



# leadership development

## Associate in Applied Science (AAS) Program Code: 10-196-1 Total Credits: 60

Designed for individuals currently employed and working closely with their employer on skill development, Mid-State's Leadership Development program prepares students for success in effectively managing processes and inspiring a diverse workforce. In this program you'll develop the technical and interpersonal skills needed to lead the operations of a business including helping organizations adapt to change, encouraging innovation, displaying a variety of effective leadership skills, demonstrating critical-thinking skills, and using communication skills appropriate in a professional and collaborative environment. You'll grow your skills in planning, finance, team building, leadership, safety, project management, decision making, talent development, supervision, innovation, and the use of software. Every course directly applies learning to the student's real-world work environment through various projects. As a graduate of the Leadership Development associate degree, you'll be prepared for leadership roles in any organization.

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit [mstc.edu/advising](http://mstc.edu/advising).

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Student Services Assistant  
1001 Centerpoint Drive  
Stevens Point, WI 54481
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**  
**TTY: 711**



**ADAMS CAMPUS**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

## BACHELOR'S DEGREE OPTIONS

Herzing University

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).



College Credit • Dual Credit • Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Administrative Professional
- Business Management
- Customer Relationship Professional
- Entrepreneurship
- Human Resources Assistant
- Office Support Specialist

## PROGRAM OUTCOMES

Employers will expect you, as a Leadership Development graduate, to be able to:

- Utilize quality strategies and tactics.
- Apply effective leadership skills.
- Apply human resource policies and procedures.
- Perform supervisory management functions to achieve organizational objectives.

## TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students are notified of TSA reporting in their final few courses of the program.

## NOTES:

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## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. (Not counted in the total credit value for this program.) Some students are exempt from this requirement. Please see your program advisor for more information.

### GPS for Student Success

**10890102 ..... 1 credit**  
 Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and is a graduation requirement.

## ADDITIONAL COURSES AS NEEDED

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

### Intro to College Reading

**10838104 ..... 2 credits**  
 Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

### Intro to College Writing

**10831103 ..... 3 credits**  
 Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.  
*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

### Pre-Algebra

**10834109 ..... 3 credits**  
 Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.  
*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

<b>Term</b>		<b>15 credits</b>
10102121	Finance and Budgeting*	3
10103106	Microsoft Office-Introduction*	3
10196190	Leadership Development*	3
10804107	College Mathematics*	3
10809166	Intro to Ethics: Theory & Application*	3
<b>Term</b>		<b>15 credits</b>
10102214	Continuous Improvement	3
10196188	Project Management*	3
10196189	Team Building & Problem Solving*	3
10801136	English Composition I*	3
10809172	Introduction to Diversity Studies*	3
<b>Term</b>		<b>15 credits</b>
10196136	Managing Risk & Safety*	3
10196191	Supervision*	3
10196192	Managing for Quality*	3
10801196	Oral/Interpersonal Communication*	3
10809198	Intro to Psychology*	3
<b>Term</b>		<b>15 credits</b>
10196135	Conflict Resolution*	3
10196138	Training & Talent Development*	3
10196139	Workplace Innovation	3
10546110	Mental Wellness and Stress Management*	3
10623171	Lean Six Sigma*	3
<b>Total credits 60</b>		

\* This course may also be offered in a different term including during winterim or summer terms, with 3-week, 8-week, or 16-week sessions available. A variety of modalities and class lengths may be available, including online, hybrid, TelePresence, or face to face.

**Please Note:**

- Students complete a full-time course load over a 16-week term. This term may include a combination of classes taken in an 8-week session and classes taken over the full 16-week term.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

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## SAMPLE PART-TIME CURRICULUM OPTION

<b>Term</b>		<b>9 credits</b>
10103106	Microsoft Office-Introduction*	3
10196190	Leadership Development*	3
10809172	Introduction to Diversity Studies*	3
<b>Term</b>		<b>9 credits</b>
10102121	Finance and Budgeting*	3
10804107	College Mathematics*	3
10809166	Intro to Ethics: Theory & Application*	3
<b>Term</b>		<b>9 credits</b>
10102214	Continuous Improvement	3
10196189	Team Building & Problem Solving*	3
10801136	English Composition I*	3
<b>Term</b>		<b>9 credits</b>
10196188	Project Management*	3
10196191	Supervision*	3
10801196	Oral/Interpersonal Communication*	3
<b>Term</b>		<b>9 credits</b>
10196136	Managing Risk & Safety*	3
10196192	Managing for Quality*	3
10809198	Intro to Psychology*	3
<b>Term</b>		<b>9 credits</b>
10196135	Conflict Resolution*	3
10546110	Mental Wellness and Stress Management*	3
10623171	Lean Six Sigma*	3
<b>Term</b>		<b>6 credits</b>
10196138	Training & Talent Development*	3
10196139	Workplace Innovation	3
<b>Total credits 60</b>		

## College Mathematics

### 10804107 .....3 credits

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.

