

## **Initial Endorsement Content Preparation Review Business Education**

**Note: The following area preparation review is for application to a UAA teacher education program leading to an Alaska Type A Certificate with an initial endorsement in Business Education grades 7-12. These requirements are based on the National Business Education Standards.**

**Once the applicant has been admitted to the UAA teacher education program, evaluation of his/her progress toward certification will be guided by the “National Board for Professional Teaching Standards (NBPTS) for Career and Technical Education—Early Adolescence through Young Adulthood,” as well as the Alaska Content Standards for Students and the Alaska Teacher Standards for Professional Practice.**

Applicants must have a baccalaureate degree in Business or a related discipline. One or more years of business related work experience is recommended.

The following matrix is intended to guide the applicant in demonstrating content knowledge through transcripts, industry certification and/or relevant work experiences. The applicant should begin completing this document by listing courses in the appropriate matrix cell and attaching transcripts, test scores, and narratives for work experience documentation. For coursework, applicants may be required to submit course syllabi, course products, or other documentation regarding the content of the course. When the documentation is work experience, the applicant must provide supporting evidence such as an annotated resume (supported by items such as letters of reference or employee evaluations) and a brief reference to this material in the appropriate cell. This evidence will be evaluated by a Career and Technical Education Faculty Advisor. Applicant will be notified if further evidence and/or coursework are needed.

## Initial Endorsement Content Preparation Review Business Education

Name \_\_\_\_\_ Social Security \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Praxis II Score \_\_\_\_\_

Institution awarding baccalaureate degree \_\_\_\_\_ Year awarded \_\_\_\_\_ GPA \_\_\_\_\_

<p style="text-align: center;"><b>NBEA Standard</b></p> <p>Examples of UAA course/programs appropriate to the standard</p>	<p style="text-align: center;"><b>Applicant's Coursework</b></p> <p>Grade Credits Date</p>	<p style="text-align: center;"><b>Praxis II</b></p> <p>Subsection Score</p>	<p style="text-align: center;"><b>Industry Certification or Work Experience</b></p>	<p style="text-align: center;"><b>Meets Standard</b></p>	<p style="text-align: center;"><b>Needs</b></p>
<p style="text-align: center;"><b>Accounting (6-9 credits)</b></p> <p>Competently manage companies' financial resources.</p>					
<ul style="list-style-type: none"> <li>• ACCT A201 Principles of Financial Accounting <b>OR</b> (ACCT A101 Principles of Financial Accounting I <b>AND</b> ACCT A102 Principles of Financial Accounting II)</li> <li>• ACCT A202 Principles of Managerial Accounting (ACCT A101 Principles of Financial Accounting <b>AND</b> ACCT A102 Principles of Financial Accounting II)</li> </ul>					

<b>NBEA Standard</b> Examples of UAA course/programs appropriate to the standard	<b>Applicant's Coursework</b> Grade Credits Date	<b>Praxis II</b> Subsection Score	<b>Industry Certification or Work Experience</b>	<b>Meets Standard</b>	<b>Needs</b>
<p style="text-align: center;"><b>Business Law (6 credits)</b></p> Understand the laws affecting business, families, and individual consumers.					
<ul style="list-style-type: none"> <li>• BA A241 Business Law I</li> <li>• BA A242 Business Law II (BA A241 Business Law I)</li> </ul>					
<p style="text-align: center;"><b>Communication (3 credits)</b></p> Master the oral and written communication skills essential to interacting effectively with people in the workplace and in society.					
<ul style="list-style-type: none"> <li>• CIOS A260 Business Communication</li> </ul>					
<p style="text-align: center;"><b>Computation (3-6 credits)</b></p> Develop the skills needed to solve mathematical problems, analyze, and interpret data, and apply sound decision-making skills in business.					

<ul style="list-style-type: none"> <li>• MATH A107 College Algebra (MATH A105 Intermediate Algebra)</li> <li>• BA A273 Introduction to Statistics for Business and Economics (CIS A110 and MATH A107)</li> </ul>					
<p align="center"><b>NBEA Standard</b></p> <p>Examples of UAA course/programs appropriate to the standard</p>	<p align="center"><b>Applicant's Coursework</b></p> <p>Grade Credits Date</p>	<p align="center"><b>Praxis II Subsection Score</b></p>	<p align="center"><b>Industry Certification or Work Experience</b></p>	<p align="center"><b>Meets Standard</b></p>	<p align="center"><b>Needs</b></p>
<p align="center"><b>Economics and Personal Finance (9 credits)</b></p> <p>Use knowledge about the economy and about theories and management of economic systems to understand and manage their roles in these systems.</p>					
<ul style="list-style-type: none"> <li>• BA A131 Personal Finance</li> <li>• ECON A201 Principles of Macroeconomics</li> <li>• ECON A202 Principles of Microeconomics</li> </ul>					
<p align="center"><b>Entrepreneurship (3 credits)</b></p> <p>Develop an appreciation for the importance of recognizing and acting on new business opportunities, not only in small business but also in corporate environments.</p>					

<ul style="list-style-type: none"> <li>BA A166 Small Business Management</li> </ul>					
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<p align="center"><b>Information Technology (6-9 credits computer applications)</b></p> <p>Develop the ability to analyze, synthesize, and evaluate situations at home, school, work, and then apply technology to solve problems and complete tasks efficiently and effectively.</p>					
<ul style="list-style-type: none"> <li>CIS A105 Introduction to Personal Computers and Application Software</li> <li>CIS A110 Computer Concepts</li> <li>CIOS Computer Applications</li> </ul>					
<p align="center"><b>Hardware (2-3 credits)</b></p> <ul style="list-style-type: none"> <li>CNT A162 PC Building, Upgrading, Configuration, &amp; Trouble Shooting.</li> </ul>					

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<p align="center"><b>Information Management (3-6 credits)</b></p>					
<ul style="list-style-type: none"> <li>• CIS A376 Management Information Systems</li> <li>• CIS A330 Database Management Systems</li> <li>• CIS A185 Introduction to Programming Business Applications</li> <li>• CIS A201 Programming Business Applications</li> <li>• CIS A345 Managing Data Communications &amp; Computer Networks</li> </ul>					

<p align="center"><b>International Business</b> <b>(3 credits)</b></p> <p>Understand the interrelatedness of one country's political policies and economic practices on another.</p>					
<ul style="list-style-type: none"> <li>• BA A490 International Comparative Management (Upper division study College of Business Policy)</li> </ul>					
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<p align="center"><b>Management</b> <b>(6 credits)</b></p> <p>Learn to utilize human resources, including their own personal resources, effectively and efficiently in the global marketplace.</p>					
<ul style="list-style-type: none"> <li>• CIOS A265 Office Management</li> <li>• BA A232 Fundamentals of Organizational Management</li> <li>• BA A361 Human Resource Management (Appropriate UAA course restricted to College of Business &amp; Public Policy majors)</li> <li>• BA A300 Organizational Theory &amp; Behavior (Appropriate UAA course restricted to College of Business &amp; Public Policy majors)</li> </ul>					

<p style="text-align: center;"><b>Marketing (3 credits)</b></p> <p>Realize the process and functions involved in transferring business products or services to consumers, as well as gain a clearer picture of how key business functions are directly related to marketing activities.</p>					
<ul style="list-style-type: none"> <li>• BA A263 Practices in Consumer Behavior</li> <li>• BA A260 Marketing Practices</li> </ul>					