1000 Keyboarding (1) 2 hrs. lab. Presentation of the complete keyboard; keyboarding using the “touch” system; emphasis on correct keystroking using proper techniques; introduction to simple letter styles, tabulations, manuscripts, and simple business forms.

1001 Industrial Engines: Maintenance and Repair (3) V 6 hrs. lab. Design, construction, operation, and maintenance procedures of industrial engines, including electrical, cooling, lubricating, and fuel systems.

1003 Keyboarding Applications and Document Processing (2) Prereq.: HRE 1000 or equivalent. 1 hr. lecture; 2 hrs. lab. Students are expected to be familiar with Microsoft Word or other word processing software packages. Students are also expected to know how to navigate a document, select text, edit text, print documents, and understand the basics of using email. Offered through correspondence study only. Applying basic skills to the formatting of letters, reports, tables, memos, and other kinds of personal and business communications.

2000 Document Production (3) Prereq.: HRE 1003 or equivalent. 2 hrs. lecture; 2 hrs. lab. Application of advanced word processing functions to the production of letters, documents, and reports; specialized documents and terms (legal, medical, technical); emphasis on production skills.

2001 Foundations of Human Resource Education (3) F 2 hrs. lecture; 2 hrs. lab. Foundation of the economic, sociological, and political influences on the historical development of workforce education; organization and delivery of workforce education programs and practices at the secondary and post-secondary levels.

2008 Individual Field Experience in Occupational Home Economics (1-3) Prereq.: consent of instructor. A max. of 3 sem. hrs. of credit may be earned in each occupational area. Pass/fail grading. Individual, supervised, field-based study in selected businesses and industries; emphasis on business practices, procedures, and regulations in a specific occupational home economics area.

2012 Woodworking Technology (3) V 6 hrs. lab. Advanced machine tool operations, job procedures, design and finishing.

2022 Advanced Metals (3) V 6 hrs. lab. Founding, forging, heat treatment, and machine tool work.

2030 General Electricity (3) V 6 hrs. lab. Fundamental principles of electricity; direct and alternating currents.

2031 Basic Electronics (3) V 6 hrs. lab. Basic electronic principles and circuitry as applied to diodes, vacuum tubes, power transformers, inductors, capacitors, resistors, and rectifiers.

2040 Technical Drawing, Reading, Sketching, and Takeoff (3) V 1 hr. lecture; 4 hrs. lab. Blueprint reading of the mechanical and building trades; freehand shop sketching, materials takeoff, and estimating.

2041 Industrial Crafts (3) V 6 hrs. lab. Techniques of art metalwork, plastics, and leather-craft.

2045 Fundamentals of Air Conditioning and Refrigeration (3) V 1 hr. lecture; 4 hrs. lab. Principles, parts, components, functions, and application of air conditioning and refrigeration systems; problems in equipment performance, operation, inspection, repair, and maintenance.

2053 Occupational Safety (3) F,S Identification of accident-producing conditions and practices in plant facilities, materials handling, machine safeguarding, hand tools, and occupational health.

2070 Business Communication (3) Prereq.: ENGL 1002. Communication theory and its application to business; basic forms of business communication.

2620 Practicum in Business and Office Education (2) One-hour weekly seminar with instructor to discuss topics relative to student's job. Actual office experience of at least 10 hrs. per week during on-the-job training in a clerical, secretarial, or bookkeeping position.

2621 Practicum in Distributive Education (2) One-hour weekly seminar with instructor to discuss topics relative to student's job. Students work at least 10 hrs. per week in a selling position in an approved retail establishment.

3000 Word Processing (3) Prereq.: HRE 2000 or equivalent. 2 hrs. lecture; 2 hrs. lab. Word processing concepts and skills, systems, procedures, equipment, and careers.

3012 Internship in Cooperative Extension Service (6) Su only Open to selected students completing their junior year who are considering a career with the cooperative extension service. Seven-week period of study, observation, and practicum in a parish Louisiana Cooperative Extension Service office plus a 2-week period of classes in extension education. Permission of instructor.

