

# MICHIGAN CHRISTIAN COLLEGE CATALOG



**MICHIGAN  
CHRISTIAN COLLEGE  
*CATALOG***

**ANNOUNCEMENTS FOR**

**1973 - 74 - 75**

**A CO-EDUCATIONAL JUNIOR COLLEGE  
DEDICATED TO  
ACADEMIC ACHIEVEMENT AND CHRISTIAN IDEALS**

800 West Avon Road  
Rochester, Michigan 48063

Telephone (313) 651-5800

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**VOLUME IX**

**OCTOBER 1972**

**Number 1**

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## *History of the College*

In September of 1959 fifty-four regular and eighty-four special students came to the thirty-seven acre campus to officially open North Central Christian College. NCCC had been the dream of hundreds of Michigan and nearby Christians since 1954. Otis Gatewood served as the first President and E. Lucien Palmer was the first Dean of the College.

In 1961, the Michigan State Department of Public Instruction, upon approving the College for incorporation, requested a name change. The Board officially adopted the name, "Michigan Christian Junior College". MCJC became fully incorporated on June 5, 1961, with the ruling of the Department of Public Instruction being retroactive to the 1959 opening of the college.

Upon the resignation of President Gatewood in 1964, the Board appointed Dean Palmer as President of the College. In 1971 Palmer became Chancellor of the College and Don Gardner was named President.

During these initial years, MCC has stabilized as a junior college and has formed a very adequate administration, faculty and staff, as the listings in the catalog would bear out. The Board of Directors has increased from an original nine members to an average twenty-two members. In addition the curriculum has stabilized with offerings in seven major divisions of study. The Board of Directors, Administration and Faculty are dedicated to leading the institution to the highest goals possible.

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

## *Aims of the College*

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

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



# College Calendar

1973 — 1974

## FALL SEMESTER — 1973

Institutional Meetings	August 15
Faculty Meetings	August 15-17, 20-24
President's Dinner For Personnel	August 24
Residence Halls Open (1:00 p.m.)	August 26
Orientation - Registration	August 27-29
Classes Begins	August 30
Faculty Reception for Students (8:00 p.m.)	August 30
Labor Day Recess	September 3
Fall Festival (Ladies Associates)	October 6
Bible Lectureship	October 15-18
Thanksgiving Recess	November 22-23
Classes End	December 14
Final Examinations	December 17-20
Residence Halls Close	December 20

## SPRING SEMESTER — 1974

Residence Halls Open (1 p.m.)	January 6
Registration	January 7
Classes Begin	January 8
Spring Recess	March 4-8
Partnership Dinner III	April 6
Dean's Breakfast for Graduates (8:00 a.m.)	April 27
Baccalaureate (8:00 p.m.)	April 28
Classes End	April 29
Final Examinations	April 30-May 3
All School Awards Banquet (6:00 p.m.)	May 3
Commencement (10:00 a.m.)	May 4

# College Calendar

1974 — 1975

## FALL SEMESTER — 1974

Institutional Meetings . . . . .	August 15
Faculty Meetings . . . . .	August 15-16, 19-23
President's Dinner For Personnel . . . . .	August 23
Residence Halls Open (1:00 p.m.) . . . . .	August 25
Orientation — Registration . . . . .	August 26-28
Classes Begin . . . . .	August 29
Faculty Reception for Students (8:00 p.m.) . . . . .	August 29
Labor Day Recess . . . . .	September 2
Fall Festival (Ladies Associates) . . . . .	October 5
Bible Lectureship . . . . .	October 14-17
Thanksgiving Recess . . . . .	November 28-29
Classes End . . . . .	December 13
Final Examinations . . . . .	December 16-19
Residence Halls Close . . . . .	December 19

## SPRING SEMESTER — 1975

Residence Halls Open (1:00 p.m.) . . . . .	January 5
Registration . . . . .	January 6
Classes Begin . . . . .	January 7
Spring Recess . . . . .	March 3-7
Partnership Dinner IV . . . . .	April 5
Dean's Breakfast for Graduates (8:00 a.m.) . . . . .	April 25
Baccalaureate (8:00 p.m.) . . . . .	April 27
Classes End . . . . .	April 28
Final Examinations . . . . .	April 29-May 2
All School Awards Banquet (6:00 p.m.) . . . . .	May 2
Commencement (10:00 a.m.) . . . . .	May 3

## *Board of Directors*

G. WHEELER UTLEY, *Chairman* . . . . . Troy, Michigan  
JAMES E. THOMAS, *Vice Chairman* . . . . . Toledo, Ohio  
DR. GEORGE M. FORD, *Secretary* . . . . . Berkley, Michigan  
PAUL L. LUTZ, *Treasurer* . . . . . Detroit, Michigan

ROBERT BENHAM, JR. . . . . Allen Park, Michigan  
EUGENE W. BROCK . . . . . Anderson, Indiana  
M. O. BROWN . . . . . Dearborn, Michigan  
ORVAL CLUBB . . . . . Flint, Michigan  
BILL W. COOPER . . . . . Dayton, Ohio  
JAMES L. GALLAHER . . . . . Bay City, Michigan  
HAROLD HAWLEY (Honorary) . . . . . New Hudson, Michigan  
KIRG HENDRIX . . . . . Riverview, Michigan  
JACK N. HOOVER . . . . . Dearborn, Michigan  
ROBERT JACKSON . . . . . Orchard Lake, Michigan  
O. A. JOHNSON . . . . . Detroit, Michigan  
DOLAN D. LEDFORD . . . . . Dearborn, Michigan  
RICHARD LEE (Honorary) . . . . . Dallas, Texas  
DR. JOE LLOYD . . . . . Noblesville, Indiana  
WILLIAM K. MARTIN . . . . . Pekin, Indiana  
GÉRALD E. MONTGOMERY . . . . . Southfield, Michigan  
HUBERT V. NAVE (Honorary) . . . . . Dearborn, Michigan  
E. LUCIEN PALMER (Inactive) . . . . . Rochester, Michigan  
R. L. RUMMEL . . . . . Toledo, Ohio  
CHARLES STEELE . . . . . Allen Park, Michigan  
DR. ROBERT THRELKELD . . . . . Troy, Michigan  
MORT UTLEY . . . . . Scottsdale, Arizona

## ADMINISTRATIVE PERSONNEL

Don E. Gardner . . . . .	<i>President</i>
E. Lucien Palmer . . . . .	<i>Chancellor</i>
Ralph E. Burris . . . . .	<i>Acting Dean/Registrar</i>
Lester W. Matthews . . . . .	<i>Business Manager</i>
William K. Shinsky . . . . .	<i>Dean of Students</i> <i>Director of Athletics</i>

## SUPPORTIVE ADMINISTRATIVE PERSONNEL

Nancy Journey . . . . .	<i>Librarian</i>
Penny Judd . . . . .	<i>Supervisor, Boarding Women</i>
Garth A. Pleasant . . . . .	<i>Supervisor, Boarding Men</i> <i>Coach, Varsity Basketball</i>
Larry A. Stewart . . . . .	<i>Supervisor, Boarding Men</i> <i>Admissions Counselor</i>
Kenneth L. Seiders . . . . .	<i>Admissions Counselor</i>
Marcel Bertholet . . . . .	<i>Supervisor, Maintenance</i>
Boyd Glover . . . . .	<i>Manager, College Bookstore</i>

## NON-ACADEMIC PERSONNEL

Ethelene Bruce . . . . .	<i>Assistant to the President</i>
Joyce Anderson . . . . .	<i>Secretary to the Chancellor</i>
Charlene Smith . . . . .	<i>Secretary to the Chancellor</i>
Ellien Carroll . . . . .	<i>Library Assistant</i>
Kim Hayes . . . . .	<i>Admissions Secretary</i>
Velma Wineinger . . . . .	<i>Cashier, Business Office</i>
Mabel Luxton . . . . .	<i>Publications Office</i>
Mearl Ryan . . . . .	<i>Post Mistress</i>
Jeanne Bertholet . . . . .	<i>Maintenance Department</i>
Nelda Simpkins . . . . .	<i>Bookkeeper, College Bookstore</i>
JoAnn Smith . . . . .	<i>Saleslady, College Bookstore</i>
Connie Tallman . . . . .	<i>Saleslady, College Bookstore</i>



