

Michigan Christian College Catalog 91-92

MICHIGAN CHRISTIAN COLLEGE

1991-92 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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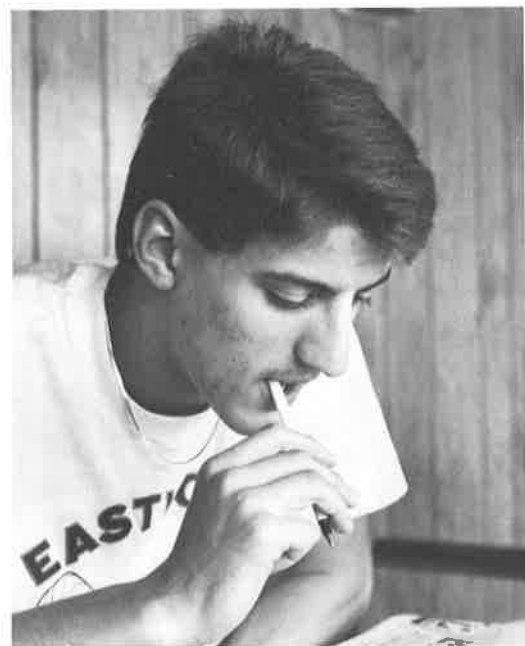
People Who Touch Your Life

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



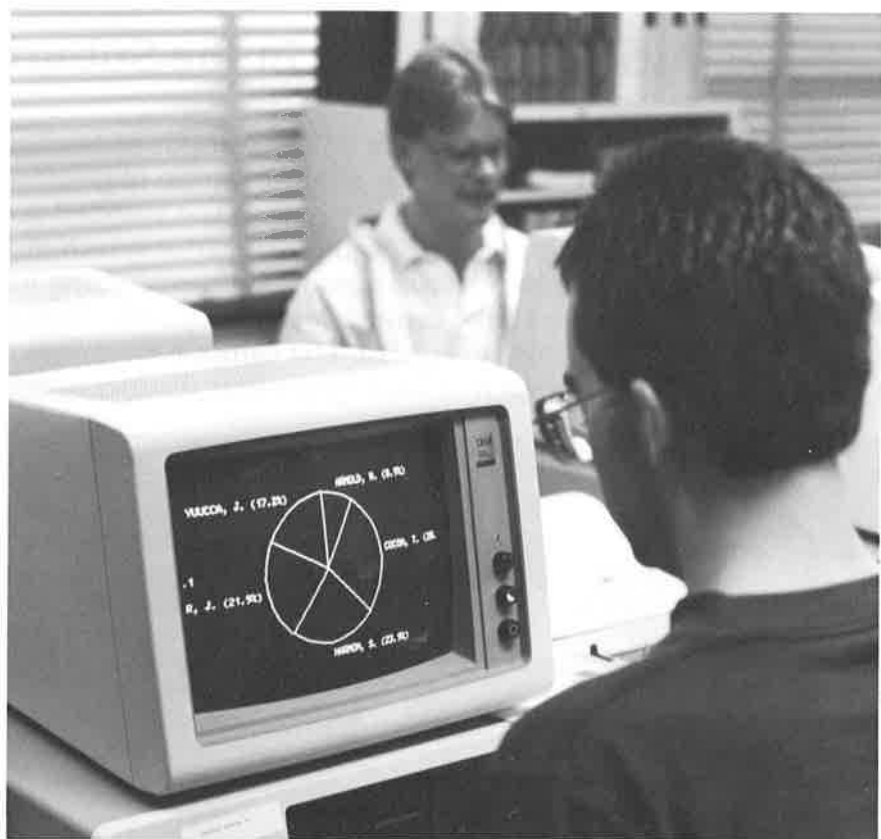


Imagine being surrounded by a host of friends and instructors who share values similar to yours. Imagine walking into a classroom, the cafeteria, a sporting event, or any social activity after getting to know almost everyone on campus. Imagine singing in the chorus, playing on an intercollegiate team,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



Your Passport to the 21st Century

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



A Scenic Campus in the Suburbs

Natural beauty abounds on the campus of Michigan Christian College. You sense an atmosphere of peace and tranquility each time you walk among the wooded areas around the campus lakes. Canadian geese 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.

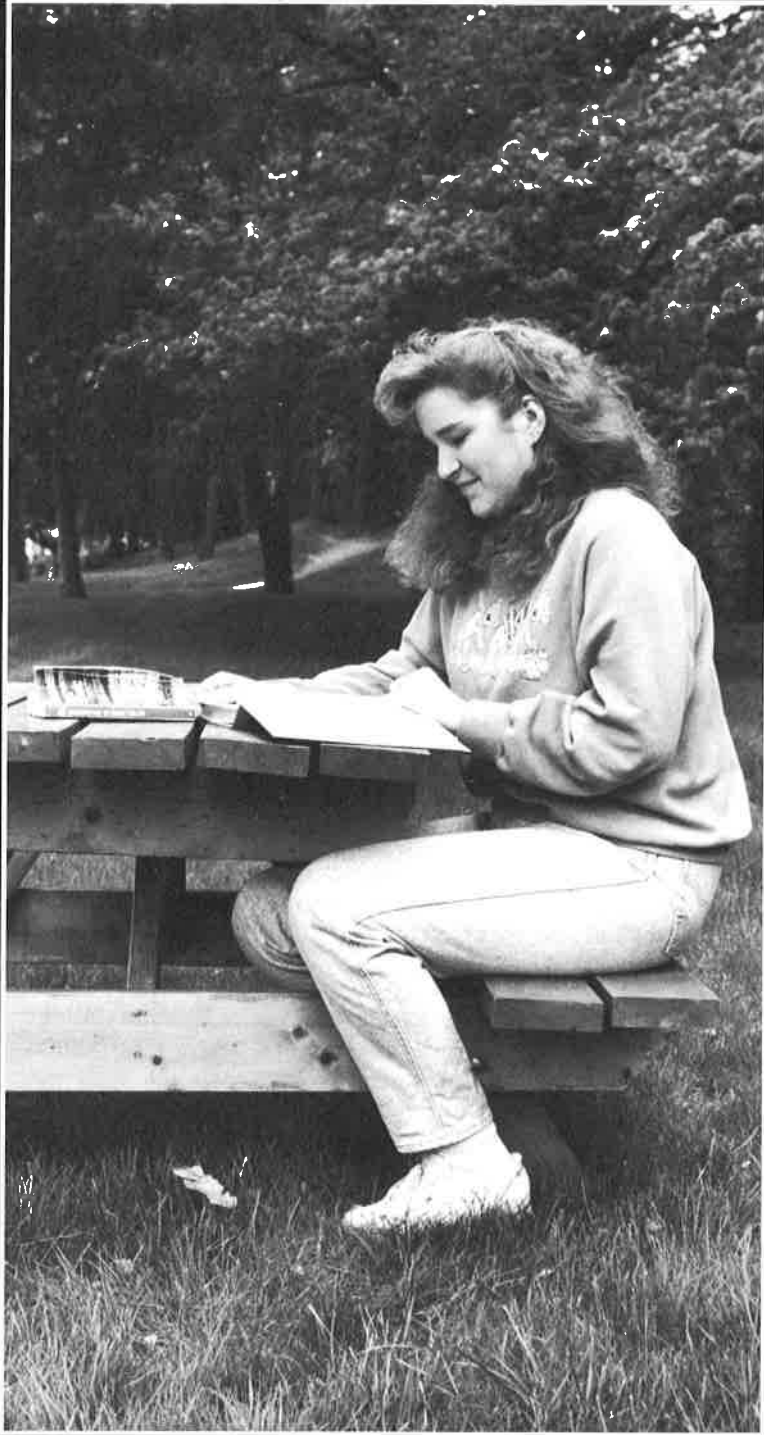




As you depart campus into the community, you enter one of Michigan's most popular suburbs, Rochester Hills. The area is known for its unique mixture of country charm and modern development. Shopping areas, theaters, and restaurants abound. Job opportunities in the community are so plentiful that many 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
Biblical Studies and Christian Ministry Majors	50
Counseling Major.....	52
Extended Business Program.....	54
Associate in Arts Degree	56
Programs for Numerous Majors and Bible	58
Business and Education Programs.....	59
Home and Family Living and Pre-Law Programs.....	60
Mass Communications and Music Programs.....	61
Psychology and Sociology Programs	62
Associate in Science Degree.....	64
Natural Science Major	64
Pre-Professional Programs	66
Pre-Nursing and Pre-Engineering Programs	67
Computer Science Major.....	68
Computer Information Systems Major	69
Early Childhood Major.....	70
Associate in Applied Science Degree	72
General Business Major.....	72
Accounting Major.....	73
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
Child Care Major.....	84
Certificates.....	86
CURRICULUM INFORMATION	88
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 activities.

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

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

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





COLLEGE STATUS

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

- Accredited as a Bachelor's degree-granting institution by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.
- Licensed by the 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 61,000. Its strategic location avoids big city problems, yet permits access to the entire Detroit metropolitan area within an hour.

Downtown Rochester and its nearby cider mills offer the atmosphere of a small town. In contrast, the surrounding city of Rochester Hills features three enclosed shopping malls and nine shopping centers; twenty-three 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 normally readily available.

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

Gallaher Center. Formerly the mansion of the Maxon estate, this building now houses the President's Office, Business Office, Admissions Office, Financial Aid Office, Public Relations Office, 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 48,600 volumes, including microforms, is housed in this facility. The microbook **Library of American Civilization** features 12,474 rare volumes. The library receives 284 periodical subscriptions. The building also contains the College Bookstore, which serves both student and church needs.



Associates Campus Center. Two floors of residence hall for 58 students and a supervisor make up the middle portion of the Associates Campus Center. The dorm rooms are 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, 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 view of the campus lakes from the chapel. 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 arranged in suites, with two rooms adjoining a private bath. In addition to carpeting and furnishings, each room contains a sink and walk-in closet. Laundry facilities are located on each of the three upper levels, and a recreation room on the lower level.

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

Palmer Residence Hall. Built on a suite style with two rooms adjoining a private bath, this one story building houses 38 students. 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 and Family Living classes. The lower level includes three kitchens, while the upper level is used for lecture and sewing classes.

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



Student Life Information



SOCIAL ACTIVITIES AND ORGANIZATIONS

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

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

Beautiful Day. One day during the 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 as a group of elected representatives plans social activities and service projects for the student body.

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

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

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

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

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

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

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





ATHLETIC ACTIVITIES

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

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

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

RESIDENCE HALLS

Housing is maintained 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 and disciplinary procedures are described in the **Student Handbook**. Serious violations of social regulations of the college or laws of the civil government may result in dismissal from the college.

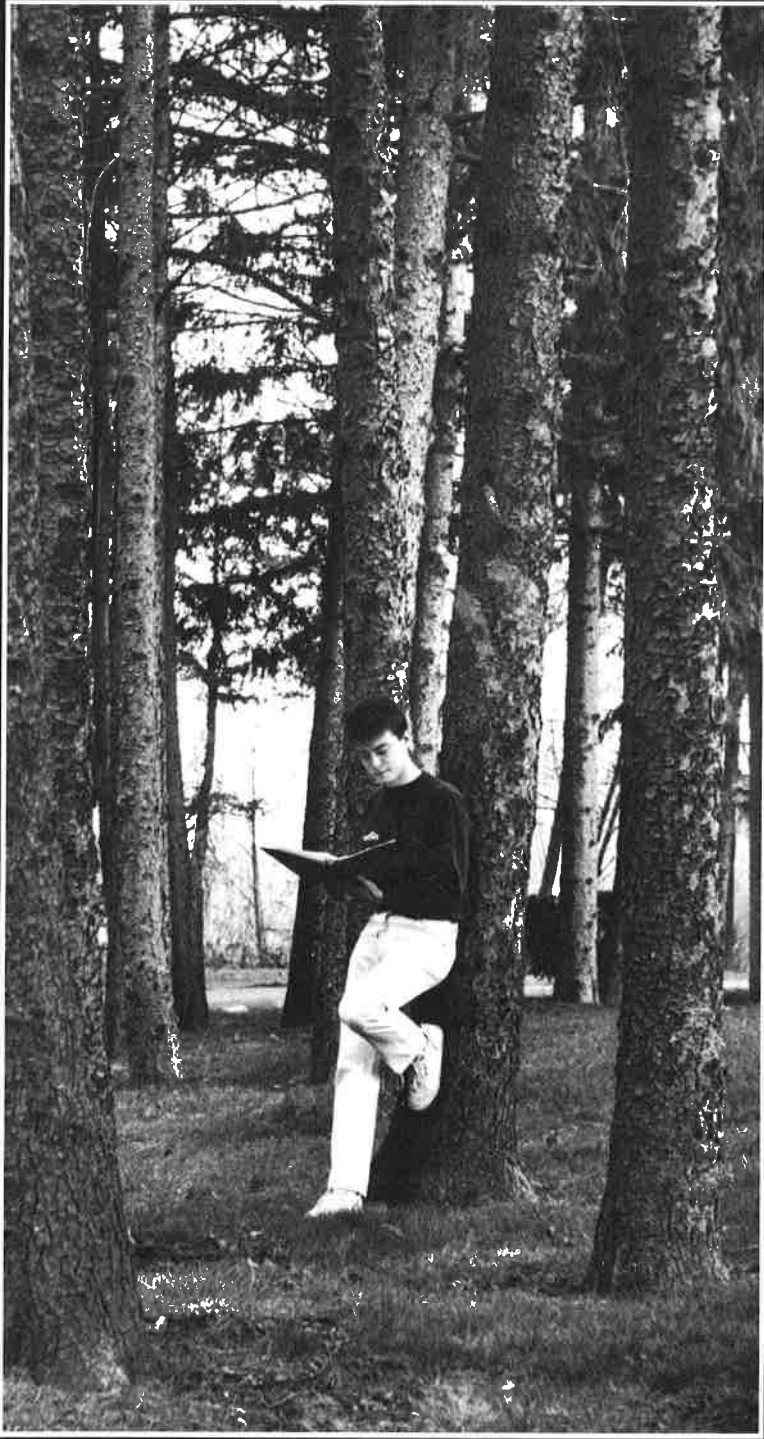
By your enrollment, you agree to live within the framework of the college's standards of conduct. While your personal convictions may not be in accord with these standards, enrolling as a student obligates you to assume responsibility for honorable adherence to these standards while attending the college.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

HEALTH INSURANCE AND SERVICES

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

A college group accident and sickness insurance policy is available to all students. 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 secondary coverage. This plan assists with coverage of most emergencies due to accident, including hospital bills and doctor bills. You may obtain details of the current policy benefits from the Business Office.

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



Admission Information

APPLICATION

Michigan Christian College welcomes you if your educational pursuit is in harmony with the mission of the college. To apply for admission, follow the procedures outlined on the application form. You should submit an Application for Admission into the Associate degree programs, which is available in the back of this catalog, if you are entering college for the first time or are planning to transfer less than 60 hours of college work. For admission into the upper division of the B.R.E. program, both returning and transfer students must submit a special application form, which is available from the Admissions Office.

FIRST TIME IN ANY COLLEGE (FTIAC)

You may gain admission to MCC with either a high school diploma or 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 17 (enhanced), 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 17 (enhanced), 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 credentials. You are not required to complete the ACT if you are transferring more than 12 semester hours of college work. If your college grade point average is below 2.00, you may be admitted on academic alert. To be considered for admission if applying after August 1 for the fall semester or December 15 for the spring semester, you must have at least a 2.00 college grade point average.

If you have a cumulative grade point average of 2.00 or higher, MCC accepts a maximum of 3 semester hours of D credit when transferring 25 to 49 hours, and a maximum of 6 semester hours of D credit when transferring 50 to 96 hours. If you have more hours of D credit than can be transferred, the Registrar determines which hours of D credit are accepted. If your cumulative average is less than 2.00, no hours of D credit may be transferred.

