

Adult & Continuing Education

DIVISION



Davis Berryman
Dean

The Division of Adult and Continuing Education was created to serve the adult population of Michigan with a variety of programs designed to meet the specific educational needs of adult audiences. Because Cornerstone University understands the special requirements of adults (convenience, affordability, personal attention and individual assistance) who are interested in completing their Associate, Bachelor, or Master degree, the programs are designed in an evening format so that students may continue meeting their professional and personal commitments.

Though the curriculum is rigorous in its requirements, the learning opportunity for all students is enriched by the extensive and diversified employment experience each brings to the classroom. Students who enroll are committed to completing the program and support one another in achieving their mutual goals.

The Division of Adult and Continuing Education is committed to enabling adults to fulfill their educational and life-learning goals in order to enhance their career, personal growth and ministry opportunities. In accomplishing this mission, the faculty and staff of Adult and Continuing Education share the following values:

Biblical Integration -

Understanding the comprehensiveness of the Christian faith and biblical truth and integrating that truth in all academic disciplines.

Christian Responsibility -

Providing testimony through word and deed that would advance the Kingdom of God.

Excellence -

Providing motivation to give the best of one's self toward any endeavor.

Growth -

Leading to the development of God-given potential.

Service -

Resulting in a commitment to make meaningful contributions in the lives of people.

Degrees

Associate of Science
 Bachelor of Science
 Master in Business Administration
 Master of Science in Management

Programs

Business Studies (A.S.)
 Business Administration (B.S./M.B.A.)
 Management (B.S./M.S.M.)
 Management - Ministry Leadership (B.S.)

Educational Objectives

The educational objectives of the Adult and Continuing Education programs enable students:

- To develop an integrated worldview.
- To develop intellectual skills which encompass communication, math and computer science, critical thinking, and lifelong learning.
- To cultivate an awareness of self and community.
- To grow spiritually.

Program Format

The degree completion programs are a group of accelerated courses designed to meet specific program objectives. A cohort (16-20 students) stays together throughout the program in which they are enrolled.

Classes meet once a week for four hours. Courses combine lecture and teacher/student interaction. Instructional methods in the degree completion programs – undergraduate and graduate – integrate practical experience and theory through assignments, mini-lectures, seminars, case studies, simulations, small group discussions, and projects related to the student's professional goals. Each course in the program selected is a required component.

In addition to class time, Professional Learning Teams meet three hours weekly during the program to facilitate a sharing of abilities, experience and learning resources. Teams are made up of three to five individuals and are formed early in the program. The team members make the commitment to work together and assist each other in meeting the objectives and outcomes of the course.

Admission Requirements

Cornerstone University accepts adult learners for the programs in the division on the basis of their academic records and work experience. Students are required to complete the appropriate application and to submit an application fee. Admission requirements for the various programs are listed with each program.

When all admission requirements have been satisfied, students will receive a written notice that they may enter the program at a full admission status. Students who are not at full status may be allowed to begin the program at a Tentative Admission Status. The student is allowed to attend class pending official verification of required admission documents.

Students interested in the degree completion programs or Weekend College may obtain information by calling 1-800-947-2382 or 616-222-1448 (Grand Rapids) or 1-877-878-4323 or 248-649-0756 (Detroit) or by writing:

| | |
|--|---|
| ACE Admissions Cornerstone University 1001 E. Beltline, NE Grand Rapids, MI 49525 | ACE Admissions Cornerstone University/Metro Detroit 2100 West Big Beaver Rd., Suite 111 Troy, MI 48084 |
|--|---|

For more information, the Adult and Continuing Education website can be accessed through the university site at www.cornerstone.edu.

Financial Aid

There are several resources for students to meet financial needs for their education through grants and guaranteed loans. Students wishing to receive financial assistance through federal and/or state aid programs must file the Free Application For Federal Student Aid (FAFSA) form. This form is available from the Student Financial Services Office or the Adult and Continuing Education Office.

Some employers have tuition assistance programs and encourage employees to participate by offering financial reimbursement. A student should contact his/her employer directly to obtain more information regarding availability.

Additional information concerning financial aid can be found in the Financial Information section of this catalog or by contacting the Student Financial Services Office.

Return of Financial Aid Funds

Students receiving federal or state financial aid who withdraw prior to the end of a period of enrollment may be required to have some of those funds returned to the respective aid programs. A calculation will be made based on the student's withdrawal date to see what portion of the financial aid a student is eligible to retain based on the amount of time he/she was enrolled. These calculations are based on the withdrawal date of class attendance. It is important that the student consult with the Student Financial Services Office when considering withdrawal.

For Federal Title IV aid, if a student withdraws before completing 60 percent of the period of enrollment for which aid was received, a portion of the funds must be returned.

For Michigan aid, the calculation is based on the actual charges for tuition and fees compared with the total charges for tuition and fees for the period of enrollment.

For more information or examples, contact the Student Financial Services Office.

Prior Learning Credit

Often students have had learning experiences in subject areas for which accredited colleges offer coursework. These students may be awarded college credit for those learning experiences if they are 23 years old or older, and are able to document their learning. Learning can be through workshops, seminars, licenses, professional schools, or other significant learning experiences. An Assessment Advisor works with students to identify learning experiences worthy of credit consideration. Life-learning papers identifying significant learning experiences are read and evaluated by appropriate faculty members.

