

# Learning, Teaching, & Curriculum - Vocational (LTC\_V)

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**LTC\_V 1050: Principles of Sales**

Provide the student with the concepts, tools and skills to become a professional salesperson. Emphasis is placed upon participation and performance of sales skills.

**Credit Hours:** 3

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**LTC\_V 1070: Word Processing and Presentation Concepts**

Instruction on preparing written documents and creating presentations for business, legal, medical, and social service career areas using word processing and presentation software; Special emphasis on the use of advanced features of computer business application software. Graded on A-F basis only.

**Credit Hours:** 3

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**LTC\_V 1110: Principles of Retailing**

Examines problems, opportunities and trends in retailing. Problems and cases deal with store organization, budgeting, control, personnel and operation.

**Credit Hours:** 3

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**LTC\_V 4085: Problems in Curriculum and Instruction - CTE**

Study of professional programs and issues or technical problems related to the field of career and technical education.

**Credit Hour:** 1-99

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**LTC\_V 4210: Foundations of Adult Workforce Education**

Study of workforce education and human resource development; emphasis on the foundational concepts of adult learning theory and its application to the development and use of instructional methods, curriculum design, and procedures for adult workforce and professional education. Graded on A-F basis only.

**Credit Hours:** 3

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**LTC\_V 4570: Career Guidance**

Problems, methods, and procedures involved in assisting individuals in choosing, preparing for, entering upon, and progressing in their career. For workforce development and human resource professionals,

employment counselors, and teachers, counselors, and school administrators.

**Credit Hour:** 2-3

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**LTC\_V 4710: Business Software Applications**

Advanced concepts, features, and applications central to the major types of business software--spreadsheets, database management, word processing, graphics, and communications.

**Credit Hours:** 3

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**LTC\_V 4750: Occupational Analysis**

Techniques, procedures of analyzing occupations into their basic elements. Required of trade teachers, coordinators.

**Credit Hours:** 2

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**LTC\_V 4910: Application of Adult Learning Concepts**

(cross-leveled with LTC\_V 7910). Course introduces students to the foundational concepts of adult learning theory, with a focus on the application of these theories to the development and use of instructional methods, curriculum design, and program development principles for instructors of adult learners in a variety of instructional settings. Graded on A-F basis only.

**Credit Hours:** 3

**Prerequisites:** ESC\_PS 4115; junior standing

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**LTC\_V 4920: Workforce Education and the Community College**

(cross-leveled with LTC\_V 7920). This course provides an overview of the philosophy, history, and development of the community college in America, and reviews the social, economic, and political forces affecting these institutions. It also explores the rationale and techniques for keeping instructional and organizational functions responsive to the changing educational and workforce needs of the community, with an emphasis on collaboration with public-sector economic development and workforce training programs and customized training services for private sector organizations. Graded on A-F basis only.

**Credit Hours:** 3

**Prerequisites:** Junior standing or instructor approval

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**LTC\_V 7085: Problems in Curriculum and Instruction-CTE**

Study of professional programs and issues or technical problems related to the field of career and technical education.

**Credit Hour:** 1-99

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**LTC\_V 7570: Career Guidance**

(cross-leveled with LTC\_V 4570). Problems, methods, procedures involved in assisting individuals in choosing, preparing for, entering upon, progressing in their vocation. For teachers, counselors, school administrators. Graded on A-F basis only.

**Credit Hour:** 2-3

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**LTC\_V 7750: Occupational Analysis**

Techniques, procedures of analyzing occupations into their basic elements. Required of trade teachers, coordinators.

**Credit Hours:** 2

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**LTC\_V 7910: Application of Adult Learning Concepts**

(cross-leveled with LTC\_V 4910). Course introduces students to the foundational concepts of adult learning theories, with a focus on the application of these theories to the development and use of instructional methods, curriculum design, and program development principles for instructors of adult learners in a variety of instructional settings. Graded on A-F basis only.

**Credit Hours:** 3

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**LTC\_V 8085: Problems in Workforce and Professional Education**

Independent, directed study on a topic in the areas of workforce, professional, or technology education.

**Credit Hour:** 1-99

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**LTC\_V 8190: Research Applications for Career and Technical Education**

Interpretation, evaluation, and application of research methodologies and findings in career and technical education.

**Credit Hours:** 3

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**LTC\_V 8210: Program Development in Adult Workforce Education**

The adult workforce and professional education movement; characteristics of and learning principles applied to adult students; instructional materials, methods and procedures in organizing and operating adult vocational education programs. Graded on A-F basis only.

**Credit Hours:** 3

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**LTC\_V 8310: Foundations of Career and Technical Education**

Philosophy, background, nature, purpose, and role of career and technical education programs in secondary and post-secondary

education and workforce development. For teachers and administrators working with career and technical education programs. Graded on A-F basis only.

**Credit Hours:** 3

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**LTC\_V 8350: Curriculum Development for Workforce and Professional Education**

In-depth investigation of curriculum development theory, research, issues, and procedures for workforce and professional education in the public and private sectors.

**Credit Hours:** 3

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**LTC\_V 8501: Topics in Workforce and Professional Education**

Topics in the field of workforce, professional, or technology education in the CTE program areas.

**Credit Hour:** 1-99

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**LTC\_V 8510: Evaluation in Workforce and Professional Education**

Development of evaluation procedures and the construction of evaluation devices for workforce and professional education. Emphasizes performance evaluation, improvement of instruction, and program review.

**Credit Hours:** 3

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**LTC\_V 8520: Implementation of Career and Technical Education Programs**

Types of organization, approved administrative and supervisory practices, and state and federal guidelines for programs of career and technical education. Graded on A-F basis only.

**Credit Hours:** 3

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