SPECIAL COURSES

- Activity Funds Management (fall and/or spring)
- Career Tech Issues
- Purchasing & Fixed Assets
- School Auditors (fall)
  - Open only to school auditors
- School Auditors & School Business Officials (spring)
- Human Resources, Payroll & Personnel
- Superintendent Roundtable (fall and/or spring)
- Introduction to Treasurer & Encumbrance Clerk (fall)
  - 0-5 years experience
  - 12 Oklahoma State Department of Education points
- Advanced Treasurer & Encumbrance Clerk (spring)
  - 6+ years experience
  - 12 Oklahoma State Department of Education points

LEARN MORE

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OKLAHOMA CENTER FOR
SCHOOL BUSINESS
MANAGEMENT
Professional Development Programs
OKLAHOMA CENTER FOR SCHOOL BUSINESS MANAGEMENT

- We are a professional development series established in 1993 based on the International School Business Management Professional Standards and Code of Ethics.

- We offer courses for new and seasoned school professionals and superintendents. We offer something for everyone!

- Our curriculum is consistent with the guidelines prepared by the Association of School Business Officials.

- Participants can enroll in our four-level program to prepare for the Oklahoma Association of School Business Officials (OKASBO) certification, or choose from a selection of our special courses.

- Each course in our four-level program consists of a minimum of 24 hours of intensive instruction and hands-on experiences for two days in the fall and two days in the spring.

- We are advised by a prestigious board of directors, which includes the Oklahoma Auditor and Inspector, representatives from the Oklahoma State Department of Education and current and retired chief financial officers and directors. Visit our website for additional information.

COURSES

Level I
- Legal Foundations
- Budgeting Processes
- Audit, Fraud & Abuse
- Intro to Oklahoma Cost Accounting System (OCAS)

Level II
- Supply, Property & Real Estate Management
- Human Resources
- Teacher’s Retirement
- Budgeting & Financial Planning
- OCAS - Day to Day Use

Level III
- Federal Programs
- Cash Flow Management
- Board Policies
- Economy & Education
- OCAS - In Depth Coding Issues

Level IV
- Accounting & Auditing Issues
- Personnel Challenges
- Online Financial Reporting
- Legal Update
- OCAS - Updates

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Choose from a series of special courses.