

 	CAREER ENHANCEMENT CERTIFICATE TRAINING & DEVELOPMENT TECHNOLOGY – TRAINING SOFTWARE APPLICATIONS SPECIALIST	2021 Catalog Effective Summer 2020
	<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>	2131

Business and Information Technology Division

Digital Media and Administrative Technologies Department

This stackable Career Enhancement Certificate should be taken after the Training & Development Specialist Career Enhancement Certificate (encompassing the core competencies to prepare students for entry level positions). Upon completion, students have the option of obtaining one more Career Enhancement Certificate: Training & Development E-Learning Specialist.

Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
AOT226	Spreadsheet - Microsoft Excel [^]	3	ITD100 or Proficiency	
ITD109	Presentation Technologies for the Trainer [^]	1	ITD100 or Proficiency	
ITD123	MAC Concepts	1		
TDS121	Introduction to Training and Development	3		
TDS124	Instructional Design for the Trainer	3	TDS121	
TDS221	Introduction to eLearning Tools	1		
TOTAL CREDIT HOURS		12		

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>
ITD109	Presentation Technologies for the Trainer [^]	1	ITD100 or Proficiency
TDS121	Introduction to Training and Development	3	
TDS221	Introduction to eLearning Tools	$\frac{1}{5}$	
		5	
<u>Second Semester</u>		<u>Credit Hours</u>	
AOT226	Spreadsheet - Microsoft Excel [^]	3	ITD100 or Proficiency
ITD123	MAC Concepts	1	
TDS124	Instructional Design for the Trainer	$\frac{3}{7}$	TDS121
		7	
TOTAL CREDITS		12	

[^]Based upon SSC placement score