



Michigan Christian College  
1984-85 Catalog

# MICHIGAN CHRISTIAN COLLEGE

1984-85 CATALOG

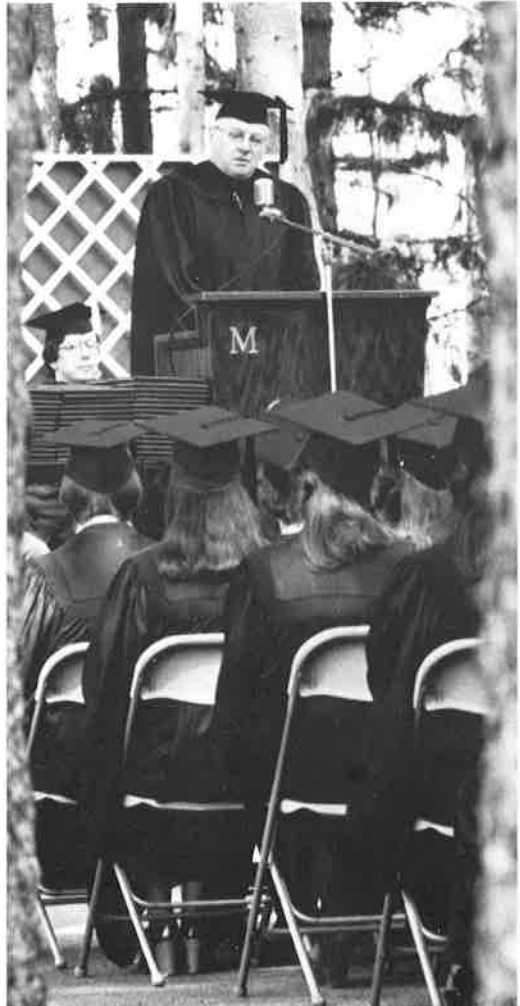
A CO-EDUCATIONAL COLLEGE  
DEDICATED TO ACADEMIC  
ACHIEVEMENT AND CHRISTIAN IDEALS  
ACCREDITED BY THE  
NORTH CENTRAL ASSOCIATION OF  
COLLEGES AND SCHOOLS

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

VOLUME 20

# 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 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 transfer or occupational degree from an 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 sixth 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.



# Table of Contents

|   |     |
|---|-----|
| COLLEGE CALENDAR .....                                    | 9   |
| HISTORY AND AIMS OF THE COLLEGE .....                     | 10  |
| PURPOSES OF THE COLLEGE .....                             | 11  |
| STUDENT LIFE .....  | 12  |
| ADMISSIONS .....  | 21  |
| FINANCES AND AID .....                                    | 25  |
| ACADEMICS .....   | 36  |
| DEGREES .....   | 44  |
| Bachelor of Religious Education .....                     | 46  |
| Associate in Arts .....                                   | 50  |
| Programs for Numerous Majors and Bible .....              | 52  |
| Business and Education Programs .....                     | 53  |
| Home Economics and Pre-Law Programs .....                 | 54  |
| Mass Communications and Music Programs .....              | 55  |
| Psychology and Sociology Programs .....                   | 56  |
| Associate in Science .....                                | 58  |
| Natural Science Major .....                               | 58  |
| Computer Science Major .....                              | 61  |
| Computer Information Systems Major .....                  | 62  |
| Pre-Nursing Major .....                                   | 64  |
| Associate in Applied Science .....                        | 66  |
| General Business Major .....                              | 66  |
| Accounting Major .....                                    | 68  |
| Computer Information Systems Major .....                  | 70  |
| Word Processing Major .....                               | 72  |
| Executive Secretarial Major .....                         | 74  |
| General Secretarial Major .....                           | 76  |
| Legal Secretarial Major .....                             | 77  |
| Legal Assistant Major .....                               | 78  |
| Homemaking Major .....                                    | 80  |
| Cosmetology Management Major .....                        | 82  |
| Certificates in General Studies and Applied Science ..... | 83  |
| CURRICULUM .....  | 84  |
| PERSONNEL .....   | 115 |
| APPLICATION FOR ADMISSION .....                           | 123 |

# College Calender

## FALL SEMESTER 1984

|                                   |                |
|-----------------------------------|----------------|
| New Student Orientation           | August 25-26   |
| Registration                      | August 27-28   |
| Classes Begin                     | August 29      |
| Associates Fall Festival          | September 8    |
| Bible Lectureship                 | October 1-4    |
| Mid-Term Progress Reports         | October 25     |
| Junior-Senior Weekend             | November 9-10  |
| Thanksgiving Recess               | November 22-25 |
| Classes End                       | December 14    |
| Holiday Banquet                   | December 14    |
| Final Examinations                | December 17-20 |
| Residence Halls Close (4:00 p.m.) | December 20    |

## WINTER SEMESTER 1985

|   |            |
|---|------------|
| Residence Halls Open (1:00 p.m.)        | January 13 |
| Registration                            | January 14 |
| Classes Begin                           | January 15 |
| Homecoming                              | February 2 |
| Spring Recess                           | March 2-10 |
| Mid-Term Progress Reports               | March 11   |
| Celebration in Song and High School Day | March 30   |
| Partnership Dinner XIV                  | April 20   |
| Awards Banquet                          | May 3      |
| Dean's Breakfast for Graduates          | May 4      |
| Classes End                             | May 6      |
| Final Examinations                      | May 7-10   |
| Commencement                            | May 11     |

## SPRING SHORT TERM 1985

|                                   |        |
|-----------------------------------|--------|
| Registration/First Day of Classes | May 13 |
| Final Examinations                | May 31 |

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. Kent Hoggatt, Compliance Coordinator, MCC, 800 West Avon Road, Rochester, MI 48063.

# 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 deleted "Junior" from the college name after state approval of the Bachelor of Religious Education degree program in 1978.

The Board of Directors has increased from the original nine members to forty-two. 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 until 1980, when Milton Fletcher returned to MCC as President.

The MCC campus now consists of ninety-one acres, ten major buildings, athletic fields, and two scenic lakes. As a young, private liberal arts college, its development has been noteworthy. The campus and facilities presently have an original purchase value of over \$3,580,194.

## Aims Of The College

As a Christian, liberal arts college, Michigan Christian College is dedicated to the spiritual and 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 word 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.

# Purposes of the College

## GENERAL PURPOSES

To provide opportunities for students to acquire knowledge, attitudes, and skills necessary for responsible citizenship in society and the church.

To provide assistance to students in organizing and unifying their experiences into a workable and satisfying philosophy of life.

To provide training in religious education to assist students in obtaining a more thorough knowledge of the Bible and in preparing themselves for Christian service.

## DEGREE RELATED PURPOSES

### Associate in Arts/Sciences

To provide a broad base of general education for all students before they begin their specialized studies.

To provide thorough training in the basic subjects (such as English, history, mathematics, science) as a foundation for higher education or professional courses.

To provide encouragement to and opportunity for students to understand and enjoy literature, art, music, drama, and other cultural activity.

### Associate in Applied Science

To provide terminal programs for students wanting specialized training.

To provide training in basic communication skills of writing, reading, and speaking.

To provide opportunities to develop appropriate mathematical skills.

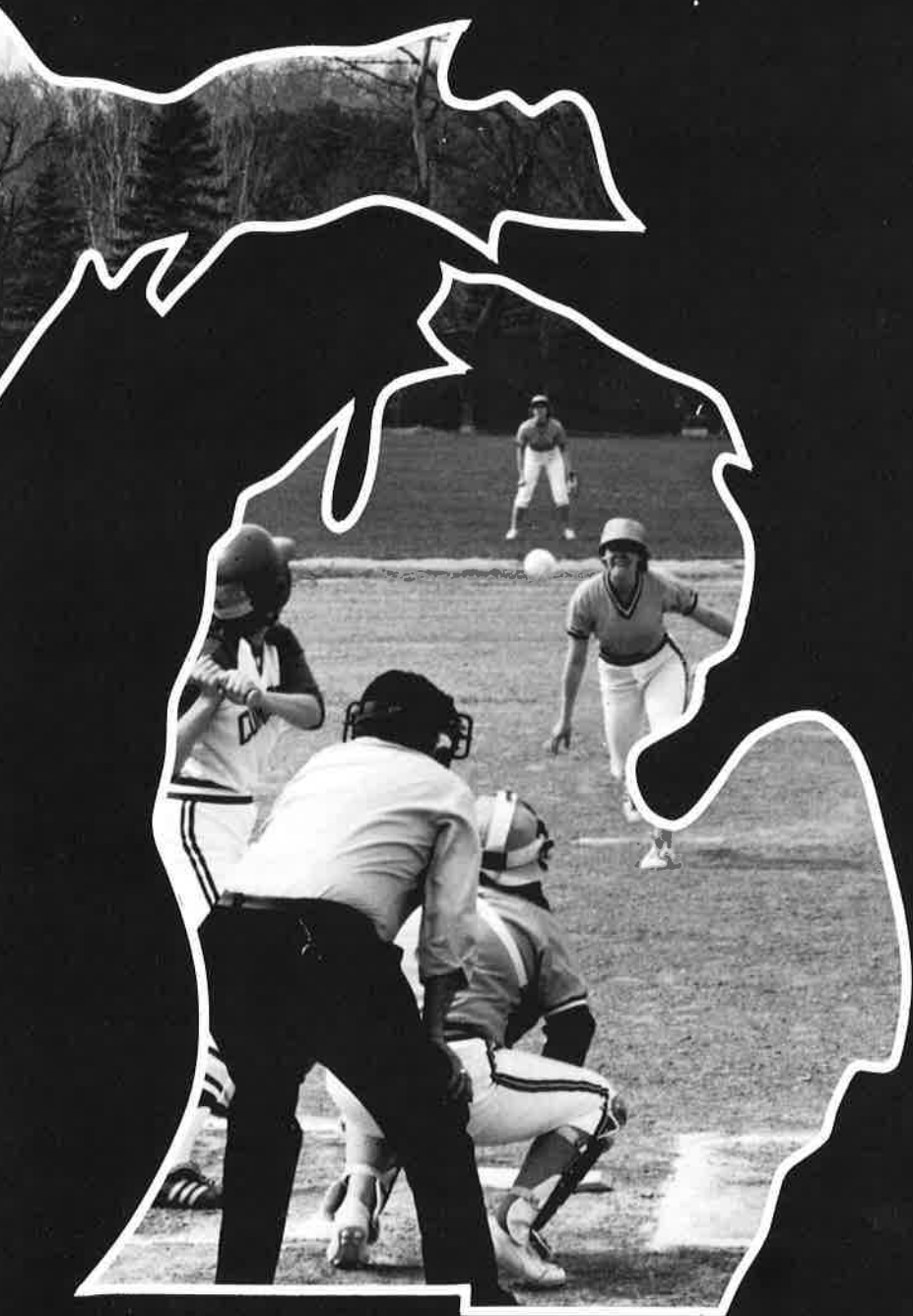
### Bachelor of Religious Education

To provide a broad base of general education for all students.

To provide thorough training in the basic subjects (such as English history, mathematics, science) as a foundation for their specialized education.

To provide encouragement to and opportunity for students to understand and enjoy literature, art, music, drama, and other cultural aspects of their aesthetic natures, and wherein possible to participate in some form of creative cultural activity.

To provide advanced study resulting in a major in Bible in order to strengthen the students' ability to serve the church and their community in various capacities, including ministers and teachers.



*Student Life*

# Student Life Information

## **SOCIAL ACTIVITIES & STUDENT ORGANIZATIONS**

**Banquets.** Three major semi-formal all-school banquets highlight the year: the Pre-Holiday, Homecoming, and Awards Banquets.

**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.

**Stratford Outing.** A visit to the Shakespearean Festival in Stratford, Ontario highlights each fall.

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

**A Cappella Chorus.** Open to all students by audition, the chorus gives several local concerts in addition to a major extended tour. They also participate in several choral festivals throughout the year.

**Autumn.** Autumn works with the Admissions Department in representing the college at youth activities with a program of contemporary gospel music.

**Drama.** Stagecraft and acting talent are served by the Drama Department. While some productions are prepared for campus audiences, others are prepared by a traveling drama troupe.

**Celebration in Song.** The Drama and Music Departments combine efforts with the social clubs for this extravaganza of drama and song.

**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. All clubs compete in the annual spring extravaganza, Celebration in Song.

## 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 Dean of Students. Programs often follow the devotional period.

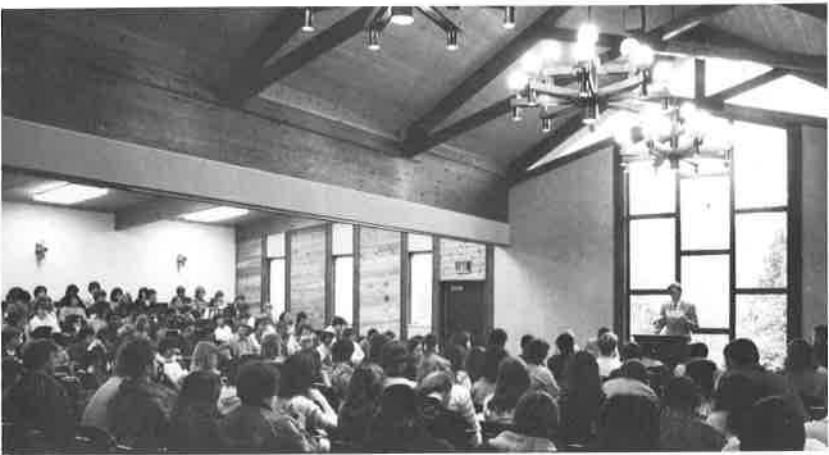
**Bible Classes.** Each full-time student is required to enroll in a Bible class each semester. Required classes come from the textual field of Bible offerings.

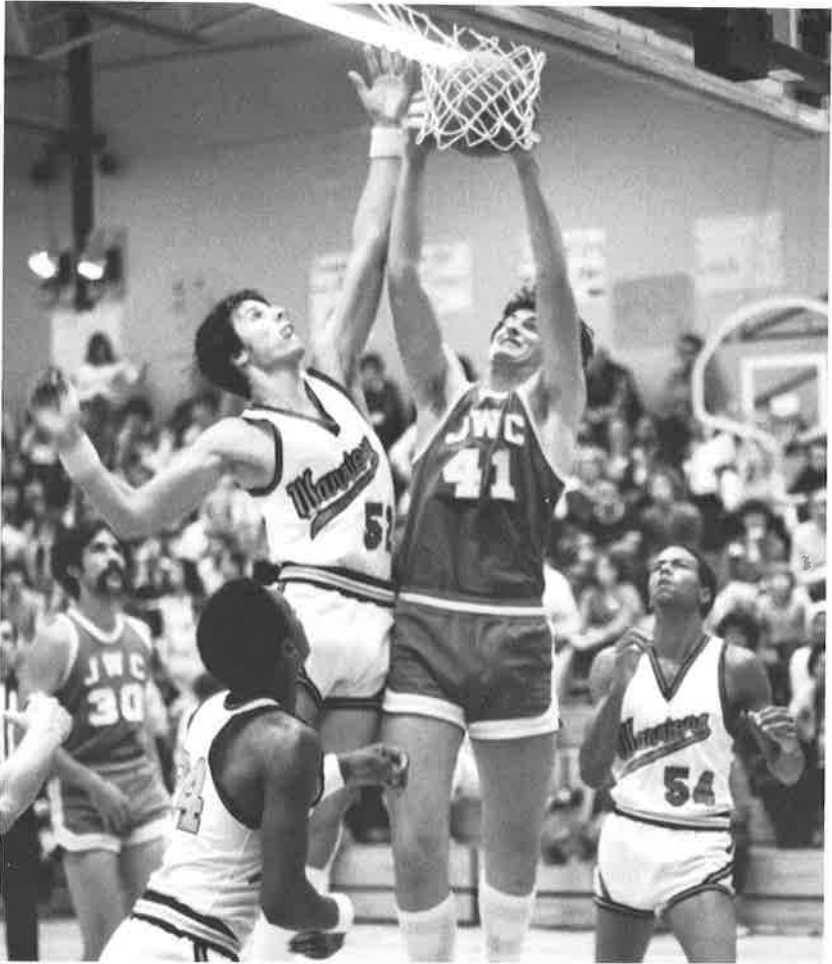
**Devotionals.** One evening each week a joint devotional is held for both men and women students. Individual residence hall devotionals are also conducted, as scheduled by the residence hall council. These are informal worship periods which strengthen the Christian fellowship between students and provide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





## **ATHLETIC ACTIVITIES**

**Intercollegiate Sports.** As an independent college, MCC holds membership in the National Little College Athletic Association. Men participate in intercollegiate basketball and baseball. Women compete in intercollegiate softball.

**Intramural Sports.** Eight campus social clubs compete for an all-sports trophy in intramural softball, volleyball, basketball, tennis, pool, track, ping pong, bowling, and super star events. 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.





### 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 an hour, you can drive anywhere in the Detroit metropolitan area.

Rochester, a thriving community of 8,000, 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 three new enclosed shopping malls, four shopping centers, seven indoor theaters, and over thirty 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 sixth 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 80,000 seat Pontiac Silverdome. Public and private golf courses, parks, and winter sports facilities are within reasonable distance for special outings.

## CAMPUS FACILITIES

Ten 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 ten 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, Computer Center, 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 40,000 volumes. A complete Learning Lab equipped for individualized work programs is also located in the library.



**Campus Center.** Two floors of residence hall for 56 students 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 furnishings, 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. A new annex containing restrooms, showers, offices, and a foyer area was recently completed. 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.

**Homemaking House.** Formerly the Gatehouse of the Maxon estate, this building now contains laboratory facilities for Home Economics classes.

## 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 Dean of Students. 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 fall invoicing. Payment provides a full twelve months coverage, including the summer vacation period. This plan will cover all emergencies due to accident (including hospital bills, doctor bills, etc.) and will also provide benefits for illness.

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 purpose 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.



*Admission*

# Admissions Information

Michigan Christian College welcomes you if your educational pursuit is in harmony with the goals and purposes of the college. To apply for admission, follow the admissions procedures outlined on the application form. You should submit an Application for Admission into the Associate Degree programs, which is available in the back of this catalog, if you are entering college for the first time or are planning to transfer less than 60 hours of college work. Both returning and transfer students must submit a special application form, which is available from the Admissions Office, for admission into the BRE program. Although final admission into the BRE program is subject to satisfactory completion of 60 hours of college work, you may apply for admission into the program at the end of your freshman year.

**FIRST TIME IN ANY COLLEGE (FTIAC).** You may gain admission to MCC with either a high school diploma or General Education Development (GED) Certificate. You are also required to complete the American College Test (ACT) unless you are transferring more than 12 semester hours of college work. If your final three years' high school grade point average is less than 2.00, your ACT composite score is less than 14, or your composite GED Test score is between 45 and 49, you may be admitted on academic alert.

**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 Associate 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.

**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 score at least 500 on the Test of English as a Foreign Language (TOEFL). All international students enter on academic alert. Before you can be issued an I-20, it will be necessary for you to submit a \$4800 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.

**SPECIAL STUDENT.** If you are interested in taking six hours or less, or if you have an earned degree from another institution 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 are sent to your regular college at your request.





**TRANSFER.** If you wish to transfer to MCC from another college or university, you must submit an official transcript from that institution in addition to the general admission requirements. If your college grade point average is below 2.00, you may be admitted on academic alert.

If you have a cumulative average of 2.00 or higher, MCC will accept a maximum of 3 semester hours of "D" credit when transferring 25 to 49 hours, and a maximum of 6 semester hours of "D" credit when transferring 50 or more hours. If you have more hours of "D" credit than can be transferred, the Registrar or Academic Dean will determine which hours of "D" credit will be accepted. If your cumulative average is less than 2.00, no hours of "D" credit may be transferred.

**Transfer into Associate degree programs.** You may transfer a maximum of 40 semester hours toward an Associate degree from regionally accredited or AABC institutions. Work from other institutions of higher education will be accepted toward an Associate degree only when the major state universities within the state where those schools are located will accept those credits. The same limitations imposed by the major state universities will apply for the transfer of such credit to MCC.

**Transfer into Bachelor degree programs.** You may transfer a maximum of 96 semester hours toward a BRE degree from regionally accredited or AABC institutions. Work from institutions of higher education which are not regionally accredited, such as Bible Colleges and Schools of Preaching, will be accepted toward the BRE degree provided that it is confirmed by one or more of the MCC verification examinations. The institution from which you wish to transfer the credit must be state approved as an educational institution offering work above the secondary level. Applications and statements of policy regarding the individual examinations are available from the Office of the Registrar.

If you have completed an Associate degree from another regionally accredited college, the following broad curriculum will meet the general education core of the BRE degree at MCC.

Six hours of English Composition.

Three hours of Speech.

One course each in Literature, Fine Arts Appreciation, and Mathematics

Three additional hours of Humanities

Seven hours of Science

Two activity courses in Physical Education

Nine hours of Social Science (including six hours of History)



*Finances and Aid*

# 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. Priority in packaging is given to funds that are not repaid. During an academic year, approximately \$1,000,000 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 you have applied for admission. 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 winter 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 \$1300 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 in high school, you may 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, \$400, and 3.80 to 4.00, \$500. A scholarship is awarded for one academic year. Renewal and initial awards for returning students are based upon the college grade point average. 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 may automatically qualify for an ACT Scholarship. For an ACT composite score of 21 to 24 you may receive \$250 per academic year; 25-28, \$400; and 29-36, \$500. 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 must achieve a 3.60 your first year to retain this scholarship. You may 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.\*

**BRE Scholarship.** If you are a junior or senior in the BRE program with a 3.00 cumulative grade average and a 3.30 average in Bible, you may be eligible for a BRE Scholarship of up to \$500 per year. Award recipients are selected by the BRE Committee.

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

## GRANTS AND AWARDS

**Pell Grant (Basic Educational Opportunity Grant).** College students who are United States citizens or residents of a Trust Territory may be eligible for up to \$1900 in aid from the Federal Government for use on any college costs. After submitting the ACT Family Financial Statement, you will receive a Student Aid Report (SAR) from Pell 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 Pell Grant, you may be eligible for up to an additional \$2000 from the Federal government. Application is made to the college, which in turn determines the grant. Family Financial Statement required.

**Michigan Tuition Grant.** If you are a Michigan resident you may be eligible for a grant of up to \$1300 per year from the State. These grants are awarded on the basis of financial need and enrollment in a private Michigan college. Only early aid applicants usually receive these grants. Family Financial Statement required.

**Michigan Differential Grant.** If you are a Michigan resident, you may receive up to \$400 per year from the State. These grants are not dependent upon need, but enrollment in a Michigan, private college. Such a grant may require adjustments in federal awards.

**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.

**Activity 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, 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. 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, but may be granted for subsequent semesters.

**Miscellaneous Awards.** Other grants are available through such sources as the Mary Monroe Memorial, Robert Bradley Memorial, Oliver Johnson Memorial, Roseville Memorial, Hester Davies Memorial, Carol Panoretos Fund, Chuck Dreher Fund, and Koskinen Foundation Fund. Contact the Financial Aid Office for further information.

