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.

**BSED 870P – 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.