

WINONA STATE UNIVERSITY
NEW AND REVISED COURSE AND PROGRAM APPROVAL FORM

Routing form for new and revised courses and programs.

Course or Program Business Education Program

Department Recommendation

[Signature]
Department Chair

10/14/13
Date

jreimold@winona.edu
e-mail address

Dean's Recommendation ☒ Yes ☐ No*

Janice A. Sherman
Dean of College

10/15/13
Date

*The dean shall forward their recommendation to the chair of the department, the chair of A2C2, and the Vice President for Academic Affairs.

A2C2 Recommendation ☒ Approved ☐ Disapproved

[Signature]
Chair of A2C2

11/6/13
Date

Nicholas A. Wysocki
A2C2 Representative to
Education Studies Dept.

Graduate Council Recommendation
(if applicable)

☐ Approved

☐ Disapproved

Chair of Graduate Council

Date

Director of Graduate Studies

Date

Faculty Senate Recommendation ☐ Approved ☐ Disapproved

President of Faculty Senate

Date

Academic Vice President Recommendation ☐ Approved ☐ Disapproved

Academic Vice President

Date

Decision of President ☐ Approved ☐ Disapproved

President

Date

Please forward to Registrar.

Registrar _____
Date entered _____

Please notify department chair via e-mail that curricular change has been recorded.

WINONA STATE UNIVERSITY

PROPOSAL FOR A REVISED PROGRAM

This form is to be used to submit a proposal for a **revised undergraduate** or graduate major, minor, concentration, or option. Every item on this form must be completed prior to submission to A2C2 for the proposal to be considered for approval. The department proposing a new program must include a *Financial and Staffing Data Sheet* and the *New and Revised Course and Program Approval Form* with department chairperson's and dean's signatures. Refer to Regulation 3-4, *Policy for Changing the Curriculum*, for complete information on submitting proposals for curricular changes

Note: Regulation 3-4, *Policy for Changing the Curriculum*, allows a department, with its dean's approval, to change up to two courses per year within an existing major, minor, concentration, option, etc., without seeking review of A2C2 and/or graduate Council, provided that (1) the total credits do not increase or decrease for the major, minor, concentration, option, etc., and (2) the change does not affect other departments or the University Studies or General Education Programs. Please use the *Notification form* for these changes instead of this *Proposal for a Revised Program*.

Department: Education Studies Department

Title of Program: Business Education Program

This is a revised x Major Minor Concentration Option Other (explain)

Major/Minor Code of this program PBED

Total Semester Hours 135 old; 120 new

Please provide all of the following information:

(Note: Other documentation may not substitute for this. All information must be on this form)

A. A statement of major focus and objectives of the revised program (Include this even if it has **not changed**)

The Business Education Teaching major prepares students to become teachers of business subjects at the 5-12 level. Business education courses integrate technology and business to prepare students to teach these subjects successfully after graduation. Students pursue a balanced curriculum of computer technology, business administration, administrative information systems, general education, methods of teaching, and professional education.

B. New Catalog Content (Include these even if they have not changed)

1.

Business Education (Teaching) (BEDT) - BT Major

 Return to: [WSU Colleges & Undergraduate Programs](#)

58 S.H. (No Minor Required) Grade 5-12 **43 S.H.**

Note: All Winona State University teacher education programs are continuously updated to reflect new licensure requirements from the Minnesota Board of Teaching. Please contact your program advisor and refer to the [Teacher Education Addendum](#) for the latest information about program requirements whether you are (1) applying to a teacher education program, or (2) currently enrolled in a teacher education program.

Required Courses

Business Education - BUED ~~(34 S.H.)~~ 25 S.H.

