

# First-Year Participants

## Curriculum Overview

First-Year participants attend seven classes that provide a solid curriculum of fund accounting, personnel, physical plant, auxiliary services, purchasing, business management and public relations (see descriptions on page 12). These courses are designed to enable participants to establish networks with each other as they begin their three-year program at CBMI. Course information for Returning Participants begins on page 14.

### Group A:

Participants with last names beginning with **A-L** will be in **Group A**.

### Group B:

Participants with last names beginning with **M-Z** will be in **Group B**.

## Course Listing

(Course descriptions appear on the following page)

#1110	Auxiliary Services	4 hours
#1120	The Business of Higher Education	6 hours
#1130	Fundamentals of Accounting*	6 hours
#1135	Problems in Accounting*	6 hours
#1140	Basic Purchasing Policies and Operations	4 hours
#1150	Human Resource Management	6 hours
#1160	Public Relations	2 hours
#1170	Physical Plant Operations	4 hours

*\* First-year participants choose either Fundamentals of College and University Accounting (#1130) or Problems in College and University Accounting (#1135).*



# First-Year Participants

## GROUP A: Participants with last names beginning with the letter A through L

	8-9:45 a.m.	10-11:45 a.m.	1-2:45 p.m.	3-4:45 p.m.
<b>Monday</b>	The Business of Higher Education #1120 (Hunter)	Physical Plant #1170 (Harrod)	Fundamentals in Accounting #1130 (Fischer)	Human Resources #1150 (Cavanaugh)
			Problems in Accounting #1135 (Farley)	
<b>Tuesday</b>	The Business of Higher Education #1120 (Hunter)	Physical Plant #1170 (Harrod)	Fundamentals in Accounting #1130 (Fischer)	Human Resources #1150 (Cavanaugh)
			Problems in Accounting #1135 (Farley)	
<b>Wednesday</b>	Fundamentals in Accounting #1130 (Fischer)	Public Relations #1160 (J. Johnson)	<b>No Class</b>	<b>No Class</b>
	Problems in Accounting #1135 (Farley)			
<b>Thursday</b>	Auxiliary Services #1110 (Cunard)	Basic Purchasing Policies #1140 (Harris)	Auxiliary Services #1110 (Cunard)	Human Resources #1150 (Cavanaugh)
<b>Friday</b>	The Business of Higher Education #1120 (Hunter)	Basic Purchasing Policies #1140 (Harris)	<b>No Class</b>	<b>No Class</b>

## GROUP B: Participants with last names beginning with the letters M through Z

	8-9:45 a.m.	10-11:45 a.m.	1-2:45 p.m.	3-4:45 p.m.
<b>Monday</b>	Physical Plant #1170 (Harrod)	The Business of Higher Education #1120 (Hunter)	Human Resources #1150 (Cavanaugh)	Fundamentals in Accounting #1130 (Fischer)
				Problems in Accounting #1135 (Farley)
<b>Tuesday</b>	Physical Plant #1170 (Harrod)	The Business of Higher Education #1120 (Hunter)	Human Resources #1150 (Cavanaugh)	Fundamentals in Accounting #1130 (Fischer)
				Problems in Accounting #1135 (Farley)
<b>Wednesday</b>	Public Relations #1160 (J. Johnson)	Fundamentals in Accounting #1130 (Fischer)	<b>No Class</b>	<b>No Class</b>
		Problems in Accounting #1135 (Farley)		
<b>Thursday</b>	Basic Purchasing Policies #1140 (Harris)	Auxiliary Services #1110 (Cunard)	Human Resources #1150 (Cavanaugh)	Auxiliary Services #1110 (Cunard)
<b>Friday</b>	Basic Purchasing Policies #1140 (Harris)	The Business of Higher Education #1120 (Hunter)	<b>No Class</b>	<b>No Class</b>

# First-Year Participants

## First-Year Participants Course Descriptions

### **Auxiliary Services: Meeting Today's Challenges and Financial Success** #1110

**Manny Cunard**

The type of services requested by students today differs from that of their predecessors. The need to change many of the traditional services offered by campus service organizations is significant. Freedom of choice, variety and flexibility are the challenges facing today's service providers. This session focuses on the basic services offered by colleges and universities and the changes that need to occur if customer satisfaction is to be sustained. The types of changes will be discussed including their financial benchmarks. Methods of cost analysis and their financial impact will be discussed.

