

Business Education

College of Education

Aviation and Business Education

107 Armstrong Hall • 507-389-6116

Janet G. Adams, Ed.D.

The principal goals of Business Education are (1) to prepare students to meet the licensure requirements for service as teachers in grades 5 through 12; (2) to provide in-service education to vocational teachers in Minnesota; (3) to provide service courses to university students; and (4) to prepare students to be employed in business occupations.

The department offers an interinstitutional program that allows students to obtain a BS degree and teacher licensure from Winona State University. Through careful articulation, most coursework for the teaching major will be offered locally. Some AIS courses will be transmitted to numerous locations using a combination of delivery technology. Before pursuing this major, students are encouraged to meet with the business education coordinator for assistance in program planning.

Admission to Major in the College of Education is granted through the Office of Academic Advising, 117 Armstrong Hall.

Required Minor: None

Business Education BS Teaching

(Degree to be granted by Winona State University College of Business)

Required General Education for Major (3 credits)

ECON 201 Macroeconomics (3)

Required Support Courses for Major (21 credits)

BED 345 Business Communications (3)
 ACCT 200 Financial Accounting (3)
 ACCT 210 Managerial Accounting (3)
 ECON 202 Microeconomics (3)
 FINA 362 Business Finance (3)
 BLAW 200 Legal, Political and Regulatory Environment of Business (3)
 MRKT 310 Principles of Marketing (3)

Required Administrative Information Systems Content for Major (29 credits)

(Courses to be taken at South Central Technical College)
 OTEC 1830 WP Concepts and Applications (3)
 OTEC 2815 Employment Portfolio (3)
 OTEC 2830 Desktop Publishing (3)
 OTEC 1870 Data Software-Access (2)
 OTEC 1880 Spreadsheet Software-Excel (2)

(Courses to be taken on-line through Winona State University)

AIS 215 Personal Finance (3)
 AIS 335 Information Resource Management (3)

AIS 340 Integrated Information Systems Applications (3)
 AIS 360 Interpersonal Business Relations (3)
 AIS 435 Information Systems/Personnel Management (3)
 AIS 490 Capstone Seminar (1)

Required Teaching Methods Courses for Major (6 credits)

(Courses to be taken on-line through Winona State University)

AIS 401 General Methods (2)
 AIS 402 Basic Business Teaching Methods (1)
 AIS 403 Keyboarding Teaching Methods (1)
 AIS 404 Administrative Information Teaching Methods (1)
 AIS 405 Accounting Teaching Methods (1)

Required Electives for Major (8 credits)

(Courses to be taken on-line through Winona State University)

Choose elective credits in Technology-, Business-, and AIS-related courses.

Required for Major (Professional Education, 30 credits)

See the SECONDARY EDUCATION section for admission requirements to Professional Education and a list of required professional education courses.

Transfer Student Advising. Formal evaluation of prior academic preparation follows transfer orientation. The program coordinator approves the coursework based on course descriptions and syllabi and samples of completed work. **However, all courses in the required Professional Education sequence must be taken entirely from only one four-year university.**

COURSE DESCRIPTIONS

BED 120 (3) Introduction to Business Communication

Introduction to Business Communications emphasizes the development of proofreading, grammar, punctuation, vocabulary, spelling skills. Then these skills are used to compose a variety of business and personal documents. Provides an excellent foundation for all university students, as all career choices require excellent written communications. Students must attend during first two weeks of class. Remainder of semester will be on-line, self paced.

BED 161 (3) Word Processing/Keyboarding

Develop basic touch keyboarding skills and efficient keyboarding techniques for all persons who will be inputting and retrieving information on alphabetic and numeric keyboards. Prepare personal and business correspondence, manuscripts, and reports on computers. Open to all students -with limited or no touch-typing skills.

BED 162 (3) Intermediate Word Processing/Keyboarding

Develop employment skills and master word process-

ing applications on computers. Recommended for students who wish to enhance skills beyond basic keyboarding and word processing.

Pre: BED 161, or equivalent

BED 163 (3) Advanced Word Processing/Keyboarding/Machine

Produce business and personal correspondence, tables, macros, templates, manuscripts, and other documents using computers. Use transcription equipment for licensure competency.

Pre: BED 161 or 162, or equivalent

BED 201 (2) Information and Records Management

Establish, manage, maintain, and manipulate a business database. Learn preservation and legal ramifications of paper, microfilm, magnetic, and other media. Learn about computers to maintain records.

BED 206 (3) Spreadsheets and Graphics

Use computers to prepare, create, and illustrate spreadsheet and graphic business information.

BED 215 (2) Information Processing Database Records Management

Use computers for establishing, manipulating, and maintaining a relational database system. Understand management techniques of electronic filing systems.

BED 291 (1-3) Project Study in Business

Provide an opportunity to earn credit by completing a special project or individualized curriculum approved and directed by a faculty member.

Pre: Consent

BED 297 (1-10) Office Experience

Allow students to earn credit for supervised and documented office experience under the direction of their office supervisor and a faculty member. P/N only.