### **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**

**Veteran's Benefits.** If you are a veteran of any of the armed forces or 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 may qualify for benefits toward your college education. Contact your Veterans Administration Office for more information.

If you are certified for Veteran's Administration benefits and fail to obtain a minimum cumulative grade point average of 1.75 (C-) within two consecutive semesters after being placed on Academic Alert, you will not be certified for Veteran's Administration benefits until your cumulative grade point average is at least 1.75. This serves as your notice that the college informs the Veteran's Administration whenever you are not recertified due to your lack of academic progress. While this policy refers only to certification for Veteran's Administration benefits and does not affect the college's policies regarding academic probation and suspension, those policies do affect certification for Veteran's Administration benefits. The standards of progress and probation policies are found on pages 32, 37, and 38.

When you are within one semester (12 hours) of graduation, you will only continue to be certified for Veteran's Administration benefits if you have a cumulative grade point average which meets the graduation requirement of your specific program: 2.00 or higher for Bachelor or Associate degrees and 1.75 or higher for Certificates. The above policies regarding certification for Veteran's Administration benefits supercede any and all previous statements of these policies.

**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 \$3000 during four semesters from the Federal government. Such a loan bears interest at 5% a year on the unpaid balance. Repayment of the principal may be extended over a ten year period and does not begin until six months after you end half-time 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. Family Financial Statement required.

**Guaranteed Student Loan.** You may be able to borrow up to \$2500 each year through a Federal program operated through your local bank. If your family has an adjusted gross income of less than \$30,000, the government will pay the 9% interest on the loan while you are in college. Repayment begins six 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 \$60 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 unable to obtain a Guaranteed Student Loan through their local bank. Applicants must be legal residents of Michigan and must demonstrate the ability and desire to complete a college course and earn a degree. If your local bank is unable to arrange a Guaranteed Student Loan, you may obtain a "certificate of refusal" from the bank and make arrangements to receive a MHEAA Loan. Application is made directly to the State of Michigan.

**United Student Aid Fund Loans.** If you are unable to obtain the above loans, contact MCC for this loan source.

## EMPLOYMENT

**College Work Study.** This Federal program is designed to provide work 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. If you have a balance on your student account when paychecks are issued, a minimum of 20% of your check will be applied to your account.\*

**Off-Campus Employment.** Area business firms often contact the college for students desiring part-time work. Such job opportunities are recorded in the Office of the Dean of Students.\*

\*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.





**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.

### **Academic Progress Statement**

Failure to maintain satisfactory progress in a student's course of study may jeopardize current and future financial aid, including Veteran's Administration benefits.

Full-time students (those registered for 12 hours or more at the close of the late registration period for a given term) must pass 6 hours during their first term in college and 9 hours each term thereafter. Half-time students (6-11 hours) must pass at least 3 hours during their first term in college and at least 5 hours each term thereafter. Students registered for less than 6 hours are regarded as special students. In addition, students must earn a minimum term grade point average of 0.50 for the first semester at MCC and 1.00 thereafter. Failure to meet these standards or to clear academic alert status will result in academic suspension for at least one semester. A student may appeal the suspension to the Academic Life Committee if this is the first time that the student was suspended.

Full-time students may receive financial aid toward an Associate degree or certificate for a maximum of 7 regular semesters (fall, winter). Students seeking the Bachelor's degree have a total of 14 regular semesters of eligibility for some types of aid. Half-time students expend a half-semester of their total eligibility for financial aid for each semester in which they are enrolled for 6-11 hours of credit. Students who need to use the full length of their eligibility for financial aid may need to pass 13 hours (Associate degrees) or 14 hours (BRE) during their final term of eligibility. Special, short, spring, and summer terms do not expend a student's semesters of eligibility for financial aid. Students with mitigating circumstances such as a formal change of major or degree plan may appeal to the Director of Financial Aid requesting an extension of up to 4 terms of aid.

# Financial Information

## SCHEDULE OF CHARGES\*

|  |         |
|--|---------|
| Application fee  | 15.00   |
| Auditing fee (per semester hour)                           | 42.00   |
| Automobile registration fee                                | 10.00   |
| Board (per semester)                                       | 751.00  |
| Bowling class fee (per semester)                           | 33.00   |
| Change of course fee (per change form)                     | 10.00   |
| Computer lab fee for CIS 113                               | 15.00   |
| Computer and Word Processing lab fee (per course)          | 30.00   |
| Drop fee (for attendance, per class)                       | 20.00   |
| Drop fee (permanent, for attendance, per class)            | 40.00   |
| Examination fee, special (per examination)                 | 10.00   |
| Foods lab fee (per course)                                 | 30.00   |
| General fee (per semester)                                 | 84.00   |
| Graduation fee   | 35.00   |
| Insurance (per year)                                       | 59.00   |
| Late registration fee                                      | 10.00   |
| Mailbox key deposit (refundable)                           | 5.00    |
| Private lesson fee, piano or voice (per semester)          | 96.00   |
| Private room, by request when available (per semester)     | 407.00  |
| Racquetball class fee (per semester)                       | 45.00   |
| Reinstatement fee (chapel)                                 | 10.00   |
| Refrigerator rental (per semester)                         | 40.00   |
| Returned check fee (NSF, per check)                        | 10.00   |
| Room rent (per semester)                                   | 357.00  |
| Room reservation deposit                                   | 25.00   |
| Science fee (refundable)                                   | 20.00   |
| Security room deposit (refundable)                         | 50.00   |
| Student activity fee (per semester)                        | 5.00    |
| Transcript fee (each after first)                          | 2.00    |
| Tuition (per semester, 12-16 hours)                        | 1286.00 |
| Tuition (per semester hour over 16 or under 12)            | 84.00   |
| VOC Examination Fee  | 30.00   |
| Writing lab fee (individualized institution, per semester) | 50.00   |

## AVERAGE EXPENSES PER SEMESTER\*

|                |                |
|----------------|----------------|
| Tuition        | 1286.00        |
| General Fee    | 84.00          |
| Room and Board | 1108.00        |
| <b>TOTAL</b>   | <b>2478.00</b> |

\*Subject to change because of increasing prices.

## TERMS OF PAYMENT

Expenses are payable by the semester. Students should come prepared at registration to pay at least one-fourth of their total bill for the semester after any loans, grants, or scholarships for the semester have been deducted.

Any balance remaining after registration day is to be paid in three equal installments due as follows:

### Fall Semester

October 1  
November 1  
December 1

### Winter Semester

February 15  
March 15  
April 15

A service charge of 1% of the unpaid balance (12% annual rate) will be added to the account after the first day of each month.

At the discretion of the college, a student may be suspended for non-payment of their indebtedness. A student may not be permitted to complete examinations or receive academic credit until satisfactory settlement is made for all financial accounts. All direct obligations to the college must be paid and National Direct Student Loan payments must be current before a transcript of credit earned can be released.



## 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. Withdrawals will be considered official on the date of the call only if all forms are completed and returned in one week.
- 2) Visit your residence hall supervisor to officially check out of the dormitory if you are a boarding student.
- 3) Visit the Financial Aid Office if you are receiving any type of financial aid.
- 4) 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.

**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.**

**Refunds and Credits.** The date of withdrawal for the purpose of calculating any refund will be the date of submission of the necessary withdrawal forms specified above. The date the residence halls open will be considered the beginning of the school year.

If the withdrawal or dismissal is due to a student's misbehavior, the college is under no obligation to refund any charges. In the case of voluntary withdrawals, refund of tuition will be governed according to the following chart:

|                    |     |
|--------------------|-----|
| Within first week  | 90% |
| Within second week | 75% |
| Within third week  | 50% |
| Within fourth week | 25% |
| After fourth week  | 0%  |

The above percentages will apply to short-term classes on a prorated basis and to course withdrawals outside the block tuition rate.

Refund of board charges will be based on the number of weeks from the beginning of the semester through the week in which the official withdrawal form is submitted. No refunds or credits will be granted for meals missed while a student is enrolled in school. Room charges will not be refunded after the second week of school since rooms are engaged for the entire semester.

Special fees will not be refunded (general fee, activity fee, course change fee, parking permit, etc.). Property and key deposits will be refunded only after proper check-out procedures have been completed.



*Academics*

# Academic Information

**ACADEMIC 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 colleges and universities throughout the United States and abroad.

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. MCC is also a signatory to the MACRAO Articulation Agreement, which facilitates transfer to other Michigan colleges and Universities. Students desiring to take advantage of this agreement must see the Registrar for specific MCC course requirements. Public institutions often transfer Bible credits as English, History, or 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 Schools.
- \* Approved by the Board of Education of the State of Michigan and Incorporated by the Michigan Corporation and Securities Commission.
- \* Approved by the U.S. Department of Justice, Immigration, and Naturalization Service for the training of foreign students.
- \* Approved by the Michigan Department of Education for receipt of veterans benefits.

**ACADEMIC ALERT.** If your term grade point average drops below the following levels, you will be placed on academic alert: 1.50 for freshman year, 1.75 for sophomore year, and 2.00 for junior and senior years. Classification is determined at the end of the term in which you earn the appropriate level of credit toward graduation: 30 — sophomore, 60 — junior, and 90 — senior. You may drop below term levels for one term without being placed on alert if you have a cumulative average of 2.00 or better. Students with an ACT composite score below 14 or a high school grade point average below 2.00 are admitted on academic alert.

To clear academic alert, you must earn a term average above the levels indicated above during the first semester after being placed on alert. When you are on alert, you should reduce your academic load to twelve hours (in any case, you may not take over fifteen hours), your hours of employment to a maximum of twelve hours per week, and your participation in extra-curricular activities.

**ACADEMIC PROGRESS.** Failure to maintain satisfactory progress in a student's course of study may jeopardize current and future financial aid, including Veteran's Administration benefits. Full-time students (those registered for 12 hours or more at the close of the late registration period for a given term) must pass 6 hours during their first term in college and 9 hours each term thereafter. Half-time students (6-11 hours) must pass at least 3 hours during their first term in college and at least 5 hours each term thereafter. In addition, students must earn a minimum term grade point average of 0.50 for the first semester at MCC and 1.00 thereafter. This policy supplements the policies concerning academic alert and academic suspension based upon grade point average.

**ACADEMIC SUSPENSION.** You will be suspended if your term average drops below 0.50 your first semester or below 1.00 subsequent semesters. You will also be suspended if you fail to clear academic alert within one term, unless you entered MCC on alert as a first-time in college student or a transfer student with less than fourteen hours, in which case you must clear alert in two semesters. If you are suspended for the first time, you may appeal to the Academic Life Committee through the Office of the Academic Dean for immediate reinstatement. Prior to having your appeal heard by the committee, you should take a vocational aptitude test available from the Office of the Dean of Students. Academic suspension is for one term.



**AUDIT.** If you wish to take a course without college credit and without the responsibilities of normally required assignments and such faculty services as the grading of papers, you may choose to audit. In order to assure the reduced tuition charges for audits, indicate audit in the modifier section of your registration form. Audit students must satisfy all course prerequisites or obtain special approval of the instructor and the Academic Dean prior to the beginning of the semester.

**CLASS ATTENDANCE.** We assume that when you enroll at Michigan Christian College, you expect to attend classes regularly and punctually. This gives you practical opportunity for self-management and provides an index of your interest and your ability to act responsibly.

Realizing that illness or unusual circumstances may result in your occasional absence from class, you may miss each class once during each four week period of the term. Any additional absences except for illness or a prior approved absence will result in your being dropped from the course and the drop fee will be assessed. Alternative and more stringent attendance policies apply to classes which meet only once a week, to performance or lab courses, and to final exams; check your class syllabus and/or Student Handbook. Prior to the second meeting of the class after the drop notice is sent, you may request the instructor to reinstate you in the class. After and during the reinstatement period, absences will be allowed only for illness. Failure to seek reinstatement in the class within two class meetings will result in loss of credit for the course. When excessive tardiness causes the student to be dropped from class, the student will meet with either the Dean of Students or the Academic Dean to discuss time-management skills and to determine limits of punctuality and attendance beyond which credit may not be earned in the course. No credit may be earned in a course in which you are absent for more than three weeks regardless of the reason for the absence without the approval of the Dean of Students or the Academic Dean. In cases where the absences are occasioned by prolonged illness, the student may request an incomplete in the course by submitting the proper form to the Registrar. Institutionally approved absences will not affect the attendance policy. Instructors maintain records of attendance.

No in-class daily work may be made up regardless of the reason for the absence. Each instructor allows the lowest grades in daily work to be dropped or makes provision for alternative assignments to compensate for one daily-work assignment during each four-week period of the term. You are expected to take regularly scheduled examinations and submit major assignments on the date announced. Major examinations may be made up for reasons such as medical or institutionally approved absences provided that the student requests the make-up within one week of the absence. In any other circumstance, the instructor is under no obligation to provide a make-up exam.





**CLASSIFICATION.** When you have completed 30 semester hours (or equivalent), you will be classified as a sophomore, 60 hours a junior, and 90 hours a senior. Class status is achieved at the end of the semester in which you earn the appropriate number of hours.

**CONCURRENT ENROLLMENT.** Specialized technical courses are available to you through guest enrollment at other Michigan colleges and universities. If you wish to take advantage of this opportunity, you should complete a Michigan Undergraduate Guest Application and a Request for Guest Credit Evaluation in the Registrar's Office. If you are enrolled full-time at MCC in the term in which you are participating in the formal concurrent enrollment arrangement, you are exempted from the transfer regulations concerning the transfer of "D" grades for the credit earned in concurrent enrollment. Registration and tuition payments at both institutions are your responsibility.

**COURSE CHANGES.** You may add or drop courses in the Registrar's Office through the end of the second week of a semester. After the second week, you may no longer add full-term 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. Nineteen or more hours constitute a heavy load and must be approved by the Academic Dean. 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 Registrar.

**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 Registrar. 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, Advanced Placement, CLEP, and correspondence combined may be offered in fulfillment of the requirements for a 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                 |

You will be advised of your final grades by mail within two weeks of the end of each term. In addition, mid-term progress statements for most classes are available from your advisor approximately eight weeks into each term. Grade point averages are calculated on MCC work only. Graduation honors, however, are calculated on the basis of all college work at all regionally accredited institutions.

The grade of "I" may be given only when you have not completed the course for unavoidable reasons such as illness. You may request an incomplete in one or more of your classes by completing the proper form and submitting it along with other necessary information to the Registrar prior to the end of the term in which you wish to be granted an incomplete. Both you and your instructor will be notified, if the request is approved. Unless you remove the "I" within three months of the close of the semester without re-enrolling in the course, the grade will automatically be changed to a "W" or the earned grade, if passing. 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.

Any appeal of an officially recorded grade must be initiated within five calendar years of the last day of final examinations of the term in which the grade was given. The granting of incomplete grades does not extend this limit.

**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).



**REPEATING COURSES.** You may repeat a course at MCC to improve your grade. In order to do this, you must indicate repeat in the modifier section of your registration form. 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. If you do not attend one of the first two meetings of a class, your class registration may be voided.

**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. Your signature is required before a transcript can be released.



*Degrees*

# Degree Information

At Michigan Christian College you may choose any one of six degrees and certificates: Bachelor of Religious Education, Associate in Arts, Associate in Science, Associate in Applied Science, Certificate in General Studies, or Certificate in Applied Science. For each degree or certificate, you must complete the equivalent of at least one year of full-time work (24 hours) 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 Academic Dean.

## DEGREE PLANNING

In preparing to complete one of the majors and degrees, you may refer to the suggested programs on the following pages. Declaration of major forms should be completed by AAS candidates at their first registration or as soon as their major choice is firm and by BRE candidates at the beginning of their junior year. While it is your individual responsibility to make certain that you meet all graduation requirements, you are assigned an advisor to assist you. Further help is available from the Registrar, Dean of Students, and Academic Dean.

If you are planning to transfer to another 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 other 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 Registrar'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.

Graduation applications must be filed in the Registrar's Office by the close of late registration for the winter term in order to assure processing for spring graduation. Special requests regarding graduation requirement waivers or substitutions must be submitted to the Academic Life Committee in writing by February 15th in order for any action to affect graduation that spring.

## **BACHELOR OF RELIGIOUS EDUCATION DEGREE**

The Bachelor of Religious Education (BRE) Degree is designed to prepare effective servants for the Lord's church. You may select one of three majors: Biblical Studies, Biblical Studies Composite, and Christian Ministry. All majors focus on the mission of building the church in areas like the Midwest. One may minor in Business, Counseling, Greek, or History at MCC. With prior approval of the BRE Committee, other minors are available by concurrent enrollment.

The Board of Education of the State of Michigan authorized MCC to award the BRE Degree in 1978. The designation of the degree was chosen at that time since state law does not permit a college to offer a Bachelor of Arts degree with a major in Bible. The program design and accreditation is comparable to Bible degrees at sister Christian colleges. MCC has been accredited by the North Central Association of Colleges and Schools as a Bachelor's Degree granting college since 1980.

After you have completed a substantial portion of your Associate Degree at MCC, or equivalent work at another institution, you should apply for admission to the BRE program. A special application form, specifying the application procedures, may be obtained from the Office of Admissions.

General requirements for the BRE degree are:

1. You must complete a minimum of 128 semester hours.
2. You must complete two liberal-arts minors. For the composite major, both are included in the general education and support courses. For others majors, one is the declared minor while the other is included in the general education and support courses.
3. You must complete a minimum of 45 hours of upper division work.
4. You must achieve a cumulative grade point average of at least 2.00.
5. You must achieve an "A" or "B" in English 123 or successfully complete the English Proficiency Exam near the end of your first term as a junior.
6. You must complete the general section of the Graduate Record Examination (GRE) near the end of your senior year.
7. You must complete your senior year (32 of last 38 hours) in residence (enrollment status) at Michigan Christian College.

8. You may accumulate a maximum of 32 hours of work by examination, Advanced Placement, CLEP, and correspondence combined.
9. You may accumulate a maximum of 18 semester hours of correspondence credit. Not more than 12 consecutive hours of such credit may be submitted, however, until 6 hours of additional residence work has been completed. If correspondence work is permitted while you are in residence, the hours of credit carried by correspondence will be included in determining the maximum load permitted per semester. All correspondence courses that are to apply toward graduation should be approved in advance by the Academic Dean and must be taken from a college or university that is a member of the National University Extension Association. A minimum grade of "C" must be achieved for the credit to transfer. A course that has been previously failed by a student will not be approved for correspondence study.
10. You may count a maximum of 4 hours of credit for Physical Education activity courses toward your degree.





Specific requirements for BRE degree are:

**Bible Major Core** ..... 29

**TEXTUAL**

- BIB 112 and 122 New Testament Surveys ..... 4
- BIB 212 and 222 Old Testament Surveys ..... 4
- Electives from Textual area (upper division, both Old and New Testaments must be represented by at least 3 credit hours each) ..... 9

**HISTORICAL & DOCTRINAL**

- BIB 3713 Survey of Church History I ..... 3
- BIB 4963 Systematic Christian Doctrine ..... 3
- BIB 4983 Seminar in Biblical Interpretation ..... 3

**RELIGIOUS EDUCATION**

- EDR 313 Principles of Christian Education or  
EDR 333 Principles of Teaching\* ..... 3

**Additional Credits for Major** ..... 12, 13, or 26

**FOR CHRISTIAN MINISTRY MAJOR (minor required)**

- BIB 3313 Preacher and His Work ..... 3
- BIB 4371-3 Evaluated Field Experience ..... 3
- BIB 4381 Seminar in Practical Ministry ..... 1
- Electives from Practical, Historical & Doctrinal areas ..... 6

**FOR BIBLICAL STUDIES MAJOR (minor required)**

- Bible Electives ..... 12

**FOR BIB. STUD. COMPOSITE MAJOR (no declared minor)**

- Bible Electives ..... 26

**Minor** ..... 18

**BUSINESS\*\*\*\*\***

- Business 213, 223, 253, 263, 313, 323 ..... 18

**COUNSELING**

- Psychology 213 or Sociology 213; Sociology 223 and 253;  
and Psychology 223, 313, and 323 ..... 18

**GREEK**

- Greek 114, 124, 214, 313, 323 ..... 18

**HISTORY**

- History 113, 123; 6 hours of upper-division history;  
and 6 hours of additional history ..... 18

**OTHER MINORS** are available through concurrent enrollment.

Each minor requires a minimum of six upper division hours and courses which allow the BRE degree to continue to meet state requirements. In addition to Business, Counseling, Greek, and History, MCC is now preparing for additional minors.

**General Education Core** ..... 40

COMMUNICATION  
 Communication 113 ..... 3  
 English 113 and 123 ..... 6  
 HUMANITIES  
 Literature ..... 3  
 Fine Arts Appreciation (ART 203, HUM 203, HUM 213,  
 or MUS 203) ..... 3  
 Additional Literature or Fine Arts Appreciation ..... 3  
 PHYSICAL EDUCATION\*\*  
 Activity Courses or Varsity Sports ..... 2  
 SCIENCE AND MATHEMATICS  
 Biology 113 and Physical Science 102, 112\*\*\* ..... 7  
 Mathematics 103, 113, 133, or above \*\*\*\* ..... 3  
 SOCIAL SCIENCE  
 History 113 and 123\*\*\*\*\* ..... 6  
 Political Science 213 or 223 ..... 3  
 Philosophy 101 ..... 1

**Support Core** ..... 9, 11, or 17

Communications 323 or 333\* ..... 3  
 Greek 114 and 124\*\*\*\*\* ..... 8  
 Psychology 223 and 313 or 323\*\*\*\*\* ..... 6

**Electives** ..... 16-20

NUMBER of electives determined by choice of major and minor. DSK 121, Personal Development Workshop, recommended.

**TOTAL FOR BACHELOR OF RELIGIOUS EDUCATION DEGREE** ..... 128

\*If COM 333 is used to satisfy the support core requirement, EDR 333 may not be used in place of EDR 313. Christian Ministry majors must take COM 323.

\*\*Veterans may have this requirement waived.

\*\*\*For students with an interest in lab science, 7 hours of science courses may be substituted for this requirement.

\*\*\*\*Waived for Math ACT score of 24 or above.

\*\*\*\*\*When the History Minor is selected, these general education hours are replaced with electives.

\*\*\*\*\*Except Greek minor.

\*\*\*\*\*Except Counseling, History, and Business minors.

\*\*\*\*\*Beginning 1985-86 Academic Year.

## ASSOCIATE IN ARTS DEGREE: HONORS PROGRAM

Students with an ACT score of 23 or above in English and Social Studies may pursue the Honors Program. In this program, a student receives an Associate in Arts degree with special Honors Program designations on their transcript and diploma. A student must complete 64 hours including divisional requirements with a cumulative grade point average of 3.30 (B+). Because of the special nature of this program, it is not open to students with more than 6 hours of transfer credit.

