



EXCEL

ADULT DEGREE PROGRAMS

HUNTINGTON UNIVERSITY

ASSOCIATE OF SCIENCE: ORGANIZATIONAL MANAGEMENT

64 CREDIT HOURS ARE REQUIRED FOR ASSOCIATE DEGREE

Major - Organizational Management Curriculum – 35 hours

Six credit hours can be transferred against the classes listed below¹

ACX 241	Accounting I	3
OM 116	Business Math	3
OM 202	Small Business Management	3
OM 204	Personal Finance	3
OM 211	Fundamentals of Economics	2
OM 213	Management Concepts	3
OM 233	Computer Information Systems	3
OM 243	Introduction to Marketing	3
OM 253	Human Resource Administration	3
OM 283	Business Case Study	3
OM 313	Communication in Organizations	3
SPX 211	Professional Presentations	3

All courses meet one evening a week in a cohort model. Students stay with the same cohort throughout the program, meeting on the same night of the week from 6-10 pm. This allows YOU to have greater control of *your* calendar and *your* priorities.

General Education Curriculum – 29 hours

Similar credits can be transferred against the classes listed below¹

ARX 107	Digital Photography	2
BRX 111	Survey of the Bible	3
BIX 271	Nutrition for Adults	3
ENX 133	Introduction to Writing	3
HSX 112	American History since 1945	3
MIX 285	Understanding the Christian Faith	3
OM 203	Adult Development & Life Assessment	3
OM 210	College Study Skills	1
OM 223	Introduction to Computers & Applications	3
PEX 110	Physical Wellness in Adulthood	1
SOX 223	Social Problems	3
SSX 101	Resume Writing & Interview Skills	1

Five locations to choose from:

- Columbia City
- Fort Wayne
- Huntington
- Wabash and
- ONLINE

Contact the EXCEL office **today** to find out when the next Associate Degree Cohort is starting in your area and *take your place...*

800-600-4888 or <http://www.huntington.edu/excel/schedules.htm>

¹ Following Huntington University's standard transfer policies. Courses may be substituted by Huntington University February 2009

Course Descriptions for Courses in Major

ACX241 – Accounting 1 (3 credits) - Fundamental problems of accounting are taught using modern accounting procedures, including theory of debits and credits, inventories, depreciation, revenue, expense, adjusting and closing entries, preparation of financial statements and partnerships.

OM116 – Business Math (3 credits) - A study of basic mathematical concepts and their applications to business. Topics include markups, comparative analyses of income statements, depreciation methods, allocation of expenses, simple and compound interest, present value and depreciation.

OM202 – Small Business Management (3 credits) - This is a course on how to start and operate a small business. Topics include facts about small business, essential management skills, preparation of a business plan, financial needs, marketing strategies and legal issues.

OM204 – Personal Finance (3 credits) - Provides an overview of all aspects of personal financial management including budgeting, retirement planning, life and health insurance, income taxation, auto and real estate transactions, estate planning and personal fixed income and equity investment management.

OM211 – Fundamentals of Economics (2 credits) – This course will use a topical approach to address economic concerns in society, such as; poverty, the environment, health care and prescription drug markets, Social Security, outsourcing, etc. Students will be introduced to macro and micro economic issues which will increase public policy awareness and knowledge for more effective citizenship.

OM213 – Management Concepts (3 credits) - Students examine the formal and informal functions of organizations and analyze an agency or organization based on a systems model. Students will be introduced to the concept of worldview and encouraged to explore how their beliefs and understandings influence their personal worldview. Students will also analyze and solve organizational problems using multiple techniques. This analysis will be applied to students' work-related study projects.

OM233 – Computer Information Systems (3 credits) - Examines the role of information processing in an organization, including information processing applications, computer hardware and software, internal data representation, stored program concepts, systems and programming design, flowcharting and data communications. Reviews the history of computers, the social impact of computers and computer security.

OM243 – Introduction to Marketing (3 credits) – This course involves an integrated analysis of the role of marketing within the total organization. Specific attention is given to the analysis of factors affecting consumer behavior, the identification of marketing variables, the development and use of marketing strategies, and the discussion of international marketing.

OM253 – Human Resource Management (3 credits) – Students will explore recruiting and selection, effective use and development of job descriptions, performance management, compensation and benefits, and labor relations in the effective management of human resources. Special attention is given to all the employment laws involved in these various functions. This course delivers the impact of effective human resources management.

OM283 – Business Case Study (3 credits) - An in-depth study as students apply previous learning in business principles to a culminating business case study.

OM313 – Communication in Organizations (3 credits) - This course investigates the role of communication in creating a productive organizational environment. It aids students in developing or strengthening their communication skills by focusing on inter-personal, group and presentation skills.

SPX211 – Professional Presentations (3 credits) - This course focuses primarily on presentations frequently used in the business world, including sales presentations, informative presentations, proposals for change within an existing business, and interviews. The use of effective listening skills and the dynamics of communication within business organizations will be studied. Students will use PowerPoint and other technologies as part of their presentations. Emphasis will be placed upon content, structure and delivery of the presentations, as well as the quality of visual aids. Small group discussions will be used to evaluate presentations.