

2013-2014

**MINOR IN BUSINESS EDUCATION**  
**PROGRAM OF STUDY**

Minor Code: 407/13.1303  
Department of Curriculum and Instruction

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The Minor in Business Education consists of the following courses:

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|------|---|--------------|
| I.   | <b><u>REQUIRED COURSES:</u></b>   | <b>12 SH</b> |
|      | BE 3340 Business Communications (3)   |              |
|      | BE 3380 Information Systems for Business and Education Professionals (3)                          |              |
|      | BE 4510 Office Management (3)   |              |
|      | BE 4650 Computer Applications for Business and Education Professionals (3)                        |              |
| II.  | <b><u>ELECTIVES (Select 6 SH from the following):</u></b>   | <b>6 SH</b>  |
|      | BE 4550 Network Administration for Business and Education Professionals (3)                       |              |
|      | BE 4660 Classroom Management and Assessment Practicum in Secondary Education (3)                  |              |
|      | BE 4755 Methods and Materials in Business and Marketing Education (4)                             |              |
|      | CIS 1026 Personal Computing Effectiveness (3)   |              |
|      | CIS 2050 Foundations of Information Systems (3)   |              |
|      | CIS 3250 Systems Analysis and Design (3)  |              |
|      | Other electives may be chosen with the advice and approval of the Business Education Coordinator. |              |
| III. | <b><u>TOTAL HOURS REQUIRED FOR MINOR:</u></b>   | <b>18 SH</b> |