

PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS

1. Submit all proposals to the Office of Academic Affairs.
2. The Senate President will log items and forward them to the appropriate Senate subcommittees.
3. The Senate subcommittee will send the proposal to the Senate. *Only curricular items require being sent to the faculty 10 days (not working days) prior to the general faculty meeting.*
4. Senate proposals will be considered by the Full Faculty.
5. If approved, the proposal will then be forwarded to the Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: A.A.S. in School Business Administration

SUBCOMMITTEE: En Ed/Curriculum PROPOSAL #: 99-10

PROPOSAL: To approve the offering of an Associate of Applied Science degree in School Business Administration (Documentation attached)

Rationale:

Action Signatures:

Leonce E. Munson
Submitter

Date 12-1-99

Wynne G. Thorsby
Department Chair

Date _____

Scott M. KENNER
Committee Chair

curr com APPROVE X

Date 3-2-00

Approve X Disapprove _____

Date 2/29/00

J. Smutal
Faculty Senate President

Approve X Disapprove _____

Date 4-11-00

Roger A. Barber
Vice Chancellor for Academic Affairs

Approve X Disapprove _____

Date 5/2/00

M. Rao
Chancellor

Approve ✓ Disapprove _____

Date 5/3/00

**MONTANA STATE UNIVERSITY - NORTHERN
DEPARTMENT OF BUSINESS**

**ASSOCIATE OF APPLIED SCIENCE
in
SCHOOL BUSINESS ADMINISTRATION**

Required Business Courses		Credits
BUS 100	Introduction to Business	3
BUS 110	Creative Problem Solving	3
BUS 130	Public Sector Ethics*	3
BUS 250	Business Statistics	3
MAS 232	Human Resource Management	3
MAS 268	School Law I*	3
MAS 269	School Law II (Finance)*	3
ACCT 261	Principles of Accounting I	3
ACCT 262	Principles of Accounting II	3
ACCT 270	Accounting for Non-Profit Organizations*	3
		<hr/> 30
General Education Core		
Fundamental Skills		
Engl 111	Written Communications I	3
Engl 112	Written Communications II	3
Spch 141	Fundamentals of Speech	3
or		
Spch 142	Interpersonal Communication	3
Math 112	College Algebra	3
CIS 111	Integrated Business Applications	3
		<hr/> 15
General Education Distribution Areas		
Three (3) credits in each of two distribution areas		6
Selective		<u>15</u>
Total Credits for Degree		63¹

Suggested courses for area A distribution course		Credits
Engl 128	Business and Technical Communication**	3
Engl 124	Business and Professional Communication**	3

Current business selective course offerings		Credits
MAS 104	Student Activity Programs*	1
MAS 105	Pupil Transportation*	1
MAS 106	Food Services*	1
MAS 107	School Safety*	1
MAS 108	Retirement System*	1
BM 225	Risk Management **	3
		<hr/>
		8
Advisor Accepted Selective Credits		7
Total Selective Credits		<hr/>
		15

(1.) 66 credits would be required if a business course was not used in Area D.

* New Courses

** MSU-Gt.Falls College of Technology Courses

**STUDENT EDUCATION PLAN
TWO YEAR PROGRAM COMPLETION SCHEDULE**

(Assumes full time student status - minimum credit load with summer school)

Fall Semester		YEAR 1 Spring Semester		Summer Semester	
BUS 100 -	3	ENGL 111 -	3	BUS 130 -	3
ENGL 111 -	3	MATH 112 -	3	BUS 268 -	3
SPCH 141 -	3(SPCH 142)	BUS 232 -	3	SELECTIVE -	3
CIS 111 -	3	Selective -	3		
<hr/>		<hr/>			
12 credits		12 credits		9 credits	

Fall Semester		YEAR 2 Spring Semester		Summer Semester	
BUS 261 -	3	BUS 262 -	3	BUS 269 -	3
BM 225 -	3	GEN- ED (B) -	3	ACCT 270 -	3
GEN-ED (A) (BM 128)-	3	SELECTIVE -	6	SELECTIVE -	3
BUS 250 -	3				
<hr/>		<hr/>			
12 credits		12 credits		9 credits	

