

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** MGMT 154    **TITLE:** Training and Development  
**Units:** 3.0 units    **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours  
**Method of Grading:** Grade Option (Letter Grade or Pass/No Pass)  
**Recommended Preparation:**  
    Eligibility for ENGL 100, or Eligibility for ENGL 105
2. **COURSE DESIGNATION:**  
**Degree Credit**  
**Transfer credit:** CSU
3. **COURSE DESCRIPTIONS:**  
**Catalog Description:**  
    On-boarding and training of employees are key components of Human Resources Management. This course prepares future HRM professionals to institute effective training and development at their organization.
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**  
    Upon successful completion of this course, a student will meet the following outcomes:
  1. Explain the context of training and development
  2. Explain training and development methods
  3. Design training
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**  
    Upon successful completion of this course, a student will be able to:
  1. Understand the context for Human Resources training and development
  2. Understand and identify Human Resources training and development methods
  3. Design and conduct Human Resources training
6. **COURSE CONTENT:**  
**Lecture Content:**
  - I. The Context for Training and Development
    - 1 Introduction to Employee Training and Development
    - 2 Strategic Training
  - II. Designing Training
    - 3 Needs Assessment
    - 4 Learning and Transfer of Training
    - 5 Program Design
    - 6 Training Evaluation
  - III. Training and Development Methods
    - 7 Traditional Training Methods
    - 8 Technology-Based Training Methods
    - 9 Employee Development and Career Management
  - IV. Social Responsibility and the Future
    - 10 Social Responsibility: Legal Issues, Managing Diversity, and Career Challenges
    - 11 The Future of Training and Development
7. **REPRESENTATIVE METHODS OF INSTRUCTION:**  
    Typical methods of instruction may include:
  - A. Lecture
  - B. Directed Study
  - C. Discussion
  - D. Guest Speakers
8. **REPRESENTATIVE ASSIGNMENTS**  
    Representative assignments in this course may include, but are not limited to the following:  
**Writing Assignments:**

Textbook chapter assignments  
Training Plan

**Reading Assignments:**

Assigned chapters in textbook. Research for Training Plan

**9. REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

- A. Class Participation
- B. Exams/Tests
- C. Group Projects
- D. Oral Presentation
- E. Papers
- F. Quizzes
- G. Written examination

**10. REPRESENTATIVE TEXT(S):**

Possible textbooks include:

- A. Noe, Raymond. *Employee Training & Development*, 8 ed. McGraw-Hill Education, 2019

**Origination Date:** April 2021

**Curriculum Committee Approval Date:** September 2021

**Effective Term:** 2022

**Course Originator:** Peter von Bleichert