



1224 West Owens Avenue – PO Box 7128  
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**North Dakota School of Business Managers Certification Program**  
Course Registration Form – Second Year Students  
Summer 2018 - Online

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"/> Elections (2 credits)	\$100
<input type="checkbox"/> Auditing (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.**



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### **Audit preparation and internal controls (3 hours)**

Provides overview of all documents needed for the audit process, preparing for common questions that arise during audits, how to report audit results to state and local officials, responding to audit findings, and implementing internal controls to ensure uniformity and transparency in financial records and to prevent fraud.

### **Elections (2 hours)**

Provides an overview of the election process from start to finish, including election notices, printing ballots, selecting polling sites, counting ballots, managing poll books, and running elections in conjunction with city and/or county elections. The course also provides an overview of requirements associated with the various types of elections (e.g., school board candidate elections and tax levy increases) and compliance with the Corrupt Practices Act.