

Michigan Christian College Catalog 88-89

MICHIGAN CHRISTIAN COLLEGE

1988-89 CATALOG

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

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VOLUME 24

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 at popular tourist attractions on chorus tour. 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.



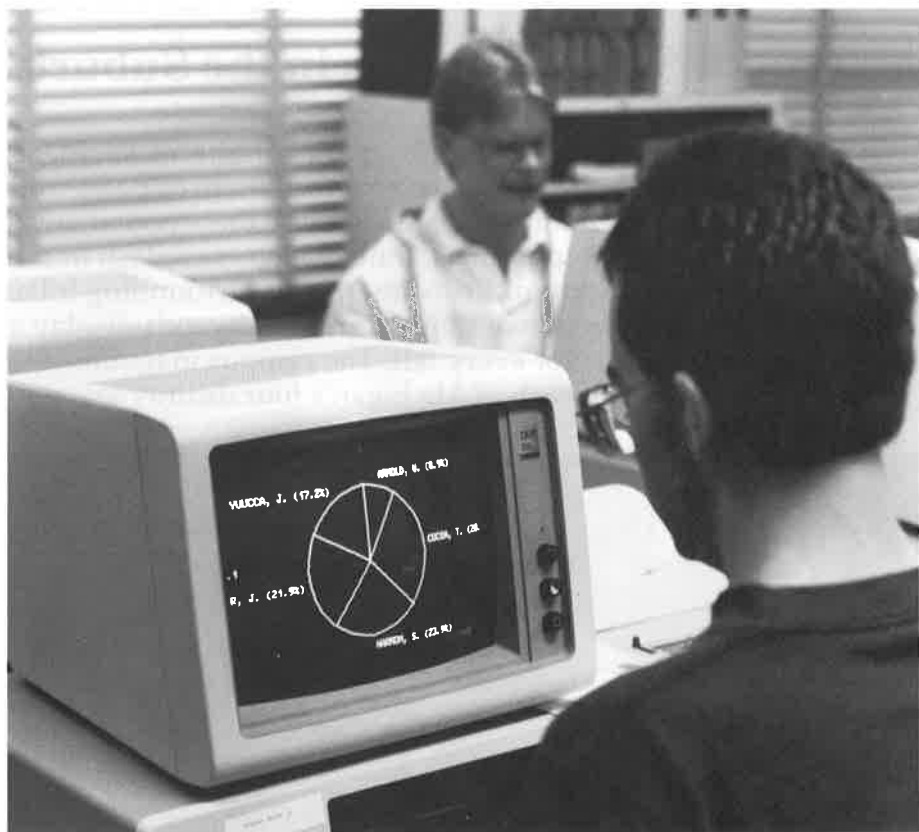


Imagine being surrounded by a host of friends and instructors who share values similar to yours. Imagine walking into a classroom, the cafeteria, a sporting event, or any social activity after getting to know most everyone on campus. Imagine singing in the chorus, playing on an intercollegiate team, 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 splash in the water, while chipmunks 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.

Table of Contents

INTRODUCTION TO THE COLLEGE	9
STUDENT LIFE INFORMATION	18
ADMISSION INFORMATION	23
FINANCIAL INFORMATION	27
ACADEMIC INFORMATION	38
DEGREE INFORMATION.....	46
Bachelor of Religious Education Degree	48
Extended Business Program.....	52
Associate in Arts Honors Program	54
Associate in Arts Degree	55
Programs for Numerous Majors and Bible	56
Business and Education Programs	57
Home Economics and Pre-Law Programs	58
Mass Communications and Music Programs	59
Psychology and Sociology Programs	60
Associate in Science Degree.....	62
Natural Science Major	62
Pre-Nursing Major	64
Pre-Engineering Major	66
Computer Science Major	68
Computer Information Systems Major	69
Associate in Applied Science Degree	70
General Business Major.....	70
Accounting Major.....	72
Computer Information Systems Major	74
Word Processing Major	76
Administrative Assistant Major.....	78
General Secretarial Major	80
Legal Secretarial Major	81
Legal Assistant Major	82
Homemaking Major	84
Child Care Major.....	86
Cosmetology Management Major	87
Certificates.....	88
CURRICULUM INFORMATION	89
COLLEGE PERSONNEL	127
INDEX.....	134
CALENDAR.....	136
APPLICATION FOR ADMISSION.....	137



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 His holy, revealed word; that students have the responsibility to pursue truth; and that this knowledge calls ultimately for a life of service.

College mission and church relationship. 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 is active in the support of activities which aid these churches such as lectureships, workshops, and choral programs. Michigan Christian College, however, has always welcomed and served qualified students regardless of their religious faith.

Impact of the mission on students. The mission of the college is most clearly seen in its efforts to help students develop their total being.

Academically, students are encouraged to develop their abilities through individual attention provided by concerned faculty members, career and academic advising services, courses which challenge their minds, and special seminars, trips, and programs.

Socially, the college seeks to provide an environment in which each student is valued and where students are not only encouraged but expected to maintain the highest level of personal behavior. Furthermore, MCC provides students many opportunities to be directly involved in campus activities which allow them to develop their abilities and to begin to serve others within a supportive atmosphere.

Spiritually, student development is aided through careful study of the Bible and by participation in devotional periods. Consequently, the college requires every full-time student to attend a Bible class each term and to meet with the faculty for daily chapel. Furthermore, students have the opportunity not only to study in class with faculty members who have the appropriate scholarly training but also to associate with them as committed Christians active in local Churches of Christ.

Impact of the mission on academic programs. Recognizing the diverse reasons for which students attend college, the college provides three avenues of academic services: the liberal-arts curricula of the Associate in Arts/Science degrees which is the basis of most majors and pre-professional programs, the occupationally-oriented programs of the Associate in Applied Science degree which allow students to combine the benefits of a Christian college education with training in a technical or business area, and the Bachelor of Religious Education degree designed to train people to serve churches or to prepare them for graduate study.

As a result of the college's mission to aid students in developing lives of faith and service, all degrees provide for training in essential communication and mathematic skills. The college also provides encouragement to and opportunity for students to understand and enjoy literature, art, music, and other cultural activity.

The college also recognizes that some people seek specific courses of study rather than degree-oriented programs. For these students, the college offers certificates in occupationally-oriented areas, Biblical studies, and general studies.

Impact of the mission on campus planning. The campus master plan ensures that the college has the physical plant to support the academic, social, and spiritual aspects of its mission while maintaining the aesthetic beauty of the campus which contributes to the awareness of God's creation by students and college personnel alike.

COLLEGE HISTORY

Fulfilling the dream of thousands, a Board of Trustees 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 by approving of MCC as a Bachelor's degree-granting institution. Since then, the college has continued to develop 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:

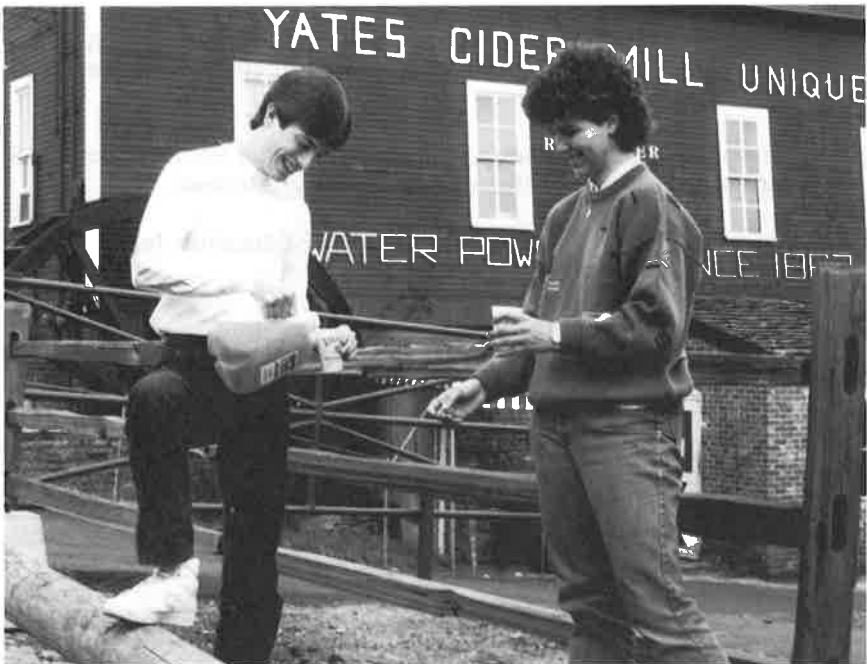
- Accredited as a Bachelor's degree-granting institution by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.
- Approved by the Board of Education of the State of Michigan and incorporated through the Michigan Corporation and Securities Commission.
- 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.

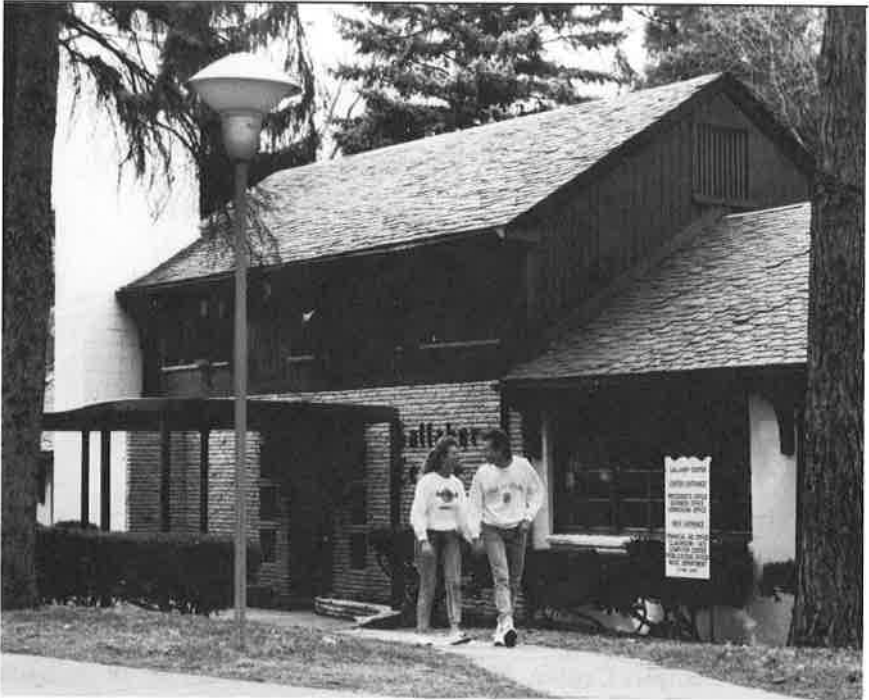
COLLEGE LOCATION

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 50,000. 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 six shopping centers; twelve theatres; 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 usually readily available.

Metropolitan Detroit, with the nation's sixth largest city as its center, offers such places as Greenfield Village, the Henry Ford Museum, the Institute of Arts, Fisher Theatre, and the Detroit Zoo. Sports enthusiasts can witness pro-baseball at Tiger Stadium, Pistons basketball at the Palace, Lions football at the Silverdome, or Red Wings hockey at Joe Lewis 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, most facilities have been renovated in recent years. Acres of wooded, landscaped areas around the lakes make the campus one of the most beautiful to be found anywhere. Athletic fields, cross country trails, tennis courts, and the President's home are located on the east side of campus.

Gallaher Center. Formerly the mansion of the Maxon estate, this building now houses the President's Office, Business Office, Admissions Office, Financial Aid 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 47,000 volumes, including microforms, is housed in this facility. The microbook **Library of American Civilization** features 12,474 rare volumes. The library receives 260 periodical subscriptions, while special areas highlight Bible and Business materials. 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 completely 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, business labs, the Office of the Academic Dean and Registrar, and Student Services Office lies on the west end of the building. The Computer Lab features terminals connected to a Wang VS 65, IBM XT work stations, and CPT word processors. The Office Systems Lab contains a variety of equipment including Olympia Electronic Display Typewriters and IBM Wheelwriters.

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 Westside Chapel's view of the campus lakes. A unique seating arrangement allows for division of the facility into three large lecture rooms within minutes after the closing of chapel programs.

Alma Gatewood Memorial Residence Hall. This four-level residence hall houses 140 women. Rooms are in suite style, 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 large 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 completely carpeted and furnished.

Palmer Residence Hall. Built on a suite style with two rooms adjoining a private bath, this one story building houses 38 men. In addition to carpeting and furnishings, each room contains a sink, a walk-in closet, and an outside private entrance.

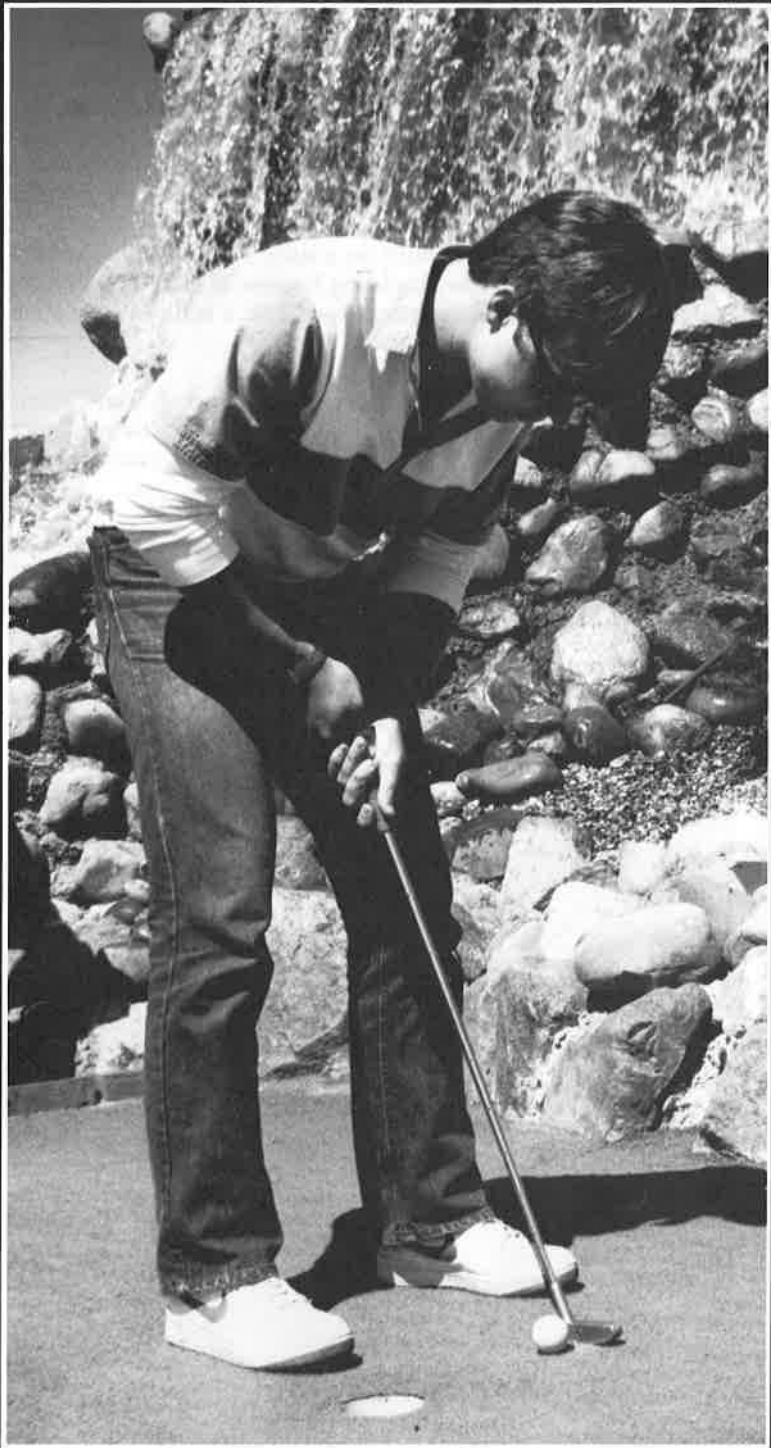
Gymnasium. Serving as the location for intercollegiate practice, physical education courses, and intramural sports, this building contains a single regulation college court, locker rooms, and offices. Intercollegiate games are played in local gymnasiums.

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 lakelife nearby.

Homemaking House. Formerly the Gatehouse of the Maxon estate, this building now contains lab facilities for Home Economics classes. The lower level includes three kitchens, while the upper level is used for lecture and sewing classes.



Student Life Information



SOCIAL ACTIVITIES & STUDENT ORGANIZATIONS

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

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

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

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 Association. Leaders are developed in an active student government as the group plans social activities and service projects for the entire student body. Four officers head the association, which includes class, residence hall, and commuter representatives.

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 representing the college at various youth activities. Their program features an exciting program of contemporary gospel music.

Drama. Stagecraft and acting talent are served by the Drama Department. In addition to campus productions, Company, a traveling drama troupe, prepares a variety of short plays for off-campus programs.

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

Student Publication. A student publication provides opportunities of expression in writing, photography, layout, design, and publishing.

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

Social Clubs. Six campus social clubs serve as the basis for special activities and intramural sports rivalry. Men and women may each choose from among three 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 mixed 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 Emphasis. Training and experience in personal evangelism methods can be received through Mission Emphasis and the Oakland Outreach Program.

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





ATHLETIC ACTIVITIES

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

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

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

RESIDENCE HALLS

Housing is maintained only for full-time, single students. You are required to live in a college 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. Also, 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 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.

