

**ALABAMA ASSOCIATION
OF
SCHOOL BUSINESS OFFICIALS**

**PAYROLL/PERSONNEL CERTIFICATE PROGRAM
COURSE SCHEDULE**

<u>Courses</u>	<u>Hours</u>
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September 2010

School Law I (core course)	3
Personnel Reporting (core course)	3
Nextgen/Payroll Course (elective)	3
Year-End Close (elective)	3
State Department of Education Issues (elective)	3
School Finance Issues (elective)	3
Leadership (elective)	3

February 2011

Employee Benefits & Employer Tax Requirements (core course)	3
Employment Legal Issues (core course)	3
Understanding Your District's Financial Statements (elective)	3
Budgeting Under Nextgen (elective)	3

UPCOMING WEBINARS

Employee Leave Laws (September 2010)	3
Understanding Alabama Schools Accounting System (December or January)	3
Contracts/Purchasing (April 2011)	3