

**NORTH  
CENTRAL  
CHRISTIAN  
COLLEGE**

**CATALOG OF INFORMATION  
1960 - 61**

NORTH CENTRAL  
CHRISTIAN COLLEGE

*Bulletin*

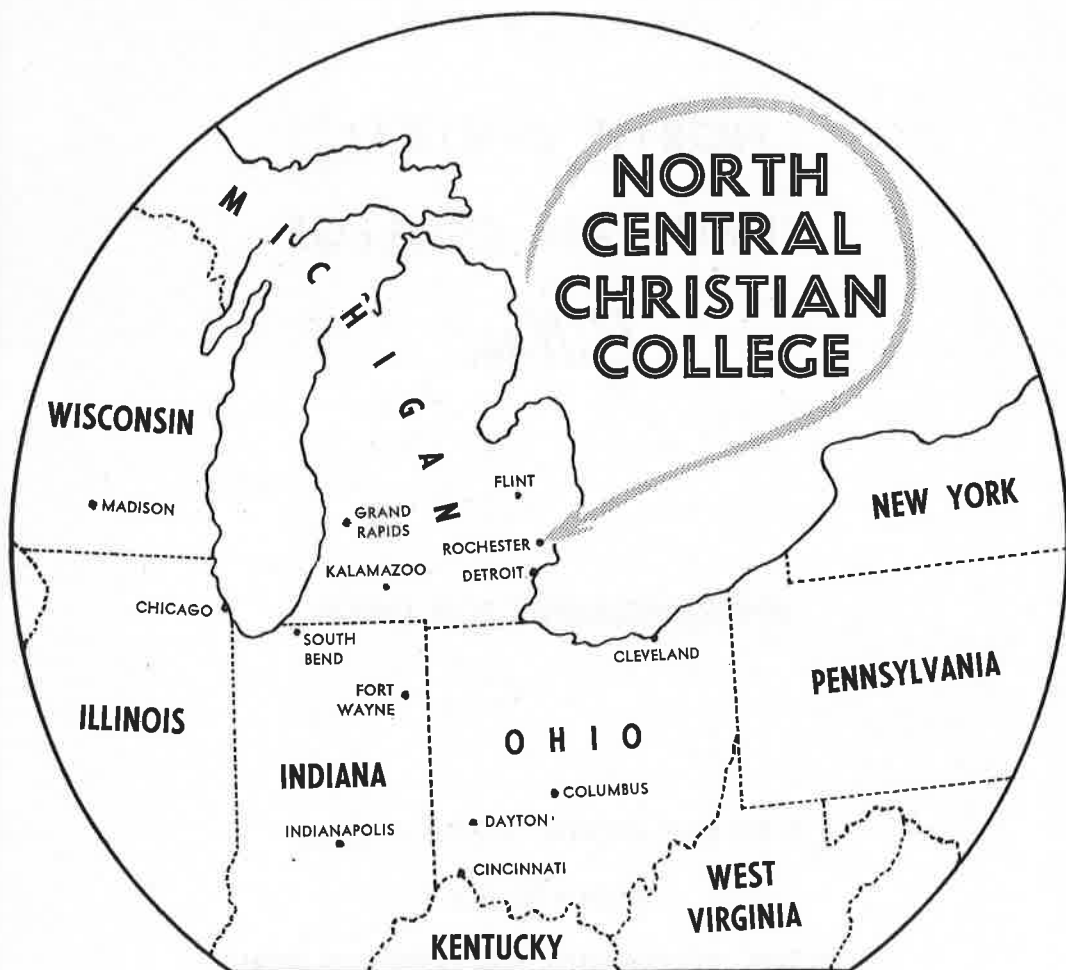
ANNOUNCEMENTS FOR 1960-61

A CO-EDUCATIONAL JUNIOR COLLEGE  
DEDICATED TO  
ACADEMIC ACHIEVEMENT AND CHRISTIAN IDEALS

Located in

Rochester (Greater Detroit), Michigan

ANNUAL CATALOG NUMBER



### NORTH CENTRAL CHRISTIAN COLLEGE

is ideally located to serve the northcentral part of the United States. It is in one of the great population centers of the Nation. The Detroit area has a vast accumulation of wealth and industry and at the same time is surrounded by the great agricultural section of the northcentral United States. Nearby are located many of the large and important cities of our nation. Students desiring to attend a Christian college may attend North Central from a distance of several hundred miles and be nearer their homes than heretofore has been possible. North Central is also in a position to serve well the needs of Canadian students who desire to study in the States.

# *A Message from The President*



OTIS GATEWOOD

After one year of successful operation, North Central Christian College faces the future with assurance and optimism.

Our board of directors has guided us wisely, those who are interested in Christian education have helped liberally, we have a well-qualified staff, the morale of our students is excellent. We are deeply grateful to God that he has blessed us so richly. This first year 1959-60 has far surpassed our fondest expectations.

We believe the 1960-61 school year will be even better. From present registration trends, we are expecting our enrollment to double—perhaps, to triple. If you enroll as a student you will also be imbued with the wonderful spirit of enthusiasm that characterizes our present student body.

Before the 1960-61 school year opens, we shall have other classroom and dormitory facilities in addition to our present ultra-modern buildings. Our campus is one of the most beautiful in the U.S.A. in a quiet suburban area that is naturally conducive to study and concentration. If you study at N.C.C.C. we believe you will develop to be one of the great leaders of the world of tomorrow.

## TABLE OF CONTENTS

INTRODUCTION .....	1-14
Map Showing Location .....	2
Message from the President .....	3
History .....	6-7
College Calendar .....	9
Board of Directors .....	10
Administrative Officers .....	11
Staff .....	11
Faculty .....	12-13
GENERAL INFORMATION .....	15-27
Aims .....	15
Campus Facilities .....	16-21
Financial Information .....	22-25
Tuition and Fees .....	22
Payment of Expenses .....	23
Refunds and Credits .....	23
Room Reservation .....	24
Scholarships and Awards .....	24
Student Employment .....	24
Student Loan Funds .....	25
Student Life .....	25-27
Student Council .....	25
Social Activities .....	25
Religious Activities .....	25
Special Interest Clubs .....	25
Campus Publications .....	26
Sports .....	26
Counseling Program .....	26
Music Activities .....	26
Speech Activities .....	26
Health Services .....	27

<b>GENERAL REGULATIONS</b>	<b>28-29</b>
<b>INFORMATION FOR PROSPECTIVE STUDENTS</b>	<b>30-31</b>
<b>ACADEMIC INFORMATION</b>	<b>32-37</b>
<b>Accreditation</b>	<b>32</b>
<b>Admission and Registration</b>	<b>32</b>
<b>Class Attendance</b>	<b>33</b>
<b>Grade System</b>	<b>35</b>
<b>Honor Roll</b>	<b>36</b>
<b>Academic Probation</b>	<b>36</b>
<b>Graduation Requirements</b>	<b>37</b>
<b>DESCRIPTION OF COURSES</b>	<b>38-59</b>
<b>INDEX</b>	<b>60</b>
<b>APPLICATION FOR ADMISSION</b>	<b>61</b>

## HISTORY

North Central Christian College is the direct result of an effort which was begun in the spring of 1954 at an informal meeting of Christians of the Detroit area who had an interest in Christian education. After several months of careful planning by a temporary committee of five men, another meeting was held in September of the same year. At this meeting a nine-man board of directors was chosen by representatives from many congregations of the churches of Christ. This board, with some changes due to residence, illness, the need to increase the number and other causes, has met regularly at least once each month since its establishment.

Soon after its selection, the board was incorporated as North Central Christian College Foundation, a non-profit organization under Michigan laws. Its avowed purpose was to promote the establishment of a Christian school, to make necessary preparations for the same, and to raise the necessary funds to bring it into existence.

Considerable time was devoted to determining the type of school toward which the board was to work. For some time the establishment of a secondary school was contemplated, but for many reasons this plan was abandoned in favor of a junior college to be developed as rapidly as feasible into a four-year college.

Late in 1955 the board decided to conduct a fund-raising campaign for the purpose of purchasing a college site. The campaign, under the direction of Henry T. King, was launched in the early fall of 1956 with a goal of \$150,000. Christians of Michigan and northwestern Ohio responded to push the final total to almost \$250,000.

Encouraged by the result of the campaign, the board of directors immediately began a systematic search for suitable property. About twelve different sites were investigated. Early in 1957 the Lou Maxon estate near Rochester, Michigan was found and decided upon as the best potential college site because of its location, acreage, landscaped beauty and existing facilities. Ne-

gotiations to purchase the property were begun and ten months later, on December 17, 1957, possession was taken of the thirty-seven acre estate.

During the year 1957 an effort was begun to secure a president for the college. Realizing that the spiritual, moral and academic plane of the school would depend largely on the character and qualifications of the president and his staff of administrators, the directors worked carefully and deliberately. On the night of October 16, 1958 the public announcement was made that Otis Gatewood had accepted the presidency of North Central Christian.

The First Annual Fall Lectures were held October 13-16, 1958, and the program was a resounding success in every way. In his acceptance speech the last night of the lectures, President Gatewood announced that the college would open in September, 1959.

As a follow-up to these meetings, an area-wide rally was held on November 18, 1958 in Ford Auditorium, a part of the new civic center in Detroit. About eighteen hundred persons present for the meeting heard plans presented for the operation of the college and the announcement that Lucien Palmer had accepted the position of Dean.

North Central Christian College opened its doors to its first freshman class on September 28, 1959, with an overall enrollment of 138. This first year is known to us as the "pioneer year" and truly we had a great "pioneer class." There is no question but that the future is extremely bright.



Board of Directors in background as Gatewood speaks at annual lectures.



