



Texas Association of School Business Officials  
2538 South Congress Avenue • Austin, Texas 78704

512.462.1711  
1.800.338.6531  
www.tasbo.org

Registration FAX  
512.462.1782

## Online Course Registration

YES, register me for the following TASBO online course(s). The fee (per course) is \$140 for members and \$180 for non-members. TASBO members may register online at [www.tasbo.org](http://www.tasbo.org) through the Members-Only section. Each course provides 6 CEU hours or 7 CPE hours.

- |  |   |
|--|---|
| <input type="checkbox"/> ACT104 (5301-01)  | <input type="checkbox"/> MGT301 (5309-01) |
| <input type="checkbox"/> ACT106 (5302-01)  | <input type="checkbox"/> MGT306 (5310-01) |
| <input type="checkbox"/> ACT 201 (5303-01) | <input type="checkbox"/> MGT307 (5311-01) |
| <input type="checkbox"/> ACT306 (5307-01)  | <input type="checkbox"/> PER101 (5315-01) |

Are you a TASBO member? Yes  No  # of courses selected  Total fees

*\*Only register for courses you are confident you can complete within 90 days of registration. See below for more information.*

## Registration Information

Name \_\_\_\_\_ Position \_\_\_\_\_

District/Employer (do not abbreviate) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

*\*Current email address is very important!*

**Because costs are incurred at the point of registration, TASBO online course registrations cannot be cancelled. If you register for an online course, you will be charged the full fee and no refunds will be issued. Online courses are non-refundable and non-transferable.**

**You have 90 days to complete each course from the time your registration is processed. The start date will be accompanied by a "Welcome" email message with information on how to access the course.**

## Payment Information

Method of Payment:  Check (payable to TASBO)  PO # \_\_\_\_\_  MasterCard  Visa  AmEx

Credit Card # \_\_\_\_\_

Expiration Date: Month \_\_\_\_\_ Year \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

- Register Online with a purchase order or credit card at <http://members.tasbo.org> (event registration available for non-members too).
- To pay by purchase order or credit card, fax this registration form to TASBO at (512) 462-1782.
- Or, complete this form and mail with your payment to TASBO at: 2538 S. Congress Avenue, Austin, Texas 78704-5555.

# Instructions & Online Course Descriptions

## **Step 1: Register**

Register for the online course through the Member's Only section at [www.tasbo.org](http://www.tasbo.org). Or, complete the attached registration form and mail or fax it to TASBO. A valid email address is required for registration for online courses.

## **Step 2: Receive your course information**

After TASBO has received your registration, you will be contacted via email with information on how to access the course.

## **Step 3: Complete the course**

Using your new password, you can navigate the website, learning and completing assignments. You may email the online instructor with any questions.

## **Step 4: Take the end-of-course test**

To receive certification credit for the online course, you must take and pass the end-of-course test.

## **Course Deadline**

The online certification courses offer the opportunity to complete a professional training course at your own pace within a **90-day window** from the time your registration is processed and you receive your course information email.

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## **Course Catalog with Objectives:**

### ***ACT104 Budget & Financial Planning***

Legal basis for budgets, development of a budget calendar, budget compilation and preparation, and expenditure and revenue estimation.

### ***ACT106 Financial Coding for Texas Schools***

This course covers financial code requirements and overview, fund codes, function codes, account code crosswalks, PEIMS data entry (budget and actual), and more.

### ***ACT201 Internal Auditing***

Understand the need for an internal audit function. This course covers selecting and developing an audit staff; professional standards and code of ethics for auditors; establishing an audit charter; developing an internal audit manual and an audit schedule.

### ***ACT306 GASB 34***

GASB 34 requirements including fund structure, fund statements, capital assets reporting, reconciliations, MD&A, implementation, and reporting module.

### ***MGT301 Functions and Duties of School Business Administrators***

Learning objectives for this course include school business official competency studies, components and competencies for school business and support services in Texas, the organization of non-instructional services, general goals and strategies for the non-instructional area, long-range planning, financial management problems in Texas, financial management tools, ethics, and future trends in school business management.

### ***MGT306 Board Policies and Administrative Procedures***

Difference between policies and policy regulation, how board policies are developed and used, and the legal requirements for board meeting notices and minutes.

### ***MGT307 Business Ethics***

Includes discussion of the following topics: how ethical values are developed, ethical values versus the law, identifying organizational ethical standards, coping with unethical people and ethical guidelines for decision making.

### ***PER101 Introduction to Personnel***

Roles and responsibilities of a school district personnel manager, with specific emphasis on staffing, employee relations and development, records management, compensation, and legal and policy issues.