

Distance Education

Vision

We see graduates of Manhattan Christian College as serving a lost world in local churches with a greater understanding of scripture and leadership that result in stronger Christians and stronger churches.

Mission

The Distance Learning Department exists to further the mission of the college to educate, equip, and enrich Christians to be leaders in any location, at any time to become more effective in their churches, careers, and communities.

Objectives

Upon completing a course of study in distance education, a student will be able to . . .

- Demonstrate a general knowledge and understanding of the Christian canon and theological concepts
- Demonstrate an integration of their studies into their career and/or ministry
- Understand the basic principles of leadership as they apply to ministry and/or management

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 in the program 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.

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. Typically, Certificate programs are not eligible for financial aid.

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* has a ‘Readiness Test’ to help online students test their computer hardware and software for course use. The *MCC Online* web site 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 2007 – Home and Student Edition (Word, Excel, and PowerPoint). E-mail software (e.g. Outlook) is not required if the student uses web-based e-mail (MCC e-mail, Hotmail, Yahoo, etc.).

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 newsgroup or bulletin board is public and may be copied and sent to others.
- Remember to always title your messages. This is especially true for newsgroups and bulletin boards so that others can delete it without reading it if they wish.
- 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.
- Sometimes emoticons are used to convey emotion:

| | | | |
|-----------|-----------|--------------|-----|
| Smile | :) or :-) | Indifferent | :-I |
| Wink | ;-) | Disappointed | :-e |
| Frown | :(| Mad | :-< |
| Surprised | :-o | Laughing | :-D |
| Screaming | :-@ | | |

- *A few abbreviations that are commonly used are:*
 BTW (by the way)
 IMHO (in my humble opinion) This is a good non-offensive way of expressing ones own opinion.
 lol (laugh out loud)
 rofl (roll on the floor laughing)
 brb (be right back)
 cya (see you later)
- 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.

Email

All students enrolled in MCC’s distance education programs must have a MCC email account. The college’s policy is that email is the primary means of communication with students. Communication from faculty and all departments will be primarily through the use of email. MCC email accounts are assigned when students enroll in the college. Questions can be directed to the MCC email administrator at: mccadmin@mcecks.edu.

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. Students enrolled in distance education degree programs are required to have a total of three semesters of Christian Service. 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. A per-credit-hour fee is charged for evaluation, and payment of the fee does not guarantee that credit will be granted. CPL credit is only awarded after a faculty member from that field of expertise evaluates the prior learning. See 'Credit for Prior Learning' in the Academic Information section of the current 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 postings, 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.

Students enrolled in DVD course work must make contact with their instructor during the first week of the course by e-mail to ensure the instructor has accurate contact information for the student (instructor e-mail provided to student by the Distance Education office at enrollment). The instructor will inform the student of preferred contact method, confirm student has all required course materials (DVDs, syllabus, books), as well as confirm with the student of the method and format he/she prefers for assignments to be submitted (e.g. Word documents submitted by e-mail). All course work must be completed by the end of the eighth week.

MCC *Online* (Distance Education) Course Add/Drop Policy & Procedures

Students are responsible for their own enrollment maintenance.

Policy for Drop/Add of Distance Courses

1. Add a course by Wednesday (by day 3) by completing the add form. Courses may not be added after Wednesday (day 3) without instructor permission. Courses cannot be added after the first week of the course (day 7).
2. Drop by the end of the second week of the course (day 14): The course will not be recorded on the student's permanent record
3. Drop between the third and sixth week (by day 42): A grade of "W" will be recorded on the student's permanent record. The grade of "W" is not calculated into the grade point average.
4. Drop after the sixth week: The course may not be dropped and a grade will be assigned by the instructor and recorded on the student's permanent record.

Procedure for Drop/Add of Distance Courses

1. Contact the Distance Education office by phone or e-mail to complete a drop/add form.

2. Distance Education office will complete the form and contact the instructor for approval.
3. Completed form will be submitted to the Registrar's office by the Distance Education office.

MCC *Online* (Distance Education) Course Refund Policy

This policy applies to all online or DVD courses that MCC currently offers, or will offer in the future. The typical MCC *Online* course duration is 8 weeks, and each week is defined as Monday through Sunday. The course refund policy is:

| | |
|---------------------------------------|------|
| On or before the first day of class | 100% |
| First week of the course (days 2-7) | 75% |
| Second week of the course (days 8-15) | 40% |
| 16 th day and beyond | 0% |

Students must request and complete the necessary paperwork to drop (or change status) for a course prior 5:00 pm, 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.

MCC *Online* (Distance Education) Incomplete Policy

An incomplete grade must be requested of the instructor by the student and will be granted only if the extenuating circumstances are sufficient to have made it impossible for the work to have been done before the end of the course. A request for an incomplete must be made prior to the last day of the course. Any conditions for receiving an incomplete are set by the instructor and must be agreed upon in writing (by form or email) by the student at the time the incomplete is granted. A deadline for completing the course will be determined by the instructor and for distance courses may not exceed 14 days after the last class date.