STUDENT EDUCATION PLAN
 THREE YEAR PROGRAM COMPLETION SCHEDULE
 FOR THE
 ASSOCIATE OF APPLIED SCIENCE
 IN
 SCHOOL BUSINESS ADMINISTRATION

YEAR 1

Fall Semester	Spring Semester	Summer Semester
BUS 100..... 3	ENGL 112..... 3	BUS 130..... 3
ENGL 111..... 3	MATH 112..... 3	BUS 268..... 3
<u>SELECTIVE..... 2</u>	<u>SELECTIVE... 1</u>	<u>SELECTIVE..... 3</u>
8 credits	7 credits	7 credits

YEAR 2

Fall Semester	Spring Semester	Summer Semester
BUS 261..... 3	BUS 262..... 3	BUS 269..... 3
GEN-ED (A)(BM 128). 3	BUS 232..... 3	BUS 250..... 3
<u>SELECTIVE..... 2</u>	<u>SELECTIVE..... 1</u>	<u>SELECTIVE..... 1</u>
8 credits	7 credits	7 credits

YEAR 3

Fall Semester	Spring Semester	Summer Semester
BM 225..... 3	GEN-ED (B)..... 3	BUS 270..... 3
CIS 111..... 3	SPCH 141(142)... 3	SELECTIVE..... 4
<u>SELECTIVE..... 2</u>	<u>SELECTIVE..... 1</u>	7 credits
8 credits	7 credits	

Credits Loads

	F	SP	SU	TOTAL
Year 1	8	7	7	22
Year 2	8	7	7	22
<u>Year 3</u>	<u>8</u>	<u>7</u>	<u>7</u>	<u>22</u>
TOTAL	24	21	21	66

STUDENT EDUCATION PLAN
 THREE YEAR PROGRAM COMPLETION SCHEDULE
 FOR THE
 ASSOCIATE OF APPLIED SCIENCE
 IN
 SCHOOL BUSINESS ADMINISTRATION

YEAR 1

Fall Semester	Spring Semester	Summer Semester
BUS 100..... 3	ENGL 112..... 3	BUS 130..... 3
ENGL 111..... 3	MATH 112..... 3	BUS 268..... 3
<u>SELECTIVE..... 2</u>	<u>SELECTIVE... 1</u>	<u>SELECTIVE..... 3</u>
8 credits	7 credits	7 credits

YEAR 2

Fall Semester	Spring Semester	Summer Semester
BUS 261..... 3	BUS 262..... 3	BUS 269..... 3
GEN-ED (A)(BM 128). 3	BUS 232..... 3	BUS 250..... 3
<u>SELECTIVE..... 2</u>	<u>SELECTIVE..... 1</u>	<u>SELECTIVE..... 1</u>
8 credits	7 credits	7 credits

YEAR 3

Fall Semester	Spring Semester	Summer Semester
BM 225..... 3	GEN-ED (B)..... 3	BUS 270..... 3
CIS 111..... 3	SPCH 141(142)... 3	SELECTIVE..... 4
<u>SELECTIVE..... 2</u>	<u>SELECTIVE..... 1</u>	7 credits
8 credits	7 credits	

Credits Loads

	F	SP	SU	TOTAL
Year 1	8	7	7	22
Year 2	8	7	7	22
<u>Year 3</u>	<u>8</u>	<u>7</u>	<u>7</u>	<u>22</u>
TOTAL	24	21	21	66

Action Signatures:

Submitter

Shirley E. Munson Date 12-1-99

Department Chair

(Signature indicates departmental approval)

Shirley E. Munson Date 1-11-00

Teacher Education Council
(if Teacher Education item)

OK Date JL
Approve Disapprove _____

General Education Committee
(if General Education item)

OK Date JL
Approve Disapprove _____

Curriculum Committee
(Signature accounts for consideration
of affected department concerns)

