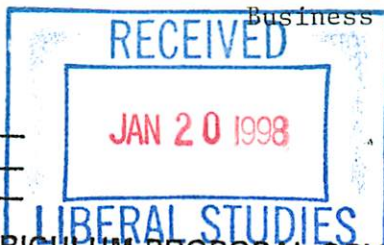


LSC Use Only  
Number: \_\_\_\_\_  
Submission Date: \_\_\_\_\_  
Action-Date: \_\_\_\_\_



UWUCC USE Only  
Number: 97-14  
Submission Date: \_\_\_\_\_  
Action-Date: App. 3-31-98

**CURRICULUM PROPOSAL COVER SHEET**  
University-Wide Undergraduate Curriculum Committee

*Senate app 5/5/98*

**I. CONTACT**

Contact Person Linda Szul, Maryanne Brandenburg, Phone 357-3003  
Wayne Moore  
Department Office Systems and Business Education

**II. PROPOSAL TYPE (Check All Appropriate Lines)**

- COURSE \_\_\_\_\_  
Suggested 20 character title
- New Course \* \_\_\_\_\_  
Course Number and Full Title
- Course Revision \_\_\_\_\_  
Course Number and Full Title
- Liberal Studies Approval + \_\_\_\_\_  
for new or existing course Course Number and Full Title
- Course Deletion \_\_\_\_\_  
Course Number and Full Title
- Number and/or Title Change \_\_\_\_\_  
Old Number and/or Full Old Title  
New Number and/or Full New Title
- Course or Catalog Description Change \_\_\_\_\_  
Course Number and Full Title

- PROGRAM:  Major  Minor  Track
- New Program \* \_\_\_\_\_  
Program Name
- Program Revision \* Business Education \_\_\_\_\_  
Program Name
- Program Deletion \* \_\_\_\_\_  
Program Name
- Title Change \_\_\_\_\_  
Old Program Name  
New Program Name

**III. Approvals (signatures and date)**

Linda Szul 1-98 Department Curriculum Committee  
Wayne Moore 11/1/96 Department Chair  
John ... 11/13/96 College Curriculum Committee  
David C. ... College Dean

+ Director of Liberal Studies (where applicable) \*Provost (where applicable)

## Office Systems &amp; Business Education

## Part II. Description of curriculum change

1. Catalog description: same as the old

**Bachelor of Science in Education-Business Education (\*)**

**Liberal Studies:** As outlined in Liberal Studies section with the following specifications: **53-55**

**Mathematics:** BE 111

**Social Science:** EC 121, PC 101

**Liberal Studies electives:** EC 122, MA 214, CO/IM 101

**College:** **32**

**Professional Education sequence:**

BE 311 Methods & Evaluation in Business and Marketing Education I 3 sh

BE 312 Methods & Evaluation in Business and Marketing Education II 3 sh

CM 301 Technology for Learning & Instruction 3 sh

ED 242 Pre Student Teaching Clinical Experience I 1 sh

ED 342 Pre Student Teaching Clinical Experience II 1 sh

ED 441 Student Teaching 12 sh

ED 442 School Law 1 sh

EP 202 Educational Psychology 3 sh

FE 202 American Education in Theory & Practice 3 sh

EX 301 Education of Students with Disabilities in Inclusive Sec. Prog. 2 sh

**Major:** **45**

**Required courses: Business Education Core**

AD 101 Introduction to Business 3 sh

AD 321 Business and Interpersonal Communications 3 sh

AG 201 Accounting Principles I 3 sh

AG 202 Accounting Principles II 3 sh

BL 235 Introduction to Business Law 3 sh

IM 300 Information Systems: Theory & Practice 3 sh

MK 320 Principles of Marketing 3 sh

BE 132 Computer Keyboarding and Formatting 3 sh

**Controlled electives:**

Areas of Certification 21 sh

**Other Requirements:** **0**

**Free electives:** **0**

**(#) Total Degree Requirements:** **130-132**

(\*) See requirements leading to teacher certification in the catalog section on Academic Policies, "Admission to Teacher Education."

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

2. Summary of Changes:

A. Table: The following table compares the old program and the proposed revised program (underlined areas denote program differences).