To give a student an incomplete grade in a course, an instructor completes an incomplete grade form and submits a grade of "I" on the final grade report. When the student has completed the work the professor then submits a final grade. After the deadline for completing has passed, any incomplete not replaced by a final grade submitted by the instructor will be administratively converted to the grade of "F" by the registrar's office. Courses that are considered credit/no credit will receive a grade of "NC" if the deadline has passed for completion of the incomplete agreement and a final grade of "CR" has not been submitted. Courses with a grade of "I" will not be used in calculating a student's GPA.

More information regarding MCC's Distance program and courses is located on the MCC website: www.mccks.edu/mconline/

BS Biblical Leadership**120 hours****General Education****Total Hours: 42**

| | |
|---|---------|
| Foundation Studies | 9 hours |
| Written and Rhetorical Arts | |
| One written communication course; One oral communication course; | |
| One written or oral communication course | |
| Humanities | 9 hours |
| Select one course from three of the following disciplines: | |
| communication, fine arts, languages, literature, music, or philosophy | |
| Science / Math | 6 hours |
| One science course; One science or math course | |
| Social Sciences | 6 hours |
| Select one course from two of the following disciplines: cultural | |
| anthropology, economics, family studies, geography (excluding | |
| Physical Geography), psychology, or sociology | |
| History / Political Science | 3 hours |
| History or political science course | |
| General Education Electives | 9 hours |

Bible / Theology**Total Hours: 24**

| | |
|--|---------|
| Bible | |
| BIB 111 – Survey of New Testament Literature | 3 hours |
| BIB 112 – Survey of Old Testament Literature | 3 hours |
| BIB 117 – Life and Teachings of Jesus | 3 hours |
| BIB 221 – History of Christian Beginnings | 3 hours |
| BIB 226 – Interpretation | 3 hours |
| BIB ___ - Old /New Testament Elective | 3 hours |
| Theology | |
| THE 235 – Basic Christian Doctrine | 3 hours |
| THE 436 – Apologetics | 3 hours |

Leadership / Ministry**Total Hours: 24**

| | |
|--|---------|
| HIS 442 – History of the American Restoration Movement <i>–or–</i> | 3 hours |
| HIS 441 – History of Christianity | |
| LSP 439 – Biblical Concepts of Leadership | 3 hours |
| LSP 432 – Church Administration | 3 hours |
| LSP 433 – Issues in Lay Leadership | 3 hours |
| LSP 417 – Senior Integration Seminar | 3 hours |
| MIN 236 – Church Growth & Evangelism | 3 hours |
| MIN 311 – Small Groups and Involvement | 3 hours |
| MIN 321 – Introduction to Preaching <i>–or–</i> | 3 hours |
| CED 222 – Principles and Techniques of Teaching | |

Unrestricted Electives**Total Hours: 30****Christian Service****3 Credits**

Biblical Leadership Suggested Sequence:

| First Semester | | | |
|--------------------------|---------|--|------------|
| 8-wk Term | | | Credit Hrs |
| 1 | BIB111 | Survey of New Testament Literature | 3 |
| 1 | BIB112 | Survey of Old Testament Literature | 3 |
| 2 | BIB117 | Life and Teachings of Jesus | 3 |
| 2 | BIB226 | Interpretation | 3 |
| Second Semester | | | |
| 8-wk Term | | | Credit Hrs |
| 1 | MIN236 | Church Growth and Evangelism | 3 |
| 1 | THE235 | Basic Christian Doctrine | 3 |
| 2 | BIB221 | History of Christian Beginnings | 3 |
| 2 | LSP439 | Biblical Concepts of Leadership | 3 |
| Third Semester | | | |
| 8-wk Term | | | Credit Hrs |
| 1 | MIN311 | Small Groups and Involvement | 3 |
| 1 | LSP433 | Issues in Lay Leadership | 3 |
| 2 | MIN320 | Introduction to Preaching <i>-or-</i> | 3 |
| | CED222 | Principles and Techniques of Teaching | |
| 2 | HIS442 | History of the American Restoration Movement | 3 |
| Fourth Semester | | | |
| 8-wk Term | | | Credit Hrs |
| 1 | LSP432 | Church Administration | 3 |
| 1 | THE436 | Apologetics | 3 |
| 2 | BIB____ | Bible Elective | 3 |
| 2 | LSP417* | Senior Integration Seminar | 3 |
| Christian Service | | | |
| | CHR1_1 | Christian Service | CR/NC |
| | CHR1_1 | Christian Service | CR/NC |
| | CHR1_1 | Christian Service | CR/NC |

*LSP417 is considered a capstone course and will require more time from students than they may have experienced in other courses. MCC Faculty recommends that most students consider taking this course by itself to allow time for the additional course work required.

