

**Undergraduate POST-BACCALAUREATE CHECKLIST  
SECONDARY  
BUSINESS CERTIFICATION (Grades 9-12)**



**Education department**

**POST BACCALAUREATE STUDENTS ARE ONLY ELIGIBLE TO TAKE COURSES  
REQUIRED FOR CERTIFICATION. NON-CERTIFICATION COURSES ARE NOT COVERED BY FINANCIAL AID.**

**CONTENT AREA COURSEWORK FOR BUSINESS 36 hrs minimum**

Grade	Course #	Course Title	Cr Hrs
	ACCT 280	Accounting I (Financial)	3
	ACCT 281	Accounting II (Managerial)	3
	ECON 293	Macroeconomics	3
	ECON 294	Microeconomics	3
	MGMT 265	Business Law (Business/Consumer Related Law)	3
	MGMT 254	Business Communication (Business Communication)	3
	MGMT 230	Principles of Management (Management)	3
	MKTG 210	Principles of Marketing (Marketing)	3

**Computer/Emerging Technology (6 hrs min)**

	CISS 170	Introduction to Computer Information Systems	3
	MGMT 393	Business Information Systems	3

**Administration of Business and Marketing Education Programs (3 hrs)**

	EDUC 370	Implementing Business Education Programs	3
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**Electives**

	Electives	Three (3) hours of Business electives	3
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**Professional Education Coursework**

Grade	Course #	Course Title	Cr Hrs	Field Experience (observation hrs) included
	SOCI 270	Diversity and Society	3	none
	EDUC 100	Introduction to Education	3	15 hrs
	EDUC 200	Law, Ethics, and Education	3	none
	EDUC 220	Methods of Teaching English Learners	3	none
	EDUC 230	Educational Psychology	3	none
	EDUC 300	Techniques of Teaching	3	15 hrs
	EDUC 390	Education & Psychology of the Exceptional Child	3	none
	Choose option	EDUC 396 – Child and Adolescent Development; <b>or</b> EDUC 391 – Child Psychology <b>and</b> EDUC 392 - Adolescent Psychology	3	none

**Admission to the Teacher Certification Program (See Teacher Certification Program checklist)**

	EDUC 311	Classroom Management Techniques	3	15 hrs
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	EDUC 322	Educational Measurement and Assessment	3	none
	EDUC 338	Content Reading and Writing	3	15 hrs
	EDUC 369	Teaching Business Education	3	15 hrs
	EDUC 375	Advanced Content Methods	3	15 hrs
	EDUC 376	Adolescent Literacy	3	none
	EDUC 400	Senior Seminar	3	none
<b><i>Approval for Student Teaching (See Student Teaching Checklist)</i></b>				
	EDUC 425	Undergraduate Student Teaching	12	16 weeks
		Total Credit Hours	57	
<b><i>Approval for DESE certification recommendation (See DESE Certification checklist)</i></b>				

**Retention Criteria:**

- Complete at least 6 hours of professional education each year
- Complete Field Experiences and receive favorable evaluations from cooperating teachers and college supervisors
- Maintain a cumulative GPA of 3.0 or above in professional education courses and content area courses

**Other requirements that must be completed prior to certification:**

- Successful completion/passing of appropriate Content Area Assessment – MoCA
- Successful completion of program certification performance assessment - MEES

**Other Requirements:**

Post Baccalaureate certification students completing the 2022-2023 FAFSA to receive financial aid for certification must complete the following questions on the FAFSA accordingly:

Question #29 – What will your grade level be? – **Student must answer “5<sup>th</sup> year/other undergraduate.”**

Question #30 – What degree or certificate? – **Student must answer “Teaching Credential (non-degree Program).”**

Question #47– Are you a masters or doctorate student? - **Student must answer “No-Not working on a masters/doctorate program.”**