Specific requirements are:

|  |           |
|--|-----------|
| <b>BIBLE</b>   |           |
| Bible 112, 122, 212 .....  | 6         |
| Upper-division Textual Course .....  | 3         |
| <b>COMMUNICATION</b>   |           |
| Communication 113 or 123 .....   | 3         |
| English 113H, 123H .....   | 6         |
| <b>HUMANITIES</b>  |           |
| Literature .....   | 6         |
| Fine Arts Appreciation (ART 203, HUM 203 or 213, MUS 203) .....  | 3         |
| <b>PHYSICAL EDUCATION*</b>   |           |
| Physical Education 7111 .....  | 2         |
| <b>SCIENCE AND MATHEMATICS</b>   |           |
| Laboratory Science (Two Biology courses with labs [BIO 113/111, 124, or 214] or CHE 153/151 and CHE 163/161) ..... | 8         |
| Mathematics 145 .....  | 5         |
| <b>SOCIAL SCIENCE</b>  |           |
| Two Courses from Economics (BUS 253, 263)<br>Philosophy 343<br>Political Science 213 or 223 .....                  | 6         |
| History 113H and 333 .....   | 6         |
| Philosophy 101 .....   | 1         |
| <b>TOTAL GENERAL EDUCATION REQUIREMENTS .....</b>  | <b>55</b> |
| <b>ELECTIVE COURSES (excluding RED 113 &amp; 122, MAT 101 &amp; 102, all DKS) .....</b>                            | <b>9</b>  |
| <b>TOTAL FOR A.A. DEGREE: HONORS PROGRAM .....</b>   | <b>64</b> |

\*Veterans may have this requirement waived. You may count a maximum of four hours of credit for Physical Education activity courses toward this program.

## ASSOCIATE IN ARTS DEGREE

The curriculum of the Associate in Arts Program is consistent with an educational program leading to most Bachelor of Arts degrees. 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, Communication, 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:

|  |           |
|--|-----------|
| <b>BIBLE*</b>  |           |
| Bible 112, 122, 212, 222 .....                               | 8         |
| <b>COMMUNICATIONS</b>  |           |
| Communications 113 .....                                     | 3         |
| English 113, 123 .....                                       | 6         |
| <b>HUMANITIES</b>  |           |
| Literature .....   | 3         |
| Fine Arts Appreciation (Art 203, Hum 203 or 213, Mus 203) .. | 3         |
| Additional Literature or Fine Arts Appreciation .....        | 3         |
| <b>PHYSICAL EDUCATION**</b>                                  |           |
| Activity Courses or Varsity Sports .....                     | 2         |
| <b>SCIENCE AND MATHEMATICS</b>                               |           |
| Biology 113 and Physical Science 102, 112*** .....           | 7         |
| Mathematics 103, 113, 133, or above **** .....               | 3         |
| <b>SOCIAL SCIENCE</b>  |           |
| History Sequence (113 & 123; or 213 & 223; or 203 & 123) ..  | 6         |
| Political Science 213 .....                                  | 3         |
| Philosophy 101 .....   | 1         |
| <b>TOTAL GENERAL EDUCATION REQUIREMENTS .....</b>            | <b>48</b> |
| <b>ELECTIVE COURSES .....</b>                                | <b>16</b> |
| <b>TOTAL FOR ASSOCIATE IN ARTS DEGREE .....</b>              | <b>64</b> |

\*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.

\*\*\*For students needing lab science, 7 hours of science courses may be substituted for the requirement. Many senior colleges require one term of lab science.

\*\*\*\*Waived for Math ACT score of 24 or above.

**Program for Numerous Majors.** You may pursue any one of a variety of liberal-arts majors through the Associate in Arts Degree. You may use the elective hours for courses most appropriate to your major according to the catalog of the school to which you plan to transfer. If you plan to seek a Bachelor's Degree but have not chosen a major, you may use the elective hours in this program to explore possible majors.

Suggested A.A. program for numerous majors:

| First Semester |                                   | Second Semester |           |                              |    |
|----------------|-----------------------------------|-----------------|-----------|------------------------------|----|
| BIB 112        | N.T. Survey I . . . . .           | 2               | BIB 122   | N.T. Survey II . . . . .     | 2  |
| BIO 113, 111   | Biological Science, Lab . . . . . | 4               | ENG 123   | Composition III . . . . .    | 3  |
| COM 113        | Speech Communication . . . . .    | 3               | MAT 113   | Math Fundamentals . . . . .  | 3  |
| ENG 113        | Composition II . . . . .          | 3               | PED 111   | Phys. Ed. Activity . . . . . | 1  |
| PED 111        | Phys. Ed. Activity . . . . .      | 1               | PSC 102   | Earth Science . . . . .      | 2  |
| PHI 101        | Ethical Perspectives . . . . .    | 1               | Electives | .....                        | 5  |
| Elective       | .....                             | 2               |           |                              | 16 |
|                |                                   | <u>16</u>       |           |                              |    |

| Third Semester   |                            | Fourth Semester |                         |                               |    |
|------------------|----------------------------|-----------------|-------------------------|-------------------------------|----|
| BIB 212          | O.T. Survey I . . . . .    | 2               | Textual Bible . . . . . | 2                             |    |
| PSC 112          | Physical Science . . . . . | 2               | POS 213                 | National Government . . . . . | 3  |
| History Sequence | .....                      | 3               | History Sequence        | .....                         | 3  |
| Humanities       | .....                      | 6               | Humanities              | .....                         | 3  |
| Electives        | .....                      | 3               | Electives               | .....                         | 5  |
|                  |                            | <u>16</u>       |                         |                               | 16 |

**Bible Program.** If you are considering enrollment in the BRE program at MCC after you complete the A.A., the following suggested program includes prerequisites for the upper-division major requirements.

Suggested A.A. program with BRE prerequisites:

| First Semester |                                | Second Semester |                        |                                |    |
|----------------|--------------------------------|-----------------|------------------------|--------------------------------|----|
| BIB 112        | N.T. Survey I . . . . .        | 2               | BIB 112                | N.T. Survey II . . . . .       | 2  |
| BIO 113        | Biological Science . . . . .   | 3               | COM 113                | Speech Communication . . . . . | 3  |
| ENG 113        | Composition II . . . . .       | 3               | ENG 123                | Composition III . . . . .      | 3  |
| MAT 113        | Math Fundamentals . . . . .    | 3               | PED 111                | Phys. Ed. Activity . . . . .   | 1  |
| PED 111        | Phys. Ed. Activity . . . . .   | 1               | PSC 102                | Earth Science . . . . .        | 2  |
| PHI 101        | Ethical Perspectives . . . . . | 1               | PSC 112                | Physical Science . . . . .     | 2  |
| Elective       | .....                          | 3               | Fine Arts Appreciation | .....                          | 3  |
|                |                                | <u>16</u>       |                        |                                | 16 |

| Third Semester |                                | Fourth Semester |                         |                                  |    |
|----------------|--------------------------------|-----------------|-------------------------|----------------------------------|----|
| BIB 212        | O.T. Survey I . . . . .        | 2               | BIB 222                 | O.T. Survey II . . . . .         | 2  |
| GRE 114        | Elementary Greek I . . . . .   | 4               | GRE 124                 | Elementary Greek II . . . . .    | 4  |
| HIS 113        | Sur. of West. Civ. I . . . . . | 3               | HIS 123                 | Surv. of West. Civ. II . . . . . | 3  |
| PSY 223        | Human Gro. and Dev. . . . .    | 3               | POS 213                 | National Government . . . . .    | 3  |
| Literature     | .....                          | 3               | Literature or Fine Arts | .....                            | 3  |
| Elective       | .....                          | 1               | Elective                | .....                            | 1  |
|                |                                | <u>16</u>       |                         |                                  | 16 |

**Business Program.** If you plan to seek a Bachelor's degree with a major in Accounting, Economics, Finance, Management, Marketing, or other business areas, the following suggested program provides the most appropriate courses for an A.A. degree. For specific requirements, you should consult the catalog of the school to which you plan to transfer.

**Suggested A.A. program for business students:**

| First Semester |                                 | Second Semester |                                  |                                     |    |
|----------------|---------------------------------|-----------------|----------------------------------|-------------------------------------|----|
| BIB 112        | N.T. Survey I . . . . .         | 2               | BIB 122                          | N.T. Survey II . . . . .            | 2  |
| CIS 113        | Intro. to Computer Sys. . . . . | 3               | CIS 123                          | Basic Programming I . . . . .       | 3  |
| ENG 113        | Composition II . . . . .        | 3               | COM 123                          | Business and Prof. Speech . . . . . | 3  |
| MAT 103        | Intermediate Algebra . . . . .  | 3               | ENG 123                          | Composition III . . . . .           | 3  |
| PED 111        | Phys. Ed. Activity . . . . .    | 2               | PSC 112                          | Physical Science . . . . .          | 2  |
| PHI 101        | Ethical Perspectives . . . . .  | 1               | Fine Arts Appreciation . . . . . | 3                                   |    |
| PSC 102        | Earth Science . . . . .         | 2               |                                  |                                     | 16 |
|                |                                 | <u>16</u>       |                                  |                                     |    |

**Third Semester**

|                            |                              |           |
|----------------------------|------------------------------|-----------|
| BIB 212                    | O.T. Survey I . . . . .      | 2         |
| BIO 113                    | Biological Science . . . . . | 3         |
| BUS 213                    | Accounting I . . . . .       | 3         |
| BUS 253                    | Macroeconomic Princ. . . . . | 3         |
| History Sequence . . . . . |                              | 3         |
| Literature . . . . .       |                              | 3         |
|                            |                              | <u>17</u> |

**Fourth Semester**

|                            |                               |   |
|----------------------------|-------------------------------|---|
| Textual Bible . . . . .    | 2                             |   |
| BUS 223                    | Accounting II . . . . .       | 3 |
| BUS 263                    | Microeconomic Princ. . . . .  | 3 |
| POS 213                    | National Government . . . . . | 3 |
| History Sequence . . . . . | 3                             |   |
| Humanities . . . . .       | 3                             |   |
|                            | <u>17</u>                     |   |

**Education Program.** If you plan to seek a Bachelor's degree with a major in either Elementary or Secondary Education, the following suggested program provides the most appropriate courses for an A.A. degree. You should become familiar with the specific requirements of the state from which you plan to seek certification as well as the requirements of the college or university from which you plan to receive your Bachelor's degree and consult with your academic advisor and the Registrar regarding possible variations.

**Suggested A.A. program for education students:**

| First Semester |                                   | Second Semester |                    |                              |    |
|----------------|-----------------------------------|-----------------|--------------------|------------------------------|----|
| BIB 112        | N.T. Survey I . . . . .           | 2               | BIB 122            | N.T. Survey II . . . . .     | 2  |
| COM 113        | Speech Communications . . . . .   | 3               | ART 203 or MUS 203 | Appreciation . . . . .       | 3  |
| ENG 113        | Composition II . . . . .          | 3               | ENG 123            | Composition III . . . . .    | 3  |
| HIS 203        | American History Survey . . . . . | 3               | PED 203            | Health Education . . . . .   | 3  |
| PED 111        | Phys. Ed. Activity . . . . .      | 1               | PSC 102            | Earth Science . . . . .      | 2  |
| PHI 101        | Ethical Perspectives . . . . .    | 1               | PSY 213            | General Psychology . . . . . | 3  |
| POS 213        | National Government . . . . .     | 3               |                    |                              | 16 |
|                |                                   | <u>16</u>       |                    |                              |    |

**Third Semester**

|              |  |           |
|--------------|--|-----------|
| BIB 212      | O.T. Survey I . . . . .                | 2         |
| BIO 113, 111 | Biological Science, Lab . . . . .      | 4         |
| ENG 233      | American Literature Sur. . . . .       | 3         |
| PED 111      | Phys. Ed. Activity . . . . .           | 1         |
| PSY 223      | Human Growth and Development . . . . . | 3         |
| SOC 213      | Introduction to Sociology . . . . .    | 3         |
|              |  | <u>16</u> |

**Fourth Semester**

|                         |   |   |
|-------------------------|---|---|
| Textual Bible . . . . . | 2   |   |
| ENG 223                 | English Literature II . . . . .             | 3 |
| HIS 123                 | Survey of Western Civilization II . . . . . | 3 |
| MAT 113                 | Math Fundamentals . . . . .                 | 3 |
| PSC 112                 | Physical Science . . . . .                  | 2 |
| Elective . . . . .      | 3   |   |
|                         | <u>16</u>                                   |   |

**Home Economics Program.** If you plan to seek a Bachelor's degree with a major in Home Economics, the following suggested program provides the most appropriate courses for an A.A. degree. For specific requirements, consult the catalog of the school to which you plan to transfer.

Suggested A.A. program for Home Economics students:

| First Semester             |   | Second Semester |                                  |                                 |           |
|----------------------------|---|-----------------|----------------------------------|---------------------------------|-----------|
| BIB 112                    | N.T. Survey I . . . . .                   | 2               | BIB 122                          | N.T. Survey II . . . . .        | 2         |
| BIO 214                    | Human Anatomy and<br>Physiology . . . . . | 4               | ENG 123                          | Composition III . . . . .       | 3         |
| COM 113                    | Speech Communication . . . . .            | 3               | MAT 103                          | Intermediate Algebra . . . . .  | 3         |
| ENG 113                    | Composition II . . . . .                  | 3               | POS 213                          | National Government . . . . .   | 3         |
| PED 111                    | Phys. Ed. Activity . . . . .              | 1               | Fine Arts Appreciation . . . . . | 3                               |           |
| PHI 101                    | Ethical Perspectives . . . . .            | 1               | Home Economics . . . . .         | 3                               |           |
| Home Economics . . . . .   | 3   |                 |                                  |                                 | <u>17</u> |
|                            |   | <u>17</u>       |                                  |                                 |           |
| Third Semester             |   | Fourth Semester |                                  |                                 |           |
| BIB 212                    | O.T. Survey I . . . . .                   | 2               | Textual Bible . . . . .          | 2                               |           |
| CHE 153,151                | College Chemistry I . . . . .             | 4               | CHE 133,131                      | Int. to Drg. & Bio. Ch. . . . . | 4         |
| PED 111                    | Phys. Ed. Activity . . . . .              | 1               | PED 111                          | Phys. Ed. Activity . . . . .    | 1         |
| Home Economics . . . . .   | 3   |                 | Home Economics . . . . .         | 3                               |           |
| History Sequence . . . . . | 3   |                 | History Sequence . . . . .       | 3                               |           |
| Literature . . . . .       | 3   |                 | Literature . . . . .             | 3                               |           |
|                            |   | <u>16</u>       |                                  |                                 | <u>16</u> |

**Pre-Law Program.** If you plan to seek a Bachelor's degree with a major in either Pre-Law or Political Science, the following suggested program provides the most appropriate courses for an A.A. degree. For specific requirements, you should consult the catalog of the school to which you plan to transfer.

Suggested A.A. program for pre-law students:

| First Semester             |                                   | Second Semester |                                  |                                |           |
|----------------------------|-----------------------------------|-----------------|----------------------------------|--------------------------------|-----------|
| BIB 112                    | N.T. Survey I . . . . .           | 2               | BIB 122                          | N.T. Survey II . . . . .       | 2         |
| BIO 113, 111               | Biological Science, Lab . . . . . | 4               | COM 113                          | Speech Communication . . . . . | 3         |
| ENG 113                    | Composition II . . . . .          | 3               | ENG 123                          | Composition III . . . . .      | 3         |
| PHI 101                    | Ethical Perspectives . . . . .    | 1               | PSC 112                          | Physical Science . . . . .     | 2         |
| POS 213                    | National Government . . . . .     | 3               | Fine Arts Appreciation . . . . . | 3                              |           |
| History Sequence . . . . . | 3                                 |                 | History Sequence . . . . .       | 3                              |           |
|                            |                                   | <u>16</u>       |                                  |                                | <u>16</u> |
| Third Semester             |                                   | Fourth Semester |                                  |                                |           |
| BIB 212                    | O.T. Survey I . . . . .           | 2               | Textual Bible . . . . .          | 2                              |           |
| BUS 233                    | Business Law I . . . . .          | 3               | PED 111                          | Phys. Ed. Activity . . . . .   | 2         |
| MAT 113                    | Math Fundamentals . . . . .       | 3               | Humanities . . . . .             | 3                              |           |
| POS 223                    | U.S. Judicial Processes . . . . . | 3               | Literature . . . . .             | 3                              |           |
| PSC 102                    | Earth Science . . . . .           | 2               | Social Science . . . . .         | 3                              |           |
| Social Science . . . . .   | 3                                 |                 | Elective . . . . .               | 3                              |           |
|                            |                                   | <u>16</u>       |                                  |                                | <u>16</u> |

**Mass Communication Program.** If you plan to seek a Bachelor's degree with a major in Mass Communication, the following suggested program provides the most appropriate courses for an A.A. degree. For specific requirements, you should consult the catalog of the school to which you plan to transfer.

Suggested A.A. program for mass communication students:

| First Semester       |                                     | Second Semester |                         |                               |           |
|----------------------|-------------------------------------|-----------------|-------------------------|-------------------------------|-----------|
| BIB 112              | N.T. Survey I . . . . .             | 2               | BIB 122                 | N.T. Survey II . . . . .      | 2         |
| BIO 113              | Biological Science . . . . .        | 3               | ENG 123                 | Composition III . . . . .     | 3         |
| COM 113              | Speech Communication . . . . .      | 3               | MAT 113                 | Math Fundamentals . . . . .   | 3         |
| ENG 113              | Composition II . . . . .            | 3               | PSC 102                 | Earth Science . . . . .       | 2         |
| PED 111              | Phys. Ed. Activity . . . . .        | 1               | PSY 213                 | General Psychology . . . . .  | 3         |
| PHI 101              | Ethical Perspectives . . . . .      | 1               | Elective . . . . .      |                               | 3         |
| SES 103              | Typing I . . . . .                  | 3               |                         |                               | <u>16</u> |
|                      |                                     | 16              |                         |                               |           |
| Third Semester       |                                     | Fourth Semester |                         |                               |           |
| BIB 212              | O.T. Survey I . . . . .             | 2               | Textual Bible . . . . . | 2                             |           |
| HIS 213              | U.S. to 1877 . . . . .              | 3               | COM 121                 | Yearbook Workshop . . . . .   | 1         |
| PSC 112              | Physical Science . . . . .          | 2               | HIS 223                 | U.S. to 1877 . . . . .        | 3         |
| SOC 213              | Introduction to Sociology . . . . . | 3               | HUM 213                 | Film Appreciation . . . . .   | 3         |
| Literature . . . . . |                                     | 3               | PED 111                 | Phys. Ed. Activity . . . . .  | 1         |
| Electives . . . . .  |                                     | 3               | POS 213                 | National Government . . . . . | 3         |
|                      |                                     | <u>16</u>       | Literature . . . . .    |                               | 3         |
|                      |                                     |                 |                         |                               | <u>16</u> |

**Music Program.** If you plan to seek a Bachelor's degree with a major in Music, the following suggested program provides the most appropriate courses for an A.A. degree. For specific requirements, you should consult the catalog of the school to which you plan to transfer.

Suggested A.A. program for music students:

| First Semester             |  | Second Semester |                            |                                  |           |
|----------------------------|--|-----------------|----------------------------|----------------------------------|-----------|
| BIB 112                    | N.T. Survey I . . . . .                  | 2               | BIB 122                    | N.T. Survey II . . . . .         | 2         |
| BIO 113                    | Biological Science . . . . .             | 3               | ENG 123                    | Composition III . . . . .        | 3         |
| ENG 113                    | Composition II . . . . .                 | 3               | MAT 113                    | Math Fundamentals . . . . .      | 3         |
| MUS 101                    | Ensemble (by<br>audition only) . . . . . | 1               | MUS 101                    | Ensemble . . . . .               | 1         |
| MUS 111                    | Ear Training I . . . . .                 | 1               | MUS 121                    | Ear Training II . . . . .        | 1         |
| MUS 113                    | Theory I . . . . .                       | 3               | MUS 123                    | Theory II . . . . .              | 3         |
| MUS 161                    | Piano (Private Lesson) . . . . .         | 1               | MUS 161                    | Piano (Private Lesson) . . . . . | 1         |
| MUS 203                    | Music Appreciation . . . . .             | 3               | PED 111                    | Phys. Ed. Activity . . . . .     | 1         |
|                            |  | <u>17</u>       | PSC 112                    | Physical Science . . . . .       | 2         |
|                            |  |                 |                            |                                  | <u>17</u> |
| Third Semester             |  | Fourth Semester |                            |                                  |           |
| BIB 212                    | O.T. Survey I . . . . .                  | 2               | Textual Bible . . . . .    | 2                                |           |
| COM 113                    | Speech Communication . . . . .           | 3               | MUS 101                    | Ensemble . . . . .               | 1         |
| MUS 101                    | Ensemble . . . . .                       | 1               | MUS 141                    | Voice (Private Lesson) . . . . . | 1         |
| MUS 141                    | Voice (Private Lesson) . . . . .         | 1               | MUS 222                    | Music Literature II . . . . .    | 2         |
| MUS 212                    | Music Literature I . . . . .             | 2               | PED 111                    | Phys. Ed. Activity . . . . .     | 1         |
| PSC 102                    | Earth Science . . . . .                  | 2               | PHI 101                    | Ethical Perspectives . . . . .   | 1         |
| History Sequence . . . . . |  | 3               | POS 213                    | National Government . . . . .    | 3         |
| Literature . . . . .       |  | 3               | History Sequence . . . . . |                                  | 3         |
|                            |  | <u>17</u>       | Humanities . . . . .       |                                  | 3         |
|                            |  |                 |                            |                                  | <u>17</u> |



**Psychology Program.** If you plan to seek a Bachelor's degree with a major in Psychology, the following suggested program provides the most appropriate courses for an A.A. degree. Biology and Sociology are recommended electives. For specific requirements, you should consult the catalog of the school to which you plan to transfer.

Suggested A.A. program for psychology students:

| First Semester               |                                  | Second Semester                    |   |
|------------------------------|----------------------------------|------------------------------------|---|
| BIB 112                      | N.T. Survey I . . . . . 2        | BIB 122                            | N.T. Survey II . . . . . 2                |
| BIO 113                      | Biological Science . . . . . 3   | CIS 113                            | Intro. to Computer<br>Systems . . . . . 3 |
| COM 113                      | Speech Communication . . . . . 3 | ENG 123                            | Composition III . . . . . 3               |
| ENG 113                      | Composition II . . . . . 3       | PSC 112                            | Physical Science . . . . . 2              |
| MAT 133                      | College Algebra . . . . . 3      | PSY 213                            | General Psychology . . . . . 3            |
| PED 111                      | Phys. Ed. Activity . . . . . 1   | Fine Arts Appreciation . . . . . 3 |   |
| PHI 101                      | Ethical Perspectives . . . . . 1 |                                    |   |
|                              | <u>16</u>                        |                                    | <u>16</u>                                 |
| Third Semester               |                                  | Fourth Semester                    |   |
| BIB 212                      | O.T. Survey I . . . . . 2        | Textual Bible . . . . . 2          |   |
| PSC 102                      | Earth Science . . . . . 2        | PED 111                            | Phys. Ed. Activity . . . . . 1            |
| PSY 223                      | Human Gro. and Dev. . . . . 3    | POS 213                            | National Government . . . . . 3           |
| History Sequence . . . . . 3 |                                  | History Sequence . . . . . 3       |   |
| Literature . . . . . 3       |                                  | Humanities . . . . . 3             |   |
| Elective . . . . . 3         |                                  | Electives . . . . . 4              |   |
|                              | <u>16</u>                        |                                    | <u>16</u>                                 |

**Sociology Program.** If you plan to seek a Bachelor's degree with a major in either Social Work or Sociology, the following suggested program provides the most appropriate courses for an A.A. degree. For specific requirements, you should consult the catalog of the school to which you plan to transfer.

