LSC Use Only No: LSC Action-Date:	UWUCC USE Only No. UWUCC Action-Date: Senate Action Date:
	02-98a App-4/22/03 App 4/29/03

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person LeAnn Wilkie	Email Address wilkie@iup.edu
Proposing Department/Unit Technology Support and Training	Phone 7-3003

Check all appropriate lines and complete information as requested. Use a separate cover sheet for each course proposal and for each program proposal.

1. Course Proposals (check all that apply)

_____New Course   _____Course Prefix Change   _____Course Deletion

_____Course Revision   _____Course Number and/or Title Change   _____Catalog Description Change

Current Course prefix, number and full title	*Proposed* course prefix, number and full title, if changing

2. Additional Course Designations: check if appropriate

_____ This course is also proposed as a Liberal Studies Course.   _____ Other: (e.g., Women's Studies,

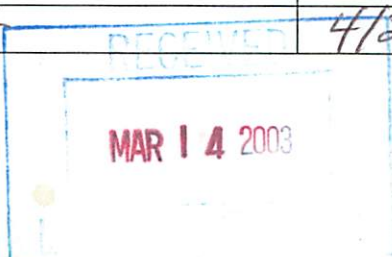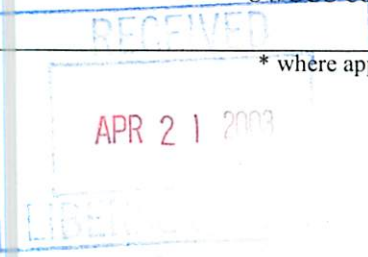_____ This course is also proposed as an Honors College Course.   Pan-African)

3. Program Proposals

_____ Catalog Description Change   __X__ Program Revision

_____New Degree Program   _____Program Title Change   _____Other

_____New Minor Program   _____New Track

Bachelor of Science in Education – Business Education *Current* program name	
	Proposed program name, if changing

4. Approvals

		Date
Department Curriculum Committee Chair(s)	*LeAnn Wilkie*	2-4-03
Department Chair(s)	*Linda Syul*	2-4-03
College Curriculum Committee Chair	*John Wsmith*	2-27-03
College Dean	*Robert C Camp*	2-27-03
Director of Liberal Studies *		
Director of Honors College *		
Provost *		
Additional signatures as appropriate: (include title)	*Joseph Demarade* - TECC	3-12-03
	[signature] - COEET	3-12-03
UWUCC Co-Chairs	*Gail Sechrist*	4/22/03

* where applicable

APR 21 2003

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Part II. **Description of Curriculum Change**

1.   Catalog description for the revised program:

Business Education Major (Bachelor of Science in Education)
The IUP Business Education program is accredited by the National
Council for Accreditation of Teacher Education (NCATE). The program
leads to the degree of Bachelor of Science in Education and to
Pennsylvania certification in either Business, Computer and Information
Technology or Marketing Education.

The program in business education is dedicated to preparing teachers who
will be qualified and certificated to instruct students to live and work in a
business environment. The business education program has received a
national honor as the outstanding program in the nation by the Association
for Career and Technology Education.

The major is intended for those interested in teaching in public high
schools, vocational-technical schools, private business schools, or
industry. Students are certified to teach kindergarten through 12th grade.

A student must apply to the dean of the College of Education and
Educational Technology to receive an initial certificate to teach in
Pennsylvania's public schools. Certification to be a business education
teacher is approved by the dean of the College of Education and
Educational Technology when a student has met all the requirements in
professional education, Liberal Studies, and business education major
courses. Students must attain a 3.0 cumulative GPA prior to being
admitted to the IUP Teacher Certification Program. See details of the 3-
Step Process in the section "Admission to Teacher Education and
Certification" in the College of Education and Educational Technology
section of this catalog. The candidate for student teaching must also
complete successfully the PRAXIS I and II exams.

All students who take a business education major also complete a track in
the College of Education and Educational Technology and must meet the
standards set by that college (see Department of Technology Support and
Training Student Handbook, page 8).

