Organizational Management
(Quest, a field-experience program only)

The organizational management program is designed to train non-financial managers across all fields of endeavor. The program is structured only for those who have had at least two years of college credit and at least five years of working experience, and who are currently working in some organizational setting which allows for field application of the course work. The program affords students a unique opportunity to complete a bachelor’s degree with an academic schedule arranged to accommodate the work schedules of adult students. All applicants for this program must apply through the Quest Office.

Credit is awarded in this program through the following means:
1. the coursework in the major;
2. the assessment of life experience learning through the portfolio process (up to a maximum of 31 credit hours; no grades are assigned);
3. the applied decision making project.

Admissions Requirements
Admissions requirements for this program are outlined as follows:

1. Students must be currently active in either the workforce or some type of community service and must have had extensive work experience or community involvement in the past.
2. Students must present a minimum of 60 semester units of undergraduate college credit through coursework or nationally recognized examination (e.g. CLEP). Coursework must be completed with a grade of C- or better.
3. Three semester credits in English composition are required for entry into the program. An additional 27 semester credits, for a total of 30 credits, must be completed to meet the general education (core) requirements for graduation. These 30 semester units must include, but are not necessarily limited to, the following distribution:

   - English Composition ....................................................3
   - Speech .............................................................................3
   - Math .................................................................................2
   - Social Science .................................................................3
   - Humanities .....................................................................6
   (including 3 credits in art, literature, or music)

On occasion, a student may be allowed to enter the program with minimal deficiencies (excluding English composition) in the above core requirements. In such an instance, the deficiencies must be made up prior to graduation. Specific details are provided at the time of acceptance.

4. Before being admitted, students must submit a writing sample and have it approved. Students who have completed six semester hours of English composition with no course grade below a B- are exempt from submitting a writing sample.

Transfer of Credit
Acceptable credits for transfer include the following:
- Coursework from regionally accredited colleges
- CLEP or other recognized examination
- Advanced placement credit
- Military training
- Transcripted credit from agency accredited junior colleges or professional schools and non-accredited colleges may be accepted on a very limited basis.

NOTE: The total number of credits transferred from institutions other than four-year regionally accredited colleges may not exceed 70 semester units.

Graduation Requirements
Graduation requirements for the Bachelor of Science degree in Organizational Management consist of:

1. completion of all program and degree requirements
2. an institutional grade point average of 2.0 or above
3. 126 semester credits
4. acceptable competence in Bible knowledge as demonstrated by college level Bible survey course (3 credit minimum) or successful completion of the Quest Bible course.

To be eligible for graduation honors, a student must complete a minimum of 50 semester hours at Covenant College. These 50 hours do not include portfolio credit.

Portfolio Development
Students in this non-credit, extracurricular course learn how to develop a portfolio of professional training to earn college credit. Those who need additional credit receive instruction in writing the life-learning essay which may be submitted through the portfolio process as an appeal for academic credit in specific disciplines. Credit is awarded at a standard
hourly fee after a student has entered the Quest program and after satisfactory completion of the portfolio.

**Required Courses**

The 33 semester-credit curriculum is taught in a series of nine courses and Applied Decision Making which are taken consecutively rather than concurrently. All courses described are required for the program, and no substitutions or exemptions are permitted.

**Semester I**

**OM 434. Group Dynamics and Organizational Behavior**
This course is a study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Students develop strategies for efficient and productive group management and determine which tasks are best handled by groups or individuals. Three credits/five weeks.

**OM 421. Business Communication**
Development of business communication skills is the purpose of this course. Students will deliver work-related presentations and produce effective business documents. Three credits/five weeks.

**IDS 461 Applied Decision Making**
This course is based on lectures and exercises designed to teach students how to make difficult business decisions using their experience, intuition, and researched data. The course culminates in a comprehensive paper that outlines the recommended solution to a work site problem. Three credits/six weeks.

**OM 443. Principles of Management and Supervision**
Students examine motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. An examination of contemporary concepts of management and the various presuppositions underlying the theories is included. Three credits/five weeks.

**IDS 401. Philosophy of Culture**
Management students are expected to develop an understanding of the relationship of Christ to culture. A biblical theological framework is developed to enable students to begin to examine all dimensions of life from a Christian perspective. This perspective serves as a foundation for activity in the workplace and all of culture. Three credits/five weeks.

**Semester II**

**OM 425. Human Resource Management**
This course provides a study of the human resource function in an organization. Current thought in the area of human resources and its impact on the productivity in an organization is also included. Three credits/five weeks.

**IDS 408. Interpersonal Communication**
This course focuses on the development of communication skills including listening, attitude development, conflict resolution and group problem solving. A major goal is to develop models for effective relationships necessary to create productive work environments. Three credits/five weeks.

**OM 411. Managerial Marketing**
This course makes application of basic marketing theory and terminology to writing, presenting, and analyzing a real-world marketing plan, thereby developing the marketing skills and confidence managers need to succeed in today’s rapidly changing environments. Three credits/five weeks.

**OM 437. Business Ethics**
Ethical theories and personal values are examined through readings and discussion, especially as they relate to organizations in our culture. Particular emphasis is given to the development of a personal ethic for decision-making in the workplace and in public service opportunities. Three credits/five weeks.

**OM 452. Strategic Management**
The course surveys the role of management in developing an organization’s strategic vision; setting performance objectives; and crafting, implementing, and evaluating organizational strategies. Three credits/five weeks.

**IDS 471. Applied Decision Making**
Presentation and critical analysis of completed student research projects. Three credits/one week.

**Optional Course**

The biblical studies course is available only to students enrolled in the Quest Program to fulfill the Quest Bible core requirement.

**250. Biblical Literature and Theology**
The Biblical Literature section of the course involves reading and interacting with major portions of the Christian Scriptures, particularly those that present the historical unfolding of God’s redemptive program for His people. The doctrinal section of the course involves a topical study in five major areas of Christian teaching. The areas covered are the authority of the Bible, God and Trinity, man and his
condition, salvation and the church, and the doctrine of last things. Three credits/eight weeks.