



**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                                             |                |                   |
| 10106199       | Business Tech & Intro to AI           | 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^<br>Supervisory Leadership              |                                         | 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><br>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^<br>Supervisory Leadership              |                                         | Leadership Development                                             |                |                   |
|                | <b>SECOND TERM TOTAL</b>              |                  |           |                                                         |                                         | <b>7 Credits</b><br>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^<br>Supervisory Leadership              |                                         | Leadership Development                                             |                |                   |
|                | <b>THIRD TERM TOTAL</b>               |                  |           | <b>3 Credits</b><br>Supervisory Leadership              |                                         | <b>7 Credits</b><br>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<br>or<br>10801196 | Speech<br>or<br>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^<br>Supervisory Leadership              |                                         | Leadership Development                                             |                |                   |
|                            | <b>FOURTH TERM TOTAL</b>                                  |                  |           | 6 Credits<br>Supervisory Leadership                     |                                         | 7 Credits<br>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^<br>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<br>Supervisory Leadership                     | 3 Credits<br>Leadership Essentials      | 8 Credits<br>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^<br>Supervisory Leadership              |                                         | Leadership Development                                             |                |                   |
| 10196189                   | Team Building and Problem Solving                         | 6 hours per week | 3 credits | Optional Course^<br>Supervisory Leadership              | Leadership Essentials                   | Leadership Development                                             |                |                   |
|                            | <b>SIXTH TERM TOTAL</b>                                   |                  |           |                                                         | 3 Credits<br>Leadership Essentials      | 6 Credits<br>Leadership Development                                |                |                   |



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| 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>SEVENTH TERM - FALL 2028</b>                                                                                                                                                           |                  |           |                                                         |                                         |                                                                    |                |                   |
|                | <b>16 Weeks</b>                                                                                                                                                                           |                  |           |                                                         |                                         |                                                                    |                |                   |
| 10104191       | Customer Service Management                                                                                                                                                               | 2 hour per week  | 3 credits | Optional Course^<br>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<br>Supervisory Leadership                     | 3 Credits<br>Leadership Essentials      | 9 Credits<br>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)<br>Prerequisite: students must be enrolled in the Leadership Development program and have completed 40 credits | 6 hour per week  | 3 credits | Optional Course^<br>Supervisory Leadership              |                                         | Leadership Development                                             |                |                   |
|                | <b>1st 8 Weeks</b>                                                                                                                                                                        |                  |           |                                                         |                                         |                                                                    |                |                   |
| 10196164       | Personal Skills for Supervisors                                                                                                                                                           | 6 hours per week | 3 credits | Optional Course^<br>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^<br>Supervisory Leadership              |                                         | Leadership Development                                             |                |                   |
|                | <b>EIGHTH TERM TOTAL</b>                                                                                                                                                                  |                  |           |                                                         | 3 Credits<br>Leadership Essentials      | 9 Credits<br>Leadership Development                                |                |                   |
|                | <b>TOTAL CREDITS</b>                                                                                                                                                                      |                  |           | 18 Credits<br>Supervisory Leadership                    | 12 Credits<br>Leadership Essentials     | 60 Credits<br>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](#)  
If you have completed General Education coursework at Northwood Tech in a prior term, the same options will apply for your program requirements. Pending Dean approval, technical 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.