- ~~• BUED 201 - Keyboarding (1 S.H.)~~
- ~~• BUED 203 - Document Production and Procedures (2 S.H.)~~
- BUED 215 - Personal Finance (3 S.H.)
- BUED 320 - Business Technology (3 S.H.)
- BUED 330 - Advanced Business Technology (3 S.H.)
- Δ BUED 333 - Business Communication (3 S.H.)
- ~~• Δ BUED 335 - Information Resource Management (3 S.H.)~~ Intensives met in other areas.
- BUED 340 - Integrated Information Systems Applications (3 S.H.)
- ~~• BUED 360 - Interpersonal Business Relations (3 S.H.)~~
- © BUED 401 - General Methods and Foundations (3 S.H.)
- BUED 403 - Technology and Business Teaching Methods (3 S.H.)
- BUED 435 - Information Systems/Personnel Management (3 S.H.)
- BUED 490 - Capstone Seminar (1 S.H.)

Accounting - ACCT (6 S.H.)

- ACCT 211 - Financial Accounting Principles (3 S.H.)
- ACCT 212 - Managerial Accounting Principles (3 S.H.)

Business Administration - BUSA (3 S.H.)

- BUSA 291 - Legal Environment of Business (3 S.H.)

Economics – ECON (6 S.H.)

- ECON 201 - Principles of Microeconomics (3 S.H.)
- ECON 202 - Principles of Macroeconomics (3 S.H.)

Finance - FIN ~~(3 S.H.)~~

- ~~• FIN 360 - Corporate Finance (3 S.H.)~~
- ~~• OR~~
- ~~• FIN 201 - Introduction to Finance (3 S.H.)~~

Marketing - MKTG (3 S.H.)

- MKTG 300 - Principles of Marketing (3 S.H.)

Recommended Electives (3 S.H.)† Elective requirement has been removed, but if the student is able to take additional coursework, the following courses are recommended.

Business Administration - BUSA

- BUSA 106 - Introduction to Business (3 S.H.)

Business Education - BUED

- BUED 201 – Keyboarding (1 S.H.)
- BUED 203 – Document Production & Procedures (2 S.H.)
- BUED 218 - Job Search Strategies: Resumé (1 S.H.)
- BUED 219 - Job Search Strategies: Application Letter and Interview (1 S.H.)
- BUED 336 - Information Services Seminars (1 S.H.)
- BUED 350 - Quality of Work Life (3 S.H.)
- BUED 360 – Interpersonal Business Relations (3 S.H.)
- © BUED 410 - Administrative Communication (3 S.H.)
- BUED 412 - Team Building (1-3 S.H.)
- BUED 440 - Training and Employee Development (3 S.H.)
- BUED 441 - Training Techniques and Media (3 S.H.)
- BUED 470 - Seminar in Training and Education for Business (1-3 S.H.)

Educational Foundations and Technology - EFRT

- EFRT 442 - The Adult Learner (3 S.H.)

Note:

† Other electives may be taken with approval from the student's advisor.

Professional Educational Sequence (36 S.H.)

Note: Teacher education majors must take all courses in the Professional Education Sequence in addition to courses in the content area. Refer to the "Teacher Education Licensure Programs" section of this catalog for more information.

- * HERS 204 - Personal & Community Health (3 S.H.)
- SPED 300 - Children and Youth with Exceptionalities (3 S.H.)
- EDUC 429 - Secondary Reading and Teaching Strategies (3 S.H.)

- EFRT 401 - Human Development and Learning: K-12 & 5-12 (2 S.H.)
- EFRT 421 - Classroom Management: K-12 and 5-12 (1 S.H.)
- EFRT 441 - Curriculum, Instruction, and Assessment: K-12 and 5-12 (3 S.H.)
- Δ EFRT 449 - Middle Level Philosophy, Organization and Interdisciplinary Planning (3 S.H.)
- Δ EFRT 459 - The Professional Educator (3 S.H.)
- EFRT 461 - Multicultural Youth, Children, & Families: Part I: K-12 and 5-12 (2 S.H.)
- EFRT 462 - Multicultural Youth, Children, and Families Part II (1 S.H.)

Note:

-
- EFRT 401 and 461 must be taken concurrently
 - EFRT 421 and 441 must be taken concurrently
 - EFRT 459 and 462 must be taken concurrently

Student Teaching

-
- Students are also required to take 12 S.H. of Student Teaching. This course varies by department and program. See advisor for more information.

