GRADUATE-Level Teacher Certification Checklist
(Graduate-level Post-Baccalaureate)
SECONDARY BUSINESS (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
	Electives		
	Electives	Three (3) hours of Business electives	3

Professional Education Coursework

Post Baccalaureates may choose to take the Graduate equivalency to the undergraduate courses required for certification; graduate equivalencies will apply both towards certification and masters' degree. Ex. EDUC 200 = EDUC 542; 542 will meet certification requirement and apply towards MAT degree. Equivalent courses are in the "Grad Equivalent" column. Note: not all certification courses have graduate equivalencies.

Grade	Course #	Course Title	Cr Hrs	Grad Equivalent	Field Experience (observation hrs) included
	SOCI 270	Diversity and Society	3	EDUC 555	none
	EDUC 200	Law, Ethics, and Education	3	EDUC 542	15 hrs
	EDUC 220	Methods of Teaching English Learners *(NOTE: if EDUC 542 take prior to Fall 2020, EDUC 220/520 not required)*	3	EDUC 520	none
	EDUC 230	Educational Psychology	3	EDUC 560	none
	EDUC 300	Techniques of Teaching	3	EDUC 505	15 hrs
	EDUC 390	Education & Psychology of the Exceptional Child	3	EDUC 525	none
	Choose option	EDUC 396 – Child and Adolescent Development*;* **or** EDUC 391 – Child Psychology **and** EDUC 392 – Adolescent Psychology	3	EDUC 550	none

		Admission to the Teacher Certification Program (See Teacher Certification Program checklist)			
	EDUC 311	Classroom Management Techniques	3	EDUC 563	15 hrs
	EDUC 322	Educational Measurement and Assessment	3	EDUC 580	none
	EDUC 338W	Content Reading and Writing	3	EDUC 516	15 hrs
	EDUC 369	Teaching Business Education	3	n/a	15 hrs
	EDUC 376	Adolescent Literacy	3	EDUC 578	15 hrs
	EDUC 400	Senior Seminar	3	n/a	none
		Approval for Student Teaching (See Student Teaching Checklist)			
	EDUC 425	Undergraduate Student Teaching*	12/9	EDUC 698	16 weeks
		Total Credit Hours	48-51		
		Approval for DESE certification recommendation (See DESE Certification checklist)			

***See Student Teaching page of CC website for differences and similarities between EDUC 425 and EDUC 698.**

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 GPA of 2.5 or above in content area courses

Other requirements that must be completed prior to certification:

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

Other Requirements:

Post-Baccalaureate certification students completing the FAFSA to receive financial aid for certification must complete the following questions on the 2026-27 FAFSA accordingly:

Section 4 – Student College or Career School Plans:

- "When the student begins the 2026-27 school year, what will their college grade level be?" – Answer "Other undergraduate (junior year and beyond)"
- "When the student begins the 2026-27 school year, will they already have their first bachelor's degree?" – Answer "Yes"
- "Will the student be pursuing an initial teaching certification at the elementary or secondary level?" – Answer "Yes"

https://studentaid.gov/h/apply-for-aid/fafsa

Master of Arts in Teaching (MAT) degree

If you are planning to pursue the MAT degree after certification you will need to relay that information to your Education advisor since that may determine how many certification courses you should take at the graduate level. (In some cases, taking all of the graduate options would result in your taking more than the 36 hours needed for the degree.) The MAT degree requires a total of 36 hours of EDUC coursework at the graduate level which includes 15 hours of core courses (EDUC 500, 504, 508, 555, and 560). Therefore, be sure to take EDUC 555 (instead of SOCI 270) and EDUC 560 (instead of EDUC 230) since they work both for certification and the MAT degree. The other graduate-level courses for certification can be taken to count toward the 21 hours of electives required for the MAT. Recommend taking the following: EDUC 555 and EDUC 560 for the MAT core, and EDUC 698 and four additional graduate-level courses from this certification checklist for the MAT electives.)

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