American Public University System

The Ultimate Advantage is an Educated Mind

School: Management
Course Number: HRMT201
Course Name: Employee Training and Development
Credit Hours: 3
Length of Course: 8 Weeks
Prerequisite: None

Please see the **Lessons** area in the classroom for additional course specific information

Table of Contents

Course Description (Catalog)

In the emerging global economy, only those organizations dedicated to continuous learning are expected to grow and thrive. This course is an examination of individual and organizational strategies designed to stimulate creative approaches to learning in organizations, and will facilitate an understanding of individual development from both an organizational and personal perspective. Theoretical foundations and practical issues involved in employee training and development in business organizations are explored.

Course Scope

To provide students with an understanding of employer training and development within the context of the business organization.

Course Materials

Required Course Textbooks

Author	Book Title	Web Site URL	Publication Info	ISBN
Noe, Raymond A.,	Employee Training and Development	http://www.mhhe.com/business/management/noe2e/	Irwin/McGraw-Hill Higher Education,	978-1121563919 OR ECM

	(5th Ed),	This is for student notes on the book.	c.2010	978-1259395444

The text is in ebook format. Material is listed in the course.

Websites

In addition to the required course texts the following public domain Websites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note Web site addresses are subject to change.

Site Name	Website URL/Address
American Society for Training and Development	www.astd.org
APUS Online Library	http://apus.campusguides.com/index.php
Society for Human Resource Management	www.shrm.org
World at Work	www.worldatwork.org
Workforce Management	www.workforce.com

Course Objectives

The successful student will fulfill the following Learning Objectives:

- Describe the training and development process, especially the needs assessment and evaluation phases.
- Identify how business strategy influences the level of training that an organization implements.
- Conduct a cost-benefits analysis for a training program.
- Discuss the benefits of new technologies in training and employee development.
- Summarize how internal and external conditions within the training process affect learner outcomes and capabilities.

Course Outline

Week	Topic(s)	Learning Objective(s)	Reading(s)	Assignment(s)	Points	Percent
1	Introduction to Employee Training and Development and Strategic Training	Identify how business strategy influences the level of training that an organization implements.	Text Readings: Chapters 1 & 2	Introductory Forum Weekly Forum	100 100	2 5

2	Needs Assessment; Learning Theories and Program Design	Describe the training and development process, especially the needs assessment and evaluation phases.	Text Readings: Chapters 3 & 4	Weekly Forum Quiz	100 100	5 10
3	Transfer of Training	Discuss the benefits of new technologies in training and employee development	Text Readings: Chapters 5 & 6	Weekly Forum Paper #1: Training Assessment	100 100	5 10
4	Traditional Training Mid-Term Exam	Describe the training and development process, especially the needs assessment and evaluation phases.	Text Readings: Chapter 7	Weekly Forum Midterm Assessment	100 100	5 10
5	eLearning and Technology	Conduct a cost-benefits analysis for a training program.	Text Readings: Chapter 8	Weekly Forum	100	5
6	Use of New Technology in Training; Employee Development	Describe the training and development process, especially the needs assessment and evaluation phases.	Text Readings: Chapter 9	Weekly Forum Quiz	100 100	5 10
7	Special Issues in Training and Employee Development and Career Management	Summarize how internal and external conditions within the training process affect learner outcomes and capabilities.	Text Readings: Chapter 10	Weekly Forum Paper #2: SWOT Analysis on the Training Program	100 100	5 10
8	Recommendations Final Exam	Identify how business strategy influences the level of training that an organization implements.	Text Readings: Chapter 11	Weekly Forum Final Assessment Totals	100 100 1500	3 10 100

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups

through a threaded forum), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

Policies

Please see the Student Handbook to reference all University policies. Quick links to frequently asked question about policies are listed below.

>   Drop/Withdrawal Policy
>   Plagiarism Policy
>   Extension Process and Policy
>   Disability Accommodations

Grading Scale
Please see the Student Handbook to reference the University's grading scale.

Citation and Reference Style
Attention Please: Students will follow the APA Format as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the APA Format.

Late Assignments
Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each Assignment. As adults, students, and working professionals, I understand you must manage competing demands on your time. We all know that "life happens" but it is important to adhere as closely to the deadlines in the class as possible.

Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. If arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- **Humor Note:** Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add "emoticons" to help alert your readers: ;-), :), ☺

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to **librarian@apus.edu**.

- *Charles Town Library and Inter Library Loan:* The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- *Electronic Books:* You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- *Electronic Journals:* The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- *Tutor.com*: AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more.

Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

- **Disability Accommodations**: Students are encouraged email dsa@apus.edu to discuss potential academic accommodations and begin the review process.

Request a Library Guide for your course (http://apus.libguides.com/index.php)
The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

Turnitin.com

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze a paper and report instances of potential plagiarism for the student to edit before submitting it for a grade. In some cases professors may require students to use Turnitin.com. This is automatically processed through the Assignments area of the course.