

# HUMBOLDT STATE UNIVERSITY

Your Secondary Education (SED) application will be assessed by a committee of professors in your chosen subject area. They will conduct subject matter competency assessment (SMCA), which may include an interview, presentation, and/or writing sample (depending upon your specific subject area). The SMCA committee will rank and select applicants for a SED departmental interview. **Only those applicants who pass subject matter competency assessment will be considered for admission.** The SED coordinator will notify applicants of the SMCA results and schedule SED program interviews.

Department: BUSINESS  
Subject Matter Competency Assessment

Contact Secondary Education Coordinator Sheila Rocker Heppe for more information at 707.826.5870 or e-mail [srh@humboldt.edu](mailto:srh@humboldt.edu).

## Criteria

The candidate must demonstrate competency under Standards 1-11 as approved by California Education Code Sections 44280 and 44310: administrative systems and support, computer/information systems, marketing, accounting, economics, management, law, entrepreneurship, and quantitative analysis.

### *Assessment of Business Preparation*

#### **OPTION A: CTC-Approved Subject Matter Program**

Those candidates who have completed or are expected to complete a California Commission on Teacher Credentialing (CTC)-approved Subject Matter Program in Business (Business Education), with overall grade point average at or above the minimum set by the State (2.7), have sufficient evidence to satisfy the conditions set forth in the first paragraph under "criteria". Those candidates with an undergraduate major in business or its equivalent will have their transcripts reviewed by the business department screening committee to determine the course of action required by the candidate to earn the equivalent of the Humboldt State University CTC-approved Subject Matter Program in Business. The course of action that is prescribed may include written or oral examinations, coursework, or portfolio submissions.

#### **OPTION B: CTC-Approved EXAMS**

The CSET exam is required for those who do not have an undergraduate business education major. Students must pass all three subtests of the CSET: Business exam and have scores reported to HSU on or before August 1st. In addition to passing the CSET: Business exam, candidates must document knowledge in the additional areas listed in the first paragraph under "criteria".

**All required exams must be passed before beginning the SED program in August.**

To establish subject-matter competency, the following circumstances will be examined:

1. a) A transcript check will determine acceptable performance (grade of C or better) in the following core courses or equivalents relating to subjects commonly taught in the public schools:

BA 210	Legal Environment of Business
BA 232	Introductory Business Statistics
BA 250	Financial Accounting
BA 340	Introductory Marketing
BA 360	Introductory Finance
BA 370	Introductory Management
BA 414	Strategic Management
CIS 110	Introduction to Computers
ECON 200	Microeconomics
ECON 201	Macroeconomics
	Intermediate Keyboarding*

- b) Verification of passing status in:
  - I) Undergraduate course in government
  - II) CBEST

\*Or demonstrate the ability to touch-type at 45 words per minute for five minutes with no more than five errors.

2. Written communication in response to one question in each of the following areas: accounting, computer literacy, economics, and marketing. Two hours will be allowed for this response and a computer with word processing will be available.
3. Hands-on exercise on the computer in demonstration of understanding basic application software. One hour will be allowed for this response. A computer (Mac or IBM) with Microsoft Office 98 or 2000 will be provided.

Word processing: text entry with enhancements (underlining, centering, bolding, etc., including enumerated items (hanging indentions), quoted text, headers/footers, footnotes; formatting, including margins, pagination, spell check, word division, and printing and letter formats.

Spreadsheets: simple table setup with row and column headings, text, numeric, and formula cell entries; copying of cells (or range of cells) to other ranges; using relative and absolute formula references; general formatting; formatting numeric entries for decimal alignment; printing all or a portion of the spreadsheet

4. An interview to serve two purposes:
  - a) Determine the candidate's knowledge of office services and related technologies (areas of entrepreneurship, business law, management).
  - b) Provide the opportunity for the candidate to demonstrate oral communication skills, to elaborate on any areas of strength, to explore any areas of weakness in preparation which may have been revealed by the above three steps, and to determine what the candidate feels are the strengths s/he brings to secondary school teaching.

If available, the candidate is encouraged to submit available samples of coursework or individual projects prepared and evaluated in the past.