



ASSOCIATE OF APPLIED BUSINESS

2021-22 Catalog  
Effective Summer 2021

**TRAINING & DEVELOPMENT TECHNOLOGY**

*The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing. Refer to Policy No. 3357:15-13-28.*

**2128**

*Business and Information Technology Division*

*Digital Media and Administrative Technologies Department*

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
AOT226	Spreadsheet - Microsoft Excel <sup>^</sup>	3	ITD100 <b>or</b> Proficiency	
ENG221	Technical Report Writing	3	ENG124	
ITD109	Presentation Technologies for the Trainer <sup>^</sup> ▲-	1	ITD100 <b>or</b> Proficiency	
TDS121	Introduction to Training and Development ▲-	3		
TDS122	Training Logistics ▲-	1		
TDS123	Team Building Dynamics	3		
TDS124	Instructional Design for the Trainer ▲+	3	TDS121	
TDS220	Measuring and Evaluating Training ▲+	3	pre-co-TDS122	
TDS221	Introduction to eLearning Tools ▲-	1		
TDS222	Creating and Implementing Online Training ▲+	3	TDS221	
TDS223	Training and Development Capstone	3	TDS124	
TDS240	eLearning Project	3	TDS222	
<b>Total</b>		<b>30</b>		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar <sup>^^</sup>	1	<i>Take first semester</i>	
AOT130	Editing, Proofreading and Language Skills	3		
BUS121	Business Administration <sup>^</sup>	3	IDS102 <b>or</b> Proficiency	
COM121	Effective Speaking	3		
COM227	Intercultural Communication	3		
ENG124	College Composition <sup>^</sup>	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency	
ITD104	Computer Applications – PowerPoint	1	ITD100 <b>or</b> Proficiency	
ITD108	Microsoft Outlook <sup>^</sup>	1	IDS102 <b>or</b> Proficiency	
MTH124	Statistics <sup>^</sup>	3	Pre-co-MTH024 <b>or</b> MTH022 <b>or</b> Proficiency	
PSY124	Industrial/Organizational Psychology	3		
PHL122	Ethics	3		
SOC121	Sociology <sup>^</sup>	3	IDS102 <b>or</b> Proficiency	
<b>Total</b>		<b>30</b>		
<b>TOTAL CREDIT HOURS</b>		<b>60</b>		

<sup>^</sup>Based upon SSC placement score

<sup>^^</sup>To promote student success, this course should be taken in the first semester

▲+ Spring only courses. Please see your academic advisor for availability.

▲- Fall only courses. Please see your academic advisor for availability.

## PART-TIME STUDENT ADVISING NOTES

Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

Course Sequence

The semester-by-semester listing below provides the normal scheduling option for part-time associate degree students who plan to finish in eight semesters.

<u>First Semester</u>		<u>Credit</u>	<u>Pre- and Co-requisites</u>
		<u>Hours</u>	
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
ENG124	College Composition^	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency
TDS121	Introduction to Training and Development ▲-	3	
TDS122	Training Logistics ▲-	1	
TDS221	Introduction to eLearning Tools ▲-	<u>1</u>	
		<b>9</b>	
<u>Second Semester</u>			
MTH124	Statistics^	3	Pre-co-MTH024 <b>or</b> MTH022 <b>or</b> Proficiency
ITD104	Computer Applications – PowerPoint	1	ITD100 <b>or</b> Proficiency
ITD109	Presentation Technologies for the Trainer^	1	ITD100 <b>or</b> Proficiency
TDS220	Measuring and Evaluating Training ▲+	<u>3</u>	pre-co-TDS122
		<b>8</b>	
<u>Third Semester</u>			
ITD108	Microsoft Outlook^	1	IDS102 <b>or</b> Proficiency
TDS123	Team Building Dynamics	3	
COM227	Intercultural Communication	<u>3</u>	
		<b>7</b>	
<u>Fourth Semester</u>			
AOT130	Editing, Proofreading and Language Skills	3	
TDS222	Creating and Implementing Online Training ▲+	3	TDS221
TDS124	Instructional Design for the Trainer ▲+	<u>3</u>	TDS121
		<b>9</b>	
<u>Fifth Semester</u>			
COM121	Effective Speaking	3	
PSY124	Industrial/Organizational Psychology	3	
BUS121	Business Administration^	<u>3</u>	IDS102 <b>or</b> Proficiency
		<b>9</b>	
<u>Sixth Semester</u>			
SOC121	Sociology^	3	IDS102 <b>or</b> Proficiency
AOT226	Spreadsheet - Microsoft Excel^	<u>3</u>	ITD100 <b>or</b> Proficiency
		<b>6</b>	
<u>Seventh Semester</u>			
TDS240	eLearning Project	3	TDS222
TDS223	Training and Development Capstone	<u>3</u>	TDS124
		<b>6</b>	
<u>Eighth Semester</u>			
PHL122	Ethics	3	
ENG221	Technical Report Writing	<u>3</u>	ENG124
		<b>6</b>	
<b>TOTAL CREDITS</b>		<b>60</b>	

^Based upon SSC placement score

^^To promote student success, this course should be taken in the first semester

▲+ Spring only courses. Please see your academic advisor for availability.

▲- Fall only courses. Please see your academic advisor for availability.