# CALENDAR 1960

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6			1	2	3	4	5
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26
24	25	26	27	28	29	30	28	29						27	28	29	30	31		
31																				

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1				1	2	3	4	5				1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

# 1961

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6				1	2	3	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1				1	2	3	4	5				1	2	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	7				1	2	3	4				1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					25	27	28	29	30			24	25	26	27	28	29	30
														31						

**COLLEGE CALENDAR**  
**FALL SEMESTER**  
**1960**

Faculty Conferences . . . . .	September 8-9
Dormitories Open to Boarding Students . . . . .	September 11
Freshman Counseling and Testing—10:00 A.M. . . . .	September 12-13
Registration for Fall Semester . . . . .	September 14
Classes Begin . . . . .	September 15
Faculty Reception for Freshmen—7:30 P.M. . . . .	September 16
Last Day to Register . . . . .	October 3
Annual Lectureship . . . . .	October 9-13
Formal Opening—7:30 P.M. . . . .	October 11
Mid-Semester Examinations . . . . .	November 10-11
Thanksgiving Holidays—Begin after classes . . . . .	November 23
Classes Resume—8:00 A.M. . . . .	November 28
Christmas Vacation—Begins after classes . . . . .	December 16
Classes Resume—8:00 A.M. . . . .	January 2
Final Examinations—Fall Semester . . . . .	January 24-27

**SPRING SEMESTER**  
**1961**

Registration for Spring Semester . . . . .	January 30
Classes Begin . . . . .	January 31
Last Day to Register . . . . .	February 13
Mid-Semester Examinations . . . . .	March 29-31
Spring Vacation—Begins after classes . . . . .	March 31
Classes Resume—8:00 A.M. . . . .	April 3
Final Examinations for Spring Semester . . . . .	May 29-June 2
Graduation Exercises—8:00 P.M. . . . .	June 2

## BOARD OF DIRECTORS

G. WHEELER UTLEY, *Chairman*  
Royal Oak, Michigan

JAMES R. THOMAS, *Vice-Chairman*  
Toledo, Ohio

DR. GEORGE FORD, *Secretary*  
Berkley, Michigan

PAUL L. LUTZ, *Treasurer*  
Detroit, Michigan

A. O. BONE  
Trenton, Michigan

O. A. JOHNSON  
Detroit, Michigan

OLIVER BUNTING  
Walkerville, Michigan

DOLAND D. LEDFORD  
Dearborn, Michigan

EARL J. CROSSLIN  
Rochester, Michigan

DR. JOE R. LLOYD  
Noblesville, Indiana

HAROLD CRUTCHFIELD  
Flint, Michigan

LOUIS McKENZIE  
Idaho Falls, Idaho

HOWARD DILGARD  
Ft. Wayne, Indiana

HUBERT NAVE  
Dearborn, Michigan

CHARLES FISHER  
Walled Lake, Michigan

DR. RALPH RITCHEY  
Lansing, Michigan

HAROLD E. HAWLEY  
Port Huron, Michigan

WOODY STOGSDILL  
Bloomington, Indiana

EDDIE JAY  
Hamlin, Texas

JIM THOMPSON  
Searcy, Arkansas

## ADMINISTRATION

OTIS GATEWOOD ..... *President*  
E. LUCIEN PALMER ..... *Dean*  
MAURICE C. HALL ..... *Assistant to the President*  
HUGH R. MINGLE ..... *Director of Admissions  
and Acting Registrar*

## STAFF

LUCIEN PALMER ..... *(Acting) Business Manager*  
PATRICIA GRAHAM ..... *Bookkeeper*  
JOY MINGLE ..... *Secretary to President  
Secretary to Dean*  
JANIE LAUGHERY ..... *Secretary to Asst. to the Pres.  
Secretary to Dir. of Admissions*  
LESTER ALLEN ..... *Public Relations*  
EVA THOMPSON ..... *Supervisor of Boarding Girls*  
ROBERT WAGGONER ..... *Supervisor of Boarding Boys*  
EVA THOMPSON ..... *Supervisor of Food Services*  
DOUGLAS CATTANACH ..... *Supervisor of Buildings  
and Grounds*  
GLENN A. PEDEN, R.N. .... *Nurse*

## FACULTY

- OTIS GATEWOOD, B.A., M.A. . . . . Bible  
 B.A., Abilene Christian College  
 M.A., George Pepperdine College
- E. LUCIEN PALMER, B.A., M.A., Ed. S.\* . . . . Education, Social Studies  
 B.A., George Peabody College  
 M.A., George Peabody College  
 Ed. S., \*Candidate for Ed. S., George Peabody College
- FRED ALEXANDER, B.A., M.A. . . . . Music  
 B.A., Abilene Christian College  
 M.A., Abilene Christian College
- CLYDE M. BALDERSON, JR., B.A., M.A. . . . . History  
 B.A., David Lipscomb College  
 M.A., Wayne State University
- REBA BILAK, B.S. . . . . Biology  
 B.S., Tennessee Polytechnic Institute
- EPI BILAK, B.A. . . . . Missions, Russian  
 B.A., David Lipscomb College
- DOYLE F. EARWOOD, B.A., M.A. . . . . Social Studies, English  
 B.A., Harding College  
 M.A., Indiana State Teachers College  
 Additional years work completed toward PH.D.
- MAURICE C. HALL, B.A., M.A. . . . . Missions, French  
 B.A., Abilene Christian College  
 M.A., Harding College  
 Eight years residence in Paris, France
- G. C. LOCKWOOD, B.S.M.E., M.A. . . . . Engineering, Math  
 B.S.M.E., Michigan State College  
 M.A., Chrysler Institute of Engineering
- HUGH R. MINGLE, B.A. . . . . Missions, German  
 B.A., Harding College  
 Eight years residence in Germany
- KATHLEEN MCGEHEE, B.A., B.S.L.S. . . . . Librarian  
 B.A., Stetson University  
 B.S.L.S., University of North Carolina

HOWARD L. SCHUG, B.A., M.A. PH.D. Languages  
B.A., University of Michigan  
M.A., University of Michigan  
Ph.D., George Peabody College

\*EVA THOMPSON, B.S. Home Economics  
B.S., Harding College  
\*On leave completing M.A. degree, University of Tennessee

ROBERT WAGGONER, B.A., M.A. Speech, Bible  
B.A., Harding College  
M.A., Harding College

MORRIS M. WOMACK, B.A., B.D. Church History, Bible, Greek  
B.A., Butler University  
B.D., Butler University

\*HARVEY DYKES, B.A., M.A. History, Speech  
B.A., Harding College  
M.A., Wayne State University  
\*Instructor in night school program

Appointment of additional faculty members will soon be announced.

# GENERAL INFORMATION

## AIMS OF THE COLLEGE

North Central Christian College is dedicated, as a Junior Co-Educational Institution of Higher Learning, to the task of leading its students toward high academic achievements while at the same time dedicated to the teaching of Christian principles and the maintaining of a total environment that is Christian. The Board of Directors, Administration and Faculty believe that the development of Christian ideals in the life of an individual is highly important toward his achieving true success regardless of what his field of study or chosen profession may be. Thus, we propose, through our entire program, to send forth to society and the church, graduates who are capable, enthusiastic, creative and devoted Christian leaders.

Toward the achieving of these aims, a regular Liberal Arts curriculum is being offered with a department of Bible where every student is required to enroll in a Bible course. Chapel is also a vital part of the daily program of the College. The Guidance program will bring each student in close contact with a faculty counselor which we believe to be of great importance. Student activities through such avenues as the student council, sports, publications, music, dramatics, speech, etc., give rise to many opportunities for self-development, leadership training and the exercise of special skills and abilities.

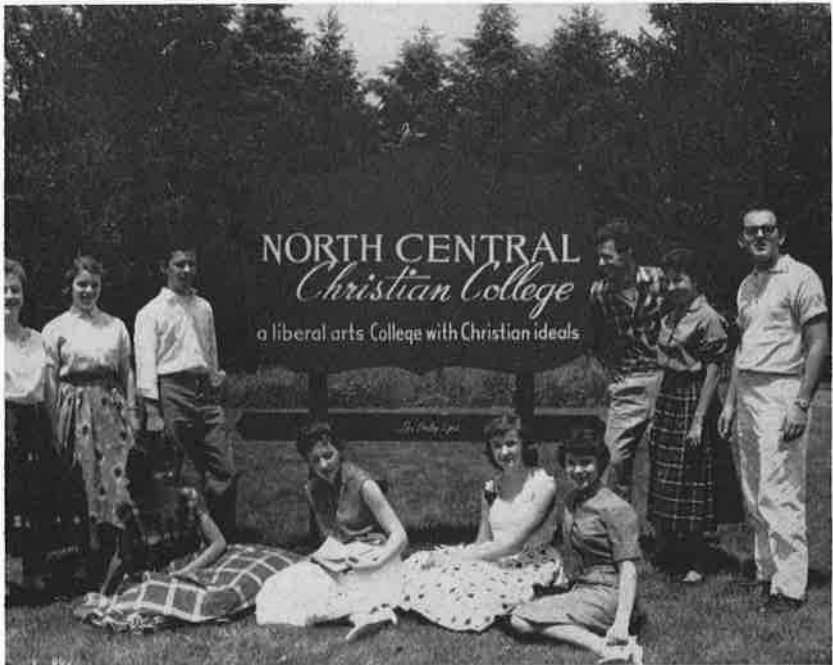
North Central Christian College, therefore, recognizes its responsibility to help qualify its students as future leaders in all honorable professions and vocations in the Church and in society. As a Junior Christian Liberal Arts College, we shall seek to prepare students adequately to do upper division work upon their transfer to senior colleges.

