

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: BUS 416		Number of Credits: 3 Course credit policy (105)															
Course Full Title: Training and Development Course Short Title: <i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>																	
Faculty: Faculty of Professional Studies		Department (or program if no department): School of Business															
Calendar Description: Training and development are essential to the effective functioning of any organization and to the experience of individual employees. Students will learn the process of designing and organizing a training and development program by conducting a needs assessment, identifying training objectives, and teaching the material in a variety of ways. In addition, they will be able to assess the effectiveness of the programs they have designed.																	
Prerequisites (or NONE):		45 university-level credits including BUS 201. Note: As of September 2020, prerequisites will change to: 60 university-level credits including BUS 201.															
Corequisites (if applicable, or NONE):																	
Pre/corequisites (if applicable, or NONE):																	
Antirequisite Courses <i>(Cannot be taken for additional credit.)</i> Former course code/number: BUS 309E Cross-listed with: Dual-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Special Topics <i>(Double-click on boxes to select.)</i> This course is offered with different topics: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>															
		Independent Study If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit															
		Transfer Credit Transfer credit already exists: <i>(See bctransferguide.ca.)</i> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Submit outline for (re)articulation: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>															
Typical Structure of Instructional Hours <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>39</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td>6</td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td>Total hours</td> <td>45</td> </tr> </table>		Lecture/seminar hours	39	Tutorials/workshops		Supervised laboratory hours		Experiential (field experience, practicum, internship, etc.)		Supervised online activities	6	Other contact hours:		Total hours	45	Grading System <input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit	
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Other contact hours:																	
Total hours	45																
Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Maximum enrolment (for information only): 25 Expected Frequency of Course Offerings: Annually <i>(Every semester, Fall only, annually, etc.)</i>															
Department / Program Head or Director: Dr. Frank Ulbrich		Date approved: March 12, 2019															
Faculty Council approval		Date approved: May 10, 2019															
Dean/Associate VP: Dr. Tracy Ryder Glass		Date approved: May 10, 2019															
Campus-Wide Consultation (CWC)		Date of posting: June 21, 2019															
Undergraduate Education Committee (UEC) approval		Date of meeting: August 29, 2019															

Learning Outcomes:

Upon successful completion of this course, students will be able to:

- LO1. Explain the employee training and development process as it aligns with corporate strategic objectives
 LO2. Apply the instructional systems design model
 LO3. Utilize learning styles and motivational theory
 LO4. Conduct a needs assessment to analyze training needs
 LO5. Utilize off-the-job training methods and on-the-job training methods
 LO6. Develop a lesson plan according to training needs
 LO7. Evaluate the effectiveness of training programs

Prior Learning Assessment and Recognition (PLAR)

☒ Yes ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lecture, discussion, case study, online learning, student presentations, group projects, and experiential exercises

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials (*If more space is required, download Supplemental Texts and Resource Materials form.*)

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1. Saks, A. M, Haccoun, R.R	Managing Performance through Training and Development	<input checked="" type="checkbox"/>	Nelson	
2.		<input type="checkbox"/>		
3.		<input type="checkbox"/>		

Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)**Typical Evaluation Methods and Weighting**

Final exam:	%	Assignments:	35%	Presentations:	15%	Online Assignments:	10%
Quizzes/tests:	10%	Group Project:	20%	Practicum:	%	Participation:	10%

Details (if necessary):**Typical Course Content and Topics**

Module 01: Introduction and Organizational Learning

- Aligning organizational objectives with training and development activities
- The training and development process; the instructional systems design model
- Organizational learning; knowledge management practices

Module 02: Learning and Motivation

- Learning styles and theories of motivation
- Quiz (LO 1-2)

Module 03: The Needs Analysis Process

- Training needs analysis process
- Written Assignment (LO 1-3)

Module 04: Training Design and Methods

- Training design and training methods
- Off-the-job training methods (audio-visual, case study, case incident, behaviour modeling, role play, games, simulations)
- On-the-job training methods (job instruction, performance aids, job rotation, apprenticeship, coaching, mentoring)
- Technology-based training methods
- Student presentations (LO4)
- Online learning exercise (LO 1-4)

Module 05: Training Delivery

- Training implementation and delivery; the lesson plan
- Gagne's 9 events of instruction
- Training delivery problems
- Transfer of training process
- Student presentations (LO 5-6)

Module 06: Training Program Evaluation

- Training evaluation and variables
- Written assignment (LO 5-6)

Module 07: Experiential Learning as Applied to Training and Development

- Group Project (LO 1-7)

Participation (LO 1-7)