

# ADULT & CONTINUING EDUCATION (ACE)

**ACE 503 Intro to Adult Learning Theory** 3 Credit hours  
Designed to acquaint the student with the field of adult education and its underpinnings and the various adult learning theories and/or approaches.

**Grade Mode:** Normal Grading Mode

**ACE 505 Inst Methods in Tech Training** 3 Credit hours  
Unit and lesson planning; cooperative education as a method of instruction, project plan of instruction, classroom management and control, demonstration techniques, evaluation methods, field experience in Marketing Education classroom.

**Grade Mode:** Normal Grading Mode

**ACE 508 Teach Methods Career Tech Educ** 3 Credit hours  
Correlating Lab instruction with classroom instruction; individual and group instruction sheets and materials; the four teaching steps in career and technical education; and physical factors relating to classroom and lab.

**Grade Mode:** Normal Grading Mode

**ACE 510 Developing Selling Curriculum** 3 Credit hours  
Conduct library research, review selling content, select content objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments.

**Grade Mode:** Normal Grading Mode

**ACE 511 Intro to Career and Tech Educ** 3 Credit hours  
Designed as a follow-up to Teaching Methods in Career and Technical Education and intended to provide the new teacher guidance and supervision in developing teacher competence.

**Grade Mode:** Normal Grading Mode

**ACE 512 Crs Constr Plan Career Tech Ed** 3 Credit hours  
Analysis procedures for determining career and technical curriculum content; determination of program goals and objectives; involvement of advisory committees; factors, principles, and techniques of developing a course of study.

**Grade Mode:** Normal Grading Mode

**ACE 513 Org Manage Sch Shops & Labs** 3 Credit hours  
Responsibilities as a manager; methods of handling tools, equipment and supplies; project instructional resource needs and reporting; improvement of facilities, filing system, and career and technical laboratory.

**Grade Mode:** Normal Grading Mode

**ACE 520 Principles Cooperative Ed** 3 Credit hours  
Principles for planning, implementing, and evaluating the cooperative design within the various service areas of technical education; analysis of factors which must be considered in selection of the cooperative design.

**Grade Mode:** Normal Grading Mode

**ACE 521 Occupational Analysis** 3 Credit hours  
Assist the instructor in analyzing an occupation; goals and objectives to form a basis for curriculum; classifying and describing occupations; analysis procedures; course content, and technical skills and knowledge.

**Grade Mode:** Normal Grading Mode

**ACE 522 Admin of Cooperative Programs** 3 Credit hours  
Administering cooperative education programs, recruiting, and selecting students; selecting training agencies and placing students; conducting public relations activities for the program; and advising the student organization.

**Grade Mode:** Normal Grading Mode

**ACE 524 Safety in Career Technical Ed** 3 Credit hours  
Responsibilities of the teacher in providing a safe learning working environment: Effective approaches to accident prevention: Laws and regulatory agencies regarding safety management in the classroom and laboratory.

**Grade Mode:** Normal Grading Mode

**ACE 525 Computer Appl Bus & Mkt** 3 Credit hours  
Study of computer applications and software for Business and Marketing Education.

**Grade Mode:** Normal Grading Mode

**ACE 535 Methods of Exam Career Tech Ed** 3 Credit hours  
Develop written and performance evaluation instruments: develop and use progress charts; determine appropriate grading procedures. Develop rating scales, objectives tests, classroom tests, manipulative tests, introduction to statistics.

**Grade Mode:** Normal Grading Mode

**ACE 536 Coord Coop Career Tech Ed** 3 Credit hours  
Background of Coordination; methods and techniques for evaluating and selecting work stations, student selection, placement and follow-up; role of advisory committees; method of evaluating cooperative work experience.

**Grade Mode:** Normal Grading Mode

**ACE 540 Dev Merch/Sales Prom Curr** 3 Credit hours  
Conduct library research, review merchandising and sales promotion content, objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments.

**Grade Mode:** Normal Grading Mode

**ACE 542 Prin Prevoc Exploration** 3 Credit hours  
Study of the prevocational exploration delivery system and develop instructional units which include goals, objectives, and criteria for evaluation of students.

**Grade Mode:** Normal Grading Mode

**ACE 547 Computer Appl Career Tech Ed** 3 Credit hours  
Designed to introduce modern instructional technology in today's classrooms and labs; introduction to disk operating systems, application software for instruction and instructional management, student evaluation, record keeping, and work processing.

