



# GLOBAL REFORMED UNIVERSITY

CATALOG 2025-2028

# **GLOBAL REFORMED UNIVERSITY**

## **CATALOG 2025-2028**



### **GLOBAL REFORMED UNIVERSITY**

1755 Herrington Rd.

Lawrenceville, GA 30043

Tel. 703.819.0333 / Fax. 770-232-2750

[www.gruniv.org](http://www.gruniv.org)

## TABLE OF CONTENTS

|                                                   |    |
|---------------------------------------------------|----|
| MESSAGE FROM THE PRESIDENT                        | 7  |
| ABOUT GLOBAL REFORMED UNIVERSITY                  | 8  |
| Our Vision                                        | 8  |
| Mission Statement                                 | 8  |
| Statement of Faith                                | 8  |
| Philosophy of Education Statement                 | 10 |
| Institutional Goals                               | 10 |
| Objectives                                        | 11 |
| Ethical Values and Standards                      | 11 |
| Institutional Student Learning Outcomes           | 12 |
| Effectiveness                                     | 12 |
| Fair Business Practice and Truth in Advertising   | 13 |
| Family Educational Rights and Privacy Act (FERPA) | 13 |
| History & Information                             | 14 |
| Accreditation                                     | 14 |
| Campus Location                                   | 15 |
| Facilities                                        | 15 |
| Global Reformed University Library                | 15 |
| Computer Lab                                      | 16 |
| ADMISSIONS INFORMATION                            | 17 |
| Admission Policy                                  | 17 |
| Undergraduate Degree Program Applicants           | 17 |
| Graduate Degree Program Applicants                | 18 |
| International Student Applicants                  | 19 |
| English Language Proficiency Requirements         | 19 |
| Transfer Credit                                   | 20 |
| Residency Requirement                             | 21 |
|                                                   | 2  |

|                                                        |    |
|--------------------------------------------------------|----|
| Transfer to Another Institution                        | 21 |
| Statement of Non-Discrimination                        | 21 |
| ACADEMIC INFORMATION                                   | 22 |
| Educational Programs                                   | 22 |
| Graduate Degree Programs                               | 22 |
| Undergraduate Degree Programs                          | 22 |
| Definition of Credit Hours                             | 22 |
| Semester System                                        | 22 |
| Special Summer & Winter Terms                          | 23 |
| Independent Study                                      | 23 |
| Registration Procedure                                 | 23 |
| Full Time Status                                       | 24 |
| Attendance Policy                                      | 24 |
| Leave of Absence                                       | 24 |
| Leave due to Medical Reasons                           | 25 |
| Maximum Length of a Leave                              | 25 |
| Student Actions Required for Leave of Absence Requests | 25 |
| Verifying a Leave                                      | 26 |
| Withdrawal                                             | 26 |
| Academic Degree Completion Time Limits                 | 26 |
| Graduation                                             | 26 |
| Graduation Honors                                      | 27 |
| Academic Degree Completion Time Limits                 | 27 |
| Grading and Evaluation                                 | 27 |
| Good Standing                                          | 28 |
| Satisfactory Academic Progress (SAP) Policy            | 28 |
| Appeal Process                                         | 32 |
| Academic Probation Policy                              | 34 |

|                                                       |    |
|-------------------------------------------------------|----|
| Academic Warning                                      | 34 |
| Academic Probation                                    | 34 |
| Academic Suspension                                   | 34 |
| Dismissal                                             | 34 |
| PROGRAM OF STUDY AND COURSE DESCRIPTION               | 36 |
| Undergraduate Programs                                | 36 |
| General Education                                     | 37 |
| Course Distribution (36 Credits)                      | 37 |
| BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (BSBA) | 38 |
| Program Overview                                      | 38 |
| Program Objectives                                    | 39 |
| Components and Requirements                           | 39 |
| COURSE CATEGORIES                                     | 39 |
| BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT)  | 41 |
| Program Overview                                      | 41 |
| Program Objectives                                    | 41 |
| Components and Requirements                           | 42 |
| Course Categories                                     | 42 |
| Course Descriptions                                   | 44 |
| GRADUATE PROGRAMS                                     | 61 |
| MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (MSIT)    | 62 |
| Program Overview                                      | 62 |
| Program Objectives                                    | 62 |
| Components and Requirements                           | 63 |
| MSIT Core Courses (36 credits)                        | 63 |
| Course Descriptions                                   | 65 |
| MASTER OF SCIENCE IN CYBERSECURITY (MSCS)             | 70 |
| Program Overview                                      | 70 |
|                                                       | 4  |

|                                                   |    |
|---------------------------------------------------|----|
| Program Objectives                                | 70 |
| Components and Requirements                       | 71 |
| Course Descriptions                               | 71 |
| MASTER OF BUSINESS ADMINISTRATION (MBA)           | 74 |
| Program Overview                                  | 74 |
| Program Objectives                                | 75 |
| Components and Requirements                       | 75 |
| Course Descriptions                               | 76 |
| MBA Program Course Descriptions                   | 78 |
| FINANCIAL INFORMATION                             | 86 |
| Tuition                                           | 86 |
| fees (Non-refundable)                             | 87 |
| Administrative Fees (when applicable)             | 87 |
| Extra Fees                                        | 87 |
| Official Document Fees                            | 87 |
| Refund Policy                                     | 88 |
| Terms of Refunds                                  | 89 |
| Scholarships                                      | 90 |
| President's Scholarship                           | 90 |
| Academic Achievement Scholarship                  | 90 |
| Need-Based Tuition Assistance                     | 90 |
| Financial Aid Admission - FAFSA Applicants        | 90 |
| STUDENT INFORMATION                               | 91 |
| Chapel Services                                   | 91 |
| University Of Code Of Conduct                     | 91 |
| Academic Integrity                                | 91 |
| Sexual Harassment                                 | 93 |
| Drug And Alcohol Abuse Policy And Prevention Plan | 93 |

|                                             |    |
|---------------------------------------------|----|
| Weapons                                     | 93 |
| Campus Safety & Security Policy             | 93 |
| Students With Disabilities                  | 93 |
| Grievances Policy                           | 94 |
| Informal Complaints                         | 94 |
| Formal Complaints                           | 94 |
| Appeal Process                              | 95 |
| Student Services                            | 95 |
| Advising and Guidance                       | 95 |
| Placement Services                          | 96 |
| Career Services                             | 96 |
| Housing Assistance                          | 97 |
| Emergency Situation                         | 97 |
| Outages, Catastrophic Events, and Disasters | 97 |
| EXTERNAL RESPONSE CONTACTS                  | 97 |
| External Agencies for Crisis Assistance     | 97 |
| Hospitals                                   | 98 |
| ADDENDUM                                    | 98 |
| Board of Trustees                           | 98 |
| Administration                              | 98 |
| Faculty                                     | 99 |

## MESSAGE FROM THE PRESIDENT

It is my great honor to welcome you to Global Reformed University. Having the foundation of Evangelical Christianity and with the vision of a prestigious private school, Global Reformed University is moving toward an educational platform that will prepare you for the future.

Our school desires to become a beacon of hope for the world by leading education amid worldly challenges. We also want to expand outside of the U.S. and realize leadership education that will reshape the world.

Under our school's practical development strategy, we will invest in educational facilities and create a strong educational environment. To strengthen our competitiveness in education, we will secure high-quality professors and develop practical studies. As part of our specialized education, we seek to improve students' English language skills, promote multicultural capacity, and expand global adaptability. We will also be a community that shares the sorrow and hardship of immigrants.

Our school will continue to prepare itself to equip and advance our students as they prepare to face the challenges of this world.

Thank you.

# David Pak

**David Pak, Ph.D.**

President



## ABOUT GLOBAL REFORMED UNIVERSITY

All information in this catalog is subject to change. Please ensure that you are using the latest version of the catalog by downloading it from the Global Reformed University website.

### OUR VISION

To be a premier Christian institution of learning offering students a path into the future as they discover their calling in this world

### MISSION STATEMENT

The Mission of Global Reformed University is to make Christ known through quality Christian education and to advance learning, scholarship, and service of humanity by equipping students from all walks of life to make their mark on this world. We aim to transform knowledge into wisdom and skills that can be applied in life, ministry, and business.

### STATEMENT OF FAITH

Global Reformed University upholds the Westminster Confession of Faith, Westminster Larger Catechism, and Westminster Shorter Catechism. Global Reformed University also believes in:

#### THE BIBLE

As the divine inspiration to atone for the sins of mankind, the infallible written Word of God, inerrant, and the primary standard for our faith; both the Old and New Testaments.

#### GOD

One true and living God, the Creator of all things, one eternal, transcendent, omnipotent, existing in three same Persons - Father, Son, and Holy Spirit, but all of one essence and all having the same nature, perfections, and attributes, and each is worthy of precisely the same worship and obedience. God the Father, the first person of the Divine Trinity, is infinite Spirit - sovereign, eternal, and unchangeable in all His attributes who is eternally worthy of honor, adoration, and obedience.

#### JESUS CHRIST

The perfect, sinless humanity and the absolute, full deity of the Lord Jesus Christ, indissolubly united in one divine-human person since His unique incarnation by miraculous conception and virgin birth. In God's Son incarnation in flesh both in divine and human natures, in His miracles, in His atoning death on the cross for the sins of all to reconcile with our God, in His resurrection in three days, in His ascension from the grave to the right hand of the Father according to the Scriptures, and in His return in power and glory. We believe in the substitutionary and redemptive sacrifice of Jesus Christ for the sin of the world, through His literal physical death, burial, and resurrection, followed by His bodily ascension into heaven.

#### HOLY SPIRIT

The Holy Spirit is the third person of the Godhead who convicts, regenerates, indwells, seals all believers in Christ who was crucified and resurrected to redeem our sins, and fills those who yield to Him. The Holy Spirit gives spiritual gifts to all believers, and in the present and active of the Holy Spirit in the world, by whom the gospel is proclaimed, and the kingdom of God is manifested in the world. The Holy Spirit comes from God the Father and the Son and causes people to be saved and to realize their sin and misery, enlightens their hearts to know Jesus Christ, strengthens their will, encourages, empowers them, causes them to receive Jesus Christ and bear fruits of righteousness, and protects us until we enter the eternal heaven.

#### HISTORICITY

We believe in the full historicity and perspicuity of the biblical record of primeval history, including the literal existence of Adam and Eve as the progenitors of all people, the worldwide cataclysmic deluge, and the origin of nations and languages at the tower of Babel.

#### THE CHURCH

The Church, of which Christ is the head, is established by God to gather and nurture the believers to grow into the body of Christ, which is the fullness of Him that fills all in all. This Church is the kingdom of the Lord Jesus Christ, the house and family of God, out of which there is no ordinary possibility of salvation. God has given the visible Church the ministry and the ordinances of God for the gathering and the perfecting of the believers.

#### SALVATION

Personal salvation from the eternal penalty of sin provided solely by the grace of God on the basis of the atoning death and resurrection of Christ, to be received only through personal faith in His person and work.

#### LAST THINGS

The future, personal, bodily return of Jesus Christ to the earth to judge and purge sin, to establish His Eternal Kingdom, and to consummate and fulfill His purposes in the works of creation and redemption with eternal

rewards and punishments. Both the saved and the lost will be resurrected; the saved unto the resurrection of life and the lost unto the resurrection of damnation.

#### CREATION

God created man according to His image, in knowledge, righteousness, and holiness, and made them rule over the other creatures. Adam, the first man, sinned by disobedience. This act resulted in the fall of mankind and incurred both physical and spiritual death for all. We believe the triune God created the universe apart from pre-existing materials and without any evolutionary process, the creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation week.

#### SATAN

We believe in the existence of a personal, malevolent being called Satan who acts as tempter and accuser, for whom the place of eternal punishment was prepared, where all who die outside of Christ shall be confined in conscious torment for eternity. We believe that Satan was originally created as a perfect being. He rebelled against God. As a result, he became depraved, the Devil and adversary of God and His people, and leader of a host of angels who fell with him. Satan has been judged and defeated at the cross and awaits his ultimate doom at the Second Advent of Jesus Christ.

#### PHILOSOPHY OF EDUCATION STATEMENT

Global Reformed University believes that God calls everyone to prepare intellectually and spiritually to reflect His image to the world. Therefore, Global Reformed University affirms that its curriculum is designed to fulfill that calling and is:

1. Academically relevant to degree and non-degree programs that satisfy the needs of the world
2. Pursuing academic excellence
3. Taught by faculty who are Christians and comply with the institution's doctrinal beliefs
4. Taught by faculty who are dedicated to quality higher education
5. Taught by faculty who hold appropriate academic credentials
6. Taught in an environment conducive to academic and spiritual growth
7. Designed to integrate the academic training with Christian commitment
8. Based on Christian belief in God's mission for the world.

#### INSTITUTIONAL GOALS

#### GOALS

1. To expand the identity and influence of the Reformed Church and the Global Reformed University Network
2. To identify and nurture future global leaders with a Christian worldview who will facilitate a global presence with a unifying message embracing multi-racial diversity with a new paradigm resulting in creative convergence in the workforce.
3. To relate Christian liberal arts education to the changing needs of postmodern society
4. To combine knowledge and spirituality, thereby enhancing the wholeness of our existence and perspective in life
5. To equip students from both the US and abroad with the ability to lead with integrity in a global community
6. To be of service in the world through academic excellence, critical reflection, lifelong learning, spirituality, and accountability in the use of knowledge for the benefit of society and the goal of global evangelism

#### OBJECTIVES

To fulfill these goals, Global Reformed University has established several teaching objectives:

1. To encourage students to live in God's love and grace, and enjoy happy and healthy lives at school
2. To guide students to a faithful and practical application of the contents of their studies.
3. To encourage students to demonstrate their abilities through academics so that they can succeed in society after graduation
4. To provide students with curricula that reinforce a Christian paradigm and worldview empowering them to become influential global leaders
5. To provide students with appropriate classes and programs designed to develop the skills to be future leaders in society

#### ETHICAL VALUES AND STANDARDS

We as Global Reformed University constituencies including Board of Trustees members, Faculty, Staff, and Administrators have the responsibilities and privileges to:

1. Dedicate ourselves to the missions and objectives of Global Reformed University.
2. Prepare current and future leaders to influence their communities with a Christian mindset and worldview.
3. Hold firmly to the inerrancy of Scripture and to the Reformed Faith as summarized in the Westminster Standard.

4. Seek an understanding and articulation of how the Word of God directs the search for truth; pursuit of excellence in the performance of work; and concern for those under our care and instruction.
5. Promote consciousness of social responsibility and dedication to the advancement of the welfare of the people in the community.
6. Maintain an adequate balance between effective vocational training and academics as members of an educational institution which solely glorifies God.
7. Fulfill our commitment to meet the educational needs of cultural, racially, and socioeconomically diverse people.
8. Integrate a biblical worldview into all aspects of their professional lives.
9. Demonstrate godly lives in personal growth and the interaction of college life.
10. Honor business practices and advertising standards to build the credibility and integrity of the institution, and
11. Comply with policies and procedures established and practiced by the University.

#### INSTITUTIONAL STUDENT LEARNING OUTCOMES

All academic programs offered at Global Reformed University are consistent with their statement of faith, mission, and goals, and the following learning outcomes are expected of all programs:

1. Through the graduate-level program and through undergraduate and graduate.
2. Degree program, graduates will possess a broad perspective of theological training, and students will be given opportunities to be formed as leaders in church and society through academic excellence, critical reflection, and faithful witness.
3. Graduates will gain advanced leadership skills that engage them critically in global issues (ecclesiastical or business) and show an ability to make informed choices toward positive changes and the welfare of humankind, thus meeting the challenges marked by multiple and complex cultural, socioeconomic, political, and spiritual realities and relationships.

#### EFFECTIVENESS

Global Reformed University's primary goal is to bring about effectiveness and growth in every facet of campus life for all constituencies, including its students and faculty members. We conduct ongoing cycles of assessments, strategic planning, and budget planning in all areas to help the institution focus on its mission and goals. Assessment of institutional effectiveness engages academic services, administrative services, facilities management services, and student services since all these services influence the quality of education. Global Reformed University strives for successful institutional effectiveness by engaging continuously in assessment, strategic

planning, and budget planning. The Office of Institutional Effectiveness has been inaugurated to conduct this cycle of assessments, and the Office of Academic Affairs ensures that the educational goals, the philosophy, and stated objectives are in line with the mission of the school and that overall outcomes of learning are in alignment with the mission of the school, and that each program is based on the stated objectives. To gauge the general effects of instruction, each faculty member is required to submit a well-organized syllabus, an exit interview of every graduate and of non-completing students, and to maintain a dialogue with the local ministries and organizations that hire graduates from our institution. Also, each student in each class is given an opportunity to evaluate their instructors at the end of each semester. Each faculty member evaluates students through direct assessment methods, such as examinations, reports, etc.

#### FAIR BUSINESS PRACTICE AND TRUTH IN ADVERTISING

Global Reformed University honors fair business practices and advertising standards to build credibility and the integrity of the institution. Global Reformed University, therefore, pledges:

1. To honor the Federal Trade Commission Act by being truthful, non-deceptive, and fair in its advertising
2. To avoid any deceptive elements in the institution's business practices, Global Reformed University follows the FTC's deception policy statement regarding misleading, misinforming, or otherwise deceptive advertising. This policy applies to all marketing media, whether online, in print, or televised. Global Reformed University recognizes that advertisement or promotional claims on the Internet must be truthful and substantiated.

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. FERPA gives parents certain rights with respect to their children's education records. These rights are transferred to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student

then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - 1) School officials with legitimate educational interests.
  - 2) Other schools to which a student is transferring.
  - 3) Specified officials for audit or evaluation purposes.
  - 4) Appropriate parties in connection with financial aid to a student.
  - 5) Organizations conduct certain studies for or on behalf of the school.
  - 6) Accrediting organizations.
  - 7) To comply with a judicial order or lawfully issued subpoena.
  - 8) Appropriate officials in cases of health and safety emergencies; and
  - 9) State and local authorities within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directly" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

#### HISTORY & INFORMATION

In March 2007, Global Reformed University was founded by Dr. David Pak, founder of the University, to train qualified leadership wholly committed to the Word of God.

The University's goal is to introduce an authentic ethnic leadership training program aimed at revitalizing the servant leadership of the Lord Jesus in the U.S. and globally. This institution stands out for its vision to act as a bridge between the East and West, both academically and strategically, under the guidance of the Holy Spirit, for the expansion of the Kingdom of God and the glorification of the Triune God.

Since 2021, Global Reformed University is exempt from the Federal income tax under section 501(c) (3) of the Internal Revenue Code.

#### ACCREDITATION

Will be updated soon as we complete our accreditation processes.

#### CAMPUS LOCATION

Global Reformed University is in the City of Lawrenceville, a northeastern suburb of Atlanta. The population of the greater Atlanta metropolitan area continues to grow. Atlanta is an energetic and growing city, with major centers of international immigration, the busiest airport in the world, a vibrant arts scene, and many beautiful parks and landmarks. It is home to the global headquarters of several major Fortune 100 companies, including Coca-Cola, Home Depot, Delta Airlines, AT&T Mobility, Newell Rubbermaid, and many other major companies and corporations. Atlanta is located close to major areas for recreation, including Lake Lanier, the Chattahoochee-Oconee National Forest, and the beautiful Northeast Georgia Mountains, home to the southern end of the Appalachian Trail and many other hiking trails, camping sites, rivers, and lakes. Many historic sites and points of interest are in and around the city, including Civil War landmarks, the Margaret Mitchell House, Fernbank Natural History Museum, the High Museum of Art, the Georgia Aquarium, CNN Center, and several historic churches and landmarks of the US Civil Rights Movement, much of which was centered in the city.

#### FACILITIES

Global Reformed University's main administration and teaching facilities are located at programs

1755 Herrington Rd in Lawrenceville, Georgia. The main campus has a two-story state-of-the-art facility with over 17,000 square feet of space and an additional 3,600 square-foot building for extra-curricular activities. The facility sits on more than eight acres of land and has some 400 parking spaces. It is equipped with a kitchen, a dining area, and storage space.

The facility is conveniently located at Sugarloaf Parkway and I-85. The building itself is highly conducive to academic purposes. It has space for an auditorium, classrooms of different sizes, a library, offices for student advising and testing, faculty and executive administration offices, and an information services desk. There are computer/internet stations available to students in the computer lab, and wireless internet access throughout the campus.



#### GLOBAL REFORMED UNIVERSITY LIBRARY

There are approximately 24,000 printed titles in the Global Reformed University Library. The materials are closely tied to the curriculum and aim to support the subject areas covered by Global Reformed University's academic programs. The library catalog and electronic databases are accessible around the clock through Populi (Global Reformed University's Academic Portal).

#### COMPUTER LAB

The computer lab has 20 computers with word-processing capability and Internet access. Computers are available for students to use on a first-come, first-served basis during regular Library hours except when the lab is closed for classroom purposes. During class time, access to the room is prohibited for everyone other than class participants. A Printer and a scanner are available for anyone's use in the Computer Lab.

Students are encouraged to bring their own paper for printing purposes.

## ADMISSIONS INFORMATION

### ADMISSION POLICY

When the Office of Admissions receives all required forms, documents, and fees, the application is reviewed by the Admissions Committee. The Admissions Committee will notify the applicant of its decision within 10 business days. An approved student application to Global Reformed University is valid for one year from the date of approval.