OK Date JL
Approve Disapprove _____

Faculty Senate

Shirley E. Munson Date 1-11-00
Approve Disapprove _____

Faculty

Approve _____ Disapprove _____ Date _____

Vice Chancellor for Academic Affairs

Approve _____ Disapprove _____ Date _____

Chancellor

Approve _____ Disapprove _____ Date _____

**MONTANA STATE UNIVERSITY - NORTHERN
DEPARTMENT OF BUSINESS**

MAS 104 STUDENT ACTIVITY PROGRAMS

Course description

Student Activity Programs (MAS 104) is a one (1) credit workshop covering school activities. This workshop will cover topics such as school policy for activities, extracurricular fund accounting, handling the money, bookkeeping responsibilities, and reporting functions. One of the guidebooks for this seminar is the Student Activities Fund Manual published by the Montana Association of School Business Officials. (1 credit)

**MAS 104
STUDENT ACTIVITY PROGRAMS
SYLLABUS REQUIREMENTS**

The presentation of this workshop will cover the following topics:

- a. Activities Policies
 - 1. Writing Policies
 - 2. Administering Policies
- b. Extra-Curricular Funding
 - 1. Fees and Charges
 - 2. Investments
 - 3. Inventory
 - 4. Ticket Sales
 - 5. Travel and Advance Payments
- c. Bookkeeping Topics
 - 1. Bookkeeping Systems and Procedures
 - 2. Receipting Procedures and Requirements
 - 3. Deposits Procedures and Requirements
 - 4. Intra-fund Transfers
 - 5. Disbursing Requirements

d. Bad Debt

- 1. Insufficient Funds Check Policy**
- 2. Money Handling Problems**

e. Reconciliation

- 1. Monthly Reconciliation**
- 2. Reports to Board of Trustees**
- 3. Destruction of Records**
- 4. Reporting of Activity Fund to Board of Trustees**

Course Revision Form

NEW DROPPED MAJOR REVISION INFORMATION ONLY

Department Business Program Area A.A.S. Date: 12-1-99

Prefix MBS No. 105 Title Pupil Transportation Credits 1

Required by A.A.S. in School Business Administration

Selective in _____

Elective in _____

General Education _____

Lecture Lecture/Lab Contact hours lecture _____ Contact hours lab _____

Current Catalog Description (include all prerequisites):

See Attached.

Proposed Catalog Description (include all prerequisites):

Course Outcome Objectives:

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

**MONTANA STATE UNIVERSITY - NORTHERN
DEPARTMENT OF BUSINESS**

MAS 105 PUPIL TRANSPORTATION

Course description

Pupil transportation is a one (1) credit workshop that addresses school bus policy and transportation. The course covers the basic rules as defined in Montana Code 20-10. The course presents the definition of terms as provided in the Code as well as bus requirements, driver requirements, penalties, bus contracts, bids, duties of various entities, service areas, milage, and reimbursement. (1 credit)

**MAS 105
PUPIL TRANSPORTATION
SYLLABUS REQUIREMENTS**

The presentation of this workshop should cover the following points:

- a. Transportation Definitions
- b. School Bus Requirements
- c. School Bus Driver Requirements
- d. Penalties for Violating Laws and Rules
- e. Determination of Residence
- f. Determination of Milage Distances
- g. Power of Trustees
- h. Two Way Radio Operation
- i. Liability Insurance of School Bus
- j. School Bus Purchases - Contracts, Bids

- k. Duties of Board of Public Education
- l. Duties of Superintendent of Public Instruction
- m. Duties of Trustees
- n. Discretionary Provision of Transportation
- o. Provision for and Payment of Non-Public Student
- p. Private Party Contract
- q. Bid Letting for Contract
- r. Transportation Areas
- s. Assignment of Passenger Points
- t. Passenger control
- u. County Transportation Committees
 - 1. Membership
 - 2. Duties
- v. Reimbursement
 - 1. By Milage Rate
 - 2. For Individual Transportation
- w. Budgeting
- x. Depreciation Reserve

Course Revision Form

NEW DROPPED MAJOR REVISION INFORMATION ONLY

Department Business Program Area A.A.S. Date: 12-1-99

Prefix MAS No. 106 Title Food Services Credits 1

Required by A.A.S. in School Business Administration

Selective in _____

Elective in _____

General Education _____

Lecture Lecture/Lab Contact hours lecture _____ Contact hours lab _____

Current Catalog Description (include all prerequisites):

See Attached.

