

## **Course Descriptions**

### **VTED 502. HISTORY AND PHILOSOPHY OF VOCATIONAL AND TECHNICAL EDUCATION -**

**3 semester hours**

**A study of the historical development of vocational education in the United States with emphasis on factors influencing present day philosophical thought in vocational and technical education.**

### **VTED 503. CONFERENCE PLANNING AND DESIGN - 3 semester hours**

**Strategies for planning vocational and technical education conferences, including development of techniques for productive results in solving problems through group action.**

### **VTED 504. CURRICULUM DEVELOPMENT IN VOCATIONAL AND TECHNICAL EDUCATION - 3 semester hours**

**Emphasis is placed on social-cultural foundations of vocational and technical education, social-psychological need of learners, and the influence of educational philosophy on curriculum planning. Opportunity is given for students to apply principles of curriculum planning and development as teachers and administrators on both the secondary and community college levels.**

### **VTED 505. INDUSTRIAL TECHNOLOGY LABORATORY - 3 semester hours**

**Special problems in organizing, teaching and managing the technology education general shop. Laboratory projects incorporating facilities design required.**

### **VTED 506. ADMINISTRATION AND SUPERVISION OF VOCATIONAL AND TECHNICAL EDUCATION - 3 semester hours**

**Study of administrative principles and practices of vocational-technical programs at secondary and post secondary school levels as they relate to institutional structure, curriculum development, personnel selection and development, finance, student development services, program evaluation and physical plant management.**

### **VTED 507. TEACHING INDUSTRIAL AND TECHNICAL EDUCATION - 3 semester hours**

**Special techniques in teaching industrial education, technology education, and related classes. Attention is given to the application of techniques and devices for teaching the accelerated learner and the slow learner as well as the average learner. Emphasis on the importance of planning, organization and management in effective teaching.**

### **VTED 508. MICROCOMPUTER APPLICATIONS IN VOCATIONAL AND**

## **TECHNICAL**

### **EDUCATION - 3 semester hours**

**Presents teachers (preservice and inservice) and coordinators with information processing applications as used in secondary, elementary, and postsecondary educational institutions. Emphasis on skill development, methods, and materials of microcomputing instruction.**

### **VTED 510. SEMINAR IN VOCATIONAL AND TECHNICAL EDUCATION - 3 semester hours**

**Critical analysis of current issues in vocational and technical education. Topics for discussions and lectures are based on current issues, trends, and problems identified by student practitioners.**

### **VTED 512. EXTERNSHIP/INTERNSHIP IN VOCATIONAL AND TECHNICAL EDUCATION -**

#### **3 semester hours**

**A planned field experience of advanced clinical/teaching practice or a planned administrative or supervisory experience providing supervised exposure and training at a site in a vocational/technical education setting.**

### **VTED 513. MEASUREMENTS IN VOCATIONAL AND TECHNICAL EDUCATION - 3 semester hours**

**Techniques in evaluation of instruction: standardized and other tests according to types for appraising student performance are studied; methods and practices in constructing, properly administering, interpreting, and using test items and measuring instruments in industrial laboratories and related courses are stressed.**

### **VTED 514. VOCATIONAL AND TECHNICAL EDUCATION IN POST-SECONDARY SCHOOLS -**

#### **3 semester hours**

**Administrative and curriculum practices and problems in vocational and technical education programs in community junior colleges, proprietary schools, and four-year colleges.**

### **VTED 516. INSTRUCTIONAL SYSTEMS IN VOCATIONAL AND TECHNICAL EDUCATION -**

#### **3 semester hours**

**Systematic development of criterion-referenced courses. Attention given to methods of teaching vocational/technical subjects categorized as in the cognitive, affective, and psychomotor domains. May be taken by those seeking teacher certification.**

### **VTED 518. ORGANIZATION AND ADMINISTRATION OF VOCATIONAL AND TECHNICAL EDUCATION - 3 semester hours**

**A study of legislation, laws, and administrative systems--federal, state, and local--affecting vocational and technical education. Emphasis on principles, policies, organizational concepts, administrative structures, programs, fiscal and physical planning, management, personnel, public relations, evaluation, and accountability in vocational fields.**

**VTED 526. READINGS IN VOCATIONAL AND TECHNICAL EDUCATION - 3 Semester Hours**

**Supervised reading in selected subjects. Review and critical analysis of textbooks, research, periodicals, and other literature in vocational and technical education.**

**VTED 535. SEMINAR: RESEARCH IN VOCATIONAL AND TECHNICAL EDUCATION -**

**3 semester hours**

**Study of research methods, findings, and techniques in the field of vocational and technical education. Emphasis on reading and interpreting research, using research findings in solving instructional problems, and uncovering potential topics for future research. Each student prepares a research proposal.**

**VTED 537. ORAL AND/OR WRITTEN COMPREHENSIVE EXAMINATION - 0 semester hour**

**Prerequisites: Student has been admitted to candidacy and is enrolled in or has completed last remaining courses as shown on program card.**

**VTED 538. MASTER'S PROJECT - 3 semester hours**

**The project is designed for students pursuing the Masters of Education degree (M.Ed.). Students are expected to design and conduct action research relevant to problem solutions in vocational/technical education. A written document of the project is required and an oral examination will be given at the end of the experience. Prerequisite: Admission to candidacy by the Graduate School**

