

## AASBO CLASS SCHEDULE – BY DISCIPLINE

REVISED 3.7.17

**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.	Spring/Summer 2017	Fall 2017	Winter 2018	Spring/Summer 2018
<b>Budget &amp; Finance</b>  SBO 124 (2.0cr) <u>or</u> SBO 124A (3.0cr)		Sept. 1, 2, 15, 16 Isaac	Feb. 23, 24, March 9, 10 Phoenix	Summer Conference July
<b>Advanced Budget and Finance**</b>  SBO 181 (2.0cr) <u>or</u> SBO181A (3.0cr)	Summer Conference July 16, 17, 18, 19			
<b>Accounting</b>  SBO 130 (2.0cr) <u>or</u> SBO130A (3.0cr)	April 21, 22, May 5, 6 ASBA		Feb. 9, 10, 23, 24 Phoenix	
<b>School Business Management</b>  SBO 128 (2.0cr) <u>or</u> SBO 128A (3.0cr)		Nov. 3, 4, 17, 18 Isaac		
<b>Purchasing</b>  SBO 125 (2.0cr) <u>or</u> SBO 125A (3.0cr)		Oct. 27, 28, Nov.17, 18 ASBA		Summer Conference July
<b>Adv. Purchasing*</b>  SBO 180 (2.0cr) <u>or</u> SBO180A (3.0cr)	Summer Conference July 16, 17, 18, 19			
<b>Personnel</b>  SBO 132 (2.0cr) <u>or</u> SBO 132A (3.0cr)	April 28, 29, May 12, 13 Dysart			March 30, 31, April 13, 14
<b>Risk Mgmt/School Law</b>  SBO 127(2.0cr) <u>or</u> SBO 127A (3.0cr)	April 28, 29, May 12, 13 Isaac			April 13, 14, 27, 28 Phoenix
<b>Maintenance &amp; Operations</b>  SBO131 (2.0cr) <u>or</u> SBO131A (3.0cr)	Summer Conference July 16, 17, 18, 19			
<b>Information Technology</b>  SBO133 (2.0cr) <u>or</u> SBO133A (3.0cr)	March 31, April 1, 21, 22 Glendale Elem		February 2, 3, 9, 10 Phoenix	
<b>Food Service</b>  SBO126 (2.0cr) <u>or</u> SBO126A (3.0cr)		Sept. 15, 16, 29, 30 Peoria		
<b>Transportation</b>  SBO134 (2.0cr) <u>or</u> SBO134A (3.0cr)			Jan 5, 6, 19, 20 Phoenix	
<b>Advanced Maint- enance/Transp***</b>  SBO182 (2.0cr) <u>or</u> SBO182A (3.0cr)				Summer Conference July

**Note:** Classes may be requested that are not on this schedule by contacting Jeff Gadd at [jeffgadd@jeffgadd.com](mailto: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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<b>Sessions</b>	<b>Course Numbers</b>	<b>Your County Here!</b>
<b><i>School Bus. Mgmt</i></b>	SBO218 School Business Management SBO208 Legislation	
<b><i>Purchasing</i></b>	SBO205 Purchasing for Users	
<b><i>Budget &amp; Finance</i></b>	SBO204 Budget & Finance Potpourri SBO224 Financial Coding/Reporting SBO250 Audit Compliance	
<b><i>Accounting</i></b>	SBO254 Fund Accounting	
<b><i>Personnel</i></b>	SBO212 Personnel	
<b><i>Trans/Maint/Facilities</i></b>	SBO201 Maintenance & Operations	

## ONE DAY WORKSHOP SCHEDULE

### Winter/Spring 2017

4/28	Purchasing	Mesa	SBO205	(.5 cr)
5/5	Student Attendance	Isaac	SBO215	(.5 cr)
5/12	Financial Coding & Reporting	ASBA	SBO224	(.5 cr)
7/19	Accounts Payable`	Tucson	SBO240	(.5cr)

### Fall 2017

9/15	Audit Compliance	ASBA	SBO250	(.5 cr)
9/22, 23	Fixed Assets (Tentative)	ASBA	SBO210	(.5 cr)
10/6	Personnel	ASBA	SBO212	(.5 cr)
10/13, 20	E-Rate (Tentative)	Scottsdale	does not qualify for CAC cr.	
10/20	Grant Accounting	Peoria	SBO220	(.5 cr)
11/3	M&O	Phoenix	SBO201	(.5 cr)
11/17	Students FIRST	ASBA	SBO225	(.5 cr)
12/1	Transportation	ASBA	SBO244	(.5 cr)
12/1	Purchasing for Users	Mesa	SBO205	(.5 cr)

### Special Program

10/26,27	Leadership Institute*	Prescott
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\*Limited Enrollment