DEPARTMENT OF OCCUPATIONAL, WORKFORCE, AND LEADERSHIP STUDIES

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The B.A.A.S. is a program designed to allow students to earn a degree with a major in an individualized academic area. In addition, it allows students to assist in the choice of courses that would complement their career goals. The following are unique characteristics of the B.A.A.S.:

- The B.A.A.S. is an individualized, interdisciplinary degree with the option for prior learning assessment (PLA) and is considered a fast track to degree completion.
- Prior learning assessment (PLA) is available to document college-level learning for work experience, noncollegiate training, industry certifications, and non-sponsored learning for academic credit through a portfolio development process.
- The B.A.A.S. includes multiple options for obtaining college credit including testing by CLEP or DSST, correspondence studies, and extension courses.
- Courses are delivered at convenient times and locations as well as online.
- The professional development and practicum modules of the degree plan are individualized based on the students' career goals.
- Certificates, such as Certified Public Manager (CPM), may be included in the B.A.A.S. degree plan.
- Technical Associates' degrees and coursework may be included in the B.A.A.S. degree plan.
- Military coursework may be included in the B.A.A.S. degree plan.

Technological Focus
Students holding a two-year technical associates degree or work experience in a technical area may wish to pursue the B.A.A.S. with a technological focus. These students may enroll in upper- and lower-division technological coursework in the Occupational Emphasis module and also additional upper-division technological courses in the Professional Development module of the degree plan. In addition, those students with technical work experience may apply for extra institutional credits, as do other students in the B.A.A.S. degree plans.

Bachelor of Applied Arts and Sciences (B.A.A.S.)

- Major in Applied Arts and Sciences

Information about graduate programs can be found in the Graduate Catalog (http://mycatalog.txstate.edu/previouscatalogs/2015-2016/graduate).

Courses in Career and Technical Education (CTE)

CTE 3304. Human Relations for Career and Technical Education Teachers.
This course emphasizes the combination of psychological and sociological factors that influence relationships of CTE teachers in the pursuit of professional duties. Strategies for teaching students and mentoring employees on the dynamics of human relations are highlighted.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

CTE 3307. Selection, Placement, and Follow-up in Career and Technical Education.
This course provides an overview of the practices of occupational selection, placement of students in suitable employment and cooperative sites, and coordinating the relationship between school and workplace site.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

CTE 3308. Problems in Cooperative Training.
The course highlights the organization, presentation, and selection of content material necessary in part-time work-based learning programs. The need for community, workplace/industry, family, school, and student partnerships in curricular assessment is emphasized.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Grade Mode: Standard Letter

CTE 3313A. Special Needs Students in CTE.
This course involves in-depth studies of characteristics, principles of inclusion, development and implementation of individualized programs of instruction and collaboration with school personnel for effective education of special needs students, including special education, limited-language proficiency, and gifted and talented students.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing/Topics
Grade Mode: Standard Letter

CTE 3313C. Entrepreneurship.
This course involves study and analysis of ownership, marketing strategies, location, financing, regulations, managing, and protecting a business. It includes strategies for teaching entrepreneurship in CTE.

3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing/Topics
Grade Mode: Standard Letter

Subjects in this department include: CTE (p. 1), OCED (p. 3)
CTE 3313D. Leadership and Professional Development.
This course is designed to be applicable to all CTE areas in public, private, and corporate education. The course addresses professional growth, leadership styles, skills, and teaching leadership. Trends, policies, and procedures relating to leadership in career and technical areas are highlighted.
Grade Mode: Standard Letter
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing|Topics

CTE 3313E. Introduction to Interdisciplinary Studies for the Bachelor of Applied Arts and Sciences Degree.
Introduction to an individualized degree and interdisciplinary studies, reflection on past and future career directions, critical thinking, professional communication, role of information technology in the workplace, leadership development concepts, writing across disciplines, planning for nontraditional options to earn college credit, including prior learning assessment (PLA), and proposing capstone experience.
Grade Mode: Standard Letter
about Introduction to Interdisciplinary Studies for the Bachelor of Applied Arts and Sciences Degree
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Course Attribute(s): Exclude from 3-peat Processing|Topics

CTE 3320. Effective Methods of Teaching and Training.
This is an introductory/fundamental course for instructors in trade and industrial education seeking certification and technical trainers who are not seeking certification. It is designed to prepare these individuals to apply effective teaching principles and techniques, to prepare lesson plans, and manage classrooms. Practice teaching will be included.
about Effective Methods of Teaching and Training
Grade Mode: Standard Letter
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

CTE 3321. Work-based Learning in Career and Technical Education.
This course is intended for teacher coordinators of work-based program in trade and industrial cooperative education. There is an emphasis on selection of occupations and appropriate training stations, student recruitment, instruction coordination in on-the-job educational experiences, state and local report preparation and required record keeping systems.
about Work-based Learning in Career and Technical Education
Grade Mode: Standard Letter
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

