Certification Staffing Assignment
BUSINESS, COMPUTER AND INFORMATION TECHNOLOGY

Business, Computer and Information Technology programs provide students with the fundamental concepts and tools of business, computer, and information technology necessary for living and working in today's world including business environments, and for applying a variety of business principles and techniques which are used in personal, postsecondary and occupational settings.

Grade Level Scope of Certificate:
A person holding a valid certificate for Business, Computer and Information Technology is qualified to teach Business, Computer and Information Technology courses in K through 12.

Certification Assignment:
The Business, Computer and Information Technology educator is qualified to teach courses to include areas of computer software applications and to demonstrate the use of business related and industry-specific software. Course and program content in this area includes, but is not limited to: keyboarding, word processing, information processing, data base, spreadsheet, desktop publishing, accessing shared information resources via networks or Internet, multi-media, web-page design, and other emerging software. Also included are business programming and operating systems, including hardware and software applications.

Other courses and programs which the Business, Computer and Information Technology educator can teach include areas such as entrepreneurship, international business, business math, accounting, banking and finance, marketing concepts, merchandising, management concepts, American and global business economics, consumer economics, budgeting, investing and taxes, personal finances, small business management, electronic commerce, business & consumer law, sales and contracts, business organization, insurance, business English/communication, etc.

Certificate Clarifications:
The PA certified Business, Computer and Information Technology teacher may provide career planning, job shadowing and other exploratory experiences and community transition experiences in the Business, Computer and Information Technology education area.

Individuals holding PA certificates for Office Technology (or the older Typewriting certificate), Data Processing, or Secretarial may teach the above computer and technology related courses which are related to the content of the certificates which they hold at any grade level.

Individuals holding the former PA business education Marketing certificate may teach basic Marketing courses to students at any grade level.

Individuals holding valid PA certificates for Accounting (or the older Bookkeeping certificate) may teach Accounting to students at any grade level.

CSPG No. 33
July 1, 2004

Individuals holding valid PA certificates for Accounting (or Bookkeeping), Data Processing, Marketing, Secretarial (or Shorthand), Office Technology (or Typewriting) may teach general business courses such as business and consumer law, principals of selling, office practice, business economics, business English and business mathematics.

Individuals holding valid PA certificates issued under 1961 regulations for Business Education on which specific subjects were written on the certificate in addition to and under the Business Education endorsement may teach the specific subjects listed on their certificate as well as general business courses in areas such as business and consumer law, business economics, consumer economics, office practice; principles of selling; business English; and business mathematics.

Special Considerations:
An educator certified in this field may provide school staff development services regarding their collegial studies/skills, may serve in the role of mentor or advisor, and may assist students in understanding the "reading" content area materials related to this subject area.

Restrictions:
An individual holding a valid PA business certificate issued prior to February 1961 may only teach those specific business education subjects listed on their certificate.

Appropriate certification is dependent on the content of courses being offered by a school entity. An individual who has received a letter from the Bureau approving an individual to teach computer courses using any Level I or II as per the former CSPG #113 dated 1990, may continue to teach the course of study in the specific school entity for which the approval was received until that specific assignment of the individual changes.

References:
Program Specific Guidelines for Certification.

22 PA Code: Chapter 4 - §4.21(e)(1), (2), (3)
                             §4.21(f)(2), (3)
                             §4.22(b), (c)(2), (3), (6), (9)
                             §4.23(b), (c)(7), (d)(1), (2), (e)
                             §4.31(a), (b), (c)

             Chapter 49 - §49.11
                           §49.81
                           §49.142

PA Public School Code: §1202
                           §1604

THIS REVISION SUPERSEDES ALL EARLIER CSPG'S CARRYING THIS NUMBER AND/OR ADDRESSING THIS SUBJECT.
PREVIOUS PRINTING DATES ON THIS SUBJECT: 10/76, 1/87, 3/92.