**Grade Mode:** Normal Grading Mode

**ACE 548 Appl Basic Skills Career Tech** 3 Credit hours  
Methods, techniques, and strategies for incorporating basic skills in career and technical instruction; emphasis on reading, writing, math, oral communication, and critical thinking skills; job seeking and job keeping skills.

**Grade Mode:** Normal Grading Mode

**ACE 549 Occup Analysis Instruct Design** 3 Credit hours  
Analyzing an occupation to identify knowledge and skill; use of the analysis to develop problem solving objectives and instructional plans; emphasis on approach to facilitate student achievement of objectives.

**Grade Mode:** Normal Grading Mode

<b>ACE 550 Interper Skills in Workplace</b>	<b>3 Credit hours</b>	<b>ACE 594 Workshop</b>	<b>1-4 Credit hours</b>
Course is designed to provide opportunities to learn in preparation for career success with supervisors, co-workers, clients, and customers. Human relations skills are examined and related to business success.		<b>Grade Mode:</b> Normal Grading Mode	
<b>Grade Mode:</b> Normal Grading Mode		<b>ACE 595 Hist Dev in Workforce Prep</b>	<b>3 Credit hours</b>
<b>ACE 552 Hist &amp; Phil of Career Tech Ed</b>	<b>3 Credit hours</b>	An overview of the historical evolution of technical education legislation; analysis of Technical Education Acts as they relate to state and local planning of technical education programs.	
Historical influences in the development of workforce education in America and Europe; motivating influences and the implications of philosophy in modern career and technical education.		<b>Grade Mode:</b> Normal Grading Mode	
<b>Grade Mode:</b> Normal Grading Mode		<b>ACE 600 Aspects of Train and Dev</b>	<b>3 Credit hours</b>
<b>ACE 559 Coord Career Tech Youth Activ</b>	<b>3 Credit hours</b>	Overview of the training and development profession and theories that support the profession; emphasis on the variety of solutions used by HRD professionals to help improve individual and organizational performance.	
Organize and develop a co-curricular student organization; defining the purpose of the organization; plan application and integration into the career and technical program; competencies in leadership and team building.		<b>Grade Mode:</b> Normal Grading Mode	
<b>Grade Mode:</b> Normal Grading Mode		<b>ACE 601 Philosophy Workforce Prep</b>	<b>3 Credit hours</b>
<b>ACE 565 Career Exploration &amp; Develop</b>	<b>3 Credit hours</b>	Overview of the historical origins of technical education and their relationship to educational philosophies; foundations of areas of technical education; analysis of questions fundamental to a philosophy of technical education.	
Exploring principles and techniques for career planning and job search. An overview of strategies for gaining a competitive edge in the labor market and experiencing a successful career beginning.		<b>Grade Mode:</b> Normal Grading Mode	
<b>Grade Mode:</b> Normal Grading Mode		<b>ACE 603 Intro to Adult Ed &amp; Learners</b>	<b>3 Credit hours</b>
<b>ACE 569 Bus &amp; Occupation Teach Methods</b>	<b>3 Credit hours</b>	Designing to acquaint the student with the field of adult and continuing education, its foundations and development in this country and future trends	
Survey of materials and methods for developing competencies in teaching business education and/or occupational training programs.		<b>Grade Mode:</b> Normal Grading Mode	
