

College of Education and Human Ecology
School of Physical Activity and Educational Services
Business Education Teacher Education Licensure Program
with post-baccalaureate options

The Business Education Teacher Education concentration prepares individuals to be Business Education teachers in public and private school settings. To be eligible for Ohio Provisional Teacher Licensure in Integrated Business Education (grades 7-12), students must complete the approved teacher education curriculum, and pass the Praxis Core Battery test in Professional Knowledge and the Praxis Specialty Area Test in Business Education. With this license, individuals are qualified to teach courses such as Introduction to Business, Fundamentals of Accounting, Business Law, and Basic Computer Applications. All coursework must be completed within 10 years of the initial start date.

Students have three options with this program:

1. **Plan A** - Complete only the coursework required for licensure in Business Education. There is no degree awarded with this plan.
2. **Plan B**- Complete the coursework required for licensure in Business Education and the other undergraduate degree requirements to earn a second bachelor's degree majoring in Technical Education and Training. The degree awarded is a Bachelor of Science in Education (B.S.Ed.).
3. **Plan C** - Complete the coursework required for licensure in Business Education and additional graduate level courses to earn a Master's of Arts (M.A.) degree in Workforce Development and Education.

Enrollment

If a student decides to complete Plan A or B listed above, they will be enrolled as an undergraduate student in the College of Education and Human Ecology. Students will only receive undergraduate level credit for the courses they take while enrolled in the College. For Plan C, students have the option of taking undergraduate-only level classes through the College of Education and Human Ecology or the Graduate School for undergraduate credit. Students cannot earn graduate credit for undergraduate-only level classes taken in the Graduate School. Some courses, indicated with a U (undergraduate) or G (graduate) on Plans A and C, may either be taken at the undergraduate or graduate level. While undergraduate level fees are lower than graduate level, students must take a minimum of 50 graduate level credits in the Graduate School in order to receive a Master's degree (non-thesis). Thesis students need a minimum of 45 graduate level credits in order to receive a Master's degree. 10 of these hours may be taken as a Graduate, Non-Degree student for both thesis and non-thesis options.

Requirements for Entry

Regardless of which option you're interested in seeking, students are expected to have an undergraduate degree from an accredited institution. If you are interested in Plan A or B, you must have achieved a minimum of a 2.75 cumulative GPA from your undergraduate institution. For entry into field experience courses, students must achieve a 2.75 cumulative GPA on all Ohio State coursework. Plan B requires that you apply to Ohio State for undergraduate admission. For those interested in Plan C, one must have achieved a minimum of a 3.0 cumulative GPA from their undergraduate institution(s) and complete the GRE (Graduate Record Examination). In addition, students must apply and be admitted to the Workforce Development and Education program and the Graduate School in order to pursue Plan C. For all three plans, your GPA will be configured from all institutions attended.

Admission & Registration

Regardless of your plan of interest, we'll need to know your licensure intentions. Please complete the general application form in this packet (page 7) and return it to the following address:

Business Education Licensure Program
Office of Student and Alumni Services
A100 PAES Building
305 W. 17th Ave.
Columbus, OH 43210
614-292-6787

If you are interested in Plan A, and you have never taken classes before at Ohio State, you will be required to complete a special application called a Superform and a Superform Supplement. These forms are available at: . <http://ehe.osu.edu/paes/StudentServices/files/Superform.pdf> and: http://ehe.osu.edu/paes/StudentServices/files/superformsupplement%2008_final.pdf.

You must also attach a check to this form when returning it to the address above made out to The Ohio State University for the amount of \$40.00. Once this form has been processed (usually one week), you'll be able to register for classes. If you have taken classes at Ohio State in the past, you will need to contact your last college of enrollment to get reactivated, and then notify PAES Student & Alumni Services, so that your college of enrollment can change to Education and Human Ecology. There is no need to complete a Superform and Superform Supplement or submit a check for \$40.00 if you have already taken classes at Ohio State. Please keep in mind that if you decide to take any of the licensure classes as a Graduate, Non-Degree seeking student, only ten credit hours can transfer over into a graduate program. Utilizing these courses as part of one's graduate program is at the discretion of the student's faculty advisor. *Please note: degree-seeking students have priority over licensure-only students with scheduling their classes. You'll most likely need to contact the course instructor for permission to enroll in their course if it's restricted to students admitted into a degree-seeking program.*

Students interested in Plan B, the second undergraduate degree option, must also apply to Ohio State if they have never been a student here in the past. You may apply on-line at <http://www.osu.edu/futurestudents/> . If you have met the College of Education and Human Ecology requirements, you will be placed in the College as a pre-major in the Technical Education and Training program (College of Education and Human Ecology, School of Physical Activity & Educational Services). Please contact the Office of Undergraduate Admissions to request an application.

