

# SUPERVISORY MANAGEMENT



## **Program Code 10-196-1**

**Estimated Program Costs: \$11,600**

**Median Annual Salary: \$44,000**

### **OVERVIEW**

The Supervisory Management program prepares participants for a career in management or supervision and enhances the skills of individuals actively employed in a supervisory/management career.

The program develops technical and interpersonal skills to enable individuals to lead the operations of a business from a supervisory or managerial perspective. Skills in planning, finance, human resources, leadership, safety, team building, project management, decision making, and software are developed.

The Supervisory Management program is offered at the Adams County Center and the Marshfield, Stevens Point, and Wisconsin Rapids campuses.

### **PROGRAM OUTCOMES**

Employers will expect you, as a Supervisory Management graduate, to be able to:

- Analyze the job of the supervisor in an organization
- Develop and nurture an effective work environment
- Establish plans to accomplish goals and achieve organizational objectives
- Supervise the work group
- Organize the work group
- Analyze financial information
- Maintain a safe work environment
- Lead the work group
- Staff the work group
- Make effective decisions
- Manage change
- Manage projects

### **CAREER OPTIONS**

Coordinator  
Director  
Foreperson  
Frontline Manager  
Group Leader  
Manager  
Superintendent  
Supervisor  
Team Leader

### **POTENTIAL FOR ADVANCEMENT**

Business Manager  
Operations Manager  
Production Manager

*Potential advancement generally requires further education.*

### **ADMISSIONS PROCEDURES**

To apply to the Supervisory Management program, please submit the following documents to the MSTC Admissions Office:

1. Complete an MSTC application form and return it with the \$30 non-refundable application fee.
2. Complete the Accuplacer or ACT test. Minimum scores required:
  - Reading-Accuplacer score of 55
  - Sentence Skills-Accuplacer score of 60
  - Math-Accuplacer score of 34
  - ACT equivalents for above scores are acceptable.

You may take the Accuplacer again if you did not meet the required scores. Additional options, including coursework and tutoring, are also available to assist you. Contact the Student Affairs Office on your local campus to learn about your options. To schedule an Accuplacer test, contact your local Campus Office.

Written Communication, courses in mathematics, and some science courses have placement requirements. Please refer to the course description section in the back of the catalog, listed under General Education, for course specific information.

3. Submit an official copy of all academic transcripts, including high school, college or university, and HSED/GED.
4. Employment Verification form.

---

**Mid-State Technical College  
Admissions  
500 32nd Street North  
Wisconsin Rapids, WI 54494**

---

**PROGRAM COURSE DESCRIPTIONS**

**10102101 // 3 credits**

**Intro to Business**

An introduction to what a business is, how it operates, and how it is managed. Students will identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations.

**10102103 // 3 credits**

**Business Law & Ethics**

This course is designed to prepare students to make informed ethical decisions, form legal opinions and values, and work within the legal business framework. Topics will include the attributes of ethical decisions; the basics of our legal system, including its history and court system; crimes and torts; contracts, including types, formation, execution, and termination; sales contracts; agency; national employment law; and bailments. Emphasis is given to ethics in all legal topics.

**10102117 // 3 credits**

**Business Finance**

This course introduces the basic concepts needed for firms to efficiently control the flow of money within a business to balance profitability with risk. Students will determine the financial impact of quality programs on a company, analyze financial statements using ratio analysis and industry comparison data, determine break-even points and leverage for a company, compare alternatives for short and long-term financing, explore options for global financing, and prepare a cash budget and pro forma financial statements for a firm.

*Prerequisite: Accounting I 10101111*

**10103106 // 3 credits**

**Microsoft Office-Introduction**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, and PowerPoint) while reinforcing the students' knowledge of computer concepts, file management, Internet, and MSTC student email usage through demonstrations and lab exercises. Students must possess basic keyboarding, mouse, and Windows skills. Students may develop these skills in Academic Success Center computer training prior to enrolling or while concurrently enrolled in the Microsoft Office-Introduction course.

**10105160 // 3 credits**

**Business Law**

Examines the classifications of law, elements of legal contracts, and business applications. Negotiable instruments, sales and bailment contracts, principal-agent relations, and real estate law are also explained. Ethical practices are emphasized rather than narrow, legal definitions.

