



**4 YEAR COMPLETION PLAN**  
**10-196-1 LEADERSHIP DEVELOPMENT**  
**30-196-6 LEADERSHIP ESSENTIALS**  
**2025-26 REQUIRED COURSES**  
**NORTHWOOD TECHNICAL COLLEGE**  
**ASHLAND\*, NEW RICHMOND\*, RICE LAKE\*, SUPERIOR\*, ONLINE**  
**OUTREACH CENTERS: BALSAM LAKE\*, HAYWARD\*, LADYSMITH\***

\*Combination of Online, Your Choice or On Site instruction

Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.

Name/ID

Date

CATALOG NUMBER	COURSE TITLE	*HOURS PER WEEK	CREDITS	SUPERVISORY LEADERSHIP TECHNICAL CERTIFICATE (17-196-5)	LEADERSHIP ESSENTIALS TECHNICAL DIPLOMA	LEADERSHIP DEVELOPMENT (Associate Degree) (Financial Aid Eligible)	DATE COMPLETED	TRANSFER OR GRADE
	<b>FIRST TERM - FALL 2025</b>							
	<b>16 Weeks</b>							
10103146	MS Word A	2 hours per week	1 credit			Leadership Development		
	<b>2nd 12 Weeks</b>							
10196145	Contemporary Business for Supervisors	3 hours per week	2 credits	Optional Course^ Supervisory Leadership		Leadership Development		
	<b>1st 4 Weeks</b>							
10106199	Business Tech & Intro to AI	8 hours per week	1 credit			Leadership Development		
	<b>1st 8 Weeks</b>							
10116100	Human Resource Management (8W1)	6 hours per week	3 credits			Leadership Development		
	<b>FIRST TERM TOTAL</b>					<b>7 Credits</b> Leadership Development		
	<b>SECOND TERM - SPRING 2026</b>							
	<b>16 Weeks</b>							
10804123	Math with Business Applications	3 hours per week	3 credits			Leadership Development		
	<b>1st 8 Weeks</b>							
10103151	MS Excel A	4 hours per week	1 credit			Leadership Development		
10196168	Organizational Development	6 hours per week	3 credits	Optional Course^ Supervisory Leadership		Leadership Development		
	<b>SECOND TERM TOTAL</b>					<b>7 Credits</b> Leadership Development		
	<b>THIRD TERM - FALL 2026</b>							
	<b>16 Weeks</b>							
10103106	MS PowerPoint	2 hours per week	1 credit			Leadership Development		
10801136	English Composition 1	3 hours per week	3 credits	Supervisory Leadership		Leadership Development		
	<b>2nd 8 Weeks</b>							
10196134	Legal Issues for Supervisors	6 hours per week	3 credits	Optional Course^ Supervisory Leadership		Leadership Development		
	<b>THIRD TERM TOTAL</b>			<b>3 Credits</b> Supervisory Leadership		<b>7 Credits</b> Leadership Development		



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	<b>FOURTH TERM - SPRING 2027</b>							
	<b>16 Weeks</b>							
10809198	Introduction to Psychology	3 hours per week	3 credits	Supervisory Leadership		Leadership Development		
10801198 or 10801196	Speech or Oral/Interpersonal Communication (Online)	3 hours per week	3 credits	Supervisory Leadership		Leadership Development		
	<b>2nd 8 Weeks</b>							
10196138	Conflict Resolution and Confrontation Skills	4 hour per week	1 credit	Optional Course^ Supervisory Leadership		Leadership Development		
	<b>FOURTH TERM TOTAL</b>			6 Credits Supervisory Leadership		7 Credits Leadership Development		
	<b>FIFTH TERM - FALL 2027</b>							
	<b>1st 8 Weeks</b>							
10101176	Financial Accounting 1A	4 hours per week	2 credits			Leadership Development		
	<b>2nd 8 Weeks</b>							
10196188	Project Management	6 hours per week	3 credits	Optional Course^ Supervisory Leadership		Leadership Development		
10196191	Supervision	6 hours per week	3 credits	Supervisory Leadership	Leadership Essentials	Leadership Development		
	<b>FIFTH TERM TOTAL</b>			3 Credits Supervisory Leadership	3 Credits Leadership Essentials	8 Credits Leadership Development		
	<b>SIXTH TERM - SPRING 2028</b>							
	<b>2nd 8 Weeks</b>							
10196136	Safety in the Workplace	6 hours per week	3 credits	Optional Course^ Supervisory Leadership		Leadership Development		
10196189	Team Building and Problem Solving	6 hours per week	3 credits	Optional Course^ Supervisory Leadership	Leadership Essentials	Leadership Development		
	<b>SIXTH TERM TOTAL</b>				3 Credits Leadership Essentials	6 Credits Leadership Development		



