



Printed: 10/18/2019

Academic Year: 2020-2021

Leadership Development Associate Degree

Program Code 101961

Leaders are challenged with many priorities and a wide array of responsibilities including effectively managing a diverse workforce, helping organizations adapt to change, encouraging innovation, displaying a variety of effective leadership skills, demonstrating critical thinking skills, and using communication skills appropriate to a team environment. As a graduate of the Leadership Development associate degree, you are prepared for leadership roles in any organization.

Average Starting Salary
\$68,500.00

FT Median Annual Wage

73%
Graduate Employment

With 36% Employed in Field

Job Openings:
439*

Locations

Offered throughout the District. For information in Green Bay: (920) 498-5444. For information in Marinette: (715) 735-9361. For information in Sturgeon Bay: (920) 746-4900. Toll-free: (888) 385-6982.

This program is fully eligible for financial aid.

Follow Your Path

All credits from the following certificate(s) apply toward this associate degree:



- . Supervision, 611965
- . Ethical Leadership, 901962
- . Quality Improvement and Innovation, 901968
- . Health Care Leadership, 901967
- . Health Care Leadership Advanced, 9019610

Requirements for Program Entry

- Completed application.
- High school transcript or equivalent. For a list of equivalents, go to www.nwtc.edu/gettingstarted.
- It is recommended that a student have a minimum of two years' work experience and basic computer skills in Word, Excel, and PowerPoint prior to entering the Leadership Development program.
- To be admitted to this program, learners must achieve a prior cumulative high school or college grade point average of 2.6 or higher OR a satisfactory academic skills assessment score. College grade point average must be based on 15 credits or more. To learn more about starting this program, please contact an academic advisor at (920) 498-5444 or (888) 385-6982.

CURRICULUM

Students following the study plan below will complete the Leadership Development associate degree in the number of semesters shown. For alternate study plans, refer to the information in the Related Links area at the right of this page.

FIRST SEMESTER	
10-890-101 College 101	1
10-801-136 English Composition 1	3
10-196-164 Supervisors-Personal Skills	3
10-105-101 Career Planning	1
10-196-191 Supervision	3
10-804-134 Mathematical Reasoning	3
10-196-193 Human Resource Mgmt	3
SEMESTER TOTAL	17

SECOND SEMESTER	
10-196-189 Team Building/Prob Solve	3
10-196-134 Legal Issues-Supervisors	3
10-801-196 Oral/Interpersonal Comm	3
10-101-106 Accounting-for Non-Accountants	3
10-196-188 Project Mgmt Fundamentals	3
SEMESTER TOTAL	15

THIRD SEMESTER	
10-105-103 Career Preparation	1
10-809-172 Intro to Diversity Studies	3
10-196-190 Leadership Development	3
10-196-199 Business Ethics	3
10-196-176 Corporate Entrepreneurship	3
10-809-198 Intro to Psychology	3
SEMESTER TOTAL	16

FOURTH SEMESTER	
10-101-184 Business Finance/Budgeting	3
10-196-136 Safety-Workplace	3
10-196-145 Workplace Innovation	3
10-196-101 Leadership Dev Career Exp	2
10-196-192 Managing-Quality	3
SEMESTER TOTAL	14

TOTAL CREDITS **62**

Curriculum Note

. The credit for 10-890-101, College 101 is an Institutional Requirement for graduation. Consequently, it is not part of the program requirements, but must be passed with a C or better.

* Program-related job openings, full- and part-time, within our district, via EMSI. Many programs have additional job opportunities outside of district. Learn more at www.nwtc.edu/graduatesuccess

Course Descriptions

10-890-101 COLLEGE 101 ...Students will utilize digital tools and resources to assess, explore, practice, apply, and evaluate both employability and learning skills. By establishing NWTC cultural values as hallmarks of success in academic, career, and personal settings the course encourages reflective, personalized development of a growth mindset and emphasizes the importance of making wise choices. To maximize the return on investment, students should take this course in their first semester as it identifies key expectations (hidden rules) of higher learning and professional employment.

10-801-136 ENGLISH COMPOSITION 1 ...learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 75; OR ACT Rdg score greater/equal to 16 AND Eng greater/equal to 18; OR preparatory courses-contact academic advisor at 920-498-5444)

10-196-164 SUPERVISORS-PERSONAL SKILLS ...time management and personal planning, emotional intelligence, effective communication, assertiveness and stress management related to the challenges of a supervisor.

10-105-101 CAREER PLANNING ...experiential learning introduction. Learn how personal branding allows candidates to differentiate themselves from the competition through appearance, personality, and marketing competency. Career portfolio introduced. (Corequisite: 10-890-101, College 101)

10-196-191 SUPERVISION ...front-line leadership including setting goals, planning, delegation, controlling, communication, motivation, problem solving, and conflict management.

