



1978-79 Catalog
Michigan Christian College

MICHIGAN CHRISTIAN COLLEGE

1978-79 CATALOG

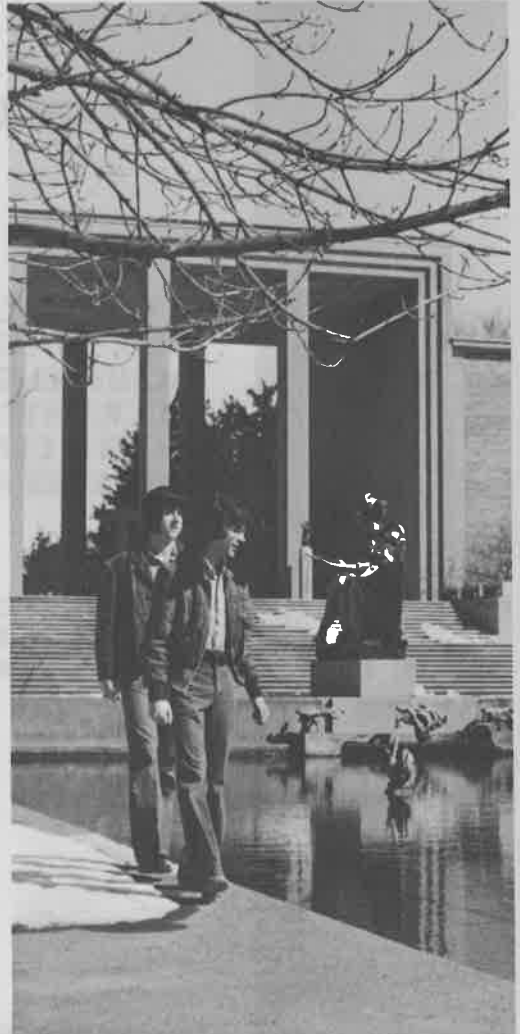
**A CO-EDUCATIONAL COLLEGE
DEDICATED TO ACADEMIC
ACHIEVEMENT AND CHRISTIAN IDEALS
ACCREDITED BY THE
NORTH CENTRAL ASSOCIATION OF
COLLEGES AND SECONDARY SCHOOLS**

**800 WEST AVON ROAD
ROCHESTER, MICHIGAN 48063
PHONE (313) 651-5800**

VOLUME 14

Why College?

After finally reaching the “expected” level of education, you may be asking yourself, “Why should I go to college?” After all, you probably are tired of school, may already have a good paying job, and maybe even have someone in mind for marriage. But wait . . . are you really tired of school or just your particular school environment? Do you really want to keep that job very long? Are you really prepared to settle down to all the responsibilities of marriage? Maybe you should ask, “Why College?” . . . and try to answer the question and not just give reasons why you should not choose college.





Sure, much of the purpose of college is preparing for a better vocation, but college is actually a lot more. It is learning to better appreciate and better understand man ... his culture ... his thought patterns ... his history ... his behavior. It is discovering your potential as God's creation to improve the condition of yourself and others. It is developing a broader outlook on life, and a greater maturity to face the responsibilities that life brings. College is more than books; it is learning how to live.



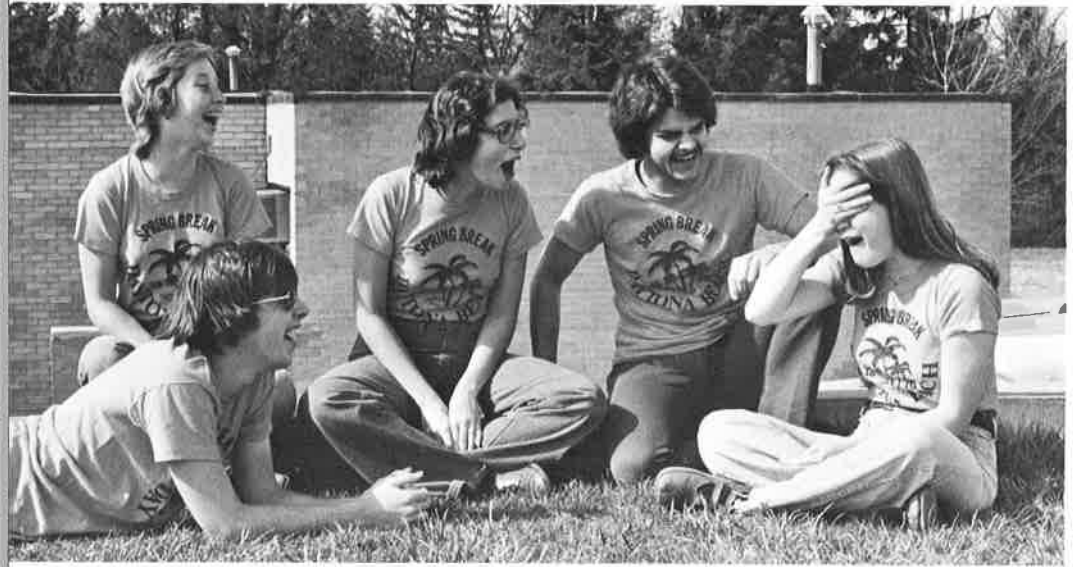
WHY A CHRISTIAN COLLEGE?

As you begin to understand why you might want to go to college, the thought of what kind of college to attend is probably entering your thoughts. The option of a Christian college suddenly becomes very real. Since college is so much more than preparing for a better vocation, but for life, it becomes more apparent that the Christian college offers an extra dimension. In the Christian College, all of life is considered in the context of God and His will for man. It is not a place where everyone is perfect, but where most are striving for a better degree of maturity . . . for a better degree of service toward God and mankind. It is where you are encouraged to better yourself and others. The Christian college is more than just learning how to live, it is learning how to live right.



WHY MICHIGAN CHRISTIAN COLLEGE?

The decision to attend a Christian college naturally leads to the decision of which one. Many students have found that Michigan Christian College offers something special. It is where you are not merely a spectator, but a participant. An abundance of activity combined with a small student body often helps you discover and develop talents you may not have realized you had . . . part of the purpose of college.





Michigan Christian College is where you can earn a two-year liberal arts degree from a fully accredited Christian college. It is where you can both see and feel the beauty of God's handiwork on campus, yet drive to America's fifth largest city in minutes. It is where you become a member of an extended family . . . not just new friends, but new brothers and sisters. It is where you feel a part of something growing and alive, a school that like you is striving to learn how to better serve and live right.

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College Calendar

FALL SEMESTER 1978

Faculty Workshop Begins	August 15
Residence Halls Open (1:00 p.m.)	September 3
Orientation — Registration	September 4-5
Classes Begin	September 6
Faculty Reception for Students	September 7
Stratford Festival Outing	September 16
Associates Fall Festival	October 7
Bible Lectureship	October 10-12
Mid-Term Progress Reports	October 27
Drama Performance	November 9-11
Thanksgiving Recess	November 23-26
Holiday Banquet	December 15
Classes End	December 18
Final Examinations	December 19-22
Residence Halls Close (4:00 p.m.)	December 22

WINTER SEMESTER 1979

Residence Halls Open (1:00 p.m.)	January 7
Registration	January 8
Classes Begin	January 9
Homecoming	February 10
Mid-Term Progress Reports	March 2
Spring Recess	March 10-18
Celebration in Song	April 19-21
Dean's Breakfast for Graduates	April 28
Baccalaureate	April 29
Classes End	April 30
Final Examinations	May 1-4
Awards Banquet	May 4
Commencement	May 5

SPRING SHORT TERM 1979

Registration/First Day of Classes	May 7
Partnership Dinner VIII	May 19
Study Day	May 24
Final Examinations	May 25

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. Inquiries regarding compliance with Title IX of the Education Amendments or any other federal equal access/equal opportunity law or regulation should be directed to Mr. Steve Hudson, Compliance Coordinator, MCC, 800 West Avon Road, Rochester, MI 48063.

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G. WHEELER UTLEY	Orange, California

Faculty

- Barbara Cole, B.A., M.S.E. Business, Secretarial Science
B.A., Harding College
M.S.E., Arkansas State University
- David Cole, B.S., M.S. Chemistry, Physical Science
B.S., Harding College
M.S., Kansas State University
- Eldred Echols, B.A., M.A., Bible, Greek
B.A., Abilene Christian University
M.A., Abilene Christian University
(Doctoral candidate, University of Witswatersrand, Johannesburg, South Africa)
- Gale Edwards, A.A., B.A. Art, Speech
A.A., Michigan Christian College
B.A., David Lipscomb College
(Additional Studies, Wayne State University)
- William Fowler, B.S., C.P.A.* Business
B.S., Harding College
C.P.A., State of Tennessee
- Randy Gill, A.A., B.A. Music
A.A., Michigan Christian College
B.A., Harding College
(Additional Studies, University of Michigan School of Music)
- Leo Hindsley, B.A., M.A. French, History
Certificat De Francais Usuel, Sorbonne, University of Paris
B.A., Wayne State University
M.A., Wayne State University
(Doctoral candidate, Michigan State University)
- Steve Hudson, A.S., B.S.* Sociology
A.S., Michigan Christian College
B.S., Eastern Michigan University
(Additional Studies, Eastern Michigan University)
- Larry L. Journey, B.A., M.A.* Speech
B.A., David Lipscomb College
M.A., University of Tennessee
(Doctoral candidate, University of Michigan)
- Nancy Journey, B.A., A.M.L.S. Political Science
B.A., David Lipscomb College
A.M.L.S., University of Michigan

- Fawn Knight, B.A., M.A.** Reading, English
 B.A., Pepperdine University
 M.A., Pepperdine University
- Leonard Knight, B.A., M.A., M.A., D.Min.*** Bible, Psychology
 B.A., Pepperdine University
 M.A., Pepperdine University
 M.A., Fuller Theological Seminary
 D.Min., Fuller Theological Seminary
- Bernard Leshley, Mus. Bac., B.S.E., M.A.**** Music
 Mus. Bac., University of Montreal
 B.S.E., Wayne State University
 M.A., Wayne State University
- Diane Mullens, A.A., B.A., M.S.L.S.** Librarian
 A.A., Michigan Christian College
 B.A., Marygrove College
 M.S.L.S., Wayne State University
- Garth Pleasant, A.A., B.S.*** Physical Education
 A.A., Michigan Christian College
 B.S., David Lipscomb College
- Coy Roper, B.S., M.S., M.T.** Bible, Greek
 B.S., Abilene Christian University
 M.S., Abilene Christian University
 M.T., Northeastern Oklahoma State University
- Ted Ratliff, B.S., M.B.A.**** Business
 B.S., Washington University
 M.B.A., University of Detroit
- William K. Shinsky, B.S.E., M.Ed.** Physical Education
 B.S.E., Abilene Christian University
 M.Ed., Wayne State University
- Lynne Stewart, A.S., B.S.*** Home Economics
 A.S., Michigan Christian College
 B.S., Siena Heights College
- Travis Thompson, B.A., M.S., Ph.D.** Mathematics
 B.A., Harding College
 M.S., Northeast Louisiana University
 Ph.D., University of Arkansas
- Jeanine Varner, B.A., M.A.** English
 B.A., Oklahoma Christian College
 M.A., University of Tennessee
 (Doctoral candidate, University of Tennessee)

Paul Varner, B.A., M.A. English
B.A., Oklahoma Christian College
M.A., University of Tennessee
(Doctoral candidate, University of Tennessee)

Edith Wallace, A.S., B.A. Biology
A.S., Michigan Christian College
B.A., Pepperdine University
(Additional Studies, Wayne State University)

Mike Weimer, A.S., B.A., M.A.R.** Bible
A.S., Michigan Christian College
B.A., Oklahoma Christian College
M.A.R., Harding Graduate School of Religion

*Full-time college personnel teaching selected courses

**Adjunct Faculty



History Of The College

In September of 1959 fifty-four regular and eighty-four special students came to a thirty-seven acre campus to officially open North Central Christian College. NCCC had been the dream of hundreds of Michigan area Christians since 1954. In 1961, the Michigan State Department of Public Instruction, upon approving the college for incorporation, requested a name change, so the Board officially adopted the name, "Michigan Christian Junior College."