Transfer into Associate degree programs. You may transfer a maximum of 32 semester hours toward an Associate degree from 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 the MCC Verification of Credit Examination (VOC Examination). The institution from which you wish to transfer the credit must be state approved as an educational institution offering work above the secondary level. Applications and statements of policy regarding the 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.

RE-ADMISSION

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

SPECIAL STUDENT

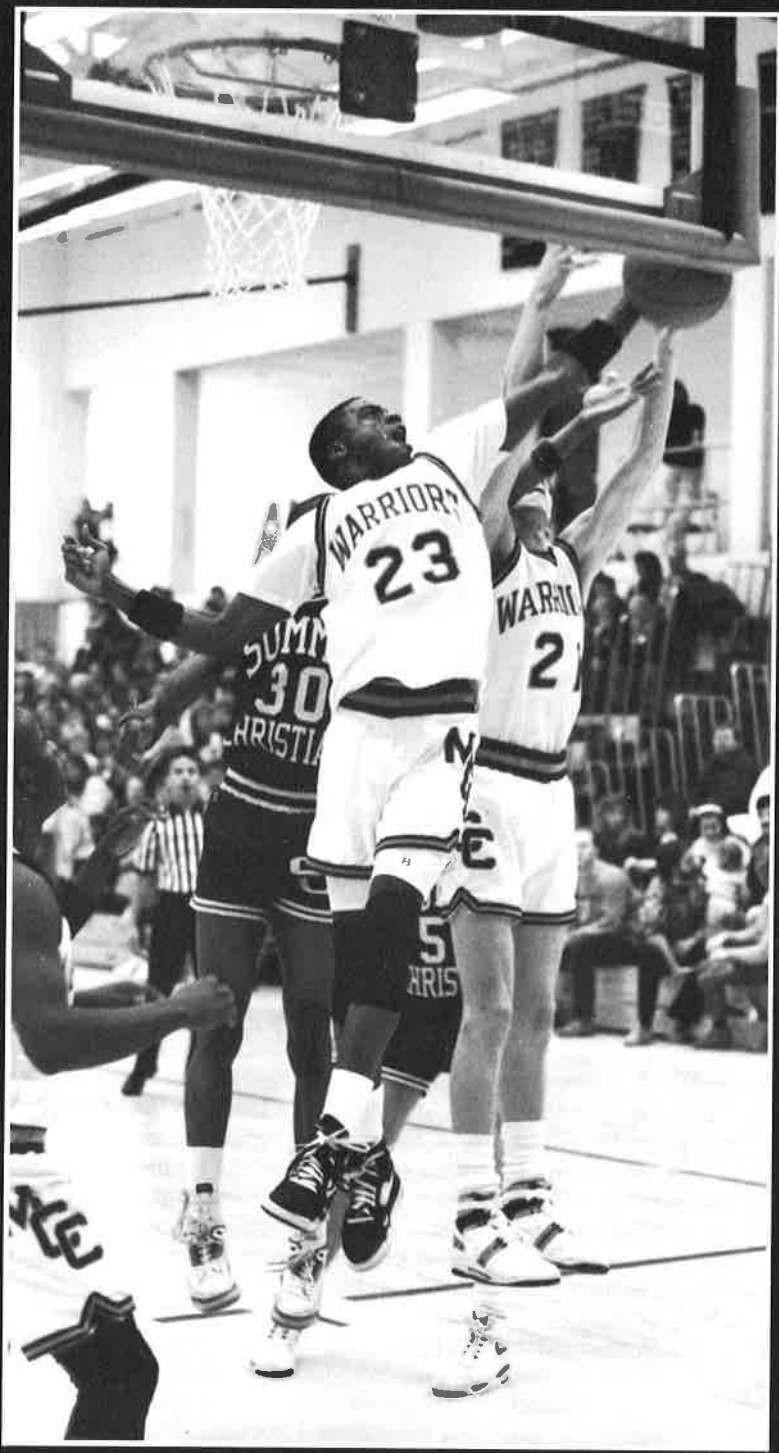
If you are interested in taking six hours or less and do not plan to pursue a degree at MCC, you may register for classes without applying for admission. As a special student, you may take classes for credit or for continuing education units. You must apply for admission at a later date if you decide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

GUEST STUDENT

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

INTERNATIONAL STUDENT

If you do not live in the United States, you may be admitted to MCC upon submission of academic credentials from your own country which indicate your ability to perform college work in the United States. If your native language is not English, you are required to score at least 500 on the Test of English as a Foreign Language (TOEFL) or at least 109 in an ELS Language Center. All students from outside the United States or Canada enter on academic alert. Before you can be issued an I-20, it is necessary for you to submit a deposit equal to the annual charge for tuition, room, and board. This deposit is credited to your account over a period of two semesters and is refundable only if you are unable to obtain a student visa.



Financial Information



FINANCIAL AID

You and your family have the primary responsibility of financing a college education because you are the primary beneficiary of that education. Since society also benefits from education, individuals, governments, and organizations also provide assistance to college students. During an academic year, approximately \$1,000,000 in various forms of financial assistance is awarded to MCC 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 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 for you. Financial aid is applied to your student account by a credit memo from the Financial Aid Office to the Business Office at registration for each semester. In order to continue such aid in subsequent years, you must submit a financial statement on an annual basis.

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

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

* 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 \$2400 in aid from the federal government for use on any college costs. After submitting a financial statement, you receive a Student Aid Report (SAR) from Pell Grant. This form is forwarded to the college, which in turn notifies you of the amount of your grant.

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

Michigan Tuition Grant. If you are a Michigan resident, you may be eligible for a grant of up to \$2150 per year from the State. These grants are awarded on the basis of financial need and enrollment in a private Michigan college. Family Financial Statement required.

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

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

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

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

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

SPECIAL SOURCES OF AID

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

Veteran's Benefits. If you are a veteran of any of the armed forces or the child, wife, or widow of a veteran who died or was permanently and totally disabled as the result of service in the armed forces, you may qualify for benefits toward your college education. Contact your Veterans Administration Regional Office for more information.

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

If you are certified for Veterans Administration benefits, you must maintain a cumulative grade point average of 2.00 (C). If you fall below that average, you may be certified for two consecutive semesters following the semester in which your grade point average falls below 2.00. After that, you may not be recertified for Veterans Administration benefits until your cumulative grade point average reaches 2.00. This serves as your notice that the college informs the Veterans Administration whenever you are not recertified due to your lack of academic progress. 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, 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.

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

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

ConSern Loan. If you do not qualify for a sufficient amount of aid, you may borrow up to the total cost of attendance at MCC from ConSern Loans for Education, a non-profit, private enterprise. Loans granted by ConSern are based upon the credit worthiness of you or your cosigner. For more information phone ConSern Loans for Education at 1-800-767-5628.

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, at least 30% of your check should be applied to your account. Financial statement required.*

Off-Campus Employment. Area business firms often contact the college or visit the campus seeking students desiring part-time work. The Rochester Hills area particularly has a great number of job opportunities. Such opportunities are recorded in the Office of the Dean of Students.*

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.

* 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 Michigan Christian College. MCC determines eligibility for all federal and institutional aid programs as a free service. Payment to "ACT" should be enclosed for ACT to process the form for the Michigan Tuition Grant Program.

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

After you submit the FFS, 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 REQUIREMENT

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, 1.00 the second semester, 1.50 the third semester, and 2.00 thereafter. However, if you are a veteran, you must maintain a 2.00 in order to continue being certified (see page 31 for details).

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

SCHEDULE OF CHARGES**Tuition and Class Fees**

Tuition, Block (per semester, 12-16 hours).....	2215.00
Tuition, Hourly (per semester hour over 16 or under 12).....	140.00
MUS 1141 Private Voice (per semester).....	120.00
MUS 1161 Private Piano (per semester).....	120.00
PED 1031 Bowling (per semester).....	35.00
PED 1081 Racquetball (per semester).....	54.00

Residential Fees

Room and Board (per semester).....	1400.00
Key Replacement Fee.....	5.00
Private Room (as available, additional per semester).....	75.00
Refrigerator Electrical Usage (per semester).....	10.00
Refrigerator Rental (per semester).....	45.00
Room Change Fee (per room change).....	20.00
Room Damage Charge.....	variable
Room Reservation Deposit.....	25.00
Room Security Deposit (refundable).....	75.00

Other Charges and Fees

ACT Residual Examination.....	15.00
Attendance Drop Fee (permanent, per class).....	40.00
Chapel Attendance Reinstatement Fee (first, second).....	15.00, 30.00
CLEP Credit Recording Fee (per term).....	10.00
CLEP Examination Fee (per exam).....	variable
Course Change or Late Registration Fee (per change form).....	10.00
Finance Charges (see page 36).....	variable
Graduation Candidate Fee (per application).....	40.00
Health Insurance (minimal secondary coverage, per year).....	230.00
Life Experience Portfolio Examination Fee (per course).....	50.00
Mailbox Key Deposit (refundable).....	5.00
Returned Check Fee (NSF, per check).....	15.00
Strong Vocational Interest Inventory.....	5.00
Student Activity Fee (full-time students, per semester).....	6.00
Student Identification Card Replacement.....	5.00
Transcript Fee (per copy).....	3.00
Vehicle Registration Fee (annual).....	12.00
Vehicle Violation Fines (each violation).....	10.00
Verification of Credit Examination Fee (per examination).....	50.00

BASIC EXPENSES PER SEMESTER

Tuition (12-16 hours).....	2215.00
Room and Board.....	1400.00
Student Activity Fee.....	6.00
TOTAL	3621.00

TERMS OF PAYMENT

AMS Tuition Payment Plan. A plan offered by Academic Management Services allows you to divide payments over several months, beginning in the summer. Details are available from the Business Office.

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 \$800.00 of your total bill for the semester. If you owe less than \$800.00 after approved financial aid is deducted, you need only pay the total balance due at Registration.

After your initial payment and approved financial aid are deducted on registration day, you may pay any balance remaining in three equal monthly installments. A service charge of 1½% of the unpaid balance (18% 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 28

March 31

April 30

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

WITHDRAWAL FROM COLLEGE

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

1. Visit the Office of the Academic Dean to complete an official withdrawal form. If you are at home, you may contact the Office of the Academic Dean to obtain all necessary forms. The withdrawals are considered official on the date of the contact only if all forms are completed and returned within one week.
2. Visit your residence hall supervisor to officially check out of the dormitory if you are a boarding student.
3. Visit the Financial Aid Office if you are receiving any type of financial aid. Withdrawal affects your financial aid eligibility and may increase your personal payment obligation.
4. Visit the Business Office to have account refunds calculated. If you have a Perkins Loan, you must participate in an exit interview.

REFUNDS AND CREDITS

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

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

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

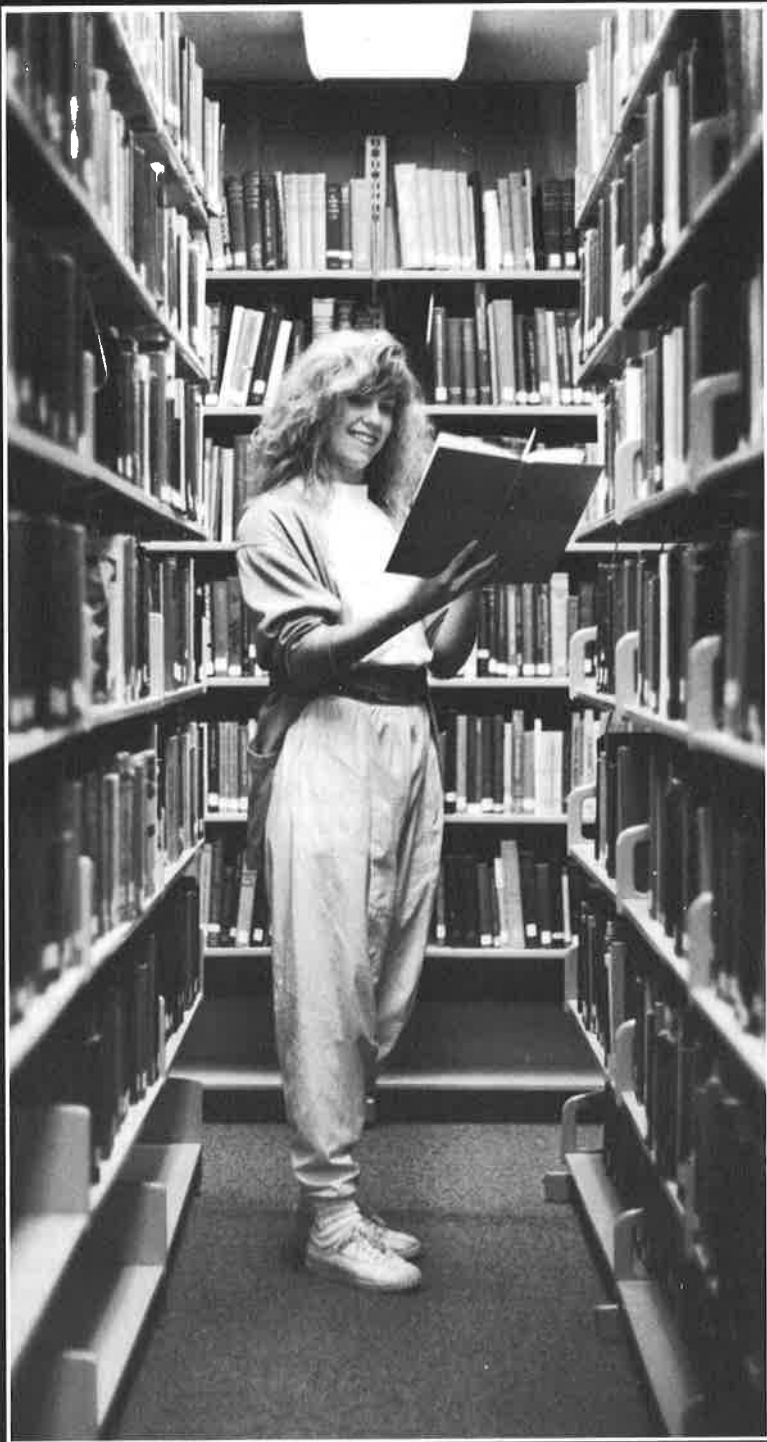
If a withdrawal or dismissal is due to misbehavior, the college is under no obligation to refund any charges.

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

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

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

Academic Information



ACADEMIC ACCREDITATION

Michigan Christian College is accredited by the North Central Association of Colleges and Schools. Documents associated with the accreditation process may be reviewed upon written request to the Office of the President. MCC students have successfully transferred to colleges and universities throughout the United States and abroad. You need have no fear about the transferability of your credits from 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 17 (enhanced) or a high school grade point average below 2.00 and all students from outside the United States or Canada are admitted on academic alert.

To clear alert, you must earn a term grade point average higher than the levels indicated above during the first semester after being placed on alert. When you are on alert, you should reduce your academic load to twelve to fifteen hours, your hours of employment to a maximum of twelve hours per week, and your participation in extra-curricular activities.

ACADEMIC PROGRESS

Failure to maintain satisfactory progress in your course of study 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, 1.00 the second semester, 1.50 the third semester, and 2.00 thereafter. However, if you are a veteran, you must maintain a 2.00 in order to continue being certified (see page 31 for details).

