



ACED 4050—WORKFORCE DEVELOPMENT & MANAGEMENT

(3 CREDITS)

Valdosta State University

College of Education (COE) -- Department of Adult and Career Education (ACED)

COE CONCEPTUAL FRAMEWORK: GUIDING PRINCIPLES

(Adapted from the Georgia Systemic Teacher Education Program Accomplished Teacher Framework)

Dispositions: Productive dispositions positively affect learners, professional growth, and the learning environment.

Equity: All learners deserve high expectations and support.

Process: Learning is a life-long process of development and growth.

Ownership: Professionals are committed to, and assume responsibility for, the future of their disciplines.

Support: Successful engagement in the process of learning requires collaboration among multiple partners.

Impact: Effective practice yields evidence of learning.

Technology: Technology facilitates teaching, learning, community building, and resource acquisition.

Standards: Evidence-based standards systematically guide professional preparation and development.

Positively Impacting Learning through Evidence-Based Practices

COURSE DESCRIPTION

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.

COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK STANDARDS (CFS)

CFS1. CONTENT AND CURRICULUM: Teachers demonstrate a strong content knowledge of content area(s) appropriate for their certification levels.

COURSE OBJECTIVES (CO):

Upon completion of this course, the student will be able to:

- CO1. Discuss the four major functions of workforce development management
- CO2. Solve workforce development problems based on management theory and current legislation
- CO3. Discuss the application of systematic decision making to industry scenarios
- CO4. Utilize workforce development management vocabulary to solve complex problems
- CO5. Synthesize current workforce development and management literature with workforce practice
- CO6. Develop systematic problem-solving models for common issues in workforce development and management

GENERAL EDUCATION OUTCOMES (GEO):

VSU's eight General Education Outcomes (GEO) provide a broad overview of the skills and knowledge that all VSU students should be able to demonstrate at increasing levels of proficiency throughout their college careers. The GEOs addressed in this course:

GEO4. Students will express themselves clearly, logically, and precisely in writing and in speaking, and they will demonstrate competence in reading and listening.

GEO7. Students will demonstrate the ability to analyze, to evaluate, and to make inferences from oral, written, and visual materials.

GEO8. Students will demonstrate knowledge of principles of ethics and their employment in the analysis and resolution of moral problems.

PROFESSOR CONTACT INFORMATION

Name: Dr. Vesta R. Whisler, Associate Professor

Phone: 229-333-5636

Office: COE 2111

Email: vrwhisler@valdosta.edu **Alternate:** vrwhisler@att.net (Only if VSU server is down)

Web site: <http://coefaculty.valdosta.edu/vestawhisler>

Office Hrs: <http://coefaculty.valdosta.edu/vestawhisler>

REQUIRED TEXTBOOK

ADMINISTRATIVE OFFICE MGMT: SHORT

Author: ODGERS ISBN: 9780538727693 Publisher: Cengage Learning Edition: 13

REQUIRED MEDIA

Software: Microsoft Word and PowerPoint (or compatible)

The *Office 2007 or 2010* software is available for student use in most campus labs. A light version is available for use as part of each student's [Live@VSTATE](#) account. If you wish to purchase this software for your home computer at a significant student discount, please visit the Tech Store at <http://services.valdosta.edu/techshop/MicrosoftSoftware.aspx>.

METHOD OF DELIVERY

This class will be delivered as a fully online course, with activities assigned and exams administered over the Internet using the BlazeVIEW platform.

1. It is the student's responsibility to visit the Distance Learning VSU Website at <http://www.valdosta.edu/vista/requirements.shtml> to ensure that all software and equipment requirements are met BEFORE the class begins. Please pay particular attention to the information related to pop-ups and JAVA.
2. The instructor will provide announcements, readings, asynchronous discussions, email communications, and weekly assignments through Learning Modules in BlazeVIEW and Microsoft Outlook.
3. For attendance purposes, students are required to access and participate in an academic event asynchronously over the Internet a minimum of two different days each week.
4. Students are expected to check BlazeVIEW announcements and email several times a week.
5. Students will actively interact with each other, the instructor, the content, and the BlazeVIEW interface.