Proposed Catalog Description (include all prerequisites):

Course Outcome Objectives:

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

**MONTANA STATE UNIVERSITY - NORTHERN
DEPARTMENT OF BUSINESS**

MAS 106 FOOD SERVICES

Course description

Food Services (MAS 106) is a one credit workshop to acquaint students with the fundamental laws relating to a school food service. The workshop will cover definitions, administration, record keeping, Federal Funding and the Food Services Fund. (1 credit)

**MAS 106
FOOD SERVICES
SYLLABUS REQUIREMENTS**

The presentation of this workshop will cover the following topics:

- a. Federal School Food Services Moneys
 1. Acceptance
 2. Expenditure
 3. Administration
 4. Records, Reports, and Reviews
- b. School Fund Commodities
- c. Duties of Trustees
- d. Allocation for Federally, connected, indigent Pupils
- e. Pupils in State Institutional Schools
- f. School Services Fund
- g. Changes and New Topics

Action Signatures:

Submitter

Levance E. Munson

Date 12-1-99

Department Chair

(Signature indicates departmental approval)

Wayne Stuebel

Date 1-11-00

Teacher Education Council
(if Teacher Education item)

OK X

JS

Date _____

Disapprove _____

General Education Committee
(if General Education item)

OK X

JS

Date _____

Disapprove _____

Curriculum Committee
(Signature accounts for consideration
of affected department concerns)

OK X

JS

Date _____

Disapprove _____

Faculty Senate

1) Smolch

Date 4/11/00

Approve _____

Disapprove _____

Faculty

Approve _____

Disapprove _____

Date _____

Vice Chancellor for Academic Affairs

Roger A. Sarbn

Date 8/16/00

Approve ✓

Disapprove _____

Chancellor

Chief operating officer

Roger A. Sarbn

Date 8/16/00

Approve ✓

Disapprove _____

Course Revision Form

NEW DROPPED MAJOR REVISION INFORMATION ONLY

Department Business Program Area A.A.S. Date: 12-1-99

Prefix MAS No. 107 Title School Safety Credits 1

Required by A.A.S. in School Business Administration

Selective in _____

Elective in _____

General Education _____

Lecture Lecture/Lab Contact hours lecture _____ Contact hours lab _____

Current Catalog Description (include all prerequisites):

See Attached

Proposed Catalog Description (include all prerequisites):

Course Outcome Objectives:

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

**MONTANA STATE UNIVERSITY - NORTHERN
DEPARTMENT OF BUSINESS**

MAS 107 SCHOOL SAFETY

Course description

School Safety (MAS 107) is a one (1) credit workshop designed to present the basic topics of a safety program for a school. It discusses the idea of an accident free, safe work/school environment for all people involved in school activities. It presents the topics of policy, management, awareness, hazard recognition, and reporting. (1 credit)

**MAS 107
SCHOOL SAFETY
SYLLABUS REQUIREMENTS**

School Safety will address the following topics:

- a. Policies for a Safe Environment
- b. Management Responsibility
 - 1. Structure
 - 2. Management Responsibility
 - 3. Staff Responsibility
 - 4. Student and Guest Responsibilities
 - 5. Safety Committees
- c. Safety Training and Awareness
 - 1. Overview
 - 2. Safety Awareness
 - 3. Orientation

d. Hazard Identification

1. Overview
2. Inspection Schedules
 - A. School
 - B. Individual
 - C. Hazard Remediation

e. Reporting

1. Policy
2. Procedures
3. Medical Reports
4. Return to Work/School
5. Documentation
6. Safety Committee
 - A. Investigation
 - B. Review

