



**New Jersey School Buildings and Grounds Association
Website – New Feature 9/19/2025**

<https://njsbga.org>

Do you need a CEU?

**Are you looking for
Additional training?**

**Visit njsbga.org and click on
About Us.**





New Jersey School Buildings & Grounds Association

HOME

1.
ABOUT US ▾

EVENTS & MEETINGS ▾

CEFM R

Mission Statement

Membership

About NJSBGA

Objective

Executive Board

2. Learning Management System

Job Opportunities

WELCO

NEW JERSEY SCHOOL BUILDINGS & GROUNDS ASSOCIATION

1. Click About Us
2. Click Learning Management System

- The new Learning Management System Page Will Open.

<https://njsbga.org>



ABOUT US

LEARNING MANAGEMENT SYSTEM

We are working with NJASBO to provide learning and CEU opportunities for our members and non members alike. We will continue to review and update the catalog as programs become available. The link to register with NJASBO and the catalog are below. Check the catalog often for new courses and CEU opportunities. **Remember that not all courses available are eligible for a CEFM CEU. They are clearly marked.**

Create a user account:

https://www.njasbo.com/general/register_start.asp?MemberTypeCode=BG

Use this link to create your user account. - Just follow the on-line steps.

Course Catalog:

[NJASBO Online Learning Course Catalog](#)

Use this link to view and register for classes.
This will redirect you to the NJSABO Website.
The next few slides will go over this link.

Online Learning Catalog

Accounting and Finance

NJASBO Introduction to Payroll

QuickBooks Online

NJASBO Accounts Payable*

NJASBO Managing Special Revenue Funds*

Technology and Software

Excel 2021 Basic

Excel 2021 Intermediate

Excel 2021 Advanced

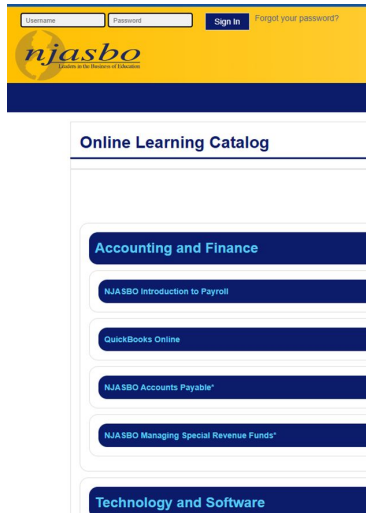
You can view through the Online Learning Catalog without an account. To register for a course, you must have a user account.

Currently under Accounting and Finance, only QuickBooks Online has CEUs attached to it. It has 4 CEUs

Currently under Technology and Software, there are many opportunities for CEUs!

Does the course have CEU Credit?

What is the cost of the class?



Click on a course and it will expand the window.
Course description is displayed followed by the Course code,
Time to completion, Member Price, Non-Member Price and
Credits.

The NJASBO Introduction to Payroll – no CEUs.

NJASBO Introduction to Payroll

NJASBO is offering Payroll 101 for Payroll Professionals in school bus function.

This is divided into several units and will cover topics such as:

1. The major components of the payroll process
2. Procedures to provide balanced and auditable payroll records
3. NJDOE guidelines for payroll budget coding
4. An overview of the payroll agency process
5. Pension and health benefits information
6. The importance of internal controls

Course Code

PAY101N

Member Price

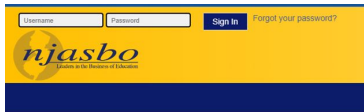
\$225

Credits

Buy Now

Does the course have CEU Credit?

What is the cost of the class?



Online Learning Catalog

Accounting and Finance

NJASBO Introduction to Payroll

QuickBooks Online

NJASBO Accounts Payable*

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Credits.

The QuickBooks Online – \$115.00 & 4 CEUs.

QuickBooks Online

The QuickBooks Online Basic course is a 4 hour course. The course is divided into several sections, each with a video and a PDF manual.

1. QuickBooks Interface: Users will learn how to navigate the QuickBooks Online interface and utilize its features.
2. Company Set Up: This section covers setting up a new company in QuickBooks Online, including account settings and editing customer profiles, creating vendors, and creating customer profiles.
3. Basic Sales: This section focuses on creating and managing sales orders, invoices, and creating customer profiles.
4. Banking: Users will learn how to write checks, deposit checks, and manage bank accounts.
5. Transactions: This section covers recording and managing transactions, including adding transactions, deleting transactions, and reversing transactions.
6. Basic Reports: Users will learn how to run and interpret various reports, including the profit and loss, balance sheet, and cash flow statement.

Course Code

ACT101C

Buy Now

Users track expenses, manage invoices, and manage financial transactions of QuickBooks Online:

QuickBooks Online interface and utilize its features, including account settings and editing customer profiles, creating vendors, and creating customer profiles. Users will learn how to write checks, deposit checks, and manage bank accounts. This section covers recording and managing transactions, including adding transactions, deleting transactions, and reversing transactions. Users will learn how to run and interpret various reports, including the profit and loss, balance sheet, and cash flow statement.

Time to Completion

4 hours

managing financial transactions

ments, and creating customer profiles. Users will learn how to write checks, deposit checks, and manage bank accounts. This section covers recording and managing transactions, including adding transactions, deleting transactions, and reversing transactions. Users will learn how to run and interpret various reports, including the profit and loss, balance sheet, and cash flow statement.

Member Price

\$115

ent guide.

Credits

4 CEFM CE-00491



Questions?

This is a great opportunity for those who cannot attend training during the workday.

Is your certification about to expire? This is your chance to earn CEUs!

If you have any questions, email me at kdioguardi@eatontown.org,
or call me at 732-935-3349.

**Our next chapter meeting is 10/08/2025
RSVP when you receive the calendar invite**

Presentation - Maintenance of Playground Equipment

