

Michigan Christian College Catalog 92-93

MICHIGAN CHRISTIAN COLLEGE

1992-93 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 HILLS, MICHIGAN 48307**

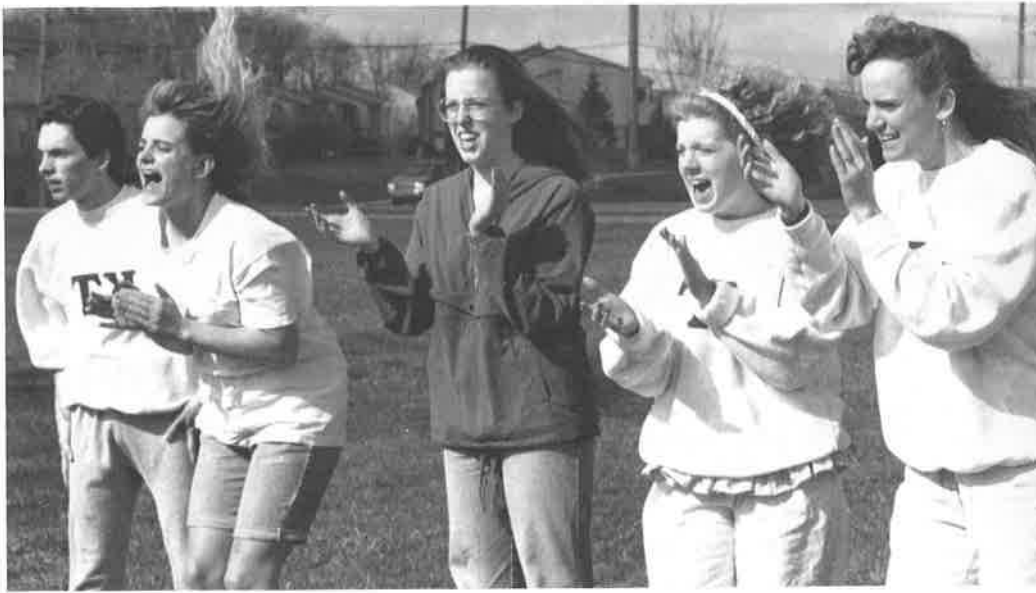
**PHONE (313) 651-5800 (Local)
1-800-872-2579 (Michigan Toll-Free)
1-800-521-6010 (Outstate/Canada Toll-Free)**

VOLUME 28

People Who Touch Your Life

Former students of Michigan Christian College often refer to their experience at MCC as a “time that touched their lives.” They recall making their closest friendships in life within the first few weeks on campus. They remember all-night study sessions in the dorms, the excitement of performing in Celebration, and good times on spring’s long-awaited Beautiful Day. They treasure memories of that first walk around the lake with someone special and of the hugs of friends after a devotional. They reflect upon a time when they were surrounded by those who encouraged them to be a better person and to develop a deeper commitment to God.



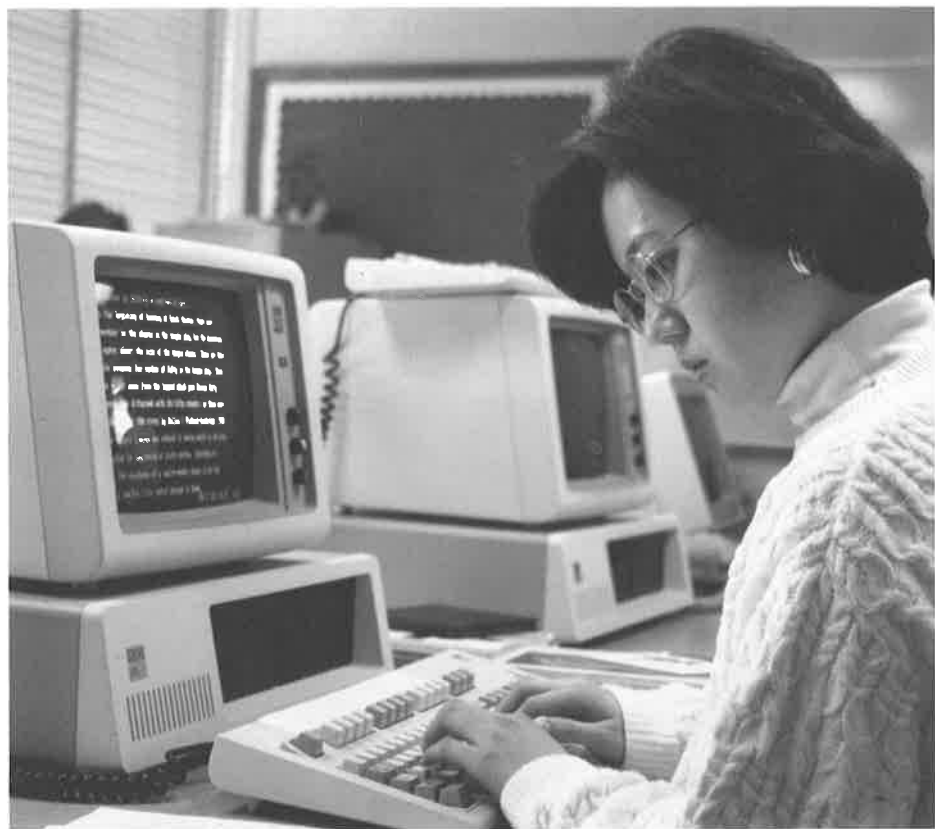


Imagine being surrounded by a host of friends and instructors who share values similar to yours. Imagine walking into a classroom, the cafeteria, a sporting event, or any social activity after getting to know almost everyone on campus. Imagine singing in the chorus, playing on an intercollegiate team, or acting in a drama production. Imagine sharing the activities of each day with those who care about you. Well, such special experiences are unique to the small, Christian college. At Michigan Christian College, it is these experiences that allow people to touch your life.



Your Passport to the 21st Century

Modern technology has changed our world. Heavy industry no longer offers the job security that it once did. A college degree is rapidly becoming the standard of education needed for a career in the decades ahead. Educational opportunities at Michigan Christian College are abundant and varied. You may complete a liberal arts or occupational degree. Faculty members are exceptionally qualified, blending academic and spiritual strengths. They know you by name and touch your life both in and out of the classroom. MCC students not only learn how to make a living, but how to live right. Employers prefer those of solid moral character. It is no wonder, then, that MCC graduates are scattered among a wide array of professions from business to health care. They are teachers, lawyers, secretaries, ministers, engineers, social workers, and other individuals equipped for the 21st century.



A Scenic Campus in the Suburbs

Natural beauty abounds on the campus of Michigan Christian College. You sense an atmosphere of peace and tranquility each time you walk among the wooded areas around the campus lakes. Canadian geese and wild ducks splash in the water, while chipmunks and squirrels run among the surrounding hills. Pines tower above campus and hardwoods display a spectacle of color every fall. The campus magnifies the beauty of each of Michigan's four distinct seasons.

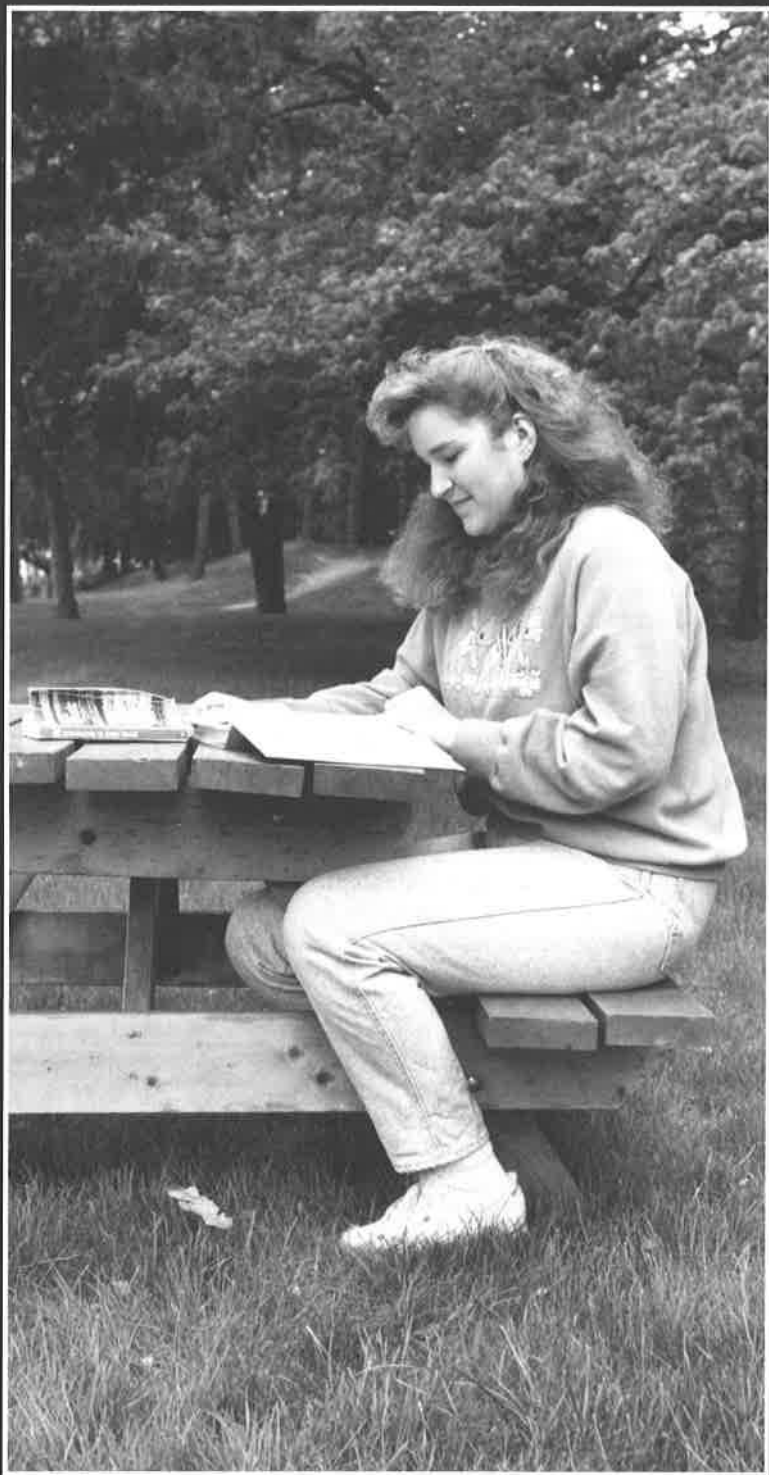




As you depart campus into the community, you enter one of Michigan's most popular suburbs, Rochester Hills. The area is known for its unique mixture of country charm and modern development. Shopping areas, theaters, and restaurants abound. Job opportunities in the community are so plentiful that many remain unfilled when they are posted on campus. The strategic location of Rochester Hills avoids big city problems, yet permits accessibility to the entire Detroit metropolitan area within an hour. Classes often visit professional theatre, museums, and concerts. The campus provides a beautiful setting in an ideal college community.

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Introduction to the College

COLLEGE MISSION

Michigan Christian College is a Christian institution of higher education whose mission is to help students develop academically, socially, and spiritually in order for them to achieve their potential, to possess a meaningful faith, and to serve God and others in their occupations, family, church, and community.

Affirmations on which the mission is based. Michigan Christian College affirms that God is; that Jesus is the Christ, the Son of God; that the Bible is God's holy, revealed word; that faculty and staff must encourage students to pursue truth; and that the pursuit of truth ultimately calls for a life of service.

College mission and church relationship. Michigan Christian College welcomes and serves qualified students of all religious faiths. While having neither legal nor formal ties with any church, the college is under the control of a self-perpetuating Board of Trustees who are themselves members of Churches of Christ. The college supports activities which aid these churches such as lectureships, workshops, and choral programs.

Impact of the mission on students. Michigan Christian College challenges students through a rigorous undergraduate curriculum taught by Christian faculty who are committed to the highest academic standards in a distinctively Christian environment. Graduates of Michigan Christian College should be able to reason critically and logically, and to effectively communicate their ideas. Beyond this, students are expected to consider the moral and spiritual dimensions of the various subjects, and to realize that spiritual commitment demands scholarly excellence. Finally, students should recognize that the love of truth leads ultimately to a life of service as citizens, workers, and educated members of society.

Michigan Christian College challenges to excellence in Christian living. The student is expected to participate regularly in devotionals and daily chapel activities, and to enroll in a required course of Bible study each semester. Students study under faculty members who are committed Christians and also have the appropriate scholarly training. They have daily contact with a Christian staff. All faculty and staff are active in local Churches of Christ, which provides additional opportunity for personal example and encouragement.

Michigan Christian College challenges by establishing a community in which each student has value and dignity. Students are expected to maintain the highest standards of personal conduct (integrity, purity of thought and actions, modest dress, abstinence from the use of drugs, alcohol, and tobacco, and the exclusion of all forms of sexual immorality). All are encouraged to consider how individual actions affect the dignity and rights of others.



Michigan Christian College challenges by providing the opportunity to become involved in campus life, both in and out of the classroom. Students are able to explore a variety of social and service opportunities, and to establish life-long relationships with faculty, staff, and other students.

Michigan Christian College challenges students to become socially responsible citizens and to become builders of the home as individuals, mates, and parents.

And, beyond every other consideration, Michigan Christian College challenges students to understand that “the fear of the Lord is the beginning of all knowledge” (Proverbs 1:7).

Impact of the mission on academic programs. Michigan Christian College recognizes the diverse reasons for which students attend college. The liberal arts curricula of the Associate in Arts/Science degrees are the basis of most majors and pre-professional programs which students may wish to pursue. The Bachelor of Religious Education degree is designed to train students to serve local churches, to serve in the mission field, to serve in child care and counseling programs requiring only a bachelor’s degree, and to prepare them for graduate study in related fields. Additional bachelor-level programs are presently being developed to meet the needs of students desiring a strong integration of Christian principles with current theory and practice in their chosen field. The Associate in Applied Science degree allows students to combine the benefits of Christian education with training in a specific occupation. Beyond specific degree objectives, Michigan Christian College seeks to prepare students for life-long learning, and to provide opportunities for mature learners to benefit from programs offered by the college.

Impact of the mission on campus planning. Michigan Christian College plans for campus facilities and resources which support the current and projected needs of students. Both academic and spiritual needs of the community are considered relevant to campus planning. In particular, the college seeks to maintain the aesthetic beauty of the natural surroundings because these contribute to an awareness of God’s role in creation.

COLLEGE HISTORY

Fulfilling the dream of thousands, a Board of Trustees was formed in 1954 with the express purpose of establishing a Christian school in the North Central area. After several months of searching, planning, and praying, this Board finalized arrangements in September of 1957 to purchase the beautiful Lou Maxon Estate in Rochester for a campus site. About one year later the Board announced the appointment of Otis Gatewood as President of the proposed college, and E. Lucien Palmer as Dean. The college subsequently opened in September of 1959 with fifty-four full-time students under the name of North Central Christian College.

In 1961, the college submitted its first self-evaluation study to the State of Michigan. At that time, the state recommended a name change to avoid confusion with other institutions and agencies designated by the name North Central. On May 27, 1961, the Board of Trustees officially changed the name of the institution to Michigan Christian Junior College. After several facility additions to the original campus, MCJC purchased the adjoining Henry Gierok Farm in 1964, assuring space for future growth of the college. Numerous facility additions and changes occurred in the years that followed.

Accreditation by the North Central Association came in 1974. Late in 1978, the Michigan State Board of Education authorized MCJC to offer the Bachelor of Religious Education degree. In response, the Board immediately dropped "Junior" from the college's legal name. Two years later the North Central Association authorized MCC to offer a four-year degree in Bible and began listing MCC as a bachelor's degree-granting institution. Since then, the college has continued to develop additional programs to meet the needs of a changing society.





COLLEGE STATUS

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

- ~ Accredited as a bachelor's degree-granting institution by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.
- ~ Licensed by the State of Michigan Board of Education and incorporated through the Michigan Corporation and Securities Commission.
- ~ Approved by the Immigration and Naturalization Service of the U.S. Department of Justice for the training of foreign students.
- ~ Approved by the Michigan Department of Education for receipt of veterans benefits.
- ~ Registered with the United States Internal Revenue Service as a non-profit educational corporation under Section 501(c)(3) of the Internal Revenue Code.
- ~ Member of the Association of Independent Colleges and Universities of Michigan.
- ~ Member of the American and Michigan Associations of Collegiate Registrars and Admissions Officers.
- ~ Member of the Central and National Associations of College and University Business Officers.

COLLEGE LOCATION

Rochester Hills has established itself as the fastest growing community in southeast Michigan. The popular area's unique mixture of country charm and modern development has caused its population to pass 61,000. Its strategic location avoids big city problems, yet permits access to the entire Detroit metropolitan area within an hour.

Downtown Rochester and its nearby cider mills offer the atmosphere of a small town. In contrast, the surrounding city of Rochester Hills features three enclosed shopping malls and nine shopping centers; twenty-three theaters; over sixty restaurants; numerous office plazas; and hundreds of new homes, apartments, and condominiums. Cultural events abound in the Rochester community with the presence of the internationally acclaimed Meadowbrook Theatre and Music Festival and with such activities as the Art'n Apples Festival. Part-time job opportunities and internships are normally readily available.

Metropolitan Detroit, with the nation's seventh 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, Pistons basketball at the Palace, Lions football at the Silverdome, or Red Wings hockey at Joe Louis Arena. Canada is accessible by bridge or tunnel from Detroit.





CAMPUS FACILITIES

Ten major buildings situated around two scenic lakes highlight the main portion of the eighty-three acre campus. Although every building except the Gallaher Center and Homemaking House was constructed since 1959, many facilities have been renovated since that time. Acres of wooded, landscaped areas around the lakes make the campus one of the most beautiful to be found anywhere. The Shinsky Athletic Field, cross country trails, tennis courts, and the President's home are located on the east side of campus. Many facilities and parking areas are handicap accessible.

Gallaher Center. Formerly the mansion of the Maxon estate, this building now houses the President's Office, Business Office, Admissions Office, Financial Aid Office, Public Relations Office, Development Office, Computer Center, and Music Department. A slate roof, a rustic wooden interior, and a unique design which blends with the contour of the lake and hills set this building apart as a focal point of the campus.

Muirhead Library. A collection of over 51,500 volumes, including microforms, is housed in this facility. The microbook *Library of American Civilization* features 12,474 rare volumes. The library receives 261 periodical subscriptions. The building also contains the College Bookstore, which serves both student and church needs.



Associates Campus Center. Two floors of residence hall for 58 students and a supervisor make up the middle portion of the Associates Campus Center. The dorm rooms are carpeted and furnished. Community restrooms, showers, and laundry facilities are located on each floor. 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. An academic wing containing classrooms, the computer lab, the Office of the Academic Dean and Registrar, and Student Services Office lies on the west end of the building. The computer lab features state-of-the-art IBM compatible 386-33 computers and laser printers.

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

Westside Central Chapel. Beautiful windows forming a large arrow that points upward highlight the view of the campus lakes from the chapel. A unique seating arrangement allows for division of the facility into three large lecture rooms after the closing of chapel programs.

Alma Gatewood Memorial Residence Hall. This four-level residence hall houses 140 women. Rooms are arranged in suites, with two rooms adjoining a private bath. In addition to carpeting and furnishings, each room contains a sink and walk-in closet. Laundry facilities are located on each of the three upper levels, and a recreation room on the lower level.

Barbier Residence Hall. Housing 54 men and a supervisor, this two-story dormitory is arranged with community restrooms and showers. Laundry facilities are located on the first level. Each room is carpeted and furnished.

Palmer Residence Hall. Built on a suite style with two rooms adjoining a private bath, this one story building houses both single and married students. In addition to carpeting and some furnishings, each room contains a sink, a walk-in closet, and an outside private entrance. Married student units also contain a kitchenette.

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

Science Center. Lecture rooms as well as biology and chemistry lab facilities are housed in this building. It is located in an excellent area for specimens because of the abundance of trees, plants, and lake life nearby.

Gatehouse. Formerly the Gatehouse of the Maxon estate, this building now contains a classroom on each of two levels.

Child Development Center. Housed in the facility of the Rochester Church of Christ, the Child Development Center of Michigan Christian College offers a pre-school program to the community and provides opportunities for class observation and internships in the Early Childhood program. The facility is located on property that borders the campus.



Student Life Information



SOCIAL ACTIVITIES AND ORGANIZATIONS

Involvement. An abundance of activity within a small student body at MCC provides you with unlimited opportunities for participation.

Banquets. Three major all-school banquets highlight the year. They include the Winter, Sweetheart, and Spring Awards Banquets.

Beautiful Day. One day during the academic 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.

Outings. Visits to various area tourist attractions are sponsored by the Student Body Association and Student Services Office. You may participate in outings to such places as Boblo Island, Tiger Stadium, Frankenmuth, and the Shakespearean Festival in Stratford, Ontario.

Student Body Association. Leaders are developed as a group of elected representatives plans various social activities and service projects for the student body.

A Cappella Chorus. Open to all students by audition, the chorus participates in several local programs and tours extensively throughout the year. Their itinerary includes weekend tours, choral festivals, and a major extended tour at the end of each semester.

Autumn. Autumn works with the Admissions Department in presenting an exciting program of contemporary gospel music.

Theatre. Stagecraft and acting talent are served by the Drama Department. The Pied Pipers, an improvisational theatre troupe, prepares a variety of short presentations for off-campus programs.

Celebration Weekend. The Music and Drama Departments combine efforts each year to present either Celebration in Song or a well-known musical. Celebration features a variety of musical presentations by Hosts and/or Hostesses, Celebration Singers, and the social clubs. Musicals that require large casts are selected for maximum student involvement.

Diakonos. The men of Diakonos sponsor a number of service projects each year as they attempt to develop servant-leaders.

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

Social Clubs. Eight campus social clubs serve as the basis for special activities and intramural sports rivalry. Men and women may each choose from among four clubs.

RELIGIOUS ACTIVITIES

Chapel. Worship is a vital part of campus life at Michigan Christian College. You are required to attend chapel each academic day unless you have an absence excused in advance by the Dean of Students. Programs often follow the devotional period.

Bible Classes. You are required to enroll in a Bible class each semester that you are a full-time student. Required classes come from the textual area of Bible offerings.

Devotionals. Every Thursday evening, you may participate in a devotional. These informal worship periods, as well as similar occasions in the individual residence halls, provide opportunities for Christian fellowship and 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. You are encouraged to attend the various classes and lectures to learn from these Christian leaders.

Mission Campaigns. Training and experience in personal evangelism and Bible class teaching can be received during the academic year through such organizations as Mission Emphasis and the Oakland Outreach Program. In addition, student groups occasionally participate in overseas mission campaigns during the summer months. Internship or workshop credit is offered for some of these activities.





ATHLETIC ACTIVITIES

Intercollegiate Sports. As an independent college, MCC holds membership in the National Small College Athletic Association. Men participate in intercollegiate basketball, baseball, soccer, cross country, and track. Women compete in intercollegiate basketball, volleyball, softball, cross country, and track. The men's basketball team won the NSCAA championship in 1989. The men's cross country team earned national titles in 1989 and 1990.

Intramural Sports. Eight campus social clubs compete for an all-sports trophy in intramural softball, volleyball, basketball, flag football, pool, ping pong, and super star events. Both men's and women's teams compete.

Pep Squad. Cheerleaders lead enthusiastic fans at both the away and home basketball games.

RESIDENCE HALLS

Housing is maintained primarily for full-time, single students. You are required to live in a residence hall unless you are married or living with relatives. Requests for permission to waive housing requirements should be addressed to the Dean of Students. All students living in the residence halls are required to obtain a cafeteria meal ticket. 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.

SOCIAL REGULATIONS

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 institution, the college feels an obligation to the students who choose this type of education to maintain an atmosphere on campus that harmonizes with the mission of the institution. A *Student Handbook*, which details all regulations and policies relating to student life, is distributed at Orientation. You may request a copy of the handbook from the Office of Admissions before Orientation.

Students are expected to dress modestly at all times. Dishonesty, profanity, sexual immorality, gambling, property abuse, as well as the use or possession of alcoholic beverages, illegal drugs, or tobacco is not permitted. Curfew hours are maintained for resident students. Other policies and disciplinary procedures are described in the *Student Handbook*. Serious violations of social regulations of the college or laws of the civil government may result in dismissal from the college.

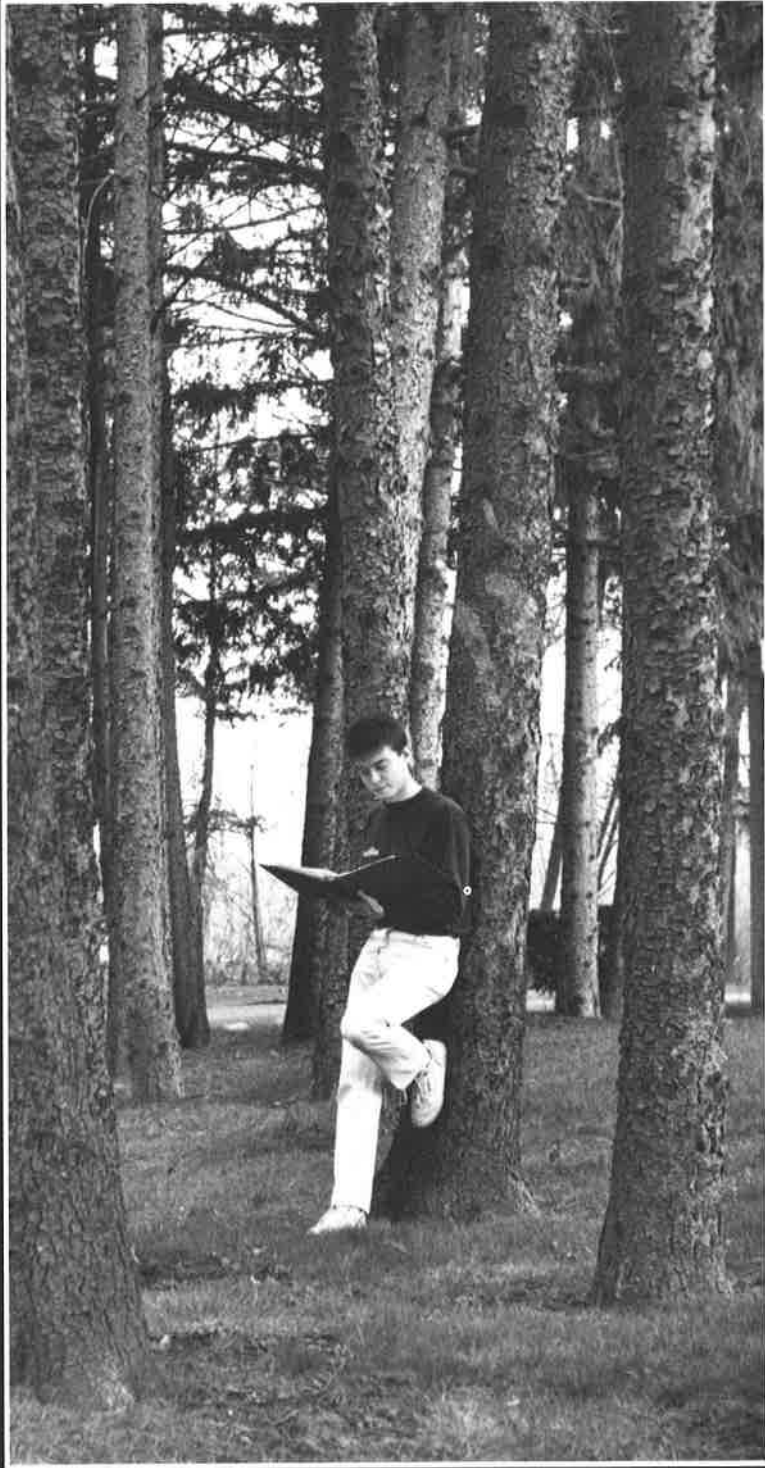
By your enrollment, you agree to live within the framework of the college's standards of conduct. While your personal convictions may not be in accord with these standards, enrolling as a student obligates you to assume responsibility for honorable adherence to these standards while attending the college. The observance of the rules of common courtesy and cooperation makes conduct rules operate more smoothly.