ACADEMIC PROBATION/SUSPENSION

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

ATTENDANCE POLICY

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

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

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

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

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

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

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

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

BIBLE CLASSES

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

CLASSIFICATION

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

CONCURRENT ENROLLMENT

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

CONTINUING EDUCATION

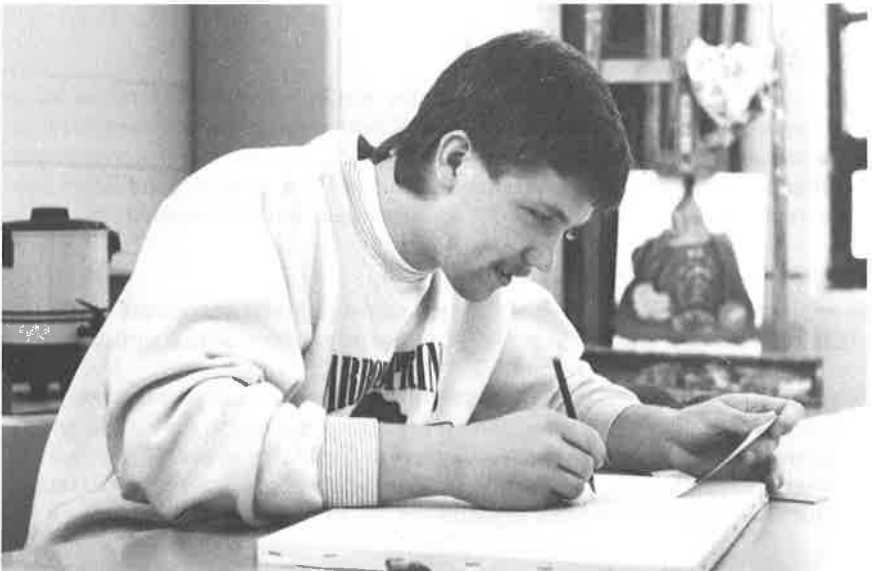
If you wish to take a course without required assignments or testing, you may enroll in the course for continuing education units. Continuing education courses are usually taken for enrichment purposes or job training. They normally do not include such faculty services as the grading of papers. However,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

COURSE CHANGES

You may add or drop courses in the Office of the Registrar through the end of the second week of classes in each semester. After the second week, you may no longer add full-term courses, and withdrawals are reflected on your transcript with the grade W. Bible is a semester requirement. You may not drop Bible and remain a student at MCC. You may not withdraw from any course later than one week prior to final examinations.

COURSE LOAD

Twelve or more hours during a regular semester constitute a full-time load. Sixteen hours 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.



CREDIT BY ADVANCED PLACEMENT

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

CREDIT BY CLEP

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

CREDIT BY EXAMINATION

You may obtain an application and statement of policy for credit granted through comprehensive examinations for specific courses from the Registrar. No credit can be granted if you have audited the course, if you attempted and failed the course at an earlier date in any college, if you are taking the course at the time of examination, if the course is a prerequisite to a course already completed, or if you are not a regularly enrolled student. Verification of Credit (VOC) exams are available for students from Schools of Preaching and other non-accredited Bible programs to allow them to demonstrate competency in Bible-related subjects. A fee of \$50 is charged for each examination administered for possible credit.

CREDIT BY LIFE EXPERIENCE EVALUATION

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

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

DUAL MAJORS

Declaration of second majors is not permitted. You may, however, earn a different degree by completing at least 32 hours beyond the first degree and by meeting all specific requirements included in the second program.

FINAL EXAMINATIONS

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

GRADES

The quality of your academic achievement is expressed as follows:

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

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

INCOMPLETES

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

REGISTRATION

You are expected to register on the days officially set for that purpose. However, late registration is permitted through the end of the second week of classes each semester. If you do not attend one of the first two meetings of class, your class registration may be voided. Satisfactory payment arrangements are required to complete the 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 on your registration form. The last earned grade and course title appears on your permanent record, and only the last grade is counted toward graduation and in your cumulative grade point average. Regular tuition charges are made for courses repeated.

TRANSCRIPTS

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

WAIVER FOR STUDENTS OVER AGE 29

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

Degree Information



DEGREE CHOICES

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

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

DEGREE PLANNING

In preparing to complete one of the majors and degrees, you may refer to the suggested programs on the following pages. Majors should be officially declared by A.A.S. candidates at their first registration or as soon as their choice of major is firm and by B.R.E. candidates at the beginning of their junior year. While **it is your responsibility to make certain that you meet all graduation requirements**, you are assigned an advisor to assist you with degree planning. If you are planning to transfer to another college after completing your work at MCC, your advisor is better able to help you plan your program at MCC if you have the catalog from the other institution. Even so, it is your responsibility to be fully aware of the requirements of the college to which you plan to transfer.

GRADUATION PROCEDURES

You may complete requirements for graduation during any semester, but the degree or certificate can only be conferred at the spring graduation ceremony. You do not have to be present to graduate, but it is recommended that you attend. If you lack no more than six hours of the amount required for a degree, you may participate in graduation exercises. Up to six hours of equivalent coursework may be transferred back to MCC to complete an Associate degree if those hours are completed at a regionally accredited college or university with a grade of C or better.

When you have attained sophomore standing (30 credit hours toward a degree), you need to review your progress with your faculty advisor and complete a degree plan. At the beginning of your final semester, you need to complete an Application for Graduation in the Office of the Registrar, pay the graduation candidacy fee, and arrange for a cap and gown. Special requests regarding graduation requirement waivers or substitutions must be submitted to the Academic Life Committee in writing by February 15th in order for any action to affect graduation that spring. All financial obligations to the college must be fulfilled prior to graduation.

BACHELOR OF RELIGIOUS EDUCATION DEGREE

The Bachelor of Religious Education (B.R.E.) degree is designed to prepare effective servants of mankind and the Lord's church. You may select one of four majors: Biblical Studies, Biblical Studies Composite, Christian Ministry, or Counseling.

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

Admission to the B.R.E. program is subject to satisfactory completion of 60 hours of college work with a cumulative grade point average of 2.00, completion of the general education core of the B.R.E., and achievement of an A or B in ENG 1113 (or 1413). You may be admitted on provisional status with a cumulative grade point average of less than 2.00 but not less than 1.75. If you do not meet any other of the requirements for regular admission, you also may be admitted on provisional status.

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

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 and Counseling majors, both minors are included in the general education and support courses. For other majors, one is the declared minor while the other is included in the general education and support courses.
3. You must complete a minimum of 45 hours of upper division work.
4. You must achieve a cumulative grade point average of at least 2.00.
5. You must achieve an A or B in English 1113 (or 1413) or pass the English Proficiency Exam. If you fail to satisfy this requirement by the end of the first term of your junior year, you will not be permitted to take any further upper division courses until this requirement is met.

6. You must complete the general section of the Graduate Record Examination (G.R.E.) near the end of your senior year.
7. You must complete your senior year (32 of last 38 hours) in residence (enrollment status) at Michigan Christian College.
8. You may accumulate a maximum of 18 semester hours of correspondence credit. Not more than 12 consecutive hours of such credit may be submitted, however, until 6 hours of additional residence work has been completed. If correspondence work is permitted while you are in residence, the hours of credit carried by correspondence will be included in determining the maximum load permitted per semester. All correspondence courses that are to apply toward graduation should be approved in advance by the Academic Dean and must be taken from a college or university that is a member of the National University Extension Association. A minimum grade of C must be achieved for the credit to transfer. A course that has been previously failed by a student will not be approved for correspondence study.
9. You may count a maximum of 4 hours of credit for Physical Education activity courses and/or varsity sports toward your degree.



Biblical Studies and Christian Ministry Majors. You may enter the ministry or pursue graduate studies with a B.R.E. degree.

Specific requirements for a B.R.E. in Chr. Ministry or Biblical Studies are:

Bible Core..... 35 credit hours

TEXTUAL AREA

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

PRACTICAL, HISTORICAL, AND DOCTRINAL AREAS

- BIB 3513 Principles of Christian Education or
BIB 3533 Principles of Teaching¹..... 3
- BIB 3713 Survey of Church History I..... 3
- BIB 3723 Survey of Church History II, or
BIB 3733 History of the Restoration Movement, or
BIB 3813 American Religions..... 3
- BIB 3993 Biblical Interpretation..... 3
- BIB 4963 Systematic Christian Doctrine 3

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

CHRISTIAN MINISTRY (minor required)

- BIB 3313 Minister and His Work or BIB 3303 Chr. Woman 3
- BIB 4371-3 Internship 3
- BIB 4381 Seminar in Practical Ministry..... 1
- Elective from upper division Practical, Historical, and/or Doctrinal areas..... 3
- COM 3323 3
- GRE 1103 or 1214²..... 3
- PSY 2223, 3103³ 6

BIBLICAL STUDIES (minor required)

- Electives from upper division Textual area..... 3
- COM 3323 or 3533¹..... 3
- GRE 1214, 1224, 3314, 3413 or 3423⁴..... 15
- PSY 2223, 3103³ 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 2223, 3103, and 4013 or 4023 18

GREEK

GRE 1214, 1224, 3314, 3413, 3423 18

HISTORY

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

OTHER MINORS are available through concurrent enrollment.

Each minor requires six upper division hours of courses.

General Education Core 40 credit hours**COMMUNICATION**

Communication 1013 or 1023..... 3

English 1113, 1123¹ 6

HUMANITIES

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

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

Additional Literature, Fine Arts, or French 3

PHYSICAL EDUCATION

Activity Courses and/or Varsity Sports² 2

SCIENCE AND MATHEMATICS

Biology 1013 and Physical Science 1002, 1012³ 7

Mathematics 1113 or above⁴ 3

SOCIAL SCIENCE

History 1313, 1323⁵ 6

Political Science 2013 or 2023 3

Psychology 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. IN CHR. MIN. OR BIB. ST. 128 credit hours

¹ You must achieve an A or B in ENG 1113 (1413) or pass the English Proficiency Exam.

² Veterans may have this requirement waived.

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

⁴ Waived for Math ACT score of 25 (enhanced) or above.

⁵ Hours replaced with electives if the minor selected is History.

Counseling Major. If you are interested in a career in such fields as personal, marriage and family, or child counseling, you may pursue the Bachelor of Religious Education degree at MCC with a major in Counseling. This program is designed to provide a strong biblical foundation for counseling from a Christian perspective. Although some counseling positions are available to those with a Bachelor's degree, most agencies require a minimum of a Master's degree. Therefore, this program is also designed to provide a foundation for those planning to continue their education at the graduate level. If you are planning to pursue a Master's degree after MCC, you should consult the catalog of the graduate school of your choice for their entrance requirements.

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

Bible Core 31 credit hours

TEXTUAL AREA

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

PRACTICAL, HISTORICAL, AND DOCTRINAL AREAS

- BIB 3533 Principles of Teaching 3
- BIB 3723 Survey of Church History II, or
BIB 3733 History of the Restoration Movement, or
BIB 3813 American Religions 3
- BIB 3893 Christian Apologetics 3
- BIB 4933 Christian Ethics 3
- BIB 4963 Systematic Christian Doctrine 3

Counseling Major Core 39 credit hours

PSYCHOLOGY

- PSY 2013 General Psychology 3
- PSY 2223 Human Growth and Development 3
- PSY 3103 Biblical Foundations for Counseling 3
- PSY 3303 Statistics I 3
- PSY 3313 Tests and Measurements 3
- PSY 3893 Internship 3
- PSY 4013 Theories of Counseling 3
- PSY 4023 Techniques of Counseling 3
- Electives from upper division Psychology 6

SOCIOLOGY

- SOC 2013 Introduction to Sociology 3
- SOC 2023 Social Problems 3
- SOC 2453 Marriage and the Family 3

General Education Core 41 credit hours**COMMUNICATION**

Communication 1013 or 1023.....	3
English 1113, 1123 ¹	6

HUMANITIES

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

PHYSICAL EDUCATION

Activity Courses and/or Varsity Sports ²	2
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SCIENCE AND MATHEMATICS

Biology 1011 and 1013 or 2114 ³	4
Physical Science 1002, 1012 ³	4
Mathematics 1233 or above ⁴	3

SOCIAL SCIENCE

History Sequence.....	6
Political Science 2013 or 2023.....	3
Psychology 1001	1

Electives (choose at least 3 from the following)..... 17 credit hours**COMPUTER SCIENCE**

CIS 1013 Introduction to Computer Systems
CIS 1324 Business Applications of Computers

EDUCATION

EDH 2002 First Aid
EDH 2003 Personal and Community Health and Safety
EDS 1031 Career Exploration and Development

TOTAL FOR B.R.E. IN COUNSELING 128 credit hours

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

¹ You must achieve an A or B in ENG 1113 (1413) or pass the English Proficiency Exam.

² Veterans may have this requirement waived.

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

⁴ Waived for Math ACT score of 25 (enhanced) or above.

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, 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

BIBLE ¹	
Bible 1212, 1222, 2112, 2122 and upper division textual.....	12
COMMUNICATION	
Communication 1013 or 1023.....	3
English 1113, 1123 ²	6
HUMANITIES	
Literature (ENG 2213, 2223, 2313, or 2413).....	6
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, HUM 2093, MUS 2003, or MUS 2014).....	3
PHYSICAL EDUCATION	
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
Psychology 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 To satisfy requirements of many senior colleges and the MACRAO Articulation Agreement, you must add one term of laboratory science. Seven hours of lab science also 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 Writing
BUS 3333 Legal Environment of Business
BUS 3423 Money, Credit, and Banking
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 PASCAL Programming
CIS 2123 COBOL I, CIS 2133 COBOL II
CIS 3443 Systems Analysis Methods
CIS 3453 Structured Systems Analysis and Design

MATHEMATICS

MAT 1233 College Algebra or MAT 2393 Business Calculus
MAT 2343 Quantitative Business Analysis
MAT 3303 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, you receive an Associate in Arts degree with Honors Program designations on your record. You must complete 64 hours or more with a cumulative grade point average of 3.30 (B+) or above. You may transfer a maximum of 24 hours toward this program and Composition and History must be taken at MCC.

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 ¹	6
HUMANITIES	
Literature.....	6
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, HUM 2093, MUS 2003, or MUS 2014).....	3
PHYSICAL EDUCATION	
Physical Education 1071 (taken twice) ²	2
SCIENCE AND MATHEMATICS	
Laboratory sequence from a single science ³	8
Mathematics 1245	5
SOCIAL SCIENCE	
Two Courses from BUS 2453, BUS 2463, HIS 3743, POS 2013, POS 2023	6
History 1413 and 3533	6
Psychology 1001	1
Electives (excluding all EDS, MAT 1001, 1002).....	10 credit hours
TOTAL FOR A.A. HONORS DEGREE	64 credit hours

¹ To earn a Bachelor's degree in many colleges, you must have an A or B in English Composition or successfully complete an English Proficiency Exam.

² Veterans may have this requirement waived. You may count a maximum of four hours of credit for PED courses toward this program.

³ BIO (1011/1013, 1124, 2114, or 2324), CHE (1511 and above), PHS 2515 and 2525.

ASSOCIATE IN ARTS DEGREE

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

Specific requirements for an A.A. degree are:

General Education Core	48 credit hours
BIBLE	
Bible 1212, 1222, 2112, 2122 ¹	8
COMMUNICATION	
Communication 1013 or 1023	3
English 1113 or 1413, 1123 or 1423 ²	6
HUMANITIES	
Literature (ENG 2213, 2223, 2313, or 2413)	3
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, HUM 2093, MUS 2003, or MUS 2014)	3
Additional Literature, Fine Arts, Humanities, or French	3
PHYSICAL EDUCATION	
Activity Courses or Varsity Sports ³	2
SCIENCE AND MATHEMATICS	
Biology 1013 and Physical Science 1002, 1012 ⁴	7
Mathematics 1113 or above ⁵	3
SOCIAL SCIENCE	
History Sequence ⁶	6
Political Science 2013 or 2023	3
Psychology 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 To earn a Bachelor's degree in many colleges, you must have an A or B in English Composition or successfully complete an English Proficiency Exam.

³ Veterans may have this requirement waived.

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

⁵ Waived for Math ACT score of 25 (enhanced) or above.

⁶ 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
Human Communication.....	3
College Composition II.....	3
Physical Education Activity.....	1
Personal Choices and Responsibility	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
Physical Science	2
Humanities.....	6
Electives	3
	16

Fourth Semester	
Textual Bible.....	2
History Sequence.....	3
National Government.....	3
Humanities	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. Biblical Studies and Christian Ministry majors are listed on page 50.

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

First Semester	
New Testament Survey I.....	2
Biological Science	3
Human Communication.....	3
College Composition II.....	3
Physical Education Activity.....	1
Personal Choices and Responsibility	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 appropriate courses for an A.A. degree. This program provides prerequisites for the Extended Business Program on page 54, which will be offered until the B.B.A. is added by MCC.

