

**COLLEGE OF EDUCATION & BEHAVIORAL SCIENCES WESTERN KENTUCKY UNIVERSITY**  
**BUSINESS & MARKETING EDUCATION PROGRAM**

**NOTE: CLASSES OVER 10 YEARS OLD MUST HAVE APPROVAL FROM FACULTY TO BE USED TOWARDS AN EDUCATION PROGRAM.**

<b>TOTAL MINIMUM GENERAL EDUCATION REQUIREMENTS</b>	<i>(Admitted Prior to Fall 2014)</i>	44 Hours
<b>TOTAL COLONNADE REQUIREMENTS</b>	<i>(Admitted Fall 2014 or After)</i>	39 Hours

<b>PROFESSIONAL EDUCATION CLASSES</b>		
EDU 250	Introduction to Education	3 Hours
PSY 310	Educational Psychology (Prerequisites: PSY 100/PSYS 100,EDU 250 OR MGE 275 OR AGRI 250 OR SMED 101 OR SMED 301 OR IECE 321)	3 Hours
SPED 330	Introduction to Exceptional Education	3 Hours
SEC 351	Teaching Methods for Secondary Schools <i>(Pre-Requisites: EDU 250, PSY 310)</i>	3 Hours
SEC 352	Planning for Student Diversity <i>(Pre-Requisites: EDU 250, PSY 310)</i>	3 Hours
SEC 453	Management of Instruction <i>(Pre-Requisites: EDU 250, PSY 310, SEC 351, SEC 352 &amp; Completion of Teacher Admissions File)</i>	3 Hours
SEC 473	Teaching Business & Marketing Education ( <b>FALL ONLY</b> ) Pre-Requisites: Senior Standing & instructor permission. (Note: Instructor permission is contingent on successful admission to Teacher Education). Co-requisite: BE 486.	3 Hours
EDU 489	Student Teaching Seminar (Co-Requisites: Admission to Student Teaching: SEC 490)	3 Hours
SEC 490	Student Teaching in Business & Marketing	10 Hours
<b>Total Hours in Professional Education</b>		<b>34 Hours</b>

<b>PROFESSIONAL EDUCATION CLASSES</b> <b>(2.75 GPA IN CONTENT AREA, EDUCATION AREA, AND OVERALL REQUIRED FOR STUDENT TEACHING.)</b>		
BE 210	Computer Applications for Business Educators ( <b>FALL ONLY</b> )	3 Hours
ACCT 200	Introduction to Accounting – Financial	3 Hours
ACCT 201	Introduction to Accounting – Managerial <i>(Pre-Requisite: ACCT 200; C or better)</i>	3 Hours
ECON 202 OR ECON 203	Principles of Economics – Micro OR Principles Economics-Macro	3 Hours
BUS 226C OR MGT 200	Introduction to Law or Legal Environment of Business	3 Hours
FIN 161 OR FCS 310	Personal Finance OR Management of Family Resources	3 Hours
MGT 210	Organization and Management	3 Hours
MKT 220	Basic Marketing Concepts	3 Hours
OST 220C OR OST 221C	Word Processing OR Desktop Publishing	3 Hours
OST 255C	Office Administration	3 Hours
BE 310	Advanced Computer Applications for Business Educators <i>(Pre-Requisite: BE 210)</i> <b>(SPRING ONLY)</b>	3 Hours
MKT Elective	<b>MKT 321</b> , 323, 324, 326, 327 <i>(Pre-Requisite MKT 220)</i>	3 Hours
CIS 243	Principles of MIS <i>(Pre-Requisite: BE 210 for Business &amp; Marketing Majors)</i>	3 Hours
BE 350	Business Communication ( <b>FALL ONLY</b> )	3 Hours
BE 410	Digital Media for Business Educators <i>(Pre-Requisite: BE 210)</i> <b>(SPRING ONLY)</b>	3 Hours
BE 486	Business & Marketing Education Seminar ( <b>FALL ONLY</b> ) <i>(Prerequisites: Senior standing and permission of instructor.Co-Requisite SEC 473)</i>	3 Hours
<b>Total Hours in Business and Marketing Education</b>		<b>48 Hours</b>

