

Department of Business Education

http://www.ncat.edu/~bueddept/

Beryl C. McEwen, Chairperson**VISION**

The Department of Business Education strives to prepare nationally competitive professionals in teaching and in information technology.

MISSION

The Department of Business Education prepares business educators and information technology professionals for the ever-changing workforce. Business education combines teaching, technology, communication, critical thinking, leadership, ethics and team building with professionalism. It prepares candidates for careers in education, business, government and other organizations.

OBJECTIVES

The objectives of the Department of Business Education are to provide quality instruction for the development of business teachers and to prepare students for professional roles in information technology, business, government, and the professions.

DEGREES OFFERED

Business Education (Business Teacher Education) – Bachelor of Science

Business Education (Information Technology) – Bachelor of Science

The Business Teacher Education Degree is now available online

GENERAL PROGRAM REQUIREMENTS

Students majoring in Business Teacher Education acquire the essential competencies that business education teachers need to function in an environment of changing technology. The Business Teacher Education program offers five concentrations: Computer Technology, Marketing, Economics, Mathematics and English. All concentrations have the same core courses in Business, Education, and University Studies. There are at least 18 credit hours in the concentration. All concentrations include business work experience.

The Information Technology majors prepare for information technology careers in business, government, and the professions. Information Technology majors complete a required core of business courses and are allowed to select an additional 18 credits of Information Technology electives from a list provided. All Students completing bachelor's degree programs in the Department of Business Education must complete 124-128 semester hours, consistent with the curriculum guide of the program selected. All Business Education majors must earn a minimum grade of "C" in UNST 110, 221, MATH 111, 112, BUAD 520 and BUED 360.

DEPARTMENTAL REQUIREMENTS

All majors in the Department of Business Education must earn a minimum grade of "C" in all of the 10 (30 credit hours) courses identified as major program requirements in the applicable University Bulletin for the selected area of study.

The Business Teacher Education curriculum meets the licensure requirements for the North Carolina Department of Public Instruction. The Business Education Department is guided by the State's certification procedures in force. Each Business Teacher Education major is required to pass the PRAXIS I (PPST) Test, the 16 Personality Factors Test, and an interview, for admission to the Teacher Education Program as well as pass the Specialty Area Test—PRAXIS II—before beginning student teaching. Check with your advisor or chairperson for more details.

Business Teacher Education majors must meet the relevant admission, retention, and exit criteria for the Teacher Education Programs. For more details, see the "Teacher Education Program" and "Teacher Education Admission and Retention Standards, including Certification Procedures" sections in this Bulletin.

To be eligible for student teaching in Business Education, the student must have met the following requirements:

1. Attained Senior Standing
2. Completed at least three-fourths of the number of hours required in business and economics courses
3. Completed at least three-fourths of the number of hours required in his/her concentration
4. Attained an average of 2.8 or better in all work undertaken in the University, in all professional education courses undertaken, and in all courses undertaken in the subject matter major
5. Admitted to the Teacher Education Program
6. Passed the PRAXIS II (Specialty Area Test) in the content area

¹ As mandated by the State Department of Public Instruction, all candidates for teacher licensure will need to show evidence of computer competency beginning in the Spring of 1998. Students must produce an electronic portfolio showing advanced technology for teaching skills during their program of study. The University, through course-work, will provide opportunities for students to produce materials necessary to fulfill the technology portfolio requirement.

ACCREDITATION

The Business Teacher Education program is accredited by the National Council for Accreditation of Teacher Education and approved by the North Carolina State Department of Public Instruction. The degree is included in the programs accredited by the AACSB-International.

CAREER OPPORTUNITIES

Depending on the concentration selected, graduates of the Department of Business Education are prepared for career opportunities as business teachers in middle and secondary grades, and information technology specialists in business, industry, and the government.

**REQUIRED MAJOR COURSES FOR BUSINESS EDUCATION
(Economics Concentration)**

BUAD 341	BUED 675	ECON 410
BUED 334	BUED 682	ECON 415
BUED 342	ECON 310	ECON 420
BUED 360		

CURRICULUM GUIDE FOR BUSINESS EDUCATION

**(Economics Concentration)
FRESHMAN YEAR**

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
UNST 110	3	MATH 112	4
MATH 111	4	UNST 140	3
UNST 100	1	BUED 334	3
UNST 120	3	CUIN 102	2
BUAD 220	3	UNST 221	3
UNST 130	3	HPED 200	2
	17		17

SOPHOMORE YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
ECON 200	3	ACCT 222	3
ACCT 221	3	UNST Cluster Theme Elec ^a	3
ECON 305	3	ECON 310	3
SPCH 250	3	BUED339 ^b	3
CUIN 301	2	BUED 342	3
BUAD 341	3	ECON 201	18
	17		