Suggested A.A. program for sociology students:

| First Semester                     |                                       | Second Semester              |                                     |
|------------------------------------|---------------------------------------|------------------------------|-------------------------------------|
| BIB 112                            | N.T. Survey I . . . . . 2             | BIB 122                      | N.T. Survey II . . . . . 2          |
| BIO 113, 111                       | Biological Science, Lab . . . . . 4   | ENG 123                      | Composition III . . . . . 3         |
| ENG 113                            | Composition II . . . . . 3            | MAT 113                      | Math Fundamentals . . . . . 3       |
| PHI 101                            | Ethical Perspectives . . . . . 1      | PSC 112                      | Physical Science . . . . . 2        |
| SOC 213                            | Introduction to Sociology . . . . . 3 | SOC 223                      | Social Problems . . . . . 3         |
| History Sequence . . . . . 3       |                                       | History Sequence . . . . . 3 |                                     |
|                                    | <u>16</u>                             |                              | <u>16</u>                           |
| Third Semester                     |                                       | Fourth Semester              |                                     |
| BIB 212                            | O.T. Survey I . . . . . 2             | Textual Bible . . . . . 2    |                                     |
| COM 113                            | Speech Communications . . . . . 3     | PED 111                      | Phys. Ed. Activity . . . . . 2      |
| PSC 102                            | Earth Science . . . . . 2             | POS 213                      | National Government . . . . . 3     |
| Fine Arts Appreciation . . . . . 3 |                                       | PSY 213                      | General Psychology . . . . . 3      |
| Literature . . . . . 3             |                                       | SOC 253                      | Marriage and the Family . . . . . 3 |
| Elective . . . . . 3               |                                       | Humanities . . . . . 3       |                                     |
|                                    | <u>16</u>                             |                              | <u>16</u>                           |



## DEVELOPMENTAL PROGRAM

If your basic academic skills need strengthening, MCC provides more than 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 (DSK 101), Personal Development Workshop (DKS 121), Basic Reading Techniques (RED 113), Advanced Reading Techniques (RED 122), Efficient Reading (RED 131), Basic Math (MAT 101), Elementary Algebra (MAT 102), and Intermediate Algebra (MAT 103). Study aids for some other courses are available in the Learning Lab.

Suggested A.A. program using developmental studies courses:

| First Semester                 |                                | Second Semester                |                             |
|--------------------------------|--------------------------------|--------------------------------|-----------------------------|
| BIB 112                        | N.T. Survey I . . . . . 2      | BIB 122                        | N.T. Survey II . . . . . 2  |
| DSK 101                        | How to Succeed in Coll. 1      | COM 113                        | Speech Communication . . 3  |
| DSK 121                        | Pers. Dev. Workshop . . . 1    | ENG 113                        | Composition II . . . . . 3  |
| ENG 103                        | Composition I . . . . . 3      | PSC 102                        | Earth Science . . . . . 2   |
| PED 111                        | Phys. Ed. Activity . . . . . 1 | RED 122                        | Advanced Reading            |
| PHI 101                        | Ethical Perspectives . . . . 1 |                                | Techniques . . . . . 2      |
| RED 113                        | Basic Reading Tech. . . . . 3  |                                | <u>12</u>                   |
|                                | <u>12</u>                      |                                |                             |
| Third Semester                 |                                | Fourth Semester                |                             |
| BIB 212                        | O.T. Survey I . . . . . 2      | Textual Bible . . . . . 2      |                             |
| BIO 113                        | Biological Science . . . . . 3 | MAT 113                        | Math Fundamentals . . . . 3 |
| ENG 123                        | Composition III . . . . . 3    | Literature . . . . . 3         |                             |
| MAT 101                        | Basic Math . . . . . 1         | Electives . . . . . 4          |                             |
| POS 213                        | National Government . . . 3    |                                | <u>12</u>                   |
|                                | <u>12</u>                      |                                |                             |
| Fifth Semester                 |                                | Sixth Semester                 |                             |
| Bible Elective . . . . . 3     |                                | Bible Elective . . . . . 3     |                             |
| PED 111                        | Phys. Ed. Activity . . . . . 1 | Fine Arts Appreciation . . . 3 |                             |
| PSC 112                        | Physical Science . . . . . 2   | History Sequence . . . . . 3   |                             |
| Fine Arts Appreciation . . . 3 |                                | Elective . . . . . 3           |                             |
| History Sequence . . . . . 3   |                                |                                | <u>12</u>                   |
|                                | <u>12</u>                      |                                |                             |

**ASSOCIATE IN SCIENCE DEGREE**

The curriculum of the Associate in Science program is intended for students planning to major in educational programs leading to most Bachelor of Science degrees. You must complete 64 hours including divisional requirements with a cumulative grade point average of 2.00 (C).

**Natural Science Major.** Some of the many possible pre-professional and natural science programs which follow the outline of the general requirements for the Associate in Science degree in Natural Science are: Biology, Chemistry, Engineering, Environmental Sciences, Mathematics, Medicine, and Physical Education.

Specific requirements for an A.S. in Natural Science are:

|   |           |
|---|-----------|
| GENERAL EDUCATION CORE .....  | 30        |
| Bible 112, 122 and 222* .....   | 6         |
| Communications 113 .....  | 3         |
| English 113 and 123** .....   | 6         |
| Fine Arts Appreciation (ART 203, HUM 203, HUM 213,<br>or MUS 203) .....   | 3         |
| History 212 (or BIB 212) and History 203 or 213 or 223 ..   | 5         |
| Literature .....  | 3         |
| Philosophy 101 .....  | 1         |
| Political Science 213 .....   | 3         |
| SCIENCE/MATH CORE .....   | 11        |
| One Year of Lab Science .....   | 8         |
| Mathematics 103, 133, or above*** .....   | 3         |
| NATURAL SCIENCE MAJOR CORE .....  | 12        |
| Courses selected from Biology, Chemistry, Computer Science<br>(123 or above), Mathematics (132 or above), Physical<br>Science       |           |
| SUPPORT COURSES .....   | 6         |
| Courses listed under major core in any A.S. major and/or<br>courses which meet general education requirements in<br>A.A. degree**** |           |
| ELECTIVES .....   | 5         |
| <b>TOTAL FOR A.S. DEGREE IN NATURAL SCIENCE .....</b>   | <b>64</b> |

\*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.

\*\*Students who receive a grade of B or higher in ENG 113 may elect to take an additional three hours in literature in lieu of ENG 123. However, these students will not satisfy the MACRAO Articulation Agreement.

\*\*\*Waived for Math ACT score of 24 or above.

\*\*\*\*Pre-professional programs in health services may include BUS 253, PSY 213, PSY 223, or SOC 213 when appropriate. See footnote on next page.

Suggested program for an A.S. in Natural Science:

| First Semester       |                                | Second Semester |                                  |
|----------------------|--------------------------------|-----------------|----------------------------------|
| BIB 112              | N.T. Survey I . . . . .        | 2               |                                  |
| ENG 113              | Composition II . . . . .       | 3               |                                  |
| PHI 101              | Ethical Perspectives . . . . . | 1               |                                  |
| History              | . . . . .                      | 3               |                                  |
| Mathematics, Science | . . . . .                      | 7               |                                  |
|                      |                                | <u>16</u>       |                                  |
| Third Semester       |                                | Fourth Semester |                                  |
| BIB 212              | O.T. Survey I . . . . .        | 2               | Textual Bible . . . . .          |
| COM 113              | Speech Communication . . . . . | 3               | Fine Arts Appreciation . . . . . |
| Literature           | . . . . .                      | 3               | Mathematics, Science . . . . .   |
| Mathematics, Science | . . . . .                      | 4               | Support Courses . . . . .        |
| Support Courses      | . . . . .                      | 4               | Electives . . . . .              |
|                      |                                | <u>16</u>       | <u>16</u>                        |

**Pre-Professional Programs.** You may obtain the Associate in Science Degree in Natural Science while satisfying requirements for pre-dentistry, pre-medicine, pre-medical technology, pre-optometry, pre-physical therapy, and pre-veterinary medicine. You should consult the catalog of the school you plan to attend for specific requirements.

Suggested A.S. program for pre-professional students:

| First Semester |                                       | Second Semester |                        |  |           |
|----------------|---------------------------------------|-----------------|------------------------|--|-----------|
| BIB 112        | N.T. Survey I . . . . .               | 2               | BIB 122                | N.T. Survey II . . . . .               | 2         |
| CHE 153, 151   | College Chemistry I . . . . .         | 4               | CHE 163, 161           | College Chemistry II . . . . .         | 4         |
| ENG 113        | Composition II . . . . .              | 3               | ENG 123                | Composition III . . . . .              | 3         |
| MAT 135        | Pre-Calculus . . . . .                | 5               | POS 213                | National Government . . . . .          | 3         |
| History        | . . . . .                             | 3               | Elective *             | . . . . .                              | 4         |
|                |                                       | <u>17</u>       |                        |  | <u>16</u> |
| Third Semester |                                       | Fourth Semester |                        |  |           |
| BIB 212        | O.T. Survey I . . . . .               | 2               | Textual Bible          | . . . . .                              | 2         |
| BIO 113, 111   | Biological Science, Lab . . . . .     | 4               | BIO 124                | Zoology . . . . .                      | 4         |
| CHE 214        | General Organic Chemistry I . . . . . | 4               | CHE 224                | General Organic Chemistry II . . . . . | 4         |
| PHI 101        | Ethical Perspectives . . . . .        | 1               | PSY 213                | General Psychology . . . . .           | 3         |
| COM 113        | Speech Communication . . . . .        | 3               | Fine Arts Appreciation | . . . . .                              | 3         |
| Literature     | . . . . .                             | 3               |                        |  | <u>16</u> |
|                |                                       | <u>17</u>       |                        |  |           |

\*Appropriate support courses and core substitutions for pre-professional majors:  
 Pre-dentistry — BUS 253, MAT 145 for some dental schools  
 Pre-medicine — BUS 253, MAT 145  
 Pre-medical technology — BUS 253, BIO 224 for CHE 224  
 Pre-optometry — BIO 224, Physics (by concurrent enrollment) for CHE 214, 224  
 Pre-physical therapy — PSY 223 or SOC 213  
 Pre-veterinary medicine — MAT 145

**Pre-Engineering.** You may obtain the Associate in Science Degree in Natural Science while satisfying requirements for engineering. You should consult the catalog of the school you plan to attend for specific requirements.

Suggested A.S. program for pre-engineering students:

| First Semester  |                           | Second Semester        |                                  |
|-----------------|---------------------------|------------------------|----------------------------------|
| BIB 112         | N.T. Survey I .....2      | BIB 122                | N.T. Survey .....2               |
| CHE 153,<br>151 | College Chemistry I ...4  | CHE 163,<br>161        | College Chemistry II ...4        |
| ENG 113         | Composition II .....3     | COM 113                | Speech Communication ...3        |
| MAT 135         | Pre-Calculus .....5       | ENG 123                | Composition III .....3           |
| PHI 101         | Ethical Perspectives ...1 | MAT 145                | Cal. & Analytic Geom. <u>1</u> 5 |
|                 | <u>15</u>                 |                        | <u>17</u>                        |
| Third Semester  |                           | Fourth Semester        |                                  |
| BIB 212         | O.T. Survey I .....2      | Textual Bible          | .....2                           |
| MAT 154         | Cal. & Analytic Geom. II4 | MAT 214                | Cal. & Analytic Geom. III 4      |
| Literature      | .....3                    | POS 213                | National Government ...3         |
| History         | .....3                    | Fine Arts Appreciation | .....3                           |
| Physics*        | .....4                    | Physics*               | .....6                           |
|                 | <u>16</u>                 |                        | <u>18</u>                        |

\* Available by concurrent enrollment.



**Computer Science Major.** If you are planning to seek a Bachelor's degree in Computer Science after the completion of your studies at MCC, you should pursue the Associate in Science degree with a major in Computer Science. This major is designed for the scientific applications of computer science.

Specific requirements for an A.S. in Computer Science are:

|   |           |
|---|-----------|
| GENERAL EDUCATION CORE .....  | 30        |
| Bible 112, 122 and 222* .....   | 6         |
| Communications 113 .....  | 3         |
| English 113 and 123** .....   | 6         |
| Fine Arts Appreciation (ART 203, HUM 203, HUM 213,<br>or MUS 203) ..... | 3         |
| History 212 (or BIB 212) and History 203 or 213 or 223 ..               | 5         |
| Literature .....  | 3         |
| Philosophy 101 .....  | 1         |
| Political Science 213 .....   | 3         |
| SCIENCE/MATH CORE .....   | 11        |
| Science (including one lab course) .....                                | 8         |
| Mathematics 133*** .....  | 3         |
| COMPUTER SCIENCE MAJOR CORE .....                                       | 9         |
| CIS 113 Introduction to Computer Based Systems .....                    | 3         |
| CIS 123 Basic Programming I .....                                       | 3         |
| CIS 223 COBOL I .....   | 3         |
| SUPPORT COURSES .....   | 11        |
| MAT 132 Trigonometry*** .....   | 2         |
| MAT 145 Calculus and Analytic Geometry I .....                          | 5         |
| MAT 154 Calculus and Analytic Geometry II .....                         | 4         |
| ELECTIVES**** .....   | 3         |
| <b>TOTAL FOR A.S. DEGREE IN COMPUTER SCIENCE .....</b>                  | <b>64</b> |

\*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.

\*\*Students who receive a grade of B or higher in ENG 113 may elect to take an additional three hours in literature in lieu of ENG 123. However, these students will not satisfy the MACRAO Articulation agreement.

\*\*\*Students who have math skills which result in the waiving of MAT 132 and 133 may replace those hours with electives.

\*\*\*\*Electives should be chosen from those necessary to satisfy requirements of the senior college which apply to transfer students with an associate degree or from prerequisites necessary for upper-division computer science courses.

**Computer Information Systems Major.** You should pursue the Associate in Science degree with a major in Computer Information Systems if you are planning to seek a Bachelor's degree after completing your studies at MCC. This major is designed for the business applications of computer science.

Specific requirements for an A.S. in Computer Information Systems are:

|   |           |
|---|-----------|
| <b>GENERAL EDUCATION CORE</b> .....                                     | <b>30</b> |
| Bible 112, 122 and 222* .....   | 6         |
| Communications 113 or 123 .....   | 3         |
| English 113 and 123** .....   | 6         |
| Fine Arts Appreciation (ART 203, HUM 203, HUM 213,<br>or MUS 203) ..... | 3         |
| History 212 (or BIB 212) and History 203 or 213 or 223 ..               | 5         |
| Literature .....  | 3         |
| Philosophy 101 .....  | 1         |
| Political Science 213 .....   | 3         |
| <b>SCIENCE/MATH CORE</b> .....  | <b>11</b> |
| Science (including one lab science course) .....                        | 8         |
| Mathematics 103, 133, or above*** .....                                 | 3         |
| <b>COMPUTER INFORMATION SYSTEMS MAJOR CORE</b> .....                    | <b>9</b>  |
| CIS 113 Introduction to Computer Based Systems .....                    | 3         |
| CIS 123 Basic Programming I .....                                       | 3         |
| CIS 223 COBOL I .....   | 3         |
| <b>SUPPORT COURSES</b> .....  | <b>9</b>  |
| BUS 213 Accounting I .....  | 3         |
| BUS 223 Accounting II .....   | 3         |
| MAT 243 Quantitative Business Analysis .....                            | 3         |
| <b>ELECTIVES****</b> .....  | <b>5</b>  |
| <b>TOTAL FOR A.S. DEGREE IN COMPUTER INFORMATION SYSTEMS</b> .....      | <b>64</b> |

\*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.

\*\*Students who receive a grade of B or higher in ENG 113 may elect to take an additional three hours in Literature in lieu of ENG 123. However, these students will not satisfy the MACRAO Articulation Agreement.

\*\*\*Students who have math skills which result in the waiving of MAT 103 or 133 may replace those hours with electives.

\*\*\*\*Electives should be chosen from those necessary to satisfy requirements of the senior college which apply to transfer students with an associate degree or from prerequisites necessary for upper-division computer science courses.

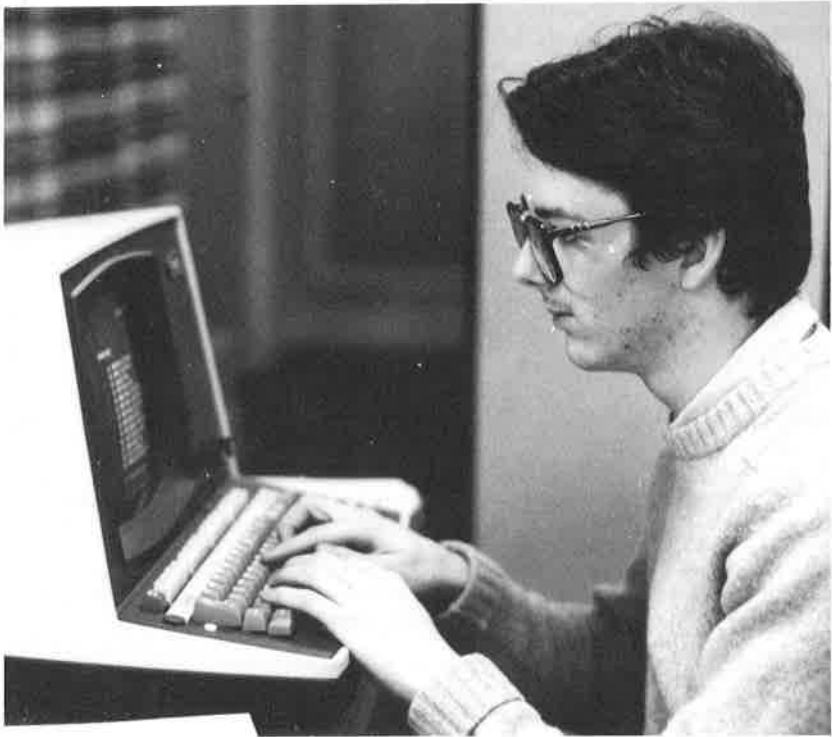
Suggested program for an A.S. in Computer Information Systems:

| First Semester |                                      |
|----------------|--------------------------------------|
| BIB 112        | N.T. Survey I .....2                 |
| CIS 113        | Intro. to Computer<br>Systems .....3 |
| COM 113        | Speech Communication .....3          |
| ENG 113        | Composition II .....3                |
| PHI 101        | Ethical Perspectives .....1          |
| Lab Science    | .....4                               |
|                | <u>16</u>                            |

| Second Semester |                             |
|-----------------|-----------------------------|
| BIB 122         | N.T. Survey II .....2       |
| CIS 123         | Basic Programming I .....3  |
| ENG 123         | Composition III .....3      |
| MAT 103         | Intermediate Algebra .....3 |
| Science         | .....4                      |
| Elective        | .....1                      |
|                 | <u>16</u>                   |

| Third Semester |  |
|----------------|--|
| HIS 212        | Hebrew History I .....2                  |
| BUS 213        | Accounting I .....3                      |
| CIS 223        | COBOL I .....3                           |
| HIS 213        | United States to 1877 .....3             |
| MAT 243        | Quantitative Business<br>Analysis .....3 |
| Elective       | .....2                                   |
|                | <u>16</u>                                |

| Fourth Semester        |                            |
|------------------------|----------------------------|
| Textual Bible          | .....2                     |
| BUS 223                | Accounting II .....3       |
| POS 213                | National Government .....3 |
| Fine Arts Appreciation | .....3                     |
| Literature             | .....3                     |
| Elective               | .....2                     |
|                        | <u>16</u>                  |





**Pre-Nursing Major.** You may obtain the Associate in Science Degree with a major in Pre-Nursing in such a way as to permit transfer to most B.S.N. programs with a minimum of disruption. In particular, MCC's program is designed to facilitate transfer into Harding University's Nursing program. Introduction to Nursing and Human Anatomy II are to be taken at college granting the nursing degree.

Specific requirements for an A.S. in Pre-Nursing are:

|   |           |
|---|-----------|
| GENERAL EDUCATION CORE .....  | 30        |
| Bible 112, 122 and 222* .....   | 6         |
| Communication 113 .....   | 3         |
| English 113 and 123** .....   | 6         |
| Fine Arts Appreciation (ART 203, HUM 203, HUM 213,<br>or MUS 203) ..... | 3         |
| History 212 (or BIB 212) and History 203 or 213 or 223 ..               | 5         |
| Literature .....  | 3         |
| Philosophy 101 .....  | 1         |
| Political Science 213 or 223 .....                                      | 3         |
| SCIENCE/MATH CORE .....   | 11        |
| Biology 214 Human Anatomy and Physiology .....                          | 4         |
| Biology 224 Microbiology .....  | 4         |
| Mathematics 103, 133, or above*** .....                                 | 3         |
| PRE-NURSING MAJOR CORE .....  | 11        |
| BIO 233 Nutrition .....   | 3         |
| CHE 153/151 College Chemistry I .....                                   | 4         |
| CHE 133/131 Introduction to Organic and Biological<br>Chemistry .....   | 4         |
| SUPPORT COURSES .....   | 9         |
| PSY 213 General Psychology .....  | 3         |
| PSY 223 Human Growth and Development .....                              | 3         |
| SOC 213 Introduction to Sociology .....                                 | 3         |
| ELECTIVES**** .....   | 3         |
| <b>TOTAL FOR A.S. DEGREE IN PRE-NURSING .....</b>                       | <b>64</b> |

\*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.

\*\*Students who receive a grade of B or higher in ENG 113 may elect to take an additional three hours in literature in lieu of ENG 123. However, these students will not satisfy the MACRAO Articulation Agreement.

\*\*\*Waived for Math ACT score of 24 or above.

\*\*\*\*Biology 113, 111 should be taken in elective hours if needed to satisfy prerequisite.

Suggested program for an A.S. in Pre-Nursing:

| First Semester  |                             | Second Semester        |                                       |
|-----------------|-----------------------------|------------------------|---------------------------------------|
| BIB 112         | N.T. Survey I ..... 2       | BIB 122                | N.T. Survey II ..... 2                |
| BIO 113, 111    | Biological Science, Lab . 4 | BIO 214                | Human Anatomy &<br>Physiology ..... 4 |
| COM 113         | Speech Communication . 3    | ENG 123                | Composition III ..... 3               |
| ENG 113         | Composition II ..... 3      | MAT 103                | Intermediate Algebra ... 3            |
| HIS 203         | American History Survey 3   | PSY 213                | General Psychology ..... 3            |
| PHI 101         | Ethical Perspectives ... 1  |                        | <u>15</u>                             |
|                 | <u>16</u>                   |                        |                                       |
| Third Semester  |                             | Fourth Semester        |                                       |
| BIB 212         | O.T. Survey I ..... 2       | Textual Bible          | ..... 2                               |
| BIO 224         | Microbiology ..... 4        | BIO 233                | Nutrition ..... 3                     |
| CHE 153,<br>151 | College Chemistry I ... 4   | CHE 133,<br>131        | Int. to Org. & Bio. Chem . 4          |
| PSY 223         | Human Growth & Dev. 3       | POS 213                | National Government . 3               |
| SOC 213         | Intro. to Sociology ... 3   | Fine Arts Appreciation | ..... 3                               |
|                 | <u>16</u>                   | Literature             | ..... 3                               |
|                 |                             |                        | <u>18</u>                             |



## ASSOCIATE IN APPLIED SCIENCE DEGREE

If you plan to seek employment immediately after the completion of your degree at MCC, you may elect the Associate in Applied Science degree. In addition to the majors offered by MCC in this occupational degree program, other majors may be arranged through concurrent enrollment with Oakland Community College. You must complete 64 hours with a cumulative grade point average of 2.00 (C).