HEALTH INSURANCE AND SERVICES

You are required to submit a Student Health Record before enrolling as a student. This form is sent to you upon application for admission. Your doctor must include results from a physical examination as well as health and immunization history.

A college group accident and sickness insurance policy is available to all students of Michigan Christian College. You are required to subscribe to this policy or to provide proof of insurance if you are a full-time student. The cost of the insurance is included in the fall invoicing. Payment provides twelve months secondary coverage. This plan assists with coverage of most emergencies due to accident, including hospital bills and doctor bills. You may obtain details of the current policy benefits from the Business Office.

The services of Henry Ford and MercyCare Medical Centers in Rochester Hills are available to the students of Michigan Christian College. Physicians at either center can provide care for minor ailments and prescribe necessary medication. You may choose, however, to secure the service of a local physician through that doctor's office. Crittenton Hospital is also located within two miles of the college and can handle emergency care. In any case, you are obligated to pay for all such services and medication.



Admission Information

APPLICATION

Michigan Christian College welcomes you if your educational pursuit is in harmony with the mission of the college. To apply for admission, follow the 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. For admission into the upper division of the B.R.E. program, both returning and transfer students must submit a special application form, which is available from the Admissions Office.

FIRST TIME IN COLLEGE

You may gain admission to MCC with either a high school diploma or General Equivalency Diploma (GED). You also are required to complete the American College Test (ACT) or the Scholastic Aptitude Test (SAT). For regular admission, you must have a high school grade point average of 2.25 or a minimum passing GED score of 50, and an ACT composite score of 18 or an SAT total of 800. If your high school grade point average is less than 2.25 or your passing GED score less than 50, and/or your ACT composite score less than 18 or your SAT score less than 800, you may be admitted on academic alert to the Transitional Academic Preparation (TAP) Program. Admission into the Honors Program requires a minimum ACT composite of 25 or a minimum SAT total of 1050, and a minimum high school grade point average of 3.30. To be considered for admission if applying after August 1 for the fall semester or December 15 for the spring semester, you must have at least a 2.25 high school grade point average or a minimum GED score of 50, and a minimum ACT composite score of 18 or a minimum SAT total of 800.

TRANSFER

If you wish to transfer to MCC from another college or university, you must submit an official transcript from each institution attended in addition to the general admission credentials. You are not required to complete the ACT if you are transferring more than 12 semester hours of college work. If your college grade point average is below 2.00, you may be admitted on academic alert. To be considered for admission if applying after August 1 for the fall semester or December 15 for the spring semester, you must have at least a 2.00 college grade point average.

If you have a cumulative grade point average of 2.00 or higher, MCC accepts 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 to 96 hours. If you have more hours of D credit than can be transferred, the Registrar determines which hours of D credit are 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 32 semester hours toward an associate degree from a regionally accredited college or university or an institution accredited by the American Association of Bible Colleges. Work from other institutions of higher education normally is accepted toward an associate degree only when the major universities within the state where those schools are located accept those credits. The same limitations imposed by the major universities apply for the transfer of such credit to Michigan Christian College.

Transfer into bachelor degree programs. You may transfer a maximum of 96 semester hours toward a Bachelor of Religious Education degree from a regionally accredited college or university or an institution accredited by the American Association of Bible Colleges. Work from institutions of higher education which are not regionally accredited, such as Bible Colleges and Schools of Preaching, are accepted toward the Bachelor of Religious Education degree provided that it is confirmed by the Michigan Christian College Verification of Credit Examination (VOC Examination). 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 Verification of Credit 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 meets the general education core of the bachelor's degree at MCC:

- Six hours of English Composition,
- Three hours of Speech,
- One course each in Literature and Fine Arts Appreciation,
- Three additional hours of Humanities,
- Seven hours of Science,
- Three hours of Mathematics,
- Two activity courses in Physical Education, and
- Nine hours of Social Science (including six hours of History).

If you hold a bachelor's degree from a regionally accredited college, you are excused from all general education requirements at Michigan Christian College, except Bible.

If you are a graduate of a Michigan college or university which has signed the MACRAO Articulation Agreement and have met the requirements of that agreement, you have met all general education requirements, except Communication, for a bachelor's degree from Michigan Christian College. In addition, you must meet the Bible requirement each term that you attend MCC.

EARLY ADMISSION

You may begin your full-time college program after three years of high school (grades 9-11) and obtain your associate degree after two years at Michigan Christian College by entering under the Three-Two Plan. 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 General Equivalency Diploma (GED). 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 point average or above in high school and a 21 or above on the ACT to be admitted under this program.

RE-ADMISSION

If you cease attending MCC for one semester or more and wish to return, you should notify the Admissions Office. If you were suspended or dismissed for academic reasons, you must meet with the Academic Life Committee to be considered for re-admission. If you were suspended or dismissed for social reasons, re-admission first must be requested through the Student Life Committee.

SPECIAL STUDENT

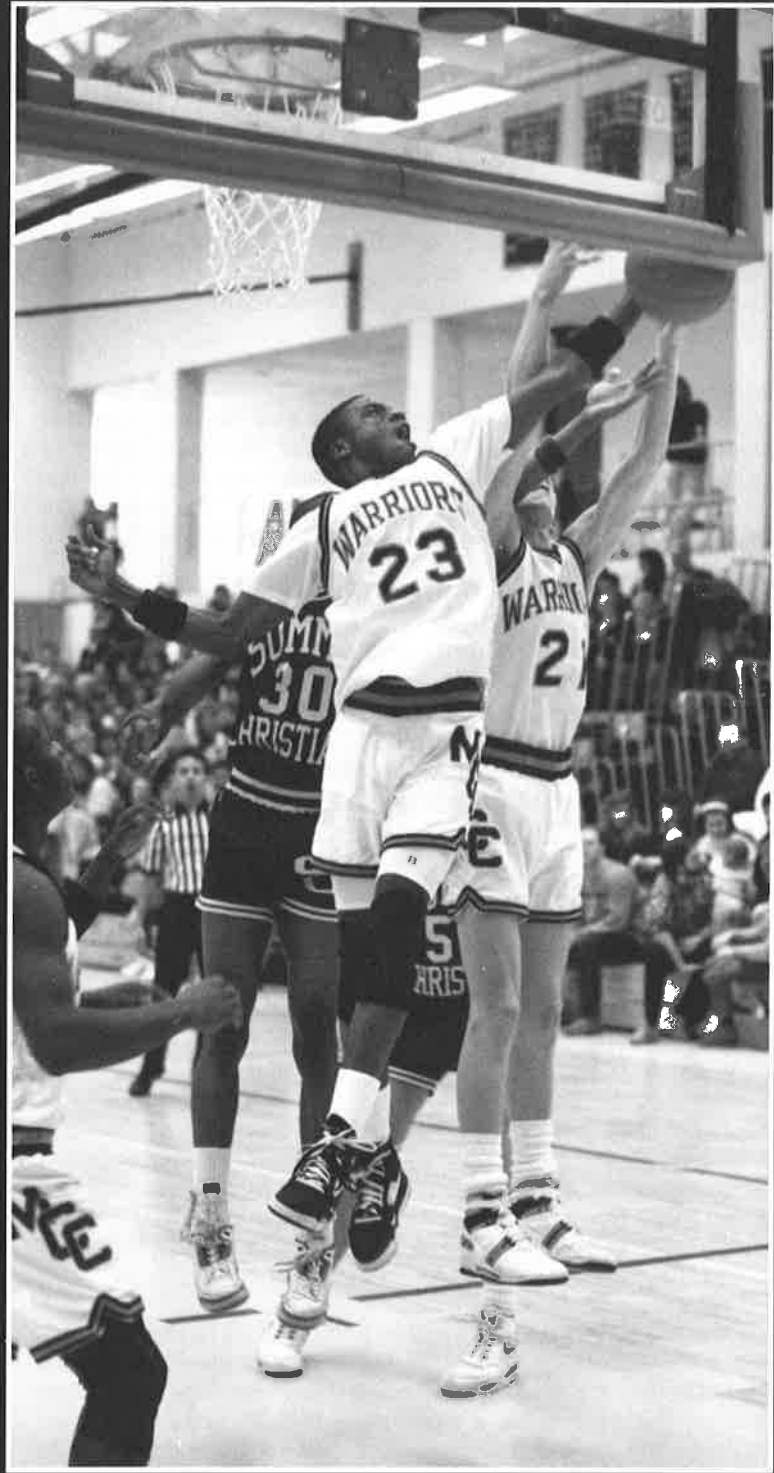
If you are interested in taking six hours or less and do not plan to pursue a degree at MCC, you may register for classes without applying for admission. As a special student, you may take classes for credit or for continuing education units. You must apply for admission at a later date if you decide to take over six hours or pursue a degree.

GUEST STUDENT

Students enrolled in other colleges occasionally 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 Office of the Registrar. 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.

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) or at least 109 in an ELS Language Center. All students from outside the United States or Canada enter on academic alert. Before you can be issued an I-20, it is necessary for you to submit a deposit equal to the annual charge for tuition, room, and board. This deposit is credited to your account over a period of two semesters and is refundable only if you are unable to obtain a student visa.



Financial Information

FINANCIAL AID

You and your family have the primary responsibility of financing a college education because you are the primary beneficiary of that education. Since society also benefits from education, individuals, governments, and organizations also provide various forms of financial assistance to students enrolled in college. During an academic year, approximately \$1,000,000 in various forms of financial assistance is awarded to students at Michigan Christian College.

Financial assistance is granted primarily upon the basis of need. In order to determine your eligibility for government assistance, you must submit a financial statement to the Office of Financial Aid at Michigan Christian College or to the American College Testing Program (see page 34 for the specific procedure). Scholarships and awards funded by the college are granted regardless of family income, but are limited by an institutional maximum.

If you qualify for financial assistance, the college assists you in locating the sources required to meet your aid eligibility. A financial aid package combining scholarships, grants, loans, and part-time employment can be blended to meet your need. Financial aid is applied to your student account by a credit memo from the Financial Aid Office to the Business Office at registration for each semester. In order to continue such aid in subsequent years, you must submit a financial statement on an annual basis.

Tentative offers of financial aid may be made prior to admission, but a final 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 early for admission and financial assistance. However, the Financial Aid Office works with you at any time to enable you to attend Michigan Christian College.

SCHOLARSHIPS

Michigan Competitive Scholarship. If you are a resident of the state of Michigan with financial need, you may be eligible for a scholarship of up to \$1200 per academic year from the State. To qualify for this scholarship, you must complete the American College Test (ACT) with a high score by October of your senior year. Family Financial Statement required.

Trustee Scholarship. You may be eligible to receive a Trustee Scholarship that covers 100%, 75%, or 50% of the full cost for tuition, room, and board. To apply for this scholarship, you must achieve a composite score of 21 or above on the ACT, have a supportive high school grade point average, and demonstrate leadership skills. This award is available only to full-time, boarding students.

Presidential Academic Scholarship. If you achieve both a 3.80 grade point average in high school and a composite score of 30 or above on the ACT, you are eligible for a full-tuition Presidential Academic Scholarship. This scholarship is renewable after your first year at MCC if you achieve at least a 3.80 grade point average on a minimum of 30 hours.*

Academic Scholarship. If you have maintained above a 3.00 (B) grade point average in high school, you qualify for an Academic Scholarship. For a 3.00 to 3.33 you may receive \$600 per academic year; 3.34 to 3.66, \$800; and 3.67 to 4.00, \$1000. The scholarship is available only to full-time students and is awarded for one academic year. Renewal and initial awards for returning students are based upon the college grade point average.*

ACT Scholarship. If you achieve a high score on the American College Test (ACT), you qualify for an ACT Scholarship. For an ACT composite score of 21 to 22 you may receive \$600 per academic year; 23 to 24, \$700; 25 to 26, \$800; 27 to 28, \$900; 29 to 30, \$1000; 31 to 32, \$2,000; and 33-36, \$3,000. The scholarship is available only to full-time students and is renewable your second year if you maintain sufficient grades.*

Valedictorian and Salutatorian Scholarships. If you are the Valedictorian of your high school class, you are eligible for an annual scholarship of \$1250. If you are the Salutatorian, you are eligible for \$1000. You must be a full-time student and must achieve and maintain a 3.60 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 of up to \$1,000 per year, which may be applied toward tuition, room, and board. 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.*

Bible Scholarship. If you are a junior or senior in the B.R.E. program with a 3.00 cumulative grade point average and a 3.30 grade average in Bible, you may be eligible for a B.R.E. Scholarship of up to \$500 per year.

Gatewood Evangelism Scholarship. If you are a junior or senior Missions and Evangelism major with a 3.00 cumulative grade point average and a 3.30 grade average in Bible, you may be eligible for a Gatewood Evangelism Scholarship of up to \$500 per year.

* Adjustments may be necessary if you receive a Michigan Grant or Scholarship. You must choose between an Academic or ACT Scholarship and if receiving a Trustee Scholarship or Presidential Academic Scholarship you may not receive any other forms of college-funded aid.

GRANTS AND AWARDS

Pell Grant. College students who are United States citizens may be eligible for up to \$2400 in aid from the federal government for use on any college costs. After submitting a financial statement, you receive a Student Aid Report (SAR) from Pell Grant. This form is forwarded to the college, which in turn notifies you of the amount of your grant.

Supplemental Educational Opportunity Grant. If you demonstrate need, you may be eligible for up to \$4000 from the federal government. Application is made to the college. Financial statement required.

Michigan Tuition Grant. If you are a Michigan resident, you may be eligible for a grant of up to \$2025 per year from the State. These grants are awarded on the basis of financial need and enrollment in a private Michigan college. Family Financial Statement required.

President's Award. In select cases, the President of the college authorizes awards to students whom he feels would be an asset to the college. You may be considered for a President's Award for your first year at MCC on the basis of exceptional leadership or active involvement in a variety of activities in high school or your local congregation. You also must be recommended to receive the award after an interview with the MCC Director of Admissions or an MCC Admissions Counselor.

Activity Achievement Award. If you have demonstrated exceptional ability in sports, music, drama, or journalism, you may be eligible for an award from MCC for your achievement. Activity Achievement Awards are actually work scholarships since the department recommending the award expects a reasonable amount of the recipient's time. An award is made for one academic year, but may be renewed if citizenship and performance produce a departmental recommendation for renewal. Activity Achievement Awards cannot be made after the academic year begins, but may be granted for subsequent semesters.

Gallaher Leadership Award. You may be considered for a Gallaher Leadership Award of up to \$1500 per year if you demonstrate leadership qualities and achieve a high school grade point average of 2.00 or above and an ACT composite score of 18 or above.

Gold and White Award. If at least one of your parents attended Michigan Christian College on a full-time basis for at least one term, you are eligible for a non-renewable award of \$100 toward your first-year expenses at MCC.

Echo Award. If at least one of your parents is employed full-time by a Christian organization or you are residing in a children's home at the time of graduation, you are eligible for an award of \$500 per year.

Canadian Equalization Grant. If you are a Canadian citizen, you may be eligible to receive a grant of \$2150 per year. This grant is available only to full-time students who are admitted on regular status.

Miscellaneous Awards. Other grants are available through Endowed Scholarships named in honor of Don Brittingham, Raymond Cox, Hester Davies, Bertha Eckstein, Gene Fletcher, Bill Hall, Mary Monroe, Lola Neitzert, Paul and Margaret Southern, Jack Stowe, and Marilyn Whitelaw.

EMPLOYMENT

College Work Study. This federal program is designed to provide work for United States citizens with financial need. A similar program, funded by the State, exists for Michigan residents. On-campus jobs include such duties as laboratory assistance, building and grounds maintenance, library assistance, secretarial work, and intramural assistance. Job assignments are made at the beginning of each year. If you have a balance on your student account when pay checks are issued, at least 30% of your check should be applied to your account. Financial statement required.

Off-Campus Employment. Area business firms often contact the college or visit the campus seeking students desiring part-time work. The Rochester Hills area particularly has a great number of job opportunities. Such 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 are restricted to a maximum of twelve hours of employment per week.

FAMILY PLAN DISCOUNT

A 10% tuition discount is available to each of two or more students from the same immediate family who are concurrently enrolled full-time at MCC. The discount is built into financial aid packages unless institutional or government aid eligibility has already been met by other aid programs.



LOANS

Perkins Loan (National Direct Student Loan). If you have financial need and are a United States citizen, you may borrow up to \$4500 from the federal government for your freshman and sophomore years, and up to \$4500 for your junior and senior years. Such loans bear 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 to nine 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. Financial statement required.

Stafford Loan (Guaranteed Student Loan). You may be able to borrow up to \$2625 each year during your freshman and sophomore years and up to \$4000 per year during your junior and senior years through a federal program operated by your local bank. The government pays the interest on the loan while you are in college. Repayment begins six months after you graduate, leave school, or drop below half-time status and is normally scheduled from five to ten years. The loan bears 8% interest during the first four years of repayment, and 10% thereafter. There is a minimum monthly repayment requirement of \$50, 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. The lender deducts an origination fee of about 5% from each disbursement. The lender may charge an insurance premium of up to 3% of the loan principal. This premium is deducted proportionately from each check. Because of government regulations, only at or after formal registration may this money be applied to an account regardless of circumstances such as date of check. Application is made through your local bank or through MCC.

PLUS/SLS Loan. Your parents may borrow up to \$4000 per year for your educational expenses with a PLUS Loan or you may obtain a SLS Loan as an independent student. You do not have to demonstrate financial need to obtain these loans. Interest rates vary by lender, with a maximum interest rate of 12%. You or your parents must begin repaying the loan within 60 days unless a temporary deferment is obtained. Repayment may be scheduled for a period of up to ten years. Lenders allow interest to accrue during a deferment. Application is made through your local bank. MCC can identify an alternate loan source for a PLUS/SLS Loan if a local source is not available.

ConSern Loan. If you do not qualify for a sufficient amount of aid, you may borrow up to the total cost of attendance at MCC from ConSern Loans for Education, a non-profit, private enterprise. Loans granted by ConSern are based upon the credit worthiness of you or your cosigner. For more information phone ConSern Loans for Education at 1-800-767-5626.

SPECIAL SOURCES OF AID

Private Funds. Many churches, civic clubs, employers, and unions provide either competitive or need-based scholarships and awards among their families or clientele. These funds are awarded independently of financial aid awards administered by the college. Consult your parents' employers, your local congregation, or local civic groups for details.

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 Regional Office for more information.

You may receive credit for previous training in the Armed Services or for course work previously completed by releasing an official transcript from each institution to the Office of the Registrar at MCC. All transcripts must be received in the Registrar's Office by the end of the first semester you are enrolled. Failure to do so will result in no further certification until the transcripts are received. Some general education requirements may be waived based upon age, number of hours completed, and work experience. A policy statement is available from the Registrar. Records of academic work completed at MCC are stored in locked, fire-proof storage and may be released to other institutions upon your written request.

If you are certified for Veterans 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 may not be certified for veteran's benefits until your cumulative grade point average is at least 1.75. This serves as your notice that the college informs the Veterans Administration whenever you are not recertified due to your lack of academic progress. While this policy refers only to certification for veteran's benefits and does not affect the college's policies regarding academic probation and suspension, those policies do affect certification for veteran's benefits. The standards of progress and probation policies are found on pages 34, 39, and 40.

When you are within one semester (12 hours) of graduation, you may continue to be certified for veteran's benefits only if you have a cumulative average which meets graduation requirements 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 benefits supersede any and all previous statements of these policies.

Vocational Rehabilitation. After you have pursued other sources of aid, you may be eligible for additional aid through the Vocational Rehabilitation Service based upon physical disability. If you feel you might qualify, you should contact your local Vocational Rehabilitation Office.

HOW TO APPLY FOR MAXIMUM AID

Michigan residents should submit an ACT Family Financial Statement (FFS) to Michigan Christian College. MCC determines eligibility for all federal and institutional aid programs as a free service. Payment to "ACT" should be enclosed for ACT to process the form for the Michigan Tuition Grant Program.

Non-Michigan residents should submit an ACT Family Financial Statement (FFS) to Michigan Christian College. MCC determines aid eligibility for all federal and institutional programs as a free service.

After you submit the Family Financial Statement, MCC's Director of Financial Aid will determine your aid eligibility and prepare a financial aid package providing you with the maximum amount of financial assistance available.

Transfer students must submit a Financial Aid Transcript to MCC whether or not they received financial aid from previous colleges.

ACADEMIC PROGRESS REQUIREMENT

Failure to maintain satisfactory progress in your course of study will 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, you must earn a minimum cumulative grade point average of 0.50 during your first semester at MCC, 1.00 the second semester, 1.50 the third semester, and 2.00 thereafter. However, if you are a veteran, you must maintain a 2.00 in order to continue being certified (see page 33 for details).

Full-time students may receive financial aid toward an associate degree or certificate for a maximum of 7 regular semesters (fall, spring). 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. If you need to use the full length of your eligibility for financial aid, you may need to pass 13 hours (associate degrees) or 14 hours (B.R.E.) during your final term of eligibility. Special, short, and summer terms do not expend your semesters of eligibility for financial aid. If you have mitigating circumstances such as a formal change of major or degree plan, you may appeal to the Director of Financial Aid for an extension of up to 4 terms of aid.

SCHEDULE OF CHARGES**Tuition and Class Fees**

Tuition, Block (per semester, 12-16 hours)	2400.00
Tuition, Hourly (per semester hour over 16 or under 12)	160.00
MUS 1141 Private Voice (per semester)	120.00
MUS 1161 Private Piano (per semester)	120.00

Residential Fees

Room, Board, and Local Telephone Service (per semester)...	1485.00
Key Replacement Fee	5.00
Private Room (as available, additional per semester)	200.00
Refrigerator Electrical Usage (per semester)	10.00
Refrigerator Rental (per semester)	45.00
Refrigerator/Freezer/Microwave Rental (per semester)	75.00
Room Change Fee (per room change)	20.00
Room Damage Charge	variable
Room Reservation Deposit	25.00
Room Security Deposit (refundable)	75.00
Telephone Long Distance Deposit	50.00, 100.00

Other Charges and Fees

ACT Residual Examination	15.00
Application Fee (refundable upon enrollment)	15.00
Attendance Drop Fee (permanent, per class)	40.00
CLEP Credit Recording Fee (per term)	10.00
CLEP Examination Fee (per exam)	variable
Commuter Meal Plans	variable
Course Change Fee (per change form)	10.00
Graduation Candidate Fee (per application)	40.00
Health Insurance (minimal secondary coverage, per year)	238.00
Late Registration Fee	10.00
Life Experience Portfolio Examination Fee (per course)	50.00
Mailbox Key Deposit (refundable)	5.00
Returned Check Fee (NSF, per check)	15.00
Strong Vocational Interest Inventory	5.00
Student Activity Fee (full-time students, per semester)	6.00
Student Identification Card Replacement	5.00
Transcript Fee (per copy)	3.00
Vehicle Registration Fee (annual)	12.00
Vehicle Violation Fines (each violation)	15.00
Verification of Credit Examination Fee (per examination)	50.00

BASIC EXPENSES PER SEMESTER

Tuition (12-16 hours)	2400.00
Room, Board, and Telephone Service	1485.00
Student Activity Fee	6.00
TOTAL	3891.00

TERMS OF PAYMENT

Cash Plan. Expenses are payable by the semester. You may avoid the service charges of AMS payment plans by paying at registration the entire semester cost after deducting financial aid awards. MCC accepts VISA, MasterCard, and Discover charge cards in addition to cash, checks, and money orders.

AMS Monthly Payment Plan. You may spread the cost of an entire academic year over ten months through a payment plan offered by Academic Management Services. After deducting financial aid credits, you begin making equal monthly payments on the balance for a particular academic year in July. Although you pay an annual service charge of \$45.00 with your first payment to AMS to use this service, you do not pay any interest charges. The program also includes life insurance coverage on your unpaid balance.

AMS Registration Plan. If you have not made arrangements to use the AMS Monthly Payment Plan by the opening of the academic year, you may make an equivalent payment for the months of July and August at registration and then begin making monthly payments to AMS after that point.

Student Account Balances. At the discretion of the college, a student may be suspended for nonpayment of indebtedness. You may not receive academic credit until satisfactory settlement is made for all financial accounts. All obligations to the college must be paid and Perkins Loan payments must be current before any transcript of the academic record or grade reports may be released.

WITHDRAWAL FROM COLLEGE

To withdraw from Michigan Christian College, you must follow the steps outlined below. Failure to complete this process indicates that you are not officially withdrawn, which may result in a grade of F in all classes and no refunds of accounts.

1. Visit the Office of the Academic Dean to complete an official withdrawal form. If you are at home, you may contact the Office of the Academic Dean to obtain all necessary forms. The withdrawals are considered official on the date of the contact only if all forms are completed and returned within 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. Withdrawal affects your financial aid eligibility and may increase your personal payment obligation.
4. Visit the Business Office to have account refunds calculated. If you have a Perkins Loan, you must participate in an exit interview.

REFUNDS AND CREDITS

In the case of voluntary withdrawals, refund of tuition charges at Michigan Christian College is governed according to the chart below. These percentages also apply to short-term classes on a prorated basis and to course withdrawals outside the block tuition rate.

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

Refund of room and board charges is calculated on a prorated basis. No refunds or credits are granted for meals missed while you are enrolled in school. Such special fees as activity, class, course change, and parking may not be refunded. Property and key deposits are refunded only after proper check-out procedures have been completed.