**All Applicants** must submit the following information and agreements at the time of application for admission without any exceptions:

- Enrollment Agreement, signed and dated
- Student Disclosure Agreement, signed and dated
- Statement of Faith, signed and dated

### UNDERGRADUATE DEGREE PROGRAM APPLICANTS

must submit the following:

- An application form completed in full for the program for which you seek admission.
- Enrollment Agreement
- Non-refundable application fee
- Proof of high school graduation or equivalency is required (i.e. a certified copy of high school diploma, transcript or GED certificate)

### PROOF OF HIGH SCHOOL COMPLETION REQUIREMENTS FOR ADMISSIONS

Proof of high school completion is required for your application to be processed. For admission, proof can be in the form of one of the following:

- official high school transcript from a state approved high school
- copy of a United States High School Diploma from a state approved high school
- High School Equivalency Transcript (GED/TASC Test Scores)
- official transcript from a U.S. regionally accredited college or university showing conferral of an associate degree.

**Official high school transcripts must be sent directly from the issuing institution by:**

- **Mail:** 1755 Herrington Rd NW, Lawrenceville, GA 30043
- **Email:** admins@gruniv.org
- A copy of a high school diploma may be submitted by the student; however, not all submissions will meet the requirement, and additional proof may be requested.

### HIGH SCHOOL FROM NON-U.S. INSTITUTIONS

If your high school education is from a country other than the United States, that credential must be evaluated by a member organization of the National Association of Credential Evaluation Services ([NACES](#)). We recommend either the general evaluation or grade evaluation for high school equivalency.

Please make sure to plan accordingly and review the fees, services, documentation requirements, and the time it takes to prepare the evaluation report, as each service differs. Evaluation reports must be submitted directly to Reformed University from an approved evaluation service. Copies of evaluations sent by the student will not be accepted.

### Korean Students

- Korean high school documents must show the approval of the Ministry of Education (MOE).
- Korean transcripts must be in English.

### HIGH SCHOOL CREDENTIALS FROM HOME-SCHOOLS OR OTHER PRIVATE SCHOOLS

Students who have completed their secondary education at a non-public school or home-school that:

- is not registered with the State Education Department.
- is not recognized, authorized or approved by the state educational entity in which the school is located to issue high school degrees.
- is not located in the state which the student resides,

### MUST SUBMIT:

- A High School Equivalency Transcript (GED/TASC Test Scores), or
- a letter from the superintendent of the school district in which they studied attesting that such a program is substantially equivalent to a four-year high school program.

### GRADUATE DEGREE PROGRAM APPLICANTS

Must already possess a bachelor's degree (or its equivalent) from an accredited institution and must submit the following:

- a) An application form completed in full for the program for which you seek admission
- b) Enrollment Agreement
- c) Non-refundable application fee
- d) Official transcripts mailed directly to Global Reformed University of all college, university, or seminary records, showing all courses pursued, grades received, and degree(s) earned

#### INTERNATIONAL STUDENT APPLICANTS

For an international student to be able to study in the US, there is a well-defined procedure that must be followed. It includes following several required steps, such as taking tests, applying for admission, securing an I-20, getting an F-1 visa, and then doing actual studies in the US. Since March 2017, Global Reformed University has been approved and certified by the United States Immigration and Customs Enforcement to issue I-20s to qualifying international students who are admitted to study at Global Reformed University.

Applicants must submit the following documents in addition to the documents required for all applicants:

- Application form for international applicants
- Non-refundable I-20 application fee
- F-1 Student Proof of Financial Support
- F-1 Student Agreement
- Copy of passport and current visa
- Copy of high school diploma, GED certificate and/or accredited institution transcripts with certified English translation
- TOEFL IBT score of 60 or any equivalency to show the English proficiency (i.e., ESL certificate)
- Transfer Clearance Form (for Transfer-In students only)
- International Student Immunization Records form
- International Student Health Insurance Waiver form
- Financial Statement with Affidavit of Support

Please consult the Appendix to the Global Reformed University Catalog or speak to the International Student Advisor for complete information on international student admission.

#### ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

Incoming initial-entry students (those who are not currently in the US) to the Bachelor of Science in Business Administration (BSBA) & Bachelor of Science in Information Technology (BSIT) program must possess a Test of

English as a Foreign Language Internet-based Test (TOEFL iBT) score of at least 60 or completed a nationally or regionally accredited English Language program in the U.S. to enroll at Global Reformed University. Applicants who do not have the required TOEFL score will be required to take the English Placement Test on campus. Global Reformed University does not currently offer English as a Second Language (ESL) classes.

**\* The English language proficiency test is only waived for applicants from English language educational systems.**

- Applicants who have earned a high school or college degree from within the United States or completed at least a year of credit-bearing academic study at an accredited U.S. university.
- Applicants who are primarily educated in the English-speaking countries/territories.

For all other information regarding International Students, please contact the office of admission at [admin@gruniv.org](mailto:admin@gruniv.org)

#### TRANSFER CREDIT

Global Reformed University (GRU) welcomes the transfer of coursework from accredited institutions. Such institutions have been accredited by an agency that is, in turn, recognized by the Council for Higher Education Accreditation (CHEA).

To request this transfer, the student should submit a transfer credit request form and attach the official transcript. Credit is evaluated on a course-for-course basis, requiring that course descriptions and credit values be comparable.

Only work earned with a grade of “C” or higher is transferable for the undergraduate program, and a grade of “B” or higher is transferable for the graduate program. Grades from transfer credits do not compute into the student’s GRU GPA.

Transfer of credit may be possible from recognized but unaccredited institutions. The same procedures and requirements as previously noted apply. In addition, GRU takes steps to ensure that course work taken from previous institutions is comparable to coursework offered by GRU.

These steps include one or more of the following:

- 1) Demonstration of achievement by means of comprehensive examinations
- 2) Review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution

GRU Undergraduate and graduate students must complete at least 50 percent of the total credit requirement at Global Reformed University.

#### RESIDENCY REQUIREMENT

For degree-seeking students, an enrollment residence requirement (or credit hour residency requirement) indicates the number of credits you must complete through Global Reformed University to graduate. Please refer to the Enrollment Residency Requirement for each program in the Global Reformed University Catalog.

#### TRANSFER TO ANOTHER INSTITUTION

Students seeking to transfer to another post-secondary educational institution must complete the current semester at our school and submit the withdrawal form by the deadline of registration for the next semester.

#### STATEMENT OF NON-DISCRIMINATION

Global Reformed University does not discriminate based on race, color, religion, national origin, sex, sexual orientation, age, genetics information, disability, or status as a protected veteran. The University's nondiscrimination policy applies to all phases of its employment process, its admission, and to all other aspects of its educational programs and activities. Further, this policy applies to sexual violence and sexual harassment (forms of sex discrimination) occurring both within and outside of the University context if the conduct negatively affects the individual's educational or work experience or the overall campus environment. Retaliation directed to any person who pursues a discrimination complaint or grievance participates in a discrimination investigation or otherwise, opposes unlawful discrimination is prohibited.

Title IX of the Education Amendments of 1972\*Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or other civil rights laws should be submitted to the Global Reformed University Office of Academic Affairs. Any inquiries concerning Global Reformed University's application of Title VI of the Civil Rights Act of 1964 should be addressed with the human resources office.

## ACADEMIC INFORMATION

### EDUCATIONAL PROGRAMS

#### GRADUATE DEGREE PROGRAMS

- Master of Science in Cybersecurity (MSCS)
- Master of Business Administration (MBA)
- Master of Science in Information Technology (MSIT)

#### UNDERGRADUATE DEGREE PROGRAMS

- Bachelor of Science in Business Administration (BSBA)
- Bachelor of Science in Information Technology (BSIT)

### DEFINITION OF CREDIT HOURS

For all Global Reformed University degree programs and courses bearing academic credit, the "credit hour" is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time: or
2. At least an equivalent amount of work as required in #1 for other academic activities as established by the institution, including laboratory work, internships, practicum, and other academic work leading to the award of credit hours."

A credit hour is assumed to be a fifty-minute (not sixty-minute) period for 15 weeks in a semester. In courses, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

### SEMESTER SYSTEM

For GNPEC authorized programs of undergraduate and graduate degrees, Global Reformed University operates on the semester system. The academic year consists of a fall and a spring semester, and a summer term. Each

semester consists of a minimum of fifteen weeks of classes, including the final exam week. In accordance with the decision of each school's faculty, term papers may be submitted in place of exams. Course examinations or assessments are given at least twice a semester (mid-term and finals) in addition to occasional quizzes and term papers. A student whose class attendance is less than 80% of all the classes held is not eligible for taking the final exam. Those who have missed any final exams due to circumstances beyond their control are entitled to take make-up exams.

#### SPECIAL SUMMER & WINTER TERMS

During these special terms, carefully selected and scheduled continuing education courses are offered for community education, in addition to regular courses. Students may enroll in these terms for the purpose of making up lost credits or adjusting Grade Point Averages. Schedules for these terms may vary per term. Students can access special term schedule information at Global Reformed University's website and in other published material. Students must be enrolled in a minimum of 3 credit hours to be considered full-time for the Summer semester.

#### INDEPENDENT STUDY

An Independent Study is a course for academic credit which offers a student an individualized educational experience and is equivalent to the semester hour of credits. Special exceptions to any or all of the above criteria MAY be granted in exceptional cases, with the approval of the Program Director and the Office of Academic Affairs, who may choose to add other individual requirements for a particular student.

#### REGISTRATION PROCEDURE

During the semester, all students currently enrolled at Global Reformed University will be informed by text message or Email of the details of registration dates and procedures. The annual Academic Calendar is published in the official Catalog and on the Global Reformed University website at [www.gruniv.org](http://www.gruniv.org).

All registration is conducted over the portal system. New undergraduate students may register as a part of an orientation group or during registration for the term. Continuing students may register during the registration period in the preceding term or during the early or regular registration period.

Any course adjustments (dropping and adding classes) should be completed during the add/drop period. Academic Advisors can help you make the right decisions in selecting a major and defining a path toward earning your degree.



NOTE: Specific dates can be found on the academic calendar located on the GRU Web page, <https://www.gruniv.org>.

#### FULL TIME STATUS

Full Time Course Load - for undergraduate students, twelve (12) semester hours and for graduate students, nine (9) semester hours - is a full-time load in determining such things as international students on F-1 visas and financial aid.

All international students are legally required to maintain full-time student status. Only when the I-20 student is in the last semester prior to graduation may he/she possess a less than full-time enrollment status. Full-time for a Bachelor student is 12 credit hours (4 classes) & Master is 9 credit hours (three classes)

Note: Students must be enrolled in a minimum of 3 credit hours to be considered full-time for the summer semester.

#### ATTENDANCE POLICY

Academic credit for a course requires regular class attendance. Class attendance means being present in the class for the entire scheduled class meeting. The student's physical presence is crucial in any class meeting regardless of whether the assignments are completed. In the event of absence for any reason, the student is responsible for any information or class content missing. In some cases, additional work may be required to make up for an absence. If not made up, the missed work may result in a lower grade or even a failing grade for the course.

For any online courses offered by Global Reformed University, attendance is carefully monitored through many learning management system tools such as automatic log-in checks; daily quiz taking records; VOD time checks; and such other methods as may be specified by the instructors or technicians monitoring the attendance and academic progress of each individual student.

A student attending on-campus is required to attend at least 80% of the class meetings for each course in which he/she is enrolled. For semester-long on-campus courses, this means that a maximum of three (3) class periods may be missed, since the Global Reformed University semester schedule is usually 15 weeks. Any student who misses more than 20% of class meetings may receive an "F" or be forced to withdraw from the course. Exceptions may be made only in extreme circumstances and then only with the approval of the Dean of Academic Affairs.

#### LEAVE OF ABSENCE

A Leave of Absence allows GRU students to temporarily suspend their studies. A Leave of Absence is a period when a student is not enrolled in classes but typically intends to re-enroll. Reasons can include studying abroad, medical conditions, death in the family, or other emergencies. In terms of Leaves related to mental health, schools have different policies and procedures depending on the circumstances. They can be considered Leaves of Absence, Medical Leaves of Absence, Emergency Leaves, or, in some cases, involuntary Leaves of Absence.

---

#### LEAVE DUE TO MEDICAL REASONS

F-1 students are eligible to take a LOA due to medical reasons. Students have the option to return to their home country or remain in the U.S. to receive medical treatment if recommended by a doctor. Students who wish to remain in the U.S. must obtain a doctor's letter recommending the LOA for medical reasons.

If your leave is for medical reasons, you can be authorized for a reduced course load based on medical conditions. In this situation your SEVIS record will remain active, and you are allowed to stay in the US.

You must have documentable proof that you cannot physically attend classes from a medical physician recommending leave for a specific period or semester.

---

#### MAXIMUM LENGTH OF A LEAVE

Leaves of absence are granted for one academic term only. Requests for additional terms must be provided in writing to the Office of Dean prior to the end of the first academic term on leave. Extensions for one additional term will be granted only upon presentation of exceptional circumstances (i.e., LOA form, letter of explanation and supporting documents officially provided).

---

#### STUDENT ACTIONS REQUIRED FOR LEAVE OF ABSENCE REQUESTS

Submit the Leave of Absence Request Form. >>> [Go to Leave of Absence Request Form](#)

Complete the form and submit it with supporting documents in the LOA request form.

Please note: Students are responsible for submitting the LOA Request Form in a timely manner with supporting documents accurately. Please note that any form of evidenced medical documents must be from a licensed medical doctor, doctor of osteopathy or licensed clinical psychologist.

---

#### VERIFYING A LEAVE

Students do not receive notification when leave is approved. Authorized advisors can check the Information System to see if the student's leave of absence has been recorded. The student's first semester on leave and his/her first semester back are noted under the letters LOA (Last date of Attendance).

Please visit the dean

#### WITHDRAWAL

Unforeseen circumstances may require a student to withdraw from the university. In the event withdrawal becomes necessary, the student should talk with the Director of Student Services or the Director of Academics. If the situation does indeed guarantee a withdrawal and there are no other acceptable options, the student will be directed to the Registrar's office to initiate the formal withdrawal process.

A withdrawal form is used to withdraw from a class or all classes at Global Reformed University.

Please visit the registrar web page: [www.gruniv.org/registrar](http://www.gruniv.org/registrar)

NOTE: There may be financial aid and/or academic consequences of withdrawal. You may wish to consult with your instructor, advisor, counselor, or international student advisor prior to withdrawal. Please refer to the Refund Policy for complete details.

#### ACADEMIC DEGREE COMPLETION TIME LIMITS

BSBA - 7 calendar years from date of first enrollment

BSIT- 7 calendar years from date of first enrollment

MBA - 5 calendar years from date of first enrollment.

MSCS – 5 calendar years from date of first enrollment.

MSIT – 5 calendar years from date of first enrollment.

#### GRADUATION

To receive a degree, students must be registered in the academic year they graduate and must apply for graduation. Students must have met all financial obligations to the University at least two weeks prior to

graduation. Any student unable to attend commencement must notify the registrar in writing no later than two weeks prior to graduation. A minimum grade point average of 2.0 is required for graduation in the Bachelor's degree programs and 3.0 in the Master's degree programs.

Degrees are conferred only once a year. If a student applies for graduation but has not completed the requirements for the specified conferment date, the student must re-apply for the next graduation and pay an additional graduation fee.

---

#### GRADUATION HONORS

Global Reformed University confers three levels of academic honors:

- Summa Cum Laude (GPA 3.95-4.00)
- Magna Cum Laude (GPA 3.75-3.94)
- Cum Laude (GPA 3.40-3.74)

---

#### ACADEMIC DEGREE COMPLETION TIME LIMITS

---

#### GRADING AND EVALUATION

Global Reformed University's grading scale is shown below. Grades are given in letter and equivalent number values. Every student is responsible for knowing and understanding current academic policies and regulations. Ignorance of a policy that appears in the Student Handbook or in the Catalog is not a valid reason for granting an exception to any policy.

| Letter Grade | Numerical Grade | GPA | Description                               |
|--------------|-----------------|-----|-------------------------------------------|
| A            | 95-100          | 4.0 | Outstanding work; Exceeding All Standards |
| A-           | 90-94           | 3.7 |                                           |
| B+           | 87-89           | 3.3 | Good work; Meeting Most Standards         |
| B            | 84-86           | 3.0 |                                           |
| B-           | 80-83           | 2.7 |                                           |
| C+           | 77-79           | 2.3 | Fair work; Meeting Minimum Standards      |

|              |       |     |                                                                                                         |
|--------------|-------|-----|---------------------------------------------------------------------------------------------------------|
| <b>C</b>     | 74-76 | 2.0 |                                                                                                         |
| <b>C-</b>    | 70-73 | 1.7 |                                                                                                         |
| <b>D</b>     | 60-69 | 1.3 | Poor work; Not Meeting Minimum Standards                                                                |
| <b>F*</b>    | 0 -59 | 0.0 | Failed to complete the course                                                                           |
| <b>I**</b>   |       |     | Incomplete work                                                                                         |
| <b>W</b>     |       |     | Withdrawal from a course prior to receiving grade                                                       |
| <b>U</b>     |       |     | Unofficial Withdrawal                                                                                   |
| <b>CR/NC</b> |       |     | Credit (CR) is in place of grades 'A' through 'C-'. No-credit (NC) is in the place of grade 'D' or 'F'. |

\* **F (FAILURE)** – Indicates failure to complete the course, meaning loss of course credit.

\*\* **I (INCOMPLETE)** – Indicates that part of the course requirements has not been completed. Within **TWO** weeks after the end of the semester, students must have made up any uncompleted work and will be assigned a letter grade by the instructor. If all required work is still incomplete after this period, the grade of "I" will automatically become "F."

---

#### GOOD STANDING

For Global Reformed University certification or admission purposes, an undergraduate student with a cumulative GPA of 2.0 or above; or a graduate student with a cumulative GPA of 3.0 or above; and who is making satisfactory progress toward the completion of degree requirements within the time limits of the degree program, including approved extensions, is in good academic standing. For purposes of reports and communications to other institutions, and in the absence of any further qualifications of the term, a student is considered in good standing unless the student has been dismissed, suspended or dropped and not readmitted.

#### SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Higher Education Act of 1965, as amended, requires Global Reformed University to develop and enforce standards of satisfactory academic progress (SAP) prior to awarding any federal financial aid funds to students. Standards of satisfactory academic progress were established to encourage students to *successfully complete* courses for which federal financial aid is received, and to progress satisfactorily toward degree completion. *Successful completion* of a course for undergraduates is defined as receiving one of the following grades: A, A-, B+, B, B-, C+, C, C-, D+, D or CR. Successful completion of a course for graduate students is defined as receiving one of the following grades: A, A-, B+, B, B- or C, CR.

The standards apply to federal financial aid programs, including Federal Pell Grant and Federal Direct Loans.

These financial aid standards of academic progress are separate from, and in addition to, academic standards required by the University for continued enrollment. The criteria used to determine academic progress are cumulative grade point average, cumulative completion rate (or pace), and maximum time frame to complete the degree.

At the Spring term each year, the Office of Financial Aid reviews students' academic progress. All periods of enrollment are reviewed, including semesters during which no financial aid was received.

**There are three distinct dimensions to the SAP standards:**

- Completing the degree requirements within an established timeframe
- Maintaining the minimum required grade point average (GPA)
- Achieving a minimum rate of academic progression each year (Pace)

These standards also include an opportunity to appeal the denial of financial aid if the student has faced unusual circumstances that prevented the student from attaining the minimum standards described in this document.

**Aid Programs Affected by Academic Progress:**

Federal Pell Grant

Federal William D. Ford Direct Loans (including the subsidized and unsubsidized student loans, Federal Parent Loan (PLUS) and Federal Grad PLUS)

**Qualitative Requirement - Grade Point Average (GPA)**

Undergraduate students must maintain a minimum cumulative GPA of 2.0

Graduate students must maintain a minimum cumulative GPA of 3.0

**Quantitative Requirement - Completion Rate (Pace)**

Students must successfully complete a minimum of 67% (two-thirds) of cumulative units attempted (attempted units are units for which a tuition charge was incurred). This is measured annually and on a cumulative basis. Transfer hours accepted by the University toward the student's degree requirements are included as credits attempted/earned but not in the GPA according to University Academic Standards Policy.

#### Maximum Time Frame for Completion of Educational Objective

Students must complete their degree program within 150% of the published length of their degree program. The following standards of attempted units are applied to determine when a student has exceeded the maximum time frame for completion of their degree program.

| Degree                                                | Required Units for Degree | Maximum Attempted Units |
|-------------------------------------------------------|---------------------------|-------------------------|
| Bachelor of Science in Business Administration (BSBA) | 120                       | 120                     |
| Bachelor of Science in Information Technology (BSIT)  | 120                       | 120                     |
| Master of Business Administration (MBA)               | 36                        | 36                      |
| Master of Science in Information Technology (MSIT)    | 36                        | 36                      |
| Master of Science in Cybersecurity (MSCS)             | 36                        | 36                      |

For example, if a major requires 120 credit hours to graduate, a student could not receive financial aid beyond 180 credits attempted (including transfer hours) whether financial aid was received for those credits.