**General Business Major.** The A.A.S. degree with a major in General Business provides you with an edge on the job market in retail and other business firms immediately after the completion of your studies at MCC. It also provides valuable background for those desiring to manage a family business. If you are planning to complete a Bachelor's degree in Business after MCC, you should select the Associate in Arts degree at MCC. An A.A. transfer program for the business major is described on page 53 of this catalog.

Specific requirements for an A.A.S. in General Business are:

|  |    |
|--|----|
| GENERAL EDUCATION CORE .....                             | 22 |
| Bible 112 and 122* .....                                 | 4  |
| Communications 113 or 123 .....                          | 3  |
| English 113 and 123 .....                                | 6  |
| History 212 and 222 .....                                | 4  |
| Philosophy 101 .....                                     | 1  |
| Physical Education Activity Course or Varsity Sport** .. | 1  |
| Political Science 213 .....                              | 3  |
| GENERAL BUSINESS MAJOR CORE .....                        | 33 |
| BUS 113 Introduction to Business .....                   | 3  |
| BUS 203 Business Communication .....                     | 3  |
| BUS 213 Accounting I .....                               | 3  |
| BUS 223 Accounting II .....                              | 3  |
| BUS 233 Business Law I .....                             | 3  |
| BUS 263 Microeconomic Principles .....                   | 3  |
| BUS 273 Principles of Management .....                   | 3  |
| BUS 283 Principles of Marketing .....                    | 3  |
| CIS 113 Introduction to Computer Based Systems*** ..     | 3  |
| CIS 123 Basic Programming I .....                        | 3  |
| MAT 103, 113, 123, 133 or above .....                    | 3  |
| SUPPORT COURSES .....                                    | 3  |
| BUS 253 Macroeconomic Principles, or                     |    |
| BUS 313 Cost Accounting, or                              |    |
| BUS 323 Federal Taxation                                 |    |
| ELECTIVES .....  | 6  |

## TOTAL FOR A.A.S. DEGREE IN GENERAL BUSINESS .....

\*Bible is a semester requirement. Transfer students may have a portion of this requirement waived.

\*\*Veterans may have this requirement waived.

\*\*\*May be waived by proficiency test and replaced with general electives.

Suggested program for an A.A.S. in General Business:

**First Semester**

|         |                            |           |
|---------|----------------------------|-----------|
| BIB 112 | N.T. Survey I              | 2         |
| BUS 113 | Introduction to Business   | 3         |
| BUS 213 | Accounting I               | 3         |
| CIS 113 | Intro. to Computer Systems | 3         |
| ENG 113 | Composition II             | 3         |
| PHI 101 | Ethical Perspectives       | 1         |
|         |                            | <u>15</u> |

**Second Semester**

|          |                      |           |
|----------|----------------------|-----------|
| BIB 122  | N.T. Survey II       | 2         |
| BUS 223  | Accounting II        | 3         |
| CIS 123  | Basic Programming I  | 3         |
| ENG 123  | Composition III      | 3         |
| MAT 113  | Fundamentals of Math | 3         |
| Elective |                      | 3         |
|          |                      | <u>17</u> |

**Third Semester**

|                |                          |           |
|----------------|--------------------------|-----------|
| HIS 212        | Hebrew History I         | 2         |
| BUS 203        | Business Communication   | 3         |
| BUS 233        | Business Law I           | 3         |
| BUS 273        | Principles of Management | 3         |
| PED 111        | Phys. Ed. Activity       | 1         |
| Support Course |                          | 3         |
|                |                          | <u>15</u> |

**Fourth Semester**

|          |                           |           |
|----------|---------------------------|-----------|
| HIS 222  | Hebrew History II         | 2         |
| BUS 263  | Microeconomic Principles  | 3         |
| BUS 283  | Principles of Marketing   | 3         |
| COM 123  | Business and Prof. Speech | 3         |
| POS 213  | National Government       | 3         |
| Elective |                           | 3         |
|          |                           | <u>17</u> |



**Accounting Major.** If you plan to enter an accounting field immediately after your work at MCC, you should pursue the A.A.S. degree with a major in Accounting. This degree prepares you for positions in accounting departments of small businesses and for support positions in larger firms in both financial and manufacturing accounting. If you are planning to complete a Bachelor's degree in accounting after MCC, you should select the Associate in Arts degree at MCC. An A.A. transfer program for the accounting major is described on page 53.

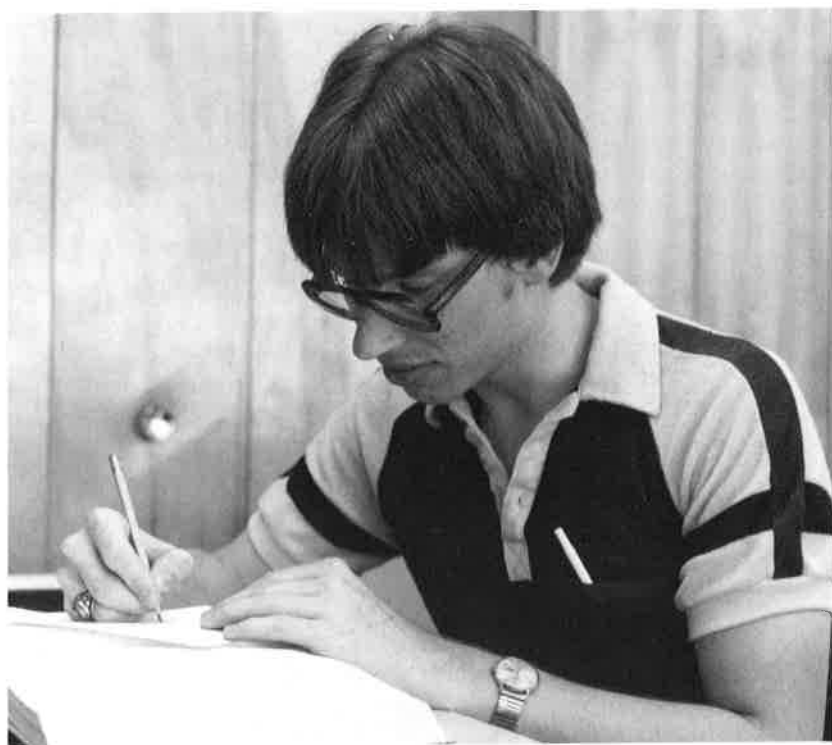
Specific requirements for an A.A.S. in Accounting are:

|  |           |
|--|-----------|
| GENERAL EDUCATION CORE .....                             | 22        |
| Bible 112 and 122* .....                                 | 4         |
| Communication 113 or 123 .....                           | 3         |
| English 113 and 123 .....                                | 6         |
| History 212 and 222 .....                                | 4         |
| Philosophy 101 .....                                     | 1         |
| Physical Education Activity Course or Varsity Sport** .. | 1         |
| Political Science 213 .....                              | 3         |
| ACCOUNTING MAJOR CORE .....                              | 33        |
| BUS 113 Introduction to Business .....                   | 3         |
| BUS 203 Business Communication .....                     | 3         |
| BUS 213 Accounting I .....                               | 3         |
| BUS 223 Accounting II .....                              | 3         |
| BUS 233 Business Law I .....                             | 3         |
| BUS 253 Macroeconomic Principles .....                   | 3         |
| BUS 263 Microeconomic Principles .....                   | 3         |
| BUS 313 Cost Accounting .....                            | 3         |
| BUS 323 Federal Taxation .....                           | 3         |
| CIS 113 Introduction to Computer Based Systems*** ..     | 3         |
| CIS 123 Basic Programming I .....                        | 3         |
| SUPPORT COURSES (choose 3 of the following) .....        | 9         |
| BUS 183 Evaluated Field Experience                       |           |
| BUS 273 Principles of Management                         |           |
| BUS 283 Principles of Marketing                          |           |
| CIS 102 Keyboarding                                      |           |
| CIS 213 Intermediate Programming                         |           |
| CIS 223 COBOL I  |           |
| CIS 233 COBOL II   |           |
| MAT 103 Intermediate Algebra (or MAT 133 or above)       |           |
| MAT 243 Quantitative Business Analysis                   |           |
| <b>TOTAL FOR A.A.S. DEGREE IN ACCOUNTING .....</b>       | <b>64</b> |

\*Bible is a semester requirement. Transfer students may have a portion of this requirement waived.

\*\*Veterans may have this requirement waived.

\*\*\*May be waived by proficiency test and replaced with general electives.



Suggested program for an A.A.S. in Accounting:

**First Semester**

|         |                               |           |
|---------|-------------------------------|-----------|
| BIB 112 | N.T. Survey I                 | 2         |
| BUS 113 | Introduction to Business      | 3         |
| BUS 213 | Accounting I                  | 3         |
| CIS 113 | Intro. to Computer<br>Systems | 3         |
| ENG 113 | Composition II                | 3         |
| PHI 101 | Ethical Perspectives          | 1         |
|         |                               | <u>15</u> |

**Third Semester**

|         |                             |           |
|---------|-----------------------------|-----------|
| HIS 212 | Hebrew History I            | 2         |
| BUS 203 | Business Communication      | 3         |
| BUS 233 | Business Law I              | 3         |
| BUS 253 | Macroeconomic<br>Principles | 3         |
| BUS 313 | Cost Accounting             | 3         |
| PED 111 | Phys. Ed. Activity          | 1         |
|         |                             | <u>15</u> |

**Second Semester**

|         |                           |           |
|---------|---------------------------|-----------|
| BIB 122 | N.T. Survey II            | 2         |
| BUS 223 | Accounting II             | 3         |
| CIS 123 | Basic Programming I       | 3         |
| COM 123 | Business and Prof. Speech | 3         |
| ENG 123 | Composition III           | 3         |
| MAT 103 | Intermediate Algebra      | 3         |
|         |                           | <u>17</u> |

**Fourth Semester**

|         |                             |           |
|---------|-----------------------------|-----------|
| HIS 222 | Hebrew History II           | 2         |
| BUS 263 | Microeconomic<br>Principles | 3         |
| BUS 323 | Federal Taxation            | 3         |
| POS 213 | National Government         | 3         |
|         | Support Courses             | 6         |
|         |                             | <u>17</u> |

**Computer Information Systems Major.** You may seek employment in a computer field immediately after the completion of your work at MCC with an A.A.S. degree with a major in Computer Information Systems. This degree prepares you for positions in retail businesses, government agencies, insurance companies, banks, manufacturing firms, and data processing offices which need someone who understands the business application of computer programming. If you plan to seek a Bachelor's degree in Computer Science after MCC, you should pursue one of the Associate in Science degrees described on pages 61-63.

Specific requirements for A.A.S. in Computer Information Systems are:

|  |           |
|--|-----------|
| GENERAL EDUCATION CORE .....                             | 22        |
| Bible 112 and 122* .....                                 | 4         |
| Communication 113 or 123 .....                           | 3         |
| English 113 and 123 .....                                | 6         |
| History 212 and 222 .....                                | 4         |
| Philosophy 101 .....                                     | 1         |
| Physical Education Activity Course or Varsity Sport** .. | 1         |
| Political Science 213 .....                              | 3         |
| COMPUTER INFORMATION SYSTEMS MAJOR CORE .....            | 35        |
| BUS 203 Business Communications .....                    | 3         |
| BUS 213 Accounting I .....                               | 3         |
| BUS 223 Accounting II .....                              | 3         |
| CIS 102 Keyboarding*** .....                             | 2         |
| CIS 113 Introduction to Computer Based Systems*** ..     | 3         |
| CIS 123 Basic Programming I .....                        | 3         |
| CIS 213 Intermediate Programming .....                   | 3         |
| CIS 223 COBOL I .....                                    | 3         |
| CIS 233 COBOL II .....                                   | 3         |
| CIS 243 Systems Analysis Methods .....                   | 3         |
| CIS 253 Structured Systems Analysis and Design .....     | 3         |
| MAT 103, 133 or above .....                              | 3         |
| SUPPORT COURSES (choose 2 of the following) .....        | 6         |
| BUS 183 Evaluated Field Experience                       |           |
| BUS 253 Macroeconomic Principles                         |           |
| BUS 263 Microeconomic Principles                         |           |
| BUS 273 Principles of Management                         |           |
| BUS 283 Principles of Marketing                          |           |
| BUS 313 Cost Accounting                                  |           |
| BUS 323 Federal Taxation                                 |           |
| MAT 243 Quantitative Business Analysis                   |           |
| ELECTIVES .....  | 1         |
| <b>TOTAL FOR A.A.S. DEGREE IN COMPUTER INFORMATION</b>   |           |
| <b>SYSTEMS .....</b>                                     | <b>64</b> |

\*Bible is a semester requirement. Transfer students may have a portion of this requirement waived.

\*\*Veterans may have this requirement waived.

\*\*\*May be waived by proficiency test and replaced with general electives.

Suggested program for an A.A.S. in Computer Information Systems:

| First Semester |                                       |
|----------------|---------------------------------------|
| BIB 112        | N.T. Survey I ..... 2                 |
| BUS 213        | Accounting I ..... 3                  |
| CIS 103        | Keyboarding ..... 2                   |
| CIS 113        | Intro. to Computer<br>Systems ..... 3 |
| ENG 113        | Composition II ..... 3                |
| PHI 101        | Ethical Perspectives ..... 1          |
| Elective       | ..... 1                               |
|                | <u>15</u>                             |

| Second Semester |                              |
|-----------------|------------------------------|
| BIB 122         | N.T. Survey II ..... 2       |
| BUS 223         | Accounting II ..... 3        |
| CIS 123         | Basic Programming I ..... 3  |
| ENG 123         | Composition III ..... 3      |
| MAT 103         | Intermediate Algebra ..... 3 |
| PED 111         | Phys. Ed. Activity ..... 1   |
|                 | <u>15</u>                    |

| Third Semester |                                       |
|----------------|---------------------------------------|
| HIS 212        | Hebrew History I ..... 2              |
| BUS 203        | Business Communication 3              |
| CIS 213        | Intermediate Program-<br>ming ..... 3 |
| CIS 223        | COBOL I ..... 3                       |
| CIS 243        | Systems Analysis<br>Methods ..... 3   |
| Support Course | ..... 3                               |
|                | <u>17</u>                             |

| Fourth Semester |   |
|-----------------|---|
| HIS 222         | Hebrew History II ..... 2                 |
| CIS 233         | COBOL II ..... 3                          |
| CIS 253         | Struct. Systems Anal. &<br>Design ..... 3 |
| COM 123         | Business and Prof. Speech 3               |
| POS 213         | National Government ..... 3               |
| Support Course  | ..... 3                                   |
|                 | <u>17</u>                                 |





**Word Processing Major.** If you desire to enter a word processing profession immediately after the completion of your work at MCC, you should select the A.A.S. degree with a major in Word Processing. This degree prepares you for positions in modern offices and word processing centers as word processing specialists and word processing supervisors or managers. If you plan to seek a Bachelor's degree after MCC, you should pursue an Associate in Arts degree at MCC and fill your elective hours with secretarial courses.

Specific requirements for an A.A.S. in Word Processing are:

|  |           |
|--|-----------|
| GENERAL EDUCATION CORE .....                             | 22        |
| Bible 112 and 122* .....                                 | 4         |
| Communication 113 or 123 .....                           | 3         |
| English 113 and 123 .....                                | 6         |
| History 212 and 222 .....                                | 4         |
| Philosophy 101 .....                                     | 1         |
| Physical Education Activity Course or Varsity Sport** .. | 1         |
| Political Science 213 .....                              | 3         |
| WORD PROCESSING MAJOR CORE .....                         | 30        |
| BUS 123 Business Math .....                              | 3         |
| CIS 113 Introduction to Computer Based Systems*** ..     | 3         |
| SES 113 Typing II .....                                  | 3         |
| SES 123 Typing III .....                                 | 3         |
| SES 203 Business Communication .....                     | 3         |
| SES 243 Word Processing I .....                          | 3         |
| SES 254 Word Processing II .....                         | 4         |
| SES 264 Word Processing III .....                        | 4         |
| SES 274 Office Procedures and Administration .....       | 4         |
| SUPPORT COURSES (choose 3 of the following) .....        | 9         |
| BUS 113 Introduction to Business                         |           |
| BUS 213 Accounting I                                     |           |
| BUS 223 Accounting II                                    |           |
| BUS 233 Business Law I                                   |           |
| BUS 273 Principles of Management                         |           |
| BUS 283 Principles of Marketing                          |           |
| CIS 123 Basic Programming I                              |           |
| SES 133 Shorthand I                                      |           |
| SES 143 Shorthand II                                     |           |
| SES 233 Shorthand III                                    |           |
| SES 283 Evaluated Field Experience                       |           |
| ELECTIVES .....  | 3         |
| <b>TOTAL FOR A.A.S. DEGREE IN WORD PROCESSING .....</b>  | <b>64</b> |

\*Bible is a semester requirement. Transfer students may have a portion of this requirement waived.

\*\*Veterans may have this requirement waived.

\*\*\*May be waived by proficiency test and replaced with general electives.

Suggested program for an A.A.S. in Word Processing:

| First Semester |                                       |
|----------------|---------------------------------------|
| BIB 112        | N.T. Survey I ..... 2                 |
| CIS 113        | Intro. to Computer<br>Systems ..... 3 |
| ENG 113        | Composition II ..... 3                |
| PHI 101        | Ethical Perspectives ..... 1          |
| SES 113        | Typing II ..... 3                     |
| Support Course | ..... 3                               |
|                | <u>15</u>                             |

| Second Semester |                           |
|-----------------|---------------------------|
| BIB 122         | N.T. Survey II ..... 2    |
| BUS 123         | Business Math ..... 3     |
| ENG 123         | Composition III ..... 3   |
| SES 123         | Typing III ..... 3        |
| SES 243         | Word Processing I ..... 3 |
| Support Course  | ..... 3                   |
|                 | <u>17</u>                 |

| Third Semester |                             |
|----------------|-----------------------------|
| HIS 212        | Hebrew History ..... 2      |
| COM 123        | Business and Prof. Speech 3 |
| SES 203        | Business Communication 3    |
| SES 254        | Word Processing II ..... 4  |
| Support Course | ..... 3                     |
|                | <u>15</u>                   |

| Fourth Semester |  |
|-----------------|--|
| HIS 222         | Hebrew History ..... 2                 |
| PED 111         | Phys. Ed. Activity ..... 1             |
| POS 213         | National Government ..... 3            |
| SES 264         | Word Processing III ..... 4            |
| SES 274         | Office Procedures and<br>Admin. .... 4 |
| Support Course  | ..... 3                                |
|                 | <u>17</u>                              |



**Executive Secretarial Major.** If you desire to enter a secretarial field immediately after your work at MCC, you may pursue the A.A.S. degree with a major in Executive Secretarial. This degree gives you experience in office practices, secretarial duties, word processing, and functions of office administration. If you plan to seek a Bachelor's degree after MCC, you should pursue the Associate in Arts degree at MCC and fill your elective hours from the following courses: Shorthand, Typing, Accounting, Clerical Skills, and Introduction to Computers. Proficiency tests in secretarial skills may be required for the A.A.S.

Specific requirements for an A.A.S. in Executive Secretarial are:

|  |           |
|--|-----------|
| GENERAL EDUCATION CORE .....                               | 22        |
| Bible 112 and 122* .....                                   | 4         |
| Communication 113 or 123 .....                             | 3         |
| English 113 and 123 .....                                  | 6         |
| History 212 and 222 .....                                  | 4         |
| Philosophy 101 .....                                       | 1         |
| Physical Education Activity Course or Varsity Sport** ..   | 1         |
| Political Science 213 .....                                | 3         |
| EXECUTIVE SECRETARIAL MAJOR CORE .....                     | 32        |
| CIS 113 Introduction to Computer Based Systems .....       | 3         |
| SES 113 Typing II*** .....                                 | 3         |
| SES 123 Typing III .....                                   | 3         |
| SES 133 Shorthand I*** .....                               | 3         |
| SES 143 Shorthand II .....                                 | 3         |
| SES 203 Business Communication .....                       | 3         |
| SES 233 Shorthand III .....                                | 3         |
| SES 243 Word Processing I .....                            | 3         |
| SES 254 Word Processing II .....                           | 4         |
| SES 274 Office Procedures and Administration .....         | 4         |
| SUPPORT COURSES (choose 2 of the following) .....          | 6         |
| BUS 123 Business Math .....                                |           |
| BUS 213 Accounting I .....                                 |           |
| SES 264 Word Processing III .....                          |           |
| ELECTIVES .....  | 4         |
| <b>TOTAL FOR A.A.S. DEGREE IN EXECUTIVE SECRETARIAL</b> .. | <b>64</b> |

\*Bible is a semester requirement. Transfer students may have a portion of this requirement waived.

\*\*Veterans may have this requirement waived.

\*\*\*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.



**Suggested program for an A.A.S. in Executive Secretarial:**

**First Semester**

|         |                            |           |
|---------|----------------------------|-----------|
| BIB 112 | N.T. Survey I              | 2         |
| CIS 113 | Intro. to Computer Systems | 3         |
| ENG 113 | Composition II             | 3         |
| PHI 101 | Ethical Perspectives       | 1         |
| SES 113 | Typing II                  | 3         |
| SES 133 | Shorthand I                | 3         |
|         |                            | <u>15</u> |

**Second Semester**

|         |                   |           |
|---------|-------------------|-----------|
| BIB 122 | N.T. Survey II    | 2         |
| ENG 123 | Composition III   | 3         |
| SES 123 | Typing II         | 3         |
| SES 143 | Shorthand II      | 3         |
| SES 243 | Word Processing I | 3         |
|         | Support Course    | 3         |
|         |                   | <u>17</u> |

**Third Semester**

|         |                        |           |
|---------|------------------------|-----------|
| HIS 212 | Hebrew History I       | 2         |
| PED 111 | Phys. Ed. Activity     | 1         |
| SES 203 | Business Communication | 3         |
| SES 233 | Shorthand III          | 3         |
| SES 254 | Word Processing II     | 4         |
|         | Support Course         | 3         |
|         |                        | <u>16</u> |

**Fourth Semester**

|         |                              |           |
|---------|------------------------------|-----------|
| HIS 222 | Hebrew History II            | 2         |
| COM 123 | Business and Prof. Speech    | 3         |
| POS 213 | National Government          | 3         |
| SES 274 | Office Procedures and Admin. | 4         |
|         | Electives                    | 4         |
|         |                              | <u>16</u> |

**General Secretarial Major.** If you desire to enter a secretarial field immediately after your work at MCC, you may pursue the A.A.S. degree with a major in General Secretarial. This degree gives you experience in office practices, secretarial duties, word processing, and functions of office administration. If you plan to seek a Bachelor's degree after MCC, you should pursue the Associate in Arts degree at MCC and fill your elective hours from the following courses: Shorthand, Typing, Accounting, Clerical Skills, and Introduction to Computers. Proficiency tests in secretarial skills may be required for the A.A.S.