Suggested A.A. program for business students:

First Semester		Second Semester	
New Testament Survey I.....	2	New Testament Survey II	2
Biological Science, Lab	4	Business Applications of Computers	4
Business and Professional Speech	3	College Composition III	3
College Composition II.....	3	Physical Education Activity	1
Quantitative Business Analysis	3	National Government.....	3
Physical Education Activity	1	Fine Arts Appreciation.....	3
Personal Choices and Responsibility	1		<u>16</u>
	17		
Third Semester		Fourth Semester	
Old Testament Survey I.....	2	Textual Bible.....	2
Accounting I.....	3	Accounting II.....	3
Macroeconomics.....	3	Microeconomics.....	3
Literature	3	Literature	3
History Sequence.....	3	History Sequence.....	3
Physical Science	2	Earth Science.....	2
	<u>16</u>		<u>16</u>

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

Suggested A.A. program for education students:

First Semester		Second Semester	
New Testament Survey I.....	2	New Testament Survey II	2
Human Communication.....	3	College Composition III	3
Personal and Community Health	3	Earth Science.....	2
College Composition II.....	3	National Government.....	3
Physical Education Activity	1	General Psychology.....	3
Personal Choices and Responsibility	1	Fine Arts Appreciation.....	3
Introduction to Sociology.....	3		<u>16</u>
	16		
Third Semester		Fourth Semester	
Old Testament Survey I.....	2	Textual Bible.....	2
Biological Science, Lab	4	English Literature II	3
American Literature Survey.....	3	United States History II.....	3
United States History I	3	Math Fundamentals.....	3
Physical Education Activity	1	Physical Science	2
Human Growth and Development.....	3	Electives	3
	<u>16</u>		<u>16</u>

Home and Family Living Program. If you plan to seek a Bachelor's degree with a major in Home and Family Living, the following 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	
New Testament Survey I.....	2
Human Anatomy and Physiology	4
Human Communication.....	3
College Composition II.....	3
Home and Family Living.....	3
Physical Education Activity	1
Personal Choices and Responsibility	1
	17

Second Semester	
New Testament Survey II	2
College Composition III	3
Home and Family Living.....	3
Intermediate Algebra	3
National Government.....	3
Fine Arts Appreciation.....	3
	17

Third Semester	
Old Testament Survey I.....	2
Introductory Chemistry I, Lab	4
Literature	3
Home and Family Living.....	3
History Sequence.....	3
Physical Education Activity	1
	16

Fourth Semester	
Textual Bible.....	2
Introductory Chemistry II, Lab.....	4
Literature	3
History Sequence.....	3
Elective.....	4
	16

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	
New Testament Survey I.....	2
Biological Science, Lab	4
College Composition II.....	3
History Sequence.....	3
National Government.....	3
Personal Choices and Responsibility	1
	16

Second Semester	
New Testament Survey II	2
Human Communication.....	3
College Composition III	3
History Sequence.....	3
Physical Science	2
Fine Arts Appreciation.....	3
	16

Third Semester	
Old Testament Survey I.....	2
Literature	3
Physical Education Activity	1
Earth Science.....	2
U.S. Judicial Processes	3
Social Science.....	3
Electives.....	2
	16

Fourth Semester	
Textual Bible.....	2
Legal Environment of Business	3
Math Fundamentals.....	3
Physical Education Activity	1
Humanities.....	3
Social Science.....	3
Elective.....	1
	16

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

Suggested A.A. program for mass communication students:

First Semester	
New Testament Survey I.....	2
Biological Science, Lab	4
Human Communication.....	3
Theatre Production	2
College Composition II.....	3
Physical Education Activity.....	1
Personal Choices and Responsibility	1
	<u>16</u>

Third Semester	
Old Testament Survey I.....	2
Literature	3
United States History I	3
Physical Science	2
Introduction to Sociology.....	3
Fine Arts or Humanities	3
	<u>16</u>

Second Semester	
New Testament Survey II	2
Stagecraft.....	2
College Composition III	3
Math Fundamentals	3
Physical Education Activity.....	1
General Psychology	3
Electives.....	2
	<u>16</u>

Fourth Semester	
Textual Bible.....	2
Literature	3
United States History II	3
Journalism	3
Earth Science.....	2
National Government.....	3
	<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	
New Testament Survey I.....	2
Biological Science, Lab	4
College Composition II.....	3
A Cappella Chorus & Private Piano	2
Theory and Ear Training IA.....	4
Physical Education Activity.....	1
Personal Choices and Responsibility	1
	<u>17</u>

Third Semester	
Old Testament Survey I.....	2
Literature	3
History Sequence.....	3
A Cappella Chorus & Private Voice	2
Music Literature.....	4
Theory and Ear Training IIA.....	4
Physical Education Activity.....	1
	<u>19</u>

Second Semester	
New Testament Survey II	2
Human Communication.....	3
College Composition III	3
Math Fundamentals	3
A Cappella Chorus & Private Piano	2
Theory and Ear Training IB.....	4
Physical Science	2
	<u>19</u>

Fourth Semester	
Textual Bible.....	2
History Sequence.....	3
A Cappella Chorus & Private Voice	2
Theory and Ear Training IIB	4
Earth Science.....	2
National Government.....	3
Humanities	3
	<u>19</u>

Psychology Program. If you plan to seek a Bachelor's degree in Psychology, the following program provides the most appropriate courses for an A.A. degree. For specific requirements, you should consult the catalog of the school to which you plan to transfer. This program also includes the prerequisites needed to continue work at MCC for a Bachelor's degree in Counseling. The Counseling major is described on page 52.

Suggested A.A. program for psychology students:

First Semester		Second Semester	
New Testament Survey I.....	2	New Testament Survey II	2
Biological Science, Lab	4	Introduction to Computer Systems.....	3
Human Communication.....	3	College Composition III	3
College Composition II.....	3	Physical Science	2
College Algebra	3	General Psychology	3
Physical Education Activity.....	1	Fine Arts Appreciation.....	3
	16		16
Third Semester		Fourth Semester	
Old Testament Survey I.....	2	Textual Bible.....	2
Literature	3	Literature	3
History Sequence.....	3	History Sequence.....	3
Earth Science.....	2	Physical Education Activity	1
Human Growth and Development.....	3	National Government.....	3
Introduction to Sociology.....	3	Personal Choices and Responsibility	1
	16	Marriage and the Family	3
			16

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

Suggested A.A. program for sociology students:

First Semester		Second Semester	
New Testament Survey I.....	2	New Testament Survey II	2
Biological Science, Lab	4	College Composition III	3
College Composition II.....	3	History Sequence.....	3
History Sequence.....	3	College Algebra	3
Personal Choices and Responsibility	1	Physical Science	2
Introduction to Sociology.....	3	Social Problems	3
	16		16
Third Semester		Fourth Semester	
Old Testament Survey I.....	2	Textual Bible.....	2
Human Communication.....	3	Physical Education Activities	2
Literature	3	National Government.....	3
Earth Science.....	2	General Psychology	3
Human Growth and Development.....	3	Marriage and the Family	3
Fine Arts Appreciation.....	3	Humanities	3
	16		16



ACADEMIC SKILL-BUILDING PROGRAM

If your basic academic skills need strengthening, MCC provides several courses to help you develop those skills. These include courses in composition, reading, mathematics, study skills, and personal improvement. Only nine hours of developmental studies courses can be counted toward a degree (from EDS 1001, 1031, 1113, 1121, ENG 0993, 1003, and MAT 1001).

Suggested A.A. program using academic skills courses:

First Semester

New Testament Survey I.....	2
College Success Techniques	3
Basic Reading Techniques.....	3
English Communication Skills	3
Personal Choices and Responsibility	1
	<u>12</u>

Third Semester

Old Testament Survey I.....	2
Biological Science	3
College Composition II.....	3
Basic Math	1
Elementary Algebra	2
Physical Education Activity.....	1
	<u>12</u>

Fifth Semester

Bible Elective	2
Literature	3
History Sequence.....	3
Physical Science	2
National Government.....	3
	<u>13</u>

Second Semester

New Testament Survey II	2
Human Communication.....	3
College Composition I.....	3
Reading Skills Workshop	1
Physical Education Activity	1
Electives.....	<u>2</u>
	12

Fourth Semester

Textual Bible.....	2
College Composition III	3
Inter. Algebra or Math Fundamentals	3
Earth Science.....	2
Electives	<u>2</u>
	12

Sixth Semester

Bible Elective	2
Literature	3
History Sequence.....	3
Fine Arts Appreciation.....	3
Elective.....	<u>1</u>
	12

ASSOCIATE IN SCIENCE DEGREE

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

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

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

GENERAL EDUCATION CORE	30 credit hours
Bible 1212, 1222, and 2122 ¹	6
Communication 1013 or 1023	3
English 1113 or 1413, 1123 or 1423 ²	6
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013, HUM 2093, MUS 2003, or MUS 2014)	3
History 1313, 1323, 1413, 1503, 2513, 2523, or 3533	3
History 2112 (same as BIB 2112)	2
Literature (ENG 2213, 2223, 2313 or 2413)	3
Political Science 2013 or 2023	3
Psychology 1001	1
SCIENCE/MATHEMATICS CORE	19 credit hours
Laboratory Science Sequence	8
MAT 1203 or above ³	3
Courses selected from BIO, CHE, CIS 1123 or above, MAT 1232 or above, and/or PHS	8
SUPPORT COURSES	9 credit hours
Additional Literature, Fine Arts, Humanities, or French ⁴	3
Courses from any A.S. major, those meeting A.A. general education requirements, or those needed for specific course of study ⁵	6
ELECTIVES	6 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 To earn a Bachelor's degree in many colleges, you must have an A or B in English Composition or successfully complete an English Proficiency Exam.

³ Waived for Math ACT score of 25 (enhanced) or above.

⁴ Required to fulfill the MACRAO Articulation Agreement. Students transferring outside of Michigan may substitute other support courses.

⁵ Many Pre-professional programs in health services require specific support courses. See footnote on page 66.

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
American History	3	National Government.....	3
Personal Choices and Responsibility	1	Science, Mathematics.....	8
Science, Mathematics.....	7		16
	16		
Third Semester		Fourth Semester	
Hebrew History I.....	2	Textual Bible.....	2
Human Communication.....	3	Fine Arts Appreciation.....	3
Literature	3	Science, Mathematics.....	4
Science, Mathematics.....	4	Support Courses	2
Support Courses	4	Electives	5
	16		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. You should consult the catalog of the school you plan to attend for specific requirements. To satisfy the MACRAO Articulation Agreement, you must have nine hours of Literature, Fine Arts, Humanities, or French.

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
American History 3	National Government..... 3
Pre-Calculus..... 5	Electives* 4
<u>17</u>	<u>16</u>
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
Human Communication..... 3	General Psychology..... 3
Literature 3	Fine Arts Appreciation..... 3
Personal Choices and Responsibility 1	
<u>17</u>	<u>16</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, PHS 2515, 2525 for CHE 2514, 3524
- Pre-physical therapy - PSY 2223 or SOC 2013
- Pre-veterinary medicine - MAT 1245

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

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

First Semester		Second Semester	
New Testament Survey I.....	2	New Testament Survey II	2
Biological Science, Lab	4	Human Anatomy and Physiology	4
Human Communication.....	3	College Composition III	3
College Composition II.....	3	Intermediate Algebra	3
American History	3	General Psychology	3
Personal Choices and Responsibility	1	Fine Arts Appreciation.....	3
	16		18
Third Semester		Fourth Semester	
Hebrew History I.....	2	Textual Bible.....	2
Microbiology	4	Introductory Chemistry II, Lab.....	4
Introductory Chemistry I, Lab	4	Literature	3
Human Growth and Development.....	3	Nutrition	3
Introduction to Sociology.....	3	National Government.....	3
	16	Literature, Fine Arts, or Humanities.....	3
			18

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

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

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

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

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

GENERAL EDUCATION CORE	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, HUM 2093, MUS 2003, or MUS 2014)	3
History 1503, 2513, or 2523 and 2112 (same as BIB 2112)	5
Literature (ENG 2213, 2223, 2313 or 2413)	3
Political Science 2013 or 2023	3
Psychology 1001	1
SCIENCE/MATHEMATICS CORE	11 credit hours
One Year of Laboratory Science	8
MAT 1233 ³	3
COMPUTER SCIENCE MAJOR CORE ⁴	9 credit hours
CIS 1013 Introduction to Computer Systems	3
CIS 1123 BASIC Programming	3
CIS 2123 COBOL I	3
SUPPORT COURSES	11 credit hours
MAT 1232 Trigonometry ³	2
MAT 1245 Calculus and Analytic Geometry I	5
MAT 1254 Calculus and Analytic Geometry II	4
ELECTIVES (one of below strongly recommended)	3 credit hours
Additional Literature, Fine Arts, Humanities, or French ⁵ MAT 2264 Calculus and Analytic Geometry III	
TOTAL FOR A.S. IN COMPUTER SCIENCE	64 credit hours

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

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

³ 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.

⁵ Required to fulfill the MACRAO Articulation Agreement.

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

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

GENERAL EDUCATION CORE	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, HUM 2093, MUS 2003, or MUS 2014)	3
History 1503, 2513, or 2523 and 2112 (same as BIB 2112)	5
Literature (ENG 2213, 2223, 2313 or 2413)	3
Political Science 2013 or 2023	3
Psychology 1001	1
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
Additional Literature, Fine Arts, Humanities, or French ⁵	
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.

⁵ Required to fulfill the MACRAO Articulation Agreement.

Early Childhood Major. Upon completion of the Associate in Science degree in Early Childhood, you hold the qualifications required by Michigan and most states to own and/or serve as the director of a licensed day care center. If you later decide to continue your education, the A.S. in Early Childhood also provides the liberal arts background necessary for most Bachelor degree programs, including the Counseling major at MCC.

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

GENERAL EDUCATION CORE	42 credit hours
Bible 1212, 1222, and 2122 ¹	6
Biology 1011/1013, 1124, 2114, or 2324	4
Communication 1013 or 1023	3
English 1113 or 1413, 1123 or 1423	6
Fine Arts Appreciation (ART 2003, HUM 2003, HUM 2013 HUM 2093, MUS 2003, or MUS 2014).....	3
History 1503, 2513, or 2523	3
History 2112 (same as BIB 2112)	2
Literature (ENG 2213, 2223, 2313, or 2413)	3
Additional Literature, Fine Arts, Humanities, or French ²	3
Mathematics 1113 or above ³	3
Physical Science 1002 or 1012	2
Political Science 2013 or 2023	3
Psychology 1001	1
EARLY CHILDHOOD MAJOR CORE	14 credit hours
EHS 2113 Literature for Children	3
EHS 2213 Child Development	3
EHS 2313 Early Childhood Education	3
EHS 2513 Day Care Administration	3
EHS 2802 Internship	2
SUPPORT COURSES	6 credit hours
PSY 2223 Human Growth and Development	3
SOC 2453 Marriage and the Family	3
ELECTIVES (those below recommended)	2 credit hours
EDH 2002 First Aid	
HFL 2333 Nutrition	
TOTAL FOR A.S. IN EARLY CHILDHOOD	64 credit hours

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

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

³ Waived for MAT ACT score of 24 (25 enhanced) or above. Replaced with electives. Must substitute with another science course to satisfy the MACRAO Articulation Agreement.



Suggested program for an A.S. in Early Childhood:

First Semester

New Testament Survey I.....	2
Biological Science, Lab	4
Child Development.....	3
College Composition II.....	3
Personal Choices and Responsibility	1
Human Growth and Development.....	3
	<u>16</u>

Third Semester

Hebrew History I.....	2
Human Communication.....	3
Day Care Administration	3
Literature	3
Fine Arts Appreciation.....	3
Electives	2
	<u>16</u>

Second Semester

New Testament Survey II	2
Early Childhood Education.....	3
College Composition III	3
History	3
Math Fundamentals	3
Physical Science	2
	<u>16</u>

Fourth Semester

Textual Bible.....	2
Literature for Children.....	3
Internship	2
National Government.....	3
Marriage and the Family	3
Humanities.....	3
	<u>16</u>

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

General Business Major. The A.A.S. degree with a major in General Business provides you with an edge in the job market. If you are planning to complete a Bachelor’s degree in Business, you should select the Extended Business Program found on page 54 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
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
Psychology 1001	1
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 Writing	3
BUS 3333 Legal Environment of Business	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
ELECTIVES	9 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 25 (enhanced) or above, MAT 2343 recommended.