#### Incomplete Grades

Within **TWO** weeks after the end of the semester, students must have made up any uncompleted work and will be assigned a letter grade by the instructor. If all required work is still incomplete after this period, the grade of "I" will automatically become "F."

Multiple Retakes - Repeated courses affect academic progress as follows:

- Cumulative Grade Point Average - Only the most recent grade counts in the student's Cumulative GPA.
- Cumulative Completion Rate and Maximum Time Frame - When a course is repeated, each course attempt will be counted as attempted hours.

#### Remedial Coursework

Remedial courses are treated the same as other courses for satisfactory academic progress purposes.

### **Transfer Hours**

Transfer hours that are accepted toward the student's academic program count in the overall maximum time frame calculation and in the cumulative completion (pace) calculation. Transfer hours have no effect upon the cumulative grade point average.

### **Changes of Major/Degree Program**

Students who change majors or change programs are still held to the 150% maximum time frame rule but only credits applying to the new major or degree program are evaluated. The 150% maximum limit will be measured based on the number of credits required for the new major/program.

### **Timing of Reviews**

Current active students will have their academic progress reviewed at the end of the Spring term for all enrolled students. SAP is evaluated once each aid year at the University. Students who do not meet the requirements of the University's SAP policy are notified by email within five (5) business days.

New financial aid recipients (i.e., those students who had never previously applied for aid) or students reactivated for enrollment at the University will have their academic progress reviewed when the Financial Aid Office receives the results of the Free Application for Federal Student Aid (FAFSA).

At the time of the review students who are not meeting the minimum requirements will be placed on financial aid suspension.

### **Financial Aid Suspension**

Students who are placed on financial aid suspension are ineligible for financial aid for subsequent enrollment periods. During suspension students may be permitted to attend Global Reformed University at their own expense to demonstrate academic progress.

### **Reinstatement of Eligibility**

Students who choose to attend Global Reformed University or another institution while on financial aid suspension at their own expense will not be automatically eligible for financial aid upon seeking reinstatement. When seeking reinstatement, students must be meeting the academic progress standards to regain eligibility for subsequent enrollment periods. NOTE: A period of non-enrollment from the University itself will not restore eligibility to a student who has failed to make satisfactory progress.

### **Appeals**



Appeal is a process by which a student who is not meeting the institution's satisfactory academic progress (SAP) standards petitions the institution for reconsideration of the student's eligibility for Title IV, HEA program assistance. Students on financial aid suspension may appeal the loss of aid if extenuating circumstances prevented the students from making satisfactory progress.

Students may submit a written appeal to the Financial Aid Office. This appeal must be filed within five (10) business days of notification of the decision and must, at a minimum, explain in writing the circumstances that led to their unsatisfactory academic performance and why they feel that these circumstances will not be a factor going forward.

Circumstances which are considered extenuating are those which are unusual and/or unforeseen at the beginning of the enrollment period, such as: injury or illness of the student, death of a close relative, or other situations which were unexpected and beyond the student's control. Allowances may also be made for students who have a documented disability or other adjustment difficulties. The appeal must include what has changed that will allow the student to make SAP at the next evaluation. Students must also provide appropriate supporting documentation, e.g., doctor's note, receipts or obituary with their appeals. Students who successfully appeal to their aid ineligibility will be placed on financial aid probation.

#### APPEAL PROCESS

After an Unsatisfactory Academic Warning, students who are no longer eligible to continue the program due to unsatisfactory academic progress are advised immediately following the determination. Students may submit a written appeal to the office of registrar or Dean of Academic Affairs.

This appeal must be filed within ten (10) business days of notification of the decision and must, to a minimum, explain in writing the circumstances that led to their unsatisfactory academic performance and why they feel that these circumstances will not be a factor going forward.

The Academic Review Committee will consider all information, including potential mitigating circumstances such as illness or other personal medical issues, family situations, financial obligations, or other circumstances presented by the student. The Academic Review Committee will advise the instructor of its' decision and make recommendations to the registrar or instructor to the possible adjustment of the grade. However, if the committee decides that the appeal is invalid, the process will end.

**Students appealing for reinstatement of eligibility for financial aid must adhere to the following procedures:**

1. Set up an appointment with Academic Affairs to discuss the appeals process, requirements, and options.
2. Obtain a SAP Appeal Form from the OFA;

3. Obtain and attach appropriate documentation that substantiates the condition(s) related to the circumstances.
4. Visit with an academic advisor to develop an academic plan that addresses specifically academic deficiencies and how they will be addressed. For example, the advisor and the student may agree on a reduced course load; different courses; tutoring options; or other approaches the student and adviser might consider to be appropriate.
5. Submit a written statement indicating under which of the above conditions to support the appeal and provide a copy of the academic plan.

The review of the appeal can take up to two to four weeks from the date the form is submitted. Students wishing to submit an appeal should do so in ten business days upon receipt of failure to meet SAP requirements notification.

The OFA adheres to the following procedures once a student submits an SAP Appeals Form:

1. The OFA will only review complete appeal documentation.
2. The Academic Review Committee (OFA and Academic Affairs) will review the appeal with consideration given to the nature of the appeal together with program regulations to determine approval status.
3. If the appeal is approved, students will be notified in writing, placed on financial aid probation, and continue to receive financial aid.
4. If the appeal is denied, the student will be notified in writing within ten business days of the decision.

Students are notified in writing of the results of their appeal. The possible appeal results are listed below.

#### **Approved Appeals - Probationary Status**

Students who appeal may be granted a probationary period. At the end of a probationary period, students must meet the satisfactory academic progress requirements or must be successfully meeting the requirements of an academic plan in order to continue to receive financial assistance.

#### **Denied Appeals - Reinstatement of Eligibility**

Students who choose to attend Global Reformed University while on suspension, at their own expense, will not be automatically eligible for financial aid upon seeking reinstatement. Students must meet the academic progress standards to regain eligibility for subsequent enrollment periods. A minimum of six units earned at Global Reformed University must be completed to be considered for reinstatement.

---

#### ACADEMIC WARNING

A student whose cumulative grade point average falls below the adequate cumulative grade point average at the end of a semester may be warned toward academic probation in the subsequent semester unless it is mended above the adequate cumulative grade point. It is currently 2.0 (C) or higher for all bachelor's degrees; and 3.0 (B) for graduate degrees.

---

#### ACADEMIC PROBATION

A student whose cumulative grade point average falls below the adequate cumulative grade point average at the end of two semesters may be placed on academic probation toward academic suspension in the subsequent semester unless it is mended above the adequate cumulative grade point.

---

#### ACADEMIC SUSPENSION

A student whose cumulative grade point average falls below the adequate cumulative grade point average at the end of three semesters may be placed on academic suspension toward academic dismissal in the subsequent semester unless it is mended above the adequate cumulative grade point.

Students accepted on academic warning may not be permitted to take more than 12 credit hours following semester.

Students who expect to discontinue their work at Global Reformed University are expected to notify them academic advisor and the Office of Academic Affairs. The situations below are considered valid reasons for withdrawal or dismissal:

- Lengthy illness (physician's verification is required)
- Violations of school regulations that demand discipline
- Disqualification by failure to meet all the requirements of classes and graduation

---

#### DISMISSAL

Students whose cumulative grade point average falls below 2.0 after three semesters may be subject to academic dismissal. Students may be dismissed from the University for academic or other reasons. Global Reformed University may administer academic dismissal if a student:

- has been on academic suspension and has failed to lift his/her grade point average to the

- adequate cumulative grade point average of each degree during the following semester
- fails to register during the prescribed period
- develops an illness requiring extensive hospitalization
- commits a violation of school regulations governing discipline and misconduct
- commits a felony or crime of a serious nature

A student who receives a term GPA of 2.0 but does not raise the institutional GPA enough to meet above standards, will remain on Academic Warning. A student who fails to achieve a semester grade point average of 2.0 while on Academic Warning will be placed on Academic Probation.

Does academic warning affect financial aid?

Yes, during the Financial Aid Warning semester you can be awarded financial aid (if otherwise eligible). You can only be granted a 'warning' status for one semester. You are not allowed to receive consecutive "warning" semesters of financial aid.

## PROGRAM OF STUDY AND COURSE DESCRIPTION

### UNDERGRADUATE PROGRAMS

Global Reformed University offers an education that aims to cultivate a broadly informed, well-disciplined intellect without specifying a particular theological emphasis. This approach to learning engenders exploration in students' minds, makes Global Reformed University a place for the exercise of curiosity, and gives students the opportunity to discover new interests and abilities. University is not only a place for acquiring facts but also encourages critical thinking and creativity. To ensure that the study is neither too narrowly focused nor so wide as to be vague, the university strongly supports the principle of distribution of studies as well as the principle of concentration. It requires that the study be characterized, particularly in the earlier years, by a reasonable diversity of subject matter and approach and in the later years by concentration in one of the major programs or departments. In addition, the university requires that all students take courses in certain foundational skills—writing, quantitative reasoning, and foreign language—that hold the key to opportunities in later study and later life.

In this time of increasing globalization, both academic study of the international world and firsthand experience of foreign cultures is crucial. No Global Reformed University student can afford to remain ignorant of the forces that shape our world. Global Reformed University urges all its students to consider summer, a term, or a year abroad sometime during their college careers.

A student working toward a bachelor's degree usually takes four courses each term and normally receives the degree after completing 120 credits. To achieve a balance of breadth and depth, a bachelor's degree candidate must complete 36 credits in general education courses (GE) and 84 credits in major-specific courses (MS).

---

### GENERAL EDUCATION

General education (GE) is the component of the undergraduate curriculum devoted to those areas of knowledge, methods of inquiry, and ideas that the university and scholarly community believe are common to well-educated people. GE provides a foundation for future learning.

The generally well-educated student will demonstrate:

1. An ability to analyze, think critically, and form reasoned conclusions
2. competence in communicating his or her views and ideas clearly and cogently
3. an understanding of the methods by which people pursue knowledge
4. an understanding of differences and relative power among people
5. broad knowledge and understanding of the natural sciences, social sciences, and humanities
6. knowledge of the principles of wellness for living a healthy and fit life, both physically and mentally

Global Reformed University endeavors to integrate the intellectual, personal, professional, and spiritual growth of its students. To achieve this goal, the undergraduate programs of Global Reformed University have a significant concentration of GE courses, which are designed to introduce students to an array of intellectual approaches and perspectives as ways of learning, rather than a prescribed body of content. Global Reformed University's undergraduate programs are also designed to acquaint students with multiple modes of thought in the sciences, politics, history, ethics, social institutions, and literary texts, and to broaden the student's horizons. A total of 36 credit hours must be completed with a grade of "C" or above in GE to graduate.

---

#### COURSE DISTRIBUTION (36 CREDITS)

Each undergraduate student is required to complete 36 credit hours in the following GE courses.

| CODE                  | TITLE                                             | CREDITS   | PREREQS |
|-----------------------|---------------------------------------------------|-----------|---------|
| ENG 101               | English Composition                               | 3         | None    |
| ENG 102               | Critical Writing                                  | 3         | None    |
| HIS 101               | World History                                     | 3         | None    |
| CHR 101               | Christian Worldview                               | 3         | None    |
| HUM 101<br>Or LIT 101 | World Religion and Culture or<br>World Literature | 3         | None    |
| MAT 101               | Algebra                                           | 3         | None    |
| MAT 102               | Calculus                                          | 3         | None    |
| PHI 101               | Introduction to Philosophy                        | 3         | None    |
| PHS 101               | Introduction to Physical Science                  | 3         | None    |
| POS 101               | Introduction to Political Science                 | 3         | None    |
| PSY 101               | Introduction to Psychology                        | 3         | None    |
| SOC 101               | Introduction to Sociology                         | 3         | None    |
| <b>TOTAL</b>          |                                                   | <b>36</b> |         |

---

#### PROGRAM OVERVIEW

The BSBA program is designed to equip students with a solid foundation in business principles and their practical application in real-world settings. Ideally, the degree combines core general education courses with an in-depth focus on a business specialization of your choice, such as management, marketing, entrepreneurship, finance, international business, human resources, and more. While most BSBA degrees take four years to complete, some universities offer accelerated options, allowing students to finish in as little as three years.

Through a comprehensive curriculum, the BSBA program prepares students for careers in business administration. It helps students develop the ability to make informed business decisions using empirical analysis, a valuable skill that applies across all business functions, from day-to-day operations to adapting strategies in response to ongoing changes and challenges.

#### THE BSBA PROGRAM FOCUSES ON:

- Business Fundamentals: Core courses in essential business principles like accounting, economics, and management.
- Specialization: Focus on areas like management, marketing, finance, and more for expert knowledge.
- Empirical Analysis: Develop data-driven decision-making and research skills for business strategies.
- Problem-solving and Strategic Thinking: Enhance critical thinking and problem-solving abilities for business challenges.
- Practical Application: Apply theory through real-world case studies, internships, and projects.
- Leadership and Communication Skills: Build leadership, teamwork, and effective communication for business success.
- Adaptability: Learn to navigate and respond to shifts in the business environment and market trends.

---

#### PROGRAM OBJECTIVES

Graduates of the BSBA Program will be prepared to:

1. Equip students with core knowledge in areas like accounting, economics, and management.
2. Allow students to focus on specific disciplines such as management, marketing, finance, and more.
3. Develop students' ability to make informed, empirical decisions for business strategies.
4. Foster critical thinking and problem-solving skills to tackle business challenges.
5. Provide opportunities for students to apply knowledge through case studies, internships, and projects.
6. Build leadership, teamwork, and communication skills for business success.
7. Prepare students to navigate and respond to shifts in the business environment and market trends.

---

#### COMPONENTS AND REQUIREMENTS

The BSBA degree program requires 120 credit hours for graduation. The curriculum includes 108 credit hours in the major coursework and 54 credit hours in general education courses in addition to requirements in other subjects and grades as specified below.

---

#### COURSE CATEGORIES

| CODE    | COURSE                                     | CREDIT | PREREQS |
|---------|--------------------------------------------|--------|---------|
| IT 201  | Introduction to Information Systems        | 3      | None    |
| IT 203  | Information Technology for Management      | 3      | None    |
| BUS 201 | Business Communication                     | 3      | None    |
| BUS 207 | Ethical Leadership                         | 3      | None    |
| BUS 208 | Intro to AI and Analytics                  | 3      | None    |
| BUS 210 | Principles of Management                   | 3      | None    |
| BUS 213 | Principles of Accounting                   | 3      | None    |
| BUS 215 | Principles of Marketing                    | 3      | None    |
| BUS 217 | Principles of Economics                    | 3      | None    |
| BUS 219 | Introduction to Human Resources Management | 3      | None    |
| BUS 221 | Leadership Theories and Practice           | 3      | None    |
| BUS 223 | Organizational Behavior                    | 3      | None    |
| BUS 225 | Project Management                         | 3      | None    |
| BUS 230 | Introduction to Entrepreneurship           | 3      | None    |
| BUS 301 | Microeconomics                             | 3      | None    |
| BUS 302 | Macroeconomics                             | 3      | None    |
| BUS 305 | Managerial Economics                       | 3      | None    |
| BUS 307 | Global Economy                             | 3      | None    |
| BUS 308 | Team Management                            | 3      | None    |
| BUS 313 | Financial Management                       | 3      | None    |
| BUS 320 | E-Commerce and E-Business                  | 3      | None    |
| BUS 325 | Integrated Resources Management            | 3      | None    |
| BUS 328 | Change Management                          | 3      | None    |
| BUS 340 | Global Business Management                 | 3      | None    |
| TOTAL   |                                            | 72     |         |



| <b>ACCOUNTING &amp; FINANCE CONCENTRATION (CHOOSE 4)</b>    |                                        |   |                |
|-------------------------------------------------------------|----------------------------------------|---|----------------|
| AF 401                                                      | Intermediate Accounting                | 3 | Gen Ed Courses |
| AF 403                                                      | Financial Analysis                     | 3 | Gen Ed Courses |
| AF 405                                                      | Personal Finance                       | 3 | Gen Ed Courses |
| AF 407                                                      | Financial Markets                      | 3 | Gen Ed Courses |
| AF 409                                                      | Financial for Consultants              | 3 | Gen Ed Courses |
| <b>LEADERSHIP &amp; MANAGEMENT CONCENTRATION (CHOOSE 4)</b> |                                        |   |                |
| LM 401                                                      | Leadership and Management              | 3 | Gen Ed Courses |
| LM 403                                                      | Business Data Analysis                 | 3 | Gen Ed Courses |
| LM 405                                                      | Effective Negotiation Management       | 3 | Gen Ed Courses |
| LM 407                                                      | Introduction to International Business | 3 | Gen Ed Courses |
| LM 409                                                      | Managing Growing Companies             | 3 | Gen Ed Courses |
| <b>HUMAN RESOURCE MANAGEMENT CONCENTRATION (CHOOSE 4)</b>   |                                        |   |                |
| HR 401                                                      | Introduction to Labor Law & Relations  | 3 | Gen Ed Courses |
| HR 403                                                      | Human Resources Strategies             | 3 | Gen Ed Courses |
| HR 405                                                      | Wages and Benefits Management          | 3 | Gen Ed Courses |
| HR 407                                                      | Talent Acquisition and Recruitment     | 3 | Gen Ed Courses |
| HR 409                                                      | Survey in Human Resource Management    | 3 | Gen Ed Courses |
| <b>PROJECT MANAGEMENT CONCENTRATION</b>                     |                                        |   |                |
| PM 401                                                      | Fundamentals of Project Management     | 3 | Gen Ed Courses |
| PM 403                                                      | Project Planning and Execution         | 3 | Gen Ed Courses |
| PM 405                                                      | Project Risk Management                | 3 | Gen Ed Courses |
| PM 407                                                      | Survey in Project Management           | 3 | Gen Ed Courses |

---

## BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY (BSIT)

---

### PROGRAM OVERVIEW

The aim of the Department of Business Science is to provide a quality education program to students to prepare them to compete intellectually and professionally in the global workplace that is changing rapidly and technologically. The purpose of the program is to develop professionals with high levels of proactivity that can impact the world that is changing rapidly and technologically. The program seeks to maintain an open atmosphere to foster superior instruction, professional development, research, entrepreneurship, and community involvement by the faculty according with purpose, abilities and enhancing commitment.

The Bachelor of Science in Information Technology (BSIT) Program is designed to provide not only general education knowledge and core IT essentials, but also specialized knowledge and practical understanding of a specific IT concentration area. The combination of foundational theoretical knowledge and practical hands-on training equips students to enter the workforce or continue their academic careers in their chosen IT field.

---

#### PROGRAM OBJECTIVES

The BSIT encourages students to achieve the following educational objectives:

1. **Provide a Strong Foundation in IT Principles:** Equip students with core knowledge in essential information technology areas such as networking, programming, and database management.
2. **Offer Specialized IT Knowledge:** Allow students to focus on specific concentrations within IT, such as cybersecurity, software development, or data analytics.
3. **Develop Practical, Hands-On Skills:** Provide students with opportunities for hands-on training to apply theoretical concepts in real-world IT environments.
4. **Enhance Problem-Solving Abilities:** Foster critical thinking and problem-solving skills to address complex technological challenges in the IT field.
5. **Prepare for Industry Certifications:** Equip students with the skills needed to pursue relevant industry certifications, improving their employability in the IT sector.
6. **Promote Technological Adaptability:** Prepare students to stay current with emerging technologies and adapt to ongoing advancements in the IT industry.
7. **Encourage Effective Communication in IT:** Develop students' ability to communicate technical information clearly and effectively to both technical and non-technical audiences.
8. **Foster Ethical and Professional Responsibility:** Instill an understanding of ethical issues, legal considerations, and professional conduct in the IT industry.

---

#### COMPONENTS AND REQUIREMENTS

Students are required to successfully complete a minimum of 120 credit hours to be eligible to earn a Bachelor of Science in Information Technology. The degree program requires 36 credits of General Education, 84 business core course credits.

