

# Department of Business Education, Marketing Education, and Office Management

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The mission of the Department of Business Education, Marketing Education, and Office Management is to educate students through a blend of cultural knowledge, economic literacy, communication skills, basic business tools, and specialized knowledge to help them assume roles as consumers, workers, entrepreneurs, and citizens. Program offerings provide a quality business education with appropriate background for professional administrative office careers. Specialized instruction in business education and marketing education prepares graduates for secondary teaching and corporate training. Baccalaureate programs provide a foundation for graduate study.

The BMOM Department offers undergraduate majors in Business Education, Entrepreneurship, and Office Management. The Business Education major leads to the Bachelor of Science degree while the Entrepreneurship and Office Management majors lead to the Bachelor of Business Administration. The department is a state-approved Office Education Center and provides courses and workshops required of public school business and office education teachers.

Minor programs are offered in Business Communication, Entrepreneurship, Marketing Education, and Office Management.

**Curricular listings include General Education requirements in Communication, History, Humanities and/or Fine Arts, Mathematics, Natural Sciences, and Social/Behavioral Sciences categories as outlined on pages 60–63.**

## Major in Business Education

Business Education majors receive preparation for teaching business subjects in junior and senior high schools, vocational-technical schools, and junior colleges. The Business Educa-

tion major who is licensed to teach will have a minor in Secondary Education. The Business Education major will be licensed to teach all business courses as outlined under the section entitled “Teacher Licensure Requirements.”

### Recommended Program

#### Business Education—B.S. Degree

| FRESHMAN                      |           | SOPHOMORE                |           |
|-------------------------------|-----------|--------------------------|-----------|
| ENGL 1010, 1020 (Comm)        | 6         | ENGL 2020 or 2030 or     |           |
| MATH 1630 (Math)              | 3         | HUM 2610 (Hum/FA)        | 3         |
| COMM 2200 (Comm)              | 3         | Humanities and/or        |           |
| Natural Sciences (2 prefixes) | 8         | Fine Arts (2 prefixes)   | 6         |
| Social/Behavioral Sciences    | 3         | HIST 2010, 2020, or 2030 | 6         |
| BMOM 1400, 2320               | 6         | BMOM 2330, 2340          | 6         |
|                               | <b>29</b> | ECON 2410 (Soc/Beh Sci)  | 3         |
|                               |           | ECON 2420                | 3         |
|                               |           | ACTG 2110, 2120          | 6         |
|                               |           | Q M 2610                 | 3         |
|                               |           |                          | <b>36</b> |
| JUNIOR                        |           | SENIOR                   |           |
| FOED 1110, 2110§              | 6         | Secondary Education      |           |
| Secondary Education minor§    | 3         | minor§                   | 15        |
| BLAW 3400                     | 3         | FIN 3010                 | 3         |
| MGMT 3610                     | 3         | BMOM 4240, 4710          | 6         |
| BMOM 3510, 4250, 4340,        |           | Elective                 | 1         |
| 4510                          | 12        |                          | <b>25</b> |
| MKT 3820                      | 3         |                          |           |
|                               | <b>30</b> |                          |           |

§The Secondary Education minor has been revised. Please see page 193 and contact the Educational Leadership Department for information.

## Teacher Licensure Requirements

### Business Education

Business Education majors will be licensed to teach all courses in the business and business technology areas. Students must take business and specialty exams required for special endorsement areas.

### Business/Business Technology

By completing the Business Education major as outlined, one is automatically licensed to teach the following courses: Accounting I and II; Administrative Management Systems; American Business/Legal Systems; Automated Accounting; Business Economics; Computer Productivity Applications; Database Design/Management; Desktop Publishing; Document Creation Design; Electronic Commerce/Web Page Design; Financial Planning; Information Management Systems; Interactive Multimedia Design; International Business/Marketing; Internet Navigation Communication Systems; Keyboarding; Keyboarding Applications; Management; Networking Essentials; Personal Computing; Principles of Business; Programming; Programming Applications; Spreadsheet Applications.

### Marketing Certification

Business Education majors can be licensed to teach marketing education by taking BMOM 4520 and 4600.

**NOTE:** Licensure requirements are subject to change by action of the State Board of Education; those graduating should consult a business education or marketing education advisor.

**NOTE:** Students who have not had keyboarding in secondary school must take BMOM 1310.

**NOTE:** Students should submit documentation of work experience to their advisors or enroll in BMOM 4810.

### Major in Business Education, Non-Teaching

Students who seek to be graduated without meeting licensure requirements are not required to take the courses for the Secondary Education minor and should complete the requirements below.

