

BUSINESS EDUCATION (BE)

BE 210 Computer Applications for Business Educators 3 Hours

Fundamentals of integrated desktop computer applications utilized by Business and Marketing educators. For future Business and Marketing educators with no computer applications experience.

Recent Term(s) Offered: None

BE 350 Business Communication 3 Hours

A study of the communication process in business as related to managerial and professional communication. Emphasis on the principles of functional communication; correct, forceful language use; and sound management policies and practices which lead to effective communication.

Recent Term(s) Offered: None

BE 362 Introduction to Office Systems 3 Hours

This course emphasizes the interaction of people, processes, and technologies that form office information systems within contemporary organizations. The integrated office systems concept; major office systems technologies; management decisions and personnel considerations necessitated by office automation; human factors currently at the forefront of office systems planning; and emerging trends in society, organizations, and technology will be discussed.

Recent Term(s) Offered: None

BE 400 Advanced Computer Applications for Business Educators 3 Hours

Fundamentals of advanced integrated desktop computer applications utilized by Business and Marketing educators. For future Business and Marketing educators or students who wish to expand their current skills from the intermediate level to the advanced level.

Prerequisite(s): BE 210

Recent Term(s) Offered: None

BE 410 Digital Media for Business Educators 3 Hours

Fundamentals of creating documents and web pages via computer media. Emphasis will be placed on computer desktop publishing. For future Business and Marketing educators.

Prerequisite(s): BE 210

Recent Term(s) Offered: None

BE 463 Information Resources Management 3 Hours

No course description is available

Recent Term(s) Offered: None

BE 471 Office Internship 3 Hours

Office Internship in a business work experience program requiring employment in a business, government, or institutional office environment during the term in which the student is enrolled. This course requires periodic seminars and permission of the employer to declare the work experience as an internship experience.

Recent Term(s) Offered: None

BE 485 Office Employee Training 3 Hours

Theories of learning applied to the adult learner in training and development situations; developing, managing, staffing training and development programs; training materials creation and evaluation, facilities and media, applications for administrative, professional support, and office systems employees.

Recent Term(s) Offered: None

BE 486 Business and Marketing Education Seminar 3 Hours

A capstone course focusing on current trends, problems, and issues in the business world and their effect on Business and Marketing education.

Corequisite(s): SEC 473

Restriction(s): Students with a semester level of Freshman, Junior or Sophomore may **not** enroll.

Recent Term(s) Offered: None