



**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.

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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. A business administration or education undergraduate degree is desirable but not required. 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 credits of course work and includes an internship with a 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.

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SCHOOL BUSINESS MANAGEMENT - 21-24 CREDITS

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 BUDGETING AND 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 credits; number of credits to be determined by the internship coordinator in conjunction with the student and adviser.

EDUCATION - 6 CREDITS

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

BUSINESS - 3 CREDITS

1. MANGEMNT-751
MANAGEMENT OF HUMAN RESOURCES I

ELECTIVES - 3-6 CREDITS WHICH MAY INCLUDE:

BSECNA-740
BUSINESS AND PROFESSIONAL COMMUNICATION
BSECNA-772
BUSINESS TECHNOLOGIES
BSECNA-775
BUSINESS TELECOMMUNICATIONS
BSECNA-778
NETWORK ADMINISTRATION FOR THE END USER
MARKETNG-733
SEMINAR IN METHODOLOGY OF BUSINESS RESEARCH OR
EDFOUND-780
TECHNIQUES OF ASSESSMENT AND RESEARCH