Department of Leadership, Technology, and Workforce Development

Dr. Steven E. Downey, Department Head
Room 2020, Education Center

The Department of Leadership. Technology, and Workforce Development offers several undergraduate programs of study. The department offers the Bachelor of Science in Education degree (B.S.Ed.) with a major in Workforce Education (WED) that has options in Career-Technical Education, Workforce Training and Development, Technical Leadership, and Human Resource Development. The Bachelor of Science degree with a major in Office Administration and Technology (OAT) is offered on campus for traditional students and online for post-traditional adult students as bachelor completion programs. The OAT online option is designed for working office professionals who wish to complete the bachelor degree in the field.

The undergraduate programs in the Department of Leadership. Technology, and Workforce Development are designed to give the student professional knowledge, skills, and values that build upon the foundation provided by the University Core Curriculum. One goal of the department is to offer professional education programs that prepare teachers in the areas of business education; technical, trade, and industrial education; healthcare science technology education; and adult and career education. A second goal of the department is to offer professional programs to prepare industry practitioners with degrees in administrative services. A primary focus of all departmental programs is to serve students with relevant, practical coursework that encourages life-long learning and the utilization of technology. Additionally, the department seeks to prepare professionals through on-line and traditional courses that develop the knowledge, dispositions, skills, and ethics necessary to function in a variety of work environments.

- Bachelor of Science in Education with a Major in Workforce Education and Development (http://catalog.valdosta.edu/undergraduate/academic-programs/education-human-services/leadership-technology-workforce-development/bsed-workforce-education-development/)
- Bachelor of Science with a Major in Office Administration and Technology (http://catalog.valdosta.edu/undergraduate/academic-programs/education-human-services/leadership-technology-workforce-development/bs-office-administration-technology/)

ACED 1100. Introduction to Business. 3 Hours.
An overview of business principles and practices. Emphasis on developing an awareness of banking, marketing, finance, insurance, and organizational design. Will include ethical and human relations issues. Open to all majors.

ACED 2000. Beginning Keyboarding. 3 Hours.
Development of basic touch keyboarding skills. This course provides an introduction to formatting letters, research papers, and miscellaneous documents. Emphasis is placed on developing straight-copy speed and accuracy. Exemption test available.

ACED 2050. Communications for the Workplace. 3 Hours.
Prerequisite: ENGL 1102. Principles of effective oral and written communications. A thorough review of grammar, sentence and paragraph construction, punctuation, and writing techniques. Emphasis on the job-getting process.

ACED 2300. Intermediate Keyboarding. 3 Hours.
Prerequisite: Grade of “C” or better in ACED 2000 or exemption. Continued emphasis on speed and accuracy building. Detailed coverage of business letters, memos, multiple-page reports, and miscellaneous documents. Exemption test available.

ACED 2400. Computer Technology for the Workplace. 3 Hours.
Computer applications for development of analytical and problem-solving workplace skills. Topics include word processing, databases, spreadsheets, communications, and presentations, hardware, networks, and social and ethical concepts. Exemption test available.

ACED 2700. Desktop Publishing. 3 Hours.
Prerequisite: ACED 2400 or CS 1000 or consent of instructor. Development of desktop publishing concepts and their application to the modern office. Basic, intermediate, and advanced features of a variety of application programs for page design will be used to create various business-related documents.

ACED 2800. Technical Organization Leadership. 3 Hours.
A study of the learners with skills and knowledge related to the impact of leadership on a technical organization's success. Students learn to apply leadership theory to an organization's mission, vision, and corporate culture. The course focuses on the development of leadership abilities to diagnose problems, apply ethical decision-making, motivate employees, and implement change.

ACED 2900. Basic Theory in Adult and Career Education. 3 Hours.
Reserved for the granting of academic credit based on either successful completion of the National Occupational Competency Examination (NOCTI Examination), approved professional licensure, or experiential credit based on past work experience. Requires approval of academic advisor prior to registration.

ACED 2940. Basic Admin Office Tech Skills. 3 Hours.
Prerequisite: Approval of academic advisor prior to registration. Graded “Satisfactory” or “Unsatisfactory.” Reserved for the granting of academic credit based on either successful completion of office administrative and technical experiential credit based on 3 years of past work experience, military service, or approved professional licensure (such as CPS or CAP).

ACED 2950. Basic Skills in Adult and Career Education. 3 Hours.
Reserved for the granting of academic credit based on either successful completion of the National Occupational Competency Examination (NOCTI Examination), approved professional licensure, or experiential credit based on past work experience. Requires approval of academic advisor prior to registration.

