

# School Business Management Degree Program (M.S.E.)

The Master of Science in Education (M.S.E.) Degree in School Business Management provides students an opportunity to pursue a course of study which will qualify them for licensure as a School Business Manager.

Job titles of those graduating with this degree include: Director of Finance, School Business Manager, Comptroller, Accountant, Director of Administrative Services, Director of Information Systems, Human Resource Manager, Director of Buildings and Grounds, Benefits Manager, and Financial Consultant.

Positions are available in vocational schools, public and private school districts, public and private universities, county agencies, Cooperative Education Service Agencies (CESA), cities and villages, municipalities, and the Department of Public Instruction.

The curriculum is designed to provide students with an understanding of the organization of elementary and secondary schools and the expertise needed to manage their resources. Applied learning opportunities prepare students with the skills necessary to assume responsibilities in the areas of school finance and accounting, computer technology, property management, state reporting and other statutory requirements, policy interpretation, budget preparation and administration, cash management, personnel management, purchasing, risk management, collective bargaining, and strategic planning.

## Program Coordinator:

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## Department Secretary:

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## Additional Admission Requirements:

To be admitted to the School Business Management program at the University of Wisconsin-Whitewater, a candidate must be accepted by the Graduate School and meet program entrance requirements. The

status of each student is determined by his/her undergraduate grade point average and undergraduate or graduate work.

## **Degree Requirements:**

The degree requires a minimum of 36 units of course work and includes an internship with a licensed School Business Manager. This unpaid experience is supervised by university personnel.

At least half of the graduate level courses in the degree program must be at the 700 level.

## **SCHOOL BUSINESS MANAGEMENT (M.S.E.)**

### SCHOOL BUSINESS MANAGEMENT 21-24 UNITS

1. SCHBUSMG 770 SCHOOL FINANCE AND ACCOUNTING
2. SCHBUSMG 771 SCHOOL BUSINESS MANAGEMENT TECHNIQUES
3. SCHBUSMG 772 LEGAL ASPECTS OF EDUCATION
4. SCHBUSMG 774 SCHOOL BUDGET & FINANCIAL PLANNING
5. SCHBUSMG 777 SCHOOL AUXILIARY SERVICES MANAGEMENT
6. SCHBUSMG 778 INTERNSHIP IN SCHOOL BUSINESS MANAGEMENT\*
7. SCHBUSMG 782 COLLECTIVE NEGOTIATION IN EDUCATION

\*Internship is 3-6 units; number of credits to be determined by the internship coordinator in conjunction with the student and adviser.

### EDUCATION 6 UNITS

1. SCHBUSMG 775 ADMINISTRATION & ORGANIZATION OF THE PUBLIC SCHOOLS
2. SCHBUSMG 781 SCHOOL COMMUNITY RELATIONS IN A DIVERSE SOCIETY

### BUSINESS 3 UNITS

1. MANGEMNT 751 SEMINAR IN HUMAN RESOURCE MANAGEMENT

### ELECTIVES 3-6 UNITS WHICH MAY INCLUDE:

ITBE 740 BUSINESS PROFESS COMMUNICATION

ITBE 772 BUSINESS TECHNOLOGIES

ITBE 775 BUSINESS TELECOMMUNICATIONS

ITBE 778 NETWORK ADMINISTRATION FOR THE END USER

MARKETNG 733 SEMINAR IN METHODOLOGY BUSINESS RESEARCH or

EDFOUND 780 TECHNIQUES OF ASSESSMENT & RESEARCH