



# EXCEL

ADULT DEGREE PROGRAMS

## HUNTINGTON UNIVERSITY

### BACHELOR OF SCIENCE: NOT-FOR-PROFIT LEADERSHIP

48 CREDIT HOURS DEGREE COMPLETION

#### Major – Not-for-Profit Leadership – 48 hours

Up to 12 credit hours can be transferred against the classes listed below<sup>1</sup>

HR 320	Training & Staff Development .....	3
OL 300	Not-for-Profit Management .....	3
OL 310	Contemporary Leadership.....	3
OL 320	Marketing and Public Relations.....	3
OL 325	Grant Writing & Administration.....	3
OL 330	Organizational Culture and Change.....	3
OL 335	Not-for-Profit Within the Community .....	3
OM 201	Diversity in the Workplace .....	3
OM 303	Group & Organizational Behavior.....	3
OM 323	Statistics for Managers.....	3
OM 343	Managerial Economics .....	3
OM 353	Ethics in Business .....	3
OM 413	Managerial Accounting .....	3
OM 421	Managerial Finance .....	3
OM 438	Strategic Planning.....	3
OM 443	Business Research.....	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.

**Five locations to choose from:**

- Columbia City
- Fort Wayne
- Huntington
- Online
- Wabash

Students need to have completed 60 semester hours with an average GPA of 2.0, either through an Associate’s degree or from prior college work to enter the Bachelor completion program. 128 total credits are required for graduation, with a required core of 9 hours English, 6 hours Bible/ethics, 6 hours history, 3 hours social science, 3 hours fine arts, 1 hour physical wellness, 6-8 hours of science, computer applications, and Understanding the Christian Faith (MIX285).

Contact the EXCEL office **today** to find out when the next Not-for-Profit Cohort is starting in your area and *take your place...*

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

<sup>1</sup> Following Huntington University’s standard transfer policies. Courses may be substituted by Huntington University February 2009

## Course Descriptions for Courses in Major

**HR 320 Training & Staff Development (3 credits)** - Training and staff development from a human resource perspective will be addressed. Employee orientation, career planning and development, cross training, management development and succession planning are covered. This course also addresses learning styles, technical needs assessment, choosing instructors and programs and program evaluation and modification.

**OL 300 Not-for-Profit Management (3 credits)** - This course will focus on the unique structure of nonprofits, the theories and concepts of nonprofit administration and management.

**OL 310 Contemporary Leadership (3 credits)** - This course is the study of contemporary material in the field of leadership and organizational excellence. Students will learn how key success factors from contemporary materials find their foundation in solid biblical principles. The linkage of these principles to organizational success is also discussed.

**OL 320 Marketing and Public Relations (3 credits)** - Students study public relations principles, cases and problems to facilitate understanding of the philosophies, objectives and techniques of public relations in companies, corporations and institutions. A review of the importance of a strong marketing program within both for-profit and not-for-profit organizations is conducted. The principles of marketing are discussed with an emphasis on how that affects the organization's public image. Students conduct an examination of relations with employees, stockholders, consumers, community, educational institutions, suppliers, dealers and government. The tools of public relations are examined and applied to case problems.

**OL 325 Grant Writing and Administration (3 credits)** - This course is designed to provide fundamental grant writing concepts and helpful information. Students will learn how to find funding resources, the start-to-finish outline of submitting a proposal, helpful information for successful application on various parts of the proposal, and key budgetary considerations. Instruction and concepts will be focused on grant writing for not-for-profit organizations.

**OL 330 Organizational Culture and Change (3 credits)** - This course is a results-oriented business course that balances focus on the evolving marketplace conditions with individual requirements for creating a change-adaptive culture and assist with creating a culture that is "performance enhancing." Topics to be covered: building a change-adaptive culture that can adapt to whatever changes it encounters; impact and opportunity for improved performance; individual accountability for driving the culture toward customer satisfaction; change by design, default or defiance; leadership competencies that are conducive to effective culture change and using change as a source of energy.

**OL 335 Not-for-Profit Within the Community (3 credits)** - This course is designed to provide an awareness of and strategies for partnering with community agencies. Emphasis will be placed on mission alignment and cooperative strategies which will provide long-term benefit for the community. As part of the class students will research available community resources/agencies to determine their mission and functional sphere of influence.

**OM 201 Diversity in the Workplace (3 credits)** - This course is designed, through lecture and discussion, to examine the various elements that create differences within society and the workplace. Also to be examined will be the current legalities regarding diversity in the workplace and how to interface with employers that will enable them to work effectively in a diverse world.

**OM 303 Group and Organizational Behavior (3 credits)** - A study of group formation, development and performance as it affects organizational effectiveness. Emphasis includes exposure to decision making and resolving conflicts in groups. Students develop strategies for efficient and productive group management and determine which tasks are best handled by groups as opposed to individuals. Students are also exposed to inter-group dynamics and management strategies.

**OM 323 Statistics for Managers (3 credits)** - An introduction to research and its tools with specific emphasis upon helping the student complete business research and understand managerial decision-making. Content will include statistical methods, database development, research methods and analysis of a problem or opportunity suitable for a business research topic.

**OM 343 Managerial Economics (3 credits)** - Students are exposed to the principles of economics as they need to be understood and utilized by managers and supervisors in all fields. The globalization of our economy and possible actions affecting economy in all organizations will be included.

**OM 353 Ethics in Business (3 credits)** - This course surveys ethical issues confronting business in the context of personal worldview. Students are asked to examine personal values and formulate strategies to improve management accountability, respect for human rights and how to lead a responsible lifestyle in today's world.

**OM 413 Managerial Accounting (3 credits)** - An overview of the acquisition, analysis and reporting of financial information including a study of income statements, balance sheets, cash flow budgets, changes in financial position and ratio analysis. Emphasis is on reading and understanding accounting documents rather than on their preparation.

**OM 421 Managerial Finance (3 credits)** - Students explore the financial tools available for planning and analysis, as well as how those tools are utilized to manage cash flows and financial resources and to evaluate future investment opportunities. Three primary topics in corporate finance will be developed. These topics include the importance of short-term finance for current operations, the use of capital budgeting tools for investment analysis and the foundation of long-term finance for defining the organization's cost of capital and optimal capital structure.

**OM 438 Strategic Planning (3 credits)** - Students are introduced to various management planning models and techniques and apply these to business cases. The concepts of strategic planning and strategic management are emphasized.

**OM 443 Business Research (3 credits)** - This is a major research effort with the purposes of enhancing knowledge in an area related to one's work or community, improving writing skills, improving public presentation skills and providing research skills that will assist in effective decision making. Students will identify their research topic that reflects a business situation with current and future implications.