

# ACADEMIC PROGRAMS NON-TRADITIONAL CAMPUS DISTANCE EDUCATION DEPARTMENT

*Department Head: Bruce Long*

Manhattan Christian College has made a commitment to global ministry leadership training. MCC's distance education courses are designed to provide busy adults the opportunity and flexibility to pursue the same regionally accredited biblical education that our on-campus students experience. The program is designed to enhance your current ministries and careers and put you on the road toward completion of a bachelor degree in Biblical Leadership or our popular Management and Ethics degree. Each course meets for eight weeks and earns three semester hours of credit.

Online students may take any two of the distance education courses during each 8-week term, and there are two 8-week terms per semester. Generally, students spend an average of 12-15 hours per week on each class. This may vary depending upon how quickly you read and complete your assignments.

## **Mission**

The Distance Learning Department exists to educate, equip, and enrich Christian leaders in any location, at any time to become more effective leaders in their churches and communities.

## **Objectives**

Upon completing the course of study in biblical leadership, a student will:

1. Demonstrate a general knowledge and understanding of the Christian canon and theological concepts
2. Demonstrate an integration of their studies into leadership ministry
3. Understand the basic principles of leadership in a healthy, growing church
4. Perform the basic exegesis necessary for preaching, teaching, and Bible study
5. Demonstrate a basic level of expertise of the skills necessary to perform practical ministry in the local church
6. Have a basic understanding of the history of the church and the Stone-Campbell movement

## **Requirements to Enter Degree Completion Program**

Degree completion students must have completed 40 or more credits from accredited colleges, post-secondary institutions, or military service (credit for prior learning cannot be included as part of the 40). Students may be granted provisional admittance depending on individual circumstances. These credits will be applied to the required 72 hours of course credits in two categories: general education (42 hours) and unrestricted electives (30 hours).

A 21-hour Certificate of Biblical Leadership is available for those who do not wish to enter the degree-completion program.

## **Technology, Time Management, and Netiquette**

Students enrolled in online courses are responsible to ensure that they have the necessary technology (hardware and software) and adequate Internet access to complete the course(s). MCC uses the learning management system MCC Online. MCC Online is a course-management system designed to deliver an interactive web-based classroom to students. MCC Online extends and enhances course instruction, enabling students with time and geographic restrictions to take advantage of the flexibility of learning over the Internet.

The MCC Online web page ([www.mccks.edu/academics/online-degrees](http://www.mccks.edu/academics/online-degrees)) also offers several helps for students in the areas of time management, student services, and netiquette in e-mail and course message boards.

MCC's Distance Learning department prefers Microsoft Office as the primary software used for online coursework. The minimum recommendation for students is that they have Office 2013 - Home and Student Edition (Word, Excel, and PowerPoint) or Office 365 - Home Premium (Word, Excel, PowerPoint, Access, Publisher, and more). E-mail software (e.g. Outlook) is not required because it is suggested that student use the college web-based e-mail (MCC E-mail).

## Logos Bible Software

Students are not required to purchase Logos Bible Software but it is strongly recommended to do so for coursework. Students enrolled in BIB 220 and other Bible/Ministry courses will benefit from using the software. If a student wants to purchase the software, the Bronze Edition is recommended.

## Netiquette for E-mail, Chat, and the Discussion Boards

It is hard for someone reading your communication to know your tone of voice and impossible for someone to read your body language or your facial expressions. These are all very important when we speak to someone. Netiquette is the way you express yourself when you are writing e-mails, in a chat with classmates, or posting on a discussion board. Here you will find tips on how to express yourself.

