

# BLOOMSBURG UNIVERSITY

Bloomsburg, Pennsylvania 17815

- \_\_\_ Application for Admission
- \_\_\_ Letter of Intent
- \_\_\_ 2 Ltrs. Recom.
- \_\_\_ Official UG Transcript GPA
- \_\_\_ Praxis/TOEFL (Score)
- \_\_\_ Graduation Application

## **MASTER IN EDUCATION - BUSINESS EDUCATION WITH PA CERTIFICATION K-12 IN BUSINESS, COMPUTER & INFORMATION TECHNOLOGY (BCIT)**

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Date: \_\_\_\_\_

### **REQUIRED GRADUATE COURSES (grade of "B" or better)**

| Course# | Course Title                                | Credits   | Grade | Semester |
|---------|---|-----------|-------|----------|
| 94.500  | Business Information Systems and Technology | 3         |       | Fall     |
| 94.510  | Business Information Systems Applications   | 3         |       | Fall     |
| 94.520  | Administrative Communications               | 3         |       | Fall     |
| 94.530  | Telecommunications                          | 3         |       | Spring   |
| 94.540  | Training & Development                      | 3         |       | Spring   |
|         | <b>Total =</b>                              | <b>15</b> |       |          |

### **GRADUATE COURSE ELECTIVES (5 courses required-must be approved by advisor-grade of "B" or better)**

|  |  |
|--|--|
| 60.527 Classroom Mgmt & Eff. Discipline    | <b>Please select one of the following three:</b> |
| 63.546 Reading in Content Area             | 60.565 Advanced Foundations for Ed. <b>OR</b>    |
| 70.516 Orientation to Exceptionalities     | 79.593 Studies in Diversity <b>OR</b>            |
| 79.591 Foundations of Educational Research | 60.506 Multicultural Education                   |
| 90.581 Seminar in BCIT                     |  |
| 60.576 School Law & Finance                | <i>Other courses as approved by advisor</i>      |

| Course# | Course Title   | Credits   | Grade | Semester |
|---------|----------------|-----------|-------|----------|
|         |                |           |       |          |
|         |                |           |       |          |
|         |                |           |       |          |
|         |                |           |       |          |
|         | <b>Total =</b> | <b>15</b> |       |          |

**SUBMIT COMPLETED BCIT TEACHER EDUCATION PACKET TO ADVISOR PRIOR TO ENROLLING IN 90.502 – 90.506**

### **REQUIRED GRADUATE PROFESSIONAL EDUCATION COURSES (Grade of "B" or better)**

| Course# | Course Title                            | Credits   | Grade | Semester |
|---------|---|-----------|-------|----------|
| 90.502  | Instructional Strategies and Assessment | 3         |       |          |
| 90.503  | BCIT Field Experience                   | 1         |       |          |
| 90.504  | Professional Semester in BCIT           | 9         |       |          |
| 90.506  | Clinical Studies in BCIT                | 3         |       |          |
|         | <b>Total =</b>                          | <b>16</b> |       |          |

Students with an undergraduate GPA below 3.0 on a 4.0 scale can only complete a maximum of 9 graduate credits and must earn a grade of "B" or better to proceed in the program. All graduate and undergraduate courses must be completed prior to student teaching.

**TOTAL M.ED/CERTIFICATION CREDITS = 46**

(Over)

**REQUIRED UNDERGRADUATE \*PREREQUISITE CONTENT:**

- 1) **Business prerequisite deficiencies must be completed with grade of “C” or better prior to enrollment in 90.502.**
- 2) **All prerequisites must be completed with a grade of “C” or better before enrolling in 90.504.**

|                                       |                                       |                       |
|---------------------------------------|---------------------------------------|-----------------------|
| Composition                           | Accounting I & II <b>OR</b> Financial | Management            |
| Economics I (macro)                   | Child OR Adolescence Psychology       | Managerial Accounting |
| Economics II (micro)                  | Entrepreneurship                      | Marketing             |
| Literature                            | Finance (Corporate/Managerial)        | Psychology            |
| **Keyboarding (touch system & theory) | International Business                | Quantitative          |
| Public Speaking                       | Law & Legal Environment               |                       |

**\*Required Undergraduate Deficiencies:** can be taken at an accredited community college or 4-year institution or CLEP exam. These courses can be taken concurrently with graduate-level courses.

**\*\*Keyboarding:** Students must present report card for verification (grade of "C" or better) from middle or high school. The course should include the touch system of keyboarding and keyboarding theory. Also, successfully pass the Keyboarding Assessment test administered by the department of Business Education prior to student teaching.

**Instructional Strategies & Assessment/BCIT Field Experience:** 90.502 Instructional Strategies & Assessment in BCIT and 90.503 BCIT Field Experience must be scheduled concurrently the semester prior to the Professional Semester. First scheduled class for 90.503 meets concurrently with 90.502.

**Professional Semester:** 90.504 Professional Semester in BCIT and 90.506 Clinical Studies in BCIT must be taken concurrently. Student teachers are placed within a 50-mile radius of Bloomsburg. The Department reserves final decision in determining placement of students in the "student teaching" semester.

**Experiential Learning:** Only nine (9) graduate credits are permitted for experiential learning. (Professional Semester in BCIT (90.504 = 9 graduate credits). Experiential learning will appear on your transcript as a transfer course (TR).

**Transfer Courses:** Students may transfer up to nine (9) hours of graduate coursework, with a grade of “B” or higher from another accredited college or university with the approval of the M.Ed. in BE graduate program coordinator. Please note that the total of transfer courses (including experiential learning) cannot exceed 15 graduate credits.

3/12/2008