

Academic Catalog

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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 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.

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.

■ Undergraduate Programs

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/ <i>Residency Day</i>	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

■ Undergraduate Programs

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
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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
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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
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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
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Total	18	30

GRADUATE PROGRAMS

The Division of Professional & Graduate Studies offers graduate degrees designed specifically to help working adults advance their professional knowledge and skills. These programs equip working professionals to function as lifelong learners in the fields of business and education and aid in strengthening their ability to serve as leaders in their chosen professions.

The graduate programs demand from participants a high level of commitment, intensity and prior professional experience. For this reason, entrance requirements include the need to have demonstrated an aptitude for graduate study and substantive work experience.

Programs of graduate study are offered by Cornerstone University in management, business administration, education, and Teaching English to Speakers of Other Languages (TESOL).

BUSINESS PROGRAMS

Admission Requirements

1. A completed application and non-refundable \$40 application fee.
2. An official transcript verifying a baccalaureate degree from a U.S. regionally accredited college/university. Cornerstone University graduates need not request a Cornerstone University transcript. Official transcripts from other schools are required only if course work will be transferred to meet prerequisites or other program requirements.
3. A minimum grade point average (GPA) of 2.7 in undergraduate course work at the institution from which the baccalaureate degree was received. Students not meeting this requirement may submit a written request to the admissions committee for acceptance to the graduate program explaining why they believe they can succeed in a master's program.
4. Two letters of recommendation on forms provided. These forms should be completed by persons qualified to judge the applicant's professional expertise, character and capacity for graduate level study. One letter should be from the applicant's current employer (an individual with supervisor or managerial relationship to the applicant) and one from an individual who can comment on the applicant's academic ability.

5. Students whose primary language is not English must achieve a minimum TOEFL score of 577 (paper-based test), 233 (computer-based test) or 90-91 (internet-based test).

6. A professional resume demonstrating a minimum of one year of continuous fulltime work experience.

For persons with less than one year fulltime work experience, submit the following:

- A professional resume demonstrating current fulltime employment.
- Two letters of recommendation (One from a current supervisor and one from a business faculty member who can comment on the applicant's academic ability).
- A G.P.A. of 3.0 in previous college work.

A maximum of six master level (500 or higher course number) semester hours may be transferred to Cornerstone. Transfer courses must have been completed within the last seven (7) years and deemed equivalent to a course in the program.

Graduation Requirements

1. Completion of the master's program curriculum with a grade point average of 3.0 or higher.
2. Any course with a grade of less than a C- will not count toward graduation and must be repeated.
3. Completion of all degree requirements within five years of beginning the program.
4. 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.
5. Payment of all tuition and fees.
6. Residency Requirements: A minimum of 24 semester hours necessary for graduation must be completed at Cornerstone.

Second Degrees

Students who have completed the M.S.M. degree at Cornerstone University and are seeking the M.B.A. from Cornerstone University are eligible to utilize a maximum of 12 semester hours of equivalent course credit (BUS-505, BUS-503, FIN-643 or FIN-644 and MGT-531) towards the completion of the M.B.A. The remaining 24 semester hours of the requirements for the M.B.A. degree must be completed.

Change of Degree Program

If a student wishes to change his or her program (e.g., M.S.M. to M.B.A. or vice versa) he/she may do so by completing an *Application for Program Change*. Students are required to complete all courses for the degree, which are not duplicated from the previous program.

Master of Business Administration

The Master of Business Administration (M.B.A.) program is designed to prepare students to excel as leaders locally and internationally.

Created in conjunction with business leaders, this cutting edge curriculum provides students with the theories and techniques necessary for effective administration in today's business climate. Course projects require an individual and cooperative approach to problem-solving. Working in teams, students learn how to manage effectively in a fast-paced, team-oriented workplace.

Upon completion of the program, students will be prepared to successfully manage projects, resources and personnel within various cultural, legal and political contexts, while maintaining the highest level of standards and ethics. Focusing on a Christian worldview, students learn to integrate faith and values into their personal and professional life.

The Cornerstone M.B.A. program emphasizes:

- 1. Leadership from a Christian worldview
- 2. Global business
- 3. Entrepreneurship and innovation
- 4. Strategic focus

Global Business Experience

Each student is required to fulfill an international experience designed to provide a foundational background that assists the student in making global business decisions. Participants must complete the "Global Business Experience Report" that requires work prior to the experience, journaling during the experience and a summary following the experience. The experience may be fulfilled through one of the following:

- A 10-day overseas opportunity with the PGS division that highlights Business as Missions (BAM) and global business practices.
- Completion of a 24-hour practical experience with a selected international company. No overseas travel is required. Students completing their own experience must still participate in a one-day BAM day with PGS.

- A two-day Chicago and a one-day BAM experience (total three days) through PGS.
- Other opportunities created by the PGS division.

Directed Study

Directed study is included in various courses (including the Global Business Experience) to stimulate lifelong learning. Directed study involves assigned research on businesses and interaction with local companies. The topical areas of study are designed to meet student learning objectives within the program.

Online Learning

The M.B.A. program integrates online learning components in the courses. Classes use discussion boards, online group exercises and simulations as well as other online components.

Learning Objectives

Graduates of the M.B.A. program are prepared to provide leadership and management in a variety of organizational settings. Specifically, students will be able to:

1. Demonstrate knowledge of the core business disciplines of economics, marketing, accounting, finance and management.
2. Develop the oral and written communication skills needed to function as an effective leader.
3. Demonstrate ethical decision-making and leadership from a Christian worldview.
4. Create an entrepreneurial and innovative business venture.
5. Analyze and resolve business issues, including those created by emergence of a multicultural, global economy.

Required	Courses	Credits	Weeks
	Orientation	0	1
BUS-505	Research Methods	3	6
BUS-503	Ethics, Values and Social Responsibility	3	6
BUS-509	International Business Practices	3	6
BUS-507	Quantitative and Qualitative Analysis	4	8
MGT-531	Organizational Behavior and Change	3	6
ACC-525	Accounting for Decision Making	3	6
FIN-643	Managerial Finance	4	8
MKT-651	Marketing Strategies	3	6

ECN-513	Global Economic Environment	4	8
MGT-539	Entrepreneurship and Innovation	3	6
BUS-511	Global Business Experience	3	0
MGT-692	Applied MBA project	3	6
Total		39	73

MGT-538	Case Studies in Management	3	6
MGT-639	Strategic Management . .	3	6
MGT-540	Applied Management Project	3	6
Total		36	72

Master of Science in Management

The Master of Science in Management (M.S.M.) program is a career-oriented program that emphasizes the knowledge and skills necessary for success when working with and leading people in diverse organizational environments. Through the collaborative learning process, students develop the skills needed to work and communicate effectively in a team environment. Integration of Christian worldview and understanding the organization as a system of interlocking components is emphasized.

