



**MICHIGAN  
CHRISTIAN  
COLLEGE**

**1974-76 BULLETIN**

MICHIGAN  
CHRISTIAN COLLEGE  
*BULLETIN*

ANNOUNCEMENTS FOR

**1974 - 75 - 76**

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 X

FEBRUARY 1974

Number 4

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# Why College?

After finally reaching the “expected” level of education, you may be asking yourself, “Why should I go to college?” After all, you probably are tired of school, may already have a good paying job, and maybe even have someone in mind for marriage.

But wait...are you really tired of school or just your particular school environment?

Do you really want to keep that job very long? Are you really prepared to settle down to all the responsibilities of marriage? Maybe you should ask, “Why College?” ... and try to answer the question and not just give reasons why you should not choose college.





Sure, much of the purpose of college is preparing for a better vocation, but college is actually a lot more. It is learning to better appreciate and better understand man ... his culture ... his thought patterns ... his history ... his behavior. It is discovering your potential as God's creation to improve the condition of yourself and others. It is developing a broader outlook on life, and a greater maturity to face the responsibilities that life brings. College is more than books; it is learning how to live.



## Why A Christian College?

As you begin to understand why you might ought to go to college, the thought of what kind of college to attend is probably entering your thoughts. The option of a Christian college suddenly becomes very real. Since college is so much more than preparing for a better vocation, but for life, it becomes more apparent that the Christian college offers an extra dimension. In the Christian college, all of life is considered in the context of God and His will for man. It is not a place where everyone is perfect, but where most are striving for a better degree of maturity ... for a better degree of service toward God and mankind. It is where you are encouraged to better yourself and others. The Christian college is more than just learning how to live, it is learning how to live right.



# Why Michigan Christian College?

The decision to attend a Christian college naturally leads to the decision of which one. Many students have found that Michigan Christian College offers something special. It is where you are not merely a spectator, but a participant. An abundance of activity combined with a small student body often helps you discover and develop talents you may not have realized you had ... part of the purpose of college.





Michigan Christian College is where you can earn either a two-year liberal arts or technical degree. It is where you can both see and feel the beauty of God's handiwork on campus, yet drive to America's fifth largest city in minutes.

It is where you become a member of an extended family ... not just new friends, but new brothers and sisters. It is where you feel a part of something growing and alive, a school that like you, is striving to learn how to better serve and live right.



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## *History of the College*

In September of 1959 fifty-four regular and eighty-four special students came to a thirty-seven acre campus to officially open North Central Christian College. NCCC had been the dream of hundreds of Michigan area Christians since 1954. In 1961, the Michigan State Department of Public Instruction, upon approving the College for incorporation, requested a name change, so the Board officially adopted the name, "Michigan Christian Junior College."

The Board of Directors has increased from the original nine members to thirty-four. 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.

The MCC campus now 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 over \$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

1974 — 1975

## FALL SEMESTER — 1974

Institutional Meeting.....	August 15
Faculty Meetings .....	August 15-16, 19-23
President's Dinner for Personnel.....	August 23
Residence Halls Open (1:00 p.m.).....	September 2
Orientation — Registration .....	September 3-4
Classes Begin.....	September 5
Faculty Reception for Students (8:00 p.m.).....	September 12
Fall Festival (Ladies' Associates).....	October 5
Bible Lectureship.....	October 14-17
Thanksgiving Recess .....	November 28-29
Holiday Banquet .....	December 13
Classes End.....	December 16
Final Examinations.....	December 17-20
Residence Halls Close (6:00 p.m.).....	December 20

## 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 26
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

# College Calendar

1975 — 1976

## FALL SEMESTER — 1975

Institutional Meeting.....	August 15
Faculty Meetings.....	August 18-22, 25-29
President's Dinner for Personnel.....	August 22
Residence Halls Open (1:00 p.m.).....	September 1
Orientation — Registration.....	September 2-3
Classes Begin.....	September 4
Faculty Reception for Students (8:00 p.m.).....	September 11
Fall Festival (Ladies' Associates).....	October 4
Bible Lectureship.....	October 13-16
Thanksgiving Recess.....	November 27-28
Holiday Banquet.....	December 12
Classes End.....	December 15
Final Examinations.....	December 16-19
Residence Halls Close (6:00 p.m.).....	December 19

## SPRING SEMESTER — 1976

Residence Halls Open (1:00 p.m.).....	January 4
Registration.....	January 5
Classes Begin.....	January 6
Spring Recess.....	March 1-5
Partnership Dinner V.....	April 10
Dean's Breakfast for Graduates (8:00 a.m.).....	April 24
Baccalaureate (8:00 p.m.).....	April 25
Classes End.....	April 26
Final Examinations.....	April 27-30
All School Awards Banquet (6:00 p.m.).....	April 30
Commencement (10:00 a.m.).....	May 1

## Board of Directors

JAMES E. THOMAS, *Chairman*..... Toledo, Ohio  
G. WHEELER UTLEY, *Vice Chairman* ..... Troy, Michigan  
M. O. BROWN, *Secretary* ..... Dearborn, Michigan  
PAUL L. LUTZ, *Treasurer* ..... Detroit, Michigan

ROBERT BENHAM, JR. .... Allen Park, Michigan  
EUGENE W. BROCK ..... Anderson, Indiana  
HAYWARD V. BURTON..... Livonia, Michigan  
HOMER CASE ..... Bloomfield Hills, Michigan  
MARVIN DE MEESTER..... Marne, Michigan  
MRS. FAYE DILGARD..... Fort Wayne, Indiana  
DOYLE EARWOOD..... Taylor, Michigan  
DR. GEORGE M. FORD ..... Berkley, Michigan  
JAMES L. GALLAHER ..... Bay City, Michigan  
HOWARD HAGERMAN ..... Holt, Michigan  
HAROLD HAWLEY (*Honorary*) ..... New Hudson, Michigan  
KIRG HENDRIX..... Trenton, Michigan  
JACK N. HOOVER..... Dearborn, Michigan  
ROBERT JACKSON ..... Orchard Lake, Michigan  
WILLIAM E. KOOI ..... Kalamazoo, Michigan  
DOLAN D. LEDFORD ..... Dearborn, Michigan  
RICHARD LEE (*Honorary*) ..... Dallas, Texas  
DR. JOE LLOYD ..... Noblesville, Indiana  
WILLIAM K. MARTIN..... Pekin, Indiana  
GERALD E. MONTGOMERY ..... Southfield, Michigan  
MRS. ALBERTA MUIRHEAD..... Dearborn, Michigan  
HUBERT V. NAVE (*Honorary*) ..... Dearborn, Michigan  
ALEX OZ..... Dearborn Heights, Michigan  
DR. E. LUCIEN PALMER ..... Rochester, Michigan  
DELBERT REMINDER ..... Bay City, Michigan  
R. L. RUMMEL ..... Toledo, Ohio  
CHARLES R. STEELE..... Allen Park, Michigan  
WILLIAM K. STEWART..... Corunna, Michigan  
DR. ROBERT THRELKELD..... Troy, Michigan  
MORTON T. UTLEY..... Scottsdale, Arizona

## *Administration and Staff*

DON E. GARDNER ..... *President*  
 E. LUCIEN PALMER..... *Chancellor*  
 ROYCE L. DICKINSON ..... *Vice-President*  
 DONALD M. SHULL ..... *Dean of Faculty*

JOYCE B. ANDERSON ..... *Registrar*  
 JEANNE BERTHOLET ..... *Custodian*  
 MARCEL BERTHOLET..... *Supervisor, Maintenance*  
 D. J. BIRDWELL..... *Bookstore, Clerk*  
 D. TRAVIS BIRDWELL ..... *Supervisor, Boarding Men*  
 ELLIËN CARROLL..... *Library Assistant*  
 E. FAYE DURIG..... *Dean of Women*  
 GAIL EDWARDS ..... *Cashier*  
 AUDREY GARDNER..... *Director of Financial Aid*  
 BOYD GLOVER..... *Bookstore Manager*  
 KIM HAYES ..... *Administrative Secretary*  
 KENT HOGGATT ..... *Admissions Counselor*  
 CATHY IRELAND ..... *Administrative Secretary*  
 M. PENNY JUDD ..... *Supervisor, Boarding Women*  
 NANCY JURNEY..... *Librarian*  
 MABEL LUXTON ..... *Publications Office*  
 BECKY NEWBERRY ..... *Bookkeeper*  
 DON ROBINSON..... *Admissions Counselor*  
 MEARL RYAN..... *Bookstore, Clerk*  
 WILLIAM K. SHINSKY ..... *Director of Athletics*  
 LARRY A. STEWART..... *Director of Admissions*  
*Supervisor, Boarding Men*