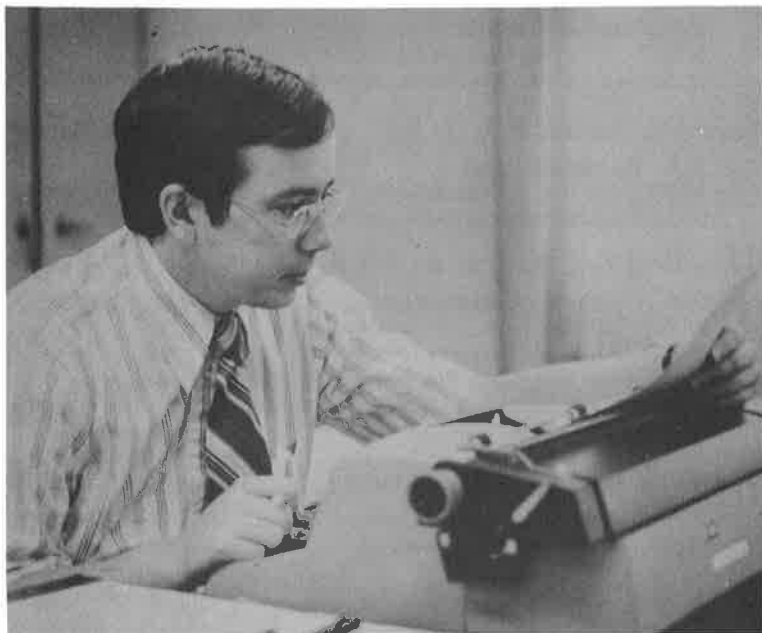
## FACULTY

- \*Donald E. Bone, B.A., M.A. . . . . Speech  
B.A., Pepperdine University  
M.A., Pepperdine University  
(Additional Graduate Work, Wayne State University)
- Ralph E. Burris, B.S., M.A. . . . . Social Sciences (Guidance)  
B.S., Indiana University  
M.A., Ball State University  
(Additional Graduate Work, Ohio University)
- Gerald D. Chester, B.A., M.A. . . . . English  
B.A., University of Michigan  
M.A., University of Michigan
- Royce L. Dickinson, B.C.S. . . . . Business  
B. C.S., Benjamin Franklin University
- Kenneth D. Franklin, B.S., M.T.M. . . . . Mathematics  
B.S., Oklahoma Christian College  
M.T.M., Central State College  
(Additional Graduate Work, Oakland University)
- Audrey Gardner, B.A., M.A. . . . . Social Sciences, English  
B.A., Pepperdine University  
M.A., Pepperdine University  
(Additional Graduate Work, Pepperdine University)
- Don E. Gardner, B.A., M.A., Ed. D. . . . . Bible, Psychology  
B.A., Abilene Christian College  
M.A., Hardin-Simmons University  
Ed. D., University of California
- Leo W. Hindsley, B.A., M.A. . . . . French, History  
Certificat De Francais Usuel, Sorbonne, University of Paris  
B.A., Wayne State University  
M.A., Wayne State University
- LaBertha Jetter, B.S. . . . . Chemistry  
B.S., Miles College  
(Additional Graduate Work, Wayne State University)
- Larry Journey, B.A., M.A. . . . . Speech, Drama  
B.A., David Lipscomb College  
M.A., University of Tennessee

- Nancy Journey, B.A. . . . . Librarian, Social Sciences  
 B.A., David Lipscomb College  
 (Additional Graduate Work, University of Michigan)
- Lester W. Matthews, B.S.M.E. . . . . Business, Engineering  
 B.S.M.E., University of Michigan  
 (Additional Graduate Work, Sacramento State,  
 Wayne State University)
- Benjamin C. Morton, Jr., B.A., B.S., M.A. . . . . Psychology  
 B.A., Louisville Bible College  
 B.S., Blue Mountain College  
 M.A., Wayne State University
- Dale E. Nyboer, B.M. . . . . Music  
 B.M., Hope College
- E. Lucien Palmer, B.A., M.A., LL.D. . . . . Social Sciences  
 B.A., George Peabody College  
 M.A., George Peabody College  
 LL.D., Oklahoma Christian College
- Garth A. Pleasant, B.A. . . . . Physical Education  
 B.A., David Lipscomb College
- Elaine Sue Reich, B.A., M.A.T. . . . . Biology, Physical Education  
 B.A., Harding College  
 M.A.T., Harding College Graduate School  
 (Additional Graduate Work, Memphis State University)
- Edward C. Ritchie, B.A., M.Ed. . . . . Music  
 B.A., Harding College  
 M.Ed., Auburn University  
 (Additional Graduate Work, Auburn University)
- \*Jerry Rushford, B.A., M.A., S.T.B. . . . . Bible  
 B.A., Oklahoma Christian College  
 M.A., Abilene Christian College  
 S.T.B., Abilene Christian College  
 (Additional Graduate Work, Harding College Graduate  
 School, Earlham University School of Religion, University of  
 California)
- William K. Shinsky, B.S.E., M.Ed. . . . . Physical Education  
 B.S.E., Abilene Christian College  
 M.Ed., Wayne State University

- Donald M. Shull, B.A., M.A. . . . . English, Chemistry  
 B.A., University of Tennessee  
 M.A., University of New Mexico
- William T. Thomas, B.A., M.R.E., M.Th. . . . . Bible  
 B.A., David Lipscomb College  
 M.R.E., Harding College Graduate School  
 M. Th., Harding College Graduate School
- Rose Ann Trumpour, R.N., B.A., M.A. . . . . Art  
 R.N., Harper Hospital School of Nursing  
 B.A., Oakland University  
 M.A., Wayne State University
- Robert L. Waggoner, B.A., M.A., B.D. . . . . Bible  
 Religious Education  
 B.A., Harding College  
 M.A., Harding College Graduate School  
 B.D., Vanderbilt University
- Annie L. Weeks, B.S.E., M.Ed. . . . . English, Education  
 B.S.E., Wayne State University  
 M.Ed., Wayne State University

\*On Leave of Absence



# *Student Life Information*

## **COLLEGE LOCATION AND SETTING**

The College is located in the beautiful rolling hills of Oakland County just south of the city limits of Rochester. The 91 acre campus, with two lakes, is acclaimed to be one of the most beautiful to be found anywhere. Trees and shrubs, the lawns and Oriental Garden provide private study areas for those who enjoy working while surrounded by the beauties of nature.

As industrial suburbs of Detroit, the surrounding communities have ample job opportunities for students who need to work part-time. Shopping centers are within easy driving distance of the campus. One of the largest centers in the area is planned for the 500 acres just across the road from the College. The city of Rochester and the community surrounding it are of the oldest in Michigan. Quaint cider mills, gift shops and parks are close at hand. Public and private golf courses are convenient; several lakes for boating, fishing and swimming are within easy driving range. Winter sports facilities are within reasonable distance to permit weekend outings.

## **RESIDENCE HALLS**

All full-time students are required to live in a college dormitory unless they are married or living with relatives. Permission to waive this requirement should be requested from the Dean of Students.

Two residence halls are maintained for men students. The two-story Barbier Dormitory houses 52 men and the Multi-Purpose Dormitory houses 56 men. Supervisors live in each dorm. Two men are assigned to a room unless a private room is requested. Community restrooms and showers are located on each floor. Coin-operated laundry facilities and lounges are provided in each dormitory.

The Alma Gatewood Memorial Women's Residence Hall was built in 1970 in honor of Mrs. Alma Gatewood, late wife of Otis Gatewood, first President of MCC. This modern dormitory has four stories which house 144 women. Coin-operated laundry facilities are located on each of the three upper levels. A recreation room, reception lobby and supervisor's apartment are also housed in this dormitory. Rooms are on a suite style, with two girls per room and two rooms adjoining a private bath.

## **GENERAL POLICIES AND PROCEDURES:**

Within the community life situation regulations are necessary to effect proper and mutually beneficial relationships. Since MCC is a church-related institution, the Administration feels an obligation to the students who choose this type of college to maintain an atmosphere on campus that harmonizes with the purposes and philosophies of the institution.

By virtue of their enrollment, students agree to live within the framework of the College's standards of conduct. While some may not have personal convictions in accord with these standards, enrolling as students obligates them to assume responsibility for honorable adherence to these standards while under the jurisdiction of the College.

Specific policies concerning dress, the use of alcoholic beverages, drugs or tobacco, and other matters of conduct are described in the "Student Handbook". Any student wishing clarification of such rules may request a copy of the handbook from the office of the Dean of Students.

## **RELIGIOUS ACTIVITIES:**

**Chapel:** Worship is a vital part of campus life at the College. The purpose for which Michigan Christian was established includes the development of the spiritual life of each student. Chapel attendance is required of each student each academic day. Programs following the devotional period vary from speeches by visiting missionaries to student skits.

**Bible Classes:** In keeping with the general aims of the College, students enroll in a Bible class each semester. Refer to pages 33-35 for complete description of these courses.

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

**Share Groups:** Several small groups are formed each year to visit churches, camps, and youth rallies to share their faith in God. In addition to leading worship services, these groups present entertaining programs for fellowship periods. Men and women are involved.