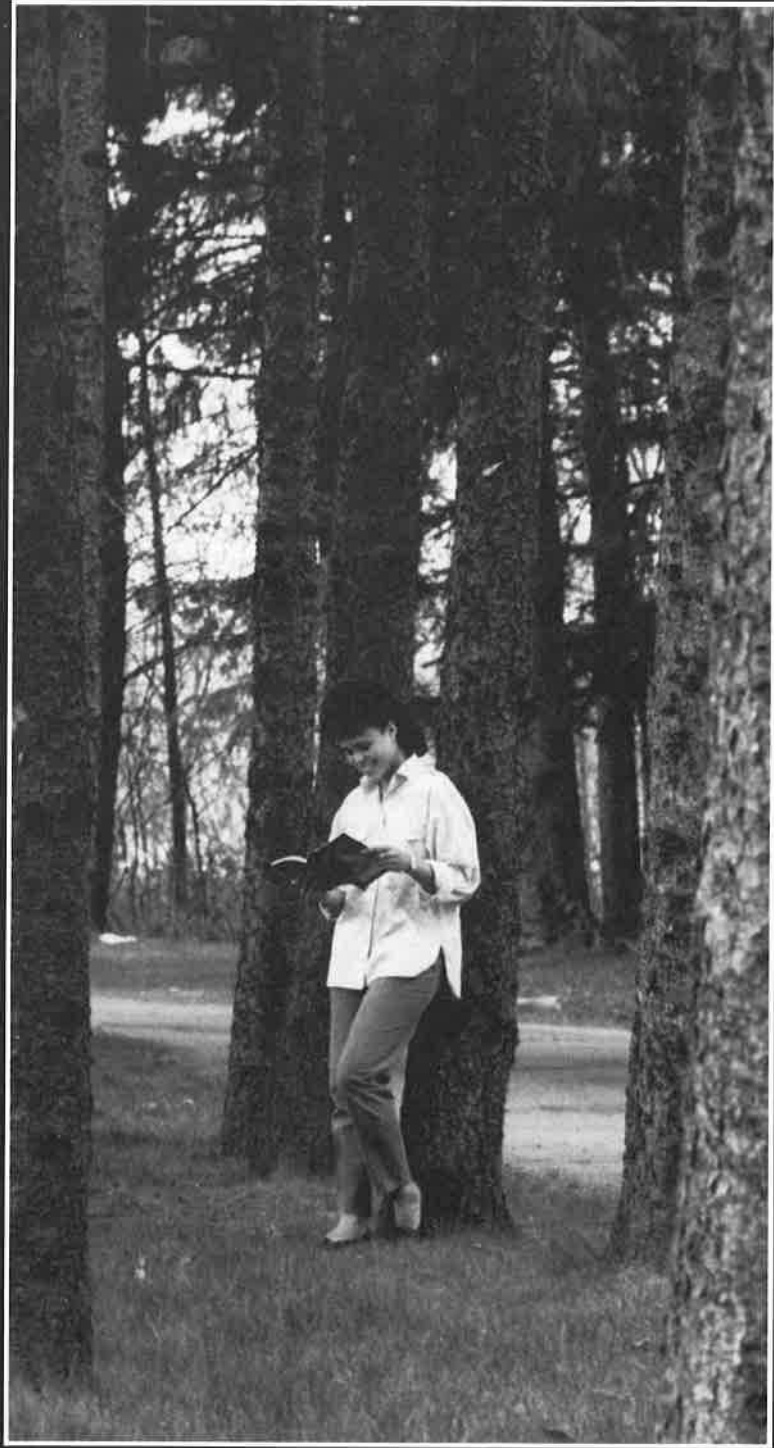
By your enrollment, you agree to live within the framework of the college's standards of conduct. While your personal convictions may not be in accord with these standards, enrolling as a student obligates you to assume responsibility for honorable adherence to these standards while attending the college.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

A college group accident and sickness insurance policy is available to all students. You are required to subscribe to this policy or 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 coverage, including the summer vacation period. 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 the Graham Medical Center at nearby Oakland University are available to MCC students. Physicians at the 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 ANY COLLEGE (FTIAC). You may gain admission to MCC with either a high school diploma or General Education Development (GED) Certificate. You are also required to complete the American College Test (ACT). If your high school grade point average is less than 2.00, your ACT composite score less than 14, or your GED composite score between 45 and 49, 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 high school grade point average, or a minimum ACT composite score of 14, or a GED composite score above 49.

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 requirements. You are not required to complete the American College Test (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 or Academic Dean 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 40 semester hours toward an Associate degree from regionally or A.A.B.C. accredited institutions. 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 MCC.

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

If you have completed an Associate degree from another regionally accredited college, the following broad curriculum 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 MCC, except Bible.

If you are a graduate of a Michigan college 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 MCC. In addition, you must meet the Bible requirement each term that you attend MCC.



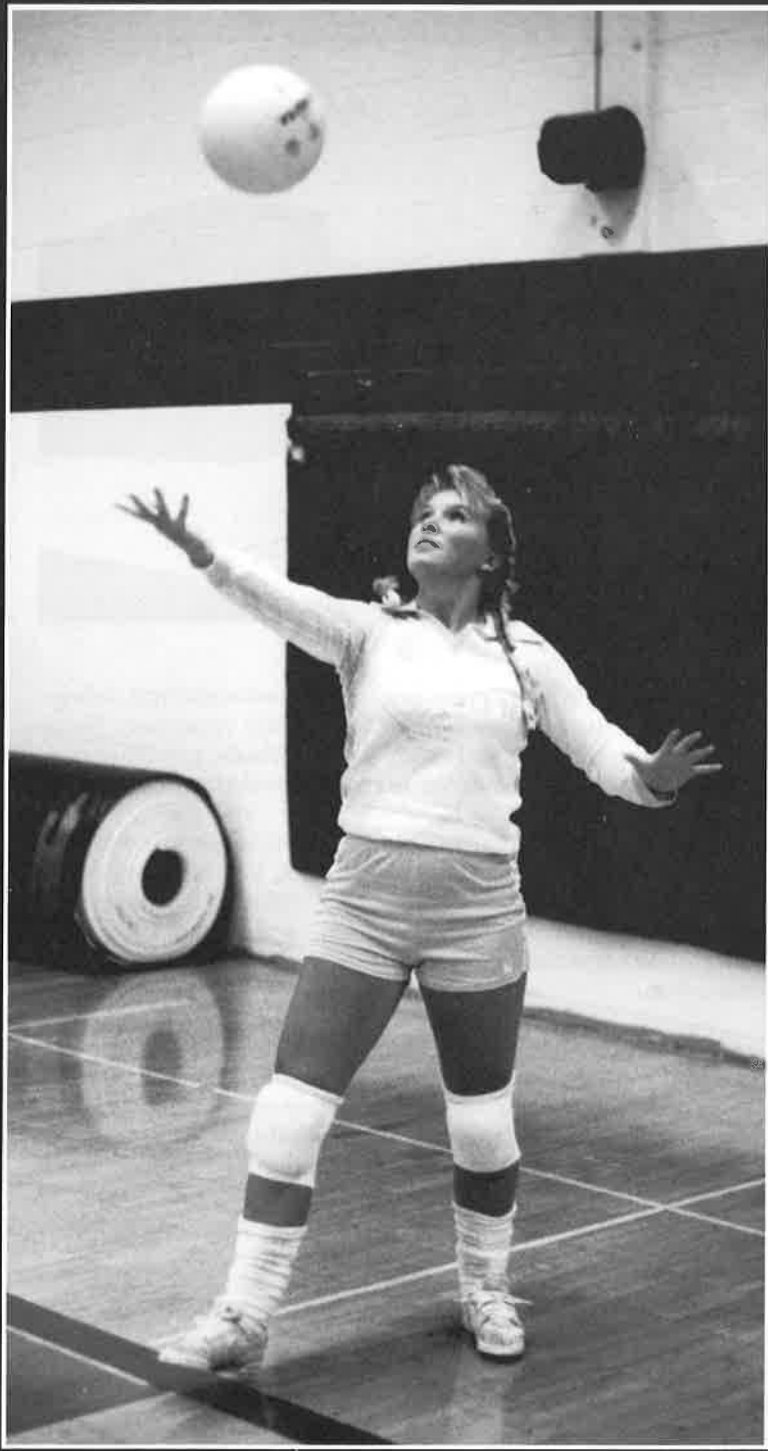
EARLY ADMISSION. You may begin your full-time college program after three years of high school (grades 9-11) and obtain your Associate degree after two years at MCC by entering under the Three-Two Plan. You may receive your high school diploma after your first year at MCC either through special arrangements with your high school or through satisfactory completion of the GED test. If you are admitted under the Three-Two Plan, you are accepted into the college community the same as any high school graduate. You must have a 3.00 (B) grade point average or above in high school and a 21 or above on the ACT to be admitted under this program. It is recommended that you register early for the ACT to determine your eligibility to enter under the Three-Two Plan. If financial aid is desired, you should also submit the appropriate financial statement by the normal application deadline.

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 may 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 often wish to attend MCC in order to receive credit in some specific course or area. To do so, you should submit a Michigan Uniform Undergraduate Guest Application to the 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 for financing a college education since you are the primary beneficiary of that education. Since society also benefits from education, however, individuals, governments, and organizations also provide assistance to college students.

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 MCC Office of Financial Aid or to the American College Testing Program (see page 34). Scholarships and awards funded by the college are granted regardless of family income, but are limited by an institutional maximum.

If you qualify for government 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 enable you to benefit from a Christian education. In order to continue such aid in subsequent years, you must submit a financial statement on an annual basis. During an academic year, approximately \$1,000,000 in various forms of financial assistance is awarded to MCC students.

Tentative offers of financial aid may be made prior to admission, but a final and official written offer is made only after you have applied for admission. Since funds are limited and since aid is granted on a priority basis, it is in your best interest to apply for admission and financial assistance as early as possible. However, the Financial Aid Office works with you at any time to enable you to attend MCC.

SCHOLARSHIPS

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

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 24 you may receive \$600 per academic year; 25 to 28, \$800; and 29 to 36, \$1000. The scholarship is available only to full-time students and renewable your second year if you maintain sufficient grades.*

Valedictorian and Salutatorian Scholarships. If you are the Valedictorian or Salutatorian of your high school class, you are eligible for an annual scholarship of \$500. You must be a full-time student and must achieve a 3.60 your first year to retain this scholarship. You may receive both this scholarship and an Academic or ACT Scholarship.*

Associates' Scholarship. The Associates of Michigan Christian College provide a number of scholarships which may be applied toward 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.*

B.R.E. 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.

* 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 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 \$2200 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 an additional \$4000 from the federal government. Application is made to the college, which in turn determines the grant. Financial statement required.

Michigan Tuition Grant. If you are a Michigan resident, you may be eligible for a grant of up to \$2400 per year from the State. These grants are awarded on the basis of financial need and enrollment in a private Michigan college. Only early aid applicants usually receive these grants. Family Financial Statement required.

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 must also 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 a particular activity, you may be eligible for an award from MCC for your achievement. Such awards are available in sports, journalism, music, and drama. These awards are based upon ability and require the recommendation of the appropriate department as well as a properly completed Activity Achievement Award Application.

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 for the second year if citizenship and performance produce a departmental recommendation for renewal. Activity Achievement Awards cannot be made after the school session begins, but may be granted for subsequent semesters.

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

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 automatically built into financial aid packages unless institutional or government aid eligibility has already been met by other aid programs.

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.

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 Veterans Administration 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 Veterans Administration benefits and does not affect the college's policies regarding academic probation and suspension, those policies do affect certification for Veterans Administration 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 Veterans Administration benefits only if you have a cumulative grade point average which meets the graduation requirement of your specific program: 2.00 or higher for Bachelor or Associate degrees and 1.75 or higher for Certificates. The above policies regarding certification for Veterans Administration benefits supercede any and all previous statements of these policies.

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

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.

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 8% 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. 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. Because of government regulations, only at or after formal registration may this money be applied to a student account regardless of circumstances such as date of check. Application is made through your local bank.

United Student Aid Fund Loan. If you lack access to a lending institution that administers the Guaranteed Student Loan, MCC can help you obtain a Guaranteed Student Loan of up to \$2625 per academic year through the College Special Placement Loan Program of the United Student Aid Fund. These loans carry the same regulations, interest rates, and repayment schedules as all Guaranteed Student Loans. They simply are obtained from lenders who accept applications from all students regardless of residence. You should try to obtain a Guaranteed Student Loan from a lending institution in your home town and use this source only as a last resort. Contact MCC for this loan source.

PLUS Loans. Your parents may borrow up to \$4000 per year for your educational expenses with a PLUS Loan. You do not have to demonstrate financial need to obtain these loans, but your parents may be required to undergo a credit analysis. Interest rates vary by lender, with a maximum interest rate of 12%. Your parents must begin repaying the loan within 60 days unless a temporary deferment is obtained for a total disability or unemployment. Some 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 Loan if a local source is not available.

EMPLOYMENT

College Work Study. This federal program is designed to provide work for students with financial need. To qualify you must be a United States citizen and capable of maintaining satisfactory grades while employed. A similar program, funded by the State of Michigan, 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 academic year. If you have a balance on your student account when pay checks are issued, a minimum of 20% of your check is 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.



HOW TO APPLY FOR MAXIMUM AID

Michigan residents should submit an ACT Family Financial Statement (FFS) to MCC. MCC determines eligibility for all federal and institutional aid programs as a free service. Payment to "ACT" for one code listing should be enclosed for ACT to process the form for state awards.

Non-Michigan residents should submit an Application for Federal Student Aid (AFSA) to MCC. MCC determines aid eligibility for all federal and institutional programs as a free service.

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

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

ACADEMIC PROGRESS STATEMENT

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

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

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).....	1795.00
Tuition, Hourly (per semester hour over 16 or under 12).....	114.00
ART 1311,1321,1331 (per course).....	16.00
BIO 1011, 1124, 2324 (per course).....	20.00
BUS 2113, 2123, 2453, 2463, 2852, 3133, 3213, 3713 (per crs.).....	16.00
CHE 1211, 1221, 1511, 1521, 2514, 3524 (refundable, per year).....	20.00
CIS 1013.....	16.00
CIS 1123, 1324, 1333, 2113, 2123, 2133 (per course).....	32.00
EDS 1031.....	4.00
EGR 1333.....	32.00
ENG 1123, 1423, 2213, 2223, 2313 (per course).....	8.00
HEC 1013, 2123, 2133 (per course).....	32.00
JRN 2023.....	32.00
MAT 2343, 3313 (per course).....	16.00
MUS 1141, 1161 (per course per semester).....	100.00
MUS 2003, 2014 (per course).....	20.00
OIS 2243, 2253, 2263 (per course).....	32.00
PED 1031 (per semester).....	35.00
PED 1081 (per semester).....	54.00

Other Charges and Fees

ACT Residual Examination.....	15.00
Attendance Drop Fee (permanent, per class).....	40.00
Automobile Registration Fee.....	12.00
Chapel Attendance Reinstatement Fee.....	10.00
CLEP Examination Fee (per examination).....	28.00
CLEP Credit Recording Fee (per term).....	10.00
Course Change or Late Registration Fee (per change form).....	10.00
Graduation Candidate Fee (per application).....	40.00
Health Insurance (minimal coverage, per year).....	45.00
Mailbox Key Deposit (refundable).....	5.00
Private room (as available, additional per semester).....	50.00
Refrigerator Rental (per semester).....	42.00
Returned Check Fee (NSF, per check).....	10.00
Room and Board (per semester).....	1377.00
Room Reservation Deposit.....	25.00
Room Security Deposit (refundable).....	75.00
Student Activity Fee (full-time students, per semester).....	6.00
Transcript Fee.....	3.00
VOC Examination Fee.....	32.00

BASIC EXPENSES PER SEMESTER

Tuition (12-16 hours).....	1795.00
Room and Board.....	1377.00
TOTAL	3172.00

TERMS OF PAYMENT

College Installment Plan. Expenses are payable by the semester. Although payment of the entire semester cost at registration avoids interest charges, you may choose an installment plan. You must come prepared at registration to pay at least one-quarter of your total bill for the semester after approved financial aid has been deducted. Guaranteed Student Loans may be used toward your payment requirements only if the loan proceeds check has arrived.

You may pay any balance remaining after registration day in three equal installments. A service charge of 1% of the unpaid balance (12% annual rate) is added to accounts on the last day of each month. Installment payments are due as follows:

Fall Semester

September 30
October 31
November 30

Spring Semester

February 29
March 31
April 30

AMS Tuition Payment Plan. An alternate payment plan is offered through Academic Management Services. This installment program allows you to divide payments over more months by beginning payments in the summer. Details may be obtained from the Business Office.

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



WITHDRAWAL FROM COLLEGE

To withdraw from the college, you must take the following steps:

1. Visit the Academic Dean's Office to complete an official withdrawal form. If you are at home, you may contact the Academic Dean's Office 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 student account refunds calculated. If you have a Perkins Loan (NDSL), you must participate in an exit interview at this time.

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

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

REFUNDS AND CREDITS

In the case of voluntary withdrawals, refund of tuition charges is governed according to the following chart:

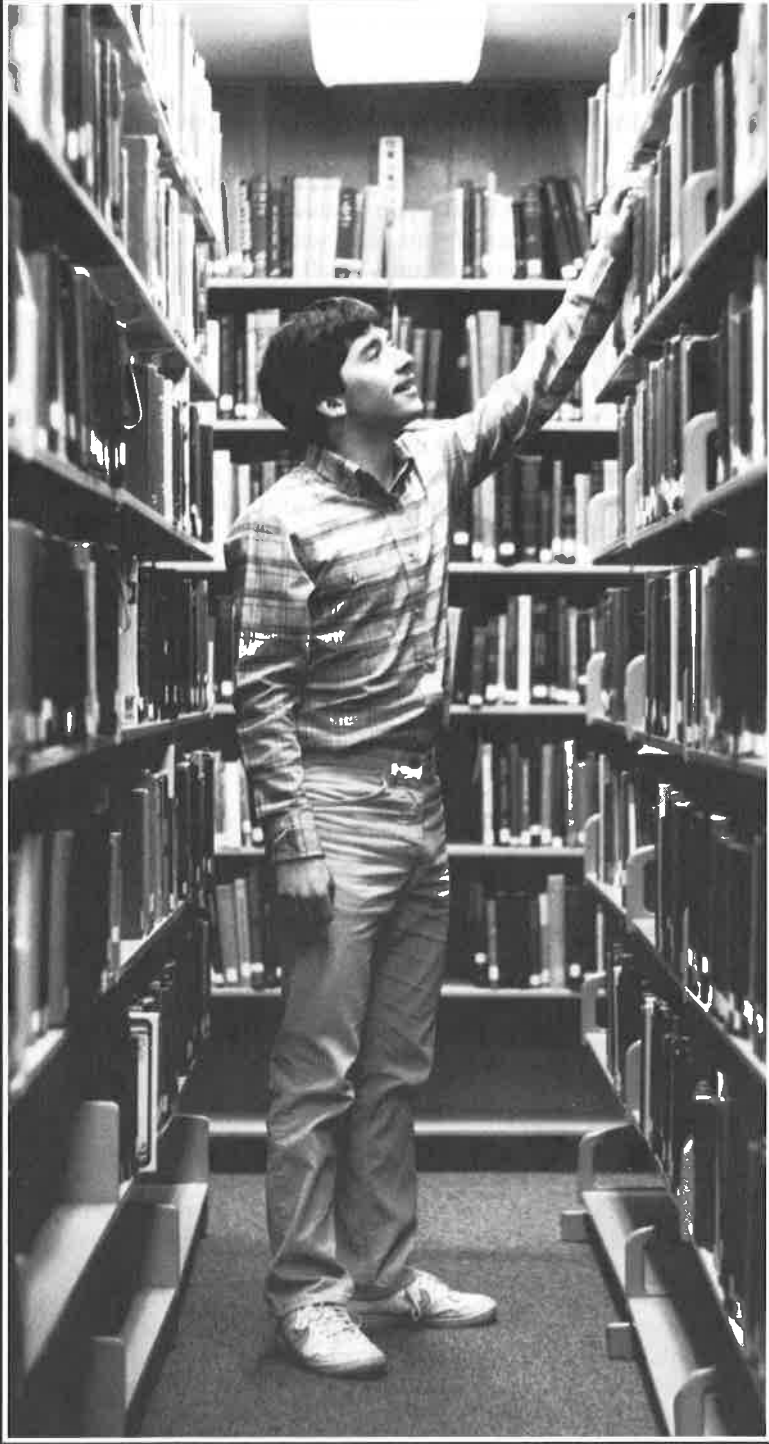
Within first week	90%
Within second week	75%
Within third week	50%
Within fourth week	25%
After fourth week	0%

The above percentages apply to short-term classes on a prorated basis and to course withdrawals outside the block tuition rate. Refund of room and board charges is calculated on a pro-rata basis.

The date of withdrawal for calculating any refund is the date of submission of the necessary withdrawal forms specified above. The date the residence halls open is considered the beginning of the school year.

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.

Academic Information



ACADEMIC ACCREDITATION. Michigan Christian College is accredited by the North Central Association of Colleges and Schools. MCC graduates are eagerly sought by universities and four year colleges which often lure them with financial assistance offers. MCC students have successfully transferred to colleges and universities throughout the United States and abroad.