Specific requirements for an A.A.S. in General Secretarial:

|   |           |
|---|-----------|
| GENERAL EDUCATION CORE .....                                | 22        |
| Bible 112 and 122* .....                                    | 4         |
| Communication 113 or 123 .....                              | 3         |
| English 113 and 123 .....                                   | 6         |
| History 212 and 222 .....                                   | 4         |
| Philosophy 101 .....  | 1         |
| Physical Education Activity Course or Varsity Sport** ..    | 1         |
| Political Science 213 .....                                 | 3         |
| GENERAL SECRETARIAL MAJOR CORE .....                        | 26        |
| CIS 113 Introduction to Computer Based Systems .....        | 3         |
| SES 113 Typing II*** .....                                  | 3         |
| SES 123 Typing III .....                                    | 3         |
| SES 133 Shorthand I*** .....                                | 3         |
| SES 143 Shorthand II .....                                  | 3         |
| SES 243 Word Processing I .....                             | 3         |
| SES 254 Word Processing II .....                            | 4         |
| SES 274 Office Procedures and Administration .....          | 4         |
| SUPPORT COURSES (choose 2 of the following) .....           | 6         |
| BUS 123 Business Math .....                                 |           |
| BUS 213 Accounting I .....                                  |           |
| SES 264 Word Processing III .....                           |           |
| ELECTIVES .....   | 10        |
| <b>TOTAL FOR A.A.S. DEGREE IN GENERAL SECRETARIAL .....</b> | <b>64</b> |

\*Bible is a semester requirement. Transfer students may have a portion of this requirement waived.

\*\*Veterans may have this requirement waived.

\*\*\*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.

**Legal Secretarial Major.** You should pursue the A.A.S. degree with a major in Legal Secretarial if you desire to enter a legal secretarial position immediately after your study at MCC. This degree prepares you for employment by attorneys, judges, corporations, and governmental offices. If you plan to seek a Bachelor's degree after MCC, you should pursue the Associate in Arts degree at MCC and fill your elective hours from the following courses: Shorthand, Typing, Accounting, Clerical Skills, and Introduction to Computers. Proficiency tests in secretarial skills may be required for the A.A.S.

Specific requirements for an A.A.S. in Legal Secretarial are:

|   |           |
|---|-----------|
| GENERAL EDUCATION CORE .....                              | 22        |
| Bible 112 and 122* .....                                  | 4         |
| Communication 113 or 123 .....                            | 3         |
| English 113 and 123 .....                                 | 6         |
| History 212 and 222 .....                                 | 4         |
| Philosophy 101 .....                                      | 1         |
| Physical Education Activity Course or Varsity Sport** ..  | 1         |
| Political Science 213 .....                               | 3         |
| LEGAL SECRETARIAL MAJOR CORE .....                        | 32        |
| CIS 113 Introduction to Computer Based Systems .....      | 3         |
| SES 113 Typing II*** .....                                | 3         |
| SES 123 Typing III .....                                  | 3         |
| SES 133 Shorthand I*** .....                              | 3         |
| SES 143 Shorthand II .....                                | 3         |
| SES 203 Business Communications .....                     | 3         |
| SES 233 Shorthand III .....                               | 3         |
| SES 243 Word Processing I .....                           | 3         |
| SES 254 Word Processing II .....                          | 4         |
| SES 284 Legal Office Procedures and Administration ..     | 4         |
| SUPPORT COURSES .....                                     | 6         |
| LAP 211 Torts .....                                       | 1         |
| LAP 212 Contracts and Commercial Sales .....              | 2         |
| LAP 273 Legal Research and Writing .....                  | 3         |
| ELECTIVES .....   | 4         |
| <b>TOTAL FOR A.A.S. DEGREE IN LEGAL SECRETARIAL .....</b> | <b>64</b> |

\*Bible is a semester requirement. Transfer students may have a portion of this requirement waived.

\*\*Veterans may have this requirement waived.

\*\*\*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.

**Legal Assistant Major.** You may be employed as a legal assistant immediately following your studies at MCC by pursuing the A.A.S. degree with a major in the Legal Assistant Program. This program prepares you to assist a lawyer who has a general law practice in such areas as civil litigation, real estate transactions, and wills and probate administration. If you plan to pursue a profession as a lawyer, you should seek the Associate in Arts degree at MCC. An A.A. transfer program for the pre-law major is described on page 54 of this catalog.

Specific requirements for an A.A.S. in Legal Assistance are:

|  |           |
|--|-----------|
| <b>GENERAL EDUCATION CORE</b> .....                      | <b>22</b> |
| Bible 112 and 122* .....                                 | 4         |
| Communication 113 or 123 .....                           | 3         |
| English 113 and 123 .....                                | 6         |
| History 212 and 222 .....                                | 4         |
| Philosophy 101 .....                                     | 1         |
| Physical Education Activity Course or Varsity Sport** .. | 1         |
| Political Science 213 .....                              | 3         |
| <b>LEGAL ASSISTANT MAJOR CORE</b> .....                  | <b>23</b> |
| LAP 211 Torts .....                                      | 1         |
| LAP 212 Contracts and Commercial Sales .....             | 2         |
| LAP 223 Introduction to the American Legal System .....  | 3         |
| LAP 233 Real Estate Transactions .....                   | 3         |
| LAP 243 Criminal Law and Procedures .....                | 3         |
| LAP 253 Civil Litigation .....                           | 3         |
| LAP 263 Wills, Trusts and Probate Administration .....   | 3         |
| LAP 273 Legal Research and Writing .....                 | 3         |
| LAP 282 Evaluated Field Experience .....                 | 2         |
| <b>SUPPORT COURSES</b> .....                             | <b>13</b> |
| BUS 213 Accounting I .....                               | 3         |
| SES 113 Typing II .....                                  | 3         |
| SES 243 Word Processing I .....                          | 3         |
| SES 284 Legal Office Procedures and Administration ..... | 4         |
| <b>ELECTIVES***</b> .....                                | <b>6</b>  |
| <b>TOTAL FOR A.A.S. DEGREE IN LEGAL ASSISTANCE</b> ..... | <b>64</b> |

\*Bible is a semester requirement. Transfer students may have a portion of this requirement waived.

\*\*Veterans may have this requirement waived.

\*\*\*Introduction to Sociology and General Psychology recommended.



Suggested program for an A.A.S. in Legal Assistance:

| First Semester |  | Second Semester |   |
|----------------|--|-----------------|---|
| BIB 112        | N.T. Survey I ..... 2                  | BIB 122         | N.T. Survey II ..... 2                            |
| ENG 113        | Composition II ..... 3                 | ENG 123         | Composition III ..... 3                           |
| LAP 211        | Torts ..... 1                          | LAP 243         | Criminal Law and<br>Procedure ..... 3             |
| LAP 212        | Contracts, Commercial<br>Sales ..... 2 | LAP 273         | Legal Research & Writing 3                        |
| LAP 223        | Intro. to Amer. Legal Syst. 3          | SES 243         | Word Processing I ..... 3                         |
| PHI 101        | Ethical Perspectives ..... 1           | Elective        | ..... 3   |
| SES 113        | Typing II ..... 3                      |                 | <u>17</u>   |
|                | <u>15</u>                              |                 |   |
| Third Semester |  | Fourth Semester |   |
| HIS 212        | Hebrew History I ..... 2               | HIS 222         | Hebrew History II ..... 2                         |
| BUS 213        | Accounting I ..... 3                   | LAP 253         | Civil Litigation ..... 3                          |
| COM 123        | Business and Prof. Speech 3            | LAP 263         | Wills, Trusts, Probate<br>Administration ..... 3  |
| LAP 233        | Real Estate Transactions 3             | LAP 282         | Internship ..... 2                                |
| POS 213        | National Government ..... 3            | PED 111         | Phys. Ed. Activity ..... 1                        |
| Elective       | ..... 3                                | SES 284         | Legal Office Proced. and<br>Adminstration ..... 4 |
|                | <u>17</u>                              |                 | <u>15</u>   |



**Homemaking Major.** You may learn about the various aspects of operating a Christian home through an A.A.S. degree with a major in Homemaking. The program includes courses in home economics, Christian service, life science, mathematics, and psychology in addition to the A.A.S. core courses including Bible. If you plan to seek a professional position in home economics, you should pursue a Bachelor's degree after completing an Associate in Arts degree at MCC. An A.A. transfer program for the Home Economics major is described on page 54 of this catalog.

Specific requirements for an A.A.S. in Homemaking are:

|   |           |
|---|-----------|
| GENERAL EDUCATION CORE .....                            | 22        |
| Bible 112 and 122* .....                                | 4         |
| Communication 113 or 123 .....                          | 3         |
| English 113 and 123 .....                               | 6         |
| History 212 and 222 .....                               | 4         |
| Philosophy 101 .....                                    | 1         |
| Physical Education Activity or Varsity Sport** .....    | 1         |
| Political Science 213 or 223 .....                      | 3         |
| HOMEMAKING MAJOR CORE .....                             | 21        |
| Home Economics Courses .....                            | 9         |
| BIB 293 Christian Woman or                              |           |
| EDR 333 Principles of Teaching .....                    | 3         |
| EDH 203 Personal and Community Health and Safety or     |           |
| BIO 113 Biological Science .....                        | 3         |
| MAT 113 or MAT 123 or MAT 103 or MAT 133 .....          | 3         |
| PSY 223 Human Growth and Development or                 |           |
| SOC 253 Marriage and the Family .....                   | 3         |
| SUPPORT COURSES .....                                   | 6         |
| Courses selected from Home Economics, from those listed |           |
| above, and from EDH 202, First Aid, and BIO 233,        |           |
| Nutrition.  |           |
| ELECTIVES .....   | 15        |
| <b>TOTAL FOR A.A.S. DEGREE IN HOMEMAKING .....</b>      | <b>64</b> |

\*Bible is a semester requirement. Transfer students may have a portion of this requirement waived.

\*\*Veterans may have this requirement waived.

Suggested program for an A.A.S. in Homemaking:

| First Semester |                              |
|----------------|------------------------------|
| BIB 112        | N.T. Survey I ..... 2        |
| COM 113        | Speech Communication ..... 3 |
| ENG 113        | Composition II ..... 3       |
| PHI 101        | Ethical Perspectives ..... 1 |
| Home Economics | ..... 3                      |
| Electives      | ..... 4                      |
|                | <u>16</u>                    |

| Second Semester |                            |
|-----------------|----------------------------|
| BIB 122         | N.T. Survey II ..... 2     |
| ENG 123         | Composition III ..... 3    |
| MAT 113         | Math Fundamentals ..... 3  |
| PED 111         | Phys. Ed. Activity ..... 1 |
| Home Economics  | ..... 3                    |
| Electives       | ..... 4                    |
|                 | <u>16</u>                  |

| Third Semester  |   |
|-----------------|---|
| HIS 212         | Hebrew History I ..... 2                |
| BIB 293         | Christian Woman ..... 3                 |
| PSY 223         | Human Growth and<br>Development ..... 3 |
| Support Courses | ..... 3                                 |
| Electives       | ..... 5                                 |
|                 | <u>16</u>                               |

| Fourth Semester |                             |
|-----------------|-----------------------------|
| HIS 222         | Hebrew History I ..... 2    |
| EDH 203         | Pers. and Comm. Health 3    |
| POS 213         | National Government ..... 3 |
| Home Economics  | ..... 3                     |
| Support Courses | ..... 3                     |
| Elective        | ..... 2                     |
|                 | <u>16</u>                   |



**Cosmetology Management Major.** You may prepare for cosmetology business management and ownership by pursuing an A.A.S. degree with a major in Cosmetology Management at MCC. In recognition of a cosmetology license issued or recognized by the State of Michigan, Michigan Christian College will award a block of 23 hours of credit toward this major only. The license must be valid both when submitted for recognition and when the student graduates from MCC. The license may, however, be presented for recognition within two years following completion of coursework at MCC.

Specific requirements for an A.A.S. in Cosmetology Management are:

|  |               |
|--|---------------|
| GENERAL EDUCATION CORE .....                                       | 22            |
| Bible 112 and 122* .....   | 4             |
| Communication 113 or 123 .....                                     | 3             |
| English 113 and 123 .....  | 6             |
| History 212 and 222 .....  | 4             |
| Philosophy 101 .....   | 1             |
| Physical Education Activity or Varsity Sport** .....               | 1             |
| Political Science 213 or 223 .....                                 | 3             |
| <br>COSMETOLOGY MANAGEMENT MAJOR CORE .....                        | <br>18        |
| BUS 123 Business Mathematics .....                                 | 3             |
| BUS 213 Accounting I .....   | 3             |
| BUS 233 Business Law .....   | 3             |
| BUS 273 Principles of Management .....                             | 3             |
| BUS 283 Principles of Marketing .....                              | 3             |
| HEC 213 Interior Design .....                                      | 3             |
| <br>SUPPORT CORE .....   | <br>23        |
| Block credit issued for cosmetology license as described above     |               |
| <br>ELECTIVE .....   | <br>1         |
| <br><b>TOTAL FOR A.A.S. DEGREE IN COSMETOLOGY MANAGEMENT</b> ..... | <br><b>64</b> |

\*Bible is a semester requirement. Transfer students may have a portion of this requirement waived.

\*\*Veterans may have this requirement waived.

## CERTIFICATE IN GENERAL STUDIES

You may obtain the Certificate in General Studies 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

### GENERAL EDUCATION CORE

Composition (English 103, 113, or 123) ..... 6

Communication 113 ..... 3

Philosophy 101 ..... 1

ELECTIVE COURSES ..... 42

**TOTAL REQUIRED FOR CERTIFICATE ..... 60**

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

Suggested program for a Certificate in General Studies:

| First Semester   |                              | Second Semester  |                            |
|------------------|------------------------------|------------------|----------------------------|
| BIB 112          | N.T. Survey I ..... 2        | BIB 122          | N.T. Survey II ..... 2     |
| COM 113          | Speech Communication ..... 3 | ENG 113          | Composition II ..... 3     |
| ENG 103          | Composition I ..... 3        | MAT 113          | Math Fundamentals ..... 3  |
| PHI 101          | Ethical Perspectives ..... 1 | PED 111          | Phys. Ed. Activity ..... 1 |
| Electives        | ..... 6                      | Electives        | ..... 6                    |
|                  | <u>15</u>                    |                  | <u>15</u>                  |
| Third Semester   |                              | Fourth Semester  |                            |
| BIB 212          | O.T. Survey I ..... 2        | BIB 222          | O.T. Survey II ..... 2     |
| POS 213          | National Government ..... 3  | PED 111          | Phys. Ed. Activity ..... 1 |
| History Sequence | ..... 3                      | History Sequence | ..... 3                    |
| Humanities       | ..... 3                      | Humanities       | ..... 3                    |
| Electives        | ..... 4                      | Electives        | ..... 6                    |
|                  | <u>15</u>                    |                  | <u>15</u>                  |

## CERTIFICATE IN APPLIED SCIENCE

If you have a cumulative grade point average of at least 1.75 (C-) and 60 or more hours of credit, you may obtain a Certificate in Applied Science provided you both complete all of the required courses for one of the majors of the Associate in Applied Science Degree and earn at least a 2.00 (C) grade point average in all major and support courses.



## *Curriculum*

# Courses Of Instruction

## INDEPENDENT STUDY AND SPECIAL COURSES

**INDEPENDENT STUDY.** Occasionally an instructor will offer a course by independent study. While these courses do not meet on a structured basis, they include regular meetings with the instructor. Usually these studies are available in the spring or summer months. Such courses do not fulfill general education requirements unless approved by the Academic Life Committee. They can be taken for one, two, or three credits with a maximum of six credits counting toward the 64 credits required for an Associate Degree. Independent study course numbers are 191, 192, 193, 291, 292, 293, 3991, 3992, 3993, 4991, 4992, and 4993. Grades in an independent study course will be shown with A, B, C, D, F. To be eligible for independent study courses, you must not be on Academic Alert, must not be in the first term of the Three-Two Plan, and must have the permission of the instructor. Each course taken as an independent study will be so marked on your transcript.

**SPECIAL COURSES.** Often instructors offer special courses based upon student interest and upon course approval by the Academic Life Committee. These courses meet regular hours just as other courses do. If you meet the prerequisites for a course, you may enroll in it.

The policy of Michigan Christian College regarding the addition of new courses to the college catalog requires that those courses be offered first under the independent study numbers until continuing student need and demand for the course is demonstrated. The following courses have been approved by the Academic Life Committee to be offered in classroom settings even though the courses are assigned independent study numbers. You may take these courses without the limitations which are normally imposed on independent study courses.

- BIB 293**      **Deaf Ministry.** Theories and practical application for addressing the needs of the deaf. Prerequisite: COM 133.
- BIB 293**      **Christian Woman.** The Christian woman as an individual, a wife, a mother, and a servant of the Lord in the context of the local church.
- BIB 3191**     **Amos and Hosea.** An exegetical study of the text.
- BIB 3191**     **Daniel.** An exegetical study of the text.
- BIB 3291**     **I or II Thessalonians.** Textual studies.

- BIB 3291**     **James.** A detailed analysis of this first century primer for Christian living with a view toward communicating its message to twentieth century people. Special attention to figures of speech and ethical instruction.
- BIB 3391**     **Revelation.** A practical analysis of Revelation designed to make its apocalyptic writing understandable and teachable.
- BIB 3691**     **Church Leader Relations.** Ministering to local congregations in today's culture, based upon I and II Timothy.
- BIB 3991**     **Job.** Message of Job, with special attention to the problem of human suffering.
- BIB 3993**     **Wisdom Literature.** An exegesis of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon.
- ENG 291**     **Mark Twain.** Study of selected works such as *Huckleberry Finn*, *The Mysterious Stranger*, and *Old Times on the Mississippi*.
- ENG 391**     **Shakespearean Comedy.** A study of Shakespearean comedies in light of comic tradition.
- ENG 393**     **18th Century English Literature.** An introduction to the study of 18th Century poems, plays, and novels. Such poets as Pope, Thomson, Collins, Gray, Akenside, Prior, and Young; such dramatists as Farquar, Vanbrugh, Rowe, Sheridan and Goldsmith; and such novelists as Defoe, Richardson, Fielding, Smollet, and Sterne will be studied.
- HUM 193**     **General Humanities.** A study of the Romantic Period in art, music, and literature.



## ART

- ART 111**     **Ceramics.** Practical application of Creative Craft skills. Fall.
- ART 121**     **Fibers.** Practical application of Creative Craft skills. Fall.
- ART 131**     **Fabrics.** Practical application of Creative Craft skills. Fall.
- ART 133**     **Creative Crafts.** Fundamental techniques of ceramics, fibers, and fabrics. Student opportunities in such crafts as weaving, macrame, rug making, clay working, and glazing and firing. Combines ART 111, ART 121, and ART 131. Fall.
- ART 143**     **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.
- ART 153**     **Freehand Drawing and Composition.** Emphasis on various drawing media. Studio work in drawing and composition problems. Five studio hours per week. Fall or Winter, with sufficient demand.
- 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.
- 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. Winter.
- ART 233**     **Two-Dimensional Design.** An introductory course studying the organization of visual elements in a two-dimensional format. Winter.
- ART 343**     **Art for the Elementary Teacher.** Art techniques, materials, and methods appropriate for the classroom. Same as EDU 343. Fall 1982.



## BIBLE

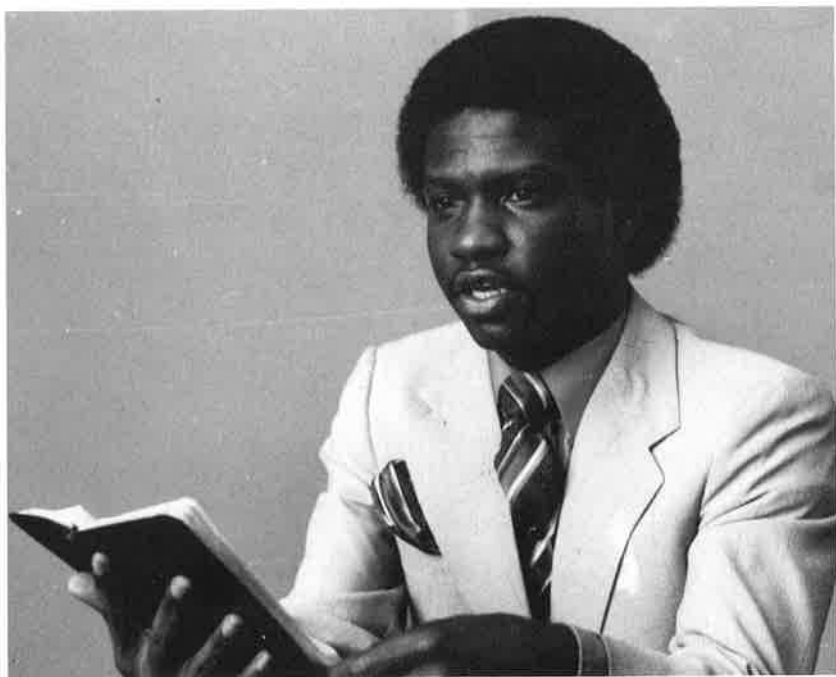
**COURSE NUMBERING.** A four-digit numbering system is used for upper division Bible courses. The first digit represents the level of the course; the second digit is the subdivision of the course within the department; the third digit is the sequence within the subdivision; and the fourth digit is the number of credit hours the course offers.

**ENROLLMENT RESTRICTIONS.** Prerequisites for all 3000 and 4000 level Bible courses include at least BIB 112, 122, and 212. All 4000 level courses are restricted to juniors and seniors only.

### TEXTUAL

- BIB 102**      **New Testament Survey I.** An introduction to Bible study and a survey of the first half of the New Testament for students with limited Bible knowledge. May be substituted for BIB 112 in all degree and certificate programs. Fall, 1983.
- BIB 112**      **New Testament Survey I.** 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**      **Old Testament Survey 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**      **Old Testament Survey 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 3143**      **Prophetic Literature of Old Testament.** Background and message of the prophetic books. Alternate years, Winter 1985.
- BIB 3183**      **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. Alternate years, Fall 1985.

- BIB 3243** **Romans & Galatians.** A careful evaluation of the historical background and establishment of the churches in Rome and Galatia. Exegesis of the text with special attention given to such doctrines as grace, atonement, justification, law, sin, wrath, and death. Winter.
- BIB 3253** **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.
- BIB 3273** **General Epistles.** An introduction to and study of James, I and II Peter, and Jude. Attention given to the historical background and message of each book, with emphasis on principles for Christian living in each. Alternate years, Winter 1986.
- BIB 4223** **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 1986.