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

## HEALTH INSURANCE POLICY & HEALTH SERVICE

Each full-time student is covered by the College group accident insurance policy. The cost of the insurance is included in the student fees. Two semester payments provide a full 12 months coverage, including the summer vacation period. This policy covers hospitalization and other areas not included in the "on campus" services. This policy does not alter the collection in insurance otherwise held by the student or the student's family.

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



## INTRAMURAL AND INTERCOLLEGIATE SPORTS

The units of competition for the Intramural program are the four social club teams and one faculty staff team. The following individual and team sports are a part of the Intramural program: Archery, Badminton (singles and doubles), Basketball, Golf, Checkers, Chess, Horse Shoes, Softball, Table Tennis (singles and doubles), Tennis (singles and doubles), Touch Football, Volleyball and Track and Field events.

The College participates in Intercollegiate Basketball, Track, Tennis, Baseball and Soccer. These programs are organized and operated by the Director of Athletics who coaches and works with the coaches of the various teams. A number of scholarships are offered in these areas of competition.

## STUDENT PUBLICATIONS

A weekly student newsletter, "The Smoke Signal", and the yearbook, the "Totem Pole", are the primary means of printed communication for the College community. These publications provide opportunities of written expression to students who desire some experience in writing, editing, photography, advertising, business management and publishing. A monthly "College Bulletin" includes student activities.



## SOCIAL ACTIVITIES & STUDENT ORGANIZATIONS

The student body of MCC has a representative government in the form of the Student Council. The Council plans various activities and projects during the year and assists the Dean of Students in planning and executing many non-academic functions of the College. Four officers head the Council which consists of representatives of the freshman and sophomore classes and resident men and women and commuting men and women.

Three formal banquets highlight the year, the Pre-Holiday, Homecoming and All-School Awards Banquets. The Intramural and Intercollegiate programs sponsor banquets involving participants in the programs. Awards are presented to those who have been winners in their sporting events.

The Music and Drama Departments present musicals, concerts and plays during the school year on campus. The A Cappella Chorus is open to all students by audition; in addition to local concerts, the chorus travels once or twice a year on extended concert tours.

Special interest groups include the following:

- Cheerleaders, with membership by try-out and invitation.
- Warriorettes, which is pep group of women with membership by try-out and invitation.
- Psi Delta Omega — an honor club made up of those who achieve outstandingly high academic records. Membership is by invitation.
- Science Club — Open to all students interested in extra-class activity associated with the sciences.
- "W" Club — offers unusual opportunities for young women to receive training in various Christian services and works. Membership is voluntary and limited to women.
- Norcentra Players — in cooperation with the Music and Speech Departments, presents at least two stage productions each year. Membership is determined by student's participation in dramatics and speech.
- Social Clubs — serve as the basis for most of the recreational activity on campus. Membership is by application through the office of the Dean of Students. The four coeducational clubs are: Alpha Chi, Beta Rho, Delta Phi and Sigma Tau.



## *Admissions Information*

Michigan Christian College welcomes any qualified student whose educational pursuit is in harmony with the goals and purposes of the College. Any student desiring admission to MCC must complete a formal application and furnish credentials evidence of good health, moral character, and intellectual capacity.

Application for admission are considered in the following categories:

- **FIRST TIME IN ANY COLLEGE (FTIAC):** Most applicants gain admission to MCC as graduates from a recognized high school. Applicants who have not graduated from high school may be admitted upon satisfactorily completing the General Education Development (GED) Test. A student whose final three years high school grade point average is less than 2.00 or whose composite GED Test score is between 45 and 49 may be admitted, but only on academic probation. (The practical implications of academic probation are defined on page 32 of this catalog.)
- **TRANSFER:** In addition to general admission requirements, applicants who wish to transfer to MCC from another college or university must submit an official transcript from that institution. MCC accepts all passing academic work completed in other colleges and universities; however, all degree requirements must be satisfactorily met. Students who transfer with a grade point average below 2.00 will be admitted on academic probation.
- **AUDIT:** Individuals who seek only to audit college courses must submit a formal application along with proper credentials indicating good health and moral character. The application fee and formal academic records will be waived. No credits may be received nor will records be maintained of student performance in audit courses.
- **RE-ADMISSION:** All returning students, whether former students who have been out of school one quarter or more, or sophomores continuing their educational program, must make formal application for re-admission to MCC. All re-admission applications should be processed through the Registrar's Office.

- **GUEST STUDENT:** Students enrolled in other colleges may wish to attend MCC in order to receive credit in some specific course or area. A Michigan Uniform Undergraduate Guest Admission application should be presented to the Registrar's Office for approval of guest student status. All other admission requirements are waived. The guest student is charged tuition and appropriate fees. Notification of grades and credits earned is sent to the student's college.

**International Students** may be admitted upon submission of academic credentials from their own countries which indicate ability to perform college work in the United States. Any student whose native tongue is not English is required to satisfactorily complete the Test of English as a Foreign Language (TOEFL).

*To Apply For Admission: Refer to application and instruction form at the back of the catalog.*



## *Financial Information*

### **TUITION:**

Per Semester credit hour . . . . . \$ 35.00

**GENERAL FEE:** (Per Semester) . . . . . 75.00

### **OTHER FEES AND/OR DEPOSITS:**

(Per Semester or as noted)

Late registration . . . . . 10.00

Change of course (per change) . . . . . 5.00

Special examinations (per examination) . . . . . 5.00

Transcript (each after the first) . . . . . 2.00

Graduation . . . . . 21.00

Key Deposit — annually . . . . . 2.00

Student Insurance Policy (estimate) . . . . . 15.00

Bowling Class . . . . . 22.50

Chapel Re-admission . . . . . 10.00

### **AUDITING FEES:** (Per Semester)

Regular students per hour . . . . . 4.00

Special students per hour . . . . . 12.00

### **SPECIAL FEES FOR PRIVATE LESSONS:**

(Piano or Voice)

One lesson per week (Per Semester) . . . . . 36.00

Two lessons per week (Per Semester) . . . . . 72.00

**BOARD:** (Per Semester) . . . . . 375.00

### **ROOM:** (Per Semester)

Barbier Men's Residence Hall . . . . . 180.00

M-P Men's Residence Hall . . . . . 195.00

Alma Gatewood Women's Residence Hall . . . . . 202.50

(Private Room in any dormitory — additional) . . . . . 30.00

### **TOTAL ESTIMATED COSTS PER YEAR:**

Tuition (average load basis) . . . . . \$1,120.00

Fees (average load basis) . . . . . 180.00

Room and Board (average) . . . . . 1,140.00

Estimate for books . . . . . 150.00

**Total Estimated Cost Per Year**

**For Boarding Student** . . . . . \$2,590.00

The above estimated costs do not include personal expenses. Each student would govern his own budget.

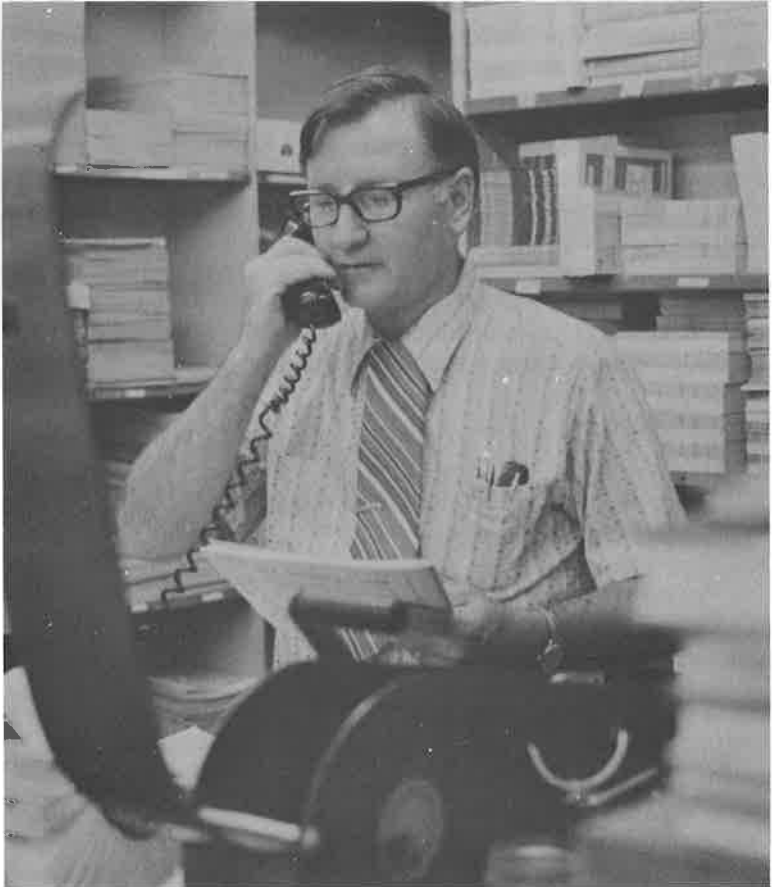
## **PAYMENT OF EXPENSES**

A \$50 confirmation deposit is required of all students by August 1 prior to Fall Semester enrollment. This deposit will be credited to the student account. It is refundable upon written request up to one week prior to the beginning of the semester.