You need have no fear about the transferability of your credits from Michigan Christian College. This is especially true when transferring to one of MCC's sister Christian colleges, most of which admit MCC graduates at junior status with no additional general education requirements. MCC is also a signatory to the MACRAO Articulation Agreement, which facilitates transfer to other colleges and universities in Michigan. If you desire to take advantage of this agreement, you must see the Registrar for specific MCC course requirements. Public institutions often transfer Bible credits as History, Humanities, or Literature.

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 14 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 academic 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 hours (maximum 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 may jeopardize current and future financial aid, including Veterans Administration benefits. Full-time students (those registered for 12 hours or more at the close of the late registration period for a given term) must pass 6 hours during their first term in college and 9 hours each term thereafter. Half-time students (6-11 hours) must pass at least 3 hours during their first term in college and at least 5 hours each term thereafter. In addition, you must earn a minimum term grade point average of 0.50 during your first semester at MCC and 1.00 thereafter. Failure to meet these standards or to clear academic alert status results in academic suspension for at least one semester.

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

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

A written notice is sent to you after the equivalent of two weeks of absence. Because of the need to use class time efficiently and wisely, the attendance policy also covers tardiness. Usually, students who arrive late at a class twice are treated by the attendance policy as having been absent from the class once. After you have missed more than the equivalent of three weeks of any class, you are dropped permanently from that class. Institutional absences such as participation in intercollegiate sporting events and choral programs are not considered in the three weeks of personal absences. If the absences are due to prolonged illness or other extenuating circumstances, you may request an incomplete grade in the course through the Office of the Registrar.

Instructors are under no obligation to allow make-up of in-class daily work, regardless of the reason for an absence. You are expected to take regularly scheduled examinations and submit major assignments on the date announced. Major examinations may be made up for reasons such as medical or institutional absences provided that you request the make-up within one week of the absence. In any other circumstance, the instructor is under no obligation to provide a make-up examination.

One requirement of the college is attendance in a Bible class each semester that you are enrolled as a full-time student. If you accumulate more than the equivalent of three weeks worth of 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. 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. You are required to enroll in a Bible class for credit each semester that you are a full-time student. You should complete the New Testament Survey courses before Old Testament Survey (crosslisted as Hebrew History for students in A.S. or A.A.S. programs, History minors, or those transferring to some public institutions). If you are not enrolled in an A.A.S. degree program, you may substitute any textual Bible course for Old Testament Survey II in the appropriate term 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 Evaluated Field Experience.

CLASSIFICATION. When you have completed 30 semester hours (or the equivalent), 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 numbers of hours. Transfer students are unclassified until all prior work has been evaluated. Those not seeking a formal degree or certificate also are unclassified.

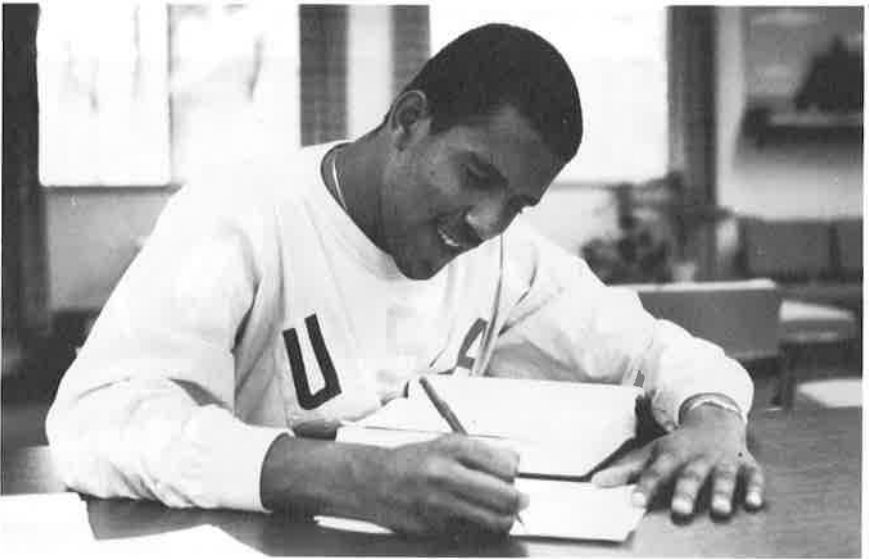
CONCURRENT ENROLLMENT. Specialized courses are available to you through guest enrollment at other Michigan colleges and universities. If you wish to take advantage of this opportunity, you should complete a Michigan Undergraduate Guest Application and a Request for Guest Credit Evaluation in the Office of 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. Registration and tuition payments 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. In order to assure the reduced course charges, you must indicate continuing education in the modifier section of 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 per semester is an average load. Nineteen or more hours constitute a heavy load and must be approved by the Academic Dean. If you are admitted on academic 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 $\frac{3}{4}$ -time load for the Veterans Administration and other programs which use $\frac{3}{4}$ -time loads.



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 for new and returning students prior to registration for the fall term. To register for this special campus administration of CLEP testing, you must be admitted to the college prior to July 1. 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 Office of 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.

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

DUAL MAJORS. Declaration of second majors is not permitted. You may, however, earn a different degree by completing at least 24 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 37.

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 at all regionally accredited institutions. Honors are also given to the Valedictorian and Salutatorian of each graduating class.

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 along with necessary information to the Registrar prior to the end of the term in which you wish to be granted an incomplete. Both you and your instructor 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 official registration process.

REPEATING COURSES. You may repeat a course at MCC to improve your grade. In order to do this, you must indicate repeat in the modifier section of your registration form. The last earned grade and course title appears on your permanent record, and only the last earned 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.

Degree Information



DEGREE CHOICES

At Michigan Christian College you may choose any one of six degrees and certificates: Bachelor of Religious Education, Associate in Arts, Associate in Science, Associate in Applied Science, Certificate in Applied Science, or Certificate in General Studies. For each degree or certificate, you must complete the equivalent of at least one year of full-time work (24 hours) at MCC and all of the specific requirements listed in the following pages. If you lack no more than six units of the amount required for graduation, these hours may be taken at another accredited institution with prior approval of the Academic Dean.

DEGREE PLANNING

In preparing to complete one of the majors and degrees, you may refer to the suggested programs on the following pages. 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. Further help is available from the Registrar, Academic Dean, and Dean of Students.

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. 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. All financial obligations to the college must be fulfilled prior to graduation.

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

BACHELOR OF RELIGIOUS EDUCATION DEGREE

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

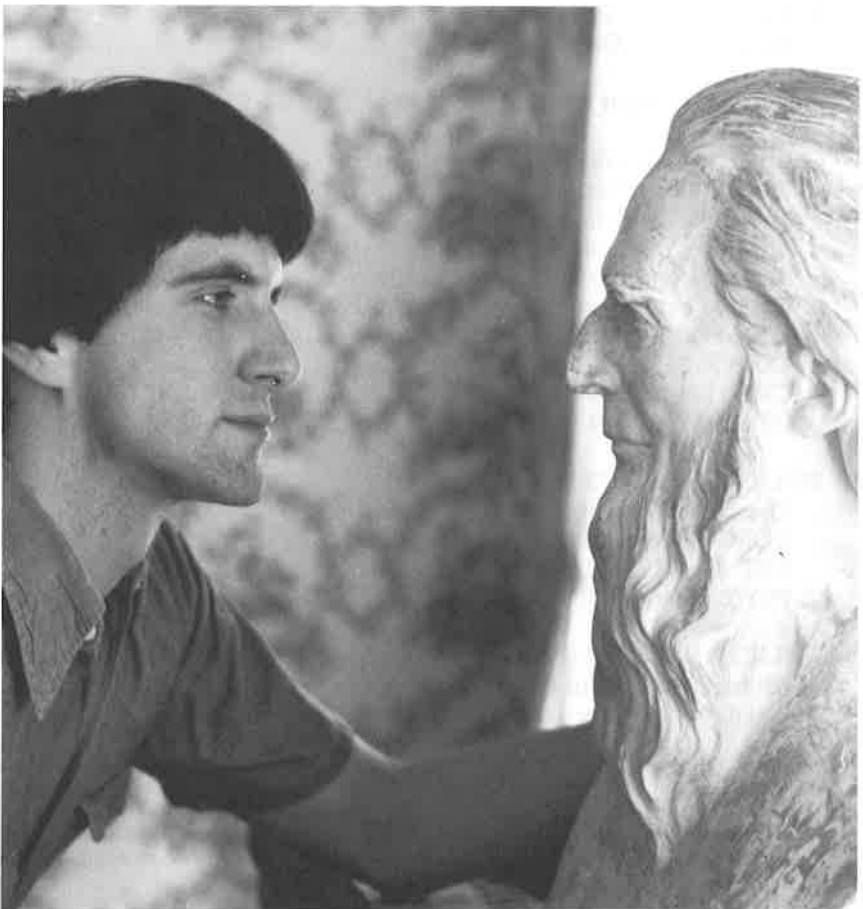
The Board of Education of the State of Michigan authorized MCC to award the B.R.E. degree in 1978. The designation of the degree was chosen at that time since state law does not permit a college to offer a Bachelor of Arts degree with a major in Bible. The program design and accreditation is comparable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

After you have completed a substantial portion of your Associate Degree at MCC, or equivalent work at another institution, you should apply for admission to the B.R.E. program. A special application form, specifying the 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.

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 composite major, both 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 1413) or successfully complete the English Proficiency Exam near the end of your first term as a junior.
6. You must complete the general section of the Graduate Record Examination (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 4 hours of credit for Physical Education activity courses and/or varsity sports toward your degree.



Specific requirements for a B.R.E. degree are:

Bible Core..... **35 credit hours**

TEXTUAL

- 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

HISTORICAL & DOCTRINAL

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

PRACTICAL EDUCATION

- BIB 3513 Principles of Christian Education or BIB 3533 Principles of Teaching¹..... 3

BIBLE ELECTIVE from upper division Practical or

- Historical and Doctrinal areas..... 3

Additional for Major (choose one below)..... **22, 27, or 41 credit hours**

CHRISTIAN MINISTRY (minor required)

- BIB 3313 Preacher and His Work or BIB 3303 Christian Woman 3
- BIB 4371-3 Evaluated Field Experience..... 3
- BIB 4381 Seminar in Practical Ministry..... 1
- Elective from upper division Practical and/or Historical and Doctrinal areas..... 3
- COM 3323 3
- GRE 1103 or 1224²..... 3
- PSY 2023 and 3013 or 3023³..... 6

BIBLICAL STUDIES (minor required)

- Electives from upper division Textual area..... 3
- COM 3323 or 3533¹ 3
- GRE 1214, 1224, 2234, 3313 or 3323⁴..... 15
- PSY 2023 and 3013 or 3023³..... 6

BIBLICAL STUDIES COMPOSITE (no declared minor)

- All requirements of Biblical Studies Major above..... 27
- Electives from any area of Bible..... 14

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

² Hours replaced with electives if minor selected is Greek.

³ Hours replaced with electives if minor selected is Business, Counseling or History.

⁴ Replaced with 12 elective hours and 3 upper division Bible hours if recommended Greek minor is selected.

Minor (available from the following) 18 credit hours**BUSINESS**

BUS 2113, 2123, 2453, 2463, and 6 hours of upper-division Business 18

COUNSELING

PSY 2013 or SOC 2013; SOC 2023, 2453; and PSY 2023, 3013, 3023 18

GREEK

GRE 1214, 1224, 2234, 3313, 3323 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 40 credit hours**COMMUNICATION**

Communication 1013 or 1023 3

English 1113, 1123 6

HUMANITIES

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

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

Additional Literature or Fine Arts Appreciation 3

PHYSICAL EDUCATION

Activity Courses and/or Varsity Sports¹ 2

SCIENCE AND MATHEMATICS

Biology 1013 and Physical Science 1002, 1012² 7

Mathematics 1113 or above³ 3

SOCIAL SCIENCE

History 1313 and 1323⁴ 6

Political Science 2013 or 2023 3

Philosophy 1001 1

Electives 8-25 credit hours

NUMBER and level of electives determined by choice of major and minor and need to have at least **45 upper division hours**.

TOTAL FOR B.R.E. DEGREE 128 credit hours

¹ Veterans may have this requirement waived.

² Seven hours of lab science may be substituted for this requirement.

³ Waived for Math ACT score of 24 or above.

⁴ Hours replaced with electives if the minor selected is History.

EXTENDED BUSINESS PROGRAM

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 one of several participating colleges and universities. Available majors include Accounting, Computer Information Systems, Economics, Finance, General Business (including Pre-Law), Management, Marketing, and Office Management. The major and college for your senior year must be selected by the end of the sophomore year. Exact requirements are available from the Office of the Registrar. You receive both an A.A. and an A.A.S. degree from MCC through this program. You must complete 96 hours with a cumulative grade point average of at least 2.00 (C). MCC is currently taking 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.

Specific requirements for the Extended Business Program are:

General Education Core 52 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, MUS 2003, or MUS 2014)	3
PHYSICAL EDUCATION	
Activity Courses and/or Varsity Sports ³	2
SCIENCE AND MATHEMATICS	
Biology 1013 and Physical Science 1002, 1012 ⁴	7
Mathematics 2343	3
SOCIAL SCIENCE	
History Sequence ⁵	6
Political Science 2013	3
Philosophy 1001.....	1

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 may have this requirement waived.

⁴ Seven hours of lab science may be substituted for this requirement.

⁵ Possible sequences are: HIS 1313 & 1323; or 2513 & 2523; or 1503 & 1323. If prerequisites are met, HIS 1413 and 3533 may be substituted.

Business Major Core 9 credit hours**BUSINESS**

BUS 2113 Accounting I.....	3
BUS 2123 Accounting II.....	3
BUS 3613 Management and Organizational Behavior.....	3

Support Courses (choose from the following)¹..... 34 credit hours**BUSINESS**

BUS 1013 Introduction to Business
BUS 2453 Macroeconomics
BUS 2463 Microeconomics
BUS 3133 Cost Accounting
BUS 3153 Taxation I
BUS 3213 Financial Management
BUS 3303 Business Communication
BUS 3333 Business Law I
BUS 3513 Marketing Theory and Practice
BUS 3623 Human Resource Management
BUS 3713 Production Management and Operations Research

COMPUTER INFORMATION SYSTEMS

CIS 1013 Introduction to Computer Systems
CIS 1123 BASIC Programming
CIS 1324 Business Applications of Computers
CIS 2113 Intermediate Programming
CIS 2123 COBOL I
CIS 2133 COBOL II
CIS 2713 Systems Analysis Methods
CIS 2723 Structured Systems Analysis and Design

MATHEMATICS

MAT 1233 College Algebra or MAT 2393 Business Calculus
MAT 2343 Quantitative Business Analysis
MAT 3313 Statistics I

OFFICE INFORMATION SYSTEMS

OIS 1312 Records Management
OIS 2243 Word Processing I
OIS 2253 Word Processing II
OIS 2263 Word Processing III

PSYCHOLOGY

PSY 2013 General Psychology

Elective..... 1 credit hour**TOTAL FOR EXTENDED BUSINESS PROGRAM..... 96 credit hours**¹ Choice determined by major and transfer college selected.

ASSOCIATE IN ARTS DEGREE: HONORS PROGRAM

If your ACT scores in English and Social Studies are each higher than 22, you may pursue the Honors Program. Upon completion of this program, you receive an Associate in Arts degree with Honors Program designations on your diploma and academic record. You must complete 64 hours or more with a cumulative grade point average of 3.30 (B+) or above. Because of the nature of this program, you may only apply up to 24 hours of transfer credit to program requirements. The Honors Composition and History requirements can only be met by MCC coursework.

Specific requirements for an A.A. in the Honors Program are:

General Education Core	54 credit hours
BIBLE	
Bible 1212, 1222, 2112	6
Upper-division Textual Course	2
COMMUNICATION	
Communication 1013 or 1023.....	3
English 1413, 1423.....	6
HUMANITIES	
Literature.....	6
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, MUS 2003, or MUS 2014).....	3
PHYSICAL EDUCATION	
Physical Education 1071 (taken twice) ¹	2
SCIENCE AND MATHEMATICS	
Laboratory sequence from a single science ²	8
Mathematics 1245	5
SOCIAL SCIENCE	
Two Courses from BUS 2453, BUS 2463, PHI 3743, POS 2013, POS 2023	6
History 1413 and 3533	6
Philosophy 1001.....	1
Electives (excluding all EDS, MAT 1001, 1002).....	10 credit hours
TOTAL FOR A.A. HONORS DEGREE.....	64 credit hours

¹ Veterans may have this requirement waived. You may count a maximum of four hours of credit for PED courses toward this program.

² BIO (1011/1013, 1124, 2114, or 2324), CHE (1511 and above), PSC 2515 and 2525.

ASSOCIATE IN ARTS DEGREE

Some of many Bachelor's degree majors which blend with the Associate in Arts degree are: Art, Bible, Business, Communication, Education, Home Economics, Journalism, Law, Music, Physical Education, Psychology, and Sociology. 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	48 credit hours
BIBLE	
Bible 1212, 1222, 2112, 2122 ¹	8
COMMUNICATION	
Communication 1013 or 1023	3
English 1113, 1123	6
HUMANITIES	
Literature (ENG 2213, 2223, 2313 or 2413)	3
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, MUS 2003, or MUS 2014)	3
Additional Literature or Fine Arts Appreciation	3
PHYSICAL EDUCATION	
Activity Courses or Varsity Sports ²	2
SCIENCE AND MATHEMATICS	
Biology 1013 and Physical Science 1002, 1012 ³	7
Mathematics 1113 or above ⁴	3
SOCIAL SCIENCE	
History Sequence ⁵	6
Political Science 2013 or 2023	3
Philosophy 1001	1
Electives	16 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 Veterans may have this requirement waived.

³ For students needing laboratory science, 7 hours of science courses may be substituted for the requirement. Many senior colleges require one term of laboratory science.

⁴ Waived for Math ACT score of 24 or above.

⁵ Possible sequences are: HIS 1313 & 1323; or 2513 & 2523; or 1503 & 1323. If prerequisites are met, HIS 1413 and 3533 may be substituted.

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	
New Testament Survey I.....	2
Biological Science, Lab	4
Speech Communication	3
College Composition II.....	3
Physical Education Activity.....	1
Ethical Perspectives	1
Electives	2
	16

Second Semester	
New Testament Survey II	2
College Composition III	3
Math Fundamentals	3
Physical Education Activity	1
Earth Science.....	2
Electives.....	5
	16

Third Semester	
Old Testament Survey I.....	2
History Sequence.....	3
Humanities.....	6
Physical Science	2
Electives	3
	16

Fourth Semester	
Textual Bible.....	2
History Sequence.....	3
Humanities.....	3
National Government.....	3
Electives.....	5
	16

Bible Program. If you are considering enrollment 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.