Additionally, a business education, non-licensure training and development option may be selected and includes the following courses: BMOM 4200, 4410, 4450, 4660, 4810 or approved BMOM 4000 elective, and B AD 4980.

Both options include a Business Administration minor and 50 percent of the required major hours in residence at MTSU.

**Recommended Program**

**Business Education: Non-Teaching Option—B.S. Degree**

| FRESHMAN                      |           | SOPHOMORE                |   |
|-------------------------------|-----------|--------------------------|---|
| ENGL 1010, 1020 (Comm)        | 6         | ENGL 2020 or 2030 or     |   |
| MATH 1630 (Math)              | 3         | HUM 2610 (Hum/FA)        | 3 |
| COMM 2200 (Comm)              | 3         | Humanities and/or        |   |
| Natural Sciences (2 prefixes) | 8         | Fine Arts (2 prefixes)   | 6 |
| Social/Behavioral Sciences    | 3         | HIST 2010, 2020, or 2030 | 6 |
| BMOM 1400, 2320               | 6         | ACTG 2110, 2120          | 6 |
| Non-business elective         | 1         | ECON 2410 (Soc/Beh Sci)  | 3 |
|                               | <b>30</b> | Q M 2610                 | 3 |
|                               |           | BMOM 2330                | 3 |

| JUNIOR          |           | SENIOR                      |           |
|-----------------|-----------|-----------------------------|-----------|
| BMOM 2340       | 3         | BMOM 3010                   | 3         |
| INFS 3100       | 3         | BMOM 4810 or BMOM           |           |
| MGMT 3610, 3620 | 6         | upper-division elective     | 3         |
| MKT 3820        | 3         | BMOM 4240 or BMOM           |           |
| BMOM 3510, 4510 | 6         | upper-division elective     | 3         |
| FIN 3010        | 3         | BMOM electives              | 6         |
| ECON 2420       | 3         | Non-business electives      | 6         |
| BLAW 3400       | 3         | Non-business upper-division |           |
|                 | <b>30</b> | electives                   | 6         |
|                 |           | B AD 4980                   | 3         |
|                 |           |                             | <b>30</b> |

**Business Education: Training and Development Option—B.S. Degree**

| FRESHMAN                      |           | SOPHOMORE                  |           |
|-------------------------------|-----------|----------------------------|-----------|
| ENGL 1010, 1020 (Comm)        | 6         | ENGL 2020 or 2030 or       |           |
| MATH 1630 (Math)              | 3         | HUM 2610 (Hum/FA)          | 3         |
| COMM 2200 (Comm)              | 3         | Humanities and/or          |           |
| Natural Sciences (2 prefixes) | 8         | Fine Arts (2 prefixes)     | 6         |
| ECON 2410 (Soc/Beh Sci)       | 3         | HIST 2010, 2020, or 2030   | 6         |
| BMOM 1400, 2330               | 6         | Social/Behavioral Sciences | 3         |
| Non-business elective         | 1         | ACTG 2110, 2120            | 6         |
|                               | <b>30</b> | ECON 2420                  | 3         |
|                               |           | Q M 2610                   | 3         |
|                               |           |                            | <b>30</b> |

| JUNIOR                |           | SENIOR                  |           |
|-----------------------|-----------|-------------------------|-----------|
| INFS 3100             | 3         | BMOM 4450               | 3         |
| MGMT 3610, 3620       | 6         | BMOM 4810 or BMOM       |           |
| MKT 3820              | 3         | upper-division elective | 3         |
| BMOM 3510, 4510       | 6         | BMOM 4200, 4410, 4660   | 9         |
| FIN 3010              | 3         | BMOM elective           | 3         |
| BLAW 3400             | 3         | Non-business electives  | 9         |
| BMOM 3010             | 3         | B AD 4980               | 3         |
| Non-business elective | 3         |                         |           |
|                       | <b>30</b> |                         | <b>30</b> |

### Minor in Marketing Education

A minor in Marketing Education consists of the following 15 hours: BMOM 1400, 2900, 3510, 4520, and 4600. Six hours must be taken at MTSU.

### Major in Entrepreneurship

The major in Entrepreneurship offers preparation to students for successful venture creation and implementation and provides them opportunities to acquire the necessary operational knowledge to start a new enterprise and to study business communication, marketing, finance, management, economics, accounting, and information systems from an entrepreneurial perspective. The curriculum is flexible—students may tailor the program to fit specific needs while acquiring the business background necessary for pursuing entrepreneurial goals. Successful business professionals contribute to the program and an advisory board of recognized entrepreneurial leaders will mentor students. Specialized courses, an internship, and interaction with acknowledged business leaders are intended to provide the impetus to start and operate a successful business.