Learning Objectives

Graduates from the M.S.M. program will be able to:

1. Demonstrate effective communication skills – oral and written.
2. Apply effective problem-solving and decision making skills.
3. Analyze management theory and practice using a systems approach.
4. Integrate ethics and values from a Christian worldview when making leadership decisions.
5. Summarize the role of leadership in strategy formulation and implementation in organizations.

Required	Courses	Credits	Weeks
	Orientation	0	1
BUS-505	Research Methods	3	5
BUS-503	Ethics, Values and Social Responsibility	3	6
MGT-532	Theory and Practice of Leadership	3	6
MGT-531	Organizational Behavior and Change	3	6
MGT-536	Managing and Maximizing Diversity	3	6
FIN-644	Managing Financial Resources	3	6
MGT-638	Issues in Human Resources Management	3	6
ECN-530	Economics	3	6
BUS-661	Legal & Regulatory Environment of Business	3	6

EDUCATION PROGRAMS

Master of Arts in Education

The Master of Arts in Education (M.A. Ed.) program with its concentration in curriculum and instruction addresses the specific needs of today’s educators.

Integrating faith and learning, the program explores current issues in education related to leadership, values, pedagogy and differentiated instruction from a Christian worldview.

The M.A. Ed. program focuses on cutting-edge topics in teaching, such as student motivation, learning styles, technology and methodologies. Course work includes a high degree of personal involvement in the student’s learning process and is directed toward the development of materials, resources, strategies and solutions for today’s classroom.

Master’s Project

A master’s project concludes the program addressing the areas of curriculum development, research and leadership.

Program Values

- *Christian Faith:* The belief that it is our role to empower teachers to work with children and with academic content within the context of our Christian worldview, communicating the love of Christ by respecting cultural diversity, caring for special needs and nurturing the gifts of all children.
- *Students:* The need to provide a program that will meet the real-life situations of our graduate students who will be asked to balance the professional, family, spiritual and educational aspects of their lives.
- *Schools:* The commitment that the learning experiences in our graduate classrooms will be directly connected to the life of the school in which the graduate students work on a daily basis.
- *Community:* The desire that we conduct our business “in community,” working together to benefit those we serve.

- *Children*: The conviction that the greatest value of a graduate degree in education will eventually be seen in the changed lives of children.

Program Distinctives

Conceptually Integrated Program

Cornerstone University has a commitment to the integration of faith and learning. The M.A. Ed. places great emphasis on issues relating to values, behavior and the Christian worldview. Students are encouraged to bring their beliefs and their faith with them to class. At the same time all students, regardless of their religious belief and/or denominational relationship, who have a desire to study in a value-rich learning environment are welcome at Cornerstone.

Differentiated Instruction

Cornerstone University understands the need to prepare educators who are skilled in providing instruction to classrooms which have a wide range of student abilities and motivation. A theme that permeates all of our courses is the desire to provide strategies and techniques to educators who are faced with this reality.

National Teacher Certification

The graduate program is conceptually developed around the objectives found in the National Board for Professional Teaching Standards. These standards are complimentary to accepted best practice, state certification standards and many district standards for excellence in teaching. While completing the M.A. Ed., the practitioner will have been involved in many of the areas that are required for successful completion of the National Teachers Certification. While CU cannot offer this certification, students are encouraged to consider this possibility by working directly with the National Board for Professional Teaching Standards.

Course Content and Activities

Course work includes a high degree of personal involvement in the learning process. Course objectives, assessments and delivery strategies will be developed with the cooperation and involvement of the students. Written work, whenever possible, will be directed toward developing materials, resources, strategies and attitudes that can be used in the practitioner's classroom.

Admission Requirements

1. A completed application and non-refundable \$40 application fee.
2. An official transcript verifying a baccalaureate degree from a U.S. regionally accredited college/university. Cornerstone University graduates need not request a Cornerstone University transcript.

Official transcripts from other schools are required only if course work will be transferred to meet prerequisites or other program requirements.

3. A minimum grade point average (GPA) of 2.7 in undergraduate course work at the institution from which the baccalaureate degree was received. Students not meeting this requirement may submit a written request to the admissions committee for acceptance to the graduate program explaining why they believe they can succeed in a master's program.

4. Two letters of recommendation on forms provided. These forms should be completed by professional educators qualified to judge the applicant's professional expertise, character and capacity for graduate level study.

5. Students whose primary language is not English must achieve a minimum TOEFL score of 577 (paper-based test), 233 (computer-based test), or 90-91 (internet-based test).

6. A copy of teacher's certification document.

7. A minimum of one year of classroom teaching experience (not to include student teaching). In order for an exception to be granted, perspective students not meeting the one year requirement must provide evidence of significant educational experiences with children, which will be reviewed with the prospective student during an interview with the Director of Education Programs.

A maximum of six master level (500 or higher course number) semester hours may be transferred to Cornerstone. A course to be transferred must have been completed within the last seven years.

Graduation Requirements

1. Completion of the master's program curriculum with a grade point average of 3.0 or higher.

2. Any course with a grade of less than a C- will not count toward graduation and must be repeated.

3. Completion of all degree requirements within five years of beginning the program.

4. 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.

5. Payment of all tuition and fees.

6. Residency Requirements: A minimum of 24 semester hours necessary for graduation must be completed at Cornerstone.

Learning Objectives

Graduates from the M.A. Ed. program will be able to:

1. Demonstrate the ability to apply Christian worldview principles in the workplace.
2. Identify strategies to assure balance as students in the program and as leaders in the workplace.
3. Demonstrate the concept of relevance in learning.
4. Exhibit a grasp of community and its importance to an acceptable workplace setting.
5. Utilize effective best-practice instructional strategies with all types of learners in the school setting.
6. Communicate effectively both in oral and written forms.