BS Management & Ethics (online)**120 hours****General Education****Total Hours: 42**

| | |
|---|---------|
| Foundation Studies | 9 hours |
| Written and Rhetorical Arts | |
| One written communication course; One oral communication course; | |
| One written or oral communication course | |
| Humanities | 9 hours |
| Select one course from three of the following disciplines: communication, fine arts, languages, literature, music, or philosophy | |
| Science / Math | 6 hours |
| One science course; One science or math course | |
| Social Sciences | 6 hours |
| Select one course from two of the following disciplines: cultural anthropology, economics, family studies, geography (excluding Physical Geography), psychology, or sociology | |
| History / Political Science | 3 hours |
| History or political science course | |
| General Education Electives | 9 hours |

Bible/Ethics Courses**Total Hours: 18****Bible**

| | |
|--|---------|
| BIB 117 – Life and Teachings of Jesus | 3 hours |
| BIB 422 – Foundation of Ethics: Life and Teachings of Paul | 3 hours |
| BIB 429 – Foundation of Ethics: Other New Testament Writings | 3 hours |
| BIB 443 – Foundation of Ethics: A Christian World View | 3 hours |
| BIB 444 – Hebrew Wisdom Literature | 3 hours |

Theology

| | |
|------------------------------------|---------|
| THE 235 – Basic Christian Doctrine | 3 hours |
|------------------------------------|---------|

Management Courses**Total Hours: 30**

| | |
|--|---------|
| MAN 330 – Goals, Priorities, and Attitudes | 3 hours |
| MAN 332 – Introduction to Management & Ethics | 3 hours |
| MAN 334 – Research Methods | 3 hours |
| MAN 350 – Management Research Project 1 | 3 hours |
| MAN 430 – Accounting for Managers | 3 hours |
| MAN 432 – Marketing Concepts and Applications | 3 hours |
| MAN 440 – Economics for Managers | 3 hours |
| MAN 442 – Managing People: Groups and Leadership | 3 hours |
| MAN 444 – Case Studies in Management Ethics | 3 hours |
| MAN 450 – Management Research Project II | 3 hours |

Unrestricted Electives**Total Hours: 30****Christian Service****3 Credits**

Management & Ethics Suggested Sequence:

| First Semester | | | |
|--------------------------|----------|--|------------|
| 8-wk Term | | | Credit Hrs |
| 1 | MAN330 | Goals, Priorities, and Attitudes | 3 |
| 1 | THE235 | Basic Christian Doctrine | 3 |
| 2 | MAN332 | Introduction to Management & Ethics | 3 |
| 2 | BIB117 | Life and Teachings of Jesus | 3 |
| Second Semester | | | |
| 8-wk Term | | | Credit Hrs |
| 1 | MAN334* | Research Methods | 3 |
| 1 | MAN350* | Management Research Project I | 3 |
| 2 | BIB422 | Foundation of Ethics: Life & Teachings of Paul | 3 |
| 2 | MAN430 | Accounting for Managers | 3 |
| Third Semester | | | |
| 8-wk Term | | | Credit Hrs |
| 1 | BIB429 | Foundation of Ethics: Other New Testament Writings | 3 |
| 1 | MAN432 | Marketing Concepts and Applications | 3 |
| 2 | BIB444 | Hebrew Wisdom Literature | 3 |
| 2 | MAN440 | Economics for Managers | 3 |
| Fourth Semester | | | |
| 8-wk Term | | | Credit Hrs |
| 1 | MAN442 | Managing People: Groups and Leadership | 3 |
| 1 | MAN444 | Case Studies in Management | 3 |
| 2 | BIB443 | Foundation of Ethics: A Christian World View | 3 |
| 2 | MAN450** | Management Research Project II | 3 |
| Christian Service | | | |
| | CHR1_1 | Christian Service | CR/NC |
| | CHR1_1 | Christian Service | CR/NC |
| | CHR1_1 | Christian Service | CR/NC |

Students are required to enroll in Christian Service every semester they are enrolled as a degree-seeking student at MCC

* MAN334/MAN350 - MCC Faculty recommends that most students consider taking these courses at the same time as students study research methods to begin research and writing their final research project.

**MAN450 – This course is the capstone course for the degree program. Students must have access to recording equipment (VHS, digital) to record the presentation of their research project.

Students must purchase the Logos Bible Software Scholar's Edition for use in Bible courses.

Certificate of Biblical Leadership

21 hours

Bible / Theology

Total Hours: 15

Bible

BIB 111 – Survey of New Testament Literature

3 hours

BIB 112 – Survey of Old Testament Literature

3 hours

BIB 117 – Life and Teachings of Jesus

3 hours

BIB 226 – Interpretation

3 hours

Theology

THE 235 – Basic Christian Doctrine

3 hours

Leadership / Ministry

Total Hours: 6

LSP 439 – Biblical Concepts of Leadership

3 hours

MIN 321 – Introduction to Preaching

--or--

3 hours

CED 222 – Principles and Techniques of Teaching

Students must purchase the Logos Bible Software Scholar's Edition for use in Bible courses.