

FORMAT FOR PROGRAM REVISIONS

9
88-89

Part I. BUSINESS EDUCATION, DISTRIBUTIVE EDUCATION, AND OFFICE ADMINISTRATION CHANGES/ Administrative Services and Business Education (ASBED Department. Contact person: Dr. Virginia C. Demand.

Part II. APPROVALS

Part III. TIMETABLE

Changes to take effect in the Spring 1988-89. Publish in catalogue at the first opportunity after passing the Senate.

Part IV. DESCRIPTION OF CURRICULUM CHANGES

1. Catalogue description (See attached)

Adding: BE 260 Alphabetic Shorthand Theory
Deducting: BF 363 Transcription

Changing name: BE 131 Principles of Typewriting
to
BE 131 Keyboarding and Document Formatting

BE 262 Shorthand Dictation
to
BE 262 Shorthand Dictation & Transcription

BE 132 Intermediate Typewriting
to
BE 132 Advanced Keyboarding and Document Formatting

Increasing credit from 2 hours to 3 hours:

BE 131 Keyboarding and Document Formatting (New name)
[not required in program but prerequisite
for BE 132 or demonstrated proficiency--
required hours not increased]

The curriculum in Business Education prepares students for a professional career in teaching office occupations. The Business Education curriculum is designed with five areas of certification or fields of specialization. The five fields of certification are Accounting, Data Processing, Office Technologies, Marketing/Distributive Education, and Secretarial. Students may pursue the work of one or more of them or they may elect to pursue work according to their aptitudes as follows:

1. The complete program leads to certification in all of the high school business subjects. Those who pursue aptitudes that indicate success in Accounting, Data Processing, Marketing/Distributive Education, Office Technologies, and Secretarial work may pursue the complete program if they wish. School administrators believe that the complete program is desirable for breadth of certification when teaching in the public schools of the Commonwealth of Pennsylvania.
2. The accounting field includes all courses in the curriculum listed under that heading and meets the requirements for certification in Accounting and Office Technologies.
3. The secretarial field includes all courses in the curriculum listed under that heading and meets the requirements for certification in Secretarial subjects and Office Technologies.
4. The data processing field includes all courses in the curriculum listed under that heading and meets the requirements for certification in Data Processing and Office Technologies.

All the above Education majors are required to complete the requirements for certification in at least two of the following areas of certification: Accounting, Data Processing, Secretarial, one of which must be Office Technologies.

Practical Business Experience

Before graduation, each student must document completion of 500 hours of secretarial practice, accounting practice, data processing, clerical practice, or related work experience. The experience should be in the field or fields in which the student is attempting certification and can be acquired during summer vacations and in offices on the campus during the regular school term.

BACHELOR OF SCIENCE IN EDUCATION IN BUSINESS EDUCATION

GENERAL EDUCATION: As outlined in General Education section with the following specifications:

- Mathematics: MF111
- Social Science: EC121, HH104, PC101
- Science/Math Electives: BE335

MAJOR:

BE101	Introduction to Business	3sh
AD1235	Introduction to Business Law	3sh
AD1231	Business and Interpersonal Communications	3sh
AD1317	Consumer Law	3sh
BE132	Intermediate Typewriting	3sh
AC1201	Accounting Principles I	3sh
AC1202	Accounting Principles II	3sh
DE133	Principles of Selling	3sh
ED121	Introduction to MIS	3sh
General Education		18sh

OTHER REQUIREMENTS:

BE111	Methodical Evaluation in Business Education I	1sh
BE112	Methodical Evaluation in Business Education II	1sh
ED1301	Instructional Media	1sh
ED1302	Practical Teaching Experience I	1sh

ED132	Pre-student Teaching Experience II	1sh
ED141	Student Teaching	12sh
ED142	School Law	1sh
ED102	Educational Psychology	3sh
ED102	History and Philosophy of Education	3sh
FREE ELECTIVES:		0
TOTAL DEGREE REQUIREMENTS:		42

MARKETING/DISTRIBUTIVE EDUCATION MAJOR (B.S. IN EDUCATION)

The IUP Marketing/Distributive 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 the certification in Pennsylvania as a marketing/distributive education teacher/coordinator.

A student must apply to the dean of the College of Education to receive an initial certificate to teach in Pennsylvania's public schools. Certification to be a distributive education teacher is approved by the dean of the College of Education when a student has met all the requirements in professional education, general education, and marketing/distributive education major courses. The candidate for certification must also complete successfully the four sections of the Pennsylvania Teacher Certification Test.

The curriculum in marketing/distributive education is designed to prepare students for a professional career teaching the distributive occupations. Students following this program will be graduated as teacher-coordinators of distributive education. Additional certification in business education is recommended.

Teaching in the field of marketing/distributive education combines the satisfaction of teaching with the enjoyment of public relations work in the distributive area of business-retailing, wholesaling, and service enterprises. The student who likes the prestige of teaching, along with the plus values of working with business leaders and young people, will find this a challenging and rewarding career. Marketing/Distributive education presents a promising future for persons in the teaching profession. With the recognition of the importance of distribution to our national economy, this vocational field of teaching is expanding rapidly.

BACHELOR OF SCIENCE IN EDUCATION IN MARKETING/DISTRIBUTIVE EDUCATION

GENERAL EDUCATION: As outlined in General Education section with the following specifications:

- Mathematics: BE111
- Social Science: EC121, PC101, HH104
- Science/Math Electives: BE335

MAJOR:

AD101	Introduction to Business	3sh
AD1235	Introduction to Business Law	3sh
AD1321	Business and Interpersonal Communications	3sh
AD1317	Consumer Law	3sh

AC1201	Accounting Principles I	3sh
AC1202	Accounting Principles II	3sh
BE132	Intermediate Typewriting	3sh
DE131	Modern Merchandising	3sh

The curriculum in Business Education prepares students for a professional career in teaching office organizations. The Business Education curriculum is designed with five areas of certification or fields of specialization. The five fields of certification are Accounting, Data Processing, Office Technology, Marketing/Distributive Education, and Secretarial. Students may pursue the work of the entire curriculum or they may elect to pursue work according to their aptitudes as follows:

1. The complete program leads to certification in all of the high school business subjects. Those who possess aptitudes that indicate success in Accounting, Data Processing, Marketing/Distributive Education, Office Technology, and Secretarial work may pursue the complete program if they wish. School administrators believe that the complete program is desirable for the benefit of certification when teaching in the public schools of the Commonwealth of Pennsylvania.
2. The accounting field includes all courses in Accounting and Office Technology.
3. The secretarial field includes all courses in Secretarial and Office Technology.
4. The data processing field includes all courses in the curriculum listed on a field of training and meets the requirements for certification in Data Processing and Office Technology.

All Business Education majors are required to complete the requirements for certification in at least two of the following areas of certification: Accounting, Data Processing, Secretarial, one of which must be Office Technology.

Practical Business Experience

Before graduation, each student must document completion of 500 hours of secretarial practice, data processing, clerical typing, or related work experience. This experience should be in the field of field in which the student is receiving certification and can be acquired during summer vacations and in offices on the campus during the regular school term.