## PRACTICAL

- BIB 3313** **Preacher and His Work.** An introduction to the special work of the preacher in relationship to both God and man. Particular attention is paid to Paul's instructions to preachers in I and II Timothy and Titus. Alternate years, Fall 1984.
- BIB 3372** **Oral Interpretation of Biblical Literature.** Develops an awareness of Biblical literary types and techniques of effective oral reading. Special attention to analysis and understanding of the material. Same as COM 372. Alternate years, Winter 1986.
- BIB 3413** **Missionary Principles.** A study of the motives, theories, and practices related to both foreign and domestic mission work. Emphasis on the indigenous church, cross-cultural communication, church growth theory, and the role of the local church in the missionary enterprise. Alternate years, Winter 1986.
- BIB 4371, 72, 73** **Evaluated Field Experience.** Opportunity for learning through practical experience. Acceptable activities for credit may include preaching, religious education, and personal evangelism. Summer.



- BIB 4381**     **Seminar in Practical Ministry.** Accompanying internship, course is designed to remedy students' deficiencies, and to provide opportunities for students to explore possible ministerial specialties and to make a synthesis of the knowledge from other courses through class projects. Fall.

## **HISTORICAL & DOCTRINAL**

- BIB 3713**     **Survey of Church History I.** Church history from the close of the apostolic age through medieval Catholicism and the Protestant Reformation. Prerequisites: HIS 113, 123. Same as HIS 313. Alternate years, Fall 1984.
- BIB 3723**     **Survey of Church History II.** Post-Reformation church history, with special emphasis on the Restoration Movement in America. Prerequisites: HIS 113, 123. Same as HIS 323. Alternate years, Winter 1985.
- BIB 3813**     **American Religions.** A survey of the major denominations, sects, and cults of modern America. Special attention given to significant personalities and issues. Alternate years, Winter 1985.
- BIB 3913**     **Christian Evidences.** A survey of the scientific, archaeological, historical, and Biblical evidences supporting the record and claims of the Bible. Fall 1985.
- BIB 4933**     **Christian Ethics.** An up-to-date survey of current social issues and a careful study of the Biblical response to each of these issues. Possible discussion topics: marriage, divorce, abortion, euthanasia, alcoholism, drugs, civil disobedience, birth-control, human sexuality, and race relations. Open only to Bible majors. On Demand.
- BIB 4963**     **Systematic Christian Doctrine.** A biblical and historical study of the doctrines of revelation, God, creation, Christ, the Holy Spirit, man, eschatology, and related topics. Fall.
- BIB 4983**     **Seminar in Biblical Interpretation.** Textual, historical, and language knowledge and skills united within the framework of sound hermeneutical principles to develop proficiency in logical interpretation of scriptural passages. Prerequisite: GRE 114, 124. Fall 1985, Winter 1986.

## RELIGIOUS EDUCATION

- EDR 313** **Principles of Christian Education.** An overview of the entire education program of the local church including teacher training and curriculum. Alternate years, Winter 1985.
- EDR 333** **Principles of Teaching.** A study of the principles and methods of teaching. Designed to help Bible class teachers of all age groups improve their instructional skills. Same as COM 333. Fall.



## BIOLOGY

- BIO 113**     **Biological Science.** Areas covered in depth include cell biology, ecology, evolution, and genetics. Emphasis on higher plants and human biology. For non-majors and beginning majors. Majors should also enroll in BIO 111. Fall, Winter.
- BIO 111**     **Biological Science Lab.** An intensive laboratory supplement to BIO 113 to acquaint the major with fundamental laboratory procedures and to enhance the students understanding of biological concepts. Prerequisite or Corequisite: BIO 113. Fall only.
- BIO 124**     **Zoology.** 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: Grade of "C" or better in BIO 113 and BIO 111 or BIO 124 or permission of the instructor. Winter.
- 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: Grade of "C" or better in BIO 113 and BIO 111 or BIO 124 or permission of the instructor. Fall.
- BIO 233**     **Nutrition.** Principles of normal nutrition and metabolism with practical applications for the home economics and health occupations major. Prerequisite: BIO 113 or BIO 214 or permission of instructor. Winter.



## 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. Fall.
- BUS 123**     **Business Mathematics.** A review of fundamental arithmetic and its application in business transactions, emphasizing ratios, percentages, interest rates, depreciations, and payroll. Does satisfy A.A.S. General Business requirement for math. Does not satisfy A.A. or A.S. requirements. Same as MAT 123. 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 103 or equivalent. Same as SES 203. Fall.
- BUS 213**     **Accounting I.** Elementary accounting theory, practice, and simple analysis; applications to single proprietorships. 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 233**     **Business Law I.** General principles of the law of property, contracts, partnerships, corporations, and negotiable instruments. Same as LAP 211-212. Fall.
- BUS 252**     **Business Simulations.** Use of a management game to integrate and utilize decision-making concepts and techniques. Students act as managers of a firm in competition with their rivals in a computer simulated industry. Fall.
- BUS 253**     **Macroeconomics Principles.** Overview of the general workings of the economy and its major subdivisions, the free enterprise system, monetary and fiscal policy. Fall.



- BUS 263**     **Microeconomic Principles.** Specific economic units within a free enterprise economy, such as individual consumers, business, or industries. The pricing and output of goods and services and the pricing and employment of labor and capital. Winter.
- BUS 273**     **Principles of Management.** Basic principles of managing human and other resources. The managerial functions of decision making, planning, organizing, and controlling emphasized. Fall.
- BUS 283**     **Principles of Marketing.** Survey of the marketing system (structure, functions, strategy, and problem solving) from points of view of consumer and marketing manager based upon sound economic and business principles. Winter.
- BUS 313**     **Cost Accounting.** Introduction to cost accounting as a managerial tool, emphasizing the role of the cost accountant in the organization. Accounting for labor, materials, and factory overhead is covered. Attention given to process-cost systems, and various types of budgets. Prerequisite: BUS 223 and MAT 103, 133, or above or Math ACT of 24 or above. Fall.
- BUS 323**     **Federal Taxation.** Orientation to federal tax laws and techniques in filing annual tax returns. Provides practical experience in preparation of annual return and a basic foundation for further study in tax field. Prerequisite: BUS 223. Winter.



## CHEMISTRY

- CHE 133**     **Introduction to Organic and Biological Chemistry.** Designed for students of biology, home economics, agriculture, nursing, and education. Includes an introduction to acids and bases, structures and reactions of some of the more important organic compounds, and a survey of biochemistry with applications to nutrition and physiology. Prerequisite: CHE 153. Corequisite: CHE 131. Winter, with sufficient demand.
- CHE 131**     **Introduction to Organic and Biological Chemistry Lab.** Required for students taking CHE 133. Prerequisite: CHE 151. Winter, with sufficient demand.
- CHE 153**     **College Chemistry I.** Fundamental principles of inorganic atomic structure and the periodic table, nomenclature, solutions, kinetics and equilibria, reactions, and chemical calculations. Prerequisites: two years high school algebra and a Math ACT of 16 or above or MAT 103. Corequisite: CHE 151. Fall.
- CHE 151**     **College Chemistry I Lab.** Required for students taking CHE 153. Fall.
- CHE 163**     **College Chemistry II.** A continuation of CHE 153 including an introduction to qualitative analysis. Prerequisites: CHE 153 and Grade of C or better in both CHE 153 and 151. Corequisite: CHE 161. Winter.
- CHE 161**     **College Chemistry II Lab.** Required for students taking CHE 163. Winter.
- CHE 214**     **General Organic Chemistry I.** 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 four hours laboratory weekly. Prerequisite: CHE 124. Fall, with sufficient demand.
- CHE 224**     **General Organic Chemistry II.** A continuation of CHE 214. Prerequisite: CHE 214. Winter, with sufficient demand.

## COMPUTER SCIENCE

- CIS 102**     **Keyboarding.** Basic skill development in the operation by touch of a computer or typewriter keyboard and ten-key calculator pad. For students with no previous instruction in typewriting. May be waived by a proficiency test. Fall.
- CIS 113**     **Introduction to Computer Systems.** An introduction to computers and data processing taught as a general education course for all students. May be waived by a proficiency test. Fall, Winter.
- CIS 123**     **BASIC Programming.** Programming in BASIC computer language for business and non-business applications. Prerequisite: CIS 113. Fall, Winter.
- CIS 213**     **Intermediate Programming.** The representation of algorithms in narrative form including mathematical symbolism, flowcharts and computer programs. Algorithms will be developed for problems involving numerical calculations, character manipulation, and sorting. A higher level programming language will be covered with attention to special features including functions, subroutines, and file access techniques. Prerequisite: CIS 123. Fall.
- CIS 223**     **COBOL I.** The student will code business data processing programs using a structured, top-down approach. The student will plan program solutions using systems and program flowcharts and pseudocode. Project programs will include file processing, loop control, tables, and subroutines. Prerequisite: CIS 123. Fall.
- CIS 233**     **COBOL II.** Major areas of study include sequential, indexed sequential, and random processing; real time program entry; debugging and testing. Prerequisite: CIS 223. Winter.
- CIS 243**     **Systems Analysis Methods.** An overview of the system development life cycle with emphasis on techniques and tools of system documentation and logical system specification. Prerequisite: CIS 123. Fall.
- CIS 253**     **Structures Systems Analysis and Design.** Advanced coverage of the strategies and techniques of structures systems development. Prerequisite: CIS 243. Winter.

## COMMUNICATION

- COM 113** **Speech Communication.** Interpersonal and group communications. Basic communication theory and practice. Short speeches are prepared and delivered. Fall, Winter.
- COM 123** **Business and Professional Speech.** Designed to apply communication theory to the solving of business or professional interpersonal problems. Stresses theory systems adapted to organizational structure, interviewing and conference techniques as well as public speaking in professional settings. Fall, Winter.
- COM 133** **Manual Communication.** Expressive and receptive fingerspelling and signing in modified manual English. Fall.
- COM 141** **Theatre Production.** Lab only. Fall, Winter.
- COM 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. On Demand.
- COM 151** **Stagecraft.** Lab only. Fall, Winter.
- COM 152** **Stagecraft.** Theory and practice of scenery, property, and costume construction, stage lighting, scene painting, and make-up. Includes work related to an MCC production, requiring up to 75 hours of work. On Demand.
- COM 323** **Christian Communication.** 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. Prerequisite: COM 113. Alternate years, Winter 1985.
- COM 333** **Principles of Teaching.** A study of the principles and methods of teaching. Designed to help Bible Class teachers of all age groups improve their instructional skills. Same as EDR 333. Fall.
- COM 372** **Oral Interpretation of Biblical Literature.** Develops an awareness of Biblical literary types and techniques of effective oral reading. Same as BIB 3372. Alternate years, Winter 1985.

## DEVELOPMENTAL STUDY SKILLS

- DSK 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? Winter.
- DSK 103**    **College Success Techniques.** An examination for beginning college students of the attitudes that affect life's learning skills as related to self-esteem, goals, study habits, and well-being. Student may not receive credit in this course and either DSK 101 or 121. Fall.
- DSK 121**    **Personal Development Workshop.** Utilizes group dynamics and goal orientation to assist students in self-discovery, interpersonal relationships and formulation of personal and vocational purposes. Winter.

## EDUCATION

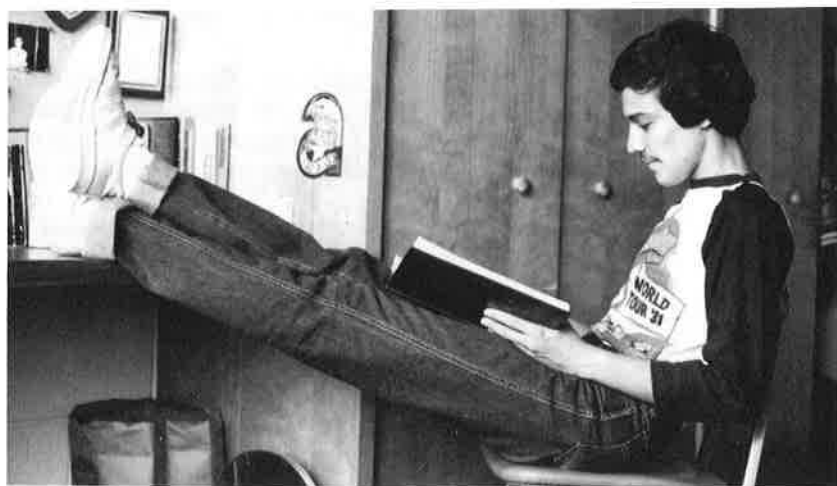
- EDH 202**    **First Aid.** Identifies, defines, and explains the American Red Cross Standard and Advanced First Aid Procedures in order to pass a written and practical examination for Red Cross Certification. Same as PED 202. Fall.
- EDH 203**    **Personal and Community Health and Safety.** Consideration of personal, school, and community health programs. Required for some education majors at some senior colleges. Same as PED 203. Winter.
- EDR 313**    **Principles of Religious Education.** See Religious Education listings with Bible courses.
- EDR 333**    **Principles of Teaching.** See Religious Education listings with Bible courses.
- EDU 343**    **Art for the Elementary Teacher.** Art techniques, materials, and methods appropriate for the classroom. Same as ART 343. Fall 1982.
- EDU 353**    **Math for the Elementary Teacher.** A study of numbers, number systems, number operations, number bases, set operations; variables; geometry, probability, and statistics. Laboratory and pedagogical methods are emphasized. Same as MAT 353. On Demand.

## ENGLISH

- 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, Winter.
- 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. Prerequisite: RED 113 if required by ACT score and testing. Students with English ACT of 23 or above may elect honors section. Fall, Winter.
- ENG 123**     **College Composition III.** Emphasizes the writing of critical essays and research papers, while introducing imagination literature. Required for graduation. Prerequisite: ENG 113. Students with English ACT of 23 or above may elect honors section of this course. Fall, Winter.
- ENG 213**     **English Literature I.** English literature from Beowulf through Johnson. Generally closed to freshmen. Prerequisite: ENG 123 or permission of instructor. On Demand.
- ENG 223**     **English Literature II.** English literature from Blake to present. Generally closed to freshmen. Prerequisite: ENG 123 or permission of instructor. On Demand.
- ENG 233**     **American Literature.** A survey of works of major authors. Prerequisite: ENG 123 or permission of instructor. Fall.
- ENG 243**     **World Literature.** A survey of selected major world literary masterpieces. Prerequisite: ENG 123 or permission of instructor. Winter.
- ENG 353**     **American Novel.** A study of the continuity of the American novel: emphasis upon structure, theme, and style in such novelists as Cooper, Hawthorne, Melville, James, Twain, Crane, Hemingway, and Faulkner. On Demand.

## FRENCH

- FRE 114**     **Elementary French I.** Introductory course presenting basic construction and vocabulary with practice in speaking, reading, and writing. Reading material based on French culture. Alternate years, Fall 1985.



- FRE 124**     **Elementary French II.** Completion of fundamental constructions and vocabulary, with emphasis on the spoken language. Prerequisite: FRE 114 or three semesters of high school french. Alternate years, Winter 1986.

## GREEK

- GRE 102**     **Introduction to Greek Studies I.** To develop an understanding of the Greek language sufficient to enable a student to use Bible helps to study the New Testament in its original language. May not be taken after, nor replace GRE 114, 124. On Demand.
- GRE 114**     **Elementary Greek I.** An introductory course in the elements of Koine Greek. Particular attention to the importance and function of the Greek language as used in the New Testament. Fall.
- GRE 124**     **Elementary Greek II.** A continuation of GRE 114, including selected New Testament readings and review of Greek syntax. Winter.
- GRE 214**     **Intermediate Greek Grammar.** Prerequisites: GRE 114 and GRE 124. Fall.
- GRE 313**     **Advanced Greek Readings I.** Prerequisite: GRE 214. Winter.
- GRE 323**     **Advanced Greek Readings II.** Prerequisite: GRE 214. Fall and/or Winter.

## HOME ECONOMICS

- HEC 113 **Clothing Construction.** Wardrobe planning, selection and care of clothing, with practical experience in basic construction and fitting. Two hours lecture and three hours laboratory weekly. Alternate years, Fall 1984.
- HEC 123 **Consumer Problems.** Basic consumer problems related to the use of money, goods, services, and management of the home. Alternate years, Winter 1985.
- HEC 213 **Interior Design.** Aesthetic and functional properties of interior design for the home environment. Application of design and color in coordination of specifically defined situations. Alternate years, Winter 1986.
- HEC 223 **Food Preparation.** Principles of food selection and preparation for the health and well-being of individuals and families. Two hours lecture and three hours laboratory weekly. Alternate years, Fall 1985.
- HEC 233 **Meal Management.** Meal planning for the family, emphasizing nutrition, time, money and energy usage, marketing, meal preparation and table service for all occasions. Two hours lecture and three hours laboratory weekly. Alternate years, Winter 1986.

## 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. Students with Social Studies ACT of 23 or above may elect honors section.
- 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 203 **American History Survey.** A one semester survey of American history. Must be taken with HIS 123 to satisfy A.A. requirements. Combination recommended for students seeking teacher certification. May not be taken for credit after a student completes either HIS 213 or 223. Fall.

- HIS 213**      **United States to 1877.** A survey of American history from colonization through Reconstruction. 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 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. On Demand.
- HIS 313**      **Survey of Church History I.** Church history from the close of the apostolic age through medieval Catholicism and the Protestant Reformation. Prerequisites: HIS 113, 123. Same as BIB 3713. Alternate years, Fall 1984.
- HIS 323**      **Survey of Church History II.** Post-Reformation church history, with special emphasis on the Restoration Movement in America. Prerequisites: HIS 113, 123. Same as BIB 3723. Alternate years, Winter 1985.
- HIS 333**      **Honors Seminar in Modern American and World History.** A study of American foreign policy with emphasis on the international relations between the United States and other countries during the modern age. Prerequisite: Social Studies ACT of 23 or above. Winter.
- HIS 343**      **Development of Western Philosophy.** Western thought from ancient to modern times. Prerequisite: HIS 113, 123. Same as PHI 343. On Demand.



## JOURNALISM

- JRN 203**     **Introduction to Journalism.** An examination of the broad field of journalism, its backgrounds and influences. Exercises in reading newspapers and in evaluating mass communications media. Inquiry is made into vocational opportunities. Prerequisite: ENG 113. Winter.
- JRN 223**     **Introductory Photography.** The fundamentals of photography, developing and printing, enlarging, use of photographic equipment, and standard techniques. Students must provide their own equipment. The use of photographs in publications is examined through actual assignments for the college yearbook. Fee. Winter, 1986.
- JRN 261**     **Yearbook Workshop.** Actual production of school yearbook. Prerequisite: Permission of instructor. Fall, Winter.

## HUMANITIES

- HUM 203**     **Appreciation of 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 reading dramatic literature. Fall.
- HUM 213**     **Film Appreciation.** Study of American narrative film. Topics include western films, gangster films, musicals, early history of the industry, and Christian ethic as it relates to the modern film. Winter 1985.
- HUM 223**     **18th Century Literature, Music, & Theatre.** Winter 1984.

## LEGAL ASSISTANCE

- LAP 211**     **Torts.** Examination of the elements of intentional torts; the duties and standard of care in negligence law; affirmative defenses and proximate cause. The case law method used to illustrate how acts and omissions provide a basis for civil liability. Fall.
- LAP 212**     **Contracts and Commercial sales.** Contract law (formation, performance and breach, and remedies) and the sale of goods under the Uniform Commercial Code. Topics include statutes of frauds; the parole evidence rule; and assignment and delegation. Case law approach used. Fall.

- LAP 223**     **Introduction to the American Legal System.** Study of both the state and federal courts; the constitution, statutes, and administrative rules as sources of law; and jurisdiction and avenues of appeal in both civil and criminal cases. Students will read and brief current and landmark cases. Same as POS 223. Fall.
- LAP 233**     **Real Estate Transactions.** The interests and rights in real property and the documents and procedures necessary to establish or convey interest in real estate. Students will draft closing statements, deeds, offers to purchase, and leases. Prerequisite: LAP 212. Alternate years, Fall 1984.
- LAP 243**     **Criminal Law and Procedure.** The elements of substantive criminal law and defenses. Laws regarding arrest, and searches and seizures examined from both the constitutional and practical perspectives. Students will prepare search warrants, complaints, motions and informations. Alternate years, Winter 1986.
- LAP 253**     **Civil Litigation.** Role of the Legal Assistant in a civil lawsuit; recognition of a cause of action, preparation of pleadings, discovery and evidence, and appeal and enforcement. Preparation of Complaints, Answers, Motions, and Interrogatories, pursuant to federal and state codes. Prerequisite: LAP 211, 212. Alternate years, Winter 1985.
- LAP 263**     **Wills, Trusts, and Probate Administration.** Examination of the substantive law of wills and trusts; the role of the Legal Assistant in the drafting, administration, and probating. Michigan Revised Probate Code used in the study of intestacy. Introduction to estate and gift tax consequences. Alternate years, Winter 1985.
- LAP 273**     **Legal Research and Writing.** Introduction to Law Liberty; Case Reporters, Shepards, Digests, Treatises, Statutes, and Law Reviews used by the students to write several short memoranda and opinion letters on both civil and criminal issues. Bluebooking and correct citation procedures emphasized. Alternate years, Winter 1986.
- LAP 282**     **Evaluated Field Experience.** A tutorial in which student completes assignments for private law offices, corporate legal departments, bank trust departments, and government agencies and function as Legal Assistants under the supervision of MCC faculty. Prerequisite: 15 hours of LAP courses. Winter.

## MATHEMATICS

- MAT 101**    **Basic Mathematics.** Review of mathematical skills necessary for MAT 102 or above. Required of students with a score of less than 10 on the MCC Math Placement Test. Does not satisfy A.A. or A.S. requirements. Fall, Winter.
- MAT 102**    **Elementary Algebra.** Introduction to the concepts of sets, function, equation, exponentiation, radicals, and graphs. Prerequisite: MAT 101 or 10-19 on math placement test. Does not satisfy A.A. or A.S. requirements. Fall.
- MAT 103**    **Intermediate Algebra.** Topics of MAT 102 plus simultaneous solutions of equations, rational expressions, logarithms, and other topics. Satisfies A.A. or A.S. requirements. Prerequisite: "C" or better in MAT 102 or 20-27 on math placement test. Fall, Winter.
- MAT 113**    **Mathematics Fundamentals.** Includes math skills and topics on personal finance, algebra, measurement, statistics, problem solving, logic, and geometry. Satisfies A.A. requirements. Prerequisite: ACT Math score of 16 or above, or MCC Math Placement Test score of 10 or above, or MAT 101. Winter.