## CAMPUS FACILITIES

The site chosen and purchased for the campus of North Central Christian College is the 37 acre estate formerly owned by Maxon, Inc., a national advertising concern. All buildings have been built in recent years and are the ultimate in beauty and quality of construction.

To these existing buildings, new, well planned buildings are and will continue to be added. A master plan has been drawn (by Wyeth and Harman Architects of Port Huron, Michigan) for developing the entire acreage. When fully developed, the school plant will accommodate more than 1,000 students with housing for the staff in addition.

The pictures that follow will better introduce you to the campus of North Central.







This is the original building, of contemporary design built on several levels overlooking the larger of two lakes. Among its features are reinforced concrete floors, slate roof, walls paneled in chestnut, mahogany and oak. The building has rooms suitable for library, offices, classrooms and girls Dormitory. Also, the large recreation room will seat more than 200 students and will be used for daily chapel services. The building contains thousands of dollars worth of furnishings and equipment. The recreation room (our Chapel Hall) is pictured below.





Maintenance Supervisor's House

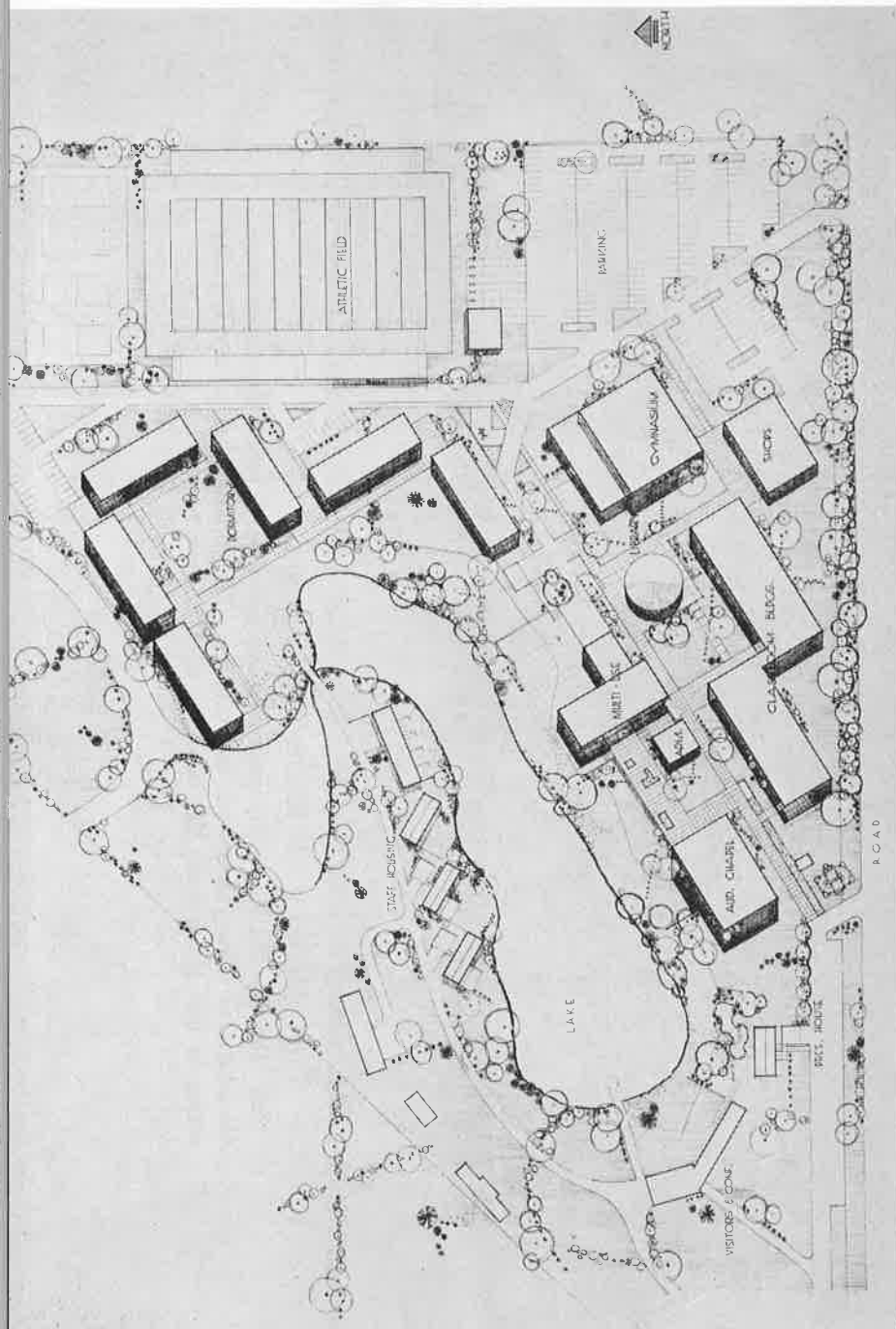


Science Laboratory Building



### MULTI-USE BUILDING

The Multi-Use Building is the center of many activities. It houses dormitory space, administrative offices, classrooms and cafeteria. The building has a very beautiful setting in that it overlooks the lake.



MASTER PLAN FOR CAMPUS

(Developed by Wyeth and Harman Architects of Port Huron, Michigan)

The projected plan above will fully utilize the natural beauty of the campus site. The buildings are of contemporary design and are set in a functional arrangement. When fully developed, the school plant as shown will accommodate more than 1,000 students with housing for the staff in addition.



In addition to existing and planned buildings, there is also a very beautiful lake on the campus. Many of the buildings will be built overlooking the lake.



President Gatewood (right) and Dean Palmer (left), along with all the faculty and staff, will be on hand to welcome you as you arrive on the campus next September.

## FINANCIAL INFORMATION

### TUITION AND FEES

The college shall make every effort to keep expenses at a minimum for students attending North Central. The fees charged each student will cover only about two-thirds of what it actually takes to maintain the student in college. The additional one-third each year will be supplied through gifts from other sources. College semester expenses itemized are:

#### *Room and Board:*

Per semester ..... \$270.00

#### *Tuition:*

\$19.00 per sem. hour of credit (16 hrs.) ..... 304.00

#### *General fee:*

\$30.00 per semester. This is a registration and maintenance fee. It covers cost in areas other than instruction. These include: record keeping, annual, school paper, library privileges, health center privileges, intramural athletic activities, athletic games and special all-school programs. Activity cards covering the above will be issued. 30.00

#### *Other fees:*

Late registration .....	\$	2.00
Change of course .....	per change	1.00
Special Examinations .....	each	2.00
Transcript after the first .....	each	1.00
Graduation fee .....		10.00
Key deposits (returnable) .....		1.00
Breakage deposits (returnable less breakage) .....		5.00

#### *Academic fees:*

Art .....	per course	\$	2.00
Band .....	" "		5.00
Biology .....	" "		5.00
Business Administration .....	" "		2.50
Chemistry .....	" "		5.00
Chorus .....	" "		5.00
Home Economics .....	" "		3.00
Physical Education .....	" "		3.00
Physics .....	" "		5.00
Music .....	" "		2.00
Secretarial Science .....	" "		5.00

*Auditing fees:*

Regular students .....per hour \$1.00

Special students ..... " " 7.50

Special Tuition for Private Lessons

Private lessons in piano or voice are:

One lesson per week .....per semester \$36.00

Two lessons per week ..... " " 72.00

**PAYMENT OF EXPENSES**

The college will expect all fees for the semester to be paid at the time of registration. In the event, however, it becomes necessary for fees to be paid by installments the following schedule must be followed:

<i>Fall Semester</i>	<i>Spring Semester</i>
Registration Day—	Registration Day—
one-fourth of total	one-fourth of total
October 15 . . . .—" " " "	March 1 . . . .—" " " "
November 15 . .—" " " "	April 1 . . . .—" " " "
December 15 . .—Final payment	May 1 . . . .—Final payment

**DISCOUNTS**

When two or more students enroll from one family, a discount on tuition is granted as follows: two students, ten per cent; three students, twenty per cent; four or more, thirty per cent. This discount is not allowed in case any scholarship is granted by the college. No discount is allowed on charges for room and board.

**REFUNDS AND CREDITS**

A withdrawal becomes official when the student secures a statement from the office of the Registrar. The date of said statement will be considered the date of withdrawal for the purpose of calculating any refund.

When a student withdraws, refunds of both regular and special tuition will be governed by the following policy:

Within two weeks . . . . .	80%
Third or fourth week . . . . .	50%
Fifth or sixth week . . . . .	25%
After the sixth week . . . . .	none

Room and board will be refunded according to the unused portion. No refund can be made for meals missed while the student is enrolled.

Scholastic credits and honors are not considered earned until the student has satisfactorily settled all accounts with the College. Until all accounts with the College have been paid in full, a student cannot secure a transcript.

#### ROOM RESERVATION

Every reservation for a dormitory room must be accompanied by a deposit of \$10.00. If the reservation is cancelled, this deposit is refunded, provided the request is made to the college not later than 21 days before the opening of the semester. A room deposit is not applied to the student's current expenses. It is refunded to the student or applied to his account at graduation or upon withdrawal minus any breakage or damage charges to rooms or furniture.

#### SCHOLARSHIPS AND AWARDS

Honor scholarships, special scholarships and various awards are available to high ranking graduates of high schools each year or to students with special abilities or needs. Applications may be submitted to the Dean's office with applications for entrance. Applications should be accompanied with a transcript of high school work and letters of recommendation from their principals, teachers or others who know the quality of their character, work, ability and personality.

#### STUDENT EMPLOYMENT

A limited amount of work is available to help deserving students meet their college expenses. Any student, who finds it



necessary and expects to work, should make application to the Business Manager before reaching the campus.

