

# Adult Education



CONCORDIA  UNIVERSITY  
W I S C O N S I N

Academic Catalog  
2009 - 2010



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Concordia University Wisconsin admits qualified students of any age, sex, race, color, national or ethnic origin, physical or mental conditions, or developmental disability, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Concordia University Wisconsin does not discriminate on the basis of race, color, national or ethnic origin, age, sex, physical or mental condition, or developmental disability in the administration of its admission policies, education policies, scholarship and loan programs, athletic and extra-curricular programs or other school-administered programs.

Concordia University does not discriminate on the basis of handicap. (c.f. Section 504 of the Rehabilitation Act of 1973).

# CONCORDIA UNIVERSITY WISCONSIN

## MISSION STATEMENT

Concordia University Wisconsin is a Lutheran higher education community committed to helping students develop in mind, body, and spirit for service to Christ in the Church and the world.

## ADULT EDUCATION STUDIES

### STATEMENT OF PURPOSE

Concordia University's Adult Education Studies is charged with carrying the mission of the University to the non-traditional adult student. Like the traditional degree programs, the programs in the Adult Education Studies are founded in the Christian Liberal Arts tradition of the University.

However, the program is very much tailored to the needs and unique capabilities of the adult learner. For instance, classes are offered at locations near students' homes or work. Classes are offered in an accelerated evening format. Three credits can be earned in four to six weeks (eight weeks in the Masters Program) with classes meeting once per week. In addition, students can earn credit in a variety of modalities from the traditional classroom setting to college level learning experiences obtained through their career or even hobbies.

The adult student and the traditional post high school age student differ in that the former has benefited from years of life experience and then sought the academic education, while the traditional student first receives the education and then the life experience. Thus, the needs of the adult learner are different; socialization, for instance, plays a much greater role in the academic life of the traditional student and, indeed, accounts for much of the necessity for extended contact hours. Adults, on the other hand, are interested in cutting right to the essence of a topic and are capable of processing greater amounts of material over much shorter periods of time.

We are often asked what the difference is between Concordia's programs and those of other accelerated adult degree programs. We are often asked how we get as much accomplished in a four to six week schedule as one does in a traditional semester. If one views the adult educational paradigm as merely an accelerated version of a traditional semester, then the format fails - it lacks academic integrity. If, however, one considers the paradigm as a "distance learning" or "independent study" format to which are added 16 to 24 hours of classroom experience, then one will have a better understanding of the adult learning process. **It is expected and required that the majority of the learning will occur outside the classroom through directed independent study.**

A hallmark of all adult education degree programs is a strong emphasis on the direct applicability of the course material to the students' careers. Our majors accomplish this admirably. In addition, and this is the key difference, our entire program is infused with the liberal arts conveyed in a Lutheran Christian context.

The goal in adult education is personal development. The University has identified nine competencies or areas in which this should occur: aesthetic sensibilities, communication skills, cultural understanding, numeracy, problem solving, physical development, spiritual development, scientific literacy, and citizenship. Growth in these areas occurs throughout the program of study and is measured and documented by the school's comprehensive assessment plan.

## ACCREDITATION

Concordia University Wisconsin is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. In addition, the School is accredited by the educational agencies in the states in which it has centers.

The Higher Learning Commission  
30 North La Salle Street, Suite 2400  
Chicago, IL 60602  
312-263-0456

Indiana Commission of Proprietary Education  
302 W. Washington Street, Room E210  
Indianapolis, IN 46204-2767  
Toll Free Number 1-800-227-5695

The Indianapolis Center and Fort Wayne Center are regulated by the Indiana Commission on Proprietary Education, 1-317-232-1320. The New Orleans Center is regulated by the Louisiana State Board of Regents, 1-225-342-4253.

## **MAJOR: BUSINESS MANAGEMENT**

The Business Management major includes study from a variety of disciplines which will enable the student to develop knowledge, skills, and attitudes to more effectively deal with managerial, human, and financial dynamics within an organization. Specific learning goals for the Business Management major include:

- the ability to use critical and creative thinking skills in the business context;
- knowledge of strategic decision-making to evaluate and manage business initiatives;
- knowledge of planning, organizing, leading and controlling the resources of an organization;
- knowledge of human resource issues within the business organization;
- dynamics of the marketing function, including product planning, pricing, promotion, channel management, and competition analysis;
- ability to apply basic accounting principles and construct and interpret financial statements;
- knowledge of business financing strategies and processes;
- entrepreneurial skills in the development of a business plan.

### **48 Credit Major Sequence (Bachelor or Associate Degree)**

AL 107	Student Success Strategies	3 credits, 4 weeks
AL 234*	Speech Communication	3 credits, 4 weeks
AL 204*	College Writing	3 credits, 6 weeks
AL 159*	Heritage of Faith	3 credits, 5 weeks
AL 169	Statistical Methods	3 credits, 6 weeks
AL 356*	Critical Thinking and Creativity	3 credits, 4 weeks
AL 272	Organizational Management Principles	3 credits, 4 weeks
AL 366	Marketing Management	3 credits, 5 weeks
AL 359	Human Resource Management	3 credits, 4 weeks
AL 347*	Macroeconomics	3 credits, 6 weeks
AL 367	Global Dimensions in Business	3 credits, 4 weeks
AL 368	Philosophy of Values and Ethics	3 credits, 4 weeks
AL 365	Accounting	3 credits, 6 weeks
AL 346	Business Finance	3 credits, 6 weeks
AL 371	Business Policy	3 credits, 4 weeks
AL 474	Integrative Project: The Business Plan	3 credits, 8 weeks

\*Starred courses fulfill core requirements inside the major.

### **Additional Core Requirements: 32 Credits (Associate: 9 Credits)**

Civilization and World Views: History (3 credits)**	Christian Doctrine (3 credits)
Civilization and World Views: Literature (3 credits)	Culture (3 credits)**
Mathematics (3 credits)	Creative Arts (3 credits)**
Language and Culture (3 credits)	Social Science (3 credits)
Physical Development (2 credits)	Lab Science (3 credits)
Theology Elective (3 credits)	

\*\*Required for Associate Degree.

### **Elective Requirements: 48 Credits (Associate: 7 Credits)**

The Business Management major is available in an E-Learning format.

## MAJOR: ACCOUNTING

The Accounting major provides adult students with the opportunity to take accounting courses in the full-length semester format along with accelerated courses in other areas of the major to complete an undergraduate degree in Accounting. Those who want to sit for the CPA exam would continue with three additional semester length undergraduate courses and credits toward an MBA to meet the 150 credit hour CPA requirement.

The undergraduate program leading to a 128 credit B.S. in Accounting consists of the 81 credit major sequence which includes 27 credits of semester length accounting courses and 54 credits of accelerated courses including five courses (15 credits) that also count toward the core, 32 additional credits in the core, and 15 elective credits. Semester long classes meet 2.5 hours one night per week. There is no associate degree option for this major.

### Accounting Major Sequence (27 Credits Semester Length)

ACCT101	Accounting Principles I	3 credits, 16 weeks
ACCT102	Accounting Principles II	3 credits, 16 weeks
ACCT223	Managerial Accounting	3 credits, 16 weeks
ACCT310	Intermediate Accounting I	3 credits, 16 weeks
ACCT311	Intermediate Accounting II	3 credits, 16 weeks
ACCT210	Cost Accounting	3 credits, 16 weeks
ACCT331	Advanced Accounting II	3 credits, 16 weeks
ACCT420	Auditing	3 credits, 16 weeks
ACCT350	Income Tax I	3 credits, 16 weeks

### Accounting Major Sequence (54 credits Accelerated)

AL107	Student Success Strategies	3 credits, 4 weeks
AL152	Computer Communication	3 credits, 4 weeks
AL272	Organizational Management Principles	3 credits, 4 weeks
AL204*	College Writing	3 credits, 6 weeks
AL345	Business Law	3 credits, 4 weeks
AL169	Statistical Methods	3 credits, 6 weeks
AL159*	Heritage of Faith	3 credits, 5 weeks
AL180*	Interpersonal Communication	3 credits, 4 weeks
AL355	Management Information Systems/Project Mgmt	3 credits, 6 weeks
AL128*	College Algebra	3 credits, 6 weeks
AL366	Marketing Management	3 credits, 5 weeks
AL359	Human Resource Management	3 credits, 4 weeks
AL348	Microeconomics	3 credits, 6 weeks
AL347*	Macroeconomics	3 credits, 6 weeks
AL368	Philosophy of Values and Ethics	3 credits, 4 weeks
AL346	Business Finance	3 credits, 6 weeks
AL367	Global Dimensions in Business	3 credits, 4 weeks
AL371	Business Policy	3 credits, 4 weeks

\*Core courses taken in the Major Sequence

### Additional Core Requirements: 32 Credits (Accelerated)

Civilization and World Views: History (3 credits)	Christian Doctrine (3 credits)
Civilization and World Views: Literature (3 credits)	Social Science (3 credits)
Language and Culture (3 credits)	Philosophical Foundations (3 credits)
Physical Development (2 credits)	Creative Arts (3 credits)
Theology Elective (3 credits)	Lab Science (3 credits)
Culture (3 credits)	

### Elective Requirements: 15 credits

<b>MAJOR:</b>	<b>HUMAN RESOURCE MANAGEMENT</b>
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The Human Resource Management major develops the knowledge and skills necessary for management of the human resource function within an organization. Students develop interpersonal as well as technical skills in areas such as employment practices, staffing, compensation and benefits, training, and change management. Specific learning goals for this major include:

- effective writing, public speaking, and interpersonal communication skills;
- business management skills for the diverse work environment;
- the ability to apply problem-solving skills in a human resource context;
- the various roles human resource professionals perform in an organization;
- key legislation and legal cases which affect the employment relationship;
- strategies for recruitment, selection, training, and development of employees;
- an understanding of compensation systems and employee benefits;
- issues related to employee health, safety and security;
- integration of organizational development and leadership through change management.

#### **48 Credit Major Sequence (Bachelor or Associate Degree)**

AL 107	Student Success Strategies	3 credits, 4 weeks
AL 234*	Speech Communication	3 credits, 4 weeks
AL 204*	College Writing	3 credits, 6 weeks
AL 180	Interpersonal Communication	3 credits, 4 weeks
AL 159*	Heritage of Faith	3 credits, 5 weeks
AL 272	Organizational Management Principles	3 credits, 4 weeks
AL 270*	Intercultural Communication	3 credits, 4 weeks
AL 271*	Social Psychology in the Workplace	3 credits, 4 weeks
AL 359	Human Resource Management	3 credits, 4 weeks
AL 265	Employment and Labor Relations	3 credits, 5 weeks
AL 266	Staffing	3 credits, 4 weeks
AL 267	Compensation and Benefits	3 credits, 6 weeks
AL 269	Workplace Health and Safety	3 credits, 4 weeks
AL 300	Training and Employee Development	3 credits, 4 weeks
AL 368	Philosophy of Values and Ethics	3 credits, 4 weeks
AL 472	Managing Change	3 credits, 5 weeks

\*Starred courses fulfill core requirements inside the major.

#### **Additional Core Requirements: 32 Credits (Associate: 9 Credits)**

Civilization and World Views: History (3 credits)**	Creative Arts (3 credits)**
Civilization and World Views: Literature (3 credits)**	Christian Doctrine (3 credits)
Philosophical Foundations (3 credits)	Physical Development (2 credits)
Language and Culture (3 credits)	Lab Science (3 credits)
Mathematics (3 credits)	Citizenship (3 credits)
Theology Elective (3 credits)	

\*\*Required for Associate Degree.

#### **Elective Requirements: 48 Credits (Associate: 7 Credits)**

The Human Resource Management major is available in an E-Learning format.

<b>MAJOR: GENERAL STUDIES</b>
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The General Studies curriculum provides core credits and electives for all career-field majors, or it stands by itself as a major or minor. The major sequence consists of integrated studies of mankind and civilization. The courses combine the history, literature, world view, great works, and major figures of each culture studied.

The goals of General Studies are depth, breadth, creative thinking, and leadership development in all the disciplines and areas of the competencies. These are transferable skills that prepare the student for change and never go out of date.

General Studies modules foster student development in each of the nine areas of competency that comprise the CUW curriculum: aesthetics, citizenship, communication, cultural understanding, numeracy, physical discipline, problem solving, scientific literacy, and spiritual development. In addition, the General Studies major includes the following major-specific goals, enabling students better to “gauge” the world we live in by being able to:

- Gain a broad knowledge of major world cultures;
- Acquire a fundamental knowledge of world history that includes major events, themes, and persons;
- Understand the geographical, cultural, religious, and political divisions of the physical world;
- Grasp the correlation between works of literature and their historical and cultural contexts;
- Explore key philosophical movements and their relationship to Christian faith.

**48 Credit Major Sequence (Bachelor or Associate Degree)**

AL 107	Student Success Strategies	3 credits, 4 weeks
AL 204*	College Writing	3 credits, 6 weeks
AL 378	Africa: History and Culture	3 credits, 6 weeks
AL 379	Classical Greece and Rome	3 credits, 4 weeks
AL 380*	The Bible in History	3 credits, 4 weeks
AL 381	The World of Islam	3 credits, 4 weeks
AL 382	The Orient: History and Culture	3 credits, 4 weeks
AL 384	Medieval History and Literature	3 credits, 4 weeks
AL 386	Renaissance and Reformation	3 credits, 4 weeks
AL 387*	The Age of Enlightenment	3 credits, 4 weeks
AL 389	The Romantic Age	3 credits, 4 weeks
AL 390	Modernism: 1850-1950	3 credits, 4 weeks
AL 391	Contemporary Studies	3 credits, 4 weeks
AL 285*	Historical Methods	3 credits, 4 weeks
AL 103	Music	3 credits, 4 weeks
AL 158*	Science	3 credits, 4 weeks

\*Starred courses fulfill core requirements inside the major.