Adult students who are interested in prior learning credit should contact the Registrar's Office on campus regarding the Prior Learning Assessment Seminars offered throughout the year.

Refunds

Refund of tuition is made on the basis of classes completed in a respective course at the time a student is withdrawn or has given notice in writing that he/she is withdrawing. A student will be charged again for any course/module that is retaken. The official withdrawal date is the date that the withdrawal form is signed by the student or the date the student is administratively withdrawn from the course.

Tuition refunds for students who find it necessary to withdraw from a course or during the sequence of courses of a degree completion program, as well as those who are dismissed or suspended, will be computed as follows:

| Students who withdraw | Will be refunded |
|--|------------------|
| Before the 2nd class of a course | 100% |
| After the 2nd class, but before the midpoint of the course . . . | .50% |
| After the midpoint of the course | .0% |

Fees are not refundable. These include, but are not limited to application, registration, and class reservation deposit.

Faculty

Berryman, W. Davis (Dean), B.S. (1973), Washington University (St. Louis); M.S. (1977) Case Western Reserve University; M.B.A. (1983), Kent State University; Ph.D. program (A.B.D.), Michigan State University

Baker, Gloria, Associate Professor of Kinesiology (1973); B.S. (1960), Wheaton College; B.R.E. (1976), Grand Rapids Baptist College; M.A. (1965), Michigan State University; Ed.S. (1985), Central Michigan University

Bos, Lawrence, Associate Professor of Business (1970); B.A. (1970), M.B.A. (1974), Michigan State University

Clark, Naoma M., B.S. (1973) Eastern Oregon State College; M.Ed. (1988) Grand Valley State University

Stamm, Brad, B.S. (1975) Bowling Green University; M.B.A. (1987) Eastern College; Ph.D. (1996) Fordham University

Vanderberg, Kenneth, Associate Professor of Business (1996); B.A. (1964), Michigan State University; M.B.A. (1977), Central Michigan University

Associate of Science Degree

The Associate degree completion program is an introductory level academic program designed for working adults who understand what a solid Christian liberal arts education can enable them to accomplish in life and employment. The program provides an extensive study of many disciplines in order to establish a strong educational core through which students may rightly interpret reality and live out their faith in all areas of life. The program stresses the integration of business issues with general educational principles and satisfies the requirements to continue in a Bachelor of Science degree completion program. The educational objectives of the associate program are:

1. To develop students who will be competent communicators.
2. To develop individuals who can use critical thinking skills in all aspects of their lives.
3. To develop persons who can examine life situations and personal values from a Christian worldview.
4. To apply foundational knowledge to real-life problems through the use of teamwork in an active learning environment.
5. To develop in the working adult an understanding of the foundational components of education and business – math, English, psychology, science, history, physical education, fine arts, Bible, religion, and philosophy.
6. To develop persons who can use analytical skills required to perform basic educational and business research.

ADMISSION REQUIREMENTS

The admission requirements for the Associate degree programs are:

1. Submission of a completed application and the \$25 application fee.
2. Official transcripts from all previously attended colleges.
3. Official high school transcripts.
4. A minimum age of 23 and three years of full-time, relevant work experience. Applicants for associate programs who are not 23 years of age but who can provide detailed documentation of three years full-time work experience since high

school are welcome to apply. A letter to the admissions committee in which they will document work experience and indicate the reasons this requirement should be waived must accompany the admission material. The admissions committee will review the application and letter in order to make a final decision on acceptance of the applicant.

GRADUATION REQUIREMENTS

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

1. Completion of 60 semester hours including the prescribed 43 semester hours in general education and the 17 semester hours in Business Studies. The general education requirements are:

English:

A college writing course including instruction in and production of a research paper. 3

Speech:

A communication course which includes oral speech opportunities. 3

Fine Arts:

One course chosen from the following categories 3

- Art appreciation with historical emphasis
- Music appreciation with historical emphasis

Humanities:

One course from each of the following categories 18

- a history course
- a literature course
- a philosophy course
- a theology course or REL 102
- O.T. survey course or REL 231
- N.T. survey course or REL 232

Math/Computer Science:

One course 3

Lab Science:

One course (Biology, Chemistry, Physics) 3

Social Science:

Two courses from the following disciplines 6

- Sociology
- Psychology
- Economics
- Political Science
- Geography

| | |
|---------------------------------------|----|
| Principles of Wellness | 2 |
| Electives | 2 |
| Total | 43 |
| | |
| Total Bible Studies Credits | 17 |
| TOTAL | 60 |

All general education and business requirements are included in the Associate of Science in Business Studies program (Step I and II).

2. A 2.0 (C) cumulative grade point average. A grade of C- or better in ENG 118 or COM 111.
3. Payment of all tuition and fees.
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.

ASSOCIATE OF SCIENCE IN BUSINESS STUDIES

The Associate of Science in Business Studies degree is a lock step curriculum for working adults. It is designed to prepare students who desire to pursue a bachelor’s degree by providing the complete general education requirements needed for admission into any Cornerstone bachelor’s degree completion program. Individuals who successfully complete Step I and Step II qualify for the Associate of Science in Business Studies.