BACHELOR OF SCIENCE IN EDUCATION IN BUSINESS EDUCATION

GENERAL EDUCATION: As outlined in General Education section with the following specifications:
 Mathematics: BE:111
 Social Science: EC:121, HI:104, PC:101
 Science/Math electives: BE:335

MAJOR:

Required course: Business Education Core	
AD101 Introduction to Business	3sh
AD235 Introduction to Business Law	3sh
AD321 Business and Interpersonal Communications	3sh
AD337 Consumer Law	3sh
BE:132 Adv. Keyboarding & Document Formatting I	3sh
AG:201 Accounting Principles I	3sh
AG:202 Accounting Principles II	3sh
DE:333 Principles of Selling	3sh
FE:302 Introduction to MIS	3sh
Free electives:	
Areas of Certification	18sh

OTHER REQUIREMENTS:

Professional Education Sequence	3sh
BE:111 Methods and Eval in Business Education I	3sh
BE:112 Methods and Eval in Business Education II	3sh
CE:301 Instructional Media	3sh
FE:212 Pre-student Teaching Experience I	1sh

BACHELOR OF SCIENCE IN EDUCATION IN MARKETING/DISTRIBUTIVE EDUCATION

GENERAL EDUCATION: As outlined in General Education section with the following specifications:
 Mathematics: BE:111
 Social Science: EC:121, PC:101, HI:104
 Science/Math electives: BE:335

MAJOR:

Required course: Business Education Core	
AD101 Introduction to Business	3sh
AD235 Introduction to Business Law	3sh
AD321 Business and Interpersonal Communications	3sh
AD337 Consumer Law	3sh
AG:201 Accounting Principles I	3sh
AG:202 Accounting Principles II	3sh
BE:132 Adv. Keyboarding & Document Formatting I	3sh
DE:331 Modern Merchandising	3sh

The curriculum in marketing/distributive education is designed to prepare students for a professional career teaching the distributive occupations. Students following this program will be graduated as teacher coordinators of distributive education. Additional certification in business education is recommended.

Teaching in the field of marketing/distributive education combines the satisfaction of teaching with the enjoyment of public relations work in the distributive area of business-retailing, wholesaling, and service enterprises. The student who fills the prestige of teaching, along with the plus values of working with business leaders and young people, will find this a challenging and rewarding career. Marketing/Distributive education presents a promising future for persons in the teaching profession. With the recognition of the importance of distribution to our national economy, this vocational field of teaching is expanding rapidly.

MARKETING/DISTRIBUTIVE EDUCATION MAJOR (B.S. IN EDUCATION)

The MPE Marketing/Distributive 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 the certification in Pennsylvania as a marketing/distributive education teacher/coordinator.

A student must apply to the dean of the College of Education to receive an initial certificate to teach in Pennsylvania's public schools. Certification to be a distributive education teacher is approved by the dean of the College of Education when a student has met all the requirements in professional education, general education, and marketing/distributive education major courses. The candidate for certification must also complete successfully the four sections of the Pennsylvania Teacher Certification Test.

ED102 Pre-student Teaching Experience II	1sh
ED141 Student Teaching	12sh
ED142 School Law	1sh
EP302 Educational Psychology	3sh
FE302 History and Philosophy of Education	3sh
FREE ELECTIVES:	0
TOTAL DEGREE REQUIREMENTS: 127	

BACHELOR OF SCIENCE IN EDUCATION IN MARKETING/DISTRIBUTIVE EDUCATION

GENERAL EDUCATION: As outlined in General Education section with the following specifications:
 Mathematics: BE:111
 Social Science: EC:121, PC:101, HI:104
 Science/Math electives: BE:335

MAJOR:

Required course: Business Education Core	
AD101 Introduction to Business	3sh
AD235 Introduction to Business Law	3sh
AD321 Business and Interpersonal Communications	3sh
AD337 Consumer Law	3sh
AG:201 Accounting Principles I	3sh
AG:202 Accounting Principles II	3sh
BE:132 Adv. Keyboarding & Document Formatting I	3sh
DE:331 Modern Merchandising	3sh

DE 112	Retail Management	3sh
DE 113	Principles of Selling	3sh
DE 434	Supervised Work Experience	3sh
IM241	Introduction to MBS	3sh
MR 120	Principles of Marketing	3sh
Controlled elective:		
MR—	Marketing elective	3sh

OTHER REQUIREMENTS:

Professional Education Sequence		
CEM101	Instructional Methods	3sh
BE311	Methods and Level in Business Education I	3sh
DE413	Methods and Level in Distributive Education II	3sh
ED242	Pre-student Teaching Clinical Experience I	1sh
ED312	Pre-student Teaching Clinical Experience II	1sh
ED441	Student Teaching	12sh
ED442	School Law	1sh
EP302	Educational Psychology	3sh
HE302	History and Philosophy of American Education	3sh

FREE ELECTIVES

TOTAL DEGREE REQUIREMENTS: 127

OFFICE ADMINISTRATION MAJOR (Bachelor of Science Degree)

Office Administration is one of the most challenging careers in business, industry, and government. The Office Administration program is built on a broad general education which provides students with a fundamental understanding of the society in which they live and work. The program strives to develop the student's knowledge of the functional areas of business (accounting, finance, and marketing), the behavioral sciences, the management sciences, and the systems approach to problem solving. An integral part of each student's program is an intensive study of office administration emphasizing the decision-making aspect of office activities and gaining in-depth experiences required for an understanding of the total office system and its relationship to the total business and economic system.

Upon completion of the office administration program, graduates will be able to pursue careers as administrative assistants in business, industry, and government; as office managers and supervisors; as records managers and administrators; and as information processing consultants.

BACHELOR OF SCIENCE in OFFICE ADMINISTRATION

GENERAL EDUCATION: As outlined in General Education section with the following specifications:

Mathematics: BE111
Social Science: EC 121, PC101
Science/Math electives: MA214

MAJOR:

Required courses: Business Administration Core		
AD235	Introduction to Business Law	3sh
AD321	Business and Interpersonal Communications	3sh
AG201	Accounting Principles I	3sh
AG302	Accounting Principles II	3sh
MG495	Business Policy	3sh

36

52

EC122	Principles of Economics II	3sh
QR215	Business Statistics	3sh
IM241	Introduction to MBS	3sh
FI310	Finance	3sh
QB/MG360	Management and Production Concepts	3sh
MG311	Human Behavior in Organizations	3sh
MR320	Principles of Marketing	3sh
OTHER REQUIREMENTS: Office Administration		
AD412	Administrative Office Services	3sh
AD413	Information Processing Technology	3sh
AD415	Records Administration	3sh
AD430	Office Systems	3sh
BE132	Intermediate Typing	3sh
BE274	Information Processing Applications	3sh
BE264	Office Procedures	3sh
	Business Electives	6sh

OTHER REQUIREMENTS:

27

FREE ELECTIVES:

TOTAL DEGREE REQUIREMENTS: 124

ASSOCIATE OF ARTS DEGREE

Offering specialization in computer and office information systems (COIS), the Associate of Arts Degree in Business is designed to be a two-year curriculum with these objectives:

1. To provide business occupational education with the opportunity for specialization in COIS.
2. To enable the student to enter COIS positions in business and government.
3. To enable the student to upgrade his/her skills and knowledge to qualify for higher positions in business and government.

