



Michigan School Business Officials

			Business Office Manager	Business Office Specialist	Chief Financial Officer	Chief Technology Officer	Child Nutrition Director	Facilities Director	Human Resource Specialist	Operations Director	Pupil Accounting Auditor	Pupil Accounting Specialist	Purchasing Officer	School Payroll Specialist	Specialist in Educational Data	Transportation Director
Overview of State Reporting	MPAAA	3										x				
Payroll & Related Personnel Issues	MSBO	3	x		x											
Performance Evaluations for Personnel	MSBO	3				x		x	x	x						
Preparing Your Financial Picture	MSBO	12			x											
Principles of Budgeting	MSBO	3						x	x							
Principles of Contract Writing	MSBO	3											x			
Principles of Education	MSBO	3	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Property Tax Overview	MSBO	6			x											
Pupil Accounting Auditing Reporting	MPAAA	3									x					
Pupil Accounting Auditors in Action	MPAAA	3								x						
Pupil Accounting Legal Issues	MPAAA	2									x	x				
Pupil Accounting Legislative Primer	MPAAA	3									x	x			x	
Pupil Accounting Specialists in Action	MPAAA	3										x				
Purchasing Overview	MSBO	3	x		x			x					x			
Purchasing Advanced	MSBO	6											x			
Record Keeping, Retention, Automation	MSBO	3												x		
Sanitation & Food Safety *	SNAM	10					x									
School Food Service Basics *	SNAM	10					x									
School Meal Overview Training	MDE/SNAM	20					x									
Security/Disaster Recovery	MSBO	3				x										
Special Needs Transportation	MAPT	3														x
ServSafe *	SNAM	12					x									
State Reporting 101	MSBO	6													x	
Strategic Planning	MSBO	3			x					x						
Systems - HVAC, Electrical & Technology	MSBO	3						x								
TDP, IRS Sec. 125, 403(b), 457, and Workers Compensation	MSBO	6							x						x	
Team Leadership *	MSBO	3	x	x	x	x	x	x	x	x	x	x	x		x	
Technology for the Business Manager	MSBO	3	x		x											
Technology in the Classroom	MSBO	6				x										
Technology in Education	MSBO	6				x										
Technology for Operational Management	MSBO	6							x							
Technology Policies	MSBO	3				x									x	
Time Management	MSBO	3				x				x						
Transportation Facility Operations	MAPT	6														x
Transportation for the Business Manager	MSBO	3			x											
Use of Technology for Human Resource Management	MSBO	3							x							
Utilities & Energy Efficiency	MSBO	3						x								
Vision, Strategic Planning & Implementation	MSBO	6				x										
Wrap-up/Ethics	MSBO Annual Conf.	2	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Writing Bus Specifications	MAPT	3														x
Year-End Payroll & Tax Returns (941), W-2s, etc.	MSBO	6													x	
Elective Hours - Certification class from outside your track, but required in another.	MSBO/SNAM/MAPT/MPAAA		6	6	0	6	3	6	6	6	6	6	6	3	6	3
CFO/BOM Renewal Class Requirements:																
Group Solutions	MSBO	6	x		x											
Financial Statement Preparation	MSBO	6	x		x											
* If you are in the CND program, please check the certification sheet since you only need to select one of these classes from each group.																
Revised 01/13/20																