Note:

© = Oral Intensive

◆ = Math/Critical Analysis Intensive

Δ = Writing Intensive

* = Physical Development and Wellness Graduation Requirement

2. No new catalog narrative.

C. Description of Revisions

1.

Business Education: 12 credit reduction

OLD PROGRAM REQUIREMENTS	NEW PROGRAM REQUIREMENTS
<i>BUSINESS EDUCATION COURSE REQUIREMENTS</i>	<i>BUSINESS EDUCATION COURSE REQUIREMENTS</i>
BUED 201 Keyboarding (1)	~no longer required~
BUED 203 Document Production & Procedures (2)	~no longer required~
BUED 215 Personal Finance (3)	BUED 215 Personal Finance (3)
BUED 320 Business Technology (3)	BUED 320 Business Technology (3)
BUED 330 Advanced Business Technology (3)	BUED 330 Advanced Business Technology (3)
BUED 333 Business Communication (3)	BUED 333 Business Communication (3)
BUED 335 Information Res. Management (3)	~no longer required~

BUED 340 Integrated Info. Sys. Applications (3)	BUED 340 Integrated Info. Sys. Applications (3)
BUED 360 Interpersonal Business Relations (3)	~no longer required~
BUED 401 General Business Methods (3)	BUED 401 General Business Methods (3)
BUED 403 Tech. & Bus. Teaching Methods (3)	BUED 403 Tech. & Bus. Teaching Methods (3)
BUED 435 Info. System/Personnel Mgmt (3)	BUED 435 Info. System/Personnel Mgmt (3)
BUED 490 Capstone Seminar (1)	BUED 490 Capstone Seminar (1)
Required Elective Credits in BUED or Business (3)	~no longer required~
TOTAL CREDITS=37	TOTAL CREDITS=25

Business Core: 3 credit reduction

OLD PROGRAM REQUIREMENTS	NEW PROGRAM REQUIREMENTS
<i>BUSINESS CORE REQUIREMENTS</i>	<i>BUSINESS CORE REQUIREMENTS</i>
ECON 201 Principles of Microeconomics (3)	ECON 201 Principles of Microeconomics (3)
ECON 202 Principles of Macroeconomics (3)	ECON 202 Principles of Macroeconomics (3)
ACCT 211 Financial Accounting Principles (3)	ACCT 211 Financial Accounting Principles (3)
ACCT 212 Managerial Accounting Principles (3)	ACCT 212 Managerial Accounting Principles (3)
FIN 360 Corporate Finance OR FIN 201 Intro to Finance (3)	~no longer required~
BUSA 291 Legal Environment of Business (3)	BUSA 291 Legal Environment of Business (3)
MKGT 300 Principles of Marketing (3)	MKGT 300 Principles of Marketing (3)
TOTAL CREDITS=21	TOTAL CREDITS=18

Education Requirements: No changes

OLD PROGRAM REQUIREMENTS	NEW PROGRAM REQUIREMENTS
<i>EDUCATION SEQUENCE COURSE REQUIREMENTS</i>	<i>EDUCATION SEQUENCE COURSE REQUIREMENTS</i>
SPED 300 Except. Child (3)	SPED 300 Except. Child (3)
HERS 204 Pers./Comm. Health (3)	HERS 204 Pers./Comm. Health (3)
EFRT 401 Human Dev. & Learning: Secondary (2)	EFRT 401 Human Dev. & Learning: Secondary (2)
EFRT 421 Classroom Management: Secondary (1)	EFRT 421 Classroom Management: Secondary (1)
EFRT 441 C&I & Assessment: Secondary (3)	EFRT 441 C&I & Assessment: Secondary (3)
EDUC 429 Sec. Read. & Teaching (3)	EDUC 429 Sec. Read. & Teaching (3)
EFRT 449 Middle School Phil. (3)	EFRT 449 Middle School Phil. (3)
EFRT 459 The Prof. Educator (3)	EFRT 459 The Prof. Educator (3)
EFRT 461 Multicultural YCF I (2)	EFRT 461 Multicultural YCF II (2)
EFRT 462 YCF II (1)	EFRT 462 YCF II (1)
EDST 460 Student Teaching (12)	EDST 460 Student Teaching (12)
TOTAL CREDITS=36	TOTAL CREDITS=36

