

## Suggested Order of Study

### Bachelor of Science in Education

Major Code 9023

#### Plan B-Single Teaching Field

#### Business Education

#### Freshman Year

##### 1st Semester

Course		Hours
CORE	[Eng 101 Comp I]	3
CORE	[Hist 110 U.S. History]	3
CORE	[Art 110, Mus 110 or Th 110]	3
CORE	[Psy 100 Gen Psychology]	3
Educ 100	Introduction to Teacher Education I	1
GB 110	Computer Formatting (GB 105)	3
		<b>16</b>

##### 2nd Semester

CORE	[Eng 102 Comp II]	3
CORE	[PSc 120 Gov't: U.S./Sta/Loc]	3
CORE	[Hist 120 or 320]	3
CORE	[Math 131 Finite Math]	3
MM 237	Using Information Systems	3
Educ 302	Exceptional Child	2
		<b>17</b>

#### Sophomore Year

##### 1st Semester

CORE	[Econ 201 Principles of Econ-Macro]	3
Acct 201	Principles of Acct. I (Math 131, MM 237)	3
CORE	[Bio 101 General Biology]	4
Educ 200	Introduction to Teacher Education II	1
CORE	[Literature (Eng 261, 262, 271, 272, 281, 282)]	3
CORE	[Kine 101 Physical Activity]	1
Psy 310	Educational Psychology	2
		<b>17</b>

##### 2nd Semester

Acct 202	Principles of Accounting II (Acct 201)	3
Econ 202	Principles of Economics-Micro	3
CORE	[Kine 103 Lifetime Wellness]	2
CORE	[Phys 100 Fund of Phys Sci]	5
CORE	[Comm 100 Oral Communication]	3
		<b>16</b>

#### Junior Year

##### 1st Semester

MM 405	Internet Marketing	3
GB 301	Legal Environment of Business I	3
Educ 321	Microteaching, Secondary	2
Educ 329	Pedagogical Theory, Methods & Practices	4
Educ 423	Classroom Management	2
Psy 301	Adolescent Psychology	3
		<b>17</b>

##### 2nd Semester

CORE	[Humanities and Fine Arts]	3
	Business Elective	3
GB 320	Business Communication (WI) (Eng 102)	3
MM 300	Principles of Marketing (Econ 202)	3
Educ 422	Content Area Literacy: Secondary	2
		<b>14</b>

#### Senior Year

##### 1st Semester

CORE	[International Cultural Studies]	3
GB 312	Principles of Business Education	3
MM 337	Management Information Systems	3

MM 350	Principles of Management (WI)	3
Educ 301	Computer Software in Education	3
		<b>15</b>

#### 2nd Semester

##### Professional Semester

Educ 336	Teaching Business, Secondary	2
Educ 402	Foundations of Education	2
Educ 432	Critical Issues in Education	2
Educ 462	Student Teaching Secondary	8
Psy 412	Measurement & Evaluation	2
		<b>16</b>

[Department Recommendations]  
(Prerequisites)

#### For additional information contact:

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## ENTREPRENEURSHIP

Matthews Hall 107B, 417.625.9520

#### Faculty Bradshaw, Krudwig, Robinson

A concentration in entrepreneurship is offered for all students, regardless of major, to enhance success of small business start-ups. This concentration prepares the students to start their own businesses. A Certificate of Entrepreneurship will be issued to students who successfully complete the fifteen entrepreneurship courses. These courses are offered via the Internet.

#### Requirements for a Concentration in Entrepreneurship:

	Semester Hours
Ent 201	Developing a Business Plan. . . . . 1
Ent 202	Business Opportunities . . . . . 1
Ent 203	Legal Aspects for Entrepreneurs . . . . . 1
Ent 204	Initial Capitalization . . . . . 1
Ent 205	Cash Flow Analysis . . . . . 1
Ent 206	Microcomputer Applications . . . . . 1
Ent 207	Accounting Procedures . . . . . 1
Ent 208	Accounting Records. . . . . 1
Ent 209	Accounting Taxation. . . . . 1
Ent 210	The Management Process for Entrepreneurs. . . . . 1
Ent 211	Strategic Planning & Organizing. . . . . 1
Ent 212	Human Resource Issues For Entrepreneurs . . . . . 1
Ent 213	Promotion . . . . . 1
Ent 214	Pricing. . . . . 1
Ent 215	Merchandise/Inventory Planning. . . . . 1

**For additional information contact:**

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## **Course Descriptions**

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ENT 201 (F) 1 hr. cr.  
**Developing a Business Plan**

This course focuses on the proper techniques to use in preparing and presenting a business plan, which will provide the necessary goals and directions for creating, managing, and gaining profit from a business.