Step I of the Associate of Science in Business Studies degree is designed for individuals who have 0-23 transferable credits or individuals who have 24-45 transferable credits and need a number of general education courses.

| Required Courses | Credits | Weeks |
|---|---------|-------|
| COR100 Foundations of Inquiry | 2 | 5 |
| ENG118 Introduction to Writing and Research | 3 | 6 |
| COM111 Foundations of Speech Communication | 3 | 5 |
| REL102 Christian Foundations | 3 | 5 |
| MAT110 College Math | 3 | 7 |
| PSY111 General Psychology | 3 | 5 |
| HIS115 American Studies | 3 | 5 |
| FAR211 Introduction to Fine Arts | 3 | 5 |
| PHI211 Introduction to Philosophy | 3 | 5 |
| ENG223 Introduction to Literature | 3 | 5 |
| SCI119 Contemporary Issues in Science and Technology | 3 | 6 |
| Total | 32 | 59 |

Step II of the Associate of Science in Business Studies is designed for individuals who have between 24-45 transferable credits and need a mix of general education plus business core courses. Individuals who complete Step I and Step II qualify for the Associates of Science in Business Studies degree.

| Required Courses | | Credits | Weeks |
|------------------|--|---------|-------|
| MGT233 | Leadership Studies in Business | 3 | 6 |
| KIN149 | Principles of Wellness | 2 | 4 |
| BUS241 | Personal Financial Planning | 3 | 5 |
| REL232 | Gospel Literature | 3 | 5 |
| BUS217 | Global Business | 3 | 5 |
| MKT251 | Principles of Marketing | 3 | 5 |
| REL231 | Mosaic Literature | 3 | 5 |
| MGT232 | Entrepreneurship | 3 | 5 |
| SOC211 | Current Social Issues | 3 | 5 |
| BUS234 | Current Problems in Business: Case Studies | 2 | 4 |
| Total | | 28 | 49 |

Bachelor of Science Programs

Degree completion programs leading to a Bachelor of Science degree at Cornerstone University develop leadership, analytical, and problem-solving skills within a Christian framework. All programs are specifically designed for adults with family and job obligations. Classes meet once per week for four (4) hours on the same night throughout the duration of the program. In addition, students meet once a week (3 hours) with a Professional Learning Team to discuss and prepare assignments 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 program. For that reason, entering students should be at least 23 years of age with at least three years of significant job-related experience.

ADMISSION REQUIREMENTS

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

1. Submission of a completed application and the \$25 application fee.
2. A minimum of 60 semester hours of transferable college credit from accredited colleges or universities.
3. Official transcripts from all previously attended colleges.
4. A minimum age of 23 and three years of relevant work experience.

GRADUATION REQUIREMENTS

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

1. Completion of 120 semester hours of which 30 semester hours fulfill a general education requirement. Courses that count toward general education

requirements must be at least two (2) semester hours, and the total general education core 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 A.C.E. programs can “drop in” to many of the courses offered in the division to fulfill these requirements.

The general education requirements are:

- English a college writing course including instruction in and production of a research paper.
- Speech a communication course which includes oral speech opportunities.
- Fine Arts one course chosen from the following categories:
 - Art appreciation with historical emphasis
 - Music appreciation with historical emphasis
- Humanities three courses chosen from at least two of the following categories:
 - History
 - Literature
 - Modern foreign language (one year of college or above)
 - Philosophy/Religion
- Math/
- Computer Science . . . one course
- Lab Science one course (Biology, Chemistry, Physics)
- Social Science two courses from the following disciplines:
 - Sociology
 - Political Science
 - Psychology
 - Geography
 - Economics

2. Completion of the major with a grade point average of 2.5 or higher.
3. Ministry Leadership Specialization degree candidates must complete the following:
 - a New Testament Survey course 3 credits
 - an Old Testament Survey course 3 credits
 - one Theology course 3 credits
 - two additional courses in Biblical Literature, Biblical History, or Biblical Theology . . . 6 credits
4. A cumulative grade point average of 2.0 (C) or higher in all work. Credits from remedial or non-college level courses will not count toward graduation.
5. Payment of all tuition and fees.
6. Graduation application to the Registrar’s office filed no later than November 1 for December graduates and no later than February 1 for May/August graduates.

BUSINESS ADMINISTRATION MAJOR

The Business Administration program is an upper-level academic program 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 the area of organization and management, analytical methods, decision-making, finance, marketing, accounting, and operations.