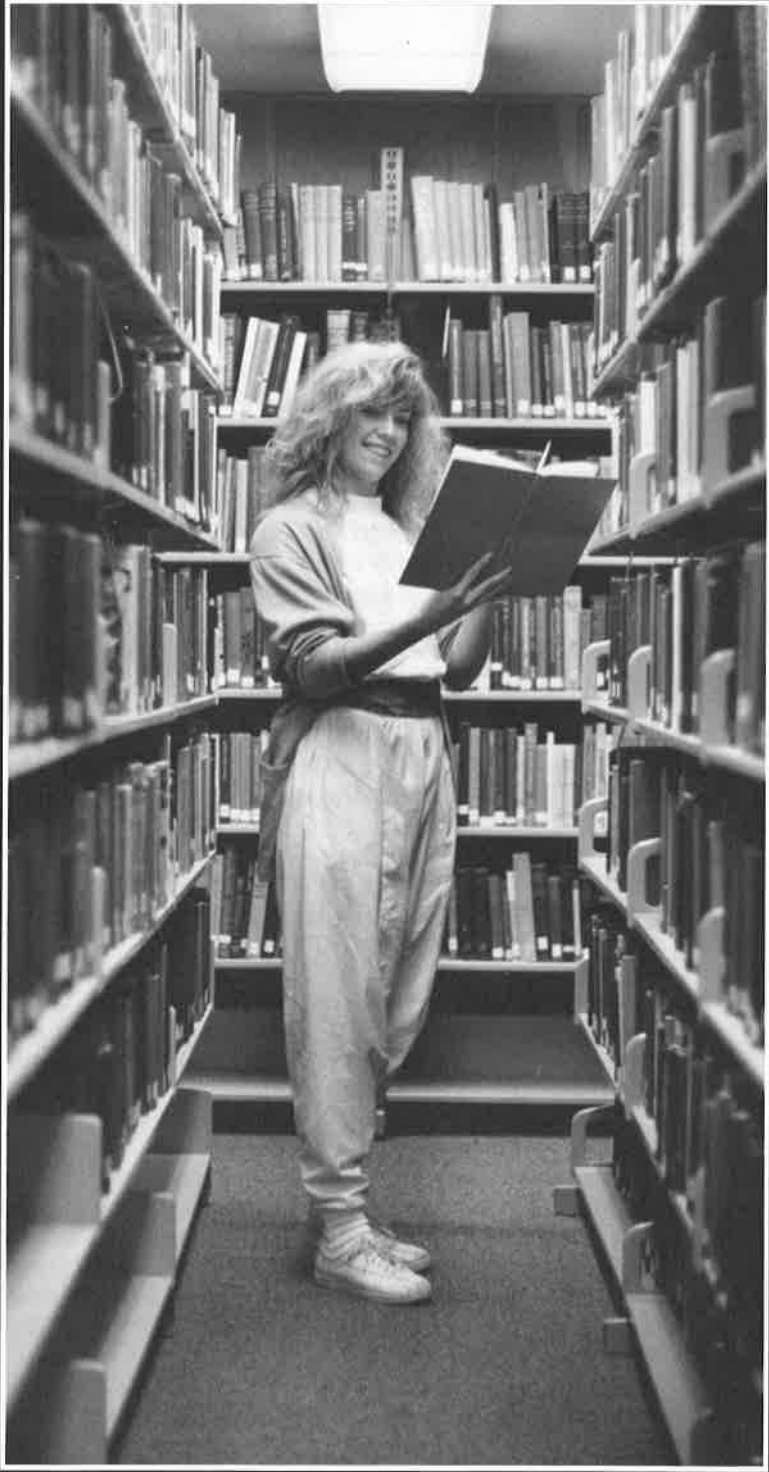
If a withdrawal or dismissal is due to misbehavior, the college is under no obligation to refund any charges.

The date of withdrawal for calculating any refund is the date of submission to the Office of the Academic Dean the necessary withdrawal forms specified on page 36. If you withdraw in person, the submission date of the withdrawal form is the date of withdrawal. If you request withdrawal by phone and your completed withdrawal forms arrive at the college within one week of your request, the date of withdrawal is the date you requested the forms. The date the residence halls open is considered the beginning of the semester when calculating refunds.

When it becomes necessary to refund financial aid funds to issuing programs, they are allocated in the following order: Perkins Loan, SLS Loan, Stafford Loan, Supplemental Educational Opportunity Grant, PLUS Loan, Pell Grant, and institutional aid.

If you are called to active duty as a United States military reservist while a semester is in progress, you are encouraged to complete at a later date any partial semester of work that you may not have finished at the time of activation. If completion is not possible or takes longer than two calendar years after the time of activation, you will receive withdrawal grades for any uncompleted course work and a tuition voucher for the number of uncompleted credit hours previously paid by you and your government-funded financial aid. You may use the tuition voucher at Michigan Christian College for the same number of credit hours in any subsequent semester, even if tuition rates are significantly higher. When called to active military service, you receive a refund of room and board charges on a prorated basis.

Academic Information



ACADEMIC ACCREDITATION

Michigan Christian College is accredited by the North Central Association of Colleges and Schools. Documents associated with the accreditation process may be reviewed upon written request to the Office of the President. MCC students have successfully transferred to colleges and universities throughout the United States and abroad. You need have no fear about the transferability of your credits from MCC. 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 colleges and universities in Michigan. If you desire to take advantage of this agreement, you must see the Registrar for specific MCC course requirements.

ACADEMIC ALERT

If your term grade point average drops below the following levels, you are 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 grade point average of 2.00 or higher. Students with an ACT composite score below 17 or a high school grade point average below 2.00 and all students from outside the United States or Canada are admitted on academic alert.

To clear alert, you must earn a term grade point average higher than 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 to 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 your course of study will jeopardize current and future financial aid, including Veterans Administration benefits. In addition, if you fail to make academic progress, you will be placed on academic alert, academic probation, or suspension. 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, you must earn a minimum cumulative grade point average of 0.50 during your first semester at MCC, 1.00 the second semester, 1.50 the third semester, and 2.00 thereafter. However, if you are a veteran, you must maintain a 2.00 in order to continue being certified (see page 33 for details).

ACADEMIC PROBATION/SUSPENSION

You will be placed on probation if your term average drops below 0.50 your first semester or below 1.00 any subsequent semester. You also will be placed on probation if you fail to clear academic alert within one term, unless you entered MCC on alert as a first-time college student or a transfer with less than fourteen hours, in which case you must clear alert in two semesters. If you do not meet minimum standards the following semester after being placed on probation, you will be suspended. After being suspended for one academic semester, you must appeal to the Academic Life Committee for reinstatement.

ATTENDANCE POLICY

Regular class attendance is a necessary prerequisite of success in college-level studies. Thus, you are expected to attend classes regularly and punctually. This gives you practical opportunities for self-management and provides an index of your interest and your ability to act responsibly.

A written notice is sent to you after the equivalent of one week of absences. The attendance policy also covers tardiness. Usually, students who arrive late at class twice are treated by the attendance policy as having been absent from class once. After you have missed more than the equivalent of two weeks of class meetings in any class, you are dropped permanently from that class and cannot receive any credit for the class. In this case, your transcript will show the letter W in the grade column.

Institutionally approved absences for activities such as intercollegiate sports or travel with the Chorus, Autumn, and Pied Pipers may add the equivalent of one week of class meetings to the number of absences allowed in a class. But in no case will a student be allowed to miss more than the equivalent of three weeks of class meetings and still receive credit for a class. In the case of a student who is involved in institutional absences, one week's equivalent of absences must be excused by the Academic Dean.

If absences are occasioned by a prolonged illness which can be documented by a doctor, you may request an incomplete grade from the Registrar. However, minor illnesses, death in the family, and other personal needs are expected to be covered by the two weeks of personal absences.

If you are permanently dropped from a class because of absences, you are charged \$40.00 to cover clerical tasks involved in administering a permanent drop. Thus, if you decide not to continue in a class, you should voluntarily drop the class by submitting a drop form to the Registrar. The charge for voluntarily dropping a class is \$10.00 per form.

Instructors are under no obligation to allow make-up of in-class daily work, regardless of the reason for absence. Major assignments and

examinations may be made up for reasons such as illnesses which have been documented by a doctor and institutional absences which are excused by the Academic Dean if you request the make-up within one week of the absence. Otherwise, the instructor is under no obligation to allow make-up work.

One requirement of the college is attendance in a Bible class each semester that you are enrolled as a full-time student (enrolled for 12 or more credit hours). If you accumulate more than two weeks of absences (three weeks with institutionally approved absences), you receive a grade of F rather than a W because you cannot be dropped from your required Bible class and remain a student at MCC. You must, however, continue to attend the Bible class throughout the term to avoid being dismissed from the college. Thus, if you are absent one additional time after having earned an F for non-attendance, you will be dismissed from the college and lose credit in all of your courses. If you are enrolled in more than one textual Bible class during a single term, the provision for Bible class attendance applies only to the last Bible class for which you are enrolled.

BIBLE CLASSES

All students are required to enroll in a Bible class for credit each semester that they are full-time students. Transfers should complete the New Testament Survey courses before Old Testament Survey. If you are enrolled in an A.A. degree program, you may substitute any textual Bible course for Old Testament Survey II after completing the other survey courses. A.A.S. students must take 60 semester hours exclusive of any classes designated Bible. After you have completed a minimum of 8 semester hours of textual Bible courses, you may meet the term Bible requirement with any course listed as Bible except Internship.

CLASSIFICATION

When you have completed 30 semester hours, you are classified as a sophomore, 60 hours as a junior, and 90 hours as a senior. Class level is achieved at the end of the semester in which you earn the appropriate number of hours. Transfer students are unclassified until all prior work has been evaluated. Those not seeking a degree also are unclassified.

CONCURRENT ENROLLMENT

Specialized courses are available to you through guest enrollment at other Michigan colleges and universities. To take advantage of this opportunity, you should complete a Michigan Undergraduate Guest Application and a Request for Guest Credit Evaluation for the Registrar. If you are enrolled full-time at MCC in the term in which you are participating in a concurrent enrollment arrangement, you are exempt from the prohibition against transfer of D grades for credit earned in concurrent enrollment. Payment of tuition and fees at both institutions are your responsibility.



CONTINUING EDUCATION

If you wish to take a course without required assignments or testing, you may enroll in the course for continuing education units. Continuing education courses are usually taken for enrichment purposes or job training. They normally do not include such faculty services as the grading of papers. However, you may receive one C.E.U. (Continuing Education Unit) for each ten hours of class attendance. You must indicate continuing education on your registration form. Course prerequisites must be met unless you obtain special approval of the instructor or Academic Dean.

COURSE CHANGES

You may add or drop courses in the Office of the Registrar through the end of the second week of classes in each semester. After the second week, you may no longer add full-term courses, and withdrawals are 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

Twelve or more hours during a regular semester constitute a full-time load. Sixteen hours 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 alert, you should not register for more than twelve to fifteen hours. Six to eleven hours per semester is considered a half-time load. A load of nine to eleven hours is considered a three-quarters time load for the Veterans Administration and other programs.

CREDIT BY ADVANCED PLACEMENT

You may arrange to take the Advanced Placement Examination with your high school counselor. Credit for a corresponding freshman course at MCC may be given for a score of three, four, or five. In determining the amount of credit, attention is given not only to your score, but to your scholastic record, any special merits of the examination paper, and a possible personal interview. Grades are not given and fees are not assessed by MCC in the recording of Advanced Placement credit.

CREDIT BY CLEP

You may receive up to sixteen hours of college credit at MCC through the College Level Examination and Placement program. You must attain a score of at least the 50th percentile on a CLEP subject exam to receive credit. Also, the amount of credit awarded may be based on a personal interview with the course instructor. Credit is not given for English Composition courses or for general examinations. If you qualify for credit, you must pay a fee of \$10 for each course recorded for credit by the Office of the Registrar in addition to the fee charged by the Educational Testing Service for taking each test. If you have failed a course, either in regular attendance or by examination, you are not eligible to seek CLEP credit in that course. MCC offers CLEP examinations prior to registration for the fall term. You may take CLEP tests administered at other testing centers at any time.

CREDIT BY EXAMINATION

You may obtain an application and statement of policy for credit granted through comprehensive examinations for specific courses from the Registrar. No credit can be granted if you have audited the course, if you 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. Verification of Credit (VOC) exams are available for students from Schools of Preaching and other non-accredited Bible programs to allow them to demonstrate competency in Bible-related subjects. A fee of \$50 is charged for each examination administered for possible credit.

CREDIT BY LIFE EXPERIENCE EVALUATION

You may receive credit for life experience through an evaluation portfolio. A fee of \$50 is charged for each course evaluated on the basis of life experience. Details are available from the Registrar or Academic Dean.

A maximum of 32 hours of work completed by Advanced Placement, CLEP, examination, life experience, and correspondence combined may be offered in fulfillment of the requirements for an associate degree. Those enrolled in a bachelor's degree program may receive credit for more hours, depending on the method of verifying competency.

DUAL MAJORS

Dual majors may be completed within a bachelor's degree program by completing all specific requirements in each degree plan. A second degree may be earned by completing at least 32 hours beyond the first degree and by meeting all specific requirements included in the second program.

FINAL EXAMINATIONS

You are 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 instructor and Academic Dean.

GRADES

The quality of your academic achievement is expressed as follows:

A	Excellent	4 honor points per credit hour
B	Good	3 honor points per credit hour
C	Average	2 honor points per credit hour
D	Minimal	1 honor point per credit hour
F	Failing	0 honor points per hour attempted
I	Incomplete	no credit, may delay academic progress
P	Passing	credit given, does not affect average
W	Withdrawal	no credit, may affect academic progress
X	Cont. Ed.	no credit, no honor points

After the second week of school, official withdrawals are noted on your transcript with the grade W. If you are dismissed from the college, you receive a grade of W for all courses. If you wish to withdraw from the college, you must follow the steps listed on page 36. If you have no financial holds placed against your grades, you are 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 seven weeks into each term.

Any appeal of an officially recorded grade must be initiated with the Faculty Affairs Committee 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. Any request for re-evaluation of coursework must be denied.

HONORS

To be eligible for the Dean's List for a term, you must be registered for at least twelve credit hours and must have a grade point average of 3.30 with no grade below a C or an Incomplete. If your final academic record is outstanding, you may graduate with honors: Summa Cum Laude (at least 3.85 g.p.a.), Magna Cum Laude (3.60), or Cum Laude (3.30). Grade point averages for honors are calculated on the basis of all college work.

INCOMPLETES

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

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 classes each semester. If you do not attend one of the first two meetings of class, your class registration may be voided. Satisfactory payment arrangements are required to complete the registration process.

REPEATING COURSES

You may repeat a course at MCC to improve your grade. In order to do this, you must indicate repeat on your registration form. The last earned grade and course title appears on your permanent record, and only the last grade is counted toward graduation and in your cumulative grade point average. Regular tuition charges are made for courses repeated.

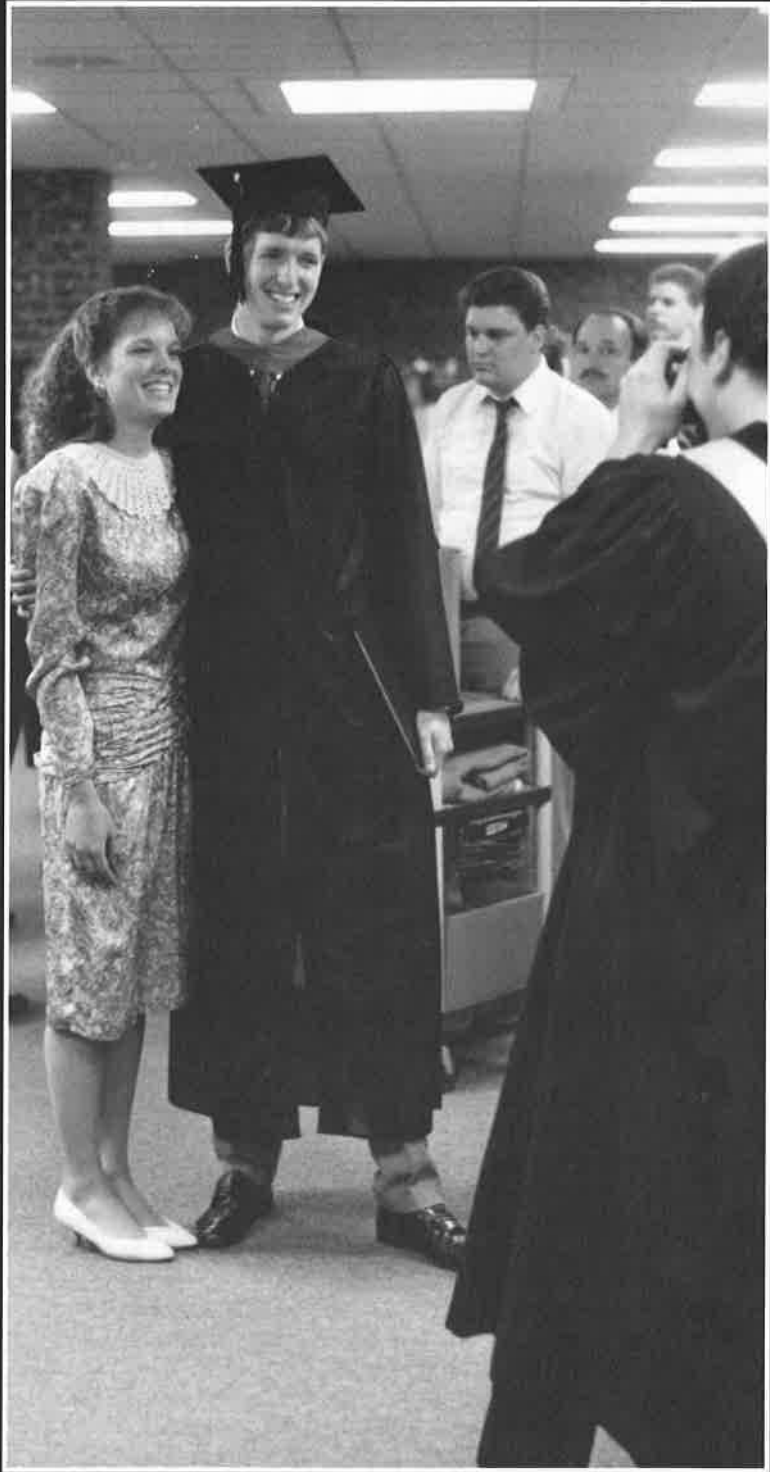
TRANSCRIPTS

A fee of \$3.00 is charged for each transcript or copy of the Student Health Record that you request. No transcript can be released until your account is fully paid and clearance is given by the Business Office. Government student loan authorities may place liens against your transcript for failure to comply with their requirements. Your signature on a written authorization is required before a transcript can be released.

WAIVER FOR STUDENTS OVER AGE 29

If you are age 30 or older and entering a Bachelor's level program at MCC, you may have part of your general education requirements waived. To be considered for such a waiver, you must have 64 semester hours of credit from a regionally accredited college or university or you must have 45 semester hours of credit plus ten or more years of work and professional experience in the field of your academic major. Even if you are eligible to receive a waiver on part of your general education requirements, you still must demonstrate English proficiency, oral communication skills, and math competency at levels required of other MCC graduates. In addition, you must complete specific pre-requisites for upper division courses along with major and minor core requirements. Waivers and additional requirements are determined by the Registrar and Academic Dean.

Degree Information



DEGREE CHOICES

At Michigan Christian College you may choose from such degrees and certificates as the Bachelor of Religious Education, Associate in Arts, Associate in Science, Associate in Applied Science, Certificate in Applied Science, and Certificate in General Studies. For each degree or certificate, you must complete the equivalent of at least one year of full-time work (32 hours) at MCC and all of the requirements listed on the following pages.

Michigan Christian College also offers a Certificate in Christian Ministry through the School of Biblical Studies. This program, formerly operated by the Bristol Road Church of Christ in Flint, Michigan, is designed for those desiring to change careers and enter the ministry. Information about this program is available from the Admissions Office.

DEGREE PLANNING

In preparing to complete one of the majors and degrees, you may refer to the suggested programs on the following pages. Majors should be officially declared by A.A.S. candidates at their first registration or as soon as their choice of major is firm and by B.R.E. candidates at the beginning of their junior year. While *it is your responsibility to make certain that you meet all graduation requirements*, you are assigned an advisor to assist you with degree planning. If you are planning to transfer to another college after completing your work at MCC, your advisor is better able to help you plan your program at MCC if you have the 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, but it is recommended that you attend. If you lack no more than six hours of the amount required for a degree, you may participate in graduation exercises. Up to six hours of equivalent coursework may be transferred back to MCC to complete an associate degree if those hours are completed at a regionally accredited college or university with a grade of C or better.

When you have attained sophomore standing (30 credit hours toward a degree), you need to review your progress with your faculty advisor and complete a degree plan. At the beginning of your final semester, you need to complete an Application for Graduation in the Office of the Registrar, pay the graduation candidacy fee, and arrange for a cap and gown. 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. All financial obligations to the college must be fulfilled prior to graduation.

BACHELOR OF RELIGIOUS EDUCATION DEGREE

The Bachelor of Religious Education (B.R.E.) degree is designed to prepare effective Christian servants. You may select one of five majors: Bible, Christian Ministry, Counseling, Missions and Evangelism, or Youth and Family Ministry.

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 B.R.E. program. A special application form, specifying application procedures, may be obtained from the Admissions Office.

Admission to the B.R.E. program is subject to satisfactory completion of 60 hours of college work with a cumulative grade point average of 2.00, completion of the general education core of the B.R.E., and achievement of an A or B in ENG 1113 (or 1613). You may be admitted on provisional status with a cumulative grade point average of less than 2.00 but not less than 1.75. If you do not meet any other of the requirements for regular admission, you also may be admitted on provisional status.

If you are admitted on provisional status, you must complete the general education core and achieve a 2.00 cumulative grade point average during your first eighty hours. If you do not clear that status, you may not take any further upper division courses (courses designated 3000 or above) until these requirements have been satisfied. When you are admitted to the B.R.E. program, a "Student/Faculty Agreement" describing the specific requirements you must complete will be developed. You and your advisor will sign the agreement, which will be reviewed during each registration period to determine your progress toward regular status.

General requirements for the B.R.E. degree are:

1. You must complete a minimum of 128 semester hours.
2. You must complete two liberal-arts minors. For the Counseling, Missions and Evangelism, and Youth and Family Ministry majors, both minors are included in the general education and support courses. For other 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 1113 (or 1613) or pass the English Proficiency Exam. If you fail to satisfy this requirement by the end of the first term of your junior year, you will not be permitted to take any further upper division courses until this requirement is met.

6. You must complete the general section of the Graduate Record Examination (G.R.E.) 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 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.
9. You may count a maximum of 12 hours of credit combined for COM 1411, COM 1421, COM 1431, MUS 1101, MUS 1141, MUS 1161, and Physical Education courses beyond the requirements of the General Education Core. A total of only 8 hours may be counted in COM 1411, 1421, and 1431; or in MUS 1101, MUS 1141, and MUS 1161; or in Physical Education courses beyond the requirements of the General Education Core.



Bible and Christian Ministry Majors. You may obtain a strong background in Biblical studies by pursuing the Bachelor of Religious Education degree with a major in Bible. The Christian Ministry major within the B.R.E. program includes many practical courses and is designed for students preparing to enter the ministry. Both majors provide a solid background for graduate studies.

Specific requirements for a B.R.E. in Bible or Christian Ministry are:

Bible Core 35 credit hours

TEXTUAL AREA

BIB 1212 and 1222 New Testament Surveys	4
BIB 2112 and 2122 Old Testament Surveys	4
Electives from Textual area (upper division, both OT and NT must be represented by at least 3 credit hours each)	12

PRACTICAL, HISTORICAL, AND DOCTRINAL AREAS

BIB 3513 Principles of Christian Education or BIB 3533 Principles of Teaching ¹	3
BIB 3713 Survey of Church History I	3
BIB 3723 Survey of Church History II, or BIB 3733 History of the Restoration Movement, or BIB 3913 American Religions	3
BIB 3993 Biblical Interpretation	3
BIB 4963 Systematic Christian Doctrine	3

Major (choose one below) 30 or 22 credit hours

BIBLE (Bible minor required)

BIB 4183 Critical Introduction to the O.T.	3
BIB 4283 Critical Introduction to the N.T.	3
COM 3323 or 3533 ¹	3
GRE 1214, 1224, 3314, 3413 or 3423	15
PSY 2223, 3103 ²	6

CHRISTIAN MINISTRY (minor required)

BIB 3313 Minister and His Work or BIB 3303 Chr. Woman ..	3
BIB 4871-3 Internship	3
BIB 4881 Seminar in Practical Ministry	1
Elective from upper division Practical, Historical, and/or Doctrinal areas	3
COM 3323	3
GRE 1103 or 1214 ³	3
PSY 2223, 3103 ²	6

¹ If COM 3533 is used to satisfy additional credit for the major, BIB 3533 may not be used in place of BIB 3513 in Bible Core.

² Hours replaced with electives if minor selected is Counseling.

³ Hours replaced with electives if minor selected is Greek.

Minor (available from the following)..... 18-19 credit hours**BIBLE**

BIB 3743, 4713; 6 hours of upper division textual;
and 6 hours of other upper division Bible 18

BUSINESS

BUS 2113, 2424, 2303, 2603, and 6 hours up-div. Business .. 19

COUNSELING

PSY 2013 or SOC 2013; SOC 2023, 2453; and
PSY 2223, 3103, and 4013 or 4413 18

GREEK

GRE 1214, 1224, 3314, 3413, 3423 18

HISTORY

HIS 1313, 1323; 6 hours of upper-division History;
and 6 hours of additional History 18

OTHER MINORS are available through concurrent enrollment.

Each minor requires six upper division hours of courses.

General Education Core 43 credit hours**COMMUNICATION**

Communication 1013 or 1023 3

English 1113, 1123¹ 6

HUMANITIES

Literature (ENG 2213, 2223, 2313, or 2413) 3

Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013,
HUM 2093, MUS 2003, or MUS 2014) 3

Additional Literature, Fine Arts, or Modern Language 3

PHYSICAL EDUCATION

PED 1001 and Activity Course or Varsity Sport² 2

SCIENCE AND MATHEMATICS

Biology 1013 and Physical Science 1002, 1012³ 7

Computer Science 1013⁴ 3

Mathematics 1113 or above⁵ 3

SOCIAL SCIENCE

History 1313, 1323 (replaced with electives for Hist. minor)... 6

Philosophy 1001, Psychology 1001, or Sociology 1001 1

Political Science 2013 or 2023 3

Electives 2-10 credit hours**TOTAL FOR B.R.E. IN BIBLE OR CHR. MIN. 128 credit hours**

¹ You must achieve an A or B in ENG 1113 (1613) or pass the English Proficiency Exam.

² Veterans must take only PED 1001.

³ Eight hours of lab science may be substituted for this requirement.

⁴ Waived for demonstrated computer proficiency and replaced with electives.

⁵ Waived for Math ACT score of 25 or above.

Counseling Major. If you are interested in a career in such fields as personal, marriage and family, or child counseling, you may pursue the B.R.E. degree with a major in Counseling. This program is designed to provide a strong biblical foundation for counseling from a Christian perspective. Although some counseling positions are available to those with a bachelor’s degree, most agencies require a minimum of a master’s degree. Therefore, this program is also designed to provide a foundation for those planning to continue their education at the graduate level.

Specific requirements for a B.R.E. in Counseling are:

Bible Core 34 credit hours

TEXTUAL AREA

- BIB 1212 and 1222 New Testament Surveys 4
- BIB 2112 and 2122 Old Testament Surveys 4
- Electives from Textual area (upper division, both OT and NT must be represented by at least 3 credit hours each) 8

PRACTICAL, HISTORICAL, AND DOCTRINAL AREAS

- BIB 3533 Principles of Teaching 3
- BIB 3723 Survey of Church History II, or
BIB 3733 History of the Restoration Movement, or
BIB 3913 American Religions 3
- BIB 3933 Christian Apologetics 3
- BIB 3983 or 3993 Biblical Interpretation 3
- BIB 4933 Christian Ethics 3
- BIB 4963 Systematic Christian Doctrine 3

Counseling Major Core 45 credit hours

PSYCHOLOGY

- PSY 2013 General Psychology 3
- PSY 2223 Human Growth and Development 3
- PSY 3103 Biblical Foundations for Counseling 3
- PSY 3303 Statistics I 3
- PSY 3313 Tests and Measurements 3
- PSY 3401 Fundamentals of Substance Abuse Counseling 1
- PSY 3422 Career Guidance Research and Counseling 2
- PSY 4013 Theories of Counseling 3
- PSY 4313 Research Methods in the Social Sciences 3
- PSY 4413 Techniques of Counseling 3
- PSY 4893 Internship 3
- Electives from upper-division Psychology 6

SOCIOLOGY

- SOC 2013 Intro. to Sociology or SOC 2023 Social Problems ... 3
- SOC 2453 Marriage and the Family 3
- SOC 3433 Cross Cultural Communication 3

General Education Core 44 credit hours**COMMUNICATION**

Communication 1013 or 1023	3
English 1113, 1123 ¹	6

HUMANITIES

Literature (ENG 2213, 2223, 2313, or 2413).....	3
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, HUM 2093, MUS 2003, or MUS 2014).....	3
Additional Literature, Fine Arts, or Modern Language	3

PHYSICAL EDUCATION

PED 1001 and Activity Course or Varsity Sport ²	2
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SCIENCE AND MATHEMATICS

Biology 1011 and 1013 or 2114 ³	4
Computer Science 1013 ⁴	3
Physical Science 1002, 1012 ³	4
Mathematics 1203 or above ⁵	3

SOCIAL SCIENCE

History 1323, 1503	6
Philosophy 1001	1
Political Science 2013 or 2023	3

Electives (those below recommended) 5-12 credit hours**COMPUTER SCIENCE**

CIS 1323 Business Applications of Computers

EDUCATION

EDH 2002 First Aid

EDH 2003 Personal and Community Health and Safety

EDS 1031 Career Exploration and Development

ADDITIONAL PSYCHOLOGY OR SOCIOLOGY**TOTAL FOR B.R.E. IN COUNSELING 128 credit hours**

As required of other B.R.E. majors, Counseling majors also must apply for admission into the B.R.E. program. Admission to the program is subject to satisfactory completion of 60 hours of college work with a cumulative grade point average of 2.00, completion of the general education core, and achievement of an A or B in ENG 1113. If you do not meet all of these requirements, you may begin work in the B.R.E. program on provisional status. In addition, Counseling majors must complete all requirements for the Bachelor of Religious Education degree specified on pages 48-49.