The Board of Directors has increased from the original nine members to forty-seven. Upon the resignation of President Gatewood in 1964, the Board appointed Dean Palmer as President of the college. In 1971, Palmer became Chancellor of the college and Don Gardner was named President. In 1978, Walter Gilfilen assumed duties as President.

The MCC campus now consists of ninety-one acres, eleven buildings, athletic fields, and two scenic lakes. As a young, private liberal arts college, its development has been noteworthy. The campus and facilities are presently valued at over \$2,750,000.00.

Aims Of The College

As a Christian, liberal arts college, Michigan Christian College is dedicated to the intellectual development of the student in a Christian environment. All subjects are taught within a framework of a Christian world view and philosophy of life which rests upon two basic assumptions: that Jesus Christ is Lord and Savior; and that the Bible is the inspired, normative, and authoritative work of God.

The college is aware of extremes facing an institution so oriented. First, that religious attitude may be so inflexible and rigid that students are merely catechised, in which case the purpose of a liberal arts college is defeated. Second, that the religious philosophy of the college may be so nebulous and ill-defined that the college is not distinctively Christian. The task of Michigan Christian College requires it to steer a course between these two extremes.

Student Life Information

COLLEGE LOCATION

Situated in Rochester, the northern-most suburb of Detroit, you can enjoy a peaceful, small town atmosphere while taking advantage of the luxuries of the suburbs. Within minutes, you can drive anywhere in the Detroit metropolitan area.

Rochester, a thriving community of 7,000 boasts the internationally acclaimed Meadowbrook Theatre and Music Festival. In addition to its famous unique shops and cider mills, Rochester now serves as home to two new enclosed shopping malls, four shopping centers, five indoor theaters, and over twenty-five restaurants. Seventeen miles from campus brings you to eight more shopping malls and over fifty more theaters. Job opportunities are usually readily available.

Metropolitan Detroit, with the nation's fifth largest city as its center, offers such places as Greenfield Village, the Henry Ford Museum, the Institute of Arts, Fisher Theatre, and the Detroit Zoo. Sports enthusiasts can witness pro-baseball at Tiger Stadium or Lion's Football at the new 80,000 seat Pontiac Stadium. Public and private golf courses, parks, and winter sports facilities are within reasonable distance for special outings.





CAMPUS FACILITIES

Eight major buildings situated around two scenic lakes make up the main portion of the ninety-one acre campus. Although every building except the Gallaher Center (1950) was constructed since 1959, most facilities have been renovated during the past three years. Acres of wooded, landscaped areas around the lakes make the campus one of the most beautiful to be found anywhere. Trees, shrubs, lawns, and gardens provide private study areas for those who enjoy working while surrounded by the beauties of nature. Athletic fields and tennis courts are located on the east side of campus.

Gallaher Center. Formerly the mansion of the Maxon estate, this building now houses the President's Office, Business Office, Admissions Office, Bible Room, and Music Department. A slate roof, a rustic wooden interior, and a unique design which blends into the contour of the lake and hills sets the building apart as a focal point of the campus.

Muirhead Library. Primarily housing the library, this building also contains the College Bookstore, which serves both student and church needs. The microbook **Library of American Civilization** of over 11,000 rare volumes helps make up the library's collection of over 30,000 volumes. A complete reading lab equipped for individualized work programs is also located in the library.



Campus Center. Two floors of men's residence hall for 56 men and a supervisor make up the center of the Campus Center. The dorm rooms are completely carpeted and furnished. Community restrooms and showers are located on each floor, along with coin-operated laundry facilities on the first floor. An academic wing containing the Dean's Office, faculty offices, and classrooms lies on the west side of the building. Below the residence hall and overlooking the lake is the cafeteria. The adjoining Gold Conference Room provides a formal atmosphere for special meetings and banquets.

Utley Student Center. Two levels within this newly enlarged facility include a recreation area and a leisure area. Both areas have decks overlooking the lakes.

Westside Central Chapel. Beautiful windows forming a large arrow pointing upward highlight the Westside Chapel's view of the campus lakes. A unique seating arrangement allows for the dividing of the facility into three large lecture rooms within minutes after the closing of chapel programs.

Alma Gatewood Memorial Residence Hall. This four-level residence hall houses 144 women. Rooms are in a suite style, with two rooms adjoining a private bath. In addition to carpeting and furnishing, each room contains a private sink and walk-in closet. Coin-operated laundry facilities are located on each of the three upper levels, and a large recreation room on the lower level.

Barbier Men's Residence Hall. Housing 52 men and a supervisor, this two-story dormitory is arranged with community restrooms and showers. Each room is carpeted and furnished.

Men's Residence Hall #1. Built on a suite style with two rooms adjoining a private bath, this one story building houses 40 men. In addition to carpeting and furnishings, each room contains a private sink and an outside private entrance.

Gymnasium. Serving as the location for intercollegiate practice, physical education courses, and intramural sports, this building contains a single regulation college court. Although plans call for the addition of offices and shower rooms, intercollegiate games are played in local gymnasiums.

Science Center. Lecture rooms and biology and chemistry laboratory facilities rooms are located in this building. It is located in an excellent area for specimens because of the abundance of trees, plants, and lakelife nearby.

RESIDENCE HALLS

You are required to live in a college residence hall unless you are married or living with relatives. Permission to waive this requirement should be requested from the Vice President. Housing is maintained for full-time, single students only. Each student is held financially responsible for any damages to his or her room. Residence halls are described under the preceding section on campus facilities.



HEALTH INSURANCE AND SERVICES

A college group accident and sickness insurance policy is available to all students. Each full-time student is required to subscribe to the policy or provide proof of insurance. The cost of the insurance is included in the student fees. Two semester payments provide a full twelve months coverage, including the summer vacation period. This policy covers hospitalization and other areas not included in the "on campus" services.

The college maintains a close relationship with Crittenton Hospital in Rochester. A special arrangement through the Emergency Ward of the hospital allows for care of the acutely ill, treatment of minor ailments and normal communicable diseases, and prescription of necessary medicine by the physician on duty. The services of the Graham Medical Center at nearby Oakland University are also available to MCC students. You may choose, however, to secure the service of a local physician through the doctor's office. In any case, you are obligated to pay for all such services and medicines.

GENERAL POLICIES AND PROCEDURES

As a student at MCC, you are expected to accept a personal responsibility for your conduct both on campus and in the community. Since MCC is a Christian college, the Administration feels an obligation to the students who choose this type of college to maintain an atmosphere on campus that harmonizes with the purposes and philosophies of the institution.

By your enrollment, you agree to live within the framework of the college's standards of conduct. While you may not have personal convictions in accord with these standards, enrolling as a student obligates you to assume responsibility for honorable adherence to these standards while under the jurisdiction of the college.

Specific policies concerning dress, the use of alcoholic beverages, drugs, tobacco, and other matters of conduct are described in the "Student Handbook". The observance of the rules of common courtesy and cooperation makes conduct rules operate more smoothly. However, misbehavior which would make a student liable to indictment under criminal law or in serious violation of college policies will subject a student to dismissal from the institution. If you wish clarification of such rules, you may request a copy of the handbook from the Office of Admissions.

RELIGIOUS ACTIVITIES

Chapel. Worship is a vital part of campus life at Michigan Christian College. The purpose for which MCC was established includes the development of the spiritual life of each student. Chapel attendance is required each academic day unless an absence is excused in advance by the Director of Student Services. Programs often follow the devotional period.

Bible Classes. Each full-time student is required to enroll in a Bible class each semester. Required classes come from the textual field of Bible offerings.

Devotionals. One evening each week a joint devotional is held for both men and women students. Individual residence hall devotionals are also conducted, as scheduled by the residence hall council. These are informal worship periods which strengthen the Christian fellowship between students and provide inspiration at the end of the day.

Bible Lectureship. Each October, guest speakers from throughout the country come to campus to present the Bible Lectureship. Students are encouraged to attend the various classes and lectures to learn from these Christian leaders.

Mission Emphasis. Training and experience in personal evangelism methods can be received in Mission Emphasis' active schedule of off-campus evangelistic campaigns.

His Wordsmen. Those young men desiring to fill leadership or preaching roles in the church find practical experience and encouragement together in His Wordsmen.





SOCIAL ACTIVITIES & STUDENT ORGANIZATIONS

Banquets. Three major semi-formal all-school banquets highlight the year: the Pre-Holiday, Homecoming, and Awards Banquets. The Athletic Department hosts a banquet in the spring to present awards to outstanding participants in both the intercollegiate and intramural sports programs.

Beautiful Day. One day during the school year, the college President ends chapel by declaring it a "beautiful day." Classes are dismissed in lieu of ball games, picnics, hiking, and other recreational activities.

Student Council. Leaders are developed in an active Student Council as they plan the year's activities and projects. Four officers head the council which includes class, residence hall, commuter, and foreign student representatives.

A Cappella Chorus. Open to all students by audition, the chorus gives several local concerts in addition to weekend tours and major extended tours during the year. Smaller ensembles also are formed within the chorus.

Drama. Stagecraft and acting talent are served by the Drama Department. Three major plays, including one for touring, are produced each year.

Yearbook. A college yearbook, the **Totem Pole**, provides opportunities of expression to students who desire experience in writing, photography, advertising, layout design, business management, and publishing. The book is distributed in the summer.

W Club. Young ladies find service projects readily available through participation in the W Club.

Social Clubs. Eight campus social clubs serve as the basis of special activities and intramural sports rivalry. Four clubs exist for both men and women students.

Residence Hall Council. Representatives from each residence hall are elected to organize ways and means for improving residence hall living.

Ski Club. Local ski resorts are frequented by those of all levels of skiing ability.

ATHLETIC ACTIVITIES

Intercollegiate Sports. As a member of the North Central Christian Athletic Conference, men participate in intercollegiate basketball, baseball, tennis, and cross country. Women participate in intercollegiate basketball, tennis, and cross country. A number of scholarships are offered in these areas of competition.

Intramural Sports. Eight campus social clubs compete for an all-sports trophy in intramural softball, football, volleyball, basketball, tennis, table tennis, checkers, and chess. Both men and women teams compete.

Pep Squads. Cheerleaders, backed by a Warrior Chief, lead enthusiastic fans at both the away and home basketball games.

Admissions Information

Michigan Christian College welcomes you if your educational pursuit is in harmony with goals and purposes of the college. To apply for admission, follow the admissions procedures outlined on the application form in the back of the catalog.

FIRST TIME IN ANY COLLEGE (FTIAC). Most applicants gain admission to MCC as graduates from recognized high schools. If you have not graduated from high school, you may be admitted upon satisfactory completion of the General Education Development (GED) Test. If your final three years' high school grade point average is less than 2.00 or your composite GED Test score is between 45 and 49, you may be admitted on academic probation.

TRANSFER. In addition to general admission requirements, if you wish to transfer to MCC from another college or university, you must submit an official transcript from the institution. MCC accepts all passing academic work completed in other colleges and universities. If your college grade point average is below 2.00, you may be admitted on academic probation.

THREE-TWO PLAN. Nearly one fifth of the nation's colleges have an accelerated program for able students who have completed their junior year of high school with a good academic record. MCC's Three-Two Plan allows you to begin your full-time college program after three years of high school (grades 9-11) and to obtain your Associates Degree after two years at MCC. You may receive your high school diploma after your first year at MCC either through special arrangements with your high school or through satisfactory completion of the GED test. If you are admitted under the Three-Two Plan, you are accepted into the college community the same as any high school graduate. You must have a 3.00 (B) grade average or above in high school and a 21 or above on the ACT to be admitted under this program.



