

How To Apply

Contact a program representative at a location near you or apply online at www.friends.edu/application-1

E-MAIL learn@friends.edu
WEB SITE www.friends.edu
WICHITA 316-295-5300
LENEXA 913-233-8700
TOPEKA 785-272-9595
TOLL FREE 800-794-6945

Credit Transfer Policies

- Official transcripts must be mailed directly from the educational institution to Friends University.
- Transcripts stamped “issued to student” cannot be accepted as official transcripts.
- Please have transcripts sent to:
Admissions Processing
Friends University
2100 W. University Ave.
Wichita, KS 67213

Technical Requirements*

PC Minimum Recommendations

- Current version of Microsoft Windows operating system
- Current version of Microsoft Office
- Antivirus Protection (McAfee Antivirus available free to students)
- High-speed Internet access
- Active email account (available free to students)

MAC Minimum Recommendations

- Current version of MAC operating system
- Current version of Microsoft Office for MAC
- High-speed Internet access
- Active email address (available free to students)

*Academic programs may have specific technology requirements that exceed these listed above.

Program Overview

This Bachelor of Science in Organizational Management and Leadership program focuses on practical applications of both management and leadership skills. The program is designed to develop and enhance soft skills and knowledge in interpersonal relationships, problem-solving, team development, supervision and leadership. The OML program also serves as an introduction to the basic principles, theories, and practices of organizational development and the leadership role for next generation leaders. Students will learn skills useful in working with people and understanding group behavior in relation to organizational effectiveness that can be applied immediately on the job to create more rewarding careers and work environments. Specific skills covered include, but are not limited to, emotional intelligence, an overall understanding of organizations, business research, and decision-making.

General Education Requirements

All students completing a Bachelor of Science in Organizational Management and Leadership must complete 37 general education hours.

Graduation Requirements

Writing I (C or better) 3 cr. hrs.
 Writing II (C or better) 3 cr. hrs.
 Nature of Mathematics 3 cr. hrs.
 Natural Science with Lab 4 cr. hrs.
 Speech/Interpersonal Comm 3 cr. hrs.
 Religion/Philosophy 3 cr. hrs.

Social/Behavioral Science 6 cr. hrs.
(choose 2 from Anthropology, Economics, Psychology, Political Science, Sociology)
 Liberal Arts/Humanities 9 cr. hrs.
(choose 3 from 2 categories. Fine Arts, History, Foreign Language/World Culture, Literature)
 Computer Information Systems . . . 3 cr. hrs.
(CIS 125 or the equivalent)

Admissions Requirements

- Complete application and pay application fee of **\$35** (\$40 international fee).
- Continuously enrolled PACE students complete a change of program form in place of application. No application fee required.
- Signed Transcript Request form for official transcripts from all institutions attended, Friends University will process all requests.
- Completion of university approved English Composition I and II classes with a “C” or better.
- A total of 62 or more earned hours.
- A cumulative grade point average of 2.0 or above.
- Earned credit in a college math course.

Modes of Delivery

- One night a week
- Cohort model
- Classroom with web-enhanced options
- Fully online

Hours/Length

- 41 credit hours
- 17 months

About the Program Director



Dr. Jeremy A. Gallegos

Director of Organizational Management and Leadership Program

B.A. Wichita State University
 M.A. Purdue University
 Ph.D. Purdue University

Experiential Learning Credit

Students may demonstrate what they have learned from their life experiences about a particular subject through the Life Learning Essay process. Essays, usually 10 to 14 pages in length, are submitted and faculty members evaluate them for generally three academic credit hours. Credit may also be awarded for professional licensure, certifications and employer training. As a guideline, a minimum of 40 hours of training (hours spent in a classroom situation) may be submitted for evaluation of one credit hour. In addition, students who have earned credits documented on an American Council of Education (ACE) transcript, or from recognized technical/vocational schools may submit transcripts to the Prior Learning Assessment office for evaluation of credit hours.

COURSE LISTINGS

CAPS 302 Analysis, Principles and Skills of Adult Learning

The gateway course for students entering degree completion programs that provides tools for success in adult learning. Adult learning styles and theory will be examined with emphasis on the Kolb model. Students will examine ways in which they learn other than formal classroom settings. Participants will explore issues such as: time management, expectations of students and instructors, and critical thinking skills.

1 credit hour; 2 week module

OML 360 Managing Human Resources

This course exposes students to professional development methods and tools and provides opportunities to use and apply them to problems they will encounter in their work and careers. The development and utilization of human resource strategies are considered. The staffing process, performance management, training, and development, employee retention, among other topics are addressed from the managerial perspective.