A major in Entrepreneurship consists of 30 hours, 50 percent of which must be taken in residence at MTSU, and includes a Business Administration minor. Course requirements for the major follow.

**Recommended Program**

**Entrepreneurship—B.B.A. Degree**

| FRESHMAN                      |           | SOPHOMORE                |           |
|-------------------------------|-----------|--------------------------|-----------|
| ENGL 1010, 1020 (Comm)        | 6         | ENGL 2020 or 2030 or     |           |
| MATH 1630 (Math)              | 3         | HUM 2610 (Hum/FA)        | 3         |
| COMM 2200 (Comm)              | 3         | Humanities and/or        |           |
| Natural Sciences (2 prefixes) | 8         | Fine Arts (2 prefixes)   | 6         |
| Social/Behavioral Sciences    | 3         | HIST 2010, 2020, or 2030 | 6         |
| ECON 2410 (Soc/Beh Sci)       | 3         | ACTG 2110, 2120          | 6         |
| BMOM 1400                     | 3         | ECON 2420                | 3         |
| Non-business elective         | 1         | BMOM 2900                | 3         |
|                               | <b>30</b> | Q M 2610                 | 3         |
|                               |           |                          | <b>30</b> |

| JUNIOR                  |           | SENIOR                      |           |
|-------------------------|-----------|-----------------------------|-----------|
| Q M 3620                | 3         | BMOM 2330 or 2340 or        |           |
| INFS 3100               | 3         | INFS 2200                   | 3         |
| MGMT 3610, 3620         | 6         | MKT 3930                    | 3         |
| MKT 3820                | 3         | MGMT 3650, 4920             | 6         |
| BMOM 3510               | 3         | BMOM 4620                   | 3         |
| FIN 3010                | 3         | BMOM 4810 or MGMT/MKT       |           |
| ECON 3210               | 3         | 4950                        | 3         |
| BLAW 3400               | 3         | MKT upper-division elective | 3         |
| BMOM 4510 or MGMT       | 3         | Non-business elective       | 6         |
| upper-division elective | 3         | B AD 4980                   | 3         |
|                         | <b>30</b> |                             | <b>30</b> |

### Minor in Entrepreneurship

A minor in Entrepreneurship consists of the following 18 hours: BMOM 1400, 2900; ACTG 3000 or FIN 3000; MGMT 3610, 4920; and MKT 3820. Nine hours must be taken at MTSU.

## Major in Office Management

Office Management majors receive preparation to become administrative office managers, word processing managers, and administrative assistants. The program offers preparation for support positions in other business areas such as banking, real estate, and management. The major consists of 30 hours, 50 percent of which must be in residence at MTSU, and includes a Business Administration minor. Course requirements for the major are listed below.

### Recommended Program

#### Office Management—B.B.A. Degree

| FRESHMAN                      |           | SOPHOMORE                  |           |
|-------------------------------|-----------|----------------------------|-----------|
| ENGL 1010, 1020 (Comm)        | 6         | ENGL 2020 or 2030 or       |           |
| MATH 1630 (Math)              | 3         | HUM 2610 (Hum/FA)          | 3         |
| COMM 2200 (Comm)              | 3         | Humanities and/or          |           |
| Natural Sciences (2 prefixes) | 8         | Fine Arts (2 prefixes)     | 6         |
| ECON 2410 (Soc/Beh Sci)       | 3         | HIST 2010, 2020, or 2030   | 6         |
| BMOM 2320, 2330               | 6         | Social/Behavioral Sciences | 3         |
| Non-business elective         | 1         | ACTG 2110, 2120            | 6         |
|                               | <b>30</b> | ECON 2420                  | 3         |
|                               |           | Q M 2610                   | 3         |
|                               |           |                            | <b>30</b> |
| JUNIOR                        |           | SENIOR                     |           |
| Q M 3620                      | 3         | BMOM 4350, 4510, 4640,     |           |
| INFS 3100                     | 3         | 4660                       | 12        |
| MGMT 3610, 3620               | 6         | BMOM 4800 or 4810          | 3         |
| BMOM 2340, 3510, 3010         | 9         | BMOM elective              | 3         |
| FIN 3010                      | 3         | Non-business electives     | 9         |
| MKT 3820                      | 3         | B AD 4980                  | 3         |
| BLAW 3400                     | 3         |                            | <b>30</b> |
|                               | <b>30</b> |                            |           |

## Minor in Office Management

A minor in Office Management consists of 15 hours and must include BMOM 3010 and 3510. The remaining 9 hours are to be selected from BMOM 1310 or 2320, 2330, 4350, 4510, 4660, 4670. Six hours must be taken at MTSU.