Undergraduate Admissions
Enarson Hall
154 West 12th Avenue
Columbus, OH 43210
614-292-3980

<http://www.osu.edu/futurestudents/>

If you have been a student at Ohio State but not in the College of Education and Human Ecology, you must complete an Intra-University Transfer (IUT) form. You may request this form from the Office of Student and Alumni Services at 614-292-6787. If you took courses from other colleges/universities, please submit official transcripts from each institution attended to the Undergraduate Admissions office. The IUT form must be received by the published undergraduate admissions deadline in order for students to begin taking classes the quarter they desire.

Students can apply to the major any quarter to be admitted the following quarter.

In order to be admitted into the major, students must have met the minimum requirement indicated below.

-2.75 cumulative GPA following at least one quarter of coursework at Ohio State

For those who are interested in Plan C, you must also apply to the Graduate School and the Master's program (M.A.) in Workforce Development & Education (WDE). Please contact the Graduate Admissions Office to request an application. You may also apply on-line or download an application at www.gradapply.osu.edu. Please keep in mind that you may have completed some of the required licensure coursework during your initial undergraduate program.

Graduate Admissions
310 Lincoln Tower
1800 Cannon Drive
Columbus, OH 43210
(614-292-9444)
www.gradapply.osu.edu

Transfer Credit Evaluation/Life Experience

If students would like to have an initial evaluation of their transcripts/previous coursework before applying to any of the options listed above, please complete the Course Evaluation for Licensure Curricula form in this packet (page 8). This form, along with your official copies of transcripts and course descriptions, will be sent to the faculty for their review and decision. Please send these materials to: Business Education Licensure Program, Office of Student and Alumni Services, A100 of the PAES Building, 305 W. 17th Avenue, Columbus, OH, 43210. Course descriptions for all Ohio State courses can be found in the Course Offerings Bulletin, which is available online at <http://www.buckeyelink.osu.edu>.

Students who have taken courses at previous institutions must have their transcripts sent to Undergraduate Admissions (Plan B) or Graduate Admissions (Plan C). If a Plan B student receives special or general credit, a further evaluation of the course(s) may be conducted by the Transfer Credit Coordinator of the specific department in question.

In **very limited** circumstances, students may also complete a petition to the faculty to waive a course(s) for life experience. While students will not receive academic credit for their experience, they will not be required to take the course(s) in question. Petition forms are available in room 100 of the PAES Building. Each petition requires a separate petition form. The petition must be accompanied with some type of formal documentation indicating your life experience (license, certification, letter from employer on official letterhead, etc.). For example, someone who is a Certified Microsoft Office Specialist may not be required to take Computer and Information Science (CIS) 100 Introduction to Computing Technology.

On the next three pages of this handout, you will be able to see the required courses for Plans A, B, and C.

Student Health Insurance

Undergraduate students enrolled for 6 or more credit hours and Graduate Students enrolled for 5 or more credit hours at Ohio State are automatically placed into Student Health Insurance. If you have your own health insurance and want to waive the OSU health insurance, please go to the Registrar's web-site at <http://www.ureg.ohio-state.edu/ourweb/online.html> and click on *web registration for courses*. **To add or drop Student Health Insurance, you may only do this on or before the 15th calendar day of the quarter.**

Plan A – Licensure Only in Business Education

[Department & Course Number, Title, Number of Credits, U – Undergraduate Level and G – Graduate Level]

QUANTITATIVE SKILLS

Math 130 Mathematical Analysis for Business I (4), U
CS&E 100 Introduction to Computing Technology (3), U

SOCIAL SCIENCE

Psychology 100 General Psychology (5), U
Economics 200 Principles of Microeconomics (5), U
Economics 201 Principles of Macroeconomics (5), U

CORE REQUIREMENTS

EDU P&L 309.07 Psychological Perspectives on Education (5), U
EDU PAES 622 Business Technology Education I (3), U or G
EDU PAES 623 Business Technology Education II (3), U or G
EDU PAES 624 Foundations of Workforce Dev. & Education (4), U or G
EDU PAES 632 Software Apps for Business/Industry Teachers & Trainers (3), U or G
EDU PAES 650 Introduction to Exceptional Children (3), U or G
EDU PAES 665 Making Effective Technical-Skill Presentations (4), U or G
EDU PAES 667 Essentials of Career and Technical Education Curriculum & Instruction (3), U or G
EDU PAES 675 Measuring Student Outcomes in Career & Technical Education (3), U or G

