EDUCATION CERTIFICATION PROGRAM
SECONDARY CHECKLIST
BUSINESS (Grades 9-12)

Columbia College
established 1851

Education department

GENERAL EDUCATION   **38 – 47 hrs**
The general education component is to be completed according to Columbia College degree requirements. (Please refer to your entrance year catalog for specific degree requirements.)

LIBERAL ARTS AND SCIENCE DEGREE   **40 – 63 hrs**
It is recommended that students seeking this certification choose a major that has similar course requirements in the degree. Your academic advisor can help you with your choice of major.
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Students must complete the degree requirements as set forth by Columbia College. Hours required for completion will vary depending on area chosen. (Please refer to your entrance year catalog for specific degree requirements.)

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   **57 hrs**

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 311	Classroom Management Techniques	3	15 hrs

[The College reserves the right to alter at any time requirements to meet state certification regulations.]

	EDUC 390	Education & Psychology of the Exceptional Child	3	none
	Choose option	EDUC 396 - Child and Adolescent Development; **or** EDUC 391 – Child Psychology **and** EDUC 392 – Adolescent Psychology	3	none
	Admission to the Teacher Certification Program (See Teacher Certification Program Checklist)			
	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
	Approval for Student Teaching (See Student Teaching checklist)			
	EDUC 425	Undergraduate Student Teaching	12	16 weeks
		Total Credit Hours	57	
	Approval for DESE Certification recommendation (See DESE Certification checklist)			

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 for certification that must be completed prior to graduation:
- Successful completion/passing of appropriate content assessment (must be passed prior to student teaching)
- Successful completion of program certification performance assessment - MEES

*This is not a degree checklist
Rev. 8/2024

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