



## NEW/REVISED PROGRAM BUSINESS EDUCATION

### INSTITUTIONS WHOSE PROGRAMS MEET THE FOLLOWING CONDITION(S) SHOULD USE THIS APPLICATION:

(Submission of data with this application is inapplicable. Alignment approval is required before data can be submitted with the “Continuing Application”.)

Please check the area below that applies:

- a. New program to Educator Preparation Unit
- b. Program previously determined not recognized
- c. Program previously dropped or put on hiatus
- d. Program previously determined recognized with conditions by a SPA with conditions other than data
- e. Program resubmitting for initial approval due to revised standards
- f. Program resubmitting due to significant changes within the program

#### Review Criteria

- Program alignment to standards

#### Recognition Decisions

- **Approved with Conditions** – Program is aligned to all content standards and must resubmit program within 24 months with the required data.
- **Further Development Required** – Program does not align to all content standards and/or required documentation is not included. Program is not approved to admit candidates.

1. **University:**

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2. **Program Name:**

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**Program**  
3. **Compiler:**

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**Date of**  
4. **Submission:**

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**5. ACCREDITED EDUCATOR PREPARATION PROVIDERS SEEKING TO ADD A NEW PROGRAM TO CURRENT CERTIFICATION OFFERINGS MUST SUBMIT THE FOLLOWING DOCUMENTATION:**

- Letter of approval or other appropriate documentation that indicates the program proposal has the approval of all institutional and state (in case of state institutions) governing boards.
- Letter explaining the rationale for adding the program

Section 5 completion is required for new programs only.

**6. ALL PROGRAMS SHOULD ATTACH THE FOLLOWING ITEMS:**

- Program Plan of Study that provides:
  - Coursework required of all candidates
  - Clear information about the sequence in which candidates take courses
  - Description of required field experiences/student teaching to include number of hours

**7. IDENTIFY THE COURSES (FROM THE PLAN OF STUDY) AND COURSE DESCRIPTIONS THAT ADDRESS THE STANDARDS IN THE CHART BELOW:**

Standard	Course(s)	Course Description(s)
<b><i>Standard 1. Business Foundations</i></b>		
1.1 Understands important events, developments and trends in the history of business.		
1.2 Understands business organizational structures, organizational design and their implications.		
1.3 Understands the basic principles of business law and the types and characteristics of legal instruments.		
1.4 Analyzes legal issues related to business.		
1.5 Understands business communication		
<b><i>Standard 2. Business Management</i></b>		
2.1 Applies principles related to money management, personal financial management, time management, and economics		

<b>Standard</b>	<b>Course(s)</b>	<b>Course Description(s)</b>
<b>2.2</b> Applies procedures for managing human resources.		
<b>2.3</b> Analyzes issues related to economic and social responsibilities in business.		
<b>2.4</b> Analyzes factors affecting business marketing decisions.		
<b><i>Standard 3. Technology Systems</i></b>		
<b>3.1</b> Understands basic principles and terminology related to computer technology.		
<b>3.2</b> Understands principles of computer design.		
<b>3.3</b> Applies principles of computer technology to solve problems involving information gathering and analysis.		
<b>3.4</b> Applies principles of computer technology to solve problems related to project and business management.		
<b>3.5</b> Understands information processing systems.		
<b>3.6</b> Analyzes data storage, retrieval and transmission systems.		

Standard	Course(s)	Course Description(s)
<b>3.7</b> Understands principles of telecommunications and applications of telecommunications in business.		
<b>3.8</b> Analyzes ethical and security issues involving technology systems.		
<b>Standard 4. Business Finance &amp; Economics</b>		
<b>4.1</b> Understands basic principles and applications of accounting		
<b>4.2</b> Applies procedures for processing accounting data.		
<b>4.3</b> Understands advanced accounting concepts and procedures.		
<b>4.4</b> Understands basic principles and applications of macroeconomics.		
<b>4.5</b> Analyzes business situations in terms of microeconomic theory.		
<b>4.6</b> Applies basic principles of consumer economics and finance.		