Gen. Ed.: No Changes

OLD PROGRAM REQUIREMENTS	NEW PROGRAM REQUIREMENTS
GENERAL EDUCATION REQUIREMENTS	GENERAL EDUCATION REQUIREMENTS
Goal 1. Communication (7 CR): A. COE Requirement: College Reading & Writing-ENG 111 (4) B. COE Requirement: Public Speaking-CMST 191 (3)	Goal 1. Communication (7 CR): A. COE Requirement: College Reading & Writing-ENG 111 (4) B. COE Requirement: Public Speaking-CMST 191 (3)
Goal 2. Critical Thinking - Fulfilled when other goals are fulfilled	Goal 2. Critical Thinking - Fulfilled when other goals are fulfilled
Goal 3. Natural Science (7 CR) A. Student Choice (4) B. Student Choice (3)	Goal 3. Natural Science (7 CR) A. Student Choice (4) B. Student Choice (3)
Goal 4. Mathematics (3 CR) A. COE Requirement: Math 100 or Math 110 (3)	Goal 4. Mathematics (3 CR) A. COE Requirement: Math 100 or Math 110 (3)
Goal 5. History/Social Behav. Sciences (9 CR) A. Required: ECON 201 Microeconomics (3) B. Required: ECON 202 Macroeconomics (3) C. Student Choice (3)	Goal 5. History/Social Behav. Sciences (9 CR) A. Required: ECON 201 Microeconomics (3) B. Required: ECON 202 Macroeconomics (3) C. Student Choice (3)
Goal 6. Humanities & Fine Arts (9 CR) A. H—Student Choice (3) B. FA—Student Choice (3) C. H or FA—Student Choice (3)	Goal 6. Humanities & Fine Arts (9 CR) A. H—Student Choice (3) B. FA—Student Choice (3) C. H or FA—Student Choice (3)
Goal 7. Human Diversity (3 CR) A. Student Choice (3)	Goal 7. Human Diversity (3 CR) A. Student Choice (3)
Goal 8. Global Perspectives (3 CR) A. Student Choice (3)	Goal 8. Global Perspectives (3 CR) A. Student Choice (3)
Goal 9. Ethical & Civic Responsibility (3 CR) A. Recommended: CS 110 Computers in a Global Society (3)	Goal 9. Ethical & Civic Responsibility (3 CR) A. Recommended: CS 110 Computers in a Global Society (3)
Goal 10. People & The Environment (3 CR) A. Recommended: BIOL 104 Environ., Soc., & Conserv. (for WI license)	Goal 10. People & The Environment (3 CR) A. Recommended: BIOL 104 Environ., Soc., & Conserv. (for WI license)
TOTAL CREDITS=41	TOTAL CREDITS=41

Blue = 6 cr of ECON already listed/counted in the program requirements – Business Core

- No new courses added; only courses being removed from program requirements to meet 120-credit rule.

D. Impact of this Program Revision

- None; FIN 360 & FIN 201 are offered in the College of Business, but these courses would continue to be offered despite this change in BUED. This is the same case for the BUED courses that are no longer required; they will continue to be offered for elective credits and T&D requirements.
- Sent an email to Finance Department informing them of the fact that the Business Education program no longer requires students to take FIN 360 nor FIN 201.

E. Attach to this proposal a completed

- Financial and Staffing Data Sheet*
- New and Revised Course and Program Approval Form for this course*

F. Department Contact Person for this Proposal

Dana Brigson 457-5197 dbrigson@winona.edu
Name (please print) Phone e-mail address

F. Review by Department A2C2 Representative

I have reviewed this proposal and certify that it is complete

Nicholas P. Wysocki

Signature of A2C2 representative

WINONA STATE UNIVERSITY
FINANCIAL AND STAFFING DATA SHEET

Course or Program: **Business Education Program (Education Studies)**

Include a Financial and Staffing Data Sheet with any proposal for a new course, new program, or **revised** program.

