BUS278E – Training & Development

3 Credits, 15 weeks, 3 hours/wk

Official course description This course covers the procedures involved in developing and implementing a training program, and also provides participants with practical instructional skills. Topics include: training and development compared; methods for the determination of training needs; critical survey of training and development methods; instructional techniques; systematic assessment of training/development courses and programs.

Prerequisites and/or co-requisites - BUS271 or permission of the Chair.

Instructor
Gerri Jacobs
Office - S111C
780-715-3918
gerri.jacobs@keyano.ca

Office Hours
Tuesday, 2:00 pm to 3:00 pm, 5:00 pm to 6:15 pm
Wednesday, 5:00 pm to 6:15 pm
Thursday, 9 am – 10 am

Hours of Instruction
Tuesdays – 6:30 pm 9:20 pm

Required Resources

Course Outcomes
- Recognize what training is and why it is important
- Link training and development to strategic business practices
- Determine training needs by performing a needs assessment
- Understand how learning occurs
- Apply transfer of learning methodologies
- Evaluate training efforts
- Deliver training using traditional and new technologies
- Recognize current employee development methodologies
- Understand special issues in training and development
- Relate training to career management issues
- Identify the future of training and development.
Evaluation

In-Class Assignments ........................................... 30%
Presentations .................................................. 40%
Final Test ......................................................... 30%

Total 100%

A grade of C- is required for progression.

The minimum standard for passing this course is a grade of D (50%).

Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
<td>&gt; 93.9</td>
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<tr>
<td></td>
<td>A</td>
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<td>87 – 93.9</td>
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<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>80 – 86.9</td>
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<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
<td>77 – 79.9</td>
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<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
<td>70 – 73.9</td>
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<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>2.3</td>
<td>67 – 69.9</td>
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<tr>
<td>Progression</td>
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<tr>
<td></td>
<td>C-</td>
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<tr>
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<td>D</td>
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<tr>
<td>Failure</td>
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Performance Requirements

1. Student Attendance
   Class attendance is useful for two reasons. First, class attendance maximizes a students’ learning experience. Second, attending class is a good way to keep informed of matters relating the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course. Please refer to page 32 of the Credit Calendar.

   It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

2. Academic Misconduct (page 32 of the Credit Calendar)
   Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:
   • Plagiarism or the submission of another person’s work as one’s own
   • The use of unauthorized aids in assignments or examinations (cheating)
   • Collusion or the unauthorized collaboration with others in preparing work
   • The deliberate misrepresentation of qualifications
   • The willful distortion of results or data
   • Substitution in an examination by another person

   Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.
Accommodation for Students with Disabilities
The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program Office at 792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre (Room 119).

Teaching and Learning Methodologies
This is an interactive and team driven course. High levels of creativity and teamwork are recommended for maximum success. Bringing personal experience and experiences into each class via openness and sharing, course content will be enriched. High level of engagement is required.

Please Note:
This course outline may be modified to facilitate unforeseen time constraints.
Date and time allotted to each topic is subject to change.
Authorization
This course outline has been reviewed and approved by the Program Chair.

Gerri Jacobs, Instructor

Gina Langager, Chair  Date Authorized

Guy Harmer, Dean  Date Authorized

Signed copies to be delivered to:
Gerri Jacobs
Registrar’s Office