Pre: Consent

BED 320 (1-3) Business Experience

Earn two-for-one clock hours toward business and office education vocational teaching licensure through an apprenticeship program. Students will work as office employees and be supervised by their office supervisor and a faculty member. P/N only.

Pre: Consent

BED 321 (1-3) Business Seminar

Discuss the work flow, team work, decision making, and day-to-day activities for apprenticeship or office experience students. P/N only.

Pre: Consent

BED 325 (3) Office Systems and Technology

Use on-line computer systems in business offices to streamline business operations via electronic messaging, electronic calendaring, electronic data transmission, and other capabilities.

BED 345 (3) Business Communications

Develop and apply written and oral business communication skills into a variety of business and personal documents.

Pre: ENG 101; keyboarding/word processing skills, or equivalent, Recommended: BED 120

BED 406 (3) Methods of Teaching Business, Accounting, and Keyboarding

Discuss business education methodology regarding bookkeeping, accounting, consumer economics, business law, general business, career exploration, marketing, and other basic business subjects. Includes school visitations and review of current literature.

Pre: ACCT 200 and 210, BED 163 and 482, BLAW 450, FINA 362, MGMT 330, MRKT 310, ECON 201 and 202

BED 415 (2) Student Organizations

Learn the teacher-coordinator role as a vocational club advisor.

BED 420 (2) Methods and Materials of Teaching Integrated Business Simulation

Participate in and learn how to manage an integrated business simulation. Includes presentations and discussions to organize simulations for various teaching situations.

Pre: BED 163, or equivalent, or consent

BED 430 (3) Senior Program Report

A report prepared by experiential employed students to illustrate program objectives, approved projects, and evaluations.

Pre: Consent

BED 431 (2) Materials and Methods of Teaching Cooperative

Develop special instructional materials and intensive coordination methods.

BED 432 (2) Coordination Techniques for Cooperative Occupational

Develop program operation policies and practices.

BED 434 (2) Principles and Practices of Vocational Technical Education

Analyze the administration, organization, and operation of vocational education at the local, state, and national levels of government.

BED 440 (2) Corporate Men and Women

Designed to develop sensitivity in dealing with interpersonal relationships facing men and women in today's culturally diverse, competitive business world.

CD-Core

BED 451 (3) Business Correspondence and Reports

Write effective business letters and reports emphasizing the psychology of letter and report writing. Format, content, and creativity emphasized.

Pre: ENG 101 or consent; Recommended: BED 120 and 161

BED 453 (3) Office Management

Discuss physical facilities, layout, working conditions, equipment, scientific procedures, work simplification, and work efficiency standards regarding these elements.

BED 460 (4) Office Systems Implementation and Applications

Compare hardware and software for company needs. Plan and implement office automation components.
Pre: BED 325 or consent

BED 470 (4) Integrated Office Systems

A synthesis and application of concepts related to current office systems topics. Networking and consolidating current office systems via an integrated software approach.
Pre: BED 325, 453, 460 or consent

BED 481 (3) Desktop Publishing

Use microcomputer application software for desktop publishing. Planning, layout, production, and graphics features emphasized.
Pre: BED 161 or consent

BED 482 (2) Secondary Computerized Accounting

Learn and evaluate accounting software packages appropriate for secondary classroom instructional purposes.
Pre: ACCT 200 and 210, and BED 161, or equivalent

BED 483 (2) Presentation Graphics

Learn to create and present information by using electronic media.

BED 489 (1-4) Vocational Curriculum Restructuring

Learn formal procedure used to restructure vocational curriculum.

BED 490 (1-3) Workshop

Specialized subject workshops in business education.

BED 491 (1-4) In-Service

Specific topics designed to serve business and vocational teachers.
Pre: Consent

BED 493 (1-4) Preapproved Occupational Update

A directed program to investigate and observe current occupation conditions, qualifications, and patterns.
Pre: Consent

BED 494 (1-4) Directed Occupational Experience

Paid occupational experience following a training plan to qualify for a vocational teaching license.
Pre: Consent

BED 495 (1-4) Internship: Vocational Teaching

In-service supervision during nine weeks of the first 8 weeks of teaching. Satisfies Minnesota vocational teacher licensing requirement (State Plan, Sec. 1-33-2) for first-year secondary vocational teachers. Mandatory for nondegree teachers and those whose degree major is other than education. P/N only.
Pre: Consent

BED 496 (1-10) Internship: Occupational Experience

To qualify, student must demonstrate competency in a technical area through the university test-out procedure. The test must be completed during the student's last quarter of the BS degree program and is applicable only toward the vocational technical major. May be repeated.

Maximum 30 credits. P/N only.

Pre: Consent

BED 497 (1-10) Internship

Supervised work experience in business, industry and state or federal institutions according to a prearranged training plan for a minimum of fifteen 40-hour weeks. P/N only.

Pre: Consent

BED 499 (1-4) Individual Study

Pre: Consent