MORGAN COMMUNITY COLLEGE

2015-2016 Catalog with December 2015 Addendum

Academic Catalog

2015-2016

MORGAN
COMMUNITY COLLEGE

Contents

CATALOG INFORMATION

Catalog Updates and Changes

This catalog is a "live" document and will be updated when changes occur. Additions, deletions and other changes may occur due to state, system, or college regulations, or accreditation requirements.

Which Catalog to Use

This catalog is effective fall semester 2015. First time students at Morgan Community College and former MCC students who are returning after not having attended during the past 12 months should use this catalog. A continuing student is subject to the requirements of the catalog that was in effect when first registered at MCC or in some later catalog if the student changed his/her program of study at any time after that initial registration.

Additions, Changes, Deletions, and Corrections to this Catalog

Morgan Community College publishes an annual online catalog as well as versions with incorporated addendum changes throughout the academic year (July 1 through June 30th/Summer through spring terms.)

The following additions, changes, deletions, and corrections have been approved since this 2015-2016 catalog was initially generated on July 1, 2015. See the appropriate section within the catalog body for the complete text of any addition, change, or correction.

Deletions are noted in this addendum and can be referenced as originally published in the original (.pdf) version of the catalog, but deletions will not show in the online "live" version of the catalog.

ADDENDUM 2015-2016

2015-2016 CATALOG - w/ December 2015 Addendum		
Additions, Changes, Deletions, and Corrections by Catalog Section	EFFECTIVE	APPROVED
GOVERNANCE	Term	Date
No changes		
MISSION, VISION, VALUES & STRATEGIC COMMITMENTS		
No changes		
HISTORY & MASCOT		
No changes		
ACADEMIC CALENDAR		
Change Spring 2016Break to March 21-27, 2016	Spring 2016	10/06/15
ACADEMIC STANDING & GRADING		
No changes		
ACCREDITATION		
No changes		
ADMISSIONS		
Admission of Transfer Students Add: 2. c. Foreign transcripts (from colleges & universities outside the U.S.) must be evaluated course-by-course by an approved evaluation service. The student arranges to have this done and then has the evaluation service send a copy of the evaluation directly to the MCC Student Services Office. Approved evaluation services can be found at http://www.naces.org/members.htm	Summer 2015	04/10/15
ADVISING		
No changes		
ASSESSMENT		
Edit STATE ASSESSMENT REQUIREMENTS to replace 'ACCUPLACER' with 'assessment' due to September 2015 product change.	Fall 2015	09/22/15
Add COMMUNITY COLLEGE PLACEMENT TEST (CCPT) Scores Required section	Fall 2015	09/22/15
Add COMMUNITY COLLEGE PLACEMENT TEST (CCPT) Mathematics Score Tables	Fall 2015	09/22/15
Add COMMUNITY COLLEGE PLACEMENT TEST (CCPT) Reading & Writing Score Tables	Fall 2015	09/22/15
Edit ACCUPLACER and ACT SCORES REQUIRED section to reflect change to CCPT from ACCUPLACER product.	Fall 2015	09/22/15
Assessment Exemptions Add: • Have graduated high school in the last two years, taken at least Algebra II in high school and earned at least a B in that course, with a cumulative high school GPA of 3.0 or above. The course must have been completed within the last 18	Fall 2015	10/27/15

months. Students may enroll in MAT 103, 107, 112, 120, 135, 155/156, or 178. • Have graduated high school in the last two years, taken at least Pre-Calculus and earned at least a B in that course, with a cumulative high school GPA of 3.0 or above. The course must have been completed within the last 18 months. Students may enroll in MAT 121. • Have graduated high school in the last two years, taken 11th grade English and earned at least a B in that course, with a cumulative high school GPA of 3.0 or above. The course must have been completed within the last 2 years. Students may enroll in ENG 121.		
COLLEGE CLOSURES		
No changes		
COURSES		
Add Course Prefixes section	Summer 2015	09/01/15
COURSE DESCRIPTIONS		
Add ANT 107 (3) Intro to Archaeology: SS3	Fall 2015	10/12/15
Add a course ART 127 (3) Landscape Drawing	Summer 2015	02/25/15
Change BIO 105 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 201 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 202 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 204 to include 'w/Lab' in title	Spring 2013	11/17/15
Change CHE 111 to include 'w/Lab' in title	Spring 2013	11/17/15
Delete a course CHE 205 Introduction of Organic Chemistry	Summer 2015	05/14/15
Delete a course CHE 211 Organic Chemistry I	Summer 2015	05/14/15
Delete a course CHE 212 Organic Chemistry II	Summer 2015	05/14/15
Add CRJ 220 Human Relations/Social Conflict (*approval pending)	Fall 2015	10/12/15
Add ECE 127 Music/Movement for Children	Fall 2015	10/12/15
Add EDU 222 Effective Teaching	Fall 2015	10/12/15
Add Course Prefix EIC-Electricity Industrial/Commercial	Fall 2015	09/22/15
Add a course EIC 101 (3) Job Training and Safety	Fall 2015	09/22/15
Add a course EIC 102 (4) Electrical Print Reading	Fall 2015	09/22/15
Add a course EIC 103 (4) Safety & Industry Certification	Fall 2015	09/22/15
Add a course EIC 104 (1.5) Basics of Industrial Electricity	Fall 2015	09/22/15
Add a course EIC 107 (3) Understanding & Navigating NEC	Fall 2015	09/22/15
Add a course EIC 120 (4) Electrical Installations II	Fall 2015	09/22/15
Add a course EIC 124 (1) Electrical Safety Requirements	Fall 2015	09/22/15
Add a course EIC 130 (4) National Electrical Code I	Fall 2015	09/22/15
Add a course EIC 160 (4) Instruments & Measurements	Fall 2015	09/22/15
Add a course EIC 168 (1) Maintenance Management	Fall 2015	09/22/15
Add a course EIC 221 (1.5) Trouble Shooting Control Circuits	Fall 2015	09/22/15
Add a course EIC 222 (4) Instrument & Process Control I	Fall 2015	09/22/15

Add a course EIC 224 (1.5) Understanding PLC's	Fall 2015	09/22/15
Add a course EIC 227 (1.5) Mechanical Drives	Fall 2015	09/22/15
Add a course EIC 280 (4.5) Internship	Fall 2015	09/22/15
Add Course Prefix ELT-Electronics	Fall 2015	09/22/15
Add a course ELT 106 (4) Fundamentals of DC/AC	Fall 2015	09/22/15
Change Course Description EMS 170 EMT Clinical	Summer 2015	05/14/15
Add a course HIS 215 (3) Women in US History	Summer 2015	02/25/15
Add Course Prefix HVA-Heating, Ventilation and Air Conditioning	Fall 2015	09/22/15
Add a course HVA 102 (4) Basic Refrigeration	Fall 2015	09/22/15
Delete a course LIT 125 Study of the Short Story	Summer 2015	05/14/15
Delete a course LIT 126 Study of Poetry	Summer 2015	05/14/15
Add a course MAT 102 (2) Skilled Trades/Industrial Math	Fall 2015	09/22/15
Add Course Prefix MTE-Manufacturing Technology	Fall 2015	09/22/15
Add a course MTE 120 (3) Manufacturing Processes	Fall 2015	09/22/15
Delete a course MUS 121 Music History: Medieval-Classical Period	Summer 2015	05/14/15
Delete a course MUS 122 Music History II	Summer 2015	05/14/15
Add PHI 114 Comparative Religions: AH3	Fall 2015	10/12/15
Change PHI 115 World Religions - West: AH3 (When course was approved as GT-AH3 the AH3 designation was not added to our catalog and a course description change and title change was not submitted. This has been corrected to match CCCNS)	Fall 2015	11/2/15
Change PHI 116 World Religions - East: AH3 (When course was approved as GT-AH3 the AH3 designation was not added to our catalog and a course description change and title change was not submitted. This has been corrected to match CCCNS)	Fall 2015	11/2/15
Add PHI 205 Business Ethics: AH3	Fall 2015	10/12/15
Add PHI 220 Philosophy - Death & Dying: AH3	Spring 2016	10/06/15
Add Course Prefix PPT-Power Plant Technology	Fall 2015	09/22/15
Add PPT 116 (3) Instrumentation and Control	Fall 2015	09/14/15
Change SCI 155 to include 'w/Lab' in title	Spring 2013	11/17/15
Change SCI 156 to include 'w/Lab' in title	Spring 2013	11/17/15
Delete THE 211 Development of Theater	Summer 2015	05/14/15
Delete THE 212 Development II	Summer 2015	05/14/15
DEGREES & CERTIFICATES		
ASSOCIATE OF ARTS PROGRAM		
Associate of Arts (A.A.) - Liberal Studies		
ARTS & HUMANITIES - WAYS OF THINKING: AH3		
Add PHI 114 (3) Comparative Religions: AH3	Fall 2015	10/12/15
Add PHI 205 (3) Business Ethics: AH3	Fall 2015	10/12/15
Add PHI 220 (3) Philosophy - Death & Dying: AH3	Spring 2016	10/12/15
NATURAL & PHYSICAL SCIENCES: SC1		
Change BIO 105 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 201 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 202 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 204 to include 'w/Lab' in title	Spring 2013	11/17/15
Change CHE 111 to include 'w/Lab' in title	Spring 2013	11/17/15

SOCIAL & BEHAVIORAL SCIENCES - HUMAN BEHAVIOR/SOCIAL FRAMEWORKS: SS3		
Add ANT 107 (3) Intro to Archaeology:SS3	Fall 2015	10/12/15
Add SOC 216 (3) Sociology of Gender: SS3	Fall 2015	11/17/15
APPROVED A.A. ELECTIVES LIST		
Add ANT 107 (3) Intro to Archaeology: SS3	Fall 2015	10/12/15
Change BIO 105 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 201 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 202 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 205 to include 'w/Lab' in title	Spring 2013	11/17/15
Change CHE 111 to include 'w/Lab' in title	Spring 2013	11/17/15
Add CRJ 220 Human Relations/Social Conflict (*approval pending)	Fall 2015	10/12/15
Add EDU 222 (1) Effective Teaching	Fall 2015	10/12/15
Add PHI 114 (3) Comparative Religions: AH3	Fall 2015	10/12/15
Add PHI 205 (3) Business Ethics: AH3	Fall 2015	10/12/15
Add PHI 220 (3) Philosophy - Death & Dying: AH3	Spring 2016	10/12/15
Change SCI 155 to include 'w/Lab' in title	Spring 2013	11/17/15
Change SCI 156 to include 'w/Lab in title	Spring 2013	11/17/15
Add SOC 216 (3) Sociology of Gender: SS3	Fall 2015	11/17/15
ASSOCIATE OF GENERAL STUDIES PROGRAM		
Associate of General Studies (A.G.S.) - Generalist		
AGS ARTS & HUMANITIES (AH1, AH2, AH3)		
Add PHI 114 (3) Comparative Religions: AH3	Fall 2015	10/12/15
Add PHI 205 (3) Business Ethics: AH3	Fall 2015	10/12/15
Add PHI 220 (3) Philosophy - Death & Dying: AH3	Spring 2016	10/12/15
AGS SOCIAL & BEHAVIORAL SCIENCES (SS1, SS2, SS3, SS4, HI1)		
Add ANT 107 (3) Intro to Archaeology: SS3	Fall 2015	10/12/15
Add SOC 216 (3) Sociology of Gender: SS3	Fall 2015	11/17/15
AGS NATURAL & PHYSICAL SCIENCES SC1		
Change BIO 105 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 201 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 202 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 204 to include 'w/Lab' in title	Spring 2013	11/17/15
Change CHE 111 to include 'w/Lab' in title	Spring 2013	11/17/15
Change SCI 155 & 156 to include 'w/Lab' in title	Spring 2013	11/17/15
AGS GENERAL EDUCATION ELECTIVES (15 credits)		
Add ANT 107 (3) Intro to Archaeology: SS3	Fall 2015	10/12/15
Change BIO 105 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 201 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 202 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 204 to include 'w/Lab' in title	Spring 2013	11/17/15
Change CHE 111 to include 'w/Lab' in title	Spring 2013	11/17/15
Change SCI 155 & 156 to include 'w/Lab' in title	Spring 2013	11/17/15
Add CRJ 220 Human Relations/Social Conflict (*approval pending)	Fall 2015	10/12/15
Add EDU 222 (1) Effective Teaching	Fall 2015	10/12/15
Add PHI 114 (3) Comparative Religions: AH3	Fall 2015	10/12/15
Add PHI 205 (3) Business Ethics: AH3	Fall 2015	10/12/15
Add PHI 220 (3) Philosophy - Death & Dying: AH3	Spring 2016	10/12/15

Add SOC 216 (3) Sociology of Gender: SS3	Fall 2015	11/17/15
AGS 'FREE' ELECTIVES (aka: 30 'OTHER' ELECTIVES)		
ALL college-level (non-developmental) credit courses apply here unless otherwise noted.		
ASSOCIATE OF SCIENCE PROGRAM		
Associate of Science (A.S.) - Liberal Studies		
ARTS & HUMANITIES - WAYS OF THINKING: AH3 Section		
Add PHI 114 (3) Comparative Religions: AH3	Fall 2015	10/12/15
Add PHI 205 (3) Business Ethics: AH3	Fall 2015	10/12/15
Add PHI 220 (3) Philosophy - Death & Dying: AH3	Spring 2016	10/12/15
Change BIO 201 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 202 to include 'w/Lab' in title	Spring 2013	11/17/15
Change CHE 111 to include 'w/Lab in title	Spring 2013	11/17/15
SOCIAL & BEHAVIORAL SCIENCES)		
Add ANT 107 (3) Intro to Archaeology: SS3	Fall 2015	10/12/15
Add SOC 216 (3) Sociology of Gender: SS3	Fall 2015	11/17/15
AS ELECTIVES	Fall 2015	11/17/15
Change BIO 201 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 202 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 204 to include 'w/Lab' in title	Spring 2013	11/17/15
Change CHE 111 to include 'w/Lab' in title	Spring 2013	11/17/15
Add: INDUSTRIAL ELECTRICAL/MECHANICAL MAINTENANCE PROGRAM (approval pending)	Fall 2015	09/14/15

Add: INDUSTRIAL MAINTENANCE CERTIFICATE I (approval pending)
    COM 105 (3) Career Communication
    EIC 101 (3) Job Training and Safety
    EIC 104 (1.5) Basics of Industrial Electricity
    EIC 120 (4) Electrical Installations II
    EIC 221 (1.5) Trouble-shooting Control Circuits (OSHA & NFPA 70E)
    ELT 106 (4) Fundamentals of DC/AC
    HVA 102 (4) Basic Refrigeration
    MAT 102 (2) Skilled Trades/Industrial Math
    MAT 107 (3) Career Math
 	
    4 credits ELECTIVES from:
        EIC 102 (4) Electrical Print Reading
        EIC 103 (4) Safety & Industry Certification
        EIC 107 (3) Understanding & Navigating NEC
        EIC 124 (1) Electrical Safety Requirements
        EIC 130 (4) National Electric Code I
        EIC 168 (1) Maintenance Management
        EIC 224 (1.5)_ Understanding PLC's
        PPT 116 (3) Instrumentation and Control
        WEL 103 (4) Basic Shielded Metal Arc I
        WEL 130 (2) Maintenance Welding
  TOTAL CREDITS (30)
	Fall 2015	09/14/15

Add: INDUSTRIAL MAINTENANCE CERTIFICATE II (approval pending)
       CIS 118 (3) Introduction to PC Applications
       COM 125 (3) Interpersonal Communication
       EIC 160 (4) Instruments & Measurements
       EIC 222 (4) Instrument & Process Control I
       EIC 227 (1.5) Mechanical Drives
       EIC 280 (4.5) Internship
       MTE 120 (3) Manufacturing Processes
       SCI 155 (4) Integrated Science or Equivalent
 	
       3 credits ELECTIVES from:
        4 credits ELECTIVES from:
       EIC 102 (4) Electrical Print Reading
       EIC 103 (4) Safety & Industry Certification
       EIC 107 (3) Understanding & Navigating NEC
       EIC 124 (1) Electrical Safety Requirements
       EIC 130 (4) National Electric Code I
       EIC 168 (1) Maintenance Management
       EIC 224 (1.5)_ Understanding PLC's
       PPT 116 (3) Instrumentation and Control
       WEL 103 (4) Basic Shielded Metal Arc I
       WEL 130 (2) Maintenance Welding
   TOTAL CREDITS (30)
	Fall 2015	09/14/15

Add: ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL ELECTRICAL/MECHANICAL MAINTENANCE
   CIS 118 (3) Introduction to PC Applications
   COM 105 (3) Career Communication
   COM 125 (3) Interpersonal Communication
   EIC 101 (3) Job Training and Safety
   EIC 104 (1.5) Basics of Industrial Electricity
   EIC 120 (4) Electrical Installations II
   EIC 160 (4) Instruments & Measurements
   EIC 221 (1.5) Trouble-shooting Control Circuits (OSHA & NFPA 70E)
   EIC 222 (4) Instrument & Process Control I
   EIC 227 (1.5) Mechanical Drives
   EIC 280 (4.5) Internship
   ELT 106 (4) Fundamentals of DC/AC
   HVA 102 (4) Basic Refrigeration
   MAT 102 (2) Skilled Trades/Industrial Math
   MAT 107 (3) Career Math
   MTE 120 (3) Manufacturing Processes
   SCI 155 (4) Integrated Science or Equivalent
 	
   7 credits ELECTIVES from:
      EIC 102 (4) Electrical Print Reading
      EIC 103 (4) Safety & Industry Certification
      EIC 107 (3) Understanding & Navigating NEC
      EIC 124 (1) Electrical Safety Requirements
      EIC 130 (4) National Electric Code I
      EIC 168 (1) Maintenance Management
      EIC 224 (1.5)_ Understanding PLC's
      PPT 116 (3) Instrumentation and Control
      WEL 103 (4) Basic Shielded Metal Arc I
      WEL 130 (2) Maintenance Welding
  TOTAL CREDITS (60)
	Fall 2015	09/14/15

MASSAGE THERAPY PROGRAM		
MASSAGE THERAPY CERTIFICATE Change BIO 201 to include 'w/Lab' in title	Fall 2015	11/17/15
NURSING PROGRAM		
PRACTICAL NURSING CERTIFICATE (PN) EXIT OPTION Change wording to reflect NUR 169 credit change from 5 credits to 4 credits.	Summer 2016	10/21/14
NURSING PROGRAM APPLICATION, ADMISSION, PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS: Change BIO 201 to include 'w/Lab in title	Spring 2013	11/17/15

NURSING COURSE REQUIREMENTS
   Change BIO 201 to include 'w/Lab' in title
   Change BIO 202 to include 'w/Lab' in title
	Spring 2013	11/17/15

ADVANCED PLACEMENT LPN to ADN Change BIO 201 to include 'w/Lab' in title	Spring 2013	11/17/15
Change BIO 202 to include 'w/Lab' in title	Spring 2013	11/17/15
RADIOLOGY TECHNOLOGY PROGRAM		

PROGRAM ADMISSION, PREREQUISITES & ADDITIONAL REQUIREMENTS Change in NOTE at the bottom of this section to: 'Introduction to Radiography must be taken within one year of program acceptance and requires minimum final course grade of 80%.'	Fall 2015	11/17/15
PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS Remove 'ACCUPLACER score of Reading 80' and replace it with 'CCPT scores of Reading 96 and Essay 5 or Reading 80 and Essay 6' Remove 'ACCUPLACER score of Elementary Algebra (EA) 85 or completion of MAT 055 or higher with a "C" grade or better' and replace it with 'CCPT scores of BAAD 106+ or LADI 60 or successful completion of MAT 055 or higher level math class with a "C" or higher Remove 'See DISQUALIFYING OFFENSES at http: //www.MorganCC.edu/docs/disqualifyingoffenses2010.pdf.' Remove 'Although possession and use of marijuana...program.' Remove 'Purchase a student clinical badge, insurance and scrubs and student liability insurance from MCC Bookstore' and replace it with 'Purchase a student clinical badge, and student liability insurance from MCC Bookstore. Remove 'Submit proof of current immunizations including an annual flu vaccine. **' and replace it with 'Submit proof of current immunizations and influenza (during flu season)** Remove 'Current certification in American Heart CPR for the Healthcare Provider' and replace it with 'Submit proof of current certification in American Heart Association CPR for the Healthcare Provider'	Fall 2015	11/17/15

PREREQUISITES Change BIO 201 Human Anatomy & Physiology I to BIO 201 Human Anatomy & Physiology I w/Lab: SC1 (within last 7 years) Change BIO 202 Human Anatomy & Physiology II to BIO 202 Human Anatomy & Physiology I w/Lab: SC1 (within last 7 years) Change RTE 101 Introduction to Radiology (Must be completed with 80% or higher AND must be taken within 1 year of program acceptance) to RTE 101 Introduction to Radiography (must be taken within 1 year of program acceptance and requires minimum final course grade of 80%) Add course HPR 101 Customer Service in Healthcare (2 credits) Remove '**Note' at the bottom of this section	Fall 2015	11/17/15
COURSE REQUIREMENTS Change '+Prerequisite Course Credits' to '+Prerequisites' Change 'YEAR ONE' to 'FIRST YEAR' Change FIRST YEAR Spring Semester Credit Total from 14.5 to 12.5 Remove HPR 101 Customer Service in Healthcare (2 credits) Change 'YEAR TWO' to 'SECOND YEAR' TOTAL CREDITS Change '(includes 16 prerequisite credits)' to '(includes 18 prerequisite credits)'	Fall 2015	11/17/15

Add: CERTIFICATE in INDUSTRIAL MAINTENANCE I (approval pending)
       COM 105 (3) Career Communication
       EIC 101 (3) Job Training and Safety
       EIC 104 (1.5) Basics of Industrial Electricity
       EIC 120 (4) Electrical Installations II
       EIC 221 (1.5) Trouble-shooting Control Circuits (OSHA & NFPA 70E)
	Fall 2015	09/14/15

ELT 106 (4) Fundamentals of DC/AC
HVA 102 (4) Basic Refrigeration
MAT 102 (2) Skilled Trades/Industrial Math
MAT 107 (3) Career Math
 	
4 credits ELECTIVES from:
    EIC 102 (4) Electrical Print Reading
    EIC 103 (4) Safety & Industry Certification
    EIC 107 (3) Understanding & Navigating NEC
    EIC 124 (1) Electrical Safety Requirements
    EIC 130 (4) National Electric Code I
    EIC 168 (1) Maintenance Management
    EIC 224 (1.5)_ Understanding PLC's
    PPT 116 (3) Instrumentation and Control
    WEL 103 (4) Basic Shielded Metal Arc I
    WEL 130 (2) Maintenance Welding
  TOTAL CREDITS (30)		

Add CERTIFICATE in INDUSTRIAL MAINTENANCE II (approval pending)
    CIS 118 (3) Introduction to PC Applications
    COM 125 (3) Interpersonal Communication
    EIC 160 (4) Instruments & Measurements
    EIC 222 (4) Instrument & Process Control I
    EIC 227 (1.5) Mechanical Drives
    EIC 280 (4.5) Internship
    MTE 120 (3) Manufacturing Processes
    SCI 155 (4) Integrated Science or Equivalent
 	
    3 credits ELECTIVES from:
      4 credits ELECTIVES from:
    EIC 102 (4) Electrical Print Reading
    EIC 103 (4) Safety & Industry Certification
    EIC 107 (3) Understanding & Navigating NEC
    EIC 124 (1) Electrical Safety Requirements
    EIC 130 (4) National Electric Code I
    EIC 168 (1) Maintenance Management
    EIC 224 (1.5)_ Understanding PLC's
    PPT 116 (3) Instrumentation and Control
    WEL 103 (4) Basic Shielded Metal Arc I
    WEL 130 (2) Maintenance Welding
  TOTAL CREDITS (30)
	Fall 2015	09/22/15

Add ASSOCIATE OF APPLIED SCIENCE DEGREE in INDUSTRIAL ELECTRICAL/MECHANICAL MAINTENANCE (approval pending)
    CIS 118 (3) Introduction to PC Applications
    COM 105 (3) Career Communication
    COM 125 (3) Interpersonal Communication
    EIC 101 (3) Job Training and Safety
    EIC 104 (1.5) Basics of Industrial Electricity
    EIC 120 (4) Electrical Installations II
    EIC 160 (4) Instruments & Measurements
    EIC 221 (1.5) Trouble-shooting Control Circuits (OSHA & NFPA 70E)
    EIC 222 (4) Instrument & Process Control I
    EIC 227 (1.5) Mechanical Drives
	Fall 2015	09/22/15

EIC 280 (4.5) Internship
ELT 106 (4) Fundamentals of DC/AC
HVA 102 (4) Basic Refrigeration
MAT 102 (2) Skilled Trades/Industrial Math
MAT 107 (3) Career Math
MTE 120 (3) Manufacturing Processes
SCI 155 (4) Integrated Science or Equivalent
 	
7 credits ELECTIVES from:
    EIC 102 (4) Electrical Print Reading
    EIC 103 (4) Safety & Industry Certification
    EIC 107 (3) Understanding & Navigating NEC
    EIC 124 (1) Electrical Safety Requirements
    EIC 130 (4) National Electric Code I
    EIC 168 (1) Maintenance Management
    EIC 224 (1.5)_ Understanding PLC's
    PPT 116 (3) Instrumentation and Control
    WEL 103 (4) Basic Shielded Metal Arc I
    WEL 130 (2) Maintenance Welding
TOTAL CREDITS (60)		

FINANCIAL AID		
No changes		
GRADES AND GRADING		
No changes		
GRADUATION POLICIES		
No changes		
LEGAL NOTICES & CONSUMER INFORMATION		
No changes		
MAPS, DIRECTIONS ADDRESSES & LOCATIONS		
No changes		
REGISTRATION		
No changes		
SAFETY ISSUES & NOTICES		
No changes		
STUDENT LIFE, ACTIVITIES & SERVICES		
No changes		
STUDENT RECORDS & TRANSCRIPTS		
No changes		
STUDENT RIGHTS & RESPONSIBILITIES		
No changes		
TRANSFER FROM MCC		
No changes		
TUITION CLASSIFICATION		
No changes		

TUITION, FEES, PAYMENTS, & REFUND POLICIES		
No changes		
MISCELLANEOUS		
No changes		

ABOUT MCC

Accreditation

Morgan Community College is regionally accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. The Commission can be reached at:

The Higher Learning Commission
230 S. LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Telephone: (312) 263-0456 or 1-800-621-7440
www.ncahigherlearningcommission.org

The college operates under the jurisdiction of the Community Colleges of Colorado (CCCS). MCC Students regularly transfer credits to state colleges and universities within Colorado.

Program Accreditation

Programs Accredited By Special Agencies:

ASSOCIATE DEGREE PROGRAMS
Colorado Commission on Higher Education (CCHE)
http://highered.colorado.gov/dhedefault.html

AUTOMOTIVE SERVICE TECHNOLOGY & COLLISION TECHNOLOGY PROGRAMS
National Automotive Technicians Education Foundation, Inc. (NATEF)
http://www.natef.org/certified.cfm

CAREER & TECHNICAL EDUCATION (CTE) PROGRAMS
State Board for Community Colleges and Occupational Education (SBCCOE)
http://www.cccs.edu/sbccoe/sbccoe.html

EMERGENCY MEDICAL SERVICES
Colorado Department of Public Health and Environment Emergency Medical Services & Prevention Division

NURSING (ADN WITH PN EXIT OPTION)
Colorado State Board of Nursing; Accreditation Commission for Education in Nursing (ACEN)
http://acenursing.org/

VETERAN'S ELIGIBLE PROGRAMS
Colorado State Approving Agency for Veterans Education and Training

Academic Quality Improvement Program (AQIP)

MCC participates in the Academic Quality Improvement Program (AQIP), one of three recognized pathways to accreditation recognized by the Higher Learning Commission. AQIP's goal is to infuse the principles and benefits of continuous improvement into the culture of colleges and universities in order to assure and advance the quality of higher education. AQIP allows an organization to demonstrate that it meets The Higher Learning Commission's Criteria for Accreditation and other expectations through processes that align with the ongoing activities that characterize organizations striving continuously to improve their performance. By sharing both its improvement activities and their results through AQIP, an organization develops the structure and systems essential to achieving the distinctive higher education mission it has set for itself — and the evidence to enable the Commission to reaffirm accreditation.

For further information visit:
http://www.hlcommission.org/Pathways/aqip-home.html
Or
http://www.morgancc.edu/about-mcc/accreditation-aqip

Governance

Morgan Community College is a member of the Colorado Community College System (CCCS) governed by the State Board for Community Colleges and Occupational Education (SBCCOE) established by the 1967 General Assembly of the State of Colorado and accredited by The Higher Learning Commission of NCA.

COLORADO COMMUNITY
COLLEGE SYSTEM

COLORADO COMMUNITY COLLEGE SYSTEM (CCCS) PRESIDENT

Dr. Nancy McCallin, President
Colorado Community College System (CCCS)

THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION (SBCCOE)

Richard E. Martinez, Jr., Chair, 6th District, Unaffiliated

Dr. Russ Meyer, Vice Chair, 4th District, (D)

Maury Dobbie-2nd District, (R)

Jim Johnson-5th District ,(R)

Theresa Peña-At-Large, (D)

Dr. John Trefny-7th District, Unaffiliated

Ken Weil-1st District, (D)

Jean White-3rd District, (R)

Non-Voting Board Members:

Ed Miller-Student (SSAC) Rep.

Robert Henderson-Faculty (SFAC) Rep.

ADVISORY COUNCIL

MCC has a seven-member college advisory council, composed of residents from our service area who meet with the MCC President, in compliance with statute and State Board Policy (B.P. 2-25). The purpose of the college advisory council is to:

- Advise the College President and the Board on the long-term educational needs of the area served by the college and on other matters identified in statute. (see C.R.S. 23-60-206);
- Serve as liaison between the college and area employers in order to facilitate assessment of employment, training and educational needs of the service area;
- Serve as liaison between the college and local school boards, county commissioners, city councils, other local elected officials and other relevant groups or person;
- Promote the college's programs and services among the communities and constituencies in the college's service area.

