday, October 27, 2017
  - Bismarck, Ramkota Hotel, Dakota Ballroom
  - Registration and additional information on the convention can be found on the NDSBA [website](#). Remember to complete and submit the [affiliate credit form](#) to [Rebecca Wimer](#) to receive credit.