- Try to avoid ALL CAPS. IT GIVES THE IMPRESSION THAT YOU ARE SHOUTING!
- Acknowledge what someone else has said before posing a different viewpoint. If you disagree with someone, it is a good idea to start a message by briefly re-stating in your own words, what the other person said. This lets the other person know that you are trying to understand them.
- When presenting a controversial point of view, identify whose view it is. For example, "in my experience...." Or "according to the author...".
- If you feel the need to send an angry message, take a break. If you write out the message, don't send it immediately. Save it and look at it later. You may want to tone it down after you have re-read it.
- It is a good idea to check your spelling if you are posting to a discussion board before posting. It will be the first impression you make on someone.
- Remember that whatever you post to a news group or bulletin board is public and may be copied and sent to others.
- When you post or e-mail someone with a question, make it as easy as possible for them to help you. Make your questions as clear and specific as possible, and provide as much information as possible.
- Keep your communications to the point. Some people pay for Internet access by the hour. The longer it takes to read your messages, the more it may cost them.

Be careful not to post unrelated comments or advertisements to your groups. This practice is known as **spamming** and will quickly lead to another unpleasant Internet practice, **flaming**. Sometimes you might offend someone unintentionally. Be prepared to receive some angry e-mail or be treated rudely by others in the group. This is called being **flamed**. If you attack back, you will spark a **flame war**. The best response usually is no response at all. You must be careful not to read into a message something that is not there and not to make judgments about where someone is coming from.

## Tips for Participating on a Discussion Board

Log on to your course discussion board every day or a minimum of 5 days a week.

- Think ideas through before responding. You do not want to respond to be considered flaming. It often helps to outline responses before responding. Be polite and respectful.
- It is often a good idea to write your response in Word (or other word processor) so that you can easily edit your response, then copy-n-paste your response to the message board.
- Use good communication skills. Keep your comments concise, but do meet the requirements posted for discussion by the instructor. Avoid brief affirmations such as "Amen", "Ditto", and "I agree." Do not quote or copy long passages from a previous post. Quote only the relevant portions to make your response clear.
- Pay careful attention to instructions. Be sensitive with your use of language.
- Use subject lines in your post to keep the flow going for a certain discussion item. Be sure to change the subject line if you are changing the direction of the discussion.
- Try to stay on track and respond directly to comments being made.

## E-Mail

All students enrolled in MCC's distance education programs must have a MCC e-mail account. The college's policy is that e-mail is the primary means of communication with students. Communication from faculty and all college departments will be primarily through the use of e-mail. MCC e-mail accounts are assigned when students enroll in the college. Questions can be directed to the MCC Information Technology department.

## Christian Service

Students are required to be involved in their communities and churches each semester. Practical service activities enhance the college experience because students apply what they learn in the classroom in service to others. A variety of service activities can satisfy this requirement. See 'Christian Service' in the Academic Information section of the current catalog for more information.

## **Credit by Non-Classroom Contact**

Students may earn up to 30% (or 36) of the credit hours required for completion of the degree through non-classroom contact (e.g. credit-by-examination, credit for prior learning (CPL), military or job training, etc.). A maximum of 30 of the possible 36 semester credit hours may be by CPL. CPL credit is only awarded after a student enrolls and completes ORN 020, Introduction to Credit for Prior Learning. A per-credit-hour fee will be charged for credit granted. See 'Credit for Prior Learning' in the Academic Information section of the catalog for more information.

## **Attendance**

Students taking online courses are required to be active in the course each week of the course through various activities and assessments as assigned by the course instructor (e.g. message board posting, quizzes, or other activities). A student not active in (or attending) the course by Wednesday of the first week is subject to being administratively dropped from the course unless prior arrangements have been made with the instructor. All course work must be completed by the end of the eighth week.

## **Distance Education Course Policy/Procedures**

Students are responsible for their own enrollment maintenance. The policy and procedure can be found in the Academic Information section of this catalog.

## **MCC Distance Education Course Refund Policy**

This policy applies to all online courses that MCC currently offers. The typical MCC Online course duration is 8 weeks, and each week is defined as Monday through Sunday. The course refund policy is found in the Financial Information section of this catalog.