ADVISORY COUNCIL MEMBERS

Kari Linker, Chair, Morgan County Economic Development Director

Mary Zorn, Vice Chair, Educator, Retired

Mike Berryhill, President, Morgan Federal Bank

Geoff Baumgartner, Communications Specialist, REA

Jeff Durbin, Stratton School District, Superintendent

Michelle Johnstone. Superintendent, Brush Schools

Robert Sachs, Educator, Retired

PROGRAM ADVISORY COMMITTEES

MCC Division Chairs and faculty of Career and Technical Education Programs (CTE) work in conjunction with Program Advisory Committees made up of community members, area business persons, and professionals who have expertise in that program. The Advisory Committee members review changes and new programs and courses along with the faculty and provide input from the business community on what is needed in the workforce. Their participation is a vital asset to the college and its students as they keep programs abreast of new technologies and practices as well as needs of the businesses in the service area.

CURRICULUM COMMITTEE

The MCC Curriculum Committee reviews and recommends changes in content of and policies for Associate of Arts, Science, Applied Science and certificate courses. The committee is formed of faculty representatives and Division Chairs, along with the Vice President of Instruction. The committee emphasizes a systematic analysis leading to innovative curricula that meet college goals and accreditation standards. The Committee is also charged with dissemination of curriculum and program changes throughout the college and advises about the effect of college policies upon courses and programs.

Mission, Vision, Values

MISSION

"We partner with students in imagining, believing, and achieving their goals."

VISION

We commit to providing relevant learning by responding to evolving student and community needs.

VALUES

We value the individual, learning, excellence, integrity, innovation, and the community in everything we do.

Strategic Commitments 2015-2020

STUDENT ACCESS

MCC provides students with diverse pathways to learning.

STUDENT SUCCESS

MCC partners with students in the acquisition of knowledge, skills, and values.

TEACHING EXCELLENCE

MCC delivers quality instruction that enables students to develop critical thinking, creativity, and personal/professional responsibility.

VALUING PEOPLE

MCC fosters a climate of trust, respect, and responsiveness in all professional relationships.

OPERATIONAL EXCELLENCE

MCC demonstrates excellence as a steward of the public trust in the management of its resources within a safe and secure environment.

INNOVATIVE LEADERSHIP

MCC encourages both innovation and calculated risk-taking to create opportunities for student success.

COMMUNITY LEADERSHIP AND PARTNERSHIP

MCC builds strong alliances with our students, our communities, and other institutions to improve the quality of life for those we serve.

CONTINUOUS IMPROVEMENT

MCC develops and continuously reviews programs, procedures, and services to support a dynamic learning environment.

MCC History

1970 ~ February 15, 1970, first basic education class of Morgan County Community College held in basement of 300 Main St, in Fort Morgan. Susan Cribelli hired as first MCC instructor.

1972 ~ Greater Gifts scholarship program initiated. First commencement includes five associate of art degrees, four one-year certificates, and 29 Waivered Licensed Practical Nurse certificates.

1973 ~ College joins the state system and is renamed Morgan Community College.

1976 ~ MCC becomes the target of political maneuvering meant to force its closing. An investigation shows outstanding records and performance in every department and the college survives.

1977 ~ Dr. Robert W. Johnson resigns; Robert Datteri becomes second MCC President.

1978 ~ Phi Beta Lambda, national business fraternity wins eight first place awards and chapter of the year at the Colorado State Leadership Conference and then is named National PBL Chapter of the year. Betty Smith of Burlington graduates; Smith is the first student to earn a degree without setting foot on the main campus at MCC. August 1978, groundbreaking ceremonies take place at permanent site on Barlow Road.

1979 ~ "Art in Public Places" program commissions artist John Young to render exterior sculpture, "The Victory of Olaf M" on the west lawn of Cottonwood Hall.

1980 ~ Faculty and staff move to permanent campus located on Barlow Road just south of I-76.

1982 ~ Dr. Larry Carter becomes MCC president. H.B. Bloedorn and Helen Williams are honored at first Founders' Day event. Alternative High School established. "Learning at a Distance" technology developed.

1987 ~ Dr. Harold Deselms assumes fourth MCC presidency. First coordinator of student activities hired and the modular classroom building is redesigned to serve as the student center. Community Access Cable network, MCC Channel 10 adds to methods of class delivery.

1988 ~ Bennett, Wray, Burlington, Woodlin, Seibert, and Hugo high schools hold MCC courses delivered by television or Op-Tel.

1989 ~ First "distance learner", Barbara Kershaw of Wray, graduates. Phi Theta Kappa National Honor Fraternity, chartered.

1990 ~ Associate Degree in Nursing approved. MCC's Small Business Development Center helps administer disaster relief funds to the victims of a tornado in Limon.

1991 ~ Dr. Richard Bond takes the reins as fifth president at MCC.

1992 ~ MCC signs an agreement for an exchange program with Yamagata Prefectural College of Agriculture in Yamagata, Japan. MCC is granted an unconditional re-accreditation by North Central Association.

1996 ~ Dr. John McKay becomes sixth president of MCC. Expansion of Learning Resource Center begins.

1999 ~ Groundbreaking for Student Center; furnishings provided by the Jack Petteys Memorial Foundation of Brush as a memorial to Anna C. Petteys.

2000 ~ MCC serves seven counties in Eastern Colorado Morgan, Washington, Yuma, Lincoln, Kit Carson, Adams and Arapahoe. More than 3,000 students enroll each year and more than 330 instructors and staff are employed. Renovation begins for Aspen, Cottonwood and Spruce Halls.

2001 ~ Ground is broken for the Automotive Technology building to be called Elm Hall.

2003 ~ MCC's seventh president, Dr. C. Michele Haney, stabilizes the college after imposed state budget cuts and initiates new accreditation process. Wray Center moves to new building.

2004 ~ MCC offers 50 academic and vocation programs and has enrolled 16,000 students since summer semester of 1987. The college service area includes 11,500 square miles of eastern Colorado with regional centers in Bennett, Burlington, Limon, Wray, and Yuma. Nursing program expands to 83 students.

2005 ~ MCC is one of four colleges in the state community college system to experience increased enrollment. Thirty-fifth Anniversary Celebrations includes Annual Gala and reunion for founders and first students. $2 million capital gifts campaign, "Dream Connections" is announced to Brush and Fort Morgan Chambers of Commerce and the business people of Wiggins. Nursing program courses offered in Wray.

2006 ~ Burlington Center moves into the newly built Burlington Community Education Center. MCC achieves 1000 FTE.

2007 ~ MCC Foundation plans a new Adult Basic Education building to be built on the Fort Morgan Campus. MCC/Cargill Meat Solutions Workplace Education program receives national recognition.

2008 ~ Dr. Kerry Hart becomes the eighth college president. Leadership Academy graduates first class.

2009 ~ MCC Foundation funds a new building on campus, Cedar Hall, for Adult Basic Education, GED and ESL. MCC Nursing Program received national accreditation by NLNAC. MCC Jazz Ensemble created.

2010 ~ 40th Anniversary of MCC. New nursing, health science and technology addition and renovation completed. MCC ranked one of America's top 50 community colleges by the *Washington Monthly*.

2011~ Received endowed chair gift from the Williams Family Foundation for Radiologic Technology Coordinator. Established the MCC Center for Art and Community Enrichment. Received the Morgan County Economic Development Committee (MCEDC) Partnership Award.

2012~ A record 100 Students completed their GED with ABE program this year. MCC received the highest quality climate survey ratings at the AQIP Accreditation Strategy Forum, and for the second year in a row was rated a "Great College to Work For" by *The Chronicle of Higher Education*.

2013~ MCC named one of the Chronicle of Higher Education's "Great Colleges to Work For" for third consecutive year. El Pomar Foundation awarded MCC a $50,000 grant to implement the college's second entrepreneurial business plan class and competition. The Morgan County Economic Development Corporation presented MCC with the "2013 Investor of the Year Award."

2014~ Viaero Wireless donates $10,000, and the El Pomar Foundation grants $105,000 to support MCC's Business Partnership Program in addition to technology upgrades for the College. MCC Nursing program received national accreditation by ACEN. The Center for Arts and Community Enrichment hosts dedication ceremony for the Dahms-Talton Band Shell. MCC named "Great Colleges to Work For" for fourth year.

2015~ President Kerry Hart was named a Fort Morgan Chamber Star for his service to the community. MCC opens a new welding facility, Birch Hall, on the Fort Morgan campus. MCC named "Great Colleges to Work For" for fifth year.

MCC's Center for Arts and Community Enrichment offered over twenty artistic & cultural events and produced a documentary on Glenn Miller's high school connection to Fort Morgan, and how this later influenced his famous big band sound.

MCC Mascot

ROADRUNNER

The roadrunner became a symbol for Morgan Community College early in the College's beginning. With some saying MCC was like the smart and speedy roadrunner made famous by the cartoon character in Looney Tunes—always one step ahead.

The MCC Roadrunner was officially elected by students, faculty, and staff during spring registration beginning in November 1977. Final approval of the Roadrunner took place on January 9, 1978 by the Morgan Area Council (MCC's governing body). The new roadrunner was featured on the cover of the 1978 yearbook.

Service Area

Morgan Community College' service area encompasses an 11,000 square mile area of Northeastern Colorado including areas in Adams, Morgan, Kit Carson, Lincoln, and Yuma counties among others. MCC has four satellite centers located in Bennett, Burlington, Limon, and Wray serving the communities and students in their areas.
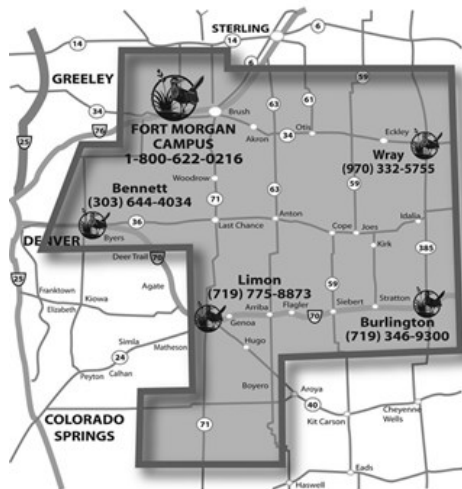
Locations

MORGAN COMMUNITY COLLEGE is one of 13 colleges comprising the Community College of Colorado System (CCCS). Morgan Community College is located on I-76, 80 miles northeast of Denver approximately 100 miles east of the Rocky Mountains. Morgan Community College provides quality lower division and occupational education through innovative and non-traditional delivery to an 11,500 square mile service area in eastern Colorado. The College serves this vast, rural, agricultural area from its main campus in Fort Morgan and through four sites located 75 to 150 miles from the main campus. Students are enrolled in traditional classes, distance learning including multiple fiber networks and online classes.

Fort Morgan Campus

920 Barlow Road
Fort Morgan, CO 80701
970-542-3100
1-800-622-0216
Fax: 970-542-3116
www.MorganCC.edu

- Accounting Services
- Administration Offices
- Anna C. Petteys Student Lounge (Student Center)
- Aspen Hall (Administration)
- Birch Hall (Welding)
- Bloedorn Lecture Hall
- Bookstore
- Cedar Hall (Adult Basic Education, GED, and ESL)
- Cottonwood Hall (Instruction & Faculty Offices)
- Elm Hall (Automotive and Collision Repair Technology)
- Learning Resource Center (Library and Testing Center)
- Spruce Hall (Health/Science Instruction & Faculty Offices)
- Student Services Office (Admissions, Career Counselling, Financial Aid & Records Office)

MCC/Cargill Workplace Education

1505 E. Burlington Avenue
Fort Morgan, CO 80701

970-867-1575

- Basic Skills, ESL, GED
- Located on site at Cargill
- Nationally acclaimed program

Bloedorn Center for Community & Economic Development

300 Main Street
Fort Morgan, CO 80701
970-867-3107

- MCC Foundation
- Center for Art and Community Enrichment (CACE)
- CACE Gallery of Fine Art (Lower Level)

Bennett Center

280 Colfax Avenue, Unit #3
PO Box 554
Bennett, CO 80102
303-644-4034
Fax: 303-644-4680
Bennett@MorganCC.edu

- Serves communities of Agate, Bennett, Byers, Deer Trail and Strasburg
- Concurrent enrollment option for High School students

Burlington Center

340 S. 14th Street
Burlington, CO 80807
719-346-9300
Fax: 719-346-5236
Burlington@MorganCC.edu

- Serves communities of Burlington, Bethune, Stratton, Vona, Siebert, Idalia, Joes, Kirk, and Cope
- Concurrent enrollment option for High School students
- Computer Learning Center
- Health Science Technology Program

Limon Center

940 2nd Street
PO Box 729
Limon, CO 80828
719-775-8873
Fax: 719-775-2580

Limon@MorganCC.edu

- Serves the communities of Arickaree, Flagler, Genoa-Hugo, Karval, Kit Carson, Limon, and Woodrow
- Concurrent enrollment option for High School students

Wray Center

32415 Highway 34
PO Box 36
Wray, CO 80758
970-332-5755
Fax: 970-332-5754
Wray@MorganCC.edu

- Serves the communities of Wray and Otis
- Concurrent enrollment option for High School students

Directions to MCC

DIRECTIONS COMING FROM I-25 WEST (DENVER)
- Going north on I-25, take the I-76 exit, EXIT 216 toward Grand Junction/Fort Morgan
- Merge onto I-76 East via exit 216a toward Fort Morgan
- Take the Barlow Road exit, EXIT 82
- Turn right onto Barlow Road
- The college will be on your left, next to Wal-Mart

DIRECTIONS COMING FROM I-76 EAST (STERLING)
- Traveling west on I-76, take the Barlow Road exit, EXIT 82
- Turn left onto Barlow Road
- The college will be on your left, next to Wal-Mart
- Free parking is available on the east side of the college (behind the building.)

Campus Map
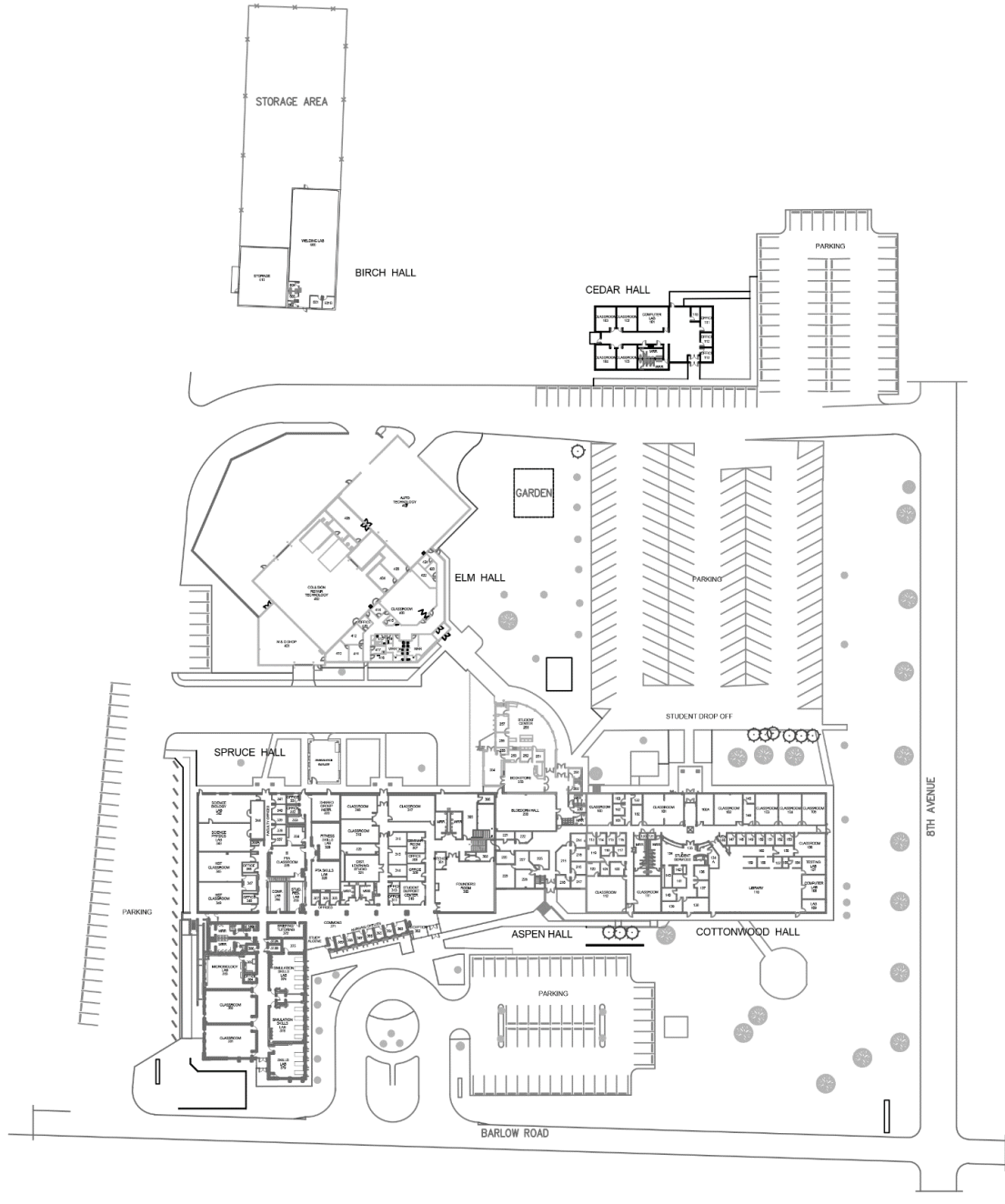
ACADEMIC CALENDAR

This Academic Calendar is subject to change due to forces beyond the College's control or as deemed necessary by the College in order to fulfill its educational objectives. For updates, see the MCC website www.MorganCC.edu.

ACADEMIC CALENDAR	
2015-2016 Academic Year	
Summer Semester 2015	
Registration/Advising Period Begins	March 2, 2015
Memorial Day Holiday (College Closed)	May 25, 2015
10-Week Classes Begin	May 26, 2015
Last Day to Drop 10-Week Session Classes	June 5, 2015
8-Week Classes Begin	June 8, 2015
Last Day to Drop 8-Week Session Classes	June 16, 2015
Graduation Application Deadline	July 1, 2015
Independence Day Holiday (College Closed)	July 3, 2015
8-Week Classes End	July 31, 2015
10-Week Classes End	August 3, 2015
Fall Semester 2015	
Registration/Advising Period Begins	April 6, 2015
Saturday Registration 9-11 a.m.	August 8, 2015
15-Week Classes & CTE Secondary Begin	August 19, 2015
Graduation Application Deadline	September 1, 2015
Labor Day Holiday (College Closed)	September 7, 2015
Last Day to Drop 15-Week Classes	September 4, 2015
Professional Development (No Classes)	October 13, 2015
Thanksgiving Holiday (College Closed)	November 26, 2015
Thanksgiving Holiday (College Offices Open - No Classes)	November 25 & 27, 2015
End of Semester - 15-Week Classes	December 8, 2015
End of Classes for CTE/Secondary**	December 18, 2015
Christmas Break (College Closed)	December 25, 2015-Jan 1, 2016
Spring Semester 2016	
Registration/Advising Period Begins	November 2, 2015
College Offices Open	January 4, 2016
Classes Begin for CTE/Secondary Programs**	January 6, 2016
Saturday Registration 9-11 a.m.	January 16, 2016
15-Week Classes Begin	January 25, 2016
Graduation Application Deadline for Spring Graduates (also Deadline for Summer Graduates Attending Spring Ceremony)	February 1, 2016
Last Day to Drop 15-Week Classes	February 10, 2016
Professional Development (No Classes)	March 4, 2016
Spring Break -Tentative (College Offices Open – No Classes)	March 21-27, 2016
End of Semester - 15-Week Classes End	May 13, 2016
Commencement Ceremony	May 14, 2016
End of Classes for CTE/Secondary **	May 18, 2016

ACADEMIC CALENDAR	
NOTE: CTE/Secondary Programs: Automotive, Health Science Technology, Collision, Multimedia, Welding may have different start and end dates than other courses.	
2016-2017 Academic Year	
Summer Semester 2016	
Registration/Advising Period Begins	March 7, 2016
Memorial Day Holiday (College Closed)	May 30, 2016
10-Week Classes Begin	May 31, 2016
Last Day to Drop 10-Week Session Classes	June 10, 2016
8-Week Classes Begin	June 6, 2016
Last Day to Drop 8-Week Session Classes	June 14, 2016
Graduation Application Deadline	July 1, 2016
Independence Day (Holiday - College Closed)	July 4, 2016
8-Week Classes End	July 29, 2016
10-Week Classes End	August 5, 2016

ACADEMIC STANDING

Morgan Community College strives to enroll students in courses appropriate to their level of academic preparedness and goals as determined by mandatory assessment and academic advising. All MCC students are expected to achieve satisfactory progress as required by the Colorado Community College System (CCCS). Application of this policy is intended to be informational and not punitive. Through the CCCS Academic Standing (AS) Procedures, students will be informed when they are not making satisfactory academic progress.

CCCS Academic Standing Procedure

APPLICATION

For students who have completed fewer than 9 credit hours, the college will monitor satisfactory progress through an Academic Alert process. These students are not subject to Academic Standing.

Academic Standing applies to all students who have completed 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Academic Standing shall be applied consistently and uniformly within each CCCS institution. All colleges will determine Academic Standing following the posting of the majority of term grades for each semester. Students placed on probation or suspended will be notified of their status. Suspended students will not be allowed to attend any CCCS college in the subsequent semester/s unless an appeal is approved. Academic Standing status will be noted on the advising, official, and unofficial transcripts. The Academic Standing of a student is not specific or limited to the home institution; it does impact a student's enrollment at other CCCS colleges.

PRINCIPLE

Designates a practice for measuring and notifying students of their academic standing.

GUIDELINE

Recognizing the value of measuring academic progress for all students, the Colorado Community College System (CCCS) has established the following practice and procedures for measuring and notifying students of their academic standing. This procedure is intended to be informational and helpful, but also establishes clear standards of academic progress that must be met and maintained in order to be a successful student in our colleges. CCCS colleges are encouraged to devise and implement appropriate Academic Alert strategies early in the term to assist students who are experiencing academic difficulties. A student's academic standing at one college will impact academic standing at another CCCS college.

PRACTICE STANDARDS

- Only college level classes will be used to calculate term and cumulative GPA's. This includes summer term courses.
- Only courses taken "in residence" will be used for this procedure; "In residence" means taken at the student's home institution. Courses taken elsewhere and transferred in do not apply. The GPA calculations for this procedure may not match those used for financial aid purposes or athletic eligibility.
- Cumulative Grade Point Average will be abbreviated as CGPA.
- Term Grade Point Average will be abbreviated as TGPA.

DEFINITIONS

Initial Standing
Student has completed **fewer** than 9 cumulative credit hours with a CGPA=>2.00 for all classes completed.

Academic Alert
Student has completed **fewer** than cumulative 9 credits with a CGPA<2.00 for all classes completed.

Good Standing
Student has completed **at least** 9 cumulative credit hours and has a CGPA > 2.00 for all classes completed.

Probation

Student has completed **at least** 9 cumulative credit hours and has a CGPA < 2.00 for all classes completed.

Returning to Good Standing
By the conclusion of the Academic Probation term, the student must raise their CGPA to at least 2.0. If this condition is met, the student returns to Good Standing.

Probation (Continuing)
If a student on Academic Probation earns a TGPA of at least 2.00 for all classes completed during the term, but fails to raise their CGPA to at least 2.0 for all classes completed, the student will be allowed to attend the next term, but will remain on Academic Probation.

Suspension
If a student on Academic Probation earns a TGPA of less than 2.0 for all classes completed, the student will be suspended and will not be allowed to enroll at any CCCS college for the next term, excluding summer term (as summer term may not be used as a "suspension term").

SUSPENSION RULES
- Summer term may <u>not</u> be used as a "suspension term."
- Summer term may not be used to remediate (improve) the GPA. If a student wishes to enroll for summer term after being suspended, they will need to follow their home institution's process.
- Initial suspension is for one term, excluding summer term.
- A second suspension is for two terms, excluding summer term.
- If a student, who has served the suspension time for initial suspension or second suspension, wishes to return, the student will be allowed to re-enroll only after meeting with an academic advisor at the CCCS college that the student wishes to attend. The student will be place on Academic Probation.
- A third suspension is for two full years, or 4 academic terms excluding summers.
- If a student who has served the third suspension time of two years, wishes to return, the student must meet with an advisor from the CCCS college the student wishes to

attend in order to get their suspension hold removed.

SUSPENSION APPEALS
- Students may appeal their suspension based on procedures developed by their home college or the CCCS college they wish to attend. At a maximum, students may appeal to their home college and to one other CCCS college of their choice.
- If the student's suspension appeal is approved, the student will be placed on Academic Probation.
- If the student's suspension appeal is not approved, the student may be dropped from all courses registered for in upcoming terms at their home college. Students are ultimately responsible for their enrollment and need to check their enrollment schedule for accuracy.
- The student needs to check with their home college regarding enrolling for summer term classes.

-CCCS Education Services Council Guidelines Effective Summer 2014, Revised March 28, 2014

Credit Completion Progress Standard

APPLICATION
For students who have attempted fewer than 9 credit hours, the college will monitor credit completion through an Alert process. These students are not subject to the Credit Completion Progress guideline.

Credit Completion Progress standards apply to all students who have attempted 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Credit Completion Progress standards shall be applied consistently and uniformly within each CCCS institution. All colleges will determine Credit Completion Progress standards following the posting of the majority of term grades for each semester. Students placed on warning 1, warning 2 or warning 3 will be notified of their status. Credit Completion Progress status will be maintained in the student information system.

Students placed on a warning status will be notified vie their college portal. Colleges may choose to notify students of their status via other methods as well. The Credit Completion Progress status of a student is specific to the home institution and **does not** impact a student's enrollment at other CCCS colleges.

PRINCIPLE
Designates a practice for measuring and notifying students of their credit completion rate.

GUIDELINE
Recognizing the value of credit completion for all students with regards to retention, transfer and credential attainment, the Colorado College System (CCCS) has established the following practice and procedures for measuring and notifying students of their credit completion progress. This procedure is intended to be informational and helpful, but also establishes clear standards of credit completion progress that must be met and maintained in order to be a successful student in our colleges. CCCS colleges are encouraged to devise and implement appropriate Alert and Retention strategies with regards to credit completion progress.

PRACTICE STANDARDS
- Credit Completion Progress: Will include all credit bearing classes (developmental and college level) and will be used to calculate the percent of attempted credits passed. This includes summer term courses.
- Only courses taken "in residence" will be used for this calculation; "In residence" means taken at the students home institution. Courses taken elsewhere and transferred in do not apply. The credit completion rate for this procedure will not necessarily match those used for financial aid purposes or athletic eligibility.
- Grades considered to be passing when computing the percent of attempted credits passed are as follows: A, B, C, D, S/A, S/B, S/C, and S.
- Grades considered to be failing when computing the percent of attempted credits passed are as follows: I, F, U/D, U/F, W, and AW.

- Course Completion Rate is calculated by dividing the total attempted credits by the number of credits successfully completed as per the definitions above.

DEFINITIONS

Initial Standing
Student has attempted fewer than 9 cumulative credit hours will not be assessed for credit completion.

Good Standing
Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of at least 50%.

Warning 1
Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the first time.

Warning 2
Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the second time.

Warning (Continued)
If a student on Credit Completion Probation passes 50% or more of their attempted term credits, but fails to raise their cumulative completion rate to 50%, they will be allowed to continue the next term, but will remain on Credit Completion Probation.

Warning 3
Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the third time.

WARNING RULES
- Students on Warning 1 will receive a communication regarding their credit completion status and will be given information on resources, best practices, etc.
- Students on Warning 2 will receive a communication regarding their credit completion status and will have a credit completion hold (which will impact registration) placed on their student

account at their home college.   The student will not be able to make any changes to their student account until they meet with an advisor.

- Students on Warning 3 will receive a communication regarding their credit completion status and will have a credit completion hold (which will impact registration) placed on their student account at their home college. The student will not be able to make any changes to their student account until they meet with an advisor. The college reserves the right to limit the number of credit hours that the student may take when a student is on Warning 3 status.

CCCS Education Services Council Guidelines

ES 4-88 Credit Completion Progress Standard

Approved: April 2013

Effective: Summer 2014

Revised: March 2014

GPA Computation for Academic Probation and Suspension

Only credit hours earned at Morgan Community College will be used in determining academic probation, suspension, and dismissal. Courses receiving "S", "U", "I", "W", "AU", or "Z", grades will not be considered when determining the probationary status of a student, nor will they be computed into the cumulative GPA (CGPA).

Academic Renewal

Academic Renewal is a program designed to provide students with the opportunity to have prior poor academic standings reconsidered, after a time of absence. Through this program, students can have a good chance to succeed without previous poor academic performance holding them back. In order to qualify for the Academic Renewal program, the following criteria must be met:

- 30 hours can be excluded from GPA.
- Students must be out of school for 2 years before being eligible.
- Students must be enrolled and have completed at least 6 hours with a 2.0 minimum GPA.
- Students can only apply for Academic Renewal once and it is not reversible.

-Approved by CCCS Education Services Council October 1, 2005

ADMISSIONS

Admissions Policy

Morgan Community College has an open admissions policy. In compliance with Colorado Community College System (CCCS) procedures (SP 4-10), it is the policy of the College to admit students who are 17 years of age or older.

Admission of New Students

New students who have never attended MCC must complete an online Admission Application found at www.MorganCC.edu. Online access is available on campus and at MCC Centers for those who do not have home internet access. Students are reminded to carefully and fully complete the Admission Application, as the information provided is used to determine tuition classification (in-state or out-of-state tuition rates).

Also see TUITION CLASSIFICATION Section

Admission of Former Students/Re-Admit

Former MCC students who wish to return to MCC after an absence of 12 months or more must apply for re-admission by completing an online Admission Application. Internet access is available on campus and at MCC Centers for those who do not have home internet access. Degree and certificate requirements in effect at the time of re-admission apply to readmitted students.

