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EXCEL is an accelerated business degree program designed specifically to help busy adults earn their degree.

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OM343 Managerial Economics Principles of economics needed to be understood and used by managers and supervisors in all fields will be studied. The internationalization of our economy and possible actions affecting the economy of all organizations will be included.

MIX285 Understanding the Christian Faith Contemporary beliefs and practices of the Christian faith will be examined in light of foundational biblical concepts and themes. Students will reflect upon the role of Scripture and biblical concepts that have historically defined the Christian faith; the differences in Christian heritage so as to value both the fundamental unity of Christianity as well as the diversity within Christianity; and their personal experiences and assumptions about the faith in order to understand better what they believe about Christianity.

OM413 Managerial Accounting 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.

OM313 Communication in Organizations 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 interpersonal, group, and presentation skills.

OM423 Human Resource Administration Students explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations.

OM353 Ethics and the Practice of Management 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 to lead a responsible lifestyle in today's world.

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

Organizational Management Course Descriptions



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Associate of Science in Organizational Management



OM303 Group and Organizational Behavior 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.

OM223 INTRODUCTION TO COMPUTER APPLICATIONS Introduction to Computer Applications introduces fundamental computing concepts and terminology applicable for today's business world. Topics will include terminology, issues in computer usage, and ethical practice. Students will complete "hands on" introductory software assignments using the Windows operating system, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and an Internet browser (Microsoft Explorer). Students will apply their computing concepts and software skills to a real world project.

ENX133 Introduction to Writing Students are instructed in basic modes of composition. They will study professional articles; write a variety of personal and professional essays; evaluate other students' writing as well as the work of professional writers; and learn to evaluate, revise, and edit their own work. Instruction in grammatical principles as related to writing is included in the course.

PEX110 Physical Wellness in Adulthood This course focuses on physical wellness in the life of the adult. Topics include physical fitness, nutrition and weight control, activity and heart disease, methods of conditioning, relaxation and stress, and leisure time sports.

OM213 Management Concepts 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.

SPX211 Professional Presentations This course will focus primarily on presentations frequently used in the business world, including sales presentations, informative presentations, and 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.

OM116 Business Math A study of basic mathematics 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.

OM203 Adult Development and Life Assessment This course introduces adult learners to classical and contemporary adult development and adult learning theory. These theories are examined in light of personal life assumptions (worldview) to provide a paradigm for self-analysis and life assessment that will inform personal future planning. The importance of lifelong learning in the face of adult transitions will be emphasized. The course explores the college experience for adults and provokes examination of students' current situations and resource management in order to ensure success.

OM403 Marketing in a Global Economy Through assigned readings, lectures, and class discussions, students will be exposed to basic marketing theory and terminology and be given the opportunity to apply this newly acquired knowledge to real-world cases exploring domestic and international marketing opportunities and problems. This exploration is designed to provide students with the skills necessary to identify and evaluate critical marketing data and, based on that data, develop workable and successful programs to solve problems and capitalize on opportunities.

**Huntington University
EXCEL Program for Adults**

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