Learning, Teaching, & Curriculum - Vocational (LTC_V)

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

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

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

LTC_V 1210: Introduction to Microcomputers
An overview of the hardware and software components of a microcomputer system.

Credit Hour: 1

LTC_V 2050: Merchandising
Develop basic competencies essential to successful merchandising. Studies skills essential in merchandising, and analysis of merchandising functions and activities.

Credit Hours: 3

LTC_V 2110: Business and Interpersonal Communications
Study of communication theory and principles as applied to business situations and practices; development of communications skills in the area of communication such as speaking, writing, listening, and nonverbal communication.

Credit Hours: 3

LTC_V 2150: The Virtual Workplace
Encompasses the management of alternative work environments and the unique situations that arise by addressing the use of email, computerized meetings, virtual office design, web page issues for business, and other technology for virtual work.

Credit Hours: 3

LTC_V 3110: Field Experiences in PAVTE
Supervised observational and instructionally related activities within one of the PAVTE program areas at the secondary or postsecondary level. Student participates 30 clock hours for each semester hour of credit. Graded on S/U basis only.

Credit Hour: 1-4

LTC_V 3150: Directed Occupational Experience
Reports based on employment experience in selected occupations combined with related conferences and/or seminars. May repeat until four semester hours accumulated.

Credit Hour: 1-4

LTC_V 3510: Human Relations in Organizations
Principles, theory, processes and problems of effective human relations in marketing organizations

Credit Hours: 3

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

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

LTC_V 4350: Curriculum Development for Workforce and Professional Education
Curriculum development course focused on competencies, curriculum selection, organization, development, and assessment for instructors of workforce and professional education courses and human resource training programs. Graded on A-F basis only.

Credit Hours: 3

Prerequisites: ESC_PS 2400

LTC_V 4387: Seminar in Workforce Education
Seminar experiences for students in any workforce education discipline area; meets the capstone requirement for students in the Bachelor of Educational Studies program (minimum 2.0 credit hours).

Credit Hour: 1-3

Prerequisites: instructor's consent

LTC_V 4510: Coordination of Cooperative Occupational Education
Problems and procedures in the operation of cooperative occupational education programs. Especially designed for those who can qualify as coordinators of occupational education programs of a cooperative nature.

Credit Hours: 3
LTC_V 4550: Utility Software for Microcomputers
An introduction to major types of microcomputer utility programs, including desktop publishing, presentation, spreadsheet, and data base.

Credit Hours: 2

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

LTC_V 4610: Field Study in Occupational Education
Directed observation in a cross section of business and industry combined with reports, weekly seminars and/or conferences. May repeat until four semester hours accumulated.

Credit Hour: 1-4

LTC_V 4650: Document Planning and Design
Using the hands-on approach, students will develop skills in the planning, design layout, and creation of various business documents, as well as the ability to evaluate various types of documents.

Credit Hours: 3

LTC_V 4670: 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

LTC_V 4710: Occupational Analysis
Techniques, procedures of analyzing occupations into their basic elements. Required of trade teachers, coordinators.

Credit Hours: 2

LTC_V 4770: Methods in Vocational Education for the Disabled and Disadvantaged
(same as SPC_ED 4390). Study of legislation, interagency cooperation, curriculum, transition, evaluation/grading role of support personnel. For educators, counselors and administrators working in vocational settings with special needs students and students with disabilities.

Credit Hours: 3

LTC_V 4801: Topics in Career and Technical Education
Topics in the field of career and technical education and the CTE program areas.

Credit Hour: 1-99

LTC_V 4805: Principles of Leadership in the Workplace
Course explores the foundational concepts of leadership and its impact on the organizational behavior of individuals in the workplace. Theories of leadership will be examined, and concepts will be applied to workplace situations based on differing organizational factors. Course graded on A-F basis only.

Credit Hours: 3

LTC_V 4811: Workforce Education Teaching Methods
Develops specialized organization and administration capabilities for workforce education subjects. Topics include managing activities, individualized instruction, nontraditional students, students with disabilities, and emerging technologies.

Credit Hours: 3
Prerequisites: Junior standing

LTC_V 4830: Curriculum Content in Marketing Education
Curricular development process, knowledge of core area and competencies of Marketing Education Program. Selection of instructional material.

Credit Hours: 3
Prerequisites: ESC_PS 2400

LTC_V 4840: Methods of Teaching Marketing Education
Instructional materials, methods and techniques used to teach the marketing education curriculum. Includes evaluating delivery of instruction.