Required	Courses	Credits	Weeks
EDU-511	Issues in Education	3	7
EDU-573	Technology	3	7
EDU-513	Student Motivation and Behavior	3	7
EDU-521	Instructional Strategies for Diverse Classrooms . .	3	7
EDU-525	Assessment for K-12 Students	3	7
EDU-527	Instructional Strategies for Students with Learning Disabilities.	3	7
EDU-522	Curriculum, Assessment and Instructional Theory. .	3	7
EDU-553	Research	3	7
EDU-566	Reading Diagnostic Tools and Remediation	3	7
EDU-524	Community Building and Educational Leadership. .	3	7
EDU-593	Master's Project	5	7
Total	35	77

Master of Arts in TESOL

The Teaching English to Speakers of Other Languages (TESOL) program is designed to equip students with the knowledge and skills to teach English in local and international cross-cultural settings. Courses emphasize the practical aspects of teaching and ministry opportunities at home and abroad. Students will spend two weeks on campus during the summer completing course work, while the remaining courses are completed online.

TESOL Graduate Program Options:

M.A. in TESOL

(33 credit hours)

The MA in TESOL is a graduate program that prepares individuals to teach English as a second/foreign language (ESL) in the U.S. or abroad. The program builds on the core courses included in the certificate or endorsement program.

Graduate Certificate in TESOL

(24 credit hours)

The graduate certificate in TESOL is for those without a teaching certificate who wish to use ESL in ministry or as a paraprofessional in the public schools. (LIN-501, 525, 535, 555, 556, 565, 570, EDU-594)

Endorsement Program in ESL

(20 credit hours)

The endorsement program is designed for certified Michigan teachers who wish to earn an endorsement to teach ESL in Michigan's public schools. (LIN-525, 535, 555, 556, 565, EDU-594)

Practicum Requirements

All students must complete EDU-594 TESOL Practicum, which includes, textbook readings, teaching reflection, teaching portfolio construction and a 60 hour teaching experience in an ESL/EFL classroom. Those with extensive ESL/EFL classroom experience may be exempt from the classroom teaching experience with approval from the TESOL program director. The 60 hour practicum requirements may be done in a formal ESL/EFL classroom, regular tutoring session, or a combination of the two. Students who complete the classroom experience will have either an on-site observation by a Cornerstone faculty member or be asked to submit a 60-90 minute video tape along with samples of course work used (e.g., lesson plans, class handouts, etc.) to faculty the member.

Admission Requirements

1. A completed and signed application.
2. An official transcript verifying a baccalaureate degree from a U.S. regionally accredited college/university. Cornerstone University graduates do not need to request transcripts for course work taken at Cornerstone. Official transcripts from other schools are required only if course work will be transferred to meet prerequisites or other program requirements.
3. A minimum grade point average (GPA) of 2.7 in undergraduate course work at the institution from which the student's baccalaureate degree was

■ Graduate Programs

received. Students not meeting this requirement may submit a written request to the admissions committee for acceptance to the graduate program explaining why they believe they can succeed in a master's program.

4. Two letters of recommendation on forms provided. These forms should be completed by professional educators qualified to judge the applicant's professional expertise, character and capacity for graduate level study.

5. Students whose primary language is not English must achieve a minimum TOEFL score of 577 (paper-based test), 233 (computer-based test), or 90-91 (internet-based test).

A maximum of six master level (500 or higher course number) semester hours may be transferred in. A course to be transferred in must have been completed within the last seven (7) years.

Graduation Requirements

1. Completion of the master's program curriculum with a grade point average of 3.0 or higher.
2. Any course with a grade of less than a C- will not count toward graduation and must be repeated.
3. Payment of all tuition and fees.
4. Completion of all degree requirements within five years of beginning the program.
5. 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.
6. Residency Requirements: A minimum of 24 semester hours necessary for graduation must be completed at Cornerstone.

Learning Objectives

At the end of the program, graduates of the M.A. in TESOL will be able to:

1. Demonstrate knowledge of linguistics and sociolinguistics.
2. Demonstrate knowledge, understanding and use of the major concepts, principles, theories and research related to the nature and role of culture in language development.
3. Demonstrate an understanding of second language acquisition theories and research and its application in the ESL classroom.

4. Demonstrate an understanding of TESOL standards (state and federal) and how to integrate those standards into an ESL classroom.

5. Demonstrate an understanding of age and proficiency level appropriate assessment.

6. Demonstrate professionalism in the field of TESOL.

Required	Courses	Credits	Weeks
LIN-501	Issues in TESOL	2	5
LIN-565	TESOL Methodology I . . .	3	5
LIN-525	Introduction to Linguistics	3	6
LIN-535	Advanced English		
	Grammar	3	6
LIN-555	Sociolinguistics	3	6
LIN-556	Second Language		
	Acquisition	3	6
LIN-566	TESOL Methodology II. . .	3	5
LIN-558	Materials Development & Integration	3	5
LIN-570	Applications of Technology in TESOL . . .	2	4
LIN-557	Action Research.	3	6
EDU-594	TESOL Practicum	5	7
Total		33	61

COURSE DESCRIPTIONS

ACC-324 Principles of Financial Accounting 4/7

An examination of the development and use of accounting information for the purposes of planning, control and decision-making. Topics include accounting cycles, asset valuation, liabilities, forms of owner's equity, income determination, managerial accounting applications, capital budgeting and interpretation of published financial statements. ■■■

ACC-325 Managerial Accounting 3/5

A focus on managerial accounting, cost accounting, managerial performance reports, segment reporting, variable costs, cost, profit and volume analysis. (Prerequisite: ACC-324 and ECN- 311) ■■■

ACC-525 Accounting for Decision Making 3/6

An examination of contemporary accounting issues for managers, such as principles, techniques and uses of accounting in the planning and decision making in organizations. The use of information technology plays a key role in this course. Areas of emphasis include the budgetary process, performance evaluation techniques, product costing methods, constraint management and ethics. ■■■

BUS-211 Business Statistics 3/7

A study of descriptive statistics including measures of central tendency and standard deviation, time series analysis, statistical inference with emphasis upon testing of hypotheses and measures of association, and application of these techniques to decision-making and planning. Emphasis is placed on methods for defining, researching, analyzing and evaluating problems found in business. Proficiency with MS Excel™ is required. ■■■

BUS-217 Introduction to Global Business 3/5

A study of globalization and its impact on the world and you. A variety of topics is explored including international culture, regional trading blocks, challenges and opportunities facing business today. ■■■

■■■ Course delivered in the classroom, may use online components.