## Minor in Business Communication

A minor in Business Communication consists of 15 hours and must include BMOM 3510, 4510, 4660, and 4670. The remaining 3 hours are to be selected from BMOM 1550, 2320, 2330. Nine hours must be taken at MTSU.

## Courses in Business Education, Marketing Education, and Office Management [BMOM]

**1000 Keyboarding for Computers.** One credit. (Class meets two 50-minute periods per week for 7 1/2 weeks—a new class begins at midpoint of the semester.) Basic instruction on the electronic alphanumeric keyboard. Students needing to operate a computer terminal keyboard receive instruction in basic skills required to input information swiftly and efficiently.

**1310 Keyboarding.** Three credits. Development of manipulative ability; information essential to effective use of a computer keyboard; rapid and controlled application of ability and information to communication problems involving personal correspondence and simple business materials.

**1400 Introduction to Business.** Three credits. Survey of business economic units of our society; the problems of business such as ownership, social responsibility, physical factors, personnel, marketing, and managerial controls. Includes exploration and analysis of business careers.

**1410 Applied Distributive Computation.** Three credits. Relates mathematical computations using electronic calculating methods to a broad area of business, marketing, and administrative office occupations.

**1550 Introduction to Word Processing Skills.** Three credits. (BMOM 1310 recommended.) Technical skills necessary for working in word processing centers. Special emphasis given to business vocabulary, proofreading, and improvement of business documents such as letters, memoranda, and reports.

**2000 Business and Society.** Three credits. Introduction to the increasingly complex set of interrelationships between the business organization and its environment. Selected topics raise major issues involved in business/society relationships; includes current assessment of the role that business plays within a changing society. (Credit not allowed in a business major or minor.)

**2280 Medical Dictation and Transcription.** Three credits. High speed dictation and transcription of medical material. Two- and three-voice dictation.

**2320 Document Production.** Three credits. (BMOM 1310 recommended.) Extension and refinement of fundamental manipulative abilities and keyboarding knowledges; development of production capacity through the completion of increasingly involved problems.

**2330 Word Processing Concepts.** Three credits. (BMOM 2320 recommended.) Familiarization with word processing equipment, implications, and applications in business operations.

**2340 Microcomputer Word Processing Applications.** Three credits. Prerequisite: BMOM 2330. Advanced word processing and computer applications, including formatting and preparation of lengthy documents such as company newsletters and databases.

**2350 Advanced Document Formatting.** Three credits. Prerequisite: A grade of C or higher in BMOM 2320. Development of keyboarding/typewriting skills and decision making as demonstrated in the production of quantities of material in usable form.

**2600 Business Applications of Desktop Publishing.** Three credits. Prerequisites: Keyboarding skills and knowledge of computer. Topics include terminology, technology, design, use of graphics, and applications for desktop publishing.

**2760 Legal and Technical Terminology.** Three credits. Covers the most common legal terms, their pronunciations and spellings, needed by legal assistants.

**2900 Entrepreneurship.** Three credits. (BMOM 1400 recommended.) The mechanics and operational skills needed for organizing and operating an enterprise.

**3010 Office Management.** Three credits. Prerequisite: Junior standing. Office organization and functions; layout and equipment; selection, training, and supervision of personnel; office automation; planning, organizing, and controlling office services; cost reduction; work simplification.