#### **STUDENT LOAN FUNDS**

There are limited amounts of funds available to worthy students to assist in the payment of their tuition. Those desiring to take advantage of these loans should make application to the Business Office.

### **STUDENT LIFE**

#### **STUDENT COUNCIL**

All students in the college are members of the student government. From the members of the student body there is elected each year, a representative group known as the Student Council. This Council, representing the students, exists to provide a closer cooperation between the students and the Administration and Faculty. The Council has as its purpose assisting the institution in the achieving of its objectives.

#### **SOCIAL ACTIVITIES**

North Central Christian College believes the social life of the student to be of great importance. Therefore, it encourages social activities that are of a wholesome nature. These activities are expressed in religious gatherings, various group meetings, banquets, dating, etc. It is understood that any social activity not in keeping with the principles set forth by the college will not be allowed.

#### **RELIGIOUS ACTIVITIES**

The program carried out by the college has a religious emphasis. Building upon this there will be daily chapel, devotional periods, extracurricular groups (such as a Mission Study class), etc. These activities provide much opportunity for student participation and contribute greatly to the development of the student.

#### **SPECIAL INTEREST CLUBS**

Encouragement will be given to various special interest clubs on the campus such as Music, Speech, Home Economics, International Relations, Art, Sports, etc.

## CAMPUS PUBLICATIONS

North Central Christian College publishes a variety of literature for the purpose of keeping its friends and patrons informed about the program and work of the college. Any person desiring these publications may receive them upon request to the college.

In addition, the students edit and publish a bi-monthly campus newspaper and school annual. These publications not only help to keep students and friends abreast with current campus activities but provides an excellent workshop for students who are interested in journalism and publication work.

## SPORTS

A well rounded intramural program is one of the first aims in the sports field at North Central. This makes possible an opportunity for every student to participate in some wholesome type of athletic activity.

North Central also participates in as wide a field as possible in the area of intercollegiate athletics. As enrollment and facilities increase, a fuller program will be developed.

## COUNSELING PROGRAM

The administration at North Central believes strongly that a good counseling program is a great asset to its students. Therefore, we propose to maintain such at all times. We believe this is one of the great values to be found in the Junior College. Students need this assistance in their personal, social and academic problems. Both the administrators and faculty members will participate in the counseling program with each being responsible for counseling with a given number of students.

## MUSIC ACTIVITIES

Music activities will be highlighted at North Central. These activities will center around a large chorus group, quartets, women ensembles and the band.

## SPEECH ACTIVITIES

Activities in the general speech area are encouraged both on the intramural and intercollegiate levels. Debating, individual

speaking, dramatics, etc., are felt to be of great value in student growth and development. Students will have opportunity to participate in clubs built around these activities.

## HEALTH SERVICES

The services rendered through the health program are made possible through the general registration fee.

Services and personnel provided are:

1. Registered nurse
2. Campus infirmary
3. Treatment and care of minor illnesses which do not require outside hospitalization.
4. Emergency and accident care which can be administered in the college infirmary.

Services not included in the health program are outside hospitalization, doctors' bills, cost of drugs and X rays; neither does the health service include expenses incurred from accidents in voluntary activities such as intramural sports and outings.

It is recommended, if a student is not already protected by health and accident insurance, that he purchase an accident insurance policy which will be available to all full-time students at a minimum cost.

## GENERAL REGULATIONS

North Central Christian College has, as one of its chief aims, the promoting and maintaining of Christian standards of life. Students, upon enrolling, become responsible citizens in a Christian Community, therefore, in all matters of conduct they are expected to conduct themselves as such. Thus, all students planning to enroll in the college should keep in mind the ideals of the institution and be in sympathy with these principles before deciding to attend. The administration reserves the right to dismiss a student whenever in its judgment the general welfare of the school seems to require such action.

### AUTOMOBILES

Boarding students who have special need for them are allowed to have cars at the college. In order to bring one to the school, permission should be secured from the Dean. In every case, students should understand that they are to abide by such rules for vehicles as the administration sees fit to impose.

### BIBLE CLASSES

Each student enrolled in North Central is required each semester to enroll in a Bible Course or in an approved course in a related field.

### CHAPEL ATTENDANCE

One of the most important periods of the day is the chapel service which draws faculty and students together in a common experience. The quiet devotional period is followed occasionally by programs which are designed to stimulate intellectual, religious and aesthetic development. Each student is required to attend.

### CHURCH ATTENDANCE

All boarding students are expected and encouraged to attend church services regularly.

## **FIREARMS**

Students will not be allowed to bring firearms of any kind to the campus.

## **MORAL CONDUCT**

**SMOKING.** The use of tobacco in every form is disapproved and discouraged. Moral suasion and other proper means are used to discourage its use. Girls are not permitted to smoke anywhere while students at North Central.

**DRINKING.** The purchasing, drinking, or bringing on the campus of beer, wine, whiskey, or other such intoxicating beverages, is forbidden. A student is forbidden to come on the campus under the influence of intoxicants.

**PROFANITY** and vulgarity, hazing, gambling and indecent literature and pictures are forbidden on the part of any student of North Central.

**DANCING.** Not allowed on campus at any time. The college discourages the practice of it at all times.

## **PROPERTY DAMAGE**

Any student responsible for molesting, destroying, removing, or in any other way defacing property or trespassing on other people's property will be held responsible and in each case must bear the expense involved in restoring the damaged property.

## **NON-RESIDENT STUDENTS**

Local students are expected to observe college regulations while on the campus and when participating in college activities.

## **VISITING IN PRIVATE HOMES**

Visiting in private homes by boarding students is permitted only at the requests of parents. This request must be approved by the supervisor of the dormitory in which the student resides.

# INFORMATION FOR PROSPECTIVE STUDENTS

## HOW TO APPLY

See "Admission" under "Academic Information."

## ROOM RESERVATION

Request for room reservation must be accompanied by a \$10 room reservation deposit. This deposit is not applied to the student's current expenses. It is refunded to the student or applied to his account at graduation or upon withdrawal minus any breakage or damage charges to rooms or furniture. If the reservation is cancelled, this deposit is refunded, provided the request is made to the college not later than 21 days before the opening of the semester.

## WHEN TO COME

The dates for the opening of the dormitories and registration may be found in the calendar in the front of this catalog. Students should not arrive on the campus before the announced dates unless specifically requested to do so.

## WHAT TO BRING

The following items will be needed: two sets of sheets and pillow cases (twin bed size); one pillow, one or two blankets; bedspread; towels; wash cloths; curtains; electric iron; ironing board; alarm clock.

Suggested additional items are: radio; reading lamp; door racks for shoes, small rugs, wastepaper can; broom; mop; dustpan; dishes for snacks (drinking glass, plate, cup, silver—these cannot be borrowed from the cafeteria).

Several of these items can be shared with roommates. Some of them can be bought from the college bookstore after arrival to save space in traveling.

## DRESS

It is suggested that students bring a limited amount of summer clothes in September but mostly fall clothes. Be sure to bring a raincoat, boots, and umbrella. A heavy coat will also be needed.

Girls will need a formal for the faculty reception and for formal banquets during the year. All formals should be in keeping with standards of modesty and good taste. There should be some covering over the shoulders.

Girls may wear jeans or peddle pushers for physical education classes and picnics.

## ACCOUNTS AND ALLOWANCES

Moderate allowances of spending money should be provided for students. Extravagance is out of harmony with the ideals of the college. Students should keep such money as they have in safe places and should not borrow from each other. Accounts in the city must be arranged by parents. The College is not responsible for accounts made by students or their parents.



Prospective students visiting the campus.

# ACADEMIC INFORMATION

## ACCREDITATION

North Central Christian College is a new college having opened its doors to students for the first time in September, 1959. Because it is new, naturally it is not accredited with the Association. However, from the beginning we have been doing all things necessary toward becoming fully accredited as soon as possible. In addition, we work closely with the schools of higher education in the state of Michigan meeting such requirements as will allow our students to transfer to them at any time. It should also be noted that our students will be readily accepted to do senior college work in sister institutions such as Abilene Christian College, Abilene, Texas; David Lipscomb College, Nashville, Tennessee; Harding College, Searcy, Arkansas; Pepperdine College, Los Angeles, California.

North Central Christian College enrolled freshman students only in the fall of 1959. The second year of study is being added in September of 1960.

## ADMISSION AND REGISTRATION

### Normal Admissions

1. Students may be admitted to regular freshman standing who have graduated from an accredited high school or its equivalent.
2. Students who have completed thirty semester hours or the equivalent, in this or any institution doing standard work, may be admitted to the sophomore standing.
3. Students transferring from other schools must present satisfactory records of dismissal and good conduct.
4. No admissions are complete until a transcript of former work has been received and approved. All entrance requirements must be satisfied before certificates or degrees are conferred.



## Special Admissions

1. Unclassified students. Adults and veterans who have not graduated from high school are admitted as unclassified students not eligible for graduation. If and when the high school deficiencies are made up, such students are then eligible for graduation.

2. Special students. Any student taking less than twelve hours work is regarded as a special student.

3. Probationary admission. All entering students who do not have a C average in high school are placed on a one-semester probation. At the end of the semester this is removed if grades have averaged 1.5 (D+). If not removed, it is continued to a maximum of two semesters at the end of which time the student is suspended because of low grades.

All entering students transferring from another college without a 1.5 (D+) average are placed on one-semester probation. If the probation is not removed by the end of the second semester by maintaining a 1.5 (D+) average or better, the student is suspended.

## Student Load

Sixteen semester hours are considered a normal load for beginning students. Additional hours may be carried by special permission after the first semester. Nineteen hours are considered a maximum load and a privilege granted to students on the basis of above-average grades. All full-time students are expected to take at least fourteen hours of work. Students who plan to work should adjust their class load accordingly.