**10196134 // 3 credits**

**Legal Issues for Supervisors**

The learner applies the skills and tools necessary for a supervisor to effectively function in today's legal work environment. Learners will apply legal practices in union and nonunion environments, analyze the impact of U.S. employment laws on the global economy, use the appeal process to settle disputes, manage legal charges, document the hiring and firing process, manage harassment and privacy issues, and summarize the legal issues facing contemporary supervisors.

**10196136 // 3 credits**

**Safety in the Workplace**

The learner applies the skills and tools necessary to provide a safe and secure work environment. Learners will practice safety awareness; comply with federal/state/local safety regulations; investigate and document safety incidents; conduct safety inspections; analyze risks; manage workplace violence, substance abuse, and health hazards; administer first aid and CPR; and prepare for emergencies.

**CURRICULUM**

Term		(15 credits)
10102101	Intro to Business	3
10103106	Microsoft Office-Introduction	3
10196191	Supervision	3
10196192	Managing for Quality	3
10801195	Written Communication	3

Term		(18 credits)
10102103	Business Law & Ethics -or-	
10105160	Business Law	3
10196164	Personal Skills for Supervisor	3
10196189	Team Building & Problem Solving	3
10196190	Leadership Development	3
10801196	Oral/Interpersonal Communication -or-	
10801198	Speech	3
10809122	Intro to American Government -or-	
10809172	Race, Ethnic, & Diversity Studies -or-	
10809196	Intro to Sociology	3

Term		(18 credits)
10196134	Legal Issues for Supervisors	3
10196136	Safety in the Workplace	3
10196169	Diversity & Change Management	3
10196193	Human Resource Management	3
10804107	College Mathematics -or-	
10804189	Introductory Statistics	3
10809144	Macroeconomics	3

Term		(18 credits)
10102117	Business Finance	3
10196168	Organizational Development	3
10196188	Project Management	3
10809143	Microeconomics	3
10809188	Developmental Psychology -or-	
10809198	Intro to Psychology	3
	Elective	3

**Total Credits 69**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Degree completion time may vary based on student scheduling and course availability.
- For General Education course descriptions (800 level), see section marked under Course Descriptions.

# SUPERVISORY MANAGEMENT

## **10196164 // 3 credits**

### **Personal Skills for Supervisor**

The learner applies skills and tools necessary to enhance personal professional success through the use of time and stress management and assertive behavior. Learners will use time management techniques, conduct personal planning, engage in life-long learning, value the rights of others, communicate effectively, display assertive behavior, and manage stress.

## **10196168 // 3 credits**

### **Organizational Development**

The learner develops skills to assist organizations to achieve greater effectiveness, including increased financial performance and improved quality of work life. Skills developed include collecting, analyzing, and diagnosing organization development data; developing plans to enhance human processes, organization structure, employee involvement, work design, human resources, and organization environment; and leading and managing the implementation of these plans.

## **10196169 // 3 credits**

### **Diversity & Change Management**

The learner applies the skills and tools necessary to implement and maintain a diverse work environment. Learners will assess the current extent of diversity in the workplace; analyze the effect of perceptions, attitudes, biases, and organization culture on diversity; remove barriers; apply change management strategy, process, and reactions; and measure progress and celebrate success.

## **10196188 // 3 credits**

### **Project Management**

The learner applies the skills and tools necessary to design, implement, and evaluate formal projects. Each learner will write a project proposal, work with project teams, sequence project tasks, develop project budgets, identify project resources, implement the project, chart project progress, deal with variations, evaluate the project, and use various technology in these processes.

## **10196189 // 3 credits**

### **Team Building & Problem Solving**

The learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will assume the roles and responsibilities of team leadership in the stages of team development, use a systematic problem solving process, and employ consensus building and conflict management strategies.

## **10196190 // 3 credits**

### **Leadership Development**

The learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will evaluate personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change, and resolve conflict.

## **10196191 // 3 credits**

### **Supervision**

The learner applies the skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas.

## **10196192 // 3 credits**

### **Managing for Quality**

The learner applies the skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identify stakeholder relationships, identify ways to meet/exceed customer expectations, apply a systems-focused approach, use quality models and tools, manage a quality improvement project, and measure effectiveness of continuous improvement activities.

## **10196193 // 3 credits**

### **Human Resource Management**

The learner applies the skills and tools necessary to perform human resource functions in an organization. Each learner will demonstrate skill in following EEOC laws; writing job descriptions; recruiting, selecting, and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies.