



Montana  
Christian  
College

*Est 1974*

# MONTANA CHRISTIAN COLLEGE

## Catalog 2024-2025

Montana Christian College is authorized by the Montana University System (MUS) and recognized by the Council on Higher Education Accreditation (CHEA).

Montana Christian College does not discriminate on the basis of race, age, sex, or national origin.

406-758-8100  
1605 Danielson Rd  
Kalispell, Montana 59901  
[www.montanacc.edu](http://www.montanacc.edu)

# MONTANA CHRISTIAN COLLEGE

## MISSION

*Montana Christian College exists to instruct and mentor Christian men and women to shape the church and culture by reflecting Christ's character.*

**Students engaged in the MISSION of MCC will be:**

*Grounded in a solid biblical worldview*

*Prepared with a foundation for lifetime learning*

*Equipped with professional competence*

*Equipped with practical ministry skills*

*Confirmed in an understanding of the personal mission God has for them*

*Committed to serve God as servant leaders to the churches and communities of Montana, the Pacific Northwest, and the world.*

## *Welcome to*



## **MONTANA CHRISTIAN COLLEGE**

Welcome to a new chapter in your life – a life-changing chapter if you accept the challenge of a solid Christian education. Our strength comes from our strong biblical and scholastic convictions that are rooted in our Judeo-Christian faith and 49-year history. You are assured of the following at MCC:

- Your courses are centered around Christ as the Truth.
- You will get to know the faculty and administrators and you can count on us to encourage you at every opportunity.
- You will find excellent resources for Christian education in the 15,000-item library, including the largest theological collection in the Northwest.
- You will benefit from affordable tuition and multiple available scholarships resulting in about 85% of the students graduating without college debt.
- Our new campus in Kalispell provides students with access to facilities in the heart of the Rocky Mountains with summer, fall, and winter sports.

At MCC, your future is bright. We are pleased you have joined us. We promise you a rewarding personal, spiritual, and educational experience.

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## ACADEMIC CALENDAR 2024/2025

FALL 2024		
August	1	Dorm Applications Deadline
	13-14	Faculty Workshop
	16-17	Move in Day
	18	Campus Wide Worship Service
	19	Orientation & Registration
	20	1 <sup>st</sup> Day of Classes (Residential and Online)
	30	Last Day to Register/Drop/Add (Residential and Online) to Finalize Schedule
September	2	Labor Day Holiday: Campus Closed
	19	Course Schedule for Spring 2025 Due to Registrar/VPAA Office
	26	Christ, Culture, and Church
October	3	Absence & Deficiency Report Due
	10	Fall Holiday
	14	Classes Resume
	15	Upper Class Advising
	22	Freshman Class Advising
	24	Last Date to withdraw with a "W" for full semester courses
November	7	Finalize Spring 2025 registration for all Students
	8	Preview Weekend
	7	Veteran's Day Chapel Celebration
	19	Last Day to withdraw with "WP/WF" or resign Full Semester
	21	Last Day of Class
	25-29	Thanksgiving Holiday for All Campus
December	2	Preparation Day for Finals (no class)
	3-10	Final Exams
	7	Christmas on The Mountain
	12	Grades Due
	14	Last Day to Vacate Dorms
WINTER 2024-25		
December 14 – Jan 2		Christmas Break
SPRING 2025		
January	2	Orientation for New Students
	3-4	Move in Day for Dorms
	6	First Day of Class
	14	Last Day to Register/Add/Drop for Semester
	20	MLK Holiday – No Classes/Office Closed
February	3	Courses Schedules for Fall 2025 Due to Registrar's Office
	17	President's Day Holiday - No Classes/Office Closed
	19	Classes Resume and Offices Open
	20	Absence & Deficiency Report Due
March	10	Advising Begins for Fall 2025 Semester
	13	Last Day to Withdraw with "W" for Full Semester Courses

	<b>19-20</b>	Advising Concludes
	<b>24-28</b>	Spring Break – (Faculty/Staff/Students)
	<b>31</b>	Classes Resume
<b>April</b>	<b>18</b>	Good Friday
	<b>21</b>	Last Day to Withdraw with “WP/WF” for full semester
	<b>22</b>	Last Day of Classes
	<b>24-1</b>	Final Exams
<b>May</b>	<b>2</b>	Grades Due
	<b>3</b>	Commencement @ 10:00 a.m. in Gym
	<b>5</b>	Last Day to Vacate Dorms
<b>SUMMER 2025</b>		
		No Classes

# 1. GENERAL INFORMATION

## STATEMENT OF BELIEF

The MCC statement of belief is rooted in orthodox Christianity and holds to the following tenets of faith: The Bible is the divinely inspired, inerrant, and revealed Word of God. God is the Holy Trinity: God the Father, God the Son, and God the Holy Spirit.

Jesus is the Christ, the eternal Son of the living God, the Savior of men, born of a virgin, equal with the Father in every divine perfection, and the Lord of every Christian. The Lord Jesus Christ died on the cross, was buried, rose again the third day, ascended to the right hand of God the Father, where He now sits in Glory as our Mediator. The return of the Lord Jesus Christ will be visible and personal. He has taught us to live in readiness to meet Him.

The Holy Spirit is a Person, equal with the Father and the Son in every divine perfection, who convicts of sin, regenerates, enlightens, endows for service, and comforts and guides believers. All have sinned and, therefore, are in need of salvation.

Salvation is by grace alone and is free to all who, through repentance and faith, surrender to the Lord Jesus Christ. All who have been born again are eternally secure and will persevere to the end.

Salvation precedes scriptural baptism and church membership. Christ personally instituted the church, which He commissioned to make disciples of all nations, to baptize believers, and to teach them to do all things that He has commanded. There are only two scriptural ordinances: believer's baptism and the Lord's Supper.

There are only two classes of people in God's sight: the saved and the lost. The saved shall live eternally in conscious blessedness in heaven. The lost shall live eternally in conscious punishment in hell.

We embrace and endorse the Baptist Faith and Message as revised in 1963, 1998, and 2000.

### HISTORY

Montana Christian College is affiliated with the MTSBC through a cooperative agreement. The College, however, is wholly owned and operated through a self-perpetuating elected Board of Directors.

Montana Christian College (MCC) is an exciting place with a bright and promising future. Located at 1605 Danielson Road in Kalispell, Montana, in the middle of the Big Sky Country, we are about 20 miles from Glacier National Park. We are the newest college in the Southern Baptist family.

### GENERAL

Montana Christian College reserves the right to, and does, maintain student educational and behavioral standards, employment requirements, and standards based upon religious considerations consistent with its role and mission. While this catalog was prepared on the best information available, all information, including statements of fees, academic offerings and course descriptions, admission and graduation requirements, and rules of conduct, is subject to change without notice or obligation. Notice will be given to interested parties as is practical, but in any case, statements in this catalog do not constitute a contract with any individual.

## **ACCREDITATION**

Montana Christian College is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd, Ste. 130, Orlando, FL 32822, 407.207.0808) to grant degrees at the Associate and Baccalaureate levels.

Montana Christian College is authorized by the Montana University System (MUS) and recognized by the Council for Higher Education Accreditation (CHEA).

Montana Christian College is also a member of the International Association of Baptist Colleges and Universities.

## **IDA DOCKERY OWEN LIBRARY**

The Ida Dockery Owen Library serves as a resource center for the college by providing materials and content necessary to support the curriculum and by offering general reading for students, faculty, and the general public. Housing one of the largest theological collections in Montana, the library encourages pastors, churches, and entrusted readers to better equip themselves through spiritual and educational experiences in its media center. The open stack system, supported by the library's online catalog, allows students easy access to a collection of more than 15,000 physical items. In addition, students benefit from the extensive array of research and reference e-resources available through the library's online database subscriptions. A unique feature offered is the Bible study resource collection which provides a variety of print and multimedia items for personal or group study. As a member of the Montana State Library consortium, the library collaborates with organizations throughout the state of Montana to supplement its own resources and to improve resource options for its patrons.



## 2. ADMISSION

### GENERAL INFORMATION

Applicants for admission must have graduated from high school, completed the equivalent in home school, or earned a GED/HiSET equivalency. Official copies of high school transcripts, homeschool transcripts, GED or HiSET scores, and transcripts from all colleges/universities must be sent directly to the MCC Admission Office.

Any student with an eagerness to learn and with the qualities necessary for living in a Christian community is encouraged to apply for admission. No student shall be denied admission, suspended, or refused readmission by reason of race, age, gender, physical handicap, or national origin. MCC, however, reserves the right to restrict or deny admission to any person otherwise eligible for reasons determined to be in the best interests of the institution by the officers thereof.

### ADMISSION PROCEDURE

#### High School Graduates Seeking Admission:

1. Complete the MCC New Student application form. The application form may be completed online at our website at [www.montanacc.edu](http://www.montanacc.edu). NOTE: Students born after December 31, 1956, must provide proof of two MMR immunizations via a signed statement from a health care provider as per state law.
2. Submit **official** high school or homeschool transcript with a 2.0 or better GPA on a 4.0 scale or GED/HiSET scores. Students with a GPA lower than 2.0 may be admitted based upon recommendation of the Academic committee and are limited to 13 credits the first semester.
3. Request your pastor (senior or assistant), youth leader, or spiritual mentor to complete and send to MCC the Pastor's Recommendation for Admission (form will be provided). Person completing recommendations cannot be related to the student.
4. Submit a \$50 non-refundable room reservation fee and housing application form if you will live in a residence hall. The housing application can be found in the Housing section of the MCC website. All incoming freshmen who are single must live in the MCC dorms. It is recommended that all athletes live in the dorms. Any incoming freshman wanting to live off campus must apply to be exempt from this requirement. Please submit your letter requesting an exemption from the housing requirement to the Vice President of Student Services.

#### Honors Program:

Become part of a dedicated group of college students striving for academic excellence and deepening their understanding of biblical truths. Delve into the depths of Scripture to uncover the profound theology and timeless wisdom that have shaped our faith. Discover the inspired and authoritative Word of God, forming lasting bonds with fellow believers on this journey. Experience the opportunity to partake in influential conferences and events that will enrich your spiritual growth. Approach your studies with a spirit of inquiry and dedication to honoring God's Word. Embark on the path to academic excellence by becoming a distinguished member of our honors program today!

## Eligibility & Requirements

- ☐ 3.5 GPA or higher, 3.2 Provisionally Accepted
- ☐ score 25 or higher on the ACT

In the MCC Honors Program, students are required to uphold a 3.5 cumulative GPA. In addition, for each of the ten honors courses they enroll in, students must adhere to the specific honors criteria, which may involve tasks like composing an additional paper, reviewing, and presenting on an extra book, facilitating a portion of a class session, or a combination of these requirements. Furthermore, honors students are eligible to take part in the prestigious Oxford Distinguished Scholars term over the summer prior to their senior year. Those who satisfactorily finish the Honors Program will be awarded a presidential letter and certificate in recognition of their achievements.

## Transfer Students Seeking Admission

A transfer student is defined as a student seeking admission to MCC who has formally attended another college or university. College transfer students should consult the Registrar's Office concerning the acceptability of transfer credit for the degree program before enrolling in MCC courses. No D grades will be accepted in the major, minor, or area of concentration. No F grades will be accepted for credit.

1. Complete the MCC New Student application form. The application form will be mailed upon request or may be downloaded from our website at [www.montanacc.edu](http://www.montanacc.edu). NOTE: Students born after December 31, 1956, must provide proof of two MMR immunizations via a signed statement from a health care provider as per state law.
2. Submit an official transcript (no copies) from all colleges/universities attended. A transfer student with a 2.0 or better on a 4.0 scale and a satisfactory recommendation is eligible for consideration for admission. Students with a GPA lower than 2.0 may be admitted based upon recommendation of the Academic committee and are limited to 12 credits the first semester.
3. An applicant with fewer than 30 semester hours must also submit an official high school or homeschool transcript or GED/HiSET scores. Request your pastor (senior or assistant), youth leader, or spiritual mentor to complete and send to MCC the Pastor's Recommendation for Admission (form will be provided). Person completing the recommendation cannot be related to the student.
4. Submit a \$50 non-refundable room reservation fee and housing application form if you will live in a residence hall. The housing application can be found in the Housing section of the MCC website. All incoming freshmen who are single must live in the MCC dorms. It is recommended that all athletes live in the dorms. Any incoming freshman wanting to live off campus must apply to be exempt from this requirement. Please submit your letter requesting an exemption from the housing requirement to the President.

### International Students Seeking Admission

Applicants from other countries seeking admission should complete all necessary admission forms as provided by the school's Admission Office.

1. Complete the MCC International Student application form. The application form will be mailed upon request or may be downloaded from our website at [www.montanacc.edu](http://www.montanacc.edu).  
NOTE: Students born after December 31, 1956, must provide proof of two MMR immunizations via a signed statement from a health care provider as per state law.
2. A minimum score of 525 on the TOEFL is required for admission to MCC. Students who are not coming from an English-speaking country must take the TOEFL exam in their home country and submit the score with their application.
3. The student is required to submit translated and certified documents attesting to academic performances in secondary school and university, if applicable.
4. International students must also submit official documents certifying their ability to pay for all four years of their educational and personal living expenses. These documents must be as follows:

- a. A bank letter, signed by a bank official, certifying that the student's family or sponsor has sufficient funding on deposit to cover all costs of the educational and personal living expenses.
- b. A letter from the student's family or sponsor agreeing to submit the necessary payment to MCC to cover all the student's educational expenses.

5. Request your pastor (senior or assistant), youth leader, or spiritual mentor to complete and send to MCC the Pastor's Recommendation for Admission (form will be provided). Person completing the recommendation cannot be related to the student.

Submit a \$50 non-refundable room reservation fee and housing application form if you will live in a residence hall. The housing application can be found in the Housing section of the MCC website. All incoming freshmen who are single must live in the MCC dorms. It is recommended that all athletes live in the dorms. Any incoming freshman wanting to live off campus must apply to be exempt from this requirement. Please submit your letter requesting an exemption from the housing requirement to the President.

6. **Upon receiving a letter of unconditional admission, prior to leaving his/her country, the student must transfer to MCC funds sufficient to cover one school year's expenses (tuition, room & board, all fees, and other living expenses – to be determined at that time). This must be done annually. No student may come without a complete pre-payment of all tuition, fees, room and board, and all other expected expenses.**

### Non-Degree Students Seeking Admission

Persons not seeking a degree but wishing to enroll in a class or classes for credit may be admitted upon approval of the Registrar. These individuals will be expected to have completed high school, passed the GED/HiSET, taken at least 30 transferable college credits, or earned a college degree prior to admission. If a non-degree seeking student elects to apply for admission to the regular degree program (see Admission Procedure), all non-degree credit will be transferred to full degree credit upon approval by the Vice President of Academic Affairs.

1. Complete the MCC application form. The application form may be completed online at our website at [www.montanacc.edu](http://www.montanacc.edu). NOTE: Students born after December 31, 1956, must provide proof of two MMR immunizations via a signed statement from a health care provider as per state law.
2. Submit an **official** high school, home school, or college transcript with a 2.0 or better GPA on a 4.0 scale or GED/HiSET scores. Students with a GPA lower than 2.0 may be admitted based upon recommendation of the Academic committee and are limited to 13 credits the first semester.
3. Request your pastor (senior or assistant), youth leader, or spiritual mentor to complete and send to MCC the Pastor's Recommendation for Admission (form will be provided). Person completing the recommendation cannot be related to the student.

### Auditing a Course

A student may audit a course after the following requirements have been met:

1. Complete the MCC application form. The application form may be completed online at our website at [www.montanacc.edu](http://www.montanacc.edu). NOTE: Students born after December 31, 1956, must provide proof of two MMR immunizations via a signed statement from a health care provider as per state law.
2. Submit a \$30 non-refundable application fee payable to Montana Christian College.
3. Pay the current class audit fee for each class audited.
4. Purchase the required textbook(s) and other materials required for the class.

### Transfer Credits Policy

Undergraduate students who have completed course work at MCC or students planning to attend MCC may request an evaluation for transfer credit from the Registrar. Transfer work can be used to satisfy a department major or minor requirement. The transfer work must first be officially accepted into MCC through the Registrar.

External coursework may be considered for transfer credit if all the following conditions are met:

1. The course work was completed at an accredited institution recognized by the Department of Education.
2. The course description and content are similar to MCC's description and content as verified by the course syllabus of sending institution.
3. The final grade posted for each potential transfer course is a 'C' grade or higher. A "C-" grade or lower will not transfer. Pass grades, or "P," will not transfer.
4. The course work does not duplicate, overlap, or regress previous work.
5. The university or college offering the courses allows these courses to be used for credit towards its own undergraduate degree. Institutional credits are not transferable.
6. The student may transfer up to 40 credits toward an associate degree and up to 80 credits toward a bachelor's degree at MCC as long as transfer courses meet academic requirements of MCC and fulfill degree requirements.
7. Veterans will be allowed transfer credit for courses taken in the armed services when the courses are appropriate to the desired degree. The standard for granting of credit will be the "Guide to the Evaluation of Education Experiences in the Armed Services," published by the American Council on Education.
8. Correspondence work is accepted only from institutions specifically accredited for correspondence work. All transferred extension work must be appropriate to the degree pursued as determined by MCC.

## ADMISSIONS POLICIES

### **Admission on Academic Probation**

Prospective students who are high school graduates or college transfers having a GPA below 2.0 on a 4.0 scale. A student may be admitted on academic probation for one semester. Students accepted on academic probation will be limited to taking 13 credits and the Vice President of Academic Affairs will monitor their academic progress. If a 2.0 GPA is achieved for the first semester, academic probation will be lifted. If a 2.0 GPA is not achieved, the Academic committee will determine whether the student will be allowed to attend a second semester.

### **Admission Denial**

Denial may occur when a person does not qualify for admission in any of the above categories. A college transfer student may be denied admission if he/she is on academic suspension, has been dismissed from another college, or has a minimum cumulative GPA below 1.5 on a 4.0 scale. Such a student must reapply for admission after waiting one semester. Also, MCC reserves the right to deny admission to any applicant who may be deemed incompatible to the philosophy, purpose, and mission of the College.

### **Appeals**

Appeals on decisions regarding admission should be made in writing, addressed to the Vice President of Academic Affairs.

### **Readmission**

Any student formerly enrolled at MCC who has not been in attendance for two or more semesters must apply for readmission under the requirements of the catalog for the year reentering. A student formerly enrolled at MCC who has subsequently attended another college or university must submit an official transcript of all academic work attempted during his/her absence. Transfer work is evaluated on the same basis as work completed prior to the first-time admission.

### **Duration of Application**

After being accepted to MCC, a student's application will be kept on file for up to two years. If the student has not registered and attended classes in that time but wishes to enroll for the next semester, he/she is required to update all personal, information, health records, and references, and comply with any new requirements that may be in place since the original application.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

Montana Christian College complies with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the written consent of the student will be limited to categories of information designed as directory information.

### **GRADUATION REQUIREMENTS**

Students preparing to graduate need to complete the Intent to Graduate form by the deadline shown in the Academic Calendar and pay the graduation fee. The deadlines vary depending upon the semester the student is preparing to graduate. The Intent to Graduate Form verifies the student is on track to meet the credit and course requirements for the degree being pursued.

Every student at MCC must be involved in ministry or community service as outlined in the Student Life section of the catalog. For non-ministry-related degrees, students must participate in a community service organization for at least three (3) semesters for an AA/AS or at least six (6) semesters for a BA/BS. This involvement will be documented by a recognized authority within the community service organization.

For ministry-related degrees, students must participate in a ministry for at least three (3) semesters for an associate degree or at least six (6) semesters for a bachelor's degree. This involvement will be documented by a recognized authority within the ministry. The intent to graduate form also verifies this requirement has been met.

Students with 12 or fewer credits remaining may walk in the spring graduation ceremony and complete their degree requirements during the summer semester immediately following graduation.

Diplomas will be mailed to the graduate's mailing address on file no later than September 1<sup>st</sup>.

### **Americans With Disabilities Act of 1990 and ADA Amendment Act of 2008**

Montana Christian College affirms its commitment to nondiscrimination on the basis of disability and its intention to comply with all laws prohibiting such discrimination including Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the ADA Amendments Act of 2008.

To ensure nondiscrimination on the basis of disability, MCC will provide appropriate and reasonable accommodation for members of the public, employees, and students with disabilities, as defined by these laws.

All MCC administrators, faculty, staff, and students have a responsibility to adhere to the philosophy of equal access and opportunity which is the basis for this nondiscrimination commitment. An individual may be required to provide relevant, written documentation to establish that he/she is a person with a disability and entitled to reasonable accommodation under the law. MCC's ADA coordinators are the Provost and the Vice President of Student Services.

## 3. FINANCIAL INFORMATION

### 2024-2025 ANNUAL TUITION ESTIMATION SHEET

**FINANCIAL AWARDS TO BE SPLIT EVENLY BETWEEN FALL AND SPRING SEMESTERS**

**ONE-YEAR TUITION (12-18 CREDIT HOURS PER SEMESTER): \$9,750**

**POSSIBLE SCHOLARSHIPS: STUDENTS MAY USE MORE THAN ONE SCHOLARSHIP BUT NO OVEREXCEED TUITION.**

#### **Ambassador Program:**

Students may apply for a limited number of campus jobs. Students must have and maintain a 3.2 GPA or higher. Successful completion includes 10 hours per week, working 15 weeks per semester, and totals \$5000 off tuition per year. Interviews and application required.

#### **Minister's Dependent Scholarship:**

Student of ministers actively involved in half to full-time vocational ministry in a local church or through a mission-sending agency are eligible to apply for the Minister's Dependent Scholarship. The Minister's Dependent Scholarship recipients receive 25% off tuition. Application Required.

#### **Community Scholars Program:**

The "Community Scholars Program" awards full tuition scholarships for one year to a student from each of the following areas:

- i. Local (Flathead Valley County) Must be a resident of Flathead Valley with a 3.2 GPA and above.
- ii. Montana State: Must be a resident of Montana with a 3.2 GPA and above.
- iii. Out-of-State: Must have a 3.2 GPA and above.

#### **Faith Fellowship Program:**

The "Faith Fellowship Program" encourages our existing students to recommend potential students to Montana Christian College. Upon the successful enrollment of the referred student, both the referrer and the referred individual receive a 25% discount on tuition for their first academic year. If the referrer refers multiple students, they will receive an extra 25% off for each additional student, with the maximum benefit being free tuition after referring four students. This initiative leverages the trust and connections established by our students, turning them into influential supporters of our college.

#### **Leadership Scholarship:**

The Leadership Scholarship is provided the President of Montana Christian College, it provides high school students with a GPA of 3.5 and higher \$2000, per semester. Students must maintain a 3.5 and higher GPA to keep scholarship from semester to semester.

### **ROOM AND BOARD FEES**

***Tuition does NOT include Room and Board (meal plan). Room and Board, as well as tech fees, for two semesters is an additional \$5,450.***

## TUITION AND FEE PER SEMESTER 2024-2025

<b>Tuition for 12-18 Credit-Hours</b>	<b>Includes *Student Fees, Student is Eligible for Scholarships and Assistance</b>	<b>\$4875</b>
Normal Credit Fee	Per Credit Hour	\$271
**Technology Fee per Semester	12 + Credits	\$100
**Technology Fee per Semester	7-11 Credits	\$75
**Technology Fee per Semester	1-6 Credits	\$50
Tuition per Credit-Hour Part-time	Not Included: *Student Fees, Books, Store Credit	\$271
High School Early Enrollment per Class	Includes *Student Fees	\$250
Audit per Credit		\$75
Graduation Fee		\$75
Missed Orientation Fee		\$100
Late Registration Fee		\$50
Transcript Fee	Waived for Unofficial Transcript for current students	\$5
Dishonored Check Fee		\$30
Payment Plan Late Fee	In-house payment plans	\$50
Withdrawal Fee		\$30
Lost Key Fee		\$75
Lost Key Rekeying Fee		\$50
ID Card Replacement Fee		\$25
Room Cleaning Fee		\$100

## ROOM & BOARD PER SEMESTER 2024-2025

Room Rates per Semester	Men's	<b>\$1,050</b>
	Women's	<b>\$1,050</b>
Meal Plan Required for All Dorm residents	14 meals each week; required for all MCC dorm residents, per semester	<b>\$1,575</b>
Dorm Room Reservation Fee	Non-Refundable After Occupancy	\$50
Summer or Christmas Break Fee per month No food service during Holidays	<b><u>Apply 30 days in advance if available</u></b>	\$250

**\*\*Technology Fees include: Populi LMS/SMS, UniCheck, ID Card, Wi-Fi Usage and Library Database \*\*\* All incoming freshman and international students not from the immediate area, or host family in the immediate area, must live in the MCC dorms. Students who are from the immediate area and will continue to reside at home will have the option to live in the dorms or continue living at home. Students may apply to be exempt from this requirement.**



## GENERAL INFORMATION

Costs of an education are maintained as low as sound business practices permit and are among the lowest to be found in private senior colleges. The actual cost, considerably more than the student pays, is underwritten from the gifts of individual donors, churches, and other organizations.

The Business Office is given the responsibility of establishing and enforcing all regulations which relate to the collection of student accounts due to the College. MCC reserves the right to change fees and charges should conditions make it necessary.

## OTHER EXPENSES

In addition to the tuition, fees, and room & board charges, students should plan for personal expenses to cover personal supplies, course textbooks, and/or special fees as shown in the schedule.

## PAYMENT OF TUITION AND FEES

Tuition, fees, and room & board (if applicable) become the liability and obligation of the student.

All costs associated with tuition and fees are due and payable at registration. Payment plans must be approved before the first day of classes as shown on the Academic Calendar.

In addition to payment of tuition and all fees, no student may complete his/her semester without paying all library fines and returning all items. Final grades will not be posted, and transcripts will not be released until all obligations to the college have been met.

Failure to make payments of indebtedness to the College is considered sufficient cause until debt is settled to (1) prohibit future enrollment and (2) withhold grades and transcript of records. Students will not be permitted to receive their semester's grades or any official or unofficial transcript. Unpaid bills six months past due will be handed to a collection agency for collection. This includes the recovery of costs associated with paying your bill late (up to 23% penalty).

## DROPPING A CLASS OR WITHDRAWING FROM THE COLLEGE

If a student finds it necessary to drop from a class or completely withdraw from the college, the student must notify the Registrar and the Vice President of Academic Affairs in writing using the correct form. A Drop form is available from the Registrar to drop a class. A Withdrawal form is also available from the Registrar to withdraw from the college. The Drop form requires the signature of the student, instructor, and Vice President of Academic Affairs or Academic Advisor. If dropping the class causes the student to drop below 12 credits, the student must also get approval from the financial office verifying impact on financial aid or scholarships. The Withdrawal form authorizing withdrawal from the college and dropping of all courses requires the signature of the student and the Vice President of Academic Affairs.

Any student who withdraws, is terminated, or graduates from any program is required to have an exit interview. **The dropping or withdrawal process is not complete until the completed form, with all required signatures, is returned to the Registrar's office.**

## REFUNDS

Students without an outstanding account balance are eligible for a partial (90%) refund for regular semester classes dropped or withdrawal from the college by the semester's 8<sup>th</sup> day as shown on the

Academic Calendar. All other fees are not refundable once classes begin.

Students enrolled in accelerated courses (5-, 6-, 7- or 8-week term) may drop course(s) without penalty up until the payment deadline before the course start date. Students may drop the course(s) by the end of the third day of classes with a 90% refund minus a \$50 fee.

Room and board charges may be refunded upon written request to the Business Office. A check will be sent to the address left by the student withdrawing from the College. Refunds are prorated by the residence hall dates, room condition, and return of room keys.

## **ADDITIONAL BENEFITS AND SERVICES**

### **SOCIAL REHABILITATION SERVICES**

Contact the Financial Aid Office for information on courses approved by the Social Rehabilitation Services for students retraining with handicap benefits.

## 4. STUDENT LIFE

### **STUDENT COMMUNITY COVENANT (See Student Handbook 7.0)**

MCC's Student Community Covenant is rooted in an orthodox Judeo-Christian history since its founding. All students are expected not only to honor the Covenant, but also to promote it by providing accountability and, when necessary, correction to their friends and peers.

At the beginning of each year, the student is asked to affirm their agreement with the Community Covenant. While it is not a complete expression of all rules and guidelines, it is a summary of many of those which we deem important to spiritual development and community.

To be in covenant means two parties (in this case, MCC and its students) have come into a spiritual promise with one another.

The covenant is as follows:

- We covenant together to express our love for God through our obedience to the authority of His Word, our practice of spiritual disciplines, and regular expressions of worship and Christian services.
- We covenant together to express our love for others through acts of kindness, wholesome and uplifting speech, redemptive expressions of confrontation and forgiveness, merciful acts to those in need, and loving proclamation of the gospel.
- We covenant together to be people of integrity and self-control, truthful in our speech, honest in our conduct, and morally pure in both thought and action.
- We covenant together to pursue excellence in all that we do as an expression of our gratitude to God and our desire to be good stewards of all God's gifts, including our talents, time, and resources.

In the application process, each student at Montana Christian College has given evidence of dedication to the Christian ethic presented in the New Testament. The practice of going beyond what is expected, in spirit as well as in service, should characterize every student's activity in and outside the classroom, on and off campus. Anything less than personal honesty, integrity, industry, morality, and sensitivity is out of character for anyone preparing for Christian ministry and will be a factor in evaluating a student's continuance in study as part of the MCC family.

In addition to upholding this Christian ethic, this college community is expected to uphold the laws of the United States, the state of Montana, Flathead County, and the city of Kalispell. No initiation or hazing of any kind is permitted.

Bullying of any kind, anywhere, and in any form will not be tolerated from students attending Montana Christian College. This includes the digital realm, and any social media platform. Students found to be bullying will face disciplinary action up to and including expulsion.

Students are expected to refrain from profanity, drunkenness, dishonesty, theft, sexual promiscuity, homosexuality, adultery, and occult practices. Students displaying such practices on campus are subject to suspension and expulsion.

MCC has a stated and practiced policy of no women in the men's dorm and no men in the women's dorm. Violations of this policy will result in immediate suspension or expulsion.

Any same-sex relations is prohibited in both dorms. Violations of this policy will result in immediate suspension or expulsion.

Students are to accept individual responsibility for appropriate dress. Dress should be in good taste and reflect the atmosphere of the college whether in or out of class. Modesty, cleanliness, and appropriateness are expected. Shoes are to be worn in all public facilities.

Montana Christian College reserves the right to the use of its name. Students should take careful consideration as to how they use MCC's name in the digital realms of social media. Abuse of MCC's name and any harmful representation of MCC's faculty, staff, and students may lead to disciplinary action up to and including expulsion.

The college discourages the use of tobacco products and alcoholic beverages as a danger to one's health and **prohibits** their use, or storage, on campus. The possession and use of illegal narcotics, hallucinogenic drugs, and/or controlled medications without a doctor's prescription are **strictly forbidden, on or off campus.**

Possession, use, and/or distribution of marijuana on or off campus, even with a medical marijuana card or residency within a state where recreational and/or medical marijuana is legal, is not permitted by the College.

Pornography in any form is not permitted on campus.

Any student of MCC found in violation of the college's policy shall be subject to sanctions. Suspension may be in-house or off campus and may vary from three (3) days to two (2) weeks.

### **CHAPEL SERVICES**

Chapel offers a unique opportunity to bring the college community together for participation in the process of personal and corporate transformation through experiences with God. The program regularly involves students as both participants and leaders in worship of God. The desired results are spiritual formation on the MCC campus, an increased commitment to the Lord, a great sense of campus community, the integration of faith and learning as preparation for service, and openness to an understanding of various forms of worship. Chapel programs are presented on Thursday morning at 11:00 a.m.

1. All on-site faculty and full-time students are encouraged to participate. All nontraditional students who cannot attend Chapel, please see the Vice President of Student Services.
2. Participation is required for ALL on-campus students enrolled for twelve (12) or more hours as well as for all admin, staff, coaches, and full-time on-site faculty.
3. The expectation is that the student will be present for the entire worship time in order to receive credit for attendance. If a student arrives after the sign-in time or leaves before the conclusion of chapel, she/he is counted absent.
4. A minimum attendance of 85% is required for Chapel. No more than two (2) unexcused absences are permitted for Chapel per semester.

5. More than two unexcused absences per semester will cause you to fail that semester of Chapel. Associate degree-seeking students must pass three of four semesters and bachelor's degree-seeking students must pass five of six semesters.
6. Chapel Conduct: It is expected that students will give respect by refraining from talking and will remain until the program is dismissed. Headphones and cell phone use is prohibited; cell phones may not be used during chapel. Food and drink are not allowed during chapel. Hats and hoodies are not permitted to be worn and must be removed before entering the chapel. Students who fail to comply with standards of good conduct will be asked to leave, and an absence will be recorded.

### **STUDENT MINISTRIES PROGRAM**

Because of MCC's strong commitment to the Christian faith, all students enrolled for twelve (12) hours or more are required to become actively involved in a local church. The college desires to see each student become consistent in church attendance, serve in a ministry of a local church or local community ministry-type organization, live by faith, and mature as a Christian. This is tracked through the Student Ministries Program.

The purpose of this program is to provide opportunities to combine the student's classroom learning experiences with practical ministry application in the local church or community organization setting. This program provides a supervised opportunity for the student:

1. to become a servant leader
2. to develop skills in the practice of Christian ministry
3. to use the student's service in the local church or community organization to solidify what she or he has perceived as the call of God into professional or lay Christian ministry
4. to help clarify the area of ministry into which the student may have been called

Additional Objectives:

1. Allow participating churches and community organizations to become a training ground for future leaders
2. Offer ministry assistance to a local church and community organizations

### **PROGRAM REQUIREMENTS**

1. All students must actively serve in a local church or community organization under the supervision of an approved overseer.
2. Church ministry or community organization must be a minimum of one hour per week not including preparation time.
3. Students must report weekly through the system established for accountability by the college.
4. Evaluation of student's ministry or community organization will be completed once a year with a church ministry coach.
5. If a student changes churches, she or he must be active in a new church within (4) weeks of the change.
6. New students may take up to October 1 to identify a local church or community organization place of ministry. During this time the student will meet weekly with the Vice President of Student Services to evaluate progress.

Students who are not committed to a church and a ministry or community organization within the required timeframe will be placed under the supervision of the Vice President of Student Services to work together in finding a place of ministry.

### **RESIDENCE LIFE (See Student Handbook for details)**

Montana Christian College provides separate residence halls for single male and female students. MCC encourages single students to live on campus during their years of attendance. Living on the MCC campus, while financially beneficial to the student, also provides unique opportunities not available in other residence communities.

### **RESIDENCE HALLS**

Laundry facilities are available in each residence hall. Single students from outside the area and local students aged 23 or younger who are not living with family are required to live in an MCC residence hall during their first year as a student on the MCC campus.

Dorm fees and meal plans are for when the College is in session. Students may stay in their dorm rooms during all breaks, such as Thanksgiving, Christmas, and Spring break. However, when the College is not in session during these times, there is no food service. Students are responsible for making other arrangements.

Dorm fees do not include the summer. Students may apply to live on campus in the dorms during the summer months, but this is a privilege and not a guarantee. There are additional fees for summer and semester break dorm rentals. There is no food service during the summer. Students need to make plans prior to arrival for summer housing and food.

Since MCC is a residential college, certain responsibilities fall to each resident. When these responsibilities are not accepted and one infringes upon the rights of others within the community, the College administration will support the rights of all and will take appropriate action to ensure these rights.

If a student is expelled from a residence hall, no refund of fees will be granted. All students living on campus must observe housing and campus regulations and respect College property, in accordance with the signed housing contract and MCC student handbook. To successfully implement the College's principles of student life, the following guidelines have been established regarding life in the residence halls:

- 1) Room assignments for men and women are made by the Associate Vice President of Student Services and/or the Resident Assistants upon the student's arrival. Students who are not enrolled for at least 12 semester hours will be eligible for campus housing only on a space-available basis. Full-time students will receive priority.
- 2) A non-refundable fee of \$50 is required to reserve a room. This fee helps MCC with general upkeep and maintenance of the residence halls. Any damage (not including normal wear and tear) to campus property will be the responsibility of the student.
- 3) No heating appliances, hot plates, coffee makers, or outside antenna wires are allowed in the rooms.
- 4) No cooking is allowed in rooms, and microwave cooking should be confined to the kitchen areas.
- 5) Trash containers are provided for each room. No food trash is to be placed in these containers. Such containers should be regularly emptied in the outside dumpster.

- 6) Common area containers are for collecting trash as the students study or socialize in the fellowship room and are not for disposal of room trash.
- 7) Residents are responsible for keeping (day by day as a way of life) their own rooms neat (habitually orderly in appearance) and clean (free from dirt, unsoiled, and unstained). Inspection dates and times will be posted at the beginning of each month. Inspections will be done as frequently as necessary to maintain the residence hall building. Failure to pass inspection results in disciplinary action. Residents whose rooms are consistently slovenly and dirty between inspections are also subject to disciplinary action, including revocation of the privilege of living on campus.
- 8) The common areas of the residence hall are the joint responsibility of all the residents.
- 9) The residence hall is not only a place of living but also studying. Sound levels from music, movies, discussions, games, etc., must be confined to your own room so as not to disturb other residents. Quiet hours are from 9:00 p.m. to 9:00 a.m. every day. At that time, all lounge and room noises cease (e.g., radio, television, computer, movies, music devices, loud conversations, etc.) along with any activity that may disturb others.
- 10) Heating in the men's and women's residence hall cannot be adjusted in each individual room.
- 11) Occupants will furnish all personal supplies such as towels, washcloths, linens, bath soap, toilet paper, facial tissue, and bathroom cleaning supplies. Please see the What to Bring list in the Student Handbook.
- 12) Residents of the residence halls are not permitted to alter the physical structure or paint the rooms in any way. College-owned furnishings will not be moved into or out of a room without permission from the Associate Vice President of Student Services. Beds must be used as designed. Small items of sports equipment may be kept in a room but not bicycles or similar large items. Bicycles may be kept in the storage shed. The walls and doors will not be defaced in any way.
- 13) No posters or pictures may be hung in the common rooms, hallways, or outside residence hall doors. Only a nameplate holder and a small message board may be affixed to the outside of the residence hall room door.
- 14) Common areas in the residence halls are for the benefit of all the residence hall residents. The décor of the room shall not be altered without permission from the Associate Vice President of Student Services.
- 15) Television is provided in the Great Room on the main campus.
- 16) Relatives and friends of students are always welcome to make visits to the campus and be part of college life for a brief period. A student may have guests overnight in the residence hall. The first two nights of guest visits per semester per host student are free. Subsequent nights will be charged at \$12 per night. Guests must always be registered in advance with the Administrative Assistant with the Resident Assistant. Students who abuse the overnight guest policy may lose the privilege. Guest fees must be paid at the Business Office. All guests are expected to abide by all College rules while on campus. Those hosting a guest should assume responsibility for sharing these expectations with their guest. Montana Christian College desires to make visits of all guests pleasant, and the entire staff desires to assist in every way possible.
- 17) Unassigned residence hall rooms are off limits.

- 18) For security reasons, the women's and the men's residence halls are equipped with locks.
- 19) All residents are encouraged to lock their rooms when leaving even for a short time. The College does not assume responsibility for money, valuables, or other personal property left in apartments, rooms, or elsewhere on campus.
- 20) The College retains the right to enter and inspect rooms at any time, with reasonable cause, for purposes related to maintenance, security, and the upholding of College regulations.
- 21) A student who falls behind for two months in his/her financial obligations for room and board fees will be required to move out of the residence hall.
- 22) If a current residence hall student chooses not to enroll for classes the upcoming semester, that student may remain in the residence hall for one additional month, if his/her bill is paid and up-to-date, and if space is available. The student must pay in full for the additional month and must pay no later than the 5<sup>th</sup> day of the month of the additional month requested.
- 23) The residence hall will close each semester on the first Monday following final exams. The last night of lodging will be Sunday with checkout required on this first Monday. Final room inspections at check-out must be completed by the Associate Vice President of Student Services or Resident Assistant.
- 24) A current student may reside in the residence halls over Christmas break, January Term, or summer break whether they are enrolled in classes for these times. However, their bill must be paid and up-to-date, and space must be available. If the student is not enrolled in classes at these times, the fee for each month's room rent must be paid in full and in advance on or before the 5<sup>th</sup> day of the month.
- 25) Any student who chooses not to rent a room over Christmas break must checkout by the residence hall closing date for that semester. Personal items may remain in the room if the student has registered for Spring classes. However, checkout must be completed with the Associate Vice President of Student Services or the Resident Assistant, and room keys must be returned. A student may rent the room for the complete break only.
- 26) By the Spring semester closing date/checkout, all items must be removed from your room. Limited storage space is available for a fee to those students whose home residence is outside the state of Montana. See the Associate Vice President of Student Services or Business Administrator for details on storage.
- 27) Students exhibiting inappropriate behavior in the residence hall or on the campus in general will be addressed per the disciplinary procedures in the Student Handbook.

### **CAMPUS STORE**

When implemented the campus store may sell school supplies, textbooks, and MCC logo clothing. The hours of operation are posted outside the bookstore. Purchases can be made by cash, check, or credit card.

### **FOOD SERVICE**

The food service is offered when classes are in session. Meals are provided Monday – Friday (breakfast, lunch, supper) and weekend lunches. Meals are in the dining hall located in the main campus kitchen. A request for a special diet may be submitted in writing to the Director of Food Services for approval and may incur an extra charge. The physician's recommendation must accompany each request



**STUDENT HEALTH SERVICES**

Montana Christian College does not have an on-site health facility. All students must provide their own insurance.

Emergency Contact information must be kept current in the student file with the Associate Vice President of Student Services. The College cannot assume responsibility for medical care. While disclaiming responsibility, the College, in emergencies, reserves the right to call any physician who may be available. In the event of serious illness, the student may require hospitalization. The expenses for any transportation and any medical or hospital care shall be the responsibility of the student. Parents or emergency contact on file will be notified of serious illness.

All students (full- or part-time born after December 31, 1956, are required by the State of Montana to provide proof of Measles, Mumps, and Rubella immunization.

**THE STUDENT WELLNESS CENTER**

The Student Center is a place for students to relax and enjoy fellowship with others. Students are expected to take responsibility for their actions and behave in a Christ-like manner. Failure to do so will not only remove the privilege for the student, but for the entire student body.

**Hours of Operation:** Sunday – Thursday 8:00AM – 12:00AM  
Friday – Saturday 8:00 AM – 12:00AM

## 5.ACADEMIC INFORMATION

### DEGREE DESCRIPTIONS

All degrees from MCC are focused on producing graduates who are equipped for their field of study upon graduation and prepared for graduate studies should they choose to pursue this path of education.

Degree curricula are designed to equip students with a solid biblical and theological foundation in addition to strong professional acumen in their professional field.

### *MCC Goals from the MCC Mission Statement:*

**MCC is an Evangelical higher education institution that produces graduates who are**

1. grounded in a solid Biblical worldview
2. prepared with a foundation for lifetime learning
3. equipped with professional competence
4. equipped with practical ministry skills
5. confirmed in an understanding of the personal mission God has for them
6. and committed to serve God as servant leaders to the churches and communities of Montana, the Pacific Northwest, and the World.

### Christian Leadership Degrees

#### **Associate of Arts (A.A.)**

The Associate of Arts in Christian Leadership degree introduces the student to Christian leadership and ministry by teaching them foundational concepts and praxis within church or parachurch ministry. This two-year degree is preparatory for continued study toward MCC's Bachelor of Arts (B.A.) Degree in Christian Leadership. (65 credit hours)

#### **Bachelor of Arts (B.A.)**

The Bachelor of Arts degree in Christian Leadership will prepare students for a career in Christian leadership and ministry with further study in church ministry, leadership, and exegetical interpretation of scripture. This four-year degree serves as the prerequisite for students seeking advancement in a graduate program in biblical, pastoral, and theological studies. (120 credit hours)

#### **Emphasis Options:**

##### ☐ **Music and Worship Emphasis**

#### **Associate of Arts (A.A)**

The Music and Worship AA degree is for students who plan to lead some music and worship in a church or youth group setting and/or is desiring to further their music knowledge and skills. The first year of studies is designed to acclimate the student to college life and lay a foundation built upon General Studies while introducing music and theology. The second year focuses upon theological and music studies equipping the student for further advancement toward a bachelor's degree and/or the completion of the AA degree. (62 credit hours)

#### **Bachelor of Arts (B.A.)**

The Bachelor of Arts degree in Worship and Music will prepare students for a career in worship leadership or music education. This four-year degree serves as the prerequisite for students seeking advancement in a graduate program. (120 credit hours)

□ **Sports Management Emphasis**

**Bachelor of Arts (B.A.)**

The Bachelor of Science in Sports Management prepares students to engage in the areas of coaching, player development, and leadership. This degree will help students better understand the interaction of sport and society as a whole. Students will explore the marketing, budget, and business side that also compliments the multitudes of coaching theories involved in this degree. (121 credit hours)

□ **Exercise Science Degree Objectives**

**Associate of Arts (A.A.)**

The Associate of Art (A.A.) in Exercise Science introduces students to foundational concepts and practices in the fields of health and exercise performance. The student will learn how to navigate through evidence-based information in order to create a program for clients and their health needs. The associate's degree also prepares the student to interact with other health professionals in fields of health, wellness and exercise and is preparatory for MCC's Bachelor of Art (B.A.) Degree in Christian Leadership with emphasis of Sports Management. (67 credit hours)

□ **Business Degree Emphasis**

**Associate of Science (A.A.)**

The Associate of Arts (A.A.) in Christian Leadership with the emphasis of Business Degree introduces students to foundational concepts and practices in business in order to prepare them to become effective and ethical employees and supervisors, exhibiting the characteristics of Christ Jesus as the ultimate model of perfect leadership. The associate degree is also preparatory for continued study toward MCC's Bachelor of Arts (B.A.) Degree in Christian Leadership with the emphasis of Business. (63 credit hours)

**Bachelor of Arts (B.A.)**

The Bachelor of Arts (B.A.) in Christian Leadership with the emphasis of Business Degree equips students to enter the world of business with both a broad and specialized understanding of business theory and practice. Montana Christian College places special emphasis on non-profit and evangelical leadership and management to facilitate church planting and diverse ministry opportunities. Students will acquire skills and knowledge to enter the world of business as high potential leaders, exhibiting the characteristics of Christ Jesus as the ultimate model of perfect leadership. (121 credit hours)

## **Christian Education Degrees**

**Associate of Arts (A.A.)**

This ongoing Associate degree program is designed for students who will work with early childhood programs in a variety of ministry settings and public-school settings. This degree will provide students with the opportunity to learn the best practices for instruction, classroom management, research in education, and child and adolescent development. The program is based around practical, hands-on training that gives students the background and skills needed to become confident, creative, and effective teachers. (64 Credit hours)

### **Bachelor of Arts (B.A.)**

The Bachelor of Arts degree in Elementary Education will prepare students for a career in elementary education while integrating a biblical worldview into their classroom with current and research-based techniques. You will be able to enter a class with confidence and help your students learn practical skills. This degree is designed to prepare students to successfully implement proven pedagogical methods and to equip students to practice a biblical philosophy of education, preparing them to serve in Christian schools locally and globally. Students will develop skills as reflective practitioners, enabling them to foster learning that reflects current practice and care for students. This degree is not currently designed to meet the licensure standards set by the state of Montana. It does the Association of Christian School International requirements for ACSI Certification. Montana Christian College cannot determine whether a particular licensure program meets the requirements outside of Montana. Students seeking licensure in another state are advised to contact the appropriate licensing board in that state to determine specific requirements or guidelines for reciprocity. (120 hours)

## **Christian Psychology Degree**

### **Bachelor of Arts**

The undergraduate degree in psychology will prepare students to assist families within the church setting as well as families in the community. The undergraduate degree will also prepare students for graduate studies as they build a solid foundation by studying theories and methodologies of psychology all through the lens of honoring Christ. (120 credit hours)

### **DETERMINING CLASS STANDING**

Freshman	Class	Completing 1-30 hours of course credit (year one)
Sophomore	Class	Completing 31-60 hours of course credit (year two)
Junior	Class	Completing 61-90 hours of course credit (year three)
Senior	Class	Completing 91+ hours of course credit (year four)

To complete a bachelor's degree in 4 years (8 semesters) or an associate degree in 2 years (4 semesters), a student must carry a course load of 15 hours or more per semester or must participate in January Term or Summer Term, during which a student may take up to 6 hours of coursework. Note: The maximum number of hours a student may take each semester without special consent from the Vice President of Academic Affairs is 18.

### **GENERAL REQUIREMENTS**

Fulfillment of all general and specific academic requirements and formal approval by the Faculty and Board of Directors are the essential conditions for receiving any of the degrees listed above.

### **FILING A DEGREE PLAN**

During the fall semester of his/her junior year, all students must verify their degree plan with their academic year. The degree plan may be found in the Degree Audit section of the student's MCC online account. The degree audit certifies the courses which the student has completed and the courses he/she must complete to fulfill all degree requirements.

### **GRADUATION REQUIREMENTS**

During the fall semester of his/her junior year, each student, in coordination with the Vice President of Academics Office, must complete a degree flow sheet which certifies the courses which the student has completed and the courses he/she must complete to fulfill all degree requirements. The degree flow sheet may be obtained from the Registrar's office.

The degree flow sheet must be signed by the student and the Registrar. All changes in the official degree program approved on the degree flow sheet must be agreed upon by the student and approved by the Registrar.

All candidates for degrees will meet the following requirements:

1. Completion of an approved degree program. An application form obtained from the Registrar's office must be approved during or before the fall semester to the junior year. The form is signed by the student and approved by the Vice President of Academic Affairs. A grade point average of 2.0 is required for all courses attempted. No grade less than a C will be accepted in the area of concentration. Students who have not corrected all irregularities in their degree programs by the beginning of their final term will not be permitted to become candidates during that term.
2. Maintenance of acceptable standards of ethical conduct. The College reserves the right to withhold or deny the award of a degree to any student who, although having completed the academic requirements, has consistently violated the College Code of Conduct as delineated in the Student Handbook.
3. Completion of all special examinations required for degree.
4. Fulfillment of all financial obligations to the college.
5. Approval of the Vice President of Academic Affairs. Formal action is taken on all candidates for baccalaureate degrees.
6. Participation in annual commencement ceremonies. All students completing graduation requirements, including those who finish at the end of the fall semester or summer semester, are required to participate in spring commencement exercises of that academic year.
7. Students within 6 credit hours of graduation at commencement are to walk for graduation and will receive their diploma upon completion of the required credit-hours.

#### **GRADUATION UNDER A PARTICULAR CATALOG**

A student may choose to graduate under the regulation of the catalog in force at the time of his/her initial registration or that of any subsequent catalog. There is a seven-year time limit for completing a degree under a particular catalog. If the degree requirements are not fulfilled within seven years, the student must graduate under the requirements of the current catalog.

#### **GRADING STANDARDS**

All grades are filed and become a part of the permanent record of the student. Successful completion of any course depends on fulfilling the specific requirements of the course as dictated by the teacher at the level of competency which he/she requires. Maintenance of acceptable standards of ethical conduct as a student is also required for successful course completion. The grades and quality points given are, in descending order of excellence:

Percentage	Letter	Points
93-100	A	4 per credit
90-92	A-	3.7 per credit
87-89	B+	3.3 per credit
83-86	B	3.0 per credit
80-82	B-	2.7 per credit

77-79	C+	2.3 per credit
73-76	C	2.0 per credit
70-72	C-	1.7 per credit
67-69	D+	1.3 per credit
63-66	D	1.0 per credit
60-62	D-	0.7 per credit
59 Less	F	0.0 per credit
Audit	AU	No Credit
Incomplete	I	No Credit
Withdraw	W	No Credit
Withdraw Failing	WF	0.0 per Credit

**I – Incomplete.** The “I” is given at the discretion of a teacher with approval of the Vice President of Academic Affairs when, for a legitimate reason, a student is not able to complete course requirements within a given semester. Typical instances might be absence from a final because of illness or inability to complete a project because of extenuating circumstances.

1. A student may qualify for a maximum of four incompletes during his or her enrollment at Montana Christian College.
2. A student may apply for only one incomplete course during a semester, unless some extraordinary circumstances deem it fitting to grant more than one.
3. A student must request permission from the teacher to apply for an incomplete in that class; if permission is granted, he/she must next go to the Vice President of Academic Affairs to request the proper application. A conference will then be set up between the student, the course instructor, and the Vice President of Academic Affairs to determine the legitimacy of the application. The application for an incomplete will be granted only if both the Vice President of Academic Affairs and the course instructor agree to the incomplete.
4. All work for the incomplete must be finished within four (4) weeks from the date of the final exam of the class in question; otherwise, the grade will be changed to a failing grade (F) on the transcript.
5. Following the granting of an incomplete, the student shall be advised to take fewer course hours the following semester. Following the granting of incompletes any two consecutive semesters, the student will be required to reduce the academic load for the next semester.
6. All conditions and requirements for finishing the incomplete will be set down in writing as achievable objectives in an I-contract signed by the teacher and the Vice President of Academic Affairs.
7. A student who is receiving financial aid may receive an incomplete, but that incomplete must be finished according to the above guidelines, or the student will be required to reimburse the College for financial aid received for that course.

**W – Withdrawal.** No grade points. A student who officially withdraws from a course will receive a grade of “W” if the withdrawal occurs prior to the date specified in the academic calendar. A student who withdraws or is withdrawn after the last date for a “W” as specified in the academic calendar will receive a grade of “WP” if judged by the teacher to be passing or a “WF” if judged by the teacher to be failing.

**WP – Withdrawn Passing.** No grade points.

**WF – Withdrawn Failing.** Grade points assigned.

It is the responsibility of a candidate for graduation to see that all incomplete courses have been completed and grades reported to the office one month prior to the end of the semester of graduation.

**GPA – Grade Point Average.** To determine the GPA, total all of the grade points from all courses in which grades are given and divide the total by the number of semester hours represented by those courses.

When courses are repeated, only the most recent grade will be used to calculate grade points and semester hours.

### **MAINTENANCE OF STUDENT RECORDS**

Student academic records are maintained by the Office of the Registrar. Student financial records are maintained by the Business Office. All student records are maintained in accordance with ABHE Accreditation standards and the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student education records. Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party, including family members, unless the eligible student has provided written consent. A FERPA form granting this consent is available from the Office of the Registrar.

Academic progress reports are available to the student, the student's advisor(s), and the Vice President of Academic Affairs for individual courses, specific terms, and the student's unofficial transcript. Official transcripts can be ordered by the student through the Office of the Registrar using the MCC website or the student's MCC account.

### **ACADEMIC PROGRESS**

Students may view their academic progress in any course during the current term using their MCC secure student login for their MCC student account. The secure student login will be set up by the Office of the Registrar for students once accepted and ready to enroll for courses at MCC.

### **ACADEMIC ALERTS**

The student's advisor issues academic alerts if a student is below a 75% at midterm or after final grades, or at any other time at the request of faculty or other advisors. The Vice President of Academic Affairs will issue any notices of academic probation or suspension at the end of each term.

## ACADEMIC PROBATION AND SUSPENSION

Students are expected to maintain a 2.0 GPA, which is the minimum required for graduation.

If a student falls below a GPA of 2.0 for any semester, he/she will be placed on academic probation for the following semester and notified in writing by the Vice President of Academic Affairs. If a student falls below a 2.0 GPA for two consecutive semesters, he/she will be placed on academic suspension from the College for the following (spring or fall term) semester.

Any student who is subject to suspension under the guidelines for academic probation and suspension will be informed in writing by the Vice President of Academic Affairs. The student has ten days from the date of the letter to provide the Vice President of Academic Affairs with relevant information (change of grade, verifiable medical condition, or other extenuating circumstances) that might affect the Vice President of Academic Affairs' decision. After reviewing the student's academic records and other relevant information supplied to the Vice President of Academic Affairs by the student or by others, the Vice President of Academic Affairs, in consultation with the Academic Committee, will decide whether to place the student on academic suspension or to extend the student's period of academic probation. The student will be notified in writing of the decision.

Students under academic suspension may apply to the Vice President of Academics Office for reinstatement. Reinstatement is not automatic but depends on the quality of evidence submitted to the Vice President of Academics, in writing and in personal interview, to justify belief that normal progress may be made toward satisfaction of degree requirements. A student who is reinstated following his/her second academic suspension is on academic probation and must meet the terms of academic probation to avoid dismissal from MCC.

If a student is placed on **disciplinary probation** for a current semester, the disciplinary probation applies through the next semester and can only be removed upon recommendation and approval of the Vice President of Academic Affairs, based on acceptable change in behavior. Two consecutive semesters of disciplinary probation will result in the student being placed on academic suspension from the college for the following semester.

A student on academic or disciplinary probation is subject to the following policy:

1. A student on probation may not represent the College in activities for which he/she is not registered for credit.
2. A student on probation is not eligible for grants or scholarships administered by the College.
3. A student on probation may not hold any office in student organizations.
4. A student on academic probation may take no more than 12 semester hours during one semester.

## COURSE REPEAT POLICY

To repeat a course previously attempted with a grade earned, the student must have permission from the student's academic advisor and inform the Registrar of this intent. When a course which a student has previously attempted is repeated, only the most recent course credit and grade is calculated into the student's grade point average, even if the most recent grade is lower. (Note: the original course and the grade remain on the official transcript in addition to the more recent course and grade.) No student can register to repeat a course in which an "I" grade is pending. No pre-requisite course may be repeated if the more advanced course has been completed with a grade of "C" or better. Exceptions may be considered upon appeal to the Vice President of Academic Affairs.



### SPECIAL RECOGNITION IN A SEMESTER

Special recognition is given for academic excellence in the following rosters:

- **The President's List** – composed of students completing at least 12 semester hours with a minimum grade point average of 3.75 and no grade lower than a B.
- **The Dean's List** – composed of students completing at least 12 semester hours with a minimum grade point average of 3.45 and no grade lower than a B.
- **Special Honor Roll** – Part-time students may be listed on a Special Honor Roll if they complete 6-11 hours in one semester and meet the above criteria.

### SPECIAL RECOGNITION FOR GRADUATION

Special recognition is given to a graduate whose cumulative GPA falls into one of the following categories:

- 3.50 – 3.66 *cum laude* (with honors)
- 3.67 – 3.83 *magna cum laude* (with high honors)
- 3.84 – 4.00 *summa cum laude* (with highest honors)

### INDEPENDENT STUDIES

The College may offer independent study on a limited basis. The student requesting the independent study will be charged, in addition to the course per hour charge, an additional \$150 for each independent study. **Only juniors and seniors or those in their final year for AA/AS degree** with a 3.0 or higher GPA are eligible for independent study, and no more than three credit hours of independent study may be taken per semester. The request for independent study must first be initiated with the Registrar; approval of the independent study rests with the teacher and the Vice President of Academic Affairs.

### SPECIAL CIRCUMSTANCES REGARDING MEDICAL LEAVE

With the recommendation of a medical professional, students may receive accommodation in academics in order to continue their education via distance in the event medical leave is necessary. This accommodation may only be instituted ***after*** the final add/drop date of the semester and must have a written request/ recommendation from a medical professional stating the reason(s) for the medical leave of absence and must be approved by the Registrar, Vice President of Academic Affairs, and Instructor of the course(s). All assignments, quizzes, tests etc. will be turned in to the instructor on a timely manner, governed by the discretion of the instructor, coinciding with the academic calendar.

### ATTENDANCE REGULATIONS

Students are expected to be faithful in class attendance. Persistent failure to attend class will be reported by faculty to the Vice President of Academic Affairs. All attendance rubrics are at the discretion of the instructors of MCC and therefore not every class attendance rubric will be identical in this regard.

Absences affect the overall course grade with an increasing percentage of the overall grade deducted at predetermined levels of absence. The student may be given a grade of F in the course regardless of the quality of his/her work. Other penalties for class absences may be assessed at the discretion of the faculty. Class syllabi will provide absence scale.

### EXAMINATION POLICY

Students are expected to take all scheduled tests, mid-term exams, and final exams at the time and on the day specified by the faculty and coordinated by the Vice President of Academic Affairs. The final exam schedule will be posted by the Vice President of Academic Affairs early in the semester. The faculty's prerogative determines whether or not a student will be allowed to re-schedule or make up an exam.

### CELL PHONES / TEXTING

Cell phone, texting, and/or any other electronics not being specifically used for class-related issues are

prohibited for any reason while class is in progress or during chapel. Please do not show disrespect to your faculty by using such devices in class or chapel.

### **FOOD IN CLASSROOMS**

Students are permitted to bring drinks and small snacks into the classrooms, but eating meals in the classroom is not allowed. All plated food must be consumed in the cafeteria.

### **CAMPUS DECORUM**

Since our students may interact informally with MCC faculty, staff, and administrators in their churches or at non-MCC events, students may also feel the freedom in using first names while off campus. However, students are expected while on campus or at MCC functions to use a formal address with faculty, staff, and administration (e.g. Mr., Mrs., Dr., etc.).

### **WITHDRAWAL FROM CLASS/COLLEGE**

If a student is unable to continue with a course, it is imperative that the student withdraw from the class. A drop form may be obtained from the Registrar's Office. Refunds will be made according to the refund schedule posted by the Business Office. See "Grading Standards" for grade assignment under this condition. If a student must withdraw from all classes, he/she must write a letter to the Vice President of Academic Affairs requesting that the complete withdrawal be processed.

### **REGISTRATION**

Montana Christian College operates on a semester calendar with a four-month fall semester, a four-month spring semester, and optional January and summer terms. Each student is responsible for monitoring his/her own course of study toward a college degree. An academic advisor assigned by the Registrar is available for counsel.

All students are expected to register during the designated registration periods. A \$50 late fee is charged for registration after the designated time. No registration will be accepted after the deadlines designated in the official academic calendar. All registrations must conform to the policies in force at the time of registration for any course work to be credited toward fulfillment of degree requirements.

### **ORIENTATION**

Orientation is an important part of college life, and participation is mandatory for all new and all transfer students. This program assists students in successfully adjusting to college community life and study. **All new and returning students must participate** in the scheduled registration process. Semester registration involves final enrollment for the semester, any financial actions, purchasing of texts, and any needed training/planning for work-study students. Also included in the registration schedule are social activities designed to enhance networking among students, faculty, and staff. Participation in fall semester orientation is required of all MCC students (see Student Handbook).

## 6. DEGREE PLANS

### General information for all degrees

- An overall 2.0 grade point average (4.0 scale) is required for completion of all degrees.
- Student ministry/service in a church or community program is required for all degrees—3 semesters for associates and 6 semesters for bachelor's degrees.
- All bachelor's degrees must complete a minimum of 39 credits in upper-level courses designated 300 or 400 level.

### Focus and purpose of all degrees

- All associate-level degrees are designed for the student to graduate with confidence in their field of study accompanied with practical application. Christian Leadership, Business, and Music and Worship degrees lay the foundation for bachelor-level work as the degree flowcharts display.
- All bachelor-level degrees are designed for the student to graduate with significant confidence in their field of study accompanied by advanced practical application. Should the student choose to pursue a graduate degree, MCC bachelor's degrees are designed to lay the foundation for advanced degrees and to minimize "leveling work" in order to begin graduate-level studies.

### Honors Program: \*Courses with this mark are available for Honors Program

Course of Study: The Honors Program can be completed as part of any four-year degree and is designed to give you the opportunity to pursue in-depth study. Here's how the experience is structured:

- ☐ Field Trips  
One trip is taken each semester to a seminar, conference, exhibit, or attraction. These trips provide an academically interesting experience while giving the group time to connect and bond over their shared pursuits.
- ☐ Honors Study Group  
Honors students meet regularly with the Honors Program Director for a deeper dive on subjects of interest to the group.

### Benefits

- ☐ Mentoring through close interaction with professors
- ☐ Oxford Trip, Summer before Senior year
- ☐ Fireside Chats
- ☐ The Honors Program is designated on official transcripts and diplomas

In the MCC Honors Program, students are required to uphold a 3.5 cumulative GPA. In addition, for each of the ten honors courses they enroll in, students must adhere to the specific honors criteria, which may involve tasks like composing an additional paper, reviewing, and presenting on an extra book, facilitating a portion of a class session, or a combination of these requirements. Furthermore, honors students are eligible to take part in the prestigious Oxford Distinguished Scholars term over the summer prior to their senior year. Those who satisfactorily finish the Honors Program will be awarded a presidential letter and certificate in recognition of their achievements.

ASSOCIATE OF ARTS IN CHRISTIAN LEADERSHIP		
Course	Course Description	
<b>General Education Requirements (21 Credits)</b>		<b>Credits</b>
COMX	Speech Course	3
HSTA/HSTR	History Course	3
M 105	Contemporary Mathematics	3
PYSX 100	Introduction to Psychology	3
Humanities	Humanities Course Religion, Music, Lit, Art	3
Lit 110	Intro to Literature	3
WRIT 101	College Writing 1	3
<b>Biblical Studies (18 Credits)</b>		
BS 105	Introduction to Biblical Interpretation	3
BS 100	NT Survey 1: Survey of the Gospels	3
BS 200	NT Survey 2: Survey of Pauline Epistles	3
BS 110	OT Survey 1: Survey of Pentateuch	3
BS 210	OT Survey 2: Survey of Historical Books	3
TH 100	Introduction to Basic Christian Beliefs	3
<b>Practical Ministry (26 Credits)</b>		
CM 100	Spiritual Formations 1	1.5
CM 105	Spiritual Formations 2	1.5
CM 200	Evangelism, Missions, and Discipleship	3
TH 201	Systematic Theology 1	3
BS 205	Introduction to Biblical Languages and Word Studies	3
CM 210	Art of Biblical Communication 1: Expository	3
CM 220	Foundations of Practical Ministry	3
PSYX 220	Marriage and Family	3
CM 240	Internship 1	3
PRDV 255	Personal Development Plan	3
*PRMS	Student Ministry (weekly service in church)	P/F
<b>TOTAL CREDITS NEEDED FOR GRADUATION</b>		<b>66</b>

ASSOCIATE OF ARTS IN CHRISTIAN EDUCATION: EARLY CHILDHOOD		
Course	Course Description	
<b>General Education Requirements (15 Credits)</b>		<b>Credits</b>
COMX	Speech Course	3
HSTA/HSTR	History Course	3
M 105	Contemporary Mathematics	3
WRIT 101	College Writing 1	3
General Education Elective	HSTA 101, HSTA 102, HSTR 101, or HSTR 102	3
<b>Biblical Studies (12 Credits)</b>		
BS 100	NT Survey 1: Survey of the Gospels	3
BS 105	Introduction to Biblical Interpretation	3
BS 110	OT Survey 1: Survey of Pentateuch	3
TH 100	Introduction to Basic Christian Beliefs	3
<b>Professional Studies (37 Credits)</b>		
EDU 101	Intro to Education	3
EDU 110	Child Development	3
EDU 111	Classroom Management	3
EDU 112	Integrated Studies	3
EDU 113	Language Development	3
EDEC 200	Administration of Early Childhood Education Programs	3
EDU 211	Teaching Exceptional Learners	3
EDEC 220	Curriculum for Early Childhood	3
EDEC 221	Educational Assessment for Early Childhood	3
EDU 222	Creative Activities	3
EDU 240	EDU Practicum 1	7
<b>TOTAL CREDITS NEEDED FOR GRADUATION</b>		<b>64</b>

ASSOCIATE OF ARTS IN CHRISTIAN LEADERSHIP EMPHASIS: MUSIC & WORSHIP		
Course	Course Description	
<b>General Education Requirements (21 Credits)</b>		<b>Credits</b>
COMX	Speech Course	3
HSTA/HSTR	History Course	3
M 105	Contemporary Mathematics	3
PYSX 100	Introduction to Psychology	3
Humanities	Humanities Course, Religion, Music, Lit, Art	3
LIT 110	Intro to Literature	3
WRIT 101	College Writing 1	3
<b>Biblical Studies (12 Credits)</b>		
BS 105	Introduction to Biblical Interpretation	3
BS 100	NT Survey 1: Survey of the Gospels	3
BS 110	OT Survey 1: Survey of Pentateuch	3
TH 100	Basic Christian Beliefs	3
<b>Practical Ministry (29 Credits)</b>		
CM 100	Spiritual Formations 1	1.5
CM 105	Spiritual Formations 2	1.5
CM 200	Evangelism, Missions, and Discipleship	3
MUSI 105	Music Theory I	3
MUSI 110	Enjoyment of Music	3
MUSI 120-140	Instrumental Competency 1-Piano, Voice, Guitar: 3 Sem/ 1 Cr. each	3
MUSI 200	Music Theory II	3
MUSIC 210	History of Western Music	3
MUSI 220-240	Chorale Ensemble (Worship Team) I-3 For 3 Semesters: 3 Sem/ 1 Cr. each	3
MUSI 250	Internship I	3
PRDV 255	Personal Development Plan	3
*PRMS	Student Weekly Ministry in Church or Community	P/F
<b>TOTAL CREDITS NEEDED FOR GRADUATION</b>		<b>63</b>

ASSOCIATE OF ARTS IN CHRISTIAN LEADERSHIP EMPHASIS BUSINESS		
Course	Course Description	
General Education Requirements (21 Credits)		Credits
COMX	Speech Course	3
HSTA/HSTR	History Course	3
M 105	Contemporary Mathematics	3
PYSX 100	Introduction to Psychology	3
Humanities	Humanities Course, Religion, Music, Lit, Art	4
LIT 110	Intro to Literature	3
WRIT 101	College Writing 1	3
Biblical Studies (12 Credits)		
BS 105	Introduction to Biblical Interpretation	3
BS 100	NT Survey 1: The Gospels	3
BS 110	OT Survey 1: Pentateuch	3
TH 100	Basic Christian Beliefs	3
Professional Studies (30 Credits)		
CM 100	Spiritual Formations 1	1.5
CM 105	Spiritual Formations 2	1.5
CM 200	Evangelism, Missions & Discipleship	3
BUS 100	Introduction to Personal and Business Finance	3
BUS 213	Microeconomics	3
BUS 220	Macroeconomics	3
BUS 235	Business Law	3
BUS 205	Principles of Financial Accounting	4
BUS 298	Internship 1	3
BUS 340	Principles of Management	3
PRDV 255	Personal Development Plan	3
*PRMS	Student Weekly Ministry in Church or Community	P/F
TOTAL CREDITS NEEDED FOR GRADUATION		64

ASSOCIATE OF SCIENCE IN EXERCISE SCIENCE		
Course	Course Description	
<b>General Education Requirements (21 Credits)</b>		<b>Credits</b>
COMX	Speech Course	3
HSTA/HSTR	History Course	3
M 105	Contemporary Mathematics	3
PYSX 100	Introduction to Psychology	3
Humanities	Humanities Course, Religion, Music, Lit, Art	3
LIT 110	Intro to Literature	3
WRIT 101	College Writing 1	3
<b>Biblical Studies (12 Credits)</b>		
BS 105	Introduction to Biblical Interpretation	3
BS 100	NT Survey 1: The Gospels	3
BS 110	OT Survey 1: Pentateuch	3
TH 100	Basic Christian Beliefs	3
<b>Professional Studies (34 Credits)</b>		
CM 100	Spiritual Formations 1	1.5
CM 105	Spiritual Formations 2	1.5
CM 200	Evangelism, Missions, and Discipleship	3
HLTH 110	Basic Health and Nutrition	3
ES 105	Fitness Assessment & Emergency Response	3
ES 110	Program Design	3
BIOH 201	Anatomy and Physiology 1 + Lab	4
BIOH 202	Anatomy and Physiology 2 + Lab	4
ES 215	Kinesiology & Exercise Technique	3
ES 220	Basic Sports Nutrition	3
ES 230	Exercise Science Internship	3
PRDV 255	Personal Development Plan	3
*PRMS	Student Weekly Ministry in Church or Community	P/F
<b>TOTAL CREDITS NEEDED FOR GRADUATION</b>		<b>68</b>



BACHELOR OF ARTS IN CHRISTIAN LEADERSHIP		
Course	Course Description	
General Studies Requirements (30 Credits)		Credits
COMX	Speaking Course	3
HSTA/HSTR	History Course 1	3
HSTA/HSTR	History Course 2	3
LIT 110	Intro to Literature	3
M 105	Contemporary Mathematics	3
PHIL	Philosophy Course	3
PSYX 100	Introduction to Psychology	3
RLST 100	Introduction to World Religions	3
WRIT 101	College Writing 1	3
WRIT 201	College Writing 2	3
Biblical & Theological Core Studies (33 Credits)		
BS 100	NT Survey 1: Gospels	3
BS 200	NT Survey 2: Pauline Epistles	3
BS 110	OT Survey 1: Pentateuch	3
BS 210	OT Survey 2: Historical Books	3
BS250	Church History 1	3
BS251	Church History 2	3
TH 100	Basic Christian Beliefs	3
TH 201	Systematic Theology 1	3
TH 301	Systematic Theology 2	3
CM100	Spiritual Formations 1	1.5
CM105	Spiritual Formations 2	1.5
Bible Elective	Bible Elective	3
Professional Studies Major (45 Credits)		
CM 200	Evangelism, Missions & Discipleship	3
BS 205	Introduction to Biblical Languages and Word Studies	3
CM 210	Art of Biblical Communication 1: Expository	3
CM 220	Foundations of Practical Ministry	3
CM 240	Internship 1	3
PSYX 220	Marriage and Family	3
BS 305	Advanced Biblical Interpretation	3
CM 310	Art of Biblical Communication 2: Narrative	3
CM 320	Biblical Implications of Leadership	3
BUS 375	Nonprofit Leadership and Organization	3
CM 400	Discipling in the 21st Century	3
TH 303	Christian Apologetics	3
TH 307	Biblical Ethics	3
CM 410	Internship 2	3
CAP 455	Bachelor Level Capstone	3
*PRMS	Student Ministry (weekly service in church)	P/F
Electives (12 Credits)		
Free Elective	Any Level 100-400 Courses	12
TOTAL CREDITS NEEDED FOR GRADUATION		120

BACHELOR OF ARTS IN CHRISTIAN ELEMENTARY EDUCATION		
Course	Course Description	
General Studies Requirements (29 Credits)		Credits
COMX	Speaking Course	3
Humanities	Humanities Course Religion, Music, Lit, Art	3
Humanities	Humanities Course Religion, Music, Lit, Art	3
M 105	Contemporary Mathematics	3
PHIL	Philosophy Course	3
PSYX 100	Introduction to Psychology	3
RLST 100	Introduction to World Religions	3
WRIT 101	College Writing 1	3
WRIT 201	College Writing 2	3
ACT149	Lifestyle Management	2
Biblical & Theological Core Studies (33 Credits)		
BS 100	NT Survey 1: Gospels	3
BS 200	NT Survey 2: Pauline Epistles	3
BS 110	OT Survey 1: Pentateuch	3
BS 210	OT Survey 2: Historical Books	3
BS250	Church History 1	3
BS251	Church History 2	3
TH 100	Basic Christian Beliefs	3
TH 201	Systematic Theology 1	3
TH 301	Systematic Theology 2	3
CM100	Spiritual Formations 1	1.5
CM105	Spiritual Formations 2	1.5
Bible Elective	BIBLE Elective	3
Professional Studies Major (60 Credits)		
CM 200	Evangelism, Missions & Discipleship	3
EDU110	Child Development	2
EDU101	Intro to Education	2
EDU102	Clinical Experience: 1a Freshman Practicum	1
EDU220	Instructional Alignment 1	3
EDU112	Integrated Studies	3
EDU113	Language Development	2
EDU344	Methods: Literacy & Social Studies	4
EDU343	Methods: Math	3
EDU342	Methods: Reading & Science	4
EDU211	Teaching Exceptional Learners	3
EDU111	Classroom Management	3
EDU240	Clinical Experience: 1b Sophomore Practicum	1
EDU330	Instructional Alignment 2	2
EDU340	Methods: Fine Arts	2
EDU341	Methods: PE	2
EDU410	Philosophy of Education	2
EDU331	Clinical Experience: 2 Jr Practicum	1
EDU462	Clinical Experience: 3 Sr Practicum	3
EDU463	Student Teaching: Work Sample 1 & 2	12
*PRMS	Student Ministry (weekly service in church)	P/F
TOTAL CREDITS NEEDED FOR GRADUATION		120

BACHELOR OF ARTS IN CHRISTIAN LEADERSHIP: EMPHASIS MUSIC AND WORSHIP		
Course	Course Description	
General Studies Requirements (30 Credits)		Credits
COMX	Speaking Course	3
Humanities	Humanities Course Religion, Music, Lit, Art	3
Humanities	Humanities Course Religion, Music, Lit, Art	3
M 105	Contemporary Mathematics	3
PHIL	Philosophy Course	3
PSYX 100	Introduction to Psychology	3
RLST 100	Introduction to World Religions	3
WRIT 101	College Writing 1	3
WRIT 201	College Writing 2	3
ELECTIVE	Elective	3
Biblical & Theological Core Studies (33 Credits)		
BS 100	NT Survey 1: Gospels	3
BS 200	NT Survey 2: Pauline Epistles	3
BS 110	OT Survey 1: Pentateuch	3
BS 210	OT Survey 2: Historical Books	3
BS250	Church History 1	3
BS251	Church History 2	3
TH 100	Basic Christian Beliefs	3
TH 201	Systematic Theology 1	3
TH 301	Systematic Theology 2	3
CM100	Spiritual Formations 1	1.5
CM105	Spiritual Formations 2	1.5
Bible Elective	BIBLICAL ELECTIVE	3
Professional Studies Major (51 Credits)		
CM 200	Evangelism, Missions, and Discipleship	3
MUSI 105	Music Theory I	3
MUSI 110	Enjoyment of Music	3
MUSI 120-140	Instrumental Competency 1-Piano, Voice, Guitar: 3 Sem/ 1 Cr. Each	3
MUSI 200	Music Theory II	3
MUSIC 210	History of Western Music	3
MUSI 220-240	Chorale Ensemble (Worship Team) I-3: 3 Sem/ 1 Cr. Each	3
MUSI 250	Internship I	3
MUSI 300	Choral and Instrumental Conducting	3
MUSI 310	Elementary Music Education	3
MUSI 320	Secondary Music Education	3
MUSI 400	Practice Teaching	3
MUSI 410	Theatrical/Musical Production	3
MUSI 420-440	Chorale Ensemble (Worship Team) IV-VI: 3 Sem/ 1 Cr. Each	3
MUSI 450	Music Technology	3
MUSI 460	Music Practicum	3
CAP 455	Bachelor Level Capstone	3
PRMS 6 Semesters	Student Ministry (weekly service in church)	P/F
Electives (6 Credits)		
Free Elective	Any Course from 300-400 Level	6
TOTAL CREDITS NEEDED FOR GRADUATION		120

BACHELOR OF ARTS IN CHRISTIAN PSYCHOLOGY		
Course	Course Description	
General Education Requirements (30 Credits)		Credits
COMX	Speaking Course	3
Humanities	Humanities Course Religion, Music, Lit, Art	3
Humanities	Humanities Course Religion, Music, Lit, Art	3
M 105	Contemporary Mathematics	3
PHIL	Philosophy Course	3
PSYX 100	Introduction to Psychology	3
RLST 100	Introduction to World Religions	3
WRIT 101	College Writing 1	3
WRIT 201	College Writing 2	3
ELECTIVE	Elective	3
Biblical & Theological Core Studies (33 Credits)		
BS 100	NT Survey 1: Gospels	3
BS 200	NT Survey 2: Pauline Epistles	3
BS 110	OT Survey 1: Pentateuch	3
BS 210	OT Survey 2: Historical Books	3
BS250	Church History 1	3
BS251	Church History 2	3
TH 100	Basic Christian Beliefs	3
TH 201	Systematic Theology 1	3
TH 301	Systematic Theology 2	3
CM100	Spiritual Formations 1	1.5
CM105	Spiritual Formations 2	1.5
Bible Elective	BIBLE ELECTIVE	3
Professional Studies Major (57 Credits)		
CM 200	Evangelism, Missions & Discipleship	3
PSYX 295	Internship I	1
PSYX 395	Internship II	1
PSYX 495	Internship III	1
PSYX 215	Research Design and Analysis Methods 1 (Research Method 1)	3
PSYX216	Research Design and Analysis Methods 1 Lab (Research Method 1)	1
PSYX 220	Marriage and Family	3
PSYX 233	Human Growth and Development	3
PYSX 305	Social Psychology	3
PSYX 311	Research Design and Analysis Methods 2 (Research Method 2)	3
PSYX 312	Research Design and Analysis Methods 2 Lab (Research Method 2)	1
PSYX 315	Child & Adolescence Development	3
PSYX 402	Comparative Psychology	3
PSYX 406	Psychology of Learning	3
PSYX 417	Psychology of Aging	3
PSYX 420	Abnormal Psychology (Testing)	3
CAP455	Bachelor Level Capstone	3
PSYX Elective	Upper-Level Psychology 300-400 Level	16
TOTAL CREDITS NEEDED FOR GRADUATION		120

BACHELOR OF ARTS IN CHRISTIAN LEADERSHIP IN BUSINESS		
Course	Course Description	
<b>General Studies Requirements (30 Credits)</b>		<b>Credits</b>
COMX	Speaking Course	3
Humanities	Humanities Course Religion, Music, Lit, Art	3
Humanities	Humanities Course Religion, Music, Lit, Art	3
M 105	Contemporary Mathematics	3
PHIL	Philosophy Course	3
PSYX 100	Introduction to Psychology	3
RLST 100	Introduction to World Religions	3
WRIT 101	College Writing 1	3
WRIT 201	College Writing 2	3
ELECTIVE	Elective	3
<b>Biblical &amp; Theological Core Studies (33 Credits)</b>		
BS 100	NT Survey 1: Gospels	3
BS 200	NT Survey 2: Pauline Epistles	3
BS 110	OT Survey 1: Pentateuch	3
BS 210	OT Survey 2: Historical Books	3
BS250	Church History 1	3
BS251	Church History 2	3
TH 100	Basic Christian Beliefs	3
TH 201	Systematic Theology 1	3
TH 301	Systematic Theology 2	3
CM100	Spiritual Formations 1	1.5
CM105	Spiritual Formations 2	1.5
Bible Elective	BIBLE ELECTIVE	3
<b>Professional Studies Major (46 Credits)</b>		
CM 200	Evangelism, Missions & Discipleship	3
BUS 100	Introduction to Personal and Business Finance	3
BUS 213	Microeconomics	3
BUS 220	Macroeconomics	3
BUS 235	Business Law	3
BUS 205	Principles of Financial Accounting	4
BUS 298	Internship I	3
BUS 300	Sales and Marketing	3
BUS 310	Business Finance	3
BUS 375	Nonprofit Leadership and Organization	3
BUS 340	Principles of Leadership and Management	3
BUS 435	Team and the Work Process	3
BUS 420	Organizational Management	3
BUS 430	Internship II	3
CAP 455	Bachelor Level Capstone	3
*PRMS	Student Weekly Ministry in Church or Community	P/F
<b>Electives (12 Credits)</b>		
Free Elective	Any Level 300-400 Courses	12
<b>TOTAL CREDITS NEEDED FOR GRADUATION</b>		<b>121</b>

BACHELOR OF ARTS CHRISTIAN LEADERSHIP EMPHASIS: SPORTS MANAGEMENT		
Course	Course Description	
General Education Requirements (30 Credits)		Credits
COMX	Speaking Course	3
HSTA/HSTR	History Course 1	3
HSTA/HSTR	History Course 2	3
LIT 110	Intro to Literature	3
M 105	Contemporary Mathematics	3
PHIL	Philosophy Course	3
PSYX 100	Introduction to Psychology	3
RLST 100	Introduction to World Religions	3
WRIT 101	College Writing 1	3
WRIT 201	College Writing 2	3
Biblical & Theological Core Studies (33 Credits)		
BS 100	NT Survey 1: Gospels	3
BS 200	NT Survey 2: Pauline Epistles	3
BS 110	OT Survey 1: Pentateuch	3
BS 210	OT Survey 2: Historical Books	3
BS250	Church History 1	3
BS251	Church History 2	3
TH 100	Basic Christian Beliefs	3
TH 201	Systematic Theology 1	3
TH 301	Systematic Theology 2	3
CM100	Spiritual Formations 1	1.5
CM105	Spiritual Formations 2	1.5
Bible Elective	BIBLE ELECTIVE	3
Professional Studies Major (46 Credits)		
CM 200	Evangelism, Missions & Discipleship	3
SPM 100	Introduction to Sports Management	3
BUS 205	Principles of Financial Accounting	4
SPM 240	Internship I	3
BUS 300	Sales and Marketing	3
SPM 300	Legal Issues in Sports	3
SPM 310	Coaching Theory	3
BUS 375	Nonprofit Leadership and Organization	3
BUS 340	Principles of Leadership and Management	3
SPM 400	Player Development	3
BUS 435	Team and The Work Process	3
SPM 410	Ethics and Values in Sports	3
SPM 415	Economic and Financial Responsibilities in Sports	3
SPM 425	Internship II	3
CAP 455	Bachelor Level Capstone	3
*PRMS	Student Weekly Ministry in Church or Community	P/F
Electives (12 Credits)		
Free Elective	Any Level 100-400 Courses	12
TOTAL CREDITS NEEDED FOR GRADUATION		121

## 7.COURSE DESCRIPTIONS

\*Courses with asterisk are eligible for Dual Enrollment through Miles Community College which is regionally accredited. See Vice President of Academic Affairs and/or Registrar for further details.