¹ You must achieve an A or B in ENG 1113 (1613) or pass the English Proficiency Exam.

² Veterans must take only PED 1001.

³ Eight hours of lab science may be substituted for this requirement.

⁴ Waived for demonstrated computer proficiency and replaced with electives.

⁵ Waived for Math ACT score of 25 or above.

Missions and Evangelism Major. If you are interested in entering either foreign or domestic missions, the Bachelor of Religious Education degree with a major in Missions and Evangelism will provide you with skills, information, and hands-on experience for doing mission work. In addition to the practical nature of this major, it also provides an appropriate foundation for those students desiring to continue their education at the graduate level.

Specific requirements for a B.R.E. in Missions and Evangelism are:

Bible Core 35 credit hours

TEXTUAL AREA

- BIB 1212 and 1222 New Testament Surveys 4
- BIB 2112 and 2122 Old Testament Surveys 4
- Electives from Textual area (upper division, both OT and NT must be represented by at least 3 credit hours each) 12

PRACTICAL, HISTORICAL, AND DOCTRINAL AREAS

- BIB 3513 Principles of Christian Education or
 - BIB 3533 Principles of Teaching 3
- BIB 3713 Survey of Church History I 3
- BIB 3723 Survey of Church History II 3
- BIB 3993 Biblical Interpretation 3
- BIB 4963 Systematic Christian Doctrine 3

Missions and Evangelism Core 43 credit hours

BIBLE

- BIB 1041 Christian Ministries Workshop 1
- BIB 2401 Mission Outreach Workshop 1
- BIB 2453 Christian Family 3
- BIB 3313 Minister and His Work 3
- BIB 3413 Missionary Principles 3
- BIB 3423 Biblical Evangelism 3
- BIB 3913 American Religions 3
- BIB 3923 World Religions 3
- BIB 3933 Christian Apologetics 3
- BIB 4873 Internship in Missions 3
- BIB 4881 Seminar in Practical Ministry 1
- BIB 4933 Christian Ethics 3

COMMUNICATION

- COM 3323 Introduction to Preaching 3
- COM 3413 Cross Cultural Communication 3

GREEK

- GRE 1214 Elementary Greek I 4

HISTORY

- HIS 3313 World Cultures 3

General Education Core 43 credit hours**COMMUNICATION**

Communication 1013 or 1023	3
English 1113, 1123 ¹	6

HUMANITIES

Literature (ENG 2213, 2223, 2313, or 2413)	3
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, HUM 2093, MUS 2003, or MUS 2014)	3
Additional Literature, Fine Arts, or Modern Language	3

PHYSICAL EDUCATION

PED 1001 and Activity Course or Varsity Sport ²	2
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SCIENCE AND MATHEMATICS

Biology 1013 and Physical Science 1002, 1012 ³	7
Computer Science 1013 ⁴	3
Mathematics 1113 or above ⁵	3

SOCIAL SCIENCE

History 1313, 1323	6
Philosophy 1001	1
Political Science 2013 or 2023	3

Electives (choose from the following) 7-14 credit hours**BIBLE**

Electives from upper division Textual area

PSYCHOLOGY

PSY 2223 Human Growth and Development
PSY 3103 Biblical Foundations for Counseling

GREEK or Foreign Language

TOTAL FOR B.R.E. IN MISSIONS & EVAN. 128 credit hours

As required of all other Bachelor of Religious Education majors, Missions and Evangelism majors also must apply for admission into the B.R.E. program. Admission to the program is subject to satisfactory completion of 60 hours of college work with a cumulative grade point average of 2.00, completion of the general education core, and achievement of an A or B in ENG 1113. If you do not meet all of these requirements, you may begin work in the Bachelor of Religious Education program on provisional status. In addition, Missions and Evangelism majors must complete all requirements for the Bachelor of Religious Education degree specified on pages 48-49.

¹ You must achieve an A or B in ENG 1113 (1613) or pass the English Proficiency Exam.

² Veterans must take only PED 1001.

³ Eight hours of lab science may be substituted for this requirement.

⁴ Waived for demonstrated computer proficiency and replaced with electives.

⁵ Waived for Math ACT score of 25 or above.

Youth and Family Ministry Major. Many congregations are seeking individuals who have been specifically trained to work with youth. With a Youth and Family Ministry major in the B.R.E. program, you can learn to work with youth and their concerns by ministering to them in their families, in their schools, and in their communities. This major also provides an appropriate foundation for those students desiring to continue their education at the graduate level.

Specific requirements for a B.R.E. in Youth and Family Ministry are:

Bible Core 38 credit hours

TEXTUAL AREA

- BIB 1212 and 1222 New Testament Surveys 4
- BIB 2112 and 2122 Old Testament Surveys 4
- Electives from Textual area (upper division, both OT and NT must be represented by at least 3 credit hours each) 12

PRACTICAL, HISTORICAL, AND DOCTRINAL AREAS

- BIB 3513 Principles of Christian Education 3
- BIB 3533 Principles of Teaching 3
- BIB 3733 History of the Restoration Movement 3
- BIB 3913 American Religions 3
- BIB 3993 Biblical Interpretation 3
- BIB 4963 Systematic Christian Doctrine 3

Youth and Family Ministry Core 42 credit hours

BIBLE

- BIB 3313 Minister and His Work 3
- BIB 3333 Youth Ministry 3
- BIB 3423 Biblical Evangelism 3
- BIB 3933 Christian Apologetics 3
- BIB 4873 Internship in Youth Ministry 3
- BIB 4881 Seminar in Practical Ministry 1
- BIB 4933 Christian Ethics 3

COMMUNICATION

- COM 3323 Introduction to Preaching 3

GREEK

- GRE 1214 Elementary Greek I 4

PSYCHOLOGY

- PSY 2223 Human Growth and Development 3
- PSY 3203 Child Development 3
- PSY 3213 Adolescent Development 3
- PSY 3401 Fundamentals of Substance Abuse Counseling 1
- PSY 4023 Family Relations 3

SOCIOLOGY

- SOC 2453 Marriage and the Family 3

General Education Core 43 credit hours**COMMUNICATION**

Communication 1013 or 1023	3
English 1113, 1123 ¹	6

HUMANITIES

Literature (ENG 2213, 2223, 2313, or 2413)	3
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, HUM 2093, MUS 2003, or MUS 2014)	3
Additional Literature, Fine Arts, or Modern Language	3

PHYSICAL EDUCATION

PED 1001 and Activity Course or Varsity Sport ²	2
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SCIENCE AND MATHEMATICS

Biology 1013 and Physical Science 1002, 1012 ³	7
Computer Science 1013 ⁴	3
Mathematics 1113 or above ⁵	3

SOCIAL SCIENCE

History 1503 and 1313 or 1323	6
Philosophy 1001	1
Political Science 2013 or 2023	3

Electives (choose from the following) 5-12 credit hours**BIBLE**

BIB 3713 Survey of Church History I
Electives from upper division Textual area

COMMUNICATION

COM 3313 Oral Interpretation of Literature
--

ENGLISH

ENG 3413 Literature for Children

GREEK

GRE 1224 Elementary Greek II

PSYCHOLOGY

PSY 3103 Biblical Foundations for Counseling
PSY 3413 Early Childhood Education
PSY 4013 Theories of Counseling
PSY 4413 Techniques of Counseling

TOTAL FOR B.R.E. IN YOUTH & FAM. MIN. 128 credit hours

As required of all other B.R.E. majors, Youth and Family Ministry majors must complete all requirements specified on pages 48-49.

¹ You must achieve an A or B in ENG 1113 (1613) or pass the English Proficiency Exam.

² Veterans must take only PED 1001.

³ Eight hours of lab science may be substituted for this requirement.

⁴ Waived for demonstrated computer proficiency and replaced with electives.

⁵ Waived for Math ACT score of 25 or above.

EXTENDED BUSINESS PROGRAM

Michigan Christian College is currently taking the steps required to obtain approval from the State of Michigan and the North Central Association to offer a full Bachelor of Business Administration (B.B.A.) degree. Projected majors include General Business, Human Resource Management, Management, Marketing, and Vocational Ministries (with concentrations in any of the other majors). In the meantime, you may pursue a business program at MCC through the junior year, then obtain a bachelor’s degree with approximately one year of additional work in a participating college or university. The major and college for your senior year must be selected by the end of the sophomore year. More details are available from the Registrar. You must complete 95 hours with a cumulative grade point average of at least 2.00 (C).

Specific requirements for the Extended Business Program are:

General Education Core 55 credit hours

BIBLE¹	
Bible 1212, 1222, 2112, 2122 and upper division textual	12
COMMUNICATION	
Communication 1013 or 1023	3
English 1113, 1123 ²	6
HUMANITIES	
Literature (ENG 2213, 2223, 2313, or 2413)	6
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, HUM 2093, MUS 2003, or MUS 2014)	3
PHYSICAL EDUCATION	
PED 1001 and Activity Course or Varsity Sport ³	2
SCIENCE AND MATHEMATICS	
Biology 1013 and Physical Science 1002, 1012 ⁴	7
Computer Science 1323	3
Mathematics 2713	3
SOCIAL SCIENCE	
History Sequence ⁵	6
Philosophy 1001, Psychology 1001, or Sociology 1001	1
Political Science 2013	3

¹ Bible is a semester requirement. A portion of the twelve-hour textual requirement may be waived for transfer students. See page 41 about course substitutions. Christian Family may be substituted for one upper division textual course.

² If you receive a grade of B or higher in ENG 1113, you may elect to take an additional three hours of literature in lieu of ENG 1123. However, you will not satisfy the MACRAO Articulation Agreement.

³ Veterans must take only PED 1001.

⁴ To satisfy requirements of many senior colleges and the MACRAO Articulation Agreement, you must add one term of laboratory science. Eight hours of lab science also may be substituted for this requirement.

⁵ Possible sequences are: HIS 1313 & 1323; or 2513 & 2523; or 1503 & 1313 or 1323.

Business Major Core 40 credit hours**BUSINESS**

BUS 1723 Business Applications of Computers	3
BUS 2113 Accounting I	3
BUS 2303 Principles of Business Law ¹	3
BUS 2424 Survey of Economics ²	4
BUS 2503 Principles of Marketing	3
BUS 2603 Principles of Management	3
BUS 3003 Business Communication	3
BUS 3203 Principles of Finance	3
BUS 3603 Organizational Behavior	3
BUS 3613 Human Resource Management	3
BUS 3703 Management Information Systems	3
BUS 3713 Operations Management	3
BUS 4823 Business Strategy and Policy	3

TOTAL FOR EXTENDED BUSINESS PROG. 95 credit hours¹ Sequence of BUS 3303,3313 may be substituted.² Sequence of BUS 2403-2413 may be substituted.

2+2 DEGREE PLANS

Program Design. Building upon an exceptionally strong liberal arts program, Michigan Christian College offers a creative set of “2+2” degree plans. The first two years of academic work in these programs are specifically tailored to blend with the last two years at your institution of choice. By following one of these programs, you may obtain the first two years of virtually any bachelor’s degree program in the unique atmosphere of Michigan Christian College.

Unlimited Majors. To complete your academic work at MCC in the most efficient manner, you should select your major and the institution where you plan to complete your bachelor’s degree as early in your academic career as possible. If a “2+2” plan for your particular major or institution of choice is not available among the many pre-designed outlines, an advisor will prepare a “2+2” plan specifically designed for you.

Some of the many “2+2” majors available at the present time include:

Accounting	History
Advertising	Interior Design
Art	Journalism
Biblical Languages	Law Enforcement Admin.
Biology	Mathematics
Broadcasting	Mechanical Engineering
Business	Music
Chemistry	Nursing
Civil Engineering	Personnel Management
Commercial Art	Physical Therapy
Communications	Physical Education
Computer Information Systems	Pre-Dentistry
Computer Science	Pre-Law
Criminal Justice	Pre-Medicine
Education-Elementary	Pre-Pharmacy
Education-Secondary	Pre-Veterinary Medicine
Economics	Psychology
Engineering	Public Relations
English	Radio/TV
Fashion Merchandising	Sociology
Finance	Social Work
Forestry	Theatre

Transfer Guarantee. If you declare a transfer institution, degree, and major upon enrollment at MCC, you may enter a *Transfer Assistance Agreement and Guarantee* with MCC. Through this arrangement, MCC will prepare a “2+2” plan to meet your needs and a written guarantee concerning transfer of your general education coursework. Details are available from the Academic Dean or Registrar.

HONORS PROGRAM

Graduating from an Honors Program opens up many doors for you at the upper division level, particularly in pre-professional programs such as business, medicine, dentistry, pharmacy, psychology, sociology, and social work. In addition, it presents you in a very favorable light for scholarship awards at Michigan Christian College and other institutions to which you may transfer.

If your high school grade point average is 3.30 or above, and your ACT composite score 25 or above, you may pursue the Honors Program. Upon completion, you receive an Associate in Arts or Associate in Science degree with Honors Program designations on your record. Your graduation regalia also indicates your special academic achievement.

To complete the Honors Program, you must complete 64 hours or more with a cumulative grade point average of 3.30 (B+) or above. You may transfer a maximum of 24 hours toward the Honors Program. Advanced Placement scores of 3, 4, or 5 in mathematics, science, or foreign language will be accepted as transfer credit in the Honors Program. An Advanced Placement score of 5 in English will be accepted for credit in one or both Honors English sections based upon evaluation of courses taken.

As an Honors Program student, you may pursue the Associate in Arts degree or any major in the Associate in Science degree program. To receive Honors Program recognition, you must complete at least 32 credit hours from the courses listed below or any other 3000-level courses.

BIB 1612, 1622	Honors New Testament Survey I & II
BIB 2612, 2622	Honors Old Testament Survey I & II
BIO 1124	Zoology
BIO 2114	Human Anatomy and Physiology
BIO 2324	Microbiology
CHE 1511/3, 1521/3	College Chemistry I & II
CHE 2514, 2524	Organic Chemistry I & II
CIS 1333	FORTRAN for Engineers
CIS 2113	PASCAL Programming
CIS 2123, 2133	COBOL I & II
ENG 1613, 1623	Honors Composition II & III
FRE 1214, 1224	Elementary French and French Culture I & II
GRE 1214 or higher	Elementary Greek I or higher
HEB 1214, 1224	Elementary Hebrew I & II
HIS 1613, 1623	Honors Western Civilization I & II
HIS 3623	Honors Seminar in Early American History
HIS 3633	Honors Seminar in Modern American History
MAT 1235 or higher	Pre-Calculus or higher
PHS 2515, 2525	Physics I & II
SPA 1213, 1223	Elementary Spanish I & II

ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree provides a foundation for most Bachelor of Arts degree programs. You must complete 64 hours including divisional requirements with a cumulative grade average of 2.00 (C) or higher.

Specific requirements for an A.A. degree are:

General Education Core 51 credit hours

BIBLE	
Bible 1212, 1222, 2112, 2122 ¹	8
COMMUNICATION	
Communication 1013 or 1023	3
English 1113 or 1613, 1123 or 1623 ²	6
HUMANITIES	
Literature (ENG 2213, 2223, 2313, or 2413)	3
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, HUM 2093, MUS 2003, or MUS 2014)	3
Additional Literature, Fine Arts, Humanities, or Mod. Lang.	3
PHYSICAL EDUCATION	
PED 1001 and Activity Course or Varsity Sport ³	2
SCIENCE AND MATHEMATICS	
Biology 1013 and Physical Science 1002, 1012 ⁴	7
Computer Science 1013 ⁵	3
Mathematics 1113 or above ⁶	3
SOCIAL SCIENCE	
History Sequence ⁷	6
Philosophy 1001, Psychology 1001, or Sociology 1001	1
Political Science 2013 or 2023	3

Electives 13 credit hours

TOTAL FOR ASSOCIATE IN ARTS DEGREE 64 credit hours

¹ Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.
² To earn a bachelor's degree in many colleges, you must have an A or B in English Composition or successfully complete an English Proficiency Exam.
³ Veterans must take only PED 1001.
⁴ To satisfy requirements of many senior colleges and the MACRAO Articulation Agreement, you must add one term of lab science. Eight hours of lab science also may be substituted.
⁵ Waived for demonstrated computer proficiency and replaced with electives.
⁶ Waived for Math ACT score of 25 or above.
⁷ Possible sequences are: HIS 1313 & 1323; or 2513 & 2523; or 1503 & 1313 or 1323.

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	
New Testament Survey I	2	New Testament Survey II	2
Biological Science, Lab	4	Introduction to Computer Systems	3
Human Communication	3	College Composition III	3
College Composition II	3	Math Fundamentals	3
Physical Education	1	Physical Education	1
Personal Choices or Ethical Persp.	1	Earth Science	2
Electives	2	Electives	2
	16		16
Third Semester		Fourth Semester	
Old Testament Survey I	2	Textual Bible	2
History Sequence	3	History Sequence	3
Physical Science	2	National Government	3
Humanities	6	Humanities	3
Electives	3	Electives	5
	16		16

Bible Program. If you are considering enrolling in the B.R.E. program at MCC after you complete the A.A., the following suggested program includes prerequisites for the upper-division major requirements. Bible and Christian Ministry majors are listed on page 50.

Suggested A.A. program with B.R.E. prerequisites:

First Semester		Second Semester	
New Testament Survey I	2	New Testament Survey II	2
Biological Science	3	College Composition III	3
Introduction to Computer Systems	3	Math Fundamentals	3
Human Communication	3	Physical Education	1
College Composition II	3	Earth Science	2
Physical Education	1	Physical Science	2
Personal Choices or Ethical Persp.	1	Fine Arts Appreciation	3
	16		16
Third Semester		Fourth Semester	
Old Testament Survey I	2	Old Testament Survey II	2
Literature	3	Literature or Fine Arts	3
Elementary Greek I	4	Elementary Greek II	4
Survey of Western Civilization I	3	Survey of Western Civilization II	3
Human Growth and Development	3	National Government	3
Elective	1	Elective	1
	16		16

Business Program. If you plan to seek a bachelor's degree with a major in a business area, the following program provides appropriate courses for an A.A. degree and prerequisites for the Extended Business Program.

Suggested A.A. program for business students:

First Semester		Second Semester	
New Testament Survey I	2	New Testament Survey II	2
Biological Science	3	Business Applications of Computers	3
Principles of Management	3	Principles of Marketing	3
Business and Professional Speech	3	College Composition III	3
College Composition II	3	Physical Education	1
Earth Science	2	Physical Science	2
Personal Choices or Ethical Persp.	1	Fine Arts Appreciation	3
	17		17
Third Semester		Fourth Semester	
Old Testament Survey I	2	Textual Bible	2
Accounting I	3	Business Elective	3
Macroeconomics	3	Microeconomics	3
Quantitative Methods	3	Literature	3
History Sequence	3	History Sequence	3
Physical Education	1	Political Science	3
Fine Arts Appreciation	3		17
	18		

Education Program. If you plan to seek a bachelor's degree in either Elementary or Secondary Education, the following program provides the most appropriate courses for an A.A. degree. You should become familiar with the requirements of the state from which you plan to seek certification as well as the school to which you plan to transfer.

Suggested A.A. program for education students:

First Semester		Second Semester	
New Testament Survey I	2	New Testament Survey II	2
Human Communication	3	College Composition III	3
College Composition II	3	Earth Science	2
Physical Education	1	National Government	3
Personal Choices or Ethical Persp.	1	General Psychology	3
Introduction to Sociology	3	Fine Arts Appreciation	3
Electives	3		16
	16		
Third Semester		Fourth Semester	
Old Testament Survey I	2	Textual Bible	2
Biological Science, Lab	4	Introduction to Computer Systems	3
American Literature Survey	3	World Literature Survey	3
United States History I	3	United States History II	3
Physical Education	1	Math Fundamentals	3
Human Growth and Development	3	Physical Science	2
	16		16

Mass Communication Program. If you plan to seek a bachelor's degree in Mass Communication, the following 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
New Testament Survey I 2	New Testament Survey II 2
Biological Science, Lab 4	Stagecraft 2
Human Communication 3	College Composition III 3
Theatre Production 2	Math Fundamentals 3
College Composition II 3	Physical Education 1
Physical Education 1	General Psychology 3
Personal Choices or Ethical Persp. 1	Electives 2
<u>16</u>	<u>16</u>
Third Semester	Fourth Semester
Old Testament Survey I 2	Textual Bible 2
Literature 3	Introduction to Computer Systems 3
United States History I 3	Literature 3
Physical Science 2	United States History II 3
Introduction to Sociology 3	Earth Science 2
Fine Arts or Humanities 3	National Government 3
<u>16</u>	<u>16</u>

Music Program. If you plan to seek a bachelor's degree with a major in Music, the following 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
New Testament Survey I 2	New Testament Survey II 2
Biological Science, Lab 4	Human Communication 3
Introduction to Computer Systems 3	College Composition III 3
College Composition II 3	Math Fundamentals 3
Chorus, Theory, and Ear Training IA ... 5	A Cappella Chorus & Private Piano 2
Physical Education 1	Theory and Ear Training IB 4
Personal Choices or Ethical Persp. 1	Physical Science 2
<u>19</u>	<u>19</u>
Third Semester	Fourth Semester
Old Testament Survey I 2	Textual Bible 2
Literature 3	History Sequence 3
History Sequence 3	A Cappella Chorus & Private Voice 2
A Cappella Chorus & Private Voice 2	Theory and Ear Training IIB 4
Music Literature 4	Earth Science 2
Theory and Ear Training IIA 4	National Government 3
Physical Education 1	Humanities 3
<u>19</u>	<u>19</u>

Psychology Program. If you plan to seek a bachelor's degree in Psychology, the following program provides the most appropriate courses for an A.A. degree. This program also includes the prerequisites needed to continue work at MCC for the Bachelor of Religious Education degree with a major in Counseling. The Counseling major is described on page 52.

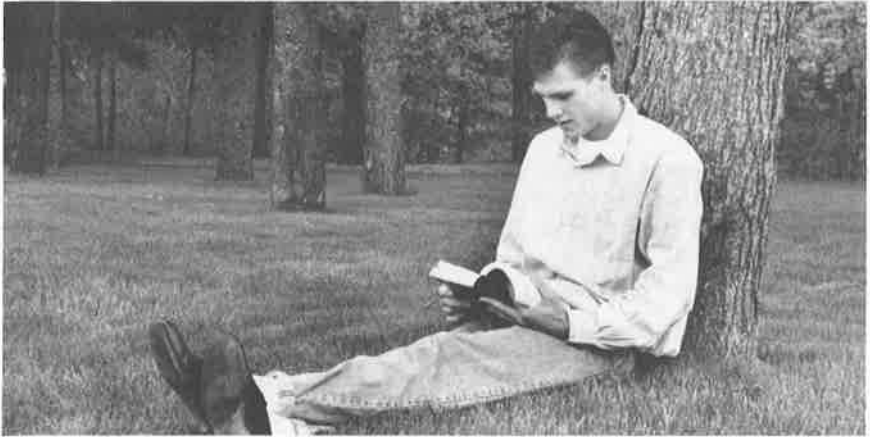
Suggested A.A. program for psychology students:

First Semester	Second Semester
New Testament Survey I 2	New Testament Survey II 2
Biological Science, Lab 4	Introduction to Computer Systems 3
Human Communication 3	College Composition III 3
College Composition II 3	Physical Science 2
College Algebra 3	General Psychology 3
Physical Education 1	Fine Arts Appreciation 3
<u>16</u>	<u>16</u>
Third Semester	Fourth Semester
Old Testament Survey I 2	Textual Bible 2
Literature 3	Literature 3
History Sequence 3	History Sequence 3
Earth Science 2	Physical Education 1
Human Growth and Development 3	National Government 3
Introduction to Sociology 3	Community Service 1
<u>16</u>	<u>16</u>

Sociology Program. If you plan to seek a bachelor's degree in Social Work or Gerontology, the following 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
New Testament Survey I 2	New Testament Survey II 2
Biological Science, Lab 4	College Composition III 3
College Composition II 3	History Sequence 3
History Sequence 3	College Algebra 3
Personal Choices or Ethical Persp. 1	Physical Science 2
Introduction to Sociology 3	Social Problems 3
<u>16</u>	<u>16</u>
Third Semester	Fourth Semester
Old Testament Survey I 2	Textual Bible 2
Introduction to Computer Systems 3	Physical Education 2
Human Communication 3	National Government 3
Literature 3	General Psychology 3
Earth Science 2	Marriage and the Family 3
Fine Arts Appreciation 3	Humanities 3
<u>16</u>	<u>16</u>



TRANSITIONAL ACADEMIC PREPARATION (TAP) PROGRAM

If your basic academic skills need strengthening, MCC provides several courses to help you develop those skills. These include courses in composition, reading, mathematics, study skills, and personal improvement. Only nine hours of developmental studies courses can be counted toward a degree (from EDS 1001, 1031, 1112, ENG 1003, and MAT 1001).

Suggested A.A. program using academic skills courses:

First Semester

New Testament Survey I	2
How to Succeed in College	1
Reading Skills Workshop	2
College Composition I	3
Basic Math	1
Elementary Algebra	2
Personal Choices	1
	12

Third Semester

Old Testament Survey I	2
Biological Science	3
College Composition III	3
Physical Education	1
Electives	3
	12

Fifth Semester

Bible Elective	2
Literature	3
History Sequence	3
Physical Science	2
Electives	3
	13

Second Semester

New Testament Survey II	2
Human Communication	3
College Composition II	3
Reading Skills Workshop	2
Inter. Algebra or Math Fundamentals ..	3
Physical Education	1
	14

Fourth Semester

Textual Bible	2
Introduction to Computer Systems	3
National Government	3
Earth Science	2
Electives	2
	12

Sixth Semester

Bible Elective	2
Literature	3
History Sequence	3
Fine Arts Appreciation	3
Elective	1
	12

ASSOCIATE IN SCIENCE DEGREE

Most Bachelor of Science programs can be built off an Associate in Science degree. You must complete 64 hours including divisional requirements with a cumulative grade point average of 2.00 (C) or above.

Natural Science Major. Some of the majors which blend with the Associate in Science degree are: Biology, Chemistry, Mathematics, Pre-Engineering, Pre-Medicine, Pre-Nursing, and Physical Therapy.