ASSOCIATE OF ARTS in BUSINESS

GENERAL EDUCATION: According to the following specifications:

English: EN101, EN102
Social Science: EC101 or EC121, PC101
Social Science or Humanities elective: 3sh additional

MAJOR: Business (Associate) Core

Required courses:		
BE111	Foundations of Business Math	3sh
BE131	Principles of Typewriting	2sh
AD101	Introduction to Business	3sh
AD235	Introduction to Business Law	3sh
AD221	Business Technical Writing	3sh
BE280	Electronic Office Procedures	3sh
AG201	Accounting Principles I	3sh
AG202	Accounting Principles II	3sh
FI220	Essentials of Finance	3sh
IM241	Introduction to MBS	3sh
IM245	Introduction to Microcomputers	3sh

32

16

OTHER REQUIREMENTS:

Computer and Office Specialization (University and Armstrong campuses)		
IM251	Business Systems Analysis and Design	3sh
IM255	Business Applications in COIS	3sh

12

DE 102	Retail Management	3sh
PE 111	Principles of Selling	3sh
PE 111	Supervised Work Experience	3sh
PE 111	Introduction to MPE	3sh
MR 320	Principles of Marketing	3sh
Controlled elective:		
MR ---	Marketing elective	3sh

OTHER REQUIREMENTS:

Professional Education Sequence		
CN190	Instructional Media	3sh
BE 311	Methods and Eval in Business Education I	3sh
BE 313	Methods and Eval in Distributive Education II	3sh
BE 242	Pre-student Teaching Clinical Experience I	1sh
BE 312	Pre-student Teaching Clinical Experience II	1sh
ED 411	Student Teaching	12sh
ED 342	School Law	1sh
ED 302	Educational Psychology	3sh
HE 302	History and Philosophy of American Education	3sh

FREE ELECTIVES

TOTAL DEGREE REQUIREMENTS: 27

OFFICE ADMINISTRATION MAJOR (Bachelor of Science Degree)

Office Administration is one of the most challenging careers in business, industry, and government. The Office Administration program is built on a broad general education which provides students with a fundamental understanding of the society in which they live and work. The program strives to develop the student's knowledge of the functional areas of business (accounting, finance, and marketing), the behavioral sciences, the management sciences, and the systems approach to problem solving. An integral part of each student's program is an intensive study of office administration emphasizing the decision making aspect of office activities and gaining in depth experiences required for an understanding of the total office system and its relationship to the total business and economic system.

Upon completion of the office administration program, graduates will be able to pursue careers as administrative assistants in business, industry, and government; as office managers and supervisors; as records managers and administrators; and as information processing consultants.

BACHELOR OF SCIENCE in OFFICE ADMINISTRATION

GENERAL EDUCATION: As outlined in General Education section with the following specifications:

- Mathematics: BE 111
- Social Science: EC 121, PC 101
- Science/Math electives: MA 214

MAJOR:

Required courses: Business Administration Core		
AD 235	Introduction to Business Law	3sh
AD 321	Business and Interpersonal Communications	3sh
AC 201	Accounting Principles I	3sh
AC 202	Accounting Principles II	3sh
MR 495	Business Policy	3sh

36

52

EC 122	Principles of Economics II	3sh
QB 215	Business Statistics	3sh
IND 241	Introduction to MIS	3sh
FI 310	Finance	3sh
OB/MS (160)	Management and Production Concepts	3sh
MG 311	Human Behavior in Organizations	3sh
MR 320	Principles of Marketing	3sh

OTHER REQUIREMENTS: Office Administration

AD 412	Administrative Office Services	3sh
AD 413	Information Processing Technology	3sh
AD 415	Records Administration	3sh
AD 430	Office Systems	3sh
BE 132	Adv. Keyboarding & Document Formatting	3sh
BE 274	Information Processing Applications	3sh
BE 264	Office Procedures	3sh
	Business I Electives	6sh

FREE ELECTIVES:

TOTAL DEGREE REQUIREMENTS: 24

ASSOCIATE OF ARTS DEGREE

Offering specialization in computer and office information systems (COIS), the Associate of Arts Degree in Business is designed to be a two-year curriculum with these objectives:

1. To provide business occupational education with the opportunity for specialization in COIS.
2. To enable the student to enter COIS positions in business and government.
3. To enable the student to appropriate his/her skills and knowledge to qualify for higher positions in business and government.

ASSOCIATE OF ARTS in BUSINESS

GENERAL EDUCATION: According to the following specifications:

- English: EN 101, EN 102
- Social Science: EC 101 or EC 121, PC 101
- Social Science or Humanities elective: 3sh additional

MAJOR: Business (Associate) Core

Required courses:		
BE 111	Foundations of Business Math	3sh
BE 131		2sh
AD 101	Introduction to Business	3sh
AD 235	Introduction to Business Law	3sh
AD 221	Business Technical Writing	3sh
BE 250	Electronic Office Procedures	3sh
AC 201	Accounting Principles I	3sh
AC 202	Accounting Principles II	3sh
FI 220	Essentials of Finance	3sh
IN 1241	Introduction to MIS	3sh
IN 245	Introduction to Microcomputers	3sh

16

32

OTHER REQUIREMENTS:

Computer and Office Specialization: (University and Armstrong campus)		
IN 251	Business Systems Analysis and Design	3sh
IN 255	Business Applications in COBOL	3sh

12

Administrative Services and Business Education Department
OFFICE ADMINISTRATION ADVISEMENT SUMMARY SHEET

REQUIRED COURSES - 13 credits

COURSE TITLE	CR.	GRADE
EN 101 English I	4	_____
EN 102 English II	3	_____
EN 201 English III	3	_____
AH 101 Intro. to Art OR	3	_____
MU 101 Intro. to Music OR	3	_____
TH 101 Intro. to Theater	3	_____

HUMANITIES - 6 credits

1. _____	3	_____
2. _____	3	_____

NATURAL SCIENCES - 14 credits

BE 111 Found. of Bus. Math	3	_____
MA 214 Prob. & Stat. for Bus.	3	_____
_____ Laboratory Science I	4	_____
_____ Laboratory Science II	4	_____

SOCIAL SCIENCES - 15 credits

EC 121 Prin. of Economics I	3	_____
PC 101 General Psychology	3	_____
1. _____	3	_____
2. _____	3	_____
3. _____	3	_____

HEALTH & PHYS. EDUC./ROTC - 4 credits

MS 101 Military Science I	2	_____
MS 102 Military Science II	2	_____
OR		
HP 101 Health	2	_____
HP _____ Physical Education	1	_____
_____ Physical Education	1	_____

FREE ELECTIVES - 9 credits

1. _____	3	_____
2. _____	3	_____
3. _____	3	_____

TOTAL GENERAL EDUCATION - 52 credits

BUSINESS CORE - 36 credits

COURSE TITLE	CR.	GRADE
EC 122 Prin. of Economics II	3	_____
AG 201 Accounting Principles I	3	_____
AG 202 Accounting Principles II	3	_____
QB 215 Business Statistics	3	_____
AD 235 Intro. to Business Law	3	_____
IM 241 Intro. to MIS	3	_____
FI 310 Finance	3	_____
MG 311 Human Behavior in Organ	3	_____
MK 320 Marketing	3	_____
AD 321 Business and Interp. Communications	3	_____
MG/or Management and		
QB 360 Production Concepts	3	_____
MG 495 Business Policy	3	_____

MAJOR AREA REQUIREMENTS - 21 credits

BE 132 Intermediate Typewriting	3	_____
BE 274 Info. Processing Appl.	3	_____
BE 264 Office Procedures	3	_____
AD 412 Admin. Office Services	3	_____
AD 413 Info. Proc. Technology	3	_____
AD 415 Records Administration	3	_____
AD 430 Office Systems	3	_____

MAJOR AREA ELECTIVE* - 6 credits
(Must have approval of advisor and must be College of Business courses)**

1. _____	3	_____
2. _____	3	_____

HUMANITIES, SOCIAL SCIENCES, AND LABORATORY SCIENCES ARE LISTED ON SECOND sheet.