**Additional Core Requirements: 32 Credits (Associate: 9 Credits)**

Civilization and World Views: Literature (3 credits)	Christian Doctrine (3 credits)
Communication (3 credits)**	Language and Culture (3 credits)
Mathematics (3 credits)	Philosophical Foundation (3 credits)
Social Science (3 credits)**	Creative Arts (3 credits)**
Physical Development (2 credits)	Culture (3 credits)
Theology Elective (3 credits)	

\*\*Required for Associate Degree.

**Elective Requirements: 48 Credits (Associate: 7 Credits)**



<b>MAJOR: MANAGEMENT OF CRIMINAL JUSTICE</b>
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The Management of Criminal Justice program provides professional growth and knowledge by affording the student the opportunity to analyze critical legal, operational, and managerial issues in the criminal justice field. The curriculum is designed to develop highly-skilled individuals by providing a practical and applied course of instruction in the areas of law and management, as well as current issues impacting the field.

The goals of the Management of Criminal Justice program are to:

- prepare the student for professional and managerial positions in the criminal justice system;
- expose the student to those areas of knowledge necessary to perform professionally in a criminal justice agency;
- prepare the student to recognize and respond to diverse legal issues encountered as a criminal justice professional;
- provide the student with an understanding of managerial and financial competencies needed to assume leadership and administrative roles in a criminal justice agency;
- expose students to relevant and current issues encountered by the criminal justice professional.

**48 Credit Major Sequence (Bachelor or Associate Degree)**

AL 107	Student Success Strategies	3 credits, 4 weeks
AL 310*	Constitutional Law	3 credits, 4 weeks
AL 204*	College Writing	3 credits, 6 weeks
AL 312	Procedural Criminal Law	3 credits, 4 weeks
AL 314	Criminal Justice Liability Law	3 credits, 4 weeks
AL 316	Administrative Law	3 credits, 4 weeks
AL 245	Criminal Justice Research Methods	3 credits, 6 weeks
AL 169	Statistical Methods	3 credits, 6 weeks
AL 322*	Criminology	3 credits, 4 weeks
AL 357	Juvenile Justice	3 credits, 4 weeks
AL 318	Mgmt. of Law Enforcement Agencies	3 credits, 6 weeks
AL 320	Public Finance and Budgeting	3 credits, 5 weeks
AL 328	Corrections in America	3 credits, 4 weeks
AL 153*	Forensic Science	3 credits, 5 weeks
AL 159*	Heritage of Faith	3 credits, 5 weeks
AL 329	Ethics in Criminal Justice	3 credits, 4 weeks

\*Starred courses fulfill core requirements inside the major.

**Additional Core Requirements: 32 Credits (Associate: 9 Credits)**

Civilization and World Views: History (3 credits)**	Christian Doctrine (3 credits)
Civilization and World Views: Literature (3 credits)	Culture (3 credits)**
Communication (3 credits)	Philosophical Foundations (3 credits)
Mathematics (3 credits)	Language and Culture (3 credits)
Physical Development (2 credits)	Theology Elective (3 credits)
Creative Arts (3 credits)**	

\*\* Required for Associate Degree.

**Elective Requirements: 48 Credits (Associate: 7 Credits)**

<b>MAJOR: HEALTH CARE MANAGEMENT</b>
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The Bachelor or Associate of Arts in Health Care Management addresses supervisory skills essential to fields of management and administration throughout the acute, community and long term systems of care. These skills are integrated with concepts and themes from a variety of disciplines working collaboratively to understand, make decisions, and direct change within the health care setting. Opportunities to enhance personal growth and promote professional development are encouraged to help build the foundation for continued growth.

The Health Care Management Bachelor’s Degree program is a State of Wisconsin approved “regular course of study,” qualifying the graduate to take the Nursing Home Administrator examination. Students graduating with the Bachelors Degree in Health Care Management in states other than Wisconsin may be required to take additional classes and/or participate in an externship in order to qualify for the examination.

The goals of the Health Care Management program are to:

- Provide health care reflecting acceptance of individuals as holistic beings, created by God, respecting the dignity, worth, and rights of the individual;
- Synthesize knowledge from the sciences, humanities, and management theories as a basis for problem-solving and decision-making in health care;
- Evaluate research results applicable to health care;
- Demonstrate ability to manage and facilitate health care delivery through consultation, coordination, and collaboration with members of the interdisciplinary team;
- Identify strategies for personal and professional growth which indicate awareness of current trends and issues relative to health care management.

**48 Credit Major Sequence (Bachelor or Associate Degree)**

AL 107	Student Success Strategies	3 credits, 4 weeks
AL 234*	Speech Communication	3 credits, 4 weeks
AL 204*	College Writing	3 credits, 6 weeks
AL 159*	Heritage of Faith	3 credits, 5 weeks
AL 169	Statistical Methods	3 credits, 6 weeks
AL 356*	Critical Thinking & Creativity	3 credits, 4 weeks
AL 331	Management Principles in Health Care	3 credits, 4 weeks
AL 341	Health Care Marketing	3 credits, 5 weeks
AL 359	Human Resource Management	3 credits, 4 weeks
AL 365	Accounting	3 credits, 6 weeks
AL 338	Financial Issues in Health Care	3 credits, 6 weeks
AL 340	Health Care Ethics	3 credits, 4 weeks
AL 342*	Eldercare	3 credits, 4 weeks
AL 334	Strategic HC Planning and Evaluation	3 credits, 6 weeks
AL 444	Health Care Practicum	6 credits, 8 weeks

\*Core courses taken in the Major Sequence.

**Additional Core Requirements: 32 Credits (Associate Degree: 9 Credits)**

Civilization and World Views: History (3 credits)**	Christian Doctrine (3 credits)
Civilization and World Views: Literature (3 credits)**	Culture (3 credits)
Mathematics (3 credits)	Citizenship (3 credits)
Language and Culture (3 credits)	Creative Arts (3 credits)**
Physical Development (2 credits)	Lab Science (3 credits)
Theology Elective (3 credits)	

\*\*Required for Associate Degree.

**Elective Requirements: 48 Credits (Associate Degree: 7 Credits)**

<b>MAJOR: THEOLOGY</b>
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God reveals Himself through His Word and, to a lesser degree, through His world. The Theology Major examines the Bible, God’s revealed Word, in broad introductory overviews of the Holy Scriptures (isagogics) as well as in close reading of a particular biblical book (exegetical studies). The major also studies God’s providence in history. In addition, students receive practical training in the application of their studies in ministry to others. For many Christians, the Theology Major offers the opportunity for a vocation in church, either as a primary or second calling.

Through participation in and upon completion of the Theology Major at Concordia University Wisconsin, students will:

- have a greater understanding of God’s Word, the Holy Scriptures;
- appreciate the value of sound Christian doctrine based squarely on the Bible;
- develop a heightened awareness of God’s working throughout history;
- understand the relevance of God’s Word in today’s world;
- be able to apply scriptural truths in ministry to others;
- serve as effective leaders in the Church and community.

With two additional courses and a semester-long internship in a congregation, Lutheran Church Missouri Synod students are eligible for certification in the Synod’s Lay Ministry program.

**48 Credit Major Sequence (Bachelor or Associate Degree)**

AL 107	Student Success Strategies	3 credits, 4 weeks
AL 204*	College Writing	3 credits, 6 weeks
AL 379*	Classical Greece and Rome	3 credits, 4 weeks
AL 380*	The Bible in History	3 credits, 4 weeks
REL 201	The Old Testament	3 credits, 5 weeks
REL 203	The New Testament	3 credits, 5 weeks
REL 383	The Gospel of Luke	3 credits, 5 weeks
AL 210*	Theology	3 credits, 4 weeks
REL 204	Biblical Theology	3 credits, 5 weeks
REL 376	Christian Ethics	3 credits, 5 weeks
REL 387	History of Christianity	3 credits, 5 weeks
REL 233	Communicating Bible Messages	3 credits, 5 weeks
REL 328	Family and Youth Ministry	3 credits, 5 weeks
REL 287	Christian Care Giving	3 credits, 5 weeks
AL 407*	Christianity and World Religions	3 credits, 6 weeks
REL 312	Office of Professional Church Worker	3 credits, 5 weeks

\*Core courses taken in the Major Sequence.

**Additional Core Requirements: 32 Credits (Associate Degree: 9 Credits)**

Civilization and World Views: History (3 credits)**	Creative Arts (3 credits)**
Culture (3 credits)**	Mathematics (3 credits)
Social Science (3 credits)	Communication (3 credits)
Language and Culture (3 credits)	Citizenship (3 credits)
Physical Development (2 credits)	Lab Science (3 credits)
Civilization and World Views: Literature (3 credits)	

\*\*Required for Associate Degree.

**Elective Requirements: 48 Credits (Associate Degree: 7 Credits)**

## MINORS AND CERTIFICATES

Now you can add new job skills, enhance your career, broaden your education, or meet elective requirements by pursuing one of Concordia's certificate programs or adding a minor to your degree program. The certificates can be taken as a part of a degree program or can be taken independently by anyone wishing to enrich their learning. The certificates may be taken either for college credit or not-for-credit and may be offered in the Concordia classroom or at corporate sites. Courses taken not for credit may later be awarded college credit if the additional tuition is paid. For details, please call one of our admissions officers.

### **BUSINESS MANAGEMENT CERTIFICATE OR MINOR WITH GENERAL STUDIES AND THEOLOGY MAJORS - 18 CREDITS**

AL 272 Organizational Management Principles  
AL 359 Human Resource Management  
AL 365 Accounting  
AL 366 Marketing Management  
AL 367 Global Dimensions in Business  
AL 368 Philosophy of Values and Ethics

### **MANAGEMENT OF CRIMINAL JUSTICE CERTIFICATE OR MINOR - 18 CREDITS**

AL 153 Forensic Science  
AL 310 Constitutional Law  
AL 312 Procedural Criminal Law  
AL 318 Management of Law Enforcement Agencies  
AL 322 Criminology  
AL 329 Ethics in Criminal Justice

### **CULTURAL STUDIES CERTIFICATE OR MINOR - 18 CREDITS**

AL 285 Historical Methods  
AL 289 Cross Cultural Studies  
AL 378 Africa: History and Culture  
AL 379 Classical Greece and Rome  
AL 381 The World of Islam  
AL 382 The Orient: History and Culture

### **HEALTH CARE MANAGEMENT CERTIFICATE OR MINOR - 18 CREDITS**

AL 331 Management Principles in Health Care  
AL 334 Health Care Planning and Evaluation  
AL 338 Financial Issues in Health Care  
AL 340 Health Care Ethics  
AL 341 Health Care Marketing  
AL 342 Eldercare

### **BUSINESS MANAGEMENT MINOR WITH HEALTH CARE MANAGEMENT MAJOR - 18 CREDITS**

AL 272 Organizational Management Principles  
AL 346 Business Finance  
AL 347 Macroeconomics  
AL 366 Marketing Management  
AL 367 Global Dimensions in Business  
AL 371 Business Policy

### **HUMAN RESOURCE MANAGEMENT CERTIFICATE OR MINOR - 18 CREDITS**

AL 265 Employment and Labor Relations  
AL 266 Staffing  
AL 267 Compensation and Benefits  
AL 269 Workplace Health and Safety  
AL 300 Training and Employee Development  
AL 472 Managing Change

### **BUSINESS MANAGEMENT MINOR WITH HUMAN RESOURCE MANAGEMENT MAJOR - 18 CREDITS**

AL 169 Statistical Methods  
AL 346 Business Finance  
AL 365 Accounting  
AL 366 Marketing Management  
AL 367 Global Dimensions in Business  
AL 371 Business Policy

### **BUSINESS MANAGEMENT MINOR WITH CRIMINAL JUSTICE MAJOR - 18 CREDITS**

AL 346 Business Finance  
AL 359 Human Resource Management  
AL 365 Accounting  
AL 366 Marketing Management  
AL 367 Global Dimensions in Business  
AL 368 Philosophy of Values and Ethics

### **THEOLOGY MINOR - 18 CREDITS**

REL 201 The Old Testament  
REL 203 The New Testament  
REL 233 Communicating Bible Messages  
REL 287 Christian Care Giving  
REL 328 Family and Youth Ministry  
REL 376 Christian Ethics

## THE STANDARD CORE CURRICULUM

### BIBLE CONTENT

AL 159 Heritage of Faith  
 AL 159 Heritage of Faith (EL)  
 AL 380 The Bible in History

### CHRISTIAN DOCTRINE

AL 210 Theology  
 AL 210 Theology (EL)  
 REL 204 Biblical Theology

### CITIZENSHIP

AL 235 Voices in Democracy (T)  
 AL 284 Civil War (T)  
 AL 310 Constitutional Law  
 AL 347 Macroeconomics  
 AL 387 The Age of Enlightenment  
 ECON 200 General Economics (EL)

### CIVILIZATION AND WORLD VIEWS: HISTORY

AL 161 World History  
 AL 161 World History (EL)  
 AL 285 Historical Methods

### CIVILIZATION AND WORLD VIEWS: LITERATURE

AL 105 Literature  
 AL 136 Literary Visions (T)

### COMMUNICATION

AL 180 Interpersonal Communication  
 AL 180 Interpersonal Communication (EL)  
 AL 234 Speech Communication

### CREATIVE ARTS

AL 102 Art  
 AL 103 Music  
 AL 206 American Cinema (T)  
 AL 208 Art of the Western World (T)

### CULTURE

AL 270 Intercultural Communication  
 AL 270 Intercultural Communication (EL)  
 AL 286 Faces of Culture (T)  
 AL 289 Cross Cultural Studies  
 AL 377 Americas (T)  
 AL 378 Africa: History and Culture  
 AL 381 The World of Islam  
 AL 382 The Orient: History & Culture\*  
 AL 425 Pacific Century (T)\*

### LAB SCIENCE

AL 153 Forensic Science  
 AL 154 Race to Save the Planet (T)  
 AL 158 Science  
 AL 330 World of Chemistry (T)

### LANGUAGE

AL 201 English Language  
 AL 391 Contemporary Studies

### MATHEMATICS

AL 125 Mathematics  
 AL 125 Mathematics (EL)

### PHILOSOPHICAL FOUNDATIONS

AL 356 Critical Thinking & Creativity  
 AL 356 Critical Thinking & Creativity (EL)  
 AL 379 Classical Greece and Rome  
 AL 390 Modernism: 1850-1950

### PHYSICAL DEVELOPMENT

AL 275 Fit and Well (2 cr)

### SOCIAL SCIENCE

AL 271 Social Psychology in the Workplace  
 AL 271 Social Psychology in the Workplace (EL)  
 AL 289 Cross Cultural Studies  
 AL 322 Criminology  
 AL 342 Eldercare  
 AL 424 Abnormal Psychology (T)

### THEOLOGY ELECTIVE

AL 209 Varieties of Belief (T)\*  
 AL 395 Life of Christ  
 AL 407 Christianity & World Religions\*  
 REL 233 Communicating Bible Messages  
 REL 287 Christian Care Giving  
 REL 312 Office of the Professional Church Worker  
 REL 328 Family and Youth Ministry  
 REL 376 Christian Ethics  
 REL 383 The Gospel of Luke  
 REL 387 History of Christianity

### WRITING

AL 204 College Writing  
 AL 204 College Writing (EL)

Modules required in the major sequence do not fulfill additional core required outside the major.  
 \*No duplication between AL 209 and AL 407, or between AL 382 and AL 425.

