

For Graduates of the NCASBO Academy Prior to 2022 *Updated August 2025*

DIRECTORS

Courses are 4 hours unless noted otherwise

FMN 213G: Federal Programs & Grants

North Carolina school districts depend almost entirely on state, federal, and other grants for their funding. Most of these grants require application processes, funding allocation/access processes, expenditure restrictions, and accountability reporting requirements. We will discuss resources including the North Carolina Allotment Policy Manual, EDGAR, and other state and federal laws and requirements. Also included will be information about Time and Effort Record Keeping, Federal Monitoring, BAAS and CCIP.

MAN 633G: Spreadsheets

This course covers a variety of tools in common office applications including Gmail, Excel, Word and PowerPoint. Emphasis is on Excel, since it is a major tool used in the business office. The class also covers tips to keep your computer efficient.

Course Goals:

- *Gain knowledge on steps to increase your computer's efficiency*
- *Increase awareness of available functions in Gmail*
- *Learn Excel tips that are beneficial in day-to-day operations in the business office*
- *Become familiar with a few common Word tips*
- *Explore tools in PowerPoint*

FIN 223G: Child Nutrition Program, Financial Accounting & Reporting

The course will provide an overview of accounting practices related to enterprise funds. It is a deep dive into Child Nutrition rules and regulations surrounding the program including USDA Reimbursements and USDA Commodities. The course covers the FC1A and the relationship to the trial balance and addresses internal controls and challenges faced in the Child Nutrition Program. Course instruction includes lecture, group activities/discussion and other methods of instruction.

Course Hours: 6

FMN 210G: NC Schools Accounting Systems & Online Resources

This course assists participants in fully understanding where and what they can access to make them more aware of the vast resources at their fingertips. Including, but not limited to, where to find: General Statutes, IRS publications/rules, Local Government Commission, NCDPI website and how to access contents, salary manual, employee benefit manual, and lottery funds. It provides an overview of the following resources: NC School Board Association, NC Association of School Administrators, Institute of Government and State Treasurer. An overview of the North Carolina Department of Public Instruction's systems, such as the salary and licensure system, cash management system, the DPI website, and the BUD system for adjustments, is given in order to teach what is contained in these systems, and how to utilize the data they contain.

MAN 621G: Creating Your Team

This course focuses on the value of planning and team building using The Hat Factory Simulation, which aids the participant in looking at the "big picture" strategic approach and identifying issues and improvement ideas. It is a high energy experience allowing participants to take away potential lessons for future applications at their school district.

Course Goals:

- *Discover the value of planning and working as a team*
- *Develop skills to identify issues and implement steps to improve*
- *Become aware of the "big picture" (strategic) approach*
- *Diagnose and facilitate team development*
- *Learn tips for becoming an effective team leader*

Course Hours: 6

MAN 640: Leadership Skills I (formerly MAN 640)

This course covers leadership within the school business office with a focus on "How to Lead", recognizing leadership as a relationship between leaders and followers. The course includes The Dimensions of Leadership Profile, class discussions and other methods of instruction.

Course Goals:

- *Understand the differences between leadership and management*
- *Recognize that leadership is a relationship between leaders and followers*
- *Gain a better understanding of personal leadership characteristics*

Course Hours: 4 | Prerequisite: None

MANAGERS

Courses are 4 hours

BUS 405G: Office Tools & Techniques

This course covers a variety of tools in common office applications including Gmail, Excel, Word and PowerPoint. Emphasis is on Excel since it is a major tool used in the business office. The class also covers tips to keep your computer efficient.

Course Goals:

- *Gain knowledge on steps to increase your computer's efficiency*
- *Increase awareness of available functions in Gmail*
- *Learn Excel tips that are beneficial in day-to-day operations in the business office*
- *Become familiar with a few common Word tips*
- *Explore tools in PowerPoint*

MAN 603G: Employee Engagement & Difficult Conversations with Staff

This course focuses on steps in developing a highly engaged team. It introduces skills for having difficult conversations with staff, allowing continued focus on developing and maintaining a positive workplace. The course includes lecture, group activities/discussions, self-assessments and other methods of instruction.

Course Goals:

- *Understand the elements of a highly engaged team*
- *Gain concrete ideas to enhance morale and performance*
- *Learn applicable tools and strategies to help increase workplace motivation*
- *Understand the importance of having difficult conversations with staff*
- *Learn skills on how to handle difficult conversations*
- *Discover pointers on how to manage emotions*

FMN 201G: North Carolina Schools Accounting System Online Resources

This course assists participants in fully understanding where and what they can access to make them more aware of the vast resources at their fingertips. Including, but not limited to, where to find: General Statutes, IRS publications/rules, Local Government Commission, NCDPI website and how to access contents, salary manual, employee benefit manual, and lottery funds. It provides an overview of the following resources: NC School Board Association, NC Association of School Administrators, Institute of Government and State Treasurer. An overview of the North Carolina Department of Public Instruction's systems, such as the salary and licensure system, cash management system, the DPI website, and the BUD system for adjustments, is given to teach what is contained in these systems, and how to utilize the data they contain. Discussion questions are part of the instruction of this course.