*A three or six-credit Office Admin. internship is recommended (AD 493)

** A signed Major Area Elective Advisor Approval Form must be obtained from the student's advisor. This form must be in student's folder for graduation approval.

OFFICE ADMINISTRATION

First Semester			Second Semester		
EN 101	English I	4	EN 102	English II	3
	Laboratory Science I	4		Laboratory Science II	4
AH 101	Introduction to Art <u>OR</u>		BE 111	Foundations of Business Math	3
MU 101	Introduction to Music			Social Science Elective	3
TH 101	Introduction to Theater		BE 274	Info. Processing Applications	3
FA 101	Intro to Art/Music/Theater	3	MS 101	Military Science II <u>OR</u>	2
BE 132	Intermediate Typewriting	3	HP _____	Physical Education	<u>1</u>
MS 101	Military Science I <u>OR</u>				
HP _____	Physical Education	<u>1</u>			17-18
		15-16			
Third Semester			Fourth Semester		
AG 201	Accounting Principles I	3	AD 235	Introduction to Business Law	3
PC 101	General Psychology	3	AG 202	Accounting Principles II	3
EN 201	English III	3	EC 121	Principles of Economics I	3
	Humanities Elective	3	BE 264	Office Procedures	3
MA 214	Prob. & Statistics for Bus	3	QB 215	Business Statistics	<u>3</u>
HP 101	Pers. & Community Health	<u>2</u>			15
		15-17			
Fifth Semester			Sixth Semester		
EC 122	Principles of Economics II	3	AD 321	Bus. & Inter. Communications	3
	Social Science Elective	3	AD 415	Records Administration	3
FS 310	Finance	3	AD 413	Info. Processing Technology	3
AD 412	Admin. Office Services	3	MK 320	Marketing	3
IM 241	Introduction to MIS	<u>3</u>	MG 311	Human Behavior in Organization	<u>3</u>
		15			15
Seventh Semester			Eighth Semester		
	Elective	3	AD 430	Office Systems	3
MG 360	Mgt & Production Concepts	3	MG 495	Business Policy	3
*	Major Area Elective	3	_____	Elective	3
*	Major Area Elective	3	_____	Elective	3
_____	Social Science Elective	<u>3</u>	_____	Humanities Elective	<u>3</u>
		15			15

*An Office Administration Internship is recommended.

HUMANITIES (6 credits)

Foreign Language (2 courses in sequence, any level)	6 crs.
AH 115 Art of Western Man to 1200 AD	3
AH 116 Western Art: Renaissance to Baroque	3
EN 346 Contemporary American and British Poetry	3
EN 358 Modern American Fiction	3
EN 359 Black American Literature	3
EN 371 The English Bible as Literature	3
HI 101 History of Civilization I	3
MU 301 Music History I	3
PH 100 Introduction to Religion	3
PH 101 General Logic: Methods of Critical Thinking	3
PH 110 World Religions	3
PH 221 Symbolic Logic	3
PH 222 Ethics	3
PH 223 Philosophy of Art	3

NATURAL SCIENCES (8 credits) -- any sequence from the following

BI 103-104 General Biology I and II	8 crs.
CH 111-112 General Chemistry I and II	8
GS 101-103 Earth Science I and II (with accompanying labs)	8
GS 121-131 General Geology I and II (with accompanying labs)	8
PY 111-112 Physics I and II (with accompanying labs)	8
SC 105-106 Physical Science I and II	8

Note: SC 105-106 (Physical Science I and II) may be taken with either course first; one course is in no way a prerequisite to the other.

SOCIAL SCIENCES (15 credits including EC 121 and PC 101, which are required)

AN 110 Introduction to Anthropology	3 crs.
CR 101 General Administration of Justice	3
GE 101 World Geography	3
GE 102 Geography of U.S. and Canada	3
GE 130 Cultural Geography	3
HI 102 History of Civilization II	3
HI 104 History of U.S. and PA II	3
PS 101 World Politics	3
PS 111 American Politics	3
SO 151 Principles of Sociology	3
SS 101 Contemporary Social Science	3

Humanities (19 credits = 13 required; 6 elective)

- ___ EN101 English I (4) and A Fine Arts Introduction course (3)
- ___ EN102 English II (3) Pick one from among the following:
- ___ EN201 English III (3) ___ AH101 Art ___ MU101 Music ___ TH101 Thea.

Choose two from the following 3-credit courses:

- | | |
|---|--|
| ___ AH115 Ancient to Medieval Art | ___ PH101 General Logic |
| ___ AH116 Renaissance to Baroque | ___ PH110 Intro to Philosophy |
| ___ EN216 Cont. American/British Poetry | ___ PH221 Symbolic Logic |
| ___ EN217 Modern American Fiction | ___ PH222 Ethics |
| ___ EN218 Black American Literature | ___ RC100 Intro to Religion |
| ___ EN219 English Bible as Literature | ___ RC110 World Religions |
| ___ HI101 History of Civilization I | ___ (2 Sequenced Foreign Language Courses) |
| ___ MU201 Music History I | |

Social Sciences (15 credits)

- | | |
|--|--------------------------------|
| ___ EC101 Principles of Economics I | ___ HI103 History of US&PA I |
| ___ EC102 General Psychology | ___ HI104 History of US&PA II |
| ___ AN110 Introduction to Anthropology | ___ GO101 World Politics |
| ___ GO101 Gen. Administration/Justice | ___ GO102 American Politics |
| ___ GO102 World Geography | ___ SO101 Principles/Sociology |
| ___ GO103 Geography of US & Canada | ___ SO102 Contemp. Social Sci. |
| ___ HI103 History of Civilization II | |

* Required for Business Majors

** Required for Education Majors

Natural Sciences and Mathematics

Choose two different, sequenced Lec/Labs (8 credits)

- ___ SC101 General Biology I and Lab
- ___ SC102 General Chemistry I and Lab
- ___ SC103 Organic Chemistry I and Lab
- ___ SC104 General Physics I and Lab
- ___ SC105 General Geology I and Lab

SC101 and Chem I must be taken before SC102 and Chem II.

College of Business (College of Business Required) (6/7 credits)

- ___ BU101 Fundamentals of Business Math (BU/BA and Office Administration Majors)
- ___ BU102 Intermediate Math (Business Administration & Executive Ed Majors)
- ___ BU103 Calculus for Bus/SocSci/Bus (all bus & SOCI Bus. Majors)
- ___ BU104 Probability and Statistics (all Bus. Majors except Education)

Foreign Language (4-credits)

- ___ FL101 French I
- ___ FL102 French II
- ___ FL103 Spanish I
- ___ FL104 Spanish II
- ___ FL105 German I
- ___ FL106 German II
- ___ FL107 Italian I
- ___ FL108 Italian II
- ___ FL109 Latin I
- ___ FL110 Latin II

Level of course = Freshman; 101 = Sophomore; 201 = Junior; 301 = Senior.