LIBRARY

For students both on- and off-campus, the *Odum Library* offers full journals, books and other resources essential for completing course assignments. Go to <http://www.valdosta.edu/library/> or visit the library in person. Librarians are often available to help you in person or via live chats or email.

COURSE EVALUATION POLICIES

Some scores may appear automatically in BlazeVIEW after completion of a quiz or computer-graded assignment; however, many assignments are evaluated manually by the instructor, who will post those scores in BlazeVIEW within a week of the end of a module. It is the student's responsibility to check the gradebook in BlazeVIEW at least once a week, and to discuss any questions or discrepancies with the instructor *no later than one week* after a score is posted. The following grading structure will be used for this course:

- | | |
|---------------------------------------|--------------|
| 1. Chapter Assignments | = 300 points |
| 2. Management Case Study Discussions | = 150 points |
| 3. Management-related Article Reviews | = 150 points |
| 4. Examinations | = 300 points |
| 5. Cumulative Final Examination | = 100 points |
| | =1000 points |

*Make-up exams are given only with the professor's permission, which must be **requested prior to the scheduled exam time**; otherwise a "0" will be earned for missed exams—NO EXCEPTIONS. Make-up exams may or may not exactly duplicate the originals and will not entitle other students to the same alternative exam.

A = 895-1000	B = 795-894	C = 695-794	D = 595-694	F= below 595
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VSU WITHDRAWAL POLICY

- Undergraduate students are limited to five course withdrawals for the lifetime of their undergraduate record.
- DO NOT OVER-REGISTER! Please make sure you are enrolled only in courses you intend to complete.
- Please go to <http://www.valdosta.edu/academic/WithdrawalPolicy.shtml> and read the entire policy and the FAQs.

ASSIGNMENT POLICIES

- **Late assignments will not be accepted.** It is in your best interest to stay at least a day ahead of each deadline—do not wait until the last minute to begin assignments or to submit work. Computers and the Internet can be flakey at times, so give yourself extra time to compensate for these issues.
 - If you have a **SERIOUS** problem that keeps you from submitting assignments on time, please contact your instructor immediately, *who will determine if the seriousness of your problem warrants an exception to the late assignment rule.*
 - The following are examples of what might be considered as exceptions:
 - Documented widespread power or Internet outage that also affects campus or public labs
 - Your own hospitalization or documented serious illness
 - Death in the immediate family (with documentation)
 - The following are examples of what may NOT be considered as exceptions:
 - Problems with your home or work computer or software—have a backup plan in place.
 - Heavy work or course schedule and poor time management
 - Vacation
 - Late assignments that are accepted may be assessed a 50% grade penalty, *before grading*. These assignments are at the sole discretion of the professor. These assignments may or may not exactly duplicate the original and will not entitle other students to the same alternatives since they may not have experienced the same situation.
 - As a safeguard, please save a copy of **all assignments** on your jump drive or other personal media until the end of the semester.

ATTENDANCE POLICIES

The nature of the course requires participation in an academic event online in BlazeVIEW on two different days each week, and an absentee policy will be enforced. An “academic event” may include: posting to a discussion board, submitting homework, sending email to an instructor, taking a test or quiz, etc. The following points may be deducted from the **final course average for each week that a student does not participate in an academic event online in BlazeVIEW on two different days of a week:**

- 0-3 absences = final course average not affected
- 4 absences = 2 points deducted from course average
- 5 absences = 4 points deducted from course average
- 6 absences = 6 points deducted from course average
- 7 absences = 8 points deducted from course average
- 8 absences = 10 points deducted from course average
- 9 absences = 12 points deducted from course average
- 10 absences = student dropped from course with “F”

ACADEMIC HONESTY POLICIES

Warning: Academic integrity is taken very seriously by your professor.