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

First Semester	
New Testament Survey I.....	2
Biological Science	3
College Composition II.....	3
Speech Communication	3
Physical Education Activity.....	1
Ethical Perspectives	1
Electives.....	3
	16

Second Semester	
New Testament Survey II	2
College Composition III	3
Math Fundamentals	3
Physical Education Activity.....	1
Earth Science.....	2
Physical Science	2
Fine Arts Appreciation.....	3
	16

Third Semester	
Old Testament Survey I.....	2
Literature	3
Elementary Greek I.....	4
Survey of Western Civilization I.....	3
Human Growth and Development.....	3
Elective.....	1
	16

Fourth Semester	
Old Testament Survey II	2
Literature or Fine Arts.....	3
Elementary Greek II.....	4
Survey of Western Civilization II.....	3
National Government.....	3
Elective.....	1
	16

Business Program. If you plan to seek a Bachelor's degree with a major in a business area, 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 business students:

First Semester	
New Testament Survey I.....	2
Biological Science.....	3
Business and Professional Speech.....	3
College Composition II.....	3
Quantitative Business Analysis.....	3
Physical Education Activity.....	1
Ethical Perspectives.....	1
	16

Second Semester	
New Testament Survey II.....	2
Business Applications of Computers.....	4
College Composition III.....	3
Physical Education Activity.....	1
National Government.....	3
Fine Arts Appreciation.....	3
	16

Third Semester	
Old Testament Survey I.....	2
Accounting I.....	3
Macroeconomics.....	3
Literature.....	3
History Sequence.....	3
Physical Science.....	2
	16

Fourth Semester	
Textual Bible.....	2
Accounting II.....	3
Microeconomics.....	3
Literature.....	3
History Sequence.....	3
Earth Science.....	2
	16

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	
New Testament Survey I.....	2
Speech Communication.....	3
Personal and Community Health.....	3
College Composition II.....	3
Physical Education Activity.....	1
Ethical Perspectives.....	1
Introduction to Sociology.....	3
	16

Second Semester	
New Testament Survey II.....	2
Fine Arts Appreciation.....	3
College Composition III.....	3
National Government.....	3
Earth Science.....	2
General Psychology.....	3
	16

Third Semester	
Old Testament Survey I.....	2
Biological Science, Lab.....	4
American Literature Survey.....	3
American History Survey.....	3
Physical Education Activity.....	1
Human Growth and Development.....	3
	16

Fourth Semester	
Textual Bible.....	2
English Literature II.....	3
Survey of Western Civilization II.....	3
Math Fundamentals.....	3
Physical Science.....	2
Electives.....	3
	16

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

Suggested A.A. program for home economics students:

First Semester	Second Semester
New Testament Survey I..... 2	New Testament Survey II 2
Human Anatomy and Physiology 4	College Composition III 3
Speech Communication 3	Home Economics..... 3
College Composition II..... 3	Fine Arts Appreciation..... 3
Home Economics..... 3	Intermediate Algebra..... 3
Physical Education Activity..... 1	National Government..... 3
Ethical Perspectives 1	17
<u>17</u>	
Third Semester	Fourth Semester
Old Testament Survey I..... 2	Textual Bible..... 2
Introductory Chemistry I, Lab..... 4	Introductory Chemistry II, Lab..... 4
Literature 3	Literature 3
History Sequence..... 3	History Sequence..... 3
Home Economics..... 3	Home Economics..... 3
Physical Education Activity..... 1	Elective..... 1
16	16
<u>16</u>	<u>16</u>

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

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

First Semester	Second Semester
New Testament Survey I..... 2	New Testament Survey II 2
Biological Science, Lab 4	Speech Communication 3
College Composition II..... 3	College Composition III 3
History Sequence..... 3	History Sequence..... 3
Ethical Perspectives 1	Fine Arts Appreciation..... 3
National Government..... 3	Physical Science 2
16	16
<u>16</u>	<u>16</u>
Third Semester	Fourth Semester
Old Testament Survey I..... 2	Textual Bible..... 2
Literature 3	Business Law I 3
Physical Education Activity..... 1	Humanities 3
Earth Science..... 2	Math Fundamentals..... 3
U.S. Judicial Processes 3	Physical Education Activity..... 1
Social Science..... 3	Social Science..... 3
Electives..... 2	Elective..... 1
16	16
<u>16</u>	<u>16</u>

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	3	College Composition III	3
Speech Communication	3	Production Workshop.....	1
College Composition II.....	3	Math Fundamentals.....	3
Physical Education Activity.....	1	Physical Education Activity.....	1
Ethical Perspectives	1	General Psychology.....	3
Typing I.....	3	Electives.....	3
	<u>16</u>		<u>16</u>
Third Semester		Fourth Semester	
Old Testament Survey I.....	2	Textual Bible.....	2
Literature	3	Literature	3
United States History I	3	United States History II	3
Physical Science	2	Journalism	3
Introduction to Sociology.....	3	Earth Science.....	2
Electives.....	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	3	Speech Communication	3
College Composition II.....	3	College Composition III	3
A Cappella Chorus & Private Piano.....	2	Math Fundamentals.....	3
Theory and Ear Training IA.....	4	A Cappella Chorus & Private Piano.....	2
Physical Education Activity.....	1	Theory and Ear Training IB.....	4
Ethical Perspectives	1	Physical Science	2
	<u>16</u>		<u>19</u>
Third Semester		Fourth Semester	
Old Testament Survey I.....	2	Textual Bible.....	2
Literature	3	History Sequence.....	3
History Sequence.....	3	Humanities	3
A Cappella Chorus & Private Voice	2	A Cappella Chorus & Private Voice	2
Music Literature.....	4	Theory and Ear Training IIB.....	4
Theory and Ear Training IIA.....	4	National Government.....	3
Physical Education Activity.....	1	Earth Science.....	2
	<u>19</u>		<u>19</u>

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

Suggested A.A. program for psychology students:

First Semester	Second Semester
New Testament Survey I..... 2	New Testament Survey II 2
Biological Science 3	Introduction to Computer Systems..... 3
Speech Communication 3	College Composition III 3
College Composition II..... 3	Fine Arts Appreciation..... 3
College Algebra 3	Physical Science 2
Physical Education Activity 1	General Psychology 3
Ethical Perspectives 1	<u>16</u>
<u>16</u>	
Third Semester	Fourth Semester
Old Testament Survey I..... 2	Textual Bible..... 2
Literature 3	History Sequence..... 3
History Sequence..... 3	Humanities 3
Earth Science..... 2	Physical Education Activity 1
Human Growth and Development..... 3	National Government..... 3
Electives 3	Electives..... 4
<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	Math Fundamentals 3
Ethical Perspectives 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
Speech Communication 3	Humanities 3
Literature 3	Physical Education Activity..... 1
Fine Arts Appreciation..... 3	National Government..... 3
Physical Education Activity..... 1	General Psychology 3
Earth Science..... 2	Marriage and the Family 3
Electives 2	Elective..... 1
<u>16</u>	<u>16</u>



ACADEMIC SKILL-BUILDING PROGRAM

If your basic academic skills need strengthening, MCC provides more than a semester's worth of courses to help you develop those necessary skills. These include courses in composition, reading, mathematics, study skills, and personal improvement. Study aids are available in the Learning Lab of the Muirhead Library.

Suggested A.A. program using academic skills courses:

First Semester	
New Testament Survey I.....	2
College Success Techniques	3
Basic Reading Techniques.....	3
College Composition I.....	3
Ethical Perspectives	1
	12

Third Semester	
Old Testament Survey I.....	2
Biological Science.....	3
College Composition III	3
Basic Math	1
Elementary Algebra	2
Physical Education Activity	1
	12

Fifth Semester	
Bible Elective.....	2
History Sequence.....	3
Physical Science	2
National Government.....	3
Electives	2
	12

Second Semester	
New Testament Survey II	2
Speech Communication	3
Advanced Reading Techniques	3
College Composition II.....	3
Physical Education Activity	1
	12

Fourth Semester	
Textual Bible.....	2
Literature	3
Earth Science.....	2
Intermediate Algebra	3
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 programs leading to a Bachelor of Science degree 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 many majors which blend with the Associate in Science degree in Natural Science are: Biology, Chemistry, Mathematics, Pre-Medicine, Physical Therapy, and Physics.

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

GENERAL EDUCATION CORE	30 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, 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
Philosophy 1001	1
Political Science 2013 or 2023	3
SCIENCE/MATHEMATICS CORE	11 credit hours
One Year of Laboratory Science	8
MAT 1203 or above ³	3
NATURAL SCIENCE MAJOR CORE	12 credit hours
Courses selected from BIO, CHE, CIS 1123 or above, EGR, MAT 1232 or above, and/or PSC	
SUPPORT COURSES	6 credit hours
Courses under any A.S. major core and/or courses meeting A.A. general education requirements ⁴	
ELECTIVES	5 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 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 Waived for Math ACT score of 24 or above.

⁴ Pre-professional programs in health services may include BUS 2453, PSY 2023, or SOC 2013 when appropriate. See footnote on next page.

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

First Semester		Second Semester	
New Testament Survey I.....	2	New Testament Survey II	2
Composition II.....	3	Composition III.....	3
Ethical Perspectives	1	National Government.....	3
American History.....	3	Science, Mathematics.....	8
Science, Mathematics.....	7		16
	<u>16</u>		
Third Semester		Fourth Semester	
Hebrew History I.....	2	Textual Bible.....	2
Speech Communication	3	Fine Arts Appreciation.....	3
Literature	3	Science, Mathematics.....	4
Science, Mathematics.....	4	Support Courses	2
Support Courses	4	Electives.....	5
	<u>16</u>		16

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. Appropriate support course and core substitutions are noted below. You should consult the catalog of the school you plan to attend for specific requirements.

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

First Semester		Second Semester	
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
Pre-Calculus.....	5	National Government.....	3
American History	3	Electives*	4
	<u>17</u>		16
Third Semester		Fourth Semester	
Hebrew History I.....	2	Textual Bible.....	2
Biological Science, Lab	4	Zoology	4
Organic Chemistry I.....	4	Organic Chemistry II	4
Ethical Perspectives	1	General Psychology.....	3
Speech Communication	3	Fine Arts Appreciation.....	3
Literature	3		16
	<u>17</u>		

- * Appropriate support courses and core substitutions for pre-professional majors:
 Pre-dentistry - BUS 2453, MAT 1245 for some dental schools
 Pre-medicine - BUS 2453, MAT 1245
 Pre-medical technology - BUS 2453, BIO 2324 for CHE 3524
 Pre-optometry - BIO 2324, PSC 2515, 2525 for CHE 2514, 3524
 Pre-physical therapy - PSY 2023 or SOC 2013
 Pre-veterinary medicine - MAT 1245

Pre-Nursing Major. You may obtain the Associate in Science degree in Pre-Nursing in such a way as to permit easy transfer to most B.S.N. programs. In particular, MCC's program is designed to facilitate transfer to Harding University. Introduction to Nursing and Human Anatomy II are to be taken at the school granting the nursing degree. A similar program has been established with Abilene Christian University.¹

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

GENERAL EDUCATION CORE	30 credit hours
Bible 1212, 1222, and 2122 ²	6
Communication 1013 or 1023	3
English 1113 and 1123 ³	6
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, 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	1
Political Science 2013 or 2023	3
SCIENCE/MATHEMATICS CORE	11 credit hours
BIO 2114 Human Anatomy and Physiology	4
BIO 2324 Microbiology	4
MAT 1203 or 1233 or above ⁴	3
PRE-NURSING MAJOR CORE	11 credit hours
CHE 1211/1213 Introductory Chemistry I	4
CHE 1221/1223 Introductory Chemistry II	4
HEC 2333 Nutrition	3
SUPPORT COURSES	9 credit hours
PSY 2013 General Psychology	3
PSY 2023 Human Growth and Development	3
SOC 2013 Introduction to Sociology	3
ELECTIVES	3 credit hours
TOTAL FOR A.S. IN PRE-NURSING	64 credit hours

¹ Appropriate substitutions for ACU transfers are HIS 2513 and 2523 for HIS and POS, 3 additional hours of literature for Fine Arts Appreciation, and 3 hours of PED activities as electives. In addition, SOC 2023 may be substituted for SOC 2013.

² Bible is a semester requirement. A portion of the eight-hour requirement may be waived for transfer students. See page 41 about course substitutions.

³ 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.

⁴ Waived for Math ACT score of 24 or above.

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

First Semester

New Testament Survey I.....	2
Biological Science, Lab	4
Speech Communication	3
College Composition II.....	3
American History	3
Ethical Perspectives	<u>1</u>
	16

Third Semester

Hebrew History I.....	2
Microbiology	4
Introductory Chemistry I, Lab.....	4
Human Growth and Development.....	3
Introduction to Sociology.....	<u>3</u>
	16

Second Semester

New Testament Survey II	2
Human Anatomy and Physiology	4
College Composition III	3
Fine Arts Appreciation.....	3
Intermediate Algebra	3
General Psychology	<u>3</u>
	18

Fourth Semester

Textual Bible.....	2
Nutrition	3
Introductory Chemistry II, Lab.....	4
Literature	3
National Government.....	<u>3</u>
	15



Pre-Engineering Major. You should obtain the Associate in Science degree in Pre-Engineering from MCC if you plan to seek a Bachelor's degree in Engineering. Though this program facilitates transfer to any engineering school, it is specifically designed to provide the first two years of Oklahoma Christian College's programs in electrical, computer, and mechanical engineering. You should consult the catalog of the school you plan to attend after MCC for requirements of their program.

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

GENERAL EDUCATION CORE.....	27 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, MUS 2003, or 2014).....	3
History 1503, 2513, or 2523.....	3
History 2112 (same as BIB 2112).....	2
Philosophy 1001.....	1
Political Science 2013 Only.....	3
SCIENCE/MATHEMATICS CORE.....	11 credit hours
CHE 1511/1513 College Chemistry I.....	4
CHE 1521/1523 College Chemistry II.....	4
MAT 1233 College Algebra ³	3
PRE-ENGINEERING MAJOR CORE.....	24 credit hours
EGR 1113 FORTRAN for Engineers.....	3
MAT 1232 Trigonometry ³	2
MAT 1245 Calculus and Analytic Geometry I.....	5
MAT 1254 Calculus and Analytic Geometry II.....	4
PSC 2515 Physics I.....	5
PSC 2525 Physics II.....	5
ELECTIVES (those below strongly recommended).....	2 credit hours
EGR 1113 Engineering Graphics and Design	
EGR 2413 Engineering Economics	
MAT 2264 Calculus and Analytic Geometry III	
TOTAL FOR A.S. DEGREE IN PRE-ENGINEERING.....	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 substitute literature for ENG 1123. However, you will not satisfy the MACRAO Articulation Agreement.

³ If you have math skills which result in the waiving of MAT 1232 and 1233, you may replace those hours with electives.

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

First Semester		Second Semester	
New Testament Survey I.....	2	New Testament Survey II	2
Composition II.....	3	Composition III.....	3
American History	3	National Government.....	3
Ethical Perspectives	1	College Chemistry II, Lab	4
College Chemistry I, Lab.....	4	Calculus and Analytic Geometry I.....	5
Pre-Calculus.....	5		<u>17</u>
	<u>18</u>		
Third Semester		Fourth Semester	
Hebrew History I.....	2	Textual Bible.....	2
FORTAN for Engineers.....	3	Fine Arts Appreciation.....	3
Speech Communication	3	Engineering elective.....	3
Calculus and Analytic Geometry II	4	Calculus and Analytic Geometry III.....	4
Physics I.....	5	Physics II.....	5
	<u>17</u>		<u>17</u>



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	30 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, 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
Philosophy 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 below strongly recommended)	3 credit hours
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 If you have math skills which result in the waiving of MAT 1232 and 1233, you may replace those hours with electives.

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.

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	30 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, 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
Philosophy 1001.....	1
Political Science 2013 or 2023	3
SCIENCE/MATHEMATICS CORE.....	11 credit hours
One Year of Laboratory Science.....	8
MAT 1203 or 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 2343 Quantitative Business Analysis	3
BUS 2113 and 2123 Accounting I & II.....	6
ELECTIVES (those below strongly recommended)	5 credit hours
BUS 2453 Macroeconomics	
BUS 2463 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 If you have math skills which result in the waiving of MAT 1203 and 1233, you may replace those hours with electives.

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.

ASSOCIATE IN APPLIED SCIENCE DEGREE

If you plan to seek employment after MCC, you may elect the 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 52 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.....	1
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
GENERAL BUSINESS MAJOR CORE.....	33 credit hours
BUS 1013 Introduction to Business	3
BUS 2113 and 2123 Accounting I & II	6
BUS 2463 Microeconomics	3
BUS 3303 Business Communication	3
BUS 3333 Business Law I.....	3
BUS 3513 Marketing Theory and Practice	3
BUS 3613 Management and Organizational Behavior.....	3
CIS 1002 Keyboarding ³	2
CIS 1324 Business Applications of Computers.....	4
MAT 1113 or above ⁴	3
SUPPORT COURSES (choose from the following).....	3 credit hours
BUS 2453 Macroeconomics	
BUS 3133 Cost Accounting, BUS 3153 Taxation I	
BUS 3883 Evaluated Field Experience or BUS 2852	
ELECTIVES	6 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 Veterans may have a portion of this requirement waived.

³ May be waived by proficiency test and replaced with general electives.

⁴ Waived for Math ACT score of 24 or above, MAT 2343 recommended.



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

First Semester

New Testament Survey I.....	2
Introduction to Business.....	3
Keyboarding.....	2
Business and Professional Speech	3
Composition II	3
Intermediate Algebra	3
Ethical Perspectives	1
	<u>17</u>

Third Semester

Hebrew History I.....	2
Accounting I.....	3
Business Communication.....	3
Management and Org. Behavior	3
Support Course.....	3
National Government.....	3
	<u>17</u>

Second Semester

New Testament Survey II	2
Microeconomics.....	3
Business Applications of Computers.....	4
Composition III.....	3
Electives	3
	<u>15</u>

Fourth Semester

Hebrew History II.....	2
Accounting II.....	3
Business Law I	3
Marketing Theory and Practice.....	3
Physical Education Activity.....	1
Electives	3
	<u>15</u>

Accounting Major. If you plan to enter the accounting field immediately after MCC, you should pursue the A.A.S. degree with a major in Accounting. This degree prepares you for positions in accounting departments of small businesses and for support positions in larger firms. If you are planning to complete a Bachelor's degree in Accounting, you should select the Extended Business Program on page 52.

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	1
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
ACCOUNTING MAJOR CORE	33 credit hours
BUS 1013 Introduction to Business	3
BUS 2453 Macroeconomics	3
BUS 2463 Microeconomics	3
BUS 2113 and 2123 Accounting I & II	6
BUS 3133 Cost Accounting	3
BUS 3153 Taxation I	3
BUS 3303 Business Communication	3
BUS 3333 Business Law I	3
CIS 1002 Keyboarding ³	2
CIS 1324 Business Applications of Computers	4
SUPPORT COURSES (choose from the following)	9 credit hours
BUS 1103 Practical Accounting	
BUS 3513 Marketing Theory and Practice	
BUS 3613 Management and Organizational Behavior	
BUS 3883 Evaluated Field Experience or BUS 2852	
CIS 1123 BASIC Programming I	
CIS 2113 Intermediate Programming	
CIS 2123 COBOL I, CIS 2133 COBOL II	
MAT 1203 Intermediate Algebra or higher	
MAT 2343 Quantitative Business Analysis	
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 Veterans may have a portion of this requirement waived.

³ May be waived by proficiency test and replaced with general electives.