Admission of Transfer Students

Students transferring to MCC from another college or university must file the following with the MCC Registrar/Records Office:

1. An Admission Application with a declared program of study toward which transfer courses are to be evaluated.
2. An official transcript of all credits earned from each college or university attended.
    a) Official transcripts must be received by the MCC Registrar in the mail, directly from the other institution.
    b) Transcripts marked, "Issued to Student," even if sealed, are not considered official, will not be accepted nor evaluated, and will be discarded.
    c) Foreign transcripts (from colleges & universities outside the U.S.) must be evaluated course-by-course by an approved evaluation service. The student arranges to have this done and then has the evaluation service send a copy of the evaluation directly to the MCC Student Services Office. Approved evaluation services can be found at http://www.naces.org/members.htm

See STUDENT RECORDS & TRANSCRIPTS section for additional details on transferring credit to MCC

Admission of Permanent Residents/Refugees

If an individual holds a Resident Alien card (I-551) or Arrival-Departure Record (I-94), or was admitted to the United States on a refugee, parolee, or political asylum status, that individual must present such documentation when applying for admission to Morgan Community College. Morgan Community College personnel will make a copy of the original documentation to accompany the application to assure prompt and proper processing.

Admission of International Students

At this time MCC is not licensed by the federal government to accept international students and therefore accepts no international student applications.

Admission of Underage Students (Under 17)

Morgan Community College complies with the State Board for Community Colleges and Occupational Education (SBCCOE) policy to admit students who are 17 years of age or older. Students wishing to secure a waiver of the minimum age for admission must meet the following criteria:

1. Qualified students must demonstrate academic readiness for college level work by meeting all state established assessment scores for college level English, reading and mathematics.
2. Students should meet with the Director of Admissions to determine eligibility for admission and appropriateness of course selection, review college expectations, and complete the acknowledgment form which includes the MCC President's approval.

Admission to Specific Programs

Admission to MCC does not assure acceptance into a particular course or program of study. Programs such as nursing have limited space and require special admission procedures. The program requirements in the MCC catalog detail any specific program acceptance requirements.

See DEGREES AND CERTIFICATES section for additional details on specific program admission requirements

New Student Orientation

We recommend all new students sign up for a New Student Orientation Session. Sessions are offered in the fall (Aug/Sept) only. Dates are published in the Academic Calendar and Course Schedules. Campus tours, assistance with computer log-ins, passwords, advising, terminology, timelines, expectations, study skills, and other information to help the new or returning student is presented. It is also a great time to meet some of the faculty, staff, and other new students. Call the Student Services Office to register at 542-3100.

Selective Service Registration

Male students must indicate their Selective Service registration status prior to admission at Morgan Community College or any state supported institution of higher education. Enrollment will not be allowed to students who do not comply with Selective Service registration requirements. Individuals providing no or false information will be denied admission to the College. The certification is made on the MCC Admission Application. This is a one-time-only filing requirement unless the original certified item changes in any way. Students may register or obtain proof of Selective Service Registration at www.sss.gov.

ADVISING

Students are encouraged to discuss educational objectives as well as personal goals with their advisors before registering for classes.

Advising for New Students

New student advising appointments can be made by calling the MCC Student Services Office or MCC Center offices. After the initial consultation with the intake advisor, the new student will be directed to a faculty advisor who will assist the student with ongoing advising and academic needs.

Degree Check Automated Advising

Morgan Community College utilizes Degree Check, an automated advising tool. Degree Check is accessed through the MyMCC student portal under the Student tab.

Degree Check

Click the link below to view your degree/certificate audit.

Degree Check for Students

Supported Browsers: Internet Explorer 6 & 7, Firefox 3.0
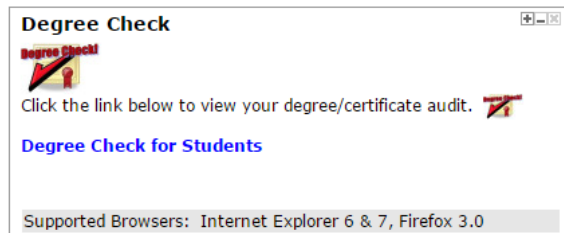
Degree Check:
- Compares student coursework to program course requirements
- Assists with course selection
- Speeds time to graduation/program completion
- Available 24/7 via MyMCC
- The "What-If" function allows students to see how their coursework applies to other programs
- Gives advice through hyperlinks to MCC catalog information, each semester's Schedule of Classes, transcripts, and FAQs.

Advising for Continuing Students

Continuing students should contact a faculty academic advisor by setting up a personal appointment, or requesting advising be done via email or telephone. Students should consult regularly with their academic advisors to assure they are on track toward their academic goals.

Choosing a Program of Study

A student declares an intended program of study at MCC on the Admission Application. A list of currently available programs may be found in the Degrees and Certificate sections of the catalog or online. Students are responsible for studying their program requirements in the Morgan Community College catalog and by utilizing Degree Check.

See LIST OF DEGREES & CERTIFICATES OFFERED

Undeclared Students

An undeclared student is one who has not declared a program of study and is not working toward a certificate or a degree at MCC. Undeclared students are generally not eligible to receive financial aid. Students who are undecided should meet with an academic advisor to discuss their educational and occupational goals to determine if they should declare a program of study.

Changing a Program of Study

A student may change a program of study by completing and submitting a 'Field of Study Change' or a 'Student Records Change' form to the Student Services Office or MCC Center. Changing a program of study may result in a change in degree/certificate requirements and may affect financial aid eligibility, so it is recommended that they consult an academic advisor prior to making a change.

See LIST OF DEGREES & CERTIFICATES OFFERED

Transfer Advising

MCC strongly recommends that transfer students seek assistance from an academic advisor to plan a transferable curriculum.

ASSESSMENT

State Assessment Requirements

The State of Colorado mandates that first-time undergraduate students at all state system community colleges be assessed in mathematics, writing, and reading prior to enrolling in the second semester of their college career. (Board Policy 9-41, 7/1/2004 and CCHE Statewide Remedial Education Policy)

The State of Colorado mandates (HB 1465) that a student must complete all required developmental courses within their first 30 credit hours of enrollment. Students receiving financial aid may lose funding if developmental course work is not completed within the 30 credit hour limit.

At MCC, all students with declared programs of study or those entering ENG 121, ENG 122, MAT 120, MAT 121, or MAT 135, must complete assessment or secure an exemption before registering for courses.
See COURSE DESCRIPTIONS section for full list of course prerequisites

Assessment Exemptions

Students who meet one of the criteria listed below are exempt from taking the MCC assessment test:

- Possess a baccalaureate or A.A. or A.S. degree from an accredited or approved college or university;
- Provide proof of ACCUPLACER® scores taken within the past 5 years from another Colorado institution;
- Provide proof (official transcripts) showing completion of college freshman English composition and college algebra with a grade of "C" or better;
- Provide proof of ACT scores of English (18), mathematics (23), reading (17) completed within the last 5 years;
- Provide proof of SAT scores of verbal (440 for English or 430 for reading), mathematics (460) completed within the last 5 years;

- Enrollment in only one course for either employment enhancement or personal interest. However, a placement test is still required if the student enrolls in ENG 121,ENG 122 , MAT 120, MAT 122, MAT 121,MAT 123, MAT 125, MAT 135, MAT 155 or MAT 201;
- Enrollment in a Career and Technical Education (CTE) certificate in selected programs of one term or less;
- Undeclared or non-degree seeking students (unless they are recent high school graduates).
- Have graduated high school in the last two years, taken at least Algebra II in high school and earned at least a B in that course, with a cumulative high school GPA of 3.0 or above. The course must have been completed within the last 18 months. Students may enroll in MAT 103, 107, 112, 120, 135, 155/156, or 178.
- Have graduated high school in the last two years, taken at least Pre-Calculus and earned at least a B in that course, with a cumulative high school GPA of 3.0 or above. The course must have been completed within the last 18 months. Students may enroll in MAT 121.
- Have graduated high school in the last two years, taken 11th grade English and earned at least a B in that course, with a cumulative high school GPA of 3.0 or above. The course must have been completed within the last 2 years. Students may enroll in ENG 121.

Developmental Education

Through consultation with an advisor, a schedule will be developed for each student that will allow for the timely completion of any necessary remediation, either prior to or concurrent with the beginning of the student's program of study. If testing results indicate the need for remediation, students will be advised to complete it during their first 30 credit hours of enrollment. Specific procedures and information on program entry scores are available in the Student Services Office and through the MCC Testing Center. Pursuant to C.R.S. 223-1-113.3, the Colorado Commission on Higher Education (CCHE) must provide a high school feedback report to Colorado school districts on remediation of their recent high school graduates. For that report,

recent high school graduates are defined as degree-seeking and non-degree-seeking undergraduates who have graduated from a Colorado public or private high school (or its equivalent) during the previous academic year; or are 17, 18, or 19 years of age if year of high school graduation is not provided by the higher education institution. Age will be calculated as of September 15 of the specified fiscal year.

Community College Placement Test (CCPT) Scores Required

As part of the admissions process, students may be asked to complete the Community College Placement Test (CCPT). This computer-based assessment is not a pass or fail exam; rather a tool to help determine the courses that best fit a student's academic needs. It measures knowledge in the areas of arithmetic, elementary algebra, reading comprehension and sentence skills. The results are shared with the academic advisor and used to determine course placement and class scheduling.

Special testing accommodations are available for students with documented disabilities. Contact the Director of Guidance and Placement for additional information.

Community College Placement Test (CCPT) Mathematics Score Tables

Recommendations are dependent on whether the student is planning to take Career & Technical Education (CTE)/Quantitative Literacy courses or preparing to take Algebra. (If the student switches from one path to another, additional testing and advising may be needed for proper placement in courses towards the new path.

COMMUNITY COLLEGE PLACEMENT TEST (CCPT) FOR MATHEMATICS		
BAAD Basic Algebra Adaptive Diagnostic Test		
BAAD Score	**Next Placement Exam**	
0-61	Students will then take the **LADI (Linear Algebra diagnostic)**	
62-105	Students will then take the **PADI (Pre-Algebra diagnostic)**	
106+	Students will then take the **IADI (Intermediate Algebra diagnostic)**	
106+	Students wishing to place higher than College Algebra can take the **TCDI** (Trigonometry & Calculus diagnostic) *if* the **BAAD score is ≥ 106 and the IADI score is > 60**	

LADI Linear Algebra Diagnostic Test		
LADI Score	**Course Placement**	
0-66	GEMS	Continuing Education Course for Math
67+	MAT 050	Quantitative Literacy

PADI Pre-Algebra Diagnostic Test		
PADI Score	**Course Placement**	
0-79	MAT 050	Quantitative Literacy
	MAT 102	Skilled Trades/Industrial Math
	MAT 107	Career Math
	MAT 112	Financial Math
80+	MAT 103	Math for Clinical Calculations

IADI Intermediate Algebra Diagnostic Test		
IADI Score	**Course Placement**	
0-59	MAT 055	Algebraic Literacy
60+	MAT 121	College Algebra
	Take the **TCDI** to test into a higher level math course	

TCDI Trigonometry & Calculus Diagnostic Test		
TCDI Score	**Course Placement**	
0-28	MAT 121	College Algebra
29-81	MAT 122	Trigonometry
29-81	MAT 125	Survey of Calculus
82+	MAT 201	Calculus I

Approved 10-27-2015

Community College Placement Test (CCPT) Reading & Writing Score Tables

- READ=Reading adaptive test
- WRES=Essay writing test
-

COMMUNITY COLLEGE TEST (CCPT) FOR READING AND WRITING		
Test	Score	Next Step:
IF (Essay) WRES:	AND IF (Reading) READ:	THEN:
1	50-75	CCR 091 + CCR 092 or ALT
1	76-100	CCR 091 + CCR 092 or ALT
1	100-150	CCR 091 + CCR 092 or ALT
2	50-75	CCR 091 + CCR 092 or ALT
2	76-100	CCR 092
2	100-150	CCR 092
3	50-88	CCR 092
3	89-100	CCR 092
3	100-150	CCR 093/Ixx or CCR 094/ENG 121
4	50-88	CCR092
4	89-98	CCR093/1xx or CCR 094/ENG 121
4	99-150	CCR093/1xx or CCR 094/ENG 121
5	50-84	CCR 093/1xx or CCR 094/ENG 121
5	85-95	
5	96-150	ENG 121
6	50-69	CCR 093/1xx or CCR 094/ENG 121
6	70-79	CCR 093/1xx or CCR 094/ENG 121
6	80-150	ENG 121

ACCUPLACER® and ACT® Scores

ACCUPLACER® is being replaced with the Community College Placement Test (CCPT) effective September 28, 2015.

- If you have already taken the ACCUPLACER®: Don't worry. Your scores are good for course placement.

- If you are planning to take or retake the ACCUPLACER® for late start or spring semester courses: Do so by Sept 26.

See COMMUNITY COLLEGE PLACEMENT TEST (CCPT) SCORES REQUIRED
Also See COMMUNITY COLLEGE PLACEMENT ASSESSMENT Test SCORE TABLES

ACCUPLACER®

ACCUPLACER®		
Score	Reading Comprehension	
0-39	CCR 091 & CCR 092	College Composition & Reading w/lab
40-61	CCR 092	College Composition & Reading
62-79	CCR 093 or CCR 094	Studio 121 or Studio D with ENG 121 or college class
80 & Above	*No Developmental Reading Required*	
Score	Sentence Skills	
0-49	CCR 091 & CCR 092	College Composition & Reading w/lab
50-69	CCR 092	College Composition & Reading
70-94	CCR 093 or CCR 094	Studio 121 w/ENG 121 or Studio D with a college class
95 & Above	*No Developmental English Required*	
95 & Above	ENG 121	English Composition I: CO1
Score	Mathematics	

AR ≤ 40 or EA < 30	GEMS	*See an advisor*
AR >40 or EA 30-84	MAT 050	Quantitative Literacy
EA 60-84	MAT 055	Algebraic Literacy
AR > 40 or EA ≥ 30	MAT 107 MAT 112	Career Math Financial Math
EA 61-84	MAT 103	Math for Clinical Calculations
EA 85 & Above	MAT 120 MAT 121 MAT 123 MAT 135 MAT 155 & MAT 156	Math for Liberal Arts College Algebra Finite Mathematics: MA1 Introductory Statistics: MA1 Integrated Math I & II
EA 95 & Above	*See an advisor for proper placement.*	

ACT® MATHEMATICS

ACT® MATHEMATICS		
Score	**Mathematical Course**	
ACT 19	MAT 120	Math for Liberal Arts: MA1
	MAT 155 & MAT 156	Integrated Math I & II
ACT 21	MAT 135	Introduction to Statistics: MA1
ACT 23	MAT 121	College Algebra: MA1
	MAT 123	Finite Mathematics: MA1
ACT 24	MAT 122	College Trigonometry: MA1
ACT 25	MAT 125	Survey of Calculus: MA1
ACT 28	MAT 201	Calculus I: MA1

COLLEGE CLOSURES

It is assumed that unless a specific decision is made otherwise, that courses will be held and offices will be open as scheduled.

Notification of Closures

MCC students and employees are notified of college closures and emergencies by an MCC Alert.

Messages are sent via telephone, e-mail, cell phone, and text messaging if it is enabled by the owner.

Also See MCC ALERT/EMERGENCY NOTIFICATION SYSTEM for additional information

DAYTIME COURSES
Notification of College closure for the entire day will be sent via MCC Alert and released to media outlets by 7:00 a.m.: radio stations KFTM/KBRU; B-106/KSIR; Denver, KOA Radio; and television stations-Channel 4, 7, FOX 31 (local channel 8) and 9, and on the MCC website.

EVENING COURSES
Notification of cancelation of evening courses will be made no later than 4:00 p.m. and will be sent via MCC Alert, announced on local radio and television stations: Channel 4, 7, FOX 31 (local channel 8) and 9 television stations.

The MCC general information number 542-3100 or 1-800-622-0216 ext. 0 can also be accessed during regular office hours for up-to-date campus closures.

HOLIDAYS
Morgan Community College is on an alternate Holiday Schedule and will close for the following holidays throughout the year:

Holiday	Type of Closure
LABOR DAY	College Closed
THANKSGIVING DAY	College Closed
FRIDAY AFTER THANKSGIVING	College Offices Open -No courses held-

CHRISTMAS BREAK	College Closed
SPRING BREAK	College Offices Open -No courses held-
MEMORIAL DAY	College Closed
INDEPENDENCE DAY	College Closed

Professional Development Days

Morgan Community College has determined that to provide the best learning environment for our students, all college personnel will participate in Professional Development Days each semester. College offices will be closed and no courses will be held during Professional Development Days.

See ACADEMIC CALENDAR section for specific dates

Snow Closure and Inclement Weather Cancelation Policy

FORT MORGAN CAMPUS
- Fort Morgan campus courses will meet if either the Brush or Fort Morgan Schools are open;
- If both schools close, courses will not be held at the MCC Fort Morgan campus site;
- It will be assumed that evening courses on snow days/inclement weather days will meet as scheduled;
- Students, faculty, and office personnel are encouraged to use their best judgment regarding the safety of conditions for driving to class or work, but not simply to take advantage of the situation for their own convenience;
- Faculty is encouraged not to penalize students in grading for using that judgment;
- When MCC is open, high school students, regardless of their school closure or other days off, are expected to be in their MCC courses;
- The decision to close the College because of inclement weather will be made by the College President or designee.

MCC CENTERS

The decision to close an individual Center and cancel Center classes because of inclement weather will be made by that area's Center Director. The MCC Alert will be used to contact students when necessary. Center students should be certain that they have signed up for MCC Alert and that their contact information is kept current.

Also See MCC ALERT/EMERGENCY NOTIFICATION SYSTEM and NOTIFICATION OF CLOSURES

COURSES

This section describes credit courses offered by MCC. Courses are grouped by subject areas and programs. The programs and areas are in alphabetical order.

Each course title begins with a three-letter subject area (sometimes called "prefix") and the course number (e.g., ENG 121). The information in parentheses specifies credit hours earned for the course. The course description briefly explains course content.

Some courses have prerequisites or co-requisites. A prerequisite must be taken before entering a course. A co-requisite must be taken prior to, or concurrently with, a course.

"Hours" indicate the total number of class contact hours during the term.

Some courses require a special laboratory fee.

Only courses numbered 100 or above may be used to fulfil certificate or degree requirements.

Note: Not all courses are offered each term at every site. Please refer to the current Class Schedule at: www.MorganCC.edu

Also Note: MCC also offers some courses exclusively through CCCOnline. If the course description is not listed for a CCCOnline course, you can find it at www.CCCOnline.org.

For a list of suggested courses in specific programs of study, refer to the appropriate program in DEGREES & CERTIFICATES

Course Numbering System

Courses are numbered to indicate level of instruction. Freshman level courses are designated in the 100 sequence and sophomore level courses are designated in the 200 sequence. Courses numbered less than 100 are considered developmental and do not apply to certificate and degree requirements.

Credit hours

Listed in parentheses are the credit hours and the total number of contact hours per week, by activity, that the student attends the class assuming a 15-week semester. For instance, a 4-credit hour course that is listed for 45 lecture and 30 lab means there are 45 hours of lecture plus 30 hours of lab during a 15-week semester or an average of 5 hours contact hours per week. In this example, a student attends a total of 75 contact hours. The 75 hours can be adjusted to any length term.

Course Prerequisites & Course Co-requisites

COURSE PREREQUISITES

A prerequisite is an enforceable entry requirement for a particular course. The student must satisfy prerequisites, or their equivalent, PRIOR to registering for a course. A course prerequisite requires a "C" grade or better.

COURSE CO-REQUISITES

A co-requisite is an enforceable entry requirement for a particular course. A co-requisite course must be taken prior to, or concurrently with, a course.

Course Prefixes

Course Prefixes represent the type or disciple area of courses.   Course prefixes listed in this catalog represent courses that MCC offers through traditional, hybrid, or MCC Online methods.   Course prefixes that are taught at MCC exclusively through CCCOnline are not listed here but can be found at www.CCCOnline.org http://www.CCCOnline.org

AAA-Advancing Academic Achievement
ABM-Agriculture Business Management
ACC-Accounting
ACT-Automotive Collision Technologies
AGB-Agriculture Business
AGE-Agriculture Economics
AGY-Agriculture Crop and Soils

AME-Agriculture Mechanics
ANT-Anthropology
ART-Art
ASE-Automotive Service Technology
ASL-American Sign Language
AST-Astronomy
AVT-Aviation Technology
BIO-Biology
BTE-Business Technologies
BUS-Business Courses
CCR-College Composition and Reading
CHE-Chemistry
CIS-Computer Information Systems
COM-Communication
CRJ-Criminal Justice
CSC-Computer Science
CSL-Counseling
ECE-Early Childhood Education
ECO-Economics
EDU-Education
EIC-Electricity Industrial/Commercial
ELT-Electronics
EMS-Emergency Medical Services
ENG-English
ENV-Environmental Science
ESL-English as a Second Language
FST-Fire Science Technology
Foreign Language Courses*
GEO-Geography Courses
GEY-Geology Courses
HHP-Holistic Health Professional
HIS-History
HPR-Health Professional
HUM-Humanities
HVA-Heating and Air Conditioning
HWE-Health and Wellness
JOU-Journalism
LIT-Literature
MAN-Management
MAR-Marketing
MAT-Mathematics
MGD-Multimedia Graphic Design
MOT-Medical Office Technology
MST-Massage Therapy
MTE-Manufacturing Technology
MUS-Music
NUA-Nursing Assistant
NUR-Nursing
PED-Physical Education
PHI-Philosophy
PHY-Physics
POS-Political Science
PPT-Power Plant Technology

PSY-Psychology
RAM-Range Management
REE-Real Estate
RTE-Radiologic Technology
SCI-Science
SOC-Sociology
SPA-Spanish Language
SVT-Sport Vehicle Technology
THE-Theatre
WEL-Welding

Guaranteed Transfer Courses (GT/gtPathways)

Colorado has developed a statewide guaranteed transfer (GT) program (gtPathways Planning Guide)* and a statewide transfer policy. gtPathways applies to all Colorado public institutions of higher education, and there are more than 300 lower-division general education courses in 20 subject areas approved for guaranteed transfer. Courses are approved periodically and apply as of the date they were approved (please note effective term). GT courses are noted in the course descriptions by a statement, and their GT-xxx designation. Courses without the GT designation are not guaranteed to transfer, however some may transfer depending on the student's program of study and the decision of the receiving institution. Students should consult with their advisors when selecting courses for transfer.

Internship, Clinical, Practicum, Service Learning, and Cooperative Education Work Experience Courses

These courses are supervised cooperative education arrangements between the College and an employer. The courses provide the student with work experience that is relevant to his/her Career & Technical Education (CTE) program and personal career interests. The work and study calendar varies by program and may be adjusted as appropriate to individual interests, need, or the availability of work opportunities.

The MCC instructor will provide course objectives to the student and his or her supervisor at the job site. Sessions will be held between the student and instructor to review assignments and course objectives. Actual clock hours for these courses are listed individually by course in the Course Descriptions section of the catalog.

Course Title(s)	Course Numbering
Clinical	xxx 170-174 & 270-274
Internship I & II	xxx 180 & 280
Cooperative Education I & II	xxx 187 & 287
Practicum I & II	xxx 188 & 288
Service Learning	xxx 192-194 & 292-294
'xxx' can be any Course Prefix (NUR 170, EDU 188, etc.)	

Special Topics Courses: Seminars, Workshops (175-178 and 275-279)

Special topics and activities are defined as seminars, workshops, or courses delivered for credit by Morgan Community College, but are generally offered to special needs groups.

Up to 3 credits of special topics and activities may fulfil A.A. electives if approved by the Vice President of Instruction or Division Chair. Courses are determined by the specific course number, 175-178 or 275-278, preceded by a three-letter prefix to indicate the appropriate department (e.g., ANT 175-177, PED 275-277, etc.)

Special Topics are intended to provide students with a vehicle to pursue in-depth exploration of special topics of interest. The credits and grade scheme will vary depending on course content. The description and outline is approved by the Vice President of Instruction or Division Chair and filed with the Office of Instruction.

Special Topics *** 175-178; 275-278
(Variable credits 0-12)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.
*** can be any prefix

A specific course description, list of competencies and topical outline will be developed for each special topic course. This information will be filed in the department and with the Office of Instruction for placement in the curriculum master file.

Internship Courses (180-182 and 280-282)

Internship *** 180-182 and 280-282
(Variable credits 0-12)

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.
*** can be any prefix

Independent Studies Courses (185-186 and 285-286)

Independent Studies *** 185-186 and 285-286
(Variable credits 0-12)

Meet the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
*** can be any prefix

Courses with numbers 185-186 or 285-286 are designated as Independent Studies in a specific discipline. These courses allow the advanced student to engage in intensive study or research of a given topic under the individual direction of a qualified instructor or faculty member. One credit hour is awarded for each two hours of contracted independent study per week per semester. With the approval of the Vice President of Instruction or Division Chair, a limit of three credits in Independent Studies may count toward the A.A., A.S., or A.G.S. degrees as elective credit. Enrollment in an Independent Studies course requires the approval of the MCC Vice President of Instruction or Division Chair.

Course Delivery Options

MCC courses are offered in a traditional classroom setting, online, a combination of the two (hybrid), or through interactive distance learning systems.

CCCOnline Courses
CCCOnline is a collaborative effort by all Colorado Community Colleges to provide Internet courses in support of degree and certificate programs at all Colorado Community College System (CCCS) colleges. CCCOnline policies, procedures, and course offerings can be found at www.CCCOnline.org and are listed in the MCC Schedule of Classes each semester. Credits will transfer easily among participating colleges of the Colorado Community College System. There are several start dates throughout the year.

Credit for Prior Learning
Prior learning is college-equivalent education acquired through non-traditional schooling, work or other life experiences. These might include skills from military, job-related training, or volunteer services. Students demonstrate and earn credit for prior learning through such methods as nationalized testing, challenge exams, and portfolio examination. For more information, inquire at the MCC Student Services Office, MCC Center, or view the Credit for Prior Learning Handbook online at:
https://www.cccs.edu/wp-content/uploads/2012/08/Credit-for-Prior-Learning-Handbook.pdf

Challenge Tests
Students may request a challenge test for a course if they feel they have sufficient mastery of the subject matter to successfully pass a comprehensive examination of the course competencies. The instructor will set the time for the examination. The student must make a grade of "C" or higher to receive credit for the course. A challenge test may not be re-taken. The cost is ½ of tuition (before COF is applied) for the course challenged.

Test-Out Procedures
Students may request, after classes begin, to test-out of classes they are currently enrolled in if they feel they have sufficient mastery of the subject matter to successfully pass a comprehensive examination of the course competencies. The instructor will set the time for the examination. The grade will be recorded by the instructor and turned in at the end of that semester. The student must make a grade of "C" or higher to receive

credit for the course. Students who do not receive a "C" or higher grade will complete the remainder of the required course work.

"Challenge" vs. "Test Out"		
Process	**Challenge**	**Test Out**
Registered for Class?	No	Yes
Payment	1/2 tuition per credit hour (before COF)	Regular tuition assessed
Grading	Grade recorded on Challenge Testing Form	Graded at end of semester when regular grades are turned in
Credit recorded on transcript	Yes	Yes
Grade recorded on transcript	No	Yes
Special form needed	Yes	No
Transfer	Yes, to CCCS schools if similar classes are offered	Will transfer as a regularly completed class

Desire2learn (D2l)
Morgan Community College and the Colorado Community College System utilize Desire2Learn (D2L) to create a complete web-based learning environment for use with online and hybrid courses. This easy-to-use learning platform provides the tools needed for course development, delivery, and management, and helps facilitate communication, collaboration, and community building.

Hybrid Courses
Often called the "best of both worlds," hybrid courses are a mix of delivery methods. A hybrid requires less student presence onsite than a lecture course, but there will still be some required on-campus events.

Interactive Delivery Systems
Morgan Community College offers the flexibility and convenience of courses delivered via distance learning systems. Courses can be taken at MCC or at one of the classroom studios at high schools throughout MCC's service area, or from home with computer and internet access. Distance Delivery Systems include CCCOnline Internet courses, MCC online courses, Guided Study Courses, Fiber Optic and Video Conferencing Courses. See separate information for each of these types of Distance Delivery systems in this section.

MCC Online Courses
Online courses provide MCC students with the opportunity to take classes anywhere. Online courses are equivalent to lecture courses. A course website contains the course syllabus, class assignments, student activities, and other necessary information. Email and discussion forums are the primary tools used for communication between the instructor and students. This combination of course website, supporting materials, and discussion tools form a virtual classroom in which the students and instructor interact. Most online courses do not require the student to visit the campus and may be completed entirely online, but a few do have proctored exams, so checking the course info sheets before signing up is always a wise precaution. One of the biggest advantages that online courses offer is flexibility of daily schedule. The student can schedule their class work at the time of the day most useful to them, rather than having to appear in a classroom for one or more fixed periods each week.

Traditional Classroom Format Courses
In the traditional classroom format the instructor and the students meet at regularly scheduled days and times to cover the course material, assign student activities and address any difficulties that students may be having with the course material. Traditional classes offer the advantage of face to face contact with the instructor, a regular schedule, and a familiar learning environment.

COURSE DESCRIPTIONS (Alphabetical)

AAA-Advancing Academic Achievement Courses

AAA 090 Academic Achievement Strategies
(45 lecture hours, 3 credits)

Develops personalized approaches to learn and succeed for easier transition in to college. Topics include goal-setting, time management, textbook reading strategies, note taking, test taking, listening techniques, concentration and memory devices, and critical thinking for student success.

(Previously STS 060-Learning Success Strategies Summer 1994-Fall 2001; DES 019-Study Skills Fall 1992-Spring 1994.)

| 201520 | AAA099 | Active Learning Skills | C21 | MCN | O | ON | 1 |
| 201630 | AAA099 | Active Learning Skills | C21 | MCN | O | ON | 0 |

AAA 101 College 101: The Student Experience
(15 lecture hours, 1 credit)

Introduces students to college culture and prepares them for the challenges they will face in higher education. Through a series of interactive seminars, students discover learning in a multicultural environment and use college and community resources to attain education and career goals.

(Previously AAA 101-Accounting Summer 1990-Summer 2001.)

| 201520 | AAA101 | College 101:Student Experience | 101 | MFM | x | | 0 |

| 201520 | AAA175 | Special Topics | 101 | MFM | O | TR | 3 |

ABM-Agriculture Business Management Courses

ABM 111 Records & Business Planning I
(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Guides the student in the collection of necessary information to implement a computerized record keeping system. Discussion will include computer terminology, application software, balance sheet concepts, accounting principles, computerized accounting reports, and business plan components.