Action Signatures:

Submitter

Leonce E. Munson Date 12-1-99

Department Chair

(Signature indicates departmental approval)

Dwight Leachy Date 1-11-00

Teacher Education Council
(if Teacher Education item)

DL DL Date _____
Approve Disapprove _____

General Education Committee
(if General Education item)

DL DL Date _____
Approve Disapprove _____

Curriculum Committee
(Signature accounts for consideration
of affected department concerns)

DL DL Date _____
Approve Disapprove _____

Faculty Senate

J. Smith Date 4-11-00
Approve Disapprove _____

Faculty

_____ Date _____
Approve _____ Disapprove _____

Vice Chancellor for Academic Affairs

Roger A. Sarbin Date 8/16/00
Approve Disapprove _____

Chancellor

Chub operating officer

Roger A. Sarbin Date 8/16/00
Approve Disapprove _____

Course Revision Form

NEW DROPPED MAJOR REVISION INFORMATION ONLY

Department Business Program Area A.A.S. Date: 12-1-99

Prefix MAS No. 108 Title Retirement System Credits 1

Required by A.A.S. in School Business Administration

Selective in _____

Elective in _____

General Education _____

Lecture Lecture/Lab Contact hours lecture _____ Contact hours lab _____

Current Catalog Description (include all prerequisites):

See attached.

Proposed Catalog Description (include all prerequisites):

Course Outcome Objectives:

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

**MONTANA STATE UNIVERSITY - NORTHERN
DEPARTMENT OF BUSINESS**

MAS 108 RETIREMENT SYSTEM

Course description

This one (1) credit workshop is a quick overview of the Montana Public Employees Retirement System. The course uses the Montana Public Employees Retirement System Handbook as a guide for the course. Supplemental information and updates will be presented in the course as well. Topic headings as provided in the handbook provide the basis for class activities. The handbook is published by the Public Employees Retirement Board. (1 credit)

**MAS 108
RETIREMENT SYSTEM
SYLLABUS REQUIREMENTS**

This course will present at least the following topics:

- a. Membership
- b. Service
- c. Buying Service
- d. Contributions
- e. Vesting
- f. Service Retirement
- g. Payment Options
- h. Disability Retirement
- i. Death Benefits
- j. Benefit Increases
- k. Taxes
- l. Assignment of Benefits.

Action Signatures:

Submitter

Lawrence E. Munson

Date 12-1-99

Department Chair

Dez Stach

Date 1-11-00

(Signature indicates departmental approval)

Teacher Education Council
(if Teacher Education item)

OK JL
Approve Disapprove _____

Date _____

General Education Committee
(if General Education item)

OK JL
Approve Disapprove _____

Date _____

Curriculum Committee
(Signature accounts for consideration
of affected department concerns)

OK JL
Approve Disapprove _____

Date _____

Faculty Senate

1) Smith
Approve Disapprove _____

Date 4-11-00

Faculty

Approve _____ Disapprove _____
Date _____

Vice Chancellor for Academic Affairs

Roger A. Barbn
Approve Disapprove _____

Date 8/16/00

Chancellor

Chief operating officer

Roger A. Barbn
Approve Disapprove _____

Date 8/16/00

Course Revision Form

NEW DROPPED MAJOR REVISION INFORMATION ONLY

Department BUSINESS Program Area A.A.S. Date: 12-1-99

Prefix MAS No. 130 Title Public Sector Ethics Credits 3

Required by A.A.S. in School Business Administration

Selective in _____

Elective in _____

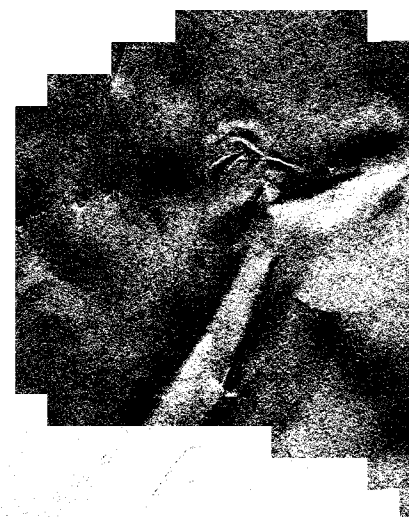
General Education _____

Lecture Lecture/Lab Contact hours lecture _____ Contact hours lab _____

Current Catalog Description (include all prerequisites):

See Attached.