(T) = Telecourse  
 (EL) = E-Learning

## THE ADVANCED TRANSFER CORE

### HUMANITIES/THE ARTS

AL 102 Art  
 AL 103 Music  
 AL 105 Literature  
 AL 136 Literary Vision (T)  
 AL 161 World History  
 AL 161 World History (EL)  
 AL 201 English Language  
 AL 206 American Cinema (T)  
 AL 208 Art of Western World (T)  
 AL 268 The Peoples' Century (T)  
 AL 284 Civil War (T)  
 AL 285 Historical Methods  
 AL 356 Critical Thinking/Creativity  
 AL 356 Critical Thinking/Creativity (EL)  
 AL 379 Classical Greece and Rome  
 AL 386 Renaissance & Reformation  
 AL 390 Modernism: 1850-1950  
 AL 391 Contemporary Studies

### MATHEMATICS & COMMUNICATION

AL 125 Mathematics  
 AL 125 Mathematics (EL)  
 AL 204 College Writing  
 AL 204 College Writing (EL)

### SCIENCE

AL 153 Forensic Science  
 AL 154 Race To Save The Planet (T)  
 AL 158 Science  
 AL 330 World of Chemistry (T)

### SOCIAL SCIENCE

AL 235 Voices in Democracy (T)  
 AL 270 Intercultural Communication  
 AL 270 Intercultural Communication (EL)  
 AL 271 Social Psychology in the Workplace  
 AL 271 Social Psychology in the Workplace (EL)  
 AL 286 Faces of Culture (T)  
 AL 289 Cross Cultural Studies  
 AL 310 Constitutional Law  
 AL 322 Criminology  
 AL 340 Health Care Ethics  
 AL 342 Eldercare  
 AL 347 Macroeconomics  
 AL 377 Americas (T)  
 AL 378 Africa: History and Culture  
 AL 381 The World of Islam  
 AL 382 The Orient: History & Culture  
 AL 384 Medieval History & Literature  
 AL 387 The Age of Enlightenment  
 AL 389 The Romantic Age  
 AL 424 Abnormal Psychology (T)  
 AL 425 Pacific Century (T)  
 ECON 200 General Economics (EL)

### THEOLOGY

AL 159 Heritage of Faith  
 AL 159 Heritage of Faith (EL)  
 AL 209 Varieties of Belief (T)

AL 210 Theology  
 AL 210 Theology (EL)  
 AL 380 The Bible in History  
 AL 395 Life of Christ  
 AL 407 Christianity & World Religions  
 REL 233 Communicating Bible Messages  
 REL 287 Christian Care Giving  
 REL 328 Family and Youth Ministry  
 REL 376 Christian Ethics  
 REL 383 The Gospel of Luke  
 REL 387 History of Christianity

### Transfer Core Requirements:

Social Sciences	9 Credits
Humanities and The Arts	6 Credits
Mathematics & Communication	6 Credits
Theology	6 Credits
Science	3 Credits

**Total Transfer Core Requirement** **30 Credits**

- All students holding an accredited Associate Degree would be granted **Advanced Transfer** status.
- Students presenting at least 63 acceptable transfer credits from an accredited college (but not holding an associate degree) would be granted **Advanced Transfer** status.

(T) = Telecourse  
 (EL) = E-Learning

## TRANSFER CREDITS

A student's grade point average on the Concordia transcript will be based on the credits taken after entering the Adult Education Program. It does not include the GPA for coursework taken prior to entering Concordia. College level courses in which the student earned a "C-" or better will be accepted in transfer from regionally accredited colleges and universities. There is a maximum of 80 credits allowed for transfer.

## NON-TRADITIONAL APPROACHES TO EARNING CREDIT

**Prior approval must be obtained before enrolling in any of the options listed below. All transcripts must be on file at Concordia to ensure there will be no duplication of coursework.**

**Telecourses** are designed to provide college-level studies for anyone who wishes to earn undergraduate credit toward a degree program or to improve his or her knowledge in any of the areas covered by the courses offered. Telecourses provide the student with the convenience of a self-paced curriculum. Being able to view the segments when most convenient for the student represents the ultimate in flexibility. A student is allowed a maximum of 16 weeks to complete a telecourse. Please phone the Office of E-Learning at 262-243-4400 or contact your Center Director for more information.

**E-Learning Courses** are available to our undergraduate students through the E-Learning office at Concordia. These courses may appeal to students who prefer self-study to classroom participation, or who missed out on a course needed with their cohort. The tuition is the same as other adult education courses, and books are included in the cost. For more information on courses offered in this format please contact the office of E-Learning at 262-243-4442.

**Independent Study** allows students to develop a course of study in a subject area for which there is not already a module or credits on the student's transcript. Through the completion of the proposal, the student will state goals and objectives, materials to be used, and means of assessing the learning. An advisor will be assigned to the study. It is the responsibility of the advisor to supervise the completion of the study and to report to Concordia satisfactory completion of the work, at which time credit will be awarded.

**Travel Studies** Travel study opportunities are offered every year and are available to traditional and adult students alike. Over the past few years destinations have ranged from Italy, to London, the Caribbean, China, France, and Africa. Participants should contact the sponsor of the trip directly to obtain the necessary forms. To register for the accompanying course credit, if desired, the student should contact the center that they attend to obtain the correct course code. Credit can be applied to the elective or, in some cases, the core area. Undergraduate students may be eligible for up to \$1000 in grant money if they have earned at least 60 credits at Concordia. Grant applications must be submitted the year before the trip.

**Portfolio Assessment** of experiential learning allows students to document college-level knowledge and competence acquired outside a classroom setting. Portfolio Development Workshops are periodically conducted at each center. During these sessions the students are guided through the process of determining what constitutes college-level learning, the process of developing each petition for credit, and the means to use for providing documentation. Portfolio credits apply only to the elective area, though 2 of the 21 credits may apply to the physical development core requirement. For an AA degree, a maximum of 7 credits may be applied toward that degree. For a BA degree, a maximum of 21 of the required elective credits may be earned through the portfolio. A per credit fee is charged for portfolio credit requests.

**College Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Support (DANTES)** These programs serve students who want recognition for college level achievement acquired outside the conventional classroom. Check with your director for test centers in your area. Students must complete a Transfer Request Form so that the individual record can be checked to be sure that the proposed credits will be accepted. Students will need to allow at least two weeks for these requests to be processed. To receive credit for either CLEP or DANTES tests students may not have credit for similar coursework on their transcripts. CLEP and DANTES credits are **not** accepted for Core credit, except in the areas of Physical Development and Mathematics.

**ACE (American Council on Education)**, and **PONSI (National Program on Non-collegiate Sponsored Instruction)** are organizations which validate for-credit coursework completed through non-collegiate education and training programs. The student must have official copies of the educational transcripts sent to Concordia.

**LOMA (Life Office Management Association)** and **AIB (American Institute of Banking)** provide means to receive college credit for company training professional development programs through an employer. The student must have official copies of the educational transcripts sent to Concordia.

**Military Credits** are granted based on the evaluation of an official AARTS or SMART transcript, or for military service prior to 1981, DD 214 documentation.

## ADMISSION PROCEDURE

### APPLICATION PROCESS

1. Attend an Information Session or personal appointment with a program representative.
2. Complete the Application Form and submit it along with the \$35 application fee to the director of the Center you plan to attend. This form is also available online.
3. Request that official transcripts from all colleges or universities attended be sent directly to the Center at which you are enrolling. In cases where the student has less than 12 transferable credits, a high school transcript must also be requested.
4. Prospective students for whom English is not their native language must submit scores from the Test of English as a Foreign Language (TOEFL). The exam is now computer based, and a score of 173 is required for admission.

### TYPES OF ADMISSION

**Full Admission** The student has met all requirements and the student's file is complete.

**Tentative Admission** For one term only, the student's file is incomplete at the time class starts. This may be due to a delay in receipt of transcripts or financial aid. When the file is complete, the student will be given full admission and is eligible to continue with Term Two. If the file is not complete by the end of Term One, or the evaluation shows deficiencies, the student is not eligible for Term Two and will automatically be dropped from the class. Subsequently, when all required documents are on file, the student may apply for re-entry.

**Special Student Status–Non Degree Seeking** Students not seeking to receive a degree may enroll in courses at Concordia. One such example would be a student who has a Bachelor's or higher degree or is currently enrolled in another Bachelor's Degree program, and wishes to enroll in individual courses. Another type of special student would be one who enrolls in a certificate program.

### REGISTRATION AND PAYMENT OPTIONS

- A. Students must make a \$75 non-refundable deposit when they are accepted into the program to secure their place in the class. This amount is a down payment on the tuition and not an additional fee. This deposit is required whether or not the student will be receiving financial aid or corporate reimbursement.
- B. Payment for each module is due on or before the first night of class. Payment is due whether or not the student will be receiving financial aid or corporate reimbursement. Occasionally, financial aid will not be available before the first course, nor will most companies pay for courses before they are completed. Consequently, students might plan on covering the first course from personal funds. When that is not possible, special arrangements can be made with the business office.
- C. The books and materials for the first module will be distributed at the orientation session, provided that the tuition deposit has been made.

## READMISSION POLICY

Students who wish to resume their studies after an absence of a year or more will re-enter the program under the rules and regulations of the current catalog. A new evaluation form will be completed at that time. Any new course requirements in either the major or the core must be met.

## ACADEMIC REQUIREMENTS

Students must have a 2.0 grade point average (GPA) and pass all required courses in the Adult Education Program in order to graduate.

A student is considered in good standing if a cumulative grade point average of 2.0 is maintained. If, after the completion of at least two modules, the student's grade point average has fallen below 2.0, the student is placed on academic probation. If, after the following term, the grade point average is above 2.0, the student is removed from probation. If a student does not earn at least a 2.0 in the subsequent term, s/he may be dismissed from the program.

Students may appeal the dismissal to a committee made up of the Chief Academic Officer or designee, the appropriate Dean, and the appropriate Center Director. If, after this time, they can demonstrate that a deficiency has been removed (e.g., through testing) or a life situation has changed, they may reapply for admission.

The student's GPA is based only on courses taken at Concordia.

## GRADING

The following grade point systems is used in connection with these grades:

A	— equals 4.00 points	C	— equals 2.00 points
A-	— equals 3.67 points	C-	— equals 1.67 points
B+	— equals 3.33 points	D+	— equals 1.33 points
B	— equals 3.00 points	D	— equals 1.00 points
B-	— equals 2.67 points	D-	— equals .67 points
C+	— equals 2.33 points	F	— equals 0.00 points

A candidate who achieves a cumulative grade point average of 3.90 or better will be graduated Summa Cum Laude; one who achieves a cumulative grade point average of 3.80 or better will be graduated Magna Cum Laude; and one who achieves a cumulative grade point average of 3.60 or better will be graduated Cum Laude.

## DROPS

Students who withdraw before the first class session, but within two weeks before the class, will be assessed a \$50 drop fee plus a charge for books not returned in good condition. Students who withdraw after the first week of class but before the second week will be charged 25% of the class tuition. If a student drops a module after the second session, he or she will receive a grade of "NC" (no credit). The "NC" designation does not affect the grade point average. There will be no refund for those withdrawing after the second class session. The student may be allowed to retake the course at no charge at a future date. The no-charge retake option will be limited to one per module and one per academic year (July 1st through June 30th). The retake must be completed within twelve months of the end of the original course.

For E-Learning or Telecourses: Students have 4 weeks from registration to order text(s) and turn in the 1st assignment to their instructor. A \$50 registration fee will be assessed if the student fails to do so and will be administratively withdrawn from the course. If a student wishes to drop an E-Learning or Telecourse after the 1st assignment and before the 2nd assignment, the student will receive a 50% refund of tuition. If a student wishes to drop after the 2nd assignment is turned in, there will be no refund of tuition.

Indiana students - please see page 40 for State of Indiana required policies.