Business Education/Teacher Education – for Ohio teacher licensure in Integrated Business Education (grades 7-12)

AMIS 310 Foundations of Accounting (5), U
BUS-FIN 220 Personal Finance (4), U
BUS-FIN 420 Foundations of Finance (4), U
BUS FIN 510 Legal Environment of Business (4), U
BUS-M&L 450 Foundations of Marketing Management (4), U
BUS-MGT 430 Foundations of Operations Management (4), U
BUS-MHR 400 Foundations of Management and Human Resources (4), U
ENGLISH 304 Business & Professional Writing (5), U
EDU P&L 306.07 School & Society (5), U
EDU P&L 607.07 Adolescent Learning & Development in School Contexts (3), U or G
EDU PAES 628.01 Clinical Internship Classroom Observations (3, 3, 3), U or G (*A 2.75 cumulative GPA is required on all Ohio State coursework and a valid Background Check required before beginning the Classroom Observations*)
EDU PAES 646 Coordination of Cooperative Career and Technical Education Programs (3), U or G
EDU PAES 655 Class & Laboratory Organization & Management in Career and Technical Education (3), U or G
EDU T&L 642.07 Teaching Reading Across the Curriculum (3), U or G
EDU PAES 784 Student Teaching in Technical Education & Training (12), U or G

Choose either:

EDU PAES 649 General Methods in Adult Education (3), U or G
EDU PAES 672 Adult Learning in Society (3), U or G

Total: 128 credit hours

Plan B – Second Bachelor’s Degree (B.S.Ed.) with Business Education Licensure
(183 credit hours)

GENERAL EDUCATION CURRICULUM

Unless otherwise specified, courses are to be selected from the School of PAES approved GEC list.

WRITING

English 110 (5)
2nd Writing Course (5)

QUANTITATIVE SKILLS

Math 130 (4)
Statistics 133, or 135, or 145 (5)

NATURAL SCIENCE

Biological Science sequence (10)
Physical Science sequence (10)

SOCIAL SCIENCE

Psychology 100 (5)
Economics 200 (5)
Economics 201 (5)

ARTS & HUMANITIES

Historical Study (10)
Literature (5)
Visual/Performing Arts (5)

CORE REQUIREMENTS

EDU P&L 309.07 Psychological Perspectives on Education (5), U
EDU PAES 622 Business Technology Education I (3), U or G
EDU PAES 623 Business Technology Education II (3), U or G
EDU PAES 624 Foundations of Workforce Dev. & Education (4), U or G
EDU PAES 632 Software Apps for Business/Industry Teachers & Trainers (3), U or G
EDU PAES 650 Introduction to Exceptional Children (3), U or G
EDU PAES 665 Making Effective Technical-Skill Presentations (4), U or G
EDU PAES 667 Essentials of Career and Technical Education Curriculum & Instruction (3), U or G
EDU PAES 675 Measuring Student Outcomes in Career & Technical Education (3), U or G

Business Education/Teacher Education – for Ohio teacher licensure in Integrated Business Education (grades 7-12)

AMIS 310 Foundations of Accounting (5)
BUS-FIN 220 Personal Finance (4), U
BUS-FIN 420 Foundations of Finance (4)
BUS-FIN 510 Legal Environment of Business (4)
BUS-M&L 450 Foundations of Marketing Management (4)
BUS-MGT 430 Foundations of Operations Management (4)
BUS-MHR 400 Foundations of Management and Human Resources (4)
ENGLISH 304 Business & Professional Writing (3)
EDU P&L 306.07 School & Society (5)
EDU P&L 607.07 Adolescent Learning & Development in School Contexts (3)
EDU PAES 628.01 Clinical Internship Classroom Observations (3, 3, 3)
EDU PAES 646 Coordination of Cooperative Career & Technical Education Programs (3)
EDU PAES 655 Class & Laboratory Organization & Management in Career & Technical Education (3)
EDU T&L 642.07 Teaching Reading Across the Curriculum (3)
EDU PAES 784 Student Teaching in Technical Education & Training (12)

Choose either:

EDU PAES 649 General Methods in Adult Education (3), U or G
EDU PAES 672 Adult Learning in Society (3), U or G