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

First Semester

New Testament Survey I.....	2
Introduction to Business.....	3
Accounting I.....	3
Keyboarding.....	2
Composition II.....	3
Quantitative Business Analysis.....	3
Ethical Perspectives.....	1
	<u>17</u>

Second Semester

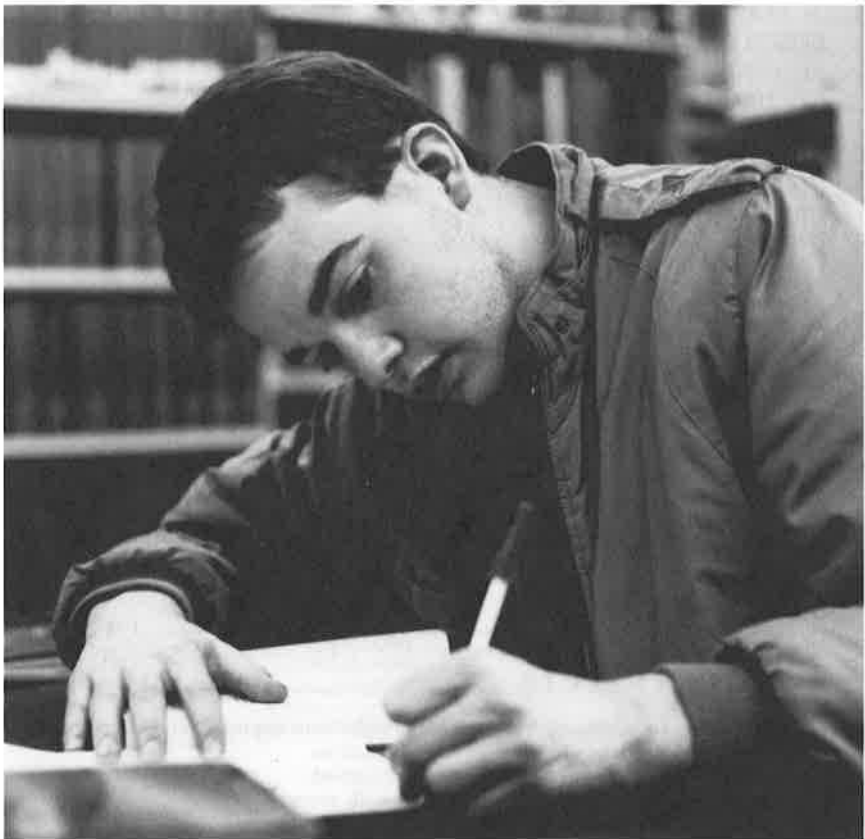
New Testament Survey II.....	2
Accounting II.....	3
Business Applications of Computers.....	4
Business and Professional Speech.....	3
Composition III.....	3
	<u>15</u>

Third Semester

Hebrew History I.....	2
Macroeconomics.....	3
Cost Accounting.....	3
Business Communication.....	3
Physical Education Activity.....	1
Support Course.....	3
	<u>15</u>

Fourth Semester

Hebrew History II.....	2
Microeconomics.....	3
Taxation I.....	3
Business Law I.....	3
National Government.....	3
Support Course.....	3
	<u>17</u>



Computer Information Systems Major. You may seek employment in a computer field after MCC with an A.A.S. degree in C.I.S. This degree prepares you for positions in retail businesses, government 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 52, 68, or 69.

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	1
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
C.I.S. MAJOR CORE	35 credit hours
BUS 2113 and 2123 Accounting I & II	6
BUS 3303 Business Communication	3
CIS 1002 Keyboarding ³	2
CIS 1013 Introduction to Computers ³	3
CIS 1123 BASIC Programming I	3
CIS 2113 Intermediate Programming	3
CIS 2123 and 2133 COBOL I & II	6
CIS 2713 Systems Analysis Methods	3
CIS 2723 Structured Systems Analysis and Design	3
MAT 1203 or above (except 1324) ⁴	3
SUPPORT COURSES (choose from the following)	6 credit hours
BUS 1013 Intro. to Business, BUS 1103 Practical Accounting	
BUS 2453 Macroeconomics, BUS 2463 Microeconomics	
BUS 3133 Cost Accounting, BUS 3153 Taxation I	
BUS 3513 Marketing, BUS 3613 Management	
BUS 3883 Evaluated Field Experience or BUS 2852	
CIS 1324 Business App. of Computers, CIS 1333 FORTRAN	
MAT 2343 Quantitative Business Analysis or MAT 2393	
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 Veterans may have a portion of this requirement waived.

³ May be replaced by proficiency test and replaced with general electives.

⁴ Waived for Math ACT score of 24 or above.

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

First Semester

New Testament Survey I.....	2
Accounting I.....	3
Keyboarding.....	2
Introduction to Computers.....	3
Composition II.....	3
Quantitative Business Analysis.....	3
Ethical Perspectives.....	1
	<u>17</u>

Second Semester

New Testament Survey II.....	2
Accounting II.....	3
BASIC Programming.....	3
Business and Professional Speech.....	3
Composition III.....	3
Elective.....	1
	<u>15</u>

Third Semester

Hebrew History I.....	2
Business Communication.....	3
COBOL I.....	3
Intermediate Programming.....	3
Systems Analysis Methods.....	3
Support Course.....	3
	<u>17</u>

Fourth Semester

Hebrew History II.....	2
COBOL II.....	3
Structured Systems Analysis.....	3
Physical Education Activity.....	1
National Government.....	3
Support Course.....	3
	<u>15</u>



Word Processing Major. If you desire to enter a word processing profession immediately after your work at MCC, you should select the A.A.S. degree with a major in Word Processing. This degree prepares you for positions in modern offices and word processing centers as 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.....	1
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
WORD PROCESSING MAJOR CORE.....	24 credit hours
CIS 1324 Business Applications of Computers.....	4
OIS 1113 Typing II ³	3
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 Communication	3
SUPPORT COURSES (choose 3 from the following).....	9 credit hours
BUS 1013 Intro. to Business, BUS 1103 Pract. Accounting	
BUS 2113 Accounting I, BUS 2123 Accounting II	
BUS 3333 Business Law I	
BUS 3513 Marketing Theory and Practice	
BUS 3613 Management and Organizational Behavior	
BUS 3883 Evaluated Field Experience or BUS 2852	
CIS 1123 BASIC Programming	
OIS 1413-1433 Shorthand I, II, and/or III	
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 Veterans may have a portion of this requirement waived.

³ May be waived by proficiency test and replaced with general electives.



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

First Semester	
New Testament Survey I.....	2
Business Applications of Computers.....	4
Composition II.....	3
Ethical Perspectives.....	1
Typing II.....	3
Electives.....	3
	<u>16</u>

Third Semester	
Hebrew History I.....	2
Business and Professional Speech.....	3
Word Processing II.....	3
Business Communication.....	3
Support Course.....	3
Electives.....	2
	<u>16</u>

Second Semester	
New Testament Survey II.....	2
Composition III.....	3
Physical Education Activity.....	1
Records Management.....	2
Word Processing I.....	3
Support Course.....	3
Electives.....	2
	<u>16</u>

Fourth Semester	
Hebrew History II.....	2
National Government.....	3
Word Processing III.....	3
Office Procedures and Admin.....	3
Support Course.....	3
Electives.....	2
	<u>16</u>

Administrative Assistant Major. If you desire to enter a secretarial field immediately after your work at MCC, you may pursue the A.A.S. degree with an Administrative Assistant major. This degree gives you experience in modern office practices, secretarial duties, word processing, records management, and office administrative functions. If you plan to seek a Bachelor's degree after MCC, you should pursue an Associate in Arts degree, and fill your electives with business and secretarial courses.

Specific requirements for an A.A.S. in Administrative Assistance 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	1
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
ADMINISTRATIVE ASSISTANT MAJOR CORE	29 credit hours
OIS 1113 Typing II ³	3
OIS 1312 Records Management	2
OIS 1413 Shorthand I ³	3
OIS 1423 Shorthand II	3
OIS 1433 Shorthand III	3
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 Communication	3
SUPPORT COURSES	7 credit hours
BUS 1103 Pract. Accounting or BUS 2113 Accounting I	3
CIS 1324 Business Applications of Computers ⁴	4
ELECTIVES	6 credit hours
TOTAL FOR A.A.S. IN ADMIN. ASSISTANCE	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 Veterans may have a portion of this requirement waived.

³ May be waived by proficiency test and replaced with general electives. Placement in typing and shorthand depends upon earlier attained skills. If you have not had typing or shorthand in high school, you must take Typing I and Shorthand I, respectively. One year of high school typing or shorthand may allow you to enroll in Typing II or Shorthand II. Two years of high school shorthand may allow you to enroll in Shorthand III.

⁴ Replaced by CIS 1013 and an hour of elective with departmental permission.

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

First Semester		Second Semester	
New Testament Survey I.....	2	New Testament Survey II	2
Business Applications of Computers.....	4	Practical Accounting.....	3
Business and Professional Speech.....	3	Composition III.....	3
Composition II.....	3	Records Management	2
Ethical Perspectives	1	Shorthand I	3
Typing II	3	Word Processing I	3
	16		16
Third Semester		Fourth Semester	
Hebrew History I.....	2	Hebrew History II.....	2
Physical Education Activity.....	1	National Government.....	3
Shorthand II.....	3	Word Processing III.....	3
Word Processing II.....	3	Shorthand III.....	3
Business Communication.....	3	Office Procedures and Admin.....	3
Electives.....	4	Electives.....	2
	16		16



General Secretarial Major. If you desire to enter a secretarial field immediately after the completion of your work at MCC, you may pursue the A.A.S. degree with a General Secretarial major. This degree gives you experience in modern office practices, secretarial duties, word processing, records management, and office administration functions. Proficiency tests in secretarial skills may be required for the A.A.S. degree. 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 office information systems courses.

Specific requirements for an A.A.S. in General Secretarial 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.....	1
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
 GENERAL SECRETARIAL MAJOR CORE.....	 23 credit hours
OIS 1113 Typing II ³	3
OIS 1312 Records Management.....	2
OIS 1413 Shorthand I ³	3
OIS 1423 Shorthand II ³	3
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
 SUPPORT COURSES.....	 7 credit hours
BUS 1103 Pract. Accounting or BUS 2113 Accounting I.....	3
CIS 1324 Business Applications of Computers ⁴	4
 ELECTIVES	 12 credit hours
 TOTAL FOR A.A.S. IN GENERAL SECRETARIAL	 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 Veterans may have a portion of this requirement waived.

³ May be waived by proficiency test and replaced with general electives. Placement in typing and shorthand depends upon earlier attained skills. If you have not had typing or shorthand in high school, you must take Typing I and Shorthand I, respectively. One year of high school typing or shorthand may allow you to enroll in Typing II or Shorthand II. Two years of high school shorthand may allow you to enroll in Shorthand III.

⁴ Replaced by CIS 1013 and an hour of elective with departmental permission.

Legal Secretarial Major. If you desire to enter a legal secretarial position after MCC, you may pursue the A.A.S. degree with a Legal Secretarial major. This degree prepares you for employment by law firms, courts, corporations, and government offices. If you plan to seek a Bachelor's degree, 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 Legal Secretarial 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.....	1
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
LEGAL SECRETARIAL MAJOR CORE.....	26 credit hours
OIS 1113 Typing II ³	3
OIS 1312 Records Management.....	2
OIS 1413 Shorthand I ³	3
OIS 1423 Shorthand II ³	3
OIS 1433 Shorthand III	3
OIS 2243 Word Processing I.....	3
OIS 2253 Word Processing II	3
OIS 2723 Legal Office Procedures and Administration	3
OIS 3303 Business Communications	3
SUPPORT COURSES.....	10 credit hours
CIS 1324 Business Applications of Computers ⁴	4
LAP 2011 Torts.....	1
LAP 2012 Contracts and Commercial Sales	2
LAP 2073 Legal Research and Writing	3
ELECTIVES	6 credit hours
TOTAL FOR A.A.S. IN LEGAL SECRETARIAL.....	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 Veterans may have a portion of this requirement waived.

³ May be waived by proficiency test and replaced with general electives. Placement in typing and shorthand depends upon earlier attained skills. If you have not had typing or shorthand in high school, you must take Typing I and Shorthand I, respectively. One year of high school typing or shorthand may allow you to enroll in Typing II or Shorthand II. Two years of high school shorthand may allow you to enroll in Shorthand III.

⁴ Replaced by CIS 1013 and an hour of elective with departmental permission.

Legal Assistant Major. You may be employed as a legal assistant immediately following your studies at MCC by pursuing the Associate in Applied Science degree with a major in the Legal Assistant Program. This program prepares you to assist an attorney who has a general law practice. You receive training in such areas as civil litigation, real estate matters, wills and probate administration, and criminal case work. If you plan to pursue a career as a lawyer, you should seek an Associate in Arts degree at MCC. An A.A. transfer program for the pre-law major is described on page 58 of this catalog.

Specific requirements for an A.A.S. in Legal Assistance 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.....	1
Physical Education activity course or varsity sport ²	1
Political Science 2013 only	3
LEGAL ASSISTANT MAJOR CORE.....	23 credit hours
LAP 2011 Torts.....	1
LAP 2012 Contracts and Commercial Sales.....	2
LAP 2023 Introduction to the American Legal System	3
LAP 2033 Real Estate Transactions	3
LAP 2043 Criminal Law and Procedures	3
LAP 2053 Civil Litigation	3
LAP 2063 Wills, Trusts, and Probate Administration.....	3
LAP 2073 Legal Research and Writing	3
LAP 2802 Evaluated Field Experience	2
SUPPORT COURSES.....	12 credit hours
BUS 1103 Pract. Accounting or BUS 2113 Accounting I.....	3
OIS 1113 Typing II.....	3
OIS 2243 Word Processing I.....	3
OIS 2723 Legal Office Procedures and Administration	3
ELECTIVES (those below recommended).....	7 credit hours
PSY 2013 General Psychology	
SOC 2013 Introduction to Sociology	
TOTAL FOR A.A.S. IN LEGAL ASSISTANCE	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 Veterans may have a portion of this requirement waived.



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

First Semester	
New Testament Survey I.....	2
Composition II.....	3
Torts.....	1
Contracts and Commercial Sales.....	2
Intro. to American Legal System.....	3
Ethical Perspectives.....	1
Typing II.....	3
	<u>15</u>

Third Semester	
Hebrew History I.....	2
Business and Professional Speech.....	3
Real Estate Transactions.....	3
Physical Education Activity.....	1
National Government.....	3
Electives.....	4
	<u>16</u>

Second Semester	
New Testament Survey II.....	2
Practical Accounting.....	3
Composition III.....	3
Criminal Law and Procedures.....	3
Legal Research and Writing.....	3
Word Processing I.....	3
	<u>17</u>

Fourth Semester	
Hebrew History II.....	2
Civil Litigation.....	3
Wills, Trusts, and Probate Adm.....	3
Evaluated Field Experience.....	2
Legal Office Procedures and Adm.....	3
Electives.....	3
	<u>16</u>

Homemaking Major. You may learn about the various aspects of operating a Christian home through an A.A.S. degree in Homemaking. The program includes studies in home economics, Christian service, life science, mathematics, and psychology, in addition to the A.A.S. general education core courses and Bible. If you plan to seek a professional position in Home Economics, you should pursue a Bachelor's degree after completing an Associate in Arts degree at MCC. An A.A. transfer program in Home Economics is described on page 58 of this catalog.

Specific requirements for an A.A.S. in Homemaking 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	1
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
HOMEMAKING MAJOR CORE	21 credit hours
Home Economics Courses (choose from the following)	9
HEC 1013 Clothing Construction	
HEC 1023 Consumer Problems	
HEC 2013 Interior Design	
HEC 2123 Food Preparation	
HEC 2133 Meal Management	
BIB 3303 Christian Woman	
or BIB 3533 Principles of Teaching	3
EDH 2003 Personal and Community Health and Safety or	
BIO 1013 Biological Science	3
MAT 1113 or above (1173, 1203 or 1324 recommended) ³	3
PSY 2023 Human Growth and Development or	
SOC 2453 Marriage and the Family	3
SUPPORT COURSES	6 credit hours
Courses selected from alternatives in the major core, and	
from EDH 2002, First Aid, and HEC 2333, Nutrition.	
ELECTIVES	15 credit hours
TOTAL FOR A.A.S. IN HOMEMAKING	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 Veterans may have a portion of this requirement waived.

³ Waived for Math ACT score of 24 or above.

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

First Semester

New Testament Survey I.....	2
Speech Communication.....	3
Composition II.....	3
Home Economics.....	3
Ethical Perspectives.....	1
Electives.....	4
	<u>16</u>

Third Semester

Hebrew History I.....	2
Christian Woman.....	3
Human Growth and Development.....	3
Support Course.....	3
Electives.....	5
	<u>16</u>

Second Semester

New Testament Survey II.....	2
Composition III.....	3
Home Economics.....	3
Elem. Teachers' Math Fund.....	3
Physical Education Activity.....	1
Electives.....	4
	<u>16</u>

Fourth Semester

Hebrew History II.....	2
Personal and Community Health.....	3
Home Economics.....	3
National Government.....	3
Support Course.....	3
Electives.....	2
	<u>16</u>



Child Care Major. If you wish to receive training to be a child care worker in a daycare 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, health, home economics, nutrition, food preparation, and family studies, 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 degree at MCC. An A.A. transfer program for the Education major is described on page 57 of this catalog, a Home Economics major on page 58, and a Social Work major on page 60.

Specific requirements for an A.A.S. in Child Care 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.....	1
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
CHILD CARE MAJOR CORE.....	25 credit hours
EDH 2002 First Aid.....	2
EDH 2003 Personal and Community Health and Safety	3
Home Economics Courses.....	6
HEC 2123 Food Preparation.....	3
HEC 2333 Nutrition.....	3
HEC 2802 Evaluated Field Experience.....	2
PSY 2023 Human Growth and Development	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 Associate in Arts requirements and additional Home Economics courses 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 Veterans may have a portion of this requirement waived.

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

⁴ Waived for Math ACT score of 24 or above.

Cosmetology Management Major. You may prepare for cosmetology business management and ownership by pursuing an A.A.S. degree with a major in Cosmetology Management at MCC. This major combines business coursework at MCC with cosmetology training.

In recognition of a cosmetology license issued or recognized by the State of Michigan, MCC awards a block of 23 credit hours towards this major only. The cosmetology license must be valid both when submitted for recognition and when you graduate from MCC. The license may, however, be presented for recognition within two years following completion of coursework at MCC.

You may also want to consider the Extended Business Option, which includes 38 hours of the requirements for the Cosmetology Management major within its 96 hours of coursework at MCC towards a Bachelor of Business Administration degree, with a major selected from Business Administration, General Business, Management, or Marketing. The Extended Business Program is described on page 52.

Specific requirements for an A.A.S. in Cosmetology Management 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	1
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
COSMETOLOGY MANAGEMENT MAJOR CORE	19 credit hours
BUS 1103 Practical Accounting or BUS 2113 Accounting I	3
BUS 3333 Business Law I	3
BUS 3513 Marketing Theory and Practice	3
BUS 3613 Management and Organizational Behavior	3
CIS 1324 Business Applications of Computers	4
HEC 2013 Interior Design	3
SUPPORT CORE	23 credit hours
Block credit issued for cosmetology license as described above.	
TOTAL FOR A.A.S. IN COSMETOLOGY MGT.	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 Veterans may have a portion of this requirement waived.

CERTIFICATE IN APPLIED SCIENCE

You may obtain the Certificate in Applied Science if you are interested in only two years of college vocational coursework. You must complete at least 60 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 A.A.S. degree with at least a 2.00.

