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| Office Use Only |
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Name: _____ Social Security # _____

Transcript Review Worksheet

Endorsement # 2-03 Business and Administration

Instructional Level: Grade 5 – 12

The holder is authorized to teach Business and Administration in grades 5-12.

Additional Requirements: Work experience using business and administrative skills through cooperative education, internship, and/or paid work experience.

In order to qualify for this endorsement, the candidate shall demonstrate the following:

| Content Topic | College/ University | Course Number | # of Credits | Course Title |
|---|---------------------|---------------|--------------|--------------|
| Current and emerging business technology procedures and systems including E-commerce, accurate and appropriate keyboarding skills; word processing applications software, including database, spreadsheet, graphic, desktop presentation, multimedia, imaging, and other emerging computer applications; and a variety of programming languages | | | | |
| Generally Accepted Accounting Principles (GAAP) and practices (manual and computerized), as they apply to ownership, payroll, income taxation, and managerial systems, including the preparation and analysis of financial statements | | | | |
| Economic systems and issues, including the role of exchange and money, consumer economic issues and concerns, and changing labor and career opportunities and their impact on the relevancy of classroom instruction. | | | | |
| Business law, including the types of law affecting business, structure of the court system, and the legal impact of technology | | | | |

| Content Topic | College/ University | Course Number | # of Credits | Course Title |
|---|---------------------|---------------|--------------|--------------|
| Business management, including types of organizational structures and advantages and disadvantages of each; management principles and planning; processes of analysis of business opportunities and development of business plans | | | | |
| Entrepreneurship, including traits of successful entrepreneurs | | | | |
| Marketing and communication, including development of marketing plans and impact of marketing on individuals, businesses, and society | | | | |
| Finance and insurance, including concepts and purposes of money management, banking, insurance, and credit | | | | |
| The diagnosis and solution of problems in computer applications; operating systems and environments; utilities; and office procedures and management, including workflow, voice transcription, accessing references, and records management | | | | |
| Principles of financial decision making, including budgeting, investing, taxation, financial services, and consumer economic purchasing | | | | |
| <u>Additional Requirements:</u> | | | | |
| Work experience using business and administrative skills through cooperative education, internship, and/or paid work experience. | | | | |