RE-ADMISSION. If you have been out of MCC for two semesters or more and wish to return, you should make a formal application for re-admission (no fee) to the Admissions Office. If you were suspended or dismissed for academic reasons, you must apply for re-admission through the Academic Life Committee. If you were suspended or dismissed for social reasons, re-admission must be requested of the Student Life Committee.

SPECIAL STUDENT. If you are interested in taking six hours or less, you may simply register for classes without applying for formal admission. As a special student, you may take classes for college credit or you may choose to audit.

GUEST STUDENT. Students enrolled in other colleges often wish to attend MCC in order to receive credit in some specific course or area. To do so, you should submit a Michigan Uniform Undergraduate Guest Application to the Dean's Office. All other admissions requirements are waived. As a guest student, you are charged normal tuition and fees. Notification of your grades and credits earned are sent to your regular college.

INTERNATIONAL STUDENT. If you do not live in the United States, you may be admitted to MCC upon submission of academic credentials from your own country which indicate your ability to perform college work in the United States. If your native language is not English, you are required to satisfactorily complete the Test of English as a Foreign Language (TOEFL). Before you can be issued an I-20, it will be necessary for you to submit a \$750 deposit. This deposit is credited to your account over a period of two semesters and is refundable only if you are unable to obtain a visa.

Financial Aid Information

The primary responsibility for financing a college education rests with a student and his family, since a student is the primary beneficiary of his education. Since society also benefits from his education, interested individuals and organizations as well as the State and Federal governments have determined to assist a student having financial need to obtain a college education whenever such would be unlikely if financial assistance were not available.

If you require financial assistance to attend MCC, we will help you in putting together a financial aid package. We can blend scholarships, grants, loans, and part-time employment to enable you to obtain the benefits of a Christian education. During an academic year approximately \$600,000 is awarded in various forms of financial assistance to MCC students.

We grant financial assistance primarily upon the basis of need. In order to determine the ability of you and/or your parents to meet college costs, we request that you submit an ACT Family Financial Statement to the American College Testing Program.

Tentative offers of financial aid may be made prior to admission, but a final and official written offer is made only after admission has been granted. Since funds are limited and since aid is granted on a priority basis, it is in your best interest to apply for admission and financial assistance as early as possible. However, we will work with you at anytime to enable you to attend MCC.

Returning students who will need financial assistance for their second year should visit the Office of Financial Aid during the spring semester to make financial plans for the coming year.



SCHOLARSHIPS

Michigan Competitive Scholarship. If you are a resident of Michigan with financial need, you may be eligible for a scholarship of up to \$1200 per academic year from the State. To qualify, you must complete the American College Test (ACT) with a high score either in April of your junior year, in July between your junior and senior year, or in October of your senior year. Application for the scholarship is made to the State of Michigan. Family Financial Statement required.

Academic Scholarship. If you have maintained above a 3.00 (B) grade point average over five consecutive semesters of high school work, you qualify for an Academic Scholarship. For a 3.00 to 3.19 you may receive \$150 per academic year; 3.20 to 3.39, \$225; 3.40 to 3.59, \$300; 3.60 to 3.79, \$375, and 3.80 to 4.00, \$450. A scholarship is awarded for one academic year and is renewable for the same amount your second year if your college grade point average does not change more than .20. If you do not enter MCC with an Academic Scholarship as a freshman, you may become eligible by earning a 3.00 grade point average or better during your freshman year. These scholarships can only be applied to tuition and fees. You may choose between an Academic Scholarship and an ACT Scholarship, but may not receive both.*

ACT Scholarship. If you achieve a high score on the American College Test (ACT), you automatically qualify for an ACT Scholarship. For an ACT composite score of 21 to 24 you may receive \$200 per academic year; 25-28, \$300; and 29-36, \$400. This scholarship is renewable your second year if you maintain sufficient grades. You may choose between an ACT Scholarship and an Academic Scholarship, but may not receive both.*

Valedictorian and Salutatorian Scholarships. If you are the Valedictorian or Salutatorian of your high school class, you are eligible for an annual scholarship of \$500. You may not receive both this scholarship and an Academic or ACT Scholarship.*

Associates' Scholarship. The Associates of Michigan Christian College provide a number of scholarships which may be applied toward room, board, tuition, and fees. To qualify you must have at least a 2.75 grade point average. This scholarship is renewable if a 2.75 grade point average and satisfactory citizenship are maintained. Sophomores meeting the qualifications who did not receive one of these scholarships upon entering MCC may apply for such scholarship assistance for their sophomore year.*

* Adjustments may be necessary if you receive a Michigan scholarship or grant.

GRANTS AND AWARDS

Basic Educational Opportunity Grant. First-time college registrants who are United States citizens may be eligible for up to \$1800 in aid from the Federal Government for use on any college costs. After submitting the ACT Family Financial Statement, you will receive a Student Eligibility Report (SER) from Basic Grant. You forward this form to the college, which in turn notifies you of your actual grant.

Supplemental Educational Opportunity Grant. If you demonstrate need beyond that met by the Basic Grant, you may be eligible for up to an additional \$1500 from the Federal government. Application is made to the college, which in turn determines the grant.

Michigan Tuition Grant. If you are a Michigan resident you may be eligible for a grant of up to \$1200 per year from the State. These grants are awarded on the basis of financial need and enrollment in a private Michigan college. Family Financial Statement required.

President's Award. In select cases, the President of the college authorizes awards to students whom he feels will be an asset to the college and who represent Christian ideals. In accepting a President's Award, you agree to give time to the college in the President's Office while a student. Generally students feel it to be an honor to become a special partner with the President in working on such programs as the Partnership Dinner, the Bible Lectureship, student recruitment, and other special activities.

Achievement Award. If you have demonstrated exceptional ability in a particular activity, you may be eligible for an award from MCC in that particular achievement. Such awards are available in sports, journalism, music, speech, and drama. These awards range up to \$500 per academic year, depending upon your ability and financial need and are based upon the recommendation of the appropriate department.

Activity Achievement Awards are actually work scholarships since the department recommending the award will expect a reasonable amount of the student's time. It is to your advantage to arrange for a conference with the chairman of the department from which you hope to receive the award in order to discuss your abilities and experiences.

An award is made for one academic year, but may be renewed for the second year if citizenship and performance produce a departmental recommendation for renewal. Activity Achievement Awards cannot be made after the school session begins in September. A first year student may be considered for such an award for his second year.

FAMILY PLAN DISCOUNT

A 10% tuition discount is available to each of two or more students from the same family who are concurrently enrolled full-time at MCC. Should a student who is eligible for the discount be granted another MCC award, a choice must be made between the awards.

SPECIAL SOURCES OF AID

Social Security Benefits. If you are a child of a retired, disabled, or deceased worker, you may be eligible for social security benefits for college work until you reach the age of 22. Contact your district Social Security Administration Office for more information concerning the application process.

Veteran's Benefits. Through the G.I. Bill, you qualify for educational benefits for up to eight years from the date of your discharge, if you are a veteran of any of the armed forces. If you are the child, wife, or widow of a veteran who died or was permanently and totally disabled as the result of service in the armed forces, you qualify for benefits toward your college education. Contact your Veterans Administration Office for more information.

Vocational Rehabilitation. After you have pursued other sources of financial aid, you may be eligible for additional aid through the Vocational Rehabilitation Service, if you have some physical disability. If you feel you might qualify for such assistance, contact your local Vocational Rehabilitation Office.



LOANS

National Direct Student Loan. If you have financial need and are a United States citizen, you may borrow up to \$1250 per academic year from the Federal government. Such a loan bears interest at 3% a year on the unpaid balance. Repayment of the principal may be extended over a ten year period and does not begin until nine months after you end continuous study. Deferment of repayment is possible for members of the armed forces, Peace Corps, and VISTA. Up to 100% of the loan may be cancelled for those who teach in schools in specified disadvantaged areas. Application is made to MCC.

Guaranteed Low-Interest Loan. You may be able to borrow up to \$2500 each year through a Federal program operated through your local bank. Should you obtain such a federally insured loan, the Federal government may pay the full 7% interest on the loan while you are in college, depending upon your family income. Repayment begins between nine and twelve months after you cease to be a full-time student and is normally scheduled for from five to ten years. There is a minimum monthly repayment requirement of \$30 which may reduce the repayment period. Repayment may be deferred while you are a member of the armed forces, a volunteer in the Peace Corps or VISTA, or a full-time student. Application is made through your local bank.

Michigan Higher Education Assistance Authority (MHEAA) Loan. This loan is available in amounts up to \$2500 per academic year to Michigan residents who are full-time students in a Michigan institution of higher education. They are extended by Michigan banks which are participants in the State program. Applicants must be legal residents of Michigan, must demonstrate the ability and desire to complete a college course and earn a degree, and must demonstrate some financial need. Application is made through your local bank. If your local bank is unable to make such a loan, you may obtain a "certificate of refusal" from the bank and make arrangements to receive the loan through the college.

Pickett and Hatcher Educational Fund Loan. Up to \$1200 per academic year may be borrowed under this fund at 6% interest per year. Application must be made to Pickett and Hatcher Educational Fund, Box 2128, Columbus, GA 31902 at least two months prior to term for which the loan is to be used.

Commercial Loans. Do not overlook your local bank regarding a student education financing package.



EMPLOYMENT

College Work Study. This Federal program is designed to provide work in non-profit organizations for students with financial need. To qualify you must be a United States citizen and capable of maintaining satisfactory grades while employed. On campus jobs include such duties as dormitory monitoring, maintenance, library assistance, and secretarial work. Job assignments are made at the beginning of each academic year. Both on and off campus summer employment may be arranged under this program. Application is made to MCC.*

Off-Campus Employment. Area business firms often contact the college for students desiring part-time work. Such job opportunities are posted in the Financial Aid Office.*

*Twenty hours of employment per week should be the maximum undertaken by any full-time student. Probationary students will be restricted to a maximum of twelve hours of employment per week.



MONTHLY PAYMENT PLAN

If you desire to avoid lump sum payments at the beginning of each term, you may choose to pay in monthly installments. A full-time resident student is required to pay a \$700 deposit on registration day. The deposit can be reduced by any financial award or aids the student is to receive. The student will receive an invoice detailing the charges. The balance of the account can be paid in three equal installments due as follows: Fall, October 1, November 1, and December 1; and Spring, February 1, March 1, and April 1. A service charge of 1% (annual percentage rate of 12%) will be added to the unpaid balance on the first day of each month.

A student will not be permitted to take examinations or to graduate until satisfactory settlement is made of all financial accounts, including library fines, bookstore charges, and business office charges. Transcripts of credit earned cannot be released until all obligations to the college have been paid or arranged.

HOW TO APPLY FOR MAXIMUM AID. You should complete:

1. **MCC Application for Admission and Financial Aid**, submitted to Michigan Christian College, 800 West Avon Road, Rochester, Michigan 48063.
2. **ACT Family Financial Statement (FFS)**, submitted to ACT Student Assistance Programs, Box 1000, Iowa City, Iowa 52240. Michigan residents should list both Michigan Christian College (code 2072) and State of Michigan Tuition Grant Program (code 2076) in space requesting institutions and agencies to receive report. Non-Michigan residents need only list MCC. Be sure to include proper payment for all code listings.

Both of the above forms may be obtained from our Office of Admissions.

Academic Progress Statement

Failure to maintain satisfactory progress in the course of study a student is pursuing may jeopardize current and future financial aid.

Academic progress is defined as follows:

1. Part-time students (those registered for 6-11 hours*) must pass one-half of the hours for which they are registered. Those registered for less than 6 hours are regarded as special students.
2. Full-time students (those registered for 12 hours or more*) must remain enrolled in at least 8 hours throughout the semester. If the student withdraws from or is dropped from enough classes to fall below 8 hours, the student is not making satisfactory progress and will be suspended for one term.
3. This policy supplements the policies concerning academic alert and academic suspension based upon grade point average described on page 39 of this catalog.