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.....	1
 ELECTIVES	 42 credit hours
 TOTAL FOR CERTIFICATE 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.....	2	New Testament Survey II	2
Speech Communication	3	College Composition II.....	3
College Composition I.....	3	Math Fundamentals.....	3
Ethical Perspectives	1	Physical Education Activity	1
Electives	6	Electives	6
	<u>15</u>		<u>15</u>
 Third Semester		 Fourth Semester	
Old Testament Survey I.....	2	Old Testament Survey II	2
College Composition III	3	History sequence	3
History sequence	3	Humanities	3
Humanities.....	3	Physical Education Activity	1
Electives	1	Electives	6
	<u>15</u>		<u>15</u>



Curriculum Information



COURSE NUMBERING. MCC 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 Life Committee. 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. Each course taken as an independent study is marked as such on your academic record.

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

ART

- ART 1311 Ceramics.** Fundamental techniques of ceramics, including work with such crafts as clay working, glazing, and firing. Formerly ART 111. Fee. On Demand.
- ART 1321 Fibers.** Fundamental techniques of fibers, including such crafts as candlewicking, macrame, needlepoint, rug making, and weaving. Formerly ART 121. Fee. On Demand.
- ART 1331 Fabrics.** Fundamental techniques of fabrics, including work with such crafts as applique, batik, dyeing, dollmaking, and quilting. Formerly ART 131. Fee. On Demand.
- ART 1363 Creative Crafts.** Fundamental techniques of ceramics, fibers, and fabrics. Student opportunities in such crafts as weaving, macrame, batik, dollmaking, clay working, glazing, and firing. Combines ART 1311, ART 1321, and ART 1331. Formerly ART 133. Fees. On Demand.
- ART 1413 Introduction to Drawing and Composition.** An introduction to studio methods. Visual fundamentals as expressed through drawing. Includes image formation, rendering techniques, and compositional theory and problems. Five studio hours per week. Formerly ART 143. 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. Formerly ART 153. 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. Formerly ART 203. 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. Formerly ART 213. Spring.
- ART 2443 Two-Dimensional Design.** An introductory course studying the organization of visual elements in a two-dimensional format. Formerly ART 233. Spring.

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 for new topics.

TEXTUAL

- BIB 1212** **New Testament Survey I.** Life and teachings of Jesus and His twelve spiritual fishermen. Emphasis on the preparation, establishment, and spread of the church. Formerly BIB 112. Fall.
- BIB 1222** **New Testament Survey II.** Early Christian activity as revealed through the letters to congregations and individual Christians in the New Testament. Special attention given to the historical setting and background of each letter. Formerly BIB 122. Spring.
- BIB 2112** **Old Testament Survey I.** History of ancient Israel from the creation to the fall of the Judean monarchy as revealed in the books of Genesis through II Chronicles. Same as HIS 2112. Formerly BIB 212. Fall.
- BIB 2122** **Old Testament Survey II.** Poetic and prophetic literature as revealed in the books of Ezra through Malachi. Special attention given to the historical setting of each book. Same as HIS 2122. Formerly BIB 222. Spring.
- BIB 3132** **Major Prophets.** The history, characters, functions, and messages of Isaiah, Jeremiah, Lamentations, Ezekiel, and Daniel. Alternate years, Spring 1990.
- 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. Alternate years, Fall 1988.
- BIB 3152** **Old Testament Poetic Literature.** A study of Psalms and the Song of Solomon. Alternate years, Spring 1989.

- BIB 3162** **Old Testament Wisdom Literature.** A study of Job, Proverbs, and Ecclesiastes. Alternate years, Fall 1989.
- BIB 3232** **Acts.** The birth and expansion of the early church from Palestine to Rome. Third year, Fall 1988.
- BIB 3242** **Prison Epistles.** Paul's letters to Philemon and to the churches at Ephesus, Colossae, and Phillipi. Third year, Spring 1989.
- BIB 3252** **Pastoral Epistles.** An intensive look at Paul's last letters to the young ministers Timothy and Titus. Third year, Fall 1989.
- 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. Formerly BIB 4223. Third year, Spring 1990.
- BIB 3272** **General Epistles.** James, Jude, and I and II Peter in light of their historical background, with emphasis on the message of Christian living in each book. Formerly BIB 3273. Third year, Fall 1990.
- BIB 3282** **Revelation.** Interpretation of the book of Revelation. Emphasis on methods of interpretation, Old Testament and other historical backgrounds, and doctrinal content. Formerly part of BIB 3183. Third year, Spring 1991.
- BIB 4153** **Pentatuch.** The first five books of the Old Testament. Emphasis on the history, laws, and religious life of the people of Israel. Formerly BIB 3153. Third year, Spring 1991.
- BIB 4163** **History of Israel.** The history of Israel from the conquest of Canaan to the return from Babylonian captivity. Third year, Spring 1989.
- BIB 4183** **Introduction to the Old Testament.** Topics to be discussed include: history of criticism; types of criticism; text and canon; political, social, and religious backgrounds; Old Testament chronology and archeology; and the unity, authorship, dating, and major themes of the individual books. Third year, Spring 1990.
- BIB 4233** **Synoptic Gospels.** The life and teachings of Jesus as portrayed in the writings of Matthew, Mark, and Luke. Third year, Fall 1988.

- BIB 4243** **Romans and Galatians.** An interpretation of Paul's Galatian and Roman epistles with emphasis on their historical background and the establishment of the churches in Rome and Galatia. Special attention to such doctrines as grace, atonement, justification, law, sin, wrath, and death. Formerly BIB 3243. Third year, Summer 1990.
- 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. Formerly BIB 3253. Third year, Summer 1989.
- BIB 4263** **Gospel and Letters of John.** A study of I, II, III John, and the Gospel of John. Special attention given to the nature of Christ and the problems of the early church. Formerly BIB 3223. Third year, Fall 1990.
- BIB 4283** **New Testament Backgrounds.** A critical examination of the cultural, political, religious, literary, and socio-economic background to the writing of the New Testament in the First Century. Third year, Fall 1989.

PRACTICAL

- BIB 1332** **Songleading and Worship.** Designed to familiarize student with the musical aspect of church worship through knowledge of church music and songleading techniques. Same as MUS 1332. On Demand.
- BIB 2453** **Christian Family.** A Christian analysis of marriage and family living, including marriage preparation, marital adjustments, child rearing, in-law and extended family relationships, financial planning, and religion. Same as SOC 2453. Spring.
- 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. Formerly BIB 2303. Alternate years, Fall 1989.
- BIB 3313** **Preacher and His Work.** Function of the preacher in relationship to both God and man. Particular attention paid to Paul's instructions to preachers in I and II Timothy and Titus. Alternate years, Fall 1988.

- BIB 3372** **Oral Interpretation of Biblical Literature.** Develops an awareness of Biblical literary types and techniques of effective oral reading. Same as COM 3372. On Demand.
- BIB 3413** **Missionary Principles.** A study of the motives, theories, and practices related to both foreign and domestic evangelistic missions. Emphasis on establishing and nurturing indigenous congregations, crosscultural communication, church growth theory, and the role of the local church in the missionary enterprise. On Demand.
- 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 3513** **Principles of Christian Education.** An overview of the entire education program of the local church including teacher training and curriculum. Formerly EDR 313. Alternate years, Fall 1989.
- BIB 3533** **Principles of Teaching.** A study of the principles and methods of teaching. Designed to help classroom teachers of all groups improve instructional skills. Same as COM 3533. Formerly EDR 333. Alternate years, Fall 1988.
- BIB 4371** **Evaluated Field Experience.** Acceptable 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 4372** **Evaluated Field Experience.** Two credit-hour version of BIB 4371. Summer and On Demand.
- BIB 4373** **Evaluated Field Experience.** Three credit-hour version of BIB 4371. Summer and On Demand.
- BIB 4381** **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. Fall.

HISTORICAL & DOCTRINAL

- BIB 3713** **Survey of Church History I.** Church history from the close of the apostolic age through medieval Catholicism and the Protestant Reformation. Prerequisites: HIS 1313 and 1323. Same as HIS 3713. Alternate years, Fall 1988.
- BIB 3723** **Survey of Church History II.** Post-Reformation history of Christianity, with special emphasis on the branches of the Restoration Movement in North America. Prerequisites: HIS 1313 and 1323. Same as HIS 3723. Alternate years, Spring 1989.
- BIB 3813** **American Religions.** A survey of the major denominations, sects, and cults of modern America. Special attention given to significant personalities and issues. Alternate years, Spring 1989.
- BIB 3823** **World Religions.** A survey of the major religious movements around the world. Special attention to current topics in their cultural context. Alternate years, Fall 1988.
- BIB 3913** **Christian Evidences.** Scientific, archeological, historical, and Biblical evidences supporting the record and claims of the Bible. Same as HIS 3753. Alternate years, Fall 1989.
- BIB 4073** **Introduction to Apocalyptic Literature.** Survey of apocalyptic literature found in biblical and early non-biblical Jewish and Christian writings. On Demand.
- BIB 4933** **Christian Ethics.** Current social issues and the Biblical response to each. Possible topics include marriage, divorce, abortion, euthanasia, substance abuse, birth control, human sexuality, and ethnic relations. Open only to upper division Bible majors. Alternate years, Spring 1990.
- 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.
- BIB 4983** **Seminar in Biblical Interpretation.** Textual, historical, and linguistic knowledge and skills united within the framework of sound hermeneutical principles to develop proficiency in logical interpretation of scriptures. Prerequisite: B.R.E. senior standing and GRE 1103 or 1224. Spring.

BIOLOGY

- BIO 1011 Biological Science Lab.** An intensive laboratory supplement to BIO 1013. Prerequisite or Corequisite: BIO 1013. Formerly BIO 111. Fee. 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. Science majors and education students should also enroll in BIO 1011. Formerly BIO 113. 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 plus a laboratory weekly. Formerly BIO 124. Fee. Spring.
- BIO 2114 Human Anatomy and Physiology.** A study of the basic principles of human anatomy and physiology. Three hours lecture plus a laboratory weekly. Prerequisite: Grade of C or better in BIO 1013 and BIO 1011, or BIO 1124, or permission of the instructor. Formerly BIO 214. 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 a laboratory weekly. Prerequisite: Grade of C or better in BIO 1013 and BIO 1011, or BIO 1124, or permission of the instructor. Formerly BIO 224. Fee. Fall.



BUSINESS

- 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. Formerly BUS 113. Fall.
- BUS 1103** **Practical Accounting.** Basic accounting principles and procedures. Recording transactions, cycle completion, preparing statements, worksheets, and payroll. No credit after BUS 2113. Prerequisite: MAT 1001 or equivalent. Formerly BUS 103. Spring.
- BUS 2113** **Accounting I.** Elementary accounting theory, practice, and simple analysis; applications to single proprietorships. Prerequisite: MAT 1203 or equivalent placement; BUS 1103 or permission of instructor. Formerly BUS 213. Fee. Fall.
- BUS 2123** **Accounting II.** A continuation of elementary accounting theory with applications to partnerships and corporations. Attention also given to managerial accounting, especially standard cost systems for manufacturing concerns. Prerequisite: BUS 2113. Formerly BUS 223. Fee. Spring.



- BUS 2453** **Macroeconomics.** Overview of the general workings of the economy and its major subdivisions, the free enterprise system, monetary and fiscal policy, and international trade. Formerly BUS 253. Fee. Fall.
- BUS 2463** **Microeconomics.** Specific economic units within a free market economy. Consumers' behavior and demand theory, utility and indifference analysis, industrial structures, pricing and output of goods and services, resource employment and pricing. Formerly BUS 263. Fee. Spring.
- BUS 2852** **Business Simulation.** Utilizes an interactive game situation to integrate decision-making techniques and strategic concepts. Students act as managers of a firm in competition with classmates or intercollegiate rivals in a computer simulated industry. Prerequisite: Permission of instructor. Formerly BUS 252. Fee. On Demand.
- BUS 3133** **Cost Accounting.** Introduction to the managerial tool of standard cost accounting systems, emphasizing the role of the managerial accountant in organizations. Accounting for labor, materials and overhead, with attention to process cost systems and various types of budgets. Prerequisite: BUS 2123 and CIS 1324 or permission of instructor. Formerly BUS 313. Fee. Fall.
- BUS 3153** **Taxation I.** Orientation to federal tax laws and techniques in the preparation and filing of annual and quarterly tax returns for individuals and sole proprietorships. Concepts of tax avoidance, partnership returns, corporate returns, including S corporations, accounting for tax liabilities, and the tax effects of changing organizational forms are introduced. Prerequisite: BUS 3213. Formerly BUS 283. Spring.
- BUS 3213** **Financial Management.** 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 2123, BUS 2453 or 2463, and CIS 1324. Fee. Fall.
- BUS 3303** **Business Communications.** Training in the writing of effective communications in typical business situations. Review of correct English usage in business writing. Prerequisite: ENG 1113 and OIS 1103 or equivalent. Same as OIS 3303. Formerly BUS 203. Fall.

- BUS 3333 Business Law I.** General principles of the laws of property, contracts, business formations, and negotiable instruments. The Uniform Commercial Code and a multi-state environment are emphasized. Prerequisite: POS 2013 or 2023. Formerly BUS 233. Spring.
- BUS 3513 Marketing Theory and Practice.** Survey of the marketing system (structure, functions, strategies, and problem-solving) from viewpoints of consumer and marketing manager based upon sound economic and business principles. Prerequisite: BUS 2463 or 2453, and sophomore or higher standing. Formerly BUS 333. Spring.
- BUS 3613 Management and 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. Prerequisite: BUS 2453 or 2463 or permission of instructor; sophomore or higher standing. Courses in PSY or SOC recommended. Formerly BUS 273. Fall.
- BUS 3623 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. Prerequisites: BUS 2463 and 3613. Spring.
- BUS 3713 Production Management and Operations Research.** 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. Strong emphasis on the application of quantitative techniques to managerial decision-making for operational efficiency and effectiveness. Prerequisite: MAT 2343. Corequisite: MAT 3313. Fee. Spring, with sufficient demand.
- BUS 3883 Evaluated Field Experience.** Prerequisite: Junior status or sophomore standing and a declaration of a major area within the A.A.S. degree. Formerly BUS 183. On Demand.

CHEMISTRY

- CHE 1211** **Introductory Chemistry I Lab.** Fee. 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. Formerly CHE 123. Fall.
- CHE 1221** **Introductory Chemistry II Lab.** Fee. 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. Corequisite: CHE 1221. Formerly CHE 133. Spring.
- CHE 1511** **College Chemistry I Lab.** Fee. 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. Formerly CHE 153. Fall.
- CHE 1521** **College Chemistry II Lab.** Includes an introduction to qualitative analysis. Fee. Spring.
- CHE 1523** **College Chemistry II.** A continuation of CHE 1513. Includes equilibria, kinetics, acids and bases, redox reactions, coordination compounds, and nuclear chemistry. Prerequisites: Grade of C or better in both CHE 1513 and 1511. Corequisite: CHE 1521. Formerly CHE 163. 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. Formerly CHE 254. Fee. Fall, with sufficient demand.
- CHE 3524** **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. Formerly CHE 264. Fee. Spring, with sufficient demand.

COMPUTER SCIENCE

- CIS 1002** **Keyboarding.** Basic skill development in the operation by touch of a computer or typewriter keyboard and ten-key calculator pad. For students with no previous instruction in typewriting. May be waived by a proficiency test. Formerly CIS 102. Fall.
- CIS 1013** **Introduction to Computer Systems.** An introduction to computers and data processing taught as a general education course. May be waived by a proficiency test. No credit after CIS 1324. Prerequisite: MAT 1002 or equivalent. Formerly CIS 113. Fee. Fall.
- 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 Wang VS mainframe and IBM XT operating environments. Prerequisite: CIS 1013. Co-/Prerequisite: MAT 1203. Formerly CIS 123. Fee. Spring.
- CIS 1324** **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 for education majors. Prerequisite: MAT 1002 or equivalent. Same as MAT 1324. Formerly CIS 124. Fee. Fall, Spring.
- CIS 1333** **FORTRAN for Engineers.** An introduction to programming computers for scientific problem-solving using the FORTRAN language. Designed to meet the requirements for all engineering majors. Prerequisite: MAT 1203, 1233, or above. Same as EGR 1333. Formerly CIS 133. Fee. Alternate years, Fall 1989.
- CIS 2113** **Intermediate Programming.** Narrative algorithms including mathematical symbolism, flowcharts, and computer programs. Algorithms developed for numerical calculations, character manipulation, and sorting. A higher level programming language covered with attention to special features of that language. Prerequisite: CIS 1123. Formerly CIS 213. Fee. Fall.

- 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. Formerly CIS 223. Fee. Fall.
- CIS 2133** **COBOL II.** Various projects including sequential, indexed sequential, and random processing; real time program entry; debugging and testing. Prerequisite: CIS 2123. Formerly CIS 233. Fee. Spring.
- CIS 2713** **Systems Analysis Methods.** An overview of the system development life cycle with emphasis on techniques and tools of system documentation and logical system specification. Prerequisite: CIS 1123. Formerly CIS 243. Fall.
- CIS 2723** **Structured Systems Analysis and Design.** Advanced coverage of the strategies and techniques of structured systems development. Prerequisite: CIS 2123 and 2713. Formerly CIS 253. Spring.



COMMUNICATION

- COM 1013 Speech Communication.** Interpersonal and group communications. Basic communication theory and practice. Short speeches are prepared and delivered. Formerly COM 113. 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. Formerly COM 123. Fall, Spring.



- COM 1303 Manual Communication.** Expressive and receptive finger-spelling and signing in modified manual English. Formerly COM 133. On Demand.
- COM 1411 Theatre Production.** Theory and laboratory sessions of directing and acting techniques including participation in an actual MCC Theatre production. May require 75 hours of work. Formerly COM 141. Fall.
- COM 1412 Theatre Production.** Same as COM 1411 except requires membership in Company, MCC's traveling drama troupe. May require 75 hours of work plus traveling time. Formerly COM 142. Fall.
- COM 1421 Stagecraft.** Theory and practice of scenery, property, costuming, lighting, scene painting, and make-up. Includes actual work related to an MCC Theatre production or Celebration in Song, requiring up to 75 hours of work. Formerly COM 151. Spring.
- COM 1422 Stagecraft.** Same as COM 1421 except requires membership in Company and a leadership role in Celebration in Song. May require 75 hours of work plus traveling time. Formerly COM 152. Spring.
- COM 1701 Applied Forensics.** A laboratory introduction to debating techniques for communication, pre-law, Bible, and other majors interested in improving their oral rhetorical skills. Formerly COM 171. On Demand.
- COM 3323 Christian Communication.** Pulpit, classroom, and group methods of communicating the gospel. Preacher's relationship to elders and other groups within the congregation. Attention to materials, methods of preparation, and sermon construction according to types of sermons. Prerequisite: COM 1013 or 1023. Formerly COM 323. Alternate years, Spring 1989.
- COM 3372 Oral Interpretation of Biblical Literature.** Develops an awareness of Biblical literary types and techniques of effective oral reading. Same as BIB 3372. Formerly COM 372. On Demand.
- COM 3533 Principles of Teaching.** Designed to help classroom teachers of all groups improve instructional skills. Same as BIB 3533. Formerly COM 333. Alternate years, Fall 1988.