The College will expect each student to present some understood and agreed upon financial plan upon registration for each term.

## **DISCOUNTS**

When two or more students enroll from one family during any term, a 10% discount on tuition only is granted each student in a given family during any term. This discount is not allowed in case any scholarship is granted by the College. No discount is allowed on charges for room and board.



## REFUNDS AND CREDITS

### Withdrawal:

A withdrawal becomes official when the student secures a statement from the Office of the Registrar. The date of said statement will be considered the date of withdrawal for the purpose of calculating any refund and/or penalties of tuition and fees. If the withdrawal is unnecessary or due to student's misbehavior, the College is under no obligation to refund expenses. When a student voluntarily withdraws, refund and/or penalties of both regular and special tuition and fees will be governed by the following policy:

	TUITION AND FEES	
	Refund	Penalty
Withdrawal within first week	90%	10%
Withdrawal within second week	75%	25%
Withdrawal within third week	50%	50%
Withdrawal within fourth week	25%	75%
Withdrawal after fourth week	0%	100%

Room and board will be refunded according to be unused portion. No refund can be made for meals missed while the student is enrolled. No room and board refund is granted if a student is dismissed from school for disciplinary reasons.

Scholastic credits and honors are not considered earned until the student has satisfactorily settled all accounts with the College. Until all accounts with the College have been paid in full, a student cannot secure a transcript.

### Course Changes

	TUITION AND FEES	
	Refund	Penalty
Within first week from day classes begin (add and/or drop)	100%	\$5.00 change fee
Within second week from day classes begin (drop)	80%	20%
Within third week from day classes begin (drop)	60%	40%
Within fourth week from day classes begin (drop)	40%	60%
Within fifth week from day classes begin (drop)	20%	80%
Beyond fifth week (drop)	0%	100%

## *Financial Assistance Opportunities*

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

If you require financial assistance to attend MCC, we will help you in putting together a financial aid package. We can blend scholarships, grants, loans, and part-time employment to enable you to obtain the benefits of a Christian education. During the 1972-73 academic year a total of over \$146,000 was awarded in various forms of financial assistance to MCC students.

We grant financial assistance primarily upon the basis of need. In order to determine the ability of you and/or your parents to met college costs, we request you to submit a Parents' Confidential Statement or a Student Confidential Statement to the College Scholarship Service. These forms may be obtained from your high school counselor or from our Office of Admissions.

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

Because resources are limited, we are not able to offer financial aid to **International Students** during their first year with us. (This limitation does not apply to Canadians.)

Returning students who will need financial assistance for their second year with us should visit the Office of Admissions during the Spring Semester to make financial plans for the coming year.

*For detailed information and application materials, you should obtain and complete an Application for Financial Assistance from our Office of Admissions.*

## GRANTS AND AWARDS

**Activity Achievement Grants** If you have demonstrated exceptional ability in a particular activity, you may be eligible for a grant from MCC which you will not have to repay. Such awards are available in sports, journalism, music, speech and drama. If you wish to be considered for an Activity Achievement Grant you should apply for it on the Application for Financial Assistance available from our Office of Admissions. It will also be to your advantage to arrange for a conference with the chairman of the department from which you hope to receive the grant, in order to discuss your abilities and experiences.

Activity Achievement Grants are actually work scholarships inasmuch as the department recommending the award will expect a reasonable amount of the student's time. These grants range from \$100 per academic year upward, depending upon your ability and financial need. Grants are based upon the recommendation of the appropriate department chairman.



A grant is awarded for one academic year but may be renewed for the second year if citizenship and performance produce a departmental recommendation for renewal. Only in rare cases will an Activity Achievement Grant be made after the school session begins in August; it must be granted prior to your arrival on campus. However a first year student may be considered for such a grant for his second year.

**Citizenship Award** Occasionally a student demonstrates exceptional leadership capability and financial need but does not meet the qualifications for an Academic Scholarship nor does he qualify for an Activity Achievement Grant. A limited number of Citizenship Awards are available, ranging upward from \$100 per academic year, depending upon ability and financial need.

**Non-Michigan Tuition Award** If you are a non-Michigan resident (United States citizen) and a first-time registrant at Michigan Christian College, you may be eligible for a tuition award of up to \$1600, covering two academic years. Should such be granted, you would still be eligible to receive grants and loans from Federal government funds. However you would need to choose between this award and any other MCC award which you are offered, selecting the larger.

To qualify you must have a grade point average of 2.00 or above and be recommended as a faithful Christian. You must have financial need as indicated by the Parents' Confidential Statement.

**Michigan Higher Education Assistance Authority (MHEAA) Tuition Grant** This tuition grant is available to Michigan residents who qualify by virtue of parental income and attendance at a private Michigan college. Grants under this program to eligible students may be awarded up to \$800 per year.

**Educational Opportunity Grant** If you have exceptional financial need, you may be eligible for one of these federal awards which you will not have to repay. A grant may be awarded up to \$1,500 per academic year, but cannot be more than one-half of the total financial assistance awarded. Only United States citizens are eligible for this grant.

To continue eligibility you must maintain satisfactory grades. The grant is awarded for two academic years; however it may be adjusted during this period if your financial need changes.



## SCHOLARSHIPS

**Academic Scholarship** To qualify for an Academic Scholarship, you must have maintained a "B" (3.00) grade point average or above throughout high school or in previous college work. These scholarships range from \$150 to \$450 per academic year. A scholarship is awarded for one academic year (two semesters) and is renewable the second year if you maintain at least a 3.00 grade point average and satisfactory citizenship. If you do not enter MCC with an Academic Scholarship as a freshman, you may become eligible for scholarship consideration by earning a 3.00 grade point average or better during your freshman year. These scholarships are applied only to tuition and related fees.

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

**Valedictorian and Salutatorian Scholarships** If you are the valedictorian or salutatorian of your high school class, you are eligible for an annual scholarship of \$200 or \$100, respectively.

**Michigan Competitive Scholarship** Our college is a participant in the scholarship program designed by the Michigan Higher Education Assistance Authority (MHEAA). If you are a resident of Michigan with financial need, you may be eligible for a scholarship of up to \$800 per academic year. It is to your advantage to apply as early as possible in your senior year. Consult your high school counselor for complete information and application forms for the required test. If you experience any difficulty, write directly to Michigan Department of Education, Bureau of Higher Education, Division of Student Financial Aids, Box 420, Lansing, MI 48902.

Other special scholarships which are available are the **Alvin M. Bentley Scholarship**, **Marilyn Jean Scholarship**, **Robert Bradley Memorial Scholarship for Prospective Ministers**, and the **Keeble-Palmer Mission and Foreign Student Scholarship**. For specific information concerning these scholarships, contact our Office of Admissions.

## LOANS

**Guaranteed Low-Interest Loan** You may be able to borrow up to \$1,500 each year through a Federal program operated through your local bank. Should you obtain such a Federally insured loan, the Federal government may pay the full 7% interest on the loan while you are in college, depending upon your family income.

Repayment begins between nine and twelve months after you cease to be a full-time student and is normally scheduled for from five to ten years. However there is a minimum repayment requirement of \$30 which may reduce this repayment period. Prepayment is allowed without penalty. 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.

An application for a Federally insured loan may be obtained from our Office of Admissions or possibly from your local bank. An application must receive final approval from the bank and the Department of Health, Education and Welfare.

**Michigan Higher Education Assistance Authority (MHEAA) Loan** This loan is available to Michigan residents who are full-time students in a Michigan institution of higher education. They are extended by Michigan banks which are participants in the State program. Applicants must be legal residents of Michigan, must demonstrate ability and desire to complete a college course and earn a degree, and must demonstrate financial need.

**National Direct Student Loan** If you qualify for this loan you may borrow up to \$1,500 each academic year. Such a loan bears interest at 3% a year on the unpaid balance. Repayment of the principal may be extended over a ten year period and does not begin until nine months after you end continuous study. Deferment of repayment is possible for members of the armed forces, Peace Corps and VISTA. Up to 100% of the loan be cancelled for those who teach in schools in specified disadvantaged areas. You may qualify for a National Direct Student Loan if you have financial need and are a United States citizen.

**Commercial Loans** Don't overlook your local bank regarding a student education financing package. Some leading institutions have inaugurated such loan programs.