Program Objectives

1. Develop within each person the ability to apply critical thinking and reasoning skills to identify problems and to utilize effective problem-solving abilities.
2. Develop persons who will be competent in their field of endeavor.
3. To examine personal and corporate values from a Christian worldview.
4. To develop personal communication skills—written, oral, and visual.
5. To apply theoretical knowledge to solve real-life problems through teamwork within the context of an active learning environment.
6. To develop in the business person a solid understanding of the functional components of business—economics, marketing, accounting, finance, law, and management.
7. To develop in persons the analytical skills required to perform basic business research including statistical analysis, literature review, information search techniques, and report writing.

| Required Courses and Sequences | | Credit Hours | Weeks |
|--------------------------------|---|--------------|-------|
| IDS302 | Principles of Self Management | .3 | 5 |
| ENG119 | Writing for Business | .3 | 5 |
| COM211 | Business and Professional Communication | .3 | 5 |
| ECN311 | Managerial Economics | .3 | 5 |
| IDS401 | Christian Foundations in Business | .3 | 5 |
| BUS219 | Business and Technology | .3 | 5 |
| BUS211 | Business Statistics | .3 | 7 |
| MKT350 | Marketing Management | .3 | 5 |
| BUS361 | Business Law | .3 | 5 |
| ACC324 | Principles of Financial Accounting | .4 | 7 |
| ACC325 | Managerial Accounting | .3 | 5 |
| MGT314 | Management and Leadership | .3 | 5 |
| BUS341 | Financial Management | .3 | 6 |
| MGT432 | Strategic Management | .3 | 5 |
| <hr/> | | | |
| Total | | .43 | 75 |

MANAGEMENT PROGRAM

The Management program is an upper-level academic curriculum program 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 the areas of organization and management, communications, and human resource management.

Program Objectives

1. Develop within each person the ability to apply critical thinking and reasoning skills to identify problems and to utilize effective problem-solving abilities.
2. Develop persons who will be competent in their field of endeavor.
3. To examine personal and corporate values from a Christian worldview.
4. To develop personal communication skills—written, oral, and visual.
5. To apply theoretical knowledge to solve real-life problems through teamwork within the context of an active learning environment.
6. To examine the concept of “culture” within an organizational context.
7. To develop skills in handling human resources.
8. To develop organizational and group communication skills.
9. To develop leadership skills.
10. To develop skills in the area of conflict negotiation.

| Required Courses and Sequences | | Credit Hours | Weeks |
|--------------------------------|---|-----------------|-------|
| IDS302 | Principles of Self Management | 3 | 5 |
| ENG119 | Writing for Business | 3 | 5 |
| COM211 | Business and Professional Communication | 3 | 5 |
| MGT311 | Organizations and Environments | 3 | 5 |
| MGT312 | Group and Organizational Behavior | 3 | 5 |
| MGT313 | Individual in the Organization | 3 | 5 |
| BUS219 | Business and Technology | 3 | 5 |
| MGT314 | Management and Leadership | 3 | 5 |
| IDS401 | Christian Foundations in Business | 3 | 5 |
| MGT332 | Human Resource Management | 3 | 5 |
| ACC338 | Accounting and Finance for the Non-Financial Manager | 3 | 6 |
| BUS361 | Business Law | 3 | 5 |
| BUS401 | Business Ethics and Values | 3 | 5 |
| MGT432 | Strategic Management | 3 | 5 |
| <hr/> | | Total | 42 71 |

MANAGEMENT PROGRAM WITH MINISTRY LEADERSHIP SPECIALIZATION

The Ministry Leadership program is an upper-level, interdisciplinary academic program designed for working professionals who are either employed or volunteer significant time in ministry, service, or non-profit organizations. The curriculum enables graduates to deal with the increasingly complex nature of leading and/or participating in these types of organizations. This program stresses the understanding and development of the interpersonal and intrapersonal skills necessary to provide effective leadership within various church, service and nonprofit organizations.

Program Objectives

1. Develop within each person the ability to apply critical thinking and reasoning skills to identify problems and to utilize effective problem solving abilities.
2. Develop persons who will be competent in their leadership endeavors.

3. Develop personal communication skills—written, oral, and visual.
4. Apply theoretical knowledge to solve real-life problems through teamwork within the context of an active learning environment.
5. Develop in the professional leader a solid understanding of the interpersonal and intrapersonal components of leadership—administration, team building, equipping, mentoring, and personal management.
6. Develop analytical skills required to perform basic research including literature review, information search techniques, and report writing.
7. Develop leadership skills.

| Required Courses and Sequences | | Credits | Weeks |
|---|--|-----------------|-------|
| IDS302 | Principles of Self Management | 3 | 5 |
| ENG119 | Writing for Business | 3 | 5 |
| REL226 | Inductive Study of Ephesians | 3 | 5 |
| COM211 | Business and Professional Communication | 3 | 5 |
| CMI312 | Personal Growth for Effective Leadership | 3 | 5 |
| BUS219 | Business and Technology | 3 | 5 |
| CMI331 | Philosophy of Leadership | 3 | 5 |
| MGT311 | Organizations and Environments | 3 | 5 |
| MGT312 | Group and Organizational Behavior | 3 | 5 |
| MGT313 | Individual in the Organization | 3 | 5 |
| MGT314 | Management and Leadership | 3 | 5 |
| MGT332 | Human Resource Management | 3 | 5 |
| CMI432 | Principles of Administration & Team Building | 3 | 5 |
| CMI433 | Systems for Cultural Impact | 3 | 5 |
| CMI442 | Applications in Organizational Leadership | 3 | 5 |
| <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> | | Total | 75 |

Graduate Degrees

ADMISSION REQUIREMENTS

The purpose of these admission requirements is to assure a student’s academic, personal, and professional readiness for success in a master level Adult and Continuing Education program at Cornerstone University.

