

# Business Administration

Course Number:	<b>BUAD 247</b>
Course Title:	<b>TRAINING and DEVELOPMENT</b>
Credits:	3
Calendar Description:	Formerly part of BUAD 271 This course provides an in-depth study of training and development. Topics include legislation, needs analysis, program development, cost/benefit analysis, and principles of discipline and discharge. <i>(Also offered by Distance Education).</i>
Semester and Year:	<b>WINTER 2023</b>
Prerequisite(s):	BUAD 269
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	Elective
Substitutable Courses:	No
Transfer Credit:	No
Special Notes:	Students who have received credit for BUAD 271 cannot take BUAD 247 for further credit.
Originally Developed:	November 2012
EDCO Approval:	November 2013

Chair's Approval:



**Professors**

<b>Name</b>	<b>Phone number</b>	<b>Office</b>	<b>Email</b>
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**Learning Outcomes**

Upon completion of this course students will be able to

- x describe the systems used by organizations to create and distribute new knowledge.
- x discuss the major types of training programs provided by organizations.
- x determine if training is the best solution for a performance problem.
- x develop measurable training objectives that flow from organizational objectives.
- x produce a blueprint for designing training and development programs.
- x select from various on-the-job and off-the-job training methods to meet training objectives.
- x plan for the transfer of knowledge, skills, and abilities from the classroom to the job.
- x assess the effectiveness of training and development interventions.
- x conduct a cost-benefit analysis for training programs.
- x explain the similarities and differences between employee training and management development.

**Course Objective**

This course will cover the following content:

- x The training and development process
- x What learning in organizations looks like
- x What learning is and how individuals learn
- x How to analyze learning needs
- x How to design appropriate learning
- x On and off the job training methods
- x What technology-based training methods entail
- x Various ways to deliver training
- x Effective transfer of training
- x Reasons for, and ways to, evaluate training
- x Costs and benefits of training programs
- x Different kinds of training programs available for different purposes
- x Development of management
- x Future of training and development



## Course Schedule

Date		Topic	Textbook	Deadline/Deliverables
2023 Week of		Monday January 9 <sup>th</sup> , First day of class Monday February 20 <sup>th</sup> , Statutory Holiday (no classes) February 21 <sup>st</sup> thru 24 <sup>th</sup> , Mid-semester study break (no classes) Friday April 7 <sup>th</sup> and Monday April 10 <sup>th</sup> , Statutory Holidays (no classes) Friday April 14 <sup>th</sup> , Last day of class		
W1	Jan 10 & 12	Introduction to Course Overview Team Project & Micro Training VARK	Ch 1	Students fill up 'Getting to know you' in Moodle
W2	17 & 19	The Training and Development Process Training Programs	Ch 1 Ch 12	Teams are formed Team Project Discussion- KPIs & team expectations formed
W3	24 & 26	The Needs KPIs &		