Proposed Catalog Description (include all prerequisites):



Course Outcome Objectives:

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

**MONTANA STATE UNIVERSITY - NORTHERN
DEPARTMENT OF BUSINESS**

MAS 130 PUBLIC SECTOR ETHICS

Course description

This course examines the values in the public sector that lead to organizational ethics. The clarification of values, value consensus, and value compliance are some of the topics covered in the course. The course uses various examples from all levels of government to emphasize value principles. The presentation is from the viewpoint of the individual administrator and draws on both the cultural standpoint and the functional standpoint. (3 credits)

**MAS 130
PUBLIC SECTOR ETHICS
SYLLABUS REQUIREMENTS**

This course uses the book Changing Public Sector Values by Montgomery Van Wart (Garland Publishers) as a guide and will cover the following topics:

- a. Five Value Sources Used in Public Sector Decision-making
- b. Role of Individual Values
- c. Role of Professional Values
- d. Role of Organizational Values
- e. Role of Legal Values
- f. Role of Public Interest Values
- g. Decision-making Paradigms
- h. Selection and Use of a Decision-making Process
- i. Encouraging the "Right" Values
- j. Identifying the "Right" Control to Monitor and Limit Administrative Discretion

Action Signatures:

Submitter

Terence E. Munson

Date 12-1-99

Department Chair

(Signature indicates departmental approval)

Dypt Thachy

Date 1-11-00

Teacher Education Council

(if Teacher Education item)

Approve OK Disapprove

Date _____

General Education Committee

(if General Education item)

Approve OK Disapprove

Date _____

Curriculum Committee

(Signature accounts for consideration of affected department concerns)

Approve OK Disapprove

Date _____

Faculty Senate

Approve J. Smith Disapprove _____

Date _____

Faculty

Approve _____ Disapprove _____

Date _____

Vice Chancellor for Academic Affairs

Approve Roger A. Barben Disapprove _____

Date 8/16/00

Chancellor

Chief operating officer

Approve Roger A. Barben Disapprove _____

Date 8/16/00

Course Revision Form

NEW DROPPED MAJOR REVISION INFORMATION ONLY

Department Business Program Area A.A.S. Date: 12-1-99

Prefix MAS No. 268 Title School Law I Credits 3

Required by A.A.S. in School Business Administration

Selective in _____

Elective in _____

General Education _____

Lecture Lecture/Lab Contact hours lecture _____ Contact hours lab _____

Current Catalog Description (include all prerequisites):

See Attached

Proposed Catalog Description (include all prerequisites):

Course Outcome Objectives:

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

**MONTANA STATE UNIVERSITY - NORTHERN
DEPARTMENT OF BUSINESS**

MAS 268 SCHOOL LAW I

COURSE DESCRIPTION

This course teaches the legal requirements for schools as outlined in Section 20 of the Montana Code. The course brings awareness to the student of the legal forces affecting today's schools. This understanding will allow the student to grasp many of the daily issues that influence decision making in the school. The major headings for the laws are: General Provisions, State Boards and Commissions, Elected Officials, Teachers, Superintendents, and Principals, Pupils, School Districts, and School Instruction and Special programs.

