**New/Revised Program**

**BUSINESS Education**

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| **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:*** 1. New program to Educator Preparation Unit [ ]
	2. Program previously determined not recognized [ ]
	3. Program previously dropped or put on hiatus [ ]
	4. Program previously determined recognized with conditions by a SPA with conditions other than data [ ]
	5. Program resubmitting for initial approval due to revised standards [ ]
	6. Program resubmitting due to significant changes within the program [ ]
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**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.

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| **1.** | **University:** |  |
| **2.** | **Program Name:** |  |
| **3.** | **Program Compiler:** |  |
| **4.** | **Date of Submission:** |  |

# 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)** |
| --- | --- | --- |
| ***Standard 1. Business Foundations*** |
| **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 |  |  |
| ***Standard 2. Business Management*** |
| **2.1** Applies principles related to money management, personal financial management, time management, and economics |  |  |
| **2.2** Applies procedures for managing human resources. |  |  |
| **2.3** Analyzes issues related to economic and social responsibilities in business. |  |  |
| **2**.**4** Analyzes factors affecting business marketing decisions. |  |  |
| ***Standard 3. Technology Systems***  |
| **3.1** Understands basic principles and terminology related to computer technology. |  |  |
| **3.2** Understands principles of computer design. |  |  |
| **3.3** Applies principles of computer technology to solve problems involving information gathering and analysis. |  |  |
| **3.4** Applies principles of computer technology to solve problems related to project and business management. |  |  |
| **3.5** Understands information processing systems. |  |  |
| **3.6** Analyzes data storage, retrieval and transmission systems. |  |  |
| **3.7** Understands principles of telecommunications and applications of telecommunications in business. |  |  |
| **3.8** Analyzes ethical and security issues involving technology systems. |  |  |
| ***Standard 4. Business Finance & Economics*** |
| **4.1** Understands basic principles and applications of accounting |  |  |
| **4.2** Applies procedures for processing accounting data.  |  |  |
| **4.3** Understands advanced accounting concepts and procedures. |  |  |
| **4.4** Understands basic principles and applications of macroeconomics. |  |  |
| **4.5** Analyzes business situations in terms of microeconomic theory. |  |  |
| **4.6** Applies basic principles of consumer economics and finance. |  |  |