

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 126 – First Year Seminar 1 credit hour

The First-Year Seminar provides students with a multidisciplinary experience in which they approach an issue or problem from the perspective of three different academic differences. The First-Year Seminar will consist of three 1-credit hour courses taken as co-requisites in a single semester. The successful completion of all three courses satisfies the General Studies LOPER 1 course requirement. Students may take the First-Year Seminar in any discipline, irrespective of their major or minor. Students admitted as readmit students or transfer students who transfer 18 or more hours of General Studies credit to UNK are exempt from taking a LOPER 1 course.

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 Education Multimedia Applications 3 credit hours

This course is designed to prepare business education students to use new and emerging business and computer technologies to promote learning in the classroom. Subject integration, application of standards, use of web-based sources, and hands-on experience using multimedia programs is applied.

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 469 – Career Education Methods I 2 credit hours

In this initial methods course, students will develop a foundational understanding of pedagogy specific to grades 6-12 within the field of Career and Technical Education (CTE). The course explores instructional methodologies, research-based teaching practices, and standards relevant to CTE endorsement areas. Emphasis is placed on equitable classroom structures, effective curriculum design, and essential concepts in middle and high school CTE programs. Additionally, students will examine the historical and current trends shaping career and technical education.

Prerequisite: TE 100

BSED 470 – Career Education Methods II 2 credit hours

This second-level methods course provides students in Career and Technical Education (CTE) endorsement disciplines with advanced preparation in curriculum development, instructional planning, and program management for grades 6-12. Emphasis is placed on building standards-based curricula that integrate classroom, lab, and project-based instruction, experiential and work-based learning, and student leadership through Career and Technical Student Organizations (CTSOs) such as FBLA, DECA, and FCCLA. Students explore strategies for stakeholder engagement, recruitment and retention, and leveraging Federal Perkins funding to support program improvement. Throughout the course, students will develop unit and lesson plans, evaluate vetted teaching resources, and demonstrate instructional practices through teaching demonstrations, peer feedback, and reflection. The course also supports students in developing a clear vision for their role as educators and advisors within CTE programs.

Prerequisite: BSED 469

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