

## A Look at Michigan Christian College

**Accreditation.** MCC is accredited by the North Central Association of Colleges and Schools.

**Degree Options.** Students may choose from a variety of degree programs at MCC. Some are transfer-oriented degrees which provide the liberal arts core required in the first two years of practically any four-year college degree. Others are occupational degrees which prepare students for immediate employment after MCC.

**Campus.** Ten major buildings situated among two lakes and eighty-three acres of wooded hills provide a scenic setting for MCC students.

**Campus Life.** Student organizations including music and drama groups, athletic teams, religious and service groups, yearbook, and student government are available to MCC students.

**Lab Equipment.** In addition to IBM XT 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. The Office Systems Lab includes a variety of typewriters, including the IBM Wheelwriter 5 and Olympia Electronic Display Typewriters, both of which have multiple-page document storage and on-screen text editing.



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**Michigan Christian College**  
800 West Avon Road  
Rochester, MI 48063  
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## Coursework Business and Computers

**Regular Curriculum.** Michigan Christian College offers a variety of business and computer courses in the traditional classroom setting on campus. Those taking just a few specialized courses may do so without having to apply for admission to the college. The classes include:

- Accounting I
- Accounting II
- BASIC Programming
- Business Applications of Computers
- Business Communications
- Business Law I
- Business Simulations
- COBOL I
- COBOL II
- Cost Accounting
- FORTTRAN for Engineers
- Federal Taxation
- Intermediate Programming
- Introduction to Business
- Introduction to Computer Systems
- Keyboarding
- Macroeconomic Principles
- Microeconomic Principles
- Office Procedures and Administration
- Practical Accounting
- Principles of Management
- Principles of Marketing
- Shorthand I
- Shorthand II
- Shorthand III
- Structures Systems Analysis and Design
- Systems Analysis Methods
- Typing I
- Typing II
- Word Processing I
- Word Processing II
- Word Processing III

**Classes Designed for You.** You may have a special need in your business that requires special training of your employees. MCC would be pleased to work with you to develop a course designed to meet those needs. This could be a short term course or a longer course. It could be offered at your place of business or on the MCC campus. Contact Dr. Leonard Knight, Academic Dean, for more information.

## MCC Faculty Business and Computers

**Andy Borchers.** A part-time business and computer instructor for MCC, Andy Borchers works as a senior systems engineer for EDS. He holds a B.I.A. from the General Motors Institute and a M.B.A. from Vanderbilt University.

**David R. Briggs.** MCC Registrar David Briggs teaches on the business faculty. He received an A.A. from Michigan Christian College, a B.B.A. from Saginaw Valley College, and is now completing the M.B.A. at Eastern Michigan University.

**Barbara Cole.** Secretarial and word processing courses are taught by Barbara Cole. She has served on the National Advisory Board of *Today's Secretary*. She holds a B.A. from Harding University and a M.S.E. from Arkansas State University.

**Maureen Foglesong.** Designer of software manuals for educational reporting in the State of Michigan, Maureen Foglesong teaches computer courses for MCC on a full-time basis. She also teaches word processing and computer courses for the Roseville Adult Education program. She completed a B.A. at Wayne State University, where she is also working on a masters program.

**Brenda Phillips.** A senior personnel data systems analyst for Volkswagen of America, Brenda Phillips teaches on a part-time basis for MCC. She holds an A.A. from Michigan Christian College and a B.S. from Oklahoma Christian College.

**Jim Shelton.** Business instructor Jim Shelton worked as the Assistant Manager of Sedalia/Pettis County Development Corporation in Sedalia, Missouri before coming to MCC. He holds a B.A. from Harding University and a M.S. from the University of South Mississippi.