



***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, statutory requirements, policy interpretation, budget preparation, cash management, personnel management, purchasing, risk management, collective bargaining, and strategic planning.

Program Coordinator:

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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. 290-770 SCHOOL FINANCE AND ACCOUNTING
2. 290-771 SCHOOL BUSINESS MANAGEMENT TECHNIQUES
3. 290-772 LEGAL ASPECTS OF EDUCATION
4. 290-774 SCHOOL BUDGETING AND FINANCIAL PLANNING
5. 290-777 SCHOOL AUXILIARY SERVICES MANAGEMENT
6. 290-778 INTERNSHIP IN SCHOOL BUSINESS MANAGEMENT*
7. 290-782 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 portfolio.

EDUCATION - 6 CREDITS

1. 290-775 ADMINISTRATION & ORGANIZATION OF THE PUBLIC SCHOOLS
2. 420-710 EDUCATION IN A PLURALISTIC SOCIETY

BUSINESS - 3 CREDITS

1. 250-751 MANAGEMENT OF HUMAN RESOURCES I

ELECTIVES - 3-6 CREDITS

- 220-738 SEMINAR IN BUSINESS COMMUNICATION
- 220-772 BUSINESS TECHNOLOGIES
- 220-775 BUSINESS TELECOMMUNICATIONS
- 220-778 NETWORK ADMINISTRATION FOR THE END USER
- 260-733 SEMINAR IN METHODOLOGY OF BUSINESS RESEARCH OR
- 400-740 TECHNIQUES OF ASSESSMENT AND RESEARCH

[Business Education Courses \(220-XXX\).](#) [Educational Foundations Courses \(420-XXX\).](#) [Education: General Courses \(400-XXX\).](#)

[Marketing Courses \(260-XXX\).](#) [Management Courses \(250-XXX\).](#) [School Business Management Courses \(290-XXX\).](#)