3 credit hours; 5 week module

OML 320 Operations and Service Management

The focus of this course is to familiarize students with management skills such as the planning and control of operations and services in organizations. The course also provides practical definitions of managerial roles and responsibilities, tools and techniques for effective operational decision making, and strategic methods for process and productivity improvement.

3 credit hours; 5 week module

OML 330 Professional Communication

This course is designed to promote the development of the types of communication required to function effectively as a leader in an organization. Executive summaries, written reports, formal presentations, employment communications, and interpersonal communication skills necessary for managers will be emphasized. This course helps learners develop the tactics, strategies and a model for effective communication for today's complex organizations.

3 credit hours; 5 week module

OML 350 Financial Decision Making

Students explore business finance and analyze the role of finance in overall corporate strategy. This course emphasizes tools used in decision-making of a manager in making decisions regarding capital budgeting, capital structure, dividend policy, and mergers and acquisitions. The viewpoint is that of readers of financial and managerial reports rather than the accountants who prepare them.

3 credit hours; 5 week module

MGMT 310 Management of Information Systems

This course is designed to provide relevant management and technical concepts necessary to make sound business decisions relating to information systems. This course covers the role of managers in planning, developing, and using information systems that support business needs.

The course will also explore the opportunities for managers to improve customer service, reduce cost, and improve productivity and operational efficiencies.

3 credit hours; 5 week module

OML 306 Organizational Theory and Behavior

Students will combine fundamental theory with organizational behavior research to analyze current issues in organizations. This course focuses on the study of organizations to facilitate identification of common themes for the purpose of understanding of the roles of management in fulfilling the mission and goals of organizations, analyzing group and individual decision-making techniques, determine various roles within organizational groups, teams, virtual teams, and identify effective collaborative styles for efficient group management.

3 credit hours; 5 week module

OML 370 Perspectives in Leadership

This course explores leadership perspectives from the traditional to contemporary approaches. Emphasis will be given to situation styles of leadership along with key practices and skills. Students critically examine life experiences within the context of identifying personal and professional traits and skills, and evaluate personal strengths and weaknesses. This foundation is used to develop leadership strategies, identify and understand

the implementation of personal goals, and anticipate professional opportunities.

3 credit hours; 5 week module

OML 400 Corporate Governance: Ethics and Social Responsibility

This course will introduce students to corporate ethics and compliance programs through the consideration of ethical theory, current issues and practices in business, professional codes and standards and global issues. In addition, the course will also consider the ethics of leadership otherwise referred to as the tone at the top. Topics to be discussed include the sources of authority, the management of consensus, the morality of expediency, the requirements of hierarchy, the virtues and vices of loyalty, the relevance of ethical principles in extreme situations. Students will also develop and apply their own code of professional ethics.

3 credit hours; 5 week module

OML 415 Organizational Development and Change Management

In this course, students will be introduced to broad historical and contemporary developments in organizations and organizational theory along with the key elements and techniques that promote achievable organizational development and planned change for greater organizational effectiveness. The course concentrates on internal organizational strategy, planning, structure, and other processes. Some topics covered are technological approaches to change, structural approaches to change and behavioral approaches to organizational change, and a model for management of innovation in formal organizations.

3 credit hours; 5 week module

OML 499 Leadership in a Global Society

This course will explore the nature of "effective" leadership in various cultures and leadership skills needed in organizations that function in a global society. Globalization as a major context of organizational change will be reviewed for its advantages and disadvantages. Students are asked to describe aspects of leadership in particular cultures based on their research and/or personal experiences. The goal of the course is to prepare students to understand business assignments in the global context.

3 credit hours; 5 week module

OML 479 Business Research Methods

This course is designed to lay the foundation of good empirical research explored in the context of organizational management. It deals with the assumptions and the logic underlying business research. Professional research articles are evaluated and analyzed with an emphasis on reading and understanding research. Students become acquainted with a variety of approaches to research design, and are helped to develop their own projects and to evaluate the products of empirical research.

3 credit hours; 5 week module

OML 488 Leadership Application

The purpose of this e-course is for students to detail their personal leadership growth during the program. Students will also produce a written packet that summarizes their reflections on and experiences around leadership during the program. Students will use readings, experiential exercises, and self-reflection, as well as focused coaching and feedback, to optimize their own leadership capabilities and develop a personal model of leadership.

3 credit hours; 5 week module

OML 497 Special Project in OML

This advanced course provides students an opportunity to apply research, writing, and presentation skills in developing a report designed for a managerial audience. Students are challenged to complete a project in their workplace, write a report, and develop an oral presentation for a managerial audience. This project is completed more independently than the other courses, synthesizing information from the rest of the program. Students learn significant skills in project management, written and oral presentations, and demonstrate skills in applying theoretical constructs to concrete applications.

4 credit hours; 5 week module