## FACULTY

- Joyce Anderson ..... Registrar  
University of Oregon  
Magic Valley Christian College  
Michigan Christian College
- John P. Belasco, Jr., A.A., B.A. .... Bible  
A.A., York College  
B.A., Harding College
- Deloris J. Birdwell, A.A., B.A. .... Art  
A.A., Michigan Christian College  
B.A., Harding College
- Terry Blake, B.A., M.A. .... Bible, English, Greek  
B.A., Abilene Christian College  
M.A., Eastern New Mexico University  
(Additional Graduate Work, Texas Technological University,  
North Texas State University, University of Wisconsin)
- David G. Case, A.A., B.A., J.D. .... Political Science  
A.A., Michigan Christian College  
B.A., Oakland University  
J.D., Detroit College of Law
- William P. Dennison, B.A. .... Business  
B.A., Harding College
- Royce L. Dickinson, A.A., B.C.S. .... Business  
A.A., Freed-Hardeman College  
B.S.C., Benjamin Franklin University  
(Additional Graduate Work, University of Windsor)
- Eula Faye Durig, B.S.E. .... Business, Physical Education  
B.S.E., Abilene Christian College  
(Additional Graduate Work, Abilene Christian College)
- Kennith D. Franklin, B.S.E., M.T.M. .... Mathematics  
B.S.E. 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
- Edward W. Gilliland, B.S. .... Economics  
 B.S., Thiel College
- Jeff L. Green, B.M.Ed., M.M.Ed. .... Music  
 B.M.Ed., University of Detroit  
 M.M.Ed., Wayne State University
- Leo W. Hindsley, B.A., M.A. .... History, French  
 Certificat De Francais Usuel, Sorbonne, University of Paris  
 B.A., Wayne State University  
 M.A., Wayne State University  
 (Additional Graduate Work, Michigan State University)
- Larry Journey, B.A., M.A. .... Speech, Drama  
 B.A., David Lipscomb College  
 M.A., University of Tennessee  
 (Additional Graduate Work, University of Michigan)
- Nancy Journey, B.A. .... Librarian  
 B.A., David Lipscomb College  
 (Additional Graduate Work, University of Michigan)
- Glenda Marlene Langston, B.A. .... Home Economics  
 B.A., Harding College
- Bernard Leshley, Mus. Bac., B.S.E., M.A. .... Music  
 Mus. Bac., University of Montreal  
 B.S.E., Wayne State University  
 M.A., Wayne State University
- Howard Ronnie Lockett, B.A. .... Psychology  
 B.A., University of Michigan  
 (Additional Graduate Work, Oakland University)
- Benjamin C. Morton, Jr., B.A., B.S., M.A. .... Sociology  
 B.A., Louisville Bible College  
 B.S., Blue Mountain College  
 M.A., Wayne State University  
 Psychology



- 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
- Helmut R. Petrich, B.A., M.M. .... Music  
 B.A., Harding College  
 M.M., University of Idaho
- \*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  
 B.A., University of Tennessee  
 M.A., University of New Mexico  
 (Additional Graduate Work, Oakland University)
- Larry A. Stewart, A.A., B.A. .... Bible  
 A.A., Michigan Christian College  
 B.A., Harding College
- 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
- Robert L. Waggoner, B.A., M.A., B.D. .... Bible  
 B.A., Harding College Religious Education  
 M.A., Harding College Graduate School  
 B.D., Vanderbilt University
- Edith Kaye Wallace, A.S., B.A. .... Biology, Chemistry  
 A.S., Michigan Christian College  
 B.A., Pepperdine University
- Annie L. Weekes, B.S.E., M.Ed. .... Social Sciences  
 B.S.E., Wayne State University  
 M.Ed., Wayne State University  
 (Additional Graduate Work, Wayne State University, Oakland 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 ninety-one acre campus, with two lakes, is one of the most beautiful to be found anywhere. Trees, shrubs, lawns, and the Oriental Garden provide private study areas for those who enjoy working while surrounded by the beauties of nature.

The surrounding communities have ample job opportunities for students who need part-time work. 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 residence hall unless they are married or living with relatives. Permission to waive this requirement should be requested from the Vice President.

Two residence halls are maintained for men students. The two-story Barbier Dormitory houses 52 men and the Multi-Purpose Complex 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 are provided in each residence hall.

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 women per room and two rooms adjoining a private bath.



## **GENERAL POLICIES AND PROCEDURES**

Students attending MCC are expected to accept a personal responsibility for their conduct both on campus and in the community. Since MCC is a Christian College, the Administration feels an obligation to the students who choose this type of college to maintain an atmosphere on campus that harmonizes with the purposes and philosophies of the institution.

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

Specific policies concerning dress, the use of alcoholic beverages, drugs, tobacco, and other matters of conduct are described in the "Campus Community Guidelines." The observance of the rules of common courtesy and cooperation makes conduct rules operate more smoothly. However, misbehavior which would make a student liable to indictment under criminal law or in serious violation of college policies will subject a student to dismissal from the institution. Any student wishing clarification of such rules may request a copy of the guidelines from the Office of Admissions.

## **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.

## 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 55-57 for complete description of these courses.

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

**Share Groups:** Several small groups are formed each year to visit area congregations 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.

**His Wordsmen:** This group offers training and fellowship for young men interested in preaching the gospel of Christ.

**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.

## INTRAMURAL AND INTERCOLLEGIATE SPORTS

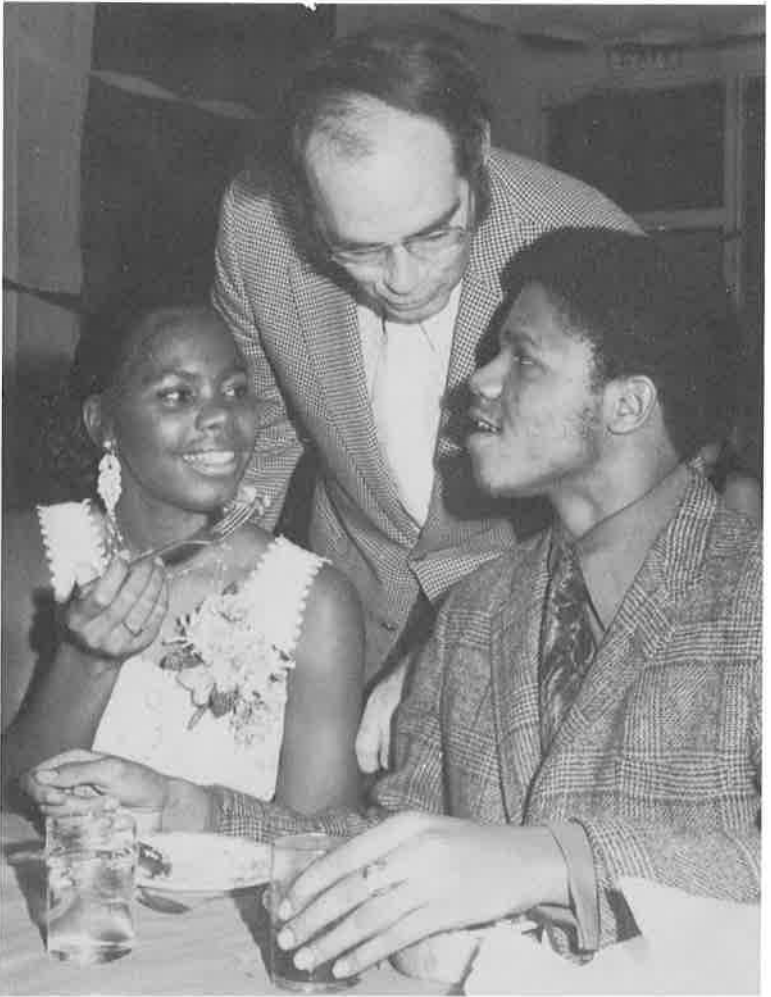
The units of competition for the Intramural program are the four social club teams and one faculty-staff team. The following individual and team sports are a part of the Intramural Program: Badminton (singles and doubles), Basketball, Golf, Checkers, Chess, Horse Shoes, Softball, Table Tennis (singles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

The College participates in Intercollegiate Basketball, Tennis, and Baseball. 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. The College is a member of the North Central Christian Athletic Conference.



## STUDENT PUBLICATIONS

A monthly college newspaper, the *North Star*, and the yearbook, the *Totem Pole*, are the primary means of printed communication for the college community. These publications provide opportunities of expression to students who desire experience in writing, editing, photography, advertising, layout design, business management, and publishing. Both publications are made available through the general fee.



## **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. There are four officers who head the Student Council. Working with them are all the class officers elected from each class, the representatives from each residence hall, and the commuting men and women representatives.

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 — membership by try-out and invitation.
- 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.
- Psi Delta Omega — an honor club made up of those who achieve high academic records. Membership is by invitation.
- Residence Hall Council — open to all interested students for each hall. Organizes ways and means for improving the residence living hall.
- Science Club — activities include field trips and on-campus projects. Of special interest to science majors but open to all interested students.
- Ski Club — offers snow skiing activity for all levels of ability . . . ski lessons, ski trips, and fun.
- Social Clubs — serve as the basis for most of the activity on campus. Membership is by application through the office of the Dean of Students. The four coeducation clubs are: Alpha Chi, Beta Rho, Delta Phi and Sigma Tau.
- Warriorettes — pep group of women with membership by try-out and invitation.
- Worthy Women Club — offers opportunities for young women to receive training in various Christian services and works. Membership is voluntary and limited to women.



## Admissions Information

Michigan Christian College welcomes you if your educational pursuit is in harmony with the goals and purposes of the college. To apply for admission, follow the *admissions procedures* outlined on the *application form* in the back of the catalog.

Admitted students are classified in the following categories:

- **FIRST TIME IN ANY COLLEGE (FTIAC):** Most applicants gain admission to MCC as graduates from a recognized high school. If you have not graduated from high school, you may be admitted upon satisfactory completion of the General Education Development (GED) Test. If your final three years' high school grade point average is less than 2.00 or your composite GED Test score is between 45 and 49, you may be admitted on academic probation.
- **TRANSFER:** In addition to general admission requirements, if you wish to transfer to MCC from another college or university, you must submit an official transcript from the institution. MCC accepts all passing academic work completed in other colleges and universities. If your college grade point average is below 2.00, you may be admitted on academic probation.

