



Michigan School Business Officials

			Business Office Manager	Business Office Specialist	Chief Financial Officer	Facilities Director	Food Service Director	Human Resource Specialist	Operations Director	Pupil Accounting Auditor	Pupil Accounting Specialist	School Payroll Specialist	School Technology Mgmt	Transportation Director	Trans Director after 01/01/10
Associate Degree				x				x		x		x			
BA/BS or equivalent			x		x								x		
Hours required			52	34	85	56	59	61	80	50	50	43	59	62	66
# Accounting Hours (semesters)			8		18					4					
Continuing Education Requirement (hours in 5 years)			90	90	180	90	90	90	90	90	90	90	90	90	90
Grandparenting Provision			y	y	n	y	y	y	y	y	y	y	y	y	y
<b>CLASS</b>	<b>WHEN OFFERED</b>	<b># Hours</b>													
Accident Investigation Procedures	Every Other Year	3												x	x
Accounting Manual & Chart of Accounts	Every Other Year	3										x			
Administrative Software Applications	Upon Request	3											x		
Basic Transportation Issues	Offered by MAPT	18							x					x	x
Benefits/Retirement	Every Year	3						x							
Bonding/Borrowing/Investing	Every Year	3			x										
Budget for Facilities	Facility Conf. (Fall)	3				x			x						
Budgeting for Food Service	Upon Request	3					x								
Budgeting for Technology	Upon Request	3											x		
Cash Management	Every Year	3	x	x	x										
CEPI Informational Sessions	MPAAA Fall/Spring Conf.	3								x	x				
Collective Bargaining Agreement, Contracts	Every Other Year	3	x	x	x			x				x			
Computerized Facility Management	Every Third Year	3				x									
Custodial Operations	Facility Conf. (Fall)	3				x			x						
Customer Relations for Food Service	Upon Request	3					x								
Data Quality Symposium	Every Other Year/Offered by MPAAA	6								x	x				
Days and Hours	MPAAA Fall/Spring Conf.	3								x	x				
Effective Communications	Every Year	3	x		x	x	x	x	x	x	x		x	x	x
Emergency Preparedness Management	Every Other Year	3				x									
Environmental Health and Safety	Every Other Year	3				x									
Facilities for Business Manager	Every Other Year	3			x										
Facility Planning, Design and Construction	Every Other Year	3				x			x						
Financial Analysis	Every Third Year	3				x									
Food Service Computer Systems	Upon Request	3					x								
Food Service Design & Construction	Upon Request	3					x								
Food Service for the Business Manager	Every Other Year	3			x										
Food Service Health/Safety Issues	Upon Request	3					x								
Food Service Program Accountability	Upon Request	3					x								
Human Resource Leadership	Upon Request	3					x								
Human Resource for Transportation	Offered by MAPT	6												x	x
Implementation & Planning	Upon Request	6											x		
Introduction to Operations Management	Every Other Year	6							x						
Instructional Program Evaluation	Every Other Year	3				x									
Insurance & Risk Management	Every Other Year	3				x									
Introduction to Facilities Management	Facility Conf. (Fall)	3				x									
Introduction to Pupil Accounting Auditing in Michigan Schools	MPAAA Fall/Spring Conf.	1								x					
Introduction to Pupil Accounting	MPAAA Fall/Spring Conf.	1									x				
Introduction to School Business	Every Year (Sept)	14	x	x	x			x				x			
Labor Relations/Employment Law	Every Year (March)	6	x		x		x	x	x					x	x
Laws/Rules & Regulations	Offered by MAPT	4													x
Liability & Tort Law	Offered by MAPT	3													x
Maintenance Operations	Facility Conf. (Fall)	3				x			x						
Managing Emergencies	Every Third Year	6							x						
Managing Staff Training	Offered by MAPT	3													x
Marketing Your Food Service	Upon Request	3					x								
Menu Planning & Nutrition Integrity	Upon Request	3					x								
New Food Service Director Training	Offered thru MDE	6					x								
Overview of Human Resource Management	Every Third Year	6						x							
Overview of Pupil Accounting Auditor	MPAAA Fall/Spring Conf.	1									x				
Overview of Pupil Accounting Specialist	MPAAA Fall/Spring Conf.	2								x					
Payroll & Related Personnel Issues	Every Year (Webinar...Dec)	3	x		x										
Performance Evaluations for Personnel	Every Other Year	3					x	x	x						
Principles of Education	Every Year (MSBO Annual Conf.)	3	x	x	x	x	x	x	x	x	x	x	x	x	x
Pupil Accounting Auditors' Best Practices	MPAAA Fall/Spring Conf.	4								x	x				
Pupil Accounting Legal Issues	MPAAA Fall/Spring Conf.	2								x	x				