<b>Grade Mode:</b> Normal Grading Mode		<b>ACE 605 Foundations Bus &amp; Mkt Ed</b>	<b>3 Credit hours</b>
<b>ACE 570 Practicum Adult &amp; Tech Ed</b>	<b>1-4 Credit hours</b>	Application of philosophy and principles of business and marketing education to the objectives, curriculum, guidance, and teacher preparation, emphasizing the techniques for coordination of federally aided programs.	
Individually designed field experience under supervision of the faculty; such experience related to the student's future professional role.		<b>Grade Mode:</b> Normal Grading Mode	
(GRADING: CR/NC)		<b>ACE 609 Develop Training Plans for B/I</b>	<b>3 Credit hours</b>
<b>Grade Mode:</b> Normal Grading Mode		Analysis of factors in developing local plans for business and industry; emphasis on implications of federal guidelines; factors which impinge upon programs during implementation; developing evaluation procedures.	
<b>ACE 580 Special Topics</b>	<b>1-4 Credit hours</b>	<b>Grade Mode:</b> Normal Grading Mode	
<b>Grade Mode:</b> Normal Grading Mode		<b>ACE 610 Current Issues Bus &amp; Mkt Ed</b>	<b>3 Credit hours</b>
<b>ACE 581 Special Topics</b>	<b>1-4 Credit hours</b>	Individual and group analysis of current issues in business and marketing; identification of issues significant to the direction of sound business and marketing education programs.	
<b>Grade Mode:</b> Normal Grading Mode		<b>Grade Mode:</b> Normal Grading Mode	
<b>ACE 582 Special Topics</b>	<b>1-4 Credit hours</b>	<b>ACE 614 ACE &amp; Econ Dev</b>	<b>3 Credit hours</b>
<b>Grade Mode:</b> Normal Grading Mode		Study of the sources of data on employment needs; relationship to planning techniques for conducting a community survey; organizing data for analysis and applying the findings to the planning process.	
<b>ACE 583 Special Topics</b>	<b>1-4 Credit hours</b>	<b>Grade Mode:</b> Normal Grading Mode	
<b>Grade Mode:</b> Normal Grading Mode		<b>ACE 615 Student Career Organizations</b>	<b>3 Credit hours</b>
<b>ACE 584 Special Topics</b>	<b>1-4 Credit hours</b>	A study of various facets of existing state/national student organizations. Special emphasis is placed upon the organizations of student career organizations and parliamentary procedures. (PR: ACE 542 or equivalent)	
<b>Grade Mode:</b> Normal Grading Mode		<b>Grade Mode:</b> Normal Grading Mode	
<b>ACE 585 Independent Study</b>	<b>1-4 Credit hours</b>	<b>ACE 616 Community Relations in ACE</b>	<b>3 Credit hours</b>
<b>Grade Mode:</b> Normal Grading Mode		Study of community organizations and the relationship of adult and continuing education; consideration of models for analyzing employment opportunities and occupational training needs and the process in securing community commitment.	
<b>ACE 586 Independent Study</b>	<b>1-4 Credit hours</b>	<b>Grade Mode:</b> Normal Grading Mode	
<b>Grade Mode:</b> Normal Grading Mode			
<b>ACE 587 Independent Study</b>	<b>1-4 Credit hours</b>		
<b>Grade Mode:</b> Normal Grading Mode			
<b>ACE 588 Independent Study</b>	<b>1-4 Credit hours</b>		
<b>Grade Mode:</b> Normal Grading Mode			
<b>ACE 591 Workshop</b>	<b>1-4 Credit hours</b>		
<b>Grade Mode:</b> Normal Grading Mode			
<b>ACE 592 Workshop</b>	<b>1-4 Credit hours</b>		
<b>Grade Mode:</b> Normal Grading Mode			
<b>ACE 593 Workshop</b>	<b>1-4 Credit hours</b>		
<b>Grade Mode:</b> Normal Grading Mode			