**THREE-TWO PLAN:** Nearly one-fifth of the nation's colleges have an accelerated program for able students who have completed their junior year of high school with a good academic record. MCC's Three-Two Plan allows you to begin your full-time college program after three years of high school (grades 9-11) and to obtain your Associate Degree after two years at MCC. You may receive your high school diploma after your first year at MCC either through special arrangements with your high school or through satisfactory completion of the GED test. If you are admitted under the Three-Two Plan, you are accepted into the college community the same as any high school graduate.

- **RE-ADMISSION:** If you are a returning student, you should make formal application for re-admission (no fee) in the Registrar's Office. Re-application should be made whether you have been out of school one semester or more; or are simply a sophomore continuing your educational program.
- **SPECIAL STUDENT:** If you are interested in taking six hours or less, you may simply register for classes without applying for formal admission. As a special student, you may take classes for college credit or may choose to audit.
- **GUEST STUDENT:** Students enrolled in other colleges often wish to attend MCC in order to receive credit in some specific course or area. To do so, you should submit a Michigan Uniform Undergraduate Guest Application to the Registrar's Office. All other admissions requirements are waived. As a guest student, you are charged normal tuition and fees. Notification of your grades and credits earned are sent to your regular college.
- **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 satisfactorily complete the Test of English as a Foreign Language (TOEFL). Before you can be issued an I-20, it will be necessary for you to submit a \$750 deposit. This deposit is credited to your account over a period of two semesters and is refundable only if you are unable to obtain a visa.



## *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 an academic year approximately \$150,000 is awarded in various forms of financial assistance to MCC students.

We grant financial assistance primarily upon the basis of need. In order to determine the ability of you and/or your parents to meet college costs, we request that Michigan residents submit a Parents' Confidential Statement or a Students' Confidential Statement to College Scholarship Service. Non-Michigan residents should submit a Family Financial Statement to the American College Testing Program. These forms may be obtained from your high school counselor or from our Office of Financial Aid.

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 MCC.

Because resources are limited, financial aid is not normally available to International Students during their first year with us. (This limitation does not apply to Canadian citizens.)

Returning students who will need financial assistance for their second year with us should visit the Office of Financial Aids during the spring semester to make financial plans for the coming year.

## SCHOLARSHIPS

**Michigan Competitive Scholarship.** If you are a resident of Michigan with financial need, you may be eligible for a scholarship of up to \$1200 per academic year from the State. To qualify, you must complete the American College Test (ACT) with a high score either in April of your junior year, in July between your junior and senior year, or in October of your senior year. Application for the Scholarship is made to the State of Michigan.

**Alvin M. Bentley Scholarship.** Each year one freshman is chosen to receive the Bentley Scholarship, amounting to \$250 per year. The recipient is chosen on the basis of academic excellence and good citizenship. Application is made to MCC, who in turn recommends the student to the Bentley Foundation.

**Academic Scholarship.** If you have maintained above a "B" (3.00) grade point average over five consecutive semesters of high school work, you qualify for an Academic Scholarship. For a 3.00 to 3.19 you may receive \$150 per academic year; 3.20 to 3.39, \$225; 3.40 to 3.59, \$300; 3.60 to 3.79, \$375 and 3.80 to 4.00, \$450. A scholarship is awarded for one academic year and is renewable for the same amount your second year if your college grade point average does not change more than .20. If you do not enter MCC with an Academic Scholarship as a freshman, you may become eligible by earning a 3.00 grade point average or better during your freshman year. These scholarships can only be applied to tuition and fees. You may choose between an Academic Scholarship and an ACT/SAT Scholarship, but may not receive both.

**ACT/SAT Scholarship.** If you achieve a high score on the American College Test (ACT) or the Scholastic Aptitude Test (SAT), you automatically qualify for an ACT/SAT Scholarship. For an ACT composite score of 21 to 25 you may receive \$150 per academic year; 26-28, \$225; and 29-36, \$350. This scholarship is renewable your second year if you maintain sufficient grades. You may choose between an ACT/SAT Scholarship and an Academic Scholarship, but may not receive both.

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

**Associates' Scholarship.** The Associates of Michigan Christian College provide a number of scholarships which may be applied toward room, board, tuition, and fees. To qualify you must have at least a 2.75 grade point average. This scholarship is renewable if a 2.75 grade point average and satisfactory citizenship are maintained. 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.

## **GRANTS AND AWARDS**

**Basic Educational Opportunity Grant.** First-time college registrants who are United States citizens may be eligible for up to \$1400 in aid from the Federal Government for use on any college costs. After submitting an application to the Grant Program, you receive a form stating your expected family contribution. You forward this form to the College, which in turn notifies you of your actual grant. Basic Grants are renewable after your first year.

**Supplemental Educational Opportunity Grant.** If you demonstrate need beyond that met by the Basic Grant, you may be eligible for up to an additional \$1500 from the Federal government. Application is made to the College, which in turn determines the grant.

**Michigan Tuition Grant.** If you are a Michigan resident you may be eligible for a grant of up to \$1200 per year from the State. These grants are awarded on the basis of financial need as demonstrated by the Parents' Confidential Statement, and enrollment in a private Michigan college. Application is made directly to the State of Michigan.

**Non-Michigan Tuition Award.** If you are a non-Michigan resident and a first-time registrant at MCC, you may be eligible for a tuition award of up to \$1600, covering two academic years. To qualify you must have a grade point average of 2.00 or above, be recommended as a faithful member of the Church of Christ, and have financial need as indicated by the Family Financial Statement.

**Achievement Award.** If you have demonstrated exceptional ability in a particular activity, you may be eligible for an award from MCC in that particular achievement. Such awards are available in sports, journalism, music, speech, and drama. These awards range from \$100 per academic year upward, depending upon your ability and financial need and are based upon the recommendation of the appropriate department chairman.

Activity Achievement Awards are actually work scholarships since the department recommending the award will expect a reasonable amount of the student's time. It is to your advantage to arrange for a conference with the chairman of the department from which you hope to receive the award in order to discuss your abilities and experiences.

An award is made for one academic year, but may be renewed for the second year if citizenship and performance produce a departmental recommendation for renewal. Activity Achievement Award cannot be made after the school session begins in August. A first year student may be considered for such an award 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 or an Activity Achievement Award. A limited number of Citizenship Awards are available, ranging upward from \$100 per academic year.





## **SPECIAL SOURCES OF AID**

**Social Security Benefits.** If you are a child of a retired, disabled, or deceased worker, you may be eligible for social security benefits for college work until you reach the age of 22. Contact your district Social Security Administration Office for more information concerning the application process.

**Veteran's Benefits.** Through the G.I. Bill, you qualify for educational benefits for up to eight years from the date of your discharge, if you are a veteran of any of the armed forces. If you are 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 qualify for benefits toward your college education. Contact your Veterans Administration Office for more information.

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

## LOANS

**National Direct Student Loan.** If you have financial need and are a United States Citizen, you may borrow up to \$1250 per academic year from the Federal government. 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 may be cancelled for those who teach in schools in specified disadvantaged areas. Application is made to MCC.

**Guaranteed Low-Interest Loan.** You may be able to borrow up to \$2500 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. There is a minimum monthly repayment requirement of \$30 which may reduce the repayment period. Repayment may be deferred while you are a member of the armed forces, a volunteer in the Peace Corps or VISTA, or a full-time student. Application is made through your local bank.

**Michigan Higher Education Assistance Authority (MHEAA) Loan.** This loan is available in amounts up to \$1500 per academic year 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 the ability and desire to complete a college course and earn a degree, and must demonstrate some financial need. Application is made through your local bank.

**Commercial Loans.** Do not overlook your local bank regarding a student education financing package. Several leading institutions have inaugurated loan programs for financing a college education.



## WORK OPPORTUNITIES

**College Work Study.** This Federal program is designed to provide work in non-profit organizations for students with financial need. To qualify you must be a United States citizen and capable of maintaining satisfactory grades while employed. Application is made to MCC.\*

**Campus Employment.** Several College-funded campus jobs are always available. These jobs include such duties as dormitory monitoring, maintenance, library assistance, and secretarial work. Job assignments are made at the beginning of each academic year.\*

**Off-Campus Employment.** Area business firms often contact the College for students desiring part-time work. Such job opportunities are announced regularly in chapel.\*

\* Twenty hours of employment per week should be the maximum undertaken by any full-time student. Probationary students will be restricted to a maximum of twelve hours of employment per week.

## MONTHLY PAYMENT PLANS

**Educational Funds Plan.** If you desire to avoid lump-sum payments at the beginning of each term, you may choose to pay your annual expenses in eight monthly installments through The Education Funds, Inc.—Fund Management Corporation. You pay a \$20 participation fee and no other interest or fees of any kind. Details are provided each student prior to enrollment.

**Tuition Plan.** You may also choose to pay annual expenses in monthly installments broken down over a period of 12, 24, 30 or 36 months at an annual percentage rate of 18% (1-1/2% per month). This program provides the benefit of insurance protection. Details are provided each student prior to enrollment by Tuition Plan, Inc.

## 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.

## HOW TO APPLY FOR MAXIMUM AID

Every Michigan resident desiring to receive financial aid should complete the following forms to receive the most complete financial aids package:

- 1) **Parents' Confidential Statement**, submitted to College Scholarship Service, Box 881, Evanston, IL 60204.
- 2) **Basic Grant Application**, submitted to Basic Educational Opportunity Grant Program, P.O. Box B, Iowa City, Iowa 52240.
- 3) **Michigan Tuition Grant Application Request Form**, submitted to Michigan Department of Education, Student Financial Assistance Services, Box 420, Lansing, MI 48902.
- 4) **MCC Application for Financial Assistance**, submitted to Office of Financial Aid, Michigan Christian College, 800 West Avon Road, Rochester, MI 48063.