## **WORK OPPORTUNITIES**

**College Work-Study Program** This Federal program is designed to provide work in non-profit organizations for students with considerable need. To qualify you must be a United States citizen, capable of maintaining satisfactory grades while employed. The Federally established minimum wage rate applies to this program.

**Campus Employment** A limited number of College-funded campus jobs are also available. Minimum wage rates are paid.

**Other Opportunities** Several of our students are able to find part-time jobs in the Rochester area. Earnings from such jobs should be reported to the Office of Admissions if you are also receiving financial assistance from the Federal government.

## **MONTHLY PAYMENT PLANS**

You and your family may prefer to meet your college expenses out of monthly income rather than in larger cash payments. If this is your desire, you may be interested in the services of Education Funds, Inc. (prepayment and revolving charge) or The Tuition Plan (revolving charge only). One excellent benefit provision is insurance protection. If you are interested, you may write to: Education Funds, Inc.—Fund Management Corporation, 36 South Wabash, Chicago, IL 60603; or to The Tuition Plan, Inc., 575 Madison Avenue, New York, NY 10022.

## **FAMILY PLAN DISCOUNT**

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

**OTHER SOURCES OF AID** (to be investigated by the student)

\*State Vocational Rehabilitation

\*State Veterans Benefits

\*Social Security Benefits

\*Business scholarships or grants to children of employees

\*G. I. Bill of Rights

# *Academic Information*

## **ACCREDITATION**

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

You need have no fear about the acceptability of your credits from Michigan Christian College. This is especially true when transferring to our sister senior Christian colleges, most of which admit our graduates at junior status, with no additional general education requirements. Some public institutions grant admission on condition that one validate his work at MCC by completing thirty hours of satisfactory work. Bible credits often transfer as English, History or Humanities.

An indication of our standing in the educational community is indicated by these memberships and approvals:

- Recognized Candidate Member of the North Central Association of Colleges and Secondary Schools.
- Approved by the Michigan State Department of Public Instruction and Incorporated by the Michigan Corporation and Securities Commission.
- Approved by the State Approving Agency of the Michigan Department of Public Instruction for the education of veterans as provided by the "G.I. Bill of Rights."
- Approved by the U. S. Department of Justice, Immigration and Naturalization Service for the training of foreign students.
- Member of the American Association of Junior Colleges.
- Member of the Michigan Association of Junior and Community Colleges.
- Member of the Council of North Central Junior Colleges.
- Member of the Association of Independent Colleges and Universities of Michigan.

## **ATTENDANCE**

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

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

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

If chapel absences are not cleared within three days of occurrence, they become unexcused. If a student accumulates three unexcused chapel absences, the Dean of Students will initiate a conference with him. A fourth unexcused absence will automatically result in suspension from all classes. Readmission may be gained by presenting a \$10 readmission fee receipt from the Business Office to the Dean of Students. Persistent failure to attend chapel may result in dismissal from the College.

## GENERAL POLICIES

*Course Numbering:* The first digit represents the level of the course; the second digit is the sequence of the course within the department; the last digit is the number of credit hours the course offers.

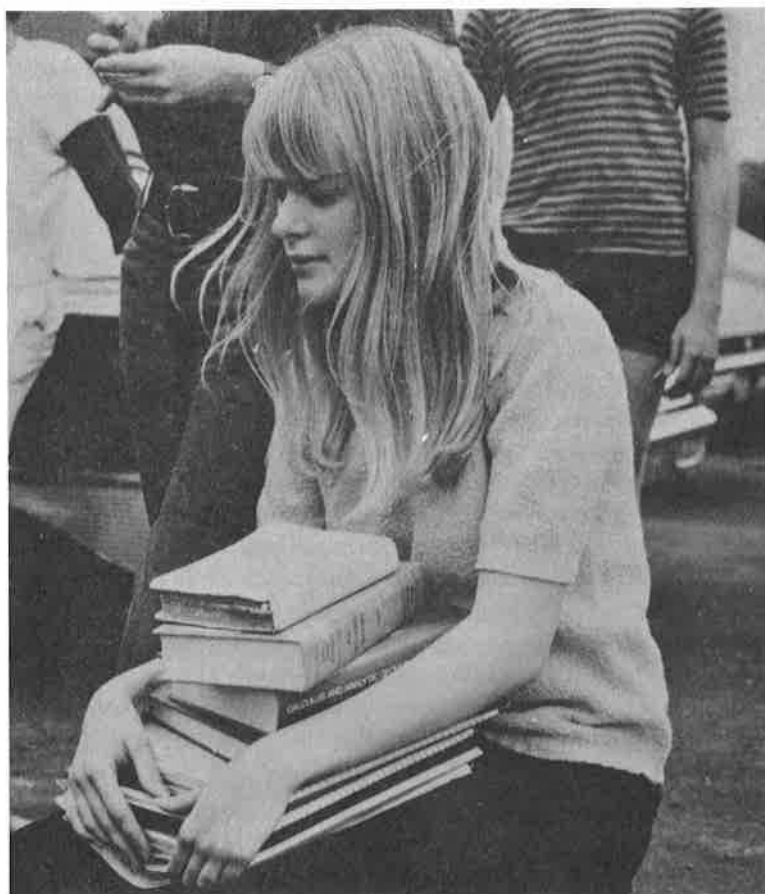
*Classification:* When you have completed twenty-eight semester hours (or equivalent), you will be classified as a sophomore.

*Student Load:* Sixteen hours per semester is an average load. To register for more than sixteen units requires approval of the Dean of Instruction. If you take twelve or more units, you will be considered as a full-time student. If you are admitted on academic probation, you should not register for more than fourteen units, in your self-interest.

*Registration:* You are expected to register on the days officially set for that purpose. However late registration is permitted through the end of the second week of a semester by payment of a late registration fee of \$10.

*Change of Course:* You may add or drop courses through the end of the second week of a semester by payment of \$5 for each course change made. After this time, additions cannot be made and withdrawals will be reflected on your transcript. To change a course, check with our Registrar.

*Final Examinations:* You will be expected to take examinations on the announced date and not before. In special circumstances final examinations may be taken late with the approval of the Dean of Instruction and the payment of a \$5 late examination fee.



*Grades:* The quality of your academic achievement will be expressed as follows:

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

The grade "I" may be given only when one has not completed the course for unavoidable reasons, in the judgment of the instructor. All "I" grades must be removed by completion of the work within three months of the close of the semester.

One may not withdraw from a course later than one week prior to final examination. The grade "W" is given from the third through the sixth week if an instructor decides there is insufficient basis for judging progress. "Withdrawal Passing" ("WP") is given from the third week through a week before final examinations. "Withdrawal Failing" ("WF") is given from the third week. One who is dismissed from the College will receive a grade of "F" for all courses. One who wishes to withdraw from the College must do so officially through the office of the Dean of Instruction.

*Honors:* Your name will appear on the Dean's List each semester if you achieve above average grades. To be eligible you must be registered for at least twelve units, have a grade point average of 3.00, with no grade marked below "C" or "Incomplete." If you establish an outstanding academic record, you will graduate with honors: Summa Cum Laude (3.85 gpa), Magna Cum Laude (3.60 gpa), or Cum Laude (3.30 gpa).

*Repeating Courses:* You may repeat a course in which you have received a failing grade. Although both the original and second grade will appear on your permanent record, only the last grade will be counted toward graduation and in your cumulative grade point average. Regular tuition charges are made for courses repeated.

*Probation:* A student whose grade point average drops below 1.75 will be placed on academic probation. If he fails to clear probation after two consecutive semesters, he will be suspended for the subsequent semester. A student on proba-

tion is asked to reduce his academic load and extra-curricular activities. A student whose grade point average is less than 1.00 will be suspended for the subsequent semester. A student who is suspended for academic reasons may request special permission to re-enroll from the Academic Life Committee through the Dean of Instruction.

*Transcripts:* Your first transcript is free of charge. Thereafter each transcript will cost \$2.00. A transcript cannot be released until your account is fully paid or clearance is given by the Business Office.

*Credit By Examination:* You may be granted college credit through special examinations. High school seniors may arrange to take the Advanced Placement Examination and have scores sent to our Registrar. One semester of credit may be granted for a score of two in American History, English, French or German; two semesters of credit may be granted for a score of three or above. In Biology, Chemistry or Mathematics one semester of credit may be granted for a score of three; two semesters of credit may be granted for four or above.

The College Level Examination Program (CLEP) is designed for those who have been out of high school for a time. Michigan Christian grants credit through CLEP.

Our Dean of Instruction can give you a statement of policy regarding credit through institutionally prepared examinations.