- Do not turn in someone else’s work claiming it as your own.
- Do not copy answers from anyone else’s work, computer screen, jump drive, or other media.
- Do not allow anyone else to copy your work, look at your computer screen, or borrow your jump drive.
- Do not copy and paste anything from the Internet or other media without giving full credit to the author.
- Do not work with classmates on individual assignments, quizzes, exams, etc. Points for individual work are based on *each student’s efforts to master the content*.

The full text of this policy is available at the Academic Affairs website

(<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). The following penalties will be enforced, as stated in the Policy:

- FIRST OFFENSE: The student will earn a “0” on the assignment, test, project, etc.
- SECOND OFFENSE: The student will earn the letter grade “F” for the course.

Any violation of academic honesty may result in further action involving referral of the matter (with documentation) to the appropriate college (university) officials within the administrative structure will be taken. (Please also see the VSU Student Handbook.)

SAFEASSIGN AGREEMENT

By taking this course, you agree that all required course work may be subject to submission for textual similarity review to a tool such as SafeAssign. See [SafeAssign for Students](http://www.valdosta.edu/academic/SafeAssignforStudents.shtml) (<http://www.valdosta.edu/academic/SafeAssignforStudents.shtml>).

SPECIAL NEEDS STATEMENT

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin or handicap of the individual. It is the intent of the institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973. Students requesting classroom accommodations or modifications due to a documented disability must contact the [Access Office for Students with Disabilities](#) located in the Farber Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

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Tentative Assignment Schedule

IMPORTANT: See Learning Modules in BlazeVIEW for complete details.

Mod	Dates	Topics	Activities	Obj	Points Poss	Points Earned
1	1/9/12-1/15/12	Chapter 1: The Evolution of Management Practices	Assignments		20	
2	1/16/12-1/22/12	Chapter 2: Handling Administrative Management Challenges	Assignments		20	
3	1/23/12-1/29/12	Chapter 3: Administrative Management Activities in the Workplace	Assignments Article Selection		20	
4	1/30/12-2/5/12	Chapter 4: Emerging Elements Impacting Administrative Management Practices	Assignments		20	
5	2/6/12-2/12/12	Chapter 5: Managing Information, Technology, and Training in the Workplace	Case Study Discussion Assignments		50 20	
6	2/13/12-2/19/12	EXAM 1: Chapters 1-5 Chapter 6: Staffing Practices: Employment Laws and Job Analysis	Assignments		100 20	
7	2/20/12-2/26/12	Chapter 7: On-the-Job Employee Practices	Assignments		20	
8	2/27/12-3/4/12	Chapter 8: Employee Compensation, Recognition, and Company Policies	Article Reviews Assignments		150 20	
9	3/5/12-3/11/12	Chapter 9: Health-Related and Other Workplace Issues	Assignments		20	
SPRING BREAK						
10	3/19/12-3/25/12	Chapter 10: Work Ethics and Business Etiquette Issues	Case Study Discussion Assignments		50 20	
11	3/26/12-4/1/12	EXAM 2: Chapters 6-10 Chapter 11: Leadership, Motivation, and Problem-Solving in Organizations	Assignments		100 20	
12	4/2/12-4/8/12	Chapter 12: Group Dynamics, Teamwork, and Conflict Issues	Assignments		20	
13	4/9/12-4/15/12	EXAM 3: Chapters 11-12 Chapter 13: Office Design, Space, and Health Issues	Assignments		100 20	
14	4/16/12-4/22/12	Chapter 14: Managing Workplace Safety	Assignments		20	
15	4/23/12-4/29/12	Chapter 15: Other Workplace Productivity Systems SOIs (Extra Credit Participation Points)	Case Study Discussion Assignments Banner		50 20 +10	
FINAL EXAM PERIOD 5/2/12-5/4/12		Final Exam—Modules 1-15			100	
		TOTAL POINTS POSSIBLE				1000

Your instructor reserves the right to change this schedule and point structure as necessary.

You will be notified of any changes in class and/or in BlazeVIEW.