Course #	Course Title and Description	Credits
<b>ACCOUNTING</b>		
<b>ACTG 202</b>	<b>FUNDAMENTALS OF MANAGERIAL ACCOUNTING</b>	
	An intensive course sequence in the fundamental principles of managerial accounting emphasizing topics related to planning, directing, and controlling functions. Costing methods, operating and capital budgets, tools for analysis, performance evaluation, decision-making processes, and reporting techniques are all covered in depth.	<b>3</b>
<b>ACTG 205</b>	<b>ACCOUNTING FOR MANAGERS</b>	
	This course provides an overview of accounting from the perspective of a non-accounting manager. It helps to develop the tools to understand the essentials of how finance functions within an organization. This includes internal controls, the function of accounting, historical accounting data and financial planning. The course also provides an overview of how to manage a business by God's principles. There are no prerequisites for this course.	<b>3</b>
<b>ACTIVITY: PHYSICAL EDUCATION AND HEALTH</b>		
<b>ACT 110</b>	<b>BASKETBALL</b>	
	This course is for men's and women's basketball team members who are on the active roster. Offered Spring semester. Pass/Fail grading system.	<b>1</b>
<b>ACT115</b>	<b>CROSS COUNTRY</b>	
	This course is for Men's and Women's Cross-Country team members who are on the active roster. Pass/Fail grading system	<b>1</b>
<b>ACT 149</b>	<b>LIFESTYLE MANAGEMENT</b>	
	Lifestyle Management is an introductory course to physical fitness and wellness. This class fulfills the physical education requirement. The focus is on altering a person's present lifestyle to a healthier degree of wellness. Two major aspects of daily life affecting one's health, exercise, and diet, will be the focus. Additional topics such as stress reduction, preventing and treating exercise related injuries, environmental effects on exercise, and exercise for special populations will also be addressed. The student will be required to complete pre- and post-physical fitness testing to determine their fitness level. The student will develop and participate in an exercise program during the length of the course; thus, self-motivation will play an important role in completing the course.	<b>2</b>
<b>BIBLICAL STUDIES</b>		
<b>BIBL 100</b>	<b>INTRODUCTION TO THE BIBLE</b>	

	This course takes an introductory look at the structure, purpose, historicity, authorship, and divisions of the Old and New Testament. The course will examine how the Bible is put together, how it is structured, who wrote which books, why the books were written and when, and how they can be divided up within the Bible itself.	<b>3</b>
<b>BS 100</b>	<b>NEW TESTAMENT SURVEY I: SURVEY OF THE GOSPELS</b>	
	A study of the life and ministry of Jesus in the Gospels of Matthew, Mark, Luke, and John	<b>3</b>
<b>BS 105</b>	<b>INTRODUCTION TO BIBLICAL INTERPRETATION</b>	
	In this class the student will be introduced to the topic of biblical interpretation and the various methods on how to interpret the Bible. Students will survey various methods to obtain a basic understanding between these methods and the Grammatical-Historical Interpretation method.	<b>3</b>
<b>BS 110</b>	<b>OLD TESTAMENT SURVEY 1: PENTATEUCH</b>	
	A study of the first five books of the Old Testament. Consideration is given to the historical background and to the authorship of these books, but the primary emphasis is on the interpretation of the biblical text.	<b>3</b>
<b>BS 200</b>	<b>NEW TESTAMENT SURVEY 2: PAULINE EPISTLES</b>	
	A survey of Paul's epistles. These are considered from the standpoint of the author, purpose, date, occasion, destination, and content.	<b>3</b>
<b>BS 205</b>	<b>INTRODUCTION TO BIBLICAL LANGUAGES AND WORD STUDIES</b>	
	In this course, the student will be introduced to biblical Greek and Hebrew with the focus on becoming confident in performing proper biblical word studies.	<b>3</b>
<b>BS 210</b>	<b>OLD TESTAMENT SURVEY 2: HISTORICAL BOOKS</b>	
	A study of the historical books (Joshua through Esther). Continuing the emphasis of BS 110, this course includes the study of the conquest of the promised land and the establishment and development of the monarchy.	<b>3</b>
<b>BS 235</b>	<b>GREEK 1: BEGINNING GRAMMAR 1</b>	
	The first of two semesters covering the basic grammar of New Testament Greek. Emphasis will be on vocabulary and memory work necessary for basic translation skills. This course is designed to equip the student to begin to read the Gospel of John in Greek.	<b>3</b>
<b>BS 245</b>	<b>GREEK 2: BEGINNING GRAMMAR 2</b>	
	The second of two semesters covering the basic and intermediate grammar of New Testament Greek. Emphasis will be on additional vocabulary and memory work necessary for basic translation skills. This course is designed to equip the student to read and begin to translate the Gospel of John in Greek. <b>Prerequisite: BS 235: Greek 1</b>	<b>3</b>
<b>BS250</b>	<b>CHURCH HISTORY 1</b>	
	A study of the first fifteen centuries of historical Christianity. Includes the rise of the church under persecution, orthodoxy vs. heresy, doctrinal developments, the rise of the Roman Papacy and opposition to it during the Middle Ages, and the events leading up to the Protestant Reformation.	<b>3</b>



<b>BS251</b>	<b>CHURCH HISTORY 2</b>	
	A study of historical Christianity from the Sixteenth Century to the present. Includes the major personalities, events, and results of the Protestant Reformation, the rise of modern denominationalism, modern Roman Catholicism, the ecumenical movement, and current developments. Special attention is given to the development of American Christianity.	<b>3</b>
<b>BS 300</b>	<b>NEW TESTAMENT SURVEY 3: GENERAL EPISTLES AND REVELATION</b>	
	A survey of Hebrews, James, 1&2 Peter, 1,2&3 John, Jude, and Revelation. These are considered from the standpoint of the author, purpose, date, occasion, destination, and content.	<b>3</b>
<b>BS 305</b>	<b>ADVANCED BIBLICAL INTERPRETATION</b>	
	A study in the principles of biblical interpretation. The laws which govern the interpretation of the Bible are analyzed and demonstrated with emphasis on contextual interpretation within the grammatical-historical method. The student will learn the process of interpretation from Bible selection, exegesis, and application of scripture. <b>Prerequisite: BS 105 Introduction to Biblical Interpretation and BS 205 Introduction to Biblical Languages and Word Studies.</b>	<b>3</b>
<b>BS 310</b>	<b>OLD TESTAMENT SURVEY 3: PROPHETIC BOOKS</b>	
	A study of the books of Isaiah through Malachi. The historical background, theological truths, and the development of messianic hope in these books are emphasized.	<b>3</b>
<b>BS 335</b>	<b>GREEK 3: INTERMEDIATE GRAMMAR AND EXEGESIS</b>	
	A second-year intermediate level of Greek grammar designed to help the student solidify his/her grasp of grammar. A standardized intermediate grammar book will be studied to develop translation and exegetical skills. Several chapters from the New Testament will be translated each semester. The student will also begin working with Greek word studies and basic exegetical tools. <b>Prerequisite: BS 245: Greek 2</b>	<b>3</b>
<b>BS 345</b>	<b>GREEK 4: INTERMEDIATE GRAMMAR AND EXEGESIS</b>	
	A second-year intermediate level of Greek grammar designed to help the student solidify his/her grasp of grammar. A standardized intermediate grammar book will be studied to develop translation and exegetical skills. Several chapters from the New Testament will be translated each semester. The student will also begin working with Greek word studies and basic exegetical tools. <b>Prerequisite: BS 335: Greek 3</b>	<b>3</b>
<b>BS 355</b>	<b>HEBREW 1: BEGINNING GRAMMAR</b>	
	The first of two semesters covering the basic grammar Biblical Hebrew. Emphasis will be on vocabulary and memory work necessary for basic translation skills. This course is designed to equip the student to begin to read selected passages the Hebrew Bible.	<b>3</b>
<b>BS 400</b>	<b>NEW TESTAMENT SURVEY 4: ACTS OF THE APOSTLES</b>	

	This study of the only divinely inspired account of church history will encompass the doctrinal truths of pneumatology, missiology, and God's Sovereignty. This transitional book remains the only sequel to the four Gospel accounts proving a backdrop for the Apostles Paul's epistles. The revelation of the church empowered by the Holy Spirit encompasses tensions, frustrations, doctrine, persecutions, theological problems, and conflict within and without. The mission and emphasis of the church is exposed amongst religious, philosophical, and political adversity. Throughout the book God's ability and willingness to transform humanity is established through many infallible truths.	<b>3</b>
<b>BS 410</b>	<b>OLD TESTAMENT SURVEY 4: WISDOM LITERATURE</b>	
	A study of Job, Psalms, Proverbs, Ecclesiastes, and the Song of Songs that emphasizes the genius of Hebrew poetry and the doctrinal depth, spiritual value, and ethical implications of these books.	<b>3</b>
<b>BS 455</b>	<b>HEBREW 2: BEGINNING GRAMMAR</b>	
	The second of two semesters covering the basic grammar Biblical Hebrew. Emphasis will be on additional vocabulary and advanced memory work necessary for basic translation skills. This course is designed to equip the student to begin to read and translate the book of Ruth from the Hebrew. <b>Prerequisite: BS 355: Hebrew 1</b>	<b>3</b>
<b>NT 100</b>	<b>SURVEY OF THE NEW TESTAMENT</b>	
	A survey of the entire New Testament. This is considered from the standpoint of the author, purpose, date, occasion, destination, and content.	<b>3</b>
<b>OT 100</b>	<b>SURVEY OF THE OLD TESTAMENT</b>	
	A survey of the entire Old Testament. This is considered from the standpoint of the author, purpose, date, occasion, destination, and content.	<b>3</b>
<b>BIOLOGY</b>		
<b>BIOH 201</b>	<b>ANATOMY AND PHYSIOLOGY 1 + LAB</b>	
	This course is the study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous, and special senses. There will be a focus on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis. The lab portion provides a hands-on learning experience for the student to explore human anatomy and physiology.	<b>4</b>
<b>BIOH 202</b>	<b>ANATOMY AND PHYSIOLOGY 2 + LAB</b>	
	This course continues the examination of functional human anatomy and physiology and the molecular, cellular, tissue, and organ levels introduced in A & P 1. Topics include the sensory, endocrine, blood cardiovascular, respiratory, lymphatic, digestive, urinary, and reproductive systems.	<b>4</b>

<b>BUSINESS</b>		
<b>BUS 100</b>	<b>INTRODUCTION TO PERSONAL AND BUSINESS FINANCE</b>	
	This class will teach the students personal financial planning with an emphasis on what God says about handling money and possessions. Included is a goal of the student learning to be financially free and spiritually free. Practical methods of budgeting and planning are included. The course will also cover God's principles of living honestly, being accountable, dealing with debt, God's direction for giving, how to do our work both personally and in business, and looking at current life with an eye towards eternity.	<b>3</b>
<b>BUS 115</b>	<b>INTRODUCTION TO BUSINESS</b>	
	This course is a survey of business, including the major operations of production, marketing, finance, and human resource management. The economic, social, and political environment of business will be examined.	<b>3</b>
<b>BUS 205</b>	<b>PRINCIPLES OF FINANCIAL ACCOUNTING</b>	
	This is an intensive course sequence in the fundamental principles of accounting emphasizing the accounting cycle, journalizing, posting, trial balance, financial statements, plant and intangible assets, depreciation, inventories, accounting systems, payroll, and taxes. <b>Prerequisite:</b> Confident knowledge of computers and applications; M 105: Contemporary Mathematics or Equivalent Math Placement	<b>4</b>
<b>BUS 213</b>	<b>MICROECONOMICS</b>	
	This course focuses on model building, production possibilities, frontiers, economic systems, and resource allocation. Market structures will be examined by comparing perfect competition to monopoly, oligopoly, and monopolistic competition. Market power, labor, and public choice will be covered.	<b>3</b>
<b>BUS 220</b>	<b>MACROECONOMICS</b>	
	This course introduces the economic way of thinking and examines the macro economy of the United States. Measurement of the economy in terms of price level, unemployment and Gross Domestic Product will be covered. International trade issues in a globalized world, the banking system, and fiscal and monetary policy actions used to manage the economy will be explored. Supply-side theories and determinants of economic growth will be presented. <b>Prerequisite:</b> BUS 213: Microeconomics.	<b>3</b>
<b>BUS 235</b>	<b>BUSINESS LAW</b>	
	This course provides a fundamental knowledge of the legal, ethical, and professional business environments. Contract law, property law, crimes, torts, and organizational forms are the core areas covered.	<b>3</b>
<b>BUS 245</b>	<b>CUSTOMER SERVICE MANAGEMENT</b>	
	This course is an overview of proven principles that create customer satisfaction and loyalty. Covered topics include customer relationship management, complaint handling, service design and delivery, and quality issues.	<b>3</b>

<b>BUS 265</b>	<b>INTRODUCTION TO BUSINESS FINANCE</b>	
	This course introduces students to the principles of finance through application of financial concepts in business decisions. Topics include capital budgeting, cash flow, financial ratio analysis, time value of money, working capital management, and personal finance. <b>Prerequisite: BUS 205: Principles of Financial Accounting.</b>	<b>3</b>
<b>BUS 298</b>	<b>BUSINESS INTERNSHIP 1</b>	
	This course is a planned and supervised work-learning experience in a business, industry, government, or community service agency that is related to the field of business management.	<b>3</b>
<b>BUS 300</b>	<b>SALES AND MARKETING</b>	
	This course uses organizational mission to develop a marketing approach to reach potential constituencies with image, product and service that will cause those constituencies to utilize the organization to meet their perceived needs in a manner that is profitable to the organization.	<b>3</b>
<b>BUS 310</b>	<b>BUSINESS FINANCE</b>	
	This course introduces students to the principles of finance through application of financial concepts in business decisions. Topics include capital budgeting, cash flow, financial ratio analysis, time value of money, working capital management, and personal finance. <b>Prerequisite: BUS 205: Principles of Financial Accounting.</b>	<b>3</b>
<b>BUS 331</b>	<b>BIBLICAL IMPLICATIONS FOR LEADERSHIP</b>	
	This course is designed to equip the student lead from a biblical perspective in the areas of personal, ministerial, and professional relationships. The student will study the books of Ezra and Nehemiah, specifically looking for leadership qualities and decision making, to understand the importance of godly leadership, and the responsibilities therein, when facing difficult challenges in life, ministry, and professional vocation. Students will be introduced to leadership concepts and warnings in order to aid in their success as a leader	<b>3</b>

<b>BUS 333</b>	<b>ENTREPRENEURSHIP</b>	
	This course covers the various disciplines, activities and skill sets required to be successful as an entrepreneur. It explains the physiological and analytical aspects of successful entrepreneurship as well as skill sets needed in the disciplines of management, marketing, accounting, operations, and law. <b>There are no prerequisites for this course.</b>	<b>3</b>
<b>BUS 340</b>	<b>PRINCIPLES OF LEADERSHIP AND MANAGEMENT</b>	
	This course focuses on the aspect of leadership in business and management from a Christian perspective. Topics include leadership skills for motivation, organizational change, teamwork, empowerment, ethics, communication, decision-making, conflict management, and diversity. Personality traits will be examined and how personalities contribute to team dynamics.	<b>3</b>
<b>BUS 375</b>	<b>NON-PROFIT LEADERSHIP</b>	
	Grounded from a biblical perspective, this course is designed to create a variety of ministries and community programs that reach and serve people from all walks of life. Most of these ministries are implemented through a non-profit business model. Therefore, this course teaches the student how to start a non-profit initiative, gain non-profit status, convene community members, leverage funding, design programs that meet specific needs and then implement and evaluate the ministry/program. Students will understand funding streams, stewardship of public money and appropriate modes of non-profit business models and leadership	<b>3</b>
<b>BUS 413</b>	<b>PROFESSIONAL DEVELOPMENT ADVANCED</b>	
	This course is designed to allow the students to complete an individual development plan specific to the career goals of the students.	<b>3</b>
<b>BUS 420</b>	<b>ORGANIZATIONAL MANAGEMENT</b>	
	This course will focus on operations in an actual business setting. Topics discussed will include strategy, process flow, forecasting, scheduling, and planning, and inventory management. At the end of the course the student will be able to understand the execution of an operations strategy and be able to create a plan to organize and improve operations within a company.	<b>3</b>
<b>BUS 430</b>	<b>BUSINESS INTERNSHIP 2</b>	
	This course is a planned and supervised work-learning experience in a business, industry, government, or community service agency that is related to the field of business management. This internship is for students with Senior standing.	<b>3</b>
<b>BUS 435</b>	<b>TEAM AND THE WORK PROCESS</b>	
	This course explores the organization of work in the implementation of the strategic plan with work analyzed for how human efforts in teams and other small groups of various compositions and other structures can effectively bring that work to a quality level of completion as defined by the end-user.	<b>3</b>
<b>BUS 420</b>	<b>ORGANIZATIONAL MANAGEMENT</b>	

	This course will focus on operations in an actual business setting. Topics discussed will include strategy, process flow, forecasting, scheduling, and planning, and inventory management. At the end of the course the student will be able to understand execution of an operations strategy and be able to create a plan to organize and improve operations within a company.	3
<b>BUS 430</b>	<b>BUSINESS INTERNSHIP 2</b>	
	This course is a planned and supervised work-learning experience in a business, industry, government, or community service agency that is related to the field of business management.	3
<b>BUS 435</b>	<b>TEAMS AND THE WORK PROCESS</b>	
	The organization of work in the implementation of the strategic plan with work analyzed for how human efforts in teams and other small groups of various compositions and other structures can effectively bring that work to a quality level of completion as defined by the end-user.	3
<b>BUS 445</b>	<b>CONSUMER BEHAVIOR</b>	
	This course prepares students to analyze consumer purchasing behavior as it relates to the development of marketing mix programs. Important considerations include economic, psychological, cultural, cognitive, and social factors. Focus will include a review of the impact of digital marketing on consumer purchasing.	3
<b>BUS 451</b>	<b>ADVANCED BUSINESS ELECTIVE</b>	
	This course elective is reserved for advanced business topics not offered on a normal semester basis. <b>Prerequisites: BUS 115: Introduction to Business or Approval by the Professor.</b>	3
<b>BUS 477</b>	<b>CURRENT ISSUES IN MANAGEMENT</b>	
	A modular course for managers allowing them to build upon the principles of management to study the current trends and developments in the field of management as found in business currently and in the thinking of writers in the field.	3
<b>CAPSTONE/PROFESSIONAL DEVELOPMENT</b>		
<b>PRDV 255</b>	<b>PROFESSIONAL DEVELOPMENT</b>	
	This course is designed to allow the student to complete an individual development plan specific to the career goals of the student.	3
<b>CAP 455*</b>	<b>BACHELOR LEVEL CAPSTONE</b>	
	The Bachelor Level Capstone Course is an in-depth, student-centered academic experience that requires the integration of theory and practical experience. Students will demonstrate an understanding of their knowledge by applying it to a specific project.	3
<b>CHRISTIAN MINISTRY</b>		
<b>CM 100</b>	<b>SPIRITUAL FORMATIONS 1</b>	
	In this course, the student will focus on growing their relationship with Jesus by reading their Bible, selected textbook, journaling, and dialoguing with their group.	1.5
<b>CM 105</b>	<b>SPIRITUAL FORMATIONS 2</b>	