---

#### COURSE CATEGORIES

| CODE    | TITLE                                                   | CREDITS | PREREQS          |
|---------|---------------------------------------------------------|---------|------------------|
| BUS 201 | Business Communication                                  | 3       | None             |
| BUS 210 | Principles of Management                                | 3       | None             |
| BUS 225 | Project Management                                      | 3       | None             |
| BUS 320 | E-Commerce and E-Business                               | 3       | None             |
| IT 201  | Introduction to Information Systems                     | 3       | None             |
| IT 202  | Hardware, Software and Network Systems                  | 3       | None             |
| IT 203  | Information Technology for Management                   | 3       | None             |
| IT 204  | Information Literacy and Computer Applications          | 3       | None             |
| IT 205  | Statistics and Quantitative Reasoning                   | 3       | MAT 101, MAT 102 |
| IT 206  | Design and Analysis of Algorithms                       | 3       | None             |
| IT 207  | Operating Systems                                       | 3       | None             |
| IT 210  | Personal Computing                                      | 3       | None             |
| IT 214  | Computer Science and Engineering                        | 3       | None             |
| IT 217  | Programming Language                                    | 3       | None             |
| IT 345  | Impact of IT on Individuals, Organizations, and Society | 3       | None             |
| IT 348  | Intranet, Extranet and Internet                         | 3       | None             |
| IT 470  | Computer Security Fundamentals                          | 3       | None             |
| IT 472  | Systems Analysis and Design                             | 3       | None             |

|         |                               |           |      |
|---------|-------------------------------|-----------|------|
| IT 473  | Interactive Computer Graphics | 3         | None |
| IT 474  | Web Design and Development    | 3         | None |
| IT 476  | Database Management System    | 3         | None |
| MGT 311 | Engineering Management        | 3         | None |
| MKT 455 | Marketing Strategies          | 3         | None |
| MKT 457 | E-Marketing                   | 3         | None |
| TOTAL   |                               | <b>72</b> |      |

BSIT Concentrations & Courses (4 courses = 12 semester credits)

| CYBERSECURITY CONCENTRATION                     |                                   |   |                |
|-------------------------------------------------|-----------------------------------|---|----------------|
| SC 491                                          | Introduction to Cryptography      | 3 | Gen Ed Courses |
| SC 492                                          | Computer and Network Security     | 3 | Gen Ed Courses |
| SC 493                                          | Computer and Cyber Forensics      | 3 | Gen Ed Courses |
| SC 494                                          | Applied Cyber Security            | 3 | Gen Ed Courses |
| ENTERPRISE INFORMATION MANAGEMENT CONCENTRATION |                                   |   |                |
| EIM 491                                         | Enterprise Architecture           | 3 | Gen Ed Courses |
| EIM 492                                         | Enterprise Systems                | 3 | Gen Ed Courses |
| EIM 493                                         | Management of Information Systems | 3 | Gen Ed Courses |
| EIM 494                                         | Enterprise Resource Planning      | 3 | Gen Ed Courses |
| SOFTWARE ENGINEERING CONCENTRATION              |                                   |   |                |
| SE 491                                          | Software Construction             | 3 | Gen Ed Courses |

|        |                                |   |                |
|--------|--------------------------------|---|----------------|
| SE 492 | Software Project Management    | 3 | Gen Ed Courses |
| SE 493 | Software Engineering           | 3 | Gen Ed Courses |
| SE 494 | Mobile Application Development | 3 | Gen Ed Courses |

---

#### COURSE DESCRIPTIONS

(All courses are 3 credits unless otherwise noted.)

#### **CHR 101 Christian Worldview**

This course explores the principles and applications of a Christian worldview, specifically tailored for students in science disciplines. Through an in-depth examination of biblical teachings, theological perspectives, and ethical considerations, students will learn how to integrate their faith with their professional pursuits. Emphasis will be placed on understanding how a Christian worldview informs the study and practice of science and business, including the responsibilities and ethical dilemmas professionals face in these fields.

#### **ENG 101 English Composition**

This is the first course of English Composition focused on expository writing ranging from single paragraphs to essays. Content includes study of various English structures including grammar, arguments and an introduction to library usage skills and formal methods of documentation.

#### **ENG 102 Critical Writing**

This is the second course of English Composition. Students will develop analytical, interpretive, and information literacy skills necessary for constructing a well-supported, researched, academic argument.

#### **HIS 101 World History**

This course explores the origins of human societies and the development of their hierarchical structures and the network connections between them across the world. An effort will be made to develop a conceptual framework for analyzing different societies and network interactions comparatively so as to highlight meaningful similarities and differences among them. This course also traces the increasing interdependence of the world's different societies as improved communications tie more of the world closely together. This will involve explaining the transformations wrought upon different areas by industrialization and the reactions this process has created across the globe.

#### **HUM 101 World Religion and Cultures**

This course introduces the basic concepts of Hinduism, Buddhism, Confucianism and Taoism, and their values and practices, and emphasizes enriching the Western mind and facilitating intercultural understanding. It also surveys the basic concepts, values and practices of Judaism, Christianity and Islam, and compares religions, their beliefs, behaviors, and effect on individual outlooks and cultural interaction. This course also examines key topics related to different cultures in the study of religions, such as gender, new religious movements, mysticism and spirituality and myth and ritual, politics, economics, environment, science, and media.

#### **LIT 101 World Literature**

This course aims to introduce students to a selection of classical and modern literary works from various parts of the world. One of the goals of the class is to analyze and discuss the works in their respective socio-historical contexts, with a special focus on the theme of encounter, be it textual or cultural. The impact of various factors (class, race, gender, generation, religion, and so forth) will be taken into consideration in our discussions. The student's critical engagement with the assigned works of literature will be further enhanced by the historical and literary background provided by lectures and secondary sources. No prior knowledge of or familiarity with the pertinent languages is required. All reading materials will be provided in English translation.

#### **MAT 101 Algebra**

This course explores a variety of algebraic concepts including rational expressions, exponents, polynomials, quadratic expressions, and their applications.

#### **MAT 102 Calculus**

This course focuses on techniques of differential and integral calculus. Students will gain a sound intuitive understanding of the basic concepts of calculus through a problem-solving approach. Topics include functions, graphs, and limits; differentiation; derivatives, exponential and logarithmic functions; integration; and variables.

#### **PHI 101 Introduction to Philosophy**

The course will be a combination of lectures, discussions, homework, and group assignments. Students will engage in philosophizing by learning and practicing the skills and methods of philosophical inquiry and analysis. Various topics will be presented and discussed. Matters pertinent to human existence and purpose will form the core of this course and will be presented through a series of philosophers who have reflected on these issues. While not ignoring the ancient masters, modern philosophers such as Kierkegaard, Nietzsche, Heidegger, Wittgenstein and Rawls will be discussed. Prerequisite: None

#### **PHS 101 Introduction to Physical Science**

This course focuses on Physical Science based on the principles of physics and natural science.

#### **POS 101 Introduction to Political Science**

Politics is a part of life. The course introduces students to the major issues in the study of politics and political science. You will become familiar with the basic vocabulary of the discipline and learn how political issues are studied. This course is intended to give the student a better understanding of the forces that influence political decisions that affect their lives.

#### **PSY 101 Introduction to Psychology**

This course is an introduction to the theories, modalities, and methodologies evolving from the scientific analysis of behavior. This course takes a scientific perspective on behavior and will include discussion of critical thinking skills and a skeptical attitude toward claims. Successful completion of the course will require the student to demonstrate, through written papers and introspective inquiry, an understanding of the basic concepts covered in the lectures, text, readings, and weekly discussion.

#### **SOC 101 Introduction to Sociology**

This course is an introduction to the basic constructions of the discipline of Sociology and social thought. A clear comprehension of the dynamics of human societies and group behavior is useful in a myriad of environments. Students will examine society through the study of culture, race, religion, ethnicity, gender, inequality, education, deviance, and sociological theory and methods. Students are also expected to examine the influences of society on their personal lives in relation to the core concepts discussed in the course.

#### **(BSBA & BSIT Core Courses to be added soon)**

#### **BUS 201 Business Communication**

The course is designed to provide communication skills for business students. Success in today's workplace depends upon how well individuals are trained in effective business communication. This course provides tools and techniques and prepares students with excellent, effective, and practical business communication skills. Students will be able to learn these skills by example as this course reviews realistic business communication models and tools used in the business world. including the use of virtual meeting software such as GoToMeeting and Zoom. Students will also learn how to create a professional LinkedIn profile.

Prerequisite: None

#### **BUS 207 Ethical Leadership**

This course is designed to provide students with general business and management principles, the significant elements of business and management essentials that are required for changing trends and implementations of technologies in today's marketplace. In addition, the scope of small business and international business, the growth of the service sector, and the role of ethics and product quality will be discussed. The course also covers the essential components of a business including marketing, accounting, finance, budgeting, labor relations, ecommerce, and other factors in the business and management world. Prerequisite: None

#### **BUS 208 Intro to AI and Analytics**

This course undertakes a practical and introductory approach to using Artificial Intelligence and analytics in business. As artificial intelligence, analytics, and machine learning become part of everyday life, it becomes increasingly important for business managers and leaders to understand how these new forms of technologies can be integrated into achieving business success. This course will also focus on the uses of personal technologies including Alexa, Google Assistant and Siri and how they are impacting corporate functions like marketing. Prerequisite: None

### **BUS 210 Principles of Management**

This course is designed to provide students with general business and management principles, the significant elements of business and management essentials that are required for changing trends and implementations of technologies in today's marketplace. In addition, the scope of small business and international business, the growth of the service sector, and the role of ethics and product quality will be discussed. The course also covers the essential components of a business including marketing, accounting, finance, budgeting, labor relations, ecommerce, and other factors in the business and management world. Prerequisite: None

### **BUS 213 Principles of Accounting**

This is an introductory course intended to develop an understanding of the environment, role, and basic principles of financial accounting, primarily from the standpoint of the user of financial information. This is an introduction to financial accounting concepts. A study of the accounting cycles of service organizations and merchandisers emphasizing the recording of business transactions, and the preparation of financial statements for such organizations. Emphasis is also placed on the accounting principles relating to the measurement, valuation and reporting of assets, liabilities and equity, and related internal control considerations. Prerequisite: None

### **BUS 215 Principles of Marketing**

This course provides a foundation in the principles of marketing used to manage profitable customer relationships. In addition, the course explains the pivotal role of marketing within an organization's strategic plan. It also examines the marketing process and determines marketing strategies and tactics. Topics include consumer behavior, competitive analysis, segmentation, target marketing, positioning, branding, new product development, pricing, value chains, and marketing communications. Prerequisite: None

### **BUS 217 Principles of Economics**

Modern economics is the study of how households, individuals, firms, governments, and other types of human society choose to allocate and manage resources in a world of scarcity. The central focus of this introductory course is how and why markets (one important mechanism for allocating scarce resources) work, why they may fail to work, and the implications for social policy of both their successes and failures. This course also covers thinking like an economist that involves identifying and evaluating trade-offs in the context of constraints, distinguishing positive from normative analysis, and tracing behavioral implications of change while abstracting from aspects of reality. It, moreover, involves describing redistributive implications



of change, amassing data to evaluate economic events, and testing hypotheses about how consumers and producers make choices and how the economy works. Finally, thinking like an economist involves examining many problems through a filter of efficiency – coping with limited resources. Prerequisite: None

#### **BUS 219 Introduction to Human Resources Management**

Human Resource Management (HRM) plays an important role in today's workplace. This course is designed to provide an overview of Human Resource Management, how it relates to the management process, and how it is adapting to ever-changing trends in the workplace. Management uses HRM tools and techniques in strategic planning to improve organizational performance and to create competency. Students will gain knowledge and skills about how organizations use HRM concepts to meet challenges with their emerging global competition. Prerequisite: None

#### **BUS 221 Leadership Theories and Practice**

This course introduces students to the concept of leadership. It is designed to facilitate learning using assessment of theories and practice of leadership in the context of exploring the qualities that make an effective leader. Different types of leader models will be examined to understand leader behaviors in different situational circumstances and how leaders adapt to an ever-changing marketplace. In addition, students will gain knowledge of many leadership tools and techniques used in today's marketplace. Prerequisite: None

#### **BUS 223 Organizational Behavior**

This course analyzes the elements of organizational behavior and management. Topics include the behavior of work groups and supervisors; intergroup relations; current challenges to organizations; organizational culture; diversity; methods for dealing with personnel problems; motivation; formal and informal behavior; communications; ethics; stress management; conflict resolution, workforce diversity and managing change. This course also, will examine current research, theory and application on the forces underlying the behavior of members of an organization. Prerequisite: None

#### **BUS 225 Project Management**

This course is designed to provide an in-depth understanding of Project Management principles and concepts, methodology, business communication, and the leadership skills required to manage projects. In addition, this course offers tools and techniques to diverse organizational teams to facilitate a relationship between projects and customers and to advance organizational strategic goals and objectives. This course also provides an overview of topics that emphasize all the PMBOK. Prerequisite: None

#### **BUS 230 Introduction to Entrepreneurship**

This course provides the appropriate tools, knowledge and skills for those students who wish to launch a new venture and become successful entrepreneurs. This course has adopted a hands-on approach to entrepreneurship by providing business information, statistics, and real-world examples as well as case

studies. In addition, this course will build a pathway for successful business by examining all required segments of managing a business such as business strategy, finance, and marketing. Prerequisite: None

### **BUS 301 Microeconomics**

This course provides an overview of the domestic modern market economy. During this course, students will gain an understanding of the operation and decision-making for economic units, supply and demand, resource allocation, the problem of scarcity and various other types of analysis for market and industry structures. Prerequisite: None

### **BUS 302 Macroeconomics**

This course will provide students with a thorough understanding of macroeconomic theories and systems. Emphasis will be placed on the study of national income and price determination, unemployment, inflation, cyclical business fluctuations, economic growth, the role of money, theories of interest rates, stabilization policies, foreign exchange rates, and balance of payments difficulties. And comparative economic advantages among nations as well as familiarizing the student with economic performance measures and growth. Prerequisite: None

### **BUS 305 Managerial Economics**

Changing economic conditions often affects a manager's decision making. This course applies basic economic philosophy to decision making methods in contemporary business. Students will learn how to bridge theory with business practices. This course will also help students understand how to assess the changes in revenues and costs for better business decisions. Upon successful completion of the course, the students will gain a managerial perspective through which they will be able to make better decisions that increase revenues while decreasing costs for maximum profit. Prerequisite: None

### **BUS 307 Global Economy**

This course provides a general outlook for the modern global market economy as a system. Students will understand and analyze the relationships among variables such as national income, employment, inflation and the quantity of money. Additionally, students will understand the roles of government expenditure, international finance, economic development, taxation and monetary policy in economic structure. Prerequisite: None

### **BUS 308 Team Management**

In this course, students will learn about the concept of team management, which is a series of steps and coordinated activities performed by leaders or managers along with a group of individuals referred to as team members performing given tasks in a specific period. Team management is an important concept in every organization where individuals with different skills work together to achieve a common goal. In business, team management is the collective and orchestrated effort of all employees to achieve organizational objectives. Prerequisite: None

### **BUS 313 Financial Management**

This course studies the role of money in the economy; examines monetary policy and tools by investigating the relationships between money supply and interest rates, inflation and business cycles; and explains how financial institutions and markets work, as these institutions involve huge flows of funds throughout the economy, affecting thus production of goods and services, employment and profit. Prerequisite: None

### **BUS 320 E-Commerce and E-Business**

This course is designed for students to learn about new trends of doing business. The course highlights the misconception that eBusiness refers only to self-side eCommerce. Topics to cover include digital marketing, business or consumer models, eBusiness opportunities, etc. Prerequisite: None

### **BUS 325 Integrated Resources Management**

This course is designed to introduce students to Enterprise Resource Planning (ERP). This course covers an overview of information systems and defines the ERP system from various perspectives such as infrastructure and the implementation process. In addition, this course will explore and have comprehensive discussions about business processes such as Accounting, Human Resources, Marketing, Purchasing, and Manufacturing and how they integrate to enhance an organization's efficiency and productivity. Students will gain an in-depth knowledge of the supply chain, customer relationships and management. Prerequisite: None

### **BUS 328 Change Management**

This course is focused on a practical approach to an organized means of leading and managing change within organizations. The course presents an eight-stage process of change with useful examples that show how to go about getting buy-in from employees, managers, and stakeholders; how to create a vision for change; and how to build motivation to make change happen. The course will also explore why organizations fail to make the change process successful. Prerequisite: None

### **BUS 340 Global Business Management**

This course is designed to explore international business about the sourcing of goods and services from locations around the globe to take advantage of national differences with respect to cost and quality. Students will gain skills and understand the national differences in the context of political economy, culture, international trade theory, foreign direct investment, foreign exchange market and other elements that could impact global business. Students will learn how to develop international business strategies, how to enter new markets and the components of exploring in exporting, importing and countertrade business. In addition, the concepts of financial management in international business and global human resources management in terms of outsourcing and marketing will be discussed. Prerequisite: None

### **IT 201 Introduction to Information Systems**

This course introduces the topic of information systems (IS) and how organizations use information systems. Topics in this course include: an overview of basic IS hardware and software, business process reengineering,

collaborative computing, electronic commerce, the impacts of IS upon organizations and society, ethical use of information systems, types of information systems, and how to analyze and design information systems.

Prerequisite: None

#### **IT 202 Hardware, Software and Network Systems**

This course explains the basic principles of how computers work. It provides an understanding of the essential hardware, software and networking components associated with computers (with a focus on PCs). Topics include the history of computers, the processors and buses, motherboard, memory and storage, graphics, sound and other adapters, input and output devices. An overview of operating systems and other common software packages, as well as the various methods used to connect computers to each other and the Internet, are presented. Prerequisite: None

#### **IT 203 Information Technology for Management**

This course gives the student an understanding of how business processes and activities have changed with the advent of the digital economy. Information technology has become a major facilitator in organizations, changing how, why, and where we do business. This course introduces students to all aspects of Information Technology Management and provides an overview to new business models and methods supported by the Digital Economy. Prerequisite: None

#### **IT 204 Information Literacy and Computer Applications**

The course aims to prepare students for fluency in word processing. Microsoft Word 2010 will be used as it is the most widely used commercial word processing package. This course covers advanced techniques in merging, macros, graphics, and desktop publishing and includes extensive formatting for technical documents. The course emphasizes business applications. This skill development specifically includes MS Word. This course covers the required skill sets on the Microsoft Office Specialist (MOS) expert-level exam for Word. Prerequisite: None

#### **IT 205 Statistics and Quantitative Reasoning**

This course introduces students to the concepts and tools of numerical analysis. Topics include how to represent numbers and analyze various types of numbers. Prerequisite: MAT 101, MAT 102

#### **IT 206 Design and Analysis of Algorithms**

This course introduces the student to methods for algorithm design. Special emphasis will be placed on problem solving, unifying ideas, proof techniques, the “scientific method”, as well as striving for elegance, insights, and generalizability in developing algorithms and proofs. Paradigms such as divide and conquer, “greedy” & dynamic programming and techniques for analysis, such as asymptotic notations and estimates will be discussed. Many similar topics will be covered. Prerequisite: None

#### **IT 207 Operating Systems**

This course examines the important problems in operating system design and implementation. The operating system provides an established, convenient, and efficient interface between user programs and the bare hardware of the computer on which they run. The operating system is responsible for sharing resources (e.g., disks, networks, and processors), providing common services needed by many different programs (e.g., file service, the ability to start or stop processes, and access to the printer), and protecting individual programs from interfering with one another. The course will focus on three major OS subsystems: process management (processes, threads, CPU scheduling, synchronization, and deadlock), memory management (segmentation, paging, swapping), and file systems; and on operating system support for distributed systems. Prerequisite: None

#### **IT 210 Personal Computing**

This course introduces the student to personal computing hardware, operating systems and software applications. This course covers fundamentals of computing and current and future uses of computer technology, PC hardware, Windows/Mac OS/Linux operating systems, applications software, networking and the Internet, and developments in the computer industry. This course will cover materials used for CompTIA A+ Certification. Prerequisite: None

#### **IT 214 Computer Science and Engineering**

This course introduces students to computer science (the study of how to describe and predict properties of information processes) and computer engineering (the study of how to implement and automate information processes using current computer technologies). Computer science and engineering are two sides to the same coin. We would not have modern medicine, the Internet, modern mass transit, and logistics. In short, we would not have the modern world. The course then divides into two sections. The computer science portion introduces the concepts of algorithms, recursion, computability, problem complexity, data and procedures and abstraction. The computer engineering portion introduces computer hardware, software, networks, programming and repair. Prerequisite: None

#### **IT 217 Programming Language**

This course introduces the student to the principles and practices of software development. It focuses on cultivating critical problem-solving skills and mastering programming logic in structured and object-oriented design using modern tools. By course completion, the student will have the ability to identify essential programming terminology, understand programming mechanics crucial for future programming courses, describe structured design building blocks, illustrate structured design using appropriate notation like pseudocode flow-charting, and grasp the core concepts of object-oriented design. Prerequisite: None

#### **IT 345 Impact of IT on Individuals, Organizations, and Society**

This course critically assesses the institutional forces that shape and create the demand for information technology (IT). The course will facilitate the integration of student views into a coherent and realistic perspective of a technological society. Students will be challenged to consider and assess the evolution of

technology and society and their mutual impact. Emphasis will be placed on individual and social impacts both within the business organization and externally. It will also discuss how the consumption of IT impacts the economy and society. The course will help participants think about how changing social and economic conditions determine what technologies are consumed and how they are consumed, who consumes them and where they are consumed. Prerequisite: None

#### **IT 348 Intranet, Extranet and Internet**

The course focuses on the technologies, uses, benefits and risks associated with intranets (internal business networks), extranets (private, multi-organizational networks) and the Internet (public). Prerequisite: None

#### **IT 470 Computer Security Fundamentals**

Data is the most valuable asset of an organization and must be protected in order to avoid potential loss. This course is designed to explore computer security and how it can protect computer networks from malicious threats such as viruses and attacks by hackers. Students will gain knowledge of different types of threats to computer networks and how to implement protection elements to prevent an unstable environment. In addition, security policies will be reviewed to provide an in depth understanding of procedures and a contingency plan in the case of uncertainty. Prerequisite: None

#### **IT 472 Systems Analysis and Design**

The objective of this course is to introduce students to systems analysis and design. This course emphasizes the strategies and techniques of systems analysis and design for producing logical methodologies for dealing with complexity in the development of information systems. The course approaches the development of information systems from a problem-solving perspective. Focus is placed on all parts of Systems Development Life Cycle (SDLC), Requirements & Planning, Analysis & Design, Implementation, Transition & Operations, and finally Retirement or End of Life. Prerequisite: None

#### **IT 473 Interactive Computer Graphics**

This course introduces the student to introductory computer graphics and the OpenGL and WebGL programming interfaces. Image characteristics such as light, sequencing, the human visual system and object modeling are covered from a technical perspective. Business graphics applications will be emphasized in this course. Other topics include Graphics architecture, programming interfaces, pen-plotter model, image models, rasterization, geometric objects and transformation, classical and computer viewing, perspective and projection, vectorization, hidden surface removal and other topics. Prerequisite: None

#### **IT 474 Web Design and Development**

This course introduces the student Web 2.0 design and development. This course will provide a basic understanding of the methods and techniques of developing a simple to moderately complex web site. Using the current standard web page language, students will be instructed on creating and maintaining a simple

website. Examples of concepts will be presented using specific languages and methods that include JavaScript, Java, AJAX, PHP and others. Prerequisite: None

#### **IT 476 Database Management System**

This course focuses on the general concepts and methodologies in file and database management systems-data representation, data modeling and file organization. Additional focus will be on the movement of data to related database systems within and outside the user organization. Students are required to understand the architecture of and start implementing simple database applications using commercially available packages such as MS-ACCESS, and ORACLE or MySQL (open source). Other database systems such as hierarchical, XML-tagged and object-oriented DBMS along with Data mining will be discussed but there is no implementation requirements for these topics. Prerequisite: None

#### **MGT 311 Engineering Management**

The class teaches students how to be an effective supervisor in the current business environment. Students will learn basic and cutting-edge techniques of engineering management through real-world problems and situations. In addition, students will be exposed to current engineering management tools and strategies that include Total Quality Management (TQM), Six-Sigma, Capabilities Maturity Model (CMM) Business Process Engineering (BPM) and others. Topics covered in this course include: Organizational Behavior issues such as: Modern Supervision Methods, Communication, Motivating Employees, "Problem" Employees Counseling and Discipline and others. Engineering strategies include Reaching Goals, Organizing and Authority, Leader/Supervisor, Problem Solving, Decision Making and Creativity and others. Prerequisite: None

#### **MKT 455 Marketing Strategies**

This course will introduce a framework for Marketing Management. The overview of materials in this course will emphasize marketing strategies and tools and techniques and how to achieve such goals. Students will gain knowledge in marketing strategy and decision making on how and where to employ for a successful marketing campaign. In addition, various types and models of marketing approach will be discussed to give students in depth knowledge in relation to model conceptualization. Prerequisite: None

#### **MKT 457 E-Marketing**

This course will introduce a framework for Marketing Management. The overview of materials in this course will emphasize marketing strategies, tools and techniques, and how to achieve marketing goals. Students will gain knowledge in marketing strategy and decision making and how and where to employ these strategies for a successful marketing campaign. In addition, various types and models of marketing approaches will be discussed to give students an in-depth knowledge in relation to the model conceptualization.