Every non-Michigan resident should complete:

- 1) **Family Financial Statement**, submitted to the American College Testing Program, Financial Aids Operations, P.O. Box 1000, Iowa City, Iowa 52240.
- 2) **Basic Grant Application**, (same as above).
- 3) **MCC Application for Financial Assistance**, (same as above).

*Any or all of the above application materials may be obtained from our Office of Financial Aids.*



## *Financial Information*

### SCHEDULE OF CHARGES

Auditing fee	
Regular students per hour .....	5.00
Special students per hour .....	15.00
Automobile registration fee.....	2.00
Board (per semester)** .....	375.00
Bowling Class fee (per semester) .....	22.50
Change of course fee (per change).....	5.00
Examination fee, special (per examination).....	5.00
General fee (per semester).....	75.00
Graduation fee .....	21.00
Insurance (per semester) .....	20.00
Key deposit .....	5.00
Laboratory Science fee (per semester) .....	5.00
Late registration fee.....	10.00
Private lesson fee (piano or voice, per semester).....	50.00
Reinstatement fee (chapel, class) .....	10.00
Room rent (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, additional .....	30.00
Transcript fee (each after first).....	2.00
Tuition (per semester hour).....	36.50

### AVERAGE EXPENSES PER SEMESTER

Tuition (15 hours)* .....	547.50
Fees.....	85.00
Room and Board** .....	567.50
<b>TOTAL</b>	<b>\$1200.00</b>

\*Sixteen units average per semester are required to graduate in two years.

\*\*Subject to change because of increasing food prices.

### 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.

## 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. The date the Residence Halls open will be considered the beginning of the school year for the purpose of calculating any refunds and/or penalties. If the withdrawal is unnecessary or due to student's misbehavior, the College is under no obligation to refund any charges. When a student voluntarily withdraws, refund and/or penalties of *all charges*, which include both regular and special tuition, fees, room and board will be governed by the following policy:

	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%

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 & second week from day classes begin (add and/or drop)	100%	\$5.00 change fee
Within third week from day classes begin (drop)	75%	25%
Within fourth week from day classes begin (drop)	50%	50%
Within fifth week from day classes begin (drop)	25%	75%
Beyond fifth week (drop)	0%	100%

# *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.
- Approved by the U.S. Department of Health, Education and Welfare.
- 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.

## CLASS 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 instructor whose class was missed within three days of the absence or the absence will be automatically unexcused. 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 Registrar of the absences and the Registrar will write to the student. If a student accumulates two additional unexcused absences, he will be automatically suspended from class, with a loss of credit. The instructor will notify the Registrar who will write a letter to the student and his parents or guardian.

## CHAPEL ATTENDANCE

Daily chapel attendance is expected of each student enrolled in the college and attendance is checked each day. Absences may be excused in advance if you are to represent the College, if you are working, or if you are taking courses on the Concurrent Enrollment Program. In such cases you must present complete information *in advance* of the absence to the Registrar.

Because of illness or an emergency you may miss chapel 7 times without penalty. On the 8th miss you will receive a letter from the Registrar cautioning you against further absences. At the 10th miss the Registrar will advise you that you have been dropped from chapel/classes and that you must present a \$10.00 reinstatement fee receipt from the Business Office. At the 12th miss you will be advised by the Registrar that you have been suspended and that you may be reinstated only by recommendation of the Dean of Men (for men) or the Dean of Women (for women) and the payment of a second \$10.00 reinstatement fee. It will be your responsibility to immediately initiate a conference with the Dean of Men or Dean of Women. Further absences will result in suspension 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. Twenty hours constitute the maximum load and a privilege granted only to those who demonstrate ability to do superior work. If you are admitted on academic probation, you should not register for more than twelve or fourteen units, upon recommendation of the Registrar.

*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 the Registrar.

*Final Examination:* You will be expected to take examinations on the announced dates and not before. In special circumstances final examinations may be taken late with the approval of the Registrar and Instructor.

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

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

The grade "I" may be given only when you have not completed the course for unavoidable reasons, in the judgment of the instructor. You must remove the "I" grade by completion of the work within three months of the close of the semester.

You may not withdraw from a course later than one week prior to final examinations. You may be given the grade "W" from the third week through the sixth week if the instructor decides there is insufficient basis for judging progress. You may be given the grade "WP" (Withdrawal Passing) from the third week through one week before final examinations. You may be given the grade of "WF" (Withdrawal Failing) from the third week. If you are dismissed from the College you will receive a grade of "F" for all courses. If you wish to withdraw from the college, you must do so officially through the office of the Registrar.

*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. The second grade and course description will appear on your permanent record, and only the second grade will be counted toward graduation and in your cumulative grade point average. Regular tuition charges are made for courses repeated.

*Probation:* If your grade point average drops below 1.75, you will be placed on academic probation. If you fail to clear probation after two consecutive semesters, you will be suspended for the subsequent semester. If you are on probation you are asked to reduce your academic load to twelve-fourteen units; your hours of employment to a maximum of twelve hours per week; and the number of extra-curricular activities. If your grade point average is less than 1.00 you will be suspended for the subsequent semester. If you are suspended for academic reasons you may request special permission to re-enroll from the Academic Life Committee through the Office of the Registrar.

*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: (1) High School seniors may arrange to take the Advanced Placement Examination and have scores sent to the Office of the 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. (2) If you have been out of high school for some time, you may receive credit from Michigan Christian College through the College Level Examination Program (CLEP). (3) You can request from the Office of the Registrar a statement of policy and application regarding credit through institutionally prepared examinations.

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

## *Degree Information*

Each student is encouraged to fulfill all requirements for graduation and participate in the commencement exercises held annually at the close of the Spring Semester. The conferring of Associate in Arts Degrees, Associate in Science Degrees, Associate in Applied Science Degrees, and Junior College Certificates, and honors highlight the graduation ceremony.

### **GRADUATION PROCEDURES**

Requirements for graduation may be completed during any semester but the degree or certificate will not be conferred until the graduation ceremony. In order to be eligible for a degree or certificate you must complete certain requirements:

- (1) When you have earned 28 units toward a degree, you should see your Faculty Advisor to make final plans for graduation.
- (2) When you are preparing to enter the final semester prior to graduation, you should consult with your Faculty Advisor in order to determine eligibility for a degree.
- (3) At the beginning of the semester in which you plan to complete your requirements for graduation you must file an Application for Graduation with the Registrar's Office, pay the graduation fee, and arrange for a cap and gown.
- (4) You must have met all graduation requirements.
- (5) You must complete at least one year of work at the College.
- (6) You must have fulfilled all financial obligations to the College.
- (7) You must be in good standing with the College.

## LIBERAL ARTS DEGREES

The general liberal arts program is designed to meet the needs of those students who wish to prepare themselves with a broad foundation for a four-year college degree. Faculty Advisors are assigned to assist each student outline a program to fit the individual need, however, it is the student's responsibility to be fully aware of the course requirements of the college or university to which he intends to transfer.

### ASSOCIATE IN ARTS PROGRAM

The curriculum of the Associate in Arts program is consistent with an educational program leading to the Bachelor of Arts Degree. Some of the many possible pre-professional programs are suggested which follow the outline of the general requirements of the Associate in Arts Degree: Art, Bible, Business Administration, Education, English, History, Home Economics, Journalism, Law, Music, Psychology, Sociology, and Speech.

You must complete 64 units including divisional requirements with a cumulative grade point average of 2.00 or "C". Specific requirements are:

Bible *112, 122, 212, 222	8 units
Communications (English 113, 123; Speech 113 or 123)	9 units
Humanities (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.)	9 units
Physical Education (Activity courses) **	2 units
Science and Mathematics (Laboratory science sequence of 8 units and 3 units of Mathematics 113 or equivalent.)	11 units
Social Science (History sequence of 6 units and Political Science 213.)	9 units
Elective Courses	16 units
<b>Total Required for Associate in Arts Degree</b>	<b>64 units</b>

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

\*\* Veterans may have this requirement waived.

An example of a typical liberal arts — non-science program:

<b>FRESHMEN</b>			
Fall Semester		Spring Semester	
Bible 112	2	Bible 122	2
English 113	3	English 123	3
Speech 113	3	Biology or Chemistry 124*	4
Biology or Chemistry 114*	4	Mathematics 113**	3
Physical Education	1	Physical Education	1
History 113 or 213*	3	History 123 or 223*	3
	<hr style="width: 50%; margin: 0 auto;"/> 16		<hr style="width: 50%; margin: 0 auto;"/> 16

<b>SOPHOMORE</b>			
Fall Semester		Spring Semester	
Bible 212	2	Bible 222	2
Humanities***	6	Humanities***	3
Electives	8	Political Science 213	3
	<hr style="width: 50%; margin: 0 auto;"/> 16	Electives	<hr style="width: 50%; margin: 0 auto;"/> 8
		<b>Total Required Hours</b>	<b>64</b>

\* A complete sequence is required; one semester of each sequence will not satisfy divisional requirement.

\*\* Or any higher numbered math course.

\*\*\* To be selected from English Literature, American Literature, Art Appreciation, Music Appreciation or Introduction to the Theater. One semester of Literature is required.