## E - LEARNING

Business Management and the Human Resource Management Degree Programs are now being offered in an E-Learning format through Adult Education Studies. This format is independent and there is no on-site class attendance requirement.

Degree requirements are met by completing reading and writing assignments specified for each course. Exams, if a class requirement, are proctored at a testing center near the student. All courses are web based. Students are encouraged to interact and correspond with their instructor via e-mail, telephone, fax or mail.

Before registering for an E-Learning course, check your readiness for taking courses via E-Learning:

- I am a self-directed, self-motivated, independent learner who will ask for help from the instructor when necessary
- I have good reading and writing skills for getting directions and information and for completing assignments
- I have basic computer experience and competence with word processing, e-mail, and Internet browser software
- I have regular access to a computer with Internet capabilities
- I know how to send and receive e-mail, plus attach documents, and I have an e-mail address
- I can use the Internet to find information and resources
- I can download files to my hard drive
- My computer hardware and software meets the minimum requirements (see below)

If you answered yes to all of the questions above, then taking a course via E-Learning may be for you!

**Computer Specifications** You must have access to a computer with Microsoft Office (Word, Excel, and Powerpoint) and stable Internet access. System requirements for best access to course software and resources include Windows based PC with Pentium III or higher, Windows 2000 or newer, and Microsoft Office Professional 2003 or newer.

**Tuition/Textbooks** Tuition for EL courses is the same as on campus courses. Textbooks are included in your tuition. Once your registration has been processed, you will receive an email with instructor information, and instructions on how to access your course in ANGEL and request texts. Textbooks are sent directly to the student and must be returned to the E-Learning office in good condition at the end of the course, using the labels that are provided.

**Registration/Course Guidelines** Once you register for an EL course, you will have four weeks in which to order your textbooks and turn in your first assignment. If the first assignment is not turned in within the first four weeks, a NON-REFUNDABLE \$50 registration fee will be charged to your account and you will be given an administrative withdrawal for the course.

**Each course is to be completed in 8-10 weeks. You have up to 12 weeks after registration to finish the course.** Please note the following timetable:

**4 weeks after registration:** Must have started class. An administrative withdrawal will be given if there is no record of the first assignment turned in and the \$50 registration fee will be nonrefundable.

**12 weeks after registration:** A failing grade (F) will be assigned if course is not completed by this time. The student must request an extension from their instructor for special circumstances. Up to 4 weeks more can be granted.

**Refund Policy** If a student wishes to withdraw from a class after the first assignment has been completed but before the second assignment is turned in, there will be a 50% refund of tuition. If the student wishes to withdraw from a class anytime after the second assignment is turned in, there will be NO REFUND OF TUITION.

**Financial Aid Recipients** Students receiving financial aid must be enrolled and have turned in one or more assignments in at least 6 credits each term to qualify for halftime status.

## ABSENCES AND TARDINESS

Because modules in the program are only four to six weeks in length, **it is required that students attend each session.** If emergency circumstances dictate missing a session, please notify the center staff and the instructor. If absence patterns develop, students may be asked to meet with the center/program director to justify their continued participation in the program.

Students are expected to attend all class periods of the courses for which they have registered. Absence from a course may result in a lower grade, depending on the professor's grading policy. The determination of what constitutes excessive absence in any course rests with the professor conducting that course.

# FINANCIAL AID

Concordia University offers Federal Title IV funding for Federal grants and the Federal Subsidized and Unsubsidized Loan programs. Eligible students may also be awarded the state Wisconsin Tuition Grant. Students must complete the “Free Application for Federal Student Aid” each academic year to gain eligibility for any of these financial aid options.

**FEDERAL PELL GRANT** - This federal grant is awarded to undergraduate students on the basis of financial need and is prorated per class enrollment. The maximum amount of this grant per semester is \$2675. Wisconsin Tuition Grant – This state grant is awarded to Wisconsin residents. It is need based and is prorated per class enrollment. It pays in the Fall and Spring terms only.

**FEDERAL DIRECT SUBSIDIZED LOAN** – This federal loan may be offered up to \$5,500 per year depending on financial need and grade level. It accrues no interest until repayment which begins 6 months after separation from the University or when a student is enrolled less than half time (6 credits) . The interest rate for the 2009-2010 academic year is at a fixed rate of 5.6%. A net Origination and Guarantee Fee of ½ % is deducted from the disbursement.

**FEDERAL DIRECT UNSUBSIDIZED LOAN** – This federal loan is an additional loan for educational expenses of up to \$7,000 per year depending on eligibility and grade level. Interest with a fixed rate of 6.8% begins when the loan is disbursed. A net Origination and Guarantee Fee of ½ % is deducted from the disbursement. Payments may be deferred while the student is enrolled but note that interest accrues during this time. Repayment with interest begins 6 months after separation from the University or when enrollment drops to less than half time (6 credits).

**VETERANS BENEFITS** - Veteran students can check on their eligibility for benefits by calling the Veterans Affairs Office in St. Louis at 888-442-4551. Students may research useful information concerning veteran benefits at the Concordia University website. Click on “resources.” Students attending campuses outside of Wisconsin should contact their Center Directors for more information. All other students may contact Barb Ellmaker, the Certifying Official at the Mequon Center, at 262-243-4350.

**EMPLOYEE REIMBURSEMENT** - Many employers offer tuition reimbursement for students advancing their education. Students using Employer Reimbursement must have either the payment for each class or have financial aid in place on the start day of the class.

**Eligibility for Financial Assistance for the 2009-2010 academic year:**  
A student is considered independent for financial aid eligibility if any one of the following questions can be answered “yes”:

1. Were you born before January 1, 1986?
2. As of today, are you married? (Also answer “yes if you are separated but not divorced.)
3. At the beginning of the 2009-2010 school year, will you be working on a master’s or doctorate program (such as MA, MBA,,MD, JD, PhD, EdD, graduate certificate, etc)?
4. Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?
5. Are you a veteran of the U.S. Armed Forces?
6. Do you have children who will receive more than half of their support from you between July 1, 2009 and June 30, 2010?
7. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2010?
8. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. Are you or were you an emancipated minor as determined by a court in your state of legal residence?
10. Are you or were you in legal guardianship as determined by a court in your state of legal residence?
11. At any time on or after July 1, 2008 did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. At any time on or after July 1, 2008 did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. At any time on or after July1, 2008, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

Independent students may qualify for the following amounts of student loans:

		<b>Subsidized</b>	<b>Unsubsidized</b>
Credits earned 0-29	\$9,500 annually	\$3,500	\$6,000
Credits earned 30-59	\$10,500 annually	\$4,500	\$6,000
Credits earned 60 or more	\$12,500 annually	\$5,500	\$7,000

## COURSE DESCRIPTIONS

**ACCT 101 ACCOUNTING PRINCIPLES I/EL** emphasizes the process of identifying, measuring, recording, and communicating the economic events of an organization. This introductory course presents the various steps in the accounting cycle and is a prerequisite for all other ACCT courses. 3 credit hours, 16 weeks.

**ACCT 102 ACCOUNTING PRINCIPLES II** is a continuation of ACCT 101. Topics of corporate operations are covered including capital stock and dividend transactions, stockholders' equity, and bond financing. The statement of cash flows, financial statement analysis, and partnerships as a form of business are also studied. The final third of the course is devoted to the introduction to managerial accounting. Prerequisite: ACCT 101. 3 credits, 16 weeks.

**ACCT 210 COST ACCOUNTING** presents cost accounting systems, job order and process costing, standard costs, and variance analysis. Prerequisite: ACCT 102. 3 credits, 16 weeks.

**ACCT 223 MANAGERIAL ACCOUNTING** covers procedures for measuring managerial performance, developing budgets in the process of planning, and control within an organization. Emphasis is placed on the function and interpretation of accounting information for decision making by management. Prerequisite: ACCT 102. 3 credits, 16 weeks.

**ACCT 310 INTERMEDIATE ACCOUNTING I** builds on the accounting foundation established in Principles of Accounting I and II. The course provides an in-depth study of the conceptual and technical issues surrounding the recording and reporting standards set forth by Generally Accepted Accounting Principles (GAAP). Prerequisite: ACCT 102. 3 credits, 16 weeks.

**ACCT 311 INTERMEDIATE ACCOUNTING II** extends the students an in-depth study of the conceptual and technical issues surrounding the recording and reporting standards set forth by GAAP. Special reporting requirements for earnings per share, accounting for income taxes, pensions, leases, and interim reporting are addressed. Prerequisite: ACCT 310. 3 credits, 16 weeks.

**ACCT 330 ADVANCED ACCOUNTING I** is a study of accounting principles, theoretical concepts, conventions, and research techniques to record and report transactions dealing with business combinations and consolidated financial statements, SEC reporting, interim financial reporting and disclosures. Prerequisite: ACCT 311. This course is not required for the B.S., but is required for those who go on to complete 150 credit hours for the CPA exam. 3 credits, 16 weeks.

**ACCT 331 ADVANCED ACCOUNTING II** is an advanced study of accounting concepts applied to specific situations, including the study of foreign currency translation, state and local government accounting, not-for-profit accounting with a refresher on partnerships. ACCT 330 is not a pre-requisite for this course. Prerequisite: ACCT 311. 3 credits, 16 weeks.

**ACCT 350 INCOME TAX I** presents the history of federal income taxation and covers the taxation of personal income. Emphasis is focused on the determination of gross income, adjusted gross income, deductions, credits, and consequences of property transactions. Tax policies and procedures reviewed relate to the Internal Revenue Code and interpretations of the Internal Revenue Service. Prerequisite: ACCT 311. 3 credits, 16 weeks.

**ACCT 360 INCOME TAX II** studies partnership, fiduciary, and corporation income tax laws for proper treatment of various types of income, deductions, the consequences of ownership interests, and the application of various rates to taxable situations. Covers the administrative procedures for protests, refunds, and gift-estate taxes. This course is not required for the B.S., but is required for those who go on to complete 150 credit hours for the CPA exam. Prerequisite: ACCT 350. 3 credits, 16 weeks.

**ACCT 398 SPECIAL TOPICS IN ACCOUNTING** provides a senior discussion, lecture, and/or research forum (including individual research) for special accounting subjects not addressed by the regular curriculum. This course is not required for the B.S., but is required for those who go on to complete 150 credit hours for the CPA exam. Prerequisites: ACCT 311. 3 credits, 16 weeks.

**ACCT 420 AUDITING** presents the philosophy, concepts, and techniques utilized by independent auditors; covers professional ethics and legal relationships; evaluates and reports on internal control as applied to the planning and implementation of the auditing process; and formulates substantive testing procedures from a study and analysis of required auditing objectives and internal control structure. Prerequisites: ACCT 311. 3 credits, 16 weeks.

**AL 095 INTRODUCTION TO WRITING: ENGLISH GRAMMAR, AND WRITTEN RESPONSES** will focus on grammar in essays and written responses for accelerated, adult courses. Beginning with coverage of paragraph and essay organization, it will continue through critical writing and responding for different purposes. 3 credits, 6 weeks.

**AL 096 BASICS FOR MATHEMATICS** studies the basics of mathematics including fractions, decimals, ratio and proportion, percents, basics of descriptive statistics and probability, graphing calculator use, introductory algebra concepts, the use of mathematics in solving real life problems, and geometry. 3 credits, 6 weeks.

**AL 102 ART** investigates the nature of quality and qualitative valuing. The making of art and the response to it are considered through four disciplines: art production, art history, art criticism, and aesthetics. 3 credits, 4 weeks.

**AL 103 MUSIC** is designed to prepare students intellectually and emotionally for satisfying musical experiences and to provide the students with the vocabulary and insight to critique and discuss musical compositions and performance. 3 credits, 4 weeks.

**AL 105 LITERATURE** examines genres and forms of writing including short fiction, poetry, drama, and non-fiction. Students will work with both written and oral analysis. They will learn about contemporary techniques of criticism and terminology common to each genre. 3 credits, 4 weeks.

**AL 107 / AL 107EL STUDENT SUCCESS STRATEGIES** engages students in cultivating the abilities necessary for academic and professional success, including study and research skills, learning styles, use of technology, and critical thinking skills. 3 credits, 4 weeks.

## COURSE DESCRIPTIONS

**AL 122 ALGEBRA** examines the basics of algebra including solving linear and quadratic equations, inequalities, exponents, polynomials, radicals, functions, and the graphing of linear equations and functions. Prerequisite: AL 096 or acceptable test score. 3 credits, 4 weeks.

**AL 125 / AL 125EL MATHEMATICS** studies problem solving, size and shape, growth, measurement and geometry, patterns, probability, statistics, street networks, planning and scheduling, and linear programming. A knowledge of high school algebra and geometry is required. Prerequisite: AL 122 or AL 096 or acceptable test score. 3 credits, 6 weeks.

**AL 128 COLLEGE ALGEBRA** studies linear, quadratic, polynomial, exponential and logarithmic functions and their graphs, asymptotes and end-behavior of functions, inverse functions, matrices, systems of equations, sequences and series, counting theory, and applications of these. Prerequisite: MATH 121, AL 122, or two years of college preparatory algebra at the secondary level. 3 credit hours.

**AL 136 LITERARY VISIONS (Telecourse)** brings literature to life with dramatizations of individual works and readings of literary passages. This introduction to literature incorporates both contemporary and traditional works in its selection of literary texts. It also places a strong emphasis on writing about literature as a way for students to learn and use advanced compositional techniques. 3 credits, maximum 16 weeks.

**AL 152 COMPUTER COMMUNICATION** introduces the basic concepts of the use of the computer in business, management, and in communication. Students will become aware of the main applications programs available, including word processors, spreadsheets, databases, and presentation packages. Uses of the Internet for research will also be explored. 3 credits

**AL 153 FORENSIC SCIENCE** provides the student with a general understanding of physical scientific methods utilized in criminal investigative operations. Using the laboratory method of instruction, the course will expose the student to current advances in criminalistics such as DNA identification. 3 credits, 5 weeks.