☒ Course delivered online.

BUS-219 Business Technology 3/5

A study of emerging technological issues facing management in order to enable students to integrate technology with business strategy. Topics include E-commerce, management information systems, strategic information systems, decision support systems, executive information systems and issues of technology and culture. ■■■

BUS-234 Current Problems in Business: Case Studies 2/4

A case study course in which students integrate current social issues with functional business strategies. Students analyze problems faced by specific companies and thereby learn to understand the causes for these problems, the many alternative solutions available, and the impact of solutions on both the company and society in general. General topics may include strategic management of social issues, political and community responsiveness, human investment, consumer welfare, the environment and multi-national corporations. ■■■

BUS-241 Personal Financial Planning 3/5

A study of the principles and practices of personal financial management. Topics covered are selected from budgeting, taxes, banking, credit, investments, insurance, goal setting, retirement and estate planning. ■■■

BUS-242 Biblical Principles of Personal Finance 3/6

A survey of the relationships between biblical principles and personal finances. Using materials from Crown Financial Ministries, Inc., the topics covered include stewardship, debt counsel, honesty, giving, work, investing perspectives, budgeting and eternity from a biblical perspective. ☒

BUS-315 Global Business as Missions Experience 3/0

A first-hand observation of the business practices and operations of various global "business as missions" organizations. Topics explored include elements of logistics and quality standards in a global context. Additionally, students explore the impacts of culture, education, religion, customs and values on global business operations. This course includes an overseas Global Business as Missions Experience and the completion of a written paper on the experience. ■■■

BUS-339 Creating Workplace Spirituality 3/6

An exploration of the opportunities to mix an individual's Christian faith with everyday business interactions. Students explore the concepts of finding meaning in a chosen work and the challenges that come to a religious workforce. Emphases include developing a working biblical definition of integrating work and faith and understanding the impacts of integrating spirituality in the workplace. 📖

BUS-361 Business Law 3/5

An exploration of the legal, regulatory and ethical environment in which business operates. Topics include the law of torts, contracts, sales and regulatory laws. 🏠

BUS-401 Business Ethics and Values 3/5

A study of representative theories as they relate to various contemporary problems in business. Special consideration is given to the application of Christian ethical principles, values clarification and decision-making. 🏠

BUS-503 Ethics, Values and Social Responsibility 3/6

A theoretical and practical overview of ethics theory, values formation and ethical decision making within the context of management and leadership. Ethics and values are presented from a Judeo-Christian perspective with emphasis on workable models for ethical decision-making and social responsibility at both the professional and business level. 🏠 📖

BUS-505 Research Methods 3/6

An examination of research methods available for the 21st century organization. Focus is on the systematic process of collecting, analyzing and interpreting data to answer a specific research question. The researcher learns how to write the research proposal and prepare a research report. 🏠 📖

BUS-507 Quantitative and Qualitative Analysis 4/8

A study of quantitative and qualitative techniques useful in management decision-making. Topics include break-even analysis, linear programming, sensitivity analysis, inferential statistics, regression, multi-variant analysis, constraint management and other decision-making models. 🏠 📖

BUS-509 International Business Practices 3/6

An examination of the environmental and cultural issues facing global organizations. Emphasis is given to global business operations and processes in practice. Additional issues covered include allocation of global resources, theoretical foundations surrounding global trade and global financial management, and the challenges and opportunities of developing strategies for the global organization. 🏠 📖

BUS-511 Global Business Experience 3/0

A self-directed study of the opportunities and conflicts facing global business ventures. Topics explored include elements of culture and changes in the global business environment as well as the effects of education, religion, customs and values on international businesses. The experience may be fulfilled either by participation in an overseas business trip or through practical experience with a company doing global business. (Prerequisite: BUS-509) 🏠 📖

BUS-661 Legal and Regulatory Environment of Business 3/6

An examination of the legal environment and its effect on business decisions and operations. Contracts, commercial and consumer law and ethical awareness in corporate life are studied as are guidelines for executive actions that produce a moral organizational culture. 🏠

CMI-214 Personal Spiritual Growth 3/5

A study of the biblical foundations and methods of practicing the Christian spiritual disciplines. Special focus is placed on the practical implementation of the personal disciplines into the life of the student. Students explore their personal relationship with God, identify the role of the Bible in their lives and prepare a plan for personal spiritual growth. 🏠

CMI-312 Personal Growth for Effective Leadership 3/5

A study and application of the various facets of personal growth necessary for effective leadership. These include the purpose and practice of spiritual disciplines, identifying one's spiritual gifts and natural abilities, and the importance of establishing relationships for accountability. 🏠 📖

🏠 Course delivered in the classroom, may use online components.

📖 Course delivered online.

CMI-331 Philosophy of Leadership 3/5

A study of the biblical concepts, presuppositions, skills, attitudes and values that shape one's philosophy of leadership. Students formulate a leadership philosophy providing the basis for constructing a pattern for program development. 🌱 📖

CMI-432 Principles of Administration and Team Building 3/5

An examination of administrative structures, organizational goal setting, current technical resources, budgeting, delegation and recruitment methods. Special emphasis is given to the team-building process as it relates to leadership and staff development. 🌱 📖

CMI-433 Systems for Cultural Impact 3/5

A study of the attitudes of faithfulness, sensitivity and persistence needed to impact one's culture with the foundational truths of Scripture. Special attention is given to cross-cultural applications and developing a system of integrating evangelism and discipleship in one's organization. 🌱 📖

CMI-442 Applications in Organizational Leadership 3/5

A capstone module designed to allow the students to integrate the various principles of the program with actual vocational environments. Case study analysis provides the basis for connecting Ministry Leadership objectives to vocational experiences. A special session is conducted on vocational search for leadership positions in ministry, service, or not-for-profit organizations. Completion of previous course work is necessary for successful completion of this course. 🌱 📖

COM-111 Foundations of Speech Communication 3/5

An introduction to the philosophy, theory and practice of speech communication. Students develop confidence as human communicators with particular emphasis on intrapersonal, interpersonal, small group and public communication. 🌱

COM-211 Business and Professional Communication 3/5

An overview of the communication process in organizations with emphasis on written and oral presentation skills. Simulations and case studies are used to focus efforts. (Satisfies general education speech requirement.) 🌱 📖