## EDUCATION - ELEMENTARY INTERN PROGRAM

If you have pursued a general education curriculum, you are in an excellent position to elect the EIP program. This program provides for two years of academic preparation at a junior college, a summer and one full quarter at Michigan State University in East Lansing, two full quarters of study in Oakland County, and a fourth year which consists of a full year of internship for which the student receives a stipend in excess of \$4,500. Upon completion of the internship program, you will receive a Bachelor's Degree from MSU, and a Michigan Elementary Provisional Teaching Certificate. Michigan Christian College is one of several Michigan schools presently cooperating with MSU in the operation of this program.

## ASSOCIATE IN SCIENCE PROGRAM

The curriculum of the Associate in Science program is intended for students planning to major in educational programs leading to the Bachelor in Science Degree. Some of the many possible pre-professional programs are suggested which follow the outline of the general requirements for the Associate in Science Degree: Biology, Chemistry, Engineering, Environmental Sciences, Mathematics, Medicine, Nursing, and Physical Education.

In addition to completing the 48 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 with a cumulative grade point average of 2.00 or "C".

An example of a typical liberal arts — science related program.

Fall Semester	<b>FRESHMEN</b>		Spring Semester
Bible 112	2	Bible 122	2
English 113	3	English 123	3
Speech 113	3	Biology or Chemistry 124*	4
Biology or Chemistry 114*	4	Mathematics 113**	3
Physical Education	1	Physical Education	1
History 113 or 213*	3	History 113 or 213*	3
	16		16

Fall Semester	<b>SOPHOMORE</b>		Spring Semester
Bible 212	2	Bible 222	2
Humanities***	6	Humanities***	3
Science	4	Science	4
Mathematics	4	Mathematics	4
		Political Science	3
	16		16
		<b>Total Required Hours</b>	<b>64</b>

\* A complete sequence is required; one semester of each sequence will not satisfy divisional requirement.

\*\* Or any higher numbered math course.

\*\*\* To be selected from English Literature, American Literature, Art Appreciation, Music Appreciation or Introduction to the Theater. One semester of Literature is required.

An example of a typical pre-med and pre-nursing program:

Fall Semester		<b>FRESHMEN</b>	Spring Semester	
Bible 112	2	Bible 122	2	
English 113	3	English 123	3	
Biology 114	4	Biology 124	4	
Chemistry 114	4	Chemistry 124	4	
History 113 or 213*	3	History 123 or 223*	3	
Physical Education	<u>1</u>	Speech 113	<u>3</u>	
	17		19	

Fall Semester		<b>SOPHOMORE</b>		Spring Semester	
Bible 212	2	Bible 222	2		
Physiology (BIO 214)	4	Microbiology (BIO 224)	4		
Organic Chemistry**	4	Math 134	4		
Psychology 213	3	Psychology 223	3		
Sociology 213	3	Sociology 243	3		
Physical Education	<u>1</u>	Political Science 213	<u>3</u>		
	17		19		
		<b>Total Required Hours</b>	<b>72</b>		

\* A complete sequence is required; one semester of each sequence will not satisfy divisional requirement.

\*\* To be taken on concurrent enrollment arrangement.

A student should complete this pre-nursing program in order to enter the junior year at a senior college when the clinical work in nursing would begin. It is assumed that a student who completes this program would enroll during the summer preceding the fall semester to take introductory courses in nursing.





## **CAREER EDUCATION DEGREES**

The Michigan State Department of Education is emphasizing the need for greater attention to career education. In Michigan, for example, 75% to 85% of the students entering high school do not complete college. Many of these students have not taken courses which equip them to enter the labor market. More than 35% of all available jobs require education more advanced than high school but do not demand a four-year university degree.

## ASSOCIATE IN APPLIED SCIENCE PROGRAM

The curriculum of Applied Sciences is designed to prepare students for immediate employment in the various business fields. The programs contain the general requirements for the Junior College Certificate, as well as, specialized offerings needed to gain mastery of an occupational field. The graduates of the Applied Science curriculum, however, will also have a sound base for continuing their formal education if they desire a four-year college degree.

Students can prepare for career opportunities and receive an Associate in Applied Science Degree in the following areas of specialization: Accounting, Executive Secretarial, Legal Secretarial, Medical Secretarial, Real Estate Science, Retail Management, Industrial Security, Retail Security, Law Enforcement, Mental Health, and Automotive Technology. A concurrent enrollment arrangement with nearby Oakland University and Oakland Community College allows MCC to offer a wide range of occupational choices. MCC desires to expand this program as student interest increases sufficiently to make the additional offerings available.

You must complete a minimum of 64 units, including divisional requirements with a cumulative grade point average of 2.00 or "C". Specific requirements are:

Bible* 112, 122, 212, 222	8 units
Communications (English 113, 123, Speech 113, or equivalent.)	9 units
Humanities (Any combination of Literature or Appreciation courses.)	6 units
Physical Education (Activity courses)**	2 units
Mathematics (Business 123 or Mathematics 113)	3 units
Social Science (Political Science 213)	3 units
Occupational Courses***	30-35 units
Elective Courses****	<u>3-5 units</u>
Total minimum hours for Associate in Applied Science Degree	64 units

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

\*\*Veterans may have this requirement waived.

\*\*\*Varies with area of specialization, usually 30-35 units. See suggested programs for core requirements.

\*\*\*\*Varies with area of specialization, usually 3-5 units. See suggested programs for core requirements.



An example of a typical program in accounting:

Fall Semester	<b>FRESHMEN</b>	Spring Semester	
Bible 112	2	Bible 122	2
Introduction to Business (BUS 113)	3	Typing I (SES 113)	3
Accounting (BUS 213)	3	Accounting (BUS 223)	3
Speech 113	3	Principles of Date Processing*	3
Business Mathematics (BUS 123)	3	Economics I (BUS 253)	3
English 113	3	Sociology 223	3
	<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 3		
	17		<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 17
Fall Semester	<b>SOPHOMORE</b>	Spring Semester	
Bible 212	2	Bible 222	2
Business Law I (BUS 233)	3	Business Law II*	3
Cost Accounting*	3	Survey of Taxation*	3
Office Machines*	3	Business Communications (SES 163)	3
Psychology 213	3	Internship (BUS 273)	3
Political Science 213	3	Humanities	3
Physical Education	1	Physical Education	1
	<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 18		<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 17
		<b>Total Required Hours</b>	<b>70</b>

\*To be taken at Oakland Community College as a Guest Student.

An example of a typical executive secretarial program:

Fall Semester	<b>FRESHMEN</b>	Spring Semester	
Bible 112	2	Bible 122	2
English 113	3	English 123	3
Introduction to Business (BUS 133)	3	Business Mathematics (BUS 123)	3
Business Law (BUS 233)	3	Speech 113	3
Typing II (SES 123)	3	Typing III (SES 213)	3
Shorthand II (SES 143)	3	Shorthand III (SES 233)	3
		Physical Education	1
	<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 17		<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 18
Fall Semester	<b>SOPHOMORE</b>	Spring Semester	
Bible 212	2	Bible 222	2
Accounting I (BUS 213)	3	Secretarial Procedures (SES 263)	3
Office Machines*	3	Principles of Supervision*	3
Adv. Typing IV (SES 223)	3	Business Communications (SES 163)	3
Adv. Shorthand IV (SES 243)	3	Internship (SES 272)	2
Psychology 213	3	Physical Education	1
		Political Science 213	3
	<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 17		<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> 17
		<b>Total Required Hours</b>	<b>69</b>

\*To be taken at Oakland Community College as a Guest Student.

### An example of a typical legal secretarial program:

Fall Semester	<b>FRESHMEN</b>	Spring Semester	
Bible 112	2	Bible 122	2
English 113	3	English 123	3
Introduction to Business (BUS 113)	3	Business Mathematics (BUS 123)	3
Business Law (BUS 233)	3	Business Law II*	3
Typing II (SES 123)	3	Typing III (SES 213)	3
Shorthand II (SES 143)	3	Shorthand III (SES 233)	3
		Physical Education	1
	<hr/> 17		<hr/> 18
Fall Semester	<b>SOPHOMORE</b>	Spring Semester	
Bible 212	2	Bible 222	2
Speech 113	3	Office Machines*	3
Accounting I (BUS 213)	3	Business Communications (SES 163)	3
Shorthand IV (SES 243)	3	Secretarial Procedures (SES263)	3
Psychology 213	3	Internship (SES 272)	2
Political Science 213	3	Physical Education	1
		Political Science 223	3
	<hr/> 17		<hr/> 17
		<b>Total Required Hours</b>	<b>69</b>

\*To be taken at Oakland Community College as a Guest Student.

### An example of a typical medical secretarial program:

Fall Semester	<b>FRESHMEN</b>	Spring Semester	
Bible 112	2	Bible 122	2
English 113	3	English 123	3
Speech 113	3	Business Mathematics (BUS123)	3
Introduction to Business (BUS 113)	3	Typing III (SES 213)	3
Typing II (SES 123)	3	Shorthand III (SES 233)	3
Shorthand II (SES 143)	3	Biology 124	4
Physical Education	1		
	<hr/> 18		<hr/> 18
Fall Semester	<b>SOPHOMORE</b>	Spring Semester	
Bible 212	2	Bible 222	2
Accounting I (BUS 213)	3	Business Communications (SES 163)	3
Business Law I (BUS 233)	3	Office Machines*	3
Medical Terminology*	2	Secretarial Procedures (SES 263)	3
Medical Practice*	1	Internship (SES 272)	2
Shorthand IV (SES 243)	3	Safety Education (PED 123)	3
Physiology (BIO 214)	4	Political Science 213	3
Physical Education	1		
	<hr/> 19		<hr/> 19
		<b>Total Required Hours</b>	<b>74</b>

\* To be taken at Oakland Community College as a Guest Student.

