CAREER ENHANCEMENT CERTIFICATE

TRAINING AND DEVELOPMENT

2022-23 Catalog

Effective Summer 2022

2129

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.

Business, Engineering, and Information Technology Division   *Digital Media and Administrative Technologies Department*

Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
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	Training and Development Capstone	3	TDS124	
TDS240	eLearning Project	3	TDS222	
	TOTAL CREDIT HOURS	**24**		

^Based upon SSC placement score

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

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

STUDENT ADVISING NOTES

<u>Academic Advising</u>

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>
TDS121	Introduction to Training and Development ▲ -	3	
TDS221	Introduction to eLearning Tools ▲ -	1	
TDS123	Team Building Dynamics	3	
TDS122	Training Logistics ▲ -	<u>1</u>	
		8	
<u>Second Semester</u>			
TDS124	Instructional Design for the Trainer ▲ +	3	TDS121
TDS222	Creating and Implementing Online Training ▲ +	3	TDS221
TDS220	Measuring and Evaluating Training ▲ +	<u>3</u>	Pre-Co-TDS122
		9	
<u>Third Semester (Summer)</u>			
ITD109	Presentation Technologies for the Trainer^	1	ITD100 or Proficiency
TDS240	eLearning Project	3	TDS222
TDS223	Training and Development Capstone	<u>3</u>	TDS124
		7	
	TOTAL CREDITS	**24**	

^Based upon SSC placement score

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

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