



M.S.

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.

Dr. Charles Smargiassi

Telephone: (570) 408-4244 or toll free (800)WILKES U, ext. 4244

Email: charles.smargiassi@wilkes.edu

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 _____ (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.