An example of a typical real estate science program:

Fall Semester	<b>FRESHMEN</b>	Spring Semester	
Bible 112	2	Bible 122	2
English 113	3	Business Communications	
Speech 113	3	(SES 163)	3
Intro. to Business (BUS 113)	3	Economics (BUS 253)	3
Business Mathematics		Political Science 213	3
(BUS 123)	3	Physical Education	1
Real Estate Principles*	3	Real Estate Practices*	3
Preparation for Real Estate		Real Estate Salesmanship*	3
License*	<u>1</u>		
	18		<u>18</u>
<b>Fall Semester</b>	<b>SOPHOMORE</b>	<b>Spring Semester</b>	
Bible 212	2	Bible 222	2
Business Law (BUS 233)	3	Political Science 223	3
Typing I (SES 113)	3	Sociology 223	3
Psychology 213	3	Elective	4
Physical Education	1	Real Estate Economics*	3
Real Estate Finance*	3	Real Estate Investment*	3
Legal Aspects of Real Estate*	<u>3</u>		
	18		<u>18</u>
		<b>Total Required Hours</b>	<b>72</b>

\* To be taken at Oakland Community College as a Guest Student.

An example of a typical retail management program:

Fall Semester	<b>FRESHMEN</b>	Spring Semester	
Bible 112	2	Bible 122	2
English 113	3	Business Communications	
Intro. to Business		(SES 163)	3
(BUS 113)	3	Economics (BUS 253)	3
Business Math (BUS 123)	3	Physical Education	1
Typing I (SES 113)	3	Political Science 213	3
Principles of Data Processing*	3	Salesmanship*	3
	<u>17</u>	Principles of Retailing*	<u>3</u>
			18
<b>Fall Semester</b>	<b>SOPHOMORE</b>	<b>Spring Semester</b>	
Bible 212	2	Bible 222	2
Accounting I (BUS 213)	3	Speech 113	3
Business Law I (BUS 233)	3	Principles of Retail Management	
Physical Education	1	(BUS 263)	3
Psychology 213	3	Electives	4
Principles of Supervision*	3	Fundamentals of Marketing	
Retail Buying*	3	Theory and Practice*	3
	<u>18</u>	Retail Sales Promotion*	<u>3</u>
			18
		<b>Total Required Hours</b>	<b>71</b>

\* To be taken at Oakland Community College as a Guest Student.

An example of a typical mental health program:

Fall Semester	<b>FRESHMEN</b>	Spring Semester	
Bible 112	2	Bible 122	2
English 113	3	Biology 124	4
Psychology 213	3	Psychology 223	3
Sociology 213	3	Sociology 223	3
Physical Education	1	Mental Health Internship*	4
Mental Health Internship*	4		
	<u>16</u>		<u>16</u>

Fall Semester	<b>SOPHOMORE</b>	Spring Semester	
Bible 212	2	Bible 222	2
Music 203	3	Art 203	3
Speech 113	3	Safety Education (PED 123)	3
Physiology and Human Anatomy (BIO 214)	4	Physical Education	1
Mental Health Internship*	6	Political Science 213	3
	<u>18</u>	Mental Health Internship*	6
			<u>18</u>
		<b>Total Required Hours</b>	<b>68</b>

\* To be taken at Oakland Community College as a Guest Student.

An example of a typical automotive technology program:

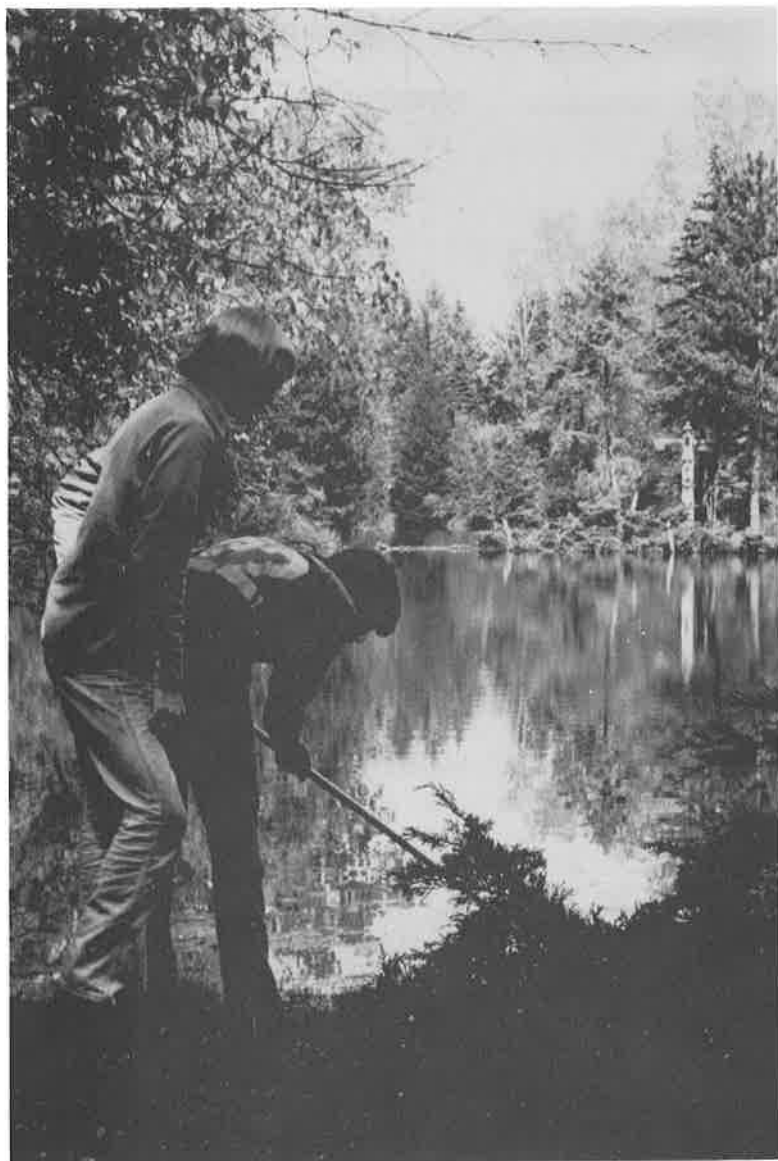
Fall Semester	<b>FRESHMEN</b>	Spring Semester	
Bible 112	2	Bible 122	2
English 113	3	Business Communications (SES 163)	3
Intro. to Business (BUS 113)	3	Business Mathematics (BUS 123)	3
Speech 113	3	Electives	4
Physical Education	1	Automotive Electrical and Chassis*	4
Introductory Seminar in Engineering Technology*	2		
Automotive Fundamentals*	4		
	<u>18</u>		<u>16</u>

**OCC Spring Session**

Automotive Diagnosis and Tune-up\*      4

Fall Semester	<b>SOPHOMORE</b>	Spring Semester	
Bible 212	2	Bible 222	2
Accounting I (BUS 213)	3	Economics I (BUS 253)	3
Business Law I (BUS 233)	3	Political Science 213	3
Psychology 213	3	Electives	4
Physical Education	1	Automotive Fuel and Emission Systems*	4
Engine Mechanical Systems*	4		
	<u>16</u>		<u>16</u>
		<b>Total Required Hours</b>	<b>70</b>

\* To be taken at Oakland Community College as a Guest Student.



Law Enforcement is a two-year program leading to the Associate in Applied Science Degree. Each program needs to be scheduled by advisement and is based upon the student's individual area of specialization. A graduate of this program may be employed by federal, state and municipal law enforcement agencies.

An example of a typical retail security program:

Fall Semester	<b>FRESHMEN</b>	Spring Semester	
Bible 112	2	Bible 122	2
English 113	3	Business Communications	
Introduction to Business		(SES 163)	3
(BUS 113)	3	Speech 113	3
Physical Education	1	Electives	4
Electives	3	Criminal Law & Administration	
Introductory Seminar in Public		of Justice*	3
Services*	2	Criminal Evidence*	3
Intro. to Law Enforcement*	3		
	<u>17</u>		<u>18</u>
Fall Semester	<b>SOPHOMORE</b>	Spring Semester	
Bible 212	2	Bible 222	2
Accounting I (BUS 213)	3	Safety Education (PED 123)	3
Physical Education	1	Political Science 213	3
Psychology 213	3	Electives	4
Sociology 213	3	Juvenile Procedures*	3
Criminal Investigation and		Retail Security*	3
Case Preparation*	3		
Interview and Interrogation*	3		
	<u>18</u>		<u>18</u>
<b>Total Required Hours</b>			<b>71</b>

\* To be taken at Oakland Community College as a Guest Student.

An example of a typical industrial security program:

Fall Semester	<b>FRESHMEN</b>	Spring Semester	
Bible 112	2	Bible 122	2
English 113	3	Business Communications	
Speech 113	3	(SES 163)	3
Electives	4	Political Science 213	3
Intro. to Law Enforcement*	3	Electives	4
Industrial Security*	3	Criminal Law & Administration	
		of Justice*	3
		Criminal Evidence*	3
	<u>18</u>		<u>18</u>
Fall Semester	<b>SOPHOMORE</b>	Spring Semester	
Bible 212	2	Bible 222	2
Physical Education	1	Physical Education	1
Psychology 213	3	Safety Education (PED 123)	3
Sociology 213	3	Sociology 223	3
Electives	3	Political Science 223	3
Interview and Interrogation		Police Administration*	3
Techniques*	3	Industrial Fire Prevention	
Industrial Safety and Accident		and Protection*	3
Prevention*	3		
	<u>18</u>		<u>18</u>
<b>Total Required Hours</b>			<b>72</b>

\* To be taken at Oakland Community College as a Guest Student.