Plan C – Master’s Degree (M.A.) with Business Education Licensure

[Department & Course Number, Title, Number of Credits, U – Undergraduate Level and G – Graduate Level]

Math 130 Mathematical Analysis for Business I (4), U
CS&E 100 Introduction to Computing Technology (3), U
Psychology 100 General Psychology (5), U
Economics 200 Principles of Microeconomics (5), U
Economics 201 Principles of Macroeconomics (5), U

EDU P&L 309.07 Psychological Perspectives on Education (5), U
EDU PAES 624 Foundations of Workforce Dev. & Education (4), U or G
EDU PAES 632 Software Apps for Business/Industry Teachers & Trainers (3), U or G
EDU PAES 665 Making Effective Technical-Skill Presentations (4), U or G
EDU PAES 667 Essentials of Career & Technical Education Curriculum & Instruction (3), U or G
EDU PAES 650 Introduction to Exceptional Children (3), U or G
EDU PAES 675 Measuring Student Outcomes in Career & Technical Educ (3), U or G
BUS FIN 510 Legal Environment of Business (4), U
BUS MHR 400 Foundations of Mgt & Human Resources (4), U

Research Requirement – select one course:

- EDU P&L 785 Intro to Inquiry, Principles, Strategies & Tech (3), U or G
- EDU P&L 798 Qualitative Research for Educators (3), G
- EDU P&L 800 Qualitative Research in Education (3), G

Business Education/Teacher Education – for Ohio teacher licensure in *Integrated Business Education (grades 7-12)*

AMIS 310 Foundations of Accounting (5), U
BUS-FIN 220 Personal Finance (4), U
BUS-FIN 420 Foundations of Finance (4), U
BUS FIN 510 Legal Environment of Business (4), U
BUS-M&L 450 Foundations of Marketing Management (4), U
BUS-MGT 430 Foundations of Operations Management (4), U
BUS-MHR 400 Foundations of Management and Human Resources (4), U
ENGLISH 304 Business & Professional Writing (5), U
EDU P&L 306.07 School & Society (5), U
EDU P&L 607.07 Adolescent Learning & Development in School Contexts (3), U or G
EDU PAES 628.01 Clinical Internship Classroom Observations (3, 3, 3), U or G
EDU PAES 646 Coordination of Cooperative Career and Technical Education Programs (3), U or G
EDU PAES 655 Class & Laboratory Organization & Management in Career and Technical Education (3), U or G
EDU T&L 642.07 Teaching Reading Across the Curriculum (3), U or G
EDU PAES 784 Student Teaching in Technical Education & Training (12), U or G

*** Additional Master’s Coursework**

EDU PAES 672 Adult Learning in Society (3), G
EDU PAES 757 Aspects of Human Resource Development in Workforce Education (3), G
EDU PAES 693.40 Individual Studies (6 hours required), G

* Additional courses may be determined in consultation with the student’s faculty advisor.

Course Evaluation for Licensure Curricula

Please indicate what previous course(s) you took (department and course number) and the name of the institution as well as your grade for the course and which licensure course you think it's equivalent to. You will need to submit a copy of your transcript and course description with this form that has the course(s) listed on it and a course description for each course listed below. The faculty may request that you submit a course syllabus for higher-level courses. Course descriptions for all Ohio State courses can be found in the Course Offerings Bulletin which can also be found on the web at www.buckeyelink.osu.edu.

Name: _____

Phone Number: _____ E-Mail: _____

Address: _____

Previous Institution	Department & Course Number	Grade	OSU Licensure Course	Faculty Decision
_____	_____	_____	_____	Approve/Deny
_____	_____	_____	_____	Approve/Deny
_____	_____	_____	_____	Approve/Deny
_____	_____	_____	_____	Approve/Deny
_____	_____	_____	_____	Approve/Deny
_____	_____	_____	_____	Approve/Deny

For Office Use Only

Evaluated by (please print): _____

Faculty Approval Signature: _____

Date: _____



Application for Business Education Licensure-Only Programs

Name		Social Security Number
Address	Phone (home) ()	E-mail Address
	Phone (work) ()	Employer

Educational History

Institution	Program of Study	Degree	Year Received	Final GPA

1. Have you been previously enrolled as a student at Ohio State? If so, when was your last quarter of enrollment?

2. Please list any currently held licenses/certifications/endorsements, including the state in which they were attained.

Signature: _____

Date: _____

Please send this completed form to:
Office of Student & Alumni Services
Licensure-Only Programs
A100 PAES Building
305 W. 17th Ave.
Columbus, OH 43210