*Status is determined at the close of the late registration period for a given term.

Financial Information

SCHEDULE OF CHARGES*

Application fee	15.00
Auditing fee (per semester hour)	25.00
Automobile registration fee	10.00
Board (per semester)	425.00
Bowling class fee (per semester)	25.00
Change of course fee (per change)	5.00
Examination fee, special (per examination)	10.00
General fee (per semester)	75.00
Graduation fee	25.00
Insurance (per year)	50.00
Late registration fee	10.00
Private lesson fee, piano or voice (per semester)	65.00
Reinstatement fee (chapel, class)	10.00
Room rent (per semester)	250.00
Room reservation deposit	25.00
Science fee (refundable)	10.00
Security room deposit (refundable)	25.00
Transcript fee (each after first)	2.00
Tuition (per semester hour)	50.00

AVERAGE EXPENSES PER SEMESTER*

Tuition (16 hours)	800.00
General Fee	75.00
Room and Board	675.00
TOTAL	1550.00

*Subject to change because of increasing prices



REFUNDS AND CREDITS

Withdrawal From College. To withdraw from the college, you must carefully take the following steps:

- 1) Visit the Dean's Office to complete an official withdrawal form. If you are at home, you may call the Dean's Office to obtain all necessary forms. The withdrawals will be considered official on the date of the call only if all forms are completed and returned in one week.
- 2) Visit the Business Office to have refunds calculated. If you have a National Direct Student Loan, you must participate in an exit interview at this time.
- 3) Visit the Financial Aid Office if you are receiving any type of financial aid.
- 4) Visit your residence hall supervisor to officially check out of the dormitory if you are a boarding student.

Failure to complete this entire process will indicate that you are not officially withdrawn from the college and may result in a grade of "F" in all academic work and will result in no refunds of accounts.

The date of withdrawal for the purpose of calculating any refund and/or penalties will be calculated from the date the above steps are completed. The date the residence halls open will be considered the beginning of the school year for the purpose of calculating any refunds and/or penalties.

If the withdrawal is unnecessary or due to student's misbehavior, the college is under no obligation to refund any charges. When a student voluntarily withdraws, refund and/or penalties of all charges, which include both regular and special tuition, fees, room, and board will be governed by the following policy:

	Refund	Penalty
Within first week	90%	10%
Within second week	75%	25%
Within third week	50%	50%
Within fourth week	25%	75%
After fourth week	0%	100%

Course Withdrawals. Refunds of tuition and fees will be governed by the following policy calculated from the day classes begin.

	Refund	Penalty
Within first & second week	100%	\$5.00
Within third week	75%	25%
Within fourth week	50%	50%
Within fifth week	25%	75%
Beyond fifth week	0%	100%

Academic Information

ACCREDITATION. MCC graduates are eagerly sought by four year colleges and universities which often lure them with financial assistance offers. MCC students have successfully transferred to over seventy colleges and universities.

You need have no fear about the acceptability of your credits from Michigan Christian College. This is especially true when transferring to one of MCC's sister Christian colleges, most of which admit MCC graduates at junior status with no additional general education requirements. Public institutions often transfer Bible credits as English, History, Humanities.

An indication of Michigan Christian College's standing in the educational community is indicated by these memberships and approvals:

*Accredited by the North Central Association of Colleges and Secondary Schools.

*Approved by the Michigan State Department of Public Instruction and Incorporated by the Michigan Corporation and Securities Commission.

*Approved by the State Approving Agency of the Michigan Department of Public Instruction for the education of veterans as provided by the "G.I. Bill of Rights."

*Approved by the U.S. Department of Justice, Immigration, and Naturalization Service for the training of foreign students.



CLASS ATTENDANCE. We assume that when you enroll at Michigan Christian College, you expect to attend classes regularly and punctually. Meeting this responsibility in a mature manner is encouraged in order to prevent loss of interest and possible failure.

Instructors maintain records of attendance. When a student is absent from class he must present his reason for absence to the instructor whose class was missed within three days of the absence or the absence will be automatically unexcused. Missed work may be made up if an absence is excused. Whether make-up work for an unexcused absence is permitted is a decision of the instructor.

Three hours of unexcused absences result in an instructor-initiated conference with the student. The instructor will advise the Dean of the absences and the Dean will write to the student. If a student accumulates two additional unexcused absences, he will be automatically suspended from class, with a loss of credit. The instructor will notify the Dean who will write a letter to the student and his parents or guardian.

CLASSIFICATION. When you have completed thirty semester hours (or equivalent) you will be classified as a sophomore.

COURSE CHANGES. You may add or drop courses in the Dean's Office through the end of the second week of a semester by payment of \$5.00 for each course change. After the second week, you may no longer add courses, and withdrawals will be reflected on your transcript with the grade "W". Bible is a semester requirement. You may not drop Bible and remain a student at MCC. You may not withdraw from any course later than one week prior to final examinations.

COURSE LOAD. Sixteen hours per semester is an average load. Twenty hours constitute the maximum load and a privilege granted only to those who demonstrate ability to do superior work. If you are admitted on academic probation, you should not register for more than twelve to fifteen units.

COURSE NUMBERING. The first digit represents the level of the course; the second digit is the sequence of the course within the department; the last digit is the number of credit hours the course offers.

CREDIT BY ADVANCED PLACEMENT. You may arrange to take the Advanced Placement Examination with your high school counselor. Credit for a corresponding freshman course may be given for a score of three, four, or five. In determining the amount of credit, attention will be given not only to your score, but to your scholastic record, any special merits of the examination paper, and a possible personal interview. No grade will be given.

CREDIT BY CLEP. Credit for a maximum of sixteen hours will be given provided you attain a score of at least the 50th percentile on a CLEP test. General exams are not acceptable. Subject exams may be taken and are not limited to the incoming freshmen. CLEP credit is not given for English Composition courses.

A student who has failed a course, either in regular attendance or by examination, is not eligible to seek CLEP credit in that course. In addition to paying the fee charges by Educational Testing Service for taking any CLEP examination, the student, if he qualifies for credit, will pay an additional fee of \$10 for each course recorded for credit by the Office of the Dean.

CREDIT BY EXAMINATION. You may obtain an application and statement of policy for credit granted through comprehensive examinations for specific courses from the Office of the Dean. No credit will be granted if you have audited the course, if you have attempted and failed the course at an earlier date in any college, if you are taking the course at the time of examination, if the course is a prerequisite to a course already completed, or if you are not a regularly enrolled student.

A maximum of 32 hours of work completed by examination, Advance Placement, CLEP, and correspondence combined may be offered in fulfillment of the requirements for an Associate degree.

FINAL EXAMINATION. You will be expected to take examinations on the announced dates and not before. In special circumstances final examinations may be taken late with the approval of the Dean and instructor.

GRADES. The quality of your academic achievement will be expressed as follows:

A — Excellent	4 honor points per hour
B — Good	3 honor points per hour
C — Average	2 honor points per hour
D — Passing	1 honor point per hour
F — Failing	0 honor points per hour
I — Incomplete	no credit, no honor points
W — Withdrawal	no penalty

The grade of "I" may be given only when you have not completed the course for unavoidable reasons in the judgement of the instructor. You must request the incomplete from your instructor prior to the end of the term in which you wish to be granted an incomplete. Unless you remove the "I" grade by completion of the work within three months of the close of the semester without re-enrolling in the course, the grade will automatically be changed to a "W".

After the second week of school, withdrawals will be noted on your transcript with the grade "W". If you are dismissed from the college, you will receive a grade of "W" for all courses. If you wish to withdraw from the college, you must follow the steps listed on page 35 of this catalog.

HONORS. Your name will appear on the Dean's List each semester if you achieve above average grades. To be eligible you must be registered for at least twelve units and must have a grade point average of 3.30, with no grade below "C" or an "Incomplete". If you establish an outstanding academic record, you will graduate with honors: Summa Cum Laude (3.85 gpa), Magna Cum Laude (3.60 gpa), or Cum Laude (3.30 gpa).

PROBATION. If your cumulative grade point average drops below 1.75 you will be placed on academic alert. If you are on alert you should reduce your academic load to twelve to fifteen units, your hours of employment to a maximum of twelve hours per week, and your participation in extra-curricular activities.

If you enter or are placed on alert while at MCC and fail to clear alert after two consecutive semesters, you will be suspended for the following semester. If your grade point average for any semester falls below 1.00 you will be suspended the following semester. If you are suspended for academic reasons, you may request special permission to re-enroll from the Academic Life Committee through the Office of the Dean.

REPEATING COURSES. You may repeat a course to improve your grade. The last grade and course title will appear on your permanent record, and only the last grade will be counted toward graduation and in your cumulative grade point average. Regular tuition charges are made for courses repeated.

REGISTRATION. You are expected to register on the days officially set for that purpose. However, late registration is permitted through the end of the second week of a semester by payment of the late registration fee of \$10.00

TRANSCRIPTS. Your first transcript is free of charge. A fee of \$2.00 is charged for additional transcripts or copies of the Student Health Record. A transcript cannot be released until your account is fully paid or clearance is given by the business office.

Degree Information

At Michigan Christian College you may choose any one of four degrees: Associate in Arts, Associate in Science, Associate in Science with an emphasis in Secretarial Science, or Junior College Certificate. The specific requirements for each degree are given in the following pages. In addition, you must complete at least one year of full-time work at MCC. If you lack no more than six units of the amount required for graduation, these hours may be taken at another accredited institution with prior approval of the Dean.

If you are planning to transfer to a senior college after completing your work at MCC, your advisor will be able to better help you plan your program at MCC provided you have a catalog from the senior institution. Even so, it is your responsibility to be fully aware of the requirements of the college to which you plan to transfer.

GRADUATION PROCEDURES

You may complete requirements for graduation during any semester, but the degree or certificate can only be conferred at the spring graduation ceremony. You do not have to be present to graduate, yet it is recommended that you attend. When you have attained sophomore standing (thirty units toward a degree), you need to review your progress with your faculty advisor and to complete a degree plan. At the beginning of your final semester, you need to complete an application for graduation in the Dean's Office, pay the graduation fee, and arrange for a cap and gown. All financial obligations to the college must be fulfilled prior to graduation.

EDUCATION-ELEMENTARY INTERN PROGRAM

If you have pursued a general education curriculum, you are in an excellent position to elect the EIP program. This program provides for two years of academic preparation at a junior college, a summer and one full quarter at Michigan State University in East Lansing, two full quarters of study in Oakland County, and a fourth year which consists of a full year of internship for which you may receive a stipend in excess of \$5,000. Upon completion of the internship program, you will receive a Bachelor's Degree from MSU, and a Michigan Elementary Provisional Teaching Certificate. Michigan Christian College is one of several Michigan schools presently cooperating with MSU in the operation of this program.

DEVELOPMENTAL PROGRAM

If you are weak in basic academic skills, MCC provides a semester's worth of courses to help you develop those necessary skills. These courses include Composition I (ENG 103), How to Succeed in College (ENG 111), Reading Techniques (RED 113), Personal Development Workshop (SPE 291), Elementary Algebra (MAT 093), and Intermediate Algebra (MAT 103).

