

Suggested Program Course List - Leadership Development 1, New Richmond, Fall 2019

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Session	Start Time	End Time
1196	62362	10105123	*Business Skills	1	08/27/19	09/17/19	NR	ITV Hybrid	T	4W1	5:30	8:20
1196	61743	10103146	◆MS Word A	1	08/28/19	12/18/19	NR	Flex	W	16W	3:30	6:20
1196	62412	10103106	◆MS PowerPoint	1	08/28/19	12/18/19	NR	Flex	W	16W	3:30	6:20
1196	63907	10196145	❖Contemporary Business for Supervisors	2	09/24/19	12/17/19	NR	Your Choice	T	12W2	5:30	8:20
1196	62437	10196190	❖Leadership Development	3	08/26/19	10/14/19	NR	Your Choice	M	8W1	5:30	8:20
1196	62469	10196191	❖Supervision	3	10/21/19	12/16/19	NR	Your Choice	M	8W2	5:30	8:20
1196	61402	10801136	English Composition 1 OR	3	08/26/19	12/18/19	NR	Web Enhanced	MW	16W	2:30	3:50
1196	61393	10801136	✦English Composition 1	3	08/26/19	12/18/19	NR	Web Enhanced	MW	16W	2:30	3:50

✦Requires co-enrollment with 99831900 Writing Essentials # 61598

Suggested Program Course List - Leadership Development 3, New Richmond, Fall 2019

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Session	Start Time	End Time
1196	62335	10101176	❖Financial Accounting 1A	2	08/26/19	10/17/19	NR	Your Choice	MW	8W1	1:00	1:50
									TR	8W1	1:00	2:20
1196	63915	10196108	❖Customer Service	1	08/27/19	09/17/19	NR	Your Choice	T	4W1	5:30	8:20
1196	63923	10196134	❖Legal Issues for Supervisors	3	08/29/19	10/17/19	NR	Your Choice	R	8W1	5:30	8:20
1196	62442	10196138	❖Conflict Resolution and Confrontation Skills	1	11/21/19	12/19/19	NR	Your Choice	R	4W4	5:30	8:20
1196	63929	10196188	❖Project Management	3	10/21/19	12/16/19	NR	Your Choice	T	8W2	5:30	8:20
1196	61454	10809195	Economics	3	08/26/19	12/20/19	ONLN	Online	M-F	16W	7:00	7:30
1196	61493	10809196	*Introduction to Sociology	3	08/28/19	10/16/19	NR	Blended/ITV	W	8W1	5:30	8:20

▲Session

16W - 16 Weeks

4W1 - 1st 4 weeks

4W2 - 2nd 4 weeks

4W3 - 3rd 4 weeks

4W4 - 4th 4 weeks

8W1 - 1st 8 weeks

8W2 - 2nd 8 weeks

12W1 - 1st 12 weeks

12W2 - 2nd 12 weeks

*This class requires a specific amount of time online in addition to regularly scheduled face to face classroom hours.

Online classes appear on your schedule from 7:00 to 7:30 a.m., but you are not required to log in at that time. Actual class participation is determined by you based on your schedule or as communicated by your instructor.

◆The Flex method of instruction allows the student to customize class hours within the operational hours of the lab and have an instructor present at set times to offer face-to-face help and guidance. Although there will be no large group lectures or presentations, students will be provided with a variety of learning tools. Students will work at their own pace while meeting assignment and exam due dates to ensure successful course completion. Students are not required to attend all scheduled class times; however, students are required to attend a course orientation before beginning the course.

❖This class is offered in the "Your Choice" format in which you may choose to attend class in person, complete the class online, or a combination of the two.

You can expect the following from the class:

- Class attendance is not required
- There are lectures from the instructor that will be uploaded to Blackboard for online viewing
- You will be responsible for work team collaboration throughout the course as scheduled
- Assignments are submitted online through Blackboard unless otherwise required by the instructor
- There are strict deadlines and assignment requirements
- Your instructor will support your efforts throughout your learning experience
- You determine your own level of success!

Please be advised that low enrollment class sections may be cancelled.

You will be contacted by Student Services with information on other class sections available in alternate formats.

[For the most up-to-date course listing, go to the WITC Homepage and click on 'Find a Class'](#)

[To view your curriculum checklist, click here](#)