Credit Hours: 3
Prerequisites: LTC_V 4780 and LTC_V 4830

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

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
LTC_V 7083: Teaching Personal Finance Literacy
(same as FINPLN 7083) Principles and practices of teaching personal finance with particular emphasis on income, money management, spending and credit, and savings and investing. Course graded on A-F basis only.

Credit Hours: 3

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

LTC_V 7387: Seminar in Career and Technical Education
Seminar experiences for students within one of the career and technical education areas.

Credit Hour: 1-3
Prerequisites: instructor's consent

LTC_V 7510: Coordination of Cooperative Occupational Education
Problems and procedures in the operation of cooperative occupational education programs. Especially designed for those who can qualify as coordinators of occupational education programs of a cooperative nature.

Credit Hours: 3

LTC_V 7550: Utility Software for Microcomputers
An introduction to major types of microcomputer utility programs, including desktop publishing, presentation, spreadsheet, and data base.

Credit Hours: 2
Prerequisites: LTC_V 1210 or equivalent

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

LTC_V 7610: Field Study in Occupational Education
Directed observation in a cross section of business and industry combined with reports, weekly seminars and/or conferences. May repeat until four semester hours accumulated.

Credit Hour: 1-4

LTC_V 7650: Document Planning and Design
Using the hands-on approach, students will develop skills in the planning, design layout, and creation of various business documents, as well as the ability to evaluate various types of documents.

Credit Hours: 3
Prerequisites: LTC_V 7550 or equivalent

LTC_V 7710: 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
Prerequisites: LTC_V 7550 or equivalent

LTC_V 7750: Occupational Analysis
Techniques, procedures of analyzing occupations into their basic elements. Required of trade teachers, coordinators.

Credit Hours: 2

LTC_V 7770: Methods in Vocational Education for the Disabled & Disadvantaged
(same as SPC_ED 4390). Study of legislation, interagency cooperation, curriculum, transition, evaluation/grading role of support personnel. For educators, counselors and administrators working in vocational settings with special needs students and students with disabilities.

Credit Hours: 3

LTC_V 7780: Development & Assessment of Vocational-Technical Curriculum
Curriculum development/assessment course focused on competencies, curriculum selection, organization, development, and assessment in the context of the Missouri Vocational Instructional Management System.

Credit Hours: 3
Prerequisites: ESC_PS 2400

LTC_V 7790: Laboratory Planning and Management
This course is designed to acquaint the student with the procedures, techniques and skills necessary for proper organization, management, care, and utilization of career and technical education facilities, programs, equipment, and materials.

Credit Hours: 3
Prerequisites: LTC_V 1210 and LTC_V 7550

LTC_V 7801: Topics in Career and Technical Education
Topics in the field of career and technical education and the CTE program areas.

Credit Hour: 1-99

LTC_V 7810: Technology and Industry Education Methods
Develops specialized organization and administration capabilities for Industrial and Technology Education. Topics include managing activities, individualized instruction, nontraditional students, students with disabilities, and emerging technologies.

Credit Hours: 3
Prerequisites: professional standing

LTC_V 7830: Curriculum Content in Marketing Education
Curricular development process, knowledge of core area and competencies of Marketing Education Program. Selection of instructional material.

Credit Hours: 3
**Prerequisites:** ESC_PS 2400

**LTC_V 7840: Methods of Teaching Marketing Education**
Instructional materials, methods and techniques used to teach the marketing education curriculum. Includes evaluating delivery of instruction.

*Credit Hours: 3*

**Prerequisites:** LTC_V 7780 and LTC_V 7830

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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*

**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 8250: Methods of Business and Marketing Education**
Organization, curriculum, problems, and trends of business and marketing education in secondary and post-secondary adult education. Graded on A-F basis only.

*Credit Hours: 3*

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**LTC_V 8287: Seminar in Career and Technical Education**
Seminar in Career and Technical Education

*Credit Hour: 1-3*

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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*

**LTC_V 8410: Improvement of Instruction in Using Technology**
Incorporates recent development in application of technology to methods, techniques, and materials of instruction in career and technical education classrooms and laboratories.

*Credit Hours: 3*

**Prerequisites:** LTC_V 7550 or instructor's consent

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**LTC_V 8420: Improvement of Instruction in Business Skills Subjects**
Developments and trends in the instructional program of business skills courses.

*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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**LTC_V 8940: In-Service Course in Vocational-Technical Education**
In-Service Course in Vocational-Technical Education

*Credit Hour: 1-99*

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**LTC_V 9090: Research in Practical Arts and Vocational Technology Education**
Graded on a S/U basis only.

*Credit Hour: 1-99*