Prerequisite: None

**(BSBA & BSIT Concentration Courses to be added soon)**

#### **AF 401 Intermediate Accounting**

This course introduces intermediate financial accounting theory, practice and developmental frameworks. Students will prepare statements and analyses for assets such as cash, accounts receivable and inventories. Attention will be given to their valuation and impact on periodic net income and financial position.

Prerequisite: None

#### **AF 403 Financial Analysis**

This course introduces students how to use financial statements and the accounting systems that provide the data needed to make business decisions. This course presents principles of accounting and financial management as they relate to managerial decision-making. Financial statement and annual report analysis, cash budgeting, capital management, long-term financing and financial forecasting are covered. Prerequisite: None

#### **AF 407 Financial Markets**

This course focuses on understanding the theory of international finance and its real-world applications from a business point of view. Understanding the foreign exchange markets and world capital markets (banking, debt and equity) is necessary to carry out a sound and effective management of the firm from a financial point of view. And since multinational corporations do face opportunities but also risks, financial management involves the design of appropriate strategies to hedge the company from actual and potential risks with the different types of financial assets (such as derivatives) available for this purpose. Prerequisite: None

#### **AF 409 Financial for Consultants**

This course presents an introduction of the fundamentals of finance for consulting. It introduces students to the finance consulting process, skills for project, team and client management, the ethics of consulting, careers in consulting, key models and theories used to understand management consultancy work practice areas in the consulting industry, and issues surrounding effective use of consultants. Prerequisite: None

#### **LM 401 Leadership and Management**

This course helps students perform his/her research project more effectively. It covers a wide variety of topics relevant to the Business program including but not limited to: Leadership and Management, Information Technology, Entrepreneurship, Health Care Management, Hospitality and Tourism Management, Human Resources Management, Project Management, Public Service and Administration, Global Business Management, Accounting, and Finance. Prerequisite: None

#### **LM 403 Business Data Analysis**

This course focuses on current business data analytic tools and techniques. It provides tools to handle the issues of the emerging business world through the applications of big data platforms. The course introduces the drivers by which big data technology can be applied into the emerging business world. The course presents applicable analytical solutions to the problems of the business world. The course provides an



overview of big data hardware and software architecture and introduces a variety of technologies.

Prerequisite: None

#### **LM 405 Effective Negotiation Management**

This course provides skills for effective negotiations management. Students understand and develop a systematic approach to preparing for and engaging in international business negotiations. Prerequisite: None

#### **LM 407 Introduction to International Business**

This course provides students with an understanding of the global economy and its impact on business within the United States. Topics include the impact of political systems on business; effects of culture on business style; the role of international trade; management of multinational corporations and the impact of trade restraints and liberalization. Balancing legal, political, and ethical issues in international business techniques is covered. Prerequisite: None

#### **LM 409 Managing Growing Companies**

This course seeks to provide an understanding of the knowledge and skills that are required to manage and grow small to mid-sized firms. We will study the typical problems and opportunities that confront such organizations. Students will use a variety of disciplines including management, strategy and entrepreneurial finance to formulate courses of action based on incomplete information. Prerequisite: None

#### **HR 401 Introduction to Labor Law & Relations**

This course introduces the background necessary to examine top management strategic decisions regarding unions and day-to-day union worker-management interactions. The course will further focus on topics for exploration on compliance of employment practices laws and regulation. Additionally, course discussions include the Civil Rights Act of 1964 (as amended) and related laws and regulations on recruiting, selection, accommodations, health and safety, evaluation, and other workforce management policies and practices will be studied. Prerequisite: None

#### **HR 403 Human Resources Strategies**

In this course, students will discover various strategies in Human Resources Management. Students will be able to analyze the practices of human resources strategies like recruitment and selection, performance management, training and development, rewards and recognition and employee relations. As they analyze the strategies of human resources, students will also have a greater understanding of how human resources strategies can integrate with business strategies of an organization to yield a better and integrated overall outcome of the organization. Prerequisite: None

#### **HR 405 Wages and Benefits Management**

This course will give students a concept of wages and benefits management. This course will help students develop their knowledge of human resources management specifically in terms of wages and benefits management. It will also help students broaden their understanding of the relationship between pay systems

and job performance. This course will help students recognize the role of the unions in wages and benefits management and develop their understanding of legal and ethical issues in wages and benefits management at both local and international levels. Prerequisite: None

#### **HR 407 Talent Acquisition and Recruitment**

This course introduces how to find talents and strategies to recruit good candidates. This course will help students broaden their understanding of human resources management in terms of talent acquisition and recruitment. Students will better understand the practices of human resources management including the processes of interviewing, selecting, recruiting, and orientation. Prerequisite: None

#### **HR 409 Survey in Human Resource Management**

This course will review the whole process of Human Resource Management including management, resources, and utilizing tools. This course will help students deepen their understanding of the concepts of human resources management. Students will have a better understanding of the practices of human resources that include essentials of starting a human resource function, staffing plans and legalities, recruitment, selection, and beginning employment, performance management and ending employment, training and development, compensation and benefits, rules, communication, and record-keeping, workplace safety and security, management reports, outsourcing and consultants. Prerequisite: None

#### **PM 401 Fundamentals of Project Management**

This is the introduction course for project management specialization and introduces prerequisite knowledge for subsequent project management courses. This foundational course spans from “What is project management” to providing practical “How To” guidance, tools and techniques you can apply immediately. Prerequisite: None

#### **PM 403 Project Planning and Execution**

This course introduces thorough examination of science and art of project management. MS Project and Excel are the software programs utilized. This course emphasizes the process. Students will develop an understanding of the Project Management Institutes (PMI) Body of Knowledge, concepts, definitions, and approaches. Students will have the opportunity to apply the skills learned in class to manage a project. This experiential learning approach allows the student to apply the theory of this imperative skill in today's workplace. Prerequisite: None

#### **PM 405 Project Risk Management**

This course introduces risk management methods in projects. It helps students understand the key concepts of project risk management. It will also help students understand how to manage project risks when dealing with a project throughout the life cycle of the project. The course will help students determine what project management tools and techniques are needed and what competencies are required to handle project risks. Prerequisite: None

### **PM 407 Survey in Project Management**

Discusses contemporary issues in project management through critical discussion of case studies and simulations within the framework of project management theories. Discussions focus on emerging issues such as governance and operational design across diverse industries, including information systems, healthcare, and construction. The student will apply skills and knowledge acquired throughout the semester as part of a project management simulation. Prerequisite: None

### **EIM 491 Enterprise Architecture**

Enterprise Architecture (EA) is designed to be the first exposure to foundational enterprise architecture (EA) concepts and practices. The course sets the “common language” for EA discussions for professionals new to the EA field as well as functional business people, customers, suppliers, and others that desire an overview of enterprise architecture and the benefits it can bring to an organization. Prerequisite: None

### **EIM 492 Enterprise Systems**

Enterprise systems are a category of information systems which have been heavily adopted in practice since the 1990s. Enterprise systems are usually based on packaged software products; they drive for cross-functional integration and require organization-wide resources for their implementation. The lifecycle of enterprise systems, including the development, the implementation, use and evaluation involves company external entities (e.g. software vendors or consulting companies) as well as company internal entities (e.g. IT departments or end users). Enterprise systems impact multiple levels of a company, ranging from the individual employee, to groups, the entire organization and even its associated business network. Given these boundary conditions, introducing Enterprise Systems to companies is a challenge. Prerequisite: None

### **EIM 493 Management of Information Systems**

This course introduces various information and communications technologies. Students will research and practice using modern productivity applications. Students will examine how information systems are used to solve problems and make better business decisions and apply these concepts to analyze business cases. Prerequisite: None

### **EIM 494 Enterprise Resource Planning**

An Enterprise Resource Planning (ERP) system is software that runs all business areas of an organization including accounting and finance, HR, sales and distribution, production, purchasing and inventory. It is cross-functional, process-centered, real time, and based on industry best practices, from service to manufacturing to not-for-profit. It is important that business and systems engineers obtain working knowledge of these systems as in their careers they will be ERP users, auditors, consultants, and/or developers. This course covers ERP theory and practice. Course content includes evolution of ERP systems, business process reengineering, process mapping, the ERP life cycle, ERP functionality, ERP bolt-ons and auditing and risk issues. Prerequisite: None

### **SC 491 Introduction to Cryptography**

This course is an undergraduate introduction to cryptography. The aim is to understand the theoretical foundations of cryptosystems used in the real world. This course complements Computer and Network Security, which focuses more on "high-level" issues and actual systems; in this class, we will look "under the hood" to get a better understanding of various cryptographic primitives, algorithms, attacks, and protocols  
Prerequisite: None

### **SC 492 Computer and Network Security**

The objectives of this course are to systematically study theories, principles and techniques of computer and network security. Students will learn basic cryptography, fundamentals of computer/network security, risks faced by computers and networks, security mechanisms, operating system security, secure systems design principles, and network security principles. Prerequisite: None

### **SC 493 Computer and Cyber Forensics**

This course focuses on computer and cyber forensics. Students will learn different aspects of computers and cybercrime and ways in which to uncover, protect, exploit, and document digital evidence. Students will be exposed to different types of tools (both software and hardware), techniques and procedure, and be able to use them to perform rudimentary forensic investigations. Prerequisite: None

### **SC 494 Applied Cyber Security**

This course is geared toward participants at the decision-making level who need a broad overview, rather than those who are already deeply immersed in the technical aspects of cyber security (software development, digital forensics, etc.), although both groups will find the course valuable. Cyber security is a very large subject, and therefore this course is only intended to cover the basics of the current leading and pressing cyber security topics. The result is that we can cover many different approaches. We cover the introduction of a topic and after the fundamentals, you can explore further on your own. The goal is for participants to understand the utility of each topic, not to become specialists in any one subject  
Prerequisite: None

### **SE 491 Software Construction**

In Software Construction, students will cover such topics as the Application Program Interface environment, configuration management, and software reliability. Students will be introduced to a variety of software construction techniques and tools and will be applying these skills toward a course project. Prerequisite: None

### **SE 492 Software Engineering**

Software Project Management covers the fundamentals of project management adapted to account for the unique aspects of software projects that differentiate these projects from other kinds of projects (manufacturing, R&D, business operations). Methods, tools, and techniques for planning and estimating,

measuring and controlling, leading and directing, and managing risk in software projects are covered.

Prerequisite: None

### **SE 493 Software Project Management**

This course focuses on issues in the engineering of software systems and software development project design. It includes the present state of software engineering, what has been tried in the past, what worked, what did not, and why. Topics may differ in each offer but will be chosen from: the software process and lifecycle; requirements and specifications; design principles; testing, formal analysis, and reviews; quality management and assessment; product and process metrics; COTS and reuse; evolution and maintenance; team organization and people management; and software engineering aspects of programming languages.

Prerequisite: None

### **SE 494 Mobile Application Development**

This course will introduce students to application development for mobile devices. Students will learn about the various constraints facing mobile application designers, both with respect to hardware and with respect to user expectation. Students will also learn how to address these constraints with techniques in implementation, software design, and user-interaction design. Additionally, students will also learn about concepts at the core of modern mobile computing, such as software and data distribution models and location awareness. The course focuses on using the iPhone OS as the development platform, but the concepts covered in the course are platform agnostic. As such, students will be introduced to the Objective-C programming language, the Xcode programming environment, and the iPhone SDK and APIs.

## **GRADUATE PROGRAMS**

Global Reformed University's graduate programs are designed with the core mission of developing individuals for leadership roles in diverse fields. By integrating a multi-disciplinary approach, these programs focus on equipping students with the essential skills and knowledge required to lead effectively in today's complex and rapidly evolving global landscape. Whether through the **Master of Science in Information Technology (MSIT)**, **Master of Business Administration (MBA)**, or **Master of Science in Cybersecurity (MSCS)**, the curriculum emphasizes both theoretical foundations and hands-on, competency-building applications that are crucial for success in contemporary organizations.

These graduate programs aim to cultivate leaders who can navigate the managerial, political, financial, social, and organizational challenges of the modern world. With a global perspective, students are prepared not only to excel in their respective fields but also to lead with integrity, innovation, and strategic vision, making a meaningful impact across various sectors and cultures worldwide.

---

### **MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (MSIT)**

#### PROGRAM OVERVIEW

The **Master of Science in Information Technology (MSIT)** program at Global Reformed University is specifically designed to equip students with the essential knowledge and skills required to design, develop, and lead effective IT teams and projects within global organizations. With a focus on both theoretical foundations and practical applications, the MSIT program aims to prepare students for mid-level IT roles, especially in small to mid-sized companies.

Through a carefully structured curriculum, students will engage in eight (8) core courses that cover critical areas of IT such as systems analysis, software development, data management, and network security. In addition, the program includes the **MSIT Capstone (MIT 681)**, where students apply what they have learned to real-world IT challenges, consolidating their knowledge and demonstrating their problem-solving abilities.

To further tailor their education, students can select three (3) courses from various concentrations, allowing them to specialize in areas such as IT leadership, cybersecurity, or software engineering. The goal of the MSIT program is to provide a comprehensive education that not only builds technical expertise but also emphasizes hands-on experience and leadership, ensuring graduates are fully prepared to meet the dynamic needs of today's fast-paced, technology-driven global marketplace.

---

#### PROGRAM OBJECTIVES

The program objectives of the Master of Science in Information Technology degree program are:

1. **Development of IT Leadership & Management Expertise:** Equip students with the strategic leadership and management skills necessary to lead IT teams and drive innovation within dynamic, global organizations.
2. **Enhancement of Critical Thinking & Problem-Solving Abilities:** Foster strong analytical and problem-solving skills to enable students to tackle complex IT challenges, think creatively, and implement effective solutions in a rapidly evolving technological landscape.
3. **Cultivation of Effective Communication & Team Collaboration:** Strengthen students' ability to communicate complex IT concepts clearly and collaborate efficiently within diverse, cross-functional teams to achieve organizational objectives.
4. **Promotion of Integrity, Responsibility, & Professional Ethics:** Instill a strong sense of professional responsibility, ethical decision-making, and integrity, ensuring graduates are prepared to navigate the ethical and social implications of technology in their roles as IT leaders.

---

#### COMPONENTS AND REQUIREMENTS

The MSIT program requires a student to complete coursework that consists of eight (8) core courses, the MSIT Capstone (MIT 681), and three (3) courses from any concentration below.

#### COURSE DISTRIBUTION

Students are required to complete the following to be eligible for the MSIT degree:

- Core Courses (8 Courses)
- Capstone Project (MIT 681)
- Electives (3 Courses)

|                       | COURSES REQUIRED | CREDITS   |
|-----------------------|------------------|-----------|
| Core Courses          | 8                | 24        |
| Concentration Courses | 3                | 9         |
| MSIT Capstone         | 1                | 3         |
| <b>TOTAL</b>          |                  | <b>36</b> |

MSIT CORE COURSES (24 CREDITS)

| CODE   | TITLE                                   | CREDIT | PREQ |
|--------|-----------------------------------------|--------|------|
| IT 501 | Management of Information Technology    | 3      | NONE |
| IT 503 | Operating Systems                       | 3      | NONE |
| IT 505 | Network Systems Design and anagement    | 3      | NONE |
| IT 507 | Database System Design and anagement    | 3      | NONE |
| IT 509 | Information Systems Analysis and esign  | 3      | NONE |
| IT 513 | Enterprise IT Application and tegration | 3      | NONE |
| IT 515 | Advanced Business Analytics             | 3      | NONE |
| IT 517 | Software Project and Team anagement     | 3      | NONE |

MSIT CAPSTONE PROJECTS (3 CREDITS)

|        |                                                                             |            |
|--------|-----------------------------------------------------------------------------|------------|
| MIT681 | MSIT CAPSTONE<br><i>Prerequisite:</i> All Core and 2 Concentration Courses* | 3 Credits) |
|--------|-----------------------------------------------------------------------------|------------|

MSIT CONCENTRATION (MINIMUM 9 CREDITS)

The **Master of Science in Information Technology (MSIT)** program offers a variety of high-level concentration courses to provide students with contemporary, specialized knowledge and skills that align with emerging trends in the IT industry. These concentration courses allow students to deepen their expertise in specific areas of information technology and tailor their education to match their career goals.

Students typically begin taking concentration courses after completing six (6) core courses. However, depending on academic progress and professional objectives, an academic advisor or the VP of Education may recommend that a student take concentration courses earlier in their program.

The available concentrations include:

1. **IT Systems & Management (ITSM):** Focuses on the strategic management of IT systems, including the design, implementation, and optimization of enterprise IT infrastructure. Students learn to lead IT projects, manage resources, and ensure the alignment of IT strategies with organizational goals.
2. **Data Management & Analytics (DMA):** Equips students with the skills to manage, analyze, and interpret large volumes of data. Students gain proficiency in data modeling, data warehousing, and advanced analytics, empowering them to derive actionable insights that drive business decisions.
3. **Software Design & Management (SDM):** Provides students with the knowledge to design, develop, and manage software systems. Emphasizing the software development lifecycle, this concentration covers project management, coding practices, quality assurance, and the integration of new technologies into software systems.

| Code                                                           | Title                                    | Credit | Prerequisite   |
|----------------------------------------------------------------|------------------------------------------|--------|----------------|
| IT SYSTEMS & MANAGEMENT CONCENTRATION (CHOOSE 3 + MIT 681)     |                                          |        |                |
| ITSM 601                                                       | Telecommunication Systems and Management | 3      | 6 core courses |
| ITSM 603                                                       | Network and Information Security         | 3      | 6 core courses |
| ITSM 605                                                       | Mobile & Cloud Computing                 | 3      | 6 core courses |
| ITSM 607                                                       | System Testing and Verification          | 3      | 6 core courses |
| DATA MANAGEMENT & ANALYTICS CONCENTRATION (CHOOSE 3 + MIT 681) |                                          |        |                |
| DMA 601                                                        | Decision Methods and Modelling           | 3      | 6 core courses |
| DMA 603                                                        | Presentation and Visualization of Data   | 3      | 6 core courses |
| DMA 605                                                        | Data Management                          | 3      | 6 core courses |



|                                                                 |                                                           |   |                |
|-----------------------------------------------------------------|-----------------------------------------------------------|---|----------------|
| DMA 607                                                         | DBMS Design and Analysis                                  | 3 | 6 core courses |
| SOFTWARE DESIGN & MANAGEMENT CONCENTRATION (CHOOSE 3 + MIT 681) |                                                           |   |                |
| SDM 601                                                         | Managing Software Development                             | 3 | 6 core courses |
| SDM 603                                                         | Data Structures and Algorithms for Information Processing | 3 | 6 core courses |
| SDM 605                                                         | Architecture for Software Systems                         | 3 | 6 core courses |
| SDM 607                                                         | System Design and Analysis                                | 3 | 6 core courses |

---

#### COURSE DESCRIPTIONS

(All courses are 3 credits unless otherwise noted.)

