



COURSE SYLLABUS

PO Box 1189
1042 W. Hamlet Avenue
Hamlet, NC 28345
(910) 410-1700
www.richmondcc.edu

COURSE: BUS 234 TRAINING AND DEVELOPMENT

HOURS: Lecture: 3 Lab/Shop: 0 Work Exp/Clinical: 0 Credits: 3

COURSE DESCRIPTION:

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

PREREQUISITE(S): NONE

COREQUISITE(S): NONE

TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

Open Educational Resources (OER) are listed in the course Moodle.

STUDENT LEARNING OUTCOMES:

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

1. Design, conduct, and evaluate a training program.
2. Define the steps for conducting a needs assessment.
3. Identify instructional approaches.
4. Design a learning environment.
5. Understand the purpose and methods of cross-cultural training.
6. Define the term career, and explain the roles involved in career management and development.
7. Identify and describe basic workplace competencies.
8. Identify the typical activities included in employee counseling programs.

*****Please refer to the online version of the Richmond Community College Program & Course Catalog and the Student Handbook for current academic and general information.**