*Prerequisite: High School GPA of 3.0 or Accuplacer Arithmetic of 250 and QAS 234 or ACT of 17 or Pre-Algebra 834109 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## Conflict Resolution

### 10196135.....3 credits

Students will apply different conflict resolution techniques that can be used by a manager or leader within an organization given real-world scenarios. Students will also evaluate the importance of consultation, team building, trust, and win-win outcomes from a managerial standpoint in the resolution of organizational conflict.

## Continuous Improvement

### 10102214 .....3 credits

Emphasizes using data to make sound business decisions. Students gain exposure to various tools used to assemble, organize, and manage data sets. Students further refine their skills in requirements documentation and validation by tracing and prioritizing solution requirements. Students also identify, measure, and validate solution requirements to support organizational change while complying with organizational standards.

*Prerequisite: Business Analyst Essentials 10102210 or admission to Leadership Development Program 101961*

## English Composition 1

### 10801136 .....3 credits

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: High School GPA of 3.0 or Accuplacer Writing of 262 or ACT of 20 or Intro to College Writing 10-831-103 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements. Proficiency in word processing skills recommended.*

## Finance and Budgeting

### 10102121 .....3 credits

For the nonfinancial manager, this course introduces the language of accounting, finance, and budgeting. Provides an overview of the use and analysis of financial statements. Business planning and the foundations and development of budgets are explored. Business financing basics and the securing of necessary financing for a business are covered. Practical application of financial statement creation and analysis, budgetary activities, and finance calculations are included.

## Intro to Ethics: Theory & Application

### 10809166 .....3 credits

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives are used to analyze and compare relevant issues. Students critically evaluate individual, social, and/or professional standards of behavior, and apply a systemic decision-making process to these situations.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## Intro to Psychology

### 10809198 .....3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## Introduction to Diversity Studies

### 10809172.....3 credits

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## Leadership Development

### 10196190 .....3 credits

Applies skills and tools necessary to fulfill his/her role as a modern leader. Each learner evaluates 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.

## Lean Six Sigma

**10623171.....3 credits**

Learners will examine two models of problem solving/continuous improvement (the PDCA/PDSA and the DMAIC models). Learners will utilize an A3 report to identify the current process condition, identify improvement goals, establish root causes, specify improvement activities, and confirm results. Learners will utilize the seven SPC (Statistical Process Control) tools and selected Quality Management Tools in the improvement process. Learners will examine the steps of planning and executing a Kaizen Event as well as supporting daily Kaizen activities.

*Prerequisite: Admission to Manufacturing Operations Management program 101965 or Leadership Development program 101961*

## Managing for Quality

**10196192.....3 credits**

Apply 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.

## Managing Risk & Safety

**10196136 .....3 credits**

This course is designed for students to understand the basics concepts of risk assessment, risk mitigation, workplace hazards, and safety practices. Students will examine personal, physical, environmental, and virtual safety policies and practices as part of this course.

## Mental Wellness and Stress Management

**10546110 .....3 credits**

Investigate the underpinnings of mental health and wellness. Explore the risks of stress and emotional management techniques to mitigate these risks by embracing a growth mindset. The learner will be engaged in processes to support the emotional dimension of health and demonstrate ways to implement these practices for oneself and others along their wellness journey.

## Microsoft Office-Introduction

**10103106 .....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## Oral/Interpersonal Communication

**10801196 .....3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237, or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## Project Management

**10196188.....3 credits**

Applies skills and tools necessary to design, implement, and evaluate formal projects. Each learner will examine the role of project management, create a project charter, define project work scope, manage project risks, and develop a network diagram, project schedule, and project budget.

## Supervision

**10196191 .....3 credits**

Applies 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.

## Team Building & Problem Solving

**10196189 .....3 credits**

Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies.

## Training & Talent Development

**10196138.....3 credits**

This course provides an understanding of the importance of ongoing training and talent development of individuals, teams and organizations. Students will learn how to conduct a needs analysis at the organizational, task and person level, develop training objectives, design training content, implement training and evaluate the training process. Students will also explore talent development for retention and succession planning, as well as the importance of managing diversity training and emerging training technologies.

## Workplace Innovation

**10196139.....3 credits**

This capstone course is designed to inspire innate creativity to help launch major projects or untangle difficult situations. It focuses on providing fresh insight and new perspective on even the most routine elements of any job and to view problem solving as a creative opportunity. Students will tackle real-world workplace issues and learn to create innovative and workable solutions for the good of the organization.

*Corequisites: Managing Risk & Safety 10196136, Lean Six Sigma 10623171, and Training & Talent Development 10196138*