#### **IT 501 Management of Information Technology**

The emphasis of theory is how IT affects business strategy, and how managers can apply IT as well as lead the organization to improve by leveraging IT. Given the high accountability placed on managers in this global transparent-interconnected economy, critical issues such as IT ethics, social responsibility and security, are also discussed. The teaching approach allows students to leverage business cases to understand IT theory. Students are encouraged to focus their graded assignments on situations relevant to their learning needs. Prerequisite: None

#### **IT 503 Operating Systems**

Large-scale software development has been described as one of the most difficult of human undertakings. This course examines the reasons for the inherent complexity of software construction and presents structured methods to deal effectively with it. The course will focus on the object-oriented approach for analysis and design. Students will gain an appreciation of the difference between writing programs and doing analysis and design. Problem formulation and decomposition (analysis) and solution building (design) will be covered. Students will work in small groups, each group having the responsibility for analysis, design and implementation of a software system. Case tools will be used in several stages of the development process. Prerequisite: None

#### **IT 505 Network Systems Design and Management**

This advanced course is designed to provide students with the concepts and fundamentals of network management. Topics to be covered include: data communication concepts and techniques in a layered network architecture, communications switching and routing, types of communication, network congestion, network topologies, network configuration and management, network model components, layered network models (OSI

reference model, TCP/IP networking architecture) and their protocols, various types of networks (LAN, MAN, WAN, SAN, and Wireless networks) and their protocols, system & service monitoring – reachability and availability, resource measurement/monitoring – capacity planning/availability, performance, change management and configuration monitoring and security - ensuring that the network is protected from unauthorized users.

Prerequisite: None

#### **IT 507 Database System Design and Management**

This course is an introduction to the theory and design of database management systems (DBMSs). Topics covered include internals of database management systems, fundamental concepts in database theory, and database application design and development. Logical design and conceptual modeling, physical database design strategies, relational data model and query languages (SQL), query optimization, concurrency control and transaction management, privacy and security, will be covered. While we primarily concentrate on relational DBMSs, we may also touch on selected topics from the current database research literature, such as large-scale data management, big data, distributed data access, web databases, decision support systems, data warehousing, and data mining, based on available time and interests of the students. Prerequisite: None

#### **IT 509 Information Systems Analysis and Design**

This course introduces various information and communications technologies. Students will research and practice using modern productivity applications. Students will examine how information systems are used to solve problems and make better business decisions and apply these concepts to analyze business cases. Prerequisite: None

#### **IT 513 Enterprise IT Application and Integration**

Enterprise Architecture (EA) is designed to be the first exposure to foundational enterprise architecture (EA) concepts and practices. The course sets the “common language” for EA discussions for professionals new to the EA field as well as functional businesspeople, customers, suppliers, and others that desire an overview of enterprise architecture and the benefits it can bring to an organization. Prerequisite: None

#### **IT 515 Advanced Business Analytics**

This course is designed to help students apply business analytics techniques to explore and analyze big data, so they can find subtle and non-trivial relationships that are understandable, useful, and executable to business owners. Valuable insights gained via fact-based decision making can be exploited by managers in various functional areas to achieve competitive advantages. Specific topics covered in this course include predictive modeling such as regression and decision trees; segmentation; forecasting; and text mining. A case approach will be used, and SAS is the main analytical tool. Prerequisite: None

#### **IT 517 Software Project and Team Management**

This is an introductory course for managing information technology and software development projects. It is not restricted to project managers but encompasses the art and science of using teamwork to meet project goals. The team includes the project manager, lead developers, software engineers, supporting functions, business experts

and other stakeholders. Therefore, this course is directed at students across a wide range of backgrounds and interests. Prerequisite: None

### **MIT 681 MSIT Capstone**

This capstone is designed to be offered in the final term of a student's major. This course is planned to tie together the key learning objectives that faculty expect the student to have learned during the MSIT program at GRU within the student's concentration. The purpose of this capstone course is to give students an opportunity to present their cumulative knowledge and skills in a simulated business environment. In this role, students will integrate key IT concepts they learned throughout their study. During the first week of class, students are required to choose a topic of interest aligned with their concentration. Following the selection of the big idea (topic of interest, statement of problem in practice), students will engage in conducting literature review in the chosen topic, develop a position paper, and eventually produce a final paper as to how IT concepts are being applied to real-life scenarios in a hypothetical business environment.

Prerequisite(s): All Core courses and at least 1 concentration class. The Capstone must be taken in the last term of the program.

### **(MSIT Concentration Course Descriptions to be added soon)**

#### **ITSM 601 Telecommunication Systems and Management**

This course focuses on the analysis and design of communication systems, including both analog and digital systems. We will cover modulation and demodulation techniques, performance of modulation in noise, and application of these techniques to current systems, including radio, TV, satellite, and cellular systems. The analog communication systems will be studied first. Then the basic theories for communications are briefly covered, such as random process, estimation and detection, information theory, and error correct coding. With these theories, current digital communication techniques will be investigated. The objectives are to give the students an overview of communication systems, instruct the basic theorems for communications, and illustrate the state-of-art for communication techniques. Prerequisite(s): 6 core courses

#### **ITSM 603 Network and Information Security**

This course is to provide students with an overview of the concepts and fundamentals of network management. Topics to be covered include: data communication concepts and techniques in a layered network architecture, communications switching and routing, types of communication, network congestion, network topologies, network configuration and management, network model components, layered network models (OSI reference model, TCP/IP networking architecture) and their protocols, various types of networks (LAN, MAN, WAN, SAN, and Wireless networks) and their protocols, system & service monitoring – reachability and availability, resource measurement/monitoring – capacity planning/availability, performance, change management and configuration monitoring and security - ensuring that the network is protected from unauthorized users. Prerequisite(s): 6 core courses

#### **ITSM 605 Mobile and Cloud Computing**

This course analyzes the various components related to management and deployment of cloud computing as related to software applications. The course consists of Discussions topics designed to assist students to understand underlying concepts associated with cloud computing. Finally, the course concludes with a research

paper related to the course, whereby the student is asked to argue a position using the weekly research, reading, and learning as applicable to an organization from a management perspective. The argument will include not only elements of each week's learning, but also other related elements that might impact the topic. Prerequisite(s): 6 core courses

#### **ITSM 607 System Testing and Verification**

Software Testing and Verification is a survey course on concepts, principles, and techniques related to software testing and formal program verification. Students will become acquainted with both the strengths and limitations of various functional and structural testing methods, as well as techniques for proving the functional correctness of sequential programs. Topics include black-box and white-box test case design strategies, incremental integration testing techniques, inspections and reviews, axiomatic verification, predicate transforms, and function-theoretic verification. Students will have the opportunity to practice the techniques presented in lectures via optional exercises. Prerequisite(s): 6 core courses

#### **DMA 601 Decision Methods and Modeling**

A presentation of the fundamental concepts used in data modeling and database implementation. The data modeling process, basic relational concepts, and the process of normalization, relational algebra, SQL, and guidelines for mapping a data model into a relational database will be covered. Students will model a multimedia and/or text-only problem and implement it on a single machine with a commercially available database package. Prerequisite(s): 6 core courses

#### **DMA 603 Presentation and Visualization of Data**

In addition to the gathering and interpretation of data, today's business environment calls upon the analyst to communicate the results of data analysis to a variety of audiences. In this course students will learn how to synthesize the technical components of data analysis into reports, presentations, and visual dashboards that are meaningful for the intended audience and deliver those components in a coherent, convincing format. Prerequisite(s): 6 core courses

#### **DMA 605 Data Management**

Presents an iterative methodology for developing software systems. Development activities include requirements elicitation and analysis, system and object design, implementation and testing, project and configuration management, infrastructure maintenance, and system deployment to the end user. Students work in teams, assume developer roles, build models of a real-world system, and deliver a proof-of-concept or prototype. Prerequisite(s): 6 core courses

#### **DMA 607 DBMS Design and Analysis**

This course expands on DMA 793 by incorporating analysis and design using new and evolving data management models, such as object-relational databases, Big Data management and visualization, and other emerging developments in the field. Tools and methods for managing different types of data are examined, such as unstructured data, graphical approaches to data presentation, extract-transform-load (ETL) technologies, data warehousing and data mining. Entity relationship modeling and validation methods are developed for complex data relationships, and the role of metadata and database architectures such as the ANSI/SPARC three-schema model are included. Methods for database design and analysis considering developments in Cloud storage, the Internet of Things (IoT) and Cyber Security are explored. Prerequisite(s): 6 core courses

### **SDM 601 Managing Software Development**

This course addresses the breadth of managing software development and is designed to help technically trained software engineers to acquire the knowledge and skills necessary to lead a project team, understand the relationship of software development to overall project engineering, estimate time and costs, and understand the software process. The nature of software development is sufficiently unique to require specialized management techniques, especially in the areas of estimating and scheduling. Prerequisite(s): 6 core courses

### **SDM 603 Data Structure and Algorithms for Information Processing**

This course provides solutions to different complexities in data structure and algorithms for information processing. Since the nature of the course focuses on the solutions to algorithmic problems rather than on the theories, it helps students and practitioners prepare for job interviews and competitive exams. It also covers the most required topics in computer science and information technology. Prerequisite(s): 6 core courses

### **SDM 605 Architectures for Software Systems**

Successful design of complex software systems requires the ability to describe, evaluate, and create systems at an architectural level of abstraction. This course introduces architectural design of complex software systems. The course considers commonly used software system structures, techniques for designing and implementing these structures, models and formal notations for characterizing and reasoning about architecture, tools for generating specific instances of an architecture, and case studies of actual system architecture. It teaches the skills and background students need to evaluate the architectures of existing systems and to design new systems in principled ways using well-founded architectural paradigms. Prerequisite(s): 6 core courses

### **SDM 607 System Design and Analysis**

Large-scale software development has been described as one of the most difficult of human undertakings. This course examines the reasons for the inherent complexity of software construction and presents structured methods to deal effectively with it. The course will focus on the object-oriented approach for analysis and design. Students will gain an appreciation of the difference between writing programs and doing analysis and design. Problem formulation and decomposition (analysis) and solution building (design) will be covered. Students will work in small groups, each group having the responsibility for analysis, design and implementation of a software system. Case tools will be used in several stages of the development process. Prerequisite(s): 6 core courses

---

## **MASTER OF SCIENCE IN CYBERSECURITY (MSCS)**

---

### **PROGRAM OVERVIEW**

The **Master of Science in Cybersecurity (MSCS)** program at Global Reformed University is designed to address the increasing global demand for cybersecurity experts in both public and private sectors. As cybersecurity becomes one of the most pressing challenges worldwide, this program prepares students to effectively manage and counteract the growing threats to information systems and data security.

Aligned with the university's mission to equip students with the skills necessary to "**tackle emerging global challenges**," the MSCS program focuses on identifying, evaluating, and mitigating security risks that organizations face. Students will learn how to develop strategies to protect data, systems, and processes across a wide range of sectors.

The curriculum is crafted to provide real-world relevance, incorporating hands-on experience to ensure that graduates are prepared for successful careers in the ever-evolving field of cybersecurity. This program is particularly suitable for IT professionals looking to advance to mid-level cybersecurity roles, where they can manage and oversee cybersecurity programs, focusing on areas such as strategic planning, personnel management, infrastructure protection, policy enforcement, emergency response, and fostering security awareness.

Graduates can pursue roles such as **Information Security Specialist, Network and Computer Systems Administrator, Computer Network Support Specialist**, and **Computer Systems Analyst**.

---

#### PROGRAM OBJECTIVES

Upon completion of this program, students will be able to accomplish the following:

1. **Understand the components of modern information systems** and identify the various threats that compromise their security and foundational infrastructure.
2. **Apply cybersecurity principles** to develop effective solutions for real-world security challenges in diverse organizational contexts.
3. **Identify and utilize cybersecurity tools, methodologies, and industry standards** to implement effective security measures and protocols.
4. **Analyze and assess network designs, architectures, protocols, and management** for both wired and wireless networks to identify vulnerabilities that impact cybersecurity.
5. **Design, implement, and sustain digital security strategies** aimed at safeguarding the integrity, confidentiality, and availability of an organization's data and information systems.
6. **Evaluate and recommend cybersecurity solutions**, including systems and applications, to enhance a network's defense, monitoring, and overall security posture.
7. **Effectively communicate technical information** in both written and verbal formats, ensuring clear and concise explanations through reports, presentations, and discussions with stakeholders.
8. **Engage with current industry trends and technologies** by leveraging professional resources, research, and continued learning to stay informed about the latest cybersecurity tools, techniques, and best practices.

---

#### COMPONENTS AND REQUIREMENTS

Master of Science in Cybersecurity degree requires successful completion of the following twelve (12) courses for a total of 54 semester credits.

| CODE         | TITLE                                  | CREDITS   | PREREQS         |
|--------------|----------------------------------------|-----------|-----------------|
| IT 503       | Operating Systems                      | 3         | None            |
| IT 507       | Database System Design and Management  | 3         | None            |
| ITSM 603     | Entrepreneurship                       | 3         | None            |
| CS 501       | Introduction to Cybersecurity          | 3         | None            |
| CS 516       | Security Policy & Standards            | 3         | None            |
| CS 521       | Forensic & Network Intrusion           | 3         | None            |
| CS 532       | Secure Cloud Architecture              | 3         | None            |
| CS 536       | Information Security & Risk Management | 3         | None            |
| CS 538       | Secure Software Development            | 3         | None            |
| CS 540       | Security Assessment & Testing          | 3         | None            |
| CS 544       | Cyber Laws & Ethical Hacking           | 3         | None            |
| CS 681       | Cybersecurity Capstone                 | 3         | 10 MSCS courses |
| <b>TOTAL</b> |                                        | <b>36</b> |                 |

**MSCS Capstone (3 semester credits)**

Prerequisite: All MSCS Courses\*

\*Students can take up to three (3) courses concurrently with the capstone project course in the last semester.

---

**COURSE DESCRIPTIONS**

(All courses are 3 credits unless otherwise noted.)

**IT 503 Operating Systems**

Large-scale software development has been described as one of the most difficult of human undertakings. This course examines the reasons for the inherent complexity of software construction and presents structured methods to deal effectively with it. The course will focus on the object-oriented approach for analysis and design. Students will gain an appreciation of the difference between writing programs and doing analysis and design. Problem formulation and decomposition (analysis) and solution building (design) will be covered. Students will work in small groups, each group having the responsibility for analysis, design and implementation of a software system. Case tools will be used in several stages of the development process. Prerequisite: None

**IT 507 Database System Design and Management**

This course is an introduction to the theory and design of database management systems (DBMSs). Topics covered include internals of database management systems, fundamental concepts in database theory, and database application design and development. Logical design and conceptual modeling, physical database design strategies, relational data model and query languages (SQL), query optimization, concurrency control and transaction

management, privacy and security, will be covered. While we primarily concentrate on relational DBMSs, we may also touch on selected topics from the current database research literature, such as large-scale data management, big data, distributed data access, web databases, decision support systems, data warehousing, and data mining, based on available time and interests of the students. Prerequisite: None

### **ITSM 603 Network and Information Security**

This course is to provide students with an overview of the concepts and fundamentals of network management. Topics to be covered include: data communication concepts and techniques in a layered network architecture, communications switching and routing, types of communication, network congestion, network topologies, network configuration and management, network model components, layered network models (OSI reference model, TCP/IP networking architecture) and their protocols, various types of networks (LAN, MAN, WAN, SAN, and Wireless networks) and their protocols, system & service monitoring – reachability and availability, resource measurement/monitoring – capacity planning/availability, performance, change management and configuration monitoring and security - ensuring that the network is protected from unauthorized users. Prerequisite: None

### **CS 501 Introduction to Cybersecurity**

This course provides a broad overview of the key concepts of cybersecurity and compliance associated with organizational information systems. The course analyzes the applications and the impact of cybersecurity on business and governmental organizations. It investigates techniques of technology controls to secure information assets in business applications. Topics an introduction to confidentiality, integrity, and availability; information security management, legal regulations and compliance, ethics, security architecture and design; redundant systems, external/internal attacks; defensive security measure; basic cryptography and its applications, physical security, network security, software development security, cyber forensics, risk, intrusion detection and prevention. Prerequisite: None

### **CS 516 Security Policy & Standards**

This course provides a practical and theoretical foundation for applying cyber security compliance measures in specific industries and domains, e.g. health care industry, sales, and advertising, in respect to stated, expanded and evolving technologies, public policies, standards, laws, and regulations. Specific laws and acts in diverse industries in the context of cyber security are discussed: HIPAA, HITECH act, Payment Card Industry (PCI), Data Security Standards (DSS), Sarbanes-Oxley, Access to electronic Protected Health Information (ePHI), and Monetary Authority of Singapore (MAS). Prerequisite: None

### **CS 521 Forensic & Network Intrusion**

This course introduces students to digital forensic examinations of an IT system. The course provides a broad overview of digital forensics, specifically focusing on computers, mobile, network, and database forensics. This course provides the student with the knowledge and skills necessary to properly interpret the evidence of security breaches, illegal or inappropriate computer use, and communicate the examination results effectively and understandably. Prerequisite: None

### **CS 532 Secure Cloud Architecture**

This course covers cloud computing security guidelines designed and developed by ISO, NIST, ENISA and Cloud Security Alliance (CSA). The course explores cloud landscape and architecture, specifically identifying and mitigating risks. Topics include moving data, protection and isolation of physical & logical infrastructures including computing, network and storage, data protection at all OSI and TCP/IP layers. The course immerses the students into



end-to-end identity management, access control/protection mechanisms, monitoring and auditing processes and meeting compliance with industry and regulatory mandates in cloud computing environments. Prerequisite: None

### **CS 536 Information Security & Risk Management**

The goal of the course is to introduce skills and knowledge on Information Security and risk management in businesses. This course covers all aspects of cybersecurity, governance, policy and procedures. The course explores major categories of security threats, information security controls, important legal provisions regarding information security, standard methodologies for complying with legal requirements. In-depth examination of topics in the management of information technology security including access control systems and methodology, business continuity, disaster recovery planning, legal issues in information system security, ethics, computer operations security, physical security and current Information Security standards. Prerequisite: None

### **CS 538 Secure Software Development**

The course focuses on software security quite broadly, discussing attacks as well as defensive programming. The purpose of the course is to learn about secure software, including its design, implementation and maintenance. This course follows the Software Development Life Cycle approach with Secure Software Development in mind. Topics include end-user needs, software security, risk and mitigation plans, architectural design, coding, testing, and deployment. This course examines security architecture elements within modern programming languages that create the framework for secure programming. Prerequisite: None

### **CS 540 Security Assessment & Testing**

This course covers the testing process and assessment of security levels in various IT systems. The course explores the concepts and techniques for testing and Analysis of Systems in evolving environments. The course explores evaluating the strengths of security controls on a IT system. evaluate procedural and operational controls as well as technological controls. Topics include system feasibility, security analysis requirements, database security, security of technology system architecture, design, implementation, project control, and systems-level testing. Prerequisite: None

### **CS 544 Cyber Laws & Ethical Hacking**

This course provides an in-depth look at network security concepts and techniques for attacking and defending a network. The purpose of this course is to develop a knowledge base needed to discover vulnerabilities and countermeasures for tightening network security and protecting data from potential attackers. Students will learn realistic penetration testing techniques to a network, internet or computer system to find security vulnerabilities that an intruder may be able to exploit and break in. This course immerses the students in a hands-on environment where they will be shown how to conduct ethical hacking to map out the vulnerabilities of the system. This course immerses the students into a hands-on environment where students will conduct ethical hacking in a virtual lab environment. Prerequisite: None

### **CS 681 Capstone**

This capstone is designed to be offered in the final term of a student's major. This course is planned to tie together the key learning objectives that faculty expect the student to have learned during the master's degree in cyber security program at GRU. The purpose of this capstone course is to give students an opportunity to present their cumulative knowledge and skills in a simulated cyber security-based business environment. In this role, students will integrate key cyber security concepts they learned throughout their study. Following the selection of the big idea (topic of interest, statement of problem in practice), students will engage in conducting literature review in the

chosen topic, develop a position paper, and eventually produce a final paper as to how cyber security concepts are being applied to real-life scenarios in a hypothetical cyber security-based business environment. Prerequisite(s): The Capstone must be taken in the last term of the program. Students can take up to three (3) courses concurrently with the capstone project course in the last semester.

---

## MASTER OF BUSINESS ADMINISTRATION (MBA)

---

### PROGRAM OVERVIEW

The primary purpose of the Master of Business Administration (MBA) of Global Reformed University is to provide training in business for students interested in understanding the working nature of business in a competitive environment. Based on the mission statement of Global Reformed University.