**VTED 539. RESEARCH AND THESIS - 3 to 6 semester hours**

**Application of logical and scientific methods to issues in vocational/technical education; e.g., surveys, field studies, experimental and historical methods of research. Opportunity is provided to conduct needed research in vocational/technical education and to satisfactorily plan and conduct a formal research study. Designed for students pursuing the Masters of Science (M.S.) degree. An oral defense of the written report is required. Prerequisite: Admission to Candidacy by the Graduate School**

**VTED 540. THEORIES OF VOCATIONAL EDUCATION - 3 semester hours**

**Foundations of vocational education, including conceptual, theoretical, and philosophical bases of occupational and vocational education.**

**VTED 541. INSTRUCTION IN FAMILY AND CONSUMER SCIENCES EDUCATION -**

**3 semester hours**

**Study of current methods and materials used in teaching family and consumer sciences. The course includes a structured practicum for those without teaching experience.**

**VTED 546. TEACHING FARM MECHANICS - 3 semester hours**

**A course for teachers of vocational agriculture including program planning, management**

of facilities and equipment, selection, organization and evaluation of activities in farm mechanics.

**VTED 548. TEACHER TRAINING IN AGRICULTURAL EDUCATION - 3 semester hours**

Study of principles and problems of agricultural education unique to teacher education. This course is designed not only to enable students to become proficient in pedagogical activities but also to develop the attitudes and abilities essential and appropriate to the teaching profession. The course includes, as needed, methods of instruction for out-of-school groups.

**VTED 549. SPECIAL TOPICS IN VOCATIONAL AND TECHNICAL ED - 3 to 9 semester hours**

Independent study of problems related to Vocational and Technical Education (VTED), to include focus on one of three topics per semester enrolled: (1) evaluation of local programs; (2) organization, operation, and financing programs of VTED; and (3) recent technology-related developments in VTED which have implications for vocational education programs.

**VTED 550. PROGRAM DEVELOPMENT, IMPLEMENTATION, AND EVALUATION IN EXTENSION EDUCATION - 3 semester hours**

Study of the various aspects of diagnosing, planning, implementing, supervising, and evaluating extension education programs. Students will be provided opportunities to observe, analyze, and plan extension education programs.

**VTED 551. PRINCIPLES AND ORGANIZATION OF ADULT EDUCATION PROGRAMS - 3 semester hours**

Study of the characteristics of the adult student as learner, including exploration of the history, principles, and techniques of adult education. Opportunities are provided for students to plan, conduct and evaluate learning activities for developing leadership abilities in adults.

**VTED 559. IMPROVING INSTRUCTION IN OFFICE SYSTEMS EDUCATION - 3 semester hours**

Designed for the experienced business education teacher who is interested in study and research relating to instructional elements of office systems subjects. The course will include development of performance goals, units of instruction, and original instructional materials required by the expansion of curriculum areas and student population. Attention will be given to methods of individualizing instruction and to innovations in teaching-learning tasks, as well as to work with the educationally handicapped student.

**VTED 560. IMPROVING INSTRUCTION IN BASIC BUSINESS SUBJECTS - 3 semester hours**

Designed for the experienced high school teacher who is interested in the study of effective educational technology and problems in basic business subjects. The course will include a review of sources of supplementary material and organization of units of instruction and

projects.

**VTED 571. INFORMATION PROCESSING: MULTI-MEDIA LITERACY -  
3 semester hours**

Designed for experienced business education teachers, the course focuses on study of multimedia, how it is used, the impact it is having on society, what equipment is necessary, and how to use multimedia to help students become more productive, competitive, and successful. Participants develop skill in using a major multimedia software program.

**VTED 572-01. SEMINAR: TOPICS IN INFORMATION PROCESSING - 3 semester hours**

Exploration and examination of selected and contemporary issues in office and information technology. Includes individual, group, and integrated approaches to problem solving.

**VTED 572-02. INFORMATION PROCESSING: SPREADSHEET APPLICATIONS  
AND METHODS - 3 semester hours**

Intensive study of and skill development in the use of current spreadsheet software. Includes developments of materials for instruction.

**VTED 573-01. INFORMATION PROCESSING: DATABASE MANAGEMENT - 3 semester hours**

Principles of database management, usage, applications, and teaching suggestions. Includes hands-on instruction using dBASE III Plus, or other such software.

**VTED 573. INFORMATION PROCESSING: MICRO-COMPUTER  
OPERATING SYSTEMS - 3 semester hours**

Organized to acquaint participants with fundamentals of PC operating systems and interfaces, such as DOS, 16-bit Windows, 32-bit Windows, or other operating system as required by in-service teachers, graduate students, and others. Includes file handling, command structure, batch file development, and other topics as well as consideration of methods of teaching.

**VTED 574. INFORMATION PROCESSING: ADVANCED WORD PROCESSING  
METHODS - 3 semester hours**

Study of word processing usage, applications, and teaching methodology. Students will use currently established software applications used by businesses and taught in secondary schools.

**VTED 574. INFORMATION PROCESSING: CYBERSPACE, INTERNET, AND WEB  
PUBLISHING**

**3 semester hours**

Study of procedures, organizations, and methods of teaching desk-top publishing at the secondary and post-secondary school levels. Skill development in elements of desktop publishing using current publishing software and other components of page layout, composition, and graphics software.