## CLASS ATTENDANCE

### Class Period

Lecture periods are one hour in length, less the intermission time. Laboratory periods are two and three hours.

### Absences

In any course, the maximum number of unexcused absences that a student may have without penalty is the number of times

per week which the class is scheduled to meet. For example, in a course meeting three times a week, the maximum of unexcused absences is three. Anyone who incurs more than the specified maximum will be automatically dropped from the course by the instructor, and the instructor will notify the Dean of such actions. The students so dismissed can be reinstated only through the Dean. A fee of \$2.00 will be charged for re-admission to the class.

Any excusable absences must be cleared through the Dean's office within one week of return to class; otherwise, the absence will be unexcused, regardless of the reason for missing the class. Unexcused absences before and after holidays count double.

Attendance at the daily chapel hour is considered a vital part of the entire college program, and absences from chapel are viewed seriously. Five unexcused absences are considered sufficient reason to ask a student to withdraw from school.

Punctuality in attending classes is encouraged. Tardiness is disrupting to effective class work; therefore, students are urged to be prompt in their arrival for every class. Three unexcused tardies are considered an absence.

### Withdrawals

The first general tests of the academic year are given at the end of the third week of class work. Until this time students may drop a course as a cancellation; after this time all drops are considered as withdrawals, and become a part of the student's permanent record. A withdrawal from any course during the semester while failing work is being done is recorded as a "WF," withdrawn failing—"WP," withdrawn passing.

### Auditing Courses

It is possible for a student who is not regularly enrolled in college to audit such courses as he chooses, subject to the approval of the instructor. The regular fee is \$7.50 per semester hour. Auditing laboratory courses involves the usual laboratory fees.

## GRADE SYSTEM

A—To obtain a grade of “A” the student is expected to demonstrate the following: (1) an exceptionally clear grasp of the facts and principles of the course, enabling him to reproduce them readily and accurately; (2) an interest in the subject of the course which leads him to give study to it beyond the specific requirements of the instructor; and (3) a reasonable faculty for applying the facts and principles of the course as they relate to his own life and to the world in which he lives. This standard will obviously vary according to the subject matter. (In percentage terms an “A” grade falls in the 93-100 range. It receives four quality points.)

B—To obtain a grade of “B” the student is expected to distinguish himself as being superior to the average student in his grasp of the facts and principles of the course, yet not to the degree of the “A” student. The “B” student is considered to have done well on the requirements specified by the instructor, but has not shown much initiative in study beyond these demands. Whereas, at times, he does exceptionally well, the “B” student is not as consistent in achievement as an “A” student. (In percentage terms a “B” falls in the 85-92 range. It receives three quality points.)

C—Grade averages over a number of years indicate that this is the grade of the middle or average group, of nearly fifty percent of the student body. The work of the student receiving this grade may frequently show thorough comprehension and accurate reproduction, but is moderately irregular. The student may be conscientious but dull, or brilliant but lazy, or outside factors may affect his work, (In percentage terms a “C” falls in the 77-84 range. It receives two quality points.)

D—This grade is passing but unsatisfactory. It indicates that the student did not achieve in the course what the instructor had a right to expect, and what the average class member did achieve. (In percentage terms a “D” falls in the 70-75 range. It receives one quality point.)

F—This is a failing grade. It is given when, regardless of natural ability, little or no reasonable conscientious effort was made to achieve the objectives of the course. (In percentage terms the “F” falls in the 69-or-below range. It receives no quality points.)

W—This mark is entered on a student’s permanent record when he has properly withdrawn from a course in which passing work is being done.

WF—This mark is given when a student withdraws from a course while failing work is being done.

I—This mark indicates that work assigned has not been completed due to illness or some other emergency. It is not given when the student has simply been indifferent or negligent toward class requirements. All “I” grades are to be completed within a reasonable time with the approval of the instructor and the Dean’s Office.

## HONOR ROLL

At mid-semester and at the end of the semester an honor roll is prepared with the names of the students who have averaged B (3.0) or above that particular term. This recognition of outstanding academic work is made in order to encourage each student to the highest possible achievement.

## ACADEMIC PROBATION

All students who fail in one-third of their work in any semester are placed on probation the following semester. If there is no improvement in grades at the end of that semester, the student is asked to withdraw.

All students who fail in two-thirds of their work in any semester are suspended at the end of that semester.

Students suspended for academic reasons may be reinstated after one semester, if approved by the faculty. In such cases, a letter requesting reinstatement, addressed to the faculty, must be filed in the Dean’s Office.

These policies of academic probation apply to all regularly enrolled students. Exceptions may be granted to special or unclassified students.

## GRADUATION REQUIREMENTS

Students who have completed sixty-four semester hours of college credit and maintain a "C" average (2.0) are eligible for graduation with an **Associate in Arts Degree** if they have met both the general and specific requirements for graduation in a given curriculum. Students meeting only the general requirements are awarded the **Junior College Certificate**. All graduates are expected to have taken at least one semester of work in residence at the college. Students expecting to graduate should notify the Dean before registering for their final semester.

## GENERAL REQUIREMENTS FOR GRADUATION

American Government	3 hours
American History	3 hours
*Bible	8 Hours
English Composition	6 hours
**Physical Education	4 hours
Speech	3 hours

Note: \*Does not include Bible 202, 203, 242, 252, 262, 273, 283, 293.

\*\*At least two of these hours must be in an activity class.

## SPECIFIC REQUIREMENTS FOR GRADUATION

In addition to the general requirements for graduation, each student should comply with the requirements of a curriculum of his choice. The curricula are of two types: **TERMINAL**, for students who do not plan to attend college beyond the first two years; and **CONTINUATION\***, for students planning to pursue work toward a Bachelor's Degree. Although members of the faculty are anxious to advise and assist each student, it is the responsibility of the student to see that he selects and properly pursues a satisfactory course of study.

\*NOTE: It is recommended that all students in these curricula study the catalog requirements of the senior college they plan to attend.

# DESCRIPTION OF COURSES

## Divisional Organization

The courses at North Central Christian College are grouped in seven divisions, and are consequently listed in the catalog according to the outline below.

### DIVISION I—BIBLE

- A. Bible
- B. Related Subjects
- C. Missions

### DIVISION II—BUSINESS EDUCATION

- A. Business Administration
- B. Secretarial Science

### DIVISION III—FINE AND APPLIED ARTS

- A. Art
- B. Music (Theory, Applied Music, Ensemble)
- C. Home Economics

### DIVISION IV—LANGUAGE AND LITERATURE

- A. English
- B. Languages
- C. Speech

### DIVISION V—NATURAL SCIENCES

- A. Biology
- B. Chemistry
- C. Physics

### DIVISION VI—ENGINEERING AND MATHEMATICS

### DIVISION VII—SOCIAL SCIENCES

- A. Economics
- B. Geography
- C. History
- D. Political Science
- E. Psychology
- F. Sociology

### DIVISION VIII—PHYSICAL EDUCATION

Post Graduate Work in Missions

## System of Course Numbering

Freshman courses are numbered from 100 to 195. Sophomore courses are numbered from 200 to 295. Courses below 100 are courses offered because of practical usefulness. They are not recommended for transfer to other colleges. The middle digit represents the general sequence of the course in its department. The last digit indicates the number of credit hours the course carries.

## COURSES OF INSTRUCTION

### DIVISION I

#### BIBLE, RELATED SUBJECTS AND MISSIONS

North Central Christian College was founded primarily for the purpose of providing a school where young people may continue their education in a Christian environment and influence. Regardless of what a student plans to be in life, he should be a Christian first of all. North Central Christian College thus aims to be of service to all students who may attend. The greatest possible service it can render is that of strengthening young people in character and preparing them for Christian living.

All regularly enrolled students are expected to take a Bible course every semester. No system of education or philosophy can compare with the Bible in its influence for good on the lives of young people. Consequently, the Bible is taught as God's inspired Word to guide man into abundant living.

#### OLD TESTAMENT COURSES

- 112. Early Hebrew History** (F, Three hours weekly)  
Genesis through Judges
- 141. Biblical Poetry** (S, Two hours weekly)  
Job through Song of Solomon

- 212. Later Hebrew History** (F, Three hours weekly)  
Establishment of Kingdom to 4th century B. C.
- 241. The Prophets** (S, Two hours weekly)  
Isaiah through Malachi

#### NEW TESTAMENT COURSES

- 122. Life of Christ in Survey** (S, Three hours weekly)  
As told in the Four Gospels
- 131. Study of Acts of Apostles** (F, Two hours weekly)
- 222. The Epistles of Paul** (S, Three hours weekly)
- 231. The General Epistles and Revelation** (F, Two hours weekly)

#### BIBLE RELATED COURSES

- 111. The Christian Family** ( , Two hours weekly)  
Planned primarily to assist in developing perspective concerning the problems of marriage and family life.
- 121. Personal Evangelism** ( , Two hours weekly)  
A study of the evangelistic methods of Jesus and the apostles. It is designed for Christian workers who wish to be more useful and effective in teaching and influencing individuals.
- 201. The Parables** ( , Two hours weekly)
- 202. Principles of Christian Education** ( , Two hours weekly)  
Designed toward orientating the student to the field of Christian education. Special emphasis is given to principles, objectives and methods.
- 203. Homiletics** ( , Three hours weekly)  
Planned especially for young men desiring to preach. Attention is given to both theory and practice in the preparation and delivery of sermons.
- 242. Methods and Techniques of Teaching through Special Programs** ( , Two hours weekly)  
This course will give attention to special areas such as Vacation



- Bible Schools, camps, cottage Bible classes, protracted meetings, radio and television programs, newspaper articles, etc.
- 252. The Work of the Local Church** ( , Two hours weekly)  
A study of the teaching program of the local church, with emphasis upon the curriculum and teaching methods.
- 262. Evidences of Christianity** ( , Two hours weekly)  
A study of the internal and external evidences with respect to the Bible being a special revelation of God and of God's existence.
- 273. Doctrinal Problems** ( , Three hours weekly)  
Attention is given to such topics as apostasy, millennialism, baptism, etc. Also, to the doctrines and government of the more prominent denominations. A recognition of the simplicity of the New Testament order is stressed.
- 283. Church History (see History 283)** (F, Three hours weekly)  
A surveyor of church history from the Apostolic age to the Reformation.
- 293. Church History (see History 293)** (S, Three hours weekly)  
A survey of Church history from the Reformation to the present with emphasis on the rise of Protestant denominations and the Restoration movement. (This course is a continuation of 283.)