B. List of all associated course changes (new or revised courses, number, title, or description changes and deletions).

Business Requirements:

BL 337 Consumer Law	3 sh	Deleted
BE 132 Computer Keyboarding & Formatting	3 sh	Added

Professional Education Requirements:

BE 312 Methods & Eval in Bus & Mtkg Ed II	3 sh	Added
EX 301 Ed. of the Student w/Dis in Incl Sec Prog	2 sh	Added
EX 300 Ed. of the Except. in the Reg. Classroom	3 sh	Deleted

Accounting Certification:

BE 312 Methods in Bus Ed II--Acctg	1 sh	Deleted
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Data Processing Certification:

BE 312 Methods in Bus Ed II--Data Pro.	1 sh	Deleted
IM 255 Business Applications in COBOL	3 sh	Deleted
IM 205 Foundations of MIS	3 sh	Added
_____ Programming Elective	3 sh	Added
OS 400 Telecommunications	3 sh	Deleted

Marketing Certification:

BE 312 Methods in Bus Ed II--Marketing	1 sh	Deleted
DE 332 Retail Management	3 sh	Deleted
DE 333 Principles of Selling	3 sh	Deleted
MK 435 Professional Selling & Sales Mgmt.	3 sh	Added
MK 436 Retail Management	3 sh	Added

Office Technologies Certification:

OS 313 Office Systems Technologies	3 sh	Added
BE 264 Office Procedures	3 sh	Deleted
BE 250 Electronic Office Procedures	3 sh	Added
BE 132 Adv. Keyboarding & Doc. Formatting	3 sh	Deleted

**Rationale for course changes:**

**BL 337 Consumer Law will be deleted because the students are meeting the requirements for PDE Specific Standard I with BL235 Introduction to Business Law. (See attached memos #1 & #3)**

**BE 132 Computer Keyboarding and Formatting is being added to the business requirements for all students. A mastery of the content of this course is necessary for all program graduates.**

**The 1-credit methods courses BE312, Methods in Business Education II-- Secretarial, Accounting, Office Technologies, Marketing and Data Processing and have been combined into one 3-credit course--BE 312 Methods & Evaluation in Bus & Mktg Ed II.**

**IM 255 Business Applications in COBOL is being deleted from the curriculum of those students seeking certification in Data Processing. A survey of 31 schools where our students complete their student teaching experience was conducted during the fall 1996 semester. Results show that only 2 of these schools are teaching COBOL, 17 are teaching Basic, 9 are teaching PASCAL and 0 are teaching C or C+, and 3 schools are teaching other programming languages. A course that offers the other programming languages is needed in order for our students to be successful (See Attachment 1). Students are, however, being encouraged to select this course as a programming elective. (See attached memos #2 and #6)**

**IM 205 Foundations of MIS is being added to the curriculum of those students seeking certification in Data Processing. The content of this course is more reflective of the content our students will be asked to teach on a secondary level (See Attachment 1). (See attached memo #2)**

**BE 264 Office Procedures is being replaced by BE 250 Electronic Office Procedures. The content of this course is more reflective of the technology used in today's office environment.**

**OS 313 Office Systems Technologies is being added to the Office Technologies certification. The content, discussing hardware and networking technologies is relevant to students desiring to teach in secondary schools.**

**OS 400 Telecommunications has been deleted from Data Processing certification. Students certified in Data Processing are also certified in Office Technologies where OS 400 is required.**

DE 333 Principles of Selling and DE 332 Retail Management have been deleted to conform to AACSB accreditation standards. The two courses are now housed in the Marketing department as MK 435 Professional Selling & Sales Management and MK 436 Retail Management.

EX 300 Education of the Exceptional in the Regular Classroom has been replaced with EX 301 Education of the Student with Disabilities in Inclusive Secondary Programs to better meet the needs of our students and to conform with NCATE standards.

BE 132 Advanced Keyboarding and Document Formatting has been deleted from Office Technologies certification. BE 132 Computer Keyboarding and Formatting has been added to Business Requirements for all majors.

3. **Rationale for Change:**

The technology in the field of business education is constantly changing. In order to help our students remain competitive in the job market and to be prepared to teach at the secondary level, curriculum revisions are necessary. In addition, these revisions are in line with the Pennsylvania Department of Education and National Association of Business Teacher Education requirements for teacher education.

**Part III. Implementation**

1. Students enrolled in the existing program will not be affected.

Faculty teaching loads will not be affected; no additional faculty will be requested.

