

**MAT 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

39 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 330	Principles of Management (Management)	3
	MKTG 310	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

Other (9 hrs)

	Transfer:	Implementing Business Education Programs (<i>This course is not offered at Columbia College; course can be taken online with DESE via the Consortium Agreement</i>)	3
	Transfer:	Coordination of Cooperative Education (<i>This course is not offered at Columbia College; course can be taken online with DESE via the Consortium Agreement</i>)	3
	Electives	Only required if the 39-hr minimum is not met in the above categories. Recommended: MGMT 338 - International Business, MKTG 410 - Global Marketing, FINC 298 - Personal Financial Planning, ACCT 281 - Accounting II (Managerial)	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	Minority Cultures and Relations	3	EDUC 555	none
	EDUC 100	Introduction to Education*	3	n/a	15 hrs
	EDUC 200	Law, Ethics, and Education	3	EDUC 542	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
	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 338	Teaching Reading in the Content Area	3	EDUC 516	15 hrs
	EDUC 369	Teaching Business Education	3	n/a	15 hrs
	EDUC 375	Advanced Content Methods	3	n/a	15 hrs
	EDUC 376	Adolescent Literacy	3	EDUC 578	none
	EDUC 400	Senior Seminar	3	EDUC 600	none
Approval for Student Teaching (See Student Teaching Checklist)					
	EDUC 422	Student Teaching in the Secondary Schools	12/9	EDUC 698	16 weeks
		Total Credit Hours	48-54		
Approval for DESE certification recommendation (See DESE Certification checklist)					

***If EDUC 300 is taken, EDUC 100 is required; if EDUC 505 is taken, EDUC 100 is not required.**

Retention Criteria:

- Complete at least 6 hours of professional education each year
- Complete Field Experiences and receive favorable evaluations from cooperating teachers and faculty supervisors
- Maintain a cumulative GPA of 2.75 or above after acceptance to the program
- 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
- Successful completion of program certification portfolio (EDUC 400) and exit interview

Other Requirements:

Post Baccalaureate certification students completing the 2015-2016 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 “5th year/other undergraduate.”**

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

Question #48 – Are you a masters or doctorate student? - **Student must answer “No-Not working on a masters/doctorate program.”**

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 9 hours of core courses (EDUC 500, 504, and 508).