SYLLABUS REQUIREMENTS

Under the format of a 16 week semester (15 class weeks and 1 final test week), this three (3) credit class should cover the following items:

- I. General Provisions
 - a. Definitions
 - b. Miscellaneous Provisions
 - c. School terms, Holidays, and Release Time
 - d. Fire Drills and Safety Patrols
- II. State Boards and Commissions
 - a. State Board of Education
 - b. Board of Public Instruction
 - c. Board of Regents
 - d. Commission on Federal Higher Education
- III. Elected Officials
 - a. Superintendent of Public Instruction
 - b. County Superintendent of Schools
 - c. School District Trustees
- IV. Teachers, Superintendents, and Principals
 - a. Certification of Teaching and Supervisory Personnel
 - b. Teacher Employment - Tenure - Indian Studies
 - c. Teachers' Powers, Duties, and Privileges
 - d. District Superintendent and Principals

V. Pupils

- a. Attendance
- b. Duties - Suspension and Expulsion
- c. Attendance Outside School District
- d. Health

VI. School Districts

- a. School Districts - General Provisions
- b. Elementary School Districts
- c. High School Districts
- d. School District Reorganization
- e. Opening and Closing of Schools
- f. School Property
- g. K-12 School Districts

VII. School Instruction and Special Programs

- a. Accreditation and Curriculum
- b. Libraries
- c. Vocational and Technical Education
- d. Special Education for Exceptional Children
- e. Traffic Education
- f. Textbook Regulation
- g. Adult Education
- h. Public Recreation
- i. Gifted and talented Children

Action Signatures:

Submitter

Leonce E. Munro Date 12-1-99

Department Chair

(Signature indicates departmental approval)

W. J. Mackay Date 1-11-00

Teacher Education Council

(if Teacher Education item)

OK Y Date _____
Approve X Disapprove _____

General Education Committee

(if General Education item)

OK Y Date _____
Approve X Disapprove _____

Curriculum Committee

(Signature accounts for consideration of affected department concerns)

OK Y Date _____
Approve X Disapprove _____

Faculty Senate

J. Smith Date 4-11-00
Approve X Disapprove _____

Faculty

Date _____
Approve _____ Disapprove _____

Vice Chancellor for Academic Affairs

Rogin A. Barbn Date 8/16/00
Approve ✓ Disapprove _____

Chancellor

Chief operating officer

Rogin A. Barbn Date 8/16/00
Approve ✓ Disapprove _____

Course Revision Form

NEW DROPPED MAJOR REVISION INFORMATION ONLY

Department Business Program Area A.A.S. Date: 12-1-99

Prefix MAS No. 269 Title School Law II Credits 3

Required by A.A.S. in School Business Administration

Selective in _____

Elective in _____

General Education _____

Lecture Lecture/Lab Contact hours lecture _____ Contact hours lab _____

Current Catalog Description (include all prerequisites):

See Attached

Proposed Catalog Description (include all prerequisites):

Course Outcome Objectives:

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

**MONTANA STATE UNIVERSITY - NORTHERN
DEPARTMENT OF BUSINESS**

**MAS 269 SCHOOL LAW II
(FINANCE)**

Course description

School Law II is an introductory course on school financing as presented in Montana Code 20-9. It is intended to bring a rudimentary understanding of the major topics in school finance to those who may be responsible for handling the paperwork required for state reporting. The course covers topics such as: budgets, bonds, special purpose funds, grants, special levies, fund accounting and the administration of the above topics. (3 credits)

**MAS 269
SCHOOL LAW II
(FINANCE)
SYLLABUS REQUIREMENTS**

The following topics must be addressed in the presentation of MAS 269, School Law II:

- a. School Budgets
- b. Administration of Finances
- c. Equalization Aid
- d. School Bonds
- e. Special Purpose Funds
- f. Public School Fund and Grants to Schools
- g. Educational Cooperative Agreements
- h. Special Levies
- i. Fund Accounting

Action Signatures:

Submitter

Lucene E. Munson

Date 12-1-99

Department Chair

(Signature indicates departmental approval)

Daryl Thachry

Date 1-11-00

Teacher Education Council
(if Teacher Education item)