Revisions to the curriculum will eliminate the scheduling problems for both students and faculty inherent in the old curriculum particularly with the 1-credit methods modules.

3. All resources are adequate.
4. The number of students in the program will remain the same.

**Part IV. Course Proposals**

See attached



**OLD PROGRAM**

**Bachelor of Science in Education**

<b>Liberal Studies:</b>	<b>53-55 sh</b>
<b>Business Requirements:</b>	<b>24 sh</b>
AD 101 Introduction to Business	3 sh
AG 201 Accounting Principles I	3 sh
AG 202 Accounting Principles II	3 sh
BL 235 Introduction to Business Law	3 sh
AD 321 Business & Interpersonal Comm.	3 sh
MK 320 Principles of Marketing	3 sh
IM 300 Info. Systems: Theory & Prac.	3 sh
<u>BL 337 Consumer Law</u>	3 sh

<b>Professional Education Requirements:</b>	<b>32-36 sh</b>
EP 202 Educational Psychology	3 sh
FE 202 American Ed. in Theory & Practice	3 sh
CM 301 Technology for Learning & Instruc.	3 sh
ED 441 Student Teaching	12 sh
ED 442 School Law	1 sh
ED 242 Pre-Student Teaching Exp. I	1 sh
ED 342 Pre-Student Teaching Exp. II	1 sh
BE 311 Meth. & Eval. in Bus. & Mkt. Ed.I	3 sh
<u>BE 312 Methods &amp; Eval in Bus. Ed. II</u>	2-6 sh
<u>EX 300 Ed. of the Excep. in Reg. Class.</u>	3 sh

**Free Electives** 0 sh

Students have a choice of the following certification areas accounting, data processing, marketing, office technologies, secretarial, and marketing/distributive education. They must select two or more areas of certification; one of the two areas must be office technologies.

<b>Accounting Certification:</b>	<b>9 sh</b>
AG 301 Intermediate Accounting I	3 sh
AG 421 Federal Taxes	3 sh
AG 300 Managerial Accounting	3 sh

<b>Data Processing Certification:</b>	<b>9 sh</b>
<u>OS 400 Telecommunications</u>	3 sh
<u>IM 251 Business Systems Anal. &amp; Design</u>	3 sh
<u>IM 255 Business Applications in COBOL</u>	3 sh

<b>Distributive Education Certification:</b>	<b>12 sh</b>
MK 433 Advertising	3 sh
MK 421 Marketing Research	3 sh
MK ___ Marketing Elective	3 sh
DE 413 Methods in Distributive Ed. II	3 sh

<b>Marketing Certification:</b>	<b>9 sh</b>
<u>DE 333 Principles of Selling</u>	3 sh
<u>DE 331 Modern Merchandising</u>	3 sh
<u>DE 332 Retail Management</u>	3 sh

<b>Office Technologies Certification:</b>	<b>12 sh</b>
<u>BE 132 Adv. Keyboard. &amp; Document Form.</u>	3 sh
<u>BE 264 Office Procedures</u>	3 sh
OS 301 Advanced Microcomputer Appl.	3 sh
OS 400 Telecommunications	3 sh

<b>Secretarial Certification:</b>	<b>9 sh</b>
BE 260 Alphabetic Shorthand Theory	3 sh
BE 261 Shorthand Theory	3 sh
BE 262 Shorthand Dictation & Transcription	3 sh

**Credit Requirements** 129-138

**Liberal Studies:**

52-55 sh

<b>Business Requirements:</b>	<b>24 sh</b>
AD 101 Introduction to Business	3 sh
AG 201 Accounting Principles I	3 sh
AG 202 Accounting Principles II	3 sh
BL 235 Introduction to Business Law	3 sh
AD 321 Business & Interpersonal Comm.	3 sh
MK 320 Principles of Marketing	3 sh
IM 300 Info. Systems: Theory & Practice	3 sh
<u>BE 132 Computer Keyboarding &amp; Format.</u>	3 sh