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	<b>SEVENTH TERM - FALL 2028</b>							
	<b>16 Weeks</b>							
10104191	Customer Service Management	2 hour per week	3 credits	Optional Course^ Supervisory Leadership		Leadership Development		
10809195	Economics	3 hours per week	3 credits			Leadership Development		
	<b>1st 8 Weeks</b>							
10196190	Leadership Development	6 hours per week	3 credits	Supervisory Leadership	Leadership Essentials	Leadership Development		
	<b>SEVENTH TERM TOTAL</b>			3 Credits Supervisory Leadership	3 Credits Leadership Essentials	9 Credits Leadership Development		
	<b>EIGHTH TERM - SPRING 2029</b>							
	<b>16 Weeks</b>							
10196117	Applied Supervision (This class is only offered in the Spring term-online) Prerequisite: students must be enrolled in the Leadership Development program and have completed 40 credits	6 hour per week	3 credits	Optional Course^ Supervisory Leadership		Leadership Development		
	<b>1st 8 Weeks</b>							
10196164	Personal Skills for Supervisors	6 hours per week	3 credits	Optional Course^ Supervisory Leadership	Leadership Essentials	Leadership Development		
	<b>2nd 8 Weeks</b>							
10196192	Managing for Quality (Your Choice)	6 hours per week	3 credits	Optional Course^ Supervisory Leadership		Leadership Development		
	<b>EIGHTH TERM TOTAL</b>				3 Credits Leadership Essentials	9 Credits Leadership Development		
	<b>TOTAL CREDITS</b>			18 Credits Supervisory Leadership	12 Credits Leadership Essentials	60 Credits Leadership Development		



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\*Hours per week represents periods of instruction and/or work-based learning hours per week (class hours). Additional time may be required outside of class to complete assignments. For more details on what you can expect outside of class, please see the "Expectations Outside of the Classroom" section of the Student Handbook

^ Three (3) credits of 196 coursework are required for the Supervisory Leadership Certificate in addition to the other 15 credits of required courses. Select the required course document based on the academic year you begin enrollment in your program.

Students admitted mid-year (January) and/or any student who takes courses out of sequence are not guaranteed course availability in all terms of the program. Enrollment in additional terms may be required to complete graduation requirements.

Please be advised that low-enrollment class sections may be canceled. You will be contacted by Student Services with information on other class sections available in alternate formats.

**NORTHWOOD TECH GENERAL EDUCATION COURSE OPTIONS FOR NORTHWOOD TECH ASSOCIATE DEGREE PROGRAMS**

Co-enrollment in 99831900 Writing Essentials may be recommended in addition to English Composition 1.

Specific General Education courses are scheduled as requirements for this program. If you have completed General Education coursework at another Wisconsin technical college, please refer to the Acceptable Transfer Course document at the following link (find your program) to see if your previous coursework will transfer

[Acceptable Transfer Courses](#)

diploma coursework (i.e. catalog number beginning with 30, 31, or 32) may also be allowed to meet General Education requirements. NOTE: Technical diploma level coursework may not transfer to a baccalaureate program.^

**ELECTIVE COURSES:** To meet the elective course requirements for this program, you will be required to take associate degree level coursework, i.e., catalog numbers beginning with a 10 (with the level coursework, i.e., catalog numbers beginning with a 10 (with the exception of General College courses 10831103, 10834109, 10835103, and 10858104). Pending program dean approval, technical diploma level coursework, i.e. catalog number beginning with 30, 31, or 32, may also be allowed to meet elective credit requirements for this program. NOTE: Technical diploma level coursework may not transfer to a baccalaureate program.^

**GRADUATION REQUIREMENTS:** *Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a program's graduation requirements*

*If you do not take courses in the recommended sequence above, it may delay your completion of graduation requirements. A program plan grade point average (GPA) of 2.0 in a 4.0 grade system is required to graduate.*

**EARN CREDIT FOR WHAT YOU ALREADY KNOW:**      [Visit Credit for Prior Learning for more information](#)

If you have difficulty accessing this content or notice any accessibility problems, please contact the Northwood Tech Curriculum Office at [curriculum.office@NorthwoodTech.edu](mailto:curriculum.office@NorthwoodTech.edu) or 715.752.8128. You will receive a response within 5 business days.

^If considering transferring into a baccalaureate program, please work with the Transfer Coordinator at the college you are interested in transferring to verify status, including if technical diploma level coursework will transfer and if it will transfer, how the credits will be brought in to your future degree.