Maximum credit which may be earned by examinations is sixteen units. No credit by examination may be granted if: you have audited the course, you have attempted and failed the course at an earlier date in any college, you are taking the course at the time of examination, the course is a prerequisite to a course already completed, or you are not a bona fide student of the College.

*Degree Requirements:* You may earn an Associate in Arts or an Associate in Science degree at Michigan Christian College. To do so you must complete 64 units, including divisional requirements, with a cumulative grade point average of 2.00 or "C". We also offer a Junior College Certificate. To earn it you must complete 60 units with a grade point average of 1.75 or "C-", including the specified core curriculum.

To graduate you must complete at least one year of work at the College. A student expecting to graduate should notify the Registrar before enrolling for his final semester.



## Associate in Arts

Orientation to Higher Education . . . . .	1 unit
Bible* 112, 122, 212, 222. . . . .	8 units
Communications (English 113, 123, Speech 113) . . . . .	9 units
Humanities . . . . .	9 units
(To be selected from English 213, 223, 233; Art 203; Music 203; Speech 203. One year of foreign language plus one of the above courses may meet this requirement. One semester of Literature is required.)	
Physical Education . . . . .	2 units
Science and Mathematics . . . . .	11 units
(Laboratory science sequence of 8 units and 3 units of Mathematics.)	
Social Science . . . . .	9 units
(History 113, 123 or 213, 223 and Political Science 213.)	
Elective Courses of Your Choice . . . . .	<u>15 units</u>
Total Required for Associate in Arts Degree . . . . .	64 units

## Associate in Science

In addition to completing the 49 units of specific requirements listed for the Associate in Arts Degree, the candidate for the Associate in Science Degree must complete 12 additional hours in Science and Mathematics.

## Junior College Certificate

Orientation to Higher Education . . . . .	1 unit
Bible* 112, 122, 212, 222. . . . .	8 units
Communications (English 113, 123, Speech 113) . . . . .	9 units
Humanities . . . . .	6 units
(Any combination of Literature and/or appreciation courses)	
Mathematics (Business Math 123 or Math 103, 113) . . . . .	3 units
Physical Education (activity courses). . . . .	2 units
Social Science . . . . .	9 units
Elective Courses of Your Choice . . . . .	<u>22 units</u>
Total Required for Junior College Certificate . . . . .	60 units

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

## *Courses of Instruction*

- ORN 101** **Orientation to Higher Education** Designed to challenge the student with the nature, objectives and benefits of liberal arts education; and particularly, to relate the educational programs of MCC to the mainstream of higher education in America. (Required of all first time students.)

### *DIVISION ONE: BIBLICAL STUDIES*

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

More specifically, the Division of Biblical Studies, through its elective offerings, proposes: (1) To lay the foundation for those planning to major in Bible and related studies in senior colleges; (2) To inspire students to become active participants in worldwide evangelism through missions programs; (3) To help equip young men who are planning to be ministers of the gospel throughout the world; and (4) To assist foreign students in their preparation for effective Christian service in their own countries. To meet these specific objectives most of the elective courses are offered only on alternate years in order to increase students' selectivity of those courses which will most satisfactorily fulfill their needs.

- BIB 101** **Orientation to the Bible.** Primarily designed to introduce the student to a broad survey of the contents of the Bible and to present such subjects as the text and canon of both the Old and New Testaments, inspiration, authority, manuscripts and current translations of the Bible.

## TEXTUAL

- BIB 112**    **The Life and Teachings of Jesus.** An analysis of the gospel of Jesus Christ, observed from Jesus' life and teaching, as presented by Matthew, Mark, Luke and John. Emphasis on the nature of Jesus' Person, the uniqueness of His claims, and the revelation of God in Him.
- BIB 122**    **Acts of Apostles.** A study of the beginning and spread of the Christian faith in the apostolic era as presented in Acts of Apostles.
- BIB 212**    **Hebrew History I.** A study of Genesis, Exodus, Leviticus, Numbers and Deuteronomy, with special emphasis upon the background and early history of Israel. Also offered as HIS 212.
- BIB 222**    **Hebrew History II.** A study of the history of Israel from the conquest of Canaan through the Judean monarchy, as revealed by the inspired prophets in the books of Joshua, Judges, Ruth, Samuel, Kings and Chronicles. Also offered as HIS 222.

## APPLIED

- BIB 132**    **Personal Evangelism.** A study of the evangelistic methods of Jesus and His apostles, with attention to student involvement in personal evangelism.  
1973—1974
- BIB 142**    **Christian Education in the Local Church.** Presents a broad range of subjects, considering the teacher's role within the educational structure of the local church.  
1973—1974
- BIB 233**    **The Preacher and His Work.** The person of the preacher, his knowledge, skills, and godly qualifications. The minister's relationship with God stressed as essential to an effective ministry toward man in all facets of preaching. Consideration of problems and temptations peculiar to the preacher's life.  
1974—1975
- BIB 243**    **Preparation and Delivery of Sermons.** Theory and practice of preaching; place of preaching in the preacher's work; nature of the sermon; principles of sermon construction; preparation of sermon outlines, finding and preserving of sermon ideas

and materials; preparation and delivery of sermons before an audience using effective oral language and delivery. Also offered as SPE 243. Prerequisite, SPE 113. 1974—1975

**BIB 272** **Oral Interpretation of Biblical Literature.** Develops an awareness of Biblical literary types and techniques of effective oral reading. Special attention to analysis and understanding of the material. Also offered as SPE 272.

## MISSIONS

**BIB 242** **History of Christian Missions.** A survey course in Christian missions from New Testament times to the present. 1974—1975

**BIB 252** **Christian Missionary Principles and Practices.** A study of evangelism with special attention given to the indigenous church and to methods as they relate to particular cultures in the world. 1974—1975

## HISTORICAL

**BIB 193** **The Restoration Movement.** A history of the Restoration Movement with special attention to the Churches of Christ in America from 1800 to the present, highlighting the men, events, and teachings that have given shape and direction to this historical movement. Also offered as HIS 193.

**NOTE:** Course descriptions for Greek will be found in the Division of Language and Literature.



## *DIVISION TWO: BUSINESS ADMINISTRATION*

While providing interested students with efficient, professional instruction in these specified areas of business, stress is laid on the Christian ethic in business, and the efficiency which must characterize the Christian individual in the business world.

### **BUSINESS**

- BUS 113** **Introduction to Business.** An orientation to the modern business world. Designed to acquaint the student with various types of business and the training and qualities necessary in a business career.
- BUS 123** **Business Mathematics.** A study of practical mathematics for use in the business world, emphasizing interest, discount, credit, markup, commission, payrolls, taxes and social security.
- BUS 133** **General Economics.** A study of the basic economic principles of man's effort to relate his wants to his resources. Dealing with the production, distribution and consumption of goods and services in the economic system, the gross national product, monetary system, supply and demand, and other related subjects.
- BUS 213** **Accounting.** Introduction to principles of accounting for business organized as sole proprietorship with emphasis on accounting systems and controls, working capital assets and liabilities, long-term resources and depreciation. Sophomore standing or permission of instructor.
- BUS 223** **Accounting.** A continuation of BUS 213. Accounting for partnerships and corporations. Consolidated financial statements, departmental operations, manufacturing concerns, job order, process, and standard cost systems are considered. Prerequisite, BUS 213.
- BUS 233** **Business Law.** An introduction to law, stressing the general principles of contracts, agency, insurance, negotiable instruments, and business organizations. Sophomore standing or permission of instructor.

**BUS 243 Business Law.** A continuation of BUS 233. Partnerships and corporations; real estate; bankruptcy; government regulations. Prerequisite, BUS 233.

## **SECRETARIAL SCIENCE**

**SES 113 Beginning Typewriting.** Exercises to develop mastery of the keyboard and basic skills by the touch method. Open only to students with no prior training in typewriting.

**SES 123 Intermediate Typewriting.** The development of typing speed, with much practice in letter writing, use of carbon paper, and miscellaneous typing problems. Prerequisite, SES 113 or its equivalent.

**SES 133 Advanced Typewriting.** Acquaints the student with office forms and business literature, and develops occupational competence and production skills. Prerequisite, SES 123 or its equivalent.

**SES 143 Beginning Shorthand.** The fundamental theory and practice of the Gregg Shorthand Simplified System.

**SES 153 Intermediate Shorthand.** A continuation of SES 143 with emphasis on speed-building, vocabulary and accurate transcription. Prerequisite, ability to type, and either grade "C" in SES 143, or high school shorthand and permission of instructor.

**SES 163 Advanced Shorthand.** The development of advanced skill in dictation with emphasis on mailable transcription of letters and speed-building. Prerequisite, SES 153 or equivalent.

**SES 213 Shorthand Transcription.** An intensive study with reading of dictation and transcription of business communications. Prerequisite, SES 163.