201520	ABM111	Records & Business Planning I	104	MFM	O	TR	4
201520	ABM111	Records & Business Planning I	104	MFM	O	TR	4
201520	ABM111	Records & Business Planning I	104	MFM	O	TR	4
201520	ABM111	Records & Business Planning I	202	MBN	O	TR	1
201520	ABM111	Records & Business Planning I	202	MBN	O	TR	1
201520	ABM111	Records & Business Planning I	202	MBN	O	TR	1
201520	ABM111	Records & Business Planning I	252	MBN	O	TR	1
201520	ABM111	Records & Business Planning I	252	MBN	O	TR	1
201520	ABM111	Records & Business Planning I	252	MBN	O	TR	1
201520	ABM111	Records & Business Planning I	408	MLI	O	TR	3
201520	ABM111	Records & Business Planning I	408	MLI	O	TR	3
201520	ABM111	Records & Business Planning I	408	MLI	O	TR	3
201520	ABM111	Records & Business Planning I	501	MYM	O	TR	2
201520	ABM111	Records & Business Planning I	501	MYM	O	TR	2
201520	ABM111	Records & Business Planning I	501	MYM	O	TR	2
201520	ABM111	Records & Business Planning I	551	MYM	O	TR	2
201520	ABM111	Records & Business Planning I	551	MYM	O	TR	2
201520	ABM111	Records & Business Planning I	551	MYM	O	TR	2
201630	ABM111	Records & Business Planning I	104	MFM	O	TR	1
201630	ABM111	Records & Business Planning I	104	MFM	O	TR	1
201630	ABM111	Records & Business Planning I	104	MFM	O	TR	1
201630	ABM111	Records & Business Planning I	202	MBN	O	TR	0
201630	ABM111	Records & Business Planning I	202	MBN	O	TR	0
201630	ABM111	Records & Business Planning I	202	MBN	O	TR	0
201630	ABM111	Records & Business Planning I	408	MLI	O	TR	1
201630	ABM111	Records & Business Planning I	408	MLI	O	TR	1
201630	ABM111	Records & Business Planning I	408	MLI	O	TR	1
201630	ABM111	Records & Business Planning I	501	MYM	O	TR	0
201630	ABM111	Records & Business Planning I	501	MYM	O	TR	0
201630	ABM111	Records & Business Planning I	501	MYM	O	TR	0

ABM 112 Records & Business Planning II

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Focuses on implementing a computerized record keeping system. Emphasis is placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system, and compiling a business plan.

201520	ABM112	Records & Business Planning II	104	MFM	O	TR	3
201520	ABM112	Records & Business Planning II	104	MFM	O	TR	3
201520	ABM112	Records & Business Planning II	104	MFM	O	TR	3
201520	ABM112	Records & Business Planning II	202	MBN	O	TR	1
201520	ABM112	Records & Business Planning II	202	MBN	O	TR	1
201520	ABM112	Records & Business Planning II	202	MBN	O	TR	1
201520	ABM112	Records & Business Planning II	408	MLI	x		0
201520	ABM112	Records & Business Planning II	501	MYM	O	TR	2
201520	ABM112	Records & Business Planning II	501	MYM	O	TR	2
201520	ABM112	Records & Business Planning II	501	MYM	O	TR	2
201520	ABM112	Records & Business Planning II	551	MYM	O	TR	1
201520	ABM112	Records & Business Planning II	551	MYM	O	TR	1
201520	ABM112	Records & Business Planning II	551	MYM	O	TR	1
201630	ABM112	Records & Business Planning II	104	MFM	O	TR	2
201630	ABM112	Records & Business Planning II	104	MFM	O	TR	2
201630	ABM112	Records & Business Planning II	104	MFM	O	TR	2
201630	ABM112	Records & Business Planning II	202	MBN	O	TR	2
201630	ABM112	Records & Business Planning II	202	MBN	O	TR	2
201630	ABM112	Records & Business Planning II	202	MBN	O	TR	2
201630	ABM112	Records & Business Planning II	408	MLI	O	TR	3
201630	ABM112	Records & Business Planning II	408	MLI	O	TR	3
201630	ABM112	Records & Business Planning II	408	MLI	O	TR	3
201630	ABM112	Records & Business Planning II	501	MYM	O	TR	0
201630	ABM112	Records & Business Planning II	501	MYM	O	TR	0
201630	ABM112	Records & Business Planning II	501	MYM	O	TR	0

ABM 121 Financial Analysis I

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Prerequisite: Complete set of cash records or instructor consent

Covers calculating actual enterprise cost analysis to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized, including refining and maintaining of a current accounting system. This course includes the review and revision of business planning goals and objectives.

201520	ABM121	Financial Analysis I	104	MFM	O	TR	1
201520	ABM121	Financial Analysis I	104	MFM	O	TR	1
201520	ABM121	Financial Analysis I	104	MFM	O	TR	1
201520	ABM121	Financial Analysis I	408	MLI	O	TR	1
201520	ABM121	Financial Analysis I	408	MLI	O	TR	1
201520	ABM121	Financial Analysis I	408	MLI	O	TR	1
201520	ABM121	Financial Analysis I	501	MYM	O	TR	1
201520	ABM121	Financial Analysis I	501	MYM	O	TR	1
201520	ABM121	Financial Analysis I	501	MYM	O	TR	1
201630	ABM121	Financial Analysis I	104	MFM	O	TR	0
201630	ABM121	Financial Analysis I	104	MFM	O	TR	0
201630	ABM121	Financial Analysis I	104	MFM	O	TR	0
201630	ABM121	Financial Analysis I	202	MBN	O	TR	0
201630	ABM121	Financial Analysis I	202	MBN	O	TR	0
201630	ABM121	Financial Analysis I	202	MBN	O	TR	0
201630	ABM121	Financial Analysis I	408	MLI	O	TR	0
201630	ABM121	Financial Analysis I	408	MLI	O	TR	0
201630	ABM121	Financial Analysis I	408	MLI	O	TR	0
201630	ABM121	Financial Analysis I	501	MYM	O	TR	0
201630	ABM121	Financial Analysis I	501	MYM	O	TR	0
201630	ABM121	Financial Analysis I	501	MYM	O	TR	0

ABM 122 Financial Analysis II

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Prerequisite: Complete set of cash records or instructor consent

Presents business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis. Data generated from an established record keeping system will provided the basis for the development of these financial statements.

201520	ABM122	Financial Analysis II	104	MFM	O	TR	3
201520	ABM122	Financial Analysis II	104	MFM	O	TR	3
201520	ABM122	Financial Analysis II	104	MFM	O	TR	3
201520	ABM122	Financial Analysis II	408	MLI	O	TR	2
201520	ABM122	Financial Analysis II	408	MLI	O	TR	2
201520	ABM122	Financial Analysis II	408	MLI	O	TR	2
201520	ABM122	Financial Analysis II	501	MYM	O	TR	1
201520	ABM122	Financial Analysis II	501	MYM	O	TR	1
201520	ABM122	Financial Analysis II	501	MYM	O	TR	1
201630	ABM122	Financial Analysis II	104	MFM	O	TR	1
201630	ABM122	Financial Analysis II	104	MFM	O	TR	1
201630	ABM122	Financial Analysis II	104	MFM	O	TR	1
201630	ABM122	Financial Analysis II	408	MLI	O	TR	1
201630	ABM122	Financial Analysis II	408	MLI	O	TR	1
201630	ABM122	Financial Analysis II	408	MLI	O	TR	1
201630	ABM122	Financial Analysis II	501	MYM	O	TR	0
201630	ABM122	Financial Analysis II	501	MYM	O	TR	0
201630	ABM122	Financial Analysis II	501	MYM	O	TR	0

ABM 131 Commodity Marketing I

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Prerequisite: Cost of production records for one enterprise or instructor consent

Explores the terminology associated with commodity marketing and management of the risks associated with agricultural production and marketing. Discussion will include cash marketing alternatives as well as the basics of utilizing futures and options contracts. Includes the initial steps towards the development of a marketing plan. Continued maintenance of an established record keeping system is a must to provide cost of production data for enterprises. Cost of production figures for all enterprises will be determined. These enterprise calculations will result in the initial establishment of a cost of production trend for all enterprises.

201520	ABM131	Commodity Marketing I	104	MFM	O	TR	1
201520	ABM131	Commodity Marketing I	104	MFM	O	TR	1
201520	ABM131	Commodity Marketing I	104	MFM	O	TR	1
201520	ABM131	Commodity Marketing I	408	MLI	O	TR	1
201520	ABM131	Commodity Marketing I	408	MLI	O	TR	1
201520	ABM131	Commodity Marketing I	408	MLI	O	TR	1
201520	ABM131	Commodity Marketing I	501	MYM	O	TR	1
201520	ABM131	Commodity Marketing I	501	MYM	O	TR	1
201520	ABM131	Commodity Marketing I	501	MYM	O	TR	1
201630	ABM131	Commodity Marketing I	104	MFM	O	TR	1
201630	ABM131	Commodity Marketing I	104	MFM	O	TR	1
201630	ABM131	Commodity Marketing I	104	MFM	O	TR	1
201630	ABM131	Commodity Marketing I	408	MLI	O	TR	0
201630	ABM131	Commodity Marketing I	408	MLI	O	TR	0
201630	ABM131	Commodity Marketing I	408	MLI	O	TR	0
201630	ABM131	Commodity Marketing I	501	MYM	O	TR	0
201630	ABM131	Commodity Marketing I	501	MYM	O	TR	0
201630	ABM131	Commodity Marketing I	501	MYM	O	TR	0

ABM 132 Commodity Marketing II

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Prerequisite: ABM 131 or instructor consent

Marketing alternatives are explored in greater depth. Price behavior will be analyzed using technical and fundamental analysis. The marketing plan will be completed through the application of local marketing alternatives, futures contracts, option contracts, and price behavior information. Cost of production figures for all enterprises will be calculated.
Includes the initial steps toward developing an enterprise trend analysis.

201520	ABM132	Commodity Marketing II	104	MFM	O	TR	1
201520	ABM132	Commodity Marketing II	104	MFM	O	TR	1
201520	ABM132	Commodity Marketing II	104	MFM	O	TR	1
201520	ABM132	Commodity Marketing II	408	MLI	x		0
201520	ABM132	Commodity Marketing II	501	MYM	O	TR	1

201520	ABM132	Commodity Marketing II	501	MYM	O	TR	1
201520	ABM132	Commodity Marketing II	501	MYM	O	TR	1
201630	ABM132	Commodity Marketing II	104	MFM	O	TR	1
201630	ABM132	Commodity Marketing II	104	MFM	O	TR	1
201630	ABM132	Commodity Marketing II	104	MFM	O	TR	1
201630	ABM132	Commodity Marketing II	408	MLI	O	TR	0
201630	ABM132	Commodity Marketing II	408	MLI	O	TR	0
201630	ABM132	Commodity Marketing II	408	MLI	O	TR	0
201630	ABM132	Commodity Marketing II	501	MYM	O	TR	0
201630	ABM132	Commodity Marketing II	501	MYM	O	TR	0
201630	ABM132	Commodity Marketing II	501	MYM	O	TR	0

ABM 135 Marketing & Risk Management I

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Teaches students to conduct marketing research and analysis for the initial steps for developing of a marketing plan. The focus will be on defining markets, analyzing competition, identification of products/services, pricing, and customer wants and needs. In addition, added value products and niche markets will be explored. The maintenance, refining, or implementation of system to provide accurate sales and expense information will be addressed. Sale and expense calculations will result in the establishment of sale/pricing trends for all enterprises along with margin calculations.

201520	ABM135	Marketing & Risk Mgmt I	104	MFM	O	TR	1
201520	ABM135	Marketing & Risk Mgmt I	104	MFM	O	TR	1
201520	ABM135	Marketing & Risk Mgmt I	104	MFM	O	TR	1
201520	ABM135	Marketing & Risk Mgmt I	408	MLI	x		0
201520	ABM135	Marketing & Risk Mgmt I	501	MYM	O	TR	3
201520	ABM135	Marketing & Risk Mgmt I	501	MYM	O	TR	3
201520	ABM135	Marketing & Risk Mgmt I	501	MYM	O	TR	3
201630	ABM135	Marketing & Risk Mgmt I	104	MFM	O	TR	1
201630	ABM135	Marketing & Risk Mgmt I	104	MFM	O	TR	1
201630	ABM135	Marketing & Risk Mgmt I	104	MFM	O	TR	1
201630	ABM135	Marketing & Risk Mgmt I	408	MLI	O	TR	0
201630	ABM135	Marketing & Risk Mgmt I	408	MLI	O	TR	0
201630	ABM135	Marketing & Risk Mgmt I	408	MLI	O	TR	0
201630	ABM135	Marketing & Risk Mgmt I	501	MYM	O	TR	0
201630	ABM135	Marketing & Risk Mgmt I	501	MYM	O	TR	0
201630	ABM135	Marketing & Risk Mgmt I	501	MYM	O	TR	0

ABM 136 Marketing & Risk Management II

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Prerequisite: ABM 135 or instructor consent

Develops an overall marketing plan derived from marketing research and analysis conducted in ABM 135. It includes a look at advertising, promotion, e-commerce, and risk management. This will include the maintenance review of existing software used to track sales and cost information. A trend of historical sales and expenses will be implemented.

201520	ABM136	Marketing & Risk Mgmt II	104	MFM	x		0
201520	ABM136	Marketing & Risk Mgmt II	408	MLI	x		0

201520	ABM136	Marketing & Risk Mgmt II	501	MYM	O	TR	2
201520	ABM136	Marketing & Risk Mgmt II	501	MYM	O	TR	2
201520	ABM136	Marketing & Risk Mgmt II	501	MYM	O	TR	2
201630	ABM136	Marketing & Risk Mgmt II	104	MFM	O	TR	0
201630	ABM136	Marketing & Risk Mgmt II	104	MFM	O	TR	0
201630	ABM136	Marketing & Risk Mgmt II	104	MFM	O	TR	0
201630	ABM136	Marketing & Risk Mgmt II	408	MLI	O	TR	0
201630	ABM136	Marketing & Risk Mgmt II	408	MLI	O	TR	0
201630	ABM136	Marketing & Risk Mgmt II	408	MLI	O	TR	0
201630	ABM136	Marketing & Risk Mgmt II	501	MYM	O	TR	0
201630	ABM136	Marketing & Risk Mgmt II	501	MYM	O	TR	0
201630	ABM136	Marketing & Risk Mgmt II	501	MYM	O	TR	0

ABM 137 Web Productivity/Utilization I

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Prerequisite: Internet Connection

Improved understanding and use of the Internet for business productivity. Emphasis will be on understanding and utilizing the tools available and the technical capabilities of the present in order to develop a web use plan for the business.

Added at MCC Spring 2007.

201520	ABM137	Web Productivity/Utilization I	104	MFM	x		0
201520	ABM137	Web Productivity/Utilization I	408	MLI	O	TR	1
201520	ABM137	Web Productivity/Utilization I	408	MLI	O	TR	1
201520	ABM137	Web Productivity/Utilization I	408	MLI	O	TR	1
201520	ABM137	Web Productivity/Utilization I	501	MYM	x		0
201630	ABM137	Web Productivity/Utilization I	104	MFM	O	TR	1
201630	ABM137	Web Productivity/Utilization I	104	MFM	O	TR	1
201630	ABM137	Web Productivity/Utilization I	104	MFM	O	TR	1
201630	ABM137	Web Productivity/Utilization I	408	MLI	O	TR	0
201630	ABM137	Web Productivity/Utilization I	408	MLI	O	TR	0
201630	ABM137	Web Productivity/Utilization I	408	MLI	O	TR	0
201630	ABM137	Web Productivity/Utilization I	501	MYM	O	TR	0
201630	ABM137	Web Productivity/Utilization I	501	MYM	O	TR	0
201630	ABM137	Web Productivity/Utilization I	501	MYM	O	TR	0

ABM 138 Web Productivity/Utilization II

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Prerequisite: Internet Connection

Focus is on the business web use plan. Emphasis will be placed on the improved utilization of the Internet and Implementation and refinement of the web use relating to business operations and industry.

Added at MCC Spring 2007.

201520	ABM138	Web Productivity/Utilization II	104	MFM	x		0
201520	ABM138	Web Productivity/Utilization II	408	MLI	O	TR	1
201520	ABM138	Web Productivity/Utilization II	408	MLI	O	TR	1
201520	ABM138	Web Productivity/Utilization II	501	MYM	x		0
201630	ABM138	Web Productivity/Utilization II	104	MFM	O	TR	0
201630	ABM138	Web Productivity/Utilization II	104	MFM	O	TR	0
201630	ABM138	Web Productivity/Utilization II	104	MFM	O	TR	0
201630	ABM138	Web Productivity/Utilization II	408	MLI	O	TR	1
201630	ABM138	Web Productivity/Utilization II	408	MLI	O	TR	1
201630	ABM138	Web Productivity/Utilization II	408	MLI	O	TR	1
201630	ABM138	Web Productivity/Utilization II	501	MYM	O	TR	0
201630	ABM138	Web Productivity/Utilization II	501	MYM	O	TR	0
201630	ABM138	Web Productivity/Utilization II	501	MYM	O	TR	0

ABM 141 Advanced Business Management I

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Prerequisite: Accurate accrual financial records or instructor consent

Explores further in-depth financial analysis of the business. Includes a review of existing financial trends and emphasis of pro forma activities for further analysis of the business.

The maintenance of accurate accrual records and historical data provide the data basis for the pro-forma activities and measuring the business performance past and present.

201520	ABM141	Advanced Business Management I	104	MFM	O	TR	2
201520	ABM141	Advanced Business Management I	104	MFM	O	TR	2
201520	ABM141	Advanced Business Management I	104	MFM	O	TR	2
201520	ABM141	Advanced Business Management I	408	MLI	O	TR	2
201520	ABM141	Advanced Business Management I	408	MLI	O	TR	2
201520	ABM141	Advanced Business Management I	501	MYM	O	TR	1
201520	ABM141	Advanced Business Management I	501	MYM	O	TR	1
201520	ABM141	Advanced Business Management I	501	MYM	O	TR	1
201630	ABM141	Advanced Business Management I	104	MFM	O	TR	1
201630	ABM141	Advanced Business Management I	104	MFM	O	TR	1
201630	ABM141	Advanced Business Management I	104	MFM	O	TR	1

201630	ABM141	Advanced Business Management I	408	MLI	O	TR	2
201630	ABM141	Advanced Business Management I	408	MLI	O	TR	2
201630	ABM141	Advanced Business Management I	408	MLI	O	TR	2
201630	ABM141	Advanced Business Management I	501	MYM	O	TR	0
201630	ABM141	Advanced Business Management I	501	MYM	O	TR	0
201630	ABM141	Advanced Business Management I	501	MYM	O	TR	0

ABM 142 Advanced Business Management II

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Prerequisite: Completed business plan or instructor consent

Focuses on revision of the business plan on a periodic basis and strengthening of management skills by focusing on the five main sources of risk. The student will be exposed to various methods of finding resource materials needed to keep the business plan current and to manage for the future. The maintenance of accurate accrual records and historical data provides the foundation needs for analysis.

201520	ABM142	Advanced Business Mgmt II	104	MFM	O	TR	2
201520	ABM142	Advanced Business Mgmt II	104	MFM	O	TR	2
201520	ABM142	Advanced Business Mgmt II	104	MFM	O	TR	2
201520	ABM142	Advanced Business Mgmt II	408	MLI	O	TR	1
201520	ABM142	Advanced Business Mgmt II	408	MLI	O	TR	1
201520	ABM142	Advanced Business Mgmt II	408	MLI	O	TR	1
201520	ABM142	Advanced Business Mgmt II	501	MYM	O	TR	1
201520	ABM142	Advanced Business Mgmt II	501	MYM	O	TR	1
201520	ABM142	Advanced Business Mgmt II	501	MYM	O	TR	1
201630	ABM142	Advanced Business Mgmt II	104	MFM	O	TR	2
201630	ABM142	Advanced Business Mgmt II	104	MFM	O	TR	2
201630	ABM142	Advanced Business Mgmt II	104	MFM	O	TR	2
201630	ABM142	Advanced Business Mgmt II	408	MLI	O	TR	3
201630	ABM142	Advanced Business Mgmt II	408	MLI	O	TR	3
201630	ABM142	Advanced Business Mgmt II	408	MLI	O	TR	3
201630	ABM142	Advanced Business Mgmt II	501	MYM	O	TR	0
201630	ABM142	Advanced Business Mgmt II	501	MYM	O	TR	0
201630	ABM142	Advanced Business Mgmt II	501	MYM	O	TR	0

ABM 143 Integrated Management I

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

This course focuses on the research and identification of data and software technology used in the business and industry.
In addition to software applications and data use, research will include areas in online opportunities, credit resources and reduction, and managing risks.

Added at MCC Spring 2007.

201520	ABM143	Integrated Management I	104	MFM	x		0
201520	ABM143	Integrated Management I	408	MLI	O	TR	1
201520	ABM143	Integrated Management I	408	MLI	O	TR	1
201520	ABM143	Integrated Management I	408	MLI	O	TR	1
201520	ABM143	Integrated Management I	501	MYM	x		0
201630	ABM143	Integrated Management I	104	MFM	O	TR	1
201630	ABM143	Integrated Management I	104	MFM	O	TR	1
201630	ABM143	Integrated Management I	104	MFM	O	TR	1
201630	ABM143	Integrated Management I	408	MLI	O	TR	0
201630	ABM143	Integrated Management I	408	MLI	O	TR	0
201630	ABM143	Integrated Management I	408	MLI	O	TR	0
201630	ABM143	Integrated Management I	501	MYM	O	TR	0
201630	ABM143	Integrated Management I	501	MYM	O	TR	0
201630	ABM143	Integrated Management I	501	MYM	O	TR	0

ABM 144 Integrated Management II

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

This course focuses on the analysis and evaluation of data and software currently used in the business. The primary focus will be the development of a management plan that incorporates improved use of software and data through the integration of current and/or new software applications.

Added at MCC Spring 2007.

201520	ABM144	Integrated Management II	104	MFM	O	TR	1
201520	ABM144	Integrated Management II	104	MFM	O	TR	1
201520	ABM144	Integrated Management II	104	MFM	O	TR	1
201520	ABM144	Integrated Management II	408	MLI	O	TR	2
201520	ABM144	Integrated Management II	408	MLI	O	TR	2
201520	ABM144	Integrated Management II	408	MLI	O	TR	2
201520	ABM144	Integrated Management II	501	MYM	O	TR	1
201520	ABM144	Integrated Management II	501	MYM	O	TR	1
201520	ABM144	Integrated Management II	501	MYM	O	TR	1
201630	ABM144	Integrated Management II	104	MFM	O	TR	0
201630	ABM144	Integrated Management II	104	MFM	O	TR	0
201630	ABM144	Integrated Management II	104	MFM	O	TR	0
201630	ABM144	Integrated Management II	408	MLI	O	TR	1
201630	ABM144	Integrated Management II	408	MLI	O	TR	1
201630	ABM144	Integrated Management II	408	MLI	O	TR	1
201630	ABM144	Integrated Management II	501	MYM	O	TR	0
201630	ABM144	Integrated Management II	501	MYM	O	TR	0
201630	ABM144	Integrated Management II	501	MYM	O	TR	0

ABM 151 Rural Business Entrepreneurship I

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Guides the student in collection of data necessary for a new venture business plan. Focuses on identifying the components of a business plan, defining the business and markets, identifying customer wants and needs, and analyzing the competition. A technological emphasis in the development of a plan is used.

201520	ABM151	Rural Bus Entrepreneurship I	104	MFM	x		0
201520	ABM151	Rural Bus Entrepreneurship I	408	MLI	O	TR	2
201520	ABM151	Rural Bus Entrepreneurship I	408	MLI	O	TR	2
201520	ABM151	Rural Bus Entrepreneurship I	408	MLI	O	TR	2
201520	ABM151	Rural Bus Entrepreneurship I	501	MYM	O	TR	1
201520	ABM151	Rural Bus Entrepreneurship I	501	MYM	O	TR	1
201520	ABM151	Rural Bus Entrepreneurship I	501	MYM	O	TR	1
201630	ABM151	Rural Bus Entrepreneurship I	104	MFM	O	TR	0
201630	ABM151	Rural Bus Entrepreneurship I	104	MFM	O	TR	0
201630	ABM151	Rural Bus Entrepreneurship I	104	MFM	O	TR	0
201630	ABM151	Rural Bus Entrepreneurship I	408	MLI	O	TR	0
201630	ABM151	Rural Bus Entrepreneurship I	408	MLI	O	TR	0
201630	ABM151	Rural Bus Entrepreneurship I	408	MLI	O	TR	0
201630	ABM151	Rural Bus Entrepreneurship I	501	MYM	O	TR	0
201630	ABM151	Rural Bus Entrepreneurship I	501	MYM	O	TR	0
201630	ABM151	Rural Bus Entrepreneurship I	501	MYM	O	TR	0

ABM 152 Rural Business Entrepreneurship II

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Focuses on the financial component of the business plan. Emphasizes the development of financial statements, making financial projections with support documentation, and identification of finance issues. A technological approach is used.

201520	ABM152	Rural Bus Entrepreneurship II	104	MFM	O	TR	1
201520	ABM152	Rural Bus Entrepreneurship II	104	MFM	O	TR	1
201520	ABM152	Rural Bus Entrepreneurship II	104	MFM	O	TR	1
201520	ABM152	Rural Bus Entrepreneurship II	408	MLI	O	TR	1
201520	ABM152	Rural Bus Entrepreneurship II	408	MLI	O	TR	1
201520	ABM152	Rural Bus Entrepreneurship II	408	MLI	O	TR	1
201520	ABM152	Rural Bus Entrepreneurship II	501	MYM	x		0
201630	ABM152	Rural Bus Entrepreneurship II	104	MFM	O	TR	0
201630	ABM152	Rural Bus Entrepreneurship II	104	MFM	O	TR	0
201630	ABM152	Rural Bus Entrepreneurship II	104	MFM	O	TR	0
201630	ABM152	Rural Bus Entrepreneurship II	408	MLI	O	TR	2

201630	ABM152	Rural Bus Entrepreneurship II	408	MLI	O	TR	2
201630	ABM152	Rural Bus Entrepreneurship II	408	MLI	O	TR	2
201630	ABM152	Rural Bus Entrepreneurship II	501	MYM	O	TR	0
201630	ABM152	Rural Bus Entrepreneurship II	501	MYM	O	TR	0
201630	ABM152	Rural Bus Entrepreneurship II	501	MYM	O	TR	0

ABM 153 Leadership/Human Resource Management I

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

This course explores concepts and skills associated with effective leadership and ethics in the business environment.
Focus is on concepts relating to leadership management, characteristics of functional teams, stress management, and identification of human resource tools.

Added at MCC Spring 2007.

201520	ABM153	Leadership/Human Res Mngmt I	104	MFM	O	TR	1
201520	ABM153	Leadership/Human Res Mngmt I	104	MFM	O	TR	1
201520	ABM153	Leadership/Human Res Mngmt I	104	MFM	O	TR	1
201520	ABM153	Leadership/Human Res Mngmt I	408	MLI	O	TR	1
201520	ABM153	Leadership/Human Res Mngmt I	408	MLI	O	TR	1
201520	ABM153	Leadership/Human Res Mngmt I	408	MLI	O	TR	1
201520	ABM153	Leadership/Human Res Mngmt I	501	MYM	x		0
201630	ABM153	Leadership/Human Res Mngmt I	104	MFM	O	TR	0
201630	ABM153	Leadership/Human Res Mngmt I	104	MFM	O	TR	0
201630	ABM153	Leadership/Human Res Mngmt I	104	MFM	O	TR	0
201630	ABM153	Leadership/Human Res Mngmt I	408	MLI	O	TR	0
201630	ABM153	Leadership/Human Res Mngmt I	408	MLI	O	TR	0
201630	ABM153	Leadership/Human Res Mngmt I	408	MLI	O	TR	0
201630	ABM153	Leadership/Human Res Mngmt I	501	MYM	O	TR	0
201630	ABM153	Leadership/Human Res Mngmt I	501	MYM	O	TR	0
201630	ABM153	Leadership/Human Res Mngmt I	501	MYM	O	TR	0

ABM 154 Leadership/Human Resource Management II

(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

The focus of this course is the evaluation and analysis of management practices in the current business environment.
Concepts in the development of a leadership and evaluation plan will be looked at.

Added at MCC Spring 2007.

201520	ABM154	Leadership/Human Res Mngmt II	104	MFM	x		0
201520	ABM154	Leadership/Human Res Mngmt II	408	MLI	x		0
201520	ABM154	Leadership/Human Res Mngmt II	501	MYM	x		0
201630	ABM154	Leadership/Human Res Mngmt II	104	MFM	O	TR	2
201630	ABM154	Leadership/Human Res Mngmt II	104	MFM	O	TR	2
201630	ABM154	Leadership/Human Res Mngmt II	104	MFM	O	TR	2
201630	ABM154	Leadership/Human Res Mngmt II	408	MLI	O	TR	1
201630	ABM154	Leadership/Human Res Mngmt II	408	MLI	O	TR	1
201630	ABM154	Leadership/Human Res Mngmt II	408	MLI	O	TR	1
201630	ABM154	Leadership/Human Res Mngmt II	501	MYM	O	TR	0
201630	ABM154	Leadership/Human Res Mngmt II	501	MYM	O	TR	0
201630	ABM154	Leadership/Human Res Mngmt II	501	MYM	O	TR	0

ACC-Accounting Courses

ACC 101 Fundamentals of Accounting
(45 lecture hours, 3 credits)

Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses.

Added at MCC Fall 2001.

201520	ACC101	Fundamentals of Accounting	C11	MCN	O	ON	4
201520	ACC101	Fundamentals of Accounting	C21	MCN	O	ON	0
201630	ACC101	Fundamentals of Accounting	101	MFM	O	TR	8
201630	ACC101	Fundamentals of Accounting	C11	MCN	O	ON	0
201630	ACC101	Fundamentals of Accounting	C21	MCN	O	ON	0

ACC 115 Payroll Accounting
(30 lecture hours, 23 lab hours, 3 credits)

Prerequisite: ACC 101 or ACC 121 with a "C" grade or better or instructor permission
Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

Added at MCC Fall 2003.