Students must request and complete the necessary paperwork to drop (or change status) for a course prior 5:00pm, Central time of the deadline. There are no refunds after the second week of any 8-week course. Students must be aware that total withdrawal during the semester may have an impact on the financial aid received by the student. Contact the Financial Aid office for details.

More information regarding MCC's Distance program and courses is located on the MCC website: [www.mccks.edu/academics/online-degrees](http://www.mccks.edu/academics/online-degrees)

# NON-TRADITIONAL CAMPUS | DISTANCE EDUCATION

## Bachelor of Science in Biblical Leadership

### Required Courses

#### General Education Total Hours: 42

##### Written and Rhetorical Arts 9

One written communication course	3
One oral communication course	3
One written or oral communication course	3

##### Humanities 9

Select 9 hours from three separate disciplines: fine arts, languages, literature, music, or philosophy

##### Science / Math 6

One science course	3
One science or math course	3

##### Social Sciences 6

Select 6 hours from two separate disciplines: cultural anthropology, economics, family studies, geography (excluding Physical Geography), psychology, or sociology

##### History / Political Science 6

*HIS 310 History of American Christianity	3
History or political science elective	3

##### General Education Electives 6

Select 6 hours from general education

#### Bible / Theology Total Hours: 24

##### Bible

BIB 112	Survey of Old Testament Literature	3
BIB 211	Life and Teachings of Jesus	3
BIB 212	Christian Beginnings	3
BIB 220	Interpretation	3
BIB 300+	Bible Elective	3
BIB 300+	Bible Elective	3

##### Theology

THE 330	Basic Christian Doctrine	3
THE 435	Christian Ethics -OR-	
THE 436	Apologetics	3

#### Leadership / Ministry 24

LSP 101	Foundations of Biblical Leadership	3
LSP 201	Group Dynamics in Leadership	3
LSP 301	Leadership Theories	3
LSP 401	Leadership Administration	3
MIN 210	Evangelism and Church Growth Strategies	3
MIN 220	Introduction to Teaching and Preaching	3
MIN 430	Pastoral Care and Counseling	3
SFM 330	Small Group Ministry	3

#### Unrestricted Electives 30

Select 30 hours from any discipline

#### Christian Service Credits 3 CR

CHR 101	Christian Service	CR/NC
CHR 102	Christian Service	CR/NC
CHR 103	Christian Service	CR/NC

\*Required course

# NON-TRADITIONAL CAMPUS | DISTANCE EDUCATION

## Bachelor of Science in Biblical Leadership

### Suggested Course Schedule

#### First Semester

___	BIB 112	Christian Beginnings	X Term	3
___	BIB 211	Life and Teachings of Jesus	X Term	3
___	BIB 220	Interpretation	Y Term	3
___	LSP 101	Biblical Foundations of Leadership	Y Term	<u>3</u>
				12

#### Second Semester

___	MIN 210	Evangelism and Growth Strategies	X Term	3
___	LSP 201	Group Dynamics in Leadership	X Term	3
___	BIB 212	Christian Beginnings	Y Term	3
___	MIN 220	Introduction to Teaching and Preaching	Y Term	<u>3</u>
				12

#### Third Semester

___	LSP 301	Leadership Theories	X Term	3
___	THE 330	Basic Christian Doctrine	X Term	3
___	BIB ____	Bible Elective (300+)	Y Term	3
___	SFM 330	Small Group Ministry	Y Term	<u>3</u>
				12

#### Fourth Semester

___	MIN 430	Pastoral Care and Counseling	X Term	3
___	THE 435	Christian Ethics -OR-	X Term	
___	THE 436	Apologetics	X Term	3
___	BIB ____	Bible Elective (300+)	Y Term	3
___	LSP 401	Leadership Administration	Y Term	<u>3</u>
				12