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 54.

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
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
Psychology 1001	1
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 Writing	3
BUS 3333 Legal Environment of Business	3
CIS 1002 Keyboarding ³	2
CIS 1324 Business Applications of Computers.....	4
SUPPORT COURSES (choose from the following).....	9 credit hours
BUS 1103 Prac. Accounting, BUS 2841 Bus. Workshop	
BUS 3513 Marketing Theory and Practice	
BUS 3613 Management and Organizational Behavior	
BUS 3883 Internship	
CIS 1123 BASIC Programming I, CIS 2113 PASCAL	
CIS 2123 COBOL I, CIS 2133 COBOL II	
MAT 1203 Intermediate Algebra or higher	
MAT 2343 Quantitative Business Analysis	
MAT 3303 Statistics I	
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.

Computer Information Systems Major. You may seek employment in a computer field after MCC with an A.A.S. degree in C.I.S. If you are planning to complete a Bachelor's degree in Computer Science, you should select one of the degrees on pages 54, 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
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
Psychology 1001	1
C.I.S. MAJOR CORE	35 credit hours
BUS 2113 and 2123 Accounting I & II	6
BUS 3303 Business Writing	3
CIS 1002 Keyboarding ³	2
CIS 1013 Introduction to Computers ³	3
CIS 1123 BASIC Programming I	3
CIS 2113 PASCAL Programming	3
CIS 2123 and 2133 COBOL I & II	6
CIS 3443 Systems Analysis Methods	3
CIS 3453 Structured Systems Analysis and Design	3
MAT 1203 or above (except 1324) 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 2841 Business Workshop, BUS 3133 Cost Accounting	
BUS 3153 Taxation I, BUS 3213 Financial Management	
BUS 3513 Marketing, BUS 3613 Management	
BUS 3713 Production Management, BUS 3883 Internship	
CIS 1324 Business App. of Computers, CIS 1333 FORTRAN	
MAT 2343 Quantitative Business Analysis or MAT 2393	
MAT 3303 Statistics I	
ELECTIVE	1 credit hour
TOTAL FOR A.A.S. IN C.I.S.	64 credit hours

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

² 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 25 (enhanced) or above.

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

First Semester		Second Semester	
New Testament Survey I.....	2	New Testament Survey II	2
Accounting I.....	3	Accounting II.....	3
Keyboarding.....	2	BASIC Programming	3
Introduction to Computers	3	Business and Professional Speech	3
Composition II.....	3	Composition III.....	3
Quantitative Business Analysis	3	Elective.....	1
Personal Choices and Responsibility	1		<u>15</u>
	<u>17</u>		
Third Semester		Fourth Semester	
Hebrew History I.....	2	Hebrew History II.....	2
Business Writing.....	3	COBOL II.....	3
COBOL I.....	3	Structured Systems Analysis.....	3
PASCAL Programming.....	3	Physical Education Activity.....	1
Systems Analysis Methods	3	National Government.....	3
Support Course.....	3	Support Course.....	3
	<u>17</u>		<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
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
Psychology 1001	1
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 Writing	3
SUPPORT COURSES (choose 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 Legal Environment of Business	
BUS 3513 Marketing Theory and Practice	
BUS 3613 Management and Organizational Behavior	
BUS 3883 Internship	
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
Typing II.....	3
Personal Choices and Responsibility.....	1
Electives.....	3
	<u>16</u>

Second Semester

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

Third Semester

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

Fourth Semester

Hebrew History II.....	2
Word Processing III.....	3
Office Procedures and Admin.....	3
National Government.....	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
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
Psychology 1001	1
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 Writing	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.

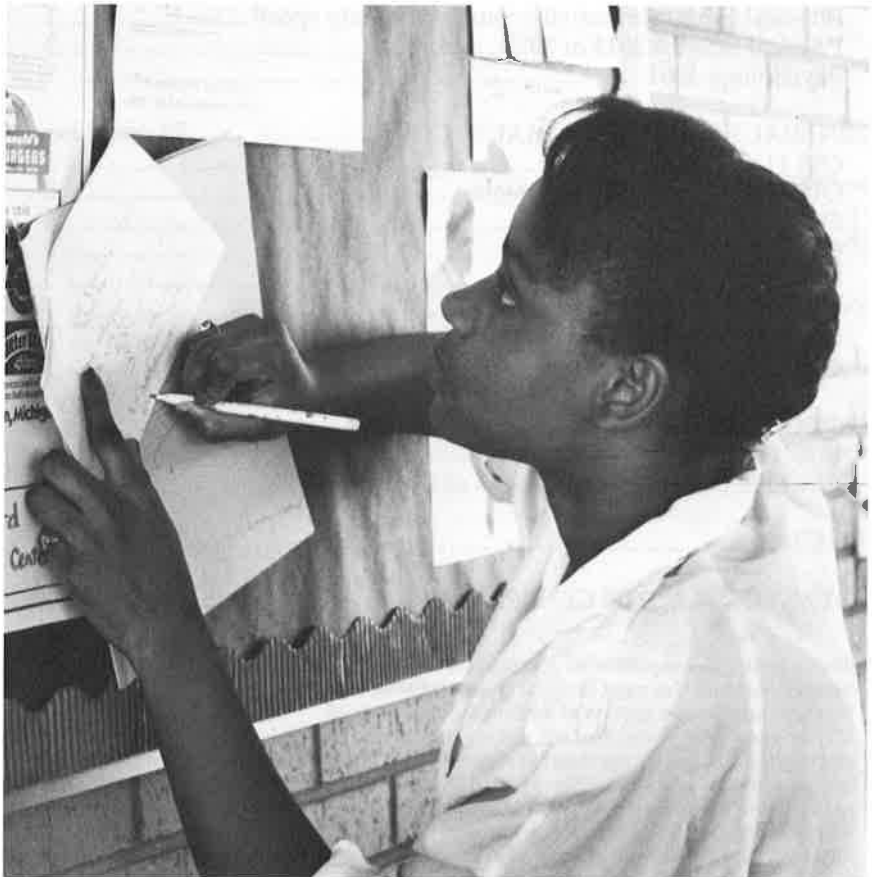
² Veterans may have a portion of this requirement waived.

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
Composition II.....	3	Composition III.....	3
Typing II.....	3	Records Management	2
Shorthand I	3	Shorthand II.....	3
Personal Choices and Responsibility	1	Word Processing I	3
	16		16
Third Semester		Fourth Semester	
Hebrew History I.....	2	Hebrew History II.....	2
Shorthand III.....	3	Business and Professional Speech	3
Word Processing II.....	3	Word Processing III.....	3
Business Writing.....	3	Office Procedures and Admin.....	3
Physical Education Activity.....	1	National Government.....	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
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
Psychology 1001	1
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
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
Psychology 1001	1
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 Writing	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. An optional Certificate program in Legal Assistance, for those with significant educational or work experience, is outlined on page 87. 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 60 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
Physical Education activity course or varsity sport ²	1
Political Science 2013 only	3
Psychology 1001	1
LEGAL ASSISTANT MAJOR CORE	20 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 Advanced Substantive Law	3
LAP 2073 Legal Research and Writing	3
LAP 2802 Internship	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)	10 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
Legal Research and Writing.....	3
Personal Choices and Responsibility.....	1
	<u>15</u>

Third Semester	
Hebrew History I.....	2
Business and Professional Speech.....	3
Typing II.....	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
Electives.....	6
	<u>17</u>

Fourth Semester	
Hebrew History II.....	2
Real Estate Transactions.....	3
Advanced Substantive Law.....	3
Internship.....	2
Word Processing I.....	3
Legal Office Procedures and Adm.....	3
	<u>16</u>

Child Care Major. If you wish to receive training to be a child care worker in a day care center, nursery school, or home setting, you may pursue an Associate in Applied Science degree with a major in Child Care. The program includes studies in child development, first aid, nutrition, and food preparation, in addition to the A.A.S. general education core courses and Bible. If you plan to pursue a Bachelor's degree, you should complete an Associate in Arts or Associate in Science degree at MCC. The Early Childhood major described on page 70 provides the coursework required by Michigan and most states to direct a licensed day care center, as well as a foundation for transfer into most Bachelor degree programs.

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

GENERAL EDUCATION CORE	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
Physical Education activity course or varsity sport ²	1
Political Science 2013 or 2023	3
Psychology 1001	1
CHILD CARE MAJOR CORE	22 credit hours
EDH 2002 First Aid	2
EHS 2113 Literature for Children	3
EHS 2213 Child Development	3
EHS 2313 Early Childhood Education	3
EHS 2513 Day Care Administration	3
EHS 2802 Internship	2
HFL 2333 Nutrition	3
SOC 2453 Marriage and the Family	3
SUPPORT COURSES	6 credit hours
BIO 1013 Biological Science ³	3
MAT 1113 or above (1173, 1203 or 1324 recommended) ⁴	3
ELECTIVES	14 credit hours
Courses meeting A.A. requirements and additional EHS, PSY, and/or SOC recommended.	
TOTAL FOR A.A.S. IN CHILD CARE	64 credit hours

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

² 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 25 (enhanced) or above.

Suggested program for an A.A.S. in Child Care:

First Semester

New Testament Survey I.....	2
Biological Science	3
Child Development.....	3
Composition II.....	3
Physical Education Activity.....	1
Personal Choices and Responsibility	1
Electives.....	3
	<u>16</u>

Second Semester

New Testament Survey II.....	2
Early Childhood Education.....	3
Composition III.....	3
Nutrition	3
Math Fundamentals.....	3
Electives.....	2
	<u>16</u>

Third Semester

Hebrew History I.....	2
Human Communication.....	3
First Aid	2
Day Care Administration	3
National Government.....	3
Electives.....	3
	<u>16</u>

Fourth Semester

Hebrew History II.....	2
Literature for Children.....	3
Internship	2
Marriage and the Family	3
Electives.....	6
	<u>16</u>



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
Psychology 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.....	New Testament Survey II.....
Human Communication.....	College Composition II.....
College Composition I.....	Math Fundamentals.....
Personal Choices and Responsibility	Physical Education Activity
Electives	Electives
<u>15</u>	<u>15</u>
Third Semester	Fourth Semester
Old Testament Survey I.....	Old Testament Survey II.....
College Composition III	History Sequence.....
History Sequence.....	Physical Education Activity
Humanities	Humanities
Electives	Electives
<u>15</u>	<u>15</u>

CERTIFICATE IN LEGAL ASSISTANCE

If you have either studied at the college level or had significant work experience, you may enter a one-year course of study to prepare for employment as a Legal Assistant. Admission to this program is based upon your age, education, work experience, maturity, and family situation. The Program Director and/or the Academic Dean must interview each applicant. Skill tests may be required to determine your abilities. Only students admitted to this program are eligible to receive the certificate. Although it is possible to pursue the program on a part-time basis, you are strongly encouraged to complete the program in two semesters.

Specific requirements for a Certificate in Legal Assistance are:

BIBLE.....	4 credit hours
Bible 1212 and 1222	4
LEGAL ASSISTANT CORE.....	17 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 or	
LAP 2043 Criminal Law and Procedure	3
LAP 2053 Advanced Substantive Law.....	3
LAP 2073 Legal Research and Writing	3
LAP 2802 Internship.....	2
SUPPORT COURSES.....	12 credit hours
BUS 1103 Practical Accounting ¹	3
OIS 1113 Typing II ²	3
OIS 2243 Word Processing I ²	3
OIS 2723 Legal Office Procedures and Administration	3
TOTAL FOR CERTIFICATE IN LEGAL ASSISTANCE.....	33 credit hours

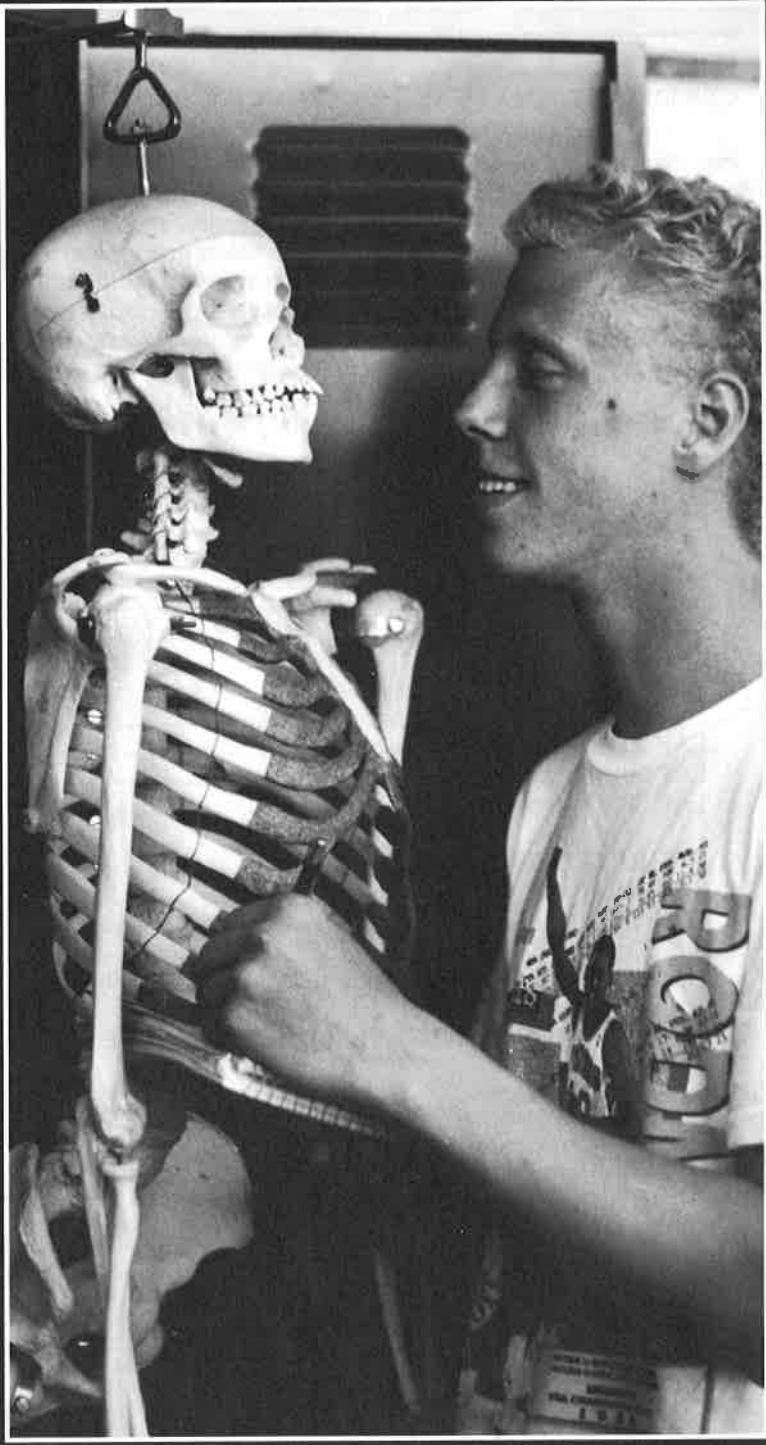
¹ Students with a strong math background or accounting experience may take BUS 2113.

