

# SCHOOL BUSINESS MANAGEMENT (SCHBUSMG)

## Courses

### **SCHBUSMG 770 SCHOOL FINANCE AND ACCOUNTING 3 Units**

School Finance and Accounting is designed for administrators and other school personnel who desire to learn the principles and concepts of school accounting; auditing and financial reporting; major sources of revenue; and cost management and investment techniques.

### **SCHBUSMG 771 SCHOOL BUSINESS MANAGEMENT TECHNIQUES 3 Units**

This course is designed specifically for prospective school business managers and other school administrators who desire to become acquainted with various management concepts and techniques in school business operations and with applications that can utilize computerized systems for efficient operations.

PREREQ: SCHBUSMG 770

### **SCHBUSMG 772 LEGAL ASPECTS OF EDUCATION 3 Units**

Legal information is presented in nontechnical language to educational practitioners on all facets of school operations, including the liability of school districts and employees, school funding and indebtedness, administration, pupil governance, retirement benefits, and employment relations.

### **SCHBUSMG 774 SCHOOL BUDGETING AND FINANCIAL PLANNING 3 Units**

Budgeting and Financial Planning is designed for administrators and other school personnel who desire to learn the conceptual and practical aspects of budgeting and financial planning; inventory control; purchasing; capital project planning and debt service management.

### **SCHBUSMG 775 ADMINISTRATION AND ORGANIZATION OF PUBLIC SCHOOLS 3 Units**

This survey of the foundation, organization and administration of the American public school system includes the identification and examination of major issues relative to the continual development of public education such as the financing of public education and the role of the school business manager in this development.

### **SCHBUSMG 777 SCHOOL AUXILIARY SERVICES MANAGEMENT 3 Units**

This course is designed for students seeking background knowledge and training in the management of school auxiliary services. The course emphasizes the processes and procedures necessary in the management of food services operations, school transportation operations and plant/maintenance operations.

### **SCHBUSMG 778 INTERNSHIP IN SCHOOL BUSINESS MANAGEMENT Repeatable 1-3 Units**

The internship is a clinical experience which provides prospective school business managers with varied opportunities to learn in a school setting. The internship is normally an 18-week assignment in a local school system. Applications must be made one semester in advance of the desired internship period.

PREREQ: SCHBUSMG 770

### **SCHBUSMG 781 SCHOOL COMMUNITY RELATIONS IN A DIVERSE SOCIETY Repeatable 3 Units**

This course is designed for aspiring business managers and other school administrators who desire to more effectively apply the concepts of leadership, interpersonal relations, conflict management, ethical decision-making, politics, diversity, and public relations in public education.

The identification of varying student and community needs based on demographic differences is an integral part of this course. Specifically, racial, ethnic and gender differences are examined. Political factions at the school, local community and state levels are discussed with conclusions drawn about effective communication patterns. Ethical decision-making and conflict resolution in practical management situations is emphasized. This course is designed to assist future leaders of diverse learning organizations to enhance their abilities to foster positive relationships between schools and communities of all types.

### **SCHBUSMG 782 NEGOTIATIONS AND CONFLICT RESOLUTION IN EDUCATION 3 Units**

Designed for school administrators and other educators who desire to learn the principles and concepts and acquire the skills needed in collective negotiations and contract management in the public schools.

### **SCHBUSMG 790 WORKSHOP Repeatable 1-6 Units**

Variable topics. Group activity oriented presentations emphasizing "hands on" and participatory instructional techniques.

### **SCHBUSMG 796 SPECIAL STUDIES Repeatable 1-6 Units**

Variable topics. Group activity. Not offered regularly in the curriculum but offered on topics selected on the basis of timeliness, need, and interest, and generally in the format of regularly scheduled Catalog offerings.

### **SCHBUSMG 798 INDIVIDUAL STUDIES Repeatable 1-3 Units**

Study of a selected topic or topics under the direction of a faculty member.

PREREQ: MUST BE ADMITTED TO A COBE GRADUATE PROGRAM; HAVE DEPARTMENT CONSENT

### **SCHBUSMG 799 THESIS RESEARCH Repeatable 1-6 Units**

Students must complete a Thesis Proposal Form in the Graduate Studies Office before registering for this course.