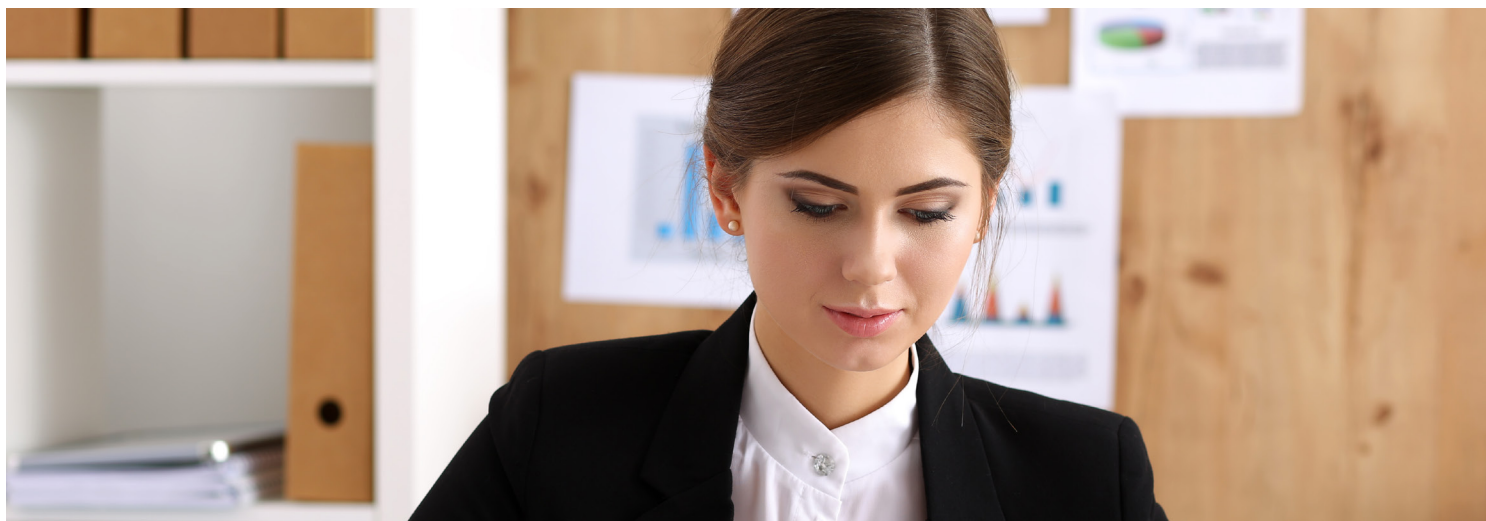


M.S.Ed. in School Business Management



What does a Chief School Business Official need to know? The list is long: financial planning, cash management, facility planning and operations, debt management, collective bargaining, investments, budgeting, construction, insurance and risk management, safety and security, transportation, compliance and reporting and even community relations. Our 39-semester-hour M.S.Ed. in School Business Management, in partnership with the Illinois Association of School Business Officials, will prepare you to tackle all of these challenging issues and more. It's perfect if you're looking to become a chief financial officer, a director of Finance or Operations, a business manager or another type of business specialist. And we're ideal for working adults: Our program is online. We also offer a non-degree/certificate-only program for students who already hold master's degrees.

Admission Requirements

You'll need to submit:

- Your application to the Graduate School.
- Your statement of goals.
- Your official transcripts and test scores – GRE (preferred) or GMAT.
- Two letters of recommendation from current supervisors or employers holding administrative endorsements.
- If you're seeking certification only, you'll need to apply as a student-at-large. Once you're accepted, contact us for a link to apply to our certification-only program.

Real-world Learning

You'll complete 300 internship hours over three consecutive terms while gaining experience in all 24 standards of School Business Management. You're assigned to a site supervisor at a public school district who will guide and mentor you. An NIU instructor will approve your site, review your progress, conduct site visits and also mentor you. You must earn an "S" for "satisfactory" during each of the three semesters, and you'll complete and present a portfolio for review in place of your comprehensive exam.

Going Online

You'll need a computer, Internet access, a headset with microphone and Microsoft Office. We provide MyNIU, Blackboard and Adobe Connect. You'll participate in:

- An asynchronous learning environment as you meet deadlines. This includes readings, coursework, group projects and discussion board.
- Two to five synchronous (live) sessions in each course as required by the syllabus.
- Two required face-to-face meetings, per course, at a location central to the cohort. These meet from 6 to 9 p.m. Fridays and from 9 a.m. to noon the following Saturday.



NORTHERN ILLINOIS UNIVERSITY

College of Education

The Illinois ASBO Advantage

Illinois ASBO establishes ethics and promotes standards of our profession – and our partnership with that organization means you’ll learn not only from nationally recognized faculty and instructors who are steeped in theory and practice but quality practitioners in the field as well. You’ll enjoy real-world projects and experiences, including guest speakers and networking opportunities. Your eligibility (for six consecutive semesters) to Illinois ASBO Student Premier Membership grants you access to 2200 school business professionals and to the Illinois ASBO Job Bank, scholarships, free registration to attend all seminars and the annual conference, opportunities to attend regional meetings and all publications and communications.

College of Education,
Department of Leadership, Educational
Psychology and Foundations
David Snow, Graduate Program Advisor
Phone: 815-753-1465
Email: dsnow1@niu.edu

cedu.niu.edu/lepf



Coursework

LELA 500	Educational Organization and Administration
LEBM 501	School Business Management
LEEA 520	Educational Finance I
LEBM 521	Accounting Statement Analysis and Budgeting
LEBM 550	Financial Planning and School Budgeting
LEBM 525	Legal Aspects of School Business Management
LEBM 536	Collective Bargaining
LEBM 586	Internship in School Business Management
EPFE 500	Social Foundations of Education
or	
EPFE 712	Ethics and Education
LEBM 721	Advanced School Fund Accounting and Budgeting
ETR 519	Applied Action Research
LEEA 715	Educational Facilities

Paying for the Program

This is a professional development program. Instead of paying tuition to NIU, you pay membership dues directly to Illinois ASBO that cover the cost of instruction. Neither NIU nor Illinois ASBO provides a 1098T. Please consult a tax professional. This program does not accept NIU tuition waivers/vouchers. Students in the certification-only program are not eligible for federal financial aid.

Apply online

go.niu.edu/gradapply



**Northern Illinois
University**