## MISSIONS

These special courses in mission work are designed to help those who serve in new fields at home and abroad.

Missions 101 and 102 are open to Freshmen, but all other mission courses are designed for post-graduate study or for those who have been on the mission field or who have completed other academic studies and are making special preparation to enter the mission field soon. Thus, those who have had other academic training may secure most of the special preparation they need in one year. The work of each student is under the supervision of an adviser who has had experience in mission work. Teachers with previous experience in mission work will teach these courses.

- 102. Missions** ( , Two hours weekly)  
An introductory course dealing with the missionary theme of the New Testament, qualifications and preparation of those who plan to go, and the special qualities that should be developed.

- 112. Missions** ( , Two hours weekly)  
 A general survey of mission fields at home and abroad, designed to give the worker in new fields a broad and sympathetic understanding of the world wide task of spreading the gospel.
- 302. Mission Work in America** ( , Two hours weekly)  
 A study of challenging fields and avenues of work in America—placing stress on work among the poor, morally and mentally deranged, jail, penitentiaries, Indians, Negroes, Mexicans, and virgin fields where the gospel has not yet been preached.
- 313. History of Missions** ( , Three hours weekly)  
 A study of mission work from the apostolic days to the present. A special study of some specific field is required of each student.
- 325. Methods and Work of Missionary** ( , Five hours weekly)  
 The practical aspects of beginning and firmly establishing strong churches in the foreign field.
- 405. The Experienced Missionary** ( , Five hours weekly)  
 This will be a lecture course, lectures being given by different visiting missionaries of experience.
- 413. Comparative Religions** ( , Three hours weekly)  
 A study of world religions as they relate to the mission fields.
- 423. Comparative Missions** ( , Three hours weekly)  
 A study of mission work as conducted by different churches with analysis of their methods, success, and failures.
- 432. Missionary Medical Instruction** ( , Two hours weekly)  
 A study of first aid and simple medical skills needed by the missionary on the mission field.
- 442. Social Aspects of Mission Work** ( , Two hours weekly)  
 A study of the social, cultural, and historical background of specific mission fields. Much research required.
- 452. History of Christianity in Mission Fields** ( , Two hrs. weekly)  
 A study of the development of Christianity in the mission fields of the world.

## DIVISION II

### BUSINESS EDUCATION

The primary purpose of this division is to provide business education on a professional plane. Its courses are designed to de-

velop initiative, independence, and professional standards. The division emphasizes the development of effective work habits, the analysis and solution of problems, and the recognition of the relationships among the various factors which affect economic activity. In these courses the student is impressed with the need of Christian character in the business world.

Students who wish to prepare themselves for secretarial work, accounting, or general business should have their plan of study approved by their advisor. Study in this division is separated into the two departments of business administration and secretarial science.

## BUSINESS ADMINISTRATION

### **103. Introduction to Business**

This course endeavors to orient the student to the modern business world. It is designed to acquaint the student with the operation of the various types of business and the training and qualities that are demanded in a business career.

### **153. Business Mathematics**

This course is a study of practical mathematics for use in the business world. Emphasis is given to compound interest, annuities, depreciation, discounts, insurance, inventories, sales records, and graphs.

### **163. Salesmanship**

This course is designed for those who are interested in acquiring skill and knowledge in both professional and personal salesmanship. Consideration is given to development of individual talents, natural and acquired.

### **213. Accounting**

This course deals with the classification and discussion of accounts, analysis of business problems, and organization and classification of financial statements. (Prerequisite: Sophomore standing or permission of instructor.)

### **223. Accounting**

This course is a study of partnerships, personal accounts, fixed and intangible assets, post-closing trial balances, reversing entries, correcting entries, corporation accounting, and manufacturing accounting. (Prerequisite: 213.)

### **233. Business Law**

A study is made of the law of contracts, agencies, and negotiable instruments. The text and case methods of study are used in this

### **273. Principles of Economics (Same as Economics 273)**

This is a beginning course in economics designed to acquaint the student with the working of our economic system. The underlying principles of a free enterprise system of economy are emphasized.

### **283. Applied Economics**

In this course a study is made of economic problems and their possible solutions. The major objective is to aid students to understand economic principles in relation to current economic problems within the framework of a free enterprise economy.

## SECRETARIAL SCIENCE

### **112. Beginning Typewriting** ( , Five hours weekly)

Exercises are planned to develop mastery of the keyboard and basic skills by the touch method. The class is open only to students with no prior training in typewriting.

### **122. Intermediate Typewriting** ( , Five hours weekly)

Special effort is made to attain typing speed. The student is given much practice in letter writing, use of carbon paper, and miscellaneous typing problems. (Prerequisite: 112 or its equivalent.)

### **213. Advance Typewriting** ( , Three hours weekly, 2 hrs. lab.)

This course is designed to acquaint the student with office forms and business literature, and to develop occupational competence and production skills. (Prerequisite: 122 or its equivalent.)

### **133. Beginning Shorthand** ( , Five hours weekly)

This is a beginning course in shorthand designed to cover the fundamental theory and practice of the Gregg Shorthand Simplified System.

### **143. Intermediate Shorthand** ( , Five hours weekly)

A continuation is made of 133 with emphasis placed on speed-building, vocabulary, and accurate transcription. (Prerequisite: Grade "C" in 133, and ability to type. Students with shorthand in high school are admitted directly by recommendation of the instructor.)

**233. Advanced Shorthand** ( , Five hours weekly)

The development of advanced skill in dictation is stressed with emphasis placed on mailable transcription of letters and speed-building. (Prerequisite: 143 or equivalent.)

**243. Shorthand Transcription** ( , Three hours weekly—2 hrs. lab.)

This is an intensive study devoted to reading dictation and transcription of office correspondence and congressional material. (Prerequisite: 233 only.)

**253. Business Correspondence** ( , Three hours weekly)

Attention is devoted to the practice of correct, effective English in writing business letters and reports. (Prerequisite: Ability to type.)

**263. Office Practice** ( , Three hours weekly)

A practical presentation of business customs and procedures is made, with assignments given under as nearly actual office conditions as possible. (Prerequisite: Ability to type, one year of shorthand preferred.)

### DIVISION III

#### FINE AND APPLIED ARTS

The division of fine and applied arts is comprised of the field of art, music, and home economics.

#### ART

**103. Principles of Art**

A basic course to introduce students to the fundamentals of line, value texture, space, color, development of basic techniques and problems of representation.

**113. Principles of Art**

A continuation of 103.

#### MUSIC

Work in the music department is divided into three areas: Music theory, applied music, and ensemble. The music curriculum is designed (1) to fulfill the needs of those who wish to prepare themselves for a career in this field, as well as (2) to provide musical experience and training for all others who desire such. A standard two-year curriculum is offered.

## MUSIC THEORY

### **101. Church Music**

Attention is given to rudiments of music, sight singing of simple melodies, rhythmic principles and hymn appreciation as related to the problems of the church music director.

### **102. Elementary Theory**

The study of scales, keys, intervals, triads, and rhythmic principles is designed for students not qualified to take MUSIC 113 and MUSIC 132. Students may take this course as an elective with no credit toward music requirements.

### **113. Harmony**

This is a study of the basic principles of diatonic chord progression. Triads, cadences, four-part writing, and keyboard harmony are included. (Prerequisite: Passing grade on entrance examination.)

### **123. Harmony**

A continuation of 113, this course includes a study of non-harmonic materials, diatonic seventh chords, cadences, and further part-writing and keyboard harmony.

### **132. Ear Training**

Pitch imagery and rhythmic accuracy are developed through dictation and sight-singing of intervals, major and minor melodies, rhythmic patterns, and broken chords. (Prerequisite: Passing grade on entrance examination.)

### **142. Ear Training**

This is a continuation of 132 with added emphasis on chordal dictation, model melodies, modulation, and more difficult rhythms.

### **203. Music Appreciation**

This course is designed to furnish the general student with a basis for intelligent and enjoyable listening. Instruments of the orchestra are studied and great musical works are frequently heard.

### **212. Survey of Music Literature**

A comprehensive study is made of music literature and the styles of composition through the Classic Era. (Offered alternate years.)

### **222. Survey of Music Literature**

This is a continuation of MUSIC 212 covering music from the Romantic Era to the present time. (Offered alternate years.)

**213. Advanced Harmony**

Detailed study is made of the Bach chorales with emphases on the treatment of altered chords and higher discords. Original melodies and harmonization required.

**223. Advanced Harmony**

This is a continuation of 213 with emphasis on inharmonic modulations, non-harmonic materials, and polyphonic writing. Original melodies and harmonizations are required.