COM-313 Leadership Communication 3/6

A study of the communication-based needs of effective leaders. Topics include vision casting, group interaction, organizational communication and listening. 📖

COM-335 Greatest Speeches 3/5

A study of speeches that made a difference. This may include historical speeches, contemporary speeches and business presentations that had a great impact on the audience. Speeches examined include those of Martin Luther King, Bill Clinton, George W. Bush, Sojourner Truth, Michael Eisner and others. 📖

ECN-311 Managerial Economics 3/5

A survey of microeconomic/macroeconomic theory as related to the manager's environment. Topics include an introduction to theories of consumer behavior, product demand, cost and supply, production, the firm and its markets, capital and pricing factors, principles/theories of national income determination, consumption, investment, savings, business cycles, monetary and fiscal policy. 🌱

ECN-513 Global Economic Environment 4/8

A focus on the global economic environment as a basis for decision making within a global business. Topics include the impact of globalization on the economies of the United States, Europe, Asia and other world economies, exchange rate theory and political regimes. 🌱 📖

ECN-530 Economics 3/6

A study of the decision-making skills necessary for managers and entrepreneurs in the context of the macroeconomic environment and the application of microeconomic price theory as it pertains to human capital issues. Readings include essays by several Nobel Prize winning economists. Further, the course challenges students to develop a Christian worldview regarding economic issues pertinent to managers. 🌱

ECO-243 Natural Resources Management 3/6

An exploration of the role of natural resource agencies in developing, sustaining and protecting natural resources. Emphasis is placed on the history of natural resource management in Michigan, management philosophies, politics that impact natural resources, species and ecology management, sustainability and carrying capacity. 📖

🌱 Course delivered in the classroom, may use online components.

📖 Course delivered online

EDU-511 Issues in Education 3/7

An overview of the philosophy of education. The course introduces the Christian worldview as it relates to education within the context of educational leadership, global issues, diversity and choice, technology, learning disabilities, literacy, curriculum, home-schooling, charter schools, etc. ☼☼

EDU-513 Student Motivation and Behavior 3/7

A review of current research and best practice in the areas of educational psychology, student motivation, brain research, multiple intelligences, learning styles and classroom management. The course also reviews developmental psychology concepts necessary to understanding children and adolescents. ☼☼

EDU-521 Instructional Strategies for Diverse Classrooms 3/7

A study of issues relating to the education of diverse populations within the classroom including socioeconomic considerations, at-risk and ethnic and racial groups. Students study issues in the context of a Christian world and life view, developing plans to meet the needs of all children in the classroom. ☼☼

EDU-522 Curriculum, Assessment and Instructional Theory 3/7

A review of current professional organization and governmental curriculum standards and state and local curriculum frameworks including state testing instruments. The course also provides guidance in developing objectives, assessments and strategies in working with a variety of student populations in the inclusive classroom. ☼☼

EDU-524 Community Building and Educational Leadership 3/7

An investigation of institutional structures, managing and creating change, managing technology, administrative/teacher cooperation, teacher/teacher cooperation and parental involvement. Students also explore stress management, conflict management and how to become an agent for school improvement and educational leadership. ☼☼

☼☼ Course delivered in the classroom, may use online components.

☼ Course delivered online.

EDU-525 Assessment for K-12 Students 3/7

A study of standardized and authentic assessments used in K-12 classrooms. Students review research and interpret its contribution to the field from a Christian worldview. Methods used to assess student success include consideration of educational tests and measurements, alternative assessments, portfolio assessment and performance assessments. ☼☼

EDU-527 Instructional Strategies for Students with Learning Disabilities 3/7

A study of best-practices in remediation for students with learning disabilities. Students review research and interpret its contribution to the field from a Christian worldview. Students learn teaching strategies and their relationship to cultural and linguistic differences, developing plans to meet the needs of all children in the classroom. ☼☼

EDU-553 Research 3/7

A review of current best practice methods as indicated by meta-research. The course also reviews data related to student achievement (local and beyond) and provides direction on how to use teacher-developed data to improve student learning. Finally, it provides a framework for the teacher to use data as a basis for professional reflection. ☼☼

EDU-566 Reading Diagnostic Tools and Remediation 3/7

An introduction to diagnostic tools and remediation strategies within the context of the differentiated instruction model. The course incorporates instruction in the following areas: interest inventories, English language learning, visual and auditory discrimination tools, language expression and processing screening, phonemics, phonics, vocabulary, fluency, comprehension, spelling, writing and writing assessment tools and best practice instructional strategies in all areas of literacy. ☼☼

EDU-573 Technology 3/7

A study of the conceptual framework and use of technology as a tool in the classroom. This course focuses on the individual instructional needs of each student. Activities are commensurate with the technology comfort level of the student. Topics include using technology to facilitate inquiry-based learning, finding and developing resources, using computers in the classroom and exploring ways to use the Internet as an instructional tool. ☼☼

EDU-593 Master's Project 5/7

A course in which students complete a project that fills an area of need in the educational system. Students submit a project proposal in the first course (EDU-511). Throughout the program, the student continues to refine and develop the proposal, adding useful resources in order to complete the project. The master's project is generally done in the area of educational leadership, curriculum development/assessment, technology or school management. 🌐

EDU-594 TESOL Practicum 5/7

A practicum that engages the student teacher in the process of course planning, implementation and assessment. (Prerequisite: LIN-566) 🌐

ENG-118 Introduction to Writing and Research 4/8

A course designed to develop skills in reading, writing, revising and critical thinking. The emphasis is on APA documentation style and research writing. 🌐

ENG-119 Writing for Business 3/5

The study and practice of the various writing styles and skills required in a business setting. The emphasis is on clear, concise expression aimed at a specific audience for a specific purpose. The course includes a library and research component, writing of business letters, compilation of reports and graphs, use of computer technology and the writing of a Research paper documented by APA standards. 🌐 📖

ENG-223 Introduction to Literature 3/5

The study and application of various methods of literary interpretation and evaluation to develop critical and analytical skills in the various genres of imaginative literature. 🌐

ENG-363 C.S. Lewis and His Life of Faith 3/6

A focus on the life and philosophy of C.S. Lewis through analysis of selections from his fiction and nonfiction works. 📖

FAM-212 Parenting 3/6

A study of parenting and child development with a special focus on biblical parenting. The physical and spiritual development of the child from birth through the teen-age years is also emphasized. 📖