An example of a program making use of these courses:

First Semester	Second Semester	Third Semester
Bible 1122	Bible 1222	Bible 2122
English 1033	English 1133	English 1233
English 1111	Physical Education ...1	Humanities3
Reading 1133	Biology 104 or	Math 1033
Speech 2911	Physical Science 104 4	History Sequence ...3
Math 0933	Elective3	14
<u>13</u>	<u>13</u>	
Fourth Semester	Fifth Semester	
Textual Bible2	Bible Elective3	
Speech 1133	Humanities3	
Humanities3	Physical Education ...1	
Math 1133	Biology 104 or	
History Sequence ...3	Physical Science 1044	
<u>14</u>	Political Science 2133	
	<u>14</u>	



ASSOCIATE IN ARTS DEGREE

The curriculum of the Associate in Arts program is consistent with an educational program leading to the Bachelor of Arts Degree. Some of the many possible pre-professional programs which follow the outline of the general requirements for the Associate in Arts Degree are: Art, Bible, Business Administration, Education, English, History, Home Economics, Journalism, Law, Music, Psychology, Sociology, and Speech. You must complete 64 hours including divisional requirements with a cumulative grade point average of 2.00 (C).

Specific requirements are:

BIBLE*	
Bible 112, 122, 212, 222	8
COMMUNICATIONS	
English 113, 123	6
Speech 113 or 123	3
HUMANITIES	
Literature (English 213, 223, or 233)	3
Fine Arts Appreciation (Art 203, Music 203, Speech 203); Additional Literature (English 213, 223, 233); or a Foreign Language	6
PHYSICAL EDUCATION**	
Activity Courses or Varsity Sports	2
SCIENCE AND MATHEMATICS	
Biology 104 and General Physical Science 104 or any 8 hours of Science	8
Mathematics 113, 133, or above	3
SOCIAL SCIENCE	
History Sequence (History 113, 123, or 213, 223)	6
Political Science 213	3
TOTAL GENERAL EDUCATION REQUIREMENTS	48
ELECTIVE COURSES	16
TOTAL FOR ASSOCIATE IN ARTS DEGREE	64

*Bible is a semester requirement. Transfer students may have a portion of this requirement waived. Any textual courses may be substituted in the appropriate term for Bible 222.

**Veterans may have this requirement waived.

An example of an non-science, liberal arts program

First Semester	Second Semester
Bible 112 2	Bible 122 2
English 113 3	English 123 3
Speech 113 3	Physical Education 1
Physical Education 1	Biology 104 or
Biology 104 or	Physical Science 104 4
Physical Science 104 4	Math 113 3
Electives 3	Electives 3
<u>16</u>	<u>16</u>
Third Semester	Fourth Semester
Bible 212 2	Textual Bible 2
Humanities 6	Humanities 3
History Sequence 3	History Sequence 3
Electives 5	Political Science 3
<u>16</u>	Electives 5
	<u>16</u>

EXTENDED BIBLICAL STUDIES OPTION

After completing your Associate in Arts Degree at MCC or the equivalent of two years at another accredited college, you may elect another year of intensive Bible studies. All courses are fully transferable to a senior Christian college where you may receive a bachelor's degree in Bible after one additional year of work.

An example of an Extended Biblical Studies program:

First Semester	Second Semester
Bible 112* 2	Bible 122* 2
English 113 3	English 123 3
Speech 113 3	Physical Education 1
Fine Arts Appreciation 3	History Sequence 3
Physical Education 1	Math 113 3
History Sequence 3	Elective 3
<u>15</u>	<u>15</u>
Third Semester	Fourth Semester
Bible 212* 2	Bible 222* 2
Bible 2213 3	Bible 2123 3
Bible 3313 3	Bible 3323 3
Greek 114* 4	Greek 124* 4
Physical Education 1	Physical Education 1
Biology 104 4	Physical Science 104 4
<u>17</u>	<u>17</u>
Fifth Semester	Sixth Semester
Bible 233 3	Bible 243* 3
Bible electives 6	Bible Electives 6
Bible Internship* 2	Bible Internship* 2
Literature 3	Literature 3
Psychology 213 3	Political Science 3
<u>17</u>	<u>17</u>

* required Bible courses

ASSOCIATE IN SCIENCE DEGREE

The curriculum of the Associate in Science program is intended for students planning to major in educational programs leading to the Bachelor in Science Degree. Some of the many possible pre-professional programs which follow the outline of the general requirements for the Associate in Science Degree are: Biology, Chemistry, Engineering, Environmental Sciences, Mathematics, Medicine, Nursing, and Physical Education.

In addition to completing the 48 hours of general education requirements listed for the Associate in Arts Degree, for the Associate in Science Degree you must complete twelve additional hours in science and mathematics and four hours of electives with a cumulative grade point average of 2.00 (C).

An example of a science related, liberal arts program:

First Semester	Second Semester
Bible 112 2	Bible 122 2
English 113 3	English 123 3
Speech 113 3	Physical Education 1
Physical Education 1	Lab Science Sequence 4
Lab Science Sequence 4	Math 113 3
History Sequence 3	History Sequence 3
<u>16</u>	<u>16</u>
Third Semester	Fourth Semester
Bible 212 2	Textual Bible 2
Humanities 6	Humanities 3
Science 4	Science 4
Math 4	Political Science 213 3
<u>16</u>	Electives 4
	<u>16</u>





Pre-Nursing students may obtain the Associate in Science Degree in such a way as to permit transfer to most B.S.N. programs with a minimum of disruption. If you have more than adequate high school training in sciences, you may be permitted advance placement in biology. Also, if you have had one year of high school biology, you may wish to register for Biology 114 instead of Biology 104. If you have less than two years of high school algebra, you will need to take additional mathematics courses.

An example of a typical pre-nursing program:

First Semester

Bible 112	2
English 113	3
Physical Education	2
Biology 104	4
History Sequence	3
Sociology 113	3
	<u>17</u>

Second Semester

Bible 122	2
English 123	3
Physical Education	1
Biology 224	4
Math 133	3
History Sequence	3
	<u>16</u>

Third Semester

Bible 212	2
Literature	3
Physical Education	1
Biology 214	4
Chemistry 114	4
Psychology 113	3
	<u>17</u>

Fourth Semester

Textual Bible	2
Speech 113	3
Literature	3
Fine Arts	3
Chemistry 124	4
Political Science 213	3
	<u>18</u>

ASSOCIATE IN APPLIED SCIENCE DEGREE

If you plan to enter a secretarial field immediately after your two years at MCC, you may receive an Associate in Applied Science Degree in Secretarial Science.* You must complete 64 hours with a cumulative grade point average of 2.00 (C). If you plan to continue in a senior college, you should seek the Associate in Arts Degree and fill your elective hours from the following courses: Shorthand, Typing, Accounting, Clerical Skills, and Business Machines.

Specific requirements for the Associate in Applied Science Degree are:

BIBLE	
Bible 112, 122, 212, 222**	8
COMMUNICATIONS	
English 113, 123	6
Speech 113 or 123	3
PHYSICAL EDUCATION	
Activity Course or Varsity Sport	1
SOCIAL SCIENCE	
Political Science 213	3
TOTAL GENERAL EDUCATION REQUIREMENTS	<hr/> 21
SECRETARIAL SCIENCES AND BUSINESS	
Secretarial Science 123, 143, 153, 203, 213, 223, 233, 243, 273***	27
Business 124, 213	7
ELECTIVES (PSY 213 or Business courses)	3
GENERAL ELECTIVES	6
TOTAL REQUIRED FOR SECRETARIAL DEGREE	<hr/> 64

*Proficiency tests in secretarial skills may be required for A.A.S. degree.

**Bible is a semester requirement. Transfer students may have a portion of this requirement waived. Any textual course may be substituted in the appropriate term for Bible 222.

***Placement in typing and shorthand depends upon earlier attained skills. If you have not had typing or shorthand in high school, you must take Typing I and Shorthand I according to need. One year of high school typing or shorthand may allow you to enroll in Typing II or Shorthand II. Two years of high school typing or shorthand may allow you to enroll in Typing III or Shorthand III. The following courses are not required for the degree, but are recommended: Macroeconomics, Accounting II, Retail Management, and Introduction to Business.

An example of a terminal secretarial science program:

First Semester	
Bible 112	2
English 113	3
Shorthand I	3
Typing II	3
Clerical Skills	3
Physical Education	1
	<u>15</u>

Second Semester	
Bible 122	2
English 123	3
Shorthand II	3
Typing III	3
Business Math	4
	<u>15</u>

Third Semester	
Bible 212	2
Psychology 213	3
Shorthand III	3
Accounting I	3
Business Communication	3
Speech	3
	<u>17</u>

Fourth Semester	
Textual Bible	2
Typing IV	3
Shorthand IV	3
Secretarial Procedures	3
Political Science 213	3
Electives	3
	<u>17</u>



JUNIOR COLLEGE CERTIFICATE

You may obtain the Junior College Certificate if you are interested in only two years of college work. You must complete 60 hours with a cumulative grade point average of 1.75 (C-). Since the certificate is a terminal program, completion of the Certificate does not necessarily include the recommendation for upper division studies that is normally a benefit of the Associate Degree. However, you may transfer to an Associate program if you have a grade point average of 2.00 or above.

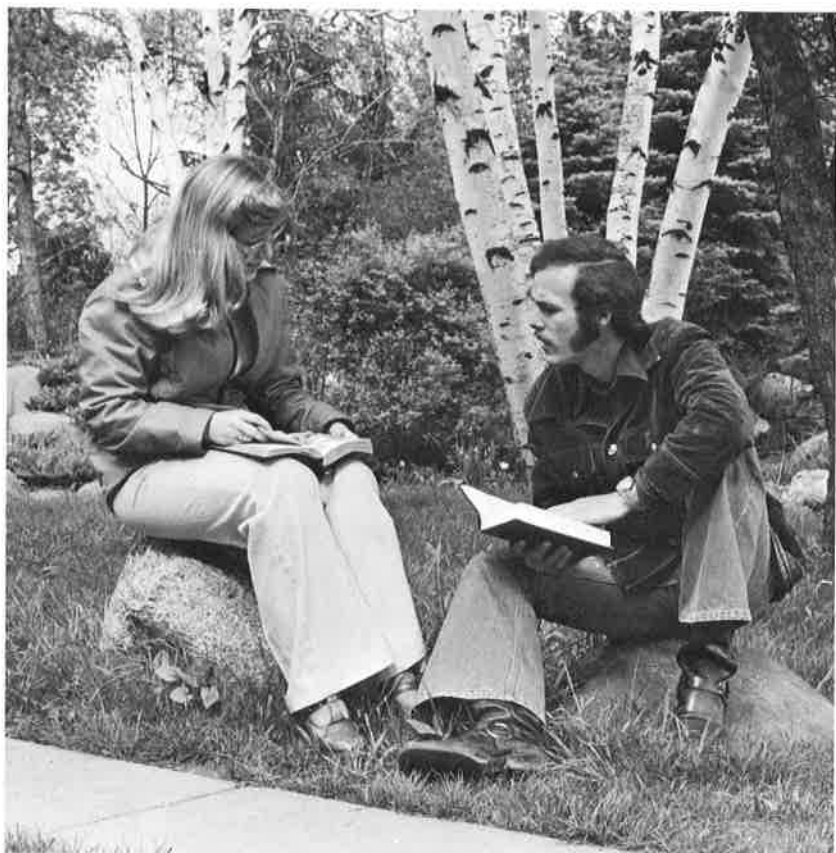
Specific requirements for the Certificate are:

BIBLE*	
Bible 112, 122, 212, 222	8
COMMUNICATIONS	
English 113, 123	6
Speech 113	3
ELECTIVE COURSES	43
TOTAL REQUIRED FOR CERTIFICATE	<u>60</u>

*Bible is a semester requirement. Transfer students may have a portion of this requirement waived. Any textual courses may be substituted in the appropriate term for Bible 222.