**Group A:** Thu 8:00-9:45 and Thu 1:00-2:45

**Group B:** Thu 10:00-11:45 and Thu 3:00-4:45  
(4 hours)

### **Basic Purchasing Policies and Operations** #1140

**William Harris**

This course provides a general overview of the role of purchasing in an institution of higher education, the organization of the purchasing operation, and the responsibility that purchasing has to the campus community and suppliers. Also provided will be a detailed discussion of the fundamental business and ethical principles on which purchasing is based. Emphasis will be given to techniques utilized to achieve the twin objectives of service to the campus community and savings to the institution.

**Group A:** Thu 10:00-11:45 and Fri 10:00-11:45

**Group B:** Thu 8:00-9:45 and Fri 8:00-9:45  
(4 hours)

### **The Business of Higher Education** #1120

**Jairy Hunter**

This course presents an overview of the organization, administration, and critical role of college and university business affairs in the educational process. Lectures and discussions will focus on effective leadership practices, business affairs issues, and challenges facing college business professionals.

**Group A:** Mon 8:00-9:45, Tue 8:00-9:45  
and Fri 8:00-9:45

**Group B:** Mon 10:00-11:45, Tue 10:00-11:45  
and Fri 10:00-11:45  
(6 hours)

### **Fundamentals of College and University Accounting** #1130

**Mary L. Fischer**

This course discusses the relationship of accounting to all other elements of management information and to functions of management. The course covers principles of fund accounting, accounting details and reporting standards for various funds based on Financial Accounting Standards Board (FASB 117), Governmental Accounting Standards Board (GASB 35), NACUBO's Financial Accounting and Reporting Manual for Higher Education, and other pronouncements of FASB and GASB. Selected financial ratios and indicators of financial statements will be discussed.

**Group A:** Mon 1:00-2:45, Tue 1:00-2:45  
and Wed 8:00-9:45

**Group B:** Mon 3:00-4:45, Tue 3:00-4:45  
and Wed 10:00-11:45  
(6 hours)

# First-Year Participants

## First-Year Participants Course Descriptions

### **Human Resource Management #1150**

#### **Kyle Cavanaugh**

This course will provide an overview of the human resource management function at institutions of higher education. Participants will obtain a foundation of information related to processes and techniques for effectively recruiting, interviewing, developing and retaining qualified staff in the higher education setting. This session reviews basic elements of the human resource process including job analysis, recruitment, selection, orientation and development, performance management, compensation and benefits. Techniques to be applied in each of the elements and interdependencies will be discussed.

**Group A:** Mon 3:00-4:45, Tue 3:00-4:45  
and Thu 3:00-4:45

**Group B:** Mon 1:00-2:45, Tue 1:00-2:45  
and Thu 1:00-2:45  
(6 hours)

### **Physical Plant Operations #1170**

#### **John P Harrod, Jr.**

This course presents an overview of the function, organization and management of a department of physical plant. A tour of the University of Kentucky Physical Plant is included.

**Group A:** Mon 10:00-11:45 and Tue 10:00-11:45

**Group B:** Mon 8:00-9:45 and Tue 8:00-9:45  
(4 hours)

### **Problems in College and University Accounting #1135**

#### **Jerry Farley**

The basic concepts of college and university accounting will be reviewed. Emphasis will be placed on FASB and GASB standards. Issues and problems which commonly confront a college and university accounting office will be addressed, as will acceptable accounting practices and standards in reporting and how to treat special problems and concerns encountered. Recommended for those with some experience in college accounting.

**Group A:** Mon 1:00-2:45, Tue 1:00-2:45  
and Wed 8:00-9:45

**Group B:** Mon 3:00-4:45, Tue 3:00-4:45  
and Wed 10:00-11:45  
(6 hours)

### **Public Relations #1160**

#### **Joseph Johnson**

Learn what Public Relations can do for you and how to use the basics for your job. This course will cover the fundamentals of college and university public relations, with emphasis on purposes, organization, tools, techniques, and the role of administrative units in effective programs. Particular attention is given to the value of internal institutional communications and public relations. Assessment of the effectiveness of institutional public relations is carefully reviewed.

**Group A:** Wed 10:00-11:45

**Group B:** Wed 8:00-9:45  
(2 hours)