



ASSOCIATE OF APPLIED BUSINESS

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.

2021 Catalog
Effective Summer 2020

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
AOT121	Keyboarding/Formatting [^]	3	AOT101 or Proficiency	
AOT226	Spreadsheet - Microsoft Excel [^]	3	ITD100 or Proficiency	
ENG221	Technical Report Writing	3	ENG124	
ITD109	Presentation Technologies for the Trainer [^]	1	ITD100 or 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	ADDIE Capstone Course	3	TDS124	
Total		30		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar ^{^^}	1	<i>Take first semester</i>	
AOT130	Editing, Proofreading and Language Skills	3		
BUS121	Business Administration [^]	3	IDS102 or Proficiency	
COM121	Effective Speaking	3		
COM227	Intercultural Communication	3		
ENG124	College Composition [^]	3	Co-ENG024 or Co-ENG011 or Proficiency	
ITD108	Microsoft Outlook [^]	1	IDS102 or Proficiency	
ITD123	MAC Concepts	1		
MTH124	Statistics [^]	3	Pre-co-MTH024 or MTH022 or Proficiency	
PHL122	Ethics	3		
PSY124	Industrial/Organizational Psychology	3		
SOC121	Sociology [^]	3	IDS102 or Proficiency	
Total		30		
TOTAL CREDIT HOURS		60		

[^]Based upon SSC placement score

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

FULL-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 full-time associate degree students who plan to finish in two years.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
ITD108	Microsoft Outlook^	1	IDS102 or Proficiency
TDS121	Introduction to Training and Development	3	
TDS122	Training Logistics	1	
TDS221	Introduction to eLearning Tools	1	
COM227	Intercultural Communication	3	
TDS123	Team Building Dynamics	<u>3</u>	
		13	
<u>Second Semester</u>			
ITD109	Presentation Technologies for the Trainer^	1	ITD100 or Proficiency
AOT121	Keyboarding/Formatting^	3	AOT101 or Proficiency
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency
AOT130	Editing, Proofreading and Language Skills	3	
BUS121	Business Administration^	3	IDS102 or Proficiency
TDS124	Instructional Design for the Trainer	<u>3</u>	TDS121
		16	
<u>Third Semester</u>			
TDS220	Measuring and Evaluating Training	3	pre-co-TDS122
AOT226	Spreadsheet - Microsoft Excel^	3	ITD100 or Proficiency
COM121	Effective Speaking	3	
SOC121	Sociology^	3	IDS102 or Proficiency
TDS222	Creating and Implementing Online Training	<u>3</u>	TDS221
		15	
<u>Fourth Semester</u>			
ENG221	Technical Report Writing	3	ENG124
MTH124	Statistics^	3	Pre-co-MTH024 or MTH022 or Proficiency
PSY124	Industrial/Organizational Psychology	3	
PHL122	Ethics	3	
ITD123	MAC Concepts	1	
TDS223	ADDIE Capstone Course	<u>3</u>	TDS124
		16	
	TOTAL CREDITS	60	

^Based upon SSC placement score

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