Please answer the following questions completely. Provide supporting data.

1. Would this course or program be taught with existing staff or with new or additional staff? If this course would be taught by adjunct faculty, include a rationale.

THIS PROGRAM WILL CONTINUE TO BE TAUGHT BY TWO EXISTING STAFF IN THE BUSINESS EDUCATION PROGRAM.

2. What impact would approval of this course/program have on current course offerings? Please discuss number of sections of current offerings, dropping of courses, etc.

THERE WILL BE NO IMPACT ON BUED COURSE OFFERINGS AS THEY WILL STILL BE OFFERED FOR ELECTIVES AND TO MAINTAIN THE TRAINING & DEVELOPMENT MINOR AND CERTIFICATE.

3. What effect would approval of this course/program have on the department supplies? Include data to support expenditures for staffing, equipment, supplies, instructional resources, etc.

NONE, ONLINE PROGRAM

[Revised 9-05]

Business Education~~Program Changes
Old=135 credits; New=120 credits

Business Education: 12 credit reduction

OLD PROGRAM REQUIREMENTS	NEW PROGRAM REQUIREMENTS
<i>BUSINESS EDUCATION COURSE REQUIREMENTS</i>	<i>BUSINESS EDUCATION COURSE REQUIREMENTS</i>
BUED 201 Keyboarding (1)	~no longer required~
BUED 203 Document Production & Procedures (2)	~no longer required~
BUED 215 Personal Finance (3)	BUED 215 Personal Finance (3)
BUED 320 Business Technology (3)	BUED 320 Business Technology (3)
BUED 330 Advanced Business Technology (3)	BUED 330 Advanced Business Technology (3)
BUED 333 Business Communication (3)	BUED 333 Business Communication (3)
BUED 335 Information Res. Management (3)	~no longer required~
BUED 340 Integrated Info. Sys. Applications (3)	BUED 340 Integrated Info. Sys. Applications (3)
BUED 360 Interpersonal Business Relations (3)	~no longer required~
BUED 401 General Business Methods (3)	BUED 401 General Business Methods (3)
BUED 403 Tech. & Bus. Teaching Methods (3)	BUED 403 Tech. & Bus. Teaching Methods (3)
BUED 435 Info. System/Personnel Mgmt (3)	BUED 435 Info. System/Personnel Mgmt (3)
BUED 490 Capstone Seminar (1)	BUED 490 Capstone Seminar (1)
Required Elective Credits in BUED or Business (3)	~no longer required~
TOTAL CREDITS=37	TOTAL CREDITS=25

Business Core: 3 credit reduction

OLD PROGRAM REQUIREMENTS	NEW PROGRAM REQUIREMENTS
<i>BUSINESS CORE REQUIREMENTS</i>	<i>BUSINESS CORE REQUIREMENTS</i>
ECON 201 Principles of Microeconomics (3)	ECON 201 Principles of Microeconomics (3)
ECON 202 Principles of Macroeconomics (3)	ECON 202 Principles of Macroeconomics (3)
ACCT 211 Financial Accounting Principles (3)	ACCT 211 Financial Accounting Principles (3)
ACCT 212 Managerial Accounting Principles (3)	ACCT 212 Managerial Accounting Principles (3)
FIN Corporate Finance 360 OR FIN 201 Intro to Finance (3)	~no longer required~
BUSA 291 Legal Environment of Business (3)	BUSA 291 Legal Environment of Business (3)
MKGT 300 Principles of Marketing (3)	MKGT 300 Principles of Marketing (3)
TOTAL CREDITS=21	TOTAL CREDITS=18

