

LEADERSHIP DEVELOPMENT (32 Credits) Certificate 99-9115

The Business & Information Technology Division of Blackhawk Technical College offers a Leadership Development Certificate for anyone interested in careers involving leadership, management, and coordinating business and human resources. Every enterprise is a people business and with this certificate you will better understand and be able to perform the necessary skills in supervision, diversity, change management, or leadership. Organizations large and small, profit and non-profit, local or global, all need people to help their organization meet its goals and adopt change. Intended learning outcomes include:

- basic computer & technology skills with Microsoft Office 2007
- perform the roles and responsibilities of an effective supervisor and leader
- apply problem solving principles and working effectively in teams
- demonstrate effective leadership, organizational development, and change
- demonstrate abilities to plan, organize and lead a project
- business, management, and entrepreneurship abilities
- other critical success skills such as oral and written communications

Course	Course Name	Credits	Lec-Lab
102-110	Business Career Planning	1	1 - 0
102-137	Business Communications	1	1 - 0
103-106	Introduction to Microsoft Office	3	3 - 0
196-104	Legal Issues	3	3 - 0
196-110	Leadership and Change	3	3 - 0
196-111	Project Management for Supervisors	3	2 - 2
196-113	Evolution of Management	3	3 - 0
196-191	Supervisor as Leader	3	3 - 0
196-135	Leadership: Individuals and Teams	3	3 - 0
196-190	Leadership & Personal Development	3	3 - 0
196-193	Human Resource Management	3	3 - 0
804-117	Business Math	3	3 - 0

Course Descriptions

102-110 Business Career Planning **1 Credit**

Students will focus on personal and professional preparation for a career in business related occupations. Course covers interpersonal and intrapersonal success skills including self-esteem, understanding human behavior, creative problem solving and decision making, effective communication skills time management, setting priorities, and organizational techniques. Job search strategies will be introduced.

102-137 Business Communications **1 Credit**

This course prepares students with both oral and written communication skills required in businesses. In addition to studying interpersonal communications, students learn to write documents typical of the corporate environment. Course activities may include job search materials, memo and letter writing, persuasive messages, formal reports, and effective use of electronic forms of communication. Students completing this course will have acquired the tools to craft effective business written documents and oral communications.

103-106 Introduction to MS Office **3 Credits**

This course will introduce students to the Microsoft Office Suite and overview many of the core competencies of Outlook, Word, Excel, Access, PowerPoint, and Explorer. Students will develop the use of technology for both problem solving and decision-making and will be expected to learn to use the resources available to search for answers to problems.

196-104 Legal Issues **3 Credits**

Students will thoroughly explore the issues surrounding the employee/employer relationship (interviewing, hiring, promotion, discipline, termination) including: discrimination, privacy, wrongful discharge, and organized labor. Student will understand the context of the laws by examining the history of American labor. Student will identify employment issues currently being defined by the court system. Student will apply such knowledge to their workplace as a manager to minimize employer liability.

196-110 Leadership and Change **3 Credits**

In today's face-paced world, simply managing change is insufficient. Successful change requires leadership. The emphasis of this course is the study and application of a comprehensive change framework that can be followed by organizational leaders at all levels. Topics include creating a vision for change, developing employees to implement change, the risk of change, eliminating barriers to change and sustaining the change.

196-111 Project Management for Supervisors **3 Credits**

Learners will recognize the role of projects and the importance of project management in the current business environment. Learners will develop successful proposals, plan, schedule, and budget a project. Learner will use computer software to assist them in controlling the progress of the project. Learner will acknowledge firsthand the importance of people skills in managing a project.

196-113 Evolution of Management **3 Credits**

Applies the personal leadership qualities identified in the Leadership Development course to the supervisor's role. Focus is placed on: using leadership theories, delegating tasks, leading the group to a vision, managing conflict, influence organizational culture, and related topics that affect the leader's role in the organization.

196-135 Leadership: Individuals and Teams **3 Credits**

This course focuses on how to build and lead successful teams to strengthen the overall performance of organizations. Team building models will be analyzed with emphasis on steps that can be taken to overcome common hurdles and build cohesive, high performing teams. An emphasis will be placed on the stages of team development, roles of the leader in developing successful work and project teams. Facilitation tools, problem-solving strategies, facilitation tools and conflict resolution techniques will be introduced during an in-class team simulation.

196-190 Leadership & Personal Development 3 Credits

Designed to assist individuals to apply leadership skills effectively in any organizational structure; the emphasis is placed on leadership and employee involvement strategies. Focus is on the role of the supervisor in defining direction, aligning the organization, empowering people and teams, modeling trustworthiness, balancing the needs of all stakeholders, and optimizing the allocation resources.

196-191 Supervisor as Leader 3 Credits

Designed to help participants build the skills required to effectively direct the work of others within the structure of organization. Emphasis is placed on the human behavioral aspect of supervision. Focus is on application of managerial process to the daily job of a supervisor.

196-193 Human Resources Management 3 Credits

Establishes a foundation for development of employee effectiveness by focusing on the supervisor's role in understanding, communicating, and implementing organizational policies. Focus is placed on: employee hiring; orientation and training; performance management; motivating employees and related topics that affect the supervisor's work group.

804-117 Business Mathematics 3 Credits

This course is designed to build your knowledge of math including whole numbers, decimals, fractions, percents, formulas, equations, and statistics. These skills will be reinforced in business applications including bank records, payroll, discounts, markup and markdown, interest calculations, annuities, depreciation, inventory and more.