ADMG 373 – Training and Development for Administrative and IT Support
General Course Syllabus

This course provides students with an overview of the employee training and development process—a key component to employee success. Development and delivery of a training program will be the outcome of this course.

Prerequisites: Junior standing or above

Credits: 4

During this course, you will complete nine objectives:

1. To comprehend the training and development process.
2. Understand the importance of training and human capital development in organizations.
3. Identify the needs assessment process and analyze the needs assessment to create a training plan.
4. Be able to identify learning styles and use the appropriate technique for the audience.
5. Develop career development plans for employees.
6. Assess strategic training as part of the organization’s overall mission, values and goals.
7. Make training modality selections.
8. Be able to deliver a training session.
9. Create a comprehensive training development plan.

Students will be able to . . .

Illustrate principles of training and training cycles.

Design a training program utilizing frameworks based on organizational needs.

Analyze the advantages and disadvantages of various training delivery methods.

Assessments

Rubric-based assignments, projects, and/or exams.

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Demonstrate teaching to various learning styles in training presentations.

Conduct a training session using best practices.

Evaluate the effectiveness of the training session conducted via after-action review.

Appraise the advantages of training methods including mentorships and career development plans.

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Specific course faculty and materials will vary by quarter. Current information can be found on my.cwu.edu. ITAM classes are often offered in online, hybrid or traditional formats. Visit my.cwu.edu for more details or contact our office at ITAMInfo@cwu.edu.

University Policy on Academic Integrity

Academic Integrity is a standard set for this course. Students are expected to complete all of their coursework and assignments using their original words and ideas and will properly cite the words and ideas of others.

Students are also expected to be honest in their interactions with the instructor. A student found to have not upheld these expectations is subject to failing this course and shall be subject to disciplinary action or sanction. The University catalog defines the term “academic dishonesty” in all its forms including, but not limited to:

- cheating on tests;

University Policy on Special Needs

If you have a disability that may prevent you from meeting course requirements, contact the instructor immediately to file a Student Disability Statement and to develop an Accommodation Plan.

Course requirements will not be waived but reasonable accommodations will be developed to help you meet the requirements. You are expected to work with the instructor and the CWU Disability Support Specialist to develop and implement a reasonable Accommodation Plan. For more information please visit: www.cwu.edu/disability-support/
• copying from another student’s test paper;
• using materials during a test not authorized by the person giving the test;
• collaboration with any other person during a test without authority;
• knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test or information about an un-administered test; bribing any other person to obtain an un-administered test or information about an un-administered test; substitution for another student or permitting any other person to substitute for oneself to take a test; plagiarism" which shall mean the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit;
• "Collusion" which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

The TurnItIn feature of Canvas helps students learn to use sources and citations appropriately. TurnItIn matches the material in student papers against material on the Internet and in our database of CWU papers. Representing the words or ideas of someone else as your own is a violation of the CWU Student Conduct Code and a serious infraction in this course. If you have questions about appropriate ways to include the words or ideas of other people in your papers, contact the instructor. Papers submitted to TurnItIn are added to the database of papers. Your instructor has the option of what papers and assignments may be submitted and/or randomly submitted to TurnItIn.

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