#### Christian Service

___	CHR 101	Christian Service		CR/NC
___	CHR 102	Christian Service		CR/NC
___	CHR 103	Christian Service		CR/NC

X & Y Terms are each 8-week terms

# NON-TRADITIONAL CAMPUS | DISTANCE EDUCATION

## Bachelor of Science in Management and Ethics

### Required Courses

General Education	Total Hours: 42
<b>Written and Rhetorical Arts</b>	<b>9</b>
One written communication course	3
One oral communication course	3
One written or oral communication course	3
<b>Humanities</b>	<b>9</b>
COM 114 Business Communication	3
Select 6 hours from two of the following disciplines: fine arts, languages, literature, music, or philosophy	6
<b>Science / Math</b>	<b>9</b>
One science course	3
One science or math course	3
STA 210 Business Statistics◆	3
<b>Social Sciences</b>	<b>6</b>
Select 6 hours from two separate disciplines: cultural anthropology, economics, family studies, geography (excluding Physical Geography), psychology, or sociology	
<b>History / Political Science</b>	<b>3</b>
History or political science elective	3
<b>General Education Electives</b>	<b>6</b>
Select 6 hours from general education courses	

**Total Hours: 120**

Bible / Theology	Total Hours: 18
<b>Bible</b>	
BIB 112 Survey of Old Testament Literature	3
BIB 211 Life and Teachings of Jesus	3
BIB 212 Christian Beginnings	3
BIB 220 Interpretation	3
<b>Theology</b>	
THE 330 Basic Christian Doctrine	3
THE 435 Christian Ethics -OR-	
THE 436 Apologetics	3
<b>Management Courses</b>	<b>30</b>
MAN 110 Basic Leadership Principles	3
MAN 210 Introduction to Management & Ethics	3
MAN 310 Economics for Managers	3
MAN 320 Accounting for Managers	3
MAN 330 Introduction to Marketing	3
MAN 340 Managerial Finance	3
MAN 410 International Issues in Business	3
MAN 420 Organizational Behavior & Change	3
MAN 430 Case Studies in Management Ethics	3
MAN 440 Business Strategies (capstone course)	3
<b>Unrestricted Electives</b>	<b>30</b>
Select 30 hours from any discipline	
<b>Christian Service Credits</b>	<b>3 CR</b>
CHR 101 Christian Service	CR/NC
CHR 102 Christian Service	CR/NC
CHR 103 Christian Service	CR/NC

◆ STA 210 or higher

# NON-TRADITIONAL CAMPUS | DISTANCE EDUCATION

## Bachelor of Science in Management and Ethics

### Suggested Course Schedule

#### First Semester

___	MAN 110	Basic Leadership Principles	X Term	3
___	BIB 112	Survey of Old Testament Literature	X Term	3
___	MAN 210	Introduction to Management & Ethics	Y Term	3
___	BIB 220	Interpretation	Y Term	<u>3</u>
				12

#### Second Semester

___	MIN 310	Economics for Managers	X Term	3
___	BIB 211	Life and Teachings of Jesus	X Term	3
___	BIB 212	Christian Beginnings	Y Term	3
___	MAN 320	Accounting for Managers	Y Term	<u>3</u>
				12

#### Third Semester

___	MAN 330	Introduction to Marketing	X Term	3
___	THE 330	Basic Christian Doctrine	X Term	3
___	MAN 340	Managerial Finance	Y Term	3
___	MAN 410	International Issues in Business	Y Term	<u>3</u>
				12

#### Fourth Semester

___	THE 435	Christian Ethics OR	X Term	3
___	THE 436	Apologetics	X Term	3
___	MAN 420	Organizational Behavior & Change	X Term	3
___	MAN 430	Case Studies in Management Ethics	Y Term	3
___	MAN 440	Business Strategies (capstone course)	Y Term	<u>3</u>
				12

#### Christian Service

___	CHR 101	Christian Service		CR/NC
___	CHR 102	Christian Service		CR/NC
___	CHR 103	Christian Service		CR/NC

X & Y Terms are each 8-week terms

