

# **BUSINESS EDUCATION (BSED)**

## **BSED 102 – Writing for the Professions 3 credit hours**

This course focuses on writing utilizing information gleaned from library sources, required readings, and other selected materials. Students will critically analyze various assigned materials and develop a logical written document with supporting evidence using appropriate style and tone. Conventions of written English will be used to construct a logical argument appropriate to the targeted audience. Secondary sources will be evaluated for credibility.

Prerequisite: ACT Score of 28 OR ENG 101 and word processing skills.

## **BSED 121 – Office Information Processing 3 credit hours**

Special emphasis on speed, skill building, business communications, and formatting skills.

## **BSED 314 – Information Technology: Networking 1 credit hour**

This course will present information and provide skills needed by education majors to supervise and maintain networked computer lab systems.

## **BSED 315 – Information Technology: Presentation Software 1 credit hour**

Students will develop expertise in utilizing presentation software as a communication tool.

## **BSED 316 – Information Technology: Telecommunications 1 credit hour**

This course will provide an overview of what type of information is available on Internet, how one can assess this information, and how use of the Internet can be incorporated in classroom and business environments.

## **BSED 402 – Career, Business, and Technology Principles 3 credit hours**

This course examines career and technical development, stakeholder engagement, and new and emerging business and computer technologies to promote learning. Subject integration, application of standards, use of web-based sources and resource management is applied. Hands-on experience in desktop publishing and a variety of software programs related to business are provided.

## **BSED 431 – Coordinating Techniques 3 credit hours**

This course analyzes vocational cooperative programs and their relationship to the comprehensive school curriculum for combining school-based and work-based learning. The challenges of developing and implementing an effective work-based learning experience are explored. Emphasis is placed on the organization and supervision of cooperative programs, the duties and responsibilities of the coordinator, the selection and placement of students, the evaluation of training stations, and the evaluation of student occupational competencies.

## **BSED 470 – Career Education Methods 3 credit hours**

Course is designed to prepare students to teach business education in grades 7-12 and middle school grades. The course covers instructional strategies, methods, and procedures for teaching business education content at the secondary and middle school levels. Students gain knowledge of available resources, development of teaching materials, lesson plans and unit plans, utilization of technology in the teaching of business education classes, and identification and selection of appropriate assessment techniques.

Prerequisite: Admission to Teacher Education Program.

## **BSED 475 – Internship 1-15 credit hours**

A work experience program planned for students preparing for employment in business, industry and teaching. The learning situation is supervised by the academic department and personnel of selected industries. Work experience approved by the Department.

Total Credits Allowed: 15.00

## **BSED 499 – Special Problems in Business 1-3 credit hours**

In this course the student completes an independent project investigating current trends and important issues in business education. The project is subject to approval by the instructor and Department Chair, should enhance the student's existing knowledge of the topic(s) to be studied, and relate to business education.

Department Consent Required

Total Credits Allowed: 3.00