

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:		9
ITEC 805	Needs Assessment and Program Evaluation (topic)	
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		3
ITEC 815		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		3
ITEC 815		3
ITEC 816	Designing Digital Learning Spaces of the Future	3
Classroom Uses of Computers		
ITEC 815		3
ITEC 816	Designing Digital Learning Spaces of the Future	3

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.