**Transcript Review Worksheet**

**5440-03 Business Education**

The holder is authorized to teach Business Education in grades 5-12 in middle and high schools.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Educator ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  **Add Endorsement** [ ]  **Course Audit**

Please note that the transcript review worksheets indicate only the endorsement competencies that must be met. There may be additional jurisdictional requirements.

For a full list of requirements, please consult the [Rules Governing the Licensing of Educators](https://education.vermont.gov/documents/educator-quality-licensing-rules)

| **Content** **Topic** | **College/****University** | **Course****Number** | **# of Credits** | **Course** **Title** |
| --- | --- | --- | --- | --- |
| 1.1. Knowledge of business education concepts and skills delineated in The National Standards for Business Education, *Vermont’s Career and Technical Business and Administration Program Competencies,* the Jump$tart Coalition for Personal Financial Literacy National Standards and any future, relevant state initiatives |  |  |  |  |
| 1.2. Knowledge of financial decision making including: spending and saving, credit and debt, employment and income, investing and risk management and insurance  |  |  |  |  |
| 1.3. Knowledge of the career development/planning process, occupational skills standards, workplace skills requirements, recognized industry standards and the relationship between work and learning as related to the foundations of business  |  |  |  |  |
| 1.4. Knowledge of existing student organizations and processes to integrate student organization activities into the curriculum |  |  |  |  |
| 1.5. Knowledge of leadership skills and development   |  |  |  |  |
| 1.6. Knowledge of current and emerging business technology applications, procedures and systems |  |  |  |  |
| 1.7. Knowledge of the e-commerce business model and how to meet customer needs in an online environment  |  |  |  |  |
| 1.8. Knowledge of Generally Accepted Accounting Principles (GAAP) and ability to explain how the application of GAAP impacts the recording of financial and the preparation of financial statements  |  |  |  |  |
| 1.9. Knowledge of macro and micro economic principles  |  |  |  |  |
| 1.10. Knowledge of principles of business law, the legal environment of business and issues related to ethics and social responsibility in business  |  |  |  |  |
| 1.11. Knowledge of organizational structures and advantages and disadvantages of each  |  |  |  |  |
| 1.12. Knowledge of entrepreneurship including traits of successful entrepreneurs, steps in starting a business, and factors influencing the success and failure of a business  |  |  |  |  |
| 1.13. Knowledge of principles of marketing and market research and their impact on individuals, business, and society  |  |  |  |  |
| 1.14. Knowledge of English mechanics and communication skills when writing, speaking, listening, and presenting in a variety of personal and business environments  |  |  |  |  |
| 1.15. Knowledge of statistical analysis to interpret consumer and business data to solve problems, make decisions, set goals, and plan for future development  |  |  |  |  |
| 1.16. Knowledge of the components of a business plan, steps and procedure for writing a business plan, and strategies for applying the business plan when starting a business  |  |  |  |  |
| 1.17. Knowledge of the basic techniques of mathematics and quantitative analysis in business  |  |  |  |  |
| 1.18. Knowledge of the role of international business; how it impacts business at all levels, including local, state, national and international  |  |  |  |  |
| 1.19. Knowledge of the interrelatedness of the social, cultural, political, legal, and economic factors that shape and impact the global business environment  |  |  |  |  |
| **Content** **Topic** | **College/****University** | **Course****Number** | **# of Credits** | **Course** **Title** |
| 2.1. Plans, delivers, and evaluates instruction based upon knowledge of the business and administration field, *The National Standards for Business Education,* and *Vermont’s Career and Technical Business and Administration Program Competencies*, the Jump$tart Coalition for Personal Financial Literacy National Standards and any future relevant state initiatives  |  |  |  |  |
| 2.2. Teaches students to recognize and be sensitive to the cultural expectations in personal and professional environments  |  |  |  |  |
| 2.3. Teaches student to recognize the customer-oriented nature of business and analyze the impact of business activities on the individual, the workplace, and society  |  |  |  |  |
| 2.4. Teaches personal development and leadership skills  |  |  |  |  |
| 2.5. Collaborates with colleagues, community, post-secondary institutions, business/industry, and families to maximize curricular and instructional resources  |  |  |  |  |
| 2.6. Plans, organizes, manages and collaborates as necessary so that learning environments and /technical facilities are safe and comply with state and national laws, regulations and guidelines  |  |  |  |  |
| 2.7. Teaches students how to communicate and present themselves in a manner appropriate to the business environment, both face-to-face and through the use of technology  |  |  |  |  |
| 2.8. Identifies, compares, selects, evaluates, uses and recommends relevant technologies for business  |  |  |  |  |
| 3. The candidate demonstrates work and/or volunteer experience using business and administrative skills through a resume  |