

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Undergraduate Degree \_\_\_\_\_  
 College or University \_\_\_\_\_

Social Security No. \_\_\_\_\_  
 Telephone Number (H) \_\_\_\_\_  
 (W) \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 GPA \_\_\_\_\_ Projected Graduation Date \_\_\_\_\_

**PROGRAM DESIGN  
 MASTER OF ARTS IN TEACHING BUSINESS EDUCATION**

| Year  | Course Title  | Dept. & No. | Grade | Hours | Institution |
|-------|---|-------------|-------|-------|-------------|
| _____ | Study of Teaching Business Education<br>in the Secondary School | TSTM 528    | _____ | _____ | _____       |
| _____ | Classroom Assessment Methods                                    | EDRM 723    | _____ | _____ | _____       |
| _____ | Intro. Teaching Reading in the Content Area                     | EDRD 730    | _____ | _____ | _____       |
| _____ | The School in Modern Society                                    | EDFN 749    | _____ | _____ | _____       |
| _____ | Human Growth and Development                                    | EDPY 705    | _____ | _____ | _____       |

**TEACHING AREAS** (15-24 hours based on initial certification requirements)  
 Courses must come from TSTM, ACCT, BADM, CLIS, ECON, MGMT, MGSC, MKTG, and RETL.

| Year  | Course Title | Dept. & No. | Grade | Hours | Institution |
|-------|--------------|-------------|-------|-------|-------------|
| _____ | _____        | _____       | _____ | _____ | _____       |
| _____ | _____        | _____       | _____ | _____ | _____       |
| _____ | _____        | _____       | _____ | _____ | _____       |
| _____ | _____        | _____       | _____ | _____ | _____       |
| _____ | _____        | _____       | _____ | _____ | _____       |

\*A minimum of 15 hours of above courses must be at the 700 level.  
 Master of Arts in Teaching candidates must complete the following successfully.

| Year  | Course Title                              | Dept. & No. | Grade | Hours | Institution |
|-------|---|-------------|-------|-------|-------------|
| _____ | Teaching Middle and High School Bus. Ed.  | TSTM 508    | _____ | _____ | _____       |
| _____ | Teaching Internship in Middle/High School | TSTM 777A   | _____ | _____ | _____       |
| _____ | Teaching Internship in Middle/High School | TSTM 777B   | _____ | _____ | _____       |
| _____ | Middle & High School Internship Seminar   | EDSE 584    | _____ | _____ | _____       |

Date \_\_\_\_\_ Score \_\_\_\_\_

Graduate Record Exam or Miller Analogy Test

Date Submitted \_\_\_\_\_

Program of courses (completed after 12 semester hours)  
 Internship Application

Date \_\_\_\_\_ Score \_\_\_\_\_

Praxis II  
 Professional Knowledge Exam  
 Comprehensive Exam (Oral, Written, or Both)

## BUSINESS EDUCATION REQUIREMENTS FOR CERTIFICATION

| Year  | Course Title  | Dept. & No. | Grade | Hours | Institution |
|-------|---|-------------|-------|-------|-------------|
| _____ | Business Law<br><b>OR</b>   | TSTM 240    | _____ | _____ | _____       |
| _____ | Survey of Commercial Law  | ACCT 324    | _____ | _____ | _____       |
| _____ | Business Communication<br><b>OR</b>                                       | TSTM 342    | _____ | _____ | _____       |
| _____ | Business Research and Reports   | MGMT 790    | _____ | _____ | _____       |
| _____ | Business Education Technology Applications,<br>Principles, and Management | TSTM 443    | _____ | _____ | _____       |
| _____ | Technology and Training Applications I                                    | TSTM 702    | _____ | _____ | _____       |
| _____ | Technology and Training Applications II                                   | TSTM 720    | _____ | _____ | _____       |
| _____ | Computerized Accounting Methodology<br>for Business Educators             | TSTM 760    | _____ | _____ | _____       |
| _____ | Advanced Retail Business Planning/<br>Entrepreneurship                    | RETL 551    | _____ | _____ | _____       |
| _____ | Functional Accounting I<br><b>OR</b>                                      | RETL 261    | _____ | _____ | _____       |
| _____ | Fundamentals of Accounting I  | ACCT 225    | _____ | _____ | _____       |
| _____ | Functional Accounting II<br><b>OR</b>                                     | RETL 262    | _____ | _____ | _____       |
| _____ | Fundamentals of Accounting II   | ACCT 226    | _____ | _____ | _____       |
| _____ | Marketing   | MKTG 350    | _____ | _____ | _____       |
| _____ | Principles of Management  | MGMT 371    | _____ | _____ | _____       |
| _____ | Principles of Economics I & II  | ECON 224    | _____ | _____ | _____       |