	In this course, the student will continue to focus on growing and maintaining a vibrant walk with Jesus by reading their Bible, selected textbook, journaling, and dialoguing with their group.	<b>1.5</b>
<b>CM 200</b>	<b>EVANGELISM, MISSIONS, AND DISCIPLESHIP</b>	
	A study in biblical, historical, and practical concepts of evangelism with special emphasis upon the motives and methods of personal evangelism and programs in the local church.	<b>3</b>
<b>CM 210</b>	<b>ART OF BIBLICAL COMMUNICATION 1: EXPOSITORY</b>	
	In this course, the student will be introduced to the principles of expository preaching and teaching with an emphasis in expository content and style in the delivery of sermons and/or teaching instruction. <b>Prerequisite: BS 305: Advanced Biblical Interpretation</b>	<b>3</b>
<b>CM 211</b>	<b>FOUNDATIONS OF TEACHING IN MINISTRY</b>	
	Introduces the principles and skills necessary to effectively communicate Scripture through teaching and preaching delivery. This course allows for the development and application of skills learned	<b>3</b>
<b>CM 220</b>	<b>FOUNDATIONS OF PRACTICAL MINISTRY</b>	
	This course seeks to introduce the student to the ministry duties and problems of the modern-day pastor, teacher and/or group leader. This course will develop a biblical perspective on the minister's personal life, library, work schedule, as well as conducting weddings and funerals, and administering the ordinances of Baptism and the Lord's Supper. Emphasis will be given to problems arising from regular duties as well as those which the environment creates.	<b>3</b>
<b>CM 240</b>	<b>CHURCH INTERNSHIP 1</b>	
	This course is designed to put the student in an internship outside of his/her cultural context to give practical experience to the program of study, or to put the student in the context of desired ministry in a church setting away from the campus.	<b>3</b>
<b>CM 310</b>	<b>ART OF BIBLICAL COMMUNICATION 2: NARRATIVE</b>	
	A study in communication of biblical material in a variety of settings, with special emphasis upon the spiritual life, and sound methods for exegesis of biblical content with the goal of relating a message to the target audience in a narrative style. The student will learn to bring across theological concepts with integrity that will produce an emotive association and encourage the hearer to act on a single application specifically delivered at the appropriate time in the message. <b>Prerequisite: BS 305: Advanced Biblical Interpretation, CM 210: Art of Biblical Communication</b>	<b>3</b>
<b>CM 320</b>	<b>BIBLICAL IMPLICATIONS FOR LEADERSHIP</b>	
	This course is designed to equip the student lead from a biblical perspective in the areas of personal, ministerial, and professional relationships. The student will study the books of Ezra and Nehemiah, specifically looking for leadership qualities and decision making, to understand the importance of godly leadership, and the responsibilities therein, when facing difficult challenges in life, ministry, and professional vocation. Students will be introduced to leadership concepts and warnings in order to aid in their success as a leader.	<b>3</b>
<b>CM 350</b>	<b>CHURCH ADMINISTRATION</b>	

	This course delves into leadership principles as they relate to running a local church, placing particular importance on 1) the roles and dynamics among the pastor, church staff, and members, 2) the administrative framework, 3) overseeing the church facilities, and 4) handling financial matters. Throughout, the focus remains on the congregation's core purpose and mission — serving God's plan for His creation.	<b>3</b>
<b>CM 400</b>	<b>DISCIPLING IN THE 21ST CENTURY</b>	
	Discipleship in the 21st Century is designed to address the issue of discipleship development in the contemporary church. Emphasis will be placed on identifying biblical descriptions of a disciple and strategies for making disciples. Students will discover and analyze and develop tools to evaluate the various stages of discipleship development in their church and produce a strategy for moving people to the next step. Students will engage in research, development, testing, administering and interpretations an assessment instrument; book reviews, strategy planning; and creative presentation.	<b>3</b>
<b>CM 410</b>	<b>CHURCH INTERNSHIP 2</b>	
	A practicum directed by the College providing on-site pastoral/ministry experience. The methodology will include supervised research on the culture of ministry in the United States. Practicum includes leading a formal church or parachurch ministry for the semester.	<b>3</b>
<b>CM 451</b>	<b>ADVANCED CHRISTIAN MINISTRY ELECTIVE</b>	
	This course elective is reserved for advanced Christian Ministry topics not offered on a normal semester basis. <b>Prerequisites: CM 202: Evangelism and Missions and CM 240: Church Internship or Approval by the Professor.</b>	<b>3</b>
<b>COMMUNICATIONS</b>		
<b>COMX 111</b>	<b>INTRODUCTION TO PUBLIC SPEAKING</b>	
	This course is intended to help students to develop skills in speaking, organizing thoughts and listening. Major emphasis is placed on the preparation and presentation of formal speeches.	<b>3</b>
<b>COMX 115</b>	<b>INTERPERSONAL SKILLS</b>	
	The objectives of this introductory-level course are to help students develop an understanding of the fundamentals of interpersonal communication theory and to learn useful skills that will enable them to be more effective in establishing healthy interpersonal relationships in their personal lives and professions.	<b>3</b>
<b>EDUCATION</b>		
<b>EDU 101</b>	<b>INTRO TO EDUCATION</b>	
	Students will examine characteristics of young children's (birth-age 8) and needs encompassing multiple, interrelated areas of children's development and learning including physical, cognitive, social, emotional, language, and aesthetic domains as well as learning processes and motivation to learn. Coherent early childhood theoretical perspectives, current research about brain growth and development, and the importance of play will also comprise the content of the course. This course is a prerequisite to other EDU/EDEC courses.	<b>3</b>
<b>EDU 102</b>	<b>CLINICAL EXPERIENCE: 1a Freshman</b>	
	The purpose of Clinical Experience 1a, is to provide students with first-	



	hand experience in today's classroom. Students will complete thirty (30) hours of field experience in the form of classroom and school observation (typically in a private school) as an introduction to education from a teacher's perspective. Online sessions are required in conjunction with the practicum hours to help students connect themes and ideas covered in EDU102 Introduction to Education with experience and observations in the field. Prerequisite: EDU101 or Corequisite: EDU101.	<b>1</b>
<b>EDU 110</b>	<b>CHILD DEVELOPMENT</b>	
	A focus on the physical, social-emotional, and cognitive development of children from birth through age 8, and the implications these growth stages have on the teaching and learning process. This would include applying their understanding of multiple influences on young children's development and learning including family, community, cultural, and linguistic contexts, temperament, approaches, and dispositions to learning (including initiative, self-direction, persistence, and attentiveness), motivation, attachment, economic conditions, health status, opportunities for play and learning, technology, and media, and developmental variation.	<b>3</b>
<b>EDU 111</b>	<b>CLASSROOM MANAGEMENT</b>	
	This course presents best practices in classroom and behavior management - from organizing time, materials, and classroom space to strategies for managing individual and large group student behaviors, transitions, and other arrangements for classrooms. Prerequisite(s): EDU 102	<b>3</b>
<b>EDU 112</b>	<b>INTEGRATED STUDIES</b>	
	This course will present an integrated curriculum which will allow children to pursue learning in a holistic way, without the restrictions often imposed by subject boundaries. In early childhood programs it focuses upon the inter-relatedness of all curricular areas in helping children acquire basic learning tools. It recognizes that the curriculum for the early childhood and primary grades includes reading, writing, listening, speaking, literature, drama, social studies, math, science, health, physical education, music, and visual arts. The curriculum also incorporates investigative processes and technology. It emphasizes the importance of maintaining partnerships with families; having knowledge of children and how they learn; and building upon the community and cultural context. Integrated teaching and learning processes enable children to acquire and use basic skills in all the content areas and to develop positive attitudes for continued successful learning throughout the elementary grades. Prerequisite(s): EDU 102	<b>3</b>
<b>EDU 113</b>	<b>LANGUAGE DEVELOPMENT</b>	
	This course examines language development from birth through primary-aged children. Topics will include speech and language processes for communication, language development stages, theories of language acquisition, assessment of language development and activities that foster language development. Teacher candidates demonstrate a knowledge and understanding of theory and research and applying knowledge in the areas of language, speaking and listening, reading and writing processes, literature, print and non-print texts, which are inclusive of texts from and about American Indians and tribes in Montana, and technology; and planning, implementing, assessing, and	

	reflecting on English/language arts and literacy instruction that promotes critical thinking and creative engagement.	<b>3</b>
<b>EDEC 200</b>	<b>ADMINISTRATION OF EARLY CHILDHOOD EDUCATION PROGRAMS</b>	
	This course addresses the basic principles common to administering high quality early childhood programs. Topics include director's roles and responsibilities, state and federal regulations, business procedures, staff development and hiring, policy development, fiscal and facility management, marketing, program evaluation, childcare advocacy, family, and community involvement. Prerequisite(s): EDU 102.	<b>3</b>
<b>EDU 211</b>	<b>TEACHING EXCEPTIONAL LEARNERS</b>	
	This course introduces the student to the characteristics of exceptional learners. It will examine principles and practices of effectively instructing exceptional learners as inclusions of the regular classroom. Prerequisite(s): EDU 102	<b>3</b>
<b>EDEC 220</b>	<b>CURRICULUM FOR EARLY CHILDHOOD</b>	
	This course will present the principals involved in planning, implementing, and evaluating developmentally appropriate, evidence-based curriculum for young children are studied. The course focuses on relationships among developmental theory, philosophy, practice, and development of curriculum based on the needs and interests of young children including those who are culturally, linguistically, and ability diverse. This course will use professional knowledge, Montana's Early Learning Standards, Montana Content Standards (K-5), and Indian Education for All. Prerequisite(s): EDU 102	<b>3</b>
<b>EDEC 221</b>	<b>EDUCATIONAL ASSESSMENT FOR EARLY CHILDHOOD</b>	
	This course will present students with the best current practices and principles of assessment across the curriculum of elementary schools. The characteristics and uses of both formal and informal assessment instruments will be studied. As a major component of this course, students will learn how to design, administer, and interpret a variety of assessment measures. Prerequisite(s): EDU 102.	<b>3</b>
<b>EDU 220</b>	<b>INSTRUCTIONAL ALIGNMENT 1</b>	
	Instructional Alignment 1 is part one of a comprehensive two-semester course that aims to demonstrate the instructional alignment process in curriculum development. Throughout this course, we will cover the creation of goals, objectives, content, and strategies. By the end of this course, you will have gained a comprehensive understanding of instructional alignment and its application in curriculum development.	<b>3</b>
<b>EDU 222</b>	<b>CREATIVE ACTIVITIES</b>	
	This course explores the principles, methods, and materials for teaching young children music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking. The most important goal of our early childhood is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We are teaching them how to learn, not just in preschool, but all through their lives. We are allowing them to learn at their own pace and in the ways that are best for them. Prerequisite(s): EDU 102.	<b>3</b>

<b>EDU 240</b>	<b>EDU PRACTICUM 1</b>	
	<p>This course is the culminating experience of the Early Childhood Education AA degree program. The teacher candidate will demonstrate knowledge, skills, and dispositions during well-planned and sequenced clinical experiences working with children and families in two different age groups (3-5 and 5-8) and two types of the settings: one of which must include a Kindergarten-3rd grade experience in an accredited school setting for a formal student teaching experience; and the second clinical site may include state-licensed child care centers or homes, Head Start, and community or school-based preschool programs. This course will only be taken during the last semester of the teacher candidate. This course can only be completed while taking EDEC/EDU 200 and EDU 111.</p> <p>Prerequisite(s): EDU 102, 110, 112, 113, 211, 222, EDEC 220, and 221</p>	<b>7</b>
<b>EDU241</b>	<b>CLINICAL EXPERIENCE: 1b Sophomore Practicum</b>	
	<p>Clinical Experience 1b, purpose is to provide students with first-hand experience in today's classroom. Students will spend two-to-three hours a week observing in a classroom (typically in an ESOL, bilingual, or Title I classroom) for a minimum of 30 hours. Students will document their hours as well as complete reflections pertaining to their time observing in the classroom, connecting to themes, ideas, and coursework.</p>	<b>3</b>
<b>EDU 330</b>	<b>INSTRUCTIONAL ALIGNMENT 2</b>	
	<p>Instructional Alignment II is part two of a two-semester course designed to model the process of instructional alignment through all stages of curriculum development. This course builds on the concepts presented in Instructional Alignment I. Students will be introduced to a variety of techniques appropriate for evaluating and assessing P-12 students. Students will learn how to modify content, strategies, and assessments to meet the diverse needs of their students, as well as develop effective integration of technology and other media into instruction. The purposeful consideration of biblical principles in lesson planning and instruction will be emphasized throughout as students will apply planning, instruction, and assessment concepts and skills in the culminating project of designing and implementing a teaching performance assessment.</p> <p>Prerequisite: EDU 220</p>	<b>2</b>
<b>EDU331</b>	<b>CLINICAL EXPERIENCE: 2 JUNIOR PRACTICUM</b>	
	<p>This practicum is taken concurrently with EDU343 &amp; EDU344. Students will observe a minimum of 30 hours at their placement site prior to spring break, and then teach a unit of instruction in their placement classroom that they have designed in the weeks after spring break. Students will be observed by both the classroom teacher and a college supervisor.</p>	<b>1</b>
<b>EDU340</b>	<b>METHODS: FINE ARTS</b>	
	<p>This course is a study of the fine arts including but not limited to music, visual art, drama, and dance, as well as the methods for integrating arts in the elementary classroom.</p>	<b>2</b>
<b>EDU341</b>	<b>METHODS: PE</b>	
	<p>This course will provide students with an understanding of the total curriculum within an elementary school physical education program. Students will be introduced to the broad range of physical fitness and movement education concepts appropriate for the elementary child. The course will expose students to curriculum development and lesson planning tools, as well as implementation.</p>	<b>2</b>

<b>EDU342</b>	<b>METHODS: READING AND SCIENCE</b>	
	This course will provide students with an understanding in both content and methods/materials for teaching reading and science. The course will explore STEM/STEAM and expose students to scientific literacy. Students will focus on strategies that encourage learners to become active participants in reading and science.	<b>4</b>
<b>EDU 343</b>	<b>METHODS: MATH</b>	
	This course will provide students with an understanding in both content and methods/materials for teaching mathematics in an elementary school setting. Emphasis on the hands-on, manipulatives approach.	<b>3</b>
<b>EDU 344</b>	<b>METHODS: LITERACY &amp; SOCIAL STUDIES</b>	
	This course places a strong emphasis on children's literature and its role in teaching social studies in the elementary classroom. Students will delve into the content, strategies, and materials necessary for effective instruction in this subject. Throughout the course, students will actively engage in evaluating social studies curriculum, as well as planning and implementing instruction and assessment methods to enhance students' social studies knowledge and skills. By combining theory with practical application, this course equips students with the tools and knowledge needed to create engaging and impactful social studies lessons in the elementary classroom.	<b>4</b>
<b>EDU410</b>	<b>PHILOSOPHY OF EDUCATION</b>	
	Students will explore and analyze major philosophies and their impact on education. A key component of the course involves each student crafting a culminating philosophy of education paper, specifically from the Christian perspective. This paper encompasses various aspects, including the theological foundation for education, educational objectives, the teacher's role, student nature, classroom discipline, curriculum design, the teaching and learning process, as well as the interconnectedness between the home, the church, and the school. By delving into these topics, students gain a deeper understanding of how Christian principles shape and influence the educational landscape.	<b>2</b>
<b>EDU462</b>	<b>CLINICAL EXPERIENCE: 3 SENIOR PRACTICUM BLOCK</b>	
	The candidate completes a semester-long practicum in student-teaching experience. Students will spend a minimum of three days per week in their assigned classroom, teach at least one unit of study culminating in a teaching performance assessment, and attend a weekly seminar designed to reinforce, supplement, and build on the student teacher's classroom experience and professional growth. Prerequisite: senior classification and approval of director.	<b>3</b>
<b>EDU463</b>	<b>STUDENT TEACHING: WORK SAMPLE 1 &amp; 2</b>	
	As part of the program, the candidate will undergo a 15-week practicum that encompasses both a student-teaching experience and professional development seminars. During this period, students will be fully immersed in a classroom environment, adhering to regular teacher hours. They will have the opportunity to teach at least one unit of study, which will be assessed through a teaching performance evaluation. Additionally, the program includes Professional Development Seminars that take place throughout the semester. These seminars serve to reinforce, supplement, and enhance the student teacher's classroom experience and foster their	

	professional growth.	12
<b>EXERCISE SCIENCE</b>		
<b>ES 105</b>	<b>FITNESS ASSESSMENT &amp; EMERGENCY RESPONSE</b>	
	This course is designed to help students effectively interview clients and administer Health Screening Questionnaires; use basic assessment tools to evaluate cardiopulmonary function, strength, flexibility and balance; recognize need and be able to adapt program for various populations (age, health status); understand Personal Liability Issues including limits and scope of skills and need for referral; AND identify when action is needed and take appropriate action in event of health emergency; provide a basic understanding of CPR and First Aide Techniques; understand personal liability issues; and meet American Heart Association or Red Cross Standards for Certification 1	<b>3</b>
<b>ES 110</b>	<b>PROGRAM DESIGN</b>	
	This course enables students to communicate professionally and develop rapport with clients; prepare client folders & meet basic written documentation standards; identify and address muscular imbalances through safe exercise; and interpret and safely apply current research to client programs.	<b>3</b>
<b>ES 215</b>	<b>KINESIOLOGY AND EXERCISE TECHNIQUE</b>	
	This course is designed to enable the student's understanding of origin/insertion and action of all major muscle groups; principles of the kinetic chain and how it applies to the planes of movement, principles of cardio, strength, and flexibility; and principles of cardio, strength, flexibility.	<b>3</b>
<b>ES 220</b>	<b>BASIC SPORTS NUTRITION</b>	
	This course enables students to understand macro nutrients and vitamins; roles and effects of protein, carbs, and fats on the body/hormones/insulin/etc.; instructions pertaining to dieting, meal preparation, water intake, counting macronutrients; and to demonstrate professionalism when communicating to clients.	<b>3</b>
<b>ES 230</b>	<b>CERTIFICATION PREPARATION</b>	
	Currently under revision...	<b>3</b>
<b>ES 240</b>	<b>EXERCISE SCIENCE INTERNSHIP</b>	
	This course is designed to prepare students for further education in their desired field of study by providing an opportunity to learn the education, personal, and professional development requirements of their chosen field. Through onsite minimum required hours, the course will allow for the development of interpersonal communication skills relating to the profession as well as provide an overview of the code of ethics, governance, documentation, and delivery methods necessary for success in the desired field. Fields such as Personal Trainer, Manager, Physical Therapy Assistant, Chiropractic Assistant, and more are acceptable to complete this course.	<b>3</b>
<b>GOVERNMENT</b>		
<b>GOVT 350</b>	<b>MONTANA LEGISLATURE INTERNSHIP</b>	

	Montana Legislature Internship program sponsored by MT Legislature for college students. This course will allow the students to study the U.S. Constitution, the Montana Constitution, Legislature training materials, and additional resources to apply to active engagement with current events and proposed legislation at the Montana Legislative Session. The course includes an opportunity to participate in an organized 2-day tour of the Montana State Capitol and meet with elected officials. Course is available Spring Semester odd years.	3
<b>HISTORY</b>		
<b>HSTA 101</b>	<b>AMERICAN HISTORY 1</b>	
	A survey of American history from the colonization of America up through the Civil War. Topics covered include colonial America, the Revolutionary War, post-revolutionary America, history of slavery, and the Civil War	3
<b>HSTA 102</b>	<b>AMERICAN HISTORY 2 - GOVERNMENT</b>	
	A study of the U.S. Constitution including its creation and ratification by the Founding Fathers and Interpretation to the present.	3
<b>HSTR 101*</b>	<b>WESTERN CIVILIZATION 1</b>	
	This course is a survey of the major developments of Western society from classical times through the Renaissance. Units covered include the early history of the Middle East, classical Greece and Rome, the Middle Ages, Christianity, and early modern Europe through the Renaissance. Social and cultural developments are an integral part of this course.	3
<b>HSTR 102*</b>	<b>WESTERN CIVILIZATION 2</b>	
	This course is a history of Western society from the Protestant Reformation to the present. This course covers such major events as European absolutism, the French Revolution, 19th century politics and industrial developments, the two world wars of the 20th century, and postwar developments. This course balances economic and political history with social developments.	3
<b>HSTR 201</b>	<b>INTRODUCTION TO CHURCH HISTORY</b>	
	A survey of the development of the Christian church from apostolic time to the present. Special consideration is given to important events, notable persons, the development of the Roman Catholic church, the Reformation, and missionary expansion.	3
<b>HUMANITIES</b>		
<b>ASL 101</b>	<b>AMERICAN SIGN LANGUAGE 1</b>	
	Introduces the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, finger spelling, and grammatical non-manual signals. Students will focus on communicative competence. Students will develop gestural skills as a foundation for ASL enhancement. This course introduces cultural knowledge and increases understanding of the Deaf Community.	3
<b>ASL 102</b>	<b>AMERICAN SIGN LANGUAGE 2</b>	