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

Suggested program for a Certificate in Legal Assistance:

First Semester	Second Semester
New Testament Survey I.....	New Testament Survey II
Torts	Practical Accounting
Contracts and Commercial Sales	Real Estate or Criminal Law
Intro. to American Legal System.....	Advanced Substantive Law
Legal Research and Writing.....	Word Processing I
Internship	Legal Office Procedures and Adm.
Typing II	
<u>3</u>	<u>3</u>
16	17

Curriculum Information



COURSE NUMBERING

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



INDEPENDENT STUDY

Occasionally an instructor offers a course by independent study. While such courses do not meet on a structured basis, they include regular meetings with the instructor. Such courses do not fulfill general education requirements unless approved by the Academic Dean. They can be taken for one, two, or three credits with a maximum of six counting toward the 64 credits required for the Associate degree. Independent study course numbers are 1991, 1992, 1993, 2991, 2992, 2993, 3991, 3992, 3993, 4991, 4992, and 4993. Grades in independent study courses are shown with A, B, C, D, F. To be eligible for independent study courses you must not be on academic alert, must not be in the first term of the Three-Two Plan, and must have permission of the instructor and Academic Dean.

SPECIAL COURSES

Often instructors offer special courses based upon student interest and upon course approval by the Academic Dean. These courses meet regular hours just as other courses do. If you meet the 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.

CONTINUING EDUCATION

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

ART

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

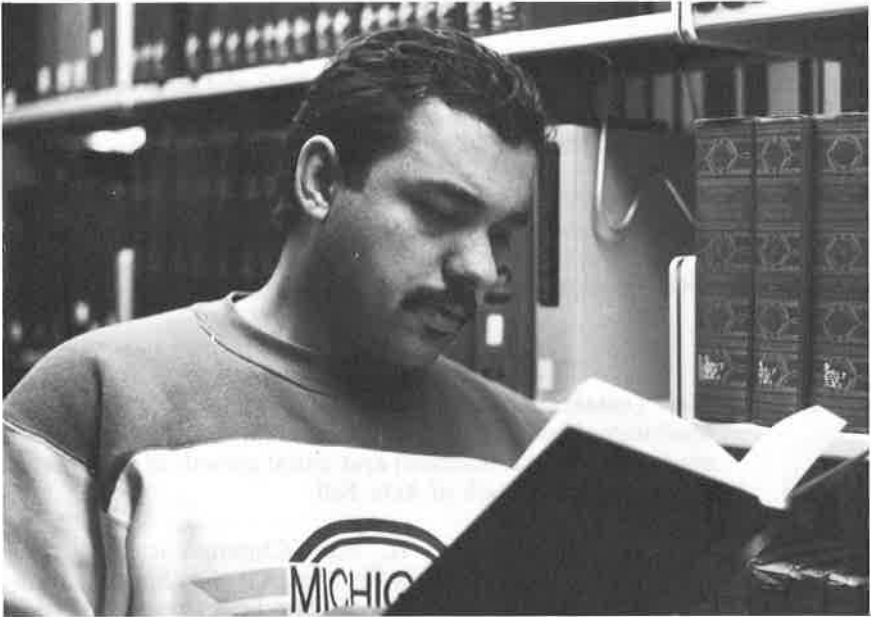
BIBLE

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

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

TEXTUAL

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



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

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

DOCTRINAL

- BIB 3813** **American Religions.** Major denominations, sects, and cults of modern America with attention to their unique American historical, social, cultural, and theological contexts.
- BIB 3823** **World Religions.** A survey of the major religious movements around the world, such as Buddhism, Hinduism, Confucianism, Shintoism, and Islam.
- BIB 3893** **Christian Apologetics.** A critical examination of the philosophical and rational bases of Christian belief.
- BIB 3983** **Biblical Interpretation.** Textual, historical, and linguistic knowledge and skills united with sound hermeneutical principles to develop proficiency in logical interpretation of scriptures. For Counseling majors. Spring.
- BIB 3993** **Biblical Interpretation.** Same as BIB 3983. For Biblical Studies and Ministry majors. Prerequisite: GRE 1103 or 1214.
- BIB 4933** **Christian Ethics.** Current social issues and the Biblical response to each. Topics include marriage, divorce, abortion, euthanasia, substance abuse, birth control, human sexuality, ethnic relations, and professional ethical questions. Open only to upper division majors. Same as BUS 3833.
- BIB 4963** **Systematic Christian Doctrine.** A Biblical and historical study of the doctrines of God, Christ, the Holy Spirit, creation, man, revelation, eschatology, and related topics. Corequisite: B.R.E. senior standing. Fall.

HISTORICAL

- BIB 3713** **Survey of Church History I.** Church history from the close of the apostolic age through the Protestant Reformation. Prerequisites: HIS 1313 and 1323. Same as HIS 3713.
- BIB 3723** **Survey of Church History II.** History of Christianity from the Reformation to the modern age. Prerequisites: HIS 1313 and 1323. Same as HIS 3723.
- BIB 3733** **History of the Restoration Movement.** A survey of the American Restoration Movement from its early beginnings to the present time. Focus given to the ideals of the movement and the causes of division within the movement.

- BIB 3743** **History and Formation of the Bible.** Survey of the important biblical texts and manuscripts, early translations of the Bible, and development of the English Bible from the times of Wycliff to the twentieth century.
- BIB 4713** **History and Literature of the Intertestamental Era.** An historical, political, cultural, and theological survey of early Judaism in the Hellenistic and early Roman periods and the body of literature produced during that time.
- BIB 4723** **Biblical Archaeology.** Archaeology as it has been applied to the study of the history, culture, lands, and people of the biblical periods. Same as HIS 3753.

PRACTICAL

- BIB 1401** **Christian Ministries Workshop.** Field trips to congregations to do personal evangelism, teach special Bible programs, advertise gospel meetings, or assist in service projects. Four weekends per semester. Does not satisfy semester Bible requirement. Fall, Spring.
- BIB 2401** **Mission Outreach Workshop.** Extended work with a congregation during spring break to set up, advertise, and carry out special programs of service and teaching. Does not satisfy semester Bible requirement. Spring.
- BIB 2453** **Christian Family.** A Christian analysis of marriage and family living, including marriage preparation, marital adjustments, child rearing, in-law and extended family relationships, financial planning, and religion. Same as SOC 2453. Spring.
- BIB 3103** **Biblical Foundations for Counseling.** A study of biblical texts significant for understanding Christian counseling. Emphasis on passages describing the relational nature and needs of man. Prerequisite: BIB 1212, 1222, 2112, and PSY 2223. Same as PSY 3103. Fall.
- BIB 3303** **Christian Woman.** The Christian woman as an individual, a wife, a mother, and a servant of the Lord in the context of the local congregation.
- BIB 3313** **Minister and His Work.** Focus on the theology and work of the ministry, as well as the minister's relationship with the church, the community, and his family.

- BIB 3323** **Introduction to Preaching.** Pulpit, classroom, and group methods of communicating the gospel. Attention to materials, methods of preparation, and sermon construction according to types of sermons. Prerequisite: COM 1013 or 1023. Same as COM 3323.
- BIB 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 educational program of the local church including teacher training, curriculum, organization, and special programs like Vacation Bible School.
- BIB 3533** **Principles of Teaching.** Principles and methods of effective teaching. Designed to help classroom teachers of all groups improve their instructional skills. Same as COM 3533.
- BIB 4371** **Internship.** Activities for credit include preaching, religious education, youth work, and personal evangelism. Includes written reports of field activity. Supervising faculty member may allow a temporary incomplete grade. Prerequisite: Permission of instructor. Summer and On Demand.
- BIB 4372** **Internship.** Two credit-hour version of BIB 4371. Summer and On Demand.
- BIB 4373** **Internship.** 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.

BIOLOGY

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



BUSINESS

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

- BUS 1013 Introduction To Business.** Orientation to business enterprises highlighting organization, finances, marketing, management, and human resources. Helps students decide the area in which to specialize. Fall.
- BUS 1103 Practical Accounting.** Basic accounting principles and procedures. Recording transactions, cycle completion, preparing statements, worksheets, and payroll. No credit after BUS 2113. Prerequisite: MAT 1001 or equivalent. Spring.
- BUS 2113 Accounting I.** Elementary accounting theory, practice, and simple analysis; applications to single proprietorships. Prerequisite: MAT 1203 or equivalent placement. Fall.
- BUS 2123 Accounting II.** A continuation of accounting theory with applications to partnerships and corporations. Managerial accounting, especially standard cost systems for manufacturing concerns. Prerequisite: BUS 2113. Spring.
- BUS 2453 Macroeconomics.** General workings of the economy and its major subdivisions. Includes the free enterprise system, monetary and fiscal policy, and international trade. Fall.
- BUS 2463 Microeconomics.** Economic units of a free market. Consumer behavior and demand theory, utility and indifference analysis, industrial structures, pricing and output of goods and services, resource employment and pricing. Spring.



- BUS 2841 Business Workshop.** Opportunities for participation in team intercollegiate competition and practical business experiences. Activities in all phases of business made available in a hands-on setting. Projects developed encompass free enterprise, community service, and partnership with business. Fall, Spring.
- BUS 3133 Cost Accounting.** Introduction to the managerial tool of standard cost accounting systems, emphasizing the role of the managerial accountant in organizations. Includes 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. Fall.
- BUS 3153 Taxation I.** Federal tax structure and current federal tax laws, including techniques of preparing annual and quarterly tax returns for individuals and sole proprietorships. Concepts of tax planning, partnership returns, corporate returns, including S corporations, accounting for tax liabilities, and the tax effects of changing organizational forms are introduced. Prerequisite: BUS 2123. 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. Fall.
- BUS 3303 Business Writing.** 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. Fall.
- BUS 3333 Legal Environment of Business.** 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. Fall.
- BUS 3423 Money, Credit, and Banking.** Nature and function of money. Organizational framework of a national financial system and its impact on the economy. Also covers the Federal Reserve System, scope and impact of money and capital markets, and effects of deregulation. Structure of the commercial banking system and growing importance of other financial institutions explored. Prerequisite: BUS 3213. Fall.

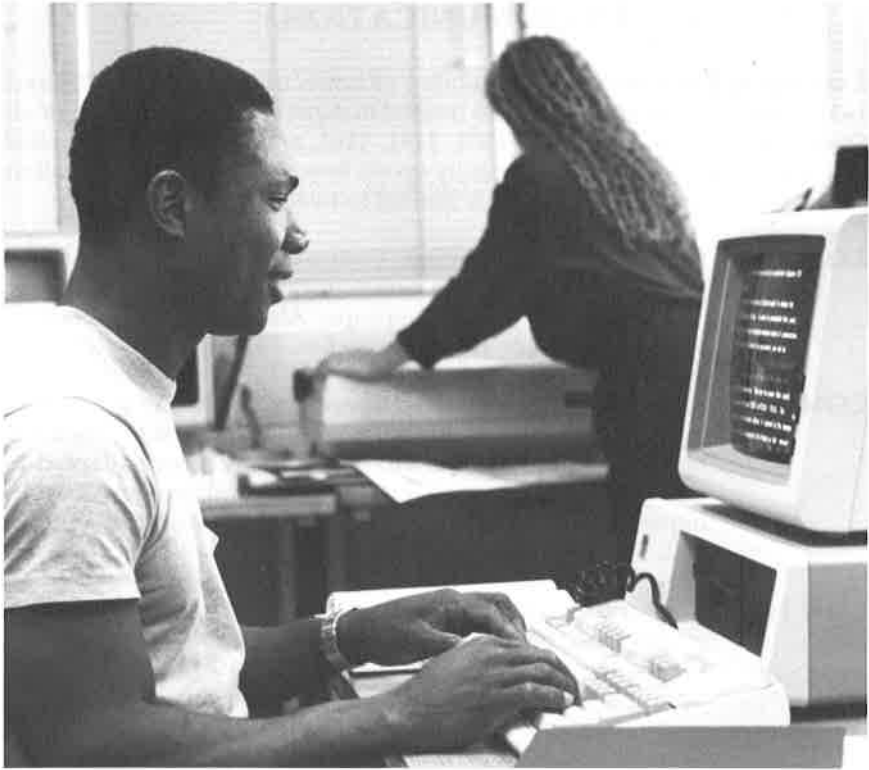
- BUS 3513 Marketing Theory and Practice.** The marketing system (structure, functions, strategies, and problem-solving) from the viewpoints of the consumer and the marketing manager, based upon sound economic and business principles. Prerequisite: BUS 2463 or 2453. Courses in PSY or SOC recommended. 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. Courses in PSY or SOC recommended. 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 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. With sufficient demand.
- BUS 3833 Christian Business Ethics.** The ethical teachings of the Bible as applied to the field of business. Includes a study of Biblical passages related to business conduct, corporate ethics, individual ethics, and the mutual responsibilities of employers and employees. Open only to junior business majors. Approved substitute that meets the Bible semester requirement. Same as BIB 4933. Alternate years, Spring 1992.
- BUS 3883 Internship.** Prerequisite: Junior status or sophomore standing and a declaration of a major area within the A.A.S. degree. On Demand.

CHEMISTRY

- CHE 1211** **Introductory Chemistry I Lab.** Fall.
- CHE 1213** **Introductory Chemistry I.** Introduction to some of the basic concepts and applications of inorganic chemistry. Primarily designed for students in pre-nursing, allied health, and home economics programs. Prerequisite: MAT 1203 or equivalent score on the MCC Math Placement Test. Corequisite: CHE 1211. Fall.
- CHE 1221** **Introductory Chemistry II Lab.** Spring.
- CHE 1223** **Introductory Chemistry II.** A survey of organic and biochemistry. Includes the major organic functional groups, carbohydrates, lipids, proteins, nucleic acids, and metabolism. Prerequisite: CHE 1213 and MAT 1203 or above. Corequisite: CHE 1221. Spring.
- CHE 1511** **College Chemistry I Lab.** Fall.
- CHE 1513** **College Chemistry I.** Theoretical and quantitative principles, including stoichiometry, atomic and molecular structure, gas laws, thermochemistry, solutions. Corequisites: CHE 1511 and MAT 1233. Fall.
- CHE 1521** **College Chemistry II Lab.** Includes an introduction to qualitative analysis. Spring.
- CHE 1523** **College Chemistry II.** A continuation of CHE 1513. Includes equilibria, kinetics, acids and bases, redox reactions, coordination compounds, and nuclear chemistry. Prerequisites: Grade of C or better in both CHE 1513 and 1511 and MAT 1233 or above. Corequisite: CHE 1521. Spring.
- CHE 2514** **Organic Chemistry I.** An integrated approach to structure, reactions, mechanism, and synthesis in organic chemistry. Three hours lecture and four hours laboratory per week. Prerequisites: CHE 1523 and 1521. Fall, with sufficient demand.
- CHE 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. 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. Designed specifically for students with no previous instruction in typewriting. May be waived by a proficiency test. Fall.
- CIS 1013** **Introduction to Computer Systems.** An introduction to the concepts of computer systems 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. Spring.
- CIS 1123** **BASIC Programming.** Structured programming in the BASIC computer language for business and non-business applications. Program assignments apply programming skills to solving both business and scientific problems. Students introduced to Wang VS mainframe and IBM XT operating environments. Prerequisite: CIS 1013 or CIS/MAT 1324. Co-/Prerequisite: MAT 1203. On Demand.
- 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 recommended for education majors. Prerequisite: MAT 1002 or equivalent. Same as MAT 1324. Fall.
- CIS 1333** **FORTRAN for Engineers.** An introduction to the programming of computers for scientific problem-solving using the FORTRAN programming language. Specifically designed to meet one of the core requirements of engineering majors. Prerequisite: MAT 1203, 1233, or above. Same as EGR 1333. On Demand.
- CIS 2113** **PASCAL Programming.** Narrative algorithms including mathematical symbolism, flowcharts, and computer programs. Algorithms developed for numerical calculations, character manipulation, and sorting. PASCAL programming language covered with attention to special features of that particular computer programming language. Prerequisite: CIS 1123. On Demand.