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

GENERAL EDUCATION CORE	34 credit hours
Bible 1212, 1222, and 2122 ¹	6
Communication 1013 or 1023	3
Computer Science 1013 ²	3
English 1113 or 1613, 1123 or 1623 ³	6
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, HUM 2093, MUS 2003, or MUS 2014)	3
History 1313, 1323, 1503, 1613, 1623, 2513, 2523, 3623, or 3633	3
History 2112 (same as BIB 2112)	2
Literature (ENG 2213, 2223, 2313 or 2413)	3
Philosophy 1001, Psychology 1001, or Sociology 1001	1
Physical Education 1001	1
Political Science 2013 or 2023	3
SCIENCE/MATHEMATICS CORE	19 credit hours
Laboratory Science Sequence	8
MAT 1203 or above ⁴	3
Courses selected from BIO, CHE, CIS 1123 or above, MAT 1232 or above, and/or PHS	8
SUPPORT COURSES	9 credit hours
Additional Literature, Fine Arts, Humanities, or Mod. Lang. ⁵ ...	3
Courses from any A.S. major, those meeting A.A. general ed. requirements, or those needed for course of study ⁶	6
ELECTIVES	2 credit hours
TOTAL FOR A.S. IN NATURAL SCIENCE	64 credit hours

¹ Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.

² Waived for demonstrated computer proficiency and replaced with electives.

³ To earn a bachelor's degree in many colleges, you must have an A or B in English Composition or successfully complete an English Proficiency Exam.

⁴ Waived for Math ACT score of 25 or above.

⁵ Required to fulfill the MACRAO Articulation Agreement. Students transferring outside of Michigan may substitute other support courses.

⁶ Many Pre-professional programs require specific support courses. See footnote on page 70.

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

First Semester

New Testament Survey I	2
Composition II	3
American History	3
Personal Choices or Ethical Persp.	1
Science, Mathematics	7
	<u>16</u>

Third Semester

Hebrew History I	2
Human Communication	3
Literature	3
Science, Mathematics	4
Support Courses	4
	<u>16</u>

Second Semester

New Testament Survey II	2
Introduction to Computer Systems	3
Composition III	3
National Government	3
Science, Mathematics	5
	<u>16</u>

Fourth Semester

Textual Bible	2
Fine Arts Appreciation	3
Physical Education	1
Science, Mathematics	7
Support Courses	2
Electives	1
	<u>16</u>





Pre-Professional Programs. You may obtain the Associate in Science degree with a major in Natural Science while satisfying requirements for such pre-professional programs as 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. To satisfy the MACRAO Articulation Agreement, you must have nine hours of Literature, Fine Arts, Humanities, or Modern Language.

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

First Semester

New Testament Survey I	2
College Chemistry I, Lab	4
Composition II	3
American History	3
Pre-Calculus	5
	<u>17</u>

Second Semester

New Testament Survey II	2
College Chemistry II, Lab	4
Introduction to Computer Systems	3
Composition III	3
Physical Education	1
National Government	3
	<u>16</u>

Third Semester

Hebrew History I	2
Biological Science, Lab	4
Organic Chemistry I	4
Human Communication	3
Literature	3
Personal Choices or Ethical Persp.	1
	<u>17</u>

Fourth Semester

Textual Bible	2
Zoology	4
Organic Chemistry II	4
General Psychology	3
Fine Arts Appreciation	3
	<u>16</u>

* Appropriate support courses and core substitutions for pre-professional majors:

Pre-dentistry - BUS 2403, MAT 1245 for some dental schools

Pre-medicine - BUS 2403, MAT 1245

Pre-medical technology - BUS 2403, BIO 2324 for CHE 3524

Pre-optometry - BIO 2324, PHS 2515, 2525 for CHE 2514, 3524

Pre-physical therapy - PSY 2223 or SOC 2013

Pre-veterinary medicine - MAT 1245

Pre-Nursing Program. You may obtain the Associate in Science degree in Natural Science and transfer to most B.S.N. programs. Introduction to Nursing and Human Anatomy II are to be taken at the school granting the nursing degree. You should consult the catalog of the school you plan to attend after MCC for the specific requirements of their program.

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

First Semester	Second Semester
New Testament Survey I 2	New Testament Survey II 2
Biological Science, Lab 4	Human Anatomy and Physiology 4
Human Communication 3	College Composition III 3
College Composition II 3	Intermediate Algebra 3
American History 3	General Psychology 3
Physical Education 1	Fine Arts Appreciation 3
Personal Choices or Ethical Persp. 1	18
<u>17</u>	
Third Semester	Fourth Semester
Hebrew History I 2	Textual Bible 2
Microbiology 4	Introductory Chemistry II, Lab 4
Introductory Chemistry I, Lab 4	Literature 3
Introduction to Computer Systems 3	Nutrition 3
Human Growth and Development 3	National Government 3
Introduction to Sociology 3	Lit., Fine Arts, or Humanities 3
19	18

Pre-Engineering Program. You should obtain the Associate in Science degree in Natural Science from MCC if you plan to seek a bachelor's degree in Engineering. You should consult the catalog of the school you plan to attend after MCC for requirements of their program. Physics is offered at MCC with a minimum of five or it may be taken on concurrent enrollment.

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

First Semester	Second Semester
New Testament Survey I 2	New Testament Survey II 2
College Chemistry I, Lab 4	College Chemistry II, Lab 4
Composition II 3	Composition III 3
American History 3	Calculus and Analytic Geometry I 5
Pre-Calculus 5	Physical Education 1
Personal Choices or Ethical Persp. 1	National Government 3
18	18
Third Semester	Fourth Semester
Hebrew History I 2	Textual Bible 2
Human Communication 3	Calculus and Analytic Geometry III 4
Literature 3	Physics II 5
Calculus and Analytic Geometry II 4	Fine Arts Appreciation 3
Physics I 5	Lit., Fine Arts, or Humanities 3
17	17

Computer Science Major. If you are planning to seek a bachelor's degree in Computer Science after 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	31 credit hours
Bible 1212, 1222, and 2122 ¹	6
Communication 1013 or 1023	3
English 1113 and 1123 ²	6
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, HUM 2093, MUS 2003, or MUS 2014)	3
History 1503, 2513, or 2523 and 2112 (same as BIB 2112)	5
Literature (ENG 2213, 2223, 2313 or 2413)	3
Philosophy 1001, Psychology 1001, or Sociology 1001	1
Physical Education 1001	1
Political Science 2013 or 2023	3
SCIENCE/MATHEMATICS CORE	11 credit hours
One Year of Laboratory Science	8
MAT 1233 ³	3
COMPUTER SCIENCE MAJOR CORE ⁴	9 credit hours
CIS 1013 Introduction to Computer Systems	3
CIS 1123 BASIC Programming	3
CIS 2123 COBOL I	3
SUPPORT COURSES	11 credit hours
MAT 1232 Trigonometry ³	2
MAT 1245 Calculus and Analytic Geometry I	5
MAT 1254 Calculus and Analytic Geometry II	4
ELECTIVES (one of below strongly recommended)	2 credit hours
Additional Literature, Fine Arts, Humanities, or Mod. Lang. ⁵	
MAT 2264 Calculus and Analytic Geometry III	
TOTAL FOR A.S. IN COMPUTER SCIENCE	64 credit hours

¹ Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.

² If you receive a grade of B or higher in ENG 1113, you may elect to take an additional three hours of literature in lieu of ENG 1123. However, you will not satisfy the MACRAO Articulation Agreement.

³ Replaced with electives if you have math skills which result in waiver of MAT 1232/1233.

⁴ With the permission of the department, CIS 1324 may be substituted for CIS 1013. With the permission of the Academic Dean, one course from CIS 1333 or 2113 may be substituted for either CIS 1123 or 2123.

⁵ Required to fulfill the MACRAO Articulation Agreement.

Computer Information Systems Major. You should pursue the Associate in Science degree in Computer Information Systems if you are planning to seek a bachelor's degree. This major is designed for the business applications of computer science.

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

GENERAL EDUCATION CORE	31 credit hours
Bible 1212, 1222, and 2122 ¹	6
Communication 1013 or 1023	3
English 1113 and 1123 ²	6
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, HUM 2093, MUS 2003, or MUS 2014)	3
History 1503, 2513, or 2523 and 2112 (same as BIB 2112)	5
Literature (ENG 2213, 2223, 2313 or 2413)	3
Philosophy 1001, Psychology 1001, or Sociology 1001	1
Physical Education 1001	1
Political Science 2013 or 2023	3
SCIENCE/MATHEMATICS CORE	11 credit hours
One Year of Laboratory Science	8
MAT 1233 or above ³	3
CIS MAJOR CORE ⁴	9 credit hours
CIS 1013 Introduction to Computer Systems	3
CIS 1123 BASIC Programming	3
CIS 2123 COBOL I	3
SUPPORT COURSES	9 credit hours
MAT 2713 Quantitative Methods	3
BUS 2113 and 2123 Accounting I & II	6
ELECTIVES (those below strongly recommended)	4 credit hours
Additional Literature, Fine Arts, Humanities, or Mod. Lang. ⁵	
BUS 2403 Macroeconomics	
BUS 2413 Microeconomics	
TOTAL FOR A.S. DEGREE IN C.I.S.	64 credit hours

¹ Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.

² If you receive a grade of B or higher in ENG 1113, you may elect to take an additional three hours of literature in lieu of ENG 1123. However, you will not satisfy the MACRAO Articulation Agreement.

³ Replaced with electives if you have math skills which result in waiver of MAT 1233.

⁴ With the permission of the department, CIS 1324 may be substituted for CIS 1013. With the permission of the Academic Dean, one course from CIS 1333 or 2113 may be substituted for either CIS 1123 or 2123.

⁵ Required to fulfill the MACRAO Articulation Agreement.

Early Childhood Major. Upon completion of the A.S. in Early Childhood, you hold the qualifications required by Michigan and most states to own and/or serve as the director of a licensed day care center. This major also provides the background needed for most bachelor degree programs.

Specific requirements for an A.S. in Early Childhood are:

GENERAL EDUCATION CORE	43 credit hours
Bible 1212, 1222, and 2122 ¹	6
Biology 1011/1013, 1124, 2114, or 2324	4
Communication 1013 or 1023	3
English 1113 or 1613, 1123 or 1623	6
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013 HUM 2093, MUS 2003, or MUS 2014)	3
History 1503, 2513, or 2523	3
History 2112 (same as BIB 2112)	2
Literature (ENG 2213, 2223, 2313, or 2413)	3
Additional Literature, Fine Arts, Humanities, or Mod. Lang. ² ...	3
Mathematics 1113 or above ³	3
Philosophy 1001, Psychology 1001, or Sociology 1001	1
Physical Education 1001	1
Physical Science 1002 or 1012	2
Political Science 2013 or 2023	3
EARLY CHILDHOOD MAJOR CORE	14 credit hours
EHS 2113 Literature for Children	3
EHS 2213 Child Development	3
EHS 2413 Early Childhood Education	3
EHS 2513 Day Care Administration	3
EHS 2892 Internship	2
SUPPORT COURSES	6 credit hours
CIS 1013 Intro. to Comp. Sys. or CIS 1323 Bus. App. of Comp. ⁴ ..	3
PSY 2223 Human Growth and Development	3
ELECTIVE (those below recommended)	1 credit hour
BUS 2683 Small Business Management	
EDH 2002 First Aid, HFL 2333 Nutrition	
TOTAL FOR A.S. IN EARLY CHILDHOOD	64 credit hours

¹ Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.

² Required to fulfill MACRAO Articulation Agreement. Students transferring outside of Michigan may substitute other courses.

³ Waived for MAT ACT score of 25 or above. Replaced with electives. Must substitute with another science course to satisfy the MACRAO Articulation Agreement.

⁴ Waived for demonstrated computer proficiency and replaced with electives.

Criminal Justice Major. If you are interested in a career in law enforcement, security, or private investigation, you may pursue the Associate in Science degree with a major in Criminal Justice. This major provides appropriate training for immediate employment upon completion of the A.S. degree at MCC. Although it is not designed to fulfill every requirement of the M.A.C.R.A.O. Articulation Agreement, it does provide a solid base of liberal arts courses for students desiring to seek a bachelor's degree in Criminal Justice. For specific requirements, consult the catalog of the college to which you plan to transfer.

Specific requirements for an A.S. in Criminal Justice are:

GENERAL EDUCATION CORE	32 credit hours
Bible 1212, 1222, and 2122 ¹	6
Communication 1023	3
English 1113 or 1613 ²	3
History 1503	3
History 2112 (same as BIB 2112)	2
Humanities or Literature	3
Mathematics 1113 or above ³	3
Natural Science	3
Physical Education 1001	1
Physical Science 1002 or 1012	2
Political Science 2023	3
CRIMINAL JUSTICE MAJOR CORE	31 credit hours
CRJ 1113 Introduction to Criminal Justice	3
CRJ 1213 Criminal Law	3
CRJ 1413 Police Processes and Operations	3
CRJ 1423 Police Report Writing	3
CRJ 1433 Juvenile Methods	3
CRJ 2033 Criminology	3
CRJ 2413 Loss Prevention	3
CRJ 2423 Criminal Investigation	3
CRJ 2433 Emergency Control of Deviant Behavior	3
CRJ 2511 Firearms Training	1
CRJ 2803 Field Internship	3
SUPPORT COURSE	3 credit hours
PSY 2013 General Psychology	3
TOTAL FOR A.S. IN CRIMINAL JUSTICE	66 credit hours

¹ Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.

² To earn a bachelor's degree in many colleges, you must have an A or B in English Composition or successfully complete an English Proficiency Test.

³ Waived for MAT ACT score of 25 or above.

ASSOCIATE IN APPLIED SCIENCE DEGREE

If you plan to seek employment immediately after attending Michigan Christian College, you may elect the Associate in Applied Science degree. The Associate in Applied Science degree is not designed to satisfy requirements of the MACRAO Articulation Agreement. If you are planning to continue at MCC or transfer to another college or university for a bachelor's degree, you should elect either an Associate in Arts or Associate in Science degree plan at MCC. To earn an Associate in Applied Science degree, you must complete 64 hours including divisional requirements with a cumulative grade point average of 2.00 (C) or above.

General Business Major. The A.A.S. degree with a major in General Business provides you with an edge in the job market. If you are planning to complete a bachelor's degree in Business, you should select the Extended Business Program found on page 58 of this catalog.

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

GENERAL EDUCATION CORE	22 credit hours
Bible 1212 and 1222 ¹	4
Communication 1013 or 1023	3
English 1113 and 1123	6
History 2112 and 2122 (same as BIB 2112 and 2122)	4
Philosophy 1001, Psychology 1001, or Sociology 1001	1
Physical Education 1001	1
Political Science 2013 or 2023	3
GENERAL BUSINESS MAJOR CORE	31 credit hours
BUS 1723 Business Applications of Computers ²	3
BUS 2113 Accounting I	3
BUS 2123 Accounting II	3
BUS 2303 Principles of Business Law	3
BUS 2424 Survey of Economics	4
BUS 2503 Principles of Marketing	3
BUS 2603 Principles of Management	3
BUS 2613 Techniques of Supervision	3
BUS 3303 Business Communication	3
MAT 1113 or above ³	3
BUSINESS ELECTIVES	11 credit hours
TOTAL FOR A.A.S. IN GENERAL BUSINESS	64 credit hours

¹ Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.

² May be waived by proficiency test and replaced with general electives.

³ Waived for Math ACT score of 25 or above, MAT 2713 recommended.

Accounting Major. If you plan to enter the accounting field immediately after attending Michigan Christian College, you should pursue the Associate in Applied Science degree with a major in Accounting. This degree prepares you for positions in accounting departments of small businesses and for support positions in larger accounting firms. It provides you with a basic knowledge of accounting, computer, and other business applications and principles. If you are planning to complete a bachelor's degree in Accounting, you should select the Extended Business Program on page 58 of this catalog.

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

GENERAL EDUCATION CORE	22 credit hours
Bible 1212 and 1222 ¹	4
Communication 1013 or 1023	3
English 1113 and 1123	6
History 2112 and 2122 (same as BIB 2112 and 2122)	4
Philosophy 1001, Psychology 1001, or Sociology 1001	1
Physical Education 1001	1
Political Science 2013 or 2023	3
ACCOUNTING MAJOR CORE	33 credit hours
BUS 1723 Business Applications of Computers ²	3
BUS 2113 Accounting I	3
BUS 2123 Accounting II	3
BUS 2303 Principles of Business Law	3
BUS 2403 Macroeconomics	3
BUS 2413 Microeconomics	3
BUS 3003 Business Communication	3
BUS 3103 Cost Accounting	3
BUS 3113 Managerial and Financial Accounting	3
CIS 1013 Introduction to Computer Systems ²	3
MAT 1113 or above ³	3
ELECTIVES (choose from the following)	9 credit hours
BUS 2503 Principles of Marketing	
BUS 2603 Principles of Management	
BUS 2713 Quantitative Methods	
BUS 3723 Statistical Methods for Business	
CIS 1123 BASIC Programming or above	
MAT 1203 Intermediate Algebra or above	
TOTAL FOR A.A.S. IN ACCOUNTING	64 credit hours

¹ Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.

² May be waived by proficiency test and replaced with general electives.

³ Waived for Math ACT score of 25 or above, MAT 2713 recommended.

Computer Information Systems Major. You may seek employment in a computer field immediately after attending Michigan Christian College with an A.A.S. degree in Computer Information Systems. This major prepares you for positions in retail businesses, governmental agencies, insurance companies, banks, manufacturing firms, and data processing offices. If you are planning to complete a bachelor's degree in Computer Science, you should select one of the degrees on pages 58, 72, or 73.

Specific requirements for an A.A.S. in C.I.S. are:

GENERAL EDUCATION CORE	22 credit hours
Bible 1212 and 1222 ¹	4
Communication 1013 or 1023	3
English 1113 and 1123	6
History 2112 and 2122 (same as BIB 2112 and 2122)	4
Philosophy 1001, Psychology 1001, or Sociology 1001	1
Physical Education 1001	1
Political Science 2013 or 2023	3
C.I.S. MAJOR CORE	33 credit hours
BUS 2113 and 2123 Accounting I & II	6
BUS 3003 Business Communication	3
CIS 1013 Introduction to Computers ²	3
CIS 1123 BASIC Programming I	3
CIS 2113 PASCAL Programming	3
CIS 2123 and 2133 COBOL I & II	6
CIS 3443 Systems Analysis Methods	3
CIS 3453 Structured Systems Analysis and Design	3
MAT 1203 or above (except 1324) ³	3
SUPPORT COURSES (choose from the following)	8 credit hours
BUS 1013 Intro. to Business, BUS 1103 Practical Accounting	
BUS 2403 Macroeconomics, BUS 2413 Microeconomics	
BUS 2503 Prin. of Marketing, BUS 2603 Prin. of Management	
BUS 2713 Quantitative Methods, BUS 2723 Business Calculus	
BUS 3103 Cost Accounting, BUS 3203 Prin. of Finance	
BUS 3713 Operations Management	
CIS 1324 Business Applications of Computers	
CIS 1333 FORTRAN, MAT 3303 Statistics I	
ELECTIVE	1 credit hour
TOTAL FOR A.A.S. IN C.I.S.	64 credit hours

¹ Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.

² May be waived by proficiency test and replaced with general electives.

³ Waived for Math ACT score of 25 or above.

Word Processing Major. If you desire to enter a word processing profession immediately after your work at Michigan Christian College, you should select the Associate in Applied Science degree with a major in Word Processing. This degree prepares you for positions in modern offices and word processing centers as a word processing specialist or supervisor. If you plan to seek a bachelor's degree after MCC, you should pursue an Associate in Arts degree, and fill your elective hours with business and secretarial courses.

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

GENERAL EDUCATION CORE	22 credit hours
Bible 1212 and 1222 ¹	4
Communication 1013 or 1023	3
English 1113 and 1123	6
History 2112 and 2122 (same as BIB 2112 and 2122)	4
Philosophy 1001, Psychology 1001, or Sociology 1001	1
Physical Education 1001	1
Political Science 2013 or 2023	3
WORD PROCESSING MAJOR CORE	24 credit hours
CIS 1013 Introduction to Computer Systems ²	3
CIS 1324 Business Applications of Computers	4
OIS 1312 Records Management	2
OIS 2243 Word Processing I	3
OIS 2253 Word Processing II	3
OIS 2263 Word Processing III	3
OIS 2713 Office Procedures and Administration	3
OIS 3303 Business Writing	3
SUPPORT COURSES (choose from the following)	9 credit hours
BUS 1013 Introduction to Business	
BUS 1103 Practical Accounting	
BUS 2113 Accounting I	
BUS 2123 Accounting II	
BUS 2303 Principles of Business Law	
BUS 2503 Principles of Marketing	
BUS 3603 Organizational Behavior	
CIS 1123 BASIC Programming	
ELECTIVES	9 credit hours
TOTAL FOR A.A.S. IN WORD PROCESSING	64 credit hours

¹ Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.

² May be waived by proficiency test and replaced with general electives.

Child Care Major. If you wish to receive training to be a child care worker in a day care center, nursery school, or home setting, you may pursue an Associate in Applied Science degree with a major in Child Care. The program includes studies in child development, first aid, and nutrition, in addition to the A.A.S. general education core courses and Bible. If you plan to pursue a bachelor's degree, you should complete an Associate in Arts or Associate in Science degree at MCC. The Early Childhood major described on page 74 provides the coursework required by Michigan and most states to direct a licensed day care center, as well as a foundation for transfer into most bachelor degree programs.

Specific requirements for an A.A.S. in Child Care are:

GENERAL EDUCATION CORE	25 credit hours
Bible 1212 and 1222 ¹	4
Communication 1013 or 1023	3
Computer Science 1013 ²	3
English 1113 and 1123	6
History 2112 and 2122 (same as BIB 2112 and 2122)	4
Philosophy 1001, Psychology 1001, or Sociology 1001	1
Physical Education 1001	1
Political Science 2013 or 2023	3
CHILD CARE MAJOR CORE	22 credit hours
EDH 2002 First Aid	2
EHS 1892 Internship	2
EHS 2113 Literature for Children	3
EHS 2213 Child Development	3
EHS 2413 Early Childhood Education	3
EHS 2513 Day Care Administration	3
HFL 2333 Nutrition	3
SOC 2453 Marriage and the Family	3
SUPPORT COURSES	6 credit hours
BIO 1013 Biological Science ³	3
MAT 1113 or above (1173, 1203 or 1324 recommended) ⁴	3
ELECTIVES	11 credit hours
Courses meeting A.A. requirements and additional EHS, PSY, and/or SOC recommended.	
TOTAL FOR A.A.S. IN CHILD CARE	64 credit hours

¹ Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.

² Waived for demonstrated computer proficiency and replaced with electives.

³ Waived by permission of Biology instructor if high school background is sufficient.

⁴ Waived for Math ACT score of 25 or above.

CERTIFICATE IN APPLIED SCIENCE

You may obtain the Certificate in Applied Science at Michigan Christian College if you are interested in only two years of college vocational course work. You must complete at least 60 credit hours with a cumulative grade point average of at least 1.75 (C-) and complete all of the courses required for one of the majors in the Associate in Applied Science degree with at least a 2.00 cumulative grade average.

CERTIFICATE IN GENERAL STUDIES

You may obtain the Certificate in General Studies if you are interested in only two years of college coursework. You must complete 60 or more hours with a cumulative grade point average of at least 1.75 (C-). Since the Certificate is a terminal program, completion of the Certificate does not necessarily include recommendation for upper division studies. However, you may transfer to an associate degree program if you have a cumulative grade point average of 2.00 or above.

Specific requirements for the Certificate in General Studies are:

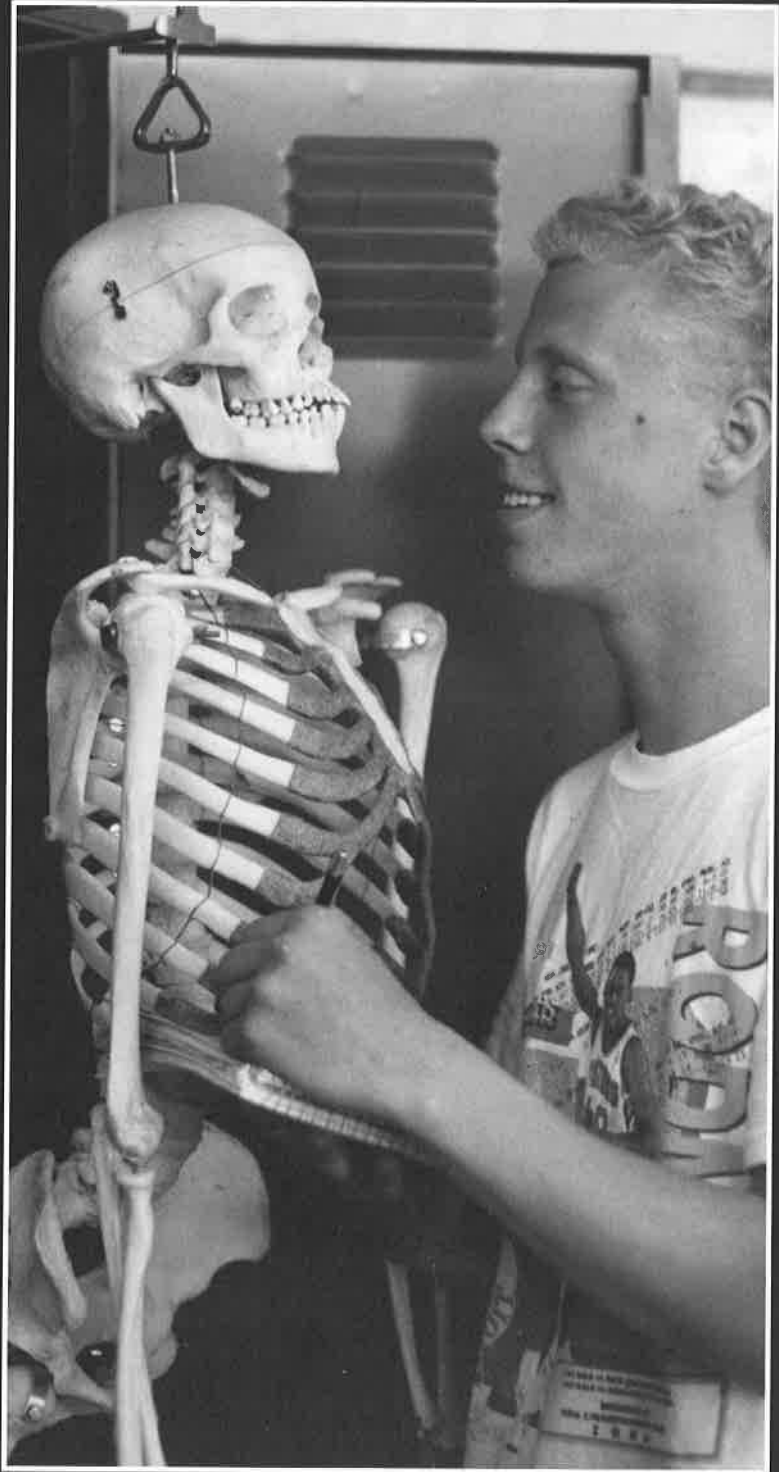
GENERAL EDUCATION CORE	18 credit hours
Bible 1212, 1222, 2112, and 2122 ¹	8
Communication 1013 or 1023	3
English 1113 and 1003 or 1123	6
Philosophy 1001, Psychology 1001, or Sociology 1001	1
ELECTIVES	42 credit hours
TOTAL FOR CERT. IN GENERAL STUDIES	60 credit hours

¹ Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.

