

AASBO CLASS SCHEDULE – BY DISCIPLINE

8/19/15

If a first-time CAC student: Register with CAC online to obtain a student identification number and notify the AASBO office at least ONE WEEK prior to the class or workshop to qualify for credit.

If a returning CAC student: Notify the AASBO office at least ONE WEEK prior to the class or workshop to qualify for credit.

Discipline/ Course No.	Fall 2015	Winter 2016	Spring 2016	Fall 2016
Budget & Finance SBO 124 (2.0cr) <u>or</u> SBO 124A (3.0cr)	Sept. 11, 12, 25, 26 Isaac	Jan. 8, 9, 22, 23 Isaac	Summer conference July 17, 18, 19, 20	Sept. 16, 17, 30, Oct. 1 Phoenix
Advanced Budget and Finance SBO 181 (2.0cr) <u>or</u> SBO181A (3.0cr)				
Accounting SBO 130 (2.0cr) <u>or</u> SBO130A (3.0cr)	Oct. 2, 3, 9, 10 Isaac	Feb. 5, 6, 19, 20 Phoenix		Oct. 7, 8, 21, 22 Phoenix
School Business Management SBO 128 (2.0cr) <u>or</u> SBO 128A (3.0cr)	Nov. 6, 7, 20, 21 Isaac		May 6, 7, 20, 21 Isaac	
Purchasing SBO 125 (2.0cr) <u>or</u> SBO 125A (3.0cr)	Sept. 18, 19, Oct. 2, 3 ASBA	Feb. 26, 27 ASBA March 18, 19 Phoenix	Summer conference July 17, 18, 19, 20	Dec. 2, 3, 16, 17 Phoenix
Adv. Purchasing SBO 180 (2.0cr) <u>or</u> SBO180A (3.0cr)				
Personnel SBO 132 (2.0cr) <u>or</u> SBO 132A (3.0cr)	Dec. 4, 5, 12 ASBA Dec. 11 Isaac			Oct. 14, 15, 28, 29 Phoenix
Risk Mgmt/School Law SBO 127(2.0cr) <u>or</u> SBO 127A (3.0cr)		March 4, 5, 18, 19 Isaac		
Maintenance & Operations SBO131 (2.0cr) <u>or</u> SBO131A (3.0cr)				
Information Technology SBO133 (2.0cr) <u>or</u> SBO133A (3.0cr)				
Food Service SBO126 (2.0cr) <u>or</u> SBO126A (3.0cr)	Nov. 6, ARRT Nov. 7, 20, 21 ASBA			Nov. 4, 5, 11, 12 Phoenix
Transportation SBO134 (2.0cr) <u>or</u> SBO134A (3.0cr)				
Advanced Maint- enance/Transp SBO182 (2.0cr) <u>or</u> SBO182A (3.0cr)			Summer conference July 17, 18, 19, 20	

Note: Classes may be requested that are not on this schedule by contacting Jeff Gadd at jeffgadd@jeffgadd.com. A minimum of 15 participants is required.

Strongly Suggested Prerequisite:

- * Basic Purchasing class and/or 2 years school purchasing experience.
- ** Basic Budget & Finance class and/or 2 years school budget and finance experience.
- *** Basic M&O and Transportation classes and/or 2 years school maintenance & operations and transportation experience.

COUNTY SCHOOL BUSINESS MANAGEMENT TRAINING SESSIONS

Interested Participants MUST contact Respective County School Office for Availability

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Sessions	Course Numbers	Yavapai County 2015/2016	Yuma County TBA
<i>School Bus. Mgmt</i>	SBO218 School Business Management SBO208 Legislation	October 16 March 4	
<i>Purchasing</i>	SBO205 Purchasing for Users	October 30	
<i>Budget & Finance</i>	SBO204 Budget & Finance Potpourri SBO224 Financial Coding/Reporting SBO250 Audit Compliance	November 13 December 4 February 5	
<i>Accounting</i>	SBO254 Fund Accounting	January 8	
<i>Personnel</i>	SBO212 Personnel	January 22	
<i>Trans/Maint/ Facilities</i>	SBO201 Maintenance & Operations	February 19	

ONE DAY WORKSHOP SCHEDULE

Fall 2015

9/25	Personnel	ASBA	SBO212	(.5 cr)
9/25	E-Rate	Scottsdale	does not qualify for CAC cr.	
10/9	Maintenance & Operations	Cave Creek	SBO201	(.5 cr)
10/23	Fixed Assets	Washington	SBO210	(.5 cr)
10/23	Student Attendance	ASBA	SBO215	(.5cr)
10/30	Payroll	GUHS	SBO230	(.5 cr)
10/30	Budget & Finance Potpourri	ASBA	SBO204	(.5 cr)
11/6	Purchasing for Users	Flagstaff	SBO205	(.5 cr)
11/20	Grant Accounting	Washington	SBO220	(.5 cr)
12/4	Audit Compliance	ASBA	SBO250	(.5 cr)
12/11	School Business Management	Tucson	SBO218	(.5 cr)

Winter/Spring 2016

1/8	Auxiliary and Student Activity Funds	Phoenix	SBO260	(.5 cr)
2/5	Financial Coding & Reporting	Isaac	SBO224	(.5 cr)
3/4	Student Attendance	Phoenix	SBO215	(.5cr)
4/1	Accounts Payable	Isaac	SBO240	(.5cr)
4/22	Personnel	Phoenix	SBO212	(.5cr)
4/29	Transportation	Washington	SBO244	(.5cr)
5/6	Small School District Business Managers	Phoenix	SBO218	(.5 cr)
5/13	M&O (Alternative Construction Delivery Methods)	Scottsdale	SBO201	(.5cr)
5/20	Purchasing for Users	Phoenix	SBO205	(.5cr)