

### **Business Teacher Education Assessment**

<b>STANDARD 1 – The competent business, marketing, and computer education teacher understands the foundations of work, the career development process, occupational skill standards, and workplace skill requirements.</b>		
<b>Knowledge/Skill</b>	<b>Knowledge/Skill Obtained</b>	<b>Knowledge/Skill Assessed</b>
The BTE graduate understands the history, organization, and future of work and how work relates to needs and functions of the economy and society.	BTE 260, 354, 362, 363/4; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate selects appropriate skill standards for the program areas.	BTE 260, 362; Illinois Occupational Skills Standards Publication (available from ISBE)	Application; class assessment; passing the ISBE Content Test for teachers.
<b>STANDARD 2 - The competent business, marketing, and computer education teacher demonstrates the ability to plan, deliver, and evaluate instruction based upon knowledge of subject matter in the field; student organizations; student, community and work needs; curriculum goals; and findings of educational research.</b>		
<b>Knowledge/Skill</b>	<b>Knowledge/Skill Obtained</b>	<b>Knowledge/Skill Assessed</b>
The BTE graduate understands pedagogy unique to the discipline. The BTE graduate understands professional literature relating to specific content area and to workplace needs.	BTE 362, 363/4;	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate creates learning environments and classroom activities that develop life/workplace skills and knowledge.	BTE 199, 362, 363/4; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate identifies and utilizes educational research findings that justify teaching strategies.	BTE 260, 362, 354, 363/4	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate designs appropriate assessment plans for students.	BTE 354, 362, 363/4	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate plans, organizes, and manages technical facilities for instruction that meet diverse needs of students.	BTE 354, 363/4	Application; class assessment; passing the ISBE Content Test for teachers.

<b>STANDARD 3</b> - The competent business, marketing, and computer education teacher understands the process of reading and demonstrates instructional abilities to teach reading in the content area of business, marketing, and computer education.		
<b>Knowledge/Skill</b>	<b>Knowledge/Skill Obtained</b>	<b>Knowledge/Skill Assessed</b>
The BTE graduate recognizes the relationships among reading, writing, listening, and speaking and knows how to provide opportunities to integrate these through instruction.	BTE 260, 354, 362, 363/4; CI 214, 216	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate understands how to design, select, modify and evaluate materials in terms of the reading needs of the learner.	BTE 260, 354, 362, 363/4; CI 214, 216	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate plans and teaches lessons for students that develop comprehension of content-area materials.	BTE 260, 354, 362, 363/4; CI 214, 216	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate plans and teaches lessons that encourage students to write about the content in order to improve understanding.	BTE 260, 354, 362, 363/4; CI 214, 216	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate plans and teaches units that require students to carry out research or inquiry using multiple texts, including electronic resources.	BTE 260, 354, 362, 363/4; CI 214, 216	Application; class assessment; passing the ISBE Content Test for teachers.

<b>STANDARD 4</b> -The competent business, marketing, and computer education teacher understands computational and accounting principles and practices.		
<b>Knowledge/Skill</b>	<b>Knowledge/Skill Obtained</b>	<b>Knowledge/Skill Assessed</b>
The BTE graduate understands the various steps of the accounting cycle for a proprietorship, partnership, and corporation.	ACC 131, 132; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate understands assets, liabilities, and owner's equity according to generally accepted accounting principles.	ACC 131, 132; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate prepares, interprets, and analyzes financial statements.	ACC 131, 132; work experience	Application; class assessment; passing the ISBE Content Test for teachers.

The BTE graduate uses statistical analysis to interpret consumer and business data to solve problems.	MQM 100; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
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<b>STANDARD 5</b> - The competent business, marketing, and computer education teacher understands content related to economics and consumer economics.		
<b>Knowledge/Skill</b>	<b>Knowledge/Skill Obtained</b>	<b>Knowledge/Skill Assessed</b>
The BTE graduate understands the basic features of different economic systems, including the U. S. economy.	ECO 105; BTE 330; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate understands the role of government in an economic system.	Civics; Political Science; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate understands the different consumer agencies that address consumer issues and concerns.	BTE 330, 362; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate describes different types of competitive structures and illustrates the role of competitive markets.	MQM 220; BTE 330; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate applies problem-solving skills to consumer economic principles.	ECO 105; MQM 220; BTE 330; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate demonstrates financial decision-making in the areas of budgeting, investing, and taxes.	FIL 185, 240; BTE 330; work experience	Application; class assessment; passing the ISBE Content Test for teachers.

<b>STANDARD 6 - The competent business, marketing, and computer education teacher understands the principles of marketing, entrepreneurship, management, law, and international business.</b>		
<b>Knowledge/Skill</b>	<b>Knowledge/Skill Obtained</b>	<b>Knowledge/Skill Assessed</b>
The BTE graduate understands external business factors' impact on marketing.	MKT 230; BTE 362; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate understands the role of marketing and its impact on individuals, business, and society.	MKT 230; BTE 362; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate understands the relationship between ethics and the law.	FIL 185; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate understands the relationships among contract law, law of sales, and consumer law.	FIL 209; BTE 330; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate understands international business and its importance in a global society.	MQM 220; BTE 362; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate develops a marketing plan, using the principles of the four Ps of marketing.	MKT 230; BTE 362; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate analyzes financial data influenced by internal and external factors.	FIL 240; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate develops and uses general managerial skills.	MQM 220; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate identifies unique characteristics of an entrepreneur.	BTE 322, 354, 362; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate develops a business plan for an entrepreneurial venture.	BTE 322, 354; work experience	Application; class assessment; passing the ISBE Content Test for teachers.

