

Associate of Science Degree Programs



The associate and bachelor's degree programs offered by Professional & Graduate Studies are designed for working adults who may have acquired learning through college or university courses, career experiences, professional or military schools and in-service training. Programs are designed to provide the knowledge and skills required for leadership in one's profession as well as personal skills needed for effective performance. These skills include:

- The ability to see things from a Christian worldview.
- The ability to think and act ethically.
- Values and skills necessary for lifelong learning.
- Skill in thinking critically concerning ideas and performance.
- Skill in problem solving and decision-making.
- The ability to communicate effectively both in writing and orally.
- The ability to work effectively in teams.

All undergraduate programs have general education requirements as well as core requirements for the concentration/major.

Admission Requirements

The admission requirements for the associate degree programs are as follows:

1. Submission of a completed application and non-refundable \$35 application fee.
2. Official transcripts from all previously attended colleges/universities (U.S. regionally accredited or equivalent) and a copy of official military transcripts, if applicable.
3. Graduation from high school or successful completion of GED.
4. A minimum of two years full-time work experience since high school.
5. Students whose primary language is not English must achieve a minimum TOEFL score of 550 (paper-based test), 213 (computer-based test) or 79-80 (internet-based test).

Graduation Requirements

To be eligible for the Associate of Science degree, the following requirements must have been met:

1. Completion of at least 60 semester hours including the prescribed subject concentration (17 credits) listed in Step I and II and general education requirements (43-44 credits) with minimums in the following areas. All general education requirements are included in Steps I and II of the associate programs.

English Writing, 3-4 credits

Must include production of a research paper

Speech, 3 credits

A communication course with oral speech opportunities

Fine Arts, 3 credits

One course: art or music appreciation

Humanities, 18 credits

One course from each of the following categories: History, Literature, Philosophy, Theology or REL-102, an Old Testament survey or REL-231, a New Testament survey or REL-232

Math/Computer Science, 3 credits

MAT-110 or higher

Lab Science, 3 credits

One course (Biology, Chemistry, Physics)

Social Science, 6 credits

Two courses from the following categories: Sociology, Psychology, Economics, Political Science, Geography

KIN-100 Foundations of Wellness, 2 credits

IDS-100 Foundations of Inquiry, or Electives, 2 credits

(Students with less than 20 transferable credits must take IDS-100)

2. Cumulative grade point average of 2.00 or higher overall and a grade of C- or higher in ENG-118 and COM-111.
3. Credit from remedial or non-college level courses will not count toward graduation credit.
4. Students with 20 or more semester hours who complete the Step II program will meet graduation requirements for the associate degree by also completing the remaining subject concentration courses in Step I and by fulfilling all general education requirements.
5. Payment of all tuition and fees.
6. Residency Requirements: Students must complete at least 24 semester hours at Cornerstone University, including residency for at least 12 semester hours of the subject concentration/major. Prior Learning Assessment credit (PST/LLE) and credit by exam (CLEP, DANTES) do not apply to in-residence credit.
7. Graduation application to the Registrar's office filed no later than November 1 for December graduates and no later than February 1 for May/August graduates.

Associate of Science in Business Studies

The associate program in Business Studies is an introductory level academic program designed for working adults who understand what a solid Christian liberal arts education can enable them to accomplish in their professional and personal lives. This program is completed in two steps, and each step can be completed in as little as one year. The Step II portion of the program is designed for individuals who have at least 20 transferable credits and need a mix of general education and business core courses.

This program provides an extensive study of many disciplines in order to establish a strong educational core through which students may rightly interpret reality and live out their faith in all areas of life. Course projects and assignments require individual and group interaction. Working in these various settings, students learn how to manage effectively in a fast-paced, team-oriented environment. This approach allows students to develop their leadership and communication skills. Completion of the associate program satisfies the requirements to continue into a bachelor's program.

