



LEADERSHIP DEVELOPMENT

Associate in Applied Science (AAS) Program Code: 10-196-1 Total Credits: 60-61

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

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.

CHECKLIST:

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

- ☐ FAFSA (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

CAREER PATHWAY • BEGIN AT ANY POINT



CREDIT FOR PRIOR LEARNING AND EXPERIENCE

CREDIT FOR PRIOR LEARNING AND EXPERIENCE

- Certifications and Licenses
- High School Credit
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

CERTIFICATE

TEAM LEADERSHIP

Certificate • 9 Credits

For more information and additional opportunities, visit mstc.edu/career-accelerator.

TECHNICAL DIPLOMA

PROJECT MANAGEMENT

Technical Diploma • 24 Credits

Start Your Career

- Project Manager
- Implementation Manager
- Project Leader

ASSOCIATE IN APPLIED SCIENCE (AAS)

LEADERSHIP DEVELOPMENT

Associate in Applied Science (AAS) • 60-61 Credits

Start Your Career

- Supervisor
- Manager
- Team Leader

BACHELOR'S DEGREE

BACHELOR'S DEGREE OPTIONS

Herzing University, Indiana Wesleyan University, and UW-Oshkosh.

For more information and additional opportunities, visit mstc.edu/transfer.

OTHER OPTIONS

RELATED PROGRAMS

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

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

SAMPLE FULL-TIME CURRICULUM OPTION

Term		15-16 credits
10102121	Finance and Budgeting ☑	3
10103106	Microsoft Office-Introduction ☑	3
10196190	Leadership Development	3
10804107	College Mathematics ☑	3
	-or-	
10804118	Intermediate Algebra with Applications ☑	4
	-or-	
10804189	Introductory Statistics ☑	3
10809166	Intro to Ethics: Theory & Application ☑	3
Term		15 credits
10102214	Continuous Improvement	3
10196188	Project Management	3
10196189	Team Building & Problem Solving	3
10801195	Written Communication ☑ -or-	
10801136	English Composition 1 ☑	3
10809172	Introduction to Diversity Studies ☑ -or-	
10809122	Intro to American Government ☑ -or-	
10809196	Intro to Sociology ☑	3
Term		15 credits
10196136	Managing Risk & Safety	3
10196191	Supervision ☑	3
10196192	Managing for Quality	3
10196170	Advanced Leadership Development	3
10801196	Oral/Interpersonal Communication ☑ -or-	
10801198	Speech ☑	3
Term		15 credits
10196135	Conflict Resolution	3
10196138	Training & Talent Development	3
10196139	Workplace Innovation	3
10196171	Organizational Development	3
10809198	Intro to Psychology ☑ -or-	
10809188	Developmental Psychology ☑	3
Total credits 60-61		

☑ This course has options available to receive credit for prior learning (CPL) or work experience. Visit the website at mstc.edu/cpl or contact your advisor for details.

Please Note:

- This program can be completed entirely online.
- 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/schedule.

SAMPLE PART-TIME CURRICULUM OPTION

Term		9-10 credits
10103106	Microsoft Office-Introduction ☑	3
10196190	Leadership Development	3
10804107	College Mathematics ☑	3
	-or-	
10804118	Intermediate Algebra with Applications ☑	4
	-or-	
10804189	Introductory Statistics ☑	3
Term		9 credits
10196188	Project Management	3
10196189	Team Building & Problem Solving	3
10801195	Written Communication ☑ -or-	
10801136	English Composition 1 ☑	3
Term		9 credits
10102121	Finance and Budgeting ☑	3
10196170	Advanced Leadership Development	3
10809166	Intro to Ethics: Theory & Application ☑	3
Term		6 credits
10102214	Continuous Improvement	3
10809172	Introduction to Diversity Studies ☑ -or-	
10809122	Intro to American Government ☑ -or-	
10809196	Intro to Sociology ☑	3
Term		6 credits
10196136	Managing Risk & Safety	3
10196191	Supervision ☑	3
Term		6 credits
10196138	Training & Talent Development	3
10809198	Intro to Psychology ☑ -or-	
10809188	Developmental Psychology ☑	3
Term		6 credits
10196192	Managing for Quality	3
10801196	Oral/Interpersonal Communication ☑ -or-	
10801198	Speech ☑	3
Term		9 credits
10196135	Conflict Resolution	3
10196139	Workplace Innovation	3
10196171	Organizational Development	3
Total credits 60-61		

COURSE DESCRIPTIONS

Advanced Leadership Development

1019671703 credits

Increase leader skills and development in building leader effectiveness. Skills developed include transition to leadership roles and development of a Well Leader; increasing self-awareness, including self-care, well-being, self-compassion, empathy, creativity, curiosity, accountability, and vulnerability; use of gratitude practices; coaching, including motivational interviewing; communication strategies, including active listening and conflict resolution; and creating boundaries.

College Mathematics

108041073 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

101961353 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

101022143 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

Developmental Psychology

108091883 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

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.

English Composition 1

108011363 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 College Reading and Writing 1 10831104 with a "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

101021213 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.

Intermediate Algebra with Applications

108041184 credits

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

Prerequisite: High School GPA of 3.0 or Accuplacer Arithmetic of 263 and QAS 234 or ACT of 19 or QAS of 245, or Pre-Algebra 10834109 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.

COURSE DESCRIPTIONS

Intro to American Government ☑

10809122.....3 credits

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

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 Ethics: Theory & Application ☑

108091663 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 ☑

108091983 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.

Intro to Sociology ☑

108091963 credits

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization

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.

Introductory Statistics ☑

108041893 credits

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

Prerequisite: High School GPA of 3.0 or Accuplacer QAS 241 or ACT of 19 or Pre-Algebra 10834109 with a grade of "C" or better or College Math 10804107 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.

Leadership Development

101961903 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.

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

101961363 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.

COURSE DESCRIPTIONS

Microsoft Office-Introduction ☑

101031063 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. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. 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 ☑

108011963 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.

Organizational Development

101961713 credits

Develop skills to lead organizational development strategies to achieve greater effectiveness, including creating psychological safe environments, alignment with mission, vision, and values, and engaging employee populations. Skills developed include fostering health organizational cultures, collecting, analyzing, and assessing organization development data; developing organizational strategic plans, and employee motivation, engagement, work design, human resources, and organization environment; with special attention paid to leading and managing the implementation of these plans.

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.

Prerequisite: Nine core credits from a 102, 103, 109, 196, or 623 program code.

Speech ☑

108011983 credits

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Bring transcripts for further evaluation if they do not meet these requirements.

Pre-requisite: High School GPA of 3.0 or Accuplacer Reading of 253, Writing of 262, or ACT of 21 Reading/19 Writing, or completion of College Reading and Writing 1 10831104 with a "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Supervision

101961913 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

101961893 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.

Prerequisite: Eighteen credits of 196 core courses

Written Communication

108011953 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.

Prerequisite: High School GPA of 3.0 or Accuplacer Writing of 262 or ACT of 20 or College Reading and Writing 1 10831104 with a "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.