Administrative Services and Business Education Department
OFFICE ADMINISTRATION ADVISEMENT SUMMARY SHEET

REQUIRED COURSES - 13 credits

COURSE TITLE	CR.	GRADE
EN 101 English I	4	_____
EN 102 English II	3	_____
EN 201 English III	3	_____
AH 101 Intro. to Art OR	3	_____
MU 101 Intro. to Music OR	3	_____
TH 101 Intro. to Theater	3	_____

HUMANITIES - 6 credits

1. _____	3	_____
2. _____	3	_____

NATURAL SCIENCES - 14 credits

BE 111 Found. of Bus. Math	3	_____
MA 214 Prob. & Stat. for Bus.	3	_____
_____ Laboratory Science I	4	_____
_____ Laboratory Science II	4	_____

SOCIAL SCIENCES - 15 credits

EC 121 Prin. of Economics I	3	_____
PC 101 General Psychology	3	_____
1. _____	3	_____
2. _____	3	_____
3. _____	3	_____

HEALTH & PHYS. EDUC. (ROTC) - 4 credits

MS 101 Military Science I	2	_____
MS 102 Military Science II	2	_____
OR		
HP 101 Health	2	_____
HP _____ Physical Education	1	_____
_____ Physical Education	1	_____

FREE ELECTIVES - 9 credits

1. _____	3	_____
2. _____	3	_____
3. _____	3	_____

TOTAL GENERAL EDUCATION - 52 credits

BUSINESS CORE - 36 credits

COURSE TITLE	CR.	GRADE
EC 122 Prin. of Economics II	3	_____
AG 201 Accounting Principles I	3	_____
AG 202 Accounting Principles II	3	_____
QE 215 Business Statistics	3	_____
AD 235 Intro. to Business Law	3	_____
IM 241 Intro. to MIS	3	_____
FI 310 Finance	3	_____
MG 311 Human Behavior in Organ	3	_____
MK 320 Marketing	3	_____
AD 321 Business and Interp.		
Communications	3	_____
MG/or Management and		
QB 360 Production Concepts	3	_____
MG 495 Business Policy	3	_____

MAJOR AREA REQUIREMENTS - 21 credits

BE 132 Advanced Keyboarding & Document Formatting	3	_____
BE 274 Info. Processing Appl.	3	_____
BE 264 Office Procedures	3	_____
AD 412 Admin. Office Services	3	_____
AD 413 Info. Proc. Technology	3	_____
AD 415 Records Administration	3	_____
AD 430 Office Systems	3	_____

MAJOR AREA ELECTIVE* - 6 credits
(Must have approval of advisor and must be College of Business courses)**

1. _____	3	_____
2. _____	3	_____

HUMANITIES, SOCIAL SCIENCES, AND
LABORATORY SCIENCES ARE LISTED ON SECOND
sheet.

*A three or six-credit Office Admin.
internship is recommended (AD 493)

** A signed Major Area Elective Advisor
Approval Form must be obtained from
the student's advisor. This form
must be in student's folder for
graduation approval.

11

OFFICE ADMINISTRATION

First Semester			Second Semester		
EN 101	English I	4	EN 102	English II	3
	Laboratory Science I	4		Laboratory Science II	4
AH 101	Introduction to Art <u>OR</u>		BE 111	Foundations of Business Math	3
MU 101	Introduction to Music			Social Science Elective	3
TH 101	Introduction to Theater		BE 274	Info. Processing Applications	3
FA 101	Intro to Art/Music/Theater	3	MS 101	Military Science II <u>OR</u>	2
BE 132	Adv. Keyboarding & Docum. Format-	3	HP	Physical Education	1
MS 101	Military Science I <u>OR</u>	ing			
HP	Physical Education	1			17-18
		15-16			
Third Semester			Fourth Semester		
AG 201	Accounting Principles I	3	AD 235	Introduction to Business Law	3
PC 101	General Psychology	3	AG 202	Accounting Principles II	3
EN 201	English III	3	EC 121	Principles of Economics I	3
	Humanities Elective	3	BE 264	Office Procedures	3
MA 114	Prob. & Statistics for Bus	3	QB 215	Business Statistics	3
HF 101	Pers. & Community Health	2			15
		15-17			
Fifth Semester			Sixth Semester		
EC 122	Principles of Economics II	3	AD 321	Bus. & Inter. Communications	3
	Social Science Elective	3	AD 415	Records Administration	3
FS 310	Finance	3	AD 413	Info. Processing Technology	3
AD 412	Admin. Office Services	3	MK 320	Marketing	3
EM 241	Introduction to MIS	3	MG 311	Human Behavior in Organization	3
		15			15
Seventh Semester			Eighth Semester		
	Elective	3	AD 430	Office Systems	3
MG 360	Mgt & Production Concepts	3	MG 495	Business Policy	3
*	Major Area Elective	3		Elective	3
*	Major Area Elective	3		Elective	3
	Social Science Elective	3		Humanities Elective	3
		15			15

*An Office Administration Internship is recommended.

52-Credits: GENERAL EDUCATION REQUIREMENTS

Humanities (19 credits = 13 required; 6 elective)

- EN101 English I (4) and A Fine Arts Introduction course (3)
- EN102 English II (3) Pick one from among the following:
- EN201 English III (3) AH101 Art MU101 Music TH101 Thea.

Choose two from the following 3-credit courses:

- | | |
|--|---|
| <input type="checkbox"/> AH115 Ancient to Medieval Art | <input type="checkbox"/> PH101 General Logic |
| <input type="checkbox"/> AH116 Renaissance to Baroque | <input type="checkbox"/> PH120 Intro to Philosophy |
| <input type="checkbox"/> EN346 Cont. American/British Poetry | <input type="checkbox"/> PH221 Symbolic Logic |
| <input type="checkbox"/> EN347 Modern American Fiction | <input type="checkbox"/> PH222 Ethics |
| <input type="checkbox"/> EN348 Black American Literature | <input type="checkbox"/> RS100 Intro to Religion |
| <input type="checkbox"/> EN349 English Bible as Literature | <input type="checkbox"/> RS110 World Religions |
| <input type="checkbox"/> HI101 History of Civilization I | <input type="checkbox"/> _____ (2 Sequenced Foreign |
| <input type="checkbox"/> MU301 Music History I | <input type="checkbox"/> _____ Language Courses) |

Social Sciences (15 credits)

- | | |
|---|---|
| <input type="checkbox"/> EC101 Principles of Economics I | <input type="checkbox"/> HI103 History of US&PA I |
| <input type="checkbox"/> EC102 General Psychology | <input type="checkbox"/> HI104 History of US&PA II |
| <input type="checkbox"/> AN110 Introduction to Anthropology | <input type="checkbox"/> SO101 World Politics |
| <input type="checkbox"/> GM101 Gen. Administration/Justice | <input type="checkbox"/> SO111 American Politics |
| <input type="checkbox"/> GE101 World Geography | <input type="checkbox"/> SO151 Principles/Sociology |
| <input type="checkbox"/> GE102 Geography of US & Canada | <input type="checkbox"/> SO101 Contemp. Social Sci. |
| <input type="checkbox"/> HI102 History of Civilization II | |

* Required for Business Majors

** Required for Education Majors

Natural Sciences and Mathematics

Science: Choose two (each with sequenced Lec/Labs) (8 credits)

- BI101/104 General Biology I and II
- BI101/102 General Chemistry I and II
- SO103 Physical Science I and II
- GE101/102 103/104 Earth Science I and II
- GE101/102 101/102 General Geology I and II

BI 101 and Chem 1 must be taken before BI 102 and Chem 2.

Mathematics: (College of Business Required) (6/7 credits)

- MA101 Fundamentals of Business Math (BS/DE and Office Administration Majors)
- MA102 Mathematics for Business & Distributive Ed Majors
- MA103 Calculus for Bus/Comm/Bus (all but BS/DE Bus. Majors)
- MA104 Probability and Statistics (all Bus. Majors except Education)

Foreign Language (4-credits)

- FL101 Foreign Language I
- FL102 Foreign Language II
- FL103 Foreign Language III
- FL104 Foreign Language IV

Senior Credits

10-50 = Sophomore; 51-60 = Junior; 61-90 = Senior.

