

Organizational Leadership and Learning

* **Bachelor of Science***Online and Face-to-Face*

***Major: Training and Development (TDE)***

**Course List Credit Hours**

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| ELFH 300 Prior Learning Assessment | 3.0 hours |
| ELFH 311 Needs Assessment | 3.0 hours |
| ELFH 312 Designing Learning | 3.0 hours |
| ELFH 316 Instructional Strategies and Group Facilitation Techniques | 3.0 hours |
| ELFH 332 Measuring and Evaluating Effectiveness | 3.0 hours |
| ELFH 341 Managing Projects in the Workplace | 3.0 hours |
| ELFH 411 Human Resource Fundamentals | 3.0 hours |
| ELFH 442 Supporting Organizational Change | 3.0 hours |
| ELFH 460 Adult Learning and Diversity | 3.0 hours |
| ELFH 575 Instructional Technology | 3.0 hours |
| ELFH 578 Workplace & Information Ethics | 3.0 hours |
| ELFH 540 Program Exit | 2.0 hours |
| TOTAL: | **35.0 hours** |

**ELFH 300 Prior Learning Assessment (Portfolio Class)**

This course, which must be taken in the first semester, introduces students to the process of producing a prior learning assessment portfolio/documentation of workplace learning (learning outside of the college classroom). **Up to 48 credit hours may be awarded for documented work-place learning**.

**ELFH 311 Needs Assessment**

This course addresses occupationally specific training and organizational needs. Students develop a proposal to conduct a needs assessment and a customized data collection instrument.

**ELFH 312 Designing Learning**

This course, which must be taken within the first two semesters, teaches the student to develop curriculum relevant to specific job requirements in occupations. It includes tasks analysis, measurable performance objectives, lesson designs, and course material development.

**ELFH 316 Instructional Strategies and Group Facilitation Techniques**

This course teaches the student to develop lesson and course designs with methods and materials (teach critiqued lessons to communicate the knowledge and skills of jobs in occupations). Prerequisite: ELFH 312.

**ELFH 332 Measuring and Evaluating Effectiveness**

This course teaches the student how to assess the effectiveness of instructional programs and learning in the cognitive, psychomotor and affective domains. Prerequisite: ELFH 312 and ELFH 316.

**ELFH 341 Managing Projects in the Workplace**

This course teaches the student to create and manage learning facilities, events and assignments, including budgets, tasks and resources. Tools and skills of Project Management are emphasized.

**ELFH 411 Human Resource Fundamentals**

This course is an overview of roles in field of resource management in context of the overall field of HRM, the relationship to workplace performance and the roles and competencies required in workforce leadership.

**ELFH 442 Supporting Organizational Change**

This course focuses on the reasons for and causes of change in organizations, and the professional and personal competencies to support change.

**ELFH 460 Adult Learning and Diversity**

This course focuses on theories and principles of adult learning and diversity with emphasis on their application to the education and helping professions as well as applications of career planning and talent management.

**ELFH 575 Instructional Technology**

This course provides knowledge and hands-on understanding of current and emerging workforce instructional technologies. Students will learn the theoretical foundation of technology-assisted learning, and various techniques for designing and delivering technology-enhanced learning solutions. Prerequisites: ELFH 311

**ELFH 578 Workplace & Information Ethics**

This course focuses on workplace ethics inclusive of ethical perspectives at individual, group, organizational and societal levels as they apply to leadership in workplaces and management of organizational information; examination of social responsibility.

**ELFH 540 Program Exit Experience**

This is the final course and intended to show **mastery** of the program standards. It includes two components: 1) a supervised professional work experience related to the student’s program and professional goals; 2) a professional portfolio with reflection paper that analyzes learning related to the Workforce Leadership and Performance standards. Students must submit an Application for practicum one semester prior to enrollment.

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