Suggested program for a Certificate in General Studies:

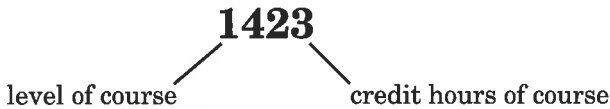
First Semester	Second Semester
New Testament Survey I	New Testament Survey II
Human Communication	College Composition II
College Composition I	Math Fundamentals
Personal Choices or Ethical Persp.	Physical Education
Electives	Electives
15	15
Third Semester	Fourth Semester
Old Testament Survey I	Old Testament Survey II
College Composition III	History Sequence
History Sequence	Physical Education
Humanities	Humanities
Electives	Electives
15	15

Curriculum Information



COURSE NUMBERING

Michigan Christian College uses a four-digit numbering system. In every course number, the first digit represents the level of a course. Those that begin with 1 (generally for freshmen) and 2 (generally for sophomores) are lower division courses and those beginning with 3 (generally for juniors) and 4 (generally for seniors) are upper division courses. The second digit is the subdivision of a course within a department and the third digit is the sequence within that subdivision. The fourth digit is the number of credit hours that the course offers.



INDEPENDENT STUDY

Occasionally an instructor offers a course by independent study. While such courses do not meet on a structured basis, they include regular meetings with the instructor. Such courses do not fulfill general education requirements unless approved by the Academic Dean. They can be taken for one, two, or three credits with a maximum of six counting toward the 64 credits required for the associate degree. Independent study course numbers are 1991, 1992, 1993, 2991, 2992, 2993, 3991, 3992, 3993, 4991, 4992, and 4993. Grades in independent study courses are 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 permission of the instructor and Academic Dean.

SPECIAL COURSES

Often instructors offer special courses based upon student interest and upon course approval by the Academic Dean. These courses meet regular hours just as other courses do. If you meet the required prerequisites for a particular course, you may enroll in it. You may take these courses without the limitations which are normally imposed on independent study courses.

CONTINUING EDUCATION

If you wish to take a course without required assignments or testing, you may enroll in the course for continuing education units. Continuing education courses are usually taken for enrichment purposes or job training. They normally do not include such faculty services as the grading of papers. However, you may receive one C.E.U. (Continuing Education Unit) for each ten hours of class attendance. Charges on courses taken for continuing education units are less than regular tuition. You must indicate continuing education on your registration form. Course prerequisites must be met unless you obtain special approval of the instructor or Academic Dean.

ART

- ART 1311** **Ceramics.** Fundamental techniques of ceramics, including work with such crafts as clay working, glazing, and firing. On Demand.
- ART 1321** **Fibers.** Fundamental techniques of fibers, including such crafts as candlewicking, macrame, needlepoint, rug making, and weaving. On Demand.
- ART 1331** **Fabrics.** Fundamental techniques of fabrics, including work with such crafts as applique, batik, dyeing, dollmaking, and quilting. On Demand.
- ART 1363** **Creative Crafts.** Fundamental techniques of ceramics, fibers, and fabrics. Student opportunities in such crafts as clay working, glazing, firing, candlewicking, macrame, needlepoint, rug making, weaving, applique, batik, dyeing, dollmaking, and quilting. Combines ART 1311, ART 1321, and ART 1331. On Demand.
- ART 1413** **Introduction to Drawing and Composition.** An introduction to studio methods. Visual fundamentals as expressed through drawing and composition. Includes image formation, rendering techniques, and compositional theory and problems. Five studio hours per week. Fall, with sufficient demand.
- ART 1423** **Freehand Drawing and Composition.** Emphasis on various drawing media. Studio work in drawing and composition problems. Five studio hours per week. Spring, with sufficient demand.
- ART 2003** **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. Often includes field trip to the Detroit Institute of Arts. Fall, Spring.
- ART 2433** **Introduction to Painting.** An introduction to creative expression by painting in acrylic, oil, or watercolor. Emphasis on the use of color, drawing, and composition. Five studio hours per week. On Demand.
- ART 2443** **Two-Dimensional Design.** An introductory course studying the organization of visual elements in a two-dimensional format. On Demand.

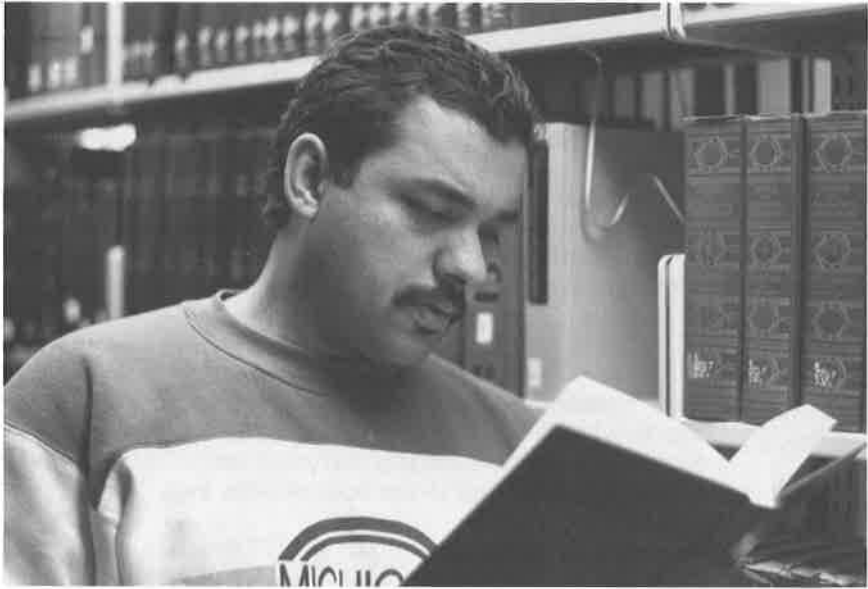
BIBLE

Enrollment Restrictions. Prerequisites for all 3000 and 4000 level Bible courses include at least BIB 1212, 1222, and 2112. All 4000 level courses are restricted to juniors and seniors only.

Topics in Religion. Special topics may be proposed by faculty members or by students for regular classroom study. These courses are numbered 4091, 4092, or 4093, according to the amount of credit. Students may elect multiple topics courses even though course numbers are reused.

TEXTUAL

- BIB 1212** **New Testament Survey I.** Primary emphasis on the life and teachings of Jesus as portrayed in the four gospels. Additional study on the establishment and initial growth of the church according to the book of Acts. Fall.
- BIB 1222** **New Testament Survey II.** Early Christian activity as revealed in Acts and the New Testament letters. Special attention given to the historical setting and background of each letter. Spring.
- BIB 1612** **Honors New Testament Survey I.** Same as BIB 1212 for those achieving a high score on the Bible Placement Test. Fall.
- BIB 1622** **Honors New Testament Survey II.** Same as BIB 1222 for those achieving a B or better in BIB 1212 or 1612. Spring.
- BIB 2112** **Old Testament Survey I.** History of ancient Israel from the creation to the fall of the Judean monarchy as revealed in Genesis through II Kings. Same as HIS 2112. Fall.
- BIB 2122** **Old Testament Survey II.** Poetic and prophetic literature as revealed in Ezra through Malachi, including the historical setting of each book. Same as HIS 2122. Spring.
- BIB 2612** **Honors Old Testament Survey I.** Same as BIB 2112 for those achieving a B or better in BIB 1222 or 1622. Fall.
- BIB 2622** **Honors Old Testament Survey II.** Same as BIB 2122 for those achieving a B or better in BIB 2112 or 2612. Spring.
- BIB 3132** **Major Prophets.** A historical, cultural, and theological survey of the writings of the Old Testament prophets Isaiah, Jeremiah, Ezekiel, and Daniel.



- BIB 3142** **Minor Prophets.** The twelve shorter Old Testament prophetic books from Hosea to Malachi in light of their historical, political, cultural, and religious settings.
- BIB 3152** **Old Testament Poetic Literature.** A study of Psalms, the Song of Solomon, and Lamentations.
- BIB 3162** **Old Testament Wisdom Literature.** A study of Job, Proverbs, and Ecclesiastes.
- BIB 3222** **Acts.** The birth and expansion of the early church from Palestine to Rome.
- BIB 3232** **I and II Thessalonians.** Letters to the Thessalonians with emphasis on the historical setting and doctrine of last things.
- BIB 3242** **Prison Epistles.** Paul's letters to Philemon and to the churches at Ephesus, Colossae, and Philippi.
- BIB 3252** **Pastoral Epistles.** An examination of the letters of I and II Timothy and Titus.
- BIB 3262** **Hebrews.** Study of the letter written to Christians to affirm the superiority of Christ over all other religions, and to warn its readers not to lose faith.

- BIB 3272** **General Epistles.** James, Jude, and I and II Peter with emphasis on the message of Christian living in each book.
- BIB 3282** **Revelation.** Interpretation of the book of Revelation. Emphasis on methods of interpretation, the nature of apocalyptic literature, Old Testament and other historical backgrounds, and doctrinal content.
- BIB 4153** **Pentateuch.** The first five books of the Old Testament. Emphasis on the history, laws, and religious life of the people of Israel. Prerequisite: BIB 3983.
- BIB 4163** **History of Israel.** Israel from Canaan's conquest to the return from Babylonian captivity. Prerequisite: BIB 3983.
- BIB 4183** **Critical Introduction to the Old Testament.** History of criticism; types of criticism; text and canon; political, social, and religious backgrounds; Old Testament chronology; and the unity, authorship, dating, and major themes of the individual books. Prerequisite: BIB 3983.
- BIB 4233** **Synoptic Gospels.** The life and teachings of Jesus as portrayed by Matthew, Mark, and Luke. Prerequisite: BIB 3983.
- BIB 4243** **Romans and Galatians.** Paul's Galatian and Roman epistles with emphasis on their historical background and the establishment of the churches in Rome and Galatia. Attention to such doctrines as grace, atonement, justification, law, sin, wrath, and death. Prerequisite: BIB 3983.
- BIB 4253** **I and 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 in a local church today. Prerequisite: BIB 3983.
- BIB 4263** **Gospel and Letters of John.** A study of the letters of I, II, III John as well as the Gospel of John. Special attention given to the nature of Christ and the problems that faced the early church. Prerequisite: BIB 3983.
- BIB 4283** **Critical Introduction to the New Testament.** History and types of New Testament criticism; text and canon; political, social, and religious backgrounds; chronology; and the unity, authorship, dating, and major themes of the individual New Testament books. Prerequisite: BIB 3983.

DOCTRINAL

- BIB 3913** **American Religions.** Major denominations, sects, and cults of modern America with special attention to their unique American historical, social, cultural, and theological contexts.
- BIB 3923** **World Religions.** A survey of the major religious movements around the world, such as Buddhism, Hinduism, Confucianism, Shintoism, and Islam.
- BIB 3933** **Christian Apologetics.** A critical examination of the philosophical and rational bases of Christian belief.
- BIB 3983** **Biblical Interpretation.** Textual, historical, and linguistic knowledge and skills united with sound hermeneutical principles to develop proficiency in logical interpretation of scriptures. For Counseling majors. Spring.
- BIB 3993** **Biblical Interpretation.** Textual, historical, and linguistic knowledge and skills united with sound hermeneutical principles to develop proficiency in logical interpretation of scriptures. Same as BIB 3983. For Biblical Studies and Ministry majors. Prerequisite: GRE 1103 or 1214.
- BIB 4933** **Christian Ethics.** Current social issues and the Biblical response to each. Includes such topics as marriage, divorce, abortion, euthanasia, substance abuse, birth control, human sexuality, ethnic relations, and professional ethical questions. Open only to upper division Bible and Business majors. Same as BUS 3833.
- BIB 4963** **Systematic Christian Doctrine.** A Biblical and historical study of the doctrines of God, Christ, the Holy Spirit, creation, man, revelation, eschatology, and related topics. Corequisite: B.R.E. senior standing. Fall.

HISTORICAL

- BIB 3713** **Survey of Church History I.** Church history from the close of the apostolic age through events of the Protestant Reformation. Prerequisites: HIS 1313 and 1323. Same as HIS 3713.
- BIB 3723** **Survey of Church History II.** History of Christianity from the Reformation to the modern age. Prerequisites: HIS 1313 and 1323. Same as HIS 3723.

- BIB 3733** **History of the Restoration Movement.** A survey of the American Restoration Movement from its early beginnings to the present time. Focus given to the ideals of the movement and the causes of division within the movement.
- BIB 3743** **History and Formation of the Bible.** Survey of the important biblical texts and manuscripts, early translations of the Bible, and development of the English Bible from the times of Wycliffe to the twentieth century.
- BIB 4713** **History and Literature of the Intertestamental Era.** An historical, political, cultural, and theological survey of early Judaism in the Hellenistic and early Roman periods and the body of literature produced during that time.
- BIB 4723** **Biblical Archaeology.** Archaeology as it has been applied to the study of the history, culture, lands, and people of the biblical periods. Same as HIS 3753.



PRACTICAL

- BIB 1401** **Christian Ministries Workshop.** Field trips to congregations to do personal evangelism, teach special Bible programs, advertise gospel meetings, or assist in service projects. Four weekends per semester. Does not satisfy semester Bible requirement. Fall, Spring.
- BIB 2401** **Mission Outreach Workshop.** Extended work with a congregation during spring break to set up, advertise, and carry out special programs of service and teaching. Does not satisfy semester Bible requirement. Spring.
- BIB 2453** **Christian Family.** A Christian analysis of marriage and family living, including marriage preparation, marital adjustments, child rearing, in-law relationships, financial planning, and religion. Same as SOC 2453. Spring.
- BIB 3103** **Biblical Foundations for Counseling.** A study of biblical texts significant for understanding Christian counseling. Emphasis on passages describing the relational nature and needs of man. Prerequisite: BIB 1212, 1222, 2112, and PSY 2223. Same as PSY 3103. Fall.
- BIB 3303** **Christian Woman.** The Christian woman as an individual, a wife, a mother, and a servant of the Lord in the context of the local congregation.
- BIB 3313** **Minister and His Work.** Focus on the theology and work of the ministry, as well as the minister's relationship with the church, the community, and his family.
- BIB 3323** **Introduction to Preaching.** Pulpit, classroom, and group methods of communicating the gospel. Attention to materials, methods of preparation, and sermon construction according to types of sermons. Prerequisite: COM 1013 or 1023. Same as COM 3323.
- BIB 3333** **Youth Ministry.** A study of youth programs and the role of the youth minister with special emphasis on meeting the needs of youth.
- BIB 3413** **Missionary Principles.** Motives, theories, and practices related to both foreign and domestic evangelistic missions. Emphasis on establishing and nurturing indigenous congregations, cross cultural communication, church growth theory, and the role of the local church in the missionary enterprise.

- BIB 3423** **Biblical Evangelism.** The motives and methods of New Testament evangelism studied and applied to the modern situation. The role of every Christian in proclaiming the good news of Jesus stressed, and various evangelistic tools evaluated. On Demand.
- BIB 3433** **Cross Cultural Communication.** Study of communication between representatives of major cultures or subcultures on interpersonal, small group, organizational, and mass media levels. Includes verbal and nonverbal elements influencing communication such as region, race, religion, gender, and class. Contemporary insights from such areas as communication, anthropology, business, sociology, and psychology discussed. Same as BUS 3013, COM 3433, and SOC 3433. Fall 1992.
- BIB 3513** **Principles of Christian Education.** An overview of the entire educational program of the local church including teacher training, curriculum, organization, and special programs like Vacation Bible School.
- BIB 3533** **Principles of Teaching.** Principles and methods of effective teaching. Designed to help classroom teachers of all groups improve their instructional skills. Same as COM 3533.
- BIB 4871** **Internship.** Activities for credit include preaching, religious education, youth work, and personal evangelism. Includes written reports of field activity. Supervising faculty member may allow a temporary incomplete grade. Prerequisite: Permission of instructor. Summer and On Demand.
- BIB 4872** **Internship.** Extended two credit-hour version of BIB 4871. Prerequisite: Permission of instructor. Summer and On Demand.
- BIB 4873** **Internship.** Extended three credit-hour version of BIB 4871. Prerequisite: Permission of instructor. Summer and On Demand.
- BIB 4881** **Seminar in Practical Ministry.** Accompanying the evaluated field experience, this course is designed to remedy students' deficiencies, to provide opportunities for exploration of possible ministerial specialties, and to make a synthesis of the knowledge gained from other courses through class projects. Pre/Corequisite: BIB 4371-3.

BIOLOGY

- BIO 1011** **Biological Science Lab.** Laboratory supplement to BIO 1013. Prerequisite or Corequisite: BIO 1013. Fall, Spring.
- BIO 1013** **Biological Science.** Areas covered in depth include cell biology, ecology, evolution, genetics, and human biology. For non-majors and beginning majors. Fall, Spring.
- BIO 1124** **Zoology.** Survey of the major phyla of the animal kingdom, the basic principles of comparative anatomy, genetics, behavior, and ecology. Three hours lecture and three hours laboratory weekly. Spring.
- BIO 2114** **Human Anatomy and Physiology.** A study of the basic principles of human anatomy and physiology. Three hours lecture plus three hours laboratory weekly. Prerequisite: Grade of C or better in BIO 1013 and BIO 1011, or BIO 1124, or permission of the instructor. Spring.
- BIO 2324** **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 three hours laboratory weekly. Prerequisite: Grade of C or better in BIO 1013 and BIO 1011, or BIO 1124, or permission of the instructor. Fall.



BUSINESS

Enrollment Restrictions. Prerequisite for all 3000 level courses is sophomore status. All 4000 courses are restricted to juniors and seniors.

- BUS 1013 Introduction to Business.** Orientation to business enterprises highlighting organization, finances, marketing, management, and human resources. Helps students decide the area in which to specialize. Fall.
- BUS 1103 Practical Accounting.** Basic accounting principles and procedures. Recording transactions, cycle completion, preparing statements, worksheets, and payroll. May not be taken for credit while also receiving credit for BUS 2113 and/or BUS 2123. Spring.
- BUS 1203 Personal Finance and Management.** Various techniques applicable to the efficient handling of personal finances. Topics include the preparation of budgets, methods and costs of borrowing, inflation, the impact of credit, insurance, and financial investments. Fall.
- BUS 1723 Business Applications of Computers.** Computer-based systems and financial mathematics including historic development; elements of computer systems; computer terminology; application programming; microcomputers and commercial software for word processing, data base management systems, and statistical packages; and advanced financial spreadsheets. Prerequisite: MAT 1002 or equivalent. Same as CIS 1323. Fall.
- BUS 2113 Accounting I.** Elementary accounting theory, practice, and simple analysis with particular applications to single proprietorships. Prerequisite: MAT 1203 or equivalent. Fall.
- BUS 2123 Accounting II.** A continuation of accounting theory with applications to partnerships and corporations. Managerial accounting, especially standard cost systems for manufacturing concerns. Prerequisite: BUS 2113. Spring.
- BUS 2303 Principles of Business Law.** Areas of substantive law which impact on business for students who wish to take only one course in business law. Introduction to both state and federal courts. The Constitution, statutes, and administrative rules are examined as sources of law. Students read and brief actual cases. A maximum of 6 hours in law courses may be counted toward a degree. Same as POS 2023. Fall.



- BUS 2403** **Macroeconomics.** General workings of the economy and its major subdivisions. Includes the free enterprise system, monetary and fiscal policy, and international trade. Fall.
- BUS 2413** **Microeconomics.** Economic units of a free market. Consumer behavior and demand theory, utility and indifference analysis, industrial structures, pricing and output of goods and services, resource employment and pricing. Spring.
- BUS 2424** **Survey of Economics.** Workings of the economy as a whole, presenting key topics from both macro and micro economics for students not needing the more detailed study.
- BUS 2503** **Principles of Marketing.** The principles, concepts, and practices of marketing products and/or services in business and professional organizations. Explores the impact of product mix, price, promotion, and distribution on marketing objectives and achievements. Integrates legal, regulatory, and societal requirements with economic and resource forecasts in making marketing decisions. Fall.
- BUS 2603** **Principles of Management.** Fundamental principles and concepts of management and its development from classical beginnings to present concepts and styles. Function of management, including planning, organizing, and controlling, with emphasis on management's role in encouraging effective operation. Includes present management practices and explores management trends for the future. Relates management skills to all businesses and professions. Fall.
- BUS 2613** **Techniques of Supervision.** Skill development for students who anticipate becoming front-line supervisors and wish to improve managerial skills. Spring.

- BUS 2703 Intermediate Algebra for Business.** Various quantitative techniques as they apply to business decision-making functions. Concentrates on algebraic functions with some application to business decisions. Topics include linear equations and inequalities in one variable; second degree equations and inequalities in two variables; exponents, roots, and radicals; relations and functions and their graphs; system of linear equations; review of basic operations with polynomials; factoring and algebraic fractions. Prerequisite: one year of high school algebra or MAT 1203. Fall.
- BUS 2713 Quantitative Methods.** Fundamental quantitative methods and their application to business problems. Topics from statistics, math, and decision theory that clarify managerial problems and aid in selecting courses of action. Focus on tabulation, analysis and interpretation of numerical data for management decision-making. Includes sampling, statistical inference and hypothesis testing, correlation and regression analysis, linear programming, network models (PERT/CPM), queuing models, distribution models, inventory models, and decision theory. Same as MAT 2713. Fall.
- BUS 2723 Business Calculus.** An introduction to derivatives, differentiation and integration of algebraic and transcendental functions, vector analysis, with an emphasis on applications in business and the social sciences. Prerequisite: Grade of B or better in MAT 1203, or grade of C or better in MAT 1233, or Math ACT of 25 or above. On Demand.
- BUS 3003 Business Communication.** Role of written communication in management, focusing on the relationship between oral and written communication in the business world. Students required to apply different compositional techniques and audience analysis to various types of letters, memoranda, and reports; and to participate in a number of individual and group oral presentations, all of which are integrated with specific writing assignments. Prerequisite: ENG 1113. Same as OIS 3303. Spring.
- BUS 3013 Cross Cultural Communication.** Study of communication between representatives of major cultures or subcultures on interpersonal, small group, organizational, and mass media levels. Includes verbal and nonverbal elements influencing communication such as region, race, religion, gender, and class. Contemporary insights from communication, anthropology, business, sociology, and psychology. Same as BIB 3433, COM 3433, and SOC 3433. Fall 1992.

- BUS 3023 Christian Business Ethics.** The ethical teachings of the Bible as applied to the field of business. Includes a study of Biblical passages related to business conduct, corporate ethics, individual ethics, and the mutual responsibilities of employers and employees. Open only to junior business majors. Approved substitute that meets the Bible semester requirement. Same as BIB 4933. Even years, Spring.
- BUS 3103 Cost Accounting.** Managerial tool of standard cost accounting systems, emphasizing the managerial accountant's role in organizations. Includes accounting for labor, materials and overhead, with attention to process cost systems and various types of budgets. Prerequisite: BUS 1724 and BUS 2123 or permission of instructor. Odd years, Fall.
- BUS 3113 Managerial and Financial Accounting.** The use of cost accounting data as a tool for planning, control, and decision-making. Includes the nature of costs and their behavior; design of job order and process cost accounting systems; cost-volume-profit relationships and profit planning; segmented reporting; comparison of direct costing with absorption costing; control of operations through standard costs and flexible budgets; pricing of products and services; relevant costs for decision-making; and capital budgeting. Prerequisites: BUS 2113, 2123, and 3103. Even years, Spring.
- BUS 3203 Principles of Finance.** Financial analysis, capital budgeting, asset valuation, management of working capital, credit policies, accrued and current debt policy, sources and forms of long-term financial structure, costs of capital, dividend policy, and securities markets. Prerequisites: BUS 1724, BUS 2123, and BUS 2403 or 2413. Fall.
- BUS 3213 Money, Credit, and Banking.** Nature and function of money. Organizational framework of a national financial system and its impact on the economy. Also covers the Federal Reserve System, scope and impact of money and capital markets, and effects of deregulation. Structure of the commercial banking system and growing importance of other financial institutions explored. Prerequisite: BUS 3203. Even years, Spring.
- BUS 3303 Business Law I.** Examination of the legal environment of business which concentrates on contracts, commercial sales (Uniform Commercial Code), secured transactions, and torts. The case law method used to illustrate legal principles. Students prepare a paper on a selected area of law. Fall.

- BUS 3313 Business Law II.** A continuation of BUS 3303 or BUS 2303. Examination of the legal environment of business which concentrates on business organizations, creditor's rights, trade regulation, and real property. The case law method used to illustrate legal principles. Students prepare a paper on a selected area of law. A maximum of 6 hours in law courses may be counted toward a business degree. Prerequisite: BUS 2303 or BUS 3303. Spring.
- BUS 3513 Marketing Management.** The analysis, planning, implementation, and control of programs designed to bring about desired exchanges of goods and services with target markets for the purpose of achieving organizational objectives. Specific objectives include expansion of the basic marketing principles, use of the various tools for marketing problem analysis, the analysis of strategically oriented cases, and the development of strategies and programs defined against marketing predictions, standards, and criteria. Even years, Spring.
- BUS 3523 Retail Marketing.** The organization and administration of a firm's selling effort. Topics include recruitment, selection, training, compensation, evaluation, development, and motivation of the sales force; market assessment, territory alignment and quotas, segmental analysis, and budgeting. Also discusses the scope of physical distribution; its nature, interfaces with institutions, consumer services, transportation, order processing, and wholesaling and distribution centers. Odd years, Spring.
- BUS 3533 Consumer Behavior.** Basic factors influencing consumer behavior, the models used to explain this behavior, and the implications of these concepts on marketing and public policy issues. Focuses on economic, psychological, sociological, and anthropological variables. Includes the effects of motivational learning, perceptions, cognition, attitude, beliefs, personality, reference groups, social class, demographics, lifestyle, and cultural factors on consumer behavior. Odd years, Fall.
- BUS 3603 Organizational Behavior.** Traditional, human relations, systems, and contingency theories of managing human and other resources, with emphasis on functions of planning, organizing, directing, and controlling. Aids the decision-maker in understanding organizational behavior and communication in order to plan, implement, and evaluate the organizational development process. Fall.

- BUS 3613 Human Resource Management.** Strategic planning and implementation of policies concerning the most important resources used in any organization. Acquisition, development, compensation, evaluation, and organizational exit of employees. Professional ethics and opportunities in HRM, HR information systems design, and HR accounting. Spring.
- BUS 3623 Human Relations in the Workplace.** Development of an understanding of one's self and others as individuals and as members of working groups. Includes group dynamics and self-awareness, the impact of the self on others, free expression and better listening, and barriers to group participation. Improved communications and decision making both in and out of the workplace stressed through the exploration of differing values and roles. Odd years, Fall.
- BUS 3683 Small Business Management.** Major concepts and fundamental principles involved in the management of a small business enterprise. Emphasis placed on the role of the small firm in the national economy, the managerial considerations involved in establishing such a venture, and the managerial problems confronting the entrepreneur. Spring.
- BUS 3703 Management Information Systems.** Insight into the problem of identifying an organization's informational requirements that facilitate the decision-making process. Includes an analysis of information systems, communication theory, the flow of information, methods and procedures for gathering, disseminating, and controlling information. Prerequisite: Bus 2713. Even years, Spring.
- BUS 3713 Operations Management.** A systems approach to the production/operations function in business, including good/service creation, centered on design, location, and operation of the production operations management system and its interrelationship with other systems within and without the organization. Application of quantitative techniques to managerial decision-making for operational efficiency and effectiveness. Prerequisite: BUS 2713. Even years, Spring.
- BUS 3723 Statistical Methods for Business.** Statistical techniques, applications, and interpretations for management. Includes methods for describing data, graphics, measures of dispersion, and measures of central tendency. Topics in probability and probability distribution covered. Sampling, sampling distributions, and estimation discussed. Prerequisite: BUS 2713 or permission of instructor. Spring.