201520	ACC115	Payroll Accounting	3H1	MBU	O	HY	3
201520	ACC115	Payroll Accounting	C11	MCN	O	ON	0
201520	ACC115	Payroll Accounting	C11	MCN	O	ON	0
201520	ACC115	Payroll Accounting	C21	MCN	O	ON	0
201520	ACC115	Payroll Accounting	C21	MCN	O	ON	0
201630	ACC115	Payroll Accounting	1H1	MFM	O	HY	1
201630	ACC115	Payroll Accounting	1H1	MFM	O	HY	1
201630	ACC115	Payroll Accounting	C21	MCN	O	ON	1
201630	ACC115	Payroll Accounting	C21	MCN	O	ON	1

ACC 121 Accounting Principles I
(60 lecture hours, 4 credits)

Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

Added at MCC Spring 2001.

201520	ACC121	Accounting Principles I	101	MFM	O	TR	10
201520	ACC121	Accounting Principles I	301	MBU	O	TR	13
201520	ACC121	Accounting Principles I	C11	MCN	O	ON	1
201520	ACC121	Accounting Principles I	C21	MCN	O	ON	0
201630	ACC121	Accounting Principles I	C11	MCN	O	ON	1
201630	ACC121	Accounting Principles I	C21	MCN	O	ON	0

ACC 122 Accounting Principles II
(60 lecture hours, 4 credits)

Prerequisite: ACC 121 with a "C" grade or better
Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.

Added at MCC Spring 2001.

201520	ACC122	Accounting Principles II	C11	MCN	O	ON	2
201520	ACC122	Accounting Principles II	C21	MCN	O	ON	0
201630	ACC122	Accounting Principles II	101	MFM	O	TR	3
201630	ACC122	Accounting Principles II	301	MBU	O	TR	9
201630	ACC122	Accounting Principles II	C11	MCN	O	ON	0
201630	ACC122	Accounting Principles II	C21	MCN	O	ON	0

ACC 125 Computerized Accounting
(15 lecture hours, 45 lab hours, 3 credits)

Prerequisite: ACC 101 or ACC 121 with a "C" grade or better

Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls.

Added at MCC Fall 2000.

201520	ACC125	Computerized Accounting	C11	MCN	O	ON	0
201520	ACC125	Computerized Accounting	C11	MCN	O	ON	0
201630	ACC125	Computerized Accounting	1H1	MFM	O	HY	5
201630	ACC125	Computerized Accounting	1H1	MFM	O	HY	5
201630	ACC125	Computerized Accounting	C11	MCN	O	ON	0
201630	ACC125	Computerized Accounting	C11	MCN	O	ON	0

ACC 131 Income Tax
(45 lecture hours, 3 credits)

This course is the study of basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions, with emphasis on taxation of individuals and sole proprietorships.

Added at MCC Spring 2000.

201520	ACC131	Income Tax	C11	MCN	O	ON	1
201630	ACC131	Income Tax	C11	MCN	O	ON	0

ACC 132 Tax Help Colorado
(30 lecture hours, 2 credits)

This course prepares the students for preparation of federal and state income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software.

Added at MCC Fall 2008.

201520	ACC132	Tax Help Colorado	1H1	MFM	x		0
201520	ACC132	Tax Help Colorado	C21	MCN	O	ON	1

ACC 133 Tax Help Colorado Site Lab
(23 lab hours, 1 credit)

This course allows students to prepare actual federal and state income tax returns for individuals in a real time environment.

Added at MCC Fall 2008.

201630	ACC133	Tax Help Colorado Practicum	101	MFM	O	TR	0
201630	ACC133	Tax Help Colorado Practicum	101	MFM	O	TR	0

201520	ACC135	Spreadsheet Apps/ Accounting	C11	MCN	O	ON	0
201630	ACC135	Spreadsheet Apps/ Accounting	C11	MCN	O	ON	0

201520	ACC211	Intermediate Accounting I	C11	MCN	O	ON	0
201630	ACC211	Intermediate Accounting I	C11	MCN	O	ON	0

201520	ACC212	Intermediate Accounting II	C11	MCN	O	ON	0
201630	ACC212	Intermediate Accounting II	C11	MCN	O	ON	0

201520	ACC216	Govt & Not-for-profit Acct	C11	MCN	O	ON	0
201630	ACC216	Govt & Not-for-profit Acct	C11	MCN	O	ON	0

201520	ACC216	Govt & Not-for-profit Acct	C11	MCN	O	ON	0
201630	ACC216	Govt & Not-for-profit Acct	C11	MCN	O	ON	0

ACT-Automotive Collision Technology Courses

ACT 110 Safety in Collision Repair
(23 lecture hours, 11 lab hours, 2 credits)

Introduces the student to safety techniques and operation as it relates to shop safety and industry standards. The student is exposed to regulations and collision shop operations. In addition, the student becomes involved with SkillsUSA, developing writing and speaking skills.

(Replaces CRT 110 Fall 1994-Summer 2001)

201520	ACT110	Safety In Collision Repair	101	MFM	O	TR	9
201520	ACT110	Safety In Collision Repair	101	MFM	O	TR	9
201520	ACT110	Safety In Collision Repair	102	MFM	O	TR	1
201520	ACT110	Safety In Collision Repair	102	MFM	O	TR	1

ACT 111 Metal Welding & Cutting I
(30 lecture hours, 23 lab hours, 3 credits)

Covers sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, equipment and setups. Personal and vehicle protective measures prior to welding procedures are presented.

Added at MCC Fall 2001.

201520	ACT111	Metal Welding and Cutting I	101	MFM	O	TR	9
201520	ACT111	Metal Welding and Cutting I	101	MFM	O	TR	9
201520	ACT111	Metal Welding and Cutting I	102	MFM	O	TR	1
201520	ACT111	Metal Welding and Cutting I	102	MFM	O	TR	1

ACT 121 Non-Structural Repair Preparation
(30 lecture hours, 23 lab hours, 3 credits)

Covers the basic characteristics of preparation for automotive repair. Students familiarize themselves with damage analysis, extent of damage and the sequence of repair. Focuses on removal of vehicle components and protection of panels along with storage and labeling of parts. Safety procedures and equipment use are included.

Added at MCC Fall 2001.

201520	ACT121	Non-Structural Repair Prep	101	MFM	O	TR	9
201520	ACT121	Non-Structural Repair Prep	101	MFM	O	TR	9
201520	ACT121	Non-Structural Repair Prep	102	MFM	O	TR	1
201520	ACT121	Non-Structural Repair Prep	102	MFM	O	TR	1

ACT 122 Panel Repair & Replacements
(15 lecture hours, 45 lab hours, 3 credits)

Covers straightening techniques including tension pulls/stress relief, metal finishing, metal shrinking and use of fillers. Emphasizes the identification, handling and replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts and accessories. Training covers the use of adhesives, sound deadeners and welding methods performed during repairs.

Added at MCC Fall 2001.

| 201630 | ACT122 | Panel Repair and Replacements | 101 | MFM | O | TR | 1 |
| 201630 | ACT122 | Panel Repair and Replacements | 101 | MFM | O | TR | 1 |

ACT 123 Metal Finishing & Body Filling
(15 lecture hours, 45 lab hours, 3 credits)

Covers metal finishing, metal shrinking and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection, and safety procedures for tools and equipment selected.

Added at MCC Fall 2001.

201520	ACT123	Metal Finishing & Body Filling	101	MFM	O	TR	9
201520	ACT123	Metal Finishing & Body Filling	101	MFM	O	TR	9
201520	ACT123	Metal Finishing & Body Filling	102	MFM	O	TR	1
201520	ACT123	Metal Finishing & Body Filling	102	MFM	O	TR	1

ACT 131 Structural Damage Diagnosis
(30 lecture hours, 23 lab hours, 3 credits)

Focuses on methods of frame measurement using dimension charts and service manuals. Includes the use of self-centering gauges and mechanical and electronic measuring. Appropriate terms and definitions of vehicle structures and vehicle diagnosis are covered including identification and analysis of damage. Includes the techniques for basic hook ups and safety procedures used in making corrective pulls.

Added at MCC Fall 2001.

| 201630 | ACT131 | Structural Damage Diagnosis | 101 | MFM | O | TR | 0 |
| 201630 | ACT131 | Structural Damage Diagnosis | 101 | MFM | O | TR | 0 |

ACT 132 Structural Damage Repair
(30 lecture hours, 23 lab hours, 3 credits)

Continues the study and application of frame measurement and repair. The student applies methods found in dimension charts and service manuals for vehicle diagnosis and straightening. Training includes the replacement of a structural panel with the identification of damaged suspension components replaced according to manufacturer's recommendations.

Added at MCC Fall 2001.

| 201630 | ACT132 | Structural Damage Repair | 101 | MFM | O | TR | 0 |
| 201630 | ACT132 | Structural Damage Repair | 101 | MFM | O | TR | 0 |

ACT 141 Refinishing Safety
(15 lecture hours, 1 credit)

Covers correct use of safety procedures used in refinishing.

Proper fit and use of various types of protective equipment is emphasized. The identification of tools and equipment, with use and maintenance is covered including national guidelines for proper disposal and handling of hazardous materials.

Added at MCC Fall 2001.

| 201520 | ACT141 | Refinishing Safety | 101 | MFM | O | TR | 5 |
| 201520 | ACT141 | Refinishing Safety | 102 | MFM | O | TR | 1 |

ACT 142 Surface Preparation I

(15 lecture hours, 23 lab hours, 2 credits)

Covers surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials and priming. The application of primers, including rationale and use is covered. In addition the student learns skills for proper removal and storage of exterior trim and protection of adjacent panels.

Added at MCC Fall 2001.

201520	ACT142	Surface Preparation I	101	MFM	O	TR	5
201520	ACT142	Surface Preparation I	101	MFM	O	TR	5
201520	ACT142	Surface Preparation I	102	MFM	O	TR	1
201520	ACT142	Surface Preparation I	102	MFM	O	TR	1

ACT 143 Spray Equipment Operation
(15 lecture hours, 23 lab hours, 2 credits)

Covers the inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by setting up and testing spray gun operations.

Added at MCC Fall 2001.

201520	ACT143	Spray Equipment Operation	101	MFM	O	TR	5
201520	ACT143	Spray Equipment Operation	101	MFM	O	TR	5
201520	ACT143	Spray Equipment Operation	102	MFM	O	TR	1
201520	ACT143	Spray Equipment Operation	102	MFM	O	TR	1

ACT 144 Refinishing I
(15 lecture hours, 23 lab hours, 2 credits)

Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching and selections of materials. Proper paint gun use and adjustments is taught for the product being applied. In addition, the student practices correct masking and detailing techniques.

Added at MCC Fall 2001.

201630	ACT144	Refinishing I	101	MFM	O	TR	0
201630	ACT144	Refinishing I	101	MFM	O	TR	0

ACT 151 Plastics & Adhesives I
(15 lecture hours, 1 credit)

Designed to teach the state-of-the-art repair for both rigid and flexible plastic components and choosing adhesives using the latest manufacturer's repair techniques.

Added at MCC Fall 2001.

201630	ACT151	Plastics & Adhesives I	101	MFM	O	TR	0

ACT 170 Automotive Collision Technology Lab Experiences I
(Variable, 1-9 credits)

Designed to prepare the student to perform basic tasks for a specialized area in a controlled instructional lab.

201520	ACT170	Auto Collision Tech Lab Exp I	101	MFM	O	TR	4

ACT 171 Automotive Collision Technology Lab Experiences II
(Variable, 1-9 credits)

Course is a continuation of Lab experience. Designed to prepare the individual to perform basic tasks for a specialized area in a controlled instructional lab.

201520	ACT171	Auto Collision Tech Lab II	101	MFM	O	TR	4

ACT 172 Automotive Collision Technology Lab Experiences III
(Variable, 1-9 credits)

Course is a continuation of Lab experience. Designed to prepare the individual to perform basic tasks for a specialized area in a controlled instructional lab.

201520	ACT172	Auto Collision Tech Lab III	101	MFM	O	TR	4

ACT 180 ACT Internship Level I
(Variable lecture hours, 1-9 credits)

Designed to meet the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site is coordinated based on student's interest and instructor approval.

Added at MCC Summer 2002.

201630	ACT180	Auto Collision Repr Internsp I	101	MFM	O	TR	0

ACT 181 ACT Internship Level II
(Variable lecture hours, 1-9 credits)

Prerequisite: Completion of all courses in ACT specialization area

Course is a continuation of Level I Internship. Student uses the knowledge and skills acquired throughout the ACT program in a job site placement.

Added at MCC Summer 2002.

201630	ACT181	Auto Collision Repr Intern II	101	MFM	O	TR	0

ACT 205 Estimating & Shop Management
(45 lecture hours, 3 credits)

Initiates written estimates on damaged vehicles. Students learn shop management including work orders, ordering supplies, operating costs, time cards, shop liabilities, employee's safety and insurance management issues.

(Replaces CRT 205 Fall 1994-Summer 2001)

201520	ACT205	Estimating and Shop Management	101	MFM	O	TR	3

ACT 211 Metal Welding and Cutting II
(23 lecture hours, 11 lab hours, 2 credits)

Prerequisite: ACT 110 with a "C" grade or better or instructor permission
Co-requisite: ACT 111, ACT 122

Covers MIG welding procedures of seam weld, stitch welds and destructive testing. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, and equipment and operating procedures, with emphasis on shop safety are also presented.

Added at MCC Fall 2001.

201520	ACT211	Metal Welding and Cutting II	101	MFM	O	TR	1
201520	ACT211	Metal Welding and Cutting II	101	MFM	O	TR	1

ACT 231 Advanced Structural Damage Diagnosis & Repair
(30 lecture hours, 23 lab hours, 3 credits)

Covers major automotive body repair in vehicles with major damage on conventional structures and unibody structures. Student learns the operation of equipment and techniques used to straighten and align damaged frames.
Identification and analysis of frames, hot and cold stress relieving, servicing and sectioning of structural frames is

also included. Liability issues and the importance of making these corrections according to the manufacturer's recommendations and industry standards are emphasized.

Added at MCC Spring 2002.

201520	ACT231	Adv Struct Damage Diag/Repair	101	MFM	O	TR	2
201520	ACT231	Adv Struct Damage Diag/Repair	101	MFM	O	TR	2

ACT 232 Fixed Glass Repair
(15 lecture hours, 23 lab hours, 2 credits)

Covers the removal and replacement of fixed glass using manufacturer's specifications, proper tools and recommended materials. Application of skills are demonstrated and utilized for the removal and replacement of modular glass using manufacturer's specifications and procedures.

Added at MCC Fall 2001.

201630	ACT232	Fixed Glass Repair	101	MFM	O	TR	1
201630	ACT232	Fixed Glass Repair	101	MFM	O	TR	1

ACT 241 Paint Defects
(30 lecture hours, 23 lab hours, 3 credits)

Covers paint defects. Emphasizes the causes of paint defects with methods to cure problems during and after refinishing procedures. Students learn to identify the proper surface preparations to apply prior to refinishing. Training includes using paint equipment and determining paint film thickness with proper temperatures for refinishing.

Added at MCC Fall 2001.

201520	ACT241	Paint Defects	101	MFM	O	TR	3
201520	ACT241	Paint Defects	101	MFM	O	TR	3

ACT 242 Surface Preparation II
(15 lecture hours, 23 lab hours, 2 credits)

Emphasizes surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare metals and priming. The application of primers, including why and where to use them is covered.

Added at MCC Fall 2001.

201520	ACT242	Surface Preparation II	101	MFM	O	TR	4
201520	ACT242	Surface Preparation II	101	MFM	O	TR	4

ACT 243 Refinishing II
(15 lecture hours, 23 lab hours, 2 credits)

In this advanced course students learn the necessary skills used to tint and blend panels working with the latest finishes and paints. Special coatings and procedures are covered in this course.

Added at MCC Fall 2001.

201520	ACT243	Refinishing II	101	MFM	O	TR	3
201520	ACT243	Refinishing II	101	MFM	O	TR	3

ACT 244 Final Detail
(15 lecture hours, 23 lab hours, 2 credits)

Focuses on the detailing procedures in paint refinishing of vehicles. Methods and techniques are specialized to enhance painting skills. Transfers and tapes methods with decals etc. are demonstrated.

Added at MCC Fall 2001.

201520	ACT244	Final Detail	101	MFM	O	TR	3
201520	ACT244	Final Detail	101	MFM	O	TR	3

ACT 251 Plastics & Adhesives II
(23 lab hours, 1 credit)

Emphasizes advanced plastic and adhesives. The current state-of-the-art repair for both rigid and flexible plastic components using the latest manufacturer's repair techniques is presented. Sheet Molded Compound procedures and the use of proper adhesives are covered.

Added at MCC Fall 2001.

201630	ACT251	Plastics & Adhesives II	101	MFM	O	TR	0

ACT 280 ACT Internship Level III
(Variable lecture hours, 1-9 credits)

Prerequisite: Completion of all courses in ACT specialization area.

Individualized instruction at job site continues in this final internship. The student is encouraged to develop skills needed to enter employment in the automotive collision repair field.

Added at MCC Spring 2003.

201630	ACT280	Auto Coll Repr Internship III	101	MFM	O	TR	0

AGB-Agriculture Business Courses

AGB 120 Agricultural Salesmanship
(45 lecture hours, 3 credits)

Covers principles and techniques of agricultural sales applied to goods and services that are sold to individual producers or agricultural businesses. Emphasizes building business relationships and product training.

Added at MCC Spring 2014.

AGE-Agriculture Economics Courses

AGE 102 Agriculture Economics: GT-SS1
(3 credits, 45 lecture hours)

Focuses on economic principles as applied to agriculture through price discovery with producer supply and consumer demand, governmental policies, rural development, and resource management.

Added at MCC Fall 2012.

AGY-Agriculture Crop and Soils Courses

AGY 100 General Crop Production
(4 credits, 60 lecture hours)

Focuses on production and adaptation of cultivated crops, principles affecting growth, development, management, and utilization.

Added at MCC Fall 2012.

AME-Agriculture Mechanics Courses

AME 105 Basic Agricultural Mechanic Skills
(15 lecture hours, 22.5 lab hours, 2 credits)

Covers safety, proper tool use, tool reconditioning, A.C. electricity, D.C. Electricity, domestic water supply, and farm sanitation systems.

Added at MCC 2000.

AME 151 Fundamentals of Welding
(15 lecture hours, 45 lab hours, 3 credits)

Develops basic welding skills, principles, and practices in arc and oxy-acetylene welding.

Added at MCC 2000.

ANT-Anthropology Courses

ANT 101 Cultural Anthropology: SS3

(45 lecture hours, 3 credits)

Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology.

This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Approved Effective Spring 2003.

(Replaces ANT 101 Fall 1988-Fall 2000)

Applies to: AGS
AA &, AA-Elective

201520	ANT101	Cultural Anthropology : SS3	4H1	MLI	O	HY	4
201520	ANT101	Cultural Anthropology : SS3	C11	MCN	O	ON	1
201520	ANT101	Cultural Anthropology : SS3	C21	MCN	O	ON	1
201630	ANT101	Cultural Anthropology : SS3	C11	MCN	O	ON	7
201630	ANT101	Cultural Anthropology : SS3	C21	MCN	O	ON	0

ANT 107 Intro to Archaeology: SS3

(45 lecture hours, 3 credits)

Long Title: Introduction to Archaeology: GT-SS3

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. The course provides a survey of the archaeology of different areas of the Old and New Worlds and the works of selected archaeologists, and discusses major archaeological theories.~~This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

Added at MCC Fall 2015.

Applies to: AGS
AA &, AA-Elective

| 201630 | ANT107 | Intro to Archaeology: GT-SS3 | C11 | MCN | O | ON | 0 |
| 201630 | ANT107 | Intro to Archaeology: GT-SS3 | C21 | MCN | O | ON | 0 |

| 201630 | ANT111 | Bio Anthrplgy W/Lab: GT - SC1 | C11 | MCN | O | ON | 0 |

| 201630 | ANT111 | Bio Anthrplgy W/Lab: GT - SC1 | C21 | MCN | O | ON | 0 |

201520	ANT225	Anth of Religion: GT-SS3	C11	MCN	O	ON	0
201520	ANT225	Anth of Religion: GT-SS3	C21	MCN	O	ON	0
201630	ANT225	Anth of Religion: GT-SS3	C11	MCN	O	ON	0
201630	ANT225	Anth of Religion: GT-SS3	C21	MCN	O	ON	0

ART-Art Courses

ART 110 Art Appreciation: AH1

(45 lecture hours, 3 credits)

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH1 Effective Spring 2004.

(Replaces ART 110 Spring 1991-Fall 2003)

201520	ART110	Art Appreciation: AH1	101	MFM	O	TR	16
201520	ART110	Art Appreciation: AH1	2H1	MBN	O	HY	19
201520	ART110	Art Appreciation: AH1	501	MYM	x		0
201520	ART110	Art Appreciation: AH1	C11	MCN	O	ON	2
201520	ART110	Art Appreciation: AH1	C21	MCN	O	ON	0
201520	ART110	Art Appreciation: AH1	C41	MCN	O	ON	0
201520	ART110	Art Appreciation: AH1	C51	MCN	O	ON	0
201630	ART110	Art Appreciation: AH1	101	MFM	O	TR	8
201630	ART110	Art Appreciation: AH1	2H1	MBN	O	HY	6
201630	ART110	Art Appreciation: AH1	C11	MCN	O	ON	2
201630	ART110	Art Appreciation: AH1	C21	MCN	O	ON	0
201630	ART110	Art Appreciation: AH1	C41	MCN	O	ON	0
201630	ART110	Art Appreciation: AH1	C51	MCN	O	ON	0

ART 111 Art History Ancient to Medieval: AH1

(45 lecture hours, 3 credits)

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods. This course is a part of the Statewide Guaranteed Transfer courses. GT-AH1 Effective Spring 2003.

(Replaces ART 111 Summer 1987-Fall 2002; Renamed from Art History I: AH1)

201520	ART111	Art Hist Ancient/ MedievGT-AH1	3H1	MBU	x		0
201520	ART111	Art Hist Ancient/ MedievGT-AH1	C11	MCN	O	ON	2
201520	ART111	Art Hist Ancient/ MedievGT-AH1	C21	MCN	O	ON	0
201630	ART111	Art Hist Ancient/ MedievGT-AH1	C11	MCN	O	ON	0
201630	ART111	Art Hist Ancient/ MedievGT-AH1	C21	MCN	O	ON	0

ART 112 Art History: Renaissance to Modern: AH1
(45 lecture hours, 3 credits)

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance to 1900.
This course is a part of the Statewide Guaranteed Transfer courses.GT-AH1 *Effective Spring 2003.*

(Replaces ART 112 Summer 87-Fall 2002; Revisions to title and description 4/21/10 - Replaces ART 112 Art History II: AH1 Spring 2002-Summer 2010)

201520	ART112	Art Hist Renaiss/1900:GT-AH1	3H1	MBU	x		0
201520	ART112	Art Hist Renaiss/1900:GT-AH1	C11	MCN	O	ON	0
201520	ART112	Art Hist Renaiss/1900:GT-AH1	C21	MCN	O	ON	0
201630	ART112	Art Hist Renaiss/1900:GT-AH1	C11	MCN	O	ON	0
201630	ART112	Art Hist Renaiss/1900:GT-AH1	C21	MCN	O	ON	0

ART 121 Drawing I
(15 lecture hours, 60 lab hours, 3 credits)

Investigates the various approaches and media that students need to develop drawing skills and visual perception.

Added at MCC Spring 1990.

201520	ART121	Drawing I	101	MFM	O	TR	7
201520	ART121	Drawing I	101	MFM	O	TR	7
201630	ART121	Drawing I	101	MFM	O	TR	0
201630	ART121	Drawing I	101	MFM	O	TR	0

ART 124 Watercolor I
(15 lecture hours, 60, lab hours, 3 credits)

Provides on introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

(Replaces ART 231- Fall 1991-Summer 2002; Previously ART 123-Fall 2002-Spring 2011; Renumbered ART 124 Summer 2011)

ART 127 Landscape Drawing
(15 lecture hours, 60, lab hours, 3 credits)

Emphasizes nature, particularly landscape. Drawing outside or in view of landscape using graphite, ink, prismacolor, pastel, and washes. Students concentrate on various approaches, viewpoints, and styles and

acquire expertise and interpretation in a variety of media.

Added at MCC Summer 2015

ART 128 Figure Drawing I
(15 lecture hours, 60 lab hours, 3 credits)

Prerequisite: ART 121 Drawing I recommended but not required
Introduces the basic techniques of drawing the human figure.

(Replaces ART 156-Figure Drawing- Fall 2000-Summer 2011)

Added Spring 2015.

| 201520 | ART128 | Figure Drawing I | 101 | MFM | x | | 0 |

ART 151 Painting I
(15 lecture hours, 60 lab hours, 3 credits)

Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

(Replaces ART 133 Painting I-Spring 2010-Summer 2010; ART 133 Prerequisite deleted Spring 2010; Replaces ART 211-Painting I Fall 1991-Spring 2011; ART 211 Prerequisite deleted Spring 2011)

| 201630 | ART151 | Painting I | 101 | MFM | O | TR | 4 |
| 201630 | ART151 | Painting I | 101 | MFM | O | TR | 4 |

ART 154 Figure Painting I
(45 lecture hours, 3 credits)

Focuses on painting the human figure, and includes a brief survey of figure painting, and instruction in the fundamental methods of composition and expressions.

(Replaces ART 157-Figure Painting I Fall 2003-Summer 2010; Replaces ART 136-Figure Painting I Summer 2010-Summer 2011)

ART 207 Art History: 1900-Present: AH1
(45 lecture hours, 3 credits)

Provides the knowledge base to understand the visual arts as related to Modern and Contemporary visual art. Surveys the world art of the twentieth century, including Modernism to Post-Modernism.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH1

(Replaces ART 112 Summer 1987-Fall 2002; Revisions to title and description 4/21/10-Replaces ART 112 Art History II: AH1 Spring 2002-Summer 2010; Replaces ART 112 Art History Renaissance to Modern: AH1 Effective Spring 2011)

ART 221 Drawing II
(15 lecture hours, 60 lab hours, 3 credits)

Prerequisite: ART 121 with a "C" grade or better
Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

(Replaces ART 122 Fall 1990-Summer 2010)

201520	ART221	Drawing II	101	MFM	O	TR	0
201520	ART221	Drawing II	101	MFM	O	TR	0
201630	ART221	Drawing II	101	MFM	O	TR	2
201630	ART221	Drawing II	101	MFM	O	TR	2

ART 222 Drawing III
(15 lecture hours, 60 lab hours, 3 credits)

Prerequisite: ART 121, ART 221 with a "C" grade or better or instructor permission
Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation.

(Replaces ART 221 Fall 2003-Summer 2010; Previously ART 222 was "Basic Bronze Casting" until Summer 2011 when changed to Drawing III)

ART 223 Drawing IV
(15 lecture hours, 60 lab hours, 3 credits)

Prerequisite: ART 222 with a "C" grade or better or instructor permission
Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation.

(Replaces ART 222 Fall 2003-Summer 2010)

ART 224 Watercolor II
(15 lecture hours, 60 lab hours, 3 credits)

Prerequisite: ART 124 with a "C" grade or better or instructor permission
Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

(Replaces ART 232- Fall 1991-Summer 2003; Replaces ART 124-Spring 2003-Summer 2010)

ART 225 Watercolor III
(15 lecture hours, 60 lab hours, 3 credits)

Prerequisite: ART 224 with a "C" grade or better or instructor permission
Concentrates on the advanced study of subject development, form, color, and theme in watercolor.

(Replaces ART 223 Fall 2003-Summer 2010)

ART 226 Watercolor IV
(15 lecture hours, 60 lab hours, 3 credits)

Prerequisite: ART 225 with a "C" grade or better, its equivalency or instructor permission
Concentrates on the advanced study of techniques, individual style or expression, and consistency of compositional problem solving in watercolor.

(Replaces ART 224 Watercolor IV Fall 2003-Summer 2010)

ART 251 Painting II
(15 lecture hours, 60 lab hours, 3 credits)

Prerequisite: ART 151-Painting I with a "C" grade or better
This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

(Replaces ART 212-Painting II Fall 1991-Spring 2010; Replaces ART 110 Art Appreciation: AH1ART 134-Painting II Summer 2010-Summer 2011)

201630	ART251	Painting II	101	MFM	O	TR	0
201630	ART251	Painting II	101	MFM	O	TR	0

ART 252 Painting III
(15 lecture hours, 60 lab hours, 3 credits)

Prerequisite: ART 251 with a "C" grade or better or instructor permission
Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

(Replaces ART 213 Painting III Fall 2003-Spring 2010; Replaces ART 233 Painting III Spring 2010-Summer 2011)

ART 253 Painting IV
(15 lecture hours, 60 lab hours, 3 credits)

Prerequisite: ART 252 with a "C" grade or better or instructor permission
Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.

(Replaces ART 214-Painting IV Fall 2003-Spring 2010; Replaces ART 234-Painting IV Spring 2010-Summer 2011)

201520	ASC100	Animal Sciences	201	MBN	x		0

201520	ASE122	Auto Elec Safety Systems	101	MFM	O	TR	19

ASE-Automotive Service Technology Courses

ASE 102 Introduction to the Automotive Shop
(15 lecture hours, 22.5 lab hours, 2 credits)

Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment.

(Replaces ASE 101 Spring 2000-Summer 2002)

201520	ASE102	Intro to the Automotive Shop	101	MFM	O	TR	12
201520	ASE102	Intro to the Automotive Shop	101	MFM	O	TR	12
201520	ASE102	Intro to the Automotive Shop	102	MFM	O	TR	1
201520	ASE102	Intro to the Automotive Shop	102	MFM	O	TR	1

ASE 110 Brakes I
(15 lecture hours, 45 lab hours, 3 credits)

Prerequisite: ASE 102 with a "C" grade or better
Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems.

Added at MCC Fall 2002.