10-804-134 MATHEMATICAL REASONING ...This course provides an alternative pathway to earning credit for a college level liberal arts mathematics course. All college students, regardless of their college major, need to be able to make reasonable decisions about fiscal, environmental, and health issues that require quantitative reasoning skills. An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. (Prerequisite: Accuplacer Arithmetic score greater/equal to 65 AND Reading score greater/equal to 50; OR ACT Math score greater/equal to 15 AND ACT Reading score greater/equal to 15; OR prep courses-contact an academic advisor 920-498-5444)

10-196-193 HUMAN RESOURCE MANAGEMENT ...impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, training and development, performance management, counseling and discipline, compensation, benefits, and global human resources.

10-196-189 TEAM BUILDING/PROBLEM SOLVING ...benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.

10-196-134 LEGAL ISSUES-SUPERVISORS ...legal practices of recruiting, interviewing, hiring, selection, evaluation/promotion, employee discipline, firing, EEOC and nondiscrimination, employee privacy, workplace harassment, FMLA, ADA and unions.

10-801-196 ORAL/INTERPERSONAL COMMUNICATION ...the communication process, perception and self-concept, language, listening, nonverbal communication, interpersonal relationships, communication in groups and public communication; prepare and deliver an oral presentation. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills score greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English score greater/equal to 16; OR preparatory course-contact an academic advisor at 920-498-5444)

10-101-106 ACCOUNTING-FOR NON-ACCOUNTANTS ...teaching non-accountants to read, analyze, and interpret financial information for making informed business decisions. This class de-emphasizes the use of debits, credits, journal entries and other accounting procedures.

10-196-188 PROJECT MANAGEMENT FUNDAMENTALS ...the role of project management, developing a project proposal, demonstration of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

10-105-103 CAREER PREPARATION ...create professional resume and cover letter, prepare for interviews, understand interviewing techniques, participate in a mock interview. (Prerequisites: 10-105-101, Career Planning; 10-801-136, English Composition 1)

10-809-172 INTRO TO DIVERSITY STUDIES...basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills

greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English greater/equal to 15; OR 10-831-107, College Reading and Writing with a B or better)

10-196-190 LEADERSHIP DEVELOPMENT ...leadership effectiveness and organization requirements, individual and group motivation strategies, vision, mission and goals, ethical behavior, leadership style and adaptation, impacts of power and influence, employee development, coaching, managing change, and conflict resolution. (Prerequisite: 10-801-136, English Composition 1)

10-196-199 BUSINESS ETHICS ...ethical points-of-view, morality/ethical theory, utilitarianism, Kantian ethics, justice and the market system, whistle-blowing, trade secrets/conflict of interest, privacy, advertising, product safety, corporate social responsibility, international business.

10-196-176 CORPORATE ENTREPRENEURSHIP ...learning process for an individual or group to create or instigate renewal or innovation within an organization. Different from an entrepreneur, a corporate entrepreneur seeks to risk the resources of an organization in the innovative process using trusted business tools.

10-809-198 INTRODUCTION TO PSYCHOLOGY ...survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal, social and vocational settings. (Prerequisite: Cumulative GPA of 2.6 or greater OR satisfactory reading and writing assessment scores OR 10-831-107, College Reading and Writing 1 with "B" or better OR Corequisite: 10-831-102, English Comp Prep)

10-101-184 BUSINESS FINANCE/BUDGETING ...fiscal and monetary aspects of business. Each learner will demonstrate application of business types, cycles, forecasting, budgeting, expense control, and financial statement interpretation relevant to the supervisor as a non-accountant. (Prerequisite: 10-804-134, Mathematical Reasoning)

10-196-136 SAFETY-WORKPLACE ...safety awareness, federal/state/local compliance, inspections, risk analysis, workplace violence, substance abuse, health hazards, first aid, CPR, fire and electrical safety, and emergency preparedness.

10-196-145 WORKPLACE INNOVATION ...use of inventive thinking techniques and innovative methods to improve work processes in multiple workplace environments; research and analyze the use of technology in businesses to promote innovation in the workplace; develop an innovative, entrepreneurial, and intreprenurial mindset.

10-196-101 LEADERSHIP DEVELOPMENT CAREER EXPERIENCE ...students can select any hands on experience related to: Internship, Field Research, Service Learning, Capstone, Industry Related or International Experience. Instructor approval required. (Prerequisite: 10-105-103, Career Preparation; Corequisite: 10-196-188, Project Management Fundamentals)

10-196-192 MANAGING-QUALITY ...developing a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, managing a quality improvement project, measuring effectiveness, lean thinking, Six Sigma, and systems thinking.