<p><b>ACE 618 Literature Adult Contin Educ</b> <b>3 Credit hours</b> A program of readings and reports on specific areas in adult education or particular problems within an area of adult and continuing education. Readings to be selected cooperatively with advisor. <b>Grade Mode:</b> Normal Grading Mode</p>	<p><b>ACE 656 Instr Planning for Adults</b> <b>3 Credit hours</b> An examination and application of the process involved in the development, operation, and evaluation of adult programs in the community, business, and industry. <b>Grade Mode:</b> Normal Grading Mode</p>
<p><b>ACE 628 Adult Inst Envir &amp; Pers Aspect</b> <b>3 Credit hours</b> The course examines both environmental and personal factors which may impact on the adult learning process and is designed to foster awareness, which will be translated into appropriate intervention strategies. <b>Grade Mode:</b> Normal Grading Mode</p>	<p><b>ACE 659 EFL Methods</b> <b>3 Credit hours</b> Designed to provide students with the latest methodologies associated with teaching English as a Foreign Language (EFL) to the adult learner. (PR: ACE 643) <b>Grade Mode:</b> Normal Grading Mode</p>
<p><b>ACE 631 Survey Prac Computer Appl</b> <b>3 Credit hours</b> An introductory course for persons who want to become familiar with the application of computers in the business/industrial fields represented by adult and technical education. <b>Grade Mode:</b> Normal Grading Mode</p>	<p><b>ACE 661 Practicum ACE</b> <b>3 Credit hours</b> Individually designed to provide field experience under the supervision of the faculty, such experience to be related to the student's project role in adult and continuing education. <b>Grade Mode:</b> Normal Grading Mode</p>
<p><b>ACE 635 Spec Pract Comp App Bus &amp; Ind</b> <b>3 Credit hours</b> An advanced course for persons who want to further their knowledge of the application of computers in the business and industrial fields, which are represented by adult and continuing education. <b>Grade Mode:</b> Normal Grading Mode</p>	<p><b>ACE 662 App Field Exp Prevoc Explor</b> <b>3 Credit hours</b> Students are assisted in making revisions in instructional units, organizing an advisory committee, and organizing Career Exploration Club as an integral part of the classroom function. (PR ACE 542) <b>Grade Mode:</b> Normal Grading Mode</p>
<p><b>ACE 637 Indiv Computer Prog App</b> <b>3 Credit hours</b> Individually designed learning activities that involve the application of previously learned theories, processes, operations, techniques, or systems. The applications are studied, analyzed, and evaluated. (PR: ATE 631, Equivalent or appropriate experience, CR/NC Grading). <b>Pre-req:</b> ACE 631 or ATE 631. <b>Grade Mode:</b> Normal Grading Mode</p>	<p><b>ACE 663 Practicum EFL</b> <b>3 Credit hours</b> Designed to engage the student in hands-on teaching in a classroom setting. (PR ACE 659) <b>Grade Mode:</b> Normal Grading Mode</p>
<p><b>ACE 643 Teaching EFL Abroad</b> <b>3 Credit hours</b> Designed to explore the educational history of teaching a foreign language in different countries. <b>Grade Mode:</b> Normal Grading Mode</p>	<p><b>ACE 664 Technical Ed Practicum</b> <b>3 Credit hours</b> Individually designed to provide field experience under the supervision of the faculty, such experience to be related to the student's profession. (CR/NC Grading) (PR: At least 8 of the following courses and permission of instructor: ACE 601, 609, 614, 646, 648, EDA 500, 600, 640, 740) <b>Grade Mode:</b> Normal Grading Mode</p>
<p><b>ACE 650 Career Educ Curriculum Dev</b> <b>3 Credit hours</b> Instructional unit is developed to assist children and youth to achieve academic, general, or technical education and also career education goals; includes goals, objectives, procedures, student activities, resources, and evaluation. <b>Grade Mode:</b> Normal Grading Mode</p>	<p><b>ACE 667 Co-Op Ed Work Force Exp</b> <b>1-10 Credit hours</b> Alternating or parallel periods of study and paid employment for experiential learning related to student's academic and/or professional goals (Min 50 hours paid work experience per credit hour) (CR/NC GRADING) <b>Grade Mode:</b> Normal Grading Mode</p>
<p><b>ACE 651 Developing Marketing Curr</b> <b>3 Credit hours</b> Conduct library research, review marketing content, select content objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments. <b>Grade Mode:</b> Normal Grading Mode</p>	<p><b>ACE 668 Internship Field Based Bus/Ind</b> <b>3 Credit hours</b> Internship in the technical content areas of marketing, merchandising, management, or technology. Evaluation of methods, and procedures in marketing, merchandising, management, or technology. (PR: ACE 609, 628, 652, and 656) <b>Grade Mode:</b> Normal Grading Mode</p>
<p><b>ACE 652 Field Based Job Analysis</b> <b>3 Credit hours</b> Field study of job analysis, curriculum, course and program design. <b>Grade Mode:</b> Normal Grading Mode</p>	<p><b>ACE 671 Eval of Adult and Tech Educ</b> <b>3 Credit hours</b> An examination of the design and evaluation processes used in adult learning areas with emphasis on the T&amp;D and technical fields as well as the general field. <b>Grade Mode:</b> Normal Grading Mode</p>
<p><b>ACE 653 Develop Management Curr</b> <b>3 Credit hours</b> Conduct library research, review management content, select content objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments. <b>Grade Mode:</b> Normal Grading Mode</p>	<p><b>ACE 673 Assessment in Adult Tech</b> <b>3 Credit hours</b> Evaluation procedures in adult/technical education including principles of test construction; survey of standardized and published tests; utilization in the classroom or training department; review of statistical methods. <b>Grade Mode:</b> Normal Grading Mode</p>
<p><b>ACE 655 Developing Human Resources Cur</b> <b>3 Credit hours</b> Conduct library research, review personnel content, select content objectives, identify content appropriate for the target group, prepare teaching outlines, and design evaluation instruments. <b>Grade Mode:</b> Normal Grading Mode</p>	