Admission Requirements Include:

1. A completed and signed application with the \$40 application fee (non-refundable).
2. A Baccalaureate Degree from a U.S. regionally accredited institution with a grade point average and academic proficiency consistent with the expectations for the master level course work. This admission requirement is met by students who have earned a 2.7 grade point average (GPA) on a 4.0 scale in undergraduate course work at the institution from which they received their baccalaureate degree. Students with less than a 2.7 GPA are welcome to apply, but must also submit an application essay indicating why they believe they are academically prepared to enter this program.

3. Official transcripts from all colleges/universities previously attended. (Cornerstone University graduates do not need to request a Cornerstone University transcript.)
4. Applicants must be a minimum age of 23.
5. Two letters of professional recommendation on forms provided. (One letter must be from the applicant's current employer – an individual with a supervisory or managerial relationship to the applicant – and one from someone who can comment on the applicant's ability.)
6. A professional resume demonstrating a minimum of three (3) years of significant work experience. Preference will be given to those who have worked as a manager, supervisor, executive, or related professional position in business, public service, or nonprofit organizations.
7. Students whose primary language is not English must achieve a minimum TOEFL score of 600.
8. A maximum of six (6) 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 years.)
9. A student must have a completed file and be admitted to the university before financial aid will be processed.

Students not meeting the above requirements may enter on a "probationary status." They must attain a 3.0 GPA during the first six (6) semester hours in order to remain in the program.

Financial Aid

There are several resources for students to meet financial needs for their education through grants and guaranteed loans. Students wishing to receive financial assistance through federal and/or state aid programs must file the Free Application For Federal Student Aid (FAFSA) form. This form is available from the Student Financial Services Office or the Adult and Continuing Education Office.

Some employers have tuition assistance programs and encourage employees to participate by offering financial reimbursement. A student should contact his/her employer directly to obtain more information regarding availability.

Additional information concerning financial aid can be found in the Financial Information section of this catalog or by contacting the Student Financial Services Office directly.

Graduation Requirements

1. Completion of the master’s program curriculum with a grade point average of 3.0 or better. No more than two grades of C are permitted in the course of the program. If a third C is received, it will require one of the three C courses to be repeated.
2. No course with a grade of less than a C- is permitted. A student receiving less than a C- must repeat the course.
3. Payment of all tuition and fees.
4. Completion of all degree requirements within five years of beginning the program.

MASTER OF SCIENCE IN MANAGEMENT

The Master of Science in Management (MSM) program is a 39-hour graduate program designed to equip students with the broad business concepts and analytical skills necessary to make sound management decisions. Students seeking a career-oriented program that emphasizes knowledge and skills working with and leading people in an organizational environment should consider this program. The final course, the Applied Management Project, provides students with an opportunity to integrate their areas of study with a real-life management problem. The computer-enhanced curriculum uses case studies, simulations, oral and written communication projects, and Professional Learning Team projects to develop or enhance leadership skills, Christian worldview, and interpersonal communication skills.

The MSM is designed to enable students:

1. To develop and apply effective problem-solving skills.
2. To develop effective managerial decision-making skills using information technologies.
3. To understand and use interpersonal and organizational communication techniques effectively.
4. To develop effective decision-making skills based upon an understanding of the total enterprise and its role in the dynamic global environment.
5. To effectively build teams capable of working together efficiently and effectively.
6. To develop strategies to anticipate and explore future business opportunities.
7. To examine personal and corporate values from a Christian worldview.
8. To understand the moral foundation of business.

| Required Courses and Sequences | | Credits | Weeks |
|--------------------------------|--|---------|-------|
| BUS501 | Orientation to Graduate Studies | 3 | 5 |
| MGT531 | Organizational Behavior | 3 | 6 |
| BUS505 | Research Methods | 3 | 7 |
| MGT533 | Organizational Communication | 3 | 6 |
| MGT537 | Fundamentals of Executive Management | 3 | 6 |
| MGT651 | Strategic Marketing Management | 3 | 6 |
| MGT535 | Leadership Studies | 3 | 6 |
| MGT636 | Project Management | 3 | 6 |

| | | | |
|--------|--|-----------------|-------|
| MGT638 | Issues in Human Resource Management | 3 | 6 |
| ACC338 | Accounting and Finance for the Non-Financial Manager* | 3 | 6 |
| BUS643 | Financial Concepts of Management | 3 | 7 |
| BUS661 | Legal and Regulatory Environment of Business . . . | 3 | 6 |
| MGT691 | Applied Management Project | 3 | 6 |
| | | Total | 39 79 |

*Prerequisite course

MASTER IN BUSINESS ADMINISTRATION

The Master of Business Administration (MBA) program is a 43-hour graduate program designed to develop the quantitative decision-making skills essential in today's business world. This is done through the study of the functional components of business – economics, marketing, accounting, finance, law, and management. Prerequisites to the accounting courses are built into the program. The final course, the Applied MBA project, provides students with an opportunity to integrate their areas of study, with a real-life business problem. The computer-enhanced curriculum uses case studies, simulations, oral and written communication projects, and Professional Learning Team projects to develop or enhance leadership skills, Christian worldview, and interpersonal communication skills.