Courses in the MBA program integrate theories and policies from various disciplines, including economics, accounting, finance, merger and acquisition, project management, negotiation and conflict management, marketing, management, human resource management, and strategic management. Students will be expected to use the knowledge and skills acquired from this program in a wide array of business situations. The MBA capstone course in strategic management will ultimately culminate and bring together all the theories, techniques, and strategies studied to integrate into a learning experience. Thus, highlighting the nature of competition and the kind of strategic maneuvering that must be adopted for organizations to have a cutting-edge advantage over their competitors.

---

### PROGRAM OBJECTIVES

Upon completion of this program, students will be able to accomplish the following:

1. Develop an in-depth and extensive, practical knowledge of theory, tools, skills, practices, and research related to business and management focus in the ever-changing environment.
2. Demonstrate the ability to apply knowledge learnt to resolving problems and embracing opportunities that are encountered in the 21st-century business environment.
3. Demonstrate effective professional and interpersonal practices essential in business.
4. Develop a range of seamless ongoing professional strategies that promote their effectiveness in a business environment.
5. Demonstrate ethical, legal, and responsible behavior and explain the broader role that business has in society and their own responsibilities as a member of the business community and citizens in society with Christian worldview.
6. Deploy competencies and knowledge relevant to key business and functional areas for long-term career growth.
7. Acquisition of the vital common body of knowledge required to function effectively and to build

partner relationships in a dynamic changing environment.

#### COMPONENTS AND REQUIREMENTS

The degree program requires satisfactory completion of 27 credit hours of the MBA curriculum. Non-Business Students who require prerequisite courses may have to complete a total of 36 credit hours to earn an MBA degree. The degree program requires all non-business major graduates to complete all the prerequisite courses before selecting their MBA curriculum course sequence.

Requirements for the MBA program include the MBA courses (27 credits) and any prerequisites (9 credits) that are required. Students wishing to pursue this degree program are recommended to schedule appointments to meet with the program director for consultation.

|                       | COURSES REQUIRED | CREDITS   |
|-----------------------|------------------|-----------|
| Core Courses          | 8                | 24        |
| Concentration Courses | 3                | 9         |
| MSIT Capstone         | 1                | 3         |
| <b>TOTAL</b>          |                  | <b>36</b> |

#### COURSE DESCRIPTIONS

(All courses are for 3 credits unless otherwise noted.)

PREREQUISITES FOR NON-BUSINESS STUDENTS (9 CREDITS ARE REQUIRED) REACH OUT TO THE PROGRAM DIRECTOR TO CHECK AND REVIEW.

| CODE         | TITLE                                | CREDITS   | PREREQS |
|--------------|--------------------------------------|-----------|---------|
| MBA 511      | Leadership & Management              | 3         | None    |
| MBA 512      | Project Management                   | 3         | None    |
| MBA 515      | IT for Managers                      | 3         | None    |
| MBA 517      | Business Law & Ethic                 | 3         | None    |
| MBA 519      | Marketing Strategies                 | 3         | None    |
| MBA 521      | Managerial Accounting                | 3         | None    |
| MBA 523      | Strategic Analysis & Decision Making | 3         | None    |
| MBA 525      | Organizational Behavior              | 3         | None    |
| <b>TOTAL</b> |                                      | <b>24</b> |         |

## MBA Concentration Courses (3 courses = 9 semester credits)

A number of high-level concentration courses are available to master's degree students to provide them with emerging, contemporary, and diverse knowledge and skills. Prior to taking the Business Capstone, each MBA student is required to take concentration courses with different topics, which may contribute to coursework and research for the student's concentration.

1. Leadership and Management
2. Accounting & Finance
3. Information Technology
4. Health Care Management
5. Human Resources Management
6. Project Management

Students must complete six (6) core courses before they are allowed to enroll in their concentration.

| LEADERSHIP & MANAGEMENT CONCENTRATION (CHOOSE 3 + MBA 691) |                                            |   |                |
|------------------------------------------------------------|--------------------------------------------|---|----------------|
| LM 601                                                     | Advanced Topics in Leadership & Management | 3 | 6 core courses |
| LM 603                                                     | Entrepreneurship                           | 3 | 6 core courses |
| LM 605                                                     | International Business                     | 3 | 6 core courses |
| LM 607                                                     | International Marketing                    | 3 | 6 core courses |
| ACCOUNTING & FINANCE CONCENTRATION (CHOOSE 3 + MBA 691)    |                                            |   |                |
| AF 601                                                     | Advanced Accounting                        | 3 | 6 core courses |
| AF 603                                                     | Financial Analysis                         | 3 | 6 core courses |
| AF 607                                                     | Business Auditing                          | 3 | 6 core courses |
| AF 609                                                     | Corporate Finance                          | 3 | 6 core courses |
| INFORMATION TECHNOLOGY CONCENTRATION (CHOOSE 3 + MBA 691)  |                                            |   |                |
| IT 501                                                     | Management of Information Technology       | 3 | 6 core courses |
| IT 505                                                     | Network Systems Design and Management      | 3 | 6 core courses |
| IT 507                                                     | Database System Design and Management      | 3 | 6 core courses |

|                                                              |                                          |   |                |
|--------------------------------------------------------------|------------------------------------------|---|----------------|
| ITSM 6                                                       | 05 Mobile & Cloud Computing              | 3 | 6 core courses |
| HEALTHCARE MANAGEMENT CONCENTRATION (CHOOSE 3 + MBA 691)     |                                          |   |                |
| HC 601                                                       | Healthcare Leadership                    | 3 | 6 core courses |
| HC 603                                                       | Healthcare Economics                     | 3 | 6 core courses |
| HC 605                                                       | Healthcare Informatics                   | 3 | 6 core courses |
| HC 607                                                       | Healthcare Operations                    | 3 | 6 core courses |
| HUMAN RESOURCE MANAGEMENT CONCENTRATION (CHOOSE 3 + MBA 691) |                                          |   |                |
| HR 601                                                       | Principles of Human Resource Management  | 3 | 6 core courses |
| HR 603                                                       | Compensation & Benefits                  | 3 | 6 core courses |
| HR 605                                                       | Labor Relations                          | 3 | 6 core courses |
| HR 607                                                       | Dispute Resolution & Conflict Management | 3 | 6 core courses |
| PROJECT MANAGEMENT CONCENTRATION (CHOOSE 3 + MBA 691)        |                                          |   |                |
| PM 601                                                       | Small Project Management                 | 3 | 6 core courses |
| PM 603                                                       | Enterprise Project Management            | 3 | 6 core courses |
| PM 605                                                       | Advanced Topics in Project Management    | 3 | 6 core courses |
| PM 607                                                       | Case Studies in Project Management       | 3 | 6 core courses |

Business Capstone (3 semester credits)

*Prerequisite:* All Core and 2 Concentration Courses\*

\*Students can take up to three (3) courses concurrently with the capstone project course in the last semester.

---

#### MBA PROGRAM COURSE DESCRIPTIONS

##### **MBA 511 Leadership & Management**

In this advanced-level course, students will learn what differentiates leadership and management. Both of both will be explored while noting the similarity of industry use concerning the various styles and characteristics of each. Students will critically examine, “Is this leadership or management?” Upon completing this course, students will be able to recognize and differentiate between organizational leadership and management. Prerequisite: None

##### **MBA 512 Project Management**

This course introduces project management as a challenging area requiring both technical and “people” skills. Students will learn how to balance technology, people, culture, stakeholders, and other assets necessary to

complete a project. Students will develop skills in the phases of project management, such as planning, scheduling, monitoring, controlling, and closing projects. Students will also gain knowledge of leadership, building, conflict resolution, negotiation, and influencing skills. Prerequisite: None

#### **MBA 515 IT for Managers**

This course emphasizes the use of data collection and analysis in business environments to facilitate decision-making. Emphasis is on fundamental research methods and appropriate use of statistics in the social sciences. Topics include the nature and history of scientific methods, research tools, data collection, and analysis. Discussed briefly are the research process and characteristics of approaches and methodologies relevant to research in the field. Upon completion of this course, the student will have the ability to demonstrate an understanding of the nature and characteristics of research by comparing several research designs, describe and demonstrate an acceptable format for structuring and submitting a research proposal, and perform basic statistical techniques used in educational and behavioral science research such as the Capstone Project. Prerequisite: None

#### **MBA 517 Business Law & Ethics**

This course is divided into two major parts, Business Law and Business Ethics, to introduce students to the legal and ethical aspects of decision-making in business within the context of managerial practice. The first part deals with the principles of law with an emphasis on business. Discussed is a study of the nature of law, legal reasoning, and procedures relating to the court systems, government regulation, administrative agencies, and the private judicial systems of arbitration and mediation. Topics include crimes, torts, and economic and business-related aspects. Special emphasis is placed on contract law, including formation, breach of contract, and legal remedies. Selected actual cases illustrate practical problems. The latter part of the course covers the philosophical study of morality, including the theory of right and wrong behavior, the theory of value, and the theory of virtue and vice. Emphasized is the role of decision-making in business in the context of basic philosophical perspectives on ethical behavior. Decision-making tools that reveal both ethical and profitable options are demonstrated, along with skills for formulating an organization's code of ethics. Topics such as downsizing, environmental abuse, community/societal responsibilities, government business relations, gender equality, the use of power, ethics in strategic planning, and cultural diversity are analyzed and discussed from a managerial perspective. Upon completion of the course, students will learn knowledge and skills to make sound decisions from the legal and ethical points of view. Prerequisite: None

#### **MBA 519 Marketing Strategies**

New service or product development is a common and important function needed in all types of business or nonprofit organizations worldwide. Marketing strategies concern all key processes of a new or revised product/service development lifecycle, including Ideation, competitive analysis, promotion, placement, pricing, and production. The task of establishing marketing strategies requires analysis of consumer and business client needs

while also considering the capabilities of the organization and the external market factors. External factors include the competitive situation, the economy, the distribution channels, and the supply chain. Prerequisite: None

#### **MBA 521 Managerial Accounting**

This course covers various cutting-edge topics that affect today's business world, such as Lean Production, Six Sigma, corporate governance, enterprise risk management, and the Sarbanes-Oxley Act of 2002. The research and application cases of the course provide the students with real business settings that focus on and enable students to review and understand the various financial and accounting reports from manufacturing and service industries. Prerequisite: None

#### **MBA 523 Strategic Analysis & Decision Making**

This course is to help students think critically about how they interpret data and make decisions and then learn how to avoid and correct common errors due to faulty, ingrained mental models. Students learn to examine theoretical and practical aspects of decision-making and understand and manage decision-making from various perspectives. An emphasis is placed on strategic and crisis decisions in various circumstances, including business, personal, and managerial decisions made during different events. Upon completion of this course, students will learn the ability to think critically, interpret information correctly, and make sound decisions. Prerequisite: None

#### **MBA 525 Organizational Behavior**

This course provides a framework for understanding organizational behavior and theory in the context of economic development. Covered in detail are managerial behavior in organizations, group dynamics, and teamwork, and the enterprise as a system within its social environment. Emphasis is on the role of information and communication technologies and the adaptation of organizational theory to the practice of management. Students are encouraged to assess their own management style/skills and improve their practice of management. Upon completion of this course, students will enhance critical thinking skills used in decision-making and interpersonal communication skills. Prerequisite: None

#### **MBA 691 Business Capstone**

All master's degree students are required to successfully complete the Thesis or Capstone Project course, during which they perform intensive research after they have completed all the core courses and other concentration courses. Students will work closely with their instructor and Academic Advisor in developing and completing the thesis or project. A master's degree is conferred to a student whose thesis or capstone project report has been accepted and approved by the instructor, Academic Advisor, and Graduation Committee. Prerequisite(s): All Core courses and at least 1 concentration class. The Capstone must be taken in the last term of the program. Students can take up to three (3) courses concurrently with the capstone project course in the last semester

### **AF 601 Advanced Accounting**

This advanced course teaches advanced intermediate financial accounting theory, practice, and developmental frameworks. Students will prepare statements and analyses for assets such as cash, accounts receivable, and inventories. Attention will be given to their valuation and impact on periodic net income and financial position. Prerequisite(s): 6 core courses

### **AF 603 Financial Analysis**

This advanced course teaches students how to use financial statements and the accounting systems that provide the data needed to make business decisions. This course presents accounting and financial management principles as they relate to managerial decision-making. Financial statement and annual report analysis, cash budgeting, capital management, long-term financing, and financial forecasting are covered. Prerequisite(s): 6 core courses

### **AF 607 Business Auditing**

This advanced course introduces auditing and assurance services, auditing standards, and processes, emphasizing the audit of internal controls over financial statements and the audit of financial statements. It will include a study of auditors' responsibilities, the development of audit programs, the accumulation of audit evidence, and reporting. Prerequisite(s): 6 core courses

### **AF 609 Corporate Finance**

This advanced course in corporate finance describes the corporation and its operating environment, the manner in which corporate boards and management evaluate investment opportunities and arrange for financing such investments, create (or, alternatively, destroy) value for shareholders by planning and managing the transformation of a set of inputs (labor-time, including the time it takes to come up with innovations, raw materials, components and other forms of technology consumed in production processes) into a more highly valued set of outputs (embodying both the original investment value and any surplus value generated), and develop strategies for meeting the claims of financial market participants who are sought as financiers (and, therefore, residual claimants to the cash flows/surplus value of) such investments. Prerequisite(s): 6 core courses

### **HC 601 Healthcare Leadership**

This advanced course will help the student understand how to think through decisions, removing biases and other decision-making traps, and instituting decision-making steps, resulting in effective health-care leadership. Prerequisite(s): 6 core courses

### **HC 603 Healthcare Economics**



This advanced course deals with the primary objective of Health Care Financial Management, which is to introduce students to the fundamentals of accounting in healthcare organizations and acclimate students to the language and methods of finance. Approximately half the course is devoted to learning how to use the information found on financial statements. You will study the theory and practice of how accounting information is generated and recorded, how it is presented, and how it can be used to provide meaningful conclusions about a healthcare organization's financial position and performance. At the end of this section, you should be able to use an organization's financial statements to communicate about the financial health of the organization. In the second half of the course, you will learn how to use principles of financial management to make operating and capital budgeting decisions and to analyze long-term financing options. At the end of this section, you should be able to make decisions about the efficiency of alternative uses of resources devoted to the organization's long-term objectives. Prerequisite(s): 6 core courses

#### **HC 605 Healthcare Informatics**

The goal of this advanced course is to provide students with a broad understanding of the challenges facing health executives in selecting and implementing a health information system. The course is also designed to provide context for the growing discussion on electronic medical records, health information exchange and its impact on the internal and external environments shaping the healthcare industry. Prerequisite(s): 6 core courses

#### **HC 607 Healthcare Operations**

This advanced course examines specific operational research techniques essential to the analysis of health care managerial challenges. The design of new and improved systems is analyzed, as are those employed to achieve desired system performance. Operational considerations in managing hospitals, clinics, nursing homes, rehabilitation facilities, home health agencies, and other emerging forms of non-institutionalized health care delivery are examined. Prerequisite(s): 6 core courses

#### **HR 601 Principles of Human Resource Management**

This advanced course prepares students for challenges that accompany globalization and operate in an interconnected world where people are the source of sustainable competitive advantage. The student will examine issues in working abroad and accommodating workers in the United States. The course will address the social and cultural differences in working in a foreign country. Prerequisite(s): 6 core courses

#### **HR 603 Compensation & Benefits**

This advanced course discusses the background necessary to examine top management strategic decisions regarding unions and day-to-day union worker-management interaction. The course will focus on topics for exploration on compliance of employment practices laws and regulation. Additionally, course discussions include

the Civil Rights Act of 1964 (as amended) and related laws and regulations on recruiting, selection, accommodations, health and safety, evaluation, and other workforce management policies and practices will be studied. Prerequisite(s): 6 core courses

#### **HR 605 Labor Relations**

This advanced course discusses the background necessary to examine top management strategic decisions regarding unions and day-to-day union worker-management interaction. The course will focus on topics for exploration on compliance with employment practices laws and regulation. Additionally, course discussions include the Civil Rights Act of 1964 (as amended) and related laws and regulations on recruiting, selection, accommodations, health and safety, evaluation, and other workforce management policies and practices will be studied. Prerequisite(s): 6 core courses

#### **HR 607 Dispute Resolutions & Conflict Management**

This advanced course introduces skills about dispute resolution and how to manage conflict at the management level. It teaches the concepts of dispute resolutions, conflict management, and mediation. The course helps students come up with an analytical understanding of the reasons behind disputes and conflicts and resolve them with feasible techniques and methodologies through a culture of mediation and empowerment. Prerequisite(s): 6 core courses

#### **IT 501 Management of Information Technology**

The emphasis of theory is how IT affects business strategy, and how managers can apply IT as well as lead the organization to improve by leveraging IT. Given the high accountability placed on managers in this global transparent-interconnected economy, critical issues such as IT ethics, social responsibility and security, are also discussed. The teaching approach allows students to leverage business cases to understand IT theory. Students are encouraged to focus their graded assignments on situations relevant to their learning needs. Prerequisite(s): 6 core courses

#### **IT 505 Network Systems Design and Management**

This advanced course is designed to provide students with the concepts and fundamentals of network management. Topics to be covered include: data communication concepts and techniques in a layered network architecture, communications switching and routing, types of communication, network congestion, network topologies, network configuration and management, network model components, layered network models (OSI reference model, TCP/IP networking architecture) and their protocols, various types of networks (LAN, MAN, WAN, SAN, and Wireless networks) and their protocols, system & service monitoring – reachability and availability, resource measurement/monitoring – capacity planning/availability, performance, change management and

configuration monitoring and security - ensuring that the network is protected from unauthorized users.

Prerequisite(s): 6 core courses

### **IT 507 Database System Design and Management**

This course is an introduction to the theory and design of database management systems (DBMSs). Topics covered include internals of database management systems, fundamental concepts in database theory, and database application design and development. Logical design and conceptual modeling, physical database design strategies, relational data model and query languages (SQL), query optimization, concurrency control and transaction management, privacy and security, will be covered. While we primarily concentrate on relational DBMSs, we may also touch on selected topics from the current database research literature, such as large-scale data management, big data, distributed data access, web databases, decision support systems, data warehousing, and data mining, based on available time and interests of the students. Prerequisite(s): 6 core courses

### **ITSM 605 Mobile and Cloud Computing**

This course analyzes the various components related to management and deployment of cloud computing as related to software applications. The course consists of Discussions topics designed to assist students to understand underlying concepts associated with cloud computing. Finally, the course concludes with a research paper related to the course, whereby the student is asked to argue a position using the weekly research, reading, and learning as applicable to an organization from a management perspective. The argument will include not only elements of each week's learning, but also other related elements that might impact the topic. Prerequisite(s): 6 core courses

### **LM 601 Advanced Topics in Leadership & Management**

This advanced course is designed to offer the MBA student an opportunity to study a topic more focused and timelier than those topics or subjects covered in the Core courses. This course is offered to help MBA students perform his/her research projects more effectively. Special topics cover a wide variety of topics relevant to the MBA program including but not limited to: Leadership and Management, Information Technology, Entrepreneurship, Health Care Management, Hospitality and Tourism Management, Human Resources Management, Project Management, Education, Homeland Security, Public Service and Administration, Global Business Management, Criminal Justice, Church/Ministry Leadership and Management, Accounting, and Finance. Prerequisite(s): 6 core courses

### **LM 603 Entrepreneurship**

This advanced course introduces the challenges of entrepreneurship including the start-up and operations of a small business. Topics include types of small business ownership (including franchising and home-based business),

financing alternatives, and issues of small business (including personnel, marketing, site location, and managerial decision-making. Prerequisite(s): 6 core courses

#### **LM 605 International Business**

This advanced course provides students with an understanding of the global economy and its impact on business within the United States. Topics include the impact of political systems on business; effects of culture on business style; the role of international trade; management of multinational corporations and the impact of trade restraints and liberalization. Balancing legal, political, and ethical issues in international business techniques is covered. Prerequisite(s): 6 core courses

#### **LM 607 International Marketing**

This advanced course discusses behavioral differences that affect international business, on the cultural differences between nations and how these differences affect social organizations, management of multinational corporations. In addition, this course discusses skills and behaviors that are perceived as effective leadership characteristics in one culture are not necessarily those that will be effective in a different culture.. Prerequisite(s): 6 core courses

#### **PM 601 Small Project Management**

This advanced course focuses on project management specialization and introduces prerequisite knowledge for subsequent project management courses. This foundational course spans from “What is project management” to providing practical “How To” guidance, tools and techniques you can apply immediately. Prerequisite(s): 6 core courses

#### **PM 603 Enterprise Project Management**

This advanced course provides a thorough examination of science and art of project management. This course is the capstone experience for the student. MS Project and Excel are the software programs utilized. This course emphasizes the process. Students will develop an understanding of the Project Management Institute’s (PMI) Body of Knowledge, concepts, definitions, and approaches. Students will have the opportunity to apply the skills learned in class to manage a project. This experiential learning approach allows the student to apply the theory of this imperative skill in today’s workplace. Prerequisite(s): 6 core courses

#### **PM 605 Advanced Topics in Project Management**

This advanced course examines five process groups and nine knowledge areas of the Project Management Body of Knowledge (PMBOK). The five process groups are: Initiating the project, planning the project, executing the project, monitoring and controlling the project. The nine areas of knowledge are: Integration management, project scope

management, time management, cost management, quality management, human resources management, communications management, risk management and procurement management. The purpose of this course is to develop project management expertise through theoretical discussions and hands-on applications. Students will examine specific aspects of project management through simulated projects. This course counts towards Project Management concentration. Prerequisite(s): 6 core courses

### PM 607 Case Studies in Project Management

This advanced course examines the contemporary issues in project management through critical discussion of case studies and simulations within the framework of project management theories. Discussions focus on emerging issues such as governance and operational design across diverse industries, including information systems, healthcare, and construction. The student will apply skills and knowledge acquired throughout the semester as part of a project management simulation. This course counts towards the MBA concentration on Project Management. Prerequisite(s): 6 core courses

## FINANCIAL INFORMATION

Full tuition payment is required before classes begin unless prior arrangement is made with the Administrator of Finance. Any arrangement or agreement with any faculty member or other administrative staff regarding tuition payment will be considered null and void. A student will receive an official transcript, Certificate of Enrollment, Certification of Graduation, and/or a degree, only if the student has met the required academic standards and requirements and has paid all financial obligations in full.