ACED 2960. Intermediate Skills in Adult and Career Education. 3 Hours.
Reserved for the granting of academic credit based on either successful completion of the National Occupational Competency Examination (NOCTI Examination), approved professional licensure, or experiential credit based on past work experience. Requires approval of academic advisor prior to registration.

ACED 2999. Entry to the Education Profession. 0 Hours.
Graded “Satisfactory” or “Unsatisfactory.” A required non-credit course for all teacher education candidates pursuing a VSU recommendation for initial certification; must be successfully completed prior to admission to teacher education. Candidates are required to establish an electronic portfolio and provide evidence that all teacher education admission requirements have been satisfactorily met. If an “Unsatisfactory” grade is earned, the course must be repeated until a “Satisfactory” grade is received.

ACED 3000. Office Calculations and Recordkeeping. 3 Hours.
Prerequisite: ACED 2400 or CS 1000 or instructor consent. A study of major aspects of workplace recordkeeping functions - business calculations, accounting fundamentals, and records management. Emphasis is on solving business mathematics problems, studying and preparing a variety of accounting documents, and completing a filing simulation.

ACED 3100. Computer Systems. 3 Hours.
A general overview of computer hardware and networks. Emphasis is placed on developing basic technological expertise and leadership in administering computer technology in the workplace.

ACED 3101. Computerized Office Accounting. 3 Hours.
Prerequisite: ACED 3000 or instructor consent. Hands-on application of bookkeeping and computer concepts through the installation, set-up, and use of a typical integrated computerized accounting software system, including set-up and maintenance of software, management of a chart of accounts and ledgers, analysis of transactions, generation of financial reports, file and data management, and system security.

ACED 3150. Computer Systems for the Office. 3 Hours.
Prerequisites: ACED 2400 or CS 1000 or instructor consent. A general overview of computer hardware, networks, and operating systems. Developing basic technological expertise and leadership in administering computer technology in the workplace is emphasized. This course helps prepare students to take a certification exam for a current operating system.

ACED 3400. Applied Computer Technology. 3 Hours.
Prerequisite: ACED 2400 or CS 1000 or consent of instructor. Development of intermediate and advanced skills in the use of spreadsheet, database, communication, and presentation software. Emphasis is placed on creation of computer projects appropriate to the student’s major.

ACED 3500. Beginning Adult and Career Teacher Competency Development. 3 Hours.
Reserved for the granting of academic credit based on either successful completion of the National Occupational Competency Examination (NOCTI Examination), approved professional licensure, or experiential credit based on past work experience. Requires approval of academic advisor prior to registration.

ACED 3510. Advanced Theory in Adult and Career Education. 3 Hours.
Reserved for the granting of academic credit based on either successful completion of the National Occupational Competency Examination (NOCTI Examination), approved professional licensure, or experiential credit based on past work experience. Requires approval of academic advisor prior to registration.

ACED 3520. Advanced Skills in Adult and Career Education. 3 Hours.
Reserved for the granting of academic credit based on either successful completion of the National Occupational Competency Examination (NOCTI Examination), approved professional licensure, or experiential credit based on past work experience. Requires approval of academic advisor prior to registration.

ACED 3600. History and Philosophy of Career Education. 3 Hours.
Exploration of topics specific to adult and career education in industry and/or educational settings. Emphasis will be given to the examination of research, as applied to the public and private sectors.

ACED 3610. Web Design and Multimedia. 3 Hours.
Prerequisite: ACED 2400 or CS 1000, or consent of instructor. Development of the knowledge and skills necessary for utilizing web editing and graphics programs effectively. This course will focus on the design and production of web sites and other materials for use in educational and training environments.

ACED 3650. Ethics and Liability in Adult and Career Education. 3 Hours.
Investigation of professional ethics, legal and liability issues in adult and career education settings. This course focuses on the elements of planning fair and equitable learning environments and addressing instructor and student legal responsibilities and liability issues.

ACED 3800. Multicultural Workforce Issues for Technical Leaders. 3 Hours.
An exploration of multicultural workforce issues in today’s workplace. Emphasis is on the development of pertinent dispositions, skills and abilities to understand and appreciate the dynamics of workplace diversity and perspectives needed to be successful in the global workplace.

ACED 3850. Principles of Adult Education. 3 Hours.
Provides insight into the unique opportunities and challenges of the adult learner as examined in a learning setting. Concepts, theories, and practices will provide students with opportunities to manage pertinent issues, problems, and possible solutions in their work as instructors of adult learners. Emphasis is given to understanding the effect this knowledge has on the teaching-learning process in adult education.