**SES 223 Clerical Skills.** The development of skills in the operation of electric typewriters, duplicating machines, as well as a study of filing systems, telephone techniques, mail processing. Prerequisite, ability to type.

**SES 233 Business Correspondence.** Attention to correct, effective English in writing business letters and reports. Prerequisite, ability to type.

## *DIVISION THREE: FINE AND APPLIED ARTS*

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

### **ART**

The art curriculum is designed to meet the basic needs of the art major or minor and serve the interest of the student who wishes to include art in his liberal education.

- ART 113 Introduction to Drawing and Composition.** An orientation to freehand drawing, a survey of the elements and principles of design. A study of composition, techniques and theory of freehand drawing. Recommended as a refresher course and for those without previous experience. Five studio hours per week.
- ART 123 Freehand Drawing and Composition.** Emphasis on various drawing media. Studio work in drawing and composition problems. Five studio hours per week.
- ART 203 Art Appreciation.** An introduction to the visual arts. A study of the principles underlying the beauty and worth of artistic creation through a survey of the elements and principles of design and a survey of the world's great art from Ancient through Modern times.
- ART 213 Introduction to Oil Painting I.** An introduction to a creative expression in oil painting. Emphasis on the use of color, drawing and composition. Prerequisite, ART 123 or consent of the instructor. Five studio hours per week.
- ART 223 Introduction to Oil Painting II.** Study of historical and contemporary techniques of oil painting. Emphasis on development of a personal idiom of expression in oil painting. Study of various types of subject matter. Prerequisite, ART 213. Five studio hours per week.

## MUSIC

Offerings in music are in two categories: academic and applied. The music curriculum is designed to prepare the serious music student for upper division study and to provide musical experience and instruction for students who are not music majors.

### ACADEMIC

- MUS 112** **Fundamentals of Music.** A study of the basic elements of music theory and notation with attention to scales and keys and various musical terms which are commonly encountered. Designed for the beginning student of music. May serve as a review for those with previous music training.
- MUS 122** **History and Practice of Church Music.** An investigation of the history and practice of music in the worship of the church from its beginning until the present. Application will be made to present-day practices and trends.
- MUS 114** **Theory.** A study of scales, keys, intervals, triads, rhythmic principles, cadences, basic principles of diatonic chord progressions, four-part writing, melodic and harmonic diction and sight-singing. Three lectures and 2 labs weekly. Prerequisite, permission of instructor.
- MUS 124** **Theory.** A continuation of MUS 114, including inversions of triads, non-harmonic tones, seventh chords, and additional part writing and ear training exercises. Three lectures and 2 labs weekly. Prerequisite, MUS 114.
- MUS 203** **Music Appreciation.** Designed to furnish the general student with a basis for intelligent and enjoyable listening. Introduces various types and forms of vocal and instrumental music literature. Great musical works frequently heard.
- MUS 212** **Survey of Music Literature.** A comprehensive study of music literature and the styles of composition during the Medieval, Renaissance and Baroque eras. Designed primarily for music majors and minors.
- MUS 222** **Survey of Music Literature.** A continuation of MUS 212. Examination of music of the Classical, Romantic and 20th Century periods of composition.



## APPLIED MUSIC

**ENS 111, 121, 211, 221**, **A Cappella Chorus.** Performance in a wide range of sacred and secular choral literature. Numerous concert appearances, locally and on tour. Membership contingent on individual audition; participation required at all scheduled performances.

**MUS 142, 242**, **Theatre Production.** Theory and laboratory sessions of acting techniques including actual "on stage" work in a MCC Theatre musical production. May require 75 hours of work. Also offered as SPE 142, 242. Prerequisite, permission of music instructor.

Any student may register for private instruction in voice and/or piano, regardless of his major field of study. For each credit hour a student will receive one-half hour lesson per week, and should meet the requirement of one hour daily practice.

**KEB 161, 171, 261, 271**, **Piano.** One lesson per week in piano instruction.

**VOI 161, 171, 261, 271**, **Voice.** One lesson per week in private voice instruction.



## ***DIVISION FOUR: LANGUAGE AND LITERATURE***

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

### **ENGLISH**

- ENG 100**    **Review of English Principles.** Non-credit review of mechanics with an introduction to composition for students having deficiencies in English fundamentals, based upon high school grades and ACT score. Students repeat the course until they can write passing freshman themes. Meets three hours per week; tuition as per three hour course.
- ENG 113**    **Composition I.** A study of grammar and composition including the writing of essays.
- ENG 123**    **Composition II.** An introduction to literature, and a study of research methods followed by a library paper.
- ENG 213**    **English Literature I.** A survey of English literature from Beowulf through Johnson. Not generally open to freshmen.
- ENG 223**    **English Literature II.** A survey of English literature from Blake to the present. Not generally open to freshmen.
- ENG 233**    **American Literature.** A survey of American literature from its beginning to the present with emphasis on major writers.

## LANGUAGES

### FRENCH

- FRE 114** **Elementary French.** Introductory course presenting basic construction and vocabulary with practice in speaking, reading, and writing. Reading material based on French culture.
- FRE 124** **Elementary French.** Completion of survey of fundamental constructions and vocabulary, with emphasis on the spoken language. Prerequisite, FRE 114 or three semesters of high school French.

### GERMAN

- GER 114** **Elementary German.** Introductory course presenting basic construction and vocabulary with practice in speaking, reading, and writing. Reading material based on German culture.
- GER 124** **Elementary German.** Completion of survey of fundamental constructions and vocabulary, with emphasis on the spoken language. Prerequisite, GER 114 or three semesters of high school German.

### GREEK

- GRE 114** **Elementary Greek.** An introductory course in the elements of Koine Greek. Particular attention to the importance and function of participles in the Greek language as used in the New Testament.
- GRE 124** **Elementary Greek.** A continuation of GRE 114, including selected New Testament readings and a review of Greek syntax. Prerequisite, GRE 114.

## SPEECH

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

- SPE 113** **Speech Fundamentals.** Basic communication theory and practice. Short speeches are prepared and delivered. Required of all students.
- SPE 123** **Advanced Public Speaking.** Development of individual effectiveness and style as a speaker through performance and critical analysis of contemporary public address. Prerequisite, SPE 113 or permission of instructor.
- SPE 203** **Introduction to the Theatre.** The scope and significance of the dramatic arts and the modern theatre, including the contributions of the playwright, director, actor, designer, and critic. Student preparation includes attending plays and films and the reading of dramatic literature. Lab work also included to give the student actual experience in theatre.
- SPE 213** **Voice and Articulation.** A study of the anatomy and physiology of the speech mechanism, with attention to techniques of good voice production and articulation. The International Phonetic Alphabet is used as a basic learning tool.
- SPE 223** **Oral Interpretation of Literature.** Practice in the expressive reading of literature to develop insight and personal ability to share it with an audience. Practice in individual reading and lecture recitals.
- SPE 243** **Preparation and Delivery of Sermons.** Theory and practice of preaching; place of preaching in the preacher's work; nature of the sermon; principles of sermon construction; preparation of sermon outlines, finding and preserving of sermon ideas and materials; preparation and delivery of sermons before an audience using effective oral language and delivery. Also offered as BIB 243. Prerequisite, SPE 113. 1974—1975
- SPE 272** **Oral Interpretation of Biblical Literature.** Develops an awareness of Biblical literary types and techniques of effective oral reading. Special attention to analysis and understanding of the material. Also offered as BIB 272.
- SPE 142, 242** **Theatre Production.** Theory and laboratory sessions of acting techniques including actual "on stage" work in a MCC Theatre production. May require 75 hours of work. Also offered as MUS 142, 242. Prerequisite, permission of instructor.

**SPE 152, 252** **Stagecraft.** Theory and practice of scenery, property, and costume construction, stage lighting, scene painting, and make-up. Includes actual work related to a MCC Theatre production, requiring up to 75 hours of work.

**SPE 182, 282** **Intercollegiate Forensics.** A class designed exclusively for those participating in intercollegiate speech tournaments. Requires permission of the instructor.

### ***DIVISION FIVE: SCIENCE AND MATHEMATICS***

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

The General Biology courses employ the Audio-Tutorial method of instruction. Each student enrolls in a weekly General Assembly Session and Integrated Quiz Session. The major portion of the student's time, however, is devoted to the Independent Study Laboratory where instructor and student may exchange information on the current topics in biology.

#### **BIOLOGY**

**BIO 114** **General Biology.** A history of biology and a study of major biological principles. A study of the plant kingdom with emphasis on taxonomy and identification. Interrelationships between man and his biological environment.

**BIO 124** **General Biology.** A survey of the major phyla of the animal kingdom with emphasis on the identification and ecology of the representative organisms. The basic principles of human anatomy and physiology.