An example of a certificate program:

First Semester	Second Semester
Bible 112	Bible 122
English 113	English 123
Speech 113	Physical Education
Physical Education	Math 113
Electives	Electives
<u>15</u>	<u>15</u>
Third Semester	Fourth Semester
Bible 212	Bible 222
Humanities	Humanities
History Sequence	History Sequence
Political Science 213	Electives
Electives	<u>15</u>
<u>15</u>	



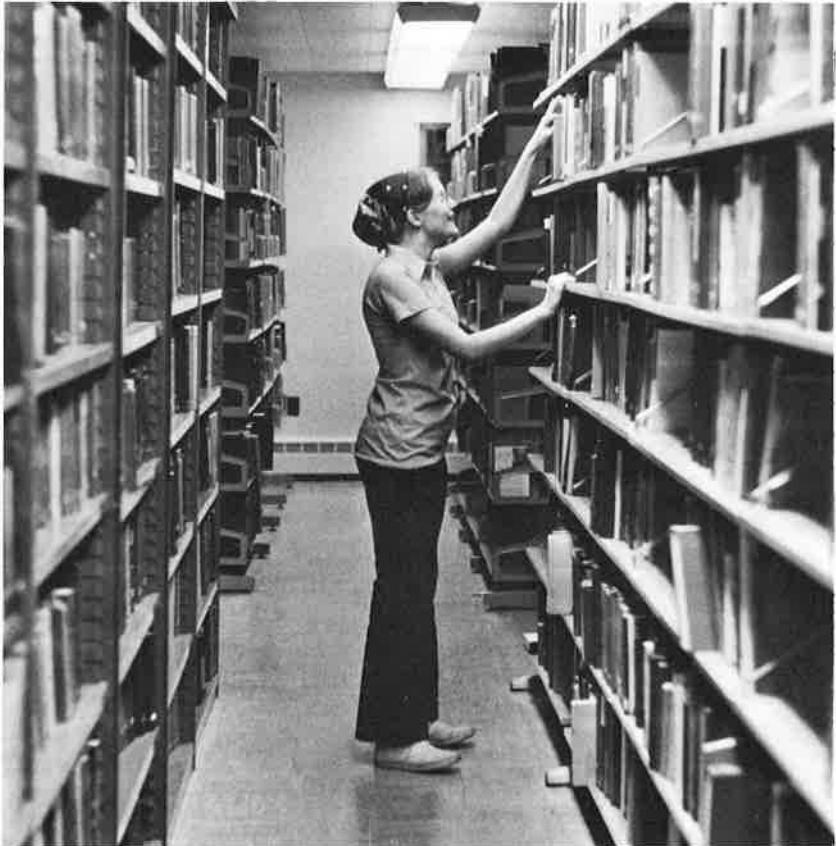
Michigan Christian College is now working with our consultants, state and regional accrediting agencies, and others in the development of new programs to meet the needs of students. One significant new program now being developed is the Bachelor of Religious Education Degree (B.R.E.), which has been approved by the Michigan State Board of Education. For the latest information, contact your Admissions Counselor or the Office of the Academic Dean.

Courses Of Instruction

INDEPENDENT STUDY COURSES

Often instructors offer special courses based upon student interest and upon course approval by the Academic Life Committee the previous term. To be eligible for such courses you must not be on probation, must not be in first term of the Three-Two Plan, and must have permission of the instructor.

Such courses do not fulfill general education requirements. They can be taken for one, two, or three credits with a maximum of three credits in any discipline and are limited to a maximum of six credits counting toward the 64 credits required for graduation. Grades in independent study courses will be shown with A, B, C, D, F.



DIVISION ONE: BIBLICAL STUDIES

The aims of the Division of Biblical Studies are both general and specific. Generally, the objectives are: (1) To hold forth the Holy Scriptures as the inspired word of God; and (2) To show the place of the scriptures in developing a well adjusted Christian life in all realms of human experience.

More specifically, The Division of Biblical Studies, through its elective offerings, proposes: (1) To lay the foundation for those planning to major in Bible and related studies in senior colleges; (2) To inspire students to become active participants in worldwide evangelism through missions programs; (3) To help equip young men who are planning to be ministers of the gospel throughout the world; and (4) To assist foreign students in their preparation for effective Christian service in their own countries.

TEXTUAL

- BIB 112** **New Testament Survey I.** The life and teachings of Jesus and His twelve spiritual fishermen. Emphasis on the preparation, establishment, and spread of the church. Fall.
- BIB 122** **New Testament Survey II.** Early Christian activity as revealed through the letters to congregations and individual Christians in the New Testament. Special attention given to the historical setting of each letter. Winter.
- BIB 212** **Hebrew History I.** History of ancient Israel from the creation to the fall of the Judean monarchy as revealed in the books of Genesis through II Chronicles. Same as HIS 212. Fall.
- BIB 222** **Hebrew History II.** Poetic and prophetic literature as revealed in the books of Ezra through Malachi. Special attention given to the historical setting of each book. Same as HIS 222. Winter.
- BIB 2123** **Romans and Galatians.** A careful evaluation of the historical background and establishment of the church in Rome. Exegesis of the text with special attention given to such doctrines as grace, atonement, justification, law, sin, wrath, and death. Alternate years, Fall 1979.
- BIB 2133** **I & II Corinthians.** A historical, textual, and practical study of Paul's letters to the church in Corinth. Special attention given to the problems faced by early Christianity and to the application of Christian principles to solving problems of conduct and doctrine in a local church. Fall, 1977.

- BIB 2313** **Prophetic Literature of Old Testament.** Background and message of the prophetic books. Winter 1980.
- BIB 2323** **Hebrews.** Attention to the greatness of the Lordship of Christ, the superiority of His gospel over the law, and the need to serve God faithfully. Winter 1979.
- BIB 3123** **Daniel & Revelation.** A historical and textual study of the books of Daniel and Revelation. Special attention given to the nature and interpretation of apocalyptic literature. Winter 1978.
- BIB 3143** **Wisdom Literature.** An introduction to and exegesis of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon. Fall 1977.
- BIB 3223** **Gospel and Letters of John.** A historical and exegetical study of the Gospel of John and I, II, and III John. Special attention given to a study of the life and deity of Jesus Christ. Alternate years, Fall 1978.

DOCTRINAL, HISTORICAL, PRACTICAL

- BIB 132** **Personal Evangelism.** A study of the evangelistic methods of Jesus and His apostles, with attention to student involvement in personal evangelism. On Demand.
- BIB 233** **The Preacher and His Work.** An introduction to the special work of the preacher in relationship to both God and man. Proper attitudes toward the scriptures and their application to the needs of the people through both pulpit and practice. Alternate years, Fall 1978.
- BIB 243** **Preaching Methods.** Pulpit, classroom, and group methods of communicating the gospel. Preacher's relationship to elders and other groups within the congregation. Attention to materials, methods of preparation, and sermon construction according to types of sermons. Same as SPE 243. Prerequisite: SPE 113 or permission of instructor. Alternate years, Winter 1979.
- BIB 253** **Marriage and the Family.** Same as SOC 253. Winter.
- BIB 272** **Oral Interpretation of Biblical Literature.** Same as SPE 272. Winter 1978.
- BIB 2213** **Missionary Principles.** A study of evangelism with special attention given to the indigenous church and to methods as they relate to other cultures. Alternate years, Winter 1979.

- BIB 2223** **Introduction to Christian Education.** An overview of the entire education program of the local church including teacher training, curriculum, etc. Winter 1979.
- BIB 3153** **Systematic Christian Doctrine I.** A biblical and historical study of the doctrines of revelation, God, creation, and Christ. Alternate years Fall 1978.
- BIB 3163** **Systematic Christian Doctrine II.** A biblical and historical approach to the doctrines of the Holy Spirit, man, the church, eschatology, and related topics. Alternate years Winter 1979.
- BIB 3173** **Biblical Interpretation.** Basic principles of Biblical exegesis and logic using selected scriptural passages. Prerequisite: GRE 114 or permission of instructor. Corequisite: GRE 124. Winter 1979.
- BIB 3253** **Personal Counseling.** The principles and techniques of counseling as applied to the problems commonly confronted by church and community leaders. Special attention given to developing skills in identifying, evaluating, and treating problems. Prerequisite: PSY 213 or SOC 213. Fall 1978.
- BIB 3313** **Survey of Church History.** A survey of church history from the close of the apostolic age through medieval Catholicism and the Protestant Reformation to the present. Fall 1979.
- BIB 3323** **Restoration History.** A study of the restoration movement from 1800 to the present. Special attention given to significant personalities and issues. Winter 1980.
- BIB 3423** **American Religions.** A survey of the major denominations, sects, and cults of modern America. Special attention given to evaluating the various doctrines of each group in the light of the Scriptures. Fall 1977.
- BIB 3443** **Christian Evidences.** A survey of the scientific, archaeological, historical, and Biblical evidences supporting the record and claims of the Bible. Winter 1978.
- BIB 3004** **Internship.** Opportunity for learning through practical experience. Acceptable activities for credit may include preaching, religious education, personal evangelism. May enroll for credit in BIB 3004, 2, 3, and 4 dependent upon number of credit hours desired and approved. Fall, Winter.

BIB 291, 292, 293, 391, 392, 393 **Independent Study** (See page 50 for details)

DIVISION TWO: BUSINESS ADMINISTRATION

The fundamental purpose of the Business Administration Division is to help you realize how you can make your secular occupation an integral part of the Christian life. This division offers a variety of programs preparing you for entrance into specific occupations in business such as accounting, business administration, general business, clerical, and secretarial fields.

BUSINESS

- BUS 113** **Introduction to Business.** Orientation to business enterprises highlighting location, organization, finances, marketing, management, and personnel. Will help students decide the area in which to specialize. Alternate years, Fall 1978.
- BUS 124** **Business Mathematics and Machines.** A review of fundamental arithmetic and its application in business transactions, emphasizing ratios, percentages, interest rates, depreciations, and payroll. Also includes skill development in a lab experience with business machines commonly encountered in accounting such as electronic printing calculators and ten-key adding machines. Does satisfy A.A.S. degree requirement for math. Does not satisfy A.A. or A.S. graduation requirements. Same as MAT 124. Winter.
- BUS 203** **Business Communications.** Training in the writing of effective communications in typical business situations. Review of correct English usage in business writing. Prerequisite: SES 113 or equivalent. Same as SES 203. Winter.
- BUS 213** **Accounting I.** Elementary accounting theory, practice, and simple analysis; applications to single proprietorships. Prerequisite or co-requisite: MAT 133 or equivalent. Fall.
- BUS 223** **Accounting II.** A continuation of elementary accounting with applications to partnerships and corporations. Attention also given to manufacturing concerns and standard cost systems. Prerequisite: BUS 213. Winter.
- BUS 253** **Macroeconomics.** Overview of the general workings of the economy and its major subdivisions, the free enterprise systems, monetary and fiscal policy. Alternate years, Fall 1977.

BUS 263 Principles of Retail Management. A general survey of the basic principles of organization and management used in planning, coordinating, and controlling the operations of modern business firms; and the careers available in retailing. The student will learn to solve problems related to location and layout of stores, receiving, marketing, pricing of products, inventory and expense control, store maintenance, store protection, and customer services by using realistic case studies. Alternate years, Winter 1978.

BUS 291, 292, 293 Independent Study (See page 50 for details.)





SECRETARIAL SCIENCE

- SES 113** **Typing I (Beginning).** For students with no previous instruction in typewriting. Stresses the touch system of typewriting with emphasis on correct technique, proper stroking, rhythm, speed, and accuracy. Introduction to standard business letter styles, centering, simple tabulations, and carbon copies. On Demand.
- SES 123** **Typing II (Intermediate).** Emphasis on increased skill development in the techniques of typewriting, and the application of this skill to the practical problems in letter styles, manuscripts, rough drafts, tabulations, multiple carbons, business forms, and legal documents. Prerequisite: SES 113 or equivalent. Fall.
- SES 133** **Shorthand I (Beginning).** For students with no previous instruction in shorthand. Complete theory of Gregg Shorthand presented. Emphasis on the correct technique of reading and writing shorthand accurately and fluently. Automatization of brief forms and dictation on practical material. Fall.