JUNIOR YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
ECON 410	3	BUAD 361 ^c	3
BUAD 422	3	CUIN 400	3
BUAD 481	3	UNST Cluster Theme	
BUED 360	3	Elec/Free	3
UNST Cluster Theme Elective ^a	3	ECON 420	3
BUED 670	1	BUAD 430	3
	16	BUED 671	1
			16

SENIOR YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
ECON 415	3	CUIN 500	3
BUAD 453	3	CUIN 560	6
BUED 675	3	CUIN 624	3
BUED 682	3		12
BUAD 520	3		
	15		

Total Credit Hours: 128

^a Cluster Theme Electives: Students are required to select one cluster theme and select four elective courses within that theme; however, the selection of either the Energy & Environment theme or the Community & Conflict theme will allow BUAD 361 to be used as one of the four theme electives.

^b Students who do not pass the Proficiency Test for Data Entry and Digital Input Applications should first enroll in BUED 301.

^c Selection of cluster theme Energy, Environment and Justice or Community and Conflict will allow BUAD 361 – Legal Environment of Business – to be used as one of the four cluster theme electives.

**REQUIRED MAJOR COURSES FOR BUSINESS EDUCATION
(Computer Technology)**

BUAD 341	BUED 342	BUED 624
BUAD 361	BUED 360	BUED 675
BUAD 440	BUED 447	BUED 682
BUED 334		

**CURRICULUM GUIDE FOR BUSINESS EDUCATION
(Computer Technology)**

FRESHMAN YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
UNST 110	3	CUIN 102	2
MATH 111	4	MATH 112	4
UNST 130	3	UNST 221	3
UNST 100	1	UNST 140	3
UNST 120	3	BUED 334	3
BUAD 220	3	HPED 200	2
	17		17

SOPHOMORE YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
ECON 200	3	ACCT 222	3
UNST Cluster		SPCH 250	3
Theme Elective ^a	3	UNST Cluster Theme	
ACCT 221	3	Elective ^a	3
ECON 305	3	ECON 310	3
CUIN 301	2	ECON 201	3
BUAD 341	3	BUED 339 ^b	3
	17		18

JUNIOR YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
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BUED 342	3	BUAD 361 ^c	3
BUAD 422	3	CUIN 400	3
BUAD 440	3	BUAD 453	3
BUAD 481	3	BUED 447	3
BUED 360	3	BUAD 430	3
BUED 670	<u>1</u>	BUED 671	<u>1</u>
	16		16

SENIOR YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
BUED 624	3	CUIN 500	3
BUED 400	3	CUIN 560	6
BUED 675	3	CUIN 624	3
BUED 682	3		12
BUAD 520	<u>3</u>		
	15		

Total Credit Hours: 128

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^b Students who do not pass the Proficiency Test for Data Entry and Digital Input Applications should first enroll in BUED 301.

^c Selection of cluster theme Energy, Environment and Justice or Community and Conflict will allow BUAD 361 – Legal Environment of Business – to be used as one of the four cluster theme electives.

**REQUIRED MAJOR COURSES FOR BUSINESS EDUCATION
(Marketing)**

BUAD 361	BUAD 438	BUED 360
BUAD 430	BUED 334	BUED 675
BUAD 432	BUED 342	BUED 682
BUAD 435		

**CURRICULUM GUIDE FOR BUSINESS EDUCATION
(Marketing)****FRESHMAN YEAR**

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
UNST 110	3	MATH 112	4
MATH 111	4	UNST 140	3
UNST 100	1	UNST 221	3
UNST 120	3	BUED 334	3
UNST 130	3	CUIN 102	2
BUAD 220	<u>3</u>	HPED 200	<u>2</u>
	17		17

SOPHOMORE YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
ECON 200	3	ACCT 222	3
ACCT 221	3	UNST Cluster Theme Elec ^a	3
ECON 305	3	ECON 310	3
CUIN 301	2	BUED 339 ^b	3
BUAD 341	3	BUED 342	3
SPCH 250	<u>3</u>	ECON 201	<u>3</u>
	17		18

JUNIOR YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
BUAD 430	3	BUAD 432	3
BUAD 422	3	CUIN 400	3
BUAD 481	3	BUAD 453	3
BUED 360	3	BUAD 425	3
Cluster Theme		BUAD 361 ^c	3
Elective ^a	3	BUED 671	<u>1</u>
BUED 670	<u>1</u>		16
	16		

SENIOR YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
BUAD 438	3	CUIN 500	3
BUAD 435	3	CUIN 560	6
BUED 675	3	CUIN 624	<u>3</u>
BUED 682	3		12
BUAD 520	<u>3</u>		
	15		

Total Credit Hours 128

^a Cluster Theme Electives: Students are required to select one cluster theme and select four elective courses within that theme; however, the selection of either the Energy & Environment theme or the Community & Conflict theme will allow BUAD 361 to be used as one of the four theme electives.