CHEMISTRY

- CHE 1211** **Introductory Chemistry I Lab.** Fall.
- CHE 1213** **Introductory Chemistry I.** Introduction to some of the basic concepts and applications of inorganic chemistry. Primarily designed for students in pre-nursing, allied health, and home economics programs. Prerequisite: MAT 1203 or equivalent score on the MCC Math Placement Test. Corequisite: CHE 1211. Fall.
- CHE 1221** **Introductory Chemistry II Lab.** Spring.
- CHE 1223** **Introductory Chemistry II.** A survey of organic and biochemistry. Includes the major organic functional groups, carbohydrates, lipids, proteins, nucleic acids, and metabolism. Prerequisite: CHE 1213 and MAT 1203 or above. Corequisite: CHE 1221. Spring.
- CHE 1511** **College Chemistry I Lab.** Fall.
- CHE 1513** **College Chemistry I.** Theoretical and quantitative principles, including stoichiometry, atomic and molecular structure, gas laws, thermochemistry, solutions. Corequisites: CHE 1511 and MAT 1233. Fall.
- CHE 1521** **College Chemistry II Lab.** Includes an introduction to qualitative analysis. Spring.
- CHE 1523** **College Chemistry II.** A continuation of CHE 1513. Includes such topics as equilibria, kinetics, acids and bases, redox reactions, coordination compounds, and nuclear chemistry. Prerequisites: Grade of C or better in both CHE 1513 and 1511 and MAT 1233 or above. Corequisite: CHE 1521. Spring.
- CHE 2514** **Organic Chemistry I.** An integrated approach to structure, reactions, mechanism, and synthesis in organic chemistry. Three hours lecture and four hours laboratory per week. Prerequisites: CHE 1523 and 1521. Fall, with sufficient demand.
- CHE 2524** **Organic Chemistry II.** Continuation of CHE 2514. Lab includes interpretation of infrared and nuclear magnetic resonance spectra, systematic identification of unknowns, multistep syntheses. Prerequisite: CHE 2514. Spring, with sufficient demand.

COMMUNICATION

Enrollment Regulations. The number of hours of COM 1411, 1421, and 1431 applicable toward a degree is limited to eight each; and the total of all three, plus any hours in MUS 1101, 1141, 1161, and/or hours in physical education activity courses and varsity sports beyond the general education core, applicable toward a degree is limited to twelve hours.

COM 1013 Introduction to Human Communication. Theory and practice in a variety of communication contexts, including interpersonal and small groups. Also includes practice in organizing and delivering speeches. Fall, Spring.

COM 1023 Business and Professional Speech. Designed to apply communication theory to the solving of business or professional interpersonal problems. Stresses systems theory adapted to organizational structure, interviewing, and conference techniques, as well as public speaking in professional settings. Fall, Spring.

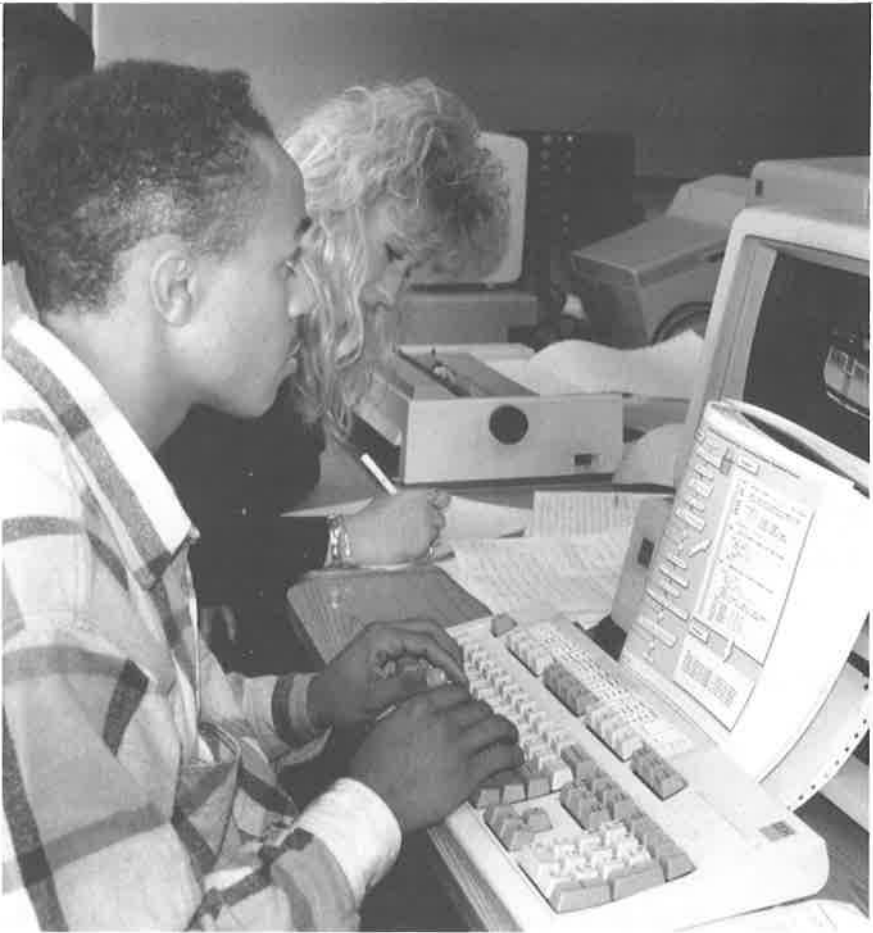
COM 1411 Stagecraft. Laboratory experience in technical theatre. Includes work related to an MCC Theatre production and/or Celebration in Song. May require up to 75 hours of work. Spring and On Demand.



- COM 1421 Theatre Workshop.** Laboratory experience in acting. May include participation in an MCC Theatre production. May require up to 75 hours of work. Fall and On Demand.
- COM 1431 Theatre Production.** Students may earn one hour of credit each semester for participation in the Pied Pipers, an improvisational theatre troupe. Membership by audition only. Prerequisite: Permission of Pied Piper director. Fall, Spring.
- COM 2013 Film Appreciation.** An introduction to the art of film. Topics include film making, early history of the industry, genres, and Christian ethics as it relates to the modern film. Same as HUM 2013. Spring.
- COM 2313 Oral Interpretation of Literature.** Instruction and practice in analysis and oral presentation of various literary genres, including essay, scripture, prose, children's literature, and drama. Fall 1991.
- COM 2511 Journalism Workshop.** Introduction to writing, editing, layout, and photography through actual production of a college publication. Prerequisite: Permission of instructor. Fall, Spring.
- COM 3313 Oral Interpretation of Literature.** Same as COM 2313 with additional requirements for upper division credit. Fall 1991.
- COM 3323 Introduction to Preaching.** Pulpit, classroom, and group methods of communicating the gospel. Attention to materials, methods of preparation, and sermon construction according to types of sermons. Prerequisite: COM 1013 or 1023. Same as BIB 3323.
- COM 3433 Cross Cultural Communication.** Study of communication between representatives of major cultures or subcultures on interpersonal, small group, organizational, and mass media levels. Includes verbal and nonverbal elements influencing communication such as region, race, religion, gender, and class. Contemporary insights from communication, anthropology, business, sociology, and psychology. Same as BIB 3433, BUS 3013, and SOC 3433. Fall 1992.
- COM 3533 Principles of Teaching.** Designed to help classroom teachers of all groups improve instructional skills. Same as BIB 3533. Alternate years, Fall 1992.

COMPUTER SCIENCE

- CIS 1013** **Introduction to Computer Systems.** An introduction to the concepts of computer systems and data processing taught as a general education course. Required in most degree programs. May be waived by demonstrated computer proficiency skills. No credit after CIS 1324. Prerequisite: MAT 1002 or equivalent. Spring.
- CIS 1123** **BASIC Programming.** Structured programming in the BASIC computer language for business and non-business applications. Program assignments apply programming skills to solving both business and scientific problems. Students introduced to IBM operating environments. Prerequisite: CIS 1013 or CIS/MAT 1324. Co-/Prerequisite: MAT 1203. On Demand.
- CIS 1323** **Business Applications of Computers.** Computer-based systems and financial mathematics including historic development; elements of computer systems; computer terminology; application programming; microcomputers and commercial software for word processing, data base management systems, and statistical packages; and advanced financial spreadsheets. Not recommended for education majors. Prerequisite: MAT 1002 or equivalent. Same as BUS 1723. Fall.
- CIS 1333** **FORTRAN for Engineers.** An introduction to the programming of computers for scientific problem-solving using the FORTRAN programming language. Specifically designed to meet one of the core requirements of engineering majors. Prerequisite: MAT 1203, 1233, or above. Same as EGR 1333. On Demand.
- CIS 2113** **PASCAL Programming.** Narrative algorithms including mathematical symbolism, flowcharts, and computer programs. Algorithms developed for numerical calculations, character manipulation, and sorting. PASCAL programming language covered with attention to special features of that particular computer programming language. Prerequisite: CIS 1123. On Demand.
- CIS 2123** **COBOL I.** Students code business data processing programs using a structured, top-down approach to systems, program flowcharts, and pseudocode. Project programs include file processing, loop control, tables, and sub-routines. Prerequisite: CIS 1123. On Demand.



- CIS 2133** **COBOL II.** Various projects including sequential, indexed sequential, and random processing. Also includes real time program entry, debugging, and testing. Prerequisite: CIS 2123. On Demand.
- CIS 3443** **Systems Analysis Methods.** The system development life cycle with emphasis on techniques and tools of system documentation and logical system specification. Prerequisite: CIS 1123. Formerly CIS 2713. On Demand.
- CIS 3453** **Structured Systems Analysis and Design.** Advanced coverage of the strategies and techniques of structured systems development. Prerequisite: CIS 2123 and 3443. Formerly CIS 2723. On Demand.



CRIMINAL JUSTICE

- CRJ 1113 Introduction to Criminal Justice.** A study of the development of criminal justice, with particular emphasis on Western justice, the Judeo/Christian culture, the United States Constitution, and the American justice system. Includes the roles played by the judiciary; and the federal, state, city, county, township, private, corrections, and other agencies.
- CRJ 1213 Criminal Law and Procedure.** Major constitutional issues inherent in criminal law with focus on how individual rights are protected in the system. Acquaints students with complex legal issues that arise in the administration of criminal justice in the United States, and encourages them to think critically about the compelling demands that face modern criminal justice agencies and practitioners. Same as POS 1213.
- CRJ 1413 Police Processes and Operations.** Processes and procedures for enforcing various legal prohibitions in particular situations. Includes an outline of criminal procedure, definition of various crimes, the legal rules governing police and security practices and procedures, and criminal and civil liability of enforcement and public safety officers. Includes role of administration within the organization.

- CRJ 1423 Police Report Writing.** A review of report forms presently used in both criminal and civil law enforcement procedures. Emphasis placed on the correct preparation of reports, and skill development in making effective and informative reports, both criminal and torts.
- CRJ 1433 Juvenile Methods.** Responsibilities of the juvenile officer and police officer in crime prevention, with emphasis on administration, community resources, control, confinement, treatment, general relations with the public, and the role of the juvenile court. Includes the historical, philosophical, and socio-legal aspects and functions of the court.
- CRJ 2033 Criminology.** A study of criminology and the social phenomena of delinquency, deviancy, and crime. The process of making laws, breaking laws, and society's reactions of punishment, treatment, and prevention procedures. Includes the sociology of law, criminal etiology, and penology. Same as SOC 2033.
- CRJ 2413 Loss Prevention.** Methods of protection incorporated in security through application of loss prevention systems. Deals with loss as related to fire and theft; risk control; and residential, industrial, and hospital security.
- CRJ 2423 Criminal Investigation.** An introduction to criminal investigation and the techniques used, incorporating the forensic sciences, with emphasis upon crime scene procedures, collection and protection of evidence, chain of custody, report preparation and recording, and preparation of case data for trial.
- CRJ 2433 Emergency Control of Deviant Behavior.** Systematic methods for police handling of deviant emergency situations with the aim of rendering the best possible service to the persons involved and the community as a whole.
- CRJ 2511 Firearms Training.** Fundamentals of weapons safety and marksmanship. Emphasis upon nomenclature, proper cleaning, and home storage. Range instructions include familiarization with several types of firearms frequently utilized by criminal justice and public safety personnel. Required ammunition purchased by the student.
- CRJ 2803 Field Internship.** Field experience with the application of theoretical knowledge at law enforcement and public safety agencies. Prerequisite: Permission of instructor.

EDUCATION

HEALTH EDUCATION

EDH 2002 First Aid. Identifies, defines, and explains the American Red Cross Standard and Advanced First Aid Procedures in order to pass a written and practical examination for Red Cross Certification. Fall.

EDH 2003 Personal and Community Health and Safety. Personal, school, and community health and safety programs. Required for some education majors at some senior colleges. Spring.

EDUCATIONAL METHODS

EDM 1173 Elementary Teachers' Math Fundamentals. Includes math skills and topics on personal finance, algebra, measurement, statistics, problem solving, logic, and geometry, with emphasis on teaching methods to meet the needs of the elementary student. Prerequisite: MAT ACT of 18 or above or grade of C or better in MAT 1002. Same as MAT 1173. Spring.

EDM 3213 Art for the Elementary Teacher. Art techniques, materials, and methods appropriate for the elementary classroom. On Demand.

EDUCATIONAL SKILLS (See limits on page 67)

EDS 1001 How To Succeed In College. Development of a variety of student skills necessary for success in college including such topics as note taking, how to study, and purposes of college. Fall.

EDS 1031 Career Exploration and Development. Career instruments and exploration of job requirements, working conditions, and income levels are used to identify job-related interests. Practical skills of writing resumes, preparing for interviews, and handling rejection. Spring, with sufficient demand.

EDS 1112 Reading Skills Workshop. Paired reading course to provide support for comprehension, fluency, word analysis, and vocabulary in a related content course. Required of students with a 17 or below in Reading on ACT. Corequisite: listed on semester schedule. Fall, Spring.

EDUCATION AND HUMAN SERVICES

- EHS 1892 Internship.** A minimum of 150 hours of supervised child care in the MCC Child Development Center. Emphasis on planning and carrying out preschool activities, and assisting with smooth operation of the classroom. Pre/Corequisite: all other courses required for the Child Care major in the A.A.S. program and permission of instructor. Fall, Spring.
- EHS 2113 Literature for Children.** A survey of the history and major genres of children's literature designed to prepare the student to evaluate children's literature critically, and to select and use quality literature effectively with children. Alternate years, Spring 1993.
- EHS 2213 Child Development.** Theory and principles of child development from birth to puberty. Includes maturational processes, intelligence, motivation, identity development, family context, and parenting. Fall.
- EHS 2413 Early Childhood Education.** The cognitive development of children from infancy through early childhood examined and applied to the use of space, materials, and personnel in providing a child with an optimal learning environment in different group settings. Students observe one morning per week in a child care center. Prerequisite: EHS 2213. Spring.
- EHS 2513 Day Care Administration.** Principles of human development applied to the operation of an early childhood program. Relationships with staff, parents, and regulating agencies discussed. Students survey policies of various centers and develop their own programs as a final project. Prerequisite: EHS 2313 or permission of instructor. Fall.
- EHS 2892 Internship.** A minimum of 150 hours of supervised classroom experience in the MCC Child Development Center. Emphasis on programming and group leadership in the early childhood classroom. Experience in observation and evaluation of individual children. Pre/Corequisites: all other courses required for Early Childhood major in the Associate in Science program and permission of instructor. Fall, Spring.
- EHS 3313 Tests and Measurements.** Construction, evaluation and standardization, and interpretation of tests of personality, intelligence, ability, achievement, vocational interest, and special attitudes. Prerequisites: PSY 2013 and PSY 3303. Same as PSY 3313. Alternate years, Fall 1992.

ENGLISH

- ENG 1003 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. Required for those with 17 or below in English on ACT. Fall, Spring.
- ENG 1113 College Composition II.** Extensive work in writing and revising expository papers and documented reports. Students read and analyze selected essays and articles. A grade of A or B is required to demonstrate proficiency in English skills sufficient to earn a bachelor's degree at MCC. Other four-year institutions have a similar requirement. Prerequisite: English ACT of 18 or above or grade of C or better in ENG 1003. Fall, Spring.
- ENG 1123 College Composition III.** Writing of critical essays and research papers, while introducing various forms of imaginative literature. Prerequisite: Grade of C or better in ENG 1113. Fall, Spring.
- ENG 1613 Honors Composition II.** Extensive work in writing and revising expository papers and documented reports. Students read and analyze selected essays and articles. May be substituted for ENG 1113 in all programs. Prerequisite: English ACT of 25 or above. Fall.
- ENG 1623 Honors Composition III.** Writing of critical essays and research papers, while introducing imaginative literature to honors students. May be substituted for ENG 1123 in all programs. Prerequisite: ENG 1113 or 1613 and English ACT of 25 or above. Spring.
- ENG 2213 English Literature I.** British literature from Beowulf through Johnson. Generally closed to freshmen. Prerequisite: ENG 1123 or permission of instructor. Alternate years, Fall 1993.
- ENG 2223 English Literature II.** British literature from Blake to present. Generally closed to freshmen. Prerequisite: ENG 1123 or permission of instructor. Alternate years, Spring 1994.
- ENG 2313 American Literature Survey.** A survey of works of major authors. Prerequisite: ENG 1123 or permission of instructor. Alternate years, Fall 1992.

ENG 2413 World Literature Survey. A survey of selected major world literary masterpieces. Prerequisite: ENG 1123 or permission of instructor. Alternate years, Spring 1993.

ENG 3413 Literature for Children. Evaluating children's literature critically; understanding its history; and assessing the needs and developmental levels of children in selecting and using quality literature effectively. Does not meet major or minor requirements for most English majors. Prerequisite: Sophomore standing or permission of instructor. Alternate years, Spring 1993.



FRENCH

- FRE 1214 Elementary French and French Culture I.** Basic construction and vocabulary with practice in speaking, reading, and writing. Reading material based on French culture. Satisfies up to 3 hours of humanities requirement for B.R.E., A.A., or A.S. degree. Alternate years, Fall 1993.
- FRE 1224 Elementary French and French Culture II.** Completion of fundamental constructions and vocabulary, with particular emphasis on the spoken language and French culture. Satisfies up to 3 hours of humanities requirement for B.R.E., A.A., or A.S. degree. Prerequisite: FRE 1214 or three semesters of high school French. Alternate years, Spring 1994.

GREEK

- GRE 1103 Greek Studies I.** Specifically designed 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 1214, 1224. Fall or Spring.
- GRE 1214 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. Required of Bible, Missions and Evangelism, and Youth and Family Ministry majors. Fall.
- GRE 1224 Elementary Greek II.** A continuation of GRE 1214, including selected New Testament readings and review of Greek grammar and syntax. Prerequisite: GRE 1214. Spring.
- GRE 3314 Intermediate Greek Grammar.** A continuation of GRE 1224 emphasizing various difficult constructions found in the Greek New Testament. Prerequisite: GRE 1224. Formerly GRE 2234. Fall.
- GRE 3413 Advanced Greek Readings I.** Selected readings from the Greek New Testament. Prerequisite: GRE 3314. Formerly GRE 3313. On Demand.
- GRE 3423 Advanced Greek Readings II.** Selected readings from the Greek New Testament. Prerequisite: GRE 3314. Formerly GRE 3323. On Demand.

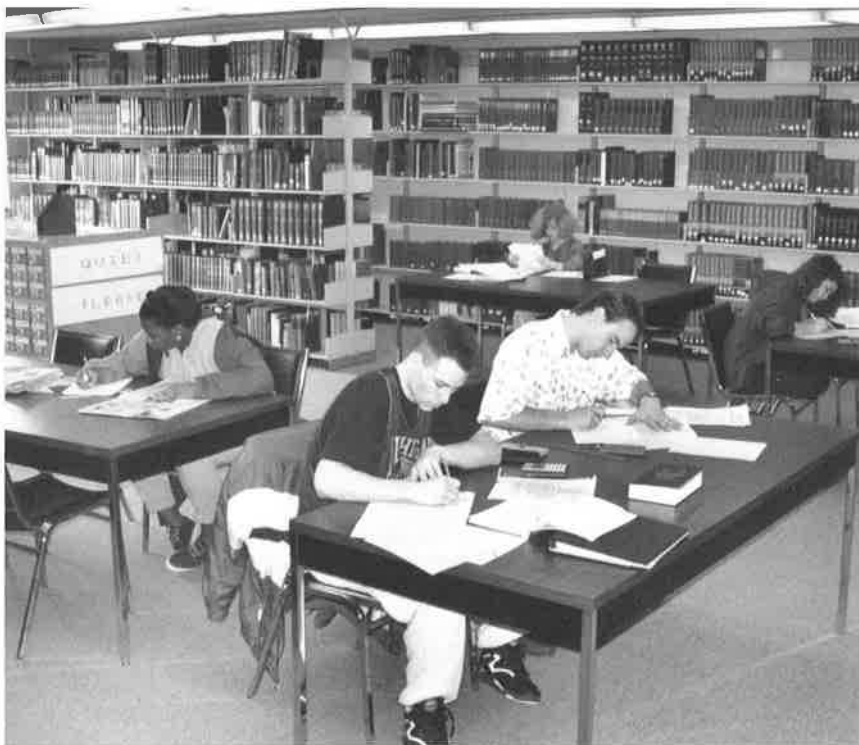


HEBREW

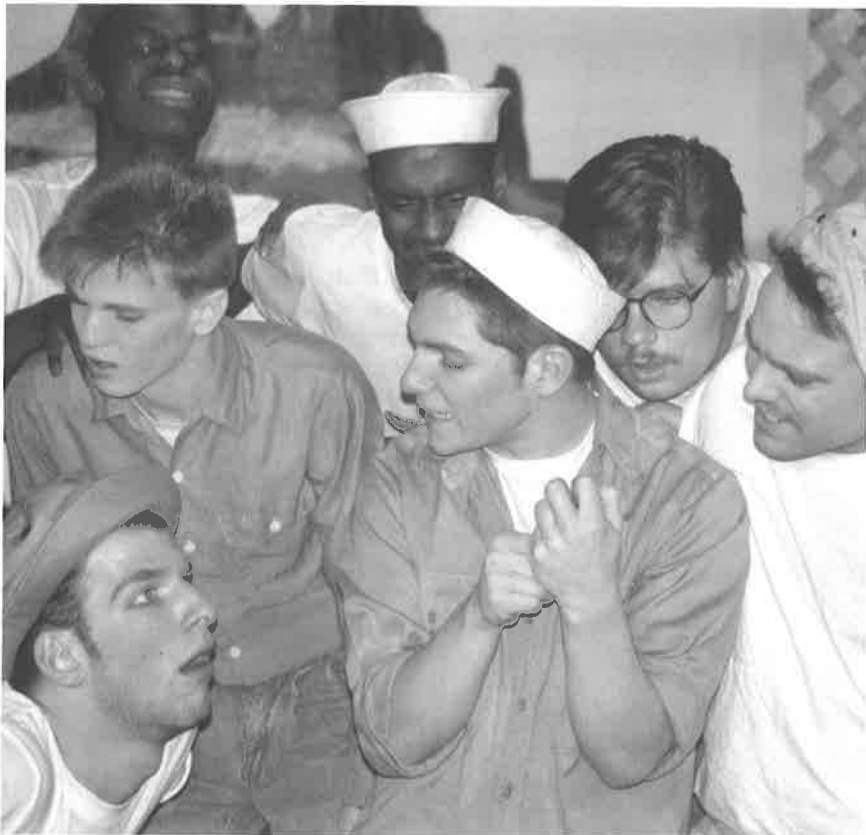
- HEB 1214** **Elementary Hebrew I.** An introduction to the language of the Old Testament. Emphasis on the basic principles of the language and the grammatical skills and vocabulary necessary to translate from the Bible. On Demand.
- HEB 1224** **Elementary Hebrew II.** A continuation of HEB 1214 with selected Old Testament readings from the Hebrew Bible. Prerequisite: HEB 1214. On Demand.

HISTORY

- HIS 1313** **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. HIS 1313/1323 required for Biblical Studies and Christian Ministry majors. Fall.
- HIS 1323** **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. Spring.
- HIS 1503** **American History Survey.** A survey of American history from colonization to modern times. Must be taken with either HIS 1313 or 1323 to satisfy A.A. requirements. Combination will satisfy teacher certification requirements at some schools. May not be taken for credit after HIS 2513 or 2523. Fall.



- HIS 1613 Honors Western Civilization I.** Honors seminar surveying the aesthetic, economic, intellectual, political, religious, and social developments leading to present-day Western civilizations from the beginning of historic times through the Renaissance and Reformation. May be substituted for HIS 1313 in Bachelor of Religious Education and Associate in Arts degree programs. Prerequisite: Reading ACT of 25 or above. Fall.
- HIS 1623 Honors Western Civilization II.** Honors seminar focusing on the modern aesthetic, cultural, economic, intellectual, religious, and social developments leading the world into the 21st century. Involves extensive independent research and writing. May be substituted for HIS 1323 in Bachelor of Religious Education and Associate in Arts degree programs. Prerequisite: ACT Reading score of 25 or grade of B or better in HIS 1313 and permission of instructor. Spring.
- HIS 2112 Hebrew History I.** History of ancient Israel from the creation to the fall of the Judean monarchy as revealed in the Old Testament books of Genesis through II Kings. Same as BIB 2112. Fall.
- HIS 2122 Hebrew History II.** Poetic and prophetic literature as revealed in the books of Ezra through Malachi, including the historical setting of each book. Same as BIB 2122. Spring.
- HIS 2513 United States History I.** A survey of American history from colonization through the end of the Reconstruction Period. Emphasis on the European heritage, conditions during the colonial period, the American Revolution, emergence of democracy, westward expansion, rise of sectionalism, and the Civil War. HIS 2513/2523 recommended for students seeking teacher certification. Fall.
- HIS 2523 United States History II.** Post-Civil War political, economic, social, and diplomatic developments from 1877. Focuses on the emergence of the United States as a leading industrial power, the nation's rise to world leadership, and recent developments. Spring.
- HIS 3313 World Cultures.** Survey of some of the major world cultures. Emphasis given to understanding the diverse religious, political, and philosophical foundations underlying the mores. Designed to prepare those who plan to work in other cultures.



- HIS 3623 Honors Seminar in Early American History.** A study of early American history and governmental policies. Involves extensive guided research and writing. Designed for honors students and for transfer into education programs. Prerequisite: Reading ACT of 25 or permission of instructor. Spring.
- HIS 3633 Honors Seminar in Modern American History.** A focus on social, economic, political, intellectual, religious, and ethnic issues shaping the American society. Involves extensive guided research and writing. May be substituted for HIS 2523 in general education core. Prerequisite: Reading ACT of 25 or permission of instructor.
- HIS 3713 Survey of Church History I.** Church history from the close of the apostolic age through the Protestant Reformation. Prerequisite: HIS 1313, 1323. Same as BIB 3713.

- HIS 3723** **Survey of Church History II.** History of Christianity from the Reformation to the modern age. Prerequisites: HIS 1313, 1323. Same as BIB 3723.
- HIS 3743** **Development of Western Thought.** Western thought's historical development from ancient to modern times. Prerequisite: HIS 1313, 1323. On Demand.
- HIS 3753** **History of Ancient Civilizations.** An introduction to the scientific discipline of archaeology as it has been applied to the study of the history, culture, lands, and people of the biblical periods. Same as BIB 4083.

HOME AND FAMILY LIVING

- HFL 2013** **Interior Design.** Aesthetic and functional properties of interior design for the home environment. Application of elements and principles of design and color in projects, many of which are concerned with architectural styles, house plans, and furnishings. Alternate years, Fall 1993.
- HFL 2333** **Nutrition.** Principles of normal nutrition and metabolism, food values and requirements for maintenance and growth, with applications for the home economics and health occupations major. Prerequisite: BIO 1013 or BIO 2114 or permission of instructor. Spring.