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. Formerly EDH 202. Fall.
- EDH 2003** **Personal and Community Health and Safety.** Consideration of personal, school, and community health programs. Required for some education majors at some senior colleges. Formerly EDH 203. Spring.

EDUCATIONAL METHODS

- EDM 1173** **Elementary Teachers' Math Fundamentals.** Similar in content to MAT 1113 with specific emphasis on teaching methods to meet the needs of the elementary student. Same as MAT 1173. Formerly MAT 173. Spring.

EDM 3213 Art for the Elementary Teacher. Art techniques, materials, and methods appropriate for the classroom. Formerly EDU 343. On Demand.

EDUCATIONAL SKILLS

EDS 1001 How To Succeed In College. Development of student skills necessary for success in college including such topics as: How to Take Notes, What to Study and What Not to Study for an Exam, Why College? No credit after EDS 1003. Formerly DSK 101. Spring.

EDS 1003 College Success Techniques. An examination of the attitudes that affect life's learning skills as related to self-esteem, goal study habits, and well-being. Student may not receive credit in this course and either EDS 1001 or EDS 1021. Formerly DSK 103. Fall.

EDS 1021 Personal Development Workshop. Utilizes group dynamics and goal orientation to assist students in self-discovery, interpersonal relationships, and formulation of personal and vocational purposes. No credit after EDS 1003. Formerly DSK 121. Spring.

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 will be discussed. Fee. Fall and Spring, with sufficient demand.

EDS 1113 Basic Reading Techniques. Individualized programs to improve word analysis, fluency, comprehension, and vocabulary. Two class hours plus one hour in the lab each week. Required of students with eleven or below in Social Studies on ACT. Formerly RED 113. Fall, Spring.

EDS 1123 Advanced Reading Techniques. A continuation of EDS 1113 for students who have increased their reading levels but need additional work. Prerequisite: Recommendation of instructor of EDS 1113. Formerly RED 123. Spring.

EDS 1131 Efficient Reading. Seven-week course emphasizing the development of a flexible reading rate, skimming and scanning, and adjustment of rate to purpose. Graded Pass/Fail. Formerly RED 131. On Demand.

ENGINEERING

- EGR 1113** **Engineering Graphics and Design.** Technical communications: drawings, graphs, oral and written reports. On Demand.
- EGR 1333** **FORTRAN For Engineers.** An introduction to programming computers for scientific problem-solving using the FORTRAN language. Designed to meet a specific requirement for all engineering majors. Prerequisite: MAT 1203, 1233, or above. Same as CIS 1333. Fee. Alternate years, Fall 1989.
- EGR 2413** **Engineering Economics.** A study of economic principles commonly encountered by professional engineers, including utility theory, time/motion studies, cost/benefit relationships, resource allocation algorithms, and the pricing of professional outputs. Prerequisite: MAT 1203, 1233, or 1245. On Demand.

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. Highly recommended for students with ACT levels of 11-15 in English. Required for those with 10 or below in English on ACT. Formerly ENG 103. 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. Prerequisite: English ACT of 13 or above or grade of C or better in ENG 1003. Formerly ENG 113. Fall, Spring.
- ENG 1123** **College Composition III.** Emphasizes the writing of critical essays and research papers, while introducing imaginative literature. Prerequisite: Grade of C or better in ENG 1113. Formerly ENG 123. Fee. Fall, Spring.
- ENG 1413** **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 23 or above. Formerly ENG 113H. Fall.



- ENG 1423 Honors Composition III.** Course emphasizes the 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 1413 and English ACT of 23 or above. Formerly ENG 123H. Fee. Spring.
- ENG 2213 English Literature I.** British literature from Beowulf through Johnson. Generally closed to freshmen. Prerequisite: ENG 1123 or permission of instructor. Formerly ENG 213. Fee. Alternate years, Fall 1989.
- ENG 2223 English Literature II.** British literature from Blake to present. Generally closed to freshmen. Prerequisite: ENG 1123 or permission of instructor. Formerly ENG 223. Fee. Alternate years, Spring 1990.
- ENG 2313 American Literature Survey.** A survey of works of major authors. Prerequisite: ENG 1123 or permission of instructor. Formerly ENG 233. Fee. Alternate years, Fall 1988.
- ENG 2413 World Literature Survey.** A survey of selected major world literary masterpieces. Prerequisite: ENG 1123 or permission of instructor. Formerly ENG 243. Alternate years, Spring 1989.

FRENCH

- FRE 1214 Elementary French and French Culture I.** Introductory course presenting basic construction and vocabulary with practice in speaking, reading, and writing. Reading material based on French culture. Formerly FRE 114. Alternate years, Fall 1989.
- FRE 1224 Elementary French and French Culture II.** Completion of fundamental constructions and vocabulary, with emphasis on the spoken language and French culture. Prerequisite: FRE 1214 or three semesters of high school French. Formerly FRE 124. Alternate years, Spring 1990.

GREEK

- GRE 1103 Greek Studies I.** 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. Formerly GRE 103. 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 Biblical Studies and Composite Biblical Studies majors. Formerly GRE 114. 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. Formerly GRE 124. Spring.
- GRE 2234 Intermediate Greek Grammar.** A continuation of GRE 1224 emphasizing various difficult constructions found in the Greek New Testament. Prerequisite: GRE 1224. Formerly GRE 214. Fall.
- GRE 3313 Advanced Greek Readings I.** Selected readings from the Greek New Testament. Prerequisite: GRE 2234. Formerly GRE 313. Spring.
- GRE 3323 Advanced Greek Readings II.** Selected readings from the Greek New Testament. Prerequisite: GRE 2234. Formerly GRE 323. Fall and/or Spring.

HEBREW

- HEB 1214** **Elementary Hebrew I.** An introductory course in the Hebrew language of the Old Testament. On Demand.
- HEB 1224** **Elementary Hebrew II.** A continuation of HEB 1214. Prerequisite: HEB 1214. On Demand.

HOME ECONOMICS

- HEC 1013** **Clothing Construction.** Wardrobe planning, selection and care of clothing, with experience in basic construction and fitting. Two hours lecture and three hours laboratory weekly. Formerly HEC 113. Fee. Alternate years, Fall 1988.
- HEC 1023** **Consumer Problems.** Basic consumer problems related to the use of money, goods, services, and management of the home. Formerly HEC 123. Alternate years, Spring 1989.
- HEC 2013** **Interior Design.** Aesthetic and functional properties of interior design for the home environment. Application of design and color in coordination of specifically defined situations. Formerly HEC 213. Alternate years, Spring 1990.
- HEC 2123** **Food Preparation.** Principles of food selection and preparation for the health and well-being of individuals and families. Two hours lecture and three hours laboratory weekly. Formerly HEC 223. Fee. Alternate years, Fall 1989.
- HEC 2133** **Meal Management.** Meal planning for the family, emphasizing nutrition, time, money and energy usage, marketing, meal preparation, and table service for all occasions. Two hours lecture and three hours laboratory weekly. Prerequisite: HEC 2123 or permission of instructor. Formerly HEC 233. Fee. Alternate years, Spring 1990.
- HEC 2333** **Nutrition.** Principles of normal nutrition and metabolism with applications for the home economics and health occupations major. Prerequisite: BIO 1013 or BIO 2114 or permission of instructor. Formerly BIO 233. Spring.
- HEC 2802** **Evaluated Field Experience.** A minimum of 150 hours of supervised child care in nursery school, daycare, or home settings. Pre/Corequisites: all other courses required for Child Care major. Formerly HEC 282. Spring 1989.

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. Formerly HIS 113. 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. Formerly HIS 123. Spring.
- HIS 1413** **Honors Western Civilization I.** An intensive honors seminar surveying the aesthetic, economic, intellectual, political, religious, and social developments leading up to present-day Western civilizations from the beginning of historic times through the Renaissance and Reformation periods. May be substituted for HIS 1313 in B.R.E. and A.A. programs. Prerequisite: Social Studies ACT of 23 or above. Formerly HIS 113H. Fall.
- HIS 1503** **American History Survey.** A one semester survey of American history. Must be taken with HIS 1323 to satisfy A.A. requirements. Combination recommended for students seeking teacher certification. May not be taken for credit after a student completes either HIS 2513 or 2523. Formerly HIS 203. Fall.
- HIS 2112** **Hebrew History I.** History of ancient Israel from creation to the fall of the Judean monarchy as revealed in Genesis through II Chronicles. Same as BIB 2112. Formerly HIS 212. Fall.
- HIS 2122** **Hebrew History II.** Poetic and prophetic literature as revealed in the books of Ezra through Malachi. Special attention given to the historical setting of each book. Same as BIB 2122. Formerly HIS 222. Spring.
- HIS 2513** **United States History I.** A survey of American history from colonization through the end of Reconstruction. 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. Formerly HIS 213. Fall.

- HIS 2523** **United States History II.** Post-Civil War political, economic, social, and diplomatic developments from 1877; the emergence of the United States as a leading industrial power; the rise to world leadership and recent developments. Formerly HIS 223. Spring.
- HIS 3533** **Honors Seminar in Modern American History.** A study of American history and policies. Emphasis given to the impact of those policies upon the modern world. Designed for honors students and for transfer into education programs. Prerequisite: Social Studies ACT of 23 or above. Formerly HIS 333. Spring.
- HIS 3713** **Survey of Church History I.** Church history from the close of the apostolic age through medieval Catholicism and the Reformation. Prerequisite: HIS 1313, 1323. Same as BIB 3713. Formerly HIS 313. Alternate years, Fall 1988.
- HIS 3723** **Survey of Church History II.** Post-Reformation church history, with special emphasis on the Restoration Movement in America. Prerequisites: HIS 1313, 1323. Same as BIB 3723. Formerly HIS 323. Alternate years, Spring 1989.
- HIS 3743** **Development of Western Thought.** Western thought's historical development from ancient to modern times. Prerequisite: HIS 1313, 1323. Same as PHI 3743. Formerly HIS 343. On Demand.
- HIS 3753** **History of Ancient Civilizations.** Archeological evidences, historical records, and textual study of Old World civilizations in Biblical times. Same as BIB 3913. Alternate years, Fall 1989.

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 plays and reading dramatic literature. Formerly HUM 203. 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. Formerly HUM 213. On Demand.

JOURNALISM

- JRN 2023** **Introductory Photography.** The fundamentals of effective photography, developing and printing, enlarging, use of photographic equipment, and standard techniques. Students must provide their own equipment. The use of photographs in publications is examined through actual assignments for a college publication. Formerly JRN 223. Fee. Alternate years, Spring 1990.
- JRN 2033** **Introduction to Journalism.** An examination of the broad field of journalism, its backgrounds and influences. Exercises in reading newspapers and in evaluating mass communications media. Inquiry is made into vocational opportunities. Prerequisite: ENG 1113. Formerly JRN 203. Alternate years, Spring 1989.
- JRN 2611** **Production Workshop.** Students may earn one hour of credit each semester for significant work toward actual production of a college publication. Prerequisite: Permission of instructor. Formerly JRN 261. Fall, Spring.

LEGAL ASSISTANCE

- LAP 2011** **Torts.** Examination of the various elements of intentional torts; the duties and standard of care in negligence law; affirmative defenses and proximate cause. The case law method used to illustrate how different acts and omissions provide a basis for civil liability. Corequisite: LAP 2012. Formerly LAP 211. Fall.
- LAP 2012** **Contracts and Commercial Sales.** Contract law (formation, performance and breach, and remedies) and the sale of goods under the Uniform Commercial Code, with particular attention to contract law in the Great Lakes region. Topics include statutes of frauds; the parole evidence rule; assignment and delegation. Case law approach used. Corequisite: LAP 2011. Formerly LAP 212. Fall.
- LAP 2023** **Introduction to the American Legal System.** Study of both the state and federal courts; the constitution, statutes, and administrative rules as sources of law; and jurisdiction and avenues of appeal in both civil and criminal cases. Students read and brief current and landmark cases. Same as POS 2023. Formerly LAP 223. Fall.

- LAP 2033 Real Estate Transactions.** The interests and rights in real property and the documents and procedures necessary to establish or convey interest in real estate. Students draft closing statements, offers to purchase, leases, and deeds, including valid property descriptions and title searches. Prerequisite: LAP 2012. Formerly LAP 233. Alternate years, Fall 1988.
- LAP 2043 Criminal Law and Procedure.** The elements of substantive criminal law and defenses. Laws regarding arrest, and searches and seizures examined from both the constitutional and practical perspectives. Emphasis on the forms of criminal legal practice in Michigan. Students prepare search warrants, complaints, motions, and informations. Formerly LAP 243. Alternate years, Spring 1988.
- LAP 2053 Civil Litigation.** Role of the Legal Assistant in a civil lawsuit. Recognition of a cause of action, preparation of pleadings, discovery and evidence, and appeal and enforcement. Includes preparation of Complaints, Answers, Motions, and Interrogatories, pursuant to federal and state codes. Prerequisite: LAP 2011, 2012. Formerly LAP 253. Alternate years, Spring 1989.
- LAP 2063 Wills, Trusts, and Probate Administration.** Examination of the substantive law of wills and trusts. Details the role of the Legal Assistant in the drafting, administration, and probating of wills and trusts. Michigan Revised Probate Code used in the study of intestacy. Introduction to estate and gift tax consequences. Formerly LAP 263. Alternate years, Spring 1989.
- LAP 2073 Legal Research and Writing.** Introduction to Law Liberty. Case Reporters, Shepards, Digests, Treatises, Statutes, and Law Reviews used by the students to prepare and write several short memoranda and opinion letters on both civil and criminal issues. Bluebooking and correct citation procedures emphasized. Formerly LAP 273. Alternate years, Fall 1989.
- LAP 2802 Evaluated Field Experience.** A tutorial in which student completes assignments for private law offices, corporate legal departments, bank trust departments, and government agencies and function as Legal Assistants under the supervision of MCC faculty. Prerequisite: 15 hours of LAP courses. Formerly LAP 282. Spring.

MATHEMATICS

PLACEMENT. You must take the Math Placement Test before you enroll in a math course. Placement criteria are: MAT 1001 for 80% or less on Part 1; MAT 1002-1173 for 80% or better on Part 1; MAT 1203 for 80% or better on Parts 1 and 2 and 80% or less on Part 3; and MAT 1232 or higher for greater than 80% on all parts.

MAT 1001 Basic Mathematics. Review of mathematical skills necessary for MAT 1002 or above. Does not satisfy degree requirements. Formerly MAT 101. Fall, Spring.

MAT 1002 Elementary Algebra. Signed numbers, operations in algebraic expressions, first degree equations, exponents and radicals, and word application problems. Prerequisite: MAT 1001 or appropriate placement. Does not satisfy degree requirements. Formerly MAT 102. Fall, Spring.

MAT 1113 Math Fundamentals. Includes math skills and topics on personal finance, algebra, measurement, statistics, problem solving, logic, and geometry. Satisfies A.A. requirements. Prerequisite: MAT 1001 or appropriate placement. Formerly MAT 113. Spring.

MAT 1173 Elementary Teachers' Math Fundamentals. Similar content to MAT 1113 with emphasis on teaching. Does not satisfy A.S. requirements. Prerequisite: MAT 1001 or placement. Same as EDM 1173. Formerly MAT 173. Spring.

MAT 1203 Intermediate Algebra. Topics of MAT 1002 plus simultaneous solutions of equations, rational expressions, graphing, quadratic equations, and inequalities. Prerequisite: C or better in MAT 1002 or appropriate placement. Formerly MAT 103. Fall, Spring.

MAT 1232 Trigonometry. Trigonometric functions, identities, and equations. Prerequisite: C or better in Math 1203 or appropriate placement. Formerly MAT 132. 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 appropriate placement. Formerly MAT 133. Fall.

MAT 1235 Pre-Calculus. Combines MAT 1232 and MAT 1233. Fall.

- MAT 1245** **Calculus and Analytic Geometry I.** Functions, limits, derivatives, application of derivatives, maxima and minima, differentiation and integration of algebraic and transcendental functions. Prerequisite: Math ACT of 24 or above and sufficient high school math preparation (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. Formerly MAT 145. Spring.
- MAT 1254** **Calculus and Analytic Geometry II.** A continuation of MAT 1245, including methods of integration, definite integrals, improper integrals, conic sections, and polar coordinates. Prerequisite: MAT 1245. Formerly MAT 154. Fall.
- MAT 1324** **Business Mathematics on Computers.** Computer-based systems and financial mathematics including history, 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 1324. Formerly MAT 124. Fee. Fall, Spring.
- 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, and differential equations. Prerequisite: MAT 1254. Formerly MAT 214. Spring.
- MAT 2343** **Quantitative Business Analysis.** Mathematical principles used in business. LP, PERT, differential, and integral calculus for nonscience majors. Prerequisite: Grade of B or better in MAT 1203, or grade of C or better in MAT 1233, or Math ACT above 23. Formerly MAT 243. Fee. Fall.
- MAT 2393** **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 above 23. On Demand.
- MAT 3313** **Statistics I.** Theory and techniques including research design, sampling techniques, probability, frequency distribution, hypothesis testing (τ -test, χ^2 , etc.), analysis of variance, covariance, correlation, linear and multiple regressions. Prerequisite: MAT 1233 or 2343. Fee. Spring.

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 may not exceed twelve hours. Chorus members must register for MUS 1101.

MUS 1002 Music Fundamentals. An introduction to the notation, reading, and performing of music. For beginning students and non-music majors. Formerly MUS 102. On Demand.

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. Formerly MUS 101. 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. Formerly MUS 141. 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. Formerly MUS 161. 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. Formerly MUS 111. Fall.
- MUS 1213** **Theory IA.** A study of the basic principles of diatonic chord progression and four-part writing. Corequisite: MUS 1211. Formerly MUS 113. Fall.
- MUS 1221** **Ear Training IB.** A continuation of MUS 1211. Corequisite: MUS 1223. Formerly MUS 121. Spring.
- MUS 1223** **Theory IB.** A continuation of MUS 1213 with additional four-part writing. Prerequisite: MUS 1213. Corequisite: MUS 1221. Formerly MUS 123. Spring.
- MUS 1332** **Songleading and Worship.** Designed to familiarize student with the musical aspect of church worship through knowledge of church music and songleading techniques. Same as BIB 1332. Formerly MUS 132. 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. Formerly MUS 203. Fee. 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. Formerly MUS 212 and 222. Fee. 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. Prerequisites: MUS 2231 and 2233. Corequisite: MUS 2241. On Demand.

OFFICE INFORMATION SYSTEMS

- OIS 1103** **Typing I.** Basic skill development in the operation by touch of a computer or typewriter keyboard and a ten-key calculator pad. For those with no previous experience in typewriting. Includes preparation of letters, tables, and reports. Formerly SES 103. Fall.
- OIS 1113** **Typing II.** Increased skill development in the proper techniques of typewriting. Emphasis on the application of this skill to the practical problems in letter styles, manuscripts, rough drafts, tabulations, multiple carbons, and various business forms. Prerequisite: OIS 1103 or equivalent. Formerly SES 113. Fall.
- 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. Spring.
- OIS 1413** **Shorthand I.** For students with no previous instruction in shorthand. Complete theory of Gregg Shorthand presented. Emphasis on the correct technique of reading and writing shorthand both accurately and fluently. Automatization of brief forms and dictation also included. Formerly SES 133. Spring.
- OIS 1423** **Shorthand II.** Emphasis on speed and vocabulary building and the development of skill in taking new dictation. Accurate transcription from shorthand notes. Prerequisite: OIS 1413 and OIS 1113. Formerly SES 143. Fall.
- OIS 1433** **Shorthand III (Dictation and Transcription).** Speed building through shorthand vocabulary and dictation. Office standards of speed and accuracy emphasized. Prerequisite: OIS 1423 or equivalent. Formerly SES 233. Spring.
- OIS 2243** **Word Processing I.** Word processing concepts, procedures, terminology, materials, and equipment, including an introduction to machine transcription. Includes experience on text-editing and machine transcription equipment through the production of a variety of documents, such as letters, memos, and reports, utilizing various input formats including voice dictation, rough draft, handwriting, and previously stored documents. Prerequisite: OIS 1113. Formerly SES 243. Fee. Spring.