<b>STANDARD 7 - The competent business, marketing, and computer education teacher understands the principles of business communications and is able to apply them in oral, written, and electronic forms.</b>		
<b>Knowledge/Skill</b>	<b>Knowledge/Skill Obtained</b>	<b>Knowledge/Skill Assessed</b>
The BTE graduate understands the principles of appropriate oral, written, and electronic communications.	BTE 140, 225, 354, 362, 363/4; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate understands the effects of non-verbal communication.	BTE 140, 354, 362, 363/4; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate uses technology to enhance the effectiveness of communications.	BTE 140, 225, 354, 362, 363/4; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate demonstrates proficiency in written and oral communication using manual and electronic methods.	BTE 140, 225, 354, 362, 363/4; work experience	Application; class assessment; passing the ISBE Content Test for teachers.

<b>STANDARD 8 - The competent business, marketing, and computer education teacher understands and applies basic concepts of keyboarding and computer applications.</b>		
<b>Knowledge/Skill</b>	<b>Knowledge/Skill Obtained</b>	<b>Knowledge/Skill Assessed</b>
The BTE graduate understands learning principles as related to psychomotor skill development when learning keyboarding and computer applications.	BTE 362, 363/4	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate demonstrates touch keyboarding skills to enter and manipulate text and data with acceptable speed and accuracy, using appropriate techniques.	BTE 110, 225; keying proficiency	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate selects and uses word processing, desktop publishing, database, spreadsheet, and presentation software.	BTE 110, 225, 354, 362, 363/4; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate uses computer systems to run software to access, generate and manipulate data, and to publish results.	BTE 110, 225, 354, 362, 363/4; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate uses technology in communicating, collaborating, and conducting research, and solving problems.	BTE 110, 140, 225, 354, 362, 363/4; work experience	Application; class assessment; passing the ISBE Content Test for teachers.

The BTE graduate uses computers and related technologies to support instruction.	BTE 110, 225, 354, 362, 363/4; work experience	Application; class assessment; passing the ISBE Content Test for teachers.
The BTE graduate plans and delivers instructional units that integrate a variety of software applications and learning tools.	BTE 322, 330, 354, 362, 363/4; work experience	Application; class assessment; passing the ISBE Content Test for teachers.

### Teacher Competency Testing—Program Assessment

All Business Teacher Education students at Illinois State University are tested for competencies needed to become licensed teachers in Illinois. Students are tested in three areas prior to becoming fully licensed teachers.

1. Basic skills are tested prior to students entering into teacher education. The emphases on the basic skills tests are on English usage, writing, and reading. The Council for Teacher Education at Illinois State University has gone on record as indicating that assistance for basic skills for teacher education majors does not need to be present since passing an exam is a requirement prior to entering into teacher education at the University.
2. All teacher education students at Illinois State University must pass an area content examination prior to student teaching. Areas on the content examination for Business Teacher Education students are related to the State of Illinois content standards for business teachers. The six areas included on the examination are:
  - a. Accounting Principles and Practices
  - b. Economics, Consumer Economics, and Career Development
  - c. Marketing Principles and Applications
  - d. Entrepreneurship, Management, Law, and International Business
  - e. Business Communications and Computations
  - f. Computer Education.
3. Our goal is for all Business Teacher Education majors to pass this examination prior to the time they plan to complete their student teaching.

A review procedure is in place to assist students in preparing for the exam. This is available for people who take the examination the first time as well as for those who might need to retake the examination. The Illinois Certification Testing System maintains a study guide to assist students with passing the exam. In addition, the

Business Teacher Education program is in the process of developing a study guide to assist students who study for the exam. The review study materials developed by the Business Teacher Education program at Illinois State University is posted to a web site at <http://www.cob.ilstu.edu/gabaile> so students may take advantage of the study guide at any time for any of the seven times annually which the exam is offered. The study guide contains the following three areas.

- a. Suggestions for preparation written by students who have taken the exam.
  - b. Resources for satisfying objectives for the exam. These resources are keyed to materials which are held on reserve at the Illinois State University Milner Library
  - c. Web sites and other resources available to assist with preparing for the exam.
4. The final examination which Business Teacher Education students must pass is the pedagogy exam. This examination is not currently required for graduation from Illinois State University. Therefore, a study guide has not been developed for the exam. Students and alumni must pass the pedagogy exam prior to their becoming fully certified as teachers in the State of Illinois. Students may choose to wait until after graduation to take this examination. Therefore, reports of test scores might not include all ISU students or graduates. However, all scores listed on reports showing results of the pedagogy exam indicate that all BTE students have passed the exam with relatively high scores.