***During your EDU 250 class, you will be required to attend a Teacher Education Admissions Orientation. The following will be provided to you at that orientation. This process must be completed before you would be able to register for SEC 473, BE 486 and SEC 453.***

**REQUIREMENTS FOR ADMISSION TO THE WKU TEACHER EDUCATION PROGRAM:**

(A personal checklist to record each admission step you complete)

- \_\_\_ Attend Teacher Education Admissions Orientation
- \_\_\_ File an application for admission to teacher education (TA1)
- \_\_\_ File a statement indicating no convictions or pending charges on a felony or sexual misconduct misdemeanor.
- \_\_\_ Sign and file a statement verifying an understanding of such information as the current employment conditions, demands of the teaching field, wide range of skills essential to the teaching field, amount and nature of required class work, necessity of becoming involved in clinical experiences, increasing complexity of the teaching profession, cut-off scores on required tests, and academic attainment required for admission.
- \_\_\_ Sign and file a statement indicating receipt of a printed copy of the:  
(1) requirements for admission to teacher education and student teaching, (2) components related to program course requirements, (3) program matriculation standards, and (4) current PRAXIS test requirements.
- \_\_\_ The candidate must submit a completed physical, TB screening and thumb print criminal background check. Neither can be over one year old at time of submitting.
- \_\_\_ Submit an appropriate photograph for the teacher admissions file.
- \_\_\_ Achieve and maintain the required minimum overall GPA of 2.75 for admission to teacher education (In order to student teach the candidate must have a 2.75 GPA or better in professional education, any identified certification area(s), as well as overall).
- \_\_\_ File a statement indicating a commitment to uphold The Professional Code of Ethics for Kentucky School Personnel.
- \_\_\_ Demonstrate proficiency in the use of oral language by attaining a grade of "C" or higher in an approved general education speech course for education majors (or equivalent courses COMM 145, 161, 181) or by attaining an overall GPA of at least 2.75 (4.0 scale) on an undergraduate degree from an accredited institution.
- \_\_\_ Demonstrate writing proficiency by attaining a 2.5 GPA in English 100 and English 300 or equivalent courses with neither grade being lower than a "C" or by attaining an overall GPA of at least 2.75 (4.0 scale) on an undergraduate degree from an accredited institution. A grade of "C" or higher must be earned in all professional education classes. (If the candidate does not meet this requirement, she/he must contact the Office of Teacher Admission for advisement).
- \_\_\_ Complete teacher admission testing requirements;
  1. (1) The Pre-Professional Skills Test (PPST) with minimums of 174 in Mathematics, 176 in

Reading, 174 in Writing.

\*Official documentation of test scores must be on file in the Office of Teacher Admissions to verify satisfactory completion of this requirement. Test scores not available on Top Net should be brought to Gary Ransdell Hall 2052.

— Obtain three positive faculty recommendations: Disposition toward teaching will be evaluated according to specific qualities or traits.

**a. All teacher admissions candidates:** The student must be recommended by his/her EDU 250, MGE 275, AG 250 and SMED 101 professor and a Western Kentucky University faculty member from one of the following courses (LTCY320/421/444, ELED 345, SEC 351, 352, SPED 330, PSY 310 or SMED 320).

**b. Elementary Ed, MGE majors only:** A faculty member outside the Department of Teacher Education must recommend the student.

**c. Secondary, K-12, 5-12 majors only:** The student must be recommended by a faculty member in his/her major subject who is not the student's faculty advisor.

— Candidate must be on ICAP or submit to the Office of Teacher Services a copy of their written degree program. Students must be enrolled in/admitted to a program that leads to certification  
— Be officially approved by the Professional Education Committee. (All above requirements must be met prior to the teacher admission deadline dates of September 15 or February 15. **The candidate's admission must be committee approved prior to applying for student teaching. Application deadlines for student teaching are September 15 for spring student teaching and February 15 for fall student teaching.**)