**BIO 134** **Human Anatomy and Physiology.** A study of the basic principles of human anatomy and physiology with laboratory experiments and dissection procedures. Designed for the science-oriented student and for students interested in home economics, physical education, nursing and medical techno-

logy. Three hours lecture and 3 hours laboratory weekly. Prerequisite, BIO 124 or permission of instructor.

**BIO 224** **Field Biology and Ecology.** Observation, identification, and appreciation of materials in the field and the interrelationships of plant and animal life. The basic principles of human ecology. Includes week-end field trips to observe different habitat types and areas. Three hours lecture and 3 hours laboratory weekly. Prerequisite, BIO 124 or permission of instructor.

**BIO 234** **Microbiology.** A survey of the science of microbiology with emphasis on the morphology and physiology of microorganisms including the viruses, bacteria, protozoa and rickettsiae. The role which microbiology has in medicine, pathology, food preparation and technology. Recommended for students in nursing, medical technology, medicine and home economics. Three hours lecture and 3 hours laboratory work weekly. Prerequisite, BIO 124 or permission of instructor.

### CHEMISTRY

**CHE 114** **General Inorganic Chemistry.** Fundamental laws and theories of chemistry: the atom and the nature of chemical bond, stoichiometry, phases of matter, solutions chemistry, kinetics, and equilibria. Three hours lecture and 3 hours laboratory weekly.

**CHE 124** **General Inorganic Chemistry.** Further study of chemical principles, including ionic equilibria, elementary qualitative analysis; and introduction to organic chemistry. Three hours lecture and 3 hours laboratory weekly. Prerequisite, CHE 114.

**CHE 214** **Organic Chemistry.** Elementary bonding theory, saturated and unsaturated hydrocarbons, aromatic systems, alcohols, stereo and configurational isomerism, carbohydrates and sugars, proteins and natural products. The laboratory emphasizes special techniques in identification and separation of organic compounds, and elementary synthetic methods related to topics covered in lecture. Three hours lecture and 3 hours laboratory weekly.

**CHE 224** **Organic Chemistry.** A continuation of CHE 214.

## MATHEMATICS

- MAT 103** **Survey of Basic Mathematics.** Basic operations, factoring, graphs, exponents, radicals, linear equations, ratio, binomial theorem and inequalities. Offered for those having a high school deficiency in mathematics and does not satisfy a general educational requirement.
- MAT 113** **Fundamental Concepts of Mathematics.** This course includes topics on sets, probability, logic, modern mathematics and statistics. Offered for general educational value.
- MAT 134** **Algebra and Trigonometry.** Inequalities, absolute value, functional concepts, theory of equations, systems of equations, sequences and inverse functions, trigonometric functions and identities.
- MAT 144** **Analysis I.** Functions, limits, derivatives, application of derivatives, maxima and minima, differentiation and integration of algebraic and transcendental functions. Prerequisite, 3 1/2 years high school math or MAT 134.
- MAT 154** **Analysis II.** Methods of integration, definite integrals, improper integrals, and infinite series. Prerequisite, MAT 144.
- MAT 213** **Analysis III.** Partial differentiation, polar coordinates, multiple integrals and infinite series. Prerequisite, MAT 154.
- MAT 223** **Differential Equations.** First order and simple higher-order differential equations, linear equations with constant coefficients, simultaneous differential equations, series solutions, Prerequisite, MAT 213.



## *DIVISION SIX:* *HEALTH AND PHYSICAL EDUCATION*

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

Although the College engages in intercollegiate contests as a member of the North Central Christian Athletic Conference, a wide variety of intramural activities are provided in order that all students may participate.

Varsity PED counts as an activity course toward graduation. A student may not enroll in more than two activity courses per semester, and may not repeat activity courses, except for varsity sports.

### **ACTIVITY COURSES**

- PED 141**    **Badminton-Tennis.** Instruction and practice in the fundamentals of badminton and tennis.
- PED 151**    **Basketball-Softball.** Instruction and practice in the fundamentals of basketball and softball.
- PED 161**    **Bowling.** Instruction and practice in the fundamentals of bowling.
- PED 171**    **Soccer-Volleyball.** Instruction and practice in the fundamentals of soccer and volleyball. Men.
- PED 181**    **Speedball-Volleyball.** Instruction and practice in the fundamentals of speedball and volleyball. Women.

### **VARSITY SPORTS**

- PED**            **Varsity Baseball.**  
**101-201**
- PED**            **Varsity Basketball.**  
**111-211**
- PED**            **Varsity Tennis.**  
**121-221**



## **THEORY COURSES**

- PED 113 Health Education.** A survey course in health science that deals with the examination and application of personal, family and community welfare.
- PED 123 Safety Education.** Designed to instruct the student in safety and first aid methods applicable to the home, school and community, and techniques of administering immediate and temporary care in the case of an accident or illness.

## ***DIVISION SEVEN: SOCIAL SCIENCES***

The social science curriculum has generally been designed to challenge students with both self insight and a better understanding of one's relationship with his fellowmen. Courses in history provide a fuller understanding of Western culture and the foundations of our present civilization, while study in political science and sociology may stimulate the student to see the nature of organized social structure and institutions. Courses in history, political science, psychology and sociology provide the framework of the social science curriculum.

### **HISTORY**

- HIS 113 Survey of Western Civilization.** 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 123 Survey of Western Civilization.** 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.
- HIS 213 United States to 1877.** A survey of American history from colonization through the Civil War and Reconstruction with emphasis on the European heritage, political, economic, and social conditions during the colonial period, the American Revolution, emergence of democracy, westward expansion, rise of sectionalism, and the Civil War.

- HIS 223** **United States, 1877 to Present.** Post-Civil War political, economical, social, and diplomatic developments, the mergence of the United States as a leading industrial power, the rise to world leadership.
- HIS 212** **Hebrew History I.** A study of Genesis, Exodus, Leviticus, Numbers and Deuteronomy, with special emphasis upon the background and early history of Israel. Also offered as BIB 212.
- HIS 222** **Hebrew History II.** A study of the history of Israel from the conquest of Canaan through the Judean monarchy, as revealed by the inspired prophets in the books of Joshua, Judges, Ruth, Samuel, Kings and Chronicles. Also offered as BIB 222.
- HIS 242** **Current Events.** A study of national and international current events promoting responsible citizenship in one's own country and the world. Emphasis on background and interpretation of current affairs. The student employs periodicals and newspapers; making class reports upon his findings.
- HIS 252** **History of Michigan.** Development of Michigan from a primitive wilderness to an industrial state, with special emphasis on its social, economic, political and religious development. 1974—1975
- HIS 262** **History of the American Negro.** A study of the changing relationships of the Negro in American society. Attention to African culture, the slave trade, the Negro in antebellum America, Negro abolitionists, the Negro and Reconstruction, Jim Crow America, the northern migration, and the Civil Rights Movement. 1973—1974
- HIS 233** **American Social History.** A study of selected topics in the history of popular beliefs, social structure, and organization and the processes of social change, including movements of reform. 1973—1974
- HIS 243** **Civil War and Reconstruction.** Causes and processes of secession, the conduct of the war, and the reconstruction of the South to 1877. 1973—1974

**HIS 253**     **The Era of the Enlightenment.** The ideas of the age of Reason, the French Revolution, the struggle for empire between England and France. 1974—1975

**HIS 263**     **Twentieth Century Europe.** A study of Europe from 1914 to present. The causes and results of World War I, the peace treaties and Versailles System. The decline of democracy, and the rise of totalitarian states, and World War II and its aftermath. 1974—1975

### **POLITICAL SCIENCE**

**POS 213**     **American Government.** A survey of the constitution of the United States and a study of constitutional development, expansion of national powers and civil rights. The Cabinet, the national judiciary, political parties and the executive branch shall be considered in relation to daily affairs.

**POS 223**     **State and Local Government.** A study of State and local governments, their relationships to each other and to the Federal government. Michigan State and local governments used as basic examples.

### **PSYCHOLOGY**

**PSY 213**     **General Psychology.** An introduction to the study of human behavior: personality, motivation and emotion, intelligence, and personal adjustment.

**PSY 223**     **Human Growth and Development.** The personal and social development from conception through adolescence. Emphasis on the developmental tasks through the first two decades of life. Recommended for educational majors.

### **SOCIOLOGY**

**SOC 213**     **Introduction to Sociology.** An introduction to the concepts of sociology: the relationship of man to the society and culture of which he is a part.

**SOC 223**     **Social Problems.** A study of current social problems confronting American society and their treatment and prevention through social planning.

**SOC 243**     **Marriage and the Family.** An analysis of marriage and family living, including marriage preparation, marital adjustments, child rearing, in-law relationships, finances, and religion.

**Michigan Christian College**

Rochester, Michigan