

## Business Education

College of Education  
Aviation and Business Education  
107 Armstrong Hall • 507-389-6116

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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)  
(30 credits need to be taken from Winona State University for graduation)

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 or Winona State University)

Otec 1830 or BED 215 WP Concepts and Applications (3)

Otec 2815 or BED 218 Employment Portfolio (3)

Otec 2830 or BED 320 Desktop Publishing (3)

Otec 1870\* Data Software-Access (2)

Otec 1880\* Spreadsheet Software-Excel (2)

or BED 330 Business Information Processing (3)

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

BED 215 Personal Finance (3)

BED 335 Information Resource Management (3)

BED 340 Integrated Information Systems Applications (3)

BED 360 Interpersonal Business Relations (3)

BED 435 Information Systems/Personnel Management (3)

BED 490 Capstone Seminar (1)

Required Teaching Methods Courses for Major (5 credits)

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

BED 401 General Methods (2)

BED 402 Basic Business Teaching Methods (1)

BED 403 Keyboarding Teaching Methods (1)

BED 404 Administrative Information Teaching Methods (1)

BED 405 Accounting Teaching Methods (1)

Required Electives for Major

You must take a minimum of 30 credits from Winona State University for gradu-

ation. If needed, elective credits in Technology-, Business-, and BUED-related courses must be taken/

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 processing 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

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