



M.S. School Business Leadership Graduate Program Plan

Listed below are courses to be taken to complete your Master's degree. As you progress through the program, please keep an account of the courses taken. At any given time, if you need to verify a course, please contact your advisor who will be assigned after your acceptance to the program.

Advisor: Dr. Charles Smargiassi
 Telephone: (570) 408-4244 or toll free (800)WILKES U, ext.4244
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All courses in Area X: School Business Leadership - SBL

Courses are 3 credits each unless otherwise noted.

| Course Title | Semester/Year Completed | Semester/Year Completed |
|--|-------------------------|---|
| SBL 501 Public Relations and School Communications | _____ | SBL 506 Materials Management in Schools _____ |
| SBL 502 School Facility Management | _____ | SBL 507 Information Technology in Education _____ |
| SBL 503 Financial Operations of School Districts | _____ | SBL 508 Student Transportation _____ |
| SBL 504 Financial Planning and Management for School Business | _____ | SBL 509 Food Service in Education _____ |
| SBL 505 Human Resources in Education | _____ | SBL 510 Leadership for School Business _____ (Effective Spring 2014- SBL 510 is capstone course- must be taken last) |
| GRD-OOOB: Graduation (Fee required) | _____ | |
| Total Credits Completed (30 credits required): | _____ | |

Please contact your advisor prior to the last semester to obtain a graduation audit. Remember, you must register for GRD-OOOB to graduate.