FAR-211 Introduction to Fine Arts 3/5

Introduction to, survey of, and development of, appreciation for the fine arts including music, painting, sculpture and architecture. The course includes an introduction to the field of aesthetics, study of components and techniques of the fine arts and a broad historical survey of artistic trends. Emphasis is placed upon the development of value judgment skills within the context of a Christian worldview. 🌐

FIN-345 Financial Management 3/6

Basic theoretical framework for decision making in financial management and the role of the financial manager in achieving liquidity and profitability. Ratio analysis, working capital management, capital project evaluation, valuation, risk and financial environment are covered. (Prerequisites: ACC-324, ACC-325 and ECN-311) 🌐

FIN-351 Financial Fundamentals for Managers 3/6

An examination of the range and purpose of various sources of information including financial data, reports and statements of the organization as well as the relationship between this information and its use in managing the performance of the organization. 🌐

FIN-643 Managerial Finance 4/8

A study of essential concepts of financial management including working capital management, capital budgeting, capital structures, planning, time value of money and dividend policy. Students must be proficient with the use of Excel software. (Prerequisite: ACC-525) 🌐 📖

FIN-644 Managing Financial Resources 3/6

A study of the key accounting and finance principles that provide managers with a better understanding of the financial aspects of organizations. Topics include interpretation and analysis of financial statements, budgeting, time value of money and investment alternatives. 🌐

HIS-115 American Studies 3/5

A study of American culture using a thematic approach including such topics as Puritanism, colonization, the native American experience, industrialization, religious trends, technology, reform movements, the role of women, the impact of war on American life, economic development and contemporary issues. 🌐

🌐 Course delivered in the classroom, may use online components.

📖 Course delivered online.

HIS-326 The American Civil War 3/6

A study of the Civil War focusing on topics such as Civil War medical practice, prisons, Negroes in the Civil War, constitutional issues, conscientious objectors, Copperhead activity, desertion and the life of the common soldier rather than on generals and battles. ☒

HIS-363 Victorian Studies 3/6

A broad study of Victorian Britain using a thematic approach. Topics include political, economic, social, religious, literary, gender and intellectual history. Particular emphases include surveys of philanthropy, industrialism and its social effects and secularization. The course begins in the latter part of the reign of George III and continues throughout the long reign of Queen Victoria. ☒

IDS-100 Foundations of Inquiry 2/5

An introductory course emphasizing the knowledge and skills necessary for academic and personal success in a Christian framework. Topics include goal setting, decision making, time and financial management, computer and information retrieval skills, learning skills, relationships and personal health. ☛☛

IDS-220 Christian Worldview 3/6

An introduction to the development and function of the Christian worldview, which includes an examination of the philosophical and theological foundations for a Christian view of reality, knowledge, ethics and aesthetics. The course compares and contrasts the Christian worldview with those of naturalism, humanism and transcendentalism. ☒

IDS-302 Principles of Self-Management 3/5

An examination of personal strengths and identification of areas of adjustment that may assist in personal growth. Self-management includes the development of group interaction skills and management of individual and professional priorities. Topics include communication processes within groups, goal setting, prioritizing, identifying personal values and time management. ☛☛ ☒

IDS-401 Christian Foundations in Business 3/5

An emphasis on nurture and development of personal faith and Christian worldview. Students are challenged to develop and defend personal viewpoints relating to economic justice, the responsibility of the corporation to society, the environment and questionable business practices. ☛☛

KIN-100 Foundations of Wellness 2/4

A study in personal wellness as a responsibility of biblical stewardship. This course addresses total person wellness in the context of biblical principles. Topics include attitude, exercise, fitness, nutrition and stress management. ☛☛

LIN-501 Issues in TESOL 2/5

An exploration of the issues that have an impact on the field of TESOL including social, historical, legal and cultural influences. A broad scope of these issues may include philosophical differences as well as classroom specific difficulties. ☛☛

LIN-525 Introduction to Linguistics 3/6

A study of the nature and structure of human language. Students are introduced to the goals, techniques and subject matter of modern linguistics. ☒

LIN-535 Advanced English Grammar 3/6

An exploration of the descriptive and prescriptive grammar of English, which is analyzed according to traditional, structural and transformational methods. Emphasis is also placed on preparing students to teach grammar. Students survey grammar teaching methodology in conjunction with the different areas of grammar studied. ☒

LIN-555 Sociolinguistics 3/6

A look at language in its social and cultural contexts, this course presents the basic socio-cultural variables (such as gender, age and social status) and shows their relation to language use and language learning. Areas covered in the course include bilingualism, dialectology, language variation and style with their relation to multilingual educational situations. ☒

LIN-556 Second Language Acquisition 3/6

An examination of the process of learning a second language. This course surveys current SLA theory and learning models. Emphasis is given to the ways these theories and models shape pedagogical practices in ESL classrooms. Linguistic, cognitive, affective, cultural and social factors influencing the acquisition of another language are explored. ☒

☛☛ Course delivered in the classroom, may use online components.

☒ Course delivered online.

LIN-557 Action Research 3/6

A course to aid the student in evaluating claims based on research, review current best practices as indicated by meta-research and discuss implications for TESOL. Action research that can be implemented in a TESOL setting and used for professional reflection and improvement of instruction is emphasized. Among the methods included are local data collection, structured interview, open-ended interview, case study, reflective case study, portfolio analysis and use of technology for self-assessment.



LIN-558 Materials Development and Integration 3/5

Application of second language learning and teaching principles to the analysis, adaptation, development and integration of materials for the ESL/EFL classroom. Among the resources explored are media, realia, computers and the Internet for all language skills including reading, writing, speaking, listening and grammar. Pedagogic rationale for materials and their use with a specific group of learners is emphasized. ■■■

LIN-565 TESOL Methodology I 3/5

A survey of the various methods and techniques used to teach language components (grammar, vocabulary, pronunciation) and language skills (reading, writing, listening and speaking). Practice in developing and implementing balanced and effective language lesson plans is provided along with evaluating and selecting appropriate ESL teaching materials. ■■■

LIN-566 TESOL Methodology II 3/5

A focus on specific areas of methods and different aspects of curriculum design and assessment, such as how to correctly assemble a specific curriculum for a class and implement it. The course also reviews assessments available, how to decide which assessment to use and when to use it. The students explore their own personal focus as well as the methodology and philosophy of teaching to help self-evaluate themselves as teachers and to use the resources provided in class to address issues. (Prerequisite: LIN-565) ■■■

■■■ Course delivered in the classroom, may use online components.