- SES 143 Shorthand II (Intermediate).** Emphasis on speed and vocabulary building and the development of skill in taking new dictation. Accurate transcription from student's own shorthand notes. Prerequisite: SES 133 and SES 123. Winter.
- SES 153 Clerical Skills.** Two areas of study: (1) Filing and records management, and (2) operation and skill development in office secretarial machines — electrical typewriters (Executive), duplicating machines, transcribing machines, telephone techniques, and mail processing. Prerequisite: SES 113 or equivalent. Fall.
- SES 203 Business Communications.** Training in the writing of effective communications in typical business situations. Review of correct English usage in business writing. Prerequisite: SES 113 or equivalent. Same as BUS 203. Fall.
- SES 213 Typing III (Advanced).** Develops sustained typewriting power for occupational competence. Stresses quantity and quality production of all types of business communication. Prerequisite: SES 123. Winter.
- SES 223 Typing IV (Executive).** Focuses primarily on the advanced typing problems that executive secretaries are expected to solve expertly. Legal and medical typewriting included in this course, if this is the area of specialization. Prerequisite: SES 213. Winter.
- SES 233 Shorthand III (Dictation & Transcription).** Speed building through shorthand vocabulary and planned dictation. Office standards of speed and accuracy emphasized. Prerequisite: SES 143 or equivalent. Fall.
- SES 243 Shorthand IV (Advanced Dictation & Transcription).** Preparation of business communications from student's shorthand notes. Combines shorthand, typewriting, and English skills in producing the mailable transcript. Prerequisite: SES 213 and SES 233. Winter.
- SES 273 Secretarial Procedures.** An intensive study of the duties and responsibilities of the modern secretary with emphasis on realistic problems. Special attention to the personal traits, attitudes, occupational intelligence, and technical requirements necessary for success in the secretarial field. Prerequisite: SES 123, SES 133. Winter.

SES 291, 292, 293 Independent Study (See page 50 for details.)

DIVISION THREE: FINE AND APPLIED ARTS

The division of Fine and Applied Arts offers study in art and music, with attention given to applied courses of a more specialized nature in music. Through the study in art and music you may understand and appreciate the role of the arts in human culture, increase your aesthetic tastes, and develop an appreciation for the deeper creative needs of the human spirit.





ART

- ART 113** **Introduction to Drawing and Composition.** An introduction to studio methods. Visual fundamentals as expressed through drawing, consisting of image formation, rendering techniques, and compositional theory and problems. Five studio hours per week. Fall or Winter.
- ART 123** **Freehand Drawing and Composition.** Emphasis on various drawing media. Studio work in drawing and composition problems. Five studio hours per week. Fall or Winter.
- ART 133** **Creative Crafts.** Fundamental techniques of fiber and ceramics. Student opportunities in such crafts as weaving, macrame, rug making, clay working, and glazing and firing. Fall or Winter.
- ART 203** **Art Appreciation.** An introduction to the visual arts. A study of the principles underlying the beauty and worth of artistic creation through a survey of the world's great art from Ancient through Modern times. Winter or Fall.
- ART 213** **Introduction to Oil Painting.** An introduction to a creative expression in oil painting. Emphasis on the use of color, drawing, and composition. Five studio hours per week. Fall or Winter.

ART 291, 292, 293 **Independent Study** (See page 50 for details.)

MUSIC

ACADEMIC

- MUS 102** **Music Fundamentals.** An introduction to the notation, reading, and performing of music. Designed for the beginning music student and non-music majors. Fall.
- MUS 111** **Ear Training I.** Ear training, sight singing, keyboard harmony, and dictation based upon the diatonic harmonies of major and minor keys. Required for students taking MUS 113. Alternate years, Fall 1979.
- MUS 113** **Theory I.** A study of scales, keys, intervals, triads, rhythmic principles, cadences, basic principles of diatonic chord progression, and four-part writing. Three lectures and two labs weekly. Alternate years, Fall 1979.
- MUS 121** **Ear Training II.** A continuation of MUS 111. Required for students taking MUS 123. Alternate years, Winter 1980.
- MUS 123** **Theory II.** Inversions of triads, non-harmonic tones, seventh chords, and additional part writing. Three lectures and two labs weekly. Prerequisite: MUS 113. Alternate years, Winter 1980.
- MUS 132** **Church Music.** Designed to familiarize student with the musical aspect of church worship through knowledge of hymns, music fundamentals, and correct singing techniques. Winter.
- MUS 203** **Music Appreciation.** Enhancing the student's understanding and enjoyment of music by studying its origins, forms, history, effects. Among areas highlighted are: folk, ethnic music, opera, jazz, and the serious forms of the 17th, 18th and 19th centuries. Fall and/or Winter.
- MUS 212** **Music Literature I.** A comprehensive study of music literature and the styles of composition during the Medieval, Renaissance, and Baroque periods. Designed primarily for those planning to major or minor in music. Alternate years, Fall 1978.
- MUS 222** **Music Literature II.** Classical, Romantic, and Twentieth Century periods. Pre-requisite: MUS 212. Alternate years, Winter 1979.

APPLIED

- MUS 101** **Ensemble.** Students may earn one hour of credit each semester for participation in any of several performing ensembles. Membership by audition. Required for members of A Cappella Chorus unless the student is registered for MUS 112. Co-requisite: MUS 112 or equivalent or permission of choral director. Fall, Winter.

MUS 151 **Class Guitar.** A study of the concepts and techniques used in playing the acoustic guitar with emphasis on fundamental and advanced finger picking styles. Fall, Winter.

MUS 161 **Piano.** Any student may register for private instruction in piano, regardless of his major field of study. For each credit hour per semester a student will receive one-half hour lesson per week, and should meet the requirement of one hour daily practice. Fall, Winter.

MUS 141 **Class Voice.** Beginning voice including diction, breath control, and projection. For each credit hour per semester a student will meet one hour per week with class participation, and should meet the requirement of one hour daily practice. Fall, Winter.

MUS 291, 292, 293 **Independent Study** (See page 50 for details.)



DIVISION FOUR: LANGUAGE AND LITERATURE

The division of Language and Literature, including study in English language and literature, journalism, foreign languages, and speech, serves you in several ways. Instruction is provided in basic composition and written expression, while basic skills courses are provided enabling you to achieve your full potential. Study in English and American literature stimulates an understanding and appreciation of literary forms and the place of literature in liberal arts education. Foreign languages study provides you with the opportunity both to learn such languages as tools for research and to open new vistas of knowledge from other cultures. The course offerings in speech enable you to cultivate more effectively the art of human communication.

ENGLISH

- ENG 101** **How to Succeed in College.** Development of student skills necessary for success in college including such topics as: How to Take Notes, What to Study and What Not to Study for an Exam, Why College? Fall.
- ENG 103** **College Composition I.** A writing course to teach the student to develop, organize, and revise both personal and expository essays and a brief library paper. Elective credit only. Highly recommended for students with ACT levels of 11-15 in English. Required for those with ten or below in English on ACT. Fall.
- ENG 113** **College Composition II.** Extensive work in writing and revising expository papers and documented reports. Students read and analyze selected essays and articles. Required for graduation. Fall, Winter.
- ENG 123** **College Composition III.** Emphasizes the writing of critical essays and research papers, while introducing imagination literature. Required for graduation. Pre-requisite: ENG 113. Winter.
- ENG 213** **English Literature I.** A survey of English literature from Beowulf through Johnson. Not generally open to freshmen. Fall.
- ENG 223** **English Literature II.** A survey of English literature from Blake to the present. Not generally open to freshmen. Winter.

ENG 233 **American Literature.** A survey of American literature from its beginning to the present with emphasis on major writers. Fall, Winter.

RED 113 **Reading Techniques.** Individualized programs for improvement in reading fluency, comprehension, vocabulary, and reading skills and techniques in general. Speed reading skills may also be developed. Four hours in the reading lab required each week. One to three hours credit determined by student's progress toward goals. Graded: Pass/Fail. Required of students with ten or below in Social Sciences on ACT. Fall, Winter.

ENG 291, 292, 293 **Independent Study** (See page 50 for details.)

JOURNALISM

JRN 121 **Yearbook Workshop.** Actual production of school yearbook. Prerequisite: permission of instructor. On Demand.

JRN 221 **Yearbook Workshop.** Continuation of JRN 121. On Demand.

LANGUAGES

FRENCH

FRE 114 **Elementary French.** Introductory course presenting basic construction and vocabulary with practice in speaking, reading, and writing. Reading material based on French culture. Alternate years, Fall 1977.

FRE 124 **Elementary French.** Completion of survey of fundamental constructions and vocabulary, with emphasis on the spoken language. Prerequisite: FRE 114 or three semesters of high school French. Alternate years, Winter 1978.

FRE 291, 292, 293 **Independent Study** (See page 50 for details.)

GREEK

- GRE 114** **Elementary Greek.** An introductory course in the elements of Koine Greek. Particular attention to the importance and function of participles in the Greek language as used in the New Testament. Alternate years, Fall 1978.
- GRE 124** **Elementary Greek.** A continuation of GRE 114, including selected New Testament readings and review of Greek syntax. Alternate years, Winter 1979.
- GRE 213** **Intermediate Greek.** Prerequisites: GRE 114 and GRE 124. Alternate years, Fall 1978.
- GRE 223** **Greek Readings.** Prerequisites: GRE 114 and GRE 124. Alternate years, Winter 1979.
- GRE 291, 292, 293** **Independent Study** (See page 50 for details.)

SPEECH

There is an increasing need for the ability to communicate ideas clearly. All too often people speak instinctively rather than from sound rhetorical training. Therefore, in addition to the stated divisional aims, speech courses are offered: (1) to help you to express yourself in interesting, clear, and cogent speech; (2) to impress you with the ethical and moral responsibility of public speaking; (3) to train you to listen and evaluate both public and private communication; (4) to teach the classical heritage of this discipline; and (5) to offer opportunity for personal development of abilities.

- SPE 113** **Speech Fundamentals.** Basic communication theory and practice. Short speeches are prepared and delivered. Fall, Winter.
- SPE 123** **Advanced Public Speaking.** Prerequisite: SPE 113.
- SPE 142** **Theatre Production.** Theory and laboratory sessions of directing and acting techniques including actual "on stage" work in an MCC Theatre production. May require 75 hours of work. One or two hours of credit. Fall and/or Winter.
- SPE 152** **Stagecraft.** Theory and practice of scenery, property, and costume construction, stage lighting, scene painting, and make-up. Includes actual work related to an MCC Theatre production, requiring up to 75 hours of work. One or two hours of credit. Fall and/or Winter.



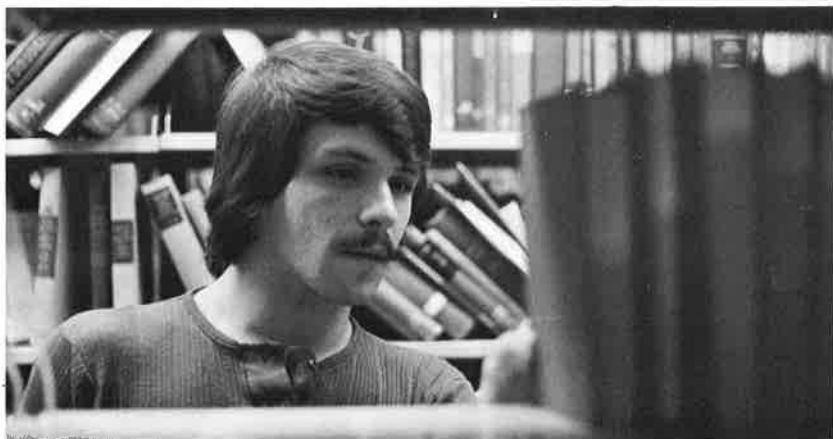
- SPE 203** **Introduction to the Theatre.** The scope and significance of the dramatic arts and the modern theatre, including the contributions of the playwright, director, actor, designer, and critic. Student preparation includes attending plays and films and the reading of dramatic literature. Lab work also included to give the student actual experience in theatre. Winter.
- SPE 242** **Theatre Production.** A continuation of SPE 142. One or two hours of credit. Fall and/or Winter.
- SPE 243** **Preaching Methods.** Pulpit, classroom, and group methods of communicating the gospel. Preacher's relationship to elders and other groups within the congregation. Attention to materials, methods of preparation, and sermon construction according to types of sermons. Same as BIB 243. Prerequisite: SPE 113 or permission of instructor. Alternate years, Winter 1979.
- SPE 252** **Stagecraft.** A continuation of SPE 152. One or two hours of credit. Fall and/or Winter.
- SPE 272** **Reading the Bible Aloud.** Develops an awareness of Biblical literary types and techniques of effective oral reading. Special attention to analysis and understanding of the material. Same as BIB 272. Alternate years, Winter 1978.
- SPE 291, 292, 293** **Independent Study** (See page 50 for details.)