List of courses and credits for revised program for Business, Computer, and Information Technology or Marketing Education certification in business education:

Liberal Studies: 51 credits
As outlined in Liberal Studies section with the following specifications:
Mathematics: MATH 101 or higher
Social Science: ECON 121, PSYC 101
Liberal Studies Electives: ECON 122, MATH (3cr)
Natural Science: Option I recommended

College Professional Education Core: 29 cr

EDSP 102	Educational Psychology	3 cr
EDUC 242	Pre-student Teaching Clinical Exp I	1 cr
EDEX 301	Education of Students with Disabilities in Inclusive Secondary Settings	2 cr
BTED 311	Methods and Evaluation in Business and Information Technology I	3 cr
BTED 312	Methods and Evaluation in Business and Information Technology II*	3 cr
EDUC 342	Pre-student Teaching Clinical Exp II	1 cr
EDUC 442	School Law	1 cr
EDSP 477	Assessment of Student Learning: Design and Interpretation of Educational Measures	3 cr
EDUC 441	Student Teaching	12 cr

Major: 40 cr

BTST 101	Introduction to Business	3 cr
ACCT 201	Accounting Principles I	3 cr
ACCT 202	Accounting Principles II	3 cr
BLAW 235	Legal Environment of Business	3 cr
BTED 130	Keyboarding	1 cr
IFMG 300	Info Systems: Theory and Practice	3 cr
MKTG 320	Principles of Marketing	3 cr
BTST 321	Business and Interpersonal Comm	3 cr

Business Computer, and Information Technology Certification -
Controlled Electives   18 cr
BTED/COSC/

IFMG 101	Microbased Computer Literacy	3 cr
BTST 273	Hardware Support Solutions	3 cr
BTST 310	Telecommunications	3 cr

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* Not required for Marketing Education certificate

BTST 370	Technology Applications for Education	3 cr
BTST 383	Microcomputer Software Solutions	3 cr
BTST 401	Web Design	3 cr

Other Requirements:	0
Free Electives:	0

Marketing Education Certification –
Controlled Electives   18cr

BTED/COSC/ IFMG 101	Microbased Computer Literacy	3cr
DEDU 413	Methods and Evaluation in Marketing Education	3cr
MKTG 433	Advertising	3cr
MKTG 435	Professional Selling and Sales Mgmt	3cr
MKTG 436	Retail Management	3cr
Marketing elective (Advisor Approved)		3cr

Other Requirements:	0
Free Electives:	4

Total Degree Requirements	120

2.   Summary of changes:

b. List of all associated course changes for Business, Computer, and Information Technology certification (see Table I):

Course	Title	Change
MATH 214	Probability & Statistics for Business Majors	Changed to 3 cr of MATH
COMM 103	Digital Instructional Technology	deleted from program
FDED 102	American Ed in Theory and Practice	deleted from program
EDSP 477	Assessment of Student Learning: Design Design and Interpretation of Educational Measures	added
BTED 130	Keyboarding	course replaces BTED 132 which is deleted from the program

BTED 311	Methods and Evaluation in Business and Information Technology I	change of title, credit hours, and writing intensive status
BTED 312	Methods and Evaluation in Business and Information Technology II	change of title, and syllabus of record
BTST 273	Hardware Support Solutions	course revision in BTS program
BTED 370	Technology Applications for Education	new course
BTST 383	Microcomputer Software Solutions	course revision in BTS program
BTST 401	Web Design	new course in BTS program
DEDU413	Methods and Evaluation in Marketing Education	course title change

Deleted from business education program (see Table I):

ACCT 300	Managerial Accounting
ACCT 301	Intermediate Accounting I
ACCT 421	Federal Taxes
IFMG 205	Foundations of MIS
IFMG 251	Business Systems Analysis and Design
BTED132	Computer Keyboarding and Formatting
BTED 250	Electronic Office Procedures
BTED 260	Alphabetic Shorthand Theory
BTED 261	Shorthand Theory
BTED 262	Shorthand Dictation & Transcription

Current	Proposed

Current

Table I

Bachelor of Science in Education – Business Education (*)
Liberal Studies: As outlined in Liberal Studies   **53-55**
section with the following specifications:
Mathematics: Math 115
Social Science: ECON 121, PSYC101
Liberal Studies Electives: BTED/COSC/IFMG 101,
    ECON 122, MATH 214