CTE 3322. Teaching and Training as Professions.
This course emphasizes the professional requirements of teaching and training in a variety of settings. Professional topics include licensure and preparation for the profession, organizations, philosophical foundations of teaching and training, and the socio-political landscape of teaching and training.
about Teaching and Training as Professions
Grade Mode: Standard Letter
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

CTE 3323. Technology Applications.
This course covers the use and integration of computers in the classroom or office. Topics include history of computers, use of word processor, spreadsheet, and presentation software; overview of common computer programs; history and use of the Internet, and web-page creation. T&I students will review for the TExES examination.
about Technology Applications
Grade Mode: Standard Letter
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

This course allows students to explore past and present occupational trends, new and emerging occupations and the 21st century occupational skills necessary for success. Students will explore transferability of occupational skills and how these skills are applied and packaged for career transitions.
Grade Mode: Standard Letter
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

CTE 3380. Management of Business Office Education Training Programs.
This course is for instructors in educational and industry settings and involves the identifications of federal, state, and local policies, the coordination of work-based learning programs, the benefits of student and professional associations, public relations. Students will make visits to local classroom or training facilities.
Grade Mode: Standard Letter
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

CTE 3381. Instructional Strategies in Business Office Education Training Programs.
This course provides an overview of identifying curriculum, individual learning styles, instructional strategies, providing support for students with special needs, non-gender biased instruction, appreciation of diversity, and the use of technology and assessment in business office educational programs.
Grade Mode: Standard Letter
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.

CTE 4302. Coordination Techniques.
This course presents an overview of the cooperative program in marketing and distributive education (MDE), the establishments of MDE programs, the guidance, selection and placement of students, adjustment of work for individual needs, setting student objectives, evaluation, labor laws, and public relations relevant for MDE programs.
Grade Mode: Standard Letter
3 Credit Hours. 3 Lecture Contact Hours. 0 Lab Contact Hours.
Courses in Occupational Education (OCED)

Students desiring to pursue the Bachelor of Applied Arts and Sciences must take OCED 4350 as their initial entry course. All students must have an overall transfer GPA of 2.25 and if the students have Texas State University coursework, a Texas State GPA of 2.25 is required.

OCED 3310. Human Problems in the Workplace.
Overview of problems that supervisors, teachers, and co-workers encounter in business/industry, social service, military, or education. This range of problems interferes with communication, performance, and development of proficiency in school/work. Perspectives and reports on the incidence of these problems will be presented, as well as actions for these human problems.

OCED 4111. Independent Study in Occupational Education.
This is an independent study course that allows research on topics in occupational education related to a student’s interests. Work may include individual research, critical reviews or integration of existing bodies of knowledge. Course may be repeated for credit.

OCED 4350. Adult Development and Career Planning.
Theory and techniques related to the identification, documentation, and assessment of various forms of prior extra institutional learning. Career and occupational information and reflection on career decision-making are the focus of the course. Students are encouraged to have completed their English prior to enrollment in the course. Prerequisite: CTE 3313E.

OCED 4360. Cooperative Occupational Education Readiness.
This course prepares the student for supervised on-the-job experience in an occupational area. Proposal development, review of literature, creation of timelines, and task analysis are stressed. Limited on-the-job experience begins in the course. Prerequisite: 3313E.

OCED 4361. Practicum in Cooperative Occupational Education.
Course is supervised on-the-job experience in an occupation related to the BAAS professional development. Requires extensive reports and documentation. Prerequisites include successful completion of OCED 4360. Prerequisite: 4360.

CTE 4304. Organization and Management of Marketing Education Programs.
This course provides instruction on the organization and administrative structure of marketing organization in the United States. Additionally, the use of objectives, program improvement techniques, appropriate teacher selection techniques, and evaluative criteria are emphasized in relation to marketing and distributive education programs.

CTE 4310. Independent Study in Career and Technical Education.
This course is an independent study of various subjects in CTE. Work is done on an independent basis under the direction of the faculty member. Repeatable for credit with different emphases.

CTE 4311. Independent Study in Career and Technical Education.
This course allows research on topics in CTE. Work is done on an independent basis under the direction of the faculty member. Course may be repeated for credit with different emphases.

OCED 4350. Adult Development and Career Planning.
Theory and techniques related to the identification, documentation, and assessment of various forms of prior extra institutional learning. Career and occupational information and reflection on career decision-making are the focus of the course. Students are encouraged to have completed their English prior to enrollment in the course. Prerequisite: CTE 3313E.

OCED 4360. Cooperative Occupational Education Readiness.
This course prepares the student for supervised on-the-job experience in an occupational area. Proposal development, review of literature, creation of timelines, and task analysis are stressed. Limited on-the-job experience begins in the course. Prerequisite: 3313E.

OCED 4361. Practicum in Cooperative Occupational Education.
Course is supervised on-the-job experience in an occupation related to the BAAS professional development. Requires extensive reports and documentation. Prerequisites include successful completion of OCED 4360. Prerequisite: 4360.

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