

UNDERGRADUATE 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.

ASSOCIATE PROGRAMS

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 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:

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)

All general education requirements are included in Steps I and II of the associate programs.

2. A cumulative grade point average of 2.00 or higher overall and a grade of C- or better 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 (A.S.B.)

The associate program in Business Studies is an introductory level program that provides a business focus combined with the general education requirements needed to establish a strong educational core. Completion of the associate program satisfies the requirements to continue into a bachelor's program.

Learning Objectives

Graduates from the A.S.B. program will be able 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.

STEP I

Required	Courses	Credits	Weeks
	Orientation	0	1
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 & 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	54

STEP II

Step II of the A.S.B. is designed for individuals who have at least 20 transferable credits and need a mix of general education plus business core courses. Individuals who complete Steps I and II qualify for the Associate of Science in Business Studies degree.

Required	Courses	Credits	Weeks
	Orientation.	0	1
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 & Technology	3	6
BUS-234	Current Problems in Business: Case Studies	2	4
Total	31	58

Associate of Science in Human Services (A.S.H.S.)

The A.S.H.S. program is designed to provide graduates with the skills and knowledge to serve in public and private agencies, ministries and government organizations. Focusing on prevention as well as remediation of problems and maintaining a commitment to improving the overall quality of life of service populations, the program integrates theory with practice through field-based experiences.

Intentionally 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. Core helping skills, as defined by the CSHSE include the following:

- Interviewing
- Observing and recording pertinent information
- Conducting groups
- Implementing treatment plans
- Consulting with other workers and agencies
- Mobilizing and utilizing community resources
- Problem solving
- Advocating for clients

Combined with the general education requirements needed to establish a strong educational core, 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.

Learning Objectives

Graduates from the A.S.H.S. program will be able 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.

STEP I

Required	Courses	Credits	Weeks
	Orientation	0	1
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 & 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	54

STEP II

Step II of the A.S.H.S. is designed for individuals who have at least 20 transferable credits and need a mix of general education plus human services core courses. Individuals who complete Steps I and II qualify for the Associate of Science in Humans Services degree.

Required	Courses	Credits	Weeks
	Orientation.	0	1
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 & Technology	3	6
SOC-229	Field Experience/ Applied Project	3	6
Total	32	60

BACHELOR PROGRAMS

Degree programs leading to a Bachelor of Science degree at Cornerstone University develop leadership, analytical and problem solving skills within a Christian framework. 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.

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 credit from accredited colleges/universities.
3. Official transcripts from all previously attended colleges/universities, CLEP and DAN TES 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.

Bachelor of Science in Business Administration (B.S.B.A.)

The Business Administration program is designed for the working professional employed in a business, public organization, or non-profit setting. The curriculum is designed to enable graduates to deal effectively with an increasingly complex business environment. The program stresses skill development in management, analytical methods, decision making, finance, marketing, accounting, economics and operations.

Learning Objectives

Graduates from the B.S.B.A. program will be able 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	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

Note: Courses in bold are part of the major.

Bachelor of Science in Management (B.S.M)

The Management program is designed for working professionals who are seeking to develop management and leadership, communication, finance and decision-making skills from a Christian worldview. The program emphasizes core competencies necessary to manage effectively in today's competitive global marketplace.

Learning Objectives

Graduates from the B.S.M. program will be able 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.

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Required	Courses	Credits	Weeks
	Orientation	0	1
IDS-302	Principles of Self Management	3	5
ENG-119	Writing for Business. . .	3	5
COM-211	Business & Professional Communication	3	5
IDS-401	Christian Foundations in Business.	3	5
MGT-314	Management & Leadership	3	5
MGT-317	Organizational Behavior & Processes	3	5
BUS-219	Business Technology	3	5
MGT-315	Negotiation & 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 & Values	3	5
MGT-438	Organizational Strategic Management	3	5
MGT-411	Management Project . .	3	5
Total	42	72

Note: Courses in bold are part of the major.

Bachelor of Science in Ministry Leadership (B.S.M.L.)

The Ministry Leadership program is an 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 to help them deal with 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. Throughout the program students develop a Ministry Portfolio as a capstone evaluation of the program and one that can be used in their vocation or ministry goals.

This program is offered to students in both an on-ground and a blended format.

Blended Ministry Leadership

The courses in the blended format are completed online via the Internet. Additionally, students must participate in five one-day residency seminars. The

seminars are held on the main campus in Grand Rapids periodically throughout the program. Students are required to attend all five residency days in the program to meet graduation requirements.

Learning Objectives

- Graduates from the B.S.M.L. program will be able 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	Credits	Weeks
	Orientation/Residency Day	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 & Professional Communication.	3	5
REL-228	Principles of Biblical Studies <i>Residency Day (blended program only)</i>	0	1
REL-226	Inductive Study of Ephesians	3	5
CMI-331	Philosophy of Leadership	3	5
MGT-317	Organizational Behavior & Processes <i>Residency Day (blended program only)</i>	0	1
BUS-401	Business Ethics & Values	3	5
MGT-315	Negotiation & Conflict Resolution.	3	5
REL-238	Christian Doctrine . . .	3	5
MGT-316	Managing the Not-for-Profit Organization <i>Residency Day (blended Program Only)</i>	0	1
REL-233	Interpretive Analysis of Old Testament Literature	3	5

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CMI-432	Principles of Administration & Team Building	3	5
CMI-433	Systems for Cultural Impact	3	5
CMI-442	Applications in Organizational Leadership	3	5
	<i>Residency Day (blended program only)</i>	0	1
Total		48	81-85

Note: Courses in bold are part of the major.

Bachelor Degree Students Seeking a Minor

Business Administration Minor

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

Required	Courses	Credits	Weeks
ECN-311	Managerial Economics	3	5
BUS-211	Business Statistics . . .	3	7
MKT-350	Marketing Management	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. in Business Administration degree may pursue the Management minor by completing the following required credit/hours:

Required	Courses	Credits	Weeks
MGT-315	Negotiation & Conflict Resolution	3	5
MGT-317	Organizational Behavior & 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. in Management or Ministry Leadership degree 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 & Team Building	3	5
CMI-433	Systems for Cultural Impact	3	5
CMI-442	Applications in Organizational Leadership	3	5
Total		18	30