☐ Course delivered online.

LIN-570 Application of Technology in TESOL 2/4

A focus on providing a conceptual framework for technology in the classroom and on using technology as a tool in the ESL classroom, i.e. Computer Assisted Language Learning (CALL). Instruction is given in the areas of using technology to facilitate inquiry-based learning, finding and developing resources, using computers in the classroom and exploring ways to use the Internet as an instructional tool. ☐

MAT-120 Contemporary Math 3/7

An introductory math course designed to develop skills that have practical usage in a business setting and daily life experience. The course reviews basic mathematical concepts, develops skills with algebraic expressions and expands to several topical applications. Topics include number properties, equations and inequalities, percentages, finance, interest, geometric figures, probability, graphs and statistics. ■■■

MGT-232 Entrepreneurship 3/5

A survey of fundamental management principles, problems and procedures unique to small businesses. Topics include ownership, competition, financing, marketing, personnel, long- and short-term planning and governmental regulations. ■■■

MGT-233 Leadership Studies 3/5

An overview of the fundamentals of leadership. Using a combination of both theory and practical applications from case studies, the students explore issues involved with solving business problems, group interactions and techniques of group presentations. ■■■

MGT-314 Management and Leadership 3/5

An examination of current leadership theories and their application to management problems. Leadership behavior and its relationship to both organizational structure and individual personality style are discussed. Application of leadership theories to actual situations is emphasized. ■■■

MGT-315 Negotiation and Conflict Resolution 3/5

A study of the development of communication and management skills necessary for successfully resolving conflict situations. ■■■ ☐

MGT-316 Managing the Not-for-Profit Organization 3/5

An examination of the role of management in the not-for-profit organization. Topics include marketing, legal issues, insurance, finance, fundraising, human resources and technology. ■■■ ☐

MGT-317 Organizational Behavior and Processes 3/5

An examination of organizational behavior, structure and processes. The course focuses on individual and group roles in the organization and the effects of cultural elements on motivation and productivity. #



MGT-318 Creating and Implementing the E-enterprise 3/6

An exploration of the theories, concepts, practices and technologies available to plan, implement and manage product and service-based E-enterprises. The course focuses on how ethical decision-making impacts the E-business operations.

MGT-319 Strategy and Planning for Ministry Organizations 3/6

An examination of the successful and unsuccessful strategic planning practices in organizations with emphasis on strategic planning's role in strengthening the ministry organization. Practical applications direct leaders in creating a planning process for their organizations.

MGT-325 Creating and Managing Diversity Programs 3/6

A focus on assessing diversity within an organization, designing a diversity plan, implementing the plan and measuring success. Leaders examine the impact a Christian worldview and global strategies have on their diversity program.

MGT-332 Human Resource Management 3/5

An exploration of the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development and compensation of employees. #

MGT-432 Strategic Management 3/5

A case study course. Application is made to major functions of business within the context of social, technological, economic, political and physical environment. Completion of all courses in the Bachelor's of Business Administration program is necessary for the successful completion of this course. #

MGT-438 Organizational Strategic Management 3/5

The study and application of tools and methodologies for strategic management of organizations. Course topics include the creation of SWOT analysis, internal and external factor analysis, competitive matrices and the development of appropriate organizational strategies. #

MGT-441 Management Project 3/5

A course in which students produce an individual project demonstrating the ability to apply and integrate the knowledge and techniques studied in previous courses to a current business problem. Completion of all courses in the B.S.M. program is necessary for the successful completion of this course. #

MGT-531 Organizational Behavior and Change 3/6

The study of the behavior of individuals and teams within organizations based on current management theory. Emphasis is given to understanding, predicting, motivating and changing work-related behaviors in organizations. Key topics include organizational structure, understanding culture, power, diversity, leadership and communication within the organization. #

MGT-532 Theory and Practice of Leadership 3/6

A survey of the current literature on the topic of leadership. A foundation of research and theory is laid to form the context for more specific topical study throughout the program. Special emphasis is placed on the knowledge, skills, attitudes and values in servant leadership. #

MGT-536 Managing and Maximizing Diversity 3/6

A study of the knowledge and skills necessary to manage and maximize the potential of an increasingly diverse workforce. Emphasis is placed on the benefits of a systematic and systemic approach to assessment, measurement, design and implementation of a sustainable diversity initiative. Students identify values and beliefs about people who are different from themselves and develop specific leadership strategies for managing a diverse workforce. #

MGT-538 Case Studies in Management 3/6

An in-depth examination of the influence and impact of contemporary business issues on the practice of effective management using the case study method. #

Course delivered in the classroom, may use online components.

Course delivered online.

MGT-539 Entrepreneurship and Innovation 3/6

A focused study of the tools needed in identifying and capitalizing on entrepreneurial business opportunities, methods for managing those opportunities and critical thinking skills needed for innovation and growth. Students work with a team to design an entrepreneurial venture. Additional topics include how to stimulate new ideas, managing innovative ideas, adapting to change and individual and group roles in the creative process. 🌐 📖

MGT-540 Applied Management Project 3/6

A capstone course in which students demonstrate their mastery of the M.S.M. curriculum by addressing a real organizational issue. Emphasis is placed on selecting, evaluating and analyzing a current issue in the student's place of employment and then designing and formulating a plan that appropriately addresses the issue. The outcome includes a thesis report and oral presentation demonstrating individual competence. 🌐

MGT-638 Issues in Human Resource Management 3/6

A focus on current issues in the field of human resource management emphasizing legal issues, career development, job definition and job qualification. Labor/management conflict from behavioral and institutional viewpoints is also examined. 🌐

MGT-639 Strategic Management 3/6

An in-depth analysis and evaluation of corporate and business strategies. Students are expected to demonstrate that they have the ability to integrate the various disciplines in the program and practical management experience for the purpose of solving a management and leadership problem through case analysis and critique. Topics include crafting an executive strategy, managing diversification, global market competition and analysis of resources and competitive position. 🌐

MGT-692 Applied M.B.A. Project 3/6

A capstone course in which the student demonstrates that he/she has the ability to integrate a diverse business education and practical experience. Completion of previous course work, research, and the international experience provide the basis for successful completion of this project. 🌐 📖

🌐 Course delivered in the classroom, may use online components.

📖 Course delivered online.

