

SCHOOL OF ADULT AND DISTANCE EDUCATION

ORGANIZATIONAL MANAGEMENT *Program Chart*

| Semester One | Semester Two |
|---|--|
| Dynamics of Group Behavior (2 credits) | Research Methods and Statistics (2 credits) |
| Introduction to Information Literacy (1 credit) | Diversity Management (2 credits) |
| Adult and Career Development (3 credits) | Economic & Marketing Environment of Management (3 credits) |
| Organizational Communications (3 credits) | Strategic Management (3 credits) |
| Organizational Behavior & Analysis (3 credits) | Values and Ethics in the Workplace (3 credits) |
| Worldviews in the Global Market (3 credits) | Research Project II (2 credits) |
| Research Project I (2 credits) | |

Course Descriptions

Principles of Adult Learning

The course provides an overview of the Organizational Management Program and establishes the program's policies and procedures. Students are introduced to the principles of experiential learning and are taught how to utilize certified self -assessment models to evaluate, articulate and document learning based upon their experiences and to identify their learning styles. Students are taught how to develop a retrospective educational portfolio that includes self-assessed documents such as resume, autobiography and experiential learning essay. The course sets the foundation for successful completion of the program by emphasizing the importance of proactivity, time management, and the continuous enhancement of writing skills.

Semester One

PSY 401/ Dynamics of Group Behavior (2 credits)

The course provides a framework for students to analyze different stages of group development by critiquing group behavior theories and through case studies' analyses. Topics include various roles of group members, characteristics of groups such as cooperative, competitive, and individualistic, the nature of group leadership, problem diagnosis and assessment, communicating in teams, and how group functioning affects organizational effectiveness. Students not only learn the theoretical aspects of group behavior but also are able to apply and test them by working in different teams during this course.

INT101/ Introduction to Information Literacy (1 Credit)

This is a library utility - based course and is designed to assist students to develop skills that will enable them to define and articulate information needs, access various databases of information effectively and efficiently, evaluate information and its sources critically, integrate information into students' knowledge base, use information effectively to accomplish a specific purpose, understand legal aspects of the use of information, all of which cultivate skills to promote life-long learning.

PSY 403/Adult and Career Development (3 credits)

The course evaluates various adult development and life cycle theories. Students compare and contrast their own development to the conceptual principles of one of the theories. Students explore their career development by reviewing and critiquing many career planning

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cycles. Students then synchronize their assessment of adult development and career planning theories by developing a career plan, which includes factors such as self-assessment, analysis of occupational information, and job search skills.

COM 415/Organizational Communications (3 credits)

The course explores and examines the classical process of communication. Students evaluate the major types of communication, such as verbal and non-verbal, and assess the appropriate media to utilize them effectively. Techniques to develop good listening skills are presented. The impact of culture on the communication process and its influence in today's diverse workplace is critiqued. Students gain practical experience in developing excellent written and verbal communication skills by applying the writing process to produce various business documents, for example, summary reports, letters, e-mails and memos and by preparing and making oral presentations.

MGT 405/ Organizational Behavior and Analysis (3 credits)

The course examines systematically designed research studies that focus on work-related behaviors, attitudes and actions that take place in organizations. The course is comprised of several behavioral sciences such as Psychology, Sociology, Social Psychology, Anthropology, and Political Science. As a result such factors as emotions, personality, motivation, job satisfaction, individual and group decision making, cross-cultural analysis, organization systems, intra-organizational politics and power are scrutinized and evaluated, utilizing required readings, case studies, and simulated class activities. The course exposes students to Weisbord's methodology of Organizational Diagnosis. Students culminate their learning by examining and assessing an organization, preferably the one tied to their thesis, by applying the behavioral and analytical concepts taught in the course.

REL 407/ Worldviews in the Global Market (3 credits)

Students investigate common types of worldviews, with special emphasis on Christian theism. The worldviews of the major religions are examined, along with the so-called "secular" worldviews such as humanism and materialism. Students study the role beliefs and values play in the construction of worldviews; analyze the issues involved in the comparison of worldviews; and develop an individual worldview applicable to personal and professional life.

SOC 413/Research Project I (2 credits)

This course introduces students to the major independent research study that represents the thesis for the Bachelor of Science in Organizational Management. Students develop a project topic proposal, critically examine scholarly, classical and contemporary literature and research in order to gain insights in an organizational problem and to provide recommendations based upon findings from the literature reviewed. Students submit their findings in a written report that is incorporated in the final project, (**SOC 414/Research Project II**).

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Semester Two

SOC 409/Research Methods and Statistics (2 credits)

Students learn how to design and conduct a research study. Students are taught how to perform various statistical tests and analyze the results. They learn how to use statistical methodology to enhance their ability to define, research, analyze, evaluate, and solve work related problems.

MGT 408/ Diversity Management (2 credits)

The course examines how diversity strategies impact an organization's leadership, team performance, human resource management, marketing initiatives and profits. Introduces different diversity paradigms. Assesses the role of culture and its impact on the process of conducting international business. Critically examines the dimensions of diversity through case studies, diversity audits, articles and use of films.

MGT 410/Economic and Marketing Environment of Management (3 credits)

Students explore and examine the essentials of economics and marketing in today's dynamic world at both the macro and micro levels. They gain an applied understanding of the principles, concepts and operational aspects in a business environment by forming teams that assume responsibility for developing and executing a firm's **strategic** marketing plan based on economic principles for broad product markets and selected target markets.

MGT 406/ Strategic Management (3 credits)

The course is the capstone for the Organizational Management Program and seeks to synthesize major topics of other courses of the program. Examines the interdisciplinary core functions of management such as planning, organizing, leading and controlling. Presents classical theories on motivation and leadership styles and analyzes their impact on organizational management. Provides a broad understanding of financial statements, and negotiation as processes for managerial decision-making. Simulated managerial situations and self-scoring, analytical instruments are used to evaluate students' potential abilities to manage and lead.

REL 412/ Values and Ethics in the Workplace (3 credits)

Students investigate various ethical systems and perspectives, including that of Christianity, and apply their learning about ethical theory and personal values to a range of ethical dilemmas in everyday life and work.

SOC 414/Research Project II (2 credits)

Prerequisite to this course is **SOC 413/Research Project I**

The course culminates the requirements for the program's thesis. Students prepare an academically written research project, that demonstrates analytical, critical, and problem-solving skills. The project includes review of literature pertinent to the thesis statement, collection and analysis of primary data, recommendations for change and for future research. To provide a quasi-business approach, a summary report of major findings and recommendations is also included. Upon completion of this written research, students are required to make formal oral presentations that focus on major findings, conclusions and recommendations of the research project.