

## Regional Micro-Enterprise Credential Getting Started **Teacher Guide**

(Updated: June 12, 2017)

### Introduction – the Regional Micro-Enterprise Credential is for *All* Louisiana Students

The Regional Micro-Enterprise Credential targets students who will benefit from a practical review of the basics of financial literacy, effective workplace behaviors (“soft skills”) and appropriate engagement with adults.

BRAC – in collaboration with Louisiana CTE educators and the Department of Education – has developed a Jump Start credential that is attainable by every Louisiana student. The credential features hands-on materials that require reading and math skills that all high school students will have mastered.

Louisiana educators can embed the materials required to attain this credential into Entrepreneurship, Customer Service or Accounting courses, in the new Virtual Workplace Experience course, or in other CTE electives. Some schools will embed the Regional Micro-Enterprise Credential materials as part of a series of CTE courses so students can earn the credential over time. This will enable students who are focused on pursuing career interests related to small businesses (like Cosmetology, Barbering, Fashion Design, Real Estate, etc.) to earn an overall business credential with broader “employability value” (i.e., that will help students attain entry-level employment).

This is our chance to provide these students with real world insights and skills they need to flourish in their career, *especially if market conditions and actual employment opportunities force these students to change their career plans once they graduate high school.*

The Regional Micro-Enterprise Credential will help students attain entry-level employment in a variety of fields . . . graduate high school on time with a Jump Start Career Diploma . . . and, perhaps one day, launch a new small business.

#### Sections of this **Teacher Guide**

- Introduction – the Regional Micro-Enterprise Credential is for *all* Louisiana students
- Credential Objectives
- Micro-Enterprise Credential Modules
- Scope and Sequence Recommendations

### Credential Objectives

The Regional Micro-Enterprise Credential will help students achieve four critical objectives:

- 1) master critical workplace behaviors and communication skills – the Self-Assessment and Self-Assessment Presentation modules will help students practice and master key workplace “soft skills” that *all* employers believe are essential to students attaining entry-level employment and succeeding on the job;
- 2) learn how to access credit, and what different types of credit cost – the Credit Application module will help students learn about different types of business capital, how to apply for different types of loans, and the cost of different types of small business loans;
- 3) learn how to process critical small business forms and paperwork – the Company Registration module will give students a hands-on experience on how to register a start-up company with the Louisiana Secretary of State, using the student version of the *geauxBIZ* portal; and
- 4) learn essential financial concepts and terms, the “language of business” – scoring a passing score on the final Certification Exam will demonstrate that students have mastered financial concepts and terms essential to small business success. Students will learn the “language of business,” something that will help them no matter what type of employment they seek after high school.

BRAC has provided careful guidance to make sure the resources created for each of these objectives will help students master the essential concepts in each area.

## Regional Micro-Enterprise Credential Modules

Students must successfully complete five modules to attain the Regional Micro-Enterprise Credential.

Credential Modules	Purpose	Students Complete
1 Self-Assessment	Requires student reflection on personal interests and strengths in the context of effective workplace behaviors.	Two-Part Self-Assessment
2 Self-Assessment Presentation	Requires students to engage effectively with a workplace mentor (live or virtually via Nepris).	Self-Assessment Presentation
3 Micro-Enterprise Credit Applications	Requires students to understand basic credit and capital concepts, essential concepts for every small business employee / owner.	Small Business Bank Credit Application Online Credit Application
4 Company Registration	Requires students to learn about the requirements for forming a new business.	Register a fictitious company using the <i>geauxBIZ</i> student portal
5 Credential Online Test	<i>Requires students to master financial concepts essential to the success of every small business.</i>	Online Certification Exam
	Requires students to demonstrate their retention of the key "lessons learned" from completing the four modules above.	

There is a robust library of resources developed by the Micro-Enterprise Credentials development team to help teachers prepare their students to successfully complete these components.

These resources, included in this binder and listed in the Resource Index (resource 01-01), are available for download at:

<http://www.louisianabelieves.com/resources/library/jump-start-pilot-programs>

### Dropbox with Teacher Guides and Answer Sheets

We have implemented a Dropbox where you can download electronic versions of teacher guides, the revised pre-test and exercise answer sheets. We're using this Dropbox to prevent enterprising students from downloading these resources. This Dropbox is restricted to teachers who hold the Micro-Enterprise Credential. The Dropbox contains updated Teacher Guides and answer sheets for various Micro-Enterprise Credential exercises.

You will receive the password for this Dropbox during training. Please write this password down in the box below.

Dropbox Password	
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Please go to <https://www.dropbox.com/sh/w6czt148m82xye1/AACocSuxWj-0-MO8nE3N8DbOa?dl=0> and enter the password provided.

Please send any questions you have about the Micro-Enterprise Credential to [JumpStart@la.gov](mailto:JumpStart@la.gov)

## Scope and Sequence Recommendations

This binder of Regional Micro-Enterprise Credential resources includes five Implementation Guides:

Resource 03-01 Business Start-Up Implementation Guide

Resource 04-01 Self-Assessment Implementation Guide

Resource 05-01 Self-Assessment Presentation Implementation Guide

Resource 06-01 Key Financial Concepts / Credit Applications Implementation Guide

Resource 07-01 Company Registration Implementation Guide

Each one of these Implementation Guides provides:

- a list of critical resources for each area of instruction;
- the purpose of each resource;
- implementation notes, based on the experiences of the *beta* implementation teachers; and
- anticipated teaching time for each resource / topic.

Each Implementation Guide then ends with a list of Teacher Guides relevant to that section.

***Teachers can use these Implementation Guides to help them determine the proper sequencing of topics / resources for their students, as well as the timeframe they will use to present each topic area.***

Note: there are also Vocabulary resources for each section – several of which provide links to teaching artifacts created by the *beta* implementation teachers – as well as a Complete Word Bank (resource 02-08, last resource in Section 2 of this binder) for the Regional Micro-Enterprise Credential.

**If you need assistance or have a question about any of the Micro-Enterprise Credential resources, or any aspect of teaching these resources, please email: [JumpStart@la.gov](mailto:JumpStart@la.gov)**

**Subject Line: *Micro-Enterprise Credential Help Request***

**You can also send the effective instructional resources you to develop to [JumpStart@la.gov](mailto:JumpStart@la.gov)**

**Subject Line: *Micro-Enterprise Credential New Resource***