	This course is a continuation of ASL I. Students must have taken ASL 101 prior to taking this course or must demonstrate knowledge of information presented in ASL 101. This course continues to introduce the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, finger spelling, and grammatical non-manual signals. It focuses on communicative competence. This course develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community.	<b>3</b>
<b>ASL 201</b>	<b>AMERICAN SIGN LANGUAGE 3</b>	
	This course is a continuation of ASL II. Students must have taken ASL 102 prior to taking this course or must demonstrate knowledge of information presented in ASL 102. This is an advanced course in American Sign Language. Students will continue to improve upon their receptive and expressive mastery of grammar and lexicon in American Sign Language. Students will continue to improve upon their conversation skills. To increase the student's speed and depth of signing. Students will gain advanced insight into the culture of the deaf community. Students will continue to gain more vocabulary. Students will learn how to increase their ability to witness to a Deaf or hard of hearing person. Bible verses will be learned, as well as worship music.	<b>3</b>
<b>ASL 202</b>	<b>AMERICAN SIGN LANGUAGE 4</b>	
	This course is a continuation of ASL 201. Students must have taken ASL 201 prior to taking this course or must demonstrate knowledge of information presented in ASL 101, ASL 102, and ASL 201. This course continues to introduce the fundamentals of American Sign Language (ASL) used by the Deaf Community, including basic vocabulary, syntax, finger spelling, and grammatical non-manual signals. It focuses on communicative competence. This course develops gestural skills as a foundation for ASL enhancement. Introduces cultural knowledge and increases understanding of the Deaf Community.	<b>3</b>
<b>HLTH 110</b>	<b>BASIC HEALTH AND NUTRITION</b>	
	This course enables students to understand the definition of health and nutrition. All aspects of health are explored, with an emphasis on physical health. In addition, the role of nutrition in maintaining normal health status and disease processes associated with poor nutrition are examined. The interrelationships between health, nutrition, weight management and exercise are also examined. This is a Gen ED course. <b>Prerequisite: ES 220: Basic Sports Nutrition.</b>	<b>3</b>
<b>LITERATURE</b>		
<b>LIT 110*</b>	<b>INTRODUCTION TO LITERATURE*</b>	
	This course is an introduction to the study of literature and literary forms. This course will focus on understanding literary texts using a variety of approaches for critical analysis and understanding some basic assumptions about major movements in literary criticism. <b>Prerequisite/Corequisite: WRIT 101: College Writing 1</b>	<b>3</b>
<b>LIT 210</b>	<b>AMERICAN LITERATURE 1*</b>	



	This course is a survey of selected works and writers of American literature from 1492 to the Civil War. Major movements in American literature and the ideas associated with them from cultural, social, and historical perspectives will be examined. <b>Prerequisite/Corequisite: WRIT 101: College Writing 1</b>	<b>3</b>
<b>LIT 211</b>	<b>AMERICAN LITERATURE 2*</b>	
	This course covers American Literature from 1865 to contemporary times, is a critical reading/writing/thinking intensive sophomore level course. The focus is placed upon recognizing and understanding literary terms, approaches to critical analysis, and understanding basic assumptions about major moments and movements in Post Reconstruction "American" literary history and criticism. The premise is that we will examine important elements of fiction, poetry, and drama to better understand what they offer, to understand how they are constructed, to comprehend why they continue to appeal to readers; and finally, why they are distinctly American in substance and form. We will read representative selections, analyze, and discuss philosophies, societal mores, social milieus, and social concerns. <b>Prerequisite: WRIT 101: College Writing 1</b>	<b>3</b>
<b>LIT 223</b>	<b>BRITISH LITERATURE*</b>	
	In this course the role of mythical and cultural elements will be examined to better understand the conventions and cultures which comprise English literature from the Old English period through the 19th century. How these texts still figure in the 20th century as pieces of Western culture's collective consciousness will be examined. <b>Prerequisite: WRIT 101: College Writing 1</b>	<b>3</b>
<b>LIT 305</b>	<b>LITERATURE OF C. S. LEWIS</b>	
	This course explores the life and literature of C. S. Lewis to gain perception into his theology, the various genres in which he wrote, and the principles that make his writings meaningful. The study provides an in-depth examination of the literature and historical timeframe for this literary period. Students will engage in a process of critical reading, responding, analyzing, interpreting, writing, and research. <b>Prerequisite: LIT 110: Introduction to Literature.</b>	<b>3</b>
<b>LIT 333</b>	<b>LITERATURE OF C.S. LEWIS AND BONHOEFFER</b>	
	<b>This course explores the life and literature of C.S. Lewis and Bonhoeffer to gain perception into the theology, various genres, and principles of their writings. The study provides an in-depth examination of the literature and historical timeframe for this literary period. Prerequisite: LIT 110: Introduction to Literature, WRIT 101: College Writing 1, or Approval by Professor</b>	<b>3</b>
<b>MATH</b>		
<b>M 095</b>	<b>INTERMEDIATE ALGEBRA</b>	
	This course covers factoring, rational expressions and their operations with applications, equations and inequalities containing absolute values, synthetic division, graphing, rational exponents, and radical expressions and their operations with applications.	<b>3</b>
<b>M 105</b>	<b>CONTEMPORARY MATH</b>	



	This course will cover ideas in mathematics and their applications to other disciplines. Topics covered include ideas from set theory, logic, elementary statistics and probability, combinations, and permutations. This class is intended for students not expecting to enroll in additional math classes. <b>Prerequisite: M 095: Intermediate Algebra, or appropriate placement on ACCUPLACER test (score of 66 or more). Corequisite: ML 105: Math Lab</b>	<b>3</b>
<b>ML 105</b>	<b>MATH LAB</b>	
	This 1-hour lab will allow the student to have access to their instructor as they work through the M 105 assignments. <b>This is a Corequisite lab to be taken with M105: Contemporary Math</b>	<b>1</b>
<b>M 121</b>	<b>COLLEGE ALGEBRA</b>	
	This course covers the concept of functions; complex numbers; and solving systems of equations, sequences, and series. Functions investigated include linear, quadratic, polynomial, exponential, and logarithmic. <b>Prerequisite: M 105: Contemporary Math or appropriate placement on ACCUPLACER test.</b>	<b>3</b>
<b>M 234</b>	<b>CALCULUS 1</b>	
	This course covers topics of differential calculus including properties of functions, precalculus review, limits, slopes of tangent lines, derivatives of non-transcendental functions, and applications of derivatives.	<b>4</b>
<b>M 244</b>	<b>CALCULUS 2</b>	
	This course covers topics of integral calculus including antiderivatives and area beneath curves as well as integration theory – applying it to various contexts, including area, arc length, volume of solids of revolution, etc. This course also covers infinite series and the calculus of transcendental functions. <b>Prerequisite: M 234: Calculus 1</b>	<b>4</b>
<b>STAT 216</b>	<b>INTRODUCTION TO STATISTICS</b>	
	Traditional and resistant estimators of location and spread, fundamentals of inference using randomization and classical methods, confidence intervals, and tests of hypotheses. <b>Prerequisites: M 121: College Algebra or M 105: Contemporary Mathematics</b>	<b>4</b>
<b>MODERN LANGUAGES</b>		
<b>SPNS 101</b>	<b>SPANISH 101</b>	
	This course is designed for students with no previous training in Spanish with an emphasis on listening comprehension, speaking, grammar, and vocabulary.	<b>3</b>
<b>MUSIC</b>		
<b>MUSI 100</b>	<b>MUSIC IN WORSHIP</b>	
	A study of music in worship from Biblical times to the present. Comparison of liturgies and orders of worship and planning worship programs for various occasions.	<b>3</b>
<b>MUSI 105</b>	<b>MUSIC THEORY 1</b>	
	This course covers the fundamentals of beginning music theory	<b>3</b>
<b>MUSI 110</b>	<b>ENJOYMENT OF MUSIC</b>	
	This course will give students an overview of music notation and history with an understanding of how to listen and appreciate various forms.	<b>3</b>

<b>MUSI 120</b>	<b>INSTRUMENTAL COMPETENCY 1-PIANO, VOICE, GUITAR</b>	
	Music students will learn to harness their choice of instrument through private lessons from beginning to advanced classes.	<b>1</b>
<b>MUSI 130</b>	<b>INSTRUMENTAL COMPETENCY 2-PIANO, VOICE, GUITAR</b>	
	Music students will learn to harness their choice of instrument through private lessons from beginning to advanced classes. <b>Prerequisite:</b> <b>MUSI 120: Instrumental Competency 1</b>	<b>1</b>
<b>MUSI 140</b>	<b>INSTRUMENTAL COMPETENCY 3-PIANO, VOICE, GUITAR</b>	
	Music students will learn to harness their choice of instrument through private lessons from beginning to advanced classes. <b>Prerequisite:</b> <b>MUSI 130: Instrumental Competency 2</b>	<b>1</b>
<b>MUSI 200</b>	<b>MUSIC THEORY 2</b>	
	This course covers advanced theory as it relates to harmonic/form analysis, orchestration, and composition. <b>Prerequisite: MUSI 105: Music Theory 1</b>	<b>3</b>
<b>MUSI 210</b>	<b>HISTORY OF WESTERN MUSIC</b>	
	This course is a survey of the history of music from antiquity to the present.	<b>3</b>
<b>MUSI 220</b>	<b>CHORALE ENSEMBLE (WORSHIP TEAM) 1</b>	
	Music majors will participate in chapel worship services, either in vocal or instrumental ensemble or sound/projection	<b>1</b>
<b>MUSI 230</b>	<b>CHORALE ENSEMBLE (WORSHIP TEAM) 2</b>	
	Music majors will participate in chapel worship services, either in vocal or instrumental ensemble or sound/projection. <b>Prerequisite: MUSI 220: Chorale Ensemble 1</b>	<b>1</b>
<b>MUSI 231</b>	<b>HISTORY OF MUSIC IN WORSHIP</b>	
	A study of music in worship from Biblical times to the present.	<b>3</b>
<b>MUSI 240</b>	<b>CHORALE ENSEMBLE (WORSHIP TEAM) 3</b>	
	Music majors will participate in chapel worship services, either in vocal or instrumental ensemble or sound/projection. <b>Prerequisite: MUSI 230: Chorale Ensemble 2</b>	<b>1</b>
<b>MUSI 250</b>	<b>MUSIC INTERNSHIP 1</b>	
	This course is designed to prepare students for further education in their desired field of study by providing an opportunity to learn the education, personal, and professional development requirements of their chosen field.	<b>3</b>
<b>MUSI 300</b>	<b>CHORAL AND INSTRUMENTAL CONDUCTING</b>	
	This class will give conducting styles and practice in conducting choirs, bands, and orchestras.	<b>3</b>
<b>MUSI 310</b>	<b>ELEMENTARY MUSIC EDUCATION</b>	
	This course will prepare a future school music teacher in the music education techniques relevant to the age-appropriate needs of grades K-6.	<b>3</b>
<b>MUSI 320</b>	<b>SECONDARY MUSIC EDUCATION</b>	
	This course will prepare a future school music teacher in the music education techniques relevant to the age-appropriate needs of grades 7-12.	<b>3</b>
<b>MUSI 400</b>	<b>PRACTICE TEACHING</b>	
	The student preparing to teach music in public or private school will spend nine weeks with a supervising schoolteacher as their teaching assistant	<b>3</b>
<b>MUSI 410</b>	<b>THEATRICAL/MUSICAL PRODUCTION</b>	
	This course will explore the process of theatrical, dramatic, and musical production.	<b>3</b>

<b>MUSI 420</b>	<b>CHORALE ENSEMBLE (WORSHIP TEAM) 3</b>	
	Music majors will participate in chapel worship services, either in vocal or instrumental ensemble or sound/projection.	<b>1</b>
<b>MUSI 430</b>	<b>CHORALE ENSEMBLE (WORSHIP TEAM) 4</b>	
	Music majors will participate in chapel worship services, either in vocal or instrumental ensemble or sound/projection. <b>Prerequisite: MUSI 420: Chorale Ensemble 3</b>	<b>1</b>
<b>MUSI 440</b>	<b>CHORALE ENSEMBLE (WORSHIP TEAM) 5</b>	
	Music majors will participate in chapel worship services, either in vocal or instrumental ensemble or sound/projection. <b>Prerequisite: MUSI 430: Chorale Ensemble 4</b>	<b>1</b>
<b>MUSI 450</b>	<b>MUSIC TECHNOLOGY</b>	
	This course will explore the current technology of music production from acoustic science, sound systems, computer software, and emergent technologies affecting modern music production.	<b>3</b>
<b>MUSI 460</b>	<b>MUSIC PRACTICUM</b>	
	This course serves as an elective for students desiring to enter church music ministry. The student will have classroom instruction plus thirty hours of practicum: assisting a local church worship leader.	<b>3</b>
<b>PERSONAL ENRICHMENT/ NO CREDIT</b>		
<b>NC 021</b>	<b>SUPPLEMENTAL INSTRUCTION/ACADEMIC SUPPORT FOR MATHEMATICS*</b>	
	This course is a review of topics in Pre-Algebra, Introductory Algebra, Intermediate Algebra, and study skills to support student success in math courses.	<b>0</b>
<b>NC 098</b>	<b>SUPPLEMENTAL WRITING LAB</b>	
	This course is a Co-requisite with 100-level writing courses for students who pass WRIT 100 Composing Mindfully: Reading, Reasoning, and Writing with grades of "C+", "C", or "C-". Students who pass WRIT 100 with grades of "C+", "C", or "C-" advance to 101-level writing courses with a corequisite lab requirement of NC 098 Supplemental Writing Lab. Students will schedule two hours per week of writing lab time with the Developmental Reading and Writing instructor in the Center for Academic Success. During lab time, students will work on the assignments for their 101-level writing course, receiving just-in-time remediation. Students are required to take NC 098 the subsequent academic semester in which they are enrolled in classes after having passed WRIT 100 with a grade of "C+", "C", or "C-".	<b>0</b>
<b>PHILOSOPHY</b>		
<b>PHIL 101*</b>	<b>INTRODUCTION TO PHILOSOPHY: REASON AND REALITY</b>	
	This course is an introduction to the theories, methods, and issues of philosophy. Areas explored include logic, metaphysics, aesthetics, epistemology, ethics, and religion.	<b>3</b>
<b>PHIL 110*</b>	<b>INTRODUCTION TO ETHICS: GOOD AND EVIL</b>	
	This course introduces the student to the methodology of the study of theology and the doctrines of inerrancy of the Bible, revelation, God, Humanity, and the person of Christ. The Biblical Foundation and the relevant historical developments are considered in construction of a Christian understanding of each doctrine.	<b>3</b>

<b>PHIL 313*</b>	<b>ADVANCED ETHICS</b>	
	A study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations, and opportunities.	<b>3</b>
<b>PRACTICAL PROFESSIONAL MINISTRY SERVICE</b>		
<b>PPMS 101</b>	<b>PRACTICAL/PROFESSIONAL MINISTRY SERVICE 1</b>	
	This course is designed for students to volunteer in their ministry or profession over 3 semesters (1/3 ea. semester). With the completion of 3 semesters, the student will receive 1 credit hour for the course.	<b>1</b>
<b>PPMS 201</b>	<b>PRACTICAL/PROFESSIONAL MINISTRY SERVICE 2</b>	
	This course is designed for students pursuing a BA or BS degree to volunteer in their ministry or profession over 3 semesters (1/3 ea. semester). With the completion of 3 semesters, the student will receive 1 credit hour for the course.	<b>1</b>
<b>PRDV 255</b>	<b>PROFESSIONAL DEVELOPMENT</b>	
	This course is designed to allow the student to complete an individual development plan specific to the career goals of the student.	<b>3</b>
<b>PRMS 100</b>	<b>ASSOCIATE LEVEL PROFESSIONAL MINISTRY</b>	
	Student Weekly Ministry in Church or Community	<b>0</b>
<b>PRMS 300</b>	<b>BACHELOR LEVEL PROFESSIONAL MINISTRY</b>	
	Student Weekly Ministry in Church or Community	<b>0</b>
<b>PSYCHOLOGY, COUNSELING AND SOCIOLOGY</b>		
<b>PSYX 100</b>	<b>INTRODUCTION TO PSYCHOLOGY</b>	
	Introduction to methods and approaches to psychology including areas of learning, memory and information processing, abnormal behavior, and social psychology, and selected individual studies of areas related to students' interests.	<b>3</b>
<b>PSYX 182</b>	<b>STRESS MANAGEMENT</b>	
	This course introduces the causes, sources, and effects of stress (physiological, psychological, emotional, cognitive, and intrapersonal/interpersonal) from a personal and academic perspective. Facilitates application of tools and techniques to identify, prevent, and manage stressors to improve academic success.	<b>3</b>
<b>PSYX 210</b>	<b>PSYCHOLOGY STATISTICS</b>	
	Introduction to the design and analysis of psychological research. Topics include logic and philosophy of psychological research, conceptualizing research questions, hypothesis testing, data collection and analysis strategies used by researchers in psychology, and introduction to using statistical software for data analysis.	<b>3</b>
<b>PSYX 211</b>	<b>PSYCHOLOGY STATISTICS LAB</b>	
	CO-REQUISITE TO PSYX 210	<b>1</b>
<b>PSYX 215</b>	<b>RESEARCH DESIGN &amp; ANALYSIS METHODS 1 (RESEARCH METHOD)</b>	
	Topics include experimental, quasi-experimental, and non-experimental designs and methodological issues; assessing research questions; reliability and validity of psychological measures; ethics of psychological research; writing research reports; using statistical software for data analysis.	<b>3</b>

<b>PSYX 216</b>	<b>RESEARCH DESIGN &amp; ANALYSIS METHODS Lab 1 (RESEARCH METHOD)</b>	
	<b>CO-REQUISITE TO PSYX 215</b>	<b>1</b>
<b>PSYX 220</b>	<b>MARRIAGE &amp; FAMILY</b>	
	Relationship development across the life cycle from a family systems perspective. Relationship dynamics through major relationship transitions including couple formation, cohabitation, marriage, parenthood, death, divorce, and remarriage will be examined. The diversity of family experiences will be emphasized, including issues of family violence.	<b>3</b>
<b>PSYX 230</b>	<b>DEVELOPMENTAL PSYCHOLOGY</b>	
	This course is an introduction to the theories of human development across the lifespan, with an emphasis on developmental research methodology. <b>Prerequisite: PSYX 100: Introduction to Psychology</b>	<b>3</b>
<b>PSYX 232</b>	<b>COUNSELING THEORY</b>	
	This course will provide an overview of major theories in counseling and psychotherapy from a biblical perspective. This course will examine the historical context of secular psychology and the rise of Christian counseling. Students will develop criteria for evaluating theories using a biblical framework and formulate their own theory of Christian counseling.	<b>3</b>
<b>PSYX 233</b>	<b>HUMAN GROWTH &amp; DEVELOPMENT</b>	
	The exploration of human physical, cognitive, emotional, personality and psychosocial growth throughout the life span using psychosocial, psychoanalytic, learning, and cognitive theories of development.	<b>3</b>
<b>PSYX 235</b>	<b>INTRODUCTION TO COUNSELING</b>	
	This course introduces the biblical principles of counseling and outlines the process by which Christian leaders can counsel people with specific problems. The course also provides an introduction to the counseling profession from a Christian perspective, explores how biblical and psychological principles may be integrated and applied to counseling issues, and describes the nature and role of the counselor as a person and as a professional.	<b>3</b>
<b>PSYX 305</b>	<b>SOCIAL PSYCHOLOGY</b>	
	Individual behavior as a function of interpersonal interaction; experimental research and theoretical viewpoints in social psychology, including topics such as: interpersonal attraction, perception, aggression, attitudes and attitude change, altruism, group behavior, social influence, stereotypes and prejudice, and the self.	<b>3</b>
<b>PSYX 310</b>	<b>PSYCHOLOGY OF ADDICTION</b>	
	This course will provide information on drug use and its effects on our society and the individual. Many perspectives of drugs and drug use from a variety of perspectives will be covered, including behavioral, pharmacological, historical, social, legal, and current topics as well as drug abuse across all age demographics.	<b>3</b>
<b>PSYX 311</b>	<b>RESEARCH DESIGN &amp; ANALYSIS METHODS 2 LAB (RESEARCH METHOD 3)</b>	
	Corequisite: PSYX 232: Counseling Theory	<b>1</b>
<b>PSYX 312</b>	<b>RESEARCH DESIGN &amp; ANALYSIS METHODS 2 (RESEARCH METHOD 3)</b>	
	Advanced writing course; an appreciation of the experimental approach to the scientific study of behavior through student-conducted experiments; required as preparation for Senior Thesis paper and presentation.	<b>3</b>
<b>PSYX 315</b>	<b>CHILD &amp; ADOLESCENT DEVELOPMENT</b>	

