

CORPORATE TRAINING CERTIFICATE, UNDERGRADUATE

Corporate Training Certificate—This program is designed for post-baccalaureate students with career objectives that involve training the trainer, educating company new hires; preparing employees for company changes, leading continuous improvement workshops; creating training videos—online, mobile apps, internal videos; or coaching customers in processes or products. The course of study introduces students to instructional methodologies and audience strategies to build knowledge and skills necessary to effectively instruct and assess in today's corporate environment. Students will learn how to create, deliver and analyze training material using instructional methodologies, instructional strategies, industry technology, written and oral communications and presentations.

Corporate Training (CT) students develop employee training manuals and focus on instructional alignment of assessments to standards and outcomes in order to evaluate instructional effectiveness through data collection and analysis. Throughout the course, students collect evidence of professional instructional growth and self-reflect on effective instructional strategies: problem-solving, metacognitive and task-based.

Required Courses

BUED 302	BUSINESS COMMUNICATION	4
BUED 425	WORKPLACE COMMUNICATIONS USING COMPUTER APPLICATIONS	5
BUED 475	METHODOLOGIES USED IN BUSINESS, ACCOUNTING, BUSINESS ENGLISH AND MARKETING	4
BUED 476	INSTRUCTIONAL METHODOLOGIES USING COMPUTER APPLICATIONS	4
CTED 309	CTE CLASSROOM MANAGEMENT	3
CTED 341	CTE SECONDARY STRATEGIES	3
Total Credits		23