

## **BITE: Business and Information Technologies Education**

1500. Electronic Information Processing I (3) (F,S,SS)  
3 lecture hours per week. Beginning course in electronic touch keyboarding and use of information processing systems to produce text documents via a computerized delivery system.
2000. Introduction to Computer Literacy (1) (F,S, SS)  
May count toward teacher education degrees. May not count toward BS in nursing or BS degree programs in Dept. of Technology Systems. Knowledge and skills needed to satisfy basic technology competencies required to support and enhance professional productivity, information access, collaboration, and communication among educators, word processing, spreadsheets, presentations, and database.
2112. Introduction to Information Processing Technology (3) (F,S,SS)  
Use of various data processing systems for business applications. Functional and operational characteristics of data processing systems.
2123. Early Experiences for the Prospective Teacher (1) (F,S)  
For prospective teachers. Minimum of 16 hours of directed observations and planned participation in appropriate school environments and 8 hours of seminar class instruction in the teaching area. P: 9-12 s.h. in major field and/or consent of instructor. Introduces teaching of business, marketing, and family and consumer sciences education.
2212. Basic Programming for Business Applications (3) (F,S,SS)  
P: BITE 2112 or equivalent. Designing and coding basic programs related to business applications for use on microcomputer.
2311. Financial Information Systems (3) (F,S,SS)  
3 lecture hours per week. Financial information systems procedures and problems of business organizations. Emphasis on computerized applications.
2500. Electronic Information Processing II (3) (F,S,SS)  
3 lecture hours per week. P: BITE 1500 or consent of instructor. Electronic keyboarding skill building and application of detailed information processing concepts in production of documents generated through electronic delivery system.
3200. Distribution Technology I: Merchandising (3) (F,S,SS)  
Basic business and merchandising procedures. Emphasis on store operations, merchandising math, pricing, strategies, and inventory procedures.
3220. Business Communications (3) (WI) (F,S,SS)  
All students pursuing an undergraduate business education or marketing education teacher certification option must earn a grade of C or better. P: ENGL 1200.  
Development of understanding of need for effective communications in business through application of basic principles of written communications to solution of specific business problems.
3228. Administrative Management (3) (F,S,SS)  
Evolving concepts and practices of administrative management. Emphasis on handling information.
- 3291, 3292, 3293, 3294. Internship: Supervised  
Work Experience (1,2,3,4) (F,S,SS) Work hours for 3291: 100; for 3292: 200; for 3293: 300; for 3294: 400. May be taken in any combination for a maximum of 4 s.h. P: Consent of a dept coordinator and a minimum of 1 semester as a full-time ECU student.
3301. Distribution Technology II: Promotion (3) (F,S,SS)

- P: ECON 2113. Technical promotional problems of concern to distribution supervisory personnel.
3302. Distribution Technology III: Selling (3) (F,S,SS)  
Basic business and selling procedures. Emphasis on selling preparation, selling techniques and procedures, and selling aids.
3311. Financial Information Systems II (3) (F,S,SS)  
3 lecture hours per week. P: BITE 2311. Automated approach to accounting through use of integrated computer software.
3500. Electronic Information Processing III (3) (F,S,SS)  
3 lecture hours per week. P: BITE 2500 or equivalent. Advanced information processing. Applications of modern-day information processing systems.
4200. Microcomputer Business Applications (3) (F,S,SS)  
3 lecture hours per week. P: BITE 2500 or consent of instructor. Advanced course in use of specialized microcomputer applications software to produce business documents and reports.
4300. Administrative Office Procedures (3) (F,S)  
Role of administrative support personnel on the job.
4323. Methods of Teaching Career and Technical Education (3) (F)  
P: Admission to upper division; P/C: PSYC 4305 or consent of instructor. Methodology related to student's special interest areas. Topics include planning for instruction, group and individualized instructional techniques and strategies, instructional materials development and utilization, community resources utilization, and evaluating student progress.
4324. Internship in Career and Technical Education (10) (S)  
Full-time, semester-long internship. P: Admission to upper division; C: BITE 4325. Internship in assigned workforce preparedness education public school classroom.
4325. Internship Seminar: Issues in Career and Technical Education (0) (S)  
P: Admission to upper division; C: BITE 4324. Individualized study of problems or issues pertinent to workforce preparedness education.
4390. Consumer Financial Management (3) (WI) (F,S,SS)  
Credit management, consumer economics, personal finance, money and banking, risk management, and small business management.
4400. Administration and Supervision of Career and Technical Education (3) (S)  
Organization, administration, and supervision of workforce preparedness education programs. Topics include history of career and technical education programs, school-to-work transition programs, management of youth organizations, and career and technical education curricula.
4435. Instructional Strategies for Technical Training (3) (F, S, SS)  
This course focuses on the development of strategies, concepts, and materials for the use of computer technology in enhancing instruction.
4500. Information Processing Systems Design (3) (F,S,SS)  
P: BITE 2212, 2213, 2500; or equivalent. Concepts and systems in automated office environment. Preparation for decision-making roles in information processing and/or management. Emphasis on conducting feasibility studies and dealing with change.
4700. Web Site Design and Maintenance (3) (F, S, SS)

- or BITE 5503. Integrating Information Processing Technology into Business and Information Technologies Education (3) (F, S, SS) An advanced course in the use of specialized software and microcomputer applications to produce web pages and administer web sites.
5200. Microcomputer Business Graphics Applications (3)  
P: BITE 4200 or consent of instructor. Advanced course in specialized graphics-oriented microcomputer applications software used to produce business documents, reports, brochures, newsletters, pamphlets, and other page or screen composition publications.
5205. Teaching Special Populations in Business and Information Technologies Education (3)  
P: SPED 2000 or equivalent. Emphasis on modification and development of materials, curricula, and programs for special populations in career and technical education.
- 5388, 5389, 5390. Seminar in Business and Information Technologies Education (3,3,3) (F,S,SS)  
May be repeated for credit with change of topic. Problem areas of major concern in Business and Information Technologies Education.
5500. Independent Study in Business and Information Technologies Education (3) (F,S,SS)  
P: Senior or graduate standing. Independent study, research, and investigation in business and information technologies education.
5503. Integrating Information Processing Technology into Business and Information Technologies Education (3) (F, S, SS)  
P for undergraduate students: Senior or graduate standing; consent of dept chair.  
Integration of information processing technology into career and technical education curricula.