- OIS 2253** **Word Processing II.** Further skill development in text-editing on three technologies: screen-buffered, shared logic, and microcomputer word processing. Each student uses CPT, Wang VS, and IBM systems. Prerequisite: OIS 2243. Formerly SES 254. Fee. Fall.
- 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. Formerly SES 264. Fee. Spring.
- OIS 2713** **Office Procedures and Administration.** An intensive study of the duties and responsibilities of the modern secretary with emphasis on realistic problems. Special attention to the personal traits, attitudes, occupational intelligence, and technical requirements necessary for success in the secretarial field. Prerequisite: OIS 1113, OIS 1413. Formerly SES 274. Spring.
- OIS 2723** **Legal Office Procedures and Administration.** An intensive study of the duties and responsibilities of the legal secretary with emphasis on realistic problems. Special attention to personal traits, attitudes, occupational intelligence, and technical requirements necessary for success in the secretarial field. Prerequisite: OIS 1113. Formerly SES 284. Spring.
- OIS 3303** **Business Communications.** Training in the writing of effective communications in typical business situations. Review of correct English usage in business writing. Prerequisite: ENG 1113 and OIS 1103 or equivalent. Same as BUS 3303. Formerly SES 203. Fall.

PHYSICAL EDUCATION

ENROLLMENT REGULATIONS. Only one credit per varsity sport is permitted each academic year. The appropriate course is required of all varsity team members. You may not enroll in more than two activity courses per semester or count more than four activity courses toward any degree at Michigan Christian College.

ACTIVITY COURSES. Formerly PED 111. A variety of activity courses are offered separately or in combination each term depending upon available facilities. These courses are intended to develop an appreciation of personal physical fitness and the skills for lifelong participation in sporting activities. Game rules and Christian sportsmanship are also emphasized. The activity courses include:

PED 1001 Archery.

PED 1051 Tennis.

PED 1011 Badminton.

PED 1061 Volleyball.

PED 1021 Basketball.

PED 1071 Conditioning.

PED 1031 Bowling. Fee.

PED 1081 Racquetball. Fee.

PED 1041 Softball.

PED 1241 Basketball/Softball.

PED 2221 Varsity Baseball. Men. Formerly PED 121. Fall.

PED 2231 Varsity Basketball. Men. Formerly PED 131. Spring.

PED 2271 Varsity Soccer. Men. Formerly PED 171. Fall.

PED 2421 Varsity Softball. Women. Formerly PED 221. Spring.

PED 2431 Varsity Basketball. Women. Formerly PED 231. Spring.

PED 2461 Varsity Volleyball. Women. Formerly PED 161. Fall.

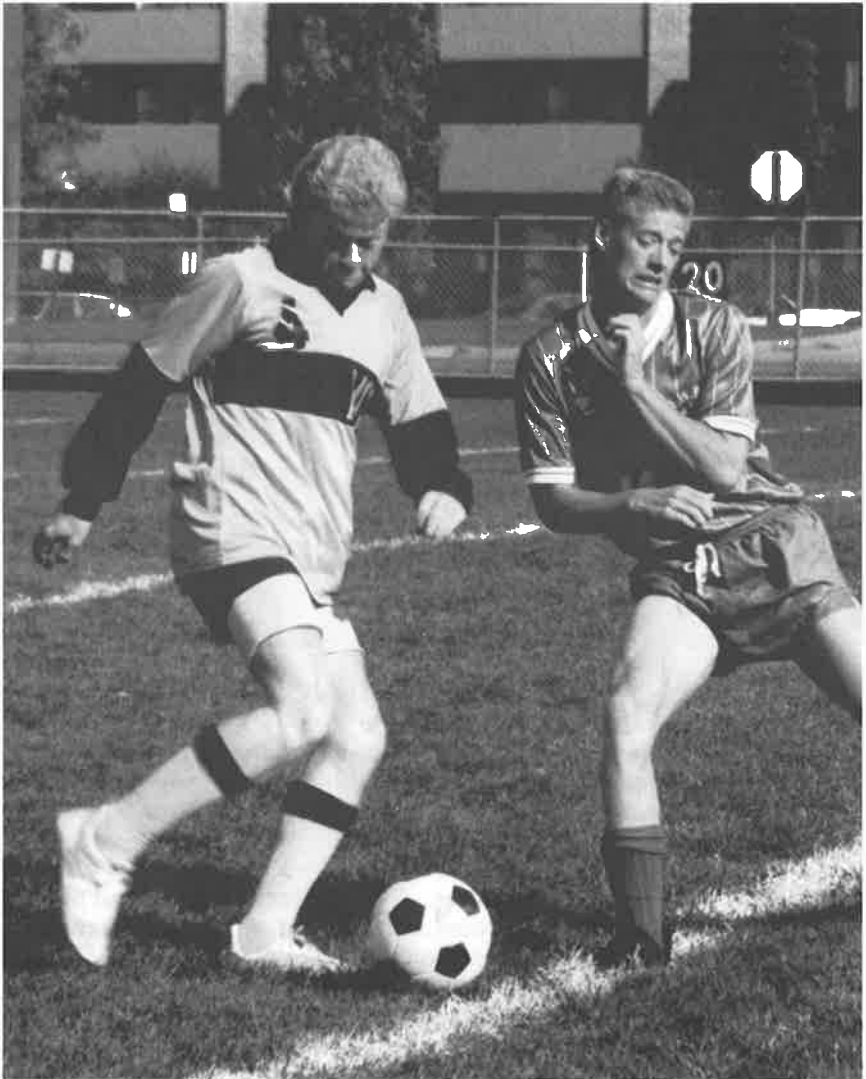
PED 2541 Varsity Cross Country. Men and Women. Formerly PED 141. Fall.

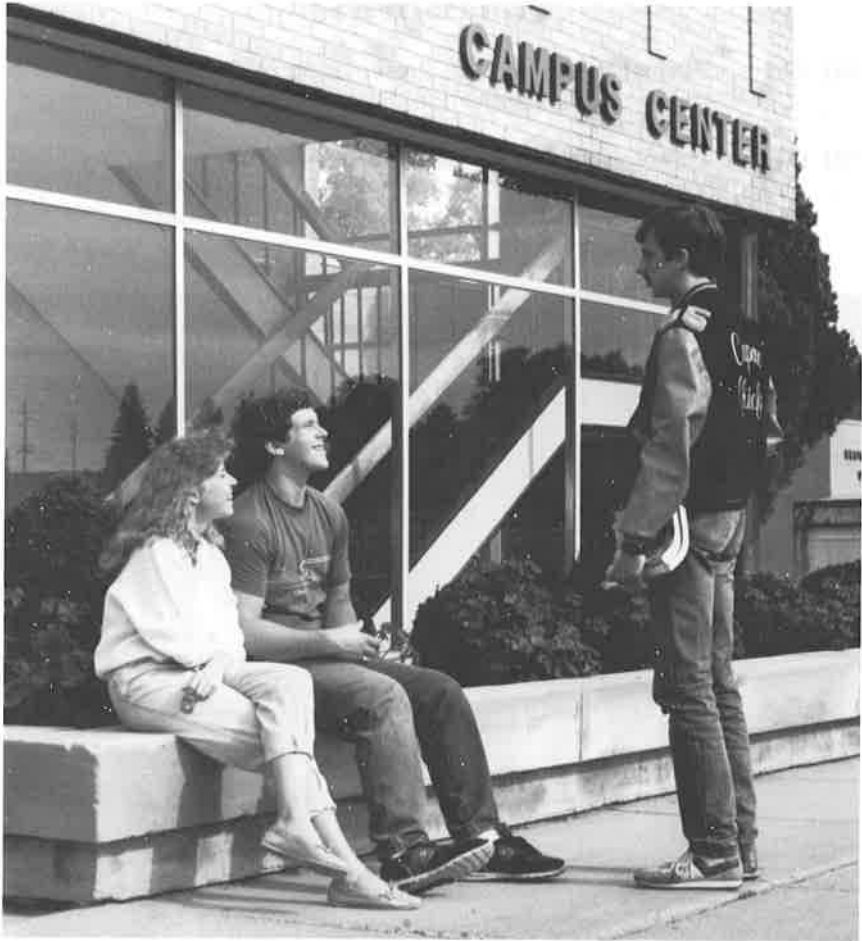
PED 2641 Varsity Track. Men and Women. Formerly PED 241. Spring.

PED 2651 Varsity Cheerleading. Men and Women. Formerly PED 151. Spring.

PHILOSOPHY

- PHI 1001** **Ethical Perspectives.** Presentation of moral principles and their practical application. Formerly PHI 101. Fall, Spring.
- PHI 3743** **Development of Western Thought.** Western thought's historical development from ancient to modern times. Prerequisite: HIS 1313, 1323. Same as HIS 3743. Formerly PHI 343. Alternate years, Spring 1990.





POLITICAL SCIENCE

- POS 2013 National Government.** A survey of the American national political system. Particular attention paid to the government's interaction with, and impact on, business. Formerly POS 213. 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. Does not meet POS requirement for Pre-Engineering or LAP majors. Same as LAP 2023. Formerly POS 223. Fall.

PHYSICAL SCIENCE

- PSC 1002** **Earth Science.** A brief survey of astronomy, geology, and meteorology. Formerly PSC 102. Fall, Spring.
- PSC 1012** **Physical Science.** An introduction to the philosophy and methodology of science with a survey of some basic concepts of physics. No credit after PSC 2515 or 2525. Formerly PSC 112. Fall, Spring.
- PSC 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 sufficient demand.
- PSC 2525** **Physics II.** A continuation of PSC 2515 covering electricity, light and magnetism. Four hours lecture and two hours laboratory per week. Prerequisite: Grade of C or better in PSC 2515 and in MAT 1254. Spring, with sufficient demand.

PSYCHOLOGY

- 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. Formerly PSY 213. Spring.
- PSY 2023** **Human Growth and Development.** The personal and social development from conception through death. Emphasis on cognitive development of life. Recommended for education majors. Formerly PSY 223. Fall.
- PSY 3013** **Psychology of Counseling.** Theories and philosophies underlying current counseling practices. Special attention given to helping students develop their own theory and techniques. Prerequisites: PSY 2013 or SOC 2013; PSY 2023. Formerly PSY 313. Alternate years, Spring 1990.
- PSY 3023** **Techniques of Counseling.** Methods of gathering, analyzing, and interpreting case data in counseling. The analysis of dynamics in the counselor-counselee relationship, interviewing techniques, and use of test results in counseling. Prerequisites: PSY 2013 or SOC 2013; PSY 2023. Formerly PSY 323. Alternate years, Spring 1989.

SOCIOLOGY

- SOC 2013 Introduction to Sociology.** An introduction to the concepts of sociology: the individual human's relationship to society and culture. Formerly SOC 213. Fall.
- SOC 2023 Social Problems.** A study of current social problems confronting American society, their treatment, and their prevention through social planning. Formerly SOC 223. Spring.
- SOC 2453 Marriage and the Family.** An analysis of marriage and family living, including marriage preparation, marital adjustments, child rearing, in-law and extended family relationships, finances, and religion. Formerly SOC 253. Same as BIB 2453. Spring.





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 PHIL McCULLOUGH Alumni Association President
 SUSAN SEITZ Marriott Food Service Manager

Administration

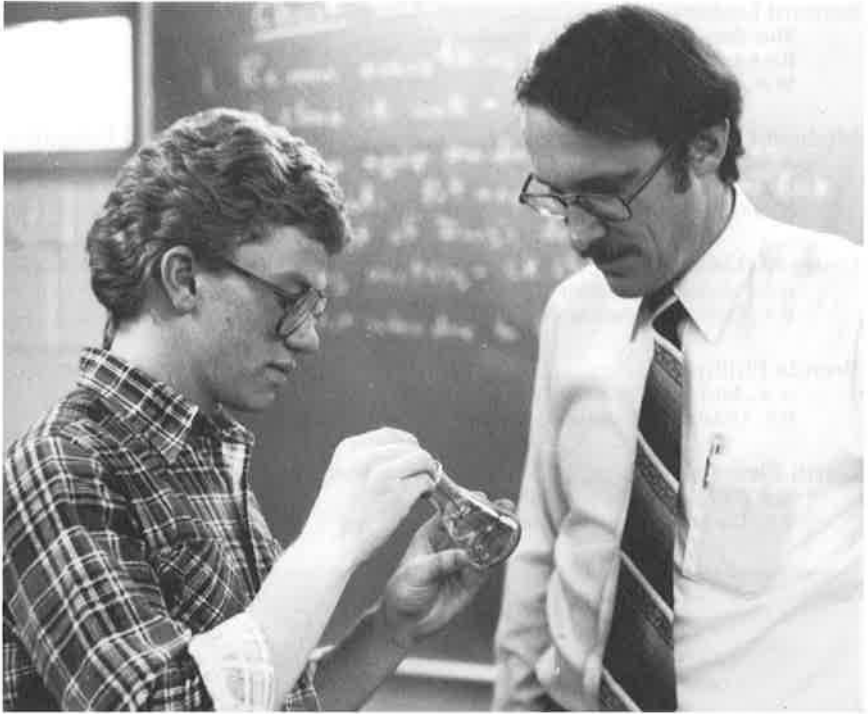
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FLO WALLACE.....	Receptionist
VERNON WALLACE.....	Security Guard, Supervisor of Boarding Men
KENT WIEB.....	Sports Recruiter
PAULA WIEB.....	Supervisor of Boarding Women

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B.S., Oklahoma Christian College

Garth Pleasant* Instructor of Physical Education
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B.S., David Lipscomb University



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 (Graduate Studies, Oakland University)
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 Ph.D. Candidate, Wayne State University
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 (Graduate Studies, Walsh College of Business)
- Katheryn Wilkins Assistant Professor of Business
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 M.A., Abilene Christian University
 (Graduate Studies, Harding Graduate School of Religion)

Emeriti

- 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.

Index

Academic Alert	39	Degree Planning	47
Academic Progress	34	Dual Majors	43
Academic Suspension	40	Early Admission	26
Accounting Major (A.A.S.)	72	Educational Skills Program	61
Accreditation	39	Educational Skills Courses	107
Administration	129	Education Courses	106
Administ. Assistant Major	78	Education Program	57
Admission	24	Employment	33
Advanced Placement	43	Engineering Courses	108
Application	24	English Courses	108
Art Courses	91	Expenses	35
Assoc. in Appl. Sci. Degree	70	Extended Business Program	52
Assoc. in Arts Degree	55	Facilities	15
Assoc. in Science Degree	62	Faculty	130
Athletic Activities	21	Family Plan Discount	31
Attendance Policy	40	Final Examinations	43
Bach. of Rel. Ed. Degree	48	Financial Aid	28
Bible Class Policy	41	Financial Charges	35
Bible Courses	92	French Courses	110
Bible Program	56	Gen. Bus. Major (A.A.S.)	70
Biology Courses	97	General Secretarial Major	80
Board of Trustees	128	Grades	44
Business Courses	98	Graduation Procedures	47
Business Program	57	Grants and Awards	30
Calendar	136	Greek Courses	110
Cert. in Applied Science	88	Guest Student Admission	26
Cert. in General Studies	88	Health Services	22
Chemistry Courses	101	History Courses	112
Child Care Major	86	History of the College	12
Classification	41	Home Economics Courses	111
CLEP	43	Home Economics Program	58
Communication Courses	104	Homemaking Major	84
C.I.S. Major (A.S.)	69	Honors	44
C.I.S. Major (A.A.S.)	74	Honors Program	54
Computer Science Courses	102	Humanities Courses	113
Computer Science Major (A.S.)	68	Independent Study	90
Concurrent Enrollment	41	International Students	26
Continuing Education	42	Journalism Courses	114
Cosmetology Manag. Major	87	Legal Assistant Courses	114
Course Changes	42	Legal Assistant Major	82
Course Load	42	Legal Secretarial Major	81
Course Numbering	90	Loans	32
Credit by Examination	43	Location of the College	14

Mass Comm. Program	59	Reading Courses	107
Mathematics Courses.....	116	Refunds and Credits.....	37
Mission of the College	10	Registration	45
Music Courses.....	118	Religious Activities.....	20
Music Program.....	59	Repeating Courses.....	45
Natural Science Major	62	Residence Halls.....	21
Office Inform. Sys. Courses	120	Scholarships	29
Organizations.....	19	Social Activities	19
Payment Plans	36	Social Regulations	22
Philosophy Courses	123	Sociology Courses	126
Physical Ed. Courses.....	122	Sociology Program.....	60
Physical Science Courses	125	Special Student Status	26
Political Science Courses.....	124	Staff	129
Pre-Engineering Major	66	Table of Contents	8
Pre-Law Program	58	Three-Two Plan.....	26
Pre-Nursing Major	64	Transcripts.....	45
Pre-Professional Programs	63	Transfer.....	24
Psychology Courses	125	V.A. Benefits.....	31
Psychology Program.....	60	Withdrawal from College.....	37
Re-admission	26	Word Processing Major	76



College Calendar

FALL SEMESTER 1988

New Student Orientation.....	September 4-5
Registration	September 5-6
Classes Begin (5:00 p.m.)	September 6
Associates Fall Festival	September 10
Late Registration Closes	September 21
Bible Lectureship	October 2-6
Mid-Term Progress Reports.....	November 2
Thanksgiving Break	November 24-27
Winter Banquet	December 9
Classes End	December 12
Final Examinations.....	December 13-16
Residence Halls Close (5:00 p.m.)	December 16

SPRING SEMESTER 1989

Residence Halls Open (1:00 p.m.)	January 15
Registration	January 16
Classes Begin.....	January 17
Late Registration Closes	January 31
Homecoming.....	February 4
Celebration Saturday for High School Students.....	February 18
Spring Break.....	March 4-12
Mid-Term Progress Reports.....	March 13
Spring Awards Banquet.....	April 28
Dean's Breakfast for Graduates.....	April 29
Classes End	May 1
Final Examinations.....	May 2-5
Graduation	May 6
Partnership Dinner XVIII	May 6

SUMMER SHORT TERM 1989

Registration and First Day of Classes	May 9
Final Examinations.....	May 26

Michigan Christian College does not discriminate on the basis of race, color, sex, age, disability, or national or ethnic origin in the execution of its educational program, activities, employment, or admissions policies except where necessitated by specific religious tenets held by the institution and its controlling body. Inquiries regarding compliance with Title IX of the Education Amendments or any other federal equal access/equal opportunity law or regulation should be directed to Mr. Kent Hoggatt, Compliance Coordinator, MCC, 800 West Avon Road, Rochester Hills, MI 48063.



Call Admissions Toll-Free

**Local 651-5800
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Outstate 1-800-521-6010**