ENT 202 (F) 1 hr. cr.  
**Business Opportunities**

A course concentrating on analyzing the feasibility of starting or expanding a business venture. Topics include developing strategies for various types of existing business ventures and new startups, product positioning, the purchase of existing businesses, franchising, and determining and creating a competitive advantage for products and services.

ENT 203 (F) 1 hr. cr.  
**Legal Aspects for Entrepreneurs**

This course will cover the formation, advantages and disadvantages of corporations, partnerships, LLCs, and sole proprietorships as different forms of legal ownership for new businesses. Topics include business licenses, business insurance, government regulations, government support systems, liability, and ethical issues.

ENT 204 (S) 1 hr. cr.  
**Initial Capitalization**

A course to help prepare the entrepreneur for presenting their "initial capital" needs to the appropriate audience in obtaining financing for their new business.

ENT 205 (S) 1 hr. cr.  
**Cash Flow Analysis**

A course for preparing analysis on a new or existing business in the areas of business operating cycle, quality indicators, financial ratios, permanent working capital, and cash flow analysis.

ENT 206 (S) 1 hr. cr.  
**Microcomputer Applications**

A course to prepare the entrepreneur for applying computerized accounting technology to a small business situation. QuickBooks for Windows will be used for the course.

ENT 207 (F) 1 hr. cr.  
**Accounting Procedures**

A course to teach entrepreneurs accounting concepts so they will have background knowledge of the how and why of financial statement preparation as related to managing small businesses.

ENT 208 (F) 1 hr. cr.  
**Accounting Records**

A course to acquaint entrepreneurs with the various accounting and financial records needed to successfully operate a small business.

ENT 209 (F) 1 hr. cr.  
**Accounting Taxation**

A course to acquaint entrepreneurs with the tax consequences of the different forms of business organization and the documents necessary to get a business "legal" with authorities for "tax" purposes.

ENT 210 (S) 1 hr. cr.

**The Management Process for Entrepreneurs**

A course to acquaint the entrepreneur with basic theories and principles of management as they relate to an entrepreneurial and newly formed business. Using E-commerce in traditional companies will be evaluated. Small business survival by gaining the competitive edge will be stressed.

ENT 211 (S) 1 hr. cr.

**Strategic Planning & Organizing**

A course to help small business people develop and implement management strategies for efficiency and to learn and practice the important functions of planning and organizing a small business. Topics include the balanced scorecard concept, analytical tools, methods of managing entrepreneurial firms, and the formation of strategy for E-commerce trends and the application of this strategy.

ENT 212 (S) 1 hr. cr.

**Human Resource Issues for Entrepreneurs**

This course is designed to help the students and owners of small businesses improve their human relations skills needed in running a business. The discovering of one's management style and the development of new management skills will be covered.

ENT 213 (S) 1 hr. cr.

**Promotion**

This course will introduce the entrepreneur to the complexities of advertising for smaller businesses. The entrepreneur will learn to develop the marketing goals of a business and select a marketing mix to communicate those ideas to the marketplace. Utilizing the Internet in promotional strategies will be covered.

ENT 214 (S) 1 hr. cr.

**Pricing**

This course will concentrate on the pricing of products for a small business for profit, and the development of pricing strategies and sales promotion techniques, that will allow businesses to attract customers for the buying process. The emphasis will be on pricing strategies for goods and/or services.

ENT 215 (S) 1 hr. cr.

**Merchandise/Inventory Planning**

This course will acquaint the entrepreneur with various techniques of inventory/merchandise planning and controls. It also will also focus on merchandising strategies, salesmanship, location analysis, and the purchasing function.



**FINANCE AND  
ECONOMICS**

Matthews Hall 310E, 417.625.9716

**Faculty** Rawlins - Head, Abrahams, Buchholz, La Near, Nichols

The B.S.B.A. finance and economics major course of study is designed to prepare graduates for careers in financial institutions, corporations, financial planning firms, government, and other public and private sector positions, as well as for graduate study.