

**ALABAMA ASSOCIATION
OF
SCHOOL BUSINESS OFFICIALS**

**PAYROLL/PERSONNEL CERTIFICATE PROGRAM
COURSE SCHEDULE
September 2007 – May 2009**

<u>Courses</u>	<u>Hours</u>
<u>September 2007</u>	
Section 125 Laws and Deferred Compensation Plans	3
Personnel Reporting	3
Retirement and Insurance	3
Technology in the 21 st Century Classroom (Elective)	3
<u>February 2008</u>	
School Law I	3
Orientation for New Payroll (Elective)	3
Effective Leadership I (elective)	3
<u>May 2008</u>	
Employee Leave Laws	3
Payroll Personnel Issues (Elective)	3
Effective Leadership II (elective)	3
<u>September 2008</u>	
TBA	3
FLSA – Wage & Hour	3
<u>February 2009</u>	
Payroll Withholding and Tax Deposits Requirements	3
School Law I	3

May 2009

Section 125 Laws and Deferred Compensation Plans	3
Elective	3

****Electives may be scheduled during sessions as needed.****

**** 30 Hour Certificate Program (24 Core Course Hours and 6 electives)**