

# Why Seek Professional Training at Michigan Christian College?

**Education Plus.** While all employers demand employees with good technical knowledge and skills, most also prefer those of solid moral character. The development of such people is a primary goal and purpose of Christian education. MCC graduates often have an edge over other potential employees because their training carries with it the concepts of integrity and hard work.

**Accreditation.** MCC is accredited by the North Central Association, assuring the quality of your work and the ability to transfer credits.

**Degree Options.** At MCC, you may choose from a variety of degree programs designed for those choosing either two or four years of college. Some degrees are designed for further education after MCC, others for immediate employment.

**Personal Atmosphere.** Your teachers know you by name at MCC, allowing you to feel more comfortable with seeking out-of-class assistance. Students develop close friendships with each other. At MCC, you can improve your ability to relate to others, a real prerequisite to success in the world of work.

**Involvement.** An abundance of activity combined with a small student body allows you to participate at MCC. Such involvement enriches college life and provides valuable skills and attitudes which will help you in the years following college.

**Suburban Location.** Rochester, MCC's home, offers the peaceful privileges of one of Michigan's most popular suburbs and accessibility to one of the nation's largest cities. Employment opportunities are abundant among the many offices and retail business firms in the Rochester area.

**Scenic Campus.** Ten major buildings situated among two lakes and acres of wooded hills provide a remarkable campus setting for those who enjoy being surrounded by nature.

**Financial Aid.** A large majority of students at MCC receive some form of financial aid, including various loans, grants, scholarships, and work programs. The average aid package covers about two-thirds of the expenses for a full-time, boarding student. You can afford to seek the special professional training offered at Michigan Christian College!

## Your Future in the Business World

Address Correction Requested

Michigan Christian College does not discriminate on the basis of race, color, sex, age, disability, or national or ethnic origin in the execution of its educational program, activities, employment, or admissions policies except where necessitated by specific religious tenets held by the institution and its controlling body.

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- 1 BUSINESS at Michigan Christian College
- 2 ACCOUNTING
- 3 COMPUTER INFORMATION SYSTEMS
- 4 WORD PROCESSING
- 4 5 EXECUTIVE SECRETARIAL
- 1 5 6 GENERAL SECRETARIAL
- 1 5 6 7 LEGAL SECRETARIAL
- 6 7 8 LEGAL ASSISTANCE
- 6 7 8 9 COSMETOLOGY MANAGEMENT



## Your Future in the Business World

**Business and Secretarial Programs.** Modern technology has transformed the business world. Additional applications of the computer are constantly being discovered. Managers, accountants, secretaries, and salespersons are learning more efficient and effective methods of work. Thousands of new jobs and positions are opening in small firms, offices, and large enterprises throughout the nation. Michigan Christian College is meeting the challenge of training professionals for a changing business world.

**Transfer Degrees.** An Associate in Arts degree from MCC provides the necessary foundation for most Bachelor's degrees including such majors as Accounting, Business Administration, Business Education, Economics, Finance, Management, Marketing, and Office Administration. Those interested in such areas as Computer Science or Computer Information Systems may obtain an Associate in Science degree from MCC, which includes the necessary foundation courses for a Bachelor's degree in those areas.

**Occupational Degrees.** You may seek employment immediately following two years at MCC by obtaining an Associate in Applied Science degree with a major in Accounting, Computer Information Systems, Cosmetology Management, Executive Secretarial, General Business, General Secretarial, Legal Assistance, Legal Secretarial, or Word Processing.

**Curriculum.** A selection of thirteen business, eight computer science, nine legal assistance, and thirteen secretarial science courses are offered in the regular curriculum. Additional courses in these areas are offered occasionally on an independent study or special interest basis.

**Word Processing Proficiency.** Based upon the current emphasis on word processing in the modern office, all secretarial majors at MCC require a minimum of two semesters of training in word processing.

**Equipment.** The MCC Computer Lab and Office Systems Lab feature some of the finest equipment available today. In addition to microcomputer stations, the Computer Lab includes terminals tied into the college's main system, a Wang VS 80. The Wang terminals function as shared-logic word processors as well as regular computer terminals. The lab's CPT word processors feature a screen-buffered word processing system. Separate printers are included for both the Wang and CPT systems. The Office Systems Lab includes a variety of typewriters, including Olympia Electronic Display Typewriters which have both multiple-page document storage and on-screen text editing.

**Evaluated Field Experience.** Several of the occupational degree programs offer internship experiences in addition to formal classroom learning experiences. You receive col-



lege credit for your work during this practical on-the-job training as well as financial remuneration from your employer.

**Business Team.** MCC participates in the Harding University Invitational Business Games. Students act as managers of a firm in competition with other industries in these computer-simulated games, giving them practical experience in decision making for business and industry. The MCC team took first place in the inaugural games.

**High School Preparation.** You may enter any of MCC's business, computer, or secretarial programs without previous high school training in any of these areas. However, typing and computer skills obtained in

high school will allow you to waive certain fundamental courses at MCC and begin in more advanced courses.

**Employment Opportunities.** Occasionally, students express a concern that business and computer fields will be filled by the time they are prepared to enter the job market. However, the U.S. Department of Labor projects computer occupations as "the most rapidly growing occupational group in the economy over the next decade." The *Computer Careers Handbook* reports that colleges are graduating enough persons with degrees to fill only one out of six jobs! In addition, secretarial and business related positions continue to open in our business oriented society.



Positions Held by Recent  
MCC Graduates  
with Applied Science Degree

*Secretary to the President  
Liberty Construction Co.*

*Assistant to  
Purchasing Manager  
D'Arcy MacManus Masius*

*Legal Assistant  
Freud, Markus,  
Slavin, Galgan*

*Admin. Assistant to VP  
and General Manager  
Chuetsu Metal USA*

*Senior Secretary  
American Motors  
Corporation*