

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 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 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 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

LTC_V 4750: Occupational Analysis

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

Credit Hours: 2

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 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 7750: Occupational Analysis

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

Credit Hours: 2

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

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

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

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

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 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

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

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
