

**QuickTrac Supervisory Management Program**  
**Telepresence Cycle 14 Schedule – All Campuses/Center**  
**Thursday Evenings – 5:30 – 9:30 p.m. – Campus/Center Telepresence Labs**

Day	Start Date	End Date	Catalog #	Class #	Course Title	Cr	Semester
TH	8/4/11	9/8/11	102-101		<del>Introduction to Business</del> —Cancelled	3	Fall 2011
TH	9/22/11	10/27/11	196-191		Supervision	3	
TH	11/10/11 No class 11/24/11	12/22/11	196-192		Managing for Quality	3	
TH	1/12/12	2/16/12	196-190		Leadership Development	3	Spring 2012
TH	3/1/12	4/5/12	102-103		Business Law and Ethics	3	
TH	4/19/12	5/24/12	196-189		Team Building & Problem Solving	3	
TH	6/7/12 No class 7/5/12	7/19/12	196-193		Human Resource Management (This class will not be available at the Adams Center. Students should plan to attend another campus.)	3	Summer 2012
TH	8/2/12	9/6/12	196-134		Legal Issues for Supervisors	3	Fall 2012
TH	9/20/12	10/25/12	196-136		Safety in the Workplace	3	
TH	11/8/12 No class 11/22/12	12/20/12	196-169		Diversity & Change Management	3	
TH	1/3/13	2/7/13	196-188		Project Management	3	Spring 2013
TH	2/21/13	3/28/13	102-117		Business Finance	3	
TH	4/4/13	5/9/13	196-168		Organizational Development	3	

The above courses **may** also be available in other semesters than those noted above but will not be Quick Trac classes. See MSTC Class Schedules for specific class availability. This schedule is subject to change.

### Business, General Education and Elective Course List

The courses below are required to attain the Supervisory Management Associate Degree and may be taken anytime throughout the program. These classes are not Quick Trac but are delivered in various methods including in person, online and independent study. See MSTC Class Schedules for specific class availability.

Catalog #	Course Title	Cr
809-198	Introduction to Psychology	3
809-144	Macroeconomics	3
809-143	Microeconomics	3
809-196	Introduction to Sociology	3
801-195	Written Communication	3
804-107	College Math	3
801-198	Speech	3
103-106	Microsoft Office – Beginning	3
196-164	Personal Skills for Supervisors – Online only	3
	Elective Credit – Any Association Degree Class	3

Note:

Oral/Interpersonal Communication may be substituted for Speech;  
 Developmental Psychology for Introduction to Psychology;  
 Race, Ethnic & Diversity Studies or Introduction to American Government for Introduction to Sociology.

Program Advisors on MSTC Campuses/Center and their associated contact information:

Adams Center	Laurie Francis, Business Division Associate Dean, <a href="mailto:laurie.francis@mstc.edu">laurie.francis@mstc.edu</a> , (608) 339-5101
Marshfield Campus	Jim Schnaedter, Business Division Associate Dean, <a href="mailto:jim.schnaedter@mstc.edu">jim.schnaedter@mstc.edu</a> , (715) 389-7045
Stevens Point Campus	Kate Ferrel, Business Division Associate Dean, <a href="mailto:kate.ferrel@mstc.edu">kate.ferrel@mstc.edu</a> , (715) 342-3126
Wisconsin Rapids Campus	Laurie Francis, Business Division Associate Dean, <a href="mailto:laurie.francis@mstc.edu">laurie.francis@mstc.edu</a> , (608) 339-5101

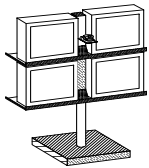
## **QuickTrac Classes**



**QuickTrac** classes are accelerated classes. These classes meet in a classroom (TELEPRESENCE or In Person) and require students to meet all class competencies in reduced student-instructor contact hours when compared to traditional classes. The number of accelerated in-class class hours per credit is 8. The number of traditional in-class class hours per credit is 18. The reduction in class hours is a result of the use of active learning instructional techniques and increased student effort outside the classroom within the shorter time frame.

Student effort in an accelerated class is expected to be equivalent to a traditional class. In a three-credit accelerated class the student attends class for 24 of the 162 hours of the required student effort. The remaining 138 hours of student effort occurs working with a study group, performing individual study, applying relevant concepts on the job, etc. The commitment to an accelerated class is a big step because of the number of student effort hours required in a short duration of time.

## **TELEPRESENCE Classes**



TELEPRESENCE (Interactive Television) classes are held simultaneously in classrooms at multiple locations that are connected by an interactive television link. For these classes students may be at a different location than the instructor and some classmates, but students will be able to see, hear, and talk with each other. Current TELEPRESENCE sites are on the Wisconsin Rapids (Rooms A240), Stevens Point (Room 134), and Marshfield (Room 125) Campuses, and at the Adams Center (Room 114).

When one walks into these classrooms, cameras, television monitors, and microphones are seen. All this technology is remotely controlled and allows everyone at all locations to see, hear, and interact as if they were physically face to face. The TELEPRESENCE classroom closely resembles a traditional classroom.

## **Online Classes**



Online classes are taught through the use of the Internet. MSTC uses the Blackboard learning software platform to deliver the online classes. Online classes usually do not provide face to face interaction between the instructor and other students enrolled in the online class. Most communication is in written form using the various tools available in the Blackboard platform.

Students are given access to the Blackboard learning software platform approximately one week prior to the start of the class(es) in which the student is enrolled. Students will receive a letter announcing the availability of the online class(es). Blackboard is accessible at <http://mstc.blackboard.com/>. Student log in account information can be found at <http://www.mstc.edu/pdf/studentloginbrochure.pdf>. Online classes require the use of the student's MSTC email account. Please see Student Login Brochure for access information to student email accounts.

Students are informed of class procedures and requirement and often obtain their class materials in the Blackboard online class. Generally, the student completes class assignments independently and then sends his/her homework assignments via email to the instructor. Classes usually require students to meet with one another via the internet to discuss class topics, complete team projects, etc.

All instructions, assignments, exams, discussions, etc. are found on the Blackboard platform. Therefore, the student must have reliable and consistent access to a computer with Internet capabilities. Students need to feel comfortable using this technology in order to be successful in the online environment. The online class is not self-paced; the instructor maintains a schedule of each unit much like a traditional classroom schedule.

## **In Person Classes**



In Person classes are led by an instructor who is physically located in the classroom. This setting allows for face to face interaction with the instructor and with fellow students.