3043 Industrial Arts for Elementary Teachers (3) V 1 hr. lecture; 4 hrs. lab. Organization and construction of handicrafts activity units and methods of correlating with subject matter of elementary grades.

3055 Occupational Analysis Techniques (3) V Essential elements of an occupation or activity identified for purposes of job classification and instruction.

3061 Industrial Supervisory Practice (3) V The supervisor as a key person in the industrial organization; duties, responsibilities, and successful supervisory practices.

3062 Principles of Industrial Training (3) V Functions of a training department, duties and responsibilities of a director, and teaching methods used to develop goals of teamwork and production in business and industry.

3065 Industrial Safety Management (3) V Prereq.: HRE 2053 or equivalent. Management practices applied to loss prevention and control; analysis of loss prevention programs; certification, professional ethics; functions of the safety professional.


3101 Instructional/Curriculum Design for Human Resource Education (3) V Curriculum, course unit, and lesson plan development in human resource; selection and evaluation of course materials.

3200 Records Management (3) Principles of records creation, retention, transfer, and disposal; organization and management of stored records; coding, microfilming, and retrieval of information; manual, mechanical, and computer means of storing and retrieving information.

3201 Presentation Methods in Human Resource Education (3) S Recognized methods of group presentation and individual training.

3400 Office Management (3) Facilitating office work through management of environment, organization, communication, personnel, systems, productivity, and cost factors.

3500 Administrative Assistant Procedures (3) Prereq.: HRE 2000 or equivalent. Responsibilities of administrative support personnel; skills needed for supervision, decision making, and human relations; planning, organizing, and disseminating information.

3602 Learning Styles (1) V How individuals perceive and process information; learning cycle applications in teaching management; work-team performance; business, industry, and career development.

3603 Classroom Management in Human Resource Education (1) V Prereq.: Concurrent enrollment in HRE 3602 and HRE 4604. Managing the human resource education classroom; emphasis on student behavior; techniques for preventing, diagnosing, and handling student discipline problems.

4001 History of Human Resource Education (3) V Events and organizations that contributed to the development of workforce education.

4003 Independent Reading and Research in Home Economics Education (1-3) Prereq.: consent of director and instructor. May be taken for a max. of 3 sem. hrs. of credit. Students are responsible for registering with a faculty member with whom they will select the area of reading and research. Faculty-directed individual study.

4007 Organization and Administration of Home Economics Occupational Programs (3) Prereq.: HRE 2001 or equivalent. Principles of operating Home Economics Related Occupational (HERO) programs; emphasis on developing student employability in wage earning areas of home economics; includes program standards, requirements and procedures, curriculum, public relations, teaching materials, and evaluation of preparatory (in-school laboratory) and cooperative home economics
programs.

4008 Advanced Individual Field Experience in Occupational Home Economics (1-3) Prereq.: consent of instructor. A max. of 3 sem. hrs. of credit may be earned in each occupational area. Pass-fail grading. Advanced individual, supervised, field-based study in selected businesses and industries to learn management strategies, personnel supervision, promotion techniques, and executive planning in a specified occupational home economics area.

4010 Cooperative Extension Work (3) V History, objectives, organization, relationships, and teaching processes in cooperative extension.

4011 Communications in Extension Education (3) FSynthesis and application of concepts and principles of communication in the extension educational program.

4025 Principles of Adult Education (3) SNature and importance of adult education; social and psychological factors affecting adult motivation and learning; techniques for providing adult learning experiences.

4026 Informal Education Programs for Youth (3) SSOrganization, leadership, and evaluation of informal youth education programs.

4039 Topics in International Development (3) May be taken for a max. of 6 hrs. credit when topics vary. Issues related to international development; emphasis on extension and nonformal education programs in third world countries.

4067 System and Product Safety (3) Prereq.: HRE 3065. Application of system safety analysis and product safety methodologies to contemporary loss prevention programs.

4068 Regulatory Considerations in Occupational Safety (3) V Major legislation affecting the occupational safety and health field; Occupational Safety and Health Act (OSHA), Worker Compensation laws, Consumer Product Safety Act (CPSC), and Mine Safety and Health Act (MSHA).

4069 Principles of Industrial Hygiene (3) V Prereq.: HRE 2053 and BIOL 2160; or equivalent. Industrial hygiene related to environmental factors that produce adverse employee health.

4070 Teaching: Construction Industries (3) V An activity-oriented, conceptually based teacher education curriculum, incorporating methods and materials of The World of Construction as developed by the Industrial Arts Curriculum Project.

4077 Development of Agriculture in America (3) V Organization and development of agriculture in America from colonial times to the present.

4080 Teaching: Manufacturing Industries (3) V An activity-oriented, conceptually based teacher education curriculum, incorporating methods and materials of The World of Manufacturing as developed by the Industrial Arts Curriculum Project.

4150 Teaching Cooperative Education (3) V Organization and administration of cooperative education programs in public secondary education; historical foundations; relevant federal legislation.


4252 Instruction and Information Technology (3) V 2 hrs. lecture; 2 hrs. lab. Broad introduction to the vast array of information technologies as well as a survey of the global, ethical, political, cultural, social, and environmental issues raised by information technology; building skills in integrating information technologies into a workforce curriculum.

4301 Assessment, Career Development, and Productivity (3) F Assessing present and future needs of the vocational education student; procedures used to evaluate student preferences, career potential, and occupational placement.

4464 Adult and Nonformal Home Economics Education (3) 2 hrs. lecture; 2 hrs. lab. Working with adults and youth in community agencies and other programs with clientele outside the formal school system.

4504 Youth Leadership Development (3) V Principles and practices in planning, organizing, and conducting youth organization activities.

4601 Workforce Education Learner Assessment (3) Assessment of progress of workforce education students in psychomotor, cognitive, and affective skills.

4604 Field Experiences in Human Resource Classroom Management (1) V Prereq.: concurrent registration in or credit for HRE 3602 and 3603. Observation and evaluation of classroom management techniques.

4704 Time Management Techniques in Human Resource Education (3) S Methods of planning and procedures for using time efficiently in conducting the human resource education program.

4705 Education, Business, and Entrepreneurship (3) V Principles and strategies involved in establishing and operating small businesses; emphasis on resources available to aid the educator in bridging the gap between business and entrepreneurship.

4801 Teaching Internship: Professional (3) V Prereq.: Concurrent registration in HRE 4802 and 4803. Permission of instructor. Not for graduate credit. Professional responsibilities: teacher association work, teacher, parent, and student organization activities; school visits and certification.

4802 Internship: Preparation (3) V Prereq.: Concurrent enrollment in HRE 4801and 4803. Permission of instructor. Not for graduate credit. Evaluation of student's ability to operate and maintain an instructional laboratory; development of curriculum materials for organizing and evaluating the teaching environment.

4803 Internship: Delivery (3) V Prereq.: Concurrent enrollment in HRE 4801 and 4802. Permission of instructor. Not for graduate credit. Evaluation of the student's lesson preparation, demonstration ability; laboratory organization, participation in class activities, and evaluating teaching environment.

4804 Professional Development Internship (3-12) F,S,Su May be taken for a max. of 12 sem. hrs. of credit. Not for graduate credit. Permission of instructor. Students are mentored in the business community as they learn various skills that would make them highly employable.

4809 Advanced Problems in Human Resource Education (1-3) F,S,Su May be taken for a max. of 6 sem. hrs. credit. Permission of instructor. Individual and group problems.

4819 Special Topics in Agricultural Education (1-3) V May be taken for a max. of 6 sem. hrs. of credit when topics vary. Individual and group study of selected topics under the direction of a faculty member.

4849 Special Topics in Industrial Education (1-3) V May be taken for a max. of 6 sem. hrs. credit. Permission of instructor. Current practices and technological advances in industrial education; individual or group study under the direction of a faculty member.

4859 Special Topics in Business Education (1-3) V May be taken for a max. of 6 sem. hrs. of credit when topics vary. Permission of instructor. Individual and group study of selected topics under the direction of a faculty member.

4869 Special Topics in Home Economics Education (1-3) Prereq.: consent of instructor. May be taken for a max. of 6 sem. hrs. of credit. Current practices and technological advances in vocational home economics.

7001 Principles of Human Resource Education (3) V Principles of workforce education and development programs conducted by business, industry, government, and educational institutions at all levels; relationships to adult education, career/technical education, human resource development, career development, general education, and society.

7003 Philosophy of Human Resource Education (3) F Major philosophies that have influenced human resource education; philosophical approaches to problems in human resource education.
7016 Foundations of Agricultural Education (3) V Events and organizations that contributed to the development of agricultural education.
7024 Comparative Extension Education (3) S Prereq.: HRE 7222 or equivalent. Comparative analysis of systems of extension education on a world-wide basis.
7041 Foundations of Industrial Education (3) V History and philosophy of industrial arts/technology education and vocational trade and industrial education.
7056 Foundations of Business Education (3) V Historical foundations; relevant state and federal legislation; organization and administration of business education in public secondary education.
7101 Advanced Instructional/Curriculum Design in Human Resource Education (3) V Introduction to the theory, principle, research, and practices that contribute to the knowledge base of curriculum development and instructional design in human resource education.
7112 Program Development in Agricultural Education (3) V Development of curriculum; organization and use of committees; organization of facilities; utilization of the FFA in instruction.
7122 Program Development (3) F Concepts relating educational planning, planned change, and social change to development of effective extension education programs.
7142 Program Development in Industrial Education (3) V Program research, development, evaluation, and implementation.
7242 Programmed Instruction (3) V Principles of programmed instruction; emphasis on methods and application of instruction and development of materials.
7162 Program Development in Home Economics Education (3) V Principles and applied practices in developing programs in home and family life education for multicultural groups.
7201 Advanced Teaching Techniques in Human Resource Education (3) F,S,Su Principles underlying the human resource teaching/learning process; use of effective human resource teaching methods and strategies.
7202 Systems of Teaching and Learning Styles (3) V Analyzing how individuals perceive and process information; interrelationships with personality, leadership, management, supervision, administration; applications in education, business, industry, formal and nonformal settings.
7203 Discipline in Human Resource Education (3) Su Prevention, recognition, and handling of classroom discipline problems; emphasis on models of discipline and development of a personal philosophy of discipline.
7205 Teaching in Higher Education (3) F,S Methodology for effective college teaching; student motivation; planning for instruction, delivery, and evaluation.
7213 Pedagogical Advances in Agricultural Education (3) V Developments in education; their impact on agricultural education.
7218 Teacher Education (3) V Development and functions of the comprehensive agricultural teacher education program.
7222 Principles and Practices of Extension Education (3) S Prereq.: HRE 7122 or equivalent. Learning and teaching concepts applied in the execution of an extension educational program.
7255 Improvement of Instruction in Keyboarding, Word Processing, Shorthand, and Clerical Practices (3) V Techniques and strategies related to the teaching of clerical skills.
7256 Improvement of Instruction in General Business, Accounting, and Bookkeeping (3) V Techniques and strategies related to the teaching of accounting and general business.
7301 Orientation to the World of Work (3) V See ELRC 7301.
7304 Human Resource Education for Special-Needs Students (3) Su Regulations, issues, assessment, instruction, and special problems in human resource education for learners with special needs.
7332 Educational and Occupational Information (3) V Also offered as ELRC 7332. Classification and analysis of educational, occupational, and social information; occupational trends and surveys; use of occupational information by teachers, guidance counselors, and others.
7334 Vocational Counseling (3) V See ELRC 7334.
7392 Advanced Vocational Counseling (3) V See ELRC 7392.
7398 Field Experiences in Vocational Counseling (3) V See ELRC 7398.
7401 Administration of Adult Human Resource Education Programs (3) S Role of adult education as a component of vocational education in contemporary society; program conceptualization, needs assessment, program initiation, development, financing, administration, and evaluation.
7414 Androgogy in Agricultural Education (3) V Principles and practices in conducting the adult agricultural education program.
7602 Program Evaluation Design (3) S Systematic application of social research procedures for evaluating the conceptualization, design, implementation, and utility of vocational educational programs.
7622 Evaluation Methods (3) F Concepts and principles of evaluation applied to programs in extension education.
7662 Program Improvement in Home Economics Education (3) Principles and procedures for evaluating and improving home economics programs for diverse groups.
7701 Organization and Administration of Workforce Education (3) V Principles of organization, leadership, and administration; development of skills needed for effective workforce education leadership.
7702 Supervision in Human Resource Education (3) Su,E Principles of supervision in workforce teaching at local and state levels.
7703 Supervision of Professional Field Experiences in Human Resource Education (3) V Philosophy, principles, and procedures in supervision of student teaching in human resource education.
7716 Organization, Administration, and Supervision of Agricultural Education (3) V Theory, principles, and practices of organization and supervision of vocational teaching.
7723 Leadership and Organization (3) S Application of relevant principles from leadership theory, group dynamics, social organization, and organizational administration to problems of organizing extension education programs.
7741 Administration and Supervision of Vocational Trade and Industrial Education (3) V Philosophical, theoretical, and operational considerations in administering and supervising secondary and postsecondary vocational trade and industrial education programs and staff.
7766 Home Economics in Higher Education (3) Goals and objectives of home economics; program development; roles and responsibilities of faculty.
7803 Independent Study in Human Resource Education (1-3) F,S,Su Permission of instructor. May be taken for a max. of 3 sem. hrs. credit when topics vary. Faculty directed study of relevant topics in workforce education.
7805 Seminar in Human Resource Education (1-6) F,S,Su May be taken for a max. of 6 sem. hrs. credit when topics vary. Selected topics of interest to human resource education.
7809 Practicum for the Human Resource Educator (3-9) F,S,Su Prereq.: Permission of instructor. Practical experience under the guidance of practicing vocational educators in various educational settings.
7812 Technological Advances in Agricultural Education (3) V Scientific developments in agriculture; their impact on programs in agricultural education.
7816 Advanced Agricultural Education Seminar (1) V May be taken for a max. of 3 hrs. of credit. A minimum of 1 sem. hr. required at master's level; minimum of 2 sem. hrs. required at the doctoral level. Current professional educational problems in vocational agriculture.

