

 	CAREER ENHANCEMENT CERTIFICATE TRAINING & DEVELOPMENT TECHNOLOGY – TRAINING & DEVELOPMENT SPECIALIST	1920 Catalog Effective Summer 2019
	<i>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.</i>	2130

Business and Information Technology Division

Digital Media and Administrative Technologies Department

This Career Enhancement Certificate encompasses the core competencies to prepare students for entry level positions as a Training & Development Specialist. Upon completion, students have the option of obtaining two more Career Enhancement Certificates: Training Software Applications Specialist and E-Learning Specialist.

Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
COM226	Organizational Communication	3		
ITD108	MS Outlook^	1	IDS102 or Proficiency	
TDS121	Introduction to Training and Development	3		
TDS122	Training Logistics	1		
TDS123	Team Building Dynamics	3		
TDS220	Measuring and Evaluating Training	3	pre-co-TDS122	
TOTAL CREDIT HOURS		14		

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.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
ITD108	MS Outlook^	1	IDS102 or Proficiency
TDS121	Introduction to Training and Development	3	
TDS123	Team Building Dynamics	<u>3</u>	
		7	
<u>Second Semester</u>			
TDS122	Training Logistics	1	
COM226	Organizational Communication	3	
TDS220	Measuring and Evaluating Training	<u>3</u>	pre-co-TDS122
		7	
TOTAL CREDITS		14	

^Based upon SSC placement score