

**BEACON PROGRAM CHECKLIST  
SECONDARY  
BUSINESS CERTIFICATION (Grades 9-12)**



**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**

Secondary Education majors may choose from the following recommended degree areas.

- BA – American Studies
- BA – Biology
- BS – Biology
- BA – Business Administration
- BS – Business Administration
- BA – Chemistry
- BA – English
- BS – Environmental Science
- BA – History
- BS – Mathematics
- BA - Sociology

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**

**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	Three hours of Business Electives (Contact the Education Department for options)	3

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

**PROFESSIONAL EDUCATION COURSEWORK**

**56 hrs**

Grade	Course #	Course Title	Cr Hrs	Field Experience (observation hrs) included
	SOCI 270	Minority Cultures and Relations	3	none
	EDUC 100	Introduction to Education	3	15 hrs
	EDUC 198	Field Experience I	1	15 hrs
	EDUC 200	Law, Ethics, and Education	3	none
	EDUC 230	Educational Psychology	3	none
	EDUC 298	Field Experience II	1	15 hrs
	EDUC 300	Techniques of Teaching	3	15 hrs
	EDUC 390	Education & Psychology of the Exceptional Child	3	none
	EDUC ____	Child and Adolescent Development ( <i>New Course</i> ); <b>or</b> Child Psychology <b>and</b> Adolescent Psychology	3	none
<b>Admission to the Teacher Certification Program (See Teacher Certification Program Checklist)</b>				
	EDUC 311	Classroom Management Techniques	3	15 hrs
	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>Approval for Student Teaching (See Student Teaching checklist)</b>				
	EDUC 422	Student Teaching in the Secondary Schools**	12	16 weeks
		Total Credit Hours	56	
<b>Approval for DESE Certification recommendation (See DESE Certification checklist)</b>				

\*\*Evening Campus students must transfer to the Day Program in order to enroll in student teaching.

**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

\*This is not a degree checklist  
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