- CIS 2123** **COBOL I.** Students code business data processing programs using a structured, top-down approach to systems, program flowcharts, and pseudocode. Project programs include file processing, loop control, tables, and sub-routines. Prerequisite: CIS 1123. On Demand.
- CIS 2133** **COBOL II.** Various projects including sequential, indexed sequential, and random processing. Also includes real time program entry, debugging, and testing. Prerequisite: CIS 2123. On Demand.
- CIS 3443** **Systems Analysis Methods.** The system development life cycle with emphasis on techniques and tools of system documentation and logical system specification. Prerequisite: CIS 1123. Formerly CIS 2713. On Demand.
- CIS 3453** **Structured Systems Analysis and Design.** Advanced coverage of the strategies and techniques of structured systems development. Prerequisite: CIS 2123 and 3443. Formerly CIS 2723. On Demand.

COMMUNICATION

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

- COM 1013 Introduction to Human Communication.** Theory and practice in a variety of communication contexts, including interpersonal and small groups. Also includes practice in organizing and delivering speeches. Fall, Spring.
- COM 1023 Business and Professional Speech.** Designed to apply communication theory to the solving of business or professional interpersonal problems. Stresses systems theory adapted to organizational structure, interviewing, and conference techniques, as well as public speaking in professional settings. Fall, Spring.
- COM 1411 Stagecraft.** Laboratory experience in technical theatre. Includes work related to an MCC Theatre production and/or Celebration in Song. May require up to 75 hours of work. Spring and On Demand.
- COM 1421 Theatre Workshop.** Laboratory experience in acting. May include participation in an MCC Theatre production. May require up to 75 hours of work. Fall and On Demand.
- COM 1431 Theatre Production.** Students may earn one hour of credit each semester for participation in the Pied Pipers, an improvisational theatre troupe. Membership by audition only. Prerequisite: Permission of Pied Piper director. Fall, Spring.
- COM 2013 Film Appreciation.** An introduction to the art of film. Topics include film making, early history of the industry, genres, and Christian ethics as it relates to the modern film. Same as HUM 2013. Spring.
- COM 2313 Oral Interpretation of Literature.** Instruction and practice in analysis and oral presentation of various literary genres, including essay, scripture, prose, children's literature, and drama. Fall 1991.
- COM 3313 Oral Interpretation of Literature.** Same as COM 2313 with additional requirements for upper division credit. Fall 1991.

- COM 3323 Introduction to Preaching.** Pulpit, classroom, and group methods of communicating the gospel. Attention to materials, methods of preparation, and sermon construction according to types of sermons. Prerequisite: COM 1013 or 1023. Same as BIB 3323.
- COM 3533 Principles of Teaching.** Designed to help classroom teachers of all groups improve instructional skills. Same as BIB 3533. Alternate years, Fall 1992.

EDUCATION

HEALTH EDUCATION

- EDH 2002 First Aid.** Identifies, defines, and explains the American Red Cross Standard and Advanced First Aid Procedures in order to pass a written and practical examination for Red Cross Certification. Fall.
- EDH 2003 Personal and Community Health and Safety.** Personal, school, and community health programs. Required for some education majors at some senior colleges. Spring.



EDUCATIONAL METHODS

- EDM 1173 Elementary Teachers' Math Fundamentals.** Similar content to MAT 1113 with emphasis on teaching methods to meet the needs of the elementary student. Same as MAT 1173. Spring.
- EDM 3213 Art for the Elementary Teacher.** Art techniques, materials, and methods appropriate for the elementary classroom. On Demand.

EDUCATIONAL SKILLS (See limits on page 63)

- EDS 1001 How To Succeed In College.** Development of a variety of student skills necessary for success in college including such topics as note taking, how to study, and purposes of college. 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. Spring, with sufficient demand.
- EDS 1113 Basic Reading Techniques.** Paired reading course offered in conjunction with New Testament Survey I to improve comprehension, fluency, word analysis, and vocabulary. Required of students with 14 (enhanced) or below in Reading on ACT. Corequisite: BIB 1112. Fall.
- EDS 1121 Reading Skills Workshop.** Paired reading course to provide support for comprehension, fluency, word analysis, and vocabulary in a related content course. Spring.

EDUCATION AND HUMAN SERVICES

- EHS 2113 Literature for Children.** A survey of the history and major genres of children's literature designed to prepare the student to evaluate children's literature critically, and to select and use quality literature effectively with children. Alternate years, Spring 1993.
- EHS 2213 Child Development.** Theory and principles of child development from birth to puberty. Includes maturational processes, intelligence, motivation, identity development, family context, and parenting. Fall.



- EHS 2313 Early Childhood Education.** The cognitive development of children from infancy through early childhood examined and applied to the use of space, materials, and personnel in providing a child with an optimal learning environment in different group settings. Students observe one morning per week in a child care center. Prerequisite: EHS 2213. Spring.
- EHS 2513 Day Care Administration.** Principles of human development applied to the operation of an early childhood program. Relationships with staff, parents, and regulating agencies discussed. Students survey policies of various centers and develop their own programs as a final project. Prerequisite: EHS 2313 or permission of instructor. Fall.
- EHS 2802 Internship.** A minimum of 150 hours of supervised child care in nursery school, day care, or home settings. Pre/Corequisites: all other courses required for Early Childhood or Child Care major and permission of instructor. Spring, Summer.

ENGLISH

- ENG 0993** **English Communication Skills.** Emphasizes written and spoken English with extensive practice in vocabulary and idioms of the American-English language and in word usage and sentence structure. Required for those with 9 (enhanced) or below in English on ACT and of those whose primary language is not English. Fall, Spring.
- 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 16-17 (enhanced) in English. Required for those with 10-15 (enhanced) or below in English on ACT or prerequisite: C or better in ENG 0993. Fall, Spring.
- ENG 1113** **College Composition II.** Extensive work in writing and revising expository papers and documented reports. Students read and analyze selected essays and articles. A grade of A or B is required to demonstrate proficiency in English skills sufficient to earn a Bachelor's degree at MCC. Other four-year institutions have a similar requirement. Prerequisite: English ACT of 16 (enhanced) or above or grade of C or better in ENG 1003. Fall, Spring.
- ENG 1113** **English Composition II Advanced.** Extensive work in writing and revising expository papers and documented reports. Students read and analyze selected essays and articles. Prerequisite: ACT 23-26 (enhanced). Fall.
- ENG 1123** **College Composition III.** Writing of critical essays and research papers, while introducing imaginative literature. Prerequisite: Grade of C or better in ENG 1113. 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 27 (enhanced) or above. Fall.
- ENG 1423** **Honors Composition III.** Writing of critical essays and research papers, while introducing imaginative literature to honors students. May be substituted for ENG 1123 in all programs. Prerequisite: ENG 1113 or 1413 and English ACT of 27 (enhanced) or above. Spring.

- ENG 2213 English Literature I.** British literature from Beowulf through Johnson. Generally closed to freshmen. Prerequisite: ENG 1123 or permission of instructor. Alternate years, Fall 1991.
- ENG 2223 English Literature II.** British literature from Blake to present. Generally closed to freshmen. Prerequisite: ENG 1123 or permission of instructor. Alternate years, Spring 1992.
- ENG 2313 American Literature Survey.** A survey of works of major authors. Prerequisite: ENG 1123 or permission of instructor. Alternate years, Fall 1992.
- ENG 2413 World Literature Survey.** A survey of selected major world literary masterpieces. Prerequisite: ENG 1123 or permission of instructor. Alternate years, Spring 1993.
- ENG 3413 Literature for Children.** Evaluating children's literature critically; understanding its history; and assessing the needs and developmental levels of children in selecting and using quality literature effectively. Does not meet major or minor requirements for most English majors. Prerequisite: Sophomore standing or permission of instructor. Alternate years, Spring 1993.



FRENCH

- FRE 1214** **Elementary French and French Culture I.** Basic construction and vocabulary with practice in speaking, reading, and writing. Reading material based on French culture. Up to 3 hours of foreign language may be accepted as humanities in A.A. program. Alternate years, Fall 1991.
- FRE 1224** **Elementary French and French Culture II.** Completion of fundamental constructions and vocabulary, with emphasis on the spoken language and French culture. Up to 3 hours of foreign language may be accepted as humanities in A.A. program. Prerequisite: FRE 1214 or three semesters of high school French. Alternate years, Spring 1992.

GREEK

- GRE 1103** **Greek Studies I.** Specifically designed to develop an understanding of the Greek language sufficient to enable a student to use Bible helps to study the New Testament in its original language. May not be taken after, nor replace GRE 1214, 1224. Fall or Spring.
- GRE 1214** **Elementary Greek I.** An introductory course in the elements of Koine Greek. Particular attention to the importance and function of the Greek language as used in the New Testament. Required of Biblical Studies and Composite Biblical Studies majors. Fall.
- GRE 1224** **Elementary Greek II.** A continuation of GRE 1214, including selected New Testament readings and review of Greek grammar and syntax. Prerequisite: GRE 1214. Spring.
- GRE 3314** **Intermediate Greek Grammar.** A continuation of GRE 1224 emphasizing various difficult constructions found in the Greek New Testament. Prerequisite: GRE 1224. Formerly GRE 2234. Fall.
- GRE 3413** **Advanced Greek Readings I.** Selected readings from the Greek New Testament. Prerequisite: GRE 3314. Formerly GRE 3313. On Demand.
- GRE 3423** **Advanced Greek Readings II.** Selected readings from the Greek New Testament. Prerequisite: GRE 3314. Formerly GRE 3323. On Demand.



HEBREW

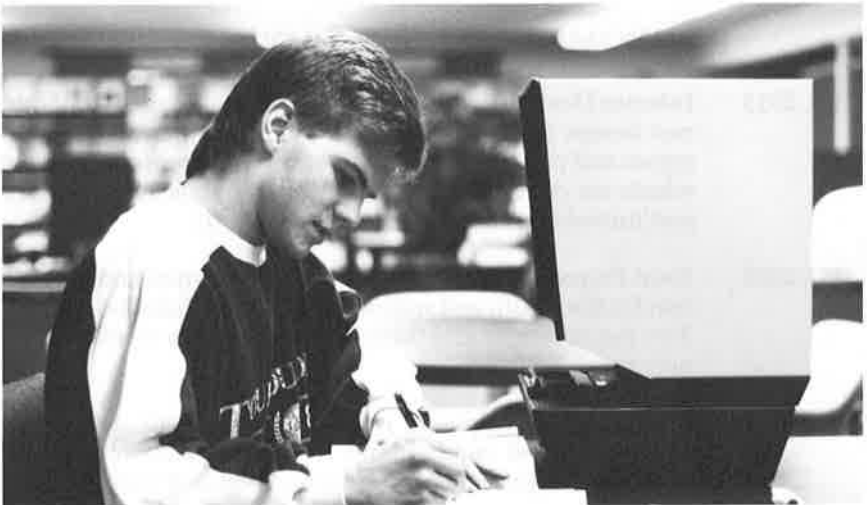
- HEB 1214** **Elementary Hebrew I.** An introduction to the language of the Old Testament. Emphasis on the basic principles of the language and the grammatical skills and vocabulary necessary to translate from the Bible. On Demand.
- HEB 1224** **Elementary Hebrew II.** A continuation of HEB 1214 with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

HOME AND FAMILY LIVING

- HFL 2013** **Interior Design.** Aesthetic and functional properties of interior design for the home environment. Application of elements and principles of design and color in projects, many of which are concerned with architectural styles, house plans, and furnishings. Alternate years, Fall 1991.
- HFL 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. Alternate years, Fall 1991.
- HFL 2333** **Nutrition.** Principles of normal nutrition and metabolism, food values and requirements for maintenance and growth, with applications for the home economics and health occupations major. Prerequisite: BIO 1013 or BIO 2114 or permission of instructor. Spring.

HISTORY

- HIS 1313** **Survey of Western Civilization I.** A survey of political, economic, social, religious, intellectual, and aesthetic elements in the background of present-day Western civilizations from the beginning of historic times through the Renaissance and Reformation. HIS 1313/1323 required for Biblical Studies and Christian Ministry majors. Fall.
- HIS 1323** **Survey of Western Civilization II.** A survey of the rise of modern nations, the Enlightenment, the era of revolution, the emergence of the modern world, the emerging nationalism, the import of democratic and totalitarian ideologies, and the present world. Spring.
- HIS 1413** **Honors Western Civilization I.** Honors seminar surveying the aesthetic, economic, intellectual, political, religious, and social developments leading to present-day Western civilizations from the beginning of historic times through the Renaissance and Reformation. May be substituted for HIS 1313 in B.R.E. and A.A. programs. Prerequisite: Social Studies ACT of 24 (enhanced) or above. Fall.
- HIS 1503** **American History Survey.** A survey of American history from colonization to modern times. Must be taken with HIS 1323 to satisfy A.A. requirements. Combination will satisfy teacher certification requirements at some schools. May not be taken for credit after HIS 2513 or 2523. Fall.



- HIS 2112 Hebrew History I.** History of ancient Israel from the creation to the fall of the Judean monarchy as revealed in the Old Testament books of Genesis through II Kings. Same as BIB 2112. Fall.
- HIS 2122 Hebrew History II.** Poetic and prophetic literature as revealed in the books of Ezra through Malachi, including the historical setting of each book. Same as BIB 2122. Spring.
- HIS 2513 United States History I.** A survey of American history from colonization through the end of the Reconstruction Period. Emphasis on the European heritage, conditions during the colonial period, the American Revolution, emergence of democracy, westward expansion, rise of sectionalism, and the Civil War. HIS 2513/2523 recommended for students seeking teacher certification. Fall.
- HIS 2523 United States History II.** Post-Civil War political, economic, social, and diplomatic developments from 1877. Focuses on the emergence of the United States as a leading industrial power, the nation's rise to world leadership, and recent developments. Spring.
- HIS 3533 Honors Seminar in Modern American History.** A study of American history and governmental 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 24 (enhanced) or above. Spring.
- HIS 3713 Survey of Church History I.** Church history from the close of the apostolic age through the Protestant Reformation. Prerequisite: HIS 1313, 1323. Same as BIB 3713.
- HIS 3723 Survey of Church History II.** History of Christianity from the Reformation to the modern age. Prerequisites: HIS 1313, 1323. Same as BIB 3723.
- HIS 3743 Development of Western Thought.** Western thought's historical development from ancient to modern times. Prerequisite: HIS 1313, 1323. On Demand.
- HIS 3753 History of Ancient Civilizations.** An introduction to the scientific discipline of archaeology as it has been applied to the study of the history, culture, lands, and people of the biblical periods. Same as BIB 4083.



HUMANITIES

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

LEGAL ASSISTANCE

- LAP 2011** **Torts.** Examination of the various elements of intentional torts; 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. 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. Special attention given to contract law in the Great Lakes region. Topics include statutes of frauds, the parole evidence rule, and assignment and delegation. Case law approach used. Corequisite: LAP 2011. 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 both current and landmark cases. Same as POS 2023. 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. Alternate years, Spring 1993.
- LAP 2043** **Criminal Law and Procedure.** The elements of substantive criminal law and defenses. Such topics as the laws regarding arrest, and searches and seizures examined from both the constitutional and practical perspectives. Alternate years, Spring 1992.
- LAP 2053** **Advanced Substantive Law.** Role of the Legal Assistant in a civil lawsuit and in the probate of a decedent's estate. Students prepare pleadings and Michigan probate forms and draft simple wills. Prerequisites: LAP 2011, 2012, 2023, and 2073. Formerly LAP 2053 and LAP 2063. Spring.
- 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. Fall.
- LAP 2802** **Internship.** 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. 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. 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. 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. Same as EDM/MAT 1173. 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 and MAT 1113. Spring.
- MAT 1203 Intermediate Algebra.** Topics of MAT 1002 plus simultaneous solutions of equations, rational expressions, graphing, quadratic equations, and inequalities. Prerequisite: C or better in MAT 1002 or appropriate placement. Fall, Spring.
- MAT 1232 Trigonometry.** Trigonometric functions, identities, and equations. Prerequisite: C or better in Math 1203 or Math ACT of 24 (enhanced). Fall.
- MAT 1233 College Algebra.** Exponential, logarithmic, composite, and inverse functions, inequalities, relations, graphs, conic sections, equations systems, and sequences. Prerequisite: C or better in Math 1203 or Math ACT of 24 (enhanced). Fall.
- MAT 1235 Pre-Calculus.** Combines subjects of Trigonometry (MAT 1232) and College Algebra (MAT 1233). Prerequisite: C or better in Math 1203 or Math ACT of 24 (enhanced). 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 25 (enhanced) or above and sufficient high school math preparation (three years of high school math including a course in calculus or math analysis with a grade of A or B), or a grade of C in MAT 1235. Spring.
- MAT 1254** **Calculus and Analytic Geometry II.** A continuation of MAT 1245, including methods of integration, definite integrals, improper integrals, conic sections, and polar coordinates. Prerequisite: MAT 1245. Fall.
- MAT 1324** **Business Mathematics on Computers.** Computer-based systems and financial mathematics including historical development, terminology; elements of computer systems; application programming; microcomputers and software for WP, DBMS, and statistics; and advanced spreadsheets. Not for education majors. Prerequisite: MAT 1002. Same as CIS 1324. 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, differential equations. Prerequisite: MAT 1254. 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 of 25 (enhanced) or above. 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 of 25 (enhanced) or above. On Demand.
- MAT 3303** **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 1203 or 2343. Same as PSY 3303. Alternate years, Spring 1992.