	The study of human biological, cognitive, and social-emotional development from the prenatal period through adolescence. Content covers major theories, research methods, and empirical findings fundamental to developmental psychology.	<b>3</b>
<b>PSYX 320</b>	<b>CRISIS COUNSELING</b>	
	This course will explore historical and contemporary theory and methodology of crisis intervention. Specific emphasis will be given to understand situational and maturational crises, and the Christian implications of crisis counseling. the student will be introduced to the basic process and application of Biblical crisis intervention. The course will include such topics as: death, suicide, abuse, and helping children through crisis or trauma.	<b>3</b>
<b>PSYX 322</b>	<b>DEVELOPMENTAL PSYCHOLOGY</b>	
	This course is an introduction to the theories of human development across the lifespan, with an emphasis on developmental research methodology. <b>Prerequisite: PSYX 100: Introduction to Psychology</b>	<b>3</b>
<b>PSYX 330</b>	<b>HUMAN SEXUALITY</b>	
	Course provides an overview of human sexuality issues, including the nature of sexuality, sexuality practices and experiences, and appropriate and healthy boundaries for the Godly expression of sexuality. Includes views of sexual issues from a Christian and Biblical perspective, and various understandings and applications of Scripture toward challenging areas of human sexuality. <b>Prerequisites: None (Credit for Introduction to Psychology and Counseling Skills 1 and 2 preferred)</b>	<b>3</b>
<b>PSYX 331</b>	<b>BIBLICAL IMPLICATIONS FOR LEADERSHIP</b>	
	This course is designed to equip the student lead from a biblical perspective in the areas of personal, ministerial, and professional relationships. The student will study the books of Ezra and Nehemiah, specifically looking for leadership qualities and decision making, to understand the importance of godly leadership, and the responsibilities therein, when facing difficult challenges in life, ministry, and professional vocation. Students will be introduced to leadership concepts and warnings to aid in their success as a leader.	<b>3</b>
<b>PSYX 333</b>	<b>DIAGNOSING ORGANIZATIONS</b>	
	This course introduces students to the psychological and systematic approaches to leadership in the context of organizational culture and interpersonal factors such as human behavior, emotional awareness, and intelligence, influences and biases, traits versus skill sets, diversity in the workplace and leadership ethics.	<b>3</b>
<b>PSYX 340</b>	<b>CROSS CULTURAL COUNSELING</b>	
	This course will focus on the impact and implications of ethnicity in family therapy assessments and counseling. This course will emphasize the importance of self-awareness of one's own personal culture and ethnic background. A primary goal of this course is to develop a general understanding of various ethnicities and a specific understanding of their dynamics in family functioning. Also, various issues surrounding the counselor's role and relationship with families of different ethnicities will be explored in this course.	<b>3</b>
<b>PSYX 345</b>	<b>PSYCHOLOGY OF SPORTS</b>	
	This course is designed to provide students with an in-depth view of the	

	theoretical and applied aspects of the psychology of sport and exercise. The emphasis is on providing knowledge and skills necessary to improve athletic performance, enhance health and well-being, and understand personal and situation variables in the exercise environment as related to the psychological development of the individual. Prerequisite: PSYX 100: Introduction to Psychology	3
<b>PSYX 350</b>	<b>COUNSELING SKILLS 1</b>	
	This course is designed to assist students in developing the personal and professional qualities and skills that are related to becoming effective mental health practitioners. <b>Prerequisite: PSYX 100: Introduction to Psychology</b>	3
<b>PSYX 355</b>	<b>COUNSELING SKILLS 2</b>	
	This course is designed to assist students in developing the personal and professional qualities and skills that are related to becoming effective mental health practitioners. <b>Prerequisite: PSYX 350: Counseling Skills 1</b>	3
<b>PSYX 365</b>	<b>TEST AND MEASUREMENTS</b>	
	This course will explore basic and advanced principles for the composition and administration of test designed to measure human behavior, personality, and intelligence. Historical foundations as well as current trends and application will be considered.	3
<b>PSYX 400</b>	<b>PRINCIPLES OF CHRISTIAN COUNSELING</b>	
	Studies the principles and techniques of counseling that arise in the typical church, including but not limited to pre-marital, marital, crisis, and grief counseling. Explores the theology out of which counseling in the church grows.	3
<b>PSYX 402</b>	<b>COMPARATIVE PSYCHOLOGY</b>	
	Advanced evaluation and analysis of animal behavior, including human behavior, through the synthesis of theory, research, and methods found in comparative psychology, behavioral biology, ethology, and sociobiology. Topics covered include communication, learning, aggression, play, and mating behavior.	3
<b>PSYX 403</b>	<b>COUNSEL THEORIES</b>	
	This course will provide an overview of major theories in counseling and psychotherapy from a biblical perspective. This course will examine the historical context of secular psychology and the rise of Christian counseling. Students will develop criteria for evaluating theories using a biblical framework and formulate their own theory of Christian counseling.	3
<b>PSYX 405</b>	<b>CONFLICT RESOLUTION</b>	
	This course will explore the use of biblical principles for seeking prevention and change in various settings related to interpersonal conflict within the local church. Students will explore various management theories; learn to classify various types of interpersonal conflict; learn to articulate the theological and philosophical basis for conflict management.	3
<b>PSYX 406</b>	<b>FUNDAMENTAL PSYCHOLOGY OF LEARNING</b>	
	Examines basic and scientific principles and theories of learning and motivation, and applications of learning and behavior, including respondent and operant conditioning, social learning, and verbal learning, as well as other approaches to learning.	3
<b>PSYX 413</b>	<b>PROFESSIONAL DEVELOPMENT ADVANCED</b>	



	This course is designed to allow the students to complete an APA directed method for an individual development plan specific to the career goals of the students.	3
<b>PSYX 415</b>	<b>YOUTH MINISTRY COUNSELING</b>	
	Disciple-making principles are applied to the spiritual, physical, emotional, intellectual, and social needs of youth as a basis for developing a disciple ministry in a local church.	3
<b>PSYX 417</b>	<b>PSYCHOLOGY OF AGING</b>	
	Surveys various domains in which human behavior is influenced by aging; varied topics include influence of aging on cognitive processes (e.g., attention and memory), social processes (e.g., personality and well-being), and biological processes (e.g., brain-related changes).	3
<b>PSYX 420</b>	<b>ABNORMAL PSYCHOLOGY</b>	
	Historical and current perspectives on psychopathology, including neuroscience, behavioral cognitive, psychodynamic, and humanistic/existential approaches. Traditional approaches and recent innovations in therapies and diagnosis are considered along with current diagnostic categories, using the current DSM manual to help define and classify abnormal behaviors. <b>Prerequisite: PSYX 100: Introduction to Psychology</b>	3
<b>PSYX 421</b>	<b>HOLY SPIRIT IN COUNSELING</b>	
	This course is designed to challenge students to seek a place of intimacy with the Holy Spirit, and to regard the Holy Spirit as the actual Counselor as we seek to minister to those in need. Guided by the Holy Spirit through Scripture, the insights of godly men and women who have sought and found that place of intimacy, and direct communication, students will grow to understand, appreciate, and apply this aspect of the role of the Holy Spirit in counseling settings. This course will address the person and work of the Holy Spirit, as well as the Spirit's power, gifts, and fruit as these things relate to Christian counseling.	3
<b>PSYX 433</b>	<b>LEADING THROUGH ORGANIZATIONAL CHANGE</b>	
	The purpose of this course is to provide the student with foundational knowledge and skills to lead organizational change with the organizational and psychological aspects that parallel and connect in the role of leadership. The course focuses on the rationale for organizational change, change leadership, initiate, and facilitate change, reduce barriers to change and apply methods to encourage organizational and individual change in the context of organizational culture and interpersonal factors such as human behavior, emotional awareness, and intelligence, influences and biases, traits versus skill sets, diversity in the workplace and leadership ethics.	3
<b>PSYX 490</b>	<b>SENIOR THESIS (RESEARCH METHOD)</b>	
	Preparation of a thesis or manuscript based on research for presentation and/or publication.	3
<b>SOCI 101</b>	<b>INTRODUCTION TO SOCIOLOGY*</b>	
	This course is a study of society and social interaction. Sociological methods, culture, socialization, social groups, social inequality, social institutions, collective behavior, and theories of social change. Social theories are integrated with individual topics.	3



<b>SPORTS MANAGEMENT</b>		
<b>SPM 100</b>	<b>INTRODUCTION TO SPORTS MANAGEMENT</b>	
	This course will introduce the student to the social organization of sports and society. This class will survey various topics such as discrimination, socialization, violence, etc. Students will examine sports on a global scale and the differences therein in order to gain a basic understanding of legal ethics, and social issues in Sports Management.	<b>3</b>
<b>SPM 216</b>	<b>SPORTS STATISTICS AND ANALYTICS</b>	
	This course introduces the student to traditional and resistant estimators of location and spread, fundamentals of inference using randomization and classical methods, confidence intervals, and tests of hypotheses. <b>Prerequisites: M 095: Intermediate Algebra or M 105: Contemporary Mathematics or appropriate placement scores</b>	<b>3</b>
<b>SPM 240</b>	<b>SPORTS MANAGEMENT INTERNSHIP 1</b>	
	This course is the hands-on internship for Sport Management. Each student will be placed in a designated internship that will challenge and enhance their knowledge. During this course, each student will examine a variety of books and reflection papers that will further enhance their comprehension of their field of study.	<b>3</b>
<b>SPM 300</b>	<b>LEGAL ISSUES IN SPORTS</b>	
	This course examines the managerial approach to legal issues and will examine the influences of current state and federal legislation, collective bargaining agreements, regulation agencies, employee-employer relations, contracts, and educational enterprises in relation to sport management.	<b>3</b>
<b>SPM 310</b>	<b>COACHING THEORY</b>	
	This course examines the roles, qualifications, responsibilities, and skills required of coaches during the season and off season. Issues affecting coaches both on and off the field will be addressed	<b>3</b>
<b>SPM 330</b>	<b>SPORT OUTREACH</b>	
	This course explains the inter-relationships between sport and religion while examining the impact of muscular Christianity and sport ministry in North America. Tools and guidelines for preparing, organizing, and administering a sport ministry program will also be examined.	<b>3</b>
<b>SPM 331</b>	<b>BIBLICAL IMPLICATIONS FOR LEADERSHIP</b>	
	This course is designed to equip the student lead from a biblical perspective in the areas of personal, ministerial, and professional relationships. The student will study the books of Ezra and Nehemiah, specifically looking for leadership qualities and decision making, to understand the importance of godly leadership, and the responsibilities therein, when facing difficult challenges in life, ministry, and professional vocation. Students will be introduced to leadership concepts and warnings to aid in their success as a leader.	<b>3</b>
<b>SPM 345</b>	<b>SPORTS PSYCHOLOGY</b>	

	This course is designed to provide students with an in-depth view of the theoretical and applied aspects of the psychology of sport and exercise. The emphasis is on providing knowledge and skills necessary to improve athletic performance, enhance health and well-being, and understand personal and situation variables in the exercise environment as related to the psychological development of the individual. <b>Prerequisite: PSYX 100: Introduction to Psychology</b>	<b>3</b>
<b>SPM 400</b>	<b>PLAYER DEVELOPMENT</b>	
	This course addresses the holistic development of athletes by examining player safety, personal and spiritual development and preparation, academics, and character conduct, on/off the court.	<b>3</b>
<b>SPM 410</b>	<b>ETHICS AND VALUES IN SPORTS</b>	
	This course introduces the student to the concept of ethics within the sporting context. The student will examine the values and the ethical dilemmas faced by those involved in sport. The course will cover issues ranging from fair play to sportsmanship and <i>introduce</i> the student to Title IX and drug use for performance enhancement.	<b>3</b>
<b>SPM 415</b>	<b>ECONOMIC AND FINANCIAL RESPONSIBILITIES IN SPORTS</b>	
	This course introduces the student to the application of economics and financial management that are used in the sport organization decision making context from both a macro and micro level.	<b>3</b>
<b>SPM 420</b>	<b>ADMINISTRATION IN SPORTS, RECREATION AND TOURISM</b>	
	This course studies the problems and considerations involved in the successful management of sport and recreation programs. Areas considered include program planning, organization, leadership and evaluation, and current organizational trends.	<b>3</b>
<b>SPM 425</b>	<b>SPORTS MANAGEMENT INTERNSHIP 2</b>	
	This 2nd internship will focus on real world applications that are followed up by leadership studies. Each student will be placed in a designated internship that will challenge and enhance their knowledge. During this course, each student will examine Dr. Tim Elmore's Habitudes books (The Art of Live- Giving Leadership & Changing Culture) challenging each student's leadership and Biblical worldview. These books will help the student's personal growth and reflection throughout the semester.	<b>3</b>
<b>SPM 440</b>	<b>SPORT GOVERNANCE</b>	
	This course provides an in-depth analysis of the history, development, and organizational structures of the agencies that govern amateur and professional sport. Initial and continuing eligibility, major governance areas, and current issues requiring policy revisions will be examined.	<b>3</b>
<b>SPM 450</b>	<b>SOCIAL ISSUES IN SPORTS MANAGEMENT</b>	
	This course examines the social institution of sport and its consequences for the North American society; the social organization from play to professional sport; violence and discrimination; women and ethnic minorities in sport; and the socialization implications from participation in sports.	<b>3</b>
<b>SPM 460</b>	<b>SPORTS EVENTS AND FACILITY MANAGEMENT</b>	
	This course examines the current research related to planning, funding, and operating sporting events and sport/recreation facilities.	<b>3</b>
<b>SPM 475</b>	<b>SPORTS MARKETING</b>	

	This course introduces the student to the relevant areas of marketing that are applied to sport applications, for spectators, and participative sport organizations are given. Special emphasis is placed on strategic planning, product analysis, and the development and presentation of marketing packages to secure sponsorship.	3
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## THEOLOGY

<b>TH 100</b>	<b>INTRO TO BASIC CHRISTIAN BELIEFS</b>	
	This course will cover the foundational elements of the Christian faith. Week to week there will be historical, theological, and practical issues that are examined respective to each line of the Apostles' Creed.	3
<b>TH 201*</b>	<b>SYSTEMATIC THEOLOGY 1</b>	
	This course introduces the student to the methodology of the study of theology (Prolegomena) and the doctrines of inerrancy of the Bible, revelation, God, humanity, and the person of Christ. The biblical foundation and the relevant historical developments are considered in construction of a Christian understanding of each doctrine.	3
<b>TH 301*</b>	<b>SYSTEMATIC THEOLOGY 2</b>	
	This second course in systematic theology introduces the student to the doctrines of the work of Christ, salvation and the Christian life, the Holy Spirit, the church, and last things (eschatology). The biblical foundation and the relevant historical developments are considered in developing a comprehensive statement of Christian teaching concerning construction of a Christian understanding of each doctrine. <b>It is highly suggested that students take TH 200: Systematic Theology I before taking this course, but it is not required.</b>	3
<b>TH 303*</b>	<b>CHRISTIAN APOLOGETICS</b>	
	This course investigates the essence of Christianity and the nature of its defense. Analyzes various approaches with emphasis on developing a personal apologetic that is biblically sound and internally consistent.	3
<b>TH 307*</b>	<b>BIBLICAL ETHICS</b>	
	This course studies major ethical teachings of the Bible with attention to their practical and contemporary application. Addresses the theme of Christian responsibility in today's world, based on the premise that biblical interpretation is not complete until the teachings of the Bible inform the life situation of the student.	3
<b>TH 400</b>	<b>CULTS AND COMPARATIVE RELIGIONS</b>	
	A survey of the major cults impacting contemporary American culture and a comparative study of the major religions of the world.	3
<b>TH 451</b>	<b>ADVANCED THEOLOGICAL ELECTIVE</b>	
	This course elective is reserved for advanced theological topics not offered on a normal semester basis. <b>Prerequisites: TH 201: Systematic Theology 1 and TH 301: Systematic Theology 2 or Approval by the Professor.</b>	3

## WRITING

<b>WRIT 100</b>	<b>COMPOSING MINDFULLY: READING, REASONING, AND WRITING</b>	
	This course assists students in the preparation for academic reading, critical thinking, and writing expected in transfer and associate-degree classes.	4

<b>WRIT 101*</b>	<b>COLLEGE WRITING 1</b>	
	<p>This course prepares students for success in a wide variety of academic and vocational writing concerns. The writing process, formal voice, audience concerns, close reading strategies, effective styles, and techniques, and the use of the computer as a writing tool are covered. Asserting and supporting a central claim and using MLA documentation and format are addressed.</p> <p><b>Prerequisite: Appropriate placement on ACCUPLACER, ACT or SAT examination scores.</b></p>	<b>3</b>
<b>WRIT 201*</b>	<b>COLLEGE WRITING 2</b>	
	<p>This course provides experience in writing essays based on close reading of more demanding texts. Students will come to understand more fully the intellectual demands of an academic discourse community by preparing essays designed to meet more rigorous expectations. WRIT 201 is designed to prepare transfer students to succeed in their junior and senior level courses by exposing them to Modern Language Association (MLA) and American Psychological Association (APA) documentation, critical thinking strategies and logical construction of arguments. Students will complete developed essays that emphasize writing as a process of drafting and revising. <b>Prerequisite: WRIT 101: College Writing 1</b></p>	<b>3</b>
<b>WRIT 240</b>	<b>CREATIVE WRITING</b>	
	<p>This course is intended to help students in speaking, organizing thoughts, and listening. Major emphasis is placed on the preparation and presentation of formal speeches. <b>Prerequisite: WRIT 101: College Writing 1</b></p>	<b>3</b>

## 8.ADMINISTRATION & FACULTY

### ADMINISTRATION

\* Denotes serving as faculty in addition to administrative positions.

**\*Dr. Marvin Jones, President**

Ph.D., Southwestern Baptist Theological Seminary

D.Th., University of South Africa

**\*Dr. Michael Crisp, Interim Vice President of Academic Affairs**

Ph.D., Southwestern Baptist Theological Seminary

**Dr. Joseph Wooddell, Director of Advancement**

Ph.D., Southwestern Baptist Theological Seminary

**\*Norman Miller, Interim Vice President of Communications**

MACE, Southeastern Baptist Theological Seminary

**Phil Minton II., Chief Financial Officer**

B.S. Accounting, Tennessee Temple University

**\*Jasmine Alnutt, Dean of Women**

M.A., in History, Liberty University

**\*Peter Musick, Assistant Registrar**

M.Ed., in Curriculum Instruction (STEM), Concordia University

**Mike Rosas, Operations Plant Manager**

**Mattie Tatton, Administrative Assistant**

Ath., Calvary Chapel Bible College

**Alicia Bernhardt, Office Manager**

B.A., in Illustration, George Fox University

**\*Errin Hessinger, Registrar**

M.Ed., Liberty University

Ed.D. Educational Leadership (in progress), at Liberty University

## FACULTY

### **Jasmine Alnutt, History, Math, and Spanish**

M.A., in History, Liberty University

### **Jonathan Dowling**

M.T.S., Liberty University

### **Dr. Marvin Jones, Theology, Biblical Studies, and Church History**

D.Th., Southwestern Baptist Theological

Seminary Ph.D., University of South Africa

### **Errin Hessinger, Education**

M.Ed., Liberty University

Ed.D. Educational Leadership (in progress), at Liberty University

### **Laura McRae, Business**

B.A., Montana State University

M.B.A., University of Phoenix

### **Kendall McRae, Business, Sociology, and Psychology**

MBA., University of Phoenix

Ph.D. Industrial Organizational Psychology (in progress), at Liberty University

### **Norman Miller, Education**

M.A.C.E., Southeastern Baptist Theological Seminary

### **Peter Musick, Education and Math**

M.Ed., Curriculum Instruction (STEM), Concordia University

### **Mark Weston, Psychology and Sociology**

Ph.D., in Psychology, Southwestern Baptist Theological Seminary

### **Dr. Victor White, General Studies, and Exercise Science Studies**

Ph.D., University Southern Illinois

## 9. STUDENT ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Montana Christian College catalog and have reviewed the policies herein.

This catalog and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the Montana Christian College catalog. Montana Christian College expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that policies and practices may be changed at any time by Montana Christian College. All such changes will be communicated through official College communication, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Signature

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Name (Print)

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Date

## 10.ARTICULATION AGREEMENT

An articulation agreement is a formal agreement between two higher learning institutions to facilitate the transfer of credits. The Montana Christian College (MCC) has articulation agreements with the following institutions:

1. Little Big Horn College, Crow Agency, MT (expires May 31, 2024)
2. YWAM Montana, Lakeside, MT