201630	ASE110	Brakes I	101	MFM	O	TR	1
201630	ASE110	Brakes I	101	MFM	O	TR	1

201630	ASE111	Auto Brake II	101	MFM	O	TR	1
201630	ASE111	Auto Brake II	101	MFM	O	TR	1

ASE 120 Basic Auto Electricity
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: ASE 102 with a "C" grade or better
Introduces vehicle electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams.

(Replaces ASE 120 Basic Automotive Electricity Fall 2002-Summer 2009; ASE 141Spring 2000-Summer 2002)

201520	ASE120	Basic Auto Electricity	101	MFM	O	TR	15
201520	ASE120	Basic Auto Electricity	101	MFM	O	TR	15
201520	ASE120	Basic Auto Electricity	102	MFM	O	TR	3
201520	ASE120	Basic Auto Electricity	102	MFM	O	TR	3

201520	ASE122	Auto Elec Safety Systems	101	MFM	O	TR	19

ASE 123 Battery, Starting, & Charging Systems
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: ASE 120 with a "C" grade or better
Covers the operation, testing, and servicing of vehicle battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery, and starter and generator overhaul.

(Replaces ASE 123 Automotive Battery, Fall 2002-Summer 2009; ASE 144 Spring 2001-Summer 2002)

201630	ASE123	Starting & Charging Sys	101	MFM	O	TR	0
201630	ASE123	Starting & Charging Sys	101	MFM	O	TR	0

ASE 130 General Engine Diagnosis
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: ASE 102 with a "C" grade or better
Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors.

Added at MCC Fall 2002.

201520	ASE130	General Engine Diagnosis	101	MFM	O	TR	13
201520	ASE130	General Engine Diagnosis	101	MFM	O	TR	13

ASE 132 Ignition System Diagnosis & Repair
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: ASE 102 with a "C" grade or better
Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

Added at MCC Fall 2002.

ASE 134 Automotive Emissions
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: ASE 130 with a "C" grade or better
Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems.

(Replaces ASE 166 Summer 1994-Summer 2002)

201520	ASE134	Autofuel & Emissions Syst I	101	MFM	O	TR	20
201520	ASE134	Autofuel & Emissions Syst I	101	MFM	O	TR	20

201520	ASE153	Auto Drive Axle O/H		101	MFM	O	TR	11

ASE 140 Suspension & Steering I
(15 lecture hours, 45 lab hours, 3 credits)

Prerequisite: ASE 102 with a "C" grade or better
Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.

Added at MCC Fall 2002.

201630	ASE140	Steering and Suspension I	101	MFM	O	TR	2
201630	ASE140	Steering and Suspension I	101	MFM	O	TR	2

201630	ASE141	Suspension and Steering II	101	MFM	O	TR	2
201630	ASE141	Suspension and Steering II	101	MFM	O	TR	2

ASE 150 Automotive U-Joint & Axle Shaft Service
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: ASE 102 with a "C" grade or better
Studies the operating principles and repair procedures relating to axle-shaft and universal joints.

ASE 151 Automotive Manual Transmission/Transaxles & Clutches
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: ASE 150 with a "C" grade or better
Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

(Replaces ASE 151 Spring 2000-Summer 2002)

201520	ASE151	Man Trans/Transaxles&Clutches	101	MFM	O	TR	9
201520	ASE151	Man Trans/Transaxles&Clutches	101	MFM	O	TR	9
201520	ASE151	Man Trans/Transaxles&Clutches	102	MFM	O	TR	1
201520	ASE151	Man Trans/Transaxles&Clutches	102	MFM	O	TR	1

ASE 152 Differentials & 4WD/AWD Service
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: ASE 151 with a "C" grade or better
Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all-wheel drive units.

Added at MCC Fall 2002.

201520	ASE152	Man Trans/Transaxles/Clutch II	101	MFM	O	TR	10
201520	ASE152	Man Trans/Transaxles/Clutch II	101	MFM	O	TR	10

201520	ASE153	Auto Drive Axle O/H	101	MFM	O	TR	11

ASE 160 Automotive Engine Removal & Installation
(22.5 lab hours, 1 credits)

Prerequisite: ASE 102 with a "C" grade or better
Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front wheel and rear wheel drive vehicles.

Added at MCC Fall 2002.

201630	ASE160	Auto Engine Repair	101	MFM	O	TR	0

ASE 161 Engine, Disassembly, Diagnosis, & Assembly
(15 lecture hours, 90 lab hours, 5 credits)

Prerequisite: ASE 102 with a "C" grade or better
Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics include the diagnostic and repair procedures for the engine block and head assemblies.

Added at MCC Fall 2002.

201630	ASE161	Engine Repair & Rebuild	101	MFM	O	TR	0
201630	ASE161	Engine Repair & Rebuild	101	MFM	O	TR	0

201630	ASE162	Auto Engine Service	101	MFM	O	TR	0
201630	ASE162	Auto Engine Service	101	MFM	O	TR	0

ASE 201 Automotive Parts Management I
(15 lecture hours, 1 credit)

Familiarizes the student with the job requirements and responsibilities of an automotive parts specialist. Included is instruction in the proper completion of parts invoices, repair orders, sales receipts and tickets, and other forms that are utilized in a parts business.

Added at MCC Fall 2010.

ASE 203 Automotive Parts Management II
(30 lecture hours, 2 credits)

Familiarizes the student with handling and pricing procedures utilized in parts management including warehouse distribution, jobbing, retail and wholesale pricing. Workplace safety, stocking, shipping, and receiving, and managing employees are also covered. Added at MCC Fall 2010.

ASE 210 Brakes II
(15 lecture hours, 45 lab hours, 3 credits)

Prerequisite: ASE 110 with a "C" grade or better
Covers the operation and theory of the modern automotive braking systems. Includes operation, diagnosis, service, and repair of the anti-lock braking systems, power assist units and machine operations of today's automobile.

(Replaces ASE 232 Spring 2001S-Summer 2002; ASE 236 Summer 1994-Fall 2000)

201630	ASE210	Auto Pwr/ABS Brake Systems	101	MFM	O	TR	2
201630	ASE210	Auto Pwr/ABS Brake Systems	101	MFM	O	TR	2

ASE 220 Specialized Electronics Training
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: ASE 120 with a "C" grade or better
Provides a systematic approach to automotive electrical systems. Builds from the basic electrical principles and concepts through semiconductors and microprocessors. Features on-bench exercises. Students practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems.

(Replaces ASE 142 Fall 2000-Summer 2002)

201520	ASE220	Specialized Electronics Train	101	MFM	O	TR	10
201520	ASE220	Specialized Electronics Train	101	MFM	O	TR	10

ASE 221 Auto/Diesel Body Electrical
(15 lecture hours, 67.5 lab hours, 4 credits)

Prerequisite: ASE 120 with a "C" grade or better
Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

(Replaces ASE 221 Automotive Body Electrical Fall 2002-Summer 2009)

201520	ASE221	Auto/Diesel Body Electrical	101	MFM	O	TR	20
201520	ASE221	Auto/Diesel Body Electrical	101	MFM	O	TR	20

ASE 231 Auto/Diesel Computers
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: ASE 130 with a "C" grade or better
Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

(Replaces ASE 231 Automotive computers Fall 2002-Summer 2009; ASE 163 Fall 2000-Summer 2002)

201520	ASE231	Auto Comp & Ignition Sys	101	MFM	O	TR	19
201520	ASE231	Auto Comp & Ignition Sys	101	MFM	O	TR	19

ASE 233 Fuel Injection & Exhaust Systems
(15 lecture hours, 67.5 lab hours, 4 credits)

Prerequisite: ASE 130 with a "C" grade or better
Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

Added at MCC Fall 2002.

201630	ASE233	Auto Fuel Injection/Emissions	101	MFM	O	TR	0
201630	ASE233	Auto Fuel Injection/Emissions	101	MFM	O	TR	0

ASE 235 Drivability Diagnosis
(22.5 lab hours, 1 credits)

Prerequisite: ASE 130 with a "C" grade or better
Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle drive ability problems.

Added at MCC Fall 2002.

ASE 240 Suspension & Steering II
(15 lecture hours, 45 lab hours, 3 credits)

Prerequisite: ASE 140 with a "C" grade or better
Emphasizes lecture and related experiences in the diagnosis and service of electronic suspensions and steering systems and their components.

(Replaces ASE 273 Spring 2001-Summer 2002)

201630	ASE240	Suspension and Steering III	101	MFM	O	TR	2
201630	ASE240	Suspension and Steering III	101	MFM	O	TR	2

ASE 250 Automatic Transmission/Transaxle Service
(7.5 lecture hours, 12 lab hours, 1 credit)

Prerequisite: ASE 152 with a "C" grade or better
Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.

Added at MCC Fall 2002.

201520	ASE250	Auto Trans/Transaxle Service	101	MFM	O	TR	11
201520	ASE250	Auto Trans/Transaxle Service	101	MFM	O	TR	11

ASE 251 Automatic Transmission/Transaxle Diagnosis & Assemblies

(15 lecture hours, 90 lab hours, 5 credits)

Prerequisite: ASE 250 with a "C" grade or better
Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, removal of transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replacement of transmission/ transaxle.

Added at MCC Fall 2002.

201520	ASE251	Auto Trans/Transaxle Repair	101	MFM	O	TR	11
201520	ASE251	Auto Trans/Transaxle Repair	101	MFM	O	TR	11

201520	ASE252	Adv Automatic Transm/Transa	101	MFM	O	TR	10
201520	ASE252	Adv Automatic Transm/Transa	101	MFM	O	TR	10

201630	ASE264	Intro to HVAC Systems	101	MFM	O	TR	3
201630	ASE264	Intro to HVAC Systems	101	MFM	O	TR	3

ASE 265 Heating & Air Conditioning

(30 lecture hours, 67.5 lab hours, 5 credits)

Emphasizes lecture and related laboratory experiences in the diagnosis and service of vehicle heating and air conditioning systems and their components.

(Replaces ASE 265 Automotive Heating & Air Conditioning Fall 2003-Summer 2009)

201630	ASE265	HVAC Systems	101	MFM	O	TR	3
201630	ASE265	HVAC Systems	101	MFM	O	TR	3

ASL-American Sign Language Courses

ASL 275 Special Topics

(Variable, 0-12 credits)

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

AST-Astronomy Courses

AST 101 Astronomy I w/Lab: SC1

(45 lecture hours, 30 lab hours, 4 credits)

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 *Effective Spring 2003.*

Applies to:
AA-Sciences, AA-Electives

(Replaces AST 101 Fall 1988-Fall 2002)

201520	AST101	Astronomy I w/Lab: SC1	1L1	MFM	O	IV	20
201520	AST101	Astronomy I w/Lab: SC1	1L1	MFM	O	IV	20
201520	AST101	Astronomy I w/Lab: SC1	201	MBN	O	TR	17
201520	AST101	Astronomy I w/Lab: SC1	201	MBN	O	TR	17
201520	AST101	Astronomy I w/Lab: SC1	202	MBN	O	TR	14
201520	AST101	Astronomy I w/Lab: SC1	202	MBN	O	TR	14
201520	AST101	Astronomy I w/Lab: SC1	203	MBN	O	TR	15
201520	AST101	Astronomy I w/Lab: SC1	203	MBN	O	TR	15
201520	AST101	Astronomy I w/Lab: SC1	401	MLI	O	TR	3
201520	AST101	Astronomy I w/Lab: SC1	401	MLI	O	TR	3
201520	AST101	Astronomy I w/Lab: SC1	501	MYM	x		0
201520	AST101	Astronomy I w/Lab: SC1	C11	MCN	O	ON	4
201520	AST101	Astronomy I w/Lab: SC1	C11	MCN	O	ON	4
201520	AST101	Astronomy I w/Lab: SC1	C21	MCN	O	ON	0
201520	AST101	Astronomy I w/Lab: SC1	C21	MCN	O	ON	0
201630	AST101	Astronomy I w/Lab: SC1	C11	MCN	O	ON	0
201630	AST101	Astronomy I w/Lab: SC1	C11	MCN	O	ON	0
201630	AST101	Astronomy I w/Lab: SC1	C21	MCN	O	ON	1
201630	AST101	Astronomy I w/Lab: SC1	C21	MCN	O	ON	1

AST 102 Astronomy II w/Lab: SC1

(45 lecture hours, 30 lab hours, 4 credits)

Emphasizes the structure and life cycle of the stars, the sun, galaxies and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003.

(Replaces AST 101 Fall 1988-Fall2002)

Applies to:
AA-Sciences, AA-Electives

201520	AST102	Astronomy II w/Lab: SC1	C11	MCN	O	ON	1
201520	AST102	Astronomy II w/Lab: SC1	C11	MCN	O	ON	1
201520	AST102	Astronomy II w/Lab: SC1	C21	MCN	O	ON	0

201520	AST102	Astronomy II w/Lab: SC1	C21	MCN	O	ON	0
201630	AST102	Astronomy II w/Lab: SC1	1L1	MFM	O	IV	13
201630	AST102	Astronomy II w/Lab: SC1	1L1	MFM	O	IV	13
201630	AST102	Astronomy II w/Lab: SC1	201	MBN	O	TR	14
201630	AST102	Astronomy II w/Lab: SC1	201	MBN	O	TR	14
201630	AST102	Astronomy II w/Lab: SC1	202	MBN	O	TR	13
201630	AST102	Astronomy II w/Lab: SC1	202	MBN	O	TR	13
201630	AST102	Astronomy II w/Lab: SC1	203	MBN	O	TR	12
201630	AST102	Astronomy II w/Lab: SC1	203	MBN	O	TR	12
201630	AST102	Astronomy II w/Lab: SC1	4H1	MLI	O	HY	1
201630	AST102	Astronomy II w/Lab: SC1	4H1	MLI	O	HY	1
201630	AST102	Astronomy II w/Lab: SC1	C11	MCN	O	ON	0
201630	AST102	Astronomy II w/Lab: SC1	C11	MCN	O	ON	0
201630	AST102	Astronomy II w/Lab: SC1	C21	MCN	O	ON	0
201630	AST102	Astronomy II w/Lab: SC1	C21	MCN	O	ON	0

AVT-Aviation Technology

AVT 101 Private Pilot Ground School
(60 lecture hours, 4 credits)
Prepares student for the Private Pilot Airplane, Single Engine, Land~FAA Knowledge Exam.

Added at MCC Spring 2015.

201520	AVT101	Private Pilot Ground School	101	MFM	x		0

BIO-Biology Courses

BIO 105 Science of Biology w/Lab: SC1
(45 lecture hours, 30 lab hours, 4 credits)

Long Title: Science of Biology with Lab: GT-SC1

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors. This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Approved for A.A. only, Effective Spring 2004.

(Replaces BIO 105 Spring 1991-Fall 2003)

(Spring 2013 course title change adding 'w/Lab')

Applies to:

AA-Sciences, AA-Electives

201520	BIO105	Science of Biology w/Lab: SC1	C11	MCN	O	ON	3
201520	BIO105	Science of Biology w/Lab: SC1	C11	MCN	O	ON	3

201520	BIO105	Science of Biology w/Lab: SC1	C21	MCN	O	ON	0
201520	BIO105	Science of Biology w/Lab: SC1	C21	MCN	O	ON	0
201630	BIO105	Science of Biology w/Lab: SC1	C11	MCN	O	ON	1
201630	BIO105	Science of Biology w/Lab: SC1	C11	MCN	O	ON	1
201630	BIO105	Science of Biology w/Lab: SC1	C21	MCN	O	ON	0
201630	BIO105	Science of Biology w/Lab: SC1	C21	MCN	O	ON	0

BIO 106 Basic Anatomy & Physiology
(60 lecture hours, 4 credits)

Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.

Added at MCC Fall 2002.

Applies to:

201520	BIO106	Basic Anatomy And Physiology	101	MFM	x		0
201520	BIO106	Basic Anatomy And Physiology	102	MFM	x		0
201520	BIO106	Basic Anatomy And Physiology	103	MFM	O	TR	12
201520	BIO106	Basic Anatomy And Physiology	C11	MCN	O	ON	1
201630	BIO106	Basic Anatomy And Physiology	101	MFM	O	TR	5
201630	BIO106	Basic Anatomy And Physiology	302	MBU	O	TR	2
201630	BIO106	Basic Anatomy And Physiology	C11	MCN	O	ON	2

BIO 111 General College Biology I w/Lab: SC1
(60 lecture hours, 30 lab hours, 5 credits)

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience.
This course is a part of the Statewide Guaranteed Transfer -courses. GT-SC1 Effective Spring 2003.

(Replaces BIO 111 Fall 1988-Fall 2002)

Applies to

AA-Science, AA-Elective

201520	BIO111	Gen College Biology I/Lab: SC1	201	MBN	O	TR	9
201520	BIO111	Gen College Biology I/Lab: SC1	201	MBN	O	TR	9
201520	BIO111	Gen College Biology I/Lab: SC1	2V1	MBN	O	IV	21
201520	BIO111	Gen College Biology I/Lab: SC1	2V1	MBN	O	IV	21
201520	BIO111	Gen College Biology I/Lab: SC1	501	MYM	x		0
201520	BIO111	Gen College Biology I/Lab: SC1	502	MYM	O	TR	16
201520	BIO111	Gen College Biology I/Lab: SC1	502	MYM	O	TR	16
201520	BIO111	Gen College Biology I/Lab: SC1	C11	MCN	O	ON	3
201520	BIO111	Gen College Biology I/Lab: SC1	C11	MCN	O	ON	3
201520	BIO111	Gen College Biology I/Lab: SC1	C21	MCN	O	ON	0
201520	BIO111	Gen College Biology I/Lab: SC1	C21	MCN	O	ON	0
201630	BIO111	Gen College Biology I/Lab: SC1	C11	MCN	O	ON	0
201630	BIO111	Gen College Biology I/Lab: SC1	C11	MCN	O	ON	0
201630	BIO111	Gen College Biology I/Lab: SC1	C21	MCN	O	ON	0
201630	BIO111	Gen College Biology I/Lab: SC1	C21	MCN	O	ON	0

BIO 112 General College Biology II w/Lab: SC1

(60 lecture hours, 30 lab hours, 5 credits)

Prerequisite: BIO 111 with a "C" grade or better
A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003.

(Replaces BIO 112 Fall 1988-Fall 2002)

Applies to

AA-Science, AA-Elective

201520	BIO112	Gen College Biology II/Lab:SC1	C11	MCN	O	ON	5
201520	BIO112	Gen College Biology II/Lab:SC1	C11	MCN	O	ON	5
201630	BIO112	Gen College Biology II/Lab:SC1	201	MBN	O	TR	7
201630	BIO112	Gen College Biology II/Lab:SC1	201	MBN	O	TR	7
201630	BIO112	Gen College Biology II/Lab:SC1	202	MBN	O	TR	10
201630	BIO112	Gen College Biology II/Lab:SC1	202	MBN	O	TR	10
201630	BIO112	Gen College Biology II/Lab:SC1	2V1	MBN	O	IV	10
201630	BIO112	Gen College Biology II/Lab:SC1	2V1	MBN	O	IV	10

201630	BIO112	Gen College Biology II/Lab:SC1	501	MYM	O	TR	0
201630	BIO112	Gen College Biology II/Lab:SC1	501	MYM	O	TR	0
201630	BIO112	Gen College Biology II/Lab:SC1	C11	MCN	O	ON	0
201630	BIO112	Gen College Biology II/Lab:SC1	C11	MCN	O	ON	0

BIO 201 Human Anatomy & Physiology I w/Lab: SC1

(45 lecture hours, 30 lab hours, 4 credits)

Long Title: Human Anatomy & Physiology I with Lab: GT-SC1

Comment: The successful completion of BIO 111 is recommended before taking this course.
Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection.
This is the first semester of a two-semester sequence.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective August 2005.

(Replaces BIO 201 Fall 1991-Summer 2005; Prerequisite removed 1-19-2011)

(Spring 2013 Course title change adding 'w/Lab')

Applies to

AA-Science, AA-Elective

201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	101	MFM	O	TR	7
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	101	MFM	O	TR	7
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	102	MFM	O	TR	9
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	102	MFM	O	TR	9
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	103	MFM	O	TR	7
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	103	MFM	O	TR	7
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	104	MFM	O	TR	7
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	104	MFM	O	TR	7
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	105	MFM	O	TR	10
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	105	MFM	O	TR	10
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	106	MFM	O	TR	8
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	106	MFM	O	TR	8
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	201	MBN	O	TR	12

201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	201	MBN	O	TR	12
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	202	MBN	O	TR	11
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	202	MBN	O	TR	11
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	301	MBU	O	TR	9
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	301	MBU	O	TR	9
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	401	MLI	O	TR	3
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	401	MLI	O	TR	3
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	402	MLI	O	TR	13
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	402	MLI	O	TR	13
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	502	MYM	O	TR	8
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	502	MYM	O	TR	8
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	C11	MCN	O	ON	5
201520	BIO201	Human Anatomy&Phys w/Lab I:SC1	C11	MCN	O	ON	5
201630	BIO201	Human Anatomy&Phys w/Lab I:SC1	101	MFM	O	TR	22
201630	BIO201	Human Anatomy&Phys w/Lab I:SC1	101	MFM	O	TR	22
201630	BIO201	Human Anatomy&Phys w/Lab I:SC1	201	MBN	O	TR	4
201630	BIO201	Human Anatomy&Phys w/Lab I:SC1	201	MBN	O	TR	4
201630	BIO201	Human Anatomy&Phys w/Lab I:SC1	C11	MCN	O	ON	1
201630	BIO201	Human Anatomy&Phys w/Lab I:SC1	C11	MCN	O	ON	1

Applies to

AA-Science, AA-Elective

201520	BIO202	Human Anatomy&Phys II/Lab :SC1	101	MFM	O	TR	10
201520	BIO202	Human Anatomy&Phys II/Lab :SC1	102	MFM	x		0
201520	BIO202	Human Anatomy&Phys II/Lab :SC1	201	MBN	O	TR	5
201520	BIO202	Human Anatomy&Phys II/Lab :SC1	C11	MCN	O	ON	3
201630	BIO202	Human Anatomy&Phys II/Lab :SC1	101	MFM	O	TR	13
201630	BIO202	Human Anatomy&Phys II/Lab :SC1	102	MFM	O	TR	8
201630	BIO202	Human Anatomy&Phys II/Lab :SC1	201	MBN	O	TR	6
201630	BIO202	Human Anatomy&Phys II/Lab :SC1	202	MBN	O	TR	0
201630	BIO202	Human Anatomy&Phys II/Lab :SC1	3X1	MBU	O	IV	2
201630	BIO202	Human Anatomy&Phys II/Lab :SC1	401	MLI	O	TR	9
201630	BIO202	Human Anatomy&Phys II/Lab :SC1	4H1	MLI	O	HY	0
201630	BIO202	Human Anatomy&Phys II/Lab :SC1	501	MYM	O	TR	4
201630	BIO202	Human Anatomy&Phys II/Lab :SC1	C11	MCN	O	ON	1

BIO 202 Human Anatomy & Physiology II w/Lab: SC1

(45 lecture hours, 30 lab hours, 4 credits)

Long Title: Human Anatomy & Physiology II with Lab: GT-SC1

Prerequisite: Before taking BIO 202 – students must have ONE of the following:
• BIO 201 with "C" grade or better
• Instructor or Division Chair permission

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations, and dissection.
This is the second semester of a two-semester sequence.
This course is a part of the Statewide Guaranteed Transfer courses.GT-SC1 Effective August 2005.

(Replaces BIO 202 Summer 1993-Summer 2005; BIO 203 Fall 1991-Spring 1993)

(Spring 2013 Course title change adding 'w/Lab')

BIO 204 Microbiology w/Lab: SC1

(45 lecture hours, 30 lab hours, 4 credits)

Long Title: Microbiology with Lab: GT-SC1

Prerequisite: Before taking BIO 204 – students must have ONE of the following:
• BIO 111 or BIO 201 with a "C" grade or better
• Instructor/Division Chair permission

Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification.
The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Fall 2005.

(Replaces BIO 204 03F-Summer 2005; BIO 205 Fall 1991- Summer 2002)

(Spring 2013 Course title change adding 'w/Lab')

Applies to
AA-Science, AA-Elective

BIO 211 Cell Biology
(45 lecture hours, 30 lab hours, 4 credits)

Prerequisite: BIO 111 or BIO 201 with a "C" grade or better or Instructor/Division Chair permission
This course is an intensive study of the cell and its organelles. Emphasis will be on the molecular mechanisms involved in cell communication, metabolism, motility, genetics, growth, and reproduction. This course requires hands-on laboratory experience.

Added at MCC Summer 2005.

(Prerequisite Change Fall 2010)

BIO 216 Pathophysiology
(60 lecture hours, 4 credits)

Prerequisite: BIO 201, 202 with a "C" grade or better or instructor permission
Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease.

(Replaces HPR 216 Fall 2003-Summer 2005; BIO 216 Summer 1994-Spring 2003)

BTE-Business Technologies Courses

BTE 100 Computer Keyboarding
(30 lab hours, 1 credit)

Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

(Previously BTE 102 Summer 1994-Summer 2001; OFT 105 Summer 1989-Spring 1994)

BTE 102 Keyboarding Applications I
(46 lab hours, 2 credits)

Prerequisite: BTE 100 with a "C" grade or better or instructor permission
Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

(Previously BTE 102 Summer 1994-Summer 2001)

BTE 103 Keyboarding Applications II
(68 lab hours, 3 credits)

Prerequisite: BTE 102 with a "C" grade or better or instructor permission
Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

(Previously BTE 112-Formatting Summer 1994-Summer 2001; OFT 112-Formatting Summer 1989-Spring 1994)

BTE 108 Ten-Key by Touch
(23 lab hours, 1 credit)

Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

(Previously BUS 108 Summer 1993-Spring 1994)

BTE 225 Office Management
(45 lecture hours, 3 credits)

Prerequisite: ENG 113 with a "C" or better or instructor permission
Presents new developments, technology, procedures, organization, and contemporary terminology used in effective office management. Emphasizes decision making and application of administrative skills.

Added at MCC Fall 2003.

BUS-Business Courses

BUS 115 Introduction to Business
(45 lecture hours, 3 credits)

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

Added at MCC Fall 1987.

BUS 187 Cooperative Education/Internship
(Variable, 1-6 credits)

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

Added at MCC Fall 2003.

BUS 216 Legal Environment of Business
(45 lecture hours, 3 credits)

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.

Added at MCC Fall 1991.

BUS 217 Business Communications & Report Writing
(45 lecture hours, 3 credits)

Prerequisite: ENG 113 with a "C" grade or better or instructor permission
Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

Added at MCC Fall 1991.

BUS 226 Business Statistics
(45 lecture hours, 3 credits)

Prerequisite: MAT 090 or MAT 050 with a "C" grade or better
Focuses on statistical study, descriptive statistics, probability, and the binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

Added at MCC Spring 1998.

(Prerequisite change effective Spring 2014)

CCR-College Composition and Reading Courses

CCR 091 College Composition and Reading Lab
(15 Lab hours, 1 credit)

Prerequisite:
ACCUPLACER® Sentence skills score: below 50 and Reading comprehension score: below 40
Supports skill development for students registered in CCR 092 College Composition and Reading who score below RC 40 or SS 50. Topics covered in the course include those defined in CCR 092 and/or any foundational skills needed by the student. Any student enrolled in CCR 091 is required to co-enroll in CCR 092.

Added at MCC Fall 2013.

CCR 092 College Composition and Reading
(75 Lecture hours, 5 credits)

Prerequisite: ACCUPLACER® Sentence Skills score of 50-69 and Reading comprehension score 40-61
Integrates and contextualizes college level reading and writing. Students will read and understand complex materials and respond to ideas and information through writing informative and/or persuasive texts.

Added at MCC Fall 2013.

CCR 093 College Composition and Reading Studio D
(45 Lecture hours, 3 credits)

Prerequisite: ACCUPLACER® Sentence Skills score of 70-94 and Reading comprehension score 62-79
Integrates and contextualizes reading and writing strategies tailored to a co-requisite 100-level course within one or more of the four discipline strands. The four discipline strands are defined as: Communications, Science, Social Science, and Arts and Humanities. Non-GT courses are not eligible for this consideration. Students will read and understand complex discipline-specific materials, and respond to ideas and information through writing informative and/or persuasive texts.

Added at MCC Fall 2013.

CCR 094 College Composition and Reading Studio 121
(45 Lecture hours, 3 credits)

Prerequisite: ACCUPLACER® Sentence Skills score of 70-94 and Reading comprehension score 62-79
Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 121 coursework. Students will read and understand complex materials, and respond to ideas and information through writing informative and/or persuasive texts.

Added at MCC Fall 2013.

CHE-Chemistry Courses

CHE 101 Introduction to Chemistry I/Lab: SC1
(60 lecture hours, 30 lab hours, 5 credits)

Prerequisite: MAT 090 with a "C" grade or better
Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003.

(Replaces CHE 101 Added at MCC Summer 1991)

Applies to:

AA-Science, AA-Elective

CHE 102 Introduction to Chemistry II/Lab: SC1
(60 lecture hours, 30 lab hours, 5 credits)

Prerequisite: CHE 101 with a "C" grade or better or instructor/Division Chair permission
Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003

(Replaces CHE 102 Added at MCC Fall 1991; Prerequisite Change Fall 2010)

Applies to

AA-Science, AA-Elective

CHE 111 General College Chemistry I/Lab: SC1
(60 lecture hours, 30 lab hours, 5 credits)

Long Title: General College Chemistry I with Lab: GT-SC1

Prerequisite: MAT 090 with a "C" grade or better or Instructor/Division Chair permission
Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermo-chemistry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gasses, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

(GT-SC1 Effective Spring 2003)

(Replaces CHE 111 Added at MCC Fall 1989; Prerequisite Change Fall 2010)

(Spring 2013 Course title change adding 'w/Lab')

Applies to

AA-Science, AA-Elective

CHE 112 General College Chemistry II/Lab: SC1
(60 lecture hours, 30 lab hours, 5 credits)

Prerequisite: CHE 111 with a "C" grade or better or Instructor/Division Chair permission
Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electro-chemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003.