HUMANITIES (6 credits)

Foreign Language (2 courses in sequence, any level)	6 crs.
AH 115 Art of Western Man to 1200 AD	3
AH 116 Western Art: Renaissance to Baroque	3
EN 346 Contemporary American and British Poetry	3
EN 358 Modern American Fiction	3
EN 359 Black American Literature	3
EN 371 The English Bible as Literature	3
HI 101 History of Civilization I	3
MU 301 Music History I	3
PH 100 Introduction to Religion	3
PH 101 General Logic: Methods of Critical Thinking	3
PH 110 World Religions	3
PH 221 Symbolic Logic	3
PH 222 Ethics	3
PH 223 Philosophy of Art	3

NATURAL SCIENCES (8 credits) -- any sequence from the following

BI 103-104 General Biology I and II	8 crs.
CH 111-112 General Chemistry I and II	8
GS 101-103 Earth Science I and II (with accompanying labs)	8
GS 121-131 General Geology I and II (with accompanying labs)	8
PY 111-112 Physics I and II (with accompanying labs)	8
SC 105-106 Physical Science I and II	8

Note: SC 105-106 (Physical Science I and II) may be taken with either course first; one course is in no way a prerequisite to the other.

SOCIAL SCIENCES (15 credits including EC 121 and PC 101, which are required)

AN 110 Introduction to Anthropology	3 crs.
CR 101 General Administration of Justice	3
GE 101 World Geography	3
GE 102 Geography of U.S. and Canada	3
GE 130 Cultural Geography	3
HI 102 History of Civilization II	3
HI 104 History of U.S. and PA II	3
PS 101 World Politics	3
PS 111 American Politics	3
SO 151 Principles of Sociology	3
SS 101 Contemporary Social Science	3

Administrative Services and Business Education Department
CURRICULUM IN BUSINESS AND MARKETING/DISTRIBUTIVE EDUCATION

174

GENERAL EDUCATION (requirements are attached) 52 credits

BUSINESS REQUIREMENTS 27 crs.

AD 101 Introduction to Business	3
BE 132 Intermediate Typewriting	3
AG 201 Accounting Principles I	3
AG 202 Accounting Principles II	3
AD 235 Introduction to Business Law	3
AD 321 Business and Interpersonal Communications	3
DE 333 Principles of Selling	3
IM 241 Introduction to Management Information Systems	3
AD 337 Consumer Law	3

PROFESSIONAL EDUCATION REQUIREMENTS 29-30 crs.

EP 302 Educational Psychology	3
FE 302 History and Philosophy of American Education	3
CM 301 Instructional Media	3
ED 441 Student Teaching	12
ED 442 School Law	1
ED 242 Pre-Student Teaching Experience I	1
ED 342 Pre-Student Teaching Experience II	1
BE 311 Methods and Evaluation in Business Education I	3
BE 312 Methods and Evaluation in Business Education II	2
OR	
DE 413 Methods and Evaluation in Mktg/Dist Education	1-3

EMPLOYMENT VERIFICATION
500 hours work experience for Business Ed. majors mandated by PA Dept. of Education.

AREAS OF CERTIFICATION 18 crs.

Accounting/Office Technologies

BE 274 Information Processing Applications	3
AG 301 Intermediate Accounting I	3
BE 264 Office Procedures	3
AG 421 Federal Taxes	3
Accounting Elective: (Select Only One)	3
AG 431 Auditing	3
AG 311 Cost Accounting	3
AG 300 Managerial Accounting	3
Free Elective	3
	<u>18</u>

Secretarial/Office Technologies

BE 274 Information Processing Applications	3
BE 261 Shorthand Theory	3
BE 262 Shorthand Dictation	3
BE 363 Transcription	3
BE 264 Office Procedures	3
AD 413 Info. Processing Tech.	3
	<u>18</u>

Marketing

MK 320 Marketing	3
DE 331 Modern Merchandising	3
DE 332 Retail Management	3
Marketing Elective	3
Marketing Elective	3
Free Elective	3
	<u>18</u>

Data Processing/Office Technologies

BE 274 Information Processing App.	3
AG 301 Intermediate Accounting I	3
BE 264 Office Procedures	3
+IM 251 Bus. Systems Analysis and Design	3
IM 350 Bus. Systems Technology	3
+IM 355 Bus. Applications in COBOL	3
	<u>18</u>
+IM 255 is to be taken before IM 251	

Marketing/Distributive Education

MK 320 Marketing	3
DE 331 Modern Merchandising	3
DE 332 Retail Management	3
DE 43- Supervised Work Exp.	3
Marketing Elective	3
Free Elective	3
	<u>18</u>

SUCCESSFUL COMPLETION OF PENNSYLVANIA-
STATE TEACHER EXAMINATION IS REQUIRED
FOR CERTIFICATION

Revised 5/12/88

52-Credit GENERAL EDUCATION REQUIREMENTS

Humanities (19 credits = 13 required; 6 elective)

EN101 English I (4) and A Fine Arts Introduction course (3)
 EN102 English II (3) Pick one from among the following:
 EN201 English III (3) _____ AH101 Art _____ MU101 Music _____ TH101 Thea.

Choose two from the following 3-credit courses:

- | | |
|--|---|
| <input type="checkbox"/> AH115 Ancient to Medieval Art | <input type="checkbox"/> PH101 General Logic |
| <input type="checkbox"/> AH116 Renaissance to Baroque | <input type="checkbox"/> PH120 Intro to Philosophy |
| <input type="checkbox"/> EN346 Cont. American/English Poetry | <input type="checkbox"/> PH221 Symbolic Logic |
| <input type="checkbox"/> EN347 Modern American Fiction | <input type="checkbox"/> PH222 Ethics |
| <input type="checkbox"/> EN348 Black American Literature | <input type="checkbox"/> RS100 Intro to Religion |
| <input type="checkbox"/> EN349 English Bible as Literature | <input type="checkbox"/> RS110 World Religions |
| <input type="checkbox"/> HI101 History of Civilization I | <input type="checkbox"/> _____ (2 Sequenced Foreign Language Courses) |
| <input type="checkbox"/> MU301 Music History I | |

Social Sciences (15 credits)

- | | |
|---|--|
| <input type="checkbox"/> EC101 Principles of Economics I | <input type="checkbox"/> HI102 History of USA I |
| <input type="checkbox"/> PS101 General Psychology | <input type="checkbox"/> HI103 History of USA II |
| <input type="checkbox"/> AM110 Introduction to Anthropology | <input type="checkbox"/> PS102 Public Relations |
| <input type="checkbox"/> CH101 Gen. Chemistry I/II | <input type="checkbox"/> PS103 American Politics |
| <input type="checkbox"/> GE101 World Geography | <input type="checkbox"/> PS104 Principles/Secularism |
| <input type="checkbox"/> GE102 Geography of US & Canada | <input type="checkbox"/> PS105 Country, Social Sci. |
| <input type="checkbox"/> HI101 History of Civilization I | |

* Required for Business Majors

** Required for Education Majors

Natural Sciences and Mathematics

Choose two (sequenced, see table) (8 credits)

- | | |
|--|--|
| <input type="checkbox"/> CH101 Gen. Chemistry I/II | <input type="checkbox"/> BI101 Biology I/II |
| <input type="checkbox"/> GE101 World Geography | <input type="checkbox"/> BI102 Botany I/II |
| <input type="checkbox"/> GE102 Geography of US & Canada | <input type="checkbox"/> BI103 Zoology I/II |
| <input type="checkbox"/> HI101 History of Civilization I | <input type="checkbox"/> BI104 Environmental Science |
| <input type="checkbox"/> HI102 History of USA I | |