**AL 154 RACE TO SAVE THE PLANET (Telecourse)** provides a dynamic report of the current outlook for the global environment, describing the threats that different natural systems face and dissecting the complex web of interconnections that bind human society to the environment. The course will help develop a set of intellectual tools, an understanding of the sciences involved, and ways of thinking about man and the environment that will enable students to evaluate for themselves how serious a given environmental problem might be. Lab included. 3 credits, maximum 16 weeks.

**AL 158 SCIENCE** studies the empirical methods and quantitative techniques used by scientists. In addition, this course will view science with regard to its philosophic reasoning, historic development, and its unique character and limitations as an intellectual discipline. A knowledge of high school level algebra is required. Lab included. Prerequisite: AL 122 or 125. 3 credits, 4 weeks.

**AL 159 / AL 159EL HERITAGE OF FAITH** examines the faith stance of various Biblical personalities as well as various literary forms used by Biblical authors to enable the student to read the Bible with a more profound grasp of its message as well as a deeper appreciation of its role in the literature of the western world. 3 credits, 5 weeks.

**AL 161 / AL 161EL WORLD HISTORY** presents an overview of the history of Western Civilization - its basic chronology, major events and themes. Students will explore various eras by reading assorted historical documents. 3 credits, 5 weeks.

**AL 169 / AL 169EL STATISTICAL METHODS** studies the terminology, methodology, and body of knowledge in statistics. Topics such as means, median, variation, probabilities, correlation and regression will be covered in this module. Prerequisite: AL 122 or AL 096 or acceptable test score. 3 credits, 6 weeks.

**AL 180 / AL 180EL INTERPERSONAL COMMUNICATION** focuses on the role of self-concept, perception, nonverbal behaviors, listening, self-disclosure, power, gender, and conflict within relationships in the workplace, community and home. Everyday negotiation skills are developed within the context of interpersonal conflict management. 3 credits, 4 weeks.

**AL 201 ENGLISH LANGUAGE** examines the basic structure of standard written English and elements of style in written composition. Activities will help students gain mastery in the conventions of English usage, explore the relationship between language and thought, and apply rhetorical principles in their own reading and writing. The course will also function as an introduction to linguistics, including attention to semantics, semiotics, and the cultural role of language. 3 credits, 4 weeks.

**AL 204 / AL 204EL COLLEGE WRITING** provides a variety of challenging writing tasks addressing a number of vital ideas and issues. Through critical reading and discussion of essays written by influential thinkers such as Niccolo Machiavelli, Martin Luther King, Jr., and Virginia Woolf, students learn to write thoughtful, logical, creative essays. Students develop editing, critical thinking, peer evaluation and research skills. One research paper is required. Prerequisite: AL 095 or acceptable assessment score. 3 credits, 6 weeks.

**AL 206 AMERICAN CINEMA (Telecourse)** introduces basic issues related to the phenomenon of American cinema. It looks at American film history from the 1890's through the 1990's, but it does not explore this history in a purely chronological way. It is a cultural history which focuses on topics and issues more than on what happened when. It also explores how Hollywood films work technically, aesthetically, and culturally to reinforce and challenge America's national self-image. 3 credits, maximum 16 weeks.

**AL 208 ART OF THE WESTERN WORLD (Telecourse)** relates the history of the Western visual tradition from the Classical period to the present time. Through lectures, visualization, and personal readings, students will learn to understand the principles behind the various periods and movements. 3 credits, maximum 16 weeks.

**AL 209 VARIETIES OF BELIEF (Telecourse)** prepares students to understand how the teachings and practices of world religions, various Christian communities, and contemporary ideologies influence people's evaluations of themselves, direction for their societies, and hope for the future. Prerequisite: AL 159 or AL 380. No duplication with AL 407. 3 credits, maximum 16 weeks.

## COURSE DESCRIPTIONS

**AL 210 / AL 210EL THEOLOGY** challenges the student to think theologically, yet concretely. Biblical, doctrinal, moral, and practical theology will be surveyed. This course will draw from various traditions, but a biblical foundation in the Christian tradition will be most prominent. Theological principles are applied to contemporary social and cultural issues. Prerequisite: AL 159. 3 credits, 4 weeks.

**AL 234 SPEECH COMMUNICATION** focuses on oral communication between the speaker and audience. Ethical speaking and critical thinking skills are developed as students gather information, organize, style, practice, and deliver formal speeches. The ability to speak with confidence is further developed through informal speech exercises. Topics include listening, research and use of visual aids. Application to workplace and community settings is emphasized. No duplication with AL 100 Public Communication. 3 credits, 4 weeks.

**AL 235 VOICES IN DEMOCRACY (Telecourse)** introduces the student to the study of American government, its structure, processes and actors. Students will examine the operations of the federal government as well as the roles of state and local governments. Also, the course will examine the role of the media and of public interest groups in American politics, as well as the nature of the electoral process. 3 credits, maximum 16 weeks.

**AL 245 / AL 245EL CRIMINAL JUSTICE RESEARCH METHODS** will acquaint the student with the various research skills and methods used in this discipline. Both quantitative and qualitative research strategies will be discussed, as well as issues in measurement, research design, and hypothesis formation. 3 credits, 6 weeks.

**AL 265 / AL 265EL EMPLOYMENT AND LABOR RELATIONS** develops an appreciation for the application of federal laws, regulations and legal precedence affecting the employment relationship. Students examine major labor and employment topics such as the National Labor Relations Act and the major federal discrimination laws impacting union and non-union environments. Prerequisite: AL 359 Human Resource Management. 3 credits, 5 weeks.

**AL 266 / AL 266EL STAFFING** introduces students to the principles and functions of staffing to enable the design and management of a successful staffing process, including legal compliance, internal and external recruitment, interviewing and retention. Prerequisite: AL 359 Human Resource Management. 3 credits, 4 weeks.

**AL 267 / AL 267EL COMPENSATION AND BENEFITS** considers financial reward systems including relevant theoretical and legal perspectives, performance evaluation, wage equity and benefit plans. Prerequisite: AL 359 Human Resource Management. 3 credits, 6 weeks.

**AL 268 THE PEOPLES CENTURY (Telecourse)** presents a worldwide study of the tumultuous events, the individuals, the societies, the movements, and the changes that defined the Twentieth Century. The student will analyze the social, technical, political, and military history of the period 1900 through 1964. 3 credits, maximum 16 weeks.

**AL 269 / AL 269EL WORKPLACE HEALTH AND SAFETY** will provide students with the basic knowledge and principles of the field of occupational safety and health. This course is designed to provide students with an understanding and appreciation for the fundamental safety technology and management needs of the safety director. Prerequisite: AL 359 Human Resource Management. 3 credits, 4 weeks.

**AL 270 / AL 270EL INTERCULTURAL COMMUNICATION** provides students with an opportunity to develop communication skills necessary for a diverse workforce. In this course students come to understand intercultural communication by discussing language, stereotypes, behavior and patterns. Students develop the ability to apply cultural concepts to modern business situations and relate across cultures within that setting. 3 credits, 4 weeks.

**AL 271 / AL 271EL SOCIAL PSYCHOLOGY IN THE WORKPLACE** introduces students to the study of persuasion, conformity, and social influence through exploration of perception, cognition, self-justification, and small group behavior. The course uses the workplace as the context in which these concepts are explored. Students learn how an individual's thoughts, feelings, and behaviors are influenced by others and learn methods social scientists use to study human behavior. 3 credits, 4 weeks.

**AL 272 / AL 272EL ORGANIZATIONAL MANAGEMENT PRINCIPLES** engages students in the art and science of management within an organization. The four functions of management, organizing, leading, planning and controlling, are considered in light of individual, group and organizational dynamics. Not open to students who have taken AL 352 Organizational Behavior or AL 358 Principles of Management. 3 credits, 4 weeks.

**AL 275 FIT AND WELL: ENHANCING ADULT HEALTH THROUGH ACTIVITY** explores various ways physical activity positively impacts one's life. Wellness areas include fitness, stress reduction, recreation, and other health enhancing topics. Personal assessment and goal setting is included. Students need to complete health questionnaire before the first night of class. Course meets 3 hours per session for six weeks. 2 credits, 6 weeks.

**AL 282 HOW ADULTS LEARN (Independent Study)** introduces the psychology of learning and various theories of adult development. This one credit independent study serves as an introduction to college thinking and learning or as a reflective culmination of the college experience. 1 credit.

**AL 284 THE CIVIL WAR (Telecourse)** explores the time period 1861-1865 when the United States was rent apart by the bloodiest and most divisive war in American history. The course examines the conflict which helped politically, socially, and economically to define the United States. Focusing on military and civilian angles, the course allows the student to examine an important aspect of history and the stories of individuals. 3 credits, maximum 16 weeks.

**AL 285 HISTORICAL METHODS** examines the nature of history, philosophies, and methodologies of major historians. Readings include selections from Thucydides to contemporary oral historians. Student presentations and essays will include problems in knowledge and explanation, historical criticism, research techniques, and questions of viewpoint arising from women's and minority studies. 3 credits, 4 weeks.

## COURSE DESCRIPTIONS

**AL 286 FACES OF CULTURE (Telecourse)** features dramatic and unique film footage from around the world, embracing cultures from all continents, highlighting major lifestyles, and illustrating human adaptation to environment from the beginnings of the human species to the present. An expanded study guide and the most recent edition of a widely accepted cultural anthropology text complement the prize-winning programs. 3 credits, maximum 16 weeks.

**AL 289 CROSS CULTURAL STUDIES** introduces students to broad concepts of culture while emphasizing the cultural characteristics of ethnicity in the United States. This course is a study in modern problems and their ramifications in America with cultural applications in community development, family, religion, education, health and urbanization, employment, politics, and identity. This course is designed to encourage students to utilize critical thinking skills to determine the relevancy of the subject matter to their daily lives and to American society at large. 3 credits, 4 weeks.

**AL 300 / AL 300EL TRAINING AND EMPLOYEE DEVELOPMENT** examines the development and implementation of training, including needs, job and task analysis, design and evaluation of training programs, transfer of training and employee development. Prerequisite: AL 359 Human Resource Management. 3 credits, 4 weeks.

**AL302 EL INSTRUCTIONAL DESIGN FOR WORKPLACE LEARNING (E-LEARNING)** examines the principles of Instructional Design and how they relate to teaching and learning. Students will also examine various Instructional Design Models to determine how to analyze a training need, design and develop a program for use, implement the program and evaluate program effectiveness. Pre-requisite: AL300 Training and Development. This course is only available via E-Learning. 3 credits, maximum 16 weeks.

**AL 310 CONSTITUTIONAL LAW** examines the US Constitution from its conception and ratification up to its present day status. Important court cases and constitutional amendments that have shaped American government and society over the years will be examined and emphasis given to how the Supreme Court has shaped American life. 3 credits, 4 weeks.

**AL 312 PROCEDURAL CRIMINAL LAW** exposes the student to various procedural issues in the implementation of the criminal justice function. The course will focus on issues of arrest, search and seizure, the admittance of evidence and rights of the accused. This course will also serve as a legal update and keep the student advised of current changes in the law. 3 credits, 4 weeks.

**AL 314 CRIMINAL JUSTICE LIABILITY LAW** explores the area of liability law as it relates to the criminal justice function. Areas to be covered will be liability issues regarding use of force, civil rights violations, failure to respond and vicarious liability. 3 credits, 4 weeks.

**AL 316 ADMINISTRATIVE LAW** explores areas of administrative law and its impact on the function of bureaucracies and public agencies. The course will focus on legal principles which affect the management of public agencies. 3 credits, 4 weeks.

**AL 318 MANAGEMENT OF LAW ENFORCEMENT AGENCIES** introduces the student to the study of administration and management techniques as they are applied to law enforcement organizations. 3 credits, 6 weeks.

**AL 320 PUBLIC FINANCE AND BUDGETING** exposes the student to principles of budgeting and finance of a public agency. The student will gain a general understanding of fiscal principles and how to adapt those principles to the operations of a public agency. 3 credits, 5 weeks.

**AL 322 CRIMINOLOGY** explores and investigates the causes of crime. The course specifically identifies and discusses the three major theoretical principles of crime causation: sociological, psychological, and "free-will" theories of crime. 3 credits, 4 weeks.

**AL 328 / AL 328EL CORRECTIONS IN AMERICA** examines the history of corrections and the various component parts of American correctional organizations, the inmate culture that develops within correctional institutions, and the challenges that face today's correctional managers. 3 credits, 4 weeks.

**AL 329 / AL 329EL ETHICS IN CRIMINAL JUSTICE** explores the many ethical dilemmas faced by criminal justice professionals. A case-study approach will focus on issues regarding the decision to arrest, the use of force and deadly force, conflicts of interest, the level of sanctions in a correctional setting, the decision to grant probation and parole, and other ethical issues of current concern. 3 credits, 4 weeks.

**AL 330 WORLD OF CHEMISTRY (Telecourse)** explores the foundations of chemical structures and behavior in the physical world. Laboratory methods of the scientist can be performed by the students in their homes. Using empirical techniques of observation, measurement, data recording, and analysis, students learn to conceptualize theories or build a model based on the scientific evidence. A knowledge of high school level algebra is required. 4 credits, maximum 16 weeks.

**AL 331 MANAGEMENT PRINCIPLES FOR HEALTH CARE ORGANIZATIONS** introduces the management functions of planning, organizing, staffing, leading and controlling. Integration of these functions with management style philosophies into health care organizational management is emphasized with the primary focus on leadership and vision for the future health care administrator. 3 credits, 4 weeks.