(Previously CHE 112 Added at MCC Spring 1989; Prerequisite Change Fall 2010)

Applies to

AA-Science, AA-Elective

CIS-Computer Information Systems Courses

CIS 103 Learning Windows
(23 lab hours, 1 credit)

Provides foundational skills in Windows operating system for personal use. This course is designed for the more mature learner and/or those students who wish to advance at a slower pace.

Added at MCC Fall 2009.

CIS 105 Learning Email and the Internet
(23 lab hours, 1 credit)

Provides foundational skills in email and Internet applications for personal use. This course is designed for the more mature learner and/or the student who wishes to advance at a slower pace.

Added at MCC Fall 2009.

CIS 106 Learning MS Word
(23 lab hours, 1 credit)

Provides foundational skills in Microsoft Word for personal use. This course is designed for the more mature learner

and/or the student who wishes to advance at a slower pace.

Added at MCC Fall 2009.

CIS 107 Voice Recognition: Dragon
(23 lab hours, 1 credit)

Teaches the basics of voice recognition software for word processing and other related office applications. Benefits include the reduction of repetitive stress injuries, increasing accuracy, and saving report time preparation.

Added at MCC Fall 2009.

CIS 108 Learning MS Excel
(23 lab hours, 1 credit)

Provides foundational skills in Microsoft Excel for employment/personal development. This course is designed for the more mature learner and/or those students who wish to advance at a slower pace.

Added at MCC Fall 2009.

CIS 115 Introduction to Computer Information Systems
(30 lecture hours, 30 lab hours, 3 credits)

Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications.

Added at MCC Fall 1991.

CCCONLINE ONLY

CIS 118 Introduction to PC Applications
(30 lecture hours, 30 lab hours, 3 credits)

Introduces computer concepts and components, as well as application-suite software and the Internet. Includes descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages.

Added at MCC Fall 1996.

Applies to:

AA, AA-Elective,

CIS 131 Word Processing I
(23 lab hours, 1 credit)

Prerequisite: Ability to keyboard by touch
Gives the student an introductory working knowledge of word processing. The student will create, edit, format, save, and print documents. The student will use spell check, grammar check, and thesaurus features. The student will format text, paragraphs, and pages, change

margins and use the find and replace feature as well as create envelopes and labels.

Added at MCC Fall 2003.

CIS 132 Word Processing II
(23 lab hours, 1 credit)

Prerequisite: Keyboarding skills recommended, CIS 131 with a "C" grade or better, or instructor permission
Increases the student's working knowledge of word processing. In this module, the student will learn to use the merge function. The student will create multiple page reports using headers, footers, footnotes, endnotes, and page numbers. The student will create and format documents using columns and tables.

Added at MCC Fall 2003.

CIS 133 Word Processing III
(23 lab hours, 1 credit)

Prerequisite: CIS 131 & CIS 132 with a "C" grade or better or instructor permission
Increases the student's working knowledge of word processing. In this module, the student will learn to use borders, drawing, word art, and graphics. The student will create macros, charts, outlines, styles, and fill-in forms. The student will also sort and select records. This course is the third in a series of modules.

Added at MCC Fall 2003.

CIS 135 Complete PC Word Processing: MS Word
(69 lab hours, 3 credits)

Explores a complete array of word processing skills. The skills needed to create, edit, format, and printing documents are covered. Other topics include character, paragraph, and page formats, the use of spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

Added at MCC Spring 2005.

(All prerequisites removed effective Fall 2013)

CIS 141 PC Database I: MS Access
(23 lab hours, 1 credit)

Introduces the student to the functions of a database using selected software. It includes skills such as file creation, searches, sorts, simple editing and indexes.

Added at MCC Fall 2003.

CIS 142 PC Database II: MS Access
(23 lab hours, 1 credit)

Prerequisite: CIS 141 with a "C" grade or better

Continues to build on database skills using appropriate software.

Added at MCC Fall 2003.

CIS 143 PC Database III: MS Access
(23 lab hours, 1 credit)

Prerequisite: CIS 142 with a "C" grade or better
Continues to build database skills using the selected software.

Added at MCC Fall 2004.

CIS 145 Complete PC Database
(69 lab hours, 3 credits)

Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

(Previously CIS 145 Database Concepts Fall 1999-Spring 2002; All prerequisites removed effective Fall 2013)

CIS 151 PC Spreadsheets I: MS Excel
(23 lab hours, 1 credit)

Introduces the student to concepts and applications of an electronic spreadsheet. Topics include creating a worksheet, developing a professional looking worksheet and creating charts.

Added at MCC Fall 2003.

CIS 152 PC Spreadsheets II: MS Excel
(23 lab hours, 1 credit)

Prerequisite: CIS 151 with a "C" grade or better
Continues the concepts and applications of an electronic spreadsheet learned in the introduction class. Topics include working with lists, integrating appropriate software with other Windows programs, and working with multiple worksheets and workbooks.

Added at MCC Fall 2003.

CIS 153 Advanced Spreadsheets: MS Excel
(23 lab hours, 1 credit)

Prerequisite: CIS 152 with a "C" grade or better
Continues to build electronic spreadsheet skills. This course introduces the student to concepts and applications of an electronic spreadsheet. Topics include calculations, built-in functions, and spreadsheet design; also an introduction to graphics, database, and macros.

Added at MCC Fall 2004.

CIS 155 PC Spreadsheet Concepts: MS Excel
(69 lab hours, 3 credits)

Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

Added at MCC Spring 1999.

(All Prerequisites removed effective Fall 2013)

CIS 161 Presentation Graphics I
(23 lab hours, 1 credit)

Introduces the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication.

Added at MCC Fall 2006.

CIS 162 Advanced Presentation Graphics
(23 lab hours, 1 credit)

Focuses on delivery and integration of presentation software. Students will learn to rehearse, modify and deliver their presentations. This course will emphasize the integration features of the software as students learn how to share presentations, work together on development of presentations and to integrate their presentations with other programs.

Added at MCC Spring 2004.

CIS 167 Desktop Publishing
(68 lab hours, 3 credits)

Prerequisite: Knowledge of word processing
Introduces the concepts and applications for desktop publishing using work processing software. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents.

Added at MCC Fall 2003.

CIS 218 Advanced PC Applications
(30 lecture/30 lab hours, 3 credits)

Prerequisite: BTE 103 with a "C" grade or better or concurrent enrollment
Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Printed documents, reports, slides, and forms are produced to communicate information.

(Previously CIS 225 Integrated Software Applications Fall 1997-Spring 2002)

COM-Communication Courses

COM 100 Workplace Communications
(15 lecture hours, 1 credit)

Covers topics that teach students how to communicate effectively in the workplace. Includes listening, speaking, reading, and writing and emphasizes the importance of these four modes of communication in the workplace.

Added at MCC Fall 2003.

COM 105 Career Communications
(45 lecture hours, 3 credits)

Develops skills needed in obtaining and keeping a job. Includes job searching, applications, resumes, interviews, and the dynamics of customer, peer, and managerial relationships. Emphasizes speaking, writing, listening, critical reading skills, and vocabulary development essential to the employment world.

Added at MCC Summer 1989.

COM 115 Public Speaking
(45 lecture hours, 3 credits)

Combines the basic theory of speech communication with public speech performance skills. Emphasis is on speech delivery, preparation, organization, support, and audience analysis.

(Previously SPE 115 Speech Fall 2003-Spring 2008)

Applies to:

AA,

COM 125 Interpersonal Communication
(45 lecture hours, 3 credits)

Examines the communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

(Previously SPE 125 Fall 2003-Spring 2008)

Applies to:

AA,

COM 126 Communication in Healthcare
(45 lecture hours, 3 credits)

Familiarizes the student with interactive concerns in settings related to patient-client care. Course includes discussions of diverse cultures, client interaction and family/caregiver issues. The student will also address the concerns of attitude, office politics, teamwork, self-

initiative and conflict management as specifically experienced in the patient as client setting.

Added at MCC Fall 2014.

COM 226 Oral Interpretation
(45 lecture hours, 3 credits)

Excites and exposes the student to the potential offered in the reading and performing of great literature such as is found in prose, poetry, and drama.

CRJ-Criminal Justice Courses

CRJ 110 Introduction to Criminal Justice
(45 lecture hours, 3 credits)

Introduces a study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the course, and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances.

Added at MCC Spring 2010.

CRJ 112 Procedural Criminal Law
(45 lecture hours, 3 credits)

Covers Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Focuses on degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and an analysis of case studies from arrest through final appeal.

Added at MCC Spring 2014.

CRJ 205 Principles of Criminal Law
(45 lecture hours, 3 credits)

Focuses on common law and statutory law crimes, the Model Penal Code, elements defining crimes and penalties, defenses to criminal accusations, and definitions and distinctions between criminal and civil law.

Added at MCC Fall 2010.

CRJ 220 Human Relations and Social Conflict
(45 lecture hours, 3 credits)

Exploration of the environmental, organizational and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs and behavior involved in role conflicts, community relations and conflict management in the social structure.

Added at MCC Fall 2015.

(Curriculum Committee Approval Pending))

CRJ 230 Criminology
(45 lecture hours, 3 credits)

Exploration of the question of crime causation from legal, social, political, psychological and theoretical perspectives, Understanding the history and development of criminology.

Added at MCC Spring 2014.

CSC-Computer Science Courses

CSC 160 Computer Science I (C++)
(60 lecture hours, 4 credits)

Prerequisite: MAT 121 with a "C" grade or better
Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

Added at MCC Summer 2000.

Applies to: AA, AA-Elective

CSC 161 Computer Science II (C++)
(60 lecture hours, 4 credits)

Prerequisite: CSC 160 with a "C" grade or better
Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience.

Added at MCC Spring 2000.

CSC 165 Discrete Structures
(60 lecture hours, 4 credits)

Prerequisite: MAT 121 or CSC 160 with a "C" grade or better or math faculty permission
Prepares students for a fundamental understanding of computing and computer science. Includes set theory, Boolean algebra, relations, functions, graph theory and techniques for formal reasoning.

Added at MCC Fall 2003.

CSC 225 Computer Architecture/Assembly Language Programming
(60 lecture hours, 4 credits)

Prerequisite: CSC 160 with a "C" grade or better or equivalent, or instructor permission

Introduces concepts of computer architecture, functional logic, design, and computer arithmetic. Focuses on the mechanics of information transfer and control within a computer system. Includes symbolic programming techniques, implementing high level control structures, addressing modes and their relation to arrays, subprograms, parameters, linkage to high level languages and the assembly process.

Added at MCC Spring 2001.

CSL-Counselling Courses

CSL 245 Professional Ethics
(15 lecture hours, 1 credit)

Focuses on ethical practice in counseling through an overview of Colorado Mental Health Statute as well as the structure, function, and administration of the licensing and grievance boards in Colorado. This course meets the professional ethics mandatory training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

Added at MCC Fall 2010.

CSL 255 Infectious Diseases in Alcohol/Drug Treatment Setting
(15 lecture hours, 1 credit)

Focuses on risk factors for transmission of HIV/AIDS and the application of counseling methods to individuals infected with HIV/AIDS. This course meets the infectious diseases in treatment settings requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

Added at MCC Summer 2010.

CSL 260 Client Records Management
(15 lecture hours, 1 credit)

Focuses on Colorado State Laws surrounding the methods of client records documentation. This course meets the records management training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

Added at MCC Spring 2010.

CSL 265 Counseling Diverse Treatment Populations
(15 lecture hours, 1 credit)

Focuses on therapeutic methods for treatment of substance abuse disorders as applied particularly to the needs of minorities and special populations. This class meets the diverse treatment populations mandatory

training requirements for the Counselor I level of the Colorado Drug and Alcohol Abuse Program.

Added at MCC Fall 2010.

CSL 268 Addictions Counseling Skills
(30 lecture hours, 2 credits)

Focuses on clinical skills practice, crisis intervention techniques, and an overview of substance abuse. This course meets the addictions counseling skills training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

Added at MCC Summer 2010.

CSL 269 Principles of Addictions Treatment
(22.5 lecture hours, 1.5 credits)

Focuses on the major theories of addiction in an historical and theoretical context. Includes an elaboration on NIDA's Principles of Drug Addiction Treatment. This class meets the principles of addictions training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

Added at MCC Spring 2010.

ECE-Early Childhood Education Courses

Early Childhood Education Background Check Policy
A national criminal background check is required for every Early Childhood Education student at Morgan Community College. In order to participate in the ECE program, in lecture or practicum based courses, you will be required to complete a criminal background check through Certified Background.   Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for the cost of them. The background and fingerprint checks are a requirement of MCC; therefore, any previous background and fingerprint checks completed for employment will not suffice. This policy is implemented and monitored by the MCC Human Resources Department.

Students enrolling in any ECE course must pass the criminal background and fingerprint checks before they are allowed to start observation or practicum hours with children. Contact Human Resources if you are enrolling in an ECE online course for information on how to complete the background check process.

The background check and the fingerprint check is valid from the date of clearance as long as the student is continuously enrolled at MCC or in a CCCS approved program with no more than one semester lapse in enrollment. The Vice President of Instruction or the Division Chair for Arts and Sciences can request additional background checks at any time.   The student will be responsible for the additional cost. In some cases, additional background checks may be required by a practicum site.

Should any required record indicate that a student is unable to work with children, he or she will not be eligible to complete courses requiring interaction with children. In the even that a student's background check prevents one from working with children or be hired at an educational facility including child care centers, preschools, Head Start family child care homes, elementary schools, the Division Chair for Arts and Sciences or Student Services will work with the student to individualize an alternative education plan and career path.

NOTE: Do NOT delay - Fingerprint check processing can take up to 6 months for processing. Contact MCC Human Resources Department for additional assistance or questions.

ECE 101 Introduction to Early Childhood Education
(45 lecture hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY
Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on birth through age eight.

(Previously ECP 101 Intro to Early Childhood Profession Fall 2001-Spring 2003)

ECE 102 Introduction to Early Childhood Lab Techniques
(45 lecture hours, 3 credits)
Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Co-requisite: ECE 101
Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses birth through age 8.

(Previously ECP 102 Fall 2001-Summer 2003)

ECE 103 Guidance Strategies for Children
(45 lecture hours, 3 credits)

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and pro-social skills. Addresses birth through age 8.

(Previously ECP 148 Fall 2001-Spring 2003)

ECE 111 Infant & Toddler Theory & Practice
(45 lecture hours, 3 credits)

Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and\or family settings. Includes state requirements for licensing, health, safety and nutrition issues.

(Previously ECP 111 Fall 2001-Spring 2003)

ECE 112 Introduction to Infant\Toddler Lab Techniques
(15 lecture hours, 60 practicum hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Co-requisite: ECE 111
Includes a classroom seminar and placement in an infant and\or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and\or toddlers. Addresses ages prenatal through age 2.

(Previously ECP 112 Fall 2002-Summer 2003; Change from 60 practicum to 60 lab hours in 2010)

ECE 120 Introduction to Early Intervention for Infants and Toddlers

(60 lecture hours, 4 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY
Provides an introduction to early intervention (EI) for infants and toddlers and includes four key topics: orientation of early intervention, fundamentals of individual Family Service Plan (IFSP), early intervention teamwork, and working with families of infants and toddlers.

Added at MCC Summer 2014.

ECE 121 Promoting Infant/Toddler Development in Natural Environments
(45 lecture hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY
Emphasizes issues and strategies when working with infants and toddlers and their families in group and/or family settings. The course includes three key topics: supporting infants' and toddlers' social and emotional development, instructional strategies used in early intervention programs to support learning, and early oral language development.

Added at MCC Summer 2014.

ECE 122 Interventions for Infants' and Toddlers' Health, Communication and Behavioral Needs
(45 lecture hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY
Focuses on supporting infants and toddlers with health, communication and behavioral needs. This course includes three key topics: the health services related to the early intervention programs; communication challenges and their impact on other areas of development; and supporting infants and toddlers with behavior challenges and their families.

Added at MCC Summer 2014.

ECE 123 Critical Topics in Early Intervention
(45 lecture hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Introduces three critical topics: Autism Spectrum Disorders (ASD) in early intervention, instructional and assistive technology in early intervention and transition of infants and toddlers at age three.

Added at MCC Summer 2014.

ECE 124 Professional Growth and Development: Theory and Practice (w/lab)
(45 lecture hours, 30 lab hours, 4 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Focuses on theoretical and practical aspects of personal and professional growth and development of the Developmental Intervention (DI) assistant needed to work in early intervention settings. The course includes interpersonal skills to work in teams and support personal growth, as well as field experience in early intervention settings with infants and toddlers with disabilities. Students work under the supervision of experienced and licensed early intervention providers with direct guidance of the instructor.

Added at MCC Summer 2014.

ECE 126 Art & the Young Child
(30 lecture hours, 2 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Investigates the development of self-taught art techniques in young children.

Added at MCC Summer 2003.

ECE 175 Special Topics in Early Childhood Education
(Variable, .05-6 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Explores current topics, issues and activities related to one or more aspects of the early childhood profession.

Added at MCC Summer 2004.

ECE 205 Nutrition, Health & Safety
(45 lecture hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8.

(Previously ECP 205 Nutrition and the Young Child Fall 2001-Spring 2003)

ECE 220 Curriculum Development: Methods & Techniques
(45 lecture hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs.

(Previously ECP 227 Fall 2001-Spring 2003)

ECE 225 Language & Cognition for the Young Child
ECE 260 Exceptional Child
(45 lecture hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Prerequisites: PSY 238 or ECE 238 or Instructor permission
Presents an overview of critical elements related to educating young children with disabilities in the early childhood setting. Topics include the following: typical and atypical development, legal requirements, research-based practices related to inclusion, and accommodations and adaptations. Student will learn how a disability will impact a young child's learning process. Focus of the course is on birth through age 8.

Added at MCC Summer 2010.

ECE 226 Creativity and the Young Child
(45 lecture hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY
Provides an emphasis on encouraging and supporting creative self-expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8.

(Previously ECP 215 Summer 2002-Spring 2003)

ECE 238 Child Growth & Development
(45 lecture hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY
Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child as well as how adults can provide a supportive environment. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component.
Added at MCC Summer 2005.

(Reduced from 4 credits to 3 credits Summer 2011)

ECE 240 Administration of Early Childhood Care & Education Programs
(45 lecture hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Prerequisite: ECE 101 with a "C" grade or better or instructor permission
Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

(Previously ECP 226 Fall 2001-Spring 2003)

ECE 241 Administration: Human Relations for Early Childhood Education
(45 lecture hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY
Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.

(Previously ECP 216 Fall 2001-Spring 2003)

ECE 260 Exceptional Child
(45 lecture hours, 3 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Prerequisites: PSY 238 or ECE 238 or Instructor permission
Presents an overview of critical elements related to educating young children with disabilities in the early childhood setting. Topics include the following: typical and atypical development, legal requirements, research-based practices related to inclusion, and accommodations and adaptations. Student will learn

how a disability will impact a young child's learning process. Focus of the course is on birth through age 8.

Added at MCC Summer 2010.

ECE 289 Capstone: Early Childhood Education
(Variable hours, 1-6 credits)

Prerequisite: Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Incorporates a demonstrated culmination of learning within a given program of study.

Added at MCC Spring 2005.

ECO-Economics Courses

ECO 105 Introduction to Economics
(45 lecture hours, 3 credits)

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues.

Added at MCC Fall 2004.

ECO 201 Principles of Macroeconomics: SS1
(45 lecture hours, 3 credits)

Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS1 Effective Spring 2004.

(Replaces ECO 201-Fall 1988-Fall 2003)

*Applies to: AGS
AA &, AA-Elective*

ECO 202 Principles of Microeconomics: SS1
(45 lecture hours, 3 credits)

Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly,

oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS1 Effective Spring 2004.

(Replaces ECO 202 Fall 1988-Fall 2003)

*Applies to: AGS
AA &, AA-Elective*

EDU-Education Courses

EDU 131 Introduction to Adult Education
(45 lecture hours, 3 credits)

Introduces the student to the basic concepts in the instruction of adults. Emphases will be placed on understanding the adult learner and how their individual backgrounds and experiences can affect the learning process. Additionally, the course will cover applicable federal and state legislation which affects adult learning programs and will offer information on additional resources and associations in the field of Adult Education.

Added at MCC Spring 2008.

EDU 132 Planning, Organizing and Delivering Adult Education Instruction
(45 lecture hours, 3 credits)

Covers the basics of planning an adult education program, organizing instruction within the various content areas and delivering the material in a variety of ways, both in groups and individualized instruction. A wide variety of learning principles and theories will be addressed in ways that show their applicability to the adult learner and his/her education. This course was designed to meet Colorado Literacy Instruction Authorization requirements.

Added at MCC Spring 2008.

EDU 133 Adult Basic Education (ABE)/Adult Secondary Education (ASE)
(45 lecture hours, 3 credits)

Specifically address the different levels within an Adult Education program. Each level will be addressed in terms of appropriate assessment tools and instructional techniques. Emphasis will be placed on teaching ways that the adult education instructor can encourage the development of cognitive skills at each level, as a springboard to the next higher level. This course was

designed to meet Colorado Literacy Instruction Authorization requirements

Added at MCC Spring 2008.

EDU 134 Teaching English as a Second Language to Adult Learners
(45 lecture hours, 3 credits)

Introduces the development and implementation of a program to teach English to adults whose first language is not English. Topics will range widely from assessment and placement to the theories behind language acquisition. Students will also cover a wide variety of methodologies, both group and individualized, that are aimed at teaching the non-English speaker the written and verbal skills, necessary to successfully function in the United States. This course was designed to meet Colorado Literacy Instruction Authorization requirements.

Added at MCC Spring 2008.

EDU 135 Family Literacy in Adult Education
(45 lecture hours, 3 credits)

Introduces the students to the philosophy and theory behind family literacy, as well as give practical advice on the development and implementation of a family literacy program. The four-component model of adult education, early childhood education, parent and child together time (PACT), and parenting will be covered, both in theory and practical application.

Added at MCC Fall 2004.

EDU 188 Practicum I in Education
(Variable, 0-12 credits)

Co-requisite: EDU 221
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor.

Added at MCC Fall 2007.

EDU 221 Introduction to Education
(45 lecture hours, 3 credits)

Prerequisite: College level reading and writing as demonstrated on college level placement scores
Co-requisite: EDU 188-Field-Experience component, if not embedded in the class
Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the

state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system.

Added at MCC Fall 2004.

EDU 231 Introduction to Bilingual Education
(60 lecture hours, 4 credits)

Focuses on bilingual and multicultural education with emphasis on the linguistically and culturally diverse learner. Covers historical perspectives, philosophical frameworks, legal implications, subject matter methodologies and current issues which impact bilingual educational programs.

Added at MCC Spring 2008.

EDU 232 Literacy in the Multicultural/Multilingual Classroom
(45 lecture hours, 3 credits)

Introduces students to the theories, methods, and techniques for teaching reading and language to children from diverse cultural and linguistic backgrounds. Includes field experience applying coursework with children.

Added at MCC Spring 2008.

EDU 233 English Language Learning (K-6)
(45 lecture hours, 3 credits)

Prepares teachers who work with limited English proficient students to learn strategies to develop English language learners' (ELLs') social and academic English and supports their transition to US culture and schools. This course is appropriate in a variety of program models: mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with pre-service teachers.

Added at MCC Spring 2008.

EDU 234 Multicultural Education
(45 lecture hours, 3 credits)

Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. Assists teachers to recognize the special learning needs of children from different racial, ethnic, cultural and socioeconomic groups and to encourage teachers to integrate multicultural/ diversity teaching into the school curriculum.

Added at MCC Spring 2008.

EDU 240 Teaching the Exceptional Learner
(45 lecture hours, 3 credits)

Focuses on the individual differences and modifications that are necessary in the educational practices of the exceptional learner. Incorporates an additional 10-hour 0-credit, pre-professional, supervised, field based experience. Together with this experience, a portfolio and field experience reflective journal is required of all students.

EDU 250 CTE in Colorado
(15 lecture hours, 1 credit)

Explores common elements of Career and Technical Education philosophy and current practices. It details the philosophy of Career and Technical Education (CTE), the federal Carl D. Perkins legislation and related guidelines for CTE, the Colorado Technical Act, national and state regulatory agencies, the CCCS program approval process, enrollment management and advising strategies, relevant local and national issues, and quality assurance principles.

Added at MCC May 2012.

EDU 261 Teaching, Learning & Technology
(45 lecture hours, 3 credits)

Prerequisite: EDU 221 or EDU 260 with a "C" grade or better
Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.

Added at MCC Spring 2004.

EIC-Electricity Industrial/Commercial Courses

EIC 101 Job Training and Safety
(30 lecture hours, 22.5 lab hours, 3 credits)

Studies first aid, CDL, basic use and care of personal protective equipment, use and care of climbing equipment, daily inspection and basic use of motorized equipment.

Added at MCC Fall 2015.

EIC 102 Electrical Print Reading
(45 lecture hours, 22.5 lab hours, 4 credits)

Teaches the skills needed to interpret electrical drawings properly. This 15 hour seminar is critical for anyone involved in the design, construction, or maintenance of electrical systems.

Added at MCC Fall 2015.

EIC 103 Safety & Industry Certificate
(40 lecture hours, 22.5 lab hours, 4 credits)

Long Title: Safety & Industry Certifications
Learn a comprehensive review of electrical industry safety standards. When applicable, the student will earn a permit and/or certification in the following areas: CDL Licensing, First Aid/CPR/AED, Flagging, OSH 1910.269, National Electric Safety Code Rescue Procedures, Excavation Safety and use of Personal Protective Equipment.

Added at MCC Fall 2015.

EIC 104 Basics of Industrial Electricity
(15 lecture hours, 11.5 lab hours, 1.5 credits)

Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis; and troubleshooting with basic test equipment.

Added at MCC Fall 2015.

EIC 107 Understanding & Navigating NEC
(30 lecture hours, 22.5 lab hours, 3 credits)

Long Title: Understanding & Navigating the National Electrical Code
Provides an in depth knowledge of how the National Electrical Code is developed. Combining both a description of its layout and the tools to be able to navigate the entire code and be able to find information needed.

Added at MCC Fall 2015.

EIC 120 Electrical Installations II
(40 lecture hours, 22.5 lab hours, 4 credits)

Explores commercial and industrial building wiring in conformance with the current National Electrical Code and local codes using electric metallic tubing and other raceways. The emphasis is on proper use of tools and safety.

Added at MCC Fall 2015.

EIC 124 Electrical Safety Requirements
(15 lecture hours, 1 credit)

Focuses on training that is 100% practical and deals with every important aspect of OSHA's electrical safety-

related work practices and how they apply. Teaches the safe installation and maintenance of electrical equipment. Covers the use of personal protective equipment.

Added at MCC Fall 2015.

EIC 130 National Electrical Code I
(45 lecture hours, 22.15 lab hours, 4 credits)

Focuses on the National Electrical Code and local code requirements for electrical installation. Covers chapters one through four of the National Electrical Code.

Added at MCC Fall 2015.

EIC 160 Instruments & Measurements
(45 lecture hours, 22.5 lab hours, 4 credits)

Long Title: Electrical Instruments & Measurements
Covers the proper techniques for using electrical instruments, including volt/ohm, amp, phase rotation, oscilloscopes and recording meters. Focuses on instrument transformers for journeymen and in-plant electricians.

Added at MCC Fall 2015.

EIC 168 Maintenance Management
(15 lecture hours, 1 credit)

Covers the critically important but often overlooked component of maintenance management. Focuses on the implementation of a maintenance program or improvement of an existing program. Covers how to reduce unscheduled overtime, excessive material costs, and the number of breakdown repairs.

Added at MCC Fall 2015.

EIC 221 Trouble Shooting Control Cir
(15 lecture hours, 11.5 lab hours, 1.5 credits)

Long Title: Trouble Shooting Control Circuits
Bridges the gap between the theoretical knowledge and the critical thinking skills needed on the job. Incorporates working at a troubleshooting station with circuits that are identical to motor control circuits in a plant. Concentrates exclusively to teaching hands-on troubleshooting.

Added at MCC Fall 2015.

EIC 222 Instrument & Process Control I
(45 lecture hours, 22.5 lab hours, 4 credits)

Long Title: Intro. Instr. & Process Control
Investigates theory of industrial instrumentation measurement through process control. Includes theory and measurement methods for temperature, pressure,

level and flow. Incorporates hands-on training equipment to measure temperature and pressure and perform calibration of a pressure differential transmitter. Enables the student to construct a closed loop and tune the loop. Test equipment is used to simulate a two-wire transmitter and source a current signal for calibration of an I/P transducer.

Added at MCC Fall 2015.

EIC 224 Understanding PLC's
(15 lecture hours, 11.5 lab hours, 1.5 credits)

Improves the individual's ability to read, interpret and analyze electrical ladder drawings. Acquaints the student with the basic electromechanical components commonly used in electrical control circuits, as well as solid-state relays and the role of programmable controllers.

Added at MCC Fall 2015.

EIC 227 Mechanical Drives
(15 lecture hours, 11.5 lab hours, 1.5 credits)

Covers the basics of mechanical drives including chain drives, belt drives, bushings, couplings, gear drives, bearings, and lubrication. Includes power transmission physics, shafts, keyways and keyseats, prime movers, gearing, chain drives, belt drives, bushing couplings, bearings, lubrication, clutches, brakes and torque limiters, mechanical variable speed drives.

Added at MCC Fall 2015.

EIC 280 Internship
(135 Internship hours, 4.5 credits)

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Added at MCC Fall 2015.

ELT-Electronics Courses

ELT 106 Fundaments of DC/AC
(45 lecture hours, 22.5 lab hours, 4 credits)

Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments in troubleshooting.

Added at MCC Fall 2015.

EMS-Emergency Medical Services Courses

EMS 112 Emergency Medical Dispatch
(30 lecture hours, 11 lab hours, 2.5 credits)

Prerequisite: Current CPR card
Provides technical and practical information, skill practice and written examination for the current or potential emergency dispatcher.

Added at MCC Fall 2003.

EMS 115 Emergency Medical Responder
(45 lecture hours, 3 credits)

Provides the student with core knowledge and skills to function in the capacity of an emergency medical responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives.

Added at MCC Summer 2003.

EMS 121 EMT Fundamentals
(30 Lecture Hours, 22.5 lab hours, 3 credits)

Introduces the Emergency Medical Technician (EMT) student to pre-hospital emergency care. The topics included in this course are Emergency Medical Services (EMS) systems, well-being of the EMT, communications, documentation, anatomy, airway management, and patient assessment.