Student Learning Objectives

The Associate of Science in Business Studies curriculum is designed to enable the student to:

1. Demonstrate an understanding of Christian worldview and the ability to apply it to business and social issues.
2. Communicate effectively both in oral and written forms.
3. Demonstrate a knowledge-base in the liberal arts as a foundation for the completion of a business-related bachelor's degree.
4. Integrate basic business principles, concepts and skills.

Required Courses and Credits

Course	Step I	Credits	Weeks
IDS-100	Foundations of Inquiry.....	2	5
COM-111	Foundations of Speech Communication.....	3	5
BUS-217	Introduction to Global Business.....	3	5
ENG-118	Introduction to Writing and Research.....	4	8
REL-102	Christian Foundations.....	3	5
BUS-241	Personal Financial Planning.....	3	5
PSY-111	General Psychology.....	3	5
HIS-115	American Studies.....	3	5
MKT-251	Principles of Marketing.....	3	5
PHI-211	Philosophy in Culture.....	3	5
Total.....		30	53

Course	Step II	Credits	Weeks
MGT-233	Leadership Studies.....	3	6
KIN-100	Foundations of Wellness.....	2	4
ENG-223	Introduction to Literature.....	3	5
REL-232	Gospel Literature.....	3	5
MAT-120	Contemporary Math.....	3	7
MGT-232	Entrepreneurship.....	3	5
FAR-211	Introduction to Fine Arts.....	3	5
REL-231	Mosaic Literature.....	3	5
SOC-211	Current Social Issues.....	3	5
SCI-119	Contemporary Issues in Science and Technology.....	3	6
BUS-234	Current Problems in Business: Case Studies.....	2	4
Total.....		31	57

Associate of Science in Human Services

The associate program in Human Services is an introductory level academic program designed to teach students how to meet human needs through an interdisciplinary knowledge base, focusing on prevention as well as remediation of problems and maintaining a commitment to improving overall quality of life of service populations.

Developed through discussion and collaboration with human service leaders, the program integrates theory with practice through field-based experiences. The program is aligned with the Council for Standards in Human Service Education (CSHSE) and their Community Support Skills Standards. Courses focus on the development of basic helping skills that provide services to individuals or groups with a diversity of needs.

Course projects and assignments require individual and group interaction. Working in these various settings, students learn how to manage effectively in a fast-paced, team-oriented environment. This approach allows students to develop their leadership and communication skills. Completion of the associate program satisfies the requirements to continue into a bachelor's program.

Field-Based Experience

As a capstone to the program, students will demonstrate their competencies by applying and integrating their knowledge within a human service agency. This experience will be facilitated by faculty and individuals in the human services field.

Student Learning Objectives

The Associate of Science in Human Services curriculum is designed to enable the student to:

1. Demonstrate knowledge of the basic helping skills necessary in human services.
2. Demonstrate communication and problem-solving skills needed to function as an effective leader and facilitator.
3. Apply leadership principles and practices and ethical decision-making from a Christian worldview.
4. Demonstrate sensitivity and the ability to work effectively with diverse needs and populations.
5. Integrate core knowledge and practical experience in order to analyze and resolve human service needed by a diverse and global population.

Required Courses and Credits

Course	Step I	Credits	Weeks
IDS-100	Foundations of Inquiry.....	2	5
COM-111	Foundations of Speech Communication.....	3	5
SOC-101	Introduction to Human Services.....	3	5
ENG-118	Introduction to Writing and Research.....	4	8
REL-102	Christian Foundations.....	3	5
SOC-111	Introduction to Sociology.....	3	5
PSY-111	General Psychology.....	3	5
HIS-115	American Studies.....	3	5
SOC-201	Intercultural Relations.....	3	5
PHI-211	Philosophy in Culture.....	3	5
Total.....		30	53

Course	Step II	Credits	Weeks
MGT-233	Leadership Studies.....	3	6
KIN-100	Foundations of Wellness.....	2	4
ENG-223	Introduction to Literature.....	3	5
REL-232	Gospel Literature.....	3	5
MAT-120	Contemporary Math.....	3	7
PSY-221	Interviewing and Counseling.....	3	5
FAR-211	Introduction to Fine Arts.....	3	5
REL-231	Mosaic Literature.....	3	5
SOC-211	Current Social Issues.....	3	5
SCI-119	Contemporary Issues in Science and Technology.....	3	6
SOC-229	Field Experience/Applied Project.....	3	6
Total.....		32	59

Bachelor of Science Degree Programs



Degree programs leading to a Bachelor of Science degree at Cornerstone University develop leadership, analytical and problem solving skills within a Christian framework. Students may select from three majors: Business Administration, Management and Ministry Leadership. Classes meet once per week for four hours on the same day throughout the duration of the program. In addition, students work with a Professional Learning Team to discuss and prepare projects and share learning resources. In approximately 20 months, students can complete curriculum requirements for their major. Some students may have additional electives to complete after they finish their major program in order to meet university and state of Michigan requirements of 120 semester hours for a bachelor degree.

Documented life-learning and job-related projects are important components of the programs. For that reason, entering students should have at least two years of significant job related experience.

Admission Requirements

The admission requirements for the bachelor's degree completion programs are as follows:

1. Submission of a completed application and non-refundable \$35 application fee.
2. At least 56 semester hours of transferable, college-level credit from accredited colleges/universities.
3. Official transcripts from all previously attended colleges/universities (U.S. regionally accredited or equivalent), CLEP and DANTES transcripts and a copy of official military transcripts, if applicable.
4. A minimum of two years of full-time work experience since high school.
5. Students whose primary language is not English must achieve a minimum TOEFL score of 550 (paper-based test), 213 (computer-based test) or 79-80 (internet-based test).

Graduation Requirements

To be eligible for the Bachelor of Science degree, the following requirements must have been met:

1. Completion of at least 120 semester hours including a minimum 24 semester hour major, a 15 semester hour minor, and 30 semester hours of general education requirements with minimums in the following areas listed below. Courses that count toward general education requirements must be at least two semester hours, and the total general education credit must not be less than 30 semester hours. General education credits can be earned through college coursework and credit by exam, or awarded through prior learning credit. Students enrolled in any of the PGS programs can "drop in" to many of the courses offered in the division to fulfill these requirements.

English Writing, 3 credits

Must include production of a research paper

Speech, 3 credits

A communication course with oral speech opportunities

Fine Arts, 3 credits

One course: art or music appreciation

Humanities, 9 credits

Three courses from at least two of the following categories: History, Literature, Modern foreign language (one year of college or above), Philosophy/Religion

Math/Computer Science, 3 credits

MAT-110 or higher

Lab Science, 3 credits

One course from the following categories: Biology, Chemistry, Physics

Social Science, 6 credits

Two courses from the following categories: Sociology, Psychology, Economics, Political Science, Geography

2. A cumulative grade point average of 2.00 or higher overall, and completion of the major with a grade point average of 2.5 or higher. A grade of C- or better in ENG-119 and COM- 211.
3. Credit from remedial or non-college level courses will not count toward graduation credit.
4. A maximum of 30 credits through prior learning assessment and credit by exam may be awarded. All prior learning assessment petitions (LLE/PST) for credit must be submitted 30 days prior to any of the three graduation dates in order to allow time for evaluation.
5. Students may receive a double major from the University if they have fulfilled all requirements for both majors. If there is an overlap of courses between the two majors, additional courses must be taken in that field of study. Students may also earn a minor by fulfilling additional credits in another area of study as prescribed by the university.
6. Ministry Leadership degree candidates must also complete the following in addition to their program:
 - a New Testament survey course, REL-232, or REL-234 (3 credits)
 - an Old Testament survey course, REL- 231 or REL-235 (3 credits)
7. Payment of all tuition and fees.
8. Residency Requirements: Students must complete at least 32 semester hours at Cornerstone University, including residency for at least 12 semester hours of the subject concentration/major. Prior Learning Assessment credit (PST/LLE) and credit by exam (CLEP, DANTES, or Berlitz language evaluation) do not apply to in-residence credit.
9. Graduation application to the Registrar's office filed no later than November 1 for December graduates and no later than February 1 for May/August graduates.

Business Administration Major

The Business Administration program is designed for working professionals who are seeking to develop management, leadership and decision-making skills needed in today's complex business environment. By incorporating professional learning teams into the program, students will learn how to interact effectively in a fast-paced, team-oriented workplace.

Student Learning Objectives

The Bachelor of Science in Business Administration curriculum is designed to enable the student to:

1. Identify and apply Christian values and ethics.
2. Communicate effectively both in oral and written forms.

3. Demonstrate functional knowledge and decision-making skills needed in business.
4. Apply qualitative and quantitative skills in business applications.

Required Courses and Credits

Course (<i>*indicates required courses in the major</i>)	Credits	Weeks
Orientation	0	1
IDS-302 Principles of Self Management	3	5
ENG-119 Writing for Business.....	3	5
COM-211 Business and Professional Communication.....	3	5
ECN-311* Managerial Economics	3	5
IDS-401 Christian Foundations in Business	3	5
MGT-314* Management and Leadership.....	3	5
BUS-219 Business Technology.....	3	5
MKT-350* Marketing Management.....	3	5
BUS-211* Business Statistics	3	7
BUS-401 Business Ethics and Values	3	5
BUS-361* Business Law	3	5
ACC-324* Principles of Financial Accounting.....	4	7
ACC-325* Managerial Accounting	3	5
FIN-345* Financial Management.....	3	6
MGT-432* Strategic Management.....	3	5
Total.....	46	81

Management Major

The Management program is designed for working professionals who are seeking to develop management and leadership, communication and decision-making skills from a Christian worldview. This program emphasizes core competencies necessary to manage effectively in a fast-paced, team-oriented workplace.

Student Learning Objectives

The Bachelor of Science in Management curriculum is designed to enable the student to:

1. Effectively evaluate management and leadership practices and decisions from a Christian worldview.
2. Demonstrate effective written and oral communication skills.
3. Identify a systems approach to management theory and practice.
4. Define basic concepts in the core business disciplines of economics, marketing, accounting and finance.

Required Courses and Credits

Course (<i>*indicates required courses in the major</i>)	Credits	Weeks
Orientation	0	1
IDS-302 Principles of Self Management	3	5
ENG-119 Writing for Business.....	3	5
COM-211 Business and Professional Communication.....	3	5
IDS-401 Christian Foundations in Business	3	5
MGT-314* Management and Leadership.....	3	5
MGT-317* Organizational Behavior and Processes.....	3	5
BUS-219 Business Technology.....	3	5
MGT-315* Negotiation and Conflict Resolution	3	5
FIN-351* Financial Fundamentals for Managers.....	3	6
BUS-361* Business Law	3	5
MGT-332* Human Resource Management	3	5
BUS-401 Business Ethics and Values	3	5
MGT-438* Organizational Strategic Management.....	3	5
MGT-411* Management Project	3	5
Total.....	42	72

Ministry Leadership Major

The Ministry Leadership program is an upper level interdisciplinary program designed for working professionals who are either employed or volunteer significant time in ministry, service or not-for-profit organizations. Graduates will develop skills that will help prepare them for the increasingly complex nature of leading and/or participating in ministry, service or not-for-profit organizations. The program stresses the development of foundational biblical, theological and management principles necessary to enhance skills and develop the leader within.

Blended Format

The blended format offers the best of online education with on-campus residencies. Both face-to-face contact and the virtual environment combine to provide a dynamic, flexible program. The one-day residency seminars are held throughout the program on the main campus in Grand Rapids after the completion of four online courses. Students are required to attend all five residency days in the program to meet graduation requirements.

Student Learning Objectives

The Bachelor of Science in Ministry Leadership curriculum is designed to enable the student to:

1. Summarize foundational biblical and theological truth.
2. Identify and apply essential components of the Christian worldview, values and ethics.
3. Communicate effectively both in oral and written forms.
4. Demonstrate functional knowledge and decision-making skills needed in managing and leading a ministry or not-for-profit organization.

Required Courses and Credits

Course	<i>(*indicates required courses in the major)</i>	Credits	Weeks
	Orientation	0	1
IDS-302	Principles of Self Management	3	5
ENG-119	Writing for Business.....	3	5
CMI-312*	Personal Growth for Effective Leadership	3	5
COM-211	Business and Professional Communication.....	3	5
REL-228*	Principles of Biblical Studies	3	5
REL-226	Inductive Study of Ephesians	3	5
CMI-331*	Philosophy of Leadership	3	5
MGT-317	Organizational Behavior and Processes.....	3	5
BUS-401	Business Ethics and Values	3	5
MGT-315*	Negotiation and Conflict Resolution	3	6
REL-238	Christine Doctrine	3	5
MGT-316	Managing the Not-for-Profit Organization	3	5
REL-233*	Interpretive Analysis of Old Testament Literature	3	5
CMI-432*	Principles of Administration and Team Building	3	5
CMI-433*	Systems for Cultural Impact	3	5
CMI-442*	Applications in Organizational Leadership	3	5
Total.....		48	81

Bachelor Degree Students Seeking a Minor

BUSINESS ADMINISTRATION MINOR

Students earning the B.S. degree with a Management or Ministry Leadership major may pursue the Business Administration minor by completing the following required credit/hours.

Required Courses	Credits	Weeks
ECN-311 Managerial Economics	3	5
BUS-211 Business Statistics	3	5

MKT-350	Managerial Marketing	3	5
ACC-324	Principles of Financial Accounting.....	4	7
ACC-325	Managerial Accounting	3	5
FIN-345	Financial Management.....	3	6
	Total.....	19	35

MANAGEMENT MINOR

Students earning the B.S. degree with a Business Administration or Ministry Leadership major may pursue the Management minor by completing the following required credit/hours.

Required Courses		Credits	Weeks
MGT-315	Negotiation and Conflict Resolution	3	5
MGT-317	Organizational Behavior and Processes	3	5
MGT-232	Entrepreneurship	3	5
MGT-332	Human Resource Management	3	5
MKT-251	Principles of Marketing.....	3	5
BUS-217	Introduction to Global Business	3	5
	Total.....	18	30

MINISTRY LEADERSHIP MINOR

Students earning the B.S. degree with a Business Administration or Management major may pursue the Business Administration minor by completing the following required credit/hours.

Required Courses		Credits	Weeks
REL-228	Principles of Biblical Studies	3	5
CMI-312	Personal Growth for Effective Leadership	3	5
CMI-331	Philosophy of Leadership	3	5
CMI-432	Principles of Administration and Team Building	3	5
CMI-433	Systems for Cultural Impact	3	5
CMI-442	Applications in Organizational Leadership	3	5
	Total.....	18	30

HUMAN SERVICES MINOR

Students earning the B.S. degree with a Business Administration, Management or Ministry Leadership major may pursue the Human Services minor by completing the following required credit/hours. Students who have already taken SOC-211 or MGT-233 must choose another course for substitution. Allowable substitutions are FAM-212 and/or SOC-232.

Required Courses

		Credits	Weeks
SOC-101	Introduction to Human Services.....	3	5
SOC-111	Introduction to Sociology.....	3	5
SOC-201	Intercultural Relations.....	3	5
MGT-233	Leadership Studies.....	3	6
PSY-221	Interviewing and Counseling	3	5
SOC-211	Current Social Issues.....	3	5
SOC-229	Field Experience/Applied Project.....	3	6
		Total.....	21 3