**AL 334 STRATEGIC HEALTH CARE PLANNING AND EVALUATION** is designed to allow the class to learn the process of planning for the delivery of health care services to the community. Students will learn to assess the current and future health care environment, determine strategic objectives and goals, develop implementation plans to achieve those goals, and adapt goals and plans to a continually changing health care environment. 3 credits, 6 weeks.

**AL 338 FINANCIAL ISSUES IN HEALTH CARE** studies finance, economics, budgeting, pricing, and managed care as they relate to the health care industry. Students will gain an understanding of the intricacies of managed care, its financial impact on providers of health care services, and the steps of negotiating a managed care contract. The course will also give students a basic understanding of the budgeting process and the economic risks unique to the health care sector. Prerequisite: AL 365. 3 credits, 6 weeks.

## COURSE DESCRIPTIONS

**AL 340 HEALTH CARE ETHICS** explores systems of moral reasoning and their impact upon the legal and ethical decision making process within health care organizations and professionals. Themes to be explored include confidentiality, informed consent, decision making capacity, treatment refusal, end of life decisions and care, and legal issues related to initiating or withdrawing treatment. Exposes students to the breadth of legal aspects of Health Care Management in order to assist health care professionals in identifying when a situation is likely to be subject to a law or regulation. 3 credits, 4 weeks.

**AL 341 HEALTH CARE MARKETING** studies marketing principles, concepts, and operations and provides the student with the necessary marketing skills to promote health care services or products. The course introduces the student to the complex world of health care marketing and promotion and examines marketing plans and focus groups. 3 credits, 5 weeks.

**AL 342 ELDERCARE** provides in-depth knowledge and understanding of the psychosocial needs and illnesses of the elderly, recognizing systems, and selecting and applying appropriate therapies. Case studies of dementia, toxicities, depression, ageism, etc. will be presented and appropriate therapies outlined. 3 credits, 4 weeks.

**AL 345 BUSINESS LAW** familiarizes the student with the court system, the sources of laws, contracts, the forms of business organization and the basic legal principles which underlie and control all business transactions. The student will learn to apply these legal theories to practical business situations. 3 credits, 4 weeks.

**AL 346 BUSINESS FINANCE** provides students with an overview of finance in the world of business, drawing heavily on the principles of accounting. Students learn the role of finance and learn to identify issues relevant to ethical financial decision-making. Topics include investment instruments, ratio analysis, cash management, capital structure, and capital budgeting. Prerequisite: AL 365 Accounting. 3 credits, 6 weeks.

**AL 347 MACROECONOMICS** studies methodology of economic analysis, economics terminology and the economic problem. The economic problem includes such topics as supply and demand, national output, inflation and unemployment, aggregate supply and demand, fiscal and monetary policy, money, and rational expectations. 3 credits, 6 weeks.

**AL 348 MICROECONOMICS** provides a unifying theme of microeconomics, showing how micro-economics is the synthesis of theories, decision sciences, and the various fields of business administration studies. The special emphasis is placed on the interaction between the firm's business strategy and the market structure as the firm attempts to reach optimal performance in the face of economic constraints. 3 credit, 6 weeks.

**AL 355 MANAGEMENT INFORMATION SYSTEMS/PROJECT MANAGEMENT** presents an overview of the management information system. Students gain experience in preparing and presenting information useful in the management function. Students develop a project plan for project management in EXCEL. Pre-requisite: Completion of an Introduction to Office or EXCEL course or the equivalent skill level. 3 credits, 6 weeks.

**AL 356 / AL 356EL CRITICAL THINKING AND CREATIVITY** applies logical reasoning and critical thinking to reading and writing processes. The course includes divergent thinking and ways of developing creative ability and considers both "left brain" and "right brain" processes. Doing is as important as understanding. Therefore, exercises and practical applications involving analysis of arguments and supporting ideas, as well as opening to creativity are included. Students complete the activities by weighing, judging, and evaluating qualitatively. 3 credits, 4 weeks.

**AL 357 JUVENILE JUSTICE** analyzes all aspects of the juvenile justice system, including the law, the police, the courts and different types of interventions used. The course will also examine subthemes within juvenile justice, including female delinquency and gang delinquency. 3 credits, 4 weeks.

**AL 359 / AL 359EL HUMAN RESOURCE MANAGEMENT** examines the principles, methods, and procedures in personnel management, including: staffing, compensation and benefits, employee and labor/management relations, planning, employee development, health, safety and security, and equal opportunity issues This is a survey course which may serve as the foundation for further study in the Human Resource Management major, minor or certificate program. 3 credits, 4 weeks.

**AL 365 ACCOUNTING** is a broad overview course that includes comprehensive instruction in basic accounting principles, with an emphasis on accounting as a necessary tool in the control and management of business. The application of management policies and practices required for effective planning and controlling of resources is considered. Prerequisite: AL 096 or acceptable assessment score. 3 credits, 6 weeks.

**AL 366 / AL 366EL MARKETING MANAGEMENT** focuses on the role of marketing within an organization from the manager's perspective. Students gain an understanding of buyer behavior, evaluation of the marketplace, marketing research, and new product development. 3 credits, 5 weeks.

**AL 367 / AL 367EL GLOBAL DIMENSIONS IN BUSINESS** focuses on international trade theory, marketing, the interaction of foreign businesses, politics, and intercultural communication and business protocol. Students appreciate the importance of understanding cultural differences in working with others with different cultural backgrounds. 3 credits, 4 weeks.

**AL 368 / AL 368EL PHILOSOPHY OF VALUES AND ETHICS** studies both theory and ethics in business. These issues are examined in reading, classroom discussion and debates. Students develop a system for making ethical decisions in the workplace which can be applied to personal and public issues as well. 3 credits, 4 weeks.

**AL 371 / AL 371EL BUSINESS POLICY** requires a knowledge of all functional business areas. The course considers strategic management including management decision-making, using the case-study approach. Students apply problem-solving and critical thinking skills in a management context and demonstrate effective writing and speaking skills. Prerequisites: AL 204 College Writing, AL 169 Statistical Methods, AL 366 Marketing Management, AL 365 Accounting, AL 346 Business Finance. 3 credits, 4 weeks.

## COURSE DESCRIPTIONS

**AL 377 AMERICAS (Telecourse)** explores the twentieth century history of Central and South America and the Caribbean in a multi-disciplinary fashion. Through the use of videos and primary sources, students will gain a greater understanding of the Latin American neighbors of the United States. 3 credits, maximum 16 weeks.

**AL 378 AFRICA: HISTORY AND CULTURE** uses methods of geography, history, anthropology, and ethnography to examine political, cultural, and physical evidence to study Africa. 3 credits, 6 weeks.

**AL 379 CLASSICAL GREECE AND ROME** is an interdisciplinary study of the civilization of the Ancient Greeks and Romans - their culture, philosophy, and arts - and the continuing heritage of classical thought. 3 credits, 4 weeks.

**AL 380 THE BIBLE IN HISTORY** surveys the Judeo-Christian scriptures in their historical contexts. Selected readings will be supplemented by ancient Near-Eastern texts. The influence of this heritage on Western civilization will be examined with applications to such contemporary issues as one God, patriarchal authority, linear thinking, hierarchical order, and the foundation of the empirical method in Western culture. 3 credits, 4 weeks.

**AL 381 THE WORLD OF ISLAM** explores Islamic culture in the medieval and modern world. Topics include Muhammad and the Qur'an; Sunnism, Shi-ism, and Sufism; literature and art; and modern Islam. The impact of Islamic contributions to Western civilization in the areas of empirics and symbolics will be considered including pharmacology, astronomy, optics, and algebra. 3 credits, 4 weeks.

**AL 382 THE ORIENT: HISTORY AND CULTURE** examines the people of Pacific Asia on a topical basis comprising geographical and historical background, literature, music and fine arts, ideology, culture, social life, political systems, and religion. An emphasis will be placed on the contrast between Eastern and Western thought, comparing Japan, China, and India with the United States. No duplication with AL 425. 3 credits, 4 weeks.

**AL 384 MEDIEVAL HISTORY AND LITERATURE** reviews the Middle Ages as an important transitional period in the development of Western culture. The era encompasses, roughly, the thousand years from 500-1500 A.D.; from the fall of Rome to the discovery of the Western hemisphere and the Protestant Reformation. An understanding of the mysteries of the medieval age will help to focus an understanding of modern Western culture and the development of the English language. 3 credits, 4 weeks.

**AL 386 RENAISSANCE AND REFORMATION** focuses on 16th and 17th Century Europe, an age of adventure and ambition as the focus shifted from the Mediterranean to the Atlantic with the opening of the new world. It is an age of Protestant and Catholic Reformations, revolutions in science, and flowering in the arts of Bach, Handel, Shakespeare, Milton, and the Golden Age of Spain. 3 credits, 4 weeks.

**AL 387 THE AGE OF ENLIGHTENMENT** examines the greater eighteenth century in the Atlantic world. The course focuses on the importance of the scientific revolution and its effect on the age of reason and the Enlightenment. It also explores capitalism and slavery, neo-classical art and music, and the American and French Revolutions which ended the era. 3 credits, 4 weeks.

**AL 389 THE ROMANTIC AGE** became the dominant idea in Western culture for most of the Nineteenth Century. Few eras have brought more radical shifts in humanity's outlook or had a more profound influence on the arts, literature, and society. This course studies the Golden Age of Romanticism in England, France, and America through its aesthetic, world view, social effects, and leading spokespersons. 3 credits, 4 weeks.

**AL 390 MODERNISM: 1850-1950** will examine "the age of analysis" from the Industrial Revolution through the first half of the 20th century. The age is characterized by structuralism, or breaking down operations into component parts, which occurred in industry, politics, biology, psychology, and the arts. It is an age of universal movements, the "isms," influenced by increasingly secular thinkers seeking absolutes in place of traditional religious and philosophical positions. 3 credits, 4 weeks.

**AL 391 CONTEMPORARY STUDIES** explores the cultural condition within the Western tradition from 1968 until the present. It approaches the contemporary scene as a discourse by examining samples of critical and scientific theory, as well as samples of visual art and literature. It attempts to trace the mutual influence each has felt from and exerted upon the other. 3 credits, 4 weeks.

**AL 395 LIFE OF CHRIST** studies the religious and social conditions of the world into which Christ came, His life and teachings as found in the four Gospels, and an overview of the opinions expressed in the apocryphal Gospels, the ancient Church, and modern historical criticism. Prerequisite: AL 159 or AL 380. 3 credits, 6 weeks.

**AL 396 INTERNSHIP** provides credit for an on-the-job work experience in the student's major field of study which is different from pre-existing paid employment. This course is for students in the Business Management, Human Resource Management and Criminal Justice Management majors. Minimum of 120 hours in the workplace setting. Prerequisite: Completion of the major, or may be used as the final course in Human Resource Management E-Learning or double major with Business Management. 3 credit hours.

**AL 400 HR INDEPENDENT STUDY (Independent Study)** provides an opportunity for advanced independent work in any area of human resource management. This individually designed course can relate to areas such as compensation and benefits or training and development, or another HR area as determined by the advisor, instructor and student. It is required for students completing the double major of Business Management and Human Resource Management, and should be taken following successful completion of AL359, AL265, AL266, AL267, AL269, AL300, AL472. 3 credits.

**AL 407 CHRISTIANITY AND WORLD RELIGIONS** challenges students to distinguish and evaluate various religious expressions of the world in light of an established framework of truth. Students will have an opportunity to study several Christian denominations and non-Christian religions. Prerequisite: AL 159 or AL 380. No duplication with AL 209 (T). 3 credits, 6 weeks.

**AL 424 ABNORMAL PSYCHOLOGY (Telecourse)** examines the complex factors that cause behavioral disorders, looks at biological, psychological, and environmental influences, and demonstrates psychological, biological, and social approaches to the treatment of abnormal behaviors. 3 credits, maximum 16 weeks.



## COURSE DESCRIPTIONS

**AL 425 PACIFIC CENTURY (Telecourse)** examines the modern history, economics, politics, and cultures of the Pacific Basin region. This interdisciplinary Asian-studies course explores how the Pacific Basin has evolved to emerge as a principle political and economic center of the upcoming century. No duplication with AL 382. 3 credits, maximum 16 weeks.

**AL 444 HEALTH CARE PRACTICUM** is the capstone course for the Health Care Management major which engages students in a meaningful and practical on-the-job experience in a health care setting. The course requires students complete a journal of activities and learning, a reflective plan for personal for professional development, and a research paper on a topic related to the site of the practicum. Minimum of 60 hours over at least 6 weeks required in the health care setting. Students wishing to take the Nursing Home Administrator examination must do the practicum in a nursing home setting and the research paper on a related topic. Prerequisites: complete all other courses in the major sequence. 6 credits, 8 weeks.

**AL 472 MANAGING CHANGE** engages students in the analysis of an organization's needs and the development of a plan to influence major organizational change from the human resources perspective. Prerequisites: AL 359 Human Resource Management and AL 272 Organizational Management Principles or AL 358 Principles of Management. 3 credits, 5 weeks.

**AL 474 / AL 474EL INTEGRATIVE PROJECT: THE BUSINESS PLAN** is the capstone course in the Business Management major. Students learn entrepreneurial skills in the creation of a business plan which includes financial, human resource and marketing components. Prerequisites: AL 169 Statistical Methods, AL 204 College Writing, AL 346 Business Finance, AL 347 Macroeconomics, AL 358 Principles of Management or AL 272 Organizational Management Principles, AL 359 Human Resource Management, AL 365 Accounting, AL 366 Marketing Management, AL 371 Business Policy. 3 credits, 8 weeks.