- MAT 123 Business Mathematics.** Same as BUS 123. Winter.
- MAT 132 Trigonometry.** Trigonometric functions, identities, and equations. Prerequisite: Math ACT of 24 or above, or Math Placement Test score of 28 or above, or "C" or better in MAT 103. Fall.
- MAT 133 College Algebra.** Inequalities, absolute value, functional concepts, theory of equations, systems of equations, sequences, and inverse functions. Prerequisite: Math ACT of 24 or above, or Math Placement Test score of 28 or above, or "C" or better in Math 103. Fall.
- 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: Math ACT of 24 or above and sufficient high school math preparation (one year of high school calculus with a grade of "A" or "B" or three years of high school math including a course in math analysis with a grade of "A" or "B"), or a grade of "C" or better in MAT 133 or MAT 135. Winter.
- MAT 154 Calculus and Analytic Geometry II.** Methods of integration, definite integrals, improper integrals, and infinite series. Prerequisite: MAT 145. Fall.
- MAT 214 Calculus and Analytic Geometry III.** Partial differentiation, polar coordinates, multiple integrals, and infinite series. Prerequisite: MAT 154. Winter.
- MAT 243 Quantitative Business Analysis.** Mathematical principles used in the quantitative aspects of business and economics. Linear programming, PERT, and introductory differential and integral calculus for non-science majors. Prerequisite: Grade of "B" or better in MAT 103 or Grade of "C" or better in MAT 133 or Math ACT of 24 or above. Winter.
- MAT 353 Math for the Elementary Teacher.** A study of numbers, number systems, number operations, number bases, set operations; variables; geometry, probability, and statistics. Laboratory and pedagogical methods are emphasized. Same as EDU 353. On Demand.

## MUSIC

- MUS 101 **Ensemble.** Students may earn one hour of credit each semester for participation in the A Cappella Chorus. Membership by audition. Co-requisite: MUS 102 or equivalent or permission of choral director. Fall, Winter.
- 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 1985.
- MUS 113 **Theory I.** A study of scales, keys, intervals, triads, rhythmic principles, cadences, basic principles of diatonic chord progression, and four-part writing. Alternate years, Fall 1985.
- MUS 121 **Ear Training II.** A continuation of MUS 111. Required for students taking MUS 123. Alternate years, Winter 1986.
- MUS 123 **Theory II.** Inversions of triads, non-harmonic tones, seventh chords, and additional part writing. Prerequisite: MUS 113. Alternate years, Winter 1986.
- 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 1983.
- MUS 141 **Voice.** Sophomore music majors may register for private voice instruction. 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 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. On Demand.

- 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 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, 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 1984.
- MUS 222** **Music Literature II.** Classical, Romantic, and Twentieth Century periods. Pre-requisite: MUS 212. Alternate years, Winter 1985.



## PHYSICAL EDUCATION

### ENROLLMENT REGULATIONS.

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:

|              |            |                |
|--------------|------------|----------------|
| 0 Archery    | 3 Bowling  | 6 Volleyball   |
| 1 Badminton  | 4 Softball | 7 Conditioning |
| 2 Basketball | 5 Tennis   | 8 Racquetball  |

**PED 121      Varsity Baseball.** Men. Fall.

**PED 131      Varsity Basketball.** Men. Winter.

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

**PED 161      Varsity Softball.** Women. Winter.

**PED 202      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. Same as EDH 202. Fall.

**PED 203      Personal and Community Health and Safety.** Consideration of personal, school, and community health programs. Required for some education majors at some senior colleges. Same as EDH 203. Winter.

## PHILOSOPHY

**PHI 101      Ethical Perspectives.** Presentation of moral principles and their practical application. Fall, Winter.

**PHI 343      Development of Western Philosophy.** Western thought from ancient to modern times. Prerequisites: HIS 113 and HIS 123. Same as HIS 343. On Demand.

## POLITICAL SCIENCE

- POS 213**     **National Government.** A survey of the American national political system. Fall, Winter.
- POS 223**     **U.S. Judicial Processes.** Study of state and federal courts; the constitution, statutes, and administrative rules as sources of law; and jurisdiction and avenues of appeal. May be used in place of POS 213 in all degrees and certificates except LAP majors. Same as LAP 223. Fall.

## PHYSICAL SCIENCE

- PSC 102**     **Earth Science.** A brief survey of astronomy, geology, and meteorology. Fall, Winter.
- PSC 112**     **Physical Science.** An introduction to the philosophy and methodology of science with a survey of some basic concepts of physics. Fall, Winter.
- PSC 201**     **Physical Science Seminar.** Current topics of interest in the physical sciences. On Demand.

## 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. Winter.
- PSY 223**     **Human Growth and Development.** The personal and social development from conception through death. Emphasis on cognitive development of life. Recommended for education majors. Fall.
- PSY 313**     **Psychology of Counseling.** Theories and philosophies underlying current practices in the field of counseling. Special attention given to helping students develop their own theory and techniques. Prerequisites: PSY 213 or SOC 213 and PSY 223. Alternate years, Fall 1984.
- PSY 323**     **Techniques of Counseling.** Methods of gathering, analyzing, and interpreting case data in counseling. The analysis of dynamics of counselor-counselee relationship, interviewing techniques, and use of test results in counseling. Prerequisites: PSY 213 or SOC 213 and PSY 223. Alternate years, Winter 1986



## READING

- RED 113 **Basic Reading Techniques.** Individualized programs for improvement in word analysis, reading fluency, comprehension, and vocabulary. Two class hours plus one hour in the lab required each week. Required of students with eleven or below in Social Studies on ACT. Fall, Winter.
- RED 123 **Reading Techniques.** A continuation of RED 113 for students who have increased their reading levels but need additional work. Prerequisite: RED 113 and recommendation of instructor. Winter.
- RED 122 **Advanced Reading Techniques.** Seven-week course emphasizing reading for study purposes, critical reading, and vocabulary building. On Demand.
- RED 131 **Efficient Reading.** Seven-week course for development of flexible reading rate, skimming and scanning, and adjustment of rate to purpose. Pass/Fail. On Demand.

## SECRETARIAL SCIENCE

- SES 103 **Typing I (Beginning).** Basic skill development in the operation by touch of a computer or typewriter keyboard and a ten-key calculator pad. For those with no previous experience in typewriting. Includes preparation of letters, tables, and reports. Fall.
- SES 113 **Typing II (Intermediate).** Increased skill development and application of practical problems in letter styles, manuscripts, rough drafts, tabulations, multiple carbons, and business forms. Prerequisite: SES 103 or equivalent. Fall.
- SES 123 **Typing III (Advanced).** A continuation of SES 113. Prerequisite: SES 113. Winter 1984.
- 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. Winter.
- SES 143 **Shorthand II (Intermediate).** Emphasis on speed and vocabulary building and the development of skill in taking new dictation. Accurate transcription from shorthand notes. Prerequisite: SES 133 and SES 113. Fall 1985.

- 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 103 or equivalent. Same as BUS 203. Fall.
- 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 Word Processing I.** Word processing concepts, procedures, terminology, materials, and equipment, including an introduction to machine transcription. Experience on text-editing and machine transcription equipment through the production of a variety of documents, such as letters, memos, and reports utilizing various input including voice dictation, rough draft, handwriting, and stored documents. Prerequisite: SES 113. Winter.
- SES 254 Word Processing II.** Further skill development in major text-editing on CPT screen - buffered and Wang shared-logic word processors. Prerequisite: SES 243. Fall.
- SES 264 Word Processing III.** Skill development for occupational competence in both word processing and machine transcription. Emphasis on advanced applications and may include specialized materials related to the student's area of interest. Prerequisite: SES 254. Winter.
- SES 274 Office Procedures and Administration.** 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 113, SES 133. Winter.
- SES 283 Evaluated Field Experience.** Opportunity for learning through practical experience. Winter 1986.
- SES 284 Legal Office Procedures and Administration.** An intensive study of the duties and responsibilities of the legal secretary with emphasis on realistic problems. Special attention to personal traits, attitudes, occupational intelligence, and technical requirements necessary for success in the secretarial field. Prerequisite: SES 113. Winter.

## SOCIOLOGY

- SOC 213**    **Introduction to Sociology.** An introduction to the concept 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, material adjustments, child rearing, in-law relationships, finances, and religion. Winter.





*Personnel*

## Board of Trustees

|                                       |                            |
|---------------------------------------|----------------------------|
| ROBERT UTLEY, Chairman                | Rochester, Michigan        |
| ROYCE DICKINSON, First Vice Chairman  | Trenton, Michigan          |
| ROBERT SECCOMBE, Second Vice Chairman | South Lyon, Michigan       |
| LAWRENCE WATSON, Secretary            | Dearborn, Michigan         |
|                                       |                            |
| MARY ELLEN ADAMS                      | Terre Haute, Indiana       |
| CYRUS ADDAMS                          | Flossmoor, Illinois        |
| EVERETTE ALEXANDER                    | Milan, Michigan            |
| HENRY L. BARTON                       | Williamsburg, Kentucky     |
| JOHN P. BELASCO II                    | Royal Oak, Michigan        |
| ROBERT L. BENHAM, JR.                 | Allen Park, Michigan       |
| ROSEMARY BROWN                        | Portage, Michigan          |
| JAMES E. BRUCE                        | Troy, Michigan             |
| NORMAN CHRISTMAN                      | Bloomfield Hills, Michigan |
| RALPH A. CHURCH                       | LaGrange, Illinois         |
| FAYE S. DILGARD                       | Fort Wayne, Indiana        |
| GEORGE M. FORD                        | Troy, Michigan             |
| E.L. FREELAND                         | Southgate, Michigan        |
| JAMES C. GATEWOOD                     | Ypsilanti, Michigan        |
| OSCAR R. GLOVER                       | Warren, Michigan           |
| HOWARD HAGERMAN                       | Holt, Michigan             |
| WILLIAM HOOTEN                        | Barrington, Illinois       |
| ROBERT G. JACKSON                     | Bloomfield Hills, Michigan |
| RONALD JONES                          | Troy, Michigan             |
| DAVID LOBB                            | Lincoln Park, Michigan     |
| PAUL L. LUTZ                          | Flushing, Michigan         |
| GERALD E. MONTGOMERY                  | Southfield, Michigan       |
| ALBERTA MUIRHEAD                      | Dearborn, Michigan         |
| AL OZ                                 | Dearborn Heights, Michigan |
| E. LUCIEN PALMER                      | Nashville, Tennessee       |
| DON PEDEN                             | Louisville, Kentucky       |
| MALCOLM PRUITT                        | Midland, Michigan          |
| DELBERT REMINDER                      | Bay City, Michigan         |
| ANNETTE RILEY                         | Royal Oak, Michigan        |
| RONALD L. RUMMEL                      | Toledo, Ohio               |
| CALVIN SECCOMBE                       | Dearborn, Michigan         |
| MARVIN SIMS                           | Brighton, Michigan         |
| JAMES E. THOMAS                       | Oregon, Ohio               |
| G. WHEELER UTLEY                      | Wildomar, California       |
| DONALD L. WHETSTONE                   | Flossmoor, Illinois        |
| MARVIN WHITLEDGE                      | Kalamazoo, Michigan        |
| FRED YOAKAM                           | Adrian, Michigan           |
| JESSE YOAKUM                          | Adrian, Michigan           |

# Administration

DR. MILTON B. FLETCHER ..... President  
DR. LARRY L. JURNEY ..... Academic Dean  
LARRY STEWART ..... Director of Admissions  
DR. LEONARD KNIGHT ..... Dean of Students  
JESSE CLAYTON ..... Director of Development  
RICHARD WATSON ..... Assistant to the President

# Staff

KAREN ALLEN ..... Associate Director of Admissions  
JEANNE BERTHOLET ..... Maintenance Assistant  
MARCEL BERTHOLET ..... Maintenance Supervisor  
MARSHA BILLS ..... Bookstore Clerk  
DAVID R. BRIGGS ..... Registrar  
MARK BRIGGS ..... Computer Services Manager  
EILEEN CARROLL ..... Assistant Librarian  
LINDA CASE ..... Bulletin Editor  
KEVIN DENNIS ..... Admissions Counselor  
LOIS DILL ..... Supervisor of Boarding Women  
Receptionist  
PAM DILL ..... Secretary to the Academic Dean  
LINDA FULTON ..... Admissions Secretary  
MARSHA GILCHRIST ..... Secretary to the Director of Development  
LUCILLE GREEN ..... Bookstore Clerk  
KENT HOGGATT ..... Director of Financial Aid  
KAREN KING ..... Secretary to the Vice President  
MICHAEL LIGHT ..... Admissions Counselor  
RANDY McCLURE ..... Supervisor of Boarding Men  
NDSL Collection Officer  
TERRY McCLURE ..... Admissions Counselor  
GINNY MAY ..... Secretary to the President  
JO MEIXNER ..... Business Office Assistant  
KAREN OWEN ..... Secretary to the Assistant to the President  
GARY PALMER ..... Maintenance Assistant  
GARTH PLEASANT ..... Coordinator of Housing  
Intramural Director  
MARK REMINDER ..... Maintenance Assistant  
MEARL RYAN ..... Bookstore Clerk  
PAUL SCHANDEVEL ..... Admissions Counselor  
PETE TATE ..... Maintenance Assistant  
VERNON WALLACE ..... Security Guard  
Supervisor of Boarding Men  
DIANE WRIGHT ..... Accountant

# Faculty

- Shirley Alexander, B.S., M.S. . . . . . Associate Librarian  
B.S., Harding University  
M.S., Louisiana State University  
(Additional Studies, University of Arkansas)
- Charles Babb, B.S.E., M.Ed., M.S. . . . . Computer Science, Mathematics  
B.S.E., Oklahoma Christian College  
M.Ed., Northeast Louisiana University  
M.S., University of Evansville (1985)
- Andrew Borchers, B.I.A., M.B.A.\*\* . . . . . Business, Computer Science  
B.I.A., General Motors Institute  
M.B.A., Vanderbilt University
- David R. Briggs, A.A., B.B.A. . . . . Registrar, Business  
A.A., Michigan Christian College  
B.B.A., Saginaw Valley State College  
(Additional Studies, Eastern Michigan University)
- Edward Buchanan, B.A. . . . . Music  
B.A., Columbia Christian College
- David Case, A.A., B.A., J.D.\*\* . . . . . Manual Communication  
A.A., Michigan Christian College  
B.A., Oakland University  
J.D., Detroit College of Law
- Linda Case, B.A., M.A. . . . . English, Journalism  
B.A., Western Michigan University  
M.A., Western Michigan University  
(Additional Studies, Oakland University)  
(Additional Studies, Michigan State University)
- Barbara Cole, B.A., M.S.E. . . . . Secretarial Science  
B.A., Harding University  
M.S.E., Arkansas State University
- David Cole, B.S., M.S. . . . . Chemistry, Physical Science  
B.S. Harding University  
M.S., Kansas State University  
Ph.D. Candidate, Western Michigan University
- Gale Edwards, A.A., B.A., M.A. . . . . Art, Communication  
A.A., Michigan Christian College  
B.A., David Lipscomb College  
M.A., Wayne State University (1985)



Maureen Foglesong, B.A. .... Computer Science  
 B.A., Wayne State University  
 (Additional Studies, Wayne State University)

Leo Hindsley, B.A., M.A., Ph.D. .... French, History  
 Certificat De Francais Usuel, Sorbonne, University of Paris  
 B.A., Wayne State University  
 M.A., Wayne State University  
 Ph.D., Michigan State University

Kent Hoggatt, A.A., B.A., M.A.\* .... Communication  
 A.A., Michigan Christian College  
 B.A., Abilene Christian University  
 M.A., Wayne State University (1985)

Larry L. Journey, B.A., M.A., Ph.D.\* .... Communication  
 B.A., David Lipscomb College  
 M.A., University of Tennessee  
 Ph.D., University of Michigan

Fawn Knight, B.A., M.A. .... Reading, English  
 B.A., Pepperdine University  
 M.A., Pepperdine University  
 Ph.D., Oakland University (1985)

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  
 Ph.D. Candidate, Oakland University



- 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 Nesbit, A.A., B.A., M.S.L.S.** ..... Director of Library Services  
 A.A., Michigan Christian College  
 B.A., Marygrove College  
 M.S.L.S., Wayne State University
- William Oliver, B.A.\*\*** ..... Manual Communication  
 B.A., University of Alabama  
 (Additional Studies, Oakland University)
- Brenda Phillips, A.A., B.S.\*\*** ..... Business  
 A.A., Michigan Christian College  
 B.S., Oklahoma Christian College
- Garth Pleasant, A.A., B.S.\*** ..... Physical Education  
 A.A., Michigan Christian College  
 B.S., David Lipscomb College



- Robert Ponder, B.A., M.S.W., C.S.W.\*\* ..... Sociology  
 B.A., Harding University  
 M.S.W., Wayne State University  
 C.S.W., State of Michigan
- 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  
 Ph.D. Candidate, University of Michigan
- Sharlotte Roper, B.A., M.Ed.\*\* ..... Psychology  
 B.A., Mary Hardin-Baylor College  
 M.Ed., Abilene Christian University  
 (Additional Studies, Eastern Michigan University)
- Barbara Shaheen, A.A., B.S.Ed., M.A. .... English, Reading  
 A.A., Delta College  
 B.S.Ed., Central Michigan University  
 M.A., Central Michigan University
- William K. Shinsky, B.S.E., M.Ed. .... Physical Education  
 B.S.E., Abilene Christian University  
 M.Ed., Wayne State University
- Margaret Southern, B.A., M.Ed. .... Education  
 B.A., Texas Christian University  
 M.Ed., Hardin-Simmons University
- Paul Southern, B.A., M.A., B.D., Ph.D. .... Bible, Greek  
 B.A., Abilene Christian University  
 M.A., Texas Christian University  
 B.D., Southern Baptist Theological Seminary  
 Ph.D., Southern Baptist Theological Seminary
- Larry Stewart, A.A., B.A.\* ..... Bible  
 A.A., Michigan Christian College  
 B.A., Harding University
- Lynne Stewart, A.S., B.S.\*\* ..... Home Economics  
 A.S., Michigan Christian College  
 B.S., Siena Heights College
- John Todd, A.B., J.D. .... Legal Assitance, Political Science  
 A.B., University of Michigan  
 J.D., Georgetown University
- Edith Wallace, A.S., B.A., M.S. .... Biology  
 A.S., Michigan Christian College  
 B.A., Pepperdine University  
 M.S., Wayne State University  
 (Doctoral Studies, Wayne State University)

\*Full-time college personnel teaching selected courses

\*\*Adjunct Faculty

# Index

|                                     |     |                                   |     |
|-------------------------------------|-----|-----------------------------------|-----|
| Academic Alert .....                | 37  | Education Courses .....           | 99  |
| Academic Progress .....             | 32  | Education Program .....           | 53  |
| Academic Suspension .....           | 38  | Employment .....                  | 31  |
| Accounting Major .....              | 68  | English Courses .....             | 100 |
| Accreditation .....                 | 37  | Executive Secretarial Major ..... | 74  |
| Administration .....                | 117 | Expenses .....                    | 33  |
| Admission .....                     | 22  | Facilities .....                  | 17  |
| Advanced Placement .....            | 41  | Faculty .....                     | 118 |
| Aims of College .....               | 10  | Family Plan Discount .....        | 29  |
| Application Form .....              | 125 | Final Examinations .....          | 41  |
| Art Courses .....                   | 87  | Financial Aid .....               | 26  |
| Assoc. in App. Sc. Degree .....     | 66  | Financial Charges .....           | 33  |
| Assoc. in Arts Degree .....         | 51  | French Courses .....              | 100 |
| Assoc. in Science Degree .....      | 58  | General Business Major .....      | 66  |
| Athletic Activities .....           | 15  | General Secretarial Major .....   | 76  |
| Attendance Policy .....             | 39  | Grades .....                      | 42  |
| Audit .....                         | 39  | Graduation Procedures .....       | 45  |
| Bach. of Rel. Ed. Degree .....      | 46  | Grants and Awards .....           | 28  |
| Bible Courses .....                 | 88  | Greek Courses .....               | 101 |
| Bible Program .....                 | 52  | Guest Student Status .....        | 23  |
| Biology Courses .....               | 93  | Health Services .....             | 20  |
| Board of Trustees .....             | 116 | History Courses .....             | 102 |
| Business Courses .....              | 94  | History of College .....          | 10  |
| Business Program .....              | 53  | Home Economics Courses .....      | 102 |
| Calendar .....                      | 9   | Home Economics Program .....      | 54  |
| Cert. in Applied Science .....      | 83  | Homemaking Major .....            | 80  |
| Cert. in General Studies .....      | 83  | Honors .....                      | 42  |
| Chemistry Courses .....             | 96  | Honors Program .....              | 50  |
| Classification .....                | 40  | Humanities Courses .....          | 104 |
| CLEP .....                          | 41  | Independent Study .....           | 85  |
| Communication Courses .....         | 98  | International Students .....      | 23  |
| Com. Inf. Sys. Major (A.S.) .....   | 62  | Journalism Courses .....          | 104 |
| Com. Inf. Sys. Major (A.A.S.) ..... | 70  | Legal Assistant Courses .....     | 104 |
| Computer Science Courses .....      | 97  | Legal Assistant Major .....       | 78  |
| Computer Science Major (A.S.) ..... | 61  | Legal Secretarial Major .....     | 77  |
| Concurrent Enrollment .....         | 40  | Loans .....                       | 30  |
| Cosmetology Mang. Major .....       | 82  | Location of College .....         | 16  |
| Course Changes .....                | 40  | Mass Comm. Program .....          | 55  |
| Course Load .....                   | 41  | Mathematics Courses .....         | 106 |
| Course Numbering .....              | 41  | Music Courses .....               | 108 |
| Credit by Examination .....         | 41  | Music Program .....               | 55  |
| Degree Planning .....               | 45  | Natural Science Major .....       | 58  |
| Developmental Program .....         | 57  | Organizations .....               | 13  |
| Developmental Courses .....         | 99  | Payment Plans .....               | 34  |

|                                       |     |                                       |     |
|---------------------------------------|-----|---------------------------------------|-----|
| Philosophy Courses . . . . .          | 110 | Repeating Courses . . . . .           | 43  |
| Physical Education Courses . . . . .  | 110 | Residence Halls . . . . .             | 19  |
| Physical Science Courses . . . . .    | 111 | Scholarships . . . . .                | 27  |
| Political Science Courses . . . . .   | 111 | Secretarial Science Courses . . . . . | 112 |
| Pre-Engineering Program . . . . .     | 60  | Social Activities . . . . .           | 13  |
| Pre-Law Program . . . . .             | 54  | Social Regulations . . . . .          | 20  |
| Pre-Nursing Major . . . . .           | 64  | Sociology Courses . . . . .           | 114 |
| Pre-Professional Programs . . . . .   | 59  | Sociology Program . . . . .           | 56  |
| Psychology Courses . . . . .          | 111 | Special Student Status . . . . .      | 23  |
| Psychology Program . . . . .          | 56  | Staff . . . . .                       | 117 |
| Purposes of College . . . . .         | 11  | Table of Contents . . . . .           | 8   |
| Re-admission . . . . .                | 23  | Three-Two Plan . . . . .              | 22  |
| Reading Courses . . . . .             | 112 | Transcripts . . . . .                 | 43  |
| Refunds and Credits . . . . .         | 35  | Transfer . . . . .                    | 24  |
| Registration . . . . .                | 43  | Veteran's Benefits . . . . .          | 29  |
| Religious Activities . . . . .        | 14  | Withdrawal from College . . . . .     | 35  |
| Religious Education Courses . . . . . | 92  | Word Processing Major . . . . .       | 72  |



**Why Michigan Christian College?**  
**A fuller life for you**  
**Today, tomorrow, for eternity.**