The MBA is designed to enable students:

1. To understand the nature of organizations and the interrelationship of individuals and groups within the organizations.
2. To understand the leadership role of management and how this role impacts team building.
3. To investigate the moral and economic imperatives associated with the leadership role of management.
4. To understand quantitative and qualitative analysis, interpretation, and use of business information.
5. To assess economic relationships, competitive markets, and competitive strategy all within the context of a constrained environment.
6. To examine personal and corporate values from a Christian worldview.

| Required Courses and Sequences | | Credit | Weeks |
|--------------------------------|--|--------|-------|
| BUS501 | Orientation to Graduate Studies | 3 | 5 |
| MGT531 | Organizational Behavior | 3 | 6 |
| BUS505 | Research Methods | 3 | 7 |
| ECN511 | Advanced Economics, Principles and Practices . . . | 3 | 7 |
| BUS507 | Quantitative Analysis | 3 | 7 |
| MGT634 | Operations Management | 3 | 6 |
| MGT535 | Leadership Studies | 3 | 6 |
| MGT638 | Issues in Human Resource Management | 3 | 6 |
| ACC324 | Principles of Financial Accounting* | 4 | 7 |

| | | | |
|--------|---|----|----|
| ACC525 | Issues in Managerial Accounting | 3 | 7 |
| BUS645 | Managerial Finance | 3 | 7 |
| MKT651 | Strategic Marketing Management | 3 | 6 |
| MGT632 | Issues in Strategic Management | 3 | 6 |
| MGT692 | Applied MBA Project | 3 | 6 |
| | Total | 43 | 89 |

*Prerequisite course

Course Descriptions

ACC 324 Principles of Financial Accounting 4

Examines 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

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

ACC 338 Accounting and Finance for the Non-Financial Manager 3

An overview of the accounting and financial planning process designed specifically for the non-financial manager. Emphasis will be on the use of accounting information, particularly the acquisition, analysis, and reporting of accounting information.

ACC 525 Issues in Managerial Accounting 3

An examination of contemporary accounting issues for managers. Issues related to the principles, techniques, and uses of accounting in the planning and control of organizations are studied. 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, and ethics. (Prerequisite: ACC324 Principles of Financial Accounting)

BUS 211 Business Statistics 3

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.

BUS 217 Global Business 3

The main focus is on important business practices needed to acquire and sustain a competitive advantage in the world marketplace. Topics include foreign culture, international finance, global economics, international marketing, multinational corporations, and international management.

- BUS 219 Business and Technology** 3
 Information technology is pervasive in modern business – from the largest manufacturing firms to the independent consultant. This course is designed to allow students to understand emerging technological issues facing management so they may integrate technology with their 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
 The business case methodology of learning is applied to various topics that integrate current social issues with functional business strategies. Through a variety of business cases, students analyze the 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 multinational corporations.
- BUS 241 Personal Financial Planning** 3
 Financial information basic to understanding budgeting, taxes, banking, credit, capital expenditures, investments, and planning.
- BUS 341 Financial Management** 3
 Basic theoretical framework for decision making in financial management. 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 Principles of Financial Accounting, ACC 325 Managerial Accounting, and ECN 311, Managerial Economics)
- BUS 361 Business Law** 3
 The legal, regulatory, and ethical environment in which business operates is explored. Emphasis is on survey of the law torts, contracts, employment law, and doctrine of implied warranty.
- BUS 401 Business Ethics and Values** 3
 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 501 Orientation to Graduate Studies** 3
 An introduction and overview of the philosophy of the graduate business program, its policies and procedures. Adult learning concepts, useful academic skills, and aspects of group dynamics and team building strategies are emphasized. Laptop computers are distributed with an overview of their use and the strategy behind their incorporation into the program.
- BUS 505 Research Methods** 3
 The application of research methods in management. Analytical models and participant experience are utilized throughout the course. Emphasis is placed upon business databases and their use in the research process.

- BUS 507 Quantitative Analysis** 3
 A study of quantitative techniques useful in management decision making, including break-even analysis, linear programming, sensitivity analysis, and other decision making models.
- BUS 643 Financial Concepts of Management** 3
 A study of essential concepts of financial management, including working capital management, capital budgeting, capital structure planning, time value of money, and dividend policy. Students must be comfortable with the use of Excel.
 (Prerequisite: ACC 338, Accounting and Finance for the Non-financial Manager)
- BUS 645 Managerial Finance** 3
 An examination of contemporary issues in the area of managerial finance. Areas of emphasis include the development and use of benchmarking strategies, the impact of developments in ISO strategies, tools for determining optimal volume and composition of a firm's assets, liabilities and equity. Information technology plays a key role in this course. Students must be comfortable with the use of Excel.
- BUS 661 Legal and Regulatory Environment of Business** 3
 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 312 Personal Growth for Effective Leadership** 3
 The students will study and apply the various facets of personal growth necessary for effective leadership. These would include the purpose and practice of spiritual and physical disciplines, identifying one's spiritual gifts and natural abilities, and the importance of establishing relationships for accountability.
- CMI 331 Philosophy of Leadership** 3
 A study of the concepts, presuppositions, skills, attitudes and values that shape one's philosophy of leadership. Students will formulate a leadership philosophy providing the basis for constructing a pattern for program development.
- CMI 432 Principles of Administration and Team Building** 3
 Administrative structures, organizational goal setting, current technical resources, budgeting, delegation, and recruitment methods are examined by the students. Special emphasis will be given to the team building process as it relates to staff leadership development.
- CMI 433 Systems for Cultural Impact** 3
 A study of the attitudes of faithfulness, sensitivity and persistence needed to impact one's culture with the foundational truths of the Scriptures. Special attention will be given to cross-cultural applications and developing a system and integrating evangelism and discipleship in one's organization.