MKT-251 Principles of Marketing 3/5

An introduction to marketing centered on the areas of product, pricing, distribution and promotion with specific applications to decision making and the marketing function. Emphasis is placed on the marketing, consumer and industrial goals, and analysis of marketing functions and institutions. 🌐

MKT-350 Marketing Management 3/5

A study of the roles, responsibilities and tools of the marketing manager and how these are used to develop marketing plans and strategies. Emphasis is placed on areas of product, pricing, distribution and promotion. 🌐

MKT-651 Marketing Strategies 3/6

A case-method course using real marketing issues as a means to learn how to synthesize marketing fundamentals into effective and practical solutions. 🌐

MUS-262 Exploring Western Music 3/6

A survey of, and appreciation for, western music from the Middle Ages to the 20th Century. The course includes an introduction to music, composers and components from various time periods with an emphasis on different styles, historical settings, aesthetics and musical trends. Special focus is given to discerning and judging the value of music with the context of a Christian worldview. 📖

PHI-211 Philosophy in Culture 3/5

An examination of the basic philosophical problems, movements and representative philosophers with an emphasis on philosophy as a world and life view. 🌐

PSY-111 General Psychology 3/5

An introduction to psychology dealing with the important people, terms and theories in the fields of personality, learning, maladjustment and psychotherapy. 🌐

PSY-221 Interviewing and Counseling 3/5

An introduction to theoretical concepts, primary principles, strategies and interventions implemented in the practice and delivery of human services to individuals and families using the human services interview techniques. 🌐

REL-102 Christian Foundations 3/5

A study of the biblical concepts of creation, fall, redemption, consummation, stewardship and humanity as divine image bearers. These concepts provide a basis for all knowledge, insisting that "all truth is God's truth," and for the absolutes of biblical truth and morality. 🌐

REL-226 Inductive Study of Ephesians 3/5

An analysis of the epistle to the Ephesians designed to put into practice the inductive study skills learned in REL-228. The course reviews background, theme and analytical study of the epistle to understand and apply principles that are relevant in ministry leadership. (Prerequisite: REL-228) 🌐 📖

REL-228 Principles of Biblical Studies 3/5

An introduction to various methods of Bible study. Emphasis is placed upon inductive study with the intent to provide a method by which ministry leaders become independent students of Scripture. The inductive method is applied to various literary genre of both the Old and New Testaments. 🌐 📖

REL-231 Mosaic Literature 3/5

A study of the history of redemption from Adam to Moses as set forth in the Pentateuch. Special attention is given to God's purposes in the call of Abraham and the establishment of the Mosaic economy. 🌐

REL-232 Gospel Literature 3/5

A study of the four Gospels including their backgrounds, themes, outlines and distinguishing features, distinctive portrayals of Christ, and the life and ministry of Christ as set forth in the Gospel of Mark. 🌐

REL-233 Principles of Interpretation in Old Testament Literature 3/5

A study of the basic principles of biblical interpretation. Emphasis is placed upon the cultural, historical, grammatical and theological method of interpretation. The application of these principles is drawn specifically from the Old Testament scriptures. The course is designed to provide ministry leaders with a method to properly interpret the Bible. 🌐 📖

REL-234 Writings of Paul 3/6

A survey of the writings of Paul including their backgrounds, themes, outlines and distinguishing features with special attention given to the book of Romans. 📖

REL-235 Introduction to Old Testament Wisdom Literature 3/6

An introductory survey of the Old Testament books of Wisdom including a study of their major themes, characteristics of Hebrew poetry and principles which can be applied to Christian living. 📖

REL-238 Christian Doctrine 3/5

A systematic study of the basic biblical doctrines of Christianity. The course reviews relevant Bible passages and emphasizes the practical application of the teachings of the Bible to the Christian life. 🌐 📖

REL-239 The Ethics of the Ten Commandments 2/0

The study of the Ten Commandments with particular emphasis on the nature and content of ethics, the historical and cultural setting of the commandments, their organization, the meaning and significance of each of the Ten Commandments and the application of the commandments to daily life. The course includes listening to taped lessons, reading three books, four written assignments and a final exam. 📖

SCI-119 Contemporary Issues in Science and Technology 3/6

An exploration of current issues in physics, science biology, health and medicine. The course provides an understanding of the scientific method and how to critically evaluate current issues from a scientific perspective. 🌐

SOC-101 Introduction to Human Services 3/5

An introduction to the field of human services and the conditions in modern society that impact the health of individuals, families and communities. Topics include identification of populations served by human service workers, principles of human services and the essential helping skills. Special emphasis is given to Christian involvement in human services and the role of the faith-based social service agencies in American society. 🌐

SOC-111 Introduction to Sociology 3/5

An introduction to the field of sociology including an overview of several subfields. Basic theoretical perspectives of sociology are used to provide an explanation of basic institutions and social processes. 🌐

SOC-201 Intercultural Relations 3/5

An examination of minority and ethnic groups' social issues, cultural beliefs, values, communication styles, learning styles and cultural influences and contributions. The course explores roles within families and society, surveys, demographics and their impact on individuals and society. Concepts of gender diversity and women's issues are also introduced. 🌐

🌐 Course delivered in the classroom, may use online components.

📖 Course delivered online.

SOC-211 Current Social Issues 3/5

An examination of current social issues in light of classical and contemporary theories. Emphasis is placed on the implications of these issues for American society. 🏠

SOC-229 Field Experience 3/6

A capstone course requiring students to gain field experience through a supervised work experience with an appropriate agency and related to the student's area of interest. Prerequisites: Students must complete, at minimum, SOC-101, SOC-111, SOC-201 and PSY-221 before beginning the field experience. 🏠

SOC-232 Marriage and Family 3/6

An examination of the structure and function of marriage and family life from a biblical perspective. Topics include mate selection, parenting, divorce, transitions in relationships and the family life cycle. Students are exposed to difficult family issues such as blended families, spousal infidelity, midlife crisis and grief and loss in the home. 🏠

Prior Learning Assessment Seminar 0/0

(5 hours, one Saturday morning)
An introduction to prior learning assessment and the standards used to evaluate prior learning. Students learn how to write life-learning essays and petition for credit for professional schools and training (seminars, workshops, licenses, etc.). Students should contact their academic advisor in the Registrar's office for registration and dates. 🏠

🏠 Course delivered in the classroom, may use online components.

🏠 Course delivered online.

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