ACED 3860. Program Development in Adult and Continuing Education. 3 Hours.
Insight into, and working knowledge of, the field of adult and continuing education programming. Emphasis is given to understanding the practical and theoretical foundations upon which adult program formation is based, and reflects the needs and interests of the individual, recreation leisure community, and industry.

ACED 3940. Interm Admin Office Tech Skills. 1-6 Hours.
Prerequisites: ACED 2940 and approval of academic advisor. Graded “Satisfactory” or “Unsatisfactory". One credit per year of valid, verifiable employment experience beyond 3 years. Reserved for the granting of academic credit based on either successful completion of office administrative and technical experiential credit based on 4 to 9 years of past work experience, military service, or approved professional licensure (such as CPS or CAP).

ACED 4020. Virtual Office Technology. 3 Hours.
Prerequisites: ACED 2400 or CS 1000 or consent of instructor. Overview of skills needed to perform as a virtual office assistant, with emphasis on the use of time and information management applications and increased knowledge of the role of online meetings, Internet telephone communication software, Internet research, social networking tools, e-commerce, and mobile devices in the modern office. This course helps prepare students to take a certification exam for a current communication software program.

ACED 4040. Introduction to Human Resource Development. 3 Hours.
This course will provide the student with a comprehensive introduction to Human Resource Management (HRM). The course examines the principles of employee recruitment and selection, job design and job analysis, employment law, employee compensation, training and development, and safety and health.

ACED 4050. Workforce Development and Management for Technical Leaders. 3 Hours.
Fundamentals of organizational behavior, management, and training examined through the applied context of business education, office administration, technology, and training. Topics include functions of management, education, legislation, personnel, supervision, and training.

ACED 4060. Human Resource Technology and Operations. 3 Hours.
A study of theories, practice, and issues of human resource technology and operations; strategies and tools for effective human resource functions and operations. Topics include performance management, human resource information systems, learning management systems, and related issues and trends.

ACED 4070. Advanced Document Processing. 3 Hours.
Prerequisites: Grade of “C” or better in ACED 2050, ACED 2300 and ACED 2400 or CS 1000; overall GPA of 2.3 or higher or 2.5 GPA or higher in ACED courses. A study of advanced document processing functions including composition of business documents, transcription of error-free correspondence, electronic processing of PDF files, and preparation of business reports in APA style.

ACED 4160. Administrative Office Procedures. 3 Hours.
Prerequisites: Grade of “C” or better in ACED 2050, ACED 2300 and ACED 3400; overall GPA of 2.3 or higher or 2.5 GPA or higher in ACED courses. A study of the role and scope of the administrative assistant position. This course will focus on basic and expanded job responsibilities, professionalism, and the performance of simulated office activities. Credit may be issued upon receipt of appropriate International Association of Administrative Professionals (IAAP) Certified Administrative Professional (CAP) documentation.

ACED 4170. Theories of Inclusive Leadership. 3 Hours.
An exploration of contemporary theories, research, and practices in inclusive leadership through investigating its vital role in fostering diversity and inclusion across teams, organizations, and societies. Students will learn to create inclusive climates, drive innovation, and enhance team and organizational performance for productivity.

ACED 4180. Organizational Development and Change. 3 Hours.
A study of principles, theories, and practices of organizational development and change. Knowledge, skills, and strategies for successfully reading and managing organizational change such as transformational leadership, effective communication with both internal and external stakeholders, and systematic and evidence-based change interventions to improve organizational effectiveness and enhance individual development.

ACED 4300. Practicum in Adult and Career Education. 3 Hours.
Prerequisite: Senior Standing and major in appropriate specialization; permission of the advisor must be obtained before registration.

ACED 4310. Practicum in Adult and Career Education. 3 Hours.
Prerequisite: Senior Standing and major in appropriate specialization; permission of the advisor must be obtained before registration.

ACED 4320. Practicum in Adult and Career Education. 3 Hours.
Prerequisite: Senior Standing and major in appropriate specialization; permission of the advisor must be obtained before registration. Graded “Satisfactory” or “Unsatisfactory.”.

ACED 4400. Methods and Media for Teaching Accounting and Basic Business Subjects. 3 Hours.
Prerequisites: ACED 2999, ACCT 2101, BUSA 2106, ECON 1500. This is a check-point course, and check-point requirements must be met. Methods, materials, and evaluative procedures for teaching effectively in accounting and in the basic business subjects. Field experiences required.