**232. Advanced Ear Training****242. Advanced Ear Training**

Music majors are required to register for MUSIC 113, 123, 132, 142, 212, 213, 223, 232, and 242. These are the standard courses of Harmony, Ear Training, Survey of Music Literature, Advanced Harmony, and Advanced Ear Training. It is advisable to take the first year harmony and ear training courses concurrently due to the integrated arrangement of material. The same is true of the second year harmony and ear training courses.

### APPLIED MUSIC

Students may register for private instruction in voice or piano. Students registering for one hour credit receive one half-hour lesson a week; those registering for two hours credit receive two half-hour lessons a week. For each hour of credit, students must meet the requirements of one hour of daily practice. Any student may register for piano or voice instruction.

**151. Voice. One lesson weekly.**

**152. Voice. Two lessons weekly.**

**161. Piano. One lesson weekly.**

**162. Piano. Two lessons weekly.**

### ENSEMBLE

In addition to the courses listed below for credit, various vocal and instrumental ensembles are organized as available personnel permits. Among these are the Men's Quartet, Women's Sextet, Mixed Octet, and such instrumental groups as are possible.

- 131. Chorus**—1 hr. per semester (Rehearsal five hours weekly)  
 & The North Central Christian College Chorus offers opportunities  
**141.** for experience in choral singing. A wide range of choral literature is studied both sacred and secular, and numerous programs are presented over a wide area. Participation of members in all scheduled performances is required. (Maximum credit—2 hours.)
- 171. Instrumental Ensembles**  
 This course involves the performance of some of the smaller forms for various groupings of instruments. The availability of players determines the repertoire.

## HOME ECONOMICS

The primary aim of the home economics department is a practical education for Christian homemaking.

- 113. Elementary Foods** ( , Lecture two hours—two hours lab.)  
 This is a study of the selection, preparation, and serving of foods in such a manner as to conserve essential food nutrients for family health.
- 123. Nutrition Survey** ( , Lecture two hours—two hours lab.)  
 Instruction is given in the fundamental principles of nutrition with emphasis placed on adequate diets for the entire family.
- 133. Arts and Crafts for the Home** ( , Lab. six hours)  
 This course includes the planning and execution of art and craft projects for the home in order to further develop an appreciation for beautifying the home.
- 153. General Home Economics**  
 In this course the whole area of homemaking is surveyed and emphasis is placed upon practical learning experiences. It is not recommended for majors in home economics.
- 213. Home Management**  
 This is a study of the management of the resources of the family and the efficient use of money, goods, services, time and energy.
- 233. Textiles** ( , Lecture two hours—Lab. four hrs.)  
 This is a study of textile fibers with emphasis on their properties, construction, uses, and care. The application of color, design, an finishes will be studied.



**243. Clothing Construction** ( , Lecture one hour—Lab. five hours)

This is a course in principles and problems in selection and construction of clothing with emphasis of high standards, of workmanship, relating fabric to sewing processes, and fitting.

DIVISION IV

LANGUAGE AND LITERATURE

ENGLISH

**113. English Composition**

This is a study of the principles of composition, word usage, and vocabulary. The course includes a view of grammar, mechanics, punctuation, and spelling. Practical application of composition techniques is an important part of classroom and preparation activities. (Students who have deficiencies in English fundamentals are required to meet for two extra class sessions per week.)

**123. English Composition**

This is an advanced study of the principles of composition with emphasis on forms of discourse, vocabulary building, paragraphing, sentence structure, and reading skills.

**213. Survey of English Literature (1066-1800)**

This is a study of British writers with special attention given to Chaucer, Spenser, Shakespeare, Bacon, Donne, Milton, Smith, and Pope. The course is specifically designed to teach an appreciation of literature by relating it to literary forms and movements.

**223. Survey of English Literature (1888-Present)**

This study, a continuation of 213, includes Johnson, Boswell, Wordsworth, Keats, Browning, Arnold, Yeats, Shaw, and Eliot. Emphasis is given to the aesthetic and philosophical aspects of literature.

**253. Journalism**

Instruction is given in the selecting and writing of news.

LANGUAGES

FRENCH

**115. Elementary French**

This course stresses the elements in French grammar with practice in reading, pronunciation, writing, and conversation. It in-

cludes some of the history and customs of France which lead to a better understanding of the language and the people.

**125. Intermediate French**

Continued stress is made toward mastering the fundamentals of French syntax, with emphasis on reading and conversation.

GERMAN

**115. Elementary German**

An introductory course stressing the elements in German grammar, with practice in reading, pronunciation, conversation and writing.

**125. Intermediate German**

A continuation of 115. German reading, conversation and cultural background.

GREEK

**115. Elementary Greek**

Vocabulary, declensions, and conjugations are taught.

**125. Intermediate Greek**

This is a continuation of 115, with selected readings from the Gospel of John.

**213. Selected Gospel Readings**

Certain passages from the Synoptic Gospels are selected and given special study. (Prerequisite: 125)

**233. New Testament Epistles**

Selected passages are read in the original Greek, with some exegesis.

RUSSIAN

**115. Elementary Russian**

An introductory course combining practice in Russian reading and conversation with a knowledge of Russian and Russian life, language, and customs.

**125. Intermediate Russian**

A continuation of 115. Russian reading, conversation, and background.

## SPEECH

### **113. Fundamentals of Speech—I**

This course provides study and practice in the basic elements common to all oral communication, with particular emphasis on public speaking.

### **123. Fundamentals of Speech—II**

A continuation of 113, this course gives special attention to various forms of public address such as informative speaking, persuasive speaking, and discussion, as well as to a brief unit on phonetics. (Prerequisite: 113.)

### **203. Homiletics (Same as Bible 203.)**

Designed particularly for young men desiring to preach, the course in homiletics provides both theory and practice in the preparation and delivery of sermons. (Prerequisite: 113, or consent of instructor.)

### **213. Oral Interpretation**

This course provides study and practice in interpreting the printed page with intelligibility and naturalness. (Prerequisite: 113, or consent of instructor.)

### **223. Argumentation and Debate**

This study deals with the principles of argumentation and debate, including analysis, briefing, evidence, reasoning, and refutation. Class debating is done on vital questions. Class members are encouraged to participate in intercollegiate debate activities. (Prerequisite: 113, or consent of instructor.)

### **233. General Speech**

A required course for all second-year students in the college, designed to give each student a brief acquaintance with the basic principles of effective speaking, as well as opportunity for supervised practice in the various speech techniques. Speech 113 and 123 may be offered in lieu of this course.

## DIVISION V

### NATURAL SCIENCES

In keeping with the aims and purposes of North Central Christian College, this division is designed to prepare the student for further and greater usefulness in his chosen profession; to make

him conscious of the Great Intellect behind the law and phenomena that he observes; and to help him evaluate critically all theories based on speculation and fancy. Emphasis is placed in such a manner as to help the students who are not majoring in the sciences to see some of their practical applications; on the other hand stress is placed on the theoretical concept to the degree that other students will be prepared for more advanced work in chemistry, medicine, etc. Work in this division is separated into these departments: biology, chemistry, and physics.

## BIOLOGY

### **114. General Biology** ( , Lecture three hours—Lab. four hours)

A comprehensive, one-semester introductory course dealing with fundamental biological principles as they apply to all living organisms. The course is designed to give the student a general practical knowledge of life in both plant and animal kingdoms, which will be studied concurrently throughout the course. The laboratory work will be illustrative of the biological principles, and a systematic survey which will be correlated concurrently with lecture and textbook work. (No Prerequisites.)

### **124. General Biology**

A continuation of Biology 114.

### **215. Comparative Vertebrate Anatomy**

A detailed comparative study of the structure of the vertebrates with special attention given to the type study in the laboratory of the dogfish, turtle and cat among other representatives of the Phylum Chordata. It is especially recommended for pre-medical students and majors. (Prerequisites: Biology 114 and 124.)

### **225. General Physiology** ( , Lecture three hours—Lab. three hours)

A study of life processes, with emphasis on these processes at the cellular level. Special attention is given to the action of enzymes and their role in such phenomena as photosynthesis, oxidation, digestion, reproduction, and homeostasis. (Prerequisites: Biology 115 and 125.)

## CHEMISTRY

### 115. General Inorganic Chemistry

( , Lecture three hours—Lab. four hours)

This course includes a systematic study of the non-metals, metals, chemical compounds, chemical laws, the periodic classification of the elements, the structure of the atom and the application of the principles of chemistry to industry.

### 125. General Inorganic Chemistry

A continuation of Chemistry 115.

### 215. Qualitative Analysis ( , Lecture two hours—Lab. six hours)

Lectures are concerned with such topics as chemical equilibrium, mass action, ionization constant, solubility product, complexions, the solution of sulfides in acids and buffered solutions. The laboratory work is the analysis of a number of prepared solutions, solids and ores for the metallic ions and of the analysis of solutions and solids for the acid ions. (Prerequisites: Chemistry 115 and 125.)

### 225. Quantitative Analysis ( , Lecture two hours—Lab. six hours)

Theory and techniques of gravimetric and volumetric analysis with emphasis on fundamental principles, calculations and precision of determination. (Prerequisites: Chemistry 215; Mathematics 143 and 153.)

## PHYSICS

### 115. General Physics (Lecture three hours.—Lab. four hours)

The first semester is given to a study of mechanics and heat. (Prerequisite: A satisfactory score on the mathematics placement test.)

### 125. General Physics (Lecture three hours—Lab. four hours)

In the second semester a study is made of sound, light, electricity, and magnetism. (Prerequisite: 115.)

## DIVISION VI

### MATHEMATICS AND ENGINEERING

#### MATHEMATICS

### 133. Intermediate Algebra

This is a course in the basic operations of elementary algebra for students with less than two semesters of high school algebra.