^b Students who do not pass the Proficiency Test for Data Entry and Digital Input Applications should first enroll in BUED 301.

^c Selection of cluster theme Energy, Environment and Justice or Community and Conflict will allow BUAD 361 – Legal Environment of Business – to be used as one of the four cluster theme electives.

**REQUIRED MAJOR COURSES FOR BUSINESS EDUCATION
(Information Technology)**

BUAD 440	BUED 342	Information Technology – IT Elective (4)
BUAD 520	BUED 360	
BUAD 522	BUED 400	

**CURRICULUM GUIDE FOR BUSINESS EDUCATION
(Information Technology)**

FRESHMAN YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
BUAD 220	3	BUED 334	3
MATH 111	4	GEEN 102	2
UNST 100	1	MATH 112	4
UNST 110	3	UNST 140	3
UNST 120	3	UNST 221	3
UNST 130	3	HPED Elective	1
	17		16

SOPHOMORE YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
ACCT 221	3	ACCT 222	3
BUAD 341	3	ECON 201	3
ECON 200	3	ECON 310	3
ECON 305	3	PSYC 320	3
SPCH 250	3	UNST Cluster Theme	
HPED Elective	1	Elective ^a	3
	16	BUED 339 ^b	3
			18

JUNIOR YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
BUAD 422	3	BUAD 361 ^c	3
BUAD 481	3	BUAD 430	3
BUED 342	3	BUAD 453	3
BUED 360	3	BUED 671	1
Info. Tech. – IT Elective	3	UNST Cluster Theme	
BUED 670	1	Elective ^a	3
	16	Info. Tech. – IT Elective	3
			16

SENIOR YEAR

<i>First Semester</i>	<i>Credit</i>	<i>Second Semester</i>	<i>Credit</i>
BUAD 426	3	BUAD 522	3
BUED 400	3	Info. Tech. – IT Elective	3
BUAD 440	3	Info. Tech. – IT Elective	3
Info. Tech. – IT Elective	3	BUAD 520	3
Info. Tech. – IT Elective	3		12
	3		
	15		

Total Credit Hours: 126

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^b Students who do not pass the Proficiency Test for Data Entry and Digital Input Applications should first enroll in BUED 301.

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NOTE: A list of Information Technology Electives, including course descriptions, is available at the Department's Web site.

COURSE DESCRIPTIONS IN BUSINESS EDUCATION

BUED 301. Data Entry and Digital Input Applications **Credit 2(1-2)**

This course is designed to develop speed and accuracy in data entry and the use of various digital input devices. Emphasis is placed on using software for formatting basic business documents. Requirements for successful completion: 40 gross words per minute. **(F;S;SS)**

BUED 334. Microcomputer Usage in Business **Credit 3(2-1)**

This course examines the theory and application of microcomputers in business. Students can gain hands-on experience with microcomputers using commercially and non-commercially developed software as it relates to the business environment. Prerequisite: Sophomore standing. **(F;S;SS)**

BUED 339. Information Processing Applications **Credit 3(2-1)**

This course is designed to enhance information processing skills through projects and simulations. Emphasis is placed on advanced word processing, including the integration of spreadsheets, databases and presentations. Students will use desktop publishing, multimedia, and Web page design software to produce newsletters, policies and procedures manuals, and Web pages. Goal: Keyboard at 55 gwpm; voice input at 120 gwpm. Prerequisite: Keyboarding Proficiency Test or BUED 301 and BUED 334. **(F;S)**

BUED 342. Business Programming **Credit 3(3-0)**

This course introduces the student to computer programming design and techniques for management decision-making. Emphasis will be placed on the computer as an aid to problem solving and report generation essential to an efficient and an effective management information system. Prerequisite: BUAD 341 or GEEN 102. **(F;S;SS)**

BUED 360. Business Communications **Credit 3(3-0)**

The study of communication theory and its applications to business is the main focus of this course. Emphasis is placed on composing the basic forms of business communication, including correspondence and reports. Attention is also given to the ethical objectives of communicating in the managerial environment. Prerequisites: ENGL 101 and sophomore standing. **(F;S;SS)**

