



All courses required

ACC 101T: General Accounting Concepts

This course covers general accounting issues necessary for someone responsible for handling accounting responsibilities for a school and interacting with the school system's central finance office. Instruction covers debits and credits, basic accounting principles (double entry accounting), journal entries, central chart of accounts, individual school chart of accounts, budgeting, reporting and appropriate uses of funds. Class discussion enhances the learning experience.

Course Hours: 3.5 | Prerequisite: LAW 201T

ACC 102T: Cash Receipts

This course covers cash receipts issues encountered for someone responsible for handling and recording cash receipts. Topics to be covered are the types of cash receipts, preparing the bank deposit, recording deposits, requirements for donations, vending/sales of inventories, general school fundraisers, NSF checks, investments, and daycare programs. Participation in class discussion is an integral part of the class.

Course Hours: 3.5 | Prerequisite: ACC 101T

ACC 103T: Purchasing & Disbursements

This course addresses purchasing and disbursements involved in the individual school by the school treasurer. Topics covered are purchases using district (LEA) funds, purchasing using school funds, contracts, verification of receipt of goods/services, issuing and voiding checks, cancelling invoices, vendor set-up/management, 1099 reporting, reimbursements, and escheats. Class discussion will also be an important part of this class.

Course Hours: 3.5 | Prerequisite: ACC 102T

ACC 104T: Human Capital & Payroll Management

This course covers the areas of managing human capital and payroll in the individual school and the interaction and responsibilities with the school system's central finance office. Areas discussed include the hiring process, tracking and reporting hours worked, tracking and reporting absences and substitutes, contractor vs. employee payments, Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), extra duty pay, Worker's Compensation,



volunteers in schools, disability income plan, retirement system, and elective payroll deductions. Class discussion enhances the learning experience.

Course Hours: 3.5 | Prerequisite: ACC 103T

LAW 201T: School Finance Law

This course covers the North Carolina laws affecting individual school financial management, including conflict of interest training. Class discussions and scenarios enhance the learning experience.

Course Hours: 3.5 | Prerequisite: None

LAW 202T: Ethics, Fraud & Audits

This course covers the responsibilities of the individual school treasurer in the areas of ethics, fraud and audits. Areas covered are general business and financial ethics, specialized ethical challenges in schools, identifying and preventing fraud, preparing for internal audits, and preparing for external audits. Class discussion is part of the instruction in this course.

Course Hours: 3.5 | Prerequisite: LAW 201T

BUS 201T: Sales & Use Tax

This class addresses many of the issues individuals experience working with NC sales and use taxes. This class teaches about the details in North Carolina sales and use tax that can help students get it right. Some of the topics that are covered include tax on subscriptions, tax on computer software and web-based services, taxable and tax-exempt sales, taxable services, tax on equipment leases, refundable taxes that are commonly overlooked, nonrefundable taxes, record keeping requirements, and how to keep up with law changes and rate changes.

Course Hours: 3.5 | Prerequisite: ACC 103T

MAN 301T: Effective Communication

This course covers the importance of effectively communicating in a school. Participants will understand how communication skills are crucial to a school's success and will learn the art of communicating more effectively. The class discusses the six elements of communication and tips on developing your image by using effective communication. The course includes lecture, group activities/discussions, self-assessment, and other methods of instruction.

Course Hours: 3.5 | Prerequisite: None



MAN 302T: Handling Difficult People

This course covers how to positively resolve negative situations with "win/win" techniques of empathy, respect, active listening, self-control and other conflict resolution skills.

Participants will understand how their personality affects how one reacts in a difficult situation. The course includes lecture, group activities/discussions, case studies, role play and self-assessments.

Course Hours: 3.5 | Prerequisite: MAN 301T

MAN 303T: Time Management & Problem Solving

This course covers the importance of time management and problem-solving skills in a school. Managing time and effectively problem solving is a critical skill for being more productive and relieving stress. This course focuses on the skills, tools and strategies for managing time appropriately, setting priorities and making time spent more productive by identifying and learning how to avoid time wasters. The course covers the problem-solving model and keys in solving problems. Course instruction includes lecture, group activities/discussions, case studies, role play and self assessments.

Course Hours: 3.5 | Prerequisite: MAN 301T

MAN 304T: Customer Service

This course covers customer service and the importance of excellent customer service in schools. What kind of memories do you create for the customers and the team you work with daily? What type of impression do you make in person and on the phone? Is it a positive or negative impression? Participants will recognize issues and situations that may be influenced by generational differences, apply practical tips for working successfully in a multi-generational workplace, effectively manage the impression they give in person and on the phone, and discover tips in providing great customer service. The course includes lecture, group activities/discussions, case studies, role play and self-assessments.

Course Hours: 3.5 | Prerequisite: MAN 301T and MAN 302T