

# Business Education

## Major

### Coordinator:

Edward Root, Professor,  
Department of Educational  
Professions

- A cooperative program between the Business Administration and Educational Professions Departments of FSU and the Office Technologies Department of Allegany College of Maryland. We prefer that you complete the requirements of the first two years elsewhere and take the last two years at FSU. The following are the minimum lower division undergraduate requirements which must be completed if you transfer to FSU from a two-year college other than Allegany College of Maryland:

**Keyboarding** (2 semesters including intermediate and one more advanced course, or the completion of the more advanced course with a grade of at least C.)

**Shorthand/Transcription** (2 semesters including intermediate and one more advanced course, or the completion of the more advanced course with a grade of at least C.)

**One 3-hour course in each of the following:** office communications, office applications, word processing, and secretarial office procedures.

- There is a possibility that the discipline requirements of the major will change in Fall 2000 as a result of the continuing analysis of NCATE program review requirements for teaching certification. You should stay in close contact with the Coordinator and the Department of Educational Professions. It is to your advantage to complete an NCATE-approved program
- Required secretarial internship and teaching internship.

### For Major

Hours Required at AC*	33
Hours Required at FSU	66.5
<b>Total Hours Required:</b>	<b>99.5</b>

## Summary of Requirements for Major in Business Education

### Required Courses at Allegany College of Maryland\*

#### 1. Secretarial Science:

(24 hours)

- Off.Tech. 102 Intermediate Keyboarding
- Off.Tech. — Keyboarding/Information Processing Elective
- Off.Tech. 103 Office Notetaking *or* Off.Tech. 104 Office Transcription
- Off.Tech. — Transcription Elective
- Off.Tech. 106 Office Communication
- Off.Tech. 114 Word Processing I
- Off.Tech. 201 Electronic Office Applications
- Off.Tech. 210 Secretarial Office Procedures

#### 2. Data Processing:

(3 hours)

- Comp Tech 101 Introduction to Computer Science

#### 3. Business Administration:

(6 hours)

- BusAd. 201 Principles of Accounting, I
- BusAd. 202 Principles of Accounting, II

*Note: Business Administration courses are also offered at Frostburg.*

### Required Courses at Frostburg State University

#### 1. Business Administration:

(12 hours)

- BUAD 291 Legal Environment of Business
- BUAD 320 Microcomputer Applications in Business
- BUAD 351 Principles of Management
- BUAD 361 Principles of Marketing

#### 2. Computer Science:

(3 hours)

- COSC 220 Introduction to Software Applications

#### 3. Economics:

(6 hours)

- ECON 201 Principles of Economics (Macro)
- ECON 202 Principles of Economics (Micro)

#### 4. Mathematics:

(3 hours)

- A mathematics course acceptable in FSU's General Education Program

#### 5. Professional Education Sequence:

(42.5 hours)

See professional education sequence described in Education: Secondary Programs and the Phase Admissions requirements summarized in the Educational Professions section of this catalog.

*\*Note: Allegany College of Maryland courses are used to determine the equivalency of other two-year college courses.*