Education Requirements: No changes

OLD PROGRAM REQUIREMENTS	NEW PROGRAM REQUIREMENTS
<i>EDUCATION SEQUENCE COURSE REQUIREMENTS</i>	<i>EDUCATION SEQUENCE COURSE REQUIREMENTS</i>
SPED 300 Except. Child (3)	SPED 300 Except. Child (3)
HERS 204 Pers./Comm. Health (3)	HERS 204 Pers./Comm. Health (3)
EFRT 401 Human Dev. & Learning: Secondary (2)	EFRT 401 Human Dev. & Learning: Secondary (2)
EFRT 421 Classroom Management: Secondary (1)	EFRT 421 Classroom Management: Secondary (1)
EFRT 441 C&I & Assessment: Secondary (3)	EFRT 441 C&I & Assessment: Secondary (3)
EDUC 429 Sec. Read. & Teaching (3)	EDUC 429 Sec. Read. & Teaching (3)
EFRT 449 Middle School Phil. (3)	EFRT 449 Middle School Phil. (3)
EFRT 459 The Prof. Educator (3)	EFRT 459 The Prof. Educator (3)
EFRT 461 Multicultural YCF I (2)	EFRT 461 Multicultural YCF II (2)
EFRT 462 YCF II (1)	EFRT 462 YCF II (1)
EDST 460 Student Teaching (12)	EDST 460 Student Teaching (12)
TOTAL CREDITS=36	TOTAL CREDITS=36

Gen. Ed.: No Changes

OLD PROGRAM REQUIREMENTS	NEW PROGRAM REQUIREMENTS
<i>GENERAL EDUCATION REQUIREMENTS</i>	<i>GENERAL EDUCATION REQUIREMENTS</i>
Goal 1. Communication (7 CR): A. COE Requirement: College Reading & Writing-ENG 111 (4) B. COE Requirement: Public Speaking-CMST 191 (3)	Goal 1. Communication (7 CR): A. COE Requirement: College Reading & Writing-ENG 111 (4) B. COE Requirement: Public Speaking-CMST 191 (3)
Goal 2. Critical Thinking - Fulfilled when other goals are fulfilled	Goal 2. Critical Thinking - Fulfilled when other goals are fulfilled
Goal 3. Natural Science (7 CR) A. Student Choice (4) B. Student Choice (3)	Goal 3. Natural Science (7 CR) A. Student Choice (4) B. Student Choice (3)
Goal 4. Mathematics (3 CR) A. COE Requirement: Math 100 or Math 110 (3)	Goal 4. Mathematics (3 CR) A. COE Requirement: Math 100 or Math 110 (3)
Goal 5. History/Social Behav. Sciences (9 CR) A. Required: ECON 201 Microeconomics (3) B. Required: ECON 202 Macroeconomics (3) C. Student Choice (3)	Goal 5. History/Social Behav. Sciences (9 CR) A. Required: ECON 201 Microeconomics (3) B. Required: ECON 202 Macroeconomics (3) C. Student Choice (3)
Goal 6. Humanities & Fine Arts (9 CR) A. H—Student Choice (3) B. FA—Student Choice (3) C. H or FA—Student Choice (3)	Goal 6. Humanities & Fine Arts (9 CR) A. H—Student Choice (3) B. FA—Student Choice (3) C. H or FA—Student Choice (3)
Goal 7. Human Diversity (3 CR) A. Student Choice (3)	Goal 7. Human Diversity (3 CR) A. Student Choice (3)
Goal 8. Global Perspectives (3 CR) A. Student Choice (3)	Goal 8. Global Perspectives (3 CR) A. Student Choice (3)
Goal 9. Ethical & Civic Responsibility (3 CR) A. Recommended: CS 110 Computers in a Global Society (3)	Goal 9. Ethical & Civic Responsibility (3 CR) A. Recommended: CS 110 Computers in a Global Society (3)
Goal 10. People & The Environment (3 CR) A. Recommended: BIOL 104 Environ., Soc., & Conserv. (for WI license)	Goal 10. People & The Environment (3 CR) A. Recommended: BIOL 104 Environ., Soc., & Conserv. (for WI license)
TOTAL CREDITS=41	TOTAL CREDITS=41

Blue = 6 cr of ECON already listed in the program requirements – Business Core