1) Samuel
Approve Disapprove _____

Date 4-11-00

General Education Committee
(if General Education item)

ok
Approve Disapprove _____

Date _____

Curriculum Committee
(Signature accounts for consideration
of affected department concerns)

ok
Approve Disapprove _____

Date _____

Faculty Senate

1) Samuel
Approve Disapprove _____

Date 4-11-00

Faculty

Approve _____ Disapprove _____

Date _____

Vice Chancellor for Academic Affairs

Rogin A. Sarbn
Approve Disapprove _____

Date 8/16/00

Chancellor

Chief operating officer

Rogin A. Sarbn
Approve Disapprove _____

Date 8/16/00

Course Revision Form

NEW DROPPED MAJOR REVISION INFORMATION ONLY

Department Business Program Area A.A.S. Date: 12-1-99

Prefix ACCT No. 270 Title Accounting for Non-Profit Organizations Credits 3

Required by A.A.S. in School Business Administration and Community Services degree

Selective in _____

Elective in _____

General Education _____

Lecture Lecture/Lab _____ Contact hours lecture _____ Contact hours lab _____

Current Catalog Description (include all prerequisites):

See Attached.

Proposed Catalog Description (include all prerequisites):

Course Outcome Objectives:

New instructional resources needed (including: library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

**MONTANA STATE UNIVERSITY - NORTHERN
DEPARTMENT OF BUSINESS**

ACCT 270 ACCOUNTING FOR NON-PROFIT ORGANIZATIONS

Course description

Accounting for Non-Profit Organizations (ACCT 270) is an introductory course in school accounting systems. The course is outlined after the model presented in the Montana School Accounting Manual published by the Office of Public Instruction. The course will note the differences in accounting systems as learned in the BUS 261 and BUS 262 Accounting Principles courses and those systems used for school accounting. (3 credits)

**ACCT 270
ACCOUNTING FOR NON-PROFIT ORGANIZATIONS
SYLLABUS REQUIREMENTS**

The presentation of ACCT 270 should cover the following topics:

- a. Principles of Accounting (Brief Review)
- b. Official Duties
 1. Calendar of Official Duties
- c. Charts of Accounts
 1. School Fund Classification
 2. Fund Definitions
 3. Account Structure
 4. Balance Sheet Account Definitions
 5. Revenues and Other Financing Sources Definitions
 6. Expenditures and Other Financing Uses Definitions
 7. Chart of Accounts Matrix
- d. Budgeting

e. Accounting Policies and Procedures

1. Generally Accepted Accounting Principles (GAAP)
2. Revenues and Receivables
3. Expenditures and Payrolls
4. Encumbrances
5. Inter-fund Transactions
6. Supplies
7. Pre-paid Expenses
8. Short Term Loans
9. Investments
10. Petty Cash and Interim Depository Accounts
11. Fixed Assets
12. Long Term Debt
13. Construction Work in Progress
14. List of Receivables and Payables
15. Workers Compensation

f. Reports and Forms

g. Special Procedures

1. Accounting Techniques for Columnar Accounting Systems
2. Reconciling with County Treasurer's Report
3. Year End Closing Procedures
4. Cash to Accrual Worksheet - Columnar Accounting Systems
5. Cash to Accrual Worksheet - Double Entry Accounting Systems

h. Foundation Program

i. Federal Programs

j. Changes and Current Information

Action Signatures:

Submitter

Terence E. Munton Date 12-1-99

Department Chair

(Signature indicates departmental approval)

Daryl Teaching Date 1-11-00

Teacher Education Council
(if Teacher Education item)

OK JK Date _____
Approve X Disapprove _____

General Education Committee
(if General Education item)

OK JK Date _____
Approve X Disapprove _____

Curriculum Committee
(Signature accounts for consideration
of affected department concerns)

OK JK Date _____
Approve X Disapprove _____

Faculty Senate

JK Smuel Date 4-11-00
Approve X Disapprove _____

Faculty

Approve _____ Disapprove _____ Date _____

Vice Chancellor for Academic Affairs

Rogn A. Barbn Date 8/16/00
Approve ✓ Disapprove _____

Chancellor

Chief operating officer

Rogn A. Barbn Date 8/16/00
Approve ✓ Disapprove _____