College: **32**
Professional Education Sequence:

BTED 311	Methods and Evaluation in Business and Marketing Education I	3 sh
BTED 312	Methods and Evaluation in Business and Marketing Education II	3 sh
COMM 103	Digital Instructional Technology	3 sh
EDEX 301	Education of Students with Disabilities in Inclusive Secondary Settings	2 sh
EDSP 102	Educational Psychology	3 sh
EDUC 242	Pre-student Teaching Clinical Experience I	1 sh
EDUC 342	Pre-student Teaching Clinical Experience II	1 sh
EDUC 441	Student Teaching	12 sh
EDUC 442	School Law	1 sh
FDED 102	American Ed in Theory and Practice	3 sh

Major: **45-48**
Required Courses: Business Education Core

ACCT 201	Accounting Principles I	3 sh
ACCT 202	Accounting Principles II	3 sh
BLAW 235	Legal Environment of Business	3 sh
BTED 132	Computer Keyboarding and Formatting	3 sh
BTST 101	Introduction to Business	3 sh
BTST 321	Business and Interpersonal Comm	3 sh
IFMG 300	Info Systems: Theory and Practice	3 sh
MKTG 320	Principles of Marketing	3 sh

Controlled Electives:

Areas of Certification (1)(2)   21-24 sh
Accounting: ACCT 300, 304, 421
Data Processing: IFMG 205, 251, and one approved
Programming elective
Distributive Education: DEDU 413, MKTG 421, 433
   one MKTG elective (advisor approved)
Marketing: DEDU 331, MKTG 435, MKTG 436
Office Technologies: BTED 250, BTST 283, 313, 400

Secretarial: BTED 260, 261, 262 (2)

Proposed

Bachelor of Science in Education -- Business Education *(1)
Liberal Studies: As outlined in Liberal Studies   **51**
section with the following specifications:
Mathematics: MATH 101 or higher
Social Science: ECON 121, PSYC 101
Liberal Studies Electives: 6 cr   ECON 122, MATH
Natural Science: Option I recommended

College: **29**
Professional Education Core:

EDSP 102	Educational Psychology	3 cr
EDUC 242	Pre-student Teaching Clinical Exp I	1 cr
EDEX 301	Education of Students with Disabilities in Inclusive Secondary Settings	2 cr
BTED 311	Methods and Evaluation in Business and Information Technology I	3 cr
BTED 312	Methods and Evaluation in Business and Information Technology II (2)	3 cr
EDUC 342	Pre-student Teaching Clinical Exp II	1 cr
EDUC 442	School Law	1 cr
EDSP 477	Assessment of Student Learning: Design and Interpretation of Educational Measures	3 cr
EDUC 441	Student Teaching	12 cr

Major: **40**
Required Courses: Business Education Core (3)

BTST 101	Introduction to Business	3 cr
ACCT 201	Accounting Principles I	3 cr
ACCT 202	Accounting Principles II	3 cr
BLAW 235	Legal Environment of Business	3 cr
BTED 130	Keyboarding	1 cr
IFMG 300	Info Systems: Theory and Practice	3 cr
MKTG 320	Principles of Marketing	3 cr
BTST 321	Business and Interpersonal Comm	3 cr

Select from one of the following certification options:
Business, Computer, and Information Technology
Certification - Controlled Electives: 18 cr

BTED/COSC/ IFMG 101	Microbased Computer Literacy	3 cr
BTST 273	Hardware Support Solutions	3 cr
BTST 310	Telecommunications	3 cr
BTST 370	Technology Applications for Education	3 cr
BTST 383	Microcomputer Software Solutions	3 cr
BTST 401	Web Design	3 cr

Other Requirements: **0**

Other Requirements:		0
Free Electives:		0
(#) Total Degree Requirements		130-132

(*) See requirements leading to teacher certification, titled "Admission to Teacher Education," in the College of Education and Educational Technology section of this catalog.

(1) According to Pennsylvania Commonwealth guidelines, students must be certified in office technologies and at least one other area (accounting, data processing, marketing, or secretarial). An Exception to this is certification in marketing/distributive education.

(2) Pennsylvania commonwealth guidelines have changed. A program revision is forthcoming.