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| CMI 442 | Applications in Organizational Leadership | 3 |
| A capstone course designed to allow the students to integrate the various principles of the ministry leadership program with actual vocational environments. Case study analysis will provide the basis for connecting program objectives to vocational experiences. | | |
| COM111 | Foundations of Speech Communication | 3 |
| Introduction to the philosophy, theory, and practice of speech communication. Develops students' confidence as human communicators with particular emphasis on intrapersonal, interpersonal, small group, and public communication. | | |
| COM 211 | Business and Professional Communication | 3 |
| An overview of the communication process in organizations with emphasis on written and oral presentation skills. Simulations and case studies will be used to focus efforts. (Satisfies general education speech requirement.) | | |
| COR 100 | Foundations of Inquiry | 3 |
| In this course students gain the knowledge and skills necessary for academic and personal success in a Christian framework. Topics include such issues as: setting goals, decision making, time and financial management, computer and information retrieval skills, learning skills, relationships, and personal health. | | |
| ECN 311 | Managerial Economics | 3 |
| 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 511 | Advanced Economics, Principles and Practices | 3 |
| Focus is on practical microeconomic and macroeconomic principles and their application to real world business issues. Topics include forecasting, regression analysis, and resource allocation. Students are provided decision-making tools used for planning and problem solving in their respective organizations. | | |
| ENG 118 | Introduction to Writing and Research | 3 |
| A course designed to develop skills in reading, writing, revising and critical thinking. An emphasis is on APA documentation style and research writing. | | |
| ENG 119 | Writing for Business | 3 |
| The study and practice of the various writing styles and skills required in a business setting. The emphasis will be on clear, concise expression aimed at a specific audience for a specific purpose. The course will include 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**
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.
- FAR 211 Introduction to Fine Arts 3**
Introduction to, survey of, and development of appreciation for the fine arts, including: music, painting, sculpture, and architecture. 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.
- HIS 115 American Studies 3**
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.
- IDS 302 Principles of Self-Management 3**
The objective of the module is personal discovery and affirmation through examination of one's strengths and the subsequent adjustments that may assist areas of personal growth. Self-management includes the development of good interpersonal relationships and principles of wellness necessary to function in group dynamics during the course of study at Cornerstone University and in the student's work environment.
- IDS 401 Christian Foundations in Business 3**
Emphasis is on nurture and development of personal faith and Christian worldview. Students will be 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 149 Principles of Wellness 2**
Instruction in personal wellness as a responsibility of biblical stewardship. This course will address total person wellness in the context of biblical principles. Topics include: attitudes, exercise, fitness, nutrition, and stress management.
- MAT 110 College Math 3**
Applications of functions to number properties, graphs, equations, inequalities, probability, and statistics. Graphic, numeric, and symbolic methods to solve equations with technology. Computer explorations extend geometric and algebraic understandings and problem-solving skills. Graphing calculator skills required: TI83 or TI92 recommended.
- MGT 232 Entrepreneurship 3**
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 in Business 3**
An overview of the fundamentals of leadership. Using a combination of both theory and practical applications from case studies, the students will explore the issues involved with solving business problems, group interactions, and techniques of group presentations.
- MGT 311 Organizations and Environments 3**
Focus will be on organizational structure and design. Primary emphasis is placed on understanding the organization as an open system. A systems approach to basic organizational diagnosis will be emphasized.
- MGT 312 Group and Organizational Behavior 3**
Emphasis is on group behavior and how group functioning affects organizational effectiveness. Decision making and resolving conflicts in groups will be stressed. Strategies for efficient and productive group management are developing.
- MGT 313 Individual in the Organization 3**
Focus is on organizational behavior as it relates to individual motivation, productivity, and performance. A secondary emphasis is placed on effectiveness in interpersonal relationships. An understanding of theories of motivation and organizational behavior as well as skills in effective interpersonal relationships will be discussed.
- MGT 314 Management and Leadership 3**
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 will be discussed. Application of leadership theories to actual situations will be emphasized.
- MGT 332 Human Resource Management 3**
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**
A case study course. Application is made to major functions of business within the context of social, technological, economic, political, and physical environment.
- MGT 531 Organizational Behavior 3**
Focuses on the development of a greater understanding of organizational theory and how it can be used to attain both organizational and personal goals. Issues related to organizational communication, organizational psychology, and the impact of technology are discussed.
- MGT 533 Organizational Communication 3**
An in-depth analysis of communication problems found in organizations. Special attention is given to conflict management within a diverse culture.