<b>ACE 675 Literature &amp; Research ACE</b>	<b>3 Credit hours</b>	<b>ACE 709 Professional Seminar III</b>	<b>1 Credit hour</b>
Program of readings and reports on specific areas of adult/continuing education or particular problems within an area of adult and continuing education; reading selected cooperatively with advisor.		Provides students an opportunity to synthesize prior course experience and to prepare and present a draft thesis prospectus.	
<b>Grade Mode:</b> Normal Grading Mode		<b>Grade Mode:</b> Normal Grading Mode	
<b>ACE 677 Research Method &amp; Design ACE</b>	<b>3 Credit hours</b>	<b>ACE 712 Class Asses Comm Tech Coll</b>	<b>3 Credit hours</b>
Study of methodology, application, analysis, and synthesis of research; a review of current studies with attention to statistical techniques, data collecting, data handling, and the impact of particular research.		Presentation of assessment principles that clearly and specifically relate to instruction, current research and new directions in the assessment field, and practical and realistic examples and suggestions.	
<b>Grade Mode:</b> Normal Grading Mode		<b>Grade Mode:</b> Normal Grading Mode	
<b>ACE 679 Problem Report</b>	<b>1-6 Credit hours</b>	<b>ACE 718 Ed and Employ Pre Diverse Pop</b>	<b>3 Credit hours</b>
<b>Grade Mode:</b> Normal Grading Mode		The needs of diverse/special needs population, including youth and adults with disabilities, disadvantaged, limited English proficient, displaced workers, minorities, incarcerated, and single teen parents. Specific attention to federal legislation.	
<b>ACE 680 International Workforce Dev</b>	<b>3 Credit hours</b>	<b>Grade Mode:</b> Normal Grading Mode	
This course is designed for students in technical and social fields who are interested in workforce development. It has three components: education and training, collaborative research, and technical assistance.		<b>ACE 723 Persp Strategies Teach Work Ed</b>	<b>3 Credit hours</b>
<b>Grade Mode:</b> Normal Grading Mode		Teaching/learning process and consideration of teaching methods employed to encourage, guide, and evaluate community and technical college students' learning.	
<b>ACE 681 Thesis</b>	<b>1-6 Credit hours</b>	<b>Grade Mode:</b> Normal Grading Mode	
<b>Grade Mode:</b> Normal Grading Mode		<b>ACE 726 Fund Plan Admin Issues CTC</b>	<b>3 Credit hours</b>
<b>ACE 685 ACE Capstone</b>	<b>3 Credit hours</b>	Governance and administration of the contemporary community and technical college in the United States with a focus on planning, funding, and selected administrative issues.	
This course provides training and assessment experiences for students seeking Master of Science degrees in Adult and Technical Education. The student's degree portfolio and capstone assessment will be completed within this course.		<b>Grade Mode:</b> Normal Grading Mode	
<b>Grade Mode:</b> Normal Grading Mode		<b>ACE 781 Thesis</b>	<b>6 Credit hours</b>
<b>ACE 689 Grant Proposal Writing</b>	<b>3 Credit hours</b>	Individual research in a selected field of community and technical college teaching under the direction of a graduate faculty member of the department.	
This course involves the development of a grant proposal and includes the steps required to produce a final document.		<b>Grade Mode:</b> Normal Grading Mode	
<b>Grade Mode:</b> Normal Grading Mode			
<b>ACE 690 Seminar</b>	<b>1-4 Credit hours</b>		
<b>Grade Mode:</b> Normal Grading Mode			
<b>ACE 691 Seminar</b>	<b>1-4 Credit hours</b>		
<b>Grade Mode:</b> Normal Grading Mode			
<b>ACE 692 Seminar</b>	<b>1-4 Credit hours</b>		
<b>Grade Mode:</b> Normal Grading Mode			
<b>ACE 702 Analysis Lit Comm Tech Coll</b>	<b>3 Credit hours</b>		
Identification and analysis of current issues in community technical college teaching with application of procedures for investigation, accompanied by a critical examination of findings and their application to local programs.			
<b>Grade Mode:</b> Normal Grading Mode			
<b>ACE 703 Interpret Utl App Res Tch</b>	<b>3 Credit hours</b>		
Students will learn how to choose the appropriate statistics, interpret the outputs, and develop skills in writing about the meaning of the results.			
<b>Grade Mode:</b> Normal Grading Mode			
<b>ACE 707 Professional Seminar I</b>	<b>1 Credit hour</b>		
Selected topics in programs and institutional assessment related to community and technical colleges.			
<b>Grade Mode:</b> Normal Grading Mode			
<b>ACE 708 Professional Seminar II</b>	<b>1 Credit hour</b>		
Selected topics in thesis proposal, overview of grantsmanship, and funding sources. Discussion of the effects of new technologies and the Internet on the proposal process.			
<b>Grade Mode:</b> Normal Grading Mode			