<b>Professional Education Requirements:</b>	<b>32 sh</b>
EP 202 Educational Psychology	3 sh
FE 202 American Ed. in Theory & Practice	3 sh
CM 301 Technology for Learning & Instruc.	3 sh
ED 441 Student Teaching	12 sh
ED 442 School Law	1 sh
ED 242 Pre-Student Teaching Exp. I	1 sh
ED 342 Pre-Student Teaching Exp. II	1 sh
BE 311 Methods & Eval in Bus & Mktg Ed I	3 sh
<u>BE 312 Methods &amp; Eval in Bus &amp; Mktg Ed II</u>	3 sh
<u>EX 301 Ed of Stud w/Disabilities in Inc Sec Pr</u>	2 sh

**Free Electives** 9 sh

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

<b>Accounting Certification:</b>	<b>9sh</b>
AG 301 Intermediate Accounting I	3 sh
AG 421 Federal Taxes	3 sh
AG 300 Managerial Accounting	3 sh

<b>Data Processing Certification:</b>	<b>9 sh</b>
IM 251 Business Systems Analysis & Design	3 sh
IM 205 Foundations of MIS	3 sh
<u>Programming Elective</u> (Approved List)	3 sh
(See Attachment #4)	

<b>Distributive Education Certification:</b>	<b>12 sh</b>
MK 433 Advertising	3 sh
MK 421 Marketing Research	3 sh
MK ___ Marketing Elective(Advisor Approved)	3 sh
DE 413 Methods & Eval. in Distributive Ed.	3 sh

<b>Marketing Certification:</b>	<b>9 sh</b>
<u>MK 435 Professional Selling &amp; Sales Mgt.</u>	3 sh
<u>DE 331 Modern Merchandising</u>	3 sh
<u>MK 436 Retail Management</u>	3 sh

<b>Office Technologies Certification:</b>	<b>12 sh</b>
OS 301 Advanced Microcomputer Appl.	3 sh
<u>OS 313 Office Systems Technologies</u>	3 sh
OS 400 Telecommunications	3 sh
<u>BE 250 Electronic Office Procedures</u>	3 sh

<b>***Secretarial Certification:</b>	<b>9 sh</b>
BE 260 Alphabetic Shorthand Theory	3 sh
BE 261 Shorthand Theory	3 sh
BE 262 Shorthand Dictation & Transcription	3 sh
***Students can transfer credit from another regionally accredited institution..	

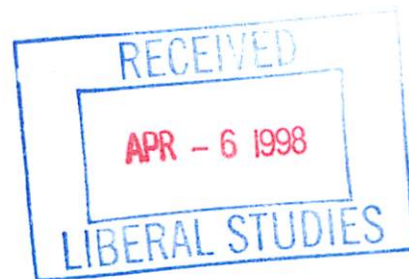
**Credit Requirements** 130-132

**ATTACHMENT #5**

**Approved Marketing Electives  
Distributive Education Certification**

MK 321 Consumer Behavior (Prerequisite MK 320)

MK 320 International Marketing (Prerequisite MK 320)



MEMO #5



**Krish S. Krishnan, Ph.D.**  
**Chairperson & Professor of Marketing**  
**Director, Graduate Programs, The Eberly College of Business**  
**Indiana University of Pennsylvania, Indiana PA 15705-1087**  
**412-357-2522 (O) 412-357-6232 (Fax) krishnan@grove.iup.edu (Internet)**

December 9, 1997

To: Dr. Linda Szul  
Chair, Curriculum Committee

From: Krish Krishnan

Subject: Curriculum Changes

This is to confirm that as per the College of Business Curriculum Committee action to meet the AACSB requirements that DE 332, Retail Management, will be replaced by MK 436, Retail Management and DE 333, Principles of Selling, will be replaced by MK 435, Professional Selling & Sales Management. These courses have been approved by the College of Business Curriculum Committee and are currently being reviewed by the University-Wide Curriculum Committee. You should reflect these changes in the appropriate section of your curriculum.



MEMO #6

**IUP****Computer Science Department 319 Stright Hall x2524****December 11, 1997****SUBJECT: Revision of Business Education Curricula****TO: Dr. Linda F. Szul  
Office Systems and Business Education****FROM: William W. Oblitey, Chair *WWO*  
Computer Science**

Regarding the revision of your Business Education curricula, we will be pleased to provide space for your students in our CO 110, CO 205, CO 220 and CO 300 classes. May I suggest that you consider a combination of CO 105 and CO 205 for your students. That is the combination Mathematics Education students frequently choose.

In discussion with the chair of my curriculum committee, we are a little puzzled by your selection of CO 300, although we do not object to it.