

**Prerequisite Coursework for Admission
High School MAT Program
BUSINESS EDUCATION
Endorsement**

I. GENERAL ADMISSIONS REQUIREMENTS FOR ALL MIDDLE/HIGH AREAS

A. LETTERS OF RECOMMENDATION BASED ON EXPERIENCES WORKING WITH YOUTH

Letters of recommendation documenting two successful experiences working with groups of children or adolescents. **Experiences in public schools are preferred, and experiences working with students at the Middle and High School ages are recommended for this level.**

The School of Education recommends students consider taking one or two undergraduate courses related to Education, such as Ed 251, Ed 252, or Ed 253 that offer academic and/or field-based opportunities for students to explore interests in the teaching profession.

B. BACHELOR'S DEGREE

Program participants must have a Bachelor's degree from a regionally accredited college or university in a field appropriate to the specialty endorsement area (see "Degree Major" below).

C. GRADE POINT AVERAGE

Applicants should have a cumulative GPA of 3.0 in the most recent 90 quarter or 60 semester hours of undergraduate work, and a 3.0 GPA for courses completed in the selected endorsement area. Applicants who have a GPA lower than 3.0 may apply for post-baccalaureate admission.

II. REQUIREMENTS SPECIFIC TO THE BUSINESS ENDORSEMENT

A. DEGREE MAJOR

Business Education candidates **MUST** have a baccalaureate degree in Business Administration or an approved alternative. Transcripts must reflect the completion of a variety of courses which are typically taught at the secondary level and which are tested on the Praxis II.

B. REQUIRED COURSEWORK IN BUSINESS

Deficiencies in any of the following areas must be eliminated prior to the start of the MAT.

	<u>Has</u>	<u>Needs</u>
Database Application	_____	_____
Spreadsheet Application	_____	_____
Word Processing	_____	_____
Management Information Systems	_____	_____
Accounting	_____	_____
Economics	_____	_____
Finance	_____	_____
Business Communications	_____	_____
Marketing	_____	_____
Business Law	_____	_____
Organizational Management	_____	_____
Human Resource Management	_____	_____

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C. TESTING

Admission to the MAT Program in Business also requires passing scores for one of the following testing categories:

“Basic Skills” Testing.

For this category, an individual may choose the:

California Basic Educational Skill Test (CBEST) ,

--OR--

Praxis Pre-Professional Skills Test (PPST),

--OR--

Computerized PPST

--OR--

“Subject Knowledge” Testing. The qualifying test for the Business endorsement is:

Praxis II Specialty Area test #10100 General Business Education

NOTE: BOTH “Basic Skills” and “Subject Knowledge” testing are required for completion of the MAT Program.

Testing Note:

CBEST and Praxis tests are offered three-six times per calendar year and registration deadlines are typically six weeks in advance of the test date, so please plan accordingly. For more information:

- CBEST (<http://www.cbest.nesinc.com/>)
- PPST and Praxis II Specialty Area tests: (<http://ets.org/praxis>)

CONTACTS:

For questions about general MAT Program requirements, please contact:

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