7822 Advanced Extension Education (3) S Integration of relevant concepts, principles, and research findings in program development, leadership and organization, learning and teaching, and evaluation.

7824 Independent Study in Extension Education (3) May be taken for a max. of 6 hrs. of credit. Permission of instructor. Independent study under the guidance of the graduate faculty.

7826 Seminar in Extension Education (1) V May be taken for a max. of 2 hrs. of credit. Pass-fail grading. Student-faculty exchange of ideas on research and issues.

7848 Special Topics in Industrial Education (1-3) V May be taken for a max. of 6 sem. hrs. Permission of instructor. Independent or group study under the direction of the graduate faculty.

7862 Current Problems in Home Economics Education (3) V Study of social, legislative, and educational problems.

7866 Seminar in Home Economics Education (1) May be taken for a max. of 4 sem. hrs. of credit. Research reporting and topics of current interest.

7901 Scientific Methods in Human Resource Education (3) V Principles involved in formulating educational problems, hypotheses, research strategies; historical, descriptive, experimental, and research methodologies.

7903 Survey Research Design and Implementation (3) Su Prereq.: HRE 7901 or equivalent. Survey and correlational research in vocational education; emphasis on selection and/or development of appropriate measuring devices.

7905 Advanced Research Design (3) V Prereq.: HRE 7901 or equivalent. Research design; emphasis on research concepts and procedures and their application to extension education.

7909 Application, Interpretation, and Reporting of Research Results (3) V Prereq.: HRE 7901, 7903 or 7905 or equivalent. Selection of appropriate statistical techniques and interpretation of results.

8000 Thesis Research (1-12 per sem.) “S”/“U” grading. Permission of instructor.

8900 Research Problems (1-6) Prereq.: HRE 7622 and a basic graduate-level statistics course. May be taken for a max. of 6 sem. hrs. of credit. Permission of instructor. Research problems in programming, teaching, leadership, organization, or evaluation of extension programs.

9000 Dissertation Research (1-12 per sem.) “S”/“U” grading. Permission of instructor.