BUSINESS EDUCATION (BSED)

**BSED 802P – Automated Office Systems**  
3 credit hours  
This course examines new and emerging computer technologies. Hands-on experience in desktop publishing and a variety of software programs related to business are provided.

**BSED 831P – 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.