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Leadership Development Program

Course Curriculum

Semester 1: Spring (Tuition: \$1,960)

Course #	Course Title	Credits
10-102-105	Introduction to Business	3
Credits: 3 Lecture Hours: 54 Students gain an overview of the business enterprise in the American economy. Studies focus on the interrelationships between business functions and the economy by examining such topics as ownership forms, marketing, management, the legal environment of business, and management information systems.		
10-196-208	Personal Leadership	3
Credits: 3 Lecture Hours: 54 Students will learn about time management and personal planning, emotional intelligence, effective communication, assertiveness and stress management related to the challenges of a supervisor.		
10-196-209	Team Building and Problem Solving	3
Credits: 3 Lecture Hours: 54 Students will learn the 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.		
10-809-172	Introduction to Diversity Studies	3
Credits: 3 Lecture Hours: 54 Students draw from several disciplines to reaffirm the basic American values of justice and equality by learning a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and the value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.		

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Semester 2: Summer (Tuition: \$980)

Course #	Course Title	Credits
10-196-210	Legal Issues for Supervisors	3
Credits: 3 Lecture Hours: 54 Students will learn legal practices of recruiting, interviewing, hiring, selection, evaluation/promotion, employee discipline, firing, EEOC and nondiscrimination, employee privacy, workplace harassment, FMLA, ADA and unions.		
10-809-195	Economics * OR *	

Credits: 3 Lecture Hours: 54

Students will develop analytical skills central to how a market-oriented system operates and the factors that influence national economic policy. Students will apply basic concepts and analyses to a variety of contemporary problems and public policy issues. These concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment, and global economic issues.

20-809-287 Principles of Macroeconomics 3

Credits: 3 Lecture Hours: 54

This course provides an introduction to basic economic principles with applications to current economic problems affecting the overall performance of a nation's economy. The course begins with an analysis of the role of markets and prices in an economy. Topics include the causes and consequences of unemployment, inflation, and economic growth; the role of money and banking in the economy; the role of government taxing and spending policies to correct market failure and stabilize the economy; the implications of budget deficits and the national debt; and the implications of an increasingly global economy. This course is designed to meet the need for college transfer credit.

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Semester 3: Fall (Tuition: \$2,120)

Course #	Course Title	Credits
10-102-130	Management Principles	3

Credits: 3 Lecture Hours: 54

Students explore the challenges faced by the managers of organizations in today's competitive business environment. Students will examine managerial roles and skills as important factors in determining organizational performance. These factors include planning for the future by anticipating changes in the external environment, organizing people into groups, allocating resources to them and motivating them to attain organizational goals.

10-103-106 Beginning Microsoft Excel 1

Credits: 1 Lecture Hours: 18

This course is an introduction to Microsoft Excel. Students will learn the basic features to produce basic worksheets and charts. Other topic areas covered include formatting, formulas, built-in functions used to design functional worksheets to solve business problems. Basic experience with Windows is assumed.

10-196-119 Managerial Budgeting & Finance 3

Credits: 3 Lecture Hours: 11.7

The learner applies the skills and tools necessary to make sound financial decisions and recommendations. Each learner will demonstrate the application of financial planning, budgeting, cost measures, activity-based costing, and control measures.

10-196-211 Workplace Innovations 3

Credits: 3 Lecture Hours: 54

Student will implement the 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 entrepreneurial mindset.

10-196-214 Leading Strategically 3

Credits: 3 Lecture Hours: 54

Students will explore the organizational interrelationships that exist between strategy, structure, and the

behavior of various size companies.

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Semester 4: Spring (Tuition: \$1,960)

Course #	Course Title	Credits
10-102-129	Human Resources Management	3

Credits: 3 Lecture Hours: 54

Students will explore the people dimension of organizations; one of the most challenging aspects of management. Students will develop skills in the processes employed by human resource professionals to ensure employee's abilities are used effectively and efficiently to achieve an organization's goals. The impact of laws and of societal and business trends on human resource functions will be analyzed.

10-623-110	Lean Concepts	3
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Credits: 3 Lecture Hours: 54

Learners will develop techniques to identify and eliminate non-value-added activities in a process using 5S, TPM, Standard Work, and Mistake Proofing. Learners will explore the characteristics of an organizational culture necessary to support and sustain a lean enterprise.

10-801-196	Oral/Interpersonal Communication	3
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Credits: 3 Lecture Hours: 54

Students demonstrate competency in speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities and other projects.

10-804-123	Math with Business Applications	3
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Credits: 3 Lecture Hours: 54

Students use real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, and apply math concepts to the purchasing/buying process, the selling process, and apply basic statistics to business/consumer applications.

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Semester 5: Summer (Tuition: \$980)

Course #	Course Title	Credits
10-196-213	Workplace Safety	3

Credits: 3 Lecture Hours: 54

Students will learn 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.

10-801-136	English Composition 1	3
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Credits: 3 Lecture Hours: 54

This course is 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 will analyze audience and purpose, use elements of research and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents.

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Semester 6: Fall (Tuition: \$1,800)

Course #	Course Title	Credits
10-196-212	Training and Talent Development	3

Credits: 3 Lecture Hours: 54

Students will become acquainted with the principles and methods for training employees on the job. Experience practical training exercises that include the development of learning objectives and receipt of feedback through a training evaluation. Spend time organizing the training function within an organization and career planning for individual employees.

10-196-215 Project Management Fundamentals 3

Credits: 3 Lecture Hours: 54

Students will become familiar with 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.

10-196-216 Leading Change 3

Credits: 3 Lecture Hours: 54

Students will learn to resolve challenges and handle the personnel dynamics in facilitating change within an organization.

10-196-217 Leadership Development Career Experience 2

Credits: 2 Lecture Hours: 0 Occupational Hours: 144

Students will obtain practical, hands on experience while applying skills developed in the Leadership Development program with instruction supervision. Professional behavior, good communication, and positive interpersonal skills will also be demonstrated. Students will also demonstrate knowledge of program TSA's (Technical Skills Attainment). Prerequisites: Leading Strategically (10-196-214)

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Total Credits: 60

Estimated Total Tuition*: \$9,800