## JUNIOR COLLEGE CERTIFICATE PROGRAM

MCC also offers the Junior College Certificate for those students interested in only two years of college work by completing 60 units and a cumulative grade point average of 1.75 or "C-". Students completing the Certificate curriculum are not degree candidates and cannot normally be recommended to other institutions for upper division work, however, students who are admitted to this program may transfer to a degree program after having completed the first twenty-eight hours of work with an average of 2.0 or above. Specific requirements are:

Bible *112, 122, 212, 222	8 units
Communications (English 113, 123, Speech 113)	9 units
Humanities (Any combination of Literature or appreciation courses)	6 units
Physical Education (Activity courses)**	2 units
Mathematics (Business 123 or Mathematics 103, 113)	3 units
Social Science (History sequence of 6 units and Political Science 213.)	9 units
Elective Courses	<u>23 units</u>
<b>Total Required for Junior College Certificate</b>	<b>60 units</b>

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

\*\*Veterans may have this requirement waived.

An example of a typical certificate program:

Fall Semester	<b>FRESHMEN</b>	Spring Semester	
Bible 112	2	Bible 122	2
English 113	3	English 123	3
Speech 113	3	Mathematics (any)	3
Physical Education	1	Physical Education	1
Electives	<u>6</u>	Electives	<u>6</u>
	15		15
Fall Semester	<b>SOPHOMORE</b>	Spring Semester	
Bible 212	2	Bible 222	2
Humanities*	3	Humanities*	3
History 113 or 213**	3	History 123 or 223**	3
Political Science 213	3	Electives	7
Electives	<u>4</u>		
	15		15
		<b>Total Required Hours</b>	<b>60</b>

\* Any combination of Literature or appreciation courses.

\*\* A complete sequence is required; one semester of each sequence will not satisfy divisional requirement.

# *Courses of Instruction*

## *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.

## 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



## 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.

## 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*

The fundamental purpose of the Business Administration Division is to help students realize how they can make their secular occupation an integral part of the Christian life. The business division offers a variety of programs preparing the student for entrance into technical occupations in business such as accounting, business administration, general business, clerical and secretarial fields.

The division provides study for those students interested in a two-year Associate in Applied Science Degree in the following areas: Accounting, Executive Secretarial, Legal Secretarial, Medical Secretarial, Real Estate Science, and Retail Management.

### **BUSINESS**

- BUS 113** **Introduction to Business.** A survey, orientation, and background course to acquaint the student with the role of business enterprise. The student will study the problems of business locations, organization, financing, marketing, management, and the personnel aspects of a business. The course will help students decide in which field of business they wish to specialize.
- BUS 123** **Business Mathematics.** A review of fundamental arithmetic and its application in business transactions, emphasizing division and multiplication with fractions, ratios, percentages, interest rates, depreciations, and payroll.
- BUS 213** **Accounting I.** 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.
- BUS 223** **Accounting II.** 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. Attention is given to the social responsibilities of business enterprises and their effect on accounting principles and procedures. Prerequisite: BUS 213.



**BUS 233 Business Law I.** A course designed to give the student understanding of the laws covering business transactions encountered in everyday life and in small businesses. The areas stressed are law and its enforcement, contracts, sales, bailments, and commercial papers, agency and employments, partnerships, corporations, insurance, wills and real estate.

**BUS 253 Economics I.** An introduction to the production, exchange, and distribution of economic goods and services. Emphasis in this course is on macro-economic concepts and theories such as income, and employment theory, monetary policy, fiscal policy, and the price level.

**BUS 263 Principles of Retail Management.** A general survey of the basic principles of organization and management used in planning, coordinating and controlling the operations of modern business firms; and the careers available in retailing. The student will learn to solve problems related to location and layout of stores, receiving, marking, pricing of products, inventory and expense control, store maintenance, store protection, and customer services by using realistic case studies.

**BUS 272, 273 Internship.** The student will work at the college for the various administrative personnel for a minimum of ten hours per week gaining practical on-the-job experience in the related field. A weekly conference with the Business Department Chairman is required as an outlet for sounding out goals, attainments and challenge. Requisite: to be scheduled last semester.

## SECRETARIAL SCIENCE

- SES 113** **Typing I (Beginning).** Introduction to keyboard and basic operating techniques on manual and electrical typewriters. The student will type personal and business letters, postal cards, tabulations, manuscripts, inter-office memoranda, invoices, and telegrams. Class meets five hours a week. Students with prior training admitted with instructor's permission.
- SES 123** **Typing II (Intermediate).** The student will review the typing fundamentals and develop increased accuracy and speed. The student will learn to type different styles of business letters, tabulations, news releases, manuscripts, programs, committee reports, legal forms, and minutes of meetings. Class meets three hours a week. Prerequisite: SES 113 or equivalent ability.
- SES 133** **Shorthand I (Beginning).** The theory and principles of Gregg Diamond Jubilee Shorthand will be presented with extensive practice in reading and writing. Dictation at 40-60 words per minute with transcription accuracy. Extra dictation and transcription on records and tapes in laboratory. Class meets five hours a week. Prerequisite or co-requisite: SES 113 or equivalent.
- SES 143** **Shorthand II (Intermediate).** A review of fundamental principles and theory of shorthand. Emphasis on speed, accuracy, fluency, and vocabulary building. Intensive dictation at 60-80 words per minute with transcription accuracy from shorthand notes. Extra dictation practice in laboratory. Class meets three times a week. Prerequisite: SES 133 or equivalent ability.
- SES 163** **Business Communications.** The student will analyze and write business letters and reports. The student will use the problem-solving approach to communications projects, positions, administrative, public relation, and employment communications. Cultivate habits of accuracy and correctness essential to confident solution and presentation of communication problems. Prerequisite: SES 113 or equivalent.

- SES 213**    **Typing III (Advanced).** Occupational competence and production skills developed with special attention to accuracy and speed in production. The student will type special business forms, letters, tables, manuscripts, and secretarial projects such as credit follow-up, sales, promotion, financial analysis, conference arrangements, employment interviews, and sales management. Prerequisite: SES 123 or equivalent.
- SES 223**    **Typing IV (Executive).** The student will continue to work on typewriting production skills. The student will learn to use appropriate organization, arrangement, and display of information from the following areas of business: realty agency, travel agency, interior decorator, savings and loan, supermarket chain, insurance agency, university purchasing, and hospital records. Legal and medical typewriting included in this course, if this is the area of specialization. Prerequisite: SES 213.
- SES 233**    **Shorthand III (Dictation & Transcription).** The student will take dictation and review all the principles of Gregg Shorthand. Emphasis speed development, transcription skills, and the role of the secretary in the business world. Dictation at 80-90 words per minute and development transcription speed and accuracy. Extra dictation practice in dictation laboratory as needed. Class meets three hours a week. Prerequisite: SES 143 or equivalent.
- SES 243**    **Shorthand IV (Advanced Dictation & Transcription).** Extensive dictation practice to develop speed to 100-140 words per minute. Practice in technical dictation; procedures for notetaking of speeches, transcription techniques and speed. Class meets three times a week. Extra dictation practice in dictation laboratory as needed. Prerequisite: SES 233 or equivalent ability and SES 213 which may be taken concurrently.
- SES 253**    **Clerical Skills.** Two areas of study: (1) Filing and records management, and (2) operation and skill development in office secretarial machines — electrical typewriters, duplicating machines, transcribing machines, telephone techniques, and mail processing. Prerequisite: SES 113 or equivalent.

**SES 263 Secretarial Procedures.** An intensive study of the duties required of secretaries, with special emphasis on personal appearance, attitudes and personality traits, as well as the technical requirement. A project approach is utilized to enable the student to develop competencies in the area of decision-making establishment of priorities, and task analysis while utilizing creative thinking and initiative in administrative procedures. Prerequisite: SES 143 and SES 123 or equivalent; if SES 213 and SES 233 have not been taken previously, they should be taken concurrently; SES 163 or equivalent skills.

**SES 272 Internship.** The student will work at the college for the various administrative personnel for a minimum of ten hours per week gaining practical on-the-job training in the secretarial field. A weekly conference with the Business Department Chairman is required as an outlet for sounding out goals, attainments and challenges. Prerequisite: SES 163, SES 213, SES 233, SES 253.



## *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 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.

### APPLIED

- ENS 111, 121,211 221** **Ensemble.** Students may earn one hour of credit each semester, at the discretion of the director, for participation in any of several performing ensembles. Some of these require auditions for membership, while others may not. Some typical organizations are: A Cappella Chorus, Women's Ensemble, Mixed Ensemble, and Men's Quartet. Co-requisite: MUS 112 or equivalent.

**KEB 161, 171, 261 271** **Piano.** Any student may register for private instruction in 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.

**VOI 161, 171, 261 271** **Class Voice.** Beginning voice including diction, breath control, and projection. For each credit hour a student will meet one hour per week with class participation, and should meet the requirement of one hour daily practice.





## ***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 113** **Composition I.** A study of grammar and rhetoric including the writing of essays; also the reading of essays and novels.
- 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 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.  
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.