ACED 4410. New Teacher Institute. 3 Hours.
Basic instructional and management skills for new secondary career education teachers. Emphasis is on survival skills related to teaching methodology and curriculum implementation that will help them to be successful during their first or second year of teaching.

ACED 4430. Advanced New Teacher Institute. 3 Hours.
Prerequisite or corequisite: ACED 4410. Advanced instructional and management skills for new secondary career education teachers. Emphasis is on improvement of skills related to teaching methodology and curriculum implementation that will help them to be more successful as career education practitioners.

ACED 4500. Methods and Media for Teaching Business Skill Subjects. 3 Hours.
Prerequisite: ACED 2999; ACED 4400 with a grade of "C" or better. Methods, materials, and evaluative procedures for teaching effectively in keyboarding, information processing, office education, and cooperative business education. Field experiences required.

ACED 4510. Curriculum Development in Adult and Career Education. 3 Hours.
Principles and procedures for analyzing, describing, and classifying occupations; selecting and sequencing program objectives, units, and tasks, and specifying instructional outcomes. Emphasis is placed on actual occupational analysis and breakdown of responsibilities.

ACED 4550. Health and Safety in the Work Environment. 3 Hours.
Acquaints students with health and safety issues in technical occupations. Emphasis will be on safety regulations, agencies, codes, health issues, environmental concerns in industry, and ergonomic environmental factors in the workplace.

ACED 4560. Safety and Health in the Career Education Classroom. 3 Hours.
Investigation of safety and health issues in a classroom/laboratory setting, the need for appropriate safety programs, planning a safe environment, and addressing health and environmental concerns. Emphasis is placed on planning programs that employ accident prevention methodology and developing health awareness.

ACED 4600. Directed Study in Adult and Career Education. 1-3 Hours.
Prerequisite: Consent of the Department Head. An opportunity for intensive individual study on an approved topic.

ACED 4670. Techniques of Student Evaluation in Adult and Career Education. 3 Hours.
Principles and methods of measurement and evaluation in adult and career education programs, emphasizing the administration, scoring, and interpretation of written and performance tests.

ACED 4680. Instructional Materials Development in Adult and Career Education. 3 Hours.
Principles and procedures for planning and developing both print-based and non-print instructional materials for use in the Technical, Trade and Industrial classroom and laboratory.

ACED 4690. Instructional Methods and Materials in Adult and Career Education. 3 Hours.
Prerequisites: ACED 4510. Principles and procedures for planning and developing instructional materials and methods of effective teaching in the Technical, Trade and Industrial classroom and laboratory. The instructor's role in the classroom and the delivery of content is emphasized.

ACED 4710. Classroom and Laboratory Management. 3 Hours.
Principles and strategies for managing the classroom and instructional laboratory. Emphasis is placed on establishing an effective learning environment, minimizing disruptive student behavior, and responding properly to discipline problems.

ACED 4780. Internship in Teaching Career Education. 6 Hours.
Prerequisite: Completion of appropriate methods and curriculum classes. Graded "Satisfactory" or "Unsatisfactory." Six hours per semester for a maximum of two semesters.

ACED 4790. Student Teaching in Business/Career Education. 10 Hours.
Prerequisite: Completion of all coursework. Corequisite: ACED 4800.

ACED 4800. Professional Practices Seminar. 2 Hours.
Prerequisite: Completion of all coursework. Corequisite: ACED 4790. Reflection on educational practices and refinement of concepts emanating from the student teaching experience.

ACED 4810. Contemporary Skills for the Workplace. 3 Hours.
Analysis of the workplace skills needed in a rapidly changing technological society. Emphasis is on communication skills, employee motivation, change management, delegation, team building, and career planning. Students are required to build a career plan and to design a change management project.

ACED 4820. Project Management for Technical Leaders. 3 Hours.
Provides an introduction to the process of project management. Focus is on building the students' understanding of the tools and strategies available to facilitate the management of multiple on-going projects within a technical environment. Topics include: planning systems, strategic and operational planning, mission and vision statements, performance objectives, time and course estimation, diagraming techniques, and performance monitoring through control systems.

ACED 4830. Technology, Work and Performance for Technical Leaders. 3 Hours.
An examination of the impact of modern technologies on work and worker performance in contemporary workplace sectors and environments. Emphasis is placed on the competencies and performance expectations of workers and leaders in the technological global workforce environment.

ACED 4900. Special Topics in Adult and Career Education. 3 Hours.
Prerequisite: Consent of the Department Head. Study of a topic relevant to business, adult, or career education.