- 3510 Business Communication.** Three credits. Prerequisite: Junior standing. (Keyboarding skills helpful.) A review of the theory and processes in oral and written business communication. Emphasis on the extensive functions of written and electronic communications.
- 4200 Problems in BE/ME/OM.** One, two, or three credits. Prerequisites: Junior standing and consent of department chair. Individual research, reading analysis, or projects in contemporary problems and issues in a concentrated area of study under the direction of a faculty member. This course may be taken only twice.
- 4210 Innovations and Problems in Accounting.** Three credits. Prerequisites: ACTG 2110 and 2120; junior standing. A short history of accounting and data processing including aims, evaluation of textbooks, teaching strategies, testing, and course content.
- 4240 Materials and Methods in Basic Business.** Three credits. Prerequisite: Junior standing. Analysis of objectives, materials, research, and appropriate instructional strategies for developing teaching strategies and delivery systems in basic business courses such as introduction to business, economics, business communication systems, American business/legal systems, business management, and marketing.
- 4250 Innovations and Problems in Administrative Business Services and Technology.** Three credits. Prerequisite: Junior standing. (BMOM 2330 recommended.) Instructional strategies in office technology including objectives, testing, audio-visuals, course content, basic programming, and standards.
- 4340 Integrated Administrative Technology.** Three credits. Prerequisites: BMOM 2330 and 2340; junior standing. Development of necessary skills for administrators of word processing centers. Word processing feasibility, development, and implementation for business using a total information processing concept. Students have the opportunity to develop a thorough knowledge and refine skills using a variety of software applications.
- 4350 Records Management.** Three credits. Prerequisite: Junior standing. Equipment and systems used for information storage, transmission, and retrieval. Filing, microfilming, tape processing and storage system design, form usage, and other information management functions in the office included.
- 4410 Managerial Media Presentations.** Three credits. Prerequisite: Junior standing. (BMOM 2330 recommended.) Skills needed to make business presentations. Emphasis on the communication process, audience analysis, planning, presentation design, delivery, and appropriate hardware and software.
- 4450 Training Strategies for Business Systems and Technology.** Three credits. Prerequisite: Junior standing. (BMOM 4410 recommended.) Corporate learning specialist activities such as design, development, delivery, and evaluation of learning programs for a business environment. Focuses on adult learning theories with emphasis on professional learning activities related to innovative corporate educational programs.
- 4510 Business Report Writing.** Three credits. Prerequisite: Junior standing. (BMOM 3510 recommended.) Nature, general function, and present need of reports in industry. Recognizing, organizing, and investigating problems preparatory to writing reports and construction and writing of distinctive business and technical reports.
- 4520 Instructional Strategies in Marketing Education.** Three credits. Prerequisite: Junior standing. Techniques of teaching with emphasis on problem-solving and demonstration procedures. Emphasizing teaching-learning evaluation.
- 4600 Organization and Administration of ME Programs.** Three credits. Prerequisite: Junior standing. Organizing marketing education programs at secondary and postsecondary levels; emphasizes youth organizations, techniques of coordination, and administrative procedures.
- 4620 Business Plan Development.** Three credits. Prerequisites: BMOM 2900; MGMT 3650; junior standing. Development of a comprehensive business plan detailing all facets of a proposed venture with an emphasis on using the plan for loan acquisition and venture implementation.
- 4640 Problems in Office Management.** Three credits. Prerequisite: Junior standing. (BMOM 3010 recommended.) Significant research of emerging problems in office management: group dynamics, workplace issues, ethics and diversity information processing, and problem solving.
- 4650 Women in Business.** Three credits. Prerequisite: Junior standing. Examination of opportunities available for women in professional business careers with emphasis on developing professionalism, understanding problems, and studying the social and economic impact of women in professional careers.
- 4660 Organizational Communication.** Three credits. Prerequisite: Junior standing. (BMOM 3510 recommended.) Research and analysis of case studies of significant research; case studies in business communication; communication policies, principles, and procedures from the executive's viewpoint.
- 4670 International Business Communication.** Three credits. Prerequisite: Junior standing. Provides students with a theoretical and practical framework for understanding and conducting effective international business communication. Emphasis on the analysis and development of international business communication processes.
- 4680 Diversity in the Workplace.** Three credits. Prerequisite: Junior standing. Emphasis on developing skills essential for working effectively with a diverse work force in global and domestic settings, incorporating the value of diversity into organizations, and building multicultural work teams.
- 4710 History and Foundations of BE and ME.** Three credits. Prerequisite: Junior standing. Developments, aims, principles, and present status of business education; organization and evaluation of the business education curriculum; administration and supervision of business education.
- 4730 Consumer Education.** Three credits. Prerequisite: Junior standing. Concepts of consumer education related to instructional programs in business; sources of information and formulation of a conceptual framework essential to the decision-making process.
- 4800 Administrative Office Simulation.** Three credits. Prerequisites: BMOM 2330, 2340; junior standing. Culmination course serving as a transition from the traditional classroom atmosphere to the administrative office atmosphere; emphasis on information and administrative management and controlled decision making through simulation experiences.

**4810 Internship Program.** Three credits. Prerequisite: Junior standing. A supervised program of related work experience. Provides experiential opportunities for the application of the theoretical concepts learned.

**4900 Dimensions in Professional Development.** Three credits. Prerequisite: Junior standing. Emphasis on job acquisition process, time management, effective listening skills, oral and nonverbal communication competencies, dictation management, and assumption of professional responsibility for participative management activities.

### **Graduate Study**

The BMOM Department offers a graduate major leading to a Master of Business Education degree. Requirements and a list of the courses offered for graduate credit are published in the Graduate Catalog.

