**Jump Start Micro-Enterprise Credential: Resource Index**

(Updated: July 2016; yellow-highlighted cells indicate resources posted in a password-protected Dropbox)

|  |  |  |
| --- | --- | --- |
| **Resource Family** | **Resource** | **Resource Name / Download Link** |
| 01  Implementing the Micro-Enterprise Credential | 01-01 | Micro-Enterprise Credential Resource Index |
| 01-02 | Overview of the Jump Start Micro-Enterprise Credential |
| 01-03 | Micro-Enterprise Credential and Course Options |
| 01-04 | Relevant Policy and Procedures |
| 01-05 | Parent Letter |
| 02  Getting Started | 02-01 | Getting Started Teacher Guide |
| 02-02 | Jump Start Introduction Script |
| 02-03 | Jump Start Introduction Student Handout |
| 02-04 | Student Portfolio Checklist |
| 02-05 | Mentor Network Outreach |
| 02-06 | Pre-Test |
| 02-07 | Pre-Test Teacher Guide |
| 02-08 | Complete Credential Word Bank |
| 03  Business  Startup | 03-01 | Business Start-Up Implementation Guide |
| 03-02 | Business Start-Up Vocabulary |
| 03-03 | Student Industry Expert Presentation Ballot |
| 03-04 | Nine Steps to Starting Your Small Business |
| 03-05 | Nine Steps to Starting Your Small Business Teacher Guide |
| 03-06 | Four Rules for Effective Writing |
| 03-07 | Evaluating Written Assignments Rubric |
| 03-08 | Effective Writing Quiz |
| 03-09 | Effective Writing Exercises |
| 03-10 | Effective Writing Teacher Guide (Quiz and Writing Exercises) |
| 03-11 | Elevator Speech Student Exercise |
| 03-12 | Elevator Speech Student Exercise Teacher Guide |
| 03-13 | Ethics and Social Responsibility |
| 03-14 | Ethics and Social Responsibility Student Exercise |
| 03-15 | Ethics and Social Responsibility Exercise Teacher Guide |
| 03-16 | Differentiation Student Exercise |
| 03-17 | Differentiation Student Exercise Teacher Guide |

|  |  |  |
| --- | --- | --- |
| **Resource Family** | **Resource** | **Resource Name / Download Link** |
| 04  Self-Assessment | 04-01 | Self-Assessment Implementation Guide |
| 04-02 | Self-Assessment Vocabulary |
| 04-03 | Student Self-Assessment Scale |
| 04-04 | Self-Assessment Instructions |
| 04-05 | Self-Assessment Online Simulation Workbook RND 1 (available for download only) |
| 04-06 | Self-Assessment Online Simulation Workbook RND 1 Exemplar |
| 04-07 | School vs Work Expectations |
| 04-08 | School vs Work Expectations Simulation |
| 04-09 | School vs Work Expectations Simulation Teacher Guide |
| 04-10 | Self-Assessment Online Simulation Workbook RND 2 (available for download only) |
| 04-11 | Self-Assessment Online Simulation Workbook RND 2 Exemplar |
| 05  Self-Assessment Presentation | 05-01 | Self-Assessment Presentation Implementation Guide |
| 05-02 | Self-Assessment Presentation Guidelines |
| 05-03 | Guidelines for Selecting Mentors Teacher Guide |
| 05-04 | Mentor Role Description (includes Student Presentation Checklist) |
| 05-05 | Self-Assessment Presentation Essay Form |
| 05-06 | Self-Assessment Presentation Essay Form Teacher Guide |
| 05-07 | Student Guidelines for Interaction with Mentors |
| 05-08 | Mentor Student Prep Sheet |
| 05-09 | Mentor Presentation Outline |
| 05-10 | Writing Thank You Notes |
| 05-11 | Writing Thank You Notes Student Exercise |
| 05-12 | Writing Thank You Notes Student Exercise Teacher Guide |

|  |  |  |
| --- | --- | --- |
| **Resource Family** | **Resource** | **Resource Name / Download Link** |
| 06  Key Financial Concepts/Credit Applications | 06-01 | Key Financial Concepts/Credit Applications Implementation Guide |
| 06-02 | Key Financial Vocabulary |
| 06-03 | Small Business Capital and Credit |
| 06-04 | Cost of Credit Worksheet |
| 06-05 | Cost of Credit Worksheet Teacher Guide |
| 06-06 | How Small Business Credit Applications are Evaluated |
| 06-07 | Bank Line of Credit Teacher Guide |
| 06-08 | Bank Line of Credit Application |
| 06-09 | Bank Line of Credit Application Fictional Profiles |
| 06-10 | Bank Applicant Profiles Student Exercise |
| 06-11 | Bank Applicant Profiles Student Exercise Teacher Guide |
| 06-12 | Bank Applicant Profiles Student Exercise Key |
| 06-13 | Online Credit Application Instructions |
| 06-14 | Online Credit Application Instructions Teacher Guide |
| 06-15 | Online Credit Application Simulation (available for download only) |
| 06-16 | Online Credit Application Exemplar |
| 06-17 | Financial Concepts Student Handout Teacher Guide |
| 06-18 | Financial Concepts Student Handout |
| 06-19 | Pro Forma Student Spreadsheet |
| 06-20 | Pro Forma Student Spreadsheet Teacher Exemplar |
| 07  Company Registration | 07-01 | Company Registration Implementation Guide |
| 07-02 | Company Registration Vocabulary |
| 07-03 | Government Agencies Important to Small Businesses |
| 07-04 | Company Registration Instructions |
| 07-05 | Company Registration Teacher Guide |
| 08  Additional Resources | 08-01 | *Interim* Certification Exam Study Guide |
| 08-02 | *Interim* Certification Exam Study Guide Answer Key |
| 08-03 | *Interim* Certification Exam Practice Exam (Available Oct 2016) |
| 08-04 | *Interim* Certification Exam Practice Exam Answer Key (Available Oct 2016) |
|  | *Insert the teaching resources you develop here*  *Send the resources you think could help other teachers and students to JumpStart@la.gov* |