DIVISION FIVE: MATHEMATICS AND SCIENCES

The courses in the division of Mathematics and Sciences are designed to meet the initial needs of the natural sciences and mathematics major, while also serving the general education needs of all students. In keeping with the aim and purposes of Michigan Christian College, efforts are made to relate your observations of natural phenomena to a Christian world-view. Instruction in this division comprises courses in biology, chemistry, physical science, home economics, and mathematics.

BIOLOGY

- BIO 104** **Fundamentals of Biology.** Basic biological principles including brief survey of the plant and animal kingdoms. Emphasis on the higher plants and human biology. Three hours lecture plus a laboratory session weekly. BIO 104 PSC 104 are recommended sequence for non-science majors. Fall, Winter.
- BIO 114** **Botany (General Biology I).** Biological principles with emphasis on plant morphology and physiology. Includes a thorough survey of the plant kingdom. Three hours lecture plus a laboratory weekly. Fall.
- BIO 124** **Zoology (General Biology II).** Survey of the major phyla of the animal kingdom, including the basic principles of comparative anatomy and physiology and human biology. Three hours lecture plus a laboratory weekly. Winter.



BIO 214 **Human Anatomy and Physiology.** A study of the basic principles of human anatomy and physiology. Three hours lecture plus a laboratory weekly. Prerequisite: BIO 104 or BIO 124 or permission of the instructor. Fall.

BIO 224 **Microbiology.** A survey with emphasis on the morphology and physiology of microorganisms and their role in medicine, food preparation, and industry. Three hours lecture plus a laboratory weekly. Prerequisite: BIO 104 or BIO 114 or permission of the instructor. Winter.

BIO 291, 292, 293 Independent Study (See page 50 for details.)

CHEMISTRY

CHE 114 **General Chemistry I.** Fundamental principles of inorganic atomic structure and the periodic table, nomenclature, solutions, kinetics and equilibria, reactions, and chemical calculations. Three hours lecture and three hours laboratory weekly. Completion of two years high school algebra or MAT 133 recommended. Fall.

CHE 124 **General Chemistry II.** A continuation of CHE 114 including an introduction to qualitative analysis. Prerequisite: CHE 114. Winter.

CHE 214 **General Organic Chemistry I.** A survey of the classification, nomenclature, synthesis, properties, and uses of the compounds of carbon, including chemical reaction mechanism, stereochemistry, and isomerism. Laboratory work includes separation and purification techniques and the synthesis and identification of different types of compounds. Three hours lecture and three hours laboratory weekly. Prerequisite: CHE 124. Fall.

CHE 224 **General Organic Chemistry II.** A continuation of CHE 214. Prerequisite: CHE 214. Winter.

CHE 291, 292, 293 Independent Study (See page 50 for details.)

PHYSICAL SCIENCE

PSC 104 **General Physical Science.** An introduction that follows the history, philosophy, and methodology of science with selected topics from the areas of astronomy, meteorology, geology, physics, and chemistry. PSC 104 and BIO 104 are recommended sequence for non-science majors. Fall, Winter.



HOME ECONOMICS

HEC 113 **Textiles.** Consumer textiles dealing with selection, maintenance, and serviceability of fabrics for clothing and home furnishings and the characteristics of fibers, fabrics, and finishes. Alternate years, Fall 1978.

HEC 123 **Consumer Problems.** Basic consumer problems related to the use of money, goods, services, and management of the home. Alternate years, Winter 1979.

HEC 291, 292, 293 Independent Study (See page 50 for details.)

MATHEMATICS

MAT 093 **Elementary Algebra.** Basic operations, factoring, graphs, exponents, radicals, linear equations, ratio, binomial theorem, and inequalities. Offered for those having a high school deficiency in mathematics and does not satisfy A.A. or A.S. graduation requirements. On Demand.

- MAT 103 Intermediate Algebra.** Deals with topics normally considered in second year high school algebra. Includes the real number system, solution of equations and inequalities, functions, graphs, complex number system, exponents and radicals, systems of equations, logarithms, and binomial theorem. Does satisfy A.A. requirements. Prerequisite: MAT 093 or one year of algebra in high school. Winter.
- MAT 113 Fundamental Concepts of Mathematics.** Topics on sets, probability, logic, modern mathematics, and statistics. Offered for general educational value. Fall, Winter.
- MAT 124 Business Mathematics and Machines.** Same as BUS 124. Winter.
- MAT 132 Trigonometry.** Trigonometric functions, identities, and equations. Fall.
- MAT 133 College Algebra.** Inequalities, absolute value, functional concepts, theory of equations, systems of equations, sequences, and inverse functions. Winter.
- MAT 135 Pre-Calculus.** Combines MAT 132 and MAT 133. Fall.
- MAT 145 Calculus and Analytic Geometry I.** Functions, limits, derivatives, application of derivatives, maxima and minima, differentiation and integration of algebraic and transcendental functions. Prerequisite: $3\frac{1}{2}$ years high school math or MAT 132 and MAT 133. Fall.
- MAT 154 Calculus and Analytic Geometry II.** Methods of integration, definite integrals, improper integrals, and infinite series. Prerequisite: MAT 144. Winter.
- MAT 214 Calculus and Analytic Geometry III.** Partial differentiation, polar coordinates, multiple integrals, and infinite series. Prerequisite: MAT 154. Winter.
- MAT 223 Differential Equations:** First order and simple higher-order differential equations, linear equations and constant coefficients, simultaneous differential equations, and series solutions. Prerequisite: MAT 213. On Demand.

MAT 291, 292, 293 Independent Study. (See page 50 for details.)

DIVISION SIX: PHYSICAL EDUCATION

The Division of Physical Education is designed to provide for your health and physical development. Courses in physical education give you physical exercise, stimulate an interest in competitive sports, and provide instruction in wholesome activities which may serve your recreational needs and interests during leisure time.

Although the college engages in intercollegiate contests as a member of the North Central Christian Athletic Conference, a wide variety of intramural activities are provided in order that all students may participate. Varsity PED counts as an activity course toward graduation. Only one credit per varsity sport is permitted each academic year. The appropriate course is required of all varsity team members. You may not enroll in more than two activity courses per semester.

PED 111 **Activities and Sports Skills.** A variety of activities and sports skills (taught separately or in combination) offered each term. Depending on available facilities, activities include:

A Archery	E Softball
B Badminton	F Tennis
C Basketball	G Volleyball
D Bowling	H Winter Sports

PED 121 **Varsity Baseball.** Men.

PED 131 **Varsity Basketball.** Men.

PED 141 **Varsity Basketball.** Women.

PED 151 **Varsity Cheerleading.** Men and Women.

PED 161 **Varsity Cross Country.** Men and Women.

PED 171 **Varsity Tennis.** Men and Women.

PED 201 **First Aid.** Identifies, defines, and explains the American Red Cross Standard and Advanced First Aid Procedures in order to pass a written and practical examination for Red Cross Certification. Fall 1978.

PED 203 **Health Education.** Consideration of personal, school, and community health programs. Required for some education majors at some senior colleges. Winter 1979.

PED 291, 292, 293 **Independent Study** (See page 50 for details.)

DIVISION SEVEN: SOCIAL SCIENCES

The social science curriculum has generally been designed to challenge you with both self-insight and a better understanding of your relationship with your fellowman. Courses in history provide a fuller understanding of Western culture and the foundations of our present civilization. While study in political science and sociology may stimulate you to see the nature of organized social structure and institutions, self-awareness is developed in the psychology courses.

HISTORY

- HIS 113** **Survey of Western Civilization I.** A survey of political, economic, social, religious, intellectual, and aesthetic elements in the background of present-day Western civilizations from the beginning of historic times through the Renaissance and Reformation. Fall.
- HIS 123** **Survey of Western Civilization II.** A survey of the rise of modern nations, the Enlightenment, the era of revolution, the emergence of the modern world, the emerging nationalism, the import of democratic and totalitarian ideologies, and the present world. Winter.
- HIS 213** **United States to 1877.** A survey of American history from colonization through the Civil War and Reconstruction with emphasis on the European heritage, political, economic, and social conditions during the colonial period, the American Revolution, emergence of democracy, westward expansion, rise of sectionalism, and the Civil War. Fall.



- HIS 223** **United States, 1877 to Present.** Post-Civil War political, economical, social, and diplomatic developments; the emergence of the United States as a leading industrial power; and the rise to world leadership. Winter.
- HIS 212** **Hebrew History I.** History of ancient Israel from the creation to the fall of the Judean monarchy as revealed in the books of Genesis through II Chronicles. Same as BIB 212. Fall.
- HIS 222** **Hebrew History II.** Poetic and prophetic literature as revealed in the books of Ezra through Malachi. Special attention given to the historical setting of each book. Same as BIB 222. Winter.
- HIS 242** **Current History.** A study of national and international current events promoting responsible citizenship in one's own country and the world. Emphasis on background and interpretation of current affairs. The student employs periodicals and newspapers, making class reports upon findings. Alternate years, Winter 1979.
- HIS 262** **History of the American Negro.** A study of the changing relationships of the Negro in American society. Attention to African culture, the slave trade, the Negro in antebellum America, Negro abolitionists, the Negro and Reconstruction, Jim Crow American, the northern migration, and the Civil Rights Movement. On Demand.

HIS 291, 292, 293 **Independent Study** (See page 50 for details.)



POLITICAL SCIENCE

- POS 213** **National Government.** A survey of the American national political system. Fall, Winter.
- POS 223** **State and Local Government.** A study of State and local governments, their relationships to each other and to the Federal government. Michigan State and local governments used as basic examples. On Demand.
- POS 233** **History of Western Thought.** Development of Western thought from ancient to modern times. Alternate years, Fall 1979.
- POS 291, 292, 293** **Independent Study** (See page 50 for details.)

PSYCHOLOGY

- PSY 213** **General Psychology.** An introduction to the study of human behavior: personality, motivation, and emotion, intelligence, and personal adjustment, and the social and physiological bases of behavior. Fall.
- PSY 223** **Human Growth and Development.** The personal and social development from conception through death. Emphasis on cognitive development of life. Recommended for educational majors. Winter.
- PSY 291, 292, 293** **Independent Study** (See page 50 for details.)

SOCIOLOGY

- SOC 213** **Introduction to Sociology.** An introduction to the concepts of sociology: the relationship of man to the society and culture of which he is part. Fall.
- SOC 223** **Social Problems.** A study of current social problems confronting American society and their treatment and prevention through social planning. Winter.
- SOC 253** **Marriage and the Family.** An analysis of marriage and family living, including marriage preparation, marital adjustments, child rearing, in-law relationships, finances, and religion. Same as BIB 253. Winter.
- SOC 291, 292, 293** **Independent Study** (See page 50 for details.)



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