Advance in School Business Leadership

Wilkes University
Master of Science in School Business Leadership

Convenient online format- learn from anywhere on your own schedule

Developed and taught by School Business Officials- 10 courses, 30 credits

Courses address public relations, facility management, financial operations, human resources, information technology, food service, and transportation

Coursework is completely aligned with the ASBO International School Business Management Professional Standards
Course Of Study

SBL 501 - Public Relations and School Communications
SBL 502 - School Facility Management
SBL 503 - Financial Operations of School Districts
SBL 504 - Financial Planning and Management for School Business
SBL 505 - Human Resources in Education
SBL 506 - Materials Management in Schools
SBL 507 - Information Technology in Education
SBL 508 - Student Transportation
SBL 509 - Food Service in Education
SBL 510 - Leadership for School Business
Accelerated Bachelor of Business Administration  
School Business Concentration

Complete your bachelor’s degree online is designed for busy working professionals in the field of school business.

Experienced faculty teach seven-week courses with a School business focus and a Ten course School Business Official Certificate option.

Fully accredited by Accreditation Council for Business Schools and Programs (ACBSP).
Course Of Study

ABBA 152 The Leadership Process Business
ABBA 153 Communication Business
ABBA 161 Financial Accounting
ABBA 162 Managerial Accounting
ABBA 240 Corporate Finance
ABBA 251 Management
**ABBA 398 Information Technology for Schools**
**ABBA 398 Analyze/Present School Business Data/Statistics**
**ABBA 398 Optimizing School Support Organizations**
**ABBA 398 Strategic Decision Making for School Business**
“This was the best program I could take for advancing my knowledge and career. I feel that the information gained was one of the most valuable resources in advancing my professional career. Anyone in school business should give serious consideration to this program.”

-Jason Barnett, Business Administrator
“The Wilkes program allows me to work full time and complete my degree. The online classes give me the flexibility to do course work at night and on weekends. The courses have provided me with a deeper level of school business knowledge, which I can apply to my current position.”

-Melissa Klaus, Purchasing Coordinator/Fiscal Services Specialist
Learn more at: www.wilkes.edu/SBL.

*Tuition is affordable and the application fee is waived for MSBO members.*

Questions? Call us at *(570) 408-4311.*
Presented in Partnership

Wilkes University

Michigan School Business Officials

www.wilkes.edu
Advance in School Business Leadership

Earn your degree online
Join the hundreds of school business officials who advanced their careers with Wilkes. Our specialized programs are designed to address the topics that are crucial to success in today’s school business environment, skills you can immediately apply to your own career.

MASTER’S DEGREE IN SCHOOL BUSINESS LEADERSHIP
Earn your master’s degree in just two years, completely online. This 30-credit program was developed to address the key issues school business leaders face in today’s education environment.

BACHELOR’S DEGREE IN BUSINESS ADMINISTRATION
Complete your degree in an accelerated, online format with a concentration in school business. Seven-week courses allow you to focus on one at a time while completing two each semester.

COURSES ADDRESS A VARIETY OF SCHOOL BUSINESS TOPICS, INCLUDING:
• Public relations
• Facility management
• Financial operations
• Human resources
• Information technology
• Food service

Tuition is affordable and the application fee is waived for MSBO members.
Learn more at www.wilkes.edu/SBL. Questions? Call us at (570) 408-4311.
Frequently Asked Question- Wilkes University Accelerated Bachelor of Business Administration with School Business Certificate

See below for commonly asked questions about the School Business Official certificate program at Wilkes University.

**What is the Wilkes’ School Business Certificate?**

The School Business Certificate is a recognition of the 10 courses designated as required areas of knowledge for individuals working in the school business area. The certificate adds credibility to the professional’s ability to provide accountability and quality to the organization and decisions of the business offices.

**How do I take the certificate courses?**

The Wilkes’ School of Education and the Sidhu School of Business combined to offer the courses as part of the Accelerated Bachelor of Business Administration (ABBA) program. The ABBA program is an online program in Business Administration and its courses are offered on an accelerated basis over 7 weeks instead of the traditional 14 week semesters.

**What do I receive when I complete my coursework?**

Students who successfully complete the coursework with a cumulative grade point average of 2.0 or above will earn a certificate. The student will receive a paper certificate noting the completion of the program.

**Do I have to be a Wilkes University student to earn this certificate?**

No. The School Business Certificate welcomes students interested in the certificate and students interested in both the certificate and the Bachelor of Business Administration degree.

**How do I register for classes if I am not a Wilkes University Student?**

Non-Wilkes’ students must complete a visiting registration form and register for classes as visiting students. Information can be found here: [https://wilkes.edu/visitingregistration](https://wilkes.edu/visitingregistration)

**Can I continue taking classes at Wilkes University and earn my undergraduate degree after I complete my certificate?**

The certificate may be earned before or concurrent with the completion of an undergraduate degree in Business Administration.

**I already have a bachelor’s degree, but I want to take business courses. Can I apply for this program?**
Wilkes University offers School Business programs at the Bachelor’s and Master’s level. At the Bachelor’s level, students earn the School Business Certificate separately or in combination with their Business Administration Degree as part of Wilkes’ ABBA program. Students who already have a bachelor’s degree may be interested in earning Wilkes’ Master of Science in Education in with a major in School Business Leadership. You do not need a business degree to take advantage of this option.

**How long does it take to complete the ABBA program?**

The length of time needed to complete the program varies from student to student and the hours per week that can be committed to the program. It is possible to complete the School Business Certificate in two full semesters, although that is recommended only for full-time students. Most students are currently employed in full-time jobs and choose to complete the program by taking 6-9 credits per semester (12-15 credits at one time is a very heavy load for an online, accelerated semester).

**How much does the program cost?**

The ABBA program is designed for the part-time student and is priced at $____ per credit.

**How do I register for the certificate or program?**

For information on the ABBA program or School Business Certificate, please contact:
Lauren Leighton, Associate Director of Transfer/ Graduate Admissions
lauren.leighton@wilkes.edu

For information on the Masters of Education in School Business Leadership, please contact:
Tori Rhodes, Graduate Counselor
tori.rhodes1@wilkes.edu

**Where can I find more information?**

https://wilkes.edu/academics/colleges/sidhu-school-of-business-leadership/business-majors/abba/
Frequently Asked Questions- Wilkes University Master of Science in Education with a major in School Business Leadership

See below for commonly asked questions about the Master of Science in Education with a major in School Business Leadership program at Wilkes University.

**What is Master of Science in Education with a major in School Business Leadership program?**

The 30-credit, online program was developed to address the key issues school business leaders face in today’s education environment. While the program is designed for practicing school business personnel, it can also prepare those who are seeking positions in the field.

**What is it like to take a course in the School Business Leadership program?**

The courses in Wilkes University’s School Business Leadership program are offered fully online. Students have the opportunity to interact with peers across the state, the country and around the world, learning about and discussing current issues and a wide variety of topics in school business. Students also benefit from the guidance of an instructor who has first-hand experience in the field. With most students in the program employed full-time, the courses are designed asynchronously and maintain weekly assignment due dates.

**How do I enroll in the School Business Leadership program?**

The first step to enrolling in the School Business Leadership program is submission of an online application ([https://gradapply.wilkes.edu/apply/](https://gradapply.wilkes.edu/apply/)). Once received, additional instructions are provided to complete the admissions process. Students are able to register following their acceptance to the program.

**How long will it take to earn the degree?**

Students generally complete the School Business Leadership program in less than three years at the rate of one to two courses per semester. Courses are offered in the spring, summer, and fall semesters.

**How much does the program cost?**

Current tuition and fees are competitive and affordable. Wilkes University offers employer tuition deferment for working professionals. For tuition, fees, and payment information, visit: [Wilkes University Master's Level Tuition/Payment Options](https://www.wilkes.edu/admissions/tuition-options)

**Who can I contact for additional information?**

For information on the School Business Leadership program, please contact:

Tori Rhodes, Graduate Counselor
tori.rhodes1@wilkes.edu