## *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.

### **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. Includes discussion of the fields of Agriculture and Forestry. 3 hours lecture and 3 hours laboratory weekly.
- BIO 124** **General Biology.** A survey of the major phyla of the animal kingdom with emphasis on the identification of the representative organisms. The basic principles of human anatomy and physiology. Basics of Genetics, Ecology, and Oceanography are discussed. 3 hours lecture and 3 hours laboratory weekly.
- BIO 214** **Physiology and Human Anatomy.** 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 technology. 3 hours lecture and 3 hours laboratory weekly. Prerequisite, BIO 124 or permission of instructor.
- BIO 224** **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. 3 hours lecture and 3 hours laboratory work weekly. Prerequisite, BIO 124 or permission of instructor.

## CHEMISTRY

- CHE 114** **General 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 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.

## 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** **Calculus and Analytic Geometry I.** Functions, limits, derivatives, application of derivatives, maxima and minima, differentiation and integration of algebraic and transcendental functions. Prerequisite, 3½ years high school math or MAT 134.
- MAT 154** **Calculus and Analytic Geometry II.** Methods of integration, definite integrals, improper integrals, and infinite series. Prerequisite, MAT 144.
- MAT 213** **Calculus and Analytic Geometry 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 and constant coefficients, simultaneous differential equations, series solutions. Prerequisite, MAT 213.



## HOME ECONOMICS

- HEC 103 Food Preparation.** Principles underlying the selection and preparation of foods. Study of market standards for products, grades, labeling, and the consumer's responsibility in the economic system. Basics of marketing order and procedures. Laboratory experiences in application of scientific principles to cooking food. Two hours lecture and three hours laboratory weekly.
- HEC 113 Textiles.** Problems in consumer textiles; selection, maintenance, and serviceability of fabrics for clothing and home furnishings; characteristics of fibers, fabrics, and finishes. Laboratory study of selected fabrics. Special emphasis and actual experience in methods of constructing and altering cloth. Two hours lecture and three hours laboratory weekly.
- HEC 123 Family Clothing Problems.** The selection of clothing to meet the needs of various members of the family. Practical experience in cutting, pressing, and construction of selected garments, using a variety of fabrics. The choice of ready-made clothing and recognition of good fashion design. Special emphasis on selecting and constructing children's clothing. Two hours lecture and three hours laboratory weekly.



## *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**

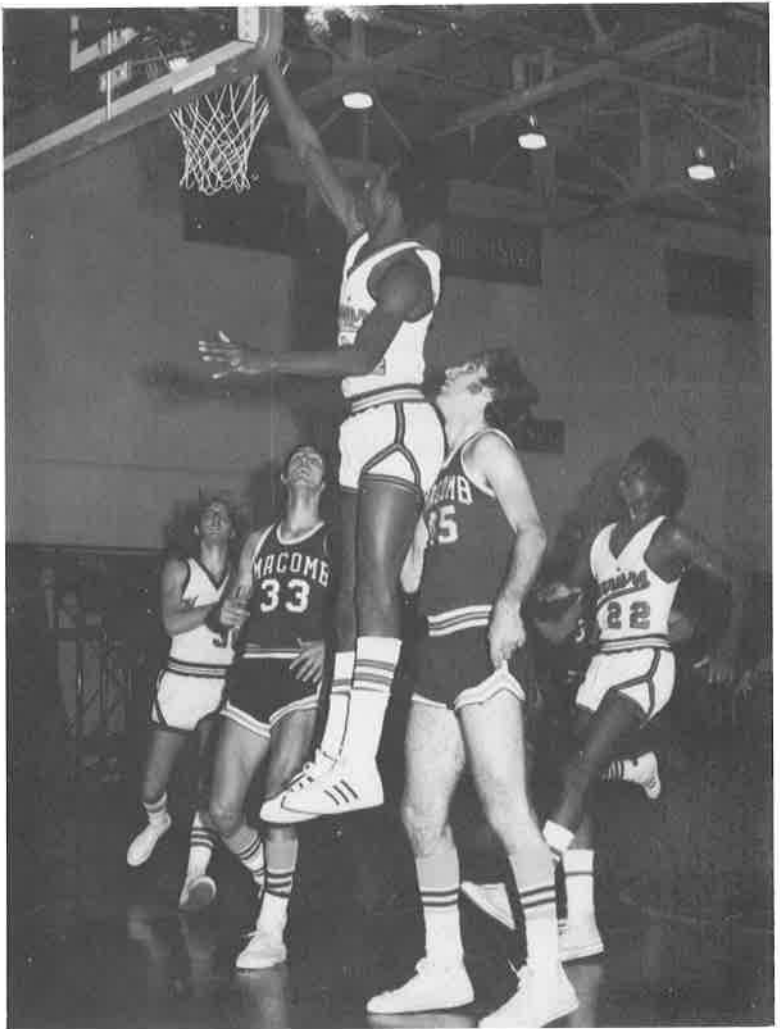
- PED 141 Badminton-Tennis.** Instruction and practice in the fundamentals of badminton and tennis.
- PED 151 Basketball-Softball.** Instruction and practice in the fundamentals of basketball and softball.
- PED 161 Bowling.** Instruction and practice in the fundamentals of bowling.
- PED 171 Soccer-Volleyball.** 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 101-201 Varsity Baseball.**
- PED 111-211 Varsity Basketball.**
- PED 121-221 Varsity Tennis.**
- PED 191 Skiing.** Instruction and practice in the fundamentals of skiing.

## 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 emergence 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 History.** A study of national and international current events promoting responsible citizenship in one's own country and the world. Emphasis on background and interpretation of current affairs. The student employs periodicals and newspapers, making class reports upon 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.
- 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. 1975—1976
- HIS 243 Civil War and Reconstruction.** Causes and processes of secession, the conduct of the war, and the reconstruction of the South to 1877. 1975—1976
- 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** **National Government.** A survey of the American national political system.
- 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.

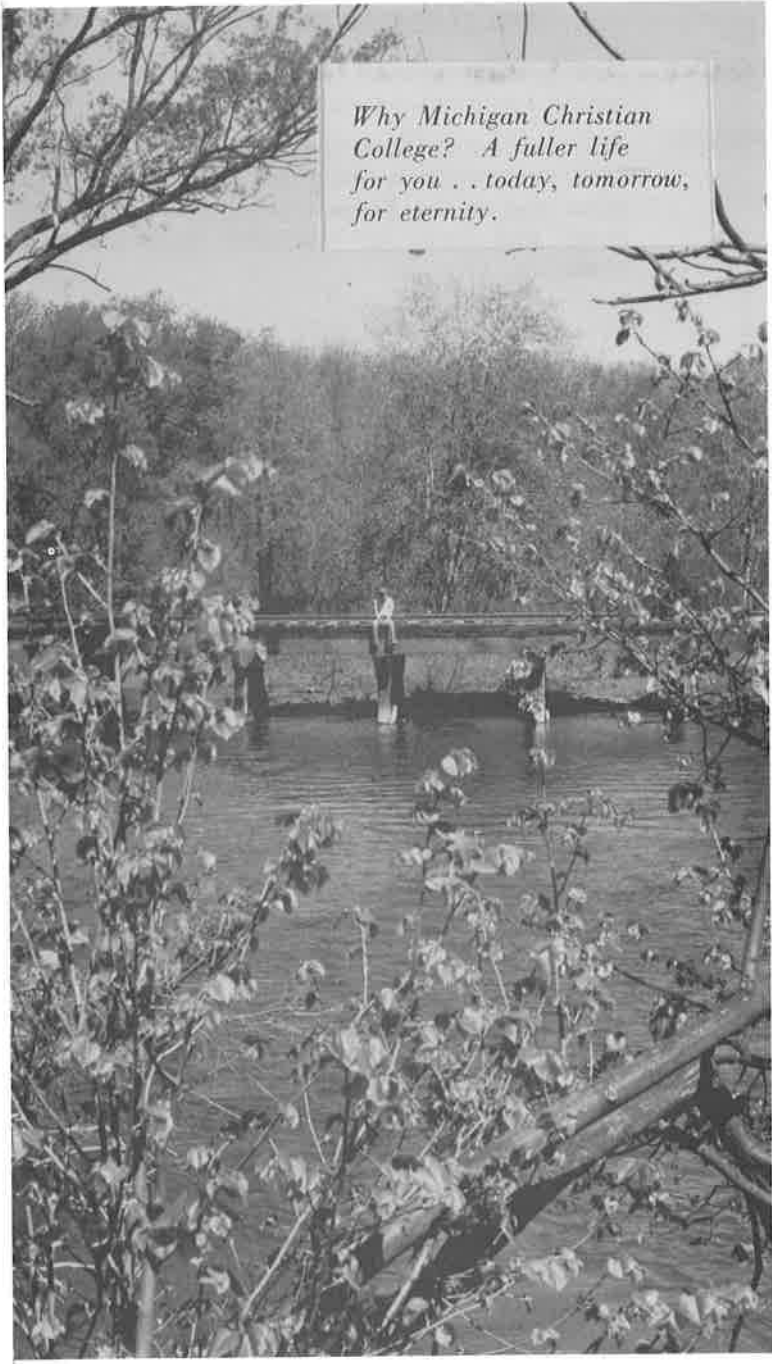
## PSYCHOLOGY

- PSY 213** **General Psychology.** An introduction to the study of human behavior: personality, motivation and emotion, intelligence, and personal adjustment, and the social and physiological bases of behavior.
- PSY 223** **Human Growth and Development.** The personal and social development from conception through death.

## 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.



A black and white photograph of a person standing on a wooden bridge over a river. The scene is framed by trees and foliage in the foreground. A text box is overlaid in the upper right corner.

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