**143. College Algebra**

This course presents the fundamental operations of algebra, equations, exponents, roots, radicals, and binomial theorem. (Prerequisites: Two or more semesters of high school algebra or its equivalent.)

**153. Trigonometry**

A study is made of the solutions of right and oblique triangles and their applications to some everyday problems, and of trigonometric functions, theory of logarithms, trigonometric identities, and complex numbers. (Prerequisites: 133 and 143.)

**214. Analytics**

This is a study of analytical formulas, coordinates, straight lines, conic sections, transformation of coordinates, polar coordinates, and polar curves. (Prerequisite: 153.)

**224. Calculus**

This is a study of limits, derivatives, differentials, integration, and multiple integrals. (Prerequisite: 214.)

## ENGINEERING

**101. Orientation in Engineering**

Introduction to the various fields of engineering, use of slide rule, and fundamentals of technical report writing and specifications for engineering computations.

**113. Elementary Engineering Drawing**

Principles of orthographic projection, practice in the making of working drawings; correct drafting-room practice in conventional representation; the use of instruments; practice in lettering; reading of drawings; practice in tracing.

**123. Descriptive Geometry**

Solution of basic space problems of engineering such as: determination of distance, angles, intersection of a line with a surface, intersections of surfaces and the plane dimensions, areas and patterns of developable surfaces. (Prerequisite: Engineering 113.)

**202. Engineering Problems**

Studies in problem layout and solution, numerical and dimensional equality, the slide rule, areas and volumes, rotating mechanisms, and vectors, density and specific gravity, and graphs.

### **203. Statics**

Fundamental principles of mechanics and their application to the simpler problems of engineering: forces, components, vectors, moments, couples, friction, hydrostatics, and centroids. (Prerequisite: Math. 224.)

### **213. Dynamics**

Motion of a particle dynamics of moving bodies, simple harmonic motion, elementary vibration problems, balancing, pendulums, impulse and momentum, work and energy. (Prerequisite: Engineering 203.)

## **DIVISION VII**

### **SOCIAL SCIENCES**

The purpose of the courses in this division is to develop an insight into the importance of man's relations with his fellow man. Human relationships are modified by many conditions and expressed in numerous forms, and for this reason, work in this division is separated into the following fields: economics, geography, history, political science, psychology, and sociology. These departments together are designed to emphasize the social sciences, that the student may be conscious of his duty to society and of his obligations as a citizen.

### **ECONOMICS**

#### **273. Principles of Economics (Same as Bus. Ed. 273)**

This is a beginning study to acquaint the student with the working of our economic system. The underlying principles of a free enterprise system of economy are emphasized.

#### **283. Applied Economics (Same as Bus. Ed. 283)**

A study is made of problems and their application. The purpose of this course is to aid the student to understand economic problems within the framework of a free-enterprise economy.

### **GEOGRAPHY**

#### **113. Global Geography**

This course presents the principles of geography with their ap-

plication to the economic and social development of society with emphasis on geo-politics.

## HISTORY

### **113. Survey of Civilization**

The first semester of this course traces the history of man from the earliest known times in Babylonia and Egypt to the sixteenth century Reformation in western Europe. An analysis is made of the major cultural aspects of ancient and medieval civilization through a knowledge of its sources in the past.

### **123. Survey of Civilization**

In the second semester of this course, a survey is made of man's history from the sixteenth century through the close of World War II and the organization of the United Nations.

### **202. Current Events**

The course is a study of current happenings of national and foreign significance, with a view of making the student a more intelligent citizen of his country. Emphasis is placed on background and interpretation of current affairs. The student makes use of periodicals and newspapers, making class reports upon his findings.

### **213. American History (1492-1865)**

This course is a survey of American history from its beginning to 1865. A review is made of our European heritage, the revolution, westward expansion, and the Civil War.

### **223. American History (1865-Present)**

This study is a continuation of 213. It is a survey of American history from 1865 to the present with emphasis upon our political, social, and economic development as a nation.

### **273. Church History**

In this course a comprehensive historical survey is made of the Christian religion from its beginning to the sixteenth century Reformation. Special emphasis is given to the nature of the early church, later doctrinal controversies, papal development and outstanding personalities of this period.

### **283. Church History**

The second semester course continues the study of the Christian history from the sixteenth century Reformation through the nineteenth century Restoration Movement in America.



## POLITICAL SCIENCE

### **113. American Government**

This course is a survey of the constitution of the United States, and a study of the framework of our federal government. Emphasis is placed on constitutional development, expansion of national powers and activities, political parties, and public problems.

### **123. State Government**

This is an intensive study of the role of the state in the American Federal Government. Attention is given to the meaning and extent of reserve powers of the state, and also to the administration of officers of the state.

### **273. International Relations**

This course is an introduction to the study of international relations with emphasis on diplomacy, nationalism, imperialism, foreign policy, and power politics. It is open to sophomores only.

## PSYCHOLOGY

### **213. General Psychology**

This course introduces the student to the science of psychology. The chief purpose in such a study is to acquaint the student with a functional grasp of the basic principles which control human behavior, and to provide the student with an adequate foundation for continued study in the science of human behavior.

### **223. Mental Hygiene**

The student is directed into a study of the basic elements of wholesome personality. Special emphasis is given to the problem of mental health in modern society, with the processes which contribute to both integration and disintegration of character.

## SOCIOLOGY

### **213. Principles of Sociology**

An introduction to sociology is given through a study of its scientific approach, the forms of social control, types of groups, and the major social institutions.

### **223. Social Problems**

In this course an analysis is made of present day social evils,

crime, insanity, war, depressions, race questions, political corruption, as they are expressed in the social milieu.

**233. Marriage and Family**

A study is made of the forces which have developed the present day family pattern. Factors involved in satisfactory and unsatisfactory family adjustment are studied.

## DIVISION VIII

### PHYSICAL EDUCATION

**NOTE:** Graduation requires 4 hours of Physical Education; 2 hours of this must be in activity classes. All exceptions are granted by the instructor.

**111. Physical Education** ( , Three hours weekly)

Instruction and practice are given in activities to promote physical fitness and sportsmanship.

**121. Physical Education** ( , Three hours weekly)

This is a continuation of 111, along with other activities.

**131. Intramural Activities** ( , Three hours weekly)

This is a study of the theory and practice of the sports of the season. The rules of the game and sportsmanship are emphasized.

**141. Intramural Activities** ( , Three hours weekly)

This is a continuation of 131.

**161. Tennis** ( , Three hours weekly)

Instruction and practice are given in the fundamentals of tennis.

**171. Volleyball** ( , Three hours weekly)

This includes instruction and practice in the fundamentals of volleyball

**191. Softball** ( , Three hours weekly)

Instruction and practice are given in the fundamentals of softball.

**211. Physical Education** ( , Three hours weekly)

This course includes instruction and practice in activities to promote fitness and sportsmanship.

**221. Physical Education** ( , Three hours weekly)

This is a continuation of 211, with other activities.

**232. First Aid**

Care and prevention of injuries is taught.

**242. Personal and Community Health**

An examination and application of the facts and principles of the science of health as they pertain to personal, family, and community welfare.

# INDEX

Absences .....	33	Health service .....	27
Academic information .....	32	History .....	56
Accounting .....	43	History of North Central Christian College .....	6
Accounts and allowances .....	31	Home economics .....	48
Accreditation .....	32	Honor roll .....	36
Administration .....	11	How to apply .....	30
Admission .....	32	Information for prospective students .....	30
Aims .....	15	Intoxicants .....	29
Application for admission .....	61	Introduction .....	1-14
Art .....	45	Journalism .....	49
Athletics .....	26	Late registration .....	9
Auditing courses .....	34	Loan funds .....	25
Automobiles .....	28	Location .....	2
Bible .....	39	Map .....	2
Bible-related courses .....	40	Master plan of campus .....	20
Biology .....	52	Mathematics .....	53
Board and room .....	22	Missions .....	41
Board of Directors .....	10	Moral conduct .....	29
Breakage responsibility .....	29	Music .....	45
Buildings .....	16-21	Payment of expenses .....	23
Business administration .....	43	Physical education .....	58
Business education .....	42	Physics .....	54
Calendar .....	9	Piano .....	47
Campus facilities .....	16	Political science .....	57
Certificates .....	37	Probation .....	36
Chapel attendance .....	28	Post graduate program in missions .....	41
Chemistry .....	53	Psychology .....	57
Chorus .....	48	Publications .....	26
Church history .....	41	Quality points .....	35
Classification .....	32-33	Refunds and credits .....	23
Class attendance .....	33	Religious activities .....	25
Class period .....	33	Requirements for graduation .....	37
Clubs, special interest .....	25	Room reservation .....	24
Counseling .....	26	Scholarships .....	24
Course numbering .....	39	Secretarial studies .....	44
Degrees .....	37	Social activities .....	25
Description of courses .....	38	Sociology .....	57
Discounts .....	23	Spanish .....	50
Divisional organization .....	38	Special students .....	33
Dress .....	31	Speech .....	51
Dropping courses .....	34	Speech activities .....	26
Economics .....	55	Sports .....	26
Engineering .....	54	Staff .....	11
English .....	49	Student council .....	25
Entrance requirements .....	32	Student life .....	25
Expenses .....	22	Student load .....	33
Faculty .....	12, 13, 14	Student employment .....	24
Fees .....	22	Table of contents .....	4
Financial information .....	22	Terms of payment .....	23
French .....	49	Tobacco .....	29
General information .....	15	Tuition .....	22
General regulations .....	28	Vacations .....	9
Geography .....	55	Visiting in private homes .....	29
German .....	50	What to bring .....	30
Grading system .....	35	When to come .....	30
Graduation .....	37	Withdrawal .....	34
Greek .....	50		

