

DOCUMENT 3: THE CURRICULUM

Name of Program: Bachelor of Business Administration (Hons)

TABLE
DETAILS ON EACH SUBJECT

1. Name of Paper	Training And Development	
2. Code	BBA 3314	
3. Status	Program Elective	
4. Credit Hours	4	
5. Semester and year to be thought	Semester 5 Year 3	
6. Prerequisite (if any)	None	
7. Mode of Delivery	Lectures, incubator works, group projects assignments, self study, consultation, presentation.	
8. Assessment and Marking Percentage	<ol style="list-style-type: none">1. Class Attendance and Participation2. Continuous Assessment, Assignments and Tests3. Case Studies, Seminar, Project Paper and Presentation.4. Final Exam <p style="text-align: center;">Total</p>	<p style="text-align: right;">10%</p> <p style="text-align: right;">20%</p> <p style="text-align: right;">30%</p> <p style="text-align: right;">40%</p> <p style="text-align: right;">-----</p> <p style="text-align: right;">100%</p>
5. The Teachers	TBA	
6. The Objective of the Paper	The objective of the course is to provide inputs regarding techniques, principles, and systems of training and development. It addresses the issues of firms' human resource development strategies in enhancing competencies of training professionals. Also, this course is to enable students to develop their career plans, assess work-related skills and practice a variety of skills desired by employers.	
11. The Learning Outcomes of the Paper	By the end of the course, students will be expected to: <ul style="list-style-type: none">• Describe the major training and development theories and how they impact design and effectiveness.• Explain the importance of training and development policies and practices to support organizational goals, values and vision.• Design a need assessment.• Design training program that demonstrate learning.• Identify elements that should be in a training program so that the learning can be applied in performing jobs.• Evaluate training program.• Present an effective training program based on traditional or contemporary methods, given a specific situation/organization.• Describe techniques to develop employees.• Discuss the various issues concerning employees training and development.• Discuss aspects of managing personal career development.• Distinguish problems and challenges in managing career such as in terms of skills obsolescence, breaks or retirement describe future trends in training and employee development.	

12. A Synopsis of the Paper	<p>The development of talents with the right knowledge, skill and attitudes emerge as one of the major challenges for organizations in the 21st century. A certain system and mechanism needs to be in place to bring effectiveness for individuals, groups and organizational development. This course is designed to address such matters in order to improve the performance and career potentials of employees.</p>								
13. Topic of the Paper and Contact Hours of Guided Learning (face to face) and Non-Guided Learning (including assignment, group discussion, presentation, lecture preparation etc.)	HOURS OF LEARNING TIME								
	LECTURE		TUTORIAL		PRACTICAL/ LAB		STUDENT LEARNING HOUR	Quiz. Exam, Final	
	GL	NGL	GL	NGL	GL	NGL			
1. Training and Development; Strategic Training and Strategic Development. The Learning outcomes: <ul style="list-style-type: none"> • Describe the Philosophy and Purpose of Training & Development, Strategic Training and Strategic Development. • Explain the roles, function, methods and process of Training & Development, Strategic Training and Strategic Development. • State the Theory and Application of Training and Development. • Show how the Strategic Training and Strategic Development relate with the Organization Development. • Sort the critical needs to align training and development strategy with the overall corporate mission, vision, strategy and values. 	2	4	2	4	-	-	4	-	
2. Need Assessment. The Learning outcomes: <ul style="list-style-type: none"> • Judge the process of determining whether training is necessary. 	2	4	2	4	-	-	4	1	

<ul style="list-style-type: none"> • Perform Organizational Analysis. • Construct Person Analysis. • Plan Task Analysis. 								
3. Learning: Theories and Program Design. The Learning outcomes: <ul style="list-style-type: none"> • State the conditions for learning. • Identify the importance and application to training. 	2	4	2	4	-	-	4	-
4. Transfer of Training. The Learning outcomes: <ul style="list-style-type: none"> • Show how the work and the environment characteristic influencing the transfer of training. • Identify critical success factors for transfer of training. 	2	4	2	4	-	-	4	-
1. Training Evaluation. The Learning outcomes : <ul style="list-style-type: none"> • Determine the return on investment: Cost-Effective Training. • Conceive the Evaluation Designs. • Identify reason/s for evaluating • Assess the training outcomes which contribute to learning, behavioral modification or high performance. 	2	4	2	4	-	-	4	1

<p>2. Traditional Training Methods and Contemporary Methods for Training.</p> <p>The Learning outcomes :</p> <ul style="list-style-type: none"> • Appraise Presentational Methods- Lecture. • Show hands-on (on the job training and Behavior Modeling). • Create Group Training (adventure learning). • Accept E-Learning as Contemporary Methods of Training. • Construct Web-Based Learning. • Build Distance Learning. • Use iPods as new tool in training. • Compose simulations. • Combine blended learning. 	2	4	2	4	-	-	4	-
<p>3. Employee Development</p> <p>The Learning outcomes :</p> <ul style="list-style-type: none"> • Describe relationships (mentoring & coaching), job experiences and formal courses in Employee Development. • State the structure, function, methods, process, strategy and planning for Employee Development. • Relate Employee Development with Business Development. 	2	4	2	4	-	-	4	1
<p>4. Special Issues in Training & Development</p> <p>The Learning outcomes :</p> <ul style="list-style-type: none"> • Explain Cross Cultural Training. • State diversity training. • Describe school-to-work programs • Show skill based pay 	2	4	2	4	-	-	4	-

<p>5. Careers and Career Management and Special Challenges in Career Management.</p> <p>The Learning outcomes :</p> <ul style="list-style-type: none"> • Describe protean career. • Outline Career Management process. • Evaluate skill obsolescence. • Explain career break. • Assess employee orientation & socialization. • Appraise work life balance. • Criticize downsizing. • Recommend outplacement. • Build retirement planning. 	2	4	2	4	-	-	4	-
<p>6. The Future of Training & Development</p> <p>The Learning outcomes :</p> <ul style="list-style-type: none"> • Tell the Future of Training & Development. • Illustrate the Malaysian trends of Training and Development. • Predict the Global Trends of Training and Development. 	2	4	2	4	-	-	4	1
Total	20	40	20	40	-	-	40	6
Total of Learning Hours	166							
Total of Credits	4							
14. Main References	<ul style="list-style-type: none"> • Steve W.j. Kozlowski (Editor), Eduardo Salas (Editor), <i>Learning, Training, and Development in Organizations (The Organizational Frontiers Series)</i>, Psychology Press, First Edition, 2009. • Raymond Noe (Editor), <i>Employee Training and Development</i>, McGraw-Hill/Irwin Publishing, 5th. Edition, 2009. 							
15. Additional References	<ul style="list-style-type: none"> • Kenneth N. Wexley (Author), Gary P. Latham (Author) , <i>Developing & Training Human Resources in Organizations</i>, Prentice Hall, Third Edition, 2001. 							

- | | |
|--|--|
| | <ul style="list-style-type: none">• Craig Eric Schneier (Author), Richard W. Beatty (Author), Craig J. Russell (Author), <i>The Training and Development Sourcebook</i>, Human Resource Development Press, 2nd Edition, 1994. |
|--|--|