

Course Schedule Guide for New Students Entering in the Fall Term

This guide was developed to help incoming students in their selection of courses for registration. Note that registration opens for graduate students several months prior to the start of the semester. For this reason you are encouraged to register early. Many of the Training and Development courses fill to their capacity. You do not want to be unable to register for a desired course. You must register for at least one (1) course in each of the fall and spring semesters throughout your entire program. Most of our students are part-time students, meaning they take either one or two courses per term. Note that some courses may also be offered in the summer term when possible.

Registration

You will register for your courses through the NCSU Pack Tracks system at the Registration and Records Website <http://www.ncsu.edu/registrar/>

You will need a PIN number and your unity ID in order to register. If you do not have these items, please contact the Graduate Program Assistant in the Department of Adult & Higher Education (AHE), Shana Scott at shana_scott@ncsu.edu

All Training and Development M.Ed. students should be registering for online courses with sections that begin with 6. (Example: 601, 603, etc.)

Program Courses and the Semester Offered

The following courses are required to complete your M.Ed. in Training and Development:

EAC 559 The Adult Learner
EAC 580 Designing Instructional Systems
EAC 582 Organization & Operation of Training & Development Programs
EAC 586 Methods and Techniques of Training & Development
EAC 581 Advanced Instructional Design
EAC 583 Needs Assessment & Task Analysis
EAC 584 Evaluating Training Transfer & Effectiveness
EAC 585 Integrating Technology into Training Design
EAC 555 Ethics in the Workplace & Education
EAC 556 The Change Process: Theory and Practice
EAC 551 Introduction to Research in AHE
EAC 692 Research Project (Capstone project)

In the **fall** semester of each year, the following courses are offered:

EAC 580 Designing Instructional Systems
EAC 582 Organization & Operation of Training & Development Programs
EAC 583 Needs Assessment & Task Analysis
EAC 585 Integrating Technology into Training Design
EAC 555 Ethics in the Workplace & Education
EAC 692 Research Project (Capstone project)

In the **spring** semester of each year, the following courses are offered:

EAC 759 The Adult Learner
EAC 586 Methods and Techniques of Training & Development
EAC 581 Advanced Instructional Design
EAC 584 Evaluating Training Transfer & Effectiveness
EAC 556 The Change Process: Theory and Practice
EAC 551 Introduction to Research in AHE
EAC 692 Research Project (Capstone project)

Courses Without Prerequisites

The following fall courses have no prerequisites, meaning that you can enroll in them as a new student:

EAC 580 Designing Instructional Systems EAC 582 Organization & Operation of Training & Development Programs EAC 585 Integrating Technology into Training Design EAC 555 Ethics in the Workplace & Education
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It is suggested that you register for one or two of these courses in your first semester.

Suggested Completion Order of Courses (Sample Plans of Work)

Here are suggestions as to the order in which to take your courses.

If you are taking **two (2)** courses per term:

Semester	Courses
1 st semester – fall	EAC 580 Designing Instructional Systems EAC 582 Organization & Operation of Training & Development Programs
2 nd semester – spring	EAC 559 The Adult Learner EAC 586 Methods and Techniques of Training & Development
3 rd semester – fall	EAC 583 Needs Assessment & Task Analysis EAC 585 Integrating Technology into Training Design
4 th semester – spring	EAC 551 Introduction to Research in ACCE EAC 584 Evaluating Training Transfer & Effectiveness
5 th semester – fall	EAC 555 Ethics in the Workplace & Education
6 th semester – spring	EAC 581 Advanced Instructional Design EAC 556 The Change Process: Theory and Practice
7 th semester – fall	EAC 692 Research Project (Capstone project)

If you are taking **one (1)** course per term:

Semester	Courses
1 st semester – fall	EAC 580 Designing Instructional Systems
2 nd semester – spring	EAC 759 The Adult Learner
3 rd semester – fall	EAC 582 Organization & Operation of Training & Development Programs
4 th semester – spring	EAC 586 Methods and Techniques of Training & Development
5 th semester – fall	EAC 585 Integrating Technology into Training Design
6 th semester – spring	EAC 511 Introduction to Research in ACCE
7 th semester – fall	EAC 583 Needs Assessment & Task Analysis
8 th semester - spring	EAC 584 Evaluating Training Transfer & Effectiveness
9 th semester - fall	EAC 555 Ethics in the Workplace & Education
10 th semester – spring	EAC 556 The Change Process: Theory and Practice EAC 581 Advanced Instructional Design
11 th semester - fall	EAC 692 Research Project (Capstone project)

Plan of Work

You are each required to fill out and submit a Plan of Work (POW). Your Plan of Work is the document that tells the Graduate School which courses you will take and in what semesters. Your POW serves as a contract between you (the student) and your program, reducing the possibility of misunderstandings about the fulfillment of degree requirements. The POW must be accurate in order for you to graduate. Make sure that you turn in your completed Plan of Work to Shana Scott as soon as possible after the completion of ½ of your coursework. If any changes occur in your Plan of Work (such as the semester in which you take a course), you must update your Plan of Work with Shana Scott. The plan of work can be downloaded from the AHE Department Website at <http://ced.ncsu.edu/ahe/forms.html>

Completed form(s) should be faxed or mailed to Shana Scott at:

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