

**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

30 hrs minimum

Grade	Course #	Course Title	Cr Hrs
	ACCT 280	Accounting I - Financial (Accounting)	3
	Choose:	ECON 293 - Macroeconomics or ECON 294 - Microeconomics (Economics)	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 (9 hrs min)

	CISS 170	Introduction to Computer Information Systems	3
	MGMT 393	Business Information Systems	3
	ACCT 385	Accounting Information Systems (OR an approved Computer Technology course)	3

Other (6 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
	EDUC 369	Teaching Business (<i>This course must include a resume that documents one (1) year or two thousand (2000) hours of approved occupational experience or appropriate internship</i>) The approval is determined by the nature of employment in a business occupation. Copy of resume' needed for student file.	3

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

	Electives	Only required if the 30-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)	0-2
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PROFESSIONAL EDUCATION COURSEWORK

53 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 (formerly EDUC 102/103)	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 392	Adolescent Psychology	3	none
Admission to the Teacher Certification Program (See Teacher Certification Program Checklist)				
	EDUC 311	Classroom Management Techniques	3	15 hrs
	EDUC 322	Educational Measurement and Assessment	3	none
	EDUC 338	Teaching Reading in the Content Areas & Secondary Schools	3	15 hrs
	EDUC 369	Teaching Business Education	3	15 hrs
	EDUC 375	Advanced Content Methods	3	15 hrs
	EDUC 400	Senior Seminar	3	none
Approval for Student Teaching (See Student Teaching checklist)				
	EDUC 422	Student Teaching in the Secondary Schools	12	16 weeks
		Total Credit Hours	53	
Approval for DESE Certification recommendation (See DESE Certification checklist)				

*If EDUC 200 and 230 were taken previously with field experience (Aug 2010 – July 2013), EDUC 198 and 298 are not required.

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

NOTE: To take any course listed with a field experience component, student must submit application forms by the deadline (semester BEFORE desired enrollment). See Education Office for deadline information.

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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