**ECON 200 PRINCIPLES OF ECONOMICS (E-LEARNING)** offers a single semester introduction to both Micro and Macro Economics. Students emerge with a basic understanding of the concepts behind economists analysis of labor and product markets as well as business decisions. They also learn to recognize the perspectives of macroeconomists and evaluate how fiscal and monetary policy may adversely or positively impact the macro-economy, (fulfills the requirement for AL347 Macroeconomics in the Business Management major. 3 credit hours, semester/distance format.

**FIN 300 PRINCIPLES OF FINANCE (E-LEARNING)** provides an introduction to the basic functions of financial management, including financial statements and analysis, financial markets, financial institutions, investment returns, capital budgeting methods, asset valuation, leverage, time value of money, dividend policy, and optimal capital structure. Prerequisite: AL365 Accounting or ACCT 101. 3 credit hours. semester/distance format.

**REL 201 THE OLD TESTAMENT** is an overview of the Old Testament intended to acquaint the student with its background, content and messages. 3 credits, 5 weeks.

**REL 203 THE NEW TESTAMENT** is an overview of the New Testament intended to acquaint the student with its background, content and messages. Prerequisite: enrollment in church-work program or permission of instructor. 3 credits, 5 weeks.

**REL 204 BIBLICAL THEOLOGY** is a systematic study of major areas of Christian doctrine with an emphasis on what Scripture says, as well as how Lutheran doctrine reflects what Scripture says. 3 credits, 5 weeks.

**REL 233 COMMUNICATING BIBLE MESSAGES** helps the student acquire greater skill in communicating meaningful Bible messages, by learning the theory and practice of analyzing a text of Scripture, writing a message for a specific audience based on that text, and delivering the message. Topical and other creative approaches will also be examined. Prerequisites: AL 380, or REL 201 & REL 203; AL 210 or REL 204. 3 credits, 5 weeks.

**REL 287 CHRISTIAN CARE GIVING** offers the student preparing for full-time church work opportunity to understand and apply the theology and practice of the church in Christian care giving. Prerequisites: AL 380, or 201 & 203; AL 210 or REL 204. 3 credits, 5 weeks.

**REL 312 OFFICE OF THE PROFESSIONAL CHURCH WORKER** studies the role of auxiliary ministries in the light of the New Testament and the Lutheran Confessions. It pays particular attention to church administration and conflict resolution in congregations. Prerequisites: AL 380, or 201 & 203; AL 210 or REL 204. 3 credits, 5 weeks.

**REL 328 FAMILY AND YOUTH MINISTRY** explores congregation ministry with and for families by providing students with an understanding of parent and child relationships, teen development, and the place of faith and the church in family life. Special attention is paid to family life education, intergenerational ministry, and strategic planning, with the goal of building ministries that strengthen family relationships. Prerequisites: REL 201, REL 202, and REL 204. 3 credits, 5 weeks.

**REL 376 CHRISTIAN ETHICS** explores the distinct nature of Christian Ethics in dialogue with other forms of ethical inquiries. Contemporary Christian responses to timely ethical issues will also be explored. Prerequisites: AL 380, or 201 & 203; AL 210 or REL 204. 3 credits, 5 weeks.

**REL 383 THE GOSPEL OF LUKE** will study the main themes of Luke through a structural, Christ-centered, and historical approach. Selected passages will be given special attention as the portrait of Christ is unveiled. Issues that will merit special attention are: Jesus' kingship, His prophetic office, end times and Jesus' passion. Prerequisites: AL 380, or REL 201 & REL 203; AL 210 or REL 204. 3 credits, 5 weeks.

**REL 387 HISTORY OF CHRISTIANITY: CHRIST'S PEOPLE THROUGH THE AGES** surveys Christian history from Pentecost to the present. Distinctive eras in Christian history will be discussed, with attention to their main contours and the principal dynamic forces at work within them. 3 credits, 5 weeks.

# MASTER OF BUSINESS ADMINISTRATION

The Master of Business Administration (MBA) Program is based upon the University’s stated mission of developing in students the “professional competencies and commitment required for responsible participation and leadership in a complex society.”

Concordia University Wisconsin’s MBA Program is designed to prepare men and women to meet the challenges of a changing administrative environment. The program is designed to provide the opportunity of a professional education for the working student. The curriculum provides the broad base of knowledge needed by middle and upper level managers. While the MBA program is designed for those in business professions, it is readily adapted to meet the needs of students from engineering, health, non-profit, religious, and other fields.

The MBA degree requires 39 semester hours of credit comprising 13 courses. No thesis is required for this degree. Students ordinarily take one course at a time. This allows the program to accommodate a student’s professional and personal schedule to the maximum degree possible. The capstone course, MBA 590, must be taken at the end of the degree program. Students must complete all requirements for the MBA degree within five (5) years of entry.

Our flexible program gives you the choice of pursuing your MBA in accelerated eight week classroom courses or through E-Learning where you have up to 16 weeks to complete a course.

You are given the flexibility to design your MBA program. With our guidance you decide the course load and courses you wish to take.

## FREQUENTLY ASKED QUESTIONS

### Are the GMAT or GRE tests required for admission?

No. Your undergraduate cumulative grade point, work experience, and letters of reference are used to determine your acceptance into the MBA program. A 3.0 minimum undergraduate cumulative GPA is required for full acceptance. In addition, all MBA applicants are required to have earned their bachelor’s degree from an accredited college or university.

### When can I start?

Terms begin every eight weeks for the accelerated classroom program, or you can start at any point in the flexible E-Learning format.

### Is our MBA program accredited?

The MBA program is accredited by the International Assembly for Collegiate Business Education (IACBE).

## THE MBA CORE

In keeping with the purpose of a MBA, our curriculum is designed to provide the student with a broad spectrum of the business scene. To this end, the courses provide advanced instruction in many areas of business. The utilization of a concentration allows the student at the same time develop an area of expertise. The MBA program consist of 39 credits which include eight core courses and five courses in concentration area. The MBA program has six prerequisite courses. They are Accounting, Finance, Management, Marketing, Economics, and Statistics.

MBA 500/800	Managerial Economics	MBA 540/840	Accounting: Financial Analysis for Decision Making
MBA 510/815	Applied Statistic Methods	MBA 575/875	Business Ethics
MBA 520/820	Management Information Systems	MBA 580/880	Leadership and Organizational Behavior
MBA 530/830	Corporate Finance	MBA 590/890	Strategic Management (Capstone-taken last)

## MBA CONCENTRATION COURSES

CHOOSE FIVE COURSES IN ONE AREA

### Management

527/827	Project Management
550/850	Strategic Marketing
554/854	Advertising Management
555/855	Small Business Management
556/856	Real Estate Management
557/857	Sustainable Business Practices
565/965	Supply Chain Management
570/870	Legal Aspects of Business
576/876	Fraud Management
610/910	Issues in Human Resource Management
622/922	Risk Management and Insurance
530/830	Global Production and Operations
560/860	International Business

### Corporate Communications

MMC 520/820	Managerial Communication: Practices and Principles
MMC 525/825	Effective Business Writing in the Marketplace
MMC 540/840	Public Speaking: Professional Reports & Presentations
MMC 547/847	Advanced Interpersonal Communications and Interviewing
EDG 506/806	Group Dynamics and Leadership

### Marketing

550/850	Strategic Marketing
552/852	Direct Marketing
553/853	Sales Management
554/854	Advertising Management
MIB 555/855	International Marketing
570/870	Legal aspects of Business

### Finance

556/856	Real Estate Management
570/870	Legal Aspects of Business
621/921	Financial Institution Management
622/922	Risk Management and Insurance
625/925	Securities Analysis
626/926	Portfolio Mathematics
MIB 540/840	International Finance

### Health Care Management

535/835	Budgeting in Public Agencies or Public Personal Administration
MPA 568/868	Public Personal Administration
610/910	Issues in Human Resource Mgmt
620/920	Economics/Public Policy of HC
622/922	Risk Management and Insurance
623/923	Statutory Accounting
640/940	Internship in HC Management
685/985	Special Topics: Long Term Health Care, Ambulatory Care, Managed Care

### Human Resource Management

568/868	Public Personnel Administration
576/876	Fraud Management
600/900	Compensation and Benefits
605/905	Alternative Dispute Resolution
610/910	Issues in Human Resource Mgmt
615/915	Labor and Employment Law
622/922	Risk Management and Insurance

### Management Information Systems

521/821	Info Systems Theory and Practice
522/822	Business Data Communications
524/824	Systems Analysis and Design
526/826	Decision Support Systems
527/827	Project Management
528/828	Information Systems Management
529/829	Database Management

### Public Administration

527/827	Project Management
545/845	Internship
MLS 530/830	Administrative Law and Process
MPA 535/835	Budgeting in Public Agencies
MPA 540/840	Public Program Evaluation OR
MPA 568/868	Public Personnel Administration
MPA 569/869	Intergovernmental Relations

### International Business

MIB 530/830	Global Productions/Operations
MIB 540/840	International Finance
MIB 545/845	International Economics
MIB 555/855	International Marketing
MIB 560/860	International Business
MIB 570/870	International study Abroad

### Risk Management

570/870	Legal Aspects of Business
576/876	Fraud Management
622/922	Risk Management and Insurance
623/923	Statutory Accounting
624/924	Health, Life, Business Social Ins.
626/926	Portfolio Mathematics

### Environmental Studies

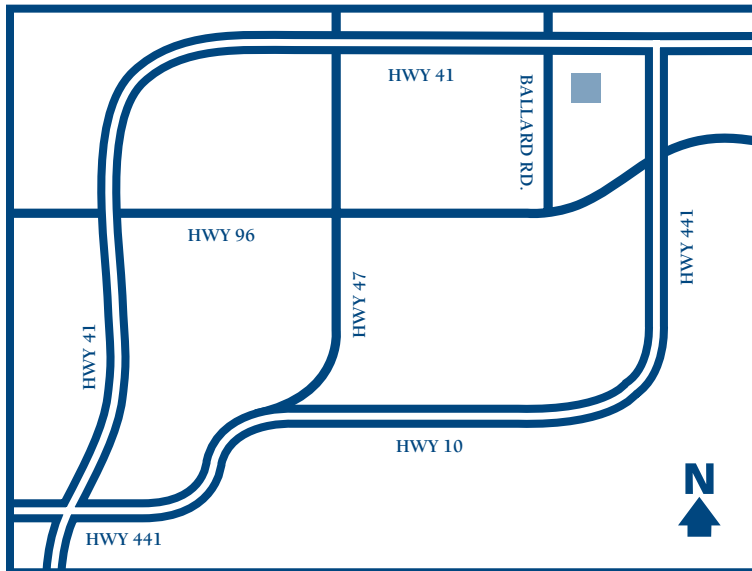
TBA

Note: Not all concentrations  
are offered at all centers.

**FOR MORE INFORMATION, SEE GRADUATE CATALOG OR CONTACT:**

Dr. David Borst  
Director of MBA Program  
262.243.4298  
david.borst@cuw.edu

## CENTER DESCRIPTIONS



### APPLETON CENTER

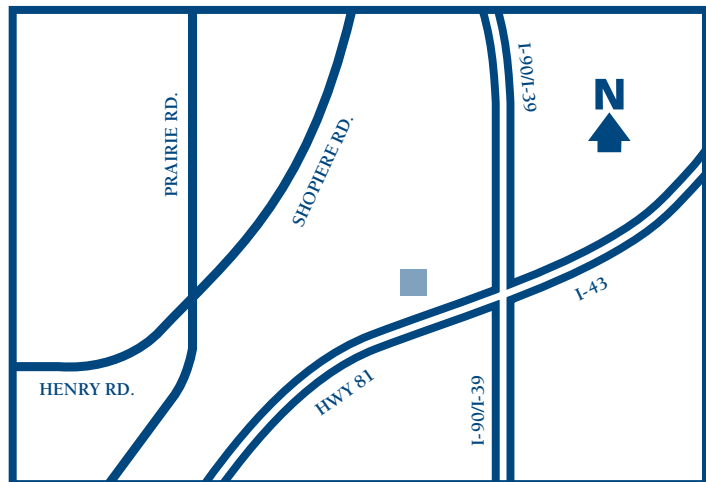
The new Appleton Center is located in the American Family Insurance Building just South of Highway 41, on Ballard Rd. and only a few blocks South of Thrivent Financial.

**Concordia University Appleton Center**  
 3232 N. Ballard Road  
 Appleton, WI 54911  
 920-968-0933 (FAX 920-968-0935)  
 Toll Free: 866-289-6212

### BELOIT CENTER

The Beloit Center is conveniently located just East of I-90/39 on Highway 81 (Sutler Avenue) in the Morgan Square Shopping Plaza. The Center is open at times convenient to serve working adults and is but a short drive from the thriving communities of Rockford, Beloit and Janesville.

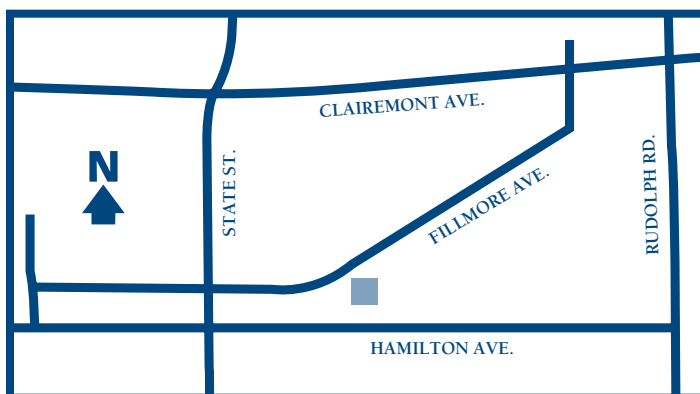
**Concordia University Beloit Center**  
 2040 Sutler Avenue  
 Beloit, WI 53511  
 608-361-1830 (FAX 608-361-1831)  
 Toll Free: 866-216-0253



### EAU CLAIRE CENTER

The Eau Claire Center is located in Peace Lutheran Church, 501 E. Fillmore Ave., just a few blocks south of Clairemont Ave. Students have access to a lounge area and ample parking is available in a lighted parking lot. The center offers a full range of associates, bachelors and MBA degrees.