Must be taken before BI 101 and BI 102

Electives (6 credits)

_____ (6 credits) _____
 _____ (6 credits) _____
 _____ (6 credits) _____
 _____ (6 credits) _____

Foreign Language (6 credits)

_____ (6 credits) _____
 _____ (6 credits) _____

Senior Thesis (6 credits)

_____ (6 credits) _____

BUSINESS AND MARKETING/DISTRIBUTIVE EDUCATION

First Semester

EN 101	English I	4
	Laboratory Science I	4
AD 101	Introduction to Business	3
BE 132	Intermediate Typewriting	3
MS 101	Military Science I OR	2
HP	Physical Education	1
		<u>15/16</u>

Second Semester

EN 102	English II	3
	Laboratory Science II	4
BE 111	Foundations of Bus. Math	3
AH 101	Introduction to Art OR	
MU 101	Introduction to Music OR	
TH 101	Introduction to Theater OR	
FA 100	Intro. to Art/Music/Theater	3
MS 102	Military Science II OR	
HP 101	Personal & Community Health	2
		<u>15</u>

Third Semester

		<u>Data Proc.</u>	<u>Secre- tarial</u>	<u>Acct.</u>	<u>Mktc. Educ.</u>
AG 201	Accounting Principles I	3	3	3	3
PC 101	General Psychology	3	3	3	3
EN 201	English III	3	3	3	3
BE 174	Info. Processing Applications	3	3	3	3
IM 211	Intro. to MIS		3	3	3
BE 125	Machines Mathematics	3			
MK 230	Marketing				3
HP	Physical Education	1	1	1	1
ED 242	Early Clinical Experience I	1	1	1	1
		<u>16/17</u>	<u>16/17</u>	<u>16/17</u>	<u>16/17</u>

Fourth Semester

AG 202	Accounting Principles II	3	3	3	3
AD 136	Introduction to Business Law	3	3	3	3
BE 102	Educational Psychology	3	3	3	3
BE 101	Shorthand Theory		3		3
BE 103	Modern Merchandising				3
MK 211	Introduction to MIS	3	3	3	3
	Social Science Elective	3	3	3	3
	Humanities Elective	3	3	3	3

Fifth Semester

BE 237	Consumer Law	3	3	3	3
BE 238	Principles of Selling	3	3	3	3
BE 241	Methods & Evaluation in BE I	3	3	3	3
AG 201	Intermediate Accounting I	3		3	
BE 235	Shorthand Dictation		3		3
BE 101	Principles of Economics I	3	3	3	3
MK 230	Business Systems Technology	3		3	
ED 242	Early Clinical Experience II	1	1	1	1
	Free Elective	1	1	1	1
		<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>

		<u>Data</u>	<u>Secur-</u>	<u>Acct.</u>	<u>Mvto.</u>
		<u>Proc.</u>	<u>tarial</u>	<u>E/S</u>	<u>Educ.</u>
<u>Sixth Semester</u>					
BE	312	Methods and Evaluation in BE II	2/3	2/3	2/3
DE	413	Methods and Evaluation in DE II			3
AG		Accounting Elective		3	
IM	255	Business Application in COBOL	3		
BE	264	Office Procedures	3	3	
DE	332	Retail Management			3
		Social Science Elective	3	3	3
CM	301	Instructional Media	3	3	
BE	363	Transcription		3	
		Humanities Elective	3	3	3
		<u>17/18</u>	<u>17/18</u>	<u>17/18</u>	<u>15</u>
<u>Seventh Semester</u>					
HI	104	History of US and PA II	3	3	3
FE	302	Hist. and Philosophy of Amer. Ec.	3	3	3
MK		Marketing Elective			3
DE	434	Work Experience in Dist. Education			3
AE	421	Federal Taxes		3	
AD	413	Information Processing Technology		3	
IM	251	Business Systems Analysis & Design	3		
AD	321	Business and Interpersonal Comm.	3	3	3
BE	335	Machines Math		3	3
		Free Elective		3	
DE	333	Principles of Selling	3	3	3
<u>Eighth Semester</u>					
ED	441	Student Teaching	3	3	3
ED	442	School Law	3	3	3

GENERAL EDUCATION (requirements are attached) 52 credits

BUSINESS REQUIREMENTS 27 crs.

[NEW PROGRAM]

AD 101	Introduction to Business	3
BE 132	Advanced Keyboarding & Document	3
AG 201	Accounting Principles I	3
AG 202	Accounting Principles II	3
AD 235	Introduction to Business Law	3
AD 321	Business and Interpersonal Communications	3
DE 333	Principles of Selling	3
IM 241	Introduction to Management Information Systems	3
AD 337	Consumer Law	3

*Formatting

PROFESSIONAL EDUCATION REQUIREMENTS 29-30 crs.

EP 302	Educational Psychology	3
FE 302	History and Philosophy of American Education	3
CM 301	Instructional Media	3
ED 441	Student Teaching	12
ED 442	School Law	1
ED 242	Pre-Student Teaching Experience I	1
ED 342	Pre-Student Teaching Experience II	1
BE 311	Methods and Evaluation in Business Education I	3
BE 312	Methods and Evaluation in Business Education II	2
OR		
DE 413	Methods and Evaluation in Mktg/Dist Education	1-3

EMPLOYMENT VERIFICATION

500 hours work experience for Business Ed. majors mandated by PA Dept. of Education.

AREAS OF CERTIFICATION 18 crs.

Accounting/Office Technologies

BE 274	Information Processing Applications	3
AG 301	Intermediate Accounting I	3
BE 264	Office Procedures	3
AG 421	Federal Taxes	3
Accounting Elective: (Select Only One)		3
AG 431	Auditing	3
AG 311	Cost Accounting	3
AG 300	Managerial Accounting	3
Free Elective		3
		18

Data Processing/Office Technologies

BE 274	Information Processing App.	3
AG 301	Intermediate Accounting I	3
BE 264	Office Procedures	3
IM 251	Bus. Systems Analysis and Design	3
IM 350	Bus. Systems Technology	3
IM 255	Bus. Applications in COBOL	3
		18

-IM 255 is to be taken before IM 251

Secretarial/Office Technologies

BE 274	Information Processing Applications	3
BE 261	Shorthand Theory	3
BE 262	Shorthand Dictation	3
BE 260	Alphabetic Shorthand Theory	3 hrs.
BE 264	Office Procedures	3
AD 413	Info. Processing Tech.	3
		18

Marketing

MK 320	Marketing	3
DE 331	Modern Merchandising	3
DE 332	Retail Management	3
Marketing Elective		3
Marketing Elective		3
Free Elective		3
		18

Marketing/Distributive Education

MK 320	Marketing	3
DE 331	Modern Merchandising	3
DE 332	Retail Management	3
DE 43-	Supervised Work Exp.	3
Marketing Elective		3
Free Elective		3
		18

SUCCESSFUL COMPLETION OF PENNSYLVANIA

STATE TEACHER EXAMINATION IS REQUIRED

FOR CERTIFICATION

Humanities (19 credits = 13 required; 6 elective)

- EN101 English I (4) and A Fine Arts Introduction course (3)
- EN102 English II (3) Pick one from among the following:
- EN201 English III (3) AH101 Art MU101 Music TH101 Thea.

