



# YOU *f*IRST.

Master of Arts in  
Organizational Change and Leadership

“IN MY BUSINESS EXPERIENCE, I HAVE FOUND THERE ARE ALWAYS OPPORTUNITIES FOR THOSE WITH LEADERSHIP SKILLS. THIS HAS BEEN ESPECIALLY TRUE IN THE PAST FEW YEARS. LEADERS ARE VALUED FOR THEIR UNIQUE ABILITY TO ADVANCE ORGANIZATIONAL POTENTIAL BY ENGAGING STAKEHOLDERS IN A COLLABORATIVE EFFORT.”



JAMES "DAVID" ALEWINE,  
M.A. IN ORGANIZATIONAL CHANGE  
AND LEADERSHIP PROGRAM  
PROGRAM COORDINATOR



ARE YOU PREPARED TO ASSUME THE LEADERSHIP RESPONSIBILITIES REQUIRED IN TODAY'S CHALLENGING ECONOMIC ENVIRONMENT? ALTHOUGH EVERY ORGANIZATION IS DIFFERENT, LEADERSHIP IS A PREREQUISITE FOR SUCCESS IN ANY ENVIRONMENT. CHANGE IS CONSTANT AND NECESSARY IF WE ARE TO COMPETE AND AVAIL OUR ORGANIZATIONS OF THE ADVANCES IN TECHNOLOGY AND INNOVATION. THROUGH THE M.A. IN ORGANIZATIONAL CHANGE AND LEADERSHIP PROGRAM, YOU WILL LEARN HOW TO MEET THE CHALLENGES PRESENTED IN TODAY'S ORGANIZATIONS AND BE PREPARED TO ADDRESS GREATER OPPORTUNITIES IN THE FUTURE. YOUR PEERS AND MANAGEMENT WILL NOTICE THE DIFFERENCE. JOIN OUR INNOVATIVE PROGRAM AND TRANSFORM YOUR CAREER AND ORGANIZATION TODAY!

YOU *first*.  
ST.



## PROGRAM OVERVIEW

An organization today, regardless of its environment, depends on those with leadership skills to lead ever increasing diverse and complex entities. Change is a constant and must be managed by skilled leaders. Because employees are increasingly viewed as one of its most critical assets, the organization must provide competent leaders to coach, model organizational values, encourage creativity, and share the organization's vision to build cohesive teams, motivated employees and volunteers. At Columbia College, we have built a program to equip leaders of today and tomorrow with the skills necessary to lead and grow organizations.

The M.A. in Organizational Change and Leadership is designed for the professional who wants to make a difference in how the work gets done in his or her organization or business. It's about being ready when an opportunity comes along to lead in a different direction or guide your organization through change. Rapidly changing economic and social events require that leaders take bold steps and find new ways to tackle emerging issues and developments. Your confidence from learning new approaches can set you apart, with readiness, to lead new initiatives.

The program of study for this graduate degree is designed to be relevant, to be applicable in the work place, and to promote self-understanding. The key concepts will include:

- Interpreting information and problem solving within complex organizations
- Developing a personal leadership style
- Managing and resolving conflict
- Managing change and resistance
- Using evaluation to make better decisions
- Examining ethical behavior and its impact on decisions
- Assessing your personal communication style and self-concept as a leader
- Using information and technology to encourage innovative change
- Understanding challenges integrating diverse populations within organizations
- Providing internship opportunities to practice new knowledge and skills

Gwendolyn K. Baker '09  
M.A. in Human Behavior and  
Conflict Management  
C.O.O. South Carolina Campaign  
to Prevent Teen Pregnancy



# Master of Arts in Organizational Change and Leadership

## PROGRAM OF STUDY

### FALL SEMESTER - 9 SEMESTER HOURS

BH 715 *Informed Decision Making through Research*. (3 s.h.)  
Making sound decisions based on reliable, accurate and timely information and data is crucial in today's environment.

BH 731 *Individual Psychology* (3 s.h.)  
How the individual leader finds congruence between his/her self-concept, personal values and the organization's mission is necessary for success and involves reflection and self-examination.

BH 741 *Organizational Theory and Behavior* (3 s.h.)  
Examining organizational theory and behavior to gain insight into how organizations function, operate, and change over time.

### SPRING SEMESTER - 12 SEMESTER HOURS

BH 701 *Conflict Management and Negotiation* (3 s.h.)  
Conflict is a normal and expected occurrence in all organizations. Today's leader must understand the sources of conflict and the best methods for managing or resolving conflict.

BH 708 *Change and Innovation in Organizations* (3 s.h.)  
Understand and accommodate change and the resistance that often accompanies it. The need for innovation is critical with ever changing technology and ideas to give the organization a competitive advantage.

BH 721 *Leadership Theory and Practice* (3 s.h.)  
Leadership theory and practice explores models and theories and how they can be applied to the student's current position and how they can assist the student in attaining his/her future goals.

BH 764 *Group Process* (3 s.h.)  
Leading a cross cultural and global workforce presents unique challenges that require an understanding of group dynamics to lead effectively and guide actions that accomplish goals and sustain participation across the organization.

### SUMMER SEMESTER - 9 SEMESTER HOURS

BH 735 *Ethical Behavior in Leadership* (3 s.h.)  
Lessons from the past decade have taught us that leadership cannot exist without sound ethics and ethical behavior. Individual and organizational ethics must be examined and understood in the proper context. Ethics are the cornerstone of organizational leadership today.

BH 745 *Using Information and Technology for Innovative Leadership* (3 s.h.)  
Practical tools allow leaders to obtain and analyze pertinent data to make informed decisions and monitor the environment for feedback.

BH 770 *Internship* (3 s.h.)  
An internship in the final summer term provides students the opportunity to work in organizations of related interest and to further practice the skills learned in the program. The internship can also be used to develop a project to explore an area of particular interest.



"IN A COMPLEX  
WORLD, THE  
LEADER WHO CAN  
MAKE A POSITIVE  
DIFFERENCE IS  
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WHAT YOUR ORGANIZATION STANDS FOR AND  
THEN DEVELOPING THE SKILLS AND KNOWLEDGE  
TO EMPOWER PEOPLE TO REACH SHARED GOALS  
CAN TRANSFORM LIVES. THE MASTER OF ARTS  
IN ORGANIZATIONAL CHANGE AND LEADERSHIP  
WILL EQUIP YOU TO BE A LEADER WHO CAN BRING  
ABOUT AND SUSTAIN CHANGE."

DR. CAROLINE WHITSON  
PRESIDENT  
COLUMBIA COLLEGE

# Financial Aid



The single most important fact you need to know about financial aid is that you have options.

- You can pay online with VISA, MasterCard, or American Express at [www.columbiasc.edu](http://www.columbiasc.edu). Payment is due in full on or before the first day of class.
- You can make monthly payments by enrolling in Tuition Management Systems (TMS). Information is available online at [www.afford.com](http://www.afford.com) or by calling 800.722.4867. You can request a brochure from the Office of Graduate Admissions.
- You can apply for federal student aid through the Stafford Federal Loan program. You must be degree-seeking and enroll in at least six hours per semester to be eligible to receive loans.
- Students who are eligible to receive educational benefits through the Veterans Administration should apply to the appropriate agency as soon as you file the FAFSA.

If you choose to apply for federal student aid, you are required to file the FAFSA, Free Application for Federal Student Aid, at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Columbia College federal code is 003430. You will submit information from your most recent federal tax return and that information determines how much Columbia College can award you in Stafford Federal Loans.

You should apply for federal student aid at the same time you apply for admission. Delay in filing the FAFSA can result in Columbia College not being able to award you for the semester in which you plan to enroll.

For detailed financial aid information, contact the Office of Financial Aid at 803.786.3612. Financial aid will send you a tentative award letter after you have been accepted into the program.

All graduate students are given a \$300 line of credit each semester in the bookstore.



# Apply to the Master of Arts in Organizational Change and Leadership

## ENROLL FALL

First Semester—take 3 classes: 9 s.h.

Second Semester—take 4 classes: 12 s.h.

Third Semester—take 3 classes: 9 s.h.

## CLASSES MEET 4 TIMES PER SEMESTER

Friday 6:00 p.m.-8:30 p.m.

Saturday morning 9:00 a.m.-1:30 p.m.

Saturday afternoon 2:30 p.m.-7:00 p.m.

Sunday morning 9:00 a.m.-1:30 p.m.

## HOW TO APPLY TO THE MASTER OF ARTS IN ORGANIZATIONAL CHANGE AND LEADERSHIP PROGRAM

Application for admission to the Master of Arts in Organizational Change and Leadership Program is open to women and men with a bachelor's degree either from a regionally accredited institution or with the approval of the Graduate Council. Students are admitted as either Degree-Seeking students or as Non-Degree Seeking students. Applications are accepted for the fall semester only.

## ADMISSION REQUIREMENTS

Applicants must complete the following requirements:

- Submit application form online at [www.columbiasc.edu](http://www.columbiasc.edu)
- Submit two recommendations, including the matrix and narrative, from a supervisor, professor, or colleague who can attest to your ability to perform at the graduate level.
- Submit an application essay based on one of the three scenarios listed online at [www.columbiasc.edu](http://www.columbiasc.edu)
  - Cover page is required with the following information listed:
    - Full name
    - Scenario number you addressed
- Submit one of the following:
  - Official GRE (Graduate Record Examination) score
  - Official MAT (Miller Analogies Test) score
  - Official GMAT (Graduate Management Admission Test) score
  - If your cumulative undergraduate GPA is 3.0 or higher on a 4.0 scale, you are not required to submit the current teaching certificate, GRE score, or MAT score.
  - A current teaching certificate
- All applicants are required to submit official transcripts from every school attended post high school.
- A TOEFL score is required for applicants whose first language is not English. The minimum score required on the computer version is 213; the minimum score required on the paper version is 550.

## TRACK YOUR ADMISSION FILE ONLINE 24/7

You have instant, convenient access to your admission file on Koala Connection (KC). Log on to [kc.columbiasc.edu](http://kc.columbiasc.edu) and view the status of your admission file.

## QUESTIONS? GIVE US A CALL

For help, advice, and answers to your questions, contact the Director of Admissions at 803.786.3766 or e-mail [emeneker@columbiasc.edu](mailto:emeneker@columbiasc.edu).

## MAILING ADDRESS

Office of Graduate Admissions  
1301 Columbia College Drive  
Columbia, SC 29203  
803.786.3766  
FAX 803.786.3393

## PHYSICAL ADDRESS

Office of Graduate Admissions  
4706 Colonial Drive  
Columbia, SC 29203



YOUR LIFE IS TOO BUSY TO DO BUSY WORK. SO EVERYTHING YOU LEARN IN THE PROGRAM WILL BE PRACTICAL, HANDS-ON AND IMMEDIATELY APPLICABLE TO YOUR WORK ENVIRONMENT.

## QUICK FACTS



### CONVENIENT PARKING

Unlike other schools, Columbia College offers plenty of safe, on-campus parking for registered students with a parking permit. We also have a courtesy officer who provides transportation from any parking lot to campus locations and vice versa with just a quick call from a campus phone or cell phone. Once again, it's all about putting You First!

### AFFILIATION

Columbia College is affiliated with the United Methodist Church.

### PERKS

As a Graduate School student, you've got perks. Your student ID card opens the door to a world of amenities, wellness facilities and cultural opportunities at Columbia College. On the cultural front, you can attend art exhibitions, dance performances, piano recitals, opera productions, or plays. And you can bring your family, too. Being a Columbia College student means joining our rich cultural community.

### CHARACTER

The Graduate School at Columbia College offers adult students a rewarding opportunity to continue their education or earn their graduate degree. The Graduate School is open to both men and women.

### NONDISCRIMINATION POLICY

Columbia College does not discriminate on the basis of gender in the graduate program. Columbia College does not discriminate on the basis of race, religion, national origin, age, or disability in any of its educational programs, admission procedures, or employment practices.

### DIRECTIONS TO COLUMBIA COLLEGE

• From I-26: Take I-20 East towards Florence. Go approximately four miles to Exit 71, North Main Street. At the end of the exit ramp, turn left onto North Main Street. Go three miles and you will see Columbia College dormitories on your left. At the stoplight, turn left onto Columbia College Drive. Go one block and turn left onto Colonial Drive. The office of graduate admissions is the third building on your right.

• From I-20 going east (towards Florence): take Exit 71 (North Main Street). Turn left onto North Main Street and go three miles; you will see Columbia College dormitories on your left. At the stoplight, turn left onto Columbia College Drive. Go one block and turn left onto Colonial Drive. The office of graduate admissions is the third building on your right.

• From I-20 going west (towards Augusta): take Exit 71 (North Main Street). At the end of the exit ramp, turn right onto North Main Street and go three miles; you will see Columbia College dormitories on your left. At the stoplight, turn left onto Columbia College Drive. Go one block and turn left onto Colonial Drive. The office of graduate admissions is the third building on your right.

• From I-77: Take I-20 West towards Augusta. Take Exit 71 (North Main Street). At the end of the exit ramp, turn right onto North Main Street and go three miles; you will see Columbia College dormitories on your left. At the stoplight, turn left onto Columbia College Drive. Go one block and turn left onto Colonial Drive. The office of graduate admissions is the third building on your right.

### ACCREDITATIONS AND MEMBERSHIPS

Columbia College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; telephone number: 404.679.4501) to award bachelors and masters degrees.

- National Council for Accreditation of Teacher Education, NCATE
- American Association of Colleges for Teacher Education
- American Association of University Women
- American Council on Education
- Consortium for International Students
- Council of Graduate Schools
- Independent Colleges and Universities of South Carolina
- National Association of Schools and Colleges of the United Methodist Church
- National Council of Church Related Colleges
- Southern Association of Colleges for Women
- Southern Regional Honors Council
- The University Senate of the United Methodist Church
- Women's College Coalition

### MAILING ADDRESS

Office of Graduate Admissions  
Columbia College  
1301 Columbia College Drive  
Columbia, South Carolina 29203  
803.786.3191  
Fax: 803.786.3393

### PHYSICAL ADDRESS

Office of Graduate Admissions  
Fleming House  
4706 Colonial Drive  
Columbia, South Carolina 29203

*Admission requirements or degree programs are subject to change.*