**Concordia University Eau Claire Center**  
 501 E. Fillmore Avenue  
 Eau Claire, WI 54701-6536  
 715-426-5747 (FAX 715-426-5748)  
 Toll Free: 866-214-9500

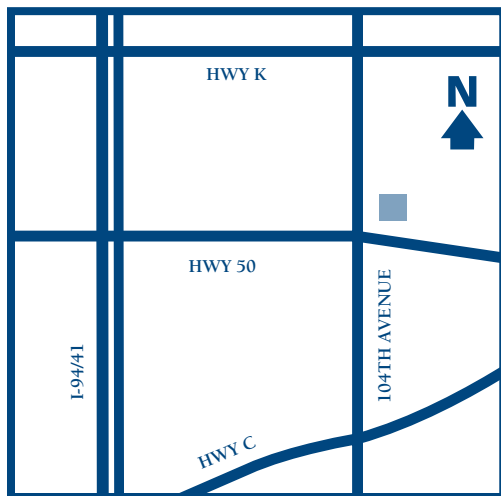
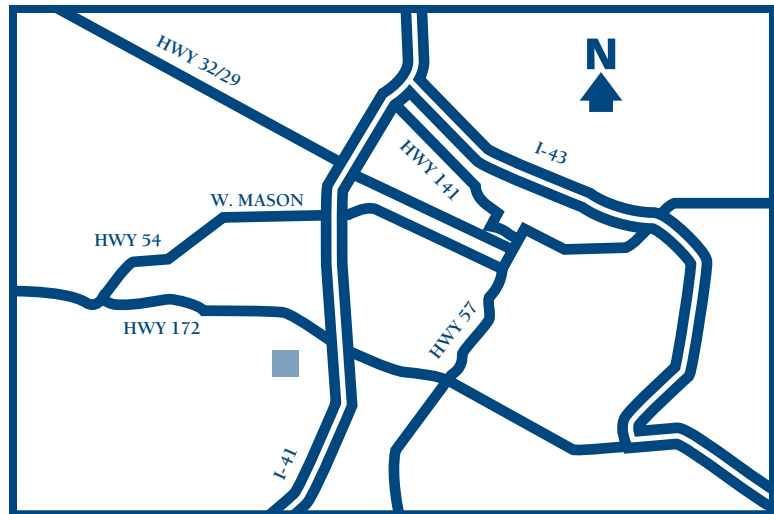


## CENTER DESCRIPTIONS

### GREEN BAY CENTER

The Green Bay Center holds classes at 1150 Springhurst Drive, directly off of Hansen Road and Oneida St.

**Concordia University Green Bay Center**  
Executive Center II  
1150 Springhurst Drive, Suite 101  
Green Bay, WI 54304  
920-498-2551 (FAX 920-498-1077)  
Toll Free: 888-425-3206



### KENOSHA CENTER

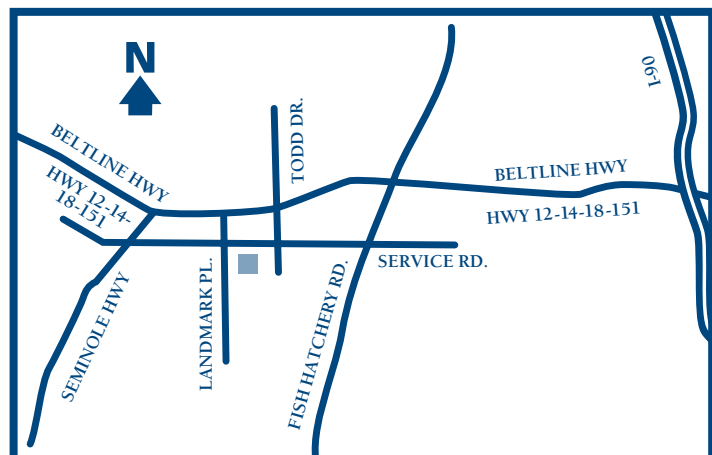
The Kenosha is located off Highway 50, just east of I-94 across the street from the Aurora Medical Center.

**Concordia University Kenosha Center**  
10222 74th Street  
Kenosha, WI 53140  
262-697-8260 (FAX 262-697-8264)  
Toll Free: 866-289-6213

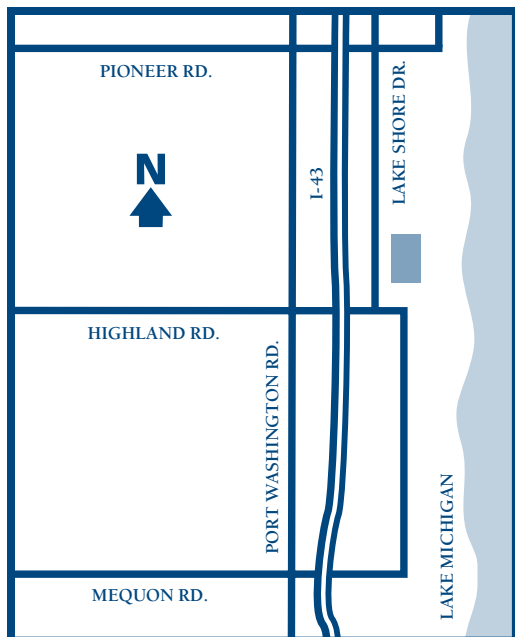
### MADISON CENTER

Concordia's Madison Center is located on the southwest side of the Madison metropolitan area in the METASTAR building at 2909 Landmark Place, Suite 101, just off of the Beltline and Todd Drive.

**Concordia University Madison Center**  
2909 Landmark Place, Suite 101  
Madison, WI 53713  
608-277-7900 (FAX 608-277-7969)  
Toll Free: 800-859-4872



## CENTER DESCRIPTIONS



### MEQUON CENTER

The Mequon Center is a part of the main campus of Concordia University Wisconsin. The campus is located on the shore of Lake Michigan just north of Milwaukee. Classes meet in various rooms of the University which are set up specifically to meet the needs of adult students.

#### Concordia University Mequon Center

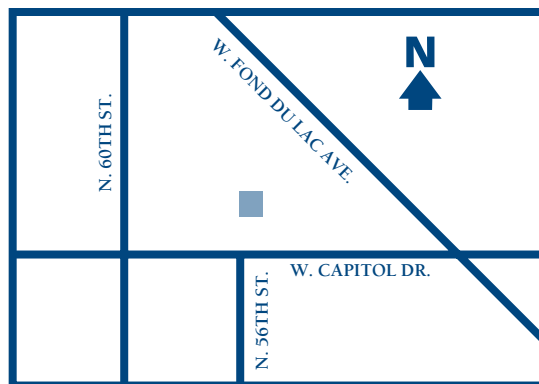
12800 N. Lake Shore Drive  
 Mequon, WI 53097-2402  
 262-243-4399 (FAX 262-243-4438)  
 Toll Free: 888-969-4289

### MILWAUKEE MIDTOWN CENTER

The Milwaukee Midtown Center is centrally located in the new Midtown Mall on 56th Street just north of Capitol Drive. As it is located in the Mall, there is ample free, secure, well-lighted off-street parking available.

#### Concordia University Milwaukee Midtown Center

4151 North 56th Street, Milwaukee, WI 53216  
 414-444-0734 (FAX 414-444-1908)



### MILWAUKEE SOUTH CENTER

The Milwaukee South Center holds classes in Ebenezer Lutheran Church on the corner of South 35th St. and Scott. The Center offers a full range of adult education degree programs as well as a Medical Assistant Program. The Center consists of three classrooms, a large computer lab and administrative offices. Classes also meet at the Hales Corners Center.

#### Concordia University Milwaukee South Center

1127 S. 35th St.  
 Milwaukee, WI 53215  
 414-647-2523 (FAX 414-647-2545)

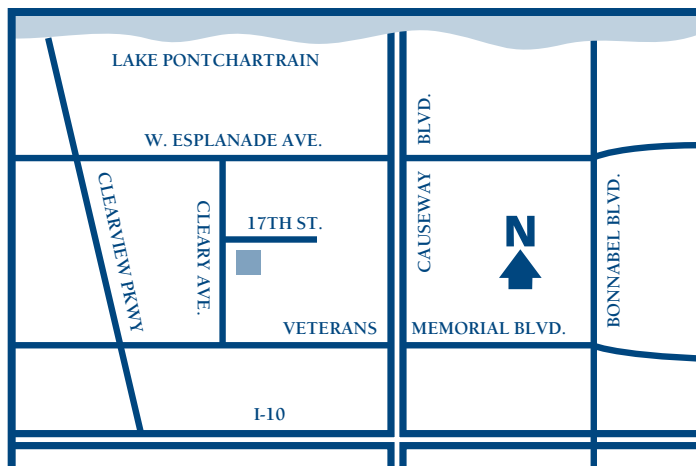


## CENTER DESCRIPTIONS

### NEW ORLEANS CENTER

The New Orleans Center is conveniently located at 3864 17th St., Metairie, LA, on the corner of Cleary Avenue and 17th Street. It is now a part of the New Orleans Lutheran High School educational campus.

**Concordia University New Orleans Center**  
 3864 17th Street  
 Metairie, LA 70002  
 504-828-3802 (FAX 504-828-2008)  
 Toll Free: 866-883-0289



### ST. LOUIS CENTER

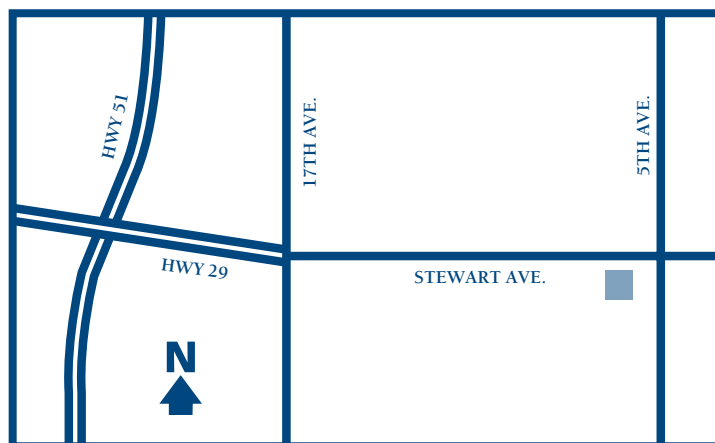
The St. Louis Center is located at 10825 Watson Road, Suite 204, Sunset Hills, Missouri, at the intersection of Highways 44 and 270. The two-story, red brick building is situated across from the Borders Bookstore.

**Concordia University St. Louis Center**  
 10825 Watson Road, Suite 200  
 Sunset Hills, MO 63127  
 314-984-8840 (FAX 314-984-0078)  
 Toll Free: 866-880-3289

### WAUSAU CENTER

The Wausau Center is located in Trinity Lutheran Church, 501 Stewart Avenue, near Highways 29 and 51. Ample parking is available in a lighted parking lot. The center offers a full range of associate, bachelor, and MBA degrees.

**Concordia University Wausau Center**  
 501 Stewart Avenue  
 Wausau, WI 54401  
 715-302-3783 (FAX 715-426-5748)  
 Toll Free: 866-214-9500



### ADDITIONAL LOCATIONS

Hales Corners, Wisconsin . . . . . 414-529-7340  
 Sheboygan, Wisconsin . . . . . 262-243-4399  
 Cudahy, Wisconsin . . . . . 262-243-4500  
 Racine, Wisconsin . . . . . 262-697-8260

## FACULTY

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Ed.D., Argosy University  
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Business Management

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**Brown, Rosalind Guida**

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St. Louis, M.B.A.

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University of Wisconsin, Green Bay  
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Ph.D., University of Wisconsin - Madison  
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**Canady, Raeshann**

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M.Div., Concordia Seminary - St. Louis  
M.A., University of Texas  
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Ph.D., University of Nebraska  
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Ed.S., Industrial and Vocational Education  
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Ph.D., Ohio State University  
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M.S., University of Wisconsin - Milwaukee  
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M.A., University of Wisconsin - Milwaukee  
M.A., University of Wisconsin - Milwaukee  
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M.Div., Concordia Seminary - Fort Wayne  
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National University of LaJolla California  
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M.S., Central Missouri State University  
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Ph. D., University of Bremen - Germany  
M.A., Marquette University  
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## FACULTY

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Human Resource Management

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Human Resource Management

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## REFUND POLICY FOR INDIANA STUDENTS

### Prior to the start of class:

A student is entitled to a full refund of both deposit and application fee if one (1) or more of the following criteria are met:

- (A) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
- (B) The student does not meet our minimum admission requirements.
- (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
- (D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

### For six-week classes:

	<b>Amount of Refund</b>
Before first night of class:	100% of tuition
After first night and before second night of class:	85% of tuition
After second night but before third night:	65% of tuition
After third night but before fourth night:	50% of tuition
After fourth night:	No refund

### For five-week classes:

	<b>Amount of Refund</b>
Before first night of class:	100% of tuition
After first night and before second night:	80% of tuition
After second night but before third night:	60% of tuition
After third night but before fourth night:	40% of tuition
After fourth night:	No refund

### For four-week classes:

	<b>Amount of Refund</b>
Before first night of class:	100% of tuition
After first night and before second night:	75% of tuition
After second night but before third night:	50% of tuition
After third night:	No refund

We will make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

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