

BUSINESS EDUCATION (BUED)

BUED 197. WORKSHOP, SHORT COURSE, CONFERENCE, SEMINAR. 1-5 Credits.

BUED 299. DIRECTED STUDY. 1-15 Credits.

BUED 302. BUSINESS COMMUNICATION. 4 Credits.

Pre-requisites: junior standing.

This course focuses on oral and written communication strategies, theories and models with an emphasis on the principles of effective business writing in the digital workplace. Students work directly with small businesses to conduct primary research and collect industry research in order to develop a formal research report and a professional business presentation. Students receive hands-on experience by working in collaborative groups and presenting the final report and presentation.

BUED 396. EXPERIMENTAL. 1-10 Credits.

Experimental.

BUED 399. DIRECTED STUDY. 1-5 Credits.

Pre-requisites: permission of the instructor, department chair and college dean.

BUED 425. WORKPLACE COMMUNICATIONS USING COMPUTER APPLICATIONS. 5 Credits.

Notes: Additional testing fees required, testing to be completed in class. PC required.

Pre-requisites: junior standing or permission of instructor.

This course provides an opportunity for students to learn Microsoft and Adobe products through workplace simulations: project-based learning. Students develop new documents from workplace scenarios in order to develop problem solving and critical thinking skills. Workplace communication scenarios, such as meetings, give students hands-on learning experiences to communicate using computer applications.

BUED 430. WORKPLACE COMMUNICATIONS USING COMPUTER APPLICATIONS II. 1-10 Credits.

Pre-requisites: BUED 425.

This course provides an opportunity for students to learn Microsoft Access, Outlook, Project, Visio, Excel Expert, Word Expert, and Adobe CC products through workplace simulations: whole-task learning. Students design new documents from complex workplace scenarios in order to develop problem solving and critical thinking skills. Workplace communication scenarios, such as meetings and document sharing, give students on-the-job-task learning experiences using computer applications.

BUED 470. INTRODUCTION TO COMPUTER SCIENCE FOR TEACHERS. 4 Credits.

Pre-requisites: BUED 425.

In this course students learn best practices for teaching the following computer science concepts in order to develop computer science teaching skills: Global Impact/Social Issues, Programming, Computational Thinking, Computer Science Instructional Methodology, Mobile Applications, Area Networks (LAN and WAN.) Students will learn the introductory steps and frameworks a teacher will need for student success in learning highly technical and advanced computer science topics for grades 4-12.

BUED 475. METHODOLOGIES USED IN BUSINESS, ACCOUNTING, BUSINESS ENGLISH AND MARKETING. 4 Credits.

Pre-requisites: ACCT 251, BUED 302, MKTG 310.

This course provides industry certification opportunities to enhance workplace communication by project-based learning and practical workplace simulations. Students create professional Microsoft and Adobe documents through problem solving and critical thinking skills to design formal and technical documents: reports, letters, mail merge, forms, presentations, spreadsheets, functions, charts, databases, newsletters, pivot tables, etc.

BUED 476. INSTRUCTIONAL METHODOLOGIES USING COMPUTER APPLICATIONS. 4 Credits.

Pre-requisites: BUED 425.

This course provides an opportunity for students to develop microcomputer applications' instructional strategies. Students study different instructional methods and how to implement them into either planning units and lesson plans or employee training material. Students receive hands-on opportunities to demonstrate methodologies and technology classroom management in preparation to instruct computer application content areas and employability skills to an audience.

BUED 496. EXPERIMENTAL COURSE. 1-10 Credits.

Experimental.

BUED 497. WORKSHOP, SHORT COURSE, CONFERENCE, SEMINAR. 1-5 Credits.

BUED 498. SEMINAR. 1-5 Credits.

BUED 499. DIRECTED STUDY. 1-5 Credits.

Pre-requisites: permission of the instructor, department chair and college dean.

BUED 599. INDEPENDENT STUDY. 1-5 Credits.

BUED 600. THESIS IN BUSINESS EDUCATION. 1-5 Credits.

BUED 601. RESEARCH REPORT IN BUSINESS EDUCATION. 1-5 Credits.

BUED 695. INTERNSHIP-BUED. 1-5 Credits.

BUED 696. COLLEGE TEACHING INTERNSHIP. 1-5 Credits.