HUMANITIES

- HUM 2003** **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. Includes attending productions of professional theatre and reading dramatic literature. On Demand.
- HUM 2013** **Film Appreciation.** Study of American narrative film. Topics include western films, gangster films, musical, early history of the industry, and Christian ethic as it relates to the modern film. Class views a number of films and/or video tapes in order to better appreciate the film and its impact upon society. Same as COM 2013. On Demand.
- HUM 2093** **Topics in Humanities.** An inter-disciplinary course introducing the history, philosophy, art, music, and literature of an historical period. Special attention given to the religious ideals of the day as expressed in the arts. On Demand.

MATHEMATICS

- MAT 1001 Basic Mathematics.** Review of the mathematical skills necessary for MAT 1002 or above. Does not satisfy degree requirements. Required if Math ACT is 13 or below. Fall, Spring.
- MAT 1002 Elementary Algebra.** Signed numbers, operations in algebraic expressions, first degree equations, exponents and radicals, and word application problems. Required if Math ACT is 14-17. Prerequisite: MAT 1001 or appropriate placement. Does not satisfy degree requirements. Fall, Spring.
- MAT 1113 Math Fundamentals.** Mathematical skills and topics on personal finance, algebra, measurement, statistics, problem solving, logic, and geometry. Satisfies A.A. requirements. Prerequisite: MAT ACT of 18 or above or grade of C or better in MAT 1002. Same as EDM/MAT 1173. Spring.
- MAT 1173 Elementary Teachers' Math Fundamentals.** Various mathematical skills and topics on personal finance, algebra, measurement, statistics, problem solving, logic, and geometry, with emphasis on teaching. Does not satisfy A.S. requirements. Prerequisite: MAT ACT of 18 or above or grade of C or better in MAT 1002. Same as EDM 1173 and MAT 1113. Spring.
- MAT 1203 Intermediate Algebra.** Topics of MAT 1002 plus simultaneous solutions of equations, rational expressions, graphing, quadratic equations, and inequalities. Prerequisite: Math ACT of 18 or above or grade of C or better in MAT 1002. Fall, Spring.
- MAT 1232 Trigonometry.** Trigonometric functions, identities, and equations. Prerequisite: C or better in Math 1203 or Math ACT of 24. Fall.
- MAT 1233 College Algebra.** Exponential, logarithmic, composite, and inverse functions, inequalities, relations, graphs, conic sections, equations systems, and sequences. Prerequisite: C or better in Math 1203 or Math ACT of 24. Fall.
- MAT 1235 Pre-Calculus.** Combines the various topics of Trigonometry (MAT 1232) and College Algebra (MAT 1233) into one course. Prerequisite: C or better in Math 1203 or Math ACT of 24. Fall.

- MAT 1245** **Calculus and Analytic Geometry I.** Topics such as functions, limits, derivatives, application of derivatives, maxima and minima, differentiation and integration of algebraic and transcendental functions. Prerequisite: Math ACT of 25 or above and sufficient high school math preparation (three years of high school math including a course in calculus or math analysis with a grade of A or B), or a grade of C in MAT 1235. Spring.
- MAT 1254** **Calculus and Analytic Geometry II.** A continuation of Calculus and Analytic Geometry I, including methods of integration, definite integrals, improper integrals, conic sections, and polar coordinates. Prerequisite: MAT 1245. Fall.
- MAT 1323** **Business Mathematics on Computers.** Computer-based systems and financial mathematics including historical development, terminology; elements of computer systems; application programming; microcomputers and software for WP, DBMS, and statistics; and advanced spreadsheets. Not for education majors. Prerequisite: MAT 1002. Same as CIS 1323. Fall.
- MAT 2264** **Calculus and Analytic Geometry III.** Infinite series, parametric curves and planar vectors, curves and surfaces in space, partial differentiation, multiple integrals, vector analysis, differential equations. Prerequisite: MAT 1254. Spring.
- MAT 2713** **Quantitative Methods.** Fundamental quantitative methods and their application to business problems. Topics from statistics, mathematics, and decision theory that clarify managerial problems and aid in selecting courses of action. Focus on tabulation, analysis and interpretation of numerical data for management decision-making. Includes sampling, statistical inference and hypothesis testing, correlation and regression analysis, linear programming, network models (PERT/CPM), queuing models, distribution models, inventory models, and decision theory. Same as BUS 2713. Fall.
- MAT 3303** **Statistics I.** Theory and techniques including research design, sampling techniques, probability, frequency distribution, hypothesis testing, analysis of variance, covariance, correlation, linear and multiple regressions, taught using the computer. Prerequisite: MAT 1203 and CIS 1013. Same as PSY 3303. Alternate years, Spring 1994.

MUSIC

Enrollment Regulations. The number of hours of MUS 1101, 1141, and 1161 applicable toward a degree is limited to eight each; and the total of all three, plus any hours in COM 1411, 1421, 1431, and/or hours in physical education activity courses and varsity sports beyond the general education core, applicable toward a degree is limited to twelve hours. A Cappella Chorus members must register for MUS 1101.

MUS 1101 A Cappella Chorus. Students may earn one hour of credit each semester for participation in the A Cappella Chorus. Membership by audition only. Prerequisite: Permission of choral director. Fall, Spring.

MUS 1141 Private Voice. Private instruction in vocal techniques. For each credit hour per semester a student receives one-half hour lesson per week. Prerequisite: Permission of instructor. Fee. Fall, Spring.

MUS 1161 Private Piano. Instruction open to all students. For each credit hour per semester a student receives one-half hour lesson per week. Fee. Fall, Spring.

MUS 1211 Ear Training IA. Sight singing and dictation based upon the diatonic harmonies of major and minor keys. Corequisite: MUS 1213. Fall.

MUS 1213 Theory IA. A study of the basic principles of diatonic chord progression and four-part writing. Corequisite: MUS 1211. Fall.

MUS 1221 Ear Training IB. A continuation of MUS 1211. Corequisite: MUS 1223. Spring.

MUS 1223 Theory IB. A continuation of MUS 1213 with additional four-part writing. Prerequisite: MUS 1213. Corequisite: MUS 1221. Spring.

MUS 1332 Song Leading and Worship. Designed to familiarize student with the musical aspect of church worship through knowledge of church music and various song leading techniques. On Demand.

MUS 2003 Music Appreciation. A study of the elements, forms, styles, and history of music in western cultures with a special emphasis on good listening skills. Often includes professional concerts in Detroit area. Fall, Spring.

- MUS 2014 Music Literature.** An overview of the classic works by master composers from major eras of western music history. Incorporating the topics of MUS 2003, this course is designed primarily for those planning to major or minor in music. On Demand.
- MUS 2231 Ear Training IIA.** Advanced sight-singing and dictation based upon diatonic and chromatic harmonies of major and minor keys. Prerequisites: MUS 1221 and 1223. Corequisite: MUS 2233. On Demand.
- MUS 2233 Theory IIA.** Advanced studies in four-part writing. Prerequisites: MUS 1221 and 1223. Corequisite: MUS 2231. On Demand.
- MUS 2241 Ear Training IIB.** A continuation of MUS 2231. Prerequisites: MUS 2231 and 2233. Corequisite: MUS 2243. On Demand.
- MUS 2243 Theory IIB.** A continuation of MUS 2233. Pre-requisites: MUS 2231 and 2233. Corequisite: MUS 2241. On Demand.



OFFICE INFORMATION SYSTEMS

- OIS 1312** **Records Management.** A study of the control of an organization's records, including protection, retention, retrieval, and disposal. Covers electronic filing as well as manual filing systems and procedures. On Demand.
- OIS 2243** **Word Processing I.** Word processing concepts, procedures, terminology, materials, and equipment, including an introduction to machine transcription. Includes experience on text-editing equipment through the production of a variety of documents. Prerequisite: CIS 1013 or higher. Fall.
- OIS 2253** **Word Processing II.** Further skill development in text-editing involving screen-buffered, shared logic, and micro-computer word processing. Prerequisite: OIS 2243. Spring.
- OIS 2263** **Word Processing III.** Skill development for occupational competence in both word processing and machine transcription. Emphasis on advanced applications. Course includes principles of implementation and management of a word processing center. Prerequisite: OIS 2253. On Demand.
- OIS 2713** **Office Procedures and Administration.** 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: OIS 1113, OIS 1413. On Demand.
- OIS 3303** **Business Communication.** Role of written communication in management, focusing on the relationship between oral and written communication in the business world. Students required to apply different compositional techniques and audience analysis to various types of letters, memoranda, and reports; and to participate in a number of individual and group oral presentations, all of which are integrated with specific writing assignments. Prerequisite: ENG 1113. Same as BUS 3003. Spring.

PHILOSOPHY

- PHI 1001** **Ethical Perspectives.** Introduction to the history and development of ethical philosophies with primary emphasis on making ethical decisions. Does not satisfy the semester Bible requirement. Fall.

PHYSICAL EDUCATION

Enrollment Regulations. Any of the specific activity courses or varsity sports listed below may be taken more than one time for additional credit in subsequent semesters. However, only one credit per varsity sport is permitted each academic year and you may not enroll in more than two activity courses per semester. The appropriate course is required of all varsity team members. The number of hours of physical education activity courses and varsity sports beyond the general education core applicable toward a degree is limited to eight; and the total of all physical education courses, plus any hours in COM 1411, 1421, 1431, and/or hours in MUS 1101, 1141, 1161, applicable toward a degree is limited to twelve hours.

PED 1001 Concepts in Healthy Living. Spiritual, emotional, intellectual, and physical issues involved in healthy living. Individual assessment of each student's current status, development of a healthy living plan, and appropriate conditioning. Individuals in intercollegiate athletics complete conditioning portion of class through their sport. Fall, Spring.

Activity Courses. Physical Education activity courses for credit include:

PED 1011 Badminton.

PED 1061 Volleyball.

PED 1021 Basketball.

PED 1071 Conditioning.

PED 1041 Softball.

PED 1091 Sports in Season.

Varsity Sports. Intercollegiate sports competition for credit includes:

PED 2221 Varsity Baseball. Men. Spring.

PED 2231 Varsity Basketball. Men. Fall.

PED 2271 Varsity Soccer. Men. Fall.

PED 2421 Varsity Softball. Women. Spring.

PED 2431 Varsity Basketball. Women. Spring.

PED 2461 Varsity Volleyball. Women. Fall.

PED 2541 Varsity Cross Country. Men and Women. Fall.

PED 2641 Varsity Track. Men and Women. Spring.

PED 2651 Varsity Cheerleading. Men and Women. Spring.



PHYSICAL SCIENCE

- PHS 1002** **Earth Science.** A brief survey of astronomy, geology, and meteorology. Fall, Spring.
- PHS 1012** **Physical Science.** An introduction to the philosophy and methodology of science with a survey of some basic concepts of physics. No credit after PHS 2515 or 2525. Fall, Spring.
- PHS 2515** **Physics I.** Classical mechanics and thermodynamics for students majoring in science, mathematics, or the various fields of engineering. Four hours lecture and two hours laboratory per week. Prerequisite: MAT 1245. Fall, with minimum enrollment of five.
- PHS 2525** **Physics II.** A continuation of PHS 2515 covering electricity, light, and magnetism. Four hours lecture and two hours laboratory per week. Prerequisite: Grade of C or better in PHS 2515 and in MAT 1254. Spring, with minimum of five.

POLITICAL SCIENCE

- POS 2013 National Government.** A survey of the American national political system. Attention to the government's interaction with, and impact on, business. Fall, Spring.
- POS 2023 U.S. Judicial Processes.** Study of both the state and federal courts; the constitution, statutes, and administrative rules as sources of law; jurisdiction and avenues of appeal in both civil and criminal cases. Students read and brief current and landmark cases. Same as BUS 2303. Fall.
- POS 2043 Criminal Law and Procedure.** Major constitutional issues inherent in criminal law with focus on how individual rights are protected in the system. Acquaints students with complex legal issues that arise in the administration of criminal justice in the United States, and encourages them to think critically about the compelling demands that face modern criminal justice agencies and practitioners. Same as CRJ 1213.

PSYCHOLOGY

- PSY 1001 Personal Choices and Responsibility.** A focus on self-concept, relationships, personal ethics, and planning for success. Fall, Spring.
- PSY 2013 General Psychology.** An introduction to the study of human behavior, personality, motivation, emotion, intelligence, personal adjustment, and the social and physiological bases of behavior. Spring.
- PSY 2223 Human Growth and Development.** Personal and social development from conception through death. Emphasis on cognitive development of life. Fall.
- PSY 3103 Biblical Foundations for Counseling.** A study of biblical texts significant for understanding Christian counseling. Emphasis on passages describing the relational nature and needs of man. Prerequisites: BIB 1212, 1222, 2112, and PSY 2223. Same as BIB 3103. Fall.
- PSY 3203 Child Development.** Theory and principles of child development from birth to puberty. Includes maturational processes, intelligence, motivation, identity development, family context, and parenting. Prerequisite: PSY 2223. Fall.

- PSY 3213 Adolescent Development.** Interactive theories of change involved in the growth of the person from puberty to young adulthood. Physiological, intellectual, and social change as affected by the youth's involvement in family, school, community, church, and peers. Prerequisite: PSY 2223. Alternate years, Fall 1993.
- PSY 3223 Psychology of Adulthood and Aging.** Sources of psychological growth and crisis, changes in intellectual functioning, attitudes towards aging, experience in the family, retirement, needs of the elderly, and death. Prerequisite: PSY 2223. Alternate years, Spring 1994.
- PSY 3303 Statistics I.** Theory and techniques including research design, sampling techniques, probability, frequency distribution, hypothesis testing, analysis of variance, covariance, correlation, linear and multiple regressions, taught using the computer. Prerequisite: MAT 1203 and CIS 1013. Same as MAT 3303. Alternate years, Spring 1994.
- PSY 3313 Tests and Measurements.** Construction, evaluation and standardization, and interpretation of tests of personality, intelligence, ability, achievement, vocational interest, and special attitudes. Prerequisites: PSY 2013 and PSY 3303. Alternate years, Fall 1992.
- PSY 3401 Fundamentals of Substance Abuse Counseling.** Basic information on substances of abuse, assessment strategies, treatment processes, client rights, and ethical issues. Prepares student to sit for apprentice licensing test. Prerequisite: PSY 2223. Fall 1992.
- PSY 3413 Early Childhood Education.** The learning environment and curriculum which supports the child's intellectual development. Emphasis on language, art, science, and music activities and development of media and material resources, as well as supportive play activities. Prerequisite: PSY 3203. Spring.
- PSY 3422 Career Guidance Research and Counseling.** An introduction to methods of research, tests, and counseling techniques for career guidance. Student involvement in planning and conducting workshops in career guidance, test anxiety, resume writing, and interviewing. Students also may be involved in individual career counseling on campus with peers. Pre/Corequisite: PSY 3313 or permission of instructor. Fall 1992.

- PSY 4013 Theories of Counseling.** Theories and philosophies underlying current counseling practices. Special attention given to helping each individual student develop their own theory and techniques of counseling. Prerequisites: PSY 2223 and PSY 3103. Formerly PSY 4013. Alternate years, Spring 1994.
- PSY 4023 Family Relations.** Theory and principles for understanding family interactions with emphases on systems theory, intergenerational and multigenerational issues, and interactions of the nuclear family with other social groups. Prerequisite: SOC 2453, PSY 2223, and PSY 3103. Alternate years, Spring 1993.
- PSY 4033 Abnormal Psychology.** Theories related to the development of mental and personality disorders, including the function of abnormal behavior and its prevention and treatment. Prerequisites: PSY 2013, PSY 2223, or permission of instructor. Fall 1993.
- PSY 4313 Research Methods in the Social Sciences.** Application of research methods to specific social problems, including identifying the problem, development of instruments, construction of samples, control of variables, application of appropriate statistical analyses, and preparing results for publication. Pre/Corequisites: PSY 3303 and PSY 3313. Spring 1994.
- PSY 4413 Techniques of Counseling.** Methods of gathering, analyzing, and interpreting case data in counseling. Includes the analysis of dynamics in the counselor-counselee relationship, and interviewing techniques. Prerequisites: PSY 2223 and PSY 3103. Formerly PSY 3023. Alternate years, Spring 1993.
- PSY 4423 Group Counseling Techniques.** Theories of group intervention presented in conjunction with specific applications. Students introduced to the group process by participating in and conducting group activities. Prerequisites: PSY 4013 or PSY 4413. Spring 1994.
- PSY 4893 Internship.** Work in settings where the student can observe and eventually be directly involved in the counseling process. In addition to 150 hours of experience, the student must complete a list of readings and written reports. Prerequisite: completion of 15 hours of psychology and sociology courses including PSY 3103. Summer and On Demand.

SOCIOLOGY

- SOC 1001 Community Service.** Historical, philosophical, and religious background of service taught in the context of modern economic and social needs. Involves 50 hours of community service. Spring.
- SOC 2013 Introduction to Sociology.** An introduction to the concepts of sociology: the individual human's relationship to society and culture. Fall.
- SOC 2023 Social Problems.** A study of current social problems confronting American society, their treatment, and their prevention through social planning. Spring.
- SOC 2033 Criminology.** A study of criminology and the social phenomena of delinquency, deviancy, and crime. The process of making laws, breaking laws, and society's reactions of punishment, treatment, and prevention methods and procedures. Includes the sociology of law, criminal etiology, and penology. Same as CRJ 2033.
- SOC 2453 Marriage and the Family.** Marriage and family living, including marriage preparation, marital adjustments, child rearing, in-law and extended family relationships, financial planning, and religion. Same as BIB 2453. Spring.
- SOC 3433 Cross Cultural Communication.** Study of communication between representatives of major cultures or subcultures on interpersonal, small group, organizational, and mass media levels. Includes verbal and nonverbal elements influencing communication such as region, race, religion, gender, and class. Contemporary insights from communication, anthropology, business, sociology, and psychology. Same as BIB 3433, BUS 3013, and COM 3433. Fall 1992.

SPANISH

- SPA 1214 Elementary Spanish I.** Basic vocabulary and linguistic constructions with practice in understanding, speaking, writing, and reading. Satisfies up to 3 hours of humanities requirement for B.R.E., A.A., or A.S. degree. Fall 1992.
- SPA 1224 Elementary Spanish II.** A continuation of SPA 1214. Emphasis on spoken language and Spanish culture. Also satisfies up to 3 hours of humanities. Spring 1993.



College Personnel

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Affiliate Contacts

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ROB CLARKE	Alumni Association President
CHARLES RICHARDSON	Student Body Association President

Administration

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DR. MILTON B. FLETCHER	Chancellor
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LARRY STEWART	Director of Public Relations
KENT HOGGATT	Development Officer
MARK BRIGGS	Business Services Manager
BRENT MAGNER	Director of Church Relations
CANDACE CAIN	Dean of Student Services
TOBY OSBURN	Dean of Enrollment Services

Staff

KATHY ANSPACH	Accounting Clerk
ARNOLD BEST	Admissions Counselor
MARSHA BILLS	Bookstore Clerk
LISA BROWN	Development Office Secretary
JIM CALKIN	Admissions Counselor
JIM CASE	Foodservice Director
JAN COE	Administrative Assistant to the Academic Dean
PHIL CONNER	Admissions Counselor
LAURA DAY	Admissions Counselor
LUCILLE GREEN	Bookstore Clerk
DENNIS HALL	Computer Center Coordinator, Receptionist
SCOTT KING	Maintenance Assistant
LISA KRONENWETTER	Collections Clerk
MICHAEL LIGHT	Admissions Counselor
PAM MILBY	Library Aide
SUSAN NOAH	Accountant
GARY PALMER ..	Sup. of Boarding Men, Maintenance Crew Foreman
AMY PENNINGTON	Student Services Secretary
CHARLES PRATT	Security Guard
BOB RATHBUN	Plant Superintendent
DUWAYNE RATHBUN	Maintenance Technician
CATHY RIES	Secretary to the President
DEBI RUTLEDGE	Director of Financial Aid
GENEVA SPARKS	Library Aide
DAVID TALLMAN	Chef
MICHAEL TORREY	Maintenance Assistant
VIVIAN TURNER	Supervisor of Boarding Women
TRACY VAN HOUTEN	Admissions Counselor
BRENDA WARNER	Housekeeper
BARRY WHEELER	Supervisor of Boarding Men
KAY WILLIAMS	Cashier
SYLVIA ZAVITZ	Admissions Counselor

Faculty

- Rodney Ashlock** Instructor of Bible
 B.A., Harding University
 M.Div., Abilene Christian University
- Joe Bentley** Assistant Professor of Music
 B.A., Harding University
 M.M.Ed., Northeast Louisiana University
- Vikki Bentley** Instructor of English
 B.A., Harding University
 M.Ed., Northeast Louisiana University
- Andrew Borchers** Adjunct Assistant Professor of Business
 B.I.A., GMI Engineering and Management Institute
 M.B.A., Vanderbilt University
 C.D.P., Institute for Certification of Computer Professionals
 Doctoral Studies, Nova University
- David Brackney** Instructor of Physical Science
 A.S., Michigan Christian College
 B.A., University of Michigan
- Pete Brazle** Adjunct Instructor of Bible and Missions
 B.A., Oklahoma Christian University of Science and Arts
 B.S.Ed., Oklahoma Christian University of Science and Arts
 Graduate Studies, Central State University
- Christine Britton** Instructor of Biology
 B.S., Harding University
 M.S., Memphis State University
 Doctoral Studies, Idaho State University
- Robert Byrd** Instructor of Mathematics and Computer Science
 A.S., York College
 B.S., Harding University
 M.S., Creighton University
- Mildred Eckstein** Instructor of Education
 B.S., Texas Tech University
 M.Ed., Eastern New Mexico University
- Stephen Eckstein** Professor of Bible and Greek
 B.A., Harding University
 M.A., Eastern New Mexico University
 Ph.D., Texas Tech University
- Gale Edwards** Adjunct Instructor of Art
 A.A., Michigan Christian College
 B.A., David Lipscomb University
 Graduate Studies, Wayne State University



Teresa Fields Adjunct Instructor of Music
B.M.Ed., Ball State University

Andrea Flatt* Instructor of Child Development, CDC Ass't. Director
A.A., Michigan Christian College
B.A., Harding University
Graduate Studies, University of Michigan

Wayne Francisco Adjunct Professor of Criminal Justice
B.S., Eastern Michigan University
M.A., Eastern Michigan University
M.S., Michigan State University
Ph.D., Columbia Pacific University

Celesta Grear Adjunct Instructor of Office Information Systems
A.A., Ohio Valley College
B.A., Harding University
Graduate Studies, Eastern Michigan University

Leo Hindsley Professor of History and French
Certificat de Fracais Usuel, Sorbonne, University of Paris
A.B., Wayne State University
M.A., Wayne State University
Ph.D., Michigan State University

Debi Hoggatt* Instructor of Child Development, CDC Director
A.A., Michigan Christian College
B.R.E., Michigan Christian College
M.A., Wayne State University

Sandra Hollis Director of Library Services
A.A., York College
B.S.Ed., Oklahoma Christian University of Science and Arts
Graduate Studies, Wayne State University

- Fawn Knight** Associate Professor of English
 B.A., Pepperdine University
 M.A., Pepperdine University
 Ph.D., Oakland University
- Leonard C. Knight*** .. Associate Professor of Education and Psychology
 B.A., Pepperdine University
 M.A., Pepperdine University
 M.A., Fuller Theological Seminary
 D.Min., Fuller Theological Seminary
 Ph.D., Oakland University
- Andrew Kronenwetter** Instructor of Communication
 B.A., Ohio Valley College
 M.S.Ed., Harding University
- Bernard Leshley** Adjunct Assistant Professor of Music
 Mus. Bac., University of Montreal
 B.S.Ed., Wayne State University
 M.A., Wayne State University
- Michael Light*** Instructor of Physical Education
 B.R.E., Michigan Christian College
 M.A., Oakland University (1992)
- Gordon MacKinnon** Adjunct Instructor of Psychology and Sociology
 B.R.E., Michigan Christian College
 B.S., Oakland University
 M.A., Wayne State University
 Doctoral Studies, University of Detroit
- Kay Magner** Adjunct Instructor of Music
 B.M.Ed., Abilene Christian University
 M.A., University of Iowa
 M.F.A., University of Iowa
- Billy Nichols** Adjunct Instructor of Computer Science
 B.S., Harding University
 M.S., Michigan State University
- Benjamin Noah** Instructor of Psychology
 B.S., University of the State of New York
 M.S., Eastern Washington University
- Brenda Phillips** Adjunct Instructor of Physical Education
 A.A., Michigan Christian College
 B.S., Oklahoma Christian University of Science and Arts
- Garth Pleasant** Assistant Professor of Physical Education
 A.A., Michigan Christian College
 B.S., David Lipscomb University
 M.A., Wayne State University
 Doctoral Studies, Wayne State University

-
- Lynne Stewart* Instructor of Home and Family Living, Registrar
A.A., Michigan Christian College
B.S., Siena Heights College
- Mel Storm Associate Professor of Bible and Greek
B.A., Pepperdine University
M.A., Pepperdine University
Ph.D., Baylor University
- Gail Strickler Instructor of Business
B.S., David Lipscomb University
Graduate Studies, Walsh College
- John Todd Assistant Professor of Political Science
A.B., University of Michigan
J.D., Georgetown University
- Gary Turner Instructor of Mathematics
B.S., Harding University
Graduate Studies, Oakland University
- Barry Wheeler Instructor of Physical Education
A.A., Michigan Christian College
B.A., Harding University
M.S.S., United States Sports Academy
- Steve Williams Associate Professor of Business
B.A., Eastern Illinois University
B.S., University of the State of New York
M.S.M., Houston Baptist University
M.A.Ed., Central Michigan University
D.B.A., Nova University

Emeriti

- William Shinsky Professor Emeritus of Physical Education
B.S.Ed., Abilene Christian University
M.Ed., Wayne State University
- Margaret Southern Professor Emerita of Education
B.A., Texas Christian University
M.Ed., Hardin-Simmons University
- Paul Southern Professor Emeritus of Bible and Greek
B.A., Abilene Christian University
M.A., Texas Christian University
B.D., Southern Baptist Theological Seminary
Ph.D., Southern Baptist Theological Seminary

* Full-time college employees teaching selected courses.

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College Calendar

FALL SEMESTER 1992

New Student Orientation	August 29-31
Registration	August 31-September 1
Classes Begin (5:00 p.m.)	September 1
Associates Fall Festival	September 12
Late Registration Closes	September 15
Bible Lectureship	October 4-6
Mid-Term Progress Reports	November 2
Thanksgiving Break	November 21-29
Winter Banquet	December 11
Classes End	December 11
Final Examinations	December 14-17
Residence Halls Close (5:00 p.m.)	December 17

SPRING SEMESTER 1993

Residence Halls Open (1:00 p.m.)	January 10
Registration	January 11
Classes Begin	January 12
Late Registration Closes	January 25
Homecoming	February 6
Celebration Saturday for Grades 7-12	February 20
Spring Break	March 6-14
Mid-Term Progress Reports	March 15
Dean's Breakfast for Graduates	April 17
Spring Awards Banquet	April 23
Classes End	April 26
Final Examinations	April 27-30
Graduation	May 1
Partnership Dinner XXII	May 1

MAY TERM 1993

Registration and First Day of Classes	May 4
Final Examinations	May 21

Michigan Christian College does not discriminate on the basis of race, color, gender, 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 Hills, MI 48307.



Call Admissions Toll-Free

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Michigan 1-800-872-2579

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