

**TO:** Individuals Interested in BE Certification

**FROM:** Department of Adult and Career Education  
Valdosta State University

**SUBJECT:** Certification Requirements for Business Education

The Department of Adult and Career Education at Valdosta State University offers the coursework leading to teacher certification in Business Education. This program is designed for individuals who have obtained a Bachelor's Degree in another program area and are now interested in obtaining Teacher Certification in Business Education.

Students wishing to have their transcripts/records reviewed for certification requirements must complete a Certification Evaluation Form. This form can be obtained in the College of Education Dean's Office (Education Center - Room 227; phone 229/333-5925) or at the following website:

<http://education.valdosta.edu/programs/cert.htm>

There is a filing fee of \$35 for this service. The Dean's Office will provide the student with general information regarding certification and admission to Teacher Education.

Students' transcripts will then be sent to Dr. Patricia Lynn Anderson, the advisor for Business Education certification students, for a complete review. She will determine the requirements needed to obtain certification in Business Education and send a list of these requirements to the student. Students deciding to pursue certification must file an application for admission to VSU with the Admissions Office (229/333-5791) as an undergraduate student majoring in Business Education. After being admitted to the university, the students' transcripts/records will be reviewed by the College of Education to determine if they meet the post-baccalaureate admission requirements (see attached) for Teacher Education. Students meeting the Teacher Education admission requirements will be assigned to Dr. Anderson as advisees. Students not meeting the requirements for admission into Teacher Education will be informed of their deficiencies and assigned to the COE Advising Center until the deficiencies are resolved.

The Department of Adult and Career Education requires the completion of core, professional, and business education courses for certification. Some courses may be exempted by examination or through credit granted based upon previous coursework or other relevant experiences. **Students should be aware that some of the required coursework is only offered during the day. Also, the Business Education courses required for certification are only offered on campus; they are NOT offered on-line or in an independent study format.** A formal Adult and Career Education Department evaluation based on the enclosed matrix of Teacher Certification Requirements will indicate the courses you will be required to complete. As mentioned in the previous paragraph, the students must

also meet the requirements for admission into Teacher Education. Upon reviewing the enclosed information, if you have additional questions, please contact us at 229/333-5928. We look forward to assisting you in achieving your educational goals.

### **Admission to Teacher Education**

Students holding a bachelor's degree applying for a teacher certification program must meet the admission requirements as listed below. Students failing to meet the admission requirements will be assigned to the Advising Center until they have achieved them. The overall GPA for all coursework taken will be used in determining admission to teacher education. Students who wish to appeal their denial of admission will follow the same procedures as undergraduate degree-seeking students. That is, they submit their appeal and documentation to the COE Undergraduate Policies Committee.

### **Admission Requirements**

Post-baccalaureate students wishing to be accepted in teacher education for an initial teaching certification program must have:

- Bachelor's or higher degree from an accredited institution
- Cumulative GPA appropriate to major (2.5 for most programs)
- ACED 2999 - Entry into Education (non-credit course)
  - Praxis I - a passing score of **526**  
**Note:** Praxis I may be exempted with one of the following:  
GRE composite score of 1030 (verbal and quantitative),  
SAT composite score of 1000 (verbal and math),  
ACT composite score of 43 (English and math)
- Satisfactory completion of a criminal background check
- Professional liability insurance

### **Other Requirement**

All coursework used to meet certification requirements must be passed with a grade of "C" or higher.

Course Required	Prerequisites	When Offered	Acceptable Substitute
ACCT 2101 Principles of Accounting I	none	every semester	
ACCT 2102 Principles of Accounting II	ACCT 2101 with a "C" or better	every semester	
ECON 1500 Survey of Economics	None	varies	ECON 2105 or ECON 2106
ACED 1100 Introduction to Business	None	fall and spring	
ACED 2050 Communications for the Workplace	ENGL 1102 Composition II	fall	ENGL 3010 Writing for Business
BUSA 2106 The Environment of Business	None	every semester	
ACED2999 Entry into Education (This is a non-credit course.)	None – Required course for entrance into Teacher Education Program	every semester	
MSED 2000 Survey of Educational Concepts	None	every semester	
PSYC2500 Fundamentals of Psychology <b>OR</b> PSYC2700 Human Growth and Development	None	every semester	
PSYC 3110 Educational Psychology	MSED 2000, PSYC 2500 or PSYC2700 and acceptance into Teacher Education or permission of instructor	every semester	
SPEC 2000 Serving Students with Diverse Needs	None	every semester	

Course Required	Prerequisites	When Offered	Acceptable Substitute
ACED 4400 Methods and Media for Teaching Accounting and Basic Business Subjects	Completion of ACCT 2101, BUSA 2106, ECON 1500.	spring	
ACED 4500 Methods and Media for Teaching Business Skill Subjects	Completion of ACED 4400 with a grade of "C" or better	fall	
ACED 2000 Beginning Keyboarding	None	every semester	exemption exam
ACED 3000 Intermediate Keyboarding	Grade of "C" or better in ACED 2000 or exemption	Fall and spring	exemption exam
ACED 2400 Computer Technology for the Workplace	None	every semester	exemption exam
ACED 3400 Applied Computer Technology	ACED 2400 or consent of instructor	every semester	exemption exam
MKTG 3050 Introduction to Marketing	ECON 1500 or ECON 2106	every semester	
ACED 3100 Computer Systems	none	fall and spring	
ACED 3610 Electronic Authoring and Multimedia	ACED2400, CS1000, or consent of instructor	fall and spring	
ACED 3700 Desktop Publishing	ACED 2400 or consent of instructor	fall and spring	
ACED 4050 Office Management	none	fall and spring	management majors who have taken a personnel management class
ACED 4070 Office Applications	ACED 2000 or exemption	spring	
ACED 4160 Administrative Office Procedures	ACED 3000 and ACED 3400	fall and spring	

Course Required	Prerequisites	When Offered	Acceptable Substitute
ACED 4790 Student Teaching in Business/Career Education	Completion of all course work. Co- requisite: ACED 4800	fall and spring	
ACED 4800 Professional Practices Seminar	Completion of all course work. Co- requisite: ACED 4790	fall and spring	
KSPE 2150      First Aid - CPR	none	every semester	