Choose two from the following 3-credit courses:

- | | |
|---|-------------------------------|
| ___ AH115 Ancient to Medieval Art | ___ PH101 General Logic |
| ___ AH116 Renaissance to Baroque | ___ PH120 Intro to Philosophy |
| ___ EN346 Cont. American/British Poetry | ___ PH221 Symbolic Logic |
| ___ EN347 Modern American Fiction | ___ PH222 Ethics |
| ___ EN348 Black American Literature | ___ RS100 Intro to Religion |
| ___ EN349 English Bible as Literature | ___ RS110 World Religions |
| ___ HI101 History of Civilization I | ___ (2 Sequenced Foreign |
| ___ MU301 Music History I | ___ Language Courses) |

Social Sciences (15 credits)

- | | |
|--|--------------------------------|
| ___ EC101 Principles of Economics I | ___ HI103 History of US&PA I |
| ___ PSY101 General Psychology | ___ HI104 History of US&PA II |
| ___ AN110 Introduction to Anthropology | ___ PS101 World Politics |
| ___ GO101 Gen. Administration/Justice | ___ PS111 American Politics |
| ___ GEO101 World Geography | ___ SO101 Principles/Sociology |
| ___ GEO102 Geography of US & Canada | ___ SO102 Contemp. Social Sci. |
| ___ HI102 History of Civilization II | |

* Required for Business Majors

** Required for Education Majors

Natural Sciences and Mathematics

Science: (Choose two different, sequenced Lec/Labs) (8 credits)

- ___ BI101/102 General Biology I and II
- ___ CH101/102 General Chemistry I and II
- ___ GE101/102 Earth Science I and II
- ___ GE103/104 Earth Science I and II
- ___ GE105/106 General Geology I and II

* Bio I and Chem I must be taken before Bio II and Chem II.

Mathematics: (College of Business Required) (6 credits)

- ___ MATH101 Fundamentals of Business Math (BE/CE and Office Administration Majors)
- ___ MATH102 Mathematics II (Business & Administrative Ed Majors)
- ___ MATH103 Calculus I for Nat/Sci/Eng (all Bus. Majors)
- ___ MATH104 Probability and Statistics (all Bus. Majors except Education)

Physical Education (2 credits)

- ___ PE101 Physical and Community Health
- ___ PE102 Physical Ed (OPE) activity
- ___ PE103 Physical Ed (OPE) activity

Physical Science by Credits:

19-56 = Freshman; 57-66 = Sophomore; 67-80 = Junior; 81- = Senior.

BUSINESS AND MARKETING/DISTRIBUTIVE EDUCATION

<u>First Semester</u>			<u>Second Semester</u>		
EN 101	English I	4	EN .02	English II	3
	Laboratory Science I	4		Laboratory Science II	4
AD 101	Introduction to Business	3	BE 111	Foundations of Bus. Math	3
BE 122	Adv. Keyboarding & Document Format.		AH 101	Introduction to Art OR	
MS 101	Military Science I OR	2 (3)	MU 101	Introduction to Music OR	
HP	Physical Education	1	TH 101	Introduction to Theater OR	
		15/16	FA 100	Intro. to Art/Music/Theater	3
			MS 102	Military Science II OR	
			HP 101	Personal & Community Health	2

<u>Third Semester</u>			<u>Data Proc.</u>	<u>Secretarial</u>	<u>Acct.</u>	<u>Mktc. Educ.</u>
AG 201	Accounting Principles I		0	0	0	0
PC 101	General Psychology		0	0	0	0
EN 201	English III		0	0	0	0
BE 274	Info. Processing Applications		0	0	0	0
IM 241	Intro. to MIS		0	0	0	0
BE 225	Machines Mathematics		0	0	0	0
MK 220	Marketing		0	0	0	0
HP	Physical Education		1	1	1	1
ED 242	Early Clinical Experience I		1	1	1	1
			16/17	16/17	16/17	16/17

<u>Fourth Semester</u>						
AG 202	Accounting Principles II		0	0	0	0
AG 222	Introduction to Business Law		0	0	0	0
EP 202	Educational Psychology		0	0	0	0
EE 241	Shorthand Theory		0	0	0	0
EE 251	Modern Merchandising		0	0	0	0
IM 241	Introduction to MIS		0	0	0	0
	Social Science Elective		0	0	0	0
	Humanities Elective		0	0	0	0

<u>Fifth Semester</u>						
AG 227	Consumer Law		0	0	0	0
BE 222	Principles of Selling		0	0	0	0
BE 221	Methods & Evaluation in BE I		0	0	0	0
AG 201	Intermediate Accounting I		0	0	0	0
EE 222	Shorthand Dictation		0	0	0	0
EC 101	Principles of Economics I		0	0	0	0
IM 250	Business Systems Technology		0	0	0	0
ED 242	Early Clinical Experience II		1	1	1	1
	Free Elective		1	1	1	1
			16	16	16	16

21

		<u>Data</u>	<u>Secre-</u>		<u>Mktg.</u>
<u>Sixth Semester</u>		<u>Proc.</u>	<u>tarial</u>	<u>Acct.</u>	<u>Educ.</u>
BE 312	Methods and Evaluation in BE II	2/3	2/3	2/3	
DE 413	Methods and Evaluation in DE II				3
AG	Accounting Elective			3	
IM 255	Business Application in COBOL	3			
BE 264	Office Procedures	3	3	3	
DE 332	Retail Management				3
	Social Science Elective	3	3	3	3
CM 301	Instructional Media	3	3		
BE 150	Alphabetic Shorthand Theory		3		
	Humanities Elective	3	3	3	3
		<u>17/18</u>	<u>17/18</u>	<u>17/18</u>	<u>15</u>

<u>Seventh Semester</u>					
HI 104	History of US and PA II	3	3	3	3
FE 302	Hist. and Philosophy of Amer. Ed.	3	3	3	3
MK	Marketing Elective				3
DE 434	Work Experience in Dist. Education				3
AG 421	Federal Taxes			3	
AD 412	Information Processing Technology		3		
IM 251	Business Systems Analysis & Design	3			
AD 321	Business and Interpersonal Comm.	3	3	3	3
EE 325	Machines Math		3	3	3
	Free Elective			3	
DE 333	Principles of Selling	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

<u>Eighth Semester</u>					
ED 441	Student Teaching	3	3	3	3
ED 442	School Law	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>



Curricular Offering/Change Authorization

Please Check One For Each Form

List only one entry per form.
Submit this form to College Dean.

- New Course Addition
- Course Deletion
- Course Number Change
- Course Descriptive Title Change
- Semester Hours Change

Administrative Services and
Business Administration

Department

- Undergraduate
- Graduate

Please list below the full information requested for the course to be added/dropped or changed.

Action	Dept.	Number	Descriptive Title	Semester Hours	Remarks
Add	BE	260	Alphabetic Shorthand Theory	3	
Drop					
Change From					
To					

My signature on this form signifies that I, or the approving agency which I chair on the following date approved the inclusion/deletion or changes listed above to the appropriate Master Course File.

- Sign and route as follows
1. Scheduling - White
 2. Chairperson - Canary
 3. College Dean - Pink

[Signature] Chairperson
Date: *[Date]*

[Signature] Dean of College
Date: *[Date]*

Chairperson of Curt. Comm/Grad Council

Date

NEW COURSE PROPOSAL

PART I. BE260 ALPHABETIC SHORTHAND THEORY/DR. VIRGINIA C. DEMAND

Addition of BE260 Alphabetic Shorthand Theory
to replace BE363 Shorthand Transcription

ASBED DEPARTMENT

Contact Person

Dr. Virginia C. Demand