MUSIC

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

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

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

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



- MUS 1211 Ear Training IA.** Sight singing and dictation based upon the diatonic harmonies of major and minor keys. Corequisite: MUS 1213. Fall.
- MUS 1213 Theory IA.** A study of the basic principles of diatonic chord progression and four-part writing. Corequisite: MUS 1211. Fall.
- MUS 1221 Ear Training IB.** A continuation of MUS 1211. Corequisite: MUS 1223. Spring.
- MUS 1223 Theory IB.** A continuation of MUS 1213 with additional four-part writing. Prerequisite: MUS 1213. Corequisite: MUS 1221. Spring.
- MUS 1332 Songleading and Worship.** Designed to familiarize student with the musical aspect of church worship through knowledge of church music and various songleading techniques. On Demand.
- MUS 2003 Music Appreciation.** A study of the elements, forms, styles, and history of music in western cultures with a special emphasis on good listening skills. Often includes professional concerts in Detroit area. Fall, Spring.
- MUS 2014 Music Literature.** An overview of the classic works by master composers from major eras of western music history. Incorporating the topics of MUS 2003, this course is designed primarily for those planning to major or minor in music. On Demand.
- MUS 2231 Ear Training IIA.** Advanced sight-singing and dictation based upon diatonic and chromatic harmonies of major and minor keys. Prerequisites: MUS 1221 and 1223. Corequisite: MUS 2233. On Demand.
- MUS 2233 Theory IIA.** Advanced studies in four-part writing. Prerequisites: MUS 1221 and 1223. Corequisite: MUS 2231. On Demand.
- MUS 2241 Ear Training IIB.** A continuation of MUS 2231. Pre-requisites: MUS 2231 and 2233. Corequisite: MUS 2243. On Demand.
- MUS 2243 Theory IIB.** A continuation of MUS 2233. Pre-requisites: MUS 2231 and 2233. Corequisite: MUS 2241. On Demand.

OFFICE INFORMATION SYSTEMS

- OIS 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. 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. Spring.
- 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. Alternate years, Spring 1994.
- 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. On Demand.
- 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. On Demand.
- 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. On Demand.
- OIS 2243** **Word Processing I.** Word processing concepts, procedures, terminology, materials, and equipment, including an introduction to machine transcription. Includes experience on text-editing equipment through the production of a variety of documents. Utilizes various input formats including voice dictation, rough draft, handwriting, and previously stored documents. Prerequisite: OIS 1113. Fall.
- OIS 2253** **Word Processing II.** Further skill development in text-editing on three systems: screen-buffered, shared logic, and microcomputer word processing. Each student uses CPT, Wang VS, and IBM systems. Prerequisite: OIS 2243. Spring.



- OIS 2263** **Word Processing III.** Skill development for occupational competence in both word processing and machine transcription. Emphasis on advanced applications. Course includes principles of implementation and management of a word processing center. Prerequisite: OIS 2253. Fall.
- 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. On Demand.
- 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. On Demand.
- OIS 3303** **Business Writing.** 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. Fall.

PHYSICAL EDUCATION

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

Activity Courses. 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 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.

Varsity Sports. Five intercollegiate sports are offered for men and four for women. Each sport includes athletic competition and traveling for away games and meets.

PED 2221 Varsity Baseball. Men. Spring.

PED 2231 Varsity Basketball. Men. Fall.

PED 2271 Varsity Soccer. Men. Fall.

PED 2431 Varsity Basketball. Women. Spring.

PED 2461 Varsity Volleyball. Women. Fall.

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

PED 2641 Varsity Track. Men and Women. Spring.

PED 2651 Varsity Cheerleading. Men and Women. Spring.

PHYSICAL SCIENCE

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



POLITICAL SCIENCE

- POS 2013** **National Government.** A survey of the American national political system. Particular attention paid to the government's interaction with, and impact on, business. Fall, Spring.
- POS 2023** **U.S. Judicial Processes.** Study of both the state and federal courts; the constitution, statutes, and administrative rules as sources of law; jurisdiction and avenues of appeal in both civil and criminal cases. Students read and brief current and landmark cases. Same as LAP 2023. Fall.

PSYCHOLOGY

- PSY 1001** **Personal Choices and Responsibility.** A focus on self-concept, relationships, personal ethics, and planning for success. Fall, Spring.
- PSY 2013** **General Psychology.** An introduction to the study of human behavior, personality, motivation, emotion, intelligence, personal adjustment, and the social and physiological bases of behavior. Spring.
- PSY 2223** **Human Growth and Development.** Personal and social development from conception through death. Emphasis on cognitive development of life. Recommended for education majors. Fall.
- PSY 3103** **Biblical Foundations for Counseling.** A study of biblical texts significant for understanding Christian counseling. Emphasis on passages describing the relational nature and needs of man. Prerequisites: BIB 1212, 1222, 2112, and PSY 2223. Same as BIB 3103. Fall.
- PSY 3203** **Child Development.** Theory and principles of child development from birth to puberty. Includes maturational processes, intelligence, motivation, identity development, family context, and parenting. Prerequisite: PSY 2223. Fall.
- PSY 3213** **Adolescent Development.** Interactive theories of change involved in the growth of the person from puberty to young adulthood. Physiological, intellectual, and social change as affected by the youth's involvement in family, school, community, church, and peers. Prerequisite: PSY 2223. Alternate years, Fall 1991.

- PSY 3223** **Psychology of Adulthood and Aging.** Sources of psychological growth and crisis, changes in intellectual functioning, attitudes towards aging, experience in the family, retirement, needs of the elderly, and death. Prerequisite: PSY 2223. Alternate years, Spring 1994.
- PSY 3303** **Statistics I.** Same as MAT 3303 as described on page 117. Alternate years, Spring 1992.
- PSY 3313** **Tests and Measurements.** Construction, evaluation and standardization, and interpretation of tests of personality, intelligence, ability, achievement, vocational interest, and special attitudes. Prerequisites: MAT 3313 and PSY 2013. Alternate years, Fall 1992.
- PSY 3413** **Early Childhood Education.** The learning environment and curriculum which supports the child's intellectual development. Emphasis on language, art, science, and music activities and development of media and material resources, as well as supportive play activities. Prerequisite: PSY 3203. Fall.
- PSY 3503** **Family Relations.** Theory and principles for understanding family interactions with emphases on systems theory, intergenerational and multigenerational issues, and interactions of the nuclear family with other social groups. Prerequisite: SOC 2453, PSY 2223, and PSY 3103. Alternate years, Spring 1993.
- PSY 3893** **Internship.** Work in settings where the student can observe and eventually be directly involved in the counseling process. In addition to 150 hours of experience, the student must complete a list of readings and written reports. Prerequisite: completion of 15 hours of psychology and sociology courses including PSY 3103. Summer and On Demand.
- PSY 4013** **Theories of Counseling.** Theories and philosophies underlying current counseling practices. Special attention given to helping students develop their own theory and techniques. Prerequisites: PSY 2223 and PSY 3103. Formerly PSY 3013. Alternate years, Spring 1992.
- PSY 4023** **Techniques of Counseling.** Methods of gathering, analyzing, and interpreting case data in counseling. The analysis of dynamics in the counselor-counselee relationship, and interviewing techniques. Prerequisites: PSY 2223 and PSY 3103. Formerly PSY 3023. Alternate years, Spring 1993.

SOCIOLOGY

- SOC 2013** **Introduction to Sociology.** An introduction to the concepts of sociology: the individual human's relationship to society and culture. Fall.
- SOC 2023** **Social Problems.** A study of current social problems confronting American society, their treatment, and their prevention through social planning. Spring.
- SOC 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, financial planning, and religion. Same as BIB 2453. Spring.





College Personnel

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Affiliate Contacts

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 ROB CLARKE Alumni Association President
 SCOTT HINGST Student Body Association President

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DR. MILTON B. FLETCHER	Chancellor
DR. LEONARD C. KNIGHT.....	Academic Dean
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KENT A. HOGGATT	Director of Admissions
MARK B. BRIGGS	Business Services Manager
BRENT MAGNER.....	Director of Church Relations
CANDACE J. CAİN	Dean of Students

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MARSHA BILLS.....	Bookstore Clerk
JIM CALKIN.....	Admissions Counselor
JIM CASÉ.....	Assistant Chef
JAN COE	Administrative Assistant to the Academic Dean
NAN ECKSTEIN	Director of Financial Aid
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CELESTA GREAR.....	Child Development Center Assistant Director
LUCILLE GREEN.....	Bookstore Clerk
DENNIS HALL.....	Computer Center Coordinator
DEBI HOGGATT.....	Child Development Center Director
SCOTT KING.....	Maintenance Assistant
LISA KRONENWETTER.....	Collections Clerk
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KAY MAGNER.....	Cashier
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GARY PALMER	Sup. of Boarding Men, Maintenance Crew Foreman
AMY PENNINGTON.....	Student Services Secretary
CHARLES PRATT.....	Security Guard
BOB RATHBUN	Plant Superintendent
DUWAYNE RATHBUN	Maintenance Technician
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DEBI RUTLEDGE.....	Admissions Secretary
MEARL RYAN.....	Bookstore Clerk
REINHART SCHELERT.....	Associate Dean of Students
LYNNE STEWART	Registrar
DAVID TALLMAN.....	Director of Food Service
BARRY WHEELER.....	Sports Recruiter, Supervisor of Boarding Men

Faculty

- Joe Bentley Assistant Professor of Music
 B.A., Harding University
 M.M.Ed., Northeast Louisiana University
- Vikki Bentley Instructor of English
 B.A., Harding University
 M.Ed., Northeast Louisiana University
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 B.I.A., GMI Engineering and Management Institute
 M.B.A., Vanderbilt University
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M.Th., Trinity Evangelical Divinity School

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M.Ed., Wayne State University



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 M.A., Pepperdine University
 Ph.D., Baylor University
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 J.D., Georgetown University
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 Ph.D., Wayne State University
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 Graduate Studies, Wayne State University
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 B.A., Harding University
 M.S.S., United States Sports Academy

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	Course Changes	42
Academic Progress	34	Course Load	42
Academic Suspension	40	Course Numbering	89
Accounting Major (A.A.S.)	73	Credit by Examination	43
Accreditation	39	Degree Planning	47
Administration	129	Dual Majors	44
Administ. Assistant Major	78	Early Admission	26
Admission	24	Early Childhood Major	70
Advanced Placement	43	Educational Skills Program	63
Application	24	Educational Skills Courses	106
Art Courses	90	Education Courses	105
Assoc. in Appl. Sci. Degree	72	Education Program	59
Assoc. in Arts Degree	57	Employment	33
Assoc. in Science Degree	64	English Courses	108
Athletic Activities	21	Expenses	35
Attendance Policy	40	Extended Business Program	54
Bach. of Rel. Ed. Degree	48	Facilities	15
Bible Class Policy	41	Faculty	130
Bible Courses	91	Family Plan Discount	33
Bible Program	58	Final Examinations	44
Biblical Studies Major	50	Financial Aid	28
Biology Courses	97	Financial Charges	35
Board of Trustees	128	French Courses	110
Business Courses	98	Gen. Bus. Major (A.A.S.)	72
Business Program	59	General Secretarial Major	80
Calendar	136	Grades	44
Cert. in Applied Science	86	Graduation Procedures	47
Cert. in General Studies	86	Grants and Awards	30
Cert. in Legal Assistance	87	Greek Courses	110
Chemistry Courses	101	Guest Student Admission	26
Child Care Major	84	Health Services	22
Christian Ministry Major	50	Hebrew Courses	111
Classification	41	History Courses	112
CLEP	43	History of the College	12
Communication Courses	104	Home & Fam. Liv. Courses	111
C.I.S. Major (A.S.)	69	Home Economics Program	60
C.I.S. Major (A.A.S.)	74	Honors	44
Computer Science Courses	102	Honors Program	56
Computer Science Major (A.S.)	68	Humanities Courses	114
Concurrent Enrollment	41	Incompletes	45
Continuing Education	42	Independent Study	89
Counseling Major	52	International Students	26

Legal Assistant Certificate.....	87	Psychology Courses.....	124
Legal Assistant Courses.....	114	Psychology Program.....	62
Legal Assistant Major	82	Re-admission	26
Legal Secretarial Major.....	81	Reading Courses.....	106
Life Experience Credit	43	Refunds and Credits.....	37
Loans.....	32	Registration	45
Location of the College.....	14	Religious Activities.....	20
Mass Comm. Program	61	Repeating Courses.....	45
Mathematics Courses.....	116	Residence Halls.....	21
Mission of the College	10	Scholarships	29
Music Courses.....	118	Social Activities	19
Music Program.....	61	Social Regulations	22
Natural Science Major	64	Sociology Courses	126
Office Inform. Sys. Courses	120	Sociology Program.....	62
Organizations.....	19	Special Student Status	26
Payment Plans	36	Staff	129
Physical Ed. Courses.....	122	Table of Contents	8
Physical Science Courses	123	Three-Two Plan.....	26
Political Science Courses.....	124	Transcripts.....	45
Pre-Engineering Program	67	Transfer.....	24
Pre-Law Program	60	Veteran's Benefits.....	31
Pre-Nursing Program	67	Withdrawal from College.....	36
Pre-Professional Programs	66	Word Processing Major	76



College Calendar

FALL SEMESTER 1991

New Student Orientation.....	August 31-September 2
Registration	September 2-3
Classes Begin (5:00 p.m.)	September 3
Associates Fall Festival	September 14
Late Registration Closes	September 17
Bible Lectureship	October 6-10
Mid-Term Progress Reports	November 1
Thanksgiving Break	November 28-December 1
Winter Banquet	December 6
Classes End	December 9
Final Examinations	December 10-13
Residence Halls Close (5:00 p.m.)	December 13

SPRING SEMESTER 1992

Residence Halls Open (1:00 p.m.)	January 12
Registration	January 13
Classes Begin.....	January 14
Late Registration Closes	January 27
Homecoming.....	February 1
Celebration Saturday for Grades 7-12.....	February 15
Spring Break.....	March 7-15
Mid-Term Progress Reports.....	March 16
Spring Awards Banquet.....	April 24
Dean's Breakfast for Graduates	April 25
Classes End	April 27
Final Examinations	April 28-May 1
Graduation	May 2
Partnership Dinner XXI	May 2

MAY TERM 1992

Registration and First Day of Classes	May 5
Final Examinations	May 22

Michigan Christian College does not discriminate on the basis of race, color, gender, age, disability, or national or ethnic origin in the execution of its educational program, activities, employment, or admissions policies except where necessitated by specific religious tenets held by the institution and its controlling body. Inquiries regarding compliance with Title IX of the Education Amendments or any other federal equal access/equal opportunity law or regulation should be directed to Mr. Kent Hoggatt, Compliance Coordinator, MCC, 800 West Avon Road, Rochester Hills, MI 48307.



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Local 651-5800

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Outstate and Canada 1-800-521-6010