

North Carolina Wesleyan College – School of Business
BUS 318 Employee Training and Development
Syllabus and Schedule

Professor	
Phone	
email	
Office	
Class meets Day/Time	
Class Meets Room	

Catalog Description This course will examine the training and development of employees as a tool help the organization meet competitive challenges and to create a culture of continuous learning. The focus will be on the concepts of instructional design, methods and evaluation will be examined. Technology for instructional delivery will also be explored. 3 semester hours

Prerequisites: BUS 206, BSU 314 with a C- or better

Attendance is *required* for this class. The ASPIRE attendance policy applies. NCWC catalog page 87.

Required Textbook.: Noe, R. A. (2017). *Employee training and development*. New York, NY: McGraw-Hill Education. ISBN: 9781259884726

Students will also need access to McGraw-Hill Connect. The above ISBN is for a bundle with the textbook and Connect.

General Education Program Goals.

Outcomes for this course include critical thinking and speaking. Students will demonstrate the ability to think about information that they have read, written, heard, observed, or manipulated.

Business Administration Program Mission The Business Administration Bachelor of Science major program empowers students to be productive, responsible, fulfilled members of dynamic and diverse organizations by providing an experiential

and practical, teamed-based learning approach, designed to develop intellectual skills and knowledge-based competencies. Learning outcomes:
 1. Demonstrate knowledge of the principles, procedures and practices of functional areas of business administration. 2. Be proficient in the technical skills and information required to function effectively in a dynamic and complex business society. 3. Speak effectively. 4. Write effectively. 5. Think critically

Disability Support Services Students with disabilities who believe that they may need accommodations in this class are encouraged to speak privately with the Instructor and contact Counseling and Disability Service at 252-985-5369 or 252-985-5131 as soon as possible to coordinate and implement accommodations in a timely fashion. Counseling and Disability Services is located in the Student Success Center, Pearsall Classroom Building 192.

<i>REQUIREMENT</i>	<i>POI NTS</i>
Connect Assignments	200
Attendance and participation	50
Chapter Tests	200
Final Exam	300
Application Assignments	100
Case Study Assignments	150
Total	1000

<i>L</i>	<i>Range</i>
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-80
C	73-77
C-	70-72
D+	67-69
D	60-66
F	59

Grades will be posted on <https://my.ncwc.edu>

Course Learning Outcomes. Each student will:

- 1) Describe the amount and types of training occurring in U.S. companies.
- 2) Examine how an organization's staffing and human resource strategies influence training.
- 3) Examine learning theory of instruction design and incorporate them in a training program design.
- 4) Develop curriculum a road map, lesson plan, design document, and a concept map.
- 5) Explain the evaluation of training programs
- 6) Evaluate the strength and weakness of traditional train methods versus technology-based training methods.

Other Requirements:

It is the student's responsibility to check the course announcements, assignments, handouts, and gradebook in www.my.ncwc.edu of this course. This should be done on a daily basis. **The syllabus is subject to revision during the course term at the discretion of the professor.** Students will be notified by email and through an announcement in my.ncwc.edu of any changes.

Attendance:

It is important that you report to class on time in order to remain in accordance with College policy, "Punctual attendance is required for every class and laboratory session except in case of illness, unavoidable circumstances, or college extracurricular activities as approved by the Senior Vice President of Academic Affairs." Attendance records will be maintained by the instructor. Students having four (4) unexcused absences will be withdrawn from the course. Note: Students with unexcused absences and tardies will lose points for attendance. **Early departure from class will affect your grade.**

Exceptions

Student-athletes may have games or travel related to games that exceed the 3 hours of absence limit. Students will not be penalized for such sport-related absences that exceed the 3 hours of allowed absence limit, but will be penalized for other absences that were not sport-related.

Other policies and details will be distributed by the instructor

Session / Calendar Date	Chapter	Assignments
1	CHAPTER 1 The Context for Training and Development	Connect Assignment Chapter Quiz Application Assignment Case Study
2	CHAPTER 2 Strategic Training	Connect Assignment Chapter Quiz Application Assignment Case Study
3	CHAPTER 3 Needs Assessment	Connect Assignment Chapter Quiz Application Assignment Case Study
4	CHAPTER 4 Supply Chain Management 98	Connect Assignment
5	CHAPTER 5 Total Quality Management 151 CHAPTER 6 Statistical Quality Control 185	Connect Assignment Exam 2
6	CHAPTER 7 Just-in-Time and Lean Systems 234	Connect Assignment Electronic Personal Heart Rate Monitors supply chain management game (p145)
7	CHAPTER 8 Forecasting 267	Connect Assignment Electronic Personal Heart Rate Monitors supply chain management game (p145)
8		Final Exam