### TUITION

|                                                              |       |
|--------------------------------------------------------------|-------|
| Undergraduate Program (per credit)<br>(12 credits = \$2,400) | \$200 |
| Graduate Program (per credit)<br>(9 credits = \$2,970)       | \$330 |
| MBA Program (per credit)<br>(9 credits = \$3,870)            | \$430 |
| Technology Fee (per semester)                                | \$122 |
| Student Activity Fee (per semester)                          | \$50  |
| Facility Fee (per semester)                                  | \$50  |

|                       |              |
|-----------------------|--------------|
| Registration Fee      | \$100        |
| <b>(per Semester)</b> | <b>\$322</b> |

## FEES (NON-REFUNDABLE)

## ADMINISTRATIVE FEES (WHEN APPLICABLE)

|                                            |       |
|--------------------------------------------|-------|
| Application Fee (Domestic & International) | \$150 |
| I-20 Students Application Fee              | \$50  |
| New Students Orientation Fee               | \$50  |
| Placement Test (per appointment)           | \$30  |

## EXTRA FEES

|                                   |       |
|-----------------------------------|-------|
| Installation Fee (2 payment plan) | \$100 |
| Graduation Fee                    | \$250 |
| Late Registration Fee             | \$100 |
| Late Payment Fee                  | \$100 |
| Change of program Fee             | \$100 |

## OFFICIAL DOCUMENT FEES

|                                                                                                         |       |
|---------------------------------------------------------------------------------------------------------|-------|
| Official Transcript<br>Verification of Enrollment/<br>Travel authorization/                             | \$ 10 |
| Certificate of Graduation/<br>Certificate of Completion/<br>On-campus Employment<br>Verification letter | \$ 5  |
| I-20 Reproduction or Extension                                                                          | \$20  |

|                               |      |
|-------------------------------|------|
| Student ID Replacement charge | \$35 |
| Insufficient Fund Charge      | \$50 |

\*These fees are subject to be changed without prior notifications. \* Full-time student status for Global Reformed University is as follows:

- For Bachelor's degree program: twelve credit hours (four courses) per semester
- For Master's degree program: nine credit hours per semester or a combination of classes and nine clock hours per week toward research and writing.
- Global Reformed University students mainly use non-cash payment options that include E-payment, check, and money orders. If you have cash, you can deposit your cash into your bank account and use any of these methods to pay the University.

\* Note: No student will be allowed to register for a new semester and no transcripts or final grades will be released unless all unpaid bills to the university have been paid in full. \*

\*Note: The application fee is charged only once unless the applicant has completed one program of study and is applying to enter an unrelated program, or the applicant previously withdrew from the institution. \*

#### REFUND POLICY

Students who withdraw or are withdrawn from class may be entitled to partial/full tuition refund, (usually fees are not refundable) and refunds will be disbursed in full (NOTE: Not attending classes does NOT constitute a formal withdrawal). Students will receive refunds for overpayments and/or withdrawal from classes or institutions without any additional constituted administrative fees charged. Students may receive refunds on late registration fees, any private scholarships, late payment fees, deferred payment fees, or application fees within three business days of the initial application filing. After three business days, no refunds of fees will be issued, even if matriculation or registration does not occur. Students are accountable for charges for non-payment, default payment fees, and any charges for returned checks.

In the case of course cancellation, the institution will notify each student of the cancellation and recommend other coursework as a replacement. However, if this process is not satisfactorily implemented and the course change is not completed prior to the first day of a class, the institution will refund the full tuition for the canceled course to the student, without the need to file a Tuition Refund Request. Otherwise, a dated and signed Tuition Refund Request form must be submitted to the VP's Office to begin the process of refunding tuition. The Office of Business Affairs may consider refunds on an individual basis where extenuating circumstances exist, such as student injury, prolonged illness or death, or other circumstances which prohibit completion of the course or program of study.

---

#### TERMS OF REFUNDS

Refunds are calculated based upon the date on which the student began the official withdrawal or drop process by submitting a dated and signed Tuition Refund Request Form to the University's Office. Refunds are determined based on the proportion of tuition and the percentage of programs completed at withdrawal, as described below. If the student has begun the official withdrawal process and the Tuition Refund Request Form is received and recorded by the University's Office, the refund policy is as follows:

- within three business days after the initial application:  
*100% of tuition and fees (with the exception of non-refundable application fees)*
- after 3 days of initial application and during the first week of a semester:  
*90% of tuition (no fees refunded after this point)*  
during the second week of a semester: *80% of tuition*  
during the third week: *70% of tuition*  
during the fourth week: *60% of tuition*  
during the fifth week: *50% of tuition*  
*\*NOTE: NO REFUNDS WILL BE ISSUED AFTER THE FIFTH WEEK OF A SEMESTER\**

#### Intensive Course

- First week - 90% of Tuition (no fees refunded after this point)
- Second Week - 70% of Tuition
- Third Week - 50% of Tuition
- Thereafter: 0% Appeal/Complaint

Students who are not satisfied with the regulations regarding the refund policy may appeal to the Registrar. If the students are still dissatisfied, they may appeal either to the president or to the Academic Standing Faculty Committee. The president or the committee may make a recommendation for resolution, but when a decision being made is not just and fair, in the opinion of the complainant, he or she may make a final appeal to the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

---

#### SCHOLARSHIPS



Global Reformed University is proud to honor academically talented and exceptionally skilled students with a variety of scholarships and awards. Limited scholarships are available to students based on their academic records and service to the community. Applicants must fill out a Scholarship Application Form. The following are the available scholarships from Global Reformed University:

- President's Scholarship
- Academic Achievement Scholarship
- Need-Based Tuition Assistance

\* The Academic Committee makes a scholarship award decision, amount, and additional scholarship. The Scholarship will be awarded to the students as a tuition credit.

---

#### PRESIDENT'S SCHOLARSHIP

The Presidential Merit Scholarship was established to honor students who have exhibited or have the potential to exhibit extraordinary abilities and contributions.

---

#### ACADEMIC ACHIEVEMENT SCHOLARSHIP

Scholarship is awarded to full-time students with at least two semesters' records at Global Reformed University. Students have demonstrated excellent performance in academic activities. Students must pursue a degree in Global Reformed University and must demonstrate exceptional talent and contribution to their major field.

---

#### NEED-BASED TUITION ASSISTANCE

The scholarship is awarded to full-time continuing students who demonstrate their leadership and financial need for this scholarship.

---

#### FINANCIAL AID ADMISSION - FAFSA APPLICANTS (NOT APPLICABLE)

For a financial aid process, a student needs to begin the financial aid process.

## STUDENT INFORMATION

### CHAPEL SERVICES

Worship is the spiritual center of seminary life, and Global Reformed University is dedicated to train Christian leaders whose lives reflect the conviction that both individual and corporate prayer is essential in the pursuit of God's purposes for holy living and fruitful ministry.

### Student Association (SA)

The SA responds to the concerns of the student community, with the understanding that all university activities consist of three major groups of participants: faculty, administration, and students. The association coordinates the activities of Global Reformed University students as the elected student governing body. The whole student body, through due process, as outlined in the student handbook and in the Constitution of SA, elects officers and members of the Student Association. Its primary functions are to initiate discussion and make decisions concerning student wellbeing and learning environments, coordinate pre scheduled and approved student activities throughout the academic year, improve the educational environment of the University, and aid students with the various hardships and difficulties that may arise during the pursuit of their academic goals. The Association helps students to be active in serving the community and to participate in the University programs, provides information regarding student welfare, and acts as a mediator between the University administration and the student body.

### UNIVERSITY OF CODE OF CONDUCT

This Code of Conduct establishes guidelines for professional conduct by those acting on behalf of the University including executive officers, faculty, staff, and other individuals employed by the University using University resources or facilities, and volunteers and representatives acting as agents of the University.

Any questions regarding these policies should be directed to the Office of Student Service. Detailed information regarding student conduct and discipline policies may be found in the Student Handbook.

### ACADEMIC INTEGRITY

At Global Reformed University, we believe that academic and personal integrity is based upon values such as honesty, trust, fairness, respect and responsibility. In an environment that recognizes and honors these values, standards of academic excellence must be maintained. An atmosphere of academic integrity enhances ethical and moral development among college students.

## TYPES OF ACADEMIC INTEGRITY VIOLATIONS

---

Below are some common types of violations related to academic integrity:

1. **Cheating:** Cheating means using, attempting to use or aiding others in using unauthorized materials, information, or study aids. This behavior also means excessive collaboration or gaining unauthorized access to unauthorized materials.
2. **Plagiarism:** Plagiarism means representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged. Plagiarism also includes "self-plagiarism" which includes the reuse of one's own work without acknowledging that one is doing so or citing the original work.
3. **Fabrication:** Fabrication means falsification or unauthorized invention of any information or citation.
4. **Excessive Collaboration:** Excessive collaboration means the result of all idea swapping, sharing, brainstorming, and conferring has obliterated one student's voice and replaced it with that of another. Student writers collaborate excessively when they abandon, wittingly or unwittingly, their own words and adopt, claiming them as their own, the ideas or exact phrasing of their collaborator.
5. **2717 Other Acts of Academic Dishonesty:**
  - Submitting the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in his or her academic career.
  - Requesting an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade, or a recommendation from an instructor.
  - Making any changes (including adding material or erasing material) without the express permission of the instructor, on any test paper, problem set, or class assignment being submitted for re-grade.
  - Willfully damage the efforts or work of other students.
  - Stealing, defacing, or damaging academic facilities or materials.
  - Collaborating with other students planning or engaging in any form of academic misconduct.
  - Submitting any academic work under someone else's name other than your own. an understanding of the methods by which people pursue knowledge

The instructor should communicate with the students whom they suspect of violating the Honor Code. The instructor should inform the student of the academic penalty they intend to institute per the syllabus. Each incidence of academic dishonesty is subject to review and consideration by the instructor and is subject to a range of academic penalties including but not limited to failing the assignment and/or failing the course. The instructor will notify the Program Director or Academic Committee in which the alleged incident took place. Academic penalties imposed by instructors may be appealed through Appeal Process (See page 24). The Academic Committee will consider the facts of each case and make a recommendation as to its disposition. Penalties for

academic misconduct range from failing the piece of work in question to expulsion from the university. The Committee's decision in these cases will be final.

#### SEXUAL HARASSMENT

Sexual Harassment is defined as unwelcome conduct of a sexual nature that is severe or pervasive, and that creates a hostile or abusive learning, working, or living environment, thereby unreasonably interfering with a person's ability to learn or work, and the conduct has no legitimate relationship to the subject matter of an academic course or research. Sexual harassment also includes behavior not sexual in nature, but behavior directed toward a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender norms and stereotypes. The university takes harassment very seriously. Any reported incident is reviewed by the school officials and disciplinary action will be taken in cases where culpability rests.

#### DRUG AND ALCOHOL ABUSE POLICY AND PREVENTION PLAN

The Drug Free Schools and Communities Act Amendments of 1989 requires institutions who participate in federal student aid programs to provide information to its students, faculty, and employees to prevent drug and alcohol abuse. Please click here [for our Drug and Alcohol Abuse and Prevention Program policy](#). Information about programming opportunities and assistance programs are available to students and employees with suspected drug or alcohol problems at Student Services. Possible repercussions of violating state and institutional drug and alcohol policies is available in the Student Code of Conduct.

#### WEAPONS

The possession or use of firearms or other weapons on Global Reformed University premises by any employee, student, vendor, or other visitor is strictly prohibited. Any exception to this policy must be authorized in advance by the Director of Student Services or the President.

#### CAMPUS SAFETY & SECURITY POLICY

Global Reformed University (GRU), a Christian university that offers undergraduate and graduate programs, is committed to providing all administrators, staff, students, volunteers, visitors, vendors and contractors with a safe and secure workplace and an environment for learning. Detailed information regarding this may be found in the Campus Safety and Security Policies.

#### STUDENTS WITH DISABILITIES

Global Reformed University is an Equal Opportunity Educational institution and is committed to providing access to students with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990 (ADA). Students are encouraged to disclose and submit a special needs request for any disability requiring accommodation immediately following enrollment and prior to starting classes. Once the university's review has been completed and reasonable accommodations have been determined, an appropriate start date can be determined for the student to begin his/her education. Once formal approval of your accommodation has been approved, you are encouraged to talk with your professor(s) about your accommodation options. The granting of any accommodation will not be retroactive and cannot jeopardize the academic standards or integrity of the course. If you would like additional information, you should visit the Registrar's Office to speak with the university Registrar.

#### GRIEVANCES POLICY

At Global Reformed University complaints made by students are taken seriously and are resolved in a timely and satisfactory manner. Below is the GRU grievance procedure:

#### INFORMAL COMPLAINTS

Students should always seek to resolve their complaints informally by first approaching the faculty or staff member involved in the grievous incident directly (in person or over school email). This needs to be timely. A complaint should be voiced within seven (7) business days from the date of the incident. If a discussion with the faculty or staff member is not appropriate or possible, a student should proceed to contact their Program Director or appropriate University Administrator about the matter.

Complaints about non-academic matters should be brought to the attention of the Director of Student Affairs.

Grievances about academic issues should be brought to the attention of the Program Director first, and then if unresolved to the Academic Dean.

If the faculty, a staff member, and their immediate supervisors received the complaint and the matter was not resolved to the student's satisfaction within seven (7) days, the student may proceed to file a formal complaint as described below.

#### FORMAL COMPLAINTS

Within fifteen (15) business days of the informal complaint, the student must file a written letter of grievance at the University Administrative Office. (If the grievance is against the Director of Student Affairs or the Academic Dean, the student shall file the grievance in the Office of the Vice President.)

The Director of Student Affairs or the Academic Dean will investigate the matter and supply a written response to the student within fifteen (15) business days.

#### APPEAL PROCESS

If a student is not satisfied by the decision or response, it can be appealed to the Vice President. A student shall file a written appeal request within 5 business days of receiving the official response to their formal complaint. The student must provide all relevant documents with his appeal.

The Vice President will review the information provided by the student and make a final decision. The decision of the Vice President shall be made within 10 business days of the appeal receipt.

The decision on the grievance appeal is final. Retaliation against a student for filing a grievance is strictly prohibited at Global Reformed University. After the internal procedures have been exhausted the student may contact the State of Georgia Nonpublic Postsecondary Education Commission (GNPEC)

#### **Georgia Nonpublic Postsecondary Education Commission Standards Administrator**

2082 East Exchange Place – Suite 220, Tucker, GA 30084-5305

Phone (770)414-3300 | Fax (770)414-3309 [gnpec.georgia.gov](http://gnpec.georgia.gov)

#### STUDENT SERVICES

The purpose of student life service at Global Reformed University is to provide an inclusive environment enabling each student to develop and enhance personal health and wellbeing, leadership skills, social responsibility, critical thinking, and a spirit of service. Through GRU student life services, students can be strong Christian leaders who will selflessly serve their Church and communities.

---

#### ADVISING AND GUIDANCE

Some students may experience academic difficulties not because they do not understand the specific course material, but rather due to other factors such as excessive anxiety, poorly developed study skills or unrealistic expectations about how much they can handle. Global Reformed University provides a friendly setting in which students may explore concerns of a personal, academic or career related nature. In addition, counseling and guidance services can enrich the lives of students by guiding their educational path and empowering them to make mature choices; thus, allowing the student responsibility for their academic success.

Several counseling options are available to students at Global Reformed University.

First, Program Directors are available by appointment for academic advice regarding academic and career planning. The scope of this activity includes:

1. Analyzing interests related to academic and career planning or
2. Selecting courses and student activities that maximize potential and opportunities
3. Developing an academic plan that encompasses both the course work and the supplemental needs of the student

Second, the Office of Student Services provides confidential and personal discussions concerning life situations, which may affect the student's learning or personal development. If necessary, referrals are made to professional counselors in governmental agencies or private settings.

---

#### PLACEMENT SERVICES

Global Reformed University makes no explicit or implied guarantee of job placement, starting salary, and income expectations for current students or graduates. The school assists students in their attempts to secure employment from prospective hiring companies in their field of study through career coaching, workshops, or seminars.

Services provided include, but are not limited to resume writing workshops, interview preparation, etc. The school also provides various resources for job opportunities, such as career fairs held in local communities.

---

#### CAREER SERVICES

In Career Services, our aim is to support Global Reformed University students as they extend their learning beyond the classroom by equipping them with resources and opportunities to help them discern their unique life calling and ultimately to enable them to make their visions a reality through service in fulfilling careers.

Our staff is dedicated to assisting students in creating, evaluating, and effectively implementing personal career goals. We provide many valuable services to help you prepare for a meaningful career including:

- Career Counseling
- Assessment Tools and Instruments
- Graduate School Informa
- Global Reformed University does not guarantee employment to graduates.

---

#### HOUSING ASSISTANCE

The university does not operate a dormitory or other housing facility under its control but will assist students in locating adequate housing near the campus. Some students find housing in a local residence or hotel, while others share an apartment or rent a room from members of a local church. Students are responsible for their own housing arrangements.

#### EMERGENCY SITUATION

IMMEDIATELY notify Global Reformed University Security at 703.819.0333 and report the incident. Global Reformed University Security will determine if the building needs to be evacuated and will conduct a detailed search. Employees will make cursory inspections of their area for suspicious objects or packages and report the location to Global Reformed University Security.

---

#### OUTAGES, CATASTROPHIC EVENTS, AND DISASTERS

Distance Education operates via internet and personal computing devices and occasional disruptions due to natural disasters, loss of electricity, and network connectivity can impede normal program operations. In the event of a temporary outage that prevents students from completing a time-sensitive class assignment, students should inform their instructors and request an extension. Since online courses are asynchronous most classes and assignments can be accessed around the clock, so temporary disruptions do not affect the overall class operations. In the event of a prologue outage, online course students should alert the University administration. Class deadlines may be deferred on a case-by-case basis. Global Reformed University may pause and temporarily suspend all operations due to a state of national emergency and in such case will follow FEMA and State authorities' recommendations on resuming normal campus and online operations.

---

#### EXTERNAL RESPONSE CONTACTS

---

##### EXTERNAL AGENCIES FOR CRISIS ASSISTANCE

|                                         |                |
|-----------------------------------------|----------------|
| Lawrenceville Police – Fire – Ambulance | 911            |
| Gwinnett County Sheriff's Office        | (770) 619-6500 |
| Georgia State Patrol                    | (404) 624-6077 |



|                                            |                |
|--------------------------------------------|----------------|
| Georgia Bureau of Investigations           | (404) 244-2600 |
| Federal Bureau of Investigations           | (770) 679-9000 |
| Georgia Emergency Mgmt. Agency             | (800) 879-4968 |
| FEMA – Region IV (Atlanta)                 | (770) 220-5200 |
| Centers for Disease Control and Prevention | (404) 639-2888 |
| Georgia Power Company                      | (888) 660-5890 |
| Gwinnett County Water Resources            | (678) 376-6700 |
| Georgia Natural Gas                        | (770) 850-6200 |
| National Response Center                   | (800) 424-8802 |
| Emergency Clean Up Services                | (800) 624-5301 |

---

#### HOSPITALS

|                                        |                |
|----------------------------------------|----------------|
| Gwinnett Medical Center                | (678) 442-3600 |
| Joan Glancy Memorial Hospital          | (678) 584-6800 |
| WellStar Cobb Hospital                 | (770) 732-4000 |
| Decatur Hospital                       | (404) 501-6700 |
| Emory University Hospital              | (404) 712-2000 |
| Dekalb Medical Center                  | (404) 501-1000 |
| Children’s Healthcare at Scottish Rite | (404) 256-5252 |
| Children’s Healthcare at Egleston      | (404) 325-6000 |
| Crawford Long of Emory                 | (404) 686-4411 |
| Grady Memorial                         | (404) 616-4307 |
| Northside Hospital                     | (404) 851-8000 |
| Piedmont Hospital                      | (866) 605-5111 |
| St. Joseph’s Hospital                  | (404) 851-7001 |

#### ADDENDUM

##### BOARD OF TRUSTEES

##### ADMINISTRATION

FACULTY