

CERTIFICATE IN TRAINING SYSTEMS DEVELOPMENT

The Certificate in Training Systems Development program is designed for students who do not wish to earn a masters degree or for those who have already earned a master's degree in a related field. The purpose of the certificate is to develop and update skills and knowledge in the training design and development area in order for students to advance to new positions in corporate or public agency training departments. It offers professional training program developers an opportunity to strengthen and augment their skills. This program is especially useful to students who already hold a masters degree in a related field, such as industrial psychology, broadcast and communication arts, or human resource development or for those who need documentation in training competencies to meet governmental requirements.

Admission to the Program

Applicants to the program must meet the university requirements for all graduate majors. In addition, the department requires that applicants schedule an interview with the department chair to review the applicant's interest and preparation in the field. For students to advance to this status, they must indicate that they have academic preparation or practical experience. Applicants must also submit a two-page (500–1,000 word) statement of purpose. The statement of purpose should clearly explain the applicant's career goals and how the certificate will help achieve those goals. The statement of purpose should represent the quality of an applicant's English-language writing ability.

Students should have foundational competency in computer skills.

Written English Proficiency Requirement

Students must meet Level One written English proficiency by submitting a two-page (500–1,000 word) statement of purpose that will be evaluated by the department admissions committee. Students who receive an unsatisfactory evaluation of their written application materials must pass an English skills development course with a grade of B or better. The course will be selected in consultation with an advisor.

Program Requirements

Students are required to take nine units of core requirements and nine units of electives. Students select electives based on their interests in consultation with an advisor.

Core Requirements

During the first year of study, all students must take ITEC 800, ITEC 801 and ITEC 850. Students must receive a grade of B or higher in each of the required core courses to receive the certificate.

Electives

Students choose nine units of electives. Since the certificate is focused on training design and development, it is strongly suggested that students choose from that group. However, the choice of electives will depend on the students' interests, needs, and backgrounds.

Training Systems Development, Certificate – Minimum of 18 units Core Requirements (9 units)

| Code | Title | Units |
|----------|--|-------|
| ITEC 800 | Theoretical Foundations of Instructional Technologies | 3 |
| ITEC 801 | Introduction to Learning Design, Design Thinking, and Innovation | 3 |
| ITEC 850 | Design and Management of Training Projects | 3 |

Electives (9 units)

| Code | Title | Units |
|--------------------------------|--|-------|
| Select three of the following: | | |
| ITEC 805 | Needs Assessment and Program Evaluation (topic) | 9 |
| ITEC 825 | Digital Product Usability Testing | |
| ITEC 830 | Design of Learning Environments with Emerging Technologies | |
| ITEC 852 | Instructional Technologies in Organizations | |
| ITEC 860 | Distance Education | |
| ITEC 865 | Fundamentals of Designing Interactive E-Learning Courses | |

Award of Certificate

When all requirements have been met, the student must complete the certificate approved program form. The form, along with transcripts indicating satisfactory completion of all certificate requirements, must be submitted to the chair of the Department of Equity, Leadership Studies, and Instructional Technologies. The chair will then initiate issuance of a certificate to be signed by the department and the dean of graduate studies. Award of the certificate will be entered on the student's transcript.

Supplementary Authorization to the Teaching Credential

Teachers who have earned a single or multiple-subject teaching credential can earn a supplementary authorization in instructional computing by completing 12 graduate units in appropriate courses in the department. Courses must be selected from any of three following focus areas:

| Code | Title | Units |
|--|--|-------|
| Software Evaluation and Selection | | |
| ITEC 715 | Foundations of Instructional Multimedia | 3 |
| ITEC 815 | Integration of Instructional Computing | 3 |
| ITEC 830 | Design of Learning Environments with Emerging Technologies | 3 |
| ITEC 860 | Distance Education | 3 |
| ITEC 865 | Fundamentals of Designing Interactive E-Learning Courses | 3 |
| Hardware Operation and Functions | | |
| ITEC 715 | Foundations of Instructional Multimedia | 3 |
| ITEC 815 | Integration of Instructional Computing | 3 |
| ITEC 816 | Designing Digital Learning Spaces of the Future | 3 |
| Classroom Uses of Computers | | |
| ITEC 815 | Integration of Instructional Computing | 3 |
| ITEC 816 | Designing Digital Learning Spaces of the Future | 3 |

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|----------|--|---|
| ITEC 830 | Design of Learning Environments with Emerging Technologies | 3 |
| ITEC 860 | Distance Education | 3 |

The supplementary authorization can be used to verify competencies as a computer laboratory manager or for computer-based teaching. For further information, contact the department.