

**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**

**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> )	
	EDUC 369	Teaching Business Education ( <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
	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

**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 (formerly EDUC 102/103)	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 400	Senior Seminar	3	n/a	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	48-51		

**Approval for DESE certification recommendation (See DESE Certification checklist)**

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

**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

**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 Important Information:**

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 “5<sup>th</sup> 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.) Requirements for the MAT degree are:

Core courses – EDUC 500, 504, and 508	9 hours
Curriculum and Instruction	6 hours
Psychological and Philosophical Foundations	6 hours
Measurement and Evaluation	6 hours
Electives	<u>9 hours</u>
Total	36 hours

Go to the Education Department website (<http://web.ccis.edu/Departments/Education/MasterArtsTeachingProgram.aspx>) to view the course list for the MAT degree to determine which category your certification courses would fall.