- BUED 379. Personal Finance** **Credit 3(3-0)**
 This course examines the problems faced by individuals in managing personal incomes and expenditures. Emphasis is also placed upon credit, budgeting, borrowing, saving, and insurance. Prerequisite: Sophomore standing. **(S)**
- BUED 400. Business Reports and Presentations** **Credit 3(3-0)**
 This is a one-semester course with emphasis on advanced applications of business and technical writing principles; short reports such as letter reports and memo reports; formal reports; proposals; and procedures manuals. Emphasis will be placed on research and formal writing skills and on oral presentation skills through presentation of various reports. Presentations will be enhanced by using graphics and word processing software for document preparation. Prerequisites: ENGL 100, 101, SPCH 250, BUED 360; or junior standing and approval of the chairperson. **(S)**
- BUED 444. Data Communications and Networks** **Credit 3(3-0)**
 This course emphasizes a formal approach to modern data communications and networks, including a theoretical and practical framework. It places special attention on enterprise and global systems covering voice, data, software, hardware, cellular/wireless, and bluetooth standards. Prerequisites: BUED 334 and BUAD 341; or approval of chairperson. **(S)**
- BUED 447. Advanced Microcomputer Applications** **Credit 3(2-1)**
 Emphasis in this course is on Windows-based graphical user interface and advanced computing concepts and applications related to information design, production, management, and dissemination in business. This course includes hands-on desktop publishing applications using integrated software packages. A capstone unit will deal with the future of the computing industry. Prerequisite: BUED 334 or approval of chairperson. **(S)**
- BUED 568. Organizational Information and Records Management** **Credit 3(3-0)**
 This course emphasizes the processing of organizational information at the systems level including records management, telecommunications, eCommerce, and global information management. Consideration is also given to the appraisal of current and future technological trends in business. Prerequisites: BUED 334, BUAD 341 or equivalent, and senior standing. **(DEMAND)**
- BUED 624. E-Commerce Design and Implementation** **Credit 3(3-0)**
 This hands-on course will focus on the design and implementation of an e-business site on a live server. Emphasis will be given to effective design of Web pages, particularly the data collection forms such as the order and credit forms and how they interface with other business systems. A final project will require students to demonstrate the efficiency of their design to a panel of external evaluators. Prerequisites: BUED 444 and 447 or approval of the chairperson. **(F)**
- BUED 670, 671. Directed Work Experience** **Credit 1(0-1)**
 This course includes observation and fieldwork in selected business firms to contribute practically to the total development of the student's educational experiences. A minimum of 100 hours must be completed each semester. Four hundred hours are required for Business Teacher Education majors. Students will receive "S" for "Satisfactory" or "U" for "Unsatisfactory" grades. Prerequisite: Junior standing. **(F;S;SS)**
- BUED 672. Directed Work Experience** **Credit 0(0-0)**
 This course includes observation and fieldwork in selected business firms to contribute practically to the total development of the student's educational experiences. A minimum of 100 hours must be completed each semester. Four hundred hours are required for Business Teacher Education majors. Students will receive "S" for "Satisfactory" or "U" for "Unsatisfactory" grades. Prerequisite: Junior standing. **(F;S;SS)**
- BUED 675. Instructional Methods in Business Education** **Credit 3(3-1)**
 This course focuses on helping teacher candidates develop strategies for teaching and assessing business and information technology, including the development of units of instruction, lesson plans, enrichment materials and assessments for effective teaching at the secondary level. Provisions are made for observing and participating in teaching demonstrations. This course includes 60 hours of observation in a public school business classroom.
- BUED 682. Curriculum, Instructional Planning and Assessment in Business Education Programs** **Credit 3(3-0)**
 This course focuses on the principles of effective administration and supervision of public school business education programs. It includes the foundations of career and technical education from the federal and state perspectives, major issues, and trends in business education. Prerequisite: Senior standing and consultation with chairperson. **(F;S)**

DIRECTORY OF FACULTY

Betty F. Chapman	Adjunct Assistant Professor
B.S., Shaw University; M.B.A., North Carolina Central University; Ph.D., Virginia Polytechnic Institute and State University	
Karen A. Forcht	Visiting Professor
B.S., Bowling Green State University; M.S., East Texas State University; Ed.D., Oklahoma State University	
Frank W. Griffin	Assistant Professor
B.A., University of North Carolina at Chapel Hill; M.A., North Carolina State University, Ph.D., University of North Carolina at Greensboro	
Lisa E. Gueldenzoph	Assistant Professor
B.S., Northern Michigan University; M.Ed., Ph.D., Bowling Green State University	
Thelma M. King	Associate Professor
B.S., North Carolina A&T State University; M.S., University of North Carolina at Greensboro; Ph.D., Virginia Polytechnic Institute and State University	
Ewuukgem Lomo-David	Associate Professor
B.S., Mankato State University; M.Ed., Ed.D., University of Memphis	
Beryl C. McEwen	Professor and Chairperson
B.Ed., University of Technology, Jamaica; M.S., Ph.D., Southern Illinois University at Carbondale	
Lillie Robinson	Associate Professor
B.A, Howard University; M.S., Ed.D., Virginia Polytechnic Institute and State University	
Danielle Winchester	Adjunct Instructor
B.S., M.B.A., University of North Carolina at Greensboro	

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