(3) Students can transfer credit from another regionally accredited institution.

(#) See advisory paragraph "Timely Completion of Degree Requirements" in the section on Requirements for Graduation.

Free Electives		0
Marketing Education Certification – Controlled Electives:		18cr
BTED/COSC/ IFMG 101	Microbased Computer Literacy	3cr
DEDU 413	Methods and Evaluation in Marketing Education	3cr
MKTG 433	Advertising	3cr
MKTG 435	Professional Selling and Sales Mgmt	3cr
MKTG 436	Retail Management	3cr
Marketing elective (Advisor Approved)		3cr
Free Electives		4
Total Degree Requirements (See Note 4)		120

(*) See requirements leading to teacher certification, titled "Admission to Teacher Education," in the College of Education and Educational Technology section of this catalog.

(1) According to Pennsylvania Commonwealth guidelines, students must be certified K-12 and not in separate areas. An exception is Marketing Education.

(2) Student electing for Marketing certification are not required to take BTED 312.

(3) Students can transfer credit from another regionally accredited institution.

(4) See advisory paragraph "Timely Completion of Degree Requirements" in the section on Requirements for Graduation.

3. Rationale for Changes.

The Commonwealth of Pennsylvania has changed the requirements for certification as a business education teacher. The certifying examination no longer is broken into areas of certification; students are now certified to teach K through 12 in Business, Computer, and Information Technology or Marketing Education. The revisions to the program that are proposed are made in an effort to meet these new requirements and to better prepare students to pass the certification examination. The revisions are made also in an effort to more fully meet the NCATE accreditation standards.

Specifically, the following changes were made:

a. MATH 214 in the Liberal Studies Electives was changed to a 3 credit course since business education majors do not need a course of the magnitude of MATH 214, but they will require another math course to meet the required 6 credits of math.

b. COMM 103 was deleted since the business education program contains adequate technology classes that contain the required pedagogical skills.

c. FDED 102 was deleted because accreditation standards no longer require such a class.

d. EDSP 477, BTST 273, BTST 310, BTST 383, and BTST 401 were added or revised in course number to more closely meet certification requirements and accreditation standards.

e. BTED 132 was deleted to meet the 120 credit mandate; course content was incorporated into BTED311 and BTED 312.

f. BTED 311 was changed in title, credit hours, and writing intensive status

g. BTED 312 was changed in title, a corequisite of BTED 130 was added, and syllabus of record was revised to more closely meet accreditation standards.

h. BTED 370 was written as a new course so the program could more closely meet certification requirements and accreditation standards.

j. ACCT 300, 301, 421; IFMG 205, 251; and BTED 250, 260, 261, 262 were deleted since the present Pennsylvania business education certification does not require certification in those individual areas.

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Part III.   **Implementation.**

1.   Students already in the existing program will be allowed to substitute courses as approved by their advisors. These students must meet the state-mandated certification requirements and pass the PRAXIS I and II examinations.

2.   The proposed revision will not affect faculty teaching loads. The classes proposed in the revision either are already being or can be offered by the department with adequate seats as well as adequate faculty already in existence.

3.   Other resources such as space, equipment, and supplies are adequate.

4.   The program revision is not expected to either increase or decrease the number of students. This revision is required because of the change in the state certification requirements and because of the state mandate to take all programs to 120 credits required for graduation.

Part IV.   **Periodic Assessment**

The B.S. in Education – Business Education degree program is evaluated regularly by the Technology Support and Training Department Chair, the Department Curriculum Committee, the Department faculty, the majors, and the Department Advisory Committee. These bodies are responsible for ensuring that the program meets the standards of the Pennsylvania Department of Education (PDE) and the National Council for Accreditation of Teacher Education (NCATE). Every five years a detailed report is compiled for NCATE and for PDE for these agencies to evaluate the program.

Periodically, feedback also is obtained from teachers in the field to aid in determining if program deficiencies exist. For example, the new course was added to more adequately prepare students to not only pass the certification exams but also to respond to input from practicing teachers.

Part V.   **Course Proposals**

Attached. A program revision for the major of Business Technology Support is also in the approval process at this time and contains many of the course revisions reflected in the business education major.

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