- MGT 535 Leadership Studies 3**
A study of current leadership issues. The student's leadership style is assessed. Ways and means related to how to apply this understanding to the student's work setting are explored. The role of the leader is studied with emphasis on the leader's role in communication, team formation, and team dynamics.
- MGT 537 Fundamentals of Executive Management 3**
A study of management as an organized body of knowledge. Focus is on the role of executive management in directing an organization and improving organizational performance. Computer-based interactive case studies as a means of demonstrating several key course concepts are used.
- MGT 632 Issues in Strategic Management 3**
Focus is on integration and summary of MBA coursework. Students will study and analyze interrelated cases using computer simulations and internet technology. The development, implementation, and reformulation of business strategy is emphasized.
- MGT 634 Operations Management 3**
An examination of the design and management of efficient, effective production and operation systems and processes. Elements from systems theory, process theory, and learning theory are used. Emphasis is placed upon continuous quality improvement and the use of technology.
- MGT 636 Project Management 3**
A study of production and performance evaluation, quality control, workflow analysis, and design techniques and productivity. Students examine projects from an overall perspective and design ways to effectively and efficiently carry them out.
- MGT 638 Issues in Human Resource Management 3**
Focus is on current issues in the field of human resource management. Course emphasis includes legal issues, career development, job definition, and job qualification. Labor/management conflict from behavioral and institutional viewpoints will also be examined.
- MGT 691 Applied Management Project 3**
Students complete a project that demonstrates their ability to integrate a diverse management education and years of management experience by solving a management problem of significance to the student. Emphasis is placed on incorporating business policy and strategy principles into the project.
- MGT 692 Applied MBA Project 3**
Students complete a project that reflects their ability to integrate the educational principles from the MBA program with their current business experiences.
- MKT 251 Principles of Marketing 3**
An introduction to marketing centered around 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.

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| MKT 350 | Marketing Management | 3 |
| <p>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.</p> | | |
| MKT 651 | Strategic Marketing Management | 3 |
| <p>An advanced study of marketing from a strategic management perspective. Students will explore the decision-making process, strategy development, and tools used to aid in the decision-making process. The internet and its use will be the focus for the development of strategic marketing plans. The use of information technology also plays a key role in this course.</p> | | |
| PHI 211 | Introduction to Philosophy | 3 |
| <p>An examination of the basic philosophical problems, movements, and representative philosophers with an emphasis on philosophy as a world and life view.</p> | | |
| PSY 111 | General Psychology | 3 |
| <p>An introduction to psychology dealing with the important people, terms, and theories in the fields of personality, learning, maladjustment, and psychotherapy.</p> | | |
| REL 102 | Christian Foundations | 3 |
| <p>Purposes to provide a biblical framework for the entire educational experience during the degree completion program. This course articulates the biblical concepts of creation, fall, redemption, stewardship, and humanity as divine image bearers. It uses these concepts to provide a basis for all knowledge, insisting that "all truth is God's truth," and to provide a basis for the absolutes of biblical truth and morality. This pursuit of knowledge leads to worship that brings glory to God.</p> | | |
| REL 226 | Inductive Study of Ephesians | 3 |
| <p>A survey of one of the primary resources needed for ministry leadership studies. The course will review the background, themes, and foundational information about this important epistle. The analytical method students will need to study this and other resources will receive special attention.</p> | | |
| REL 231 | Mosaic Literature | 3 |
| <p>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.</p> | | |
| REL 232 | Gospel Literature | 3 |
| <p>A study of the four Gospels including their backgrounds, themes, outlines and distinguishing features, and distinctive portrayals of Christ, as well as a study of the life and ministry of Christ as set forth in the Gospel of Mark.</p> | | |
| REL 239 | The Ethics of the Ten Commandments | 3 |
| <p>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 will include listening to taped lessons, reading three books, four written assignments, and a final exam.</p> | | |

- SCI 119 **Contemporary Issues in Science and Technology** 3
 An exploration of current issues in physics, science, biology, health, and medicine. Provides an understanding of the scientific method and how to critically evaluate current issues from a scientific perspective.
- SOC 211 **Current Social Issues** 3
 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 232 **Marriage and Family** 3
 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 will be exposed to difficult family issues such as blended families, spousal infidelity, midlife crisis, and grief and loss in the home.
- Seminar **Prior Learning Assessment Seminar (5 hrs., one Saturday a.m.)** 0
 An introduction to prior learning assessment and the standards used to evaluate prior learning. Emphasis will be placed on identifying patterns of learning in personal, professional, and previous education experiences. Creating a portfolio of documentation, in order to petition for additional credit, will enable students to foster critical thinking and life-long learning skills.

Weekend College

Weekend College offers adult students the opportunity to earn college credit for personal enrichment and to help students in satisfying graduation requirements for degree programs. Course offerings are generally in math, science, social science, writing, fine arts, computers, history, and biblical-theological studies.

WEEKEND COLLEGE ENROLLMENT ELIGIBILITY

Students must be 23 years or older and agree to abide by the life-style expectations of the University while on campus or involved in classes. Adult students enrolled in the traditional college program at Cornerstone University may enroll in continuing education courses only with the permission of the Academic Dean and Director of Weekend College. Adults not currently enrolled in a Cornerstone degree completion program will need to complete a Non-Degree Enrollment Application before enrollment in a course.