

# SCHOOL BUSINESS MANAGEMENT LICENSURE PROGRAM ONLINE



Northern Illinois  
University

This state-approved program leads to the ISBE Chief School Business Official (CSBO) endorsement and provides students with the knowledge and skills to serve as school business manager. It is offered in partnership with the Illinois Association of School Business Officials (Illinois ASBO) which provides nationally recognized faculty and instructors who are steeped in theory and practice. Students pursue one of three tracks: MEd, non-degree certification-only, or expedited.

## TARGET AUDIENCE:

Those seeking to earn the ISBE Chief School Business Official endorsement to work in a business-related role (non-teaching) within an Illinois school district. A background in educational administration, business, finance, accounting, or management is preferred but not required.

## ADMISSION REQUIREMENTS:

- Bachelor's degree with a minimum grade point average of 2.75 (preferred)
- A minimum graduate GPA (if applicable) of 3.00 (preferred)
- Background in school administration, accounting, finance or management (preferred)
- Names and email addresses of two references willing to complete a recommendation form
- Goal statement
- Current resume or curriculum vitae

### MSEd track

Required for those without a master's degree. Requires GRE or GMAT scores but there is no specified minimum score.

### Expedited track

Requires a master's degree in business administration, finance, or accounting. Also requires current employment in an Illinois school or district in a non-teaching business role with at least one year of FT experience in that role.

Applicants who don't already hold an Illinois professional educator license must also complete the Test of Academic Proficiency (TAP) in order to qualify for the CSBO endorsement. The test is not required for admission but should be taken early in the program to avoid any delays in receiving the endorsement.

## COST:

<https://www.iasbo.org/devsite/careercenter/universityprograms/niu/niu-sbm/niu-pricing>. Instead of paying tuition to NIU, membership dues paid directly to Illinois ASBO cover the cost of instruction. The cost per credit hour is locked in for

the duration of a cohort. Because this is a professional development program, students will not receive a 1098T for tax purposes. This program does not accept NIU instructional (tuition) waivers from school districts. Certification-only and expedited students are not eligible for financial aid.

## REGISTRATION PROCEDURE:

Students receive a registration letter before every semester with step-by-step instructions on how to enroll via the MYNIU portal.

## ACADEMIC CALENDAR:

14-week semesters, starting in September, January, and May.

## DELIVERY MODE:

All courses utilize a combination of weekly independent work and two to five synchronous online sessions at a specific date and time in the evening. Students are also required to attend two face-to-face sessions per course at the NIU-Naperville campus, (or UC if Lake County enrollments warrant) scheduled on a Friday evening from 6-9 p.m. and a Saturday morning from 9 a.m. to 12 p.m.

## LOCATION OF COURSES:

Online/NIU-Naperville Campus

## TEXTBOOK PURCHASE:

Via University Bookstore at (800) 999-6488, or <http://www.niubookstore.niu.edu> or VCB Bookstore at (800) 700-4868 or from online vendors.

## TRANSFER HOURS POLICY:

A maximum of 15 credit hours with a grade of "B" or better in each course. Transfer credit must be approved prior to being accepted and fall within limitations of time. Courses for the master's program must have been taken within the six years prior to NIU degree award. Courses for the certification-only route must have been taken within the 10 years prior to completing the program. There is no specific limitation of time for the expedited program.

## CONTACT PERSON(S):

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## ADDRESS:

Leadership, Educational  
Psychology and Foundations  
Northern Illinois University  
Graham Hall 225A  
DeKalb, IL 60115-2828

## WEBSITE:

<http://www.cedu.niu.edu/lep>

## REQUIRED COURSES:

Semester	Course	Hours
1	LEBM 501 - School Business Management	3
1	LEEA 500 - Educational Organization and Administration	3
2	LEBM 521 - Accounting, Statement Analysis, and Budgeting	3
2	LEEA 520 - Education Finance I	3
3	LEEA 525 - Legal Aspects of School Business Management	3
3	LEBM 550 - Financial Planning and School Budgeting	3
4	LEBM 536 - Collective Bargaining	3
4	LEBM 586(A) - Internship in School Business Management	2
4	EPFE 712 - Ethics in Education (only required for M.S.Ed.)	3
5	LEBM 721 - School District Fiscal Strategic Planning	3
5	LEBM 586(B) - Internship in School Business Management	2
5	ETR 519 - Applied Educational Research (only required for M.S.Ed.)	3
6	LEEA 715 - Educational Facilities	3
6	LEBM 586(C) - Internship in School Business Management	2

## HOURS NEEDED:

Master's degree (M.S.Ed.) – 39 credit hours  
Certification-Only – 33 credit hours  
Expedited – varies (6-33 credit hours)  
A candidate's expedited program of study will be determined based on a review of the expedited application materials and interview.

## FINANCIAL AID INFO:

Only students in the master's degree track are eligible to receive financial aid. See <https://www.niu.edu/financial-aid/>. The Illinois ASBO website may also list scholarships.