

**Common Course Outline**  
**LBST 214**  
**Training Practices and Procedures**  
3 semester hours

**Description**

Training Practices and Procedures

Examines how to prepare the training programs necessary for the modern workplace; examines how to evaluate jobs and new skills necessary for any position, common industrial evaluation and education procedures, and how to negotiate for contract changes based on higher skill levels.

Prerequisite: (ENGL 052 or LVE 2) or (ESOL 052 or LVE 2), (RDNG 052 or LVR 2)

**Overall Course Objectives**

Upon completion of this course, the student will be able to:

1. Explain the history of industrial training in the United States
2. Evaluate the relationship between levels of training and wage levels.
3. Describe the components of a job evaluation process.
4. Illustrate a typical apprenticeship program.
5. Compile information on future needs of the industry
6. Create simulations for training
7. Develop negotiations positions to join wage rates with training skills
8. Evaluate recruitment programs for the training program
9. Assess staff needs and availability for training instruction
10. Create written training materials
11. Evaluate alternate training methods, such as OJT or web-based instruction

**Major Topics**

- I. The history of training programs in the United States
- II. The development of apprentice programs
- III. Negotiating agreements on training, including wage progressions, with employers
- IV. Creating training materials, including OJT and computer-based materials
- V. Presenting a recruiting/retention program for possible applicants
- VI. Evaluating instructors and creating budget projections
- VII. Researching future job and technical skills in selected industries
- VIII. Looking for possible sources of funding for training programs

**Course Requirements**

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following:

- A written mid-term exam
- A written final exam
- A class project on a training program

### **Other Course Information**

Individual faculty members may include additional course objectives, major topics and other course requirements to the minimum expectations stated in the Common Course Outline.

The Community College of Baltimore County is committed to providing a high-quality learning experience that results in growth in knowledge, attitudes and skills necessary to function successfully as a transfer student, in a career and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for their individual growth by attending classes, completing all homework and other assignments, participating in class activities and preparing for tests.

We take seriously our responsibility to maintain high-quality programs and will periodically ask you to participate in assessment activities to determine whether our students are attaining the knowledge, attitudes and skills appropriate to various courses and programs. The assessment activities may take many different forms such as surveys, standardized or faculty-developed tests, discussion groups and portfolio evaluations. We ask that you take these tests seriously so that we can obtain valid data to use for the continuous improvement of CCBC's courses and programs.