The Minor in Business Education consists of the following courses:

I. **REQUIRED COURSES:** 12 SH
   
   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. **ELECTIVES (Select 6 SH from the following):** 6 SH
    
    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 Information Technology in the Organization (3)
    CIS 3250 Systems Analysis and Design (3)
    Other electives may be chosen with the advice and approval of the Business Education Coordinator.

III. **TOTAL HOURS REQUIRED FOR MINOR:** 18 SH