Added at MCC Summer 2012.

EMS 122 EMT Medical Emergencies
(30 lecture hours, 45 lab hours, 4 credits)

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to effectively provide emergency care and transportation to a patient experiencing a medical emergency. This course focuses on the integration of the physical exam, medical history, and pathophysiology when assessing and treating the medical patient.

Added Summer 2012.

EMS 123 EMT Trauma Emergencies
(15 lecture hours, 22.5 lab hours, 2 credits)

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.

Added at MCC Summer 2012.

EMS 123 EMT Trauma Emergencies
(15 lecture hours, 22.5 lab hours, 2 credits)

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.

Added at MCC Summer 2012.

EMS 123 EMT Trauma Emergencies
(15 lecture hours, 22.5 lab hours, 2 credits)

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.

Added at MCC Summer 2012.

EMS 126 EMT Refresher
(30 lecture hours, 23 lab hours, 3 credits)

Prerequisite: Current CPR card, Current or less than 36 months expired EMT certification
Provides the student with a refresher course designed to meet the recertification requirements for the State of Colorado and/or a portion of the recertification requirements for National Registry.

Added at MCC Fall 2003.

EMS 127 AEMT Special Considerations
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: Must be a current EMT in Colorado
Introduces the Advanced Emergency Medical Technician (AEMT) student to the fundamental knowledge of growth, development and aging considerations in the emergency patient. The student will learn to use assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. These include the obstetric patient, neonatal patient, pediatric patient,

geriatric patient, and patients with special challenges. Learners will apply this knowledge to patient assessment and the development of a treatment plan in a simulated setting. This course also provides an overview of the principles of safe ground ambulance operations, incident management, multiple casualty incidents, air medical responses, vehicle extrication, hazardous material awareness and terrorism and disaster response. Learners will apply critical thinking skills to ensuring the safety of a scene and a plan for safe patient care and transportation.

Added at MCC Fall 2012.

EMS 129 AEMT Pharmacology
(7.5 lecture hours, 11.25 lab hours, 1 credit)

Prerequisite: Must be a current EMT in Colorado
Provides the Advanced Emergency Medical Technician (AEMT) student with a basis for making clinical decisions in the pharmacologic management of patients commonly encountered in the pre-hospital setting. Topics include the legal and ethical aspects of pharmacotherapy, roles, responsibilities and techniques associated with medication preparation and administration, the classification and naming of medications, pharmacokinetics, pharmacodymanics, and medication calculations. In addition the mechanism of action, dose, route(s) of administration, therapeutic effects, adverse effects, and therapeutic indications for medications within the Advanced Emergency Medical Technician scope of practice are discussed in detail.

Added at MCC Fall 2012.

EMS 130 EMT Intravenous Therapy
(20 lecture hours, 15 lab hours, 2 credits)

Prerequisite: Current EMT Basic certification, or proper licensure
Focuses on cognitive and skill practice as required by Colorado Pre-hospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

Added at MCC Fall 2003.

EMS 131 AEMT Fundamentals
(15 lecture hours, 22 lab hours, 2 credits)

Prerequisite: Must be a current EMT in Colorado
Provides the Advanced Emergency Medical Technician (AEMT) student with instruction in EMS systems, communications and documentation, pathophysiology, airway management, and the role of EMS in public health.

Added at MCC Fall 2012.

EMS 133 AEMT Medical Emergencies
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: Must be a current EMT in Colorado
Introduces the Advanced Emergency Medical Technician (AEMT) student to a fundamental knowledge of emergency care for the medical patient. This course provides instruction in the integration of physical exam findings, history findings, and pathophysiology when assessing and treating the medical patient. Topics addressed include neurology, immunology, infectious diseases, endocrine disorders, cardiovascular disorders, toxicology, respiratory emergencies, hematology, and renal disorders.

Added at MCC Fall 2012.

EMS 135 AEMT Trauma Emergencies
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: Must be a current EMT in Colorado
Introduces the Advanced Emergency Medical Technician (AEMT) student to a fundamental knowledge of emergency care for the trauma patient. The student will learn how to utilize assessment findings to provide basic and selected advanced emergency care and transportation for the trauma patient

Added at MCC Fall 2012.

EMS 154 Trauma Life Support
(1 credit)

Prepares the EMS provider to assess and manage trauma patients in the pre-hospital setting.

Added at MCC Fall 2013.

EMS 170 EMT Clinical
(7.5 private instruction hours, 1 credit)

Co-requisite: EMS 121 if using for Certificate EMS 126 if using for recertification
Provides the EMT student with the clinical experience required for initial certification and some renewal processes.

Added at MCC Fall 2003.

EMS 171 AEMT Clinical Internship
(2 credits)

Prerequisite: Must be a current EMT in Colorado
Builds on the Advanced Emergency Medical Technician (AEMT) student's fundamental knowledge of patient care in the clinical and field setting. The student will perform patient assessments through physical examination, and patient interviews of health history and current illness. The student will then use those assessment findings to develop and carry out a patient treatment plan. This will include

pediatric, geriatric and adult patients with a variety of presentations. The student will also survey each field scene for safety considerations and scene management.

Added at MCC Fall 2012.

EMS 178 EMS Seminar
(Variable hours, .05-6 credits)

Provides the student with the opportunity to explore local interests and needs in a less formal setting.

Added at MCC Summer 2003.

EMS 203 EMT Intermediate I
(75 lecture hours, 30 lab hours, 6 credits)

Prerequisite: Valid EMT-Basic, HEP B vaccination, Current CPR cards, high school grad or GED
Provides preparatory information and is the first part of the EMT Intermediate program.

Added at MCC Fall 2003.

EMS 205 EMT Intermediate II
(75 lecture hours, 30 lab hours, 6 credits)

Prerequisite: EMT Intermediate I - EMS 203
Serves as the second course for EMT Intermediate certification.

Added at MCC Fall 2003.

EMS 206 EMT Intermediate Refresher
(30 lecture hours, 23 lab hours, 3 credits)

Prerequisite: Current EMT I certificate, or less than 36 months expired
Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program.

Added at MCC Fall 2003.

EMS 270 Clinical: EMS Intermediate
(45 lab hours, 3 credits)

Prerequisite: EMS 203-205 with a "C" grade or better
Co-requisite: EMS 205 as needed
Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

Added at MCC Fall 2003.

ENG-English Courses

ENG 113 Business English
(45 lecture hours, 3 credits)

Introduces business English skills that are applicable to business correspondence. This course will review basic principles of grammar, punctuation, capitalization, spelling, and word usage.

(Previously ENG 115 Technical English & Communications Fall 2002-Summer 2003; BUS 117 Business English Fall 1991- Summer 2002; BUS 111 Business English Summer 1987- Summer 1991)

ENG 115 Technical English and Communication
(45 lecture hours, 3 credits)

Focuses on the written and oral communication needs of students in vocational and technical fields. Enables the student to practice written, oral, reading, reasoning, and interpersonal communication skills in order to become successful(or to remain successful) in the workplace.

Added at MCC Fall 2010.

ENG 121 English Composition I: CO1
(45 lecture hours, 3 credits)

Prerequisite: ACCUPLACER® Sentence Skills score of 95 or higher or ENG 090 with "C" grade or higher
Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.
This course is a part of the Statewide Guaranteed Transfer courses. GT-CO1 Effective Spring 2003.

(Replaces ENG 121 Summer 1988-Fall 2002)

Applies to:

AA, AA-ELE,

ENG 122 English Composition II: CO2
(45 lecture hours, 3 credits)

Prerequisite: ENG 121 with a "C" grade or better
Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research.
This course is a part of the Statewide Guaranteed Transfer courses. GT-CO2 Effective Spring 2003.

(Replaces ENG 122 Summer 1988-Fall 2002)

Applies to:

AA,

ENG 201 English Composition III: CO3
(45 lecture hours, 3 credits)

Long Title: Composition III: Writing for Public Discourse GT-CO3

Prerequisite: ENG 122 with a "C" grade or better

Provides students with skills necessary to enter into higher-level undergraduate academic discourse or professional workplace writing. ENG 201 extends students rhetorical knowledge and develops critical reading, thinking, and writing strategies in multiple specialized areas of discourse beyond what they encounter in ENG 122. In ENG 201, students deepen their rhetorical and writing skills by learning to analyze, synthesize, summarize, complex texts and incorporate this information into specific writing conventions for a defined discipline. As a more advanced composition course, ENG 201 provides interested students with the opportunity to continue their exploration of expository writing with the added benefit of learning to write for distinct audiences (format, language, level of specificity, length, and documentation style). Students will also learn effective editing and revising techniques, discipline-specific writing strategies, and how to extend their mastery of rhetorical strategies. While ENG 201 may be taught with the focus in a variety of disciplines (science writing, gender studies, literary criticism, writing in the humanities, business writing, political geography, philosophy, and so on), every discipline will allow students the opportunity to learn how to communicate with specialized audiences and adapt content to the needs of varying rhetorical situations.

This course is a part of the Statewide Guaranteed Transfer courses. GT-CO3

Added at MCC Spring 2011.

Applies to:

AA,

ENG 221 Creative Writing I
(45 lecture hours, 3 credits)

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs.

Added at MCC Summer 2002.

ENG 222 Creative Writing II
(45 lecture hours, 3 credits)

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

Added at MCC Fall 2003.

ENG 226 Fiction Writing
(45 lecture hours, 3 credits)

Teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story.

Added at MCC Fall 1991.

ENG 227 Poetry Writing
(45 lecture hours, 3 credits)

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

Added at MCC Fall 1991.

ENV-Environmental Science Courses

ENV 101 Environmental Science: SC1
45 lecture hours, 30 lab hours, 4 credits

Provides an introduction to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. Using a holistic approach, students will study how the foundations of natural sciences interconnect with the environment. This course includes laboratory experience.

This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1.

Added at MCC Fall 2012

ESL-English as a Second Language Courses

ESL 011 Basic Pronunciation
(45 lecture hours, 3 credits)

Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

ESL 012 Intermediate Pronunciation
(45 lecture hours, 3 credits)

Provides listening, speaking and reading activities that help students recognize and produce a variety of stress and intonation patterns in English. Helps students to produce problematic English sounds.

ESL 021 Basic Grammar
(Variable, 3-5 credits)

Assists the student in mastering basic structures in English grammar through oral and written practice.

ESL 022 Intermediate Grammar
(Variable, 3-5 credits)

Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

ESL 023 Advanced Grammar
(Variable, 3-5 credits)

Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

ESL 031 Basic Conversation
(Variable, 3-4 credits)

Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

ESL 032 Intermediate Conversation
(Variable, 3-4 credits)

Teaches listening, pronunciation, and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.

ESL 033 Advanced Conversation
(45 lecture hours, 3 credits)

Provides students with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening and note-taking strategies, as well as questioning, discussion, and presentation skills.

ESL 041 Basic Reading
(Variable, 3-4 credits)

Improves comprehension of simple written texts through vocabulary building and reading strategies.

ESL 042 Intermediate Reading
(Variable, 3-4 credits)

Helps the student read more quickly and accurately and understand a variety of intermediate level reading material.

FST-Fire Science Technology Courses

FST 100 Firefighter I
(60 lecture hours, 112.5 lab hours, 9 credits)

ACCUPLACER® Requirement: REA 060
Addresses the requirements necessary to perform at the first level of progression as identified in National Fire Protection Association (NFPA) 1001, Firefighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA 1001, level I, standard.

Added at MCC Spring 2010.

FST 102 Principles/Emergency Services
(45 lecture hours, 3 credits)

Prerequisite: FST 100 with "C" grade or higher
ACCUPLACER® Requirement: REA 060.
Provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government ; laws and regulations affecting the fire service; fire service nomenclature ; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

Added at MCC Summer 2010.

(Title Changed from "Introduction to Fire Science and Suppression" 4/7/09.)

FST 107 Hazardous Materials Operations (Level 1)
(45 lecture hours, 3 credits)

Prerequisite: FST with a "C" grade or higher.
ACCUPLACER® Requirement: REA 060
Introduces hazardous materials incidents, recognizing and identifying hazardous materials, planning response, implementing response procedures, decision making, and continued evaluation at the awareness and operation level.

Added at MCC Summer 2010.

Foreign Language Courses

NOTE: Foreign Language prefix * * * is determined by language being taught, i.e.: SPA for Spanish,
FRE for French, GER for German, RUS for Russian, SPA for Spanish, etc.

(SPA classes are listed in their own section under SPA-Spanish Courses)

* * * 101 Conversational Foreign Language I: French, Russian, Spanish, etc.
(45 lecture hours, 3 credits)

This is the first course in a sequence for beginning students who wish to understand and speak (FOL). The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

Added at MCC Spring 2004.

* * * 102 Conversational Foreign Language II: French, German, Russian, Spanish, etc.
(45 lecture hours, 3 credits)

*Prerequisite: * * * 101 with a "C" grade or better*
This is the second course in a sequence for beginning students who wish to understand and speak (FOL). The material will continue to cover basic conversational patterns, expressions, and grammar.

Added at MCC Spring 2004.

* * * 111 Foreign Language I: French, Spanish, etc.
(75 lecture hours, 5 credits)

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

Added at MCC Spring 2004.

* * * 112 Foreign Language II: French, Spanish, etc.
(75 lecture hours, 5 credits)

*Prerequisite: * * * 111 with a "C" grade or better or instructor* permission
Continues * * * 111 in the development of functional proficiency in listening, speaking, reading and writing the language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

Added at MCC Spring 2004.

* * * 115 Foreign Language for the Professional
(45 lecture hours, 3 credits)

Prerequisite: College level reading
Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others

Added at MCC Fall 2004.

* * * 211 Foreign Language III: French, Spanish: AH4
(45 lecture hours, 3 credits)

*Prerequisite: * * * 112 with a "C" grade or better or instructor permission*
Continues * * * 111 and * * * 112 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH4 Effective Fall 2005.

* * * 212 Foreign Language IV: French, Spanish: AH4
(45 lecture hours, 3 credits)

*Prerequisite: * * * 211 with a "C" grade or better or instructor permission*
Continues * * * 111, * * * 112, and * * * 211 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.
This course is a part of the Statewide Guaranteed Transfer courses. Effective Fall 2005.

* * * 215 Foreign Language for the Professional II
(45 lecture hours, 3 credits)

*Prerequisite: * * * 115 with a "C" grade or better*
Continues * * * 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

Added at MCC Fall 2003.

(Prerequisite Change Spring 2010)

GEO-Geography Courses

GEO 105 World Regional Geography: SS2
(45 lecture hours, 3 credits)

An introductory course designed to facilitate an understanding of spatial relationships between and among the geographic regions of the world. Included are demographic and cultural
(political, economic, and historic) forces related to the physical environments of selected regions. Methods of study include analysis of/and interrelationships between developed and developing regions.
This course is a part of the Statewide Guaranteed Transfer courses. Effective Spring 2003.

(Replaces GEO 105 Spring 1990-Fall 2002)

Applies to: AGS
AA &, AA-Elective

GEY-Geology Courses

GEY 111 Physical Geology/Lab: SC1
(45 lecture hours, 30 lab hours, 4 credits)

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. This course is a part of the Statewide Guaranteed Transfer courses. Effective Spring 2003.

(Replaces GEY 111 Fall 1989-Fall 2002; Title Change: added "w/Lab" Spring 2012)

Applies to
AA-Science, AA-Elective

GEY 112 Historical Geology/Lab: SC1
(45 lecture hours, 30 lab hours, 4 credits)

Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience.
This course is a part of the Statewide Guaranteed Transfer courses. Effective Spring 2003.

(Replaces GEY 121 Spring 1991-Fall 2002; Title change: added "w/Lab" Spring 2012)

Applies to:
AA-Science, AA-Elective

HHP-Holistic Health Professional Courses

HHP 102 Touch For Caregivers
(4 lecture hours, 4 lab hours, .5 credits)

Focuses on touch therapy as an important aspect of caring for the whole person. Introduces concepts related to basic massage and energy work. Features techniques that are quickly learned and applied to interactions with clients, family, and friends and readily incorporated by caregivers in long term, home health, hospice, and acute care situations.

Added at MCC Fall 2008.

HHP 108 Aromatherapy
(4 lecture hours, 4 lab hours, 1 credit)

While much ancient wisdom on the use of essential oils in health maintenance and the healing of disease has been lost, some tantalizing data from the ancient Egyptians exists and has been verified by modern scientific research. Explores the pharmacokinetics and neurophysiology of essential oils, looking into their origins, extraction, storage, and usage. Enables the student to observe a large number of essential oil remedies and their applications.

Added at MCC Spring 2005.

(Course numbering change from HHP 202 to HHP 108 Summer 2010)

HHP 166 Introduction to Reflexology
(8 lecture hours, 8 lab hours, 1 credit)

Teaches the student foot anatomy, basic hand stroke and foot reflex points.
Added at MCC Spring 2005.

HIS-History Courses

HIS 101 Western Civilization: Antiquity-1650: HI1
(45 lecture hours, 3 credits)

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.
This course is a part of the Statewide Guaranteed Transfer courses. GT-HI1 Effective Spring 2003.

(Replaces HIS 101 Summer 1988-Fall 2002; Replaces HIS 101-History of Western Civilization I: HI1 Spring 2003-Fall 2010)

Applies to:
AA &, AA-Elective

HIS 102 Western Civilization: 1650-Present: HI1
(45 lecture hours, 3 credits)

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening

the skills historians use while constructing knowledge in this discipline.
This course is a part of the Statewide Guaranteed Transfer courses. GT-HI1 Effective Spring 2003.

Added at MCC Spring 2003.

(Replaces HIS 102 Summer 1988-Fall 2002; Replaces HIS 102 History of Western Civilization II: HI1 Spring 2002-Fall 2010)

Applies to:

AA &, AA-Elective

HIS 111 The World: Antiquity-1500: HI1
(45 lecture hours, 3 credits)

Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from the prehistoric era to 1500. Reflects the multiple perspectives of gender, class, religion, and ethnic groups in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.
This course is a part of the Statewide Guaranteed Transfer courses. GT-HI1 Effective Fall 2006.

(Replaces HIS 111Fall 2003-Summer 2006; Replaces HIS 111 World Civilization I: HI1 Spring 2006-Fall 2010 including description and competencies changes)

Applies to: AGS
AA &, AA-Elective

HIS 112 The World: 1500-Present: HI1
(45 lecture hours, 3 credits)

Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from 1500 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.
This course is a part of the Statewide Guaranteed Transfer courses. GT-HI1 Effective Fall 2006.

(Replaces HIS 112 Fall 2003-Summer 2006; Replaces HIS 112 World Civilization II: HI1 Spring 2006-Fall 2010 including competencies and course description changes)

Applies to: AGS
AA &, AA-Elective

HIS 121 U.S. History to Reconstruction: HI1
(45 lecture hours, 3 credits)

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.
This course is a part of the Statewide Guaranteed Transfer courses. GT-HI1 Effective Spring 2003.

(Replaces HIS 201 Summer 1988-Fall 2002; Replaces HIS 201 U.S. History I: HI1 Spring 2003-Fall 2010 including competencies) (New Title Spring 2011)

Applies to: AGS
AA &, AA-Elective

HIS 122 U.S. History Since Civil War: HI1
(45 lecture hours, 3 credits)

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.
This course is a part of the Statewide Guaranteed Transfer courses. GT-HI1 Effective Spring 2003.

(Replaces HIS 202 Summer 1988-Fall 2002; Replaces HIS 202 U.S. History II: HI1 Spring 2003-Fall 2010 including competencies; New Title Spring 2011)

Applies to: AGS
AA &, AA-Elective

HIS 215 Women in US History: HI1
(45 lecture hours, 3 credits)

Examines women's changing roles in American history from the pre-colonial native population to the present. Emphasizes the nature of women's work and the participation of women in the family, political, religious, and cultural activities and in social reform movements.
This course is a part of the Statewide Guaranteed Transfer courses. GT-HI1

Added Summer 2014.

Applies to: AGS
AA &, AA-Elective

HIS 225 Colorado History: HI1
(45 lecture hours, 3 credits)

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.
This course is a part of the Statewide Guaranteed Transfer courses. GT-HI1 Effective Spring 2011.

(Replaces HIS 225-Colorado History Fall 1991-Fall 2010 including competencies and course description changes and addition of GT designation)

Applies to: AGS
AA &, AA-Elective

HIS 235 History of the American West
(45 lecture hours, 3 credits)

Traces the history of the American West, from the Native American cultures and the frontier experiences of America's earliest, eastern settlers, through the Trans-Mississippi West, across the great exploratory and wagon trails, and up to the present West, be it urban, ranching, reservation, resource management, or industrial. Emphasizes the north and central parts of the West.

(Replaces HIS 235 History of the American West, Fall 2003-Fall 2010 including competencies and course description changes)

HIS 236 U.S. History Since 1945: HI1
(45 lecture hours, 3 credits)

Focuses on the major political, economic, social, and cultural developments that have shaped modern America from 1945 to the present.
This course is a part of the Statewide Guaranteed Transfer courses. GT-HI1 Effective Spring 2011.

(Replaces HIS 235 U.S. History Since 1945 Fall 2009-Fall 2010 including competencies and description changes and addition of GT-HI1)

HIS 240 Cold War Era in World History
(45 lecture hours, 3 credits)

Examines the Cold War as a political, ideological, economic, and military contest on global scale.

Added Spring 2015.

HIS 247 20th Century World History: HI1
(45 lecture hours, 3 credits)

Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states.
This course is a part of the Statewide Guaranteed Transfer courses. GT-HI1 Effective Spring 2011.

(Replaces HIS 247 20th Century World History: HI1 Spring 2009-Fall 2010 including competencies changes and addition of GT: HI1)

Applies to: AGS
AA &, AA-Elective

HIS 260 U.S. Foreign Relations History: HI1
(45 lecture hours, 3 credits)

Provides an overview of the history of United States foreign relations from the colonial era to the present and includes the pertinent political, military, economic, diplomatic, social, religious, ideological and cultural topics. At various points, issues such as race, class, gender, immigration, expansion, and the environment will be covered. This course also focuses on developing, practicing and strengthening the skills historians use while constructing knowledge in the discipline.
This is a Statewide Guaranteed Transfer course GT-HI1 Effective Spring 2011.

(Replaces HIS 260 U.S. Foreign Relations History Fall 2009-Fall 2010 including competencies and description changes and addition of GT-HI1)

Applies to: AGS
AA &, AA-Elective

HPR-Health Professional Courses

HPR 101 Customer Service in Healthcare
(30 lecture hours, 2 credits)

Introduces students to customer service theory and techniques specifically in the healthcare arena. This course will discuss therapeutic communication, conflict resolution and negotiation, as well as employee/employer relations. Exploration of diverse populations and cultural sensitivity will be addressed.

Added at MCC Fall 2010.

HPR 102 CPR for Professionals

(7.5 lecture hours, .50 credit)

Meets the requirements for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in this course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients.

Added at MCC Fall 2008.

(Replaces HPR 102 1 credit course Summer 2006-Summer 2008. Not equivalent.)

HPR 106 Law & Ethics for Health Professions
(30 lecture hours, 2 credits)

Advances student knowledge in the study and application of medico-legal concepts in medical careers, establishes a foundation for ethical behavior and decision making.

HPR 108 Dietary Nutrition
(15 lecture hours, 1 credit)

Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

Added at MCC Fall 2003.
(Prerequisite removed Spring 2011)

HPR 111 Success Seminar
(15 lecture hours, 1 credit)

Explores and engages success strategies for students entering the allied health programs. Included are topics related to support team building, learning styles, study skills, note taking, and test-taking specific to the health care professional programs.

Added at MCC Fall 2010.

HPR 112 Phlebotomy
(45 lecture hours, 22.5 lab hours, 4 credits)

Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. Students will have experience with quality control, infection control and safety procedures as well as laboratory computer systems. Students successfully completing this course may apply for a National Phlebotomy Registry Examination.

Added at MCC Fall 2007.

HPR 113 Advanced Phlebotomy
(15 lecture hours, 67.5 lab hours, 4 credits)

Instructs students in advanced phlebotomy techniques to include patients in trauma, neonatal, geriatric, and long term acute care areas. In addition, laboratory procedures taught include specimen processing and advanced point-of-care instrumentation. This course includes a lecture/lab combination that teaches theory and direct application of theoretic content and clinical opportunities for student to master learned skills.

Added at MCC Spring 2007.

HPR 117 Anatomical Kinesiology
(30 lecture 22.5 lab hours, 3 credits)

Prerequisite: BIO 201
Studies the Anatomical Bases of Human Movement.

Added at MCC Spring 2007.

HPR 120 Advanced Cardiac Life Support
(10 lecture hours, 5 lab hours, 1 credit)

Prerequisite: Current basic life support health care provider C" certification
Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest.

Added at MCC Fall 2003.

HPR 130 Pediatric Advanced Life Support
(10 lecture hours, 5 lab hours, 1 credit)

Prerequisite: Current CPR card -must include child and infant CPR
Provides students the needed information and skills as required be health care agencies for pediatric emergencies.

Added at MCC Fall 2003.

HPR 140 Orientation to Health Careers (Leadership)
(90 lecture hours, 6 credits)

Compares various health careers, health ethics, and work trait attributes required in the health field. Students will be introduced to leadership skills through theory and participation in community awareness projects. The students will have the opportunity to participate in the student organization HOSA (Health Occupations Students of America).

Added at MCC Fall 2010.

HPR 178 Medical Terminology
(30 lecture hours, 2 credits)

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting.

HPR 180 Internship
(Variable, 0-12 credits)

Prerequisite: NUR 112

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Added at MCC Spring 2007.

HPR 190 Basic EKG Interpretation
(22 lecture hours, 11 lab hours, 2 credits)

Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed.

Added at MCC Fall 2003.

HPR 217 Kinesiology
(45 lecture hours, 22.5 lab hours, 4 credits)

Prerequisite: BIO 201 or instructor permission
Focuses on mechanical principles of kinematics, kinetics, muscle physiology, and neurophysiology and the interaction to produce function. Joint and muscle structure and function with application is a main focus.

Deleted Fall 2006. Re-Added at MCC Spring 2008.

HUM-Humanities Courses

HUM 115 World Mythology: AH2
(45 lecture hours, 3 credits)

Introduces students to the mythologies of various cultures. Common themes are illustrated and an interdisciplinary approach is used incorporating some of the following: religion, philosophy, art history, theater, literature, music, cultural studies, and history.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH2 Effective Spring 2004.

HUM 121 Humanities: Early Civilization: AH2
(45 lecture hours, 3 credits)

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH2 Effective Spring 2004.

(Replaces HUM 121 Survey of Humanities I Summer 1988- Fall 2003.Title changed Summer 2007- from "Survey of Humanities I")

HUM 122 Humanities: Medieval-Modern: AH2
(45 lecture hours, 3 credits)

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. Any two of the three Survey of Humanities courses equal a sequence.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH2 Effective Spring 2004.

(Replaces HUM 122 Survey of Humanities II Fall 1988- Fall 2003. Title change Summer 2007 from "Survey of Humanities II")

HUM 123 Humanities: Modern World: AH2
(45 lecture hours, 3 credits)

Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH2 Effective Spring 2004.

(Previously HUM 123 Survey of Humanities III Fall 1988- Fall 2003. Title changed Summer 07- from "Survey of Humanities III")

HVA-Heating/Ventilation and Air Courses

HVA 102 Basic Refrigeration
(4 credits)

Introduces the basic theory of refrigeration systems, components, charging, recycling, and evacuation of refrigeration units.

(Added at MCC Fall 2015)

HWE-Health and Wellness Courses

HWE 100 Human Nutrition

(45 lecture hours, 3 credits)

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

(Previously NUT 100 Nutrition Fall 2000-Summer 2002; HWE 100 Human Nutrition Fall 2000)

HWE 103 Community First Aid and CPR
(15 lecture hours, 1 credit)

Prepares the student for certification in CPR and Basic First Aid. Skills will include basic life support, airway obstruction, control of bleeding, shock, and patient care for the unconscious.

(Previously HEA 126 Spring 1992-Summer 2003)

HWE 113 First Aid and Adult CPR
(7.5 lecture hours, .50 credit)

Teaches the recognition and care for breathing and cardiac emergencies for victims 8 years old and up; identify and care for life-threatening bleeding, sudden illness and injuries. American Red Cross certification in Adult CPR and Standard First Aid is available for students meeting those requirements

Added at MCC Spring 2011

HWE 122 Responding to Emergencies
(30 lecture hours, 2 credits)

Provides standard first aid and CPR, with a more in depth look at sudden illness, specific disease, and emergencies.

Added at MCC Fall 2003.

HWE 245 Physiology of Exercise
(30 lecture hours, 22.5 lab hours, 3 credits)

Introduces the student to the physiological responses and adaptations of individuals to exercise as well as the application to sports medicine, rehabilitation and general fitness. The laboratory provides experiences that demonstrate the underlying theoretical constructs that govern physiological responses and adaptations to exercise.

Added at MCC Spring 2008.

HWE 250 ACE Personal Trainer Prep
(15 lecture hours, 22.5 lab hours, 2 credits)

Provides the student with theoretical knowledge and practical skills in preparation for the American Council on Exercise (ACE) national certification exam in personal training. Topics include guidelines for instructing safe, effective, and purposeful exercise, essentials of the client-trainer relationship, conducting health and fitness

assessments, and designing and implementing appropriate exercise programming.

Added at MCC Fall 2014.

JOU-Journalism Courses

JOU 105 Introduction to Mass Media: SS3
(45 lecture hours, 3 credits)

Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy.
This course is a Statewide Guaranteed Transfer course. GT-SS3.

Added at MCC Fall 1997.

JOU 106 Fundamentals of Reporting
(45 lecture hours, 3 credits)

Introduces news writing, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

Added at MCC Fall 1991.

Prerequisite deleted Fall 2010.

LIT-Literature Courses

LIT 115 Introduction to Literature: AH2
(45 lecture hours, 3 credits)

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH2 Effective Spring 2003.

(Previously LIT 115 Fall 1988-Fall 2002)

LIT 201 World Literature to 1600: AH2
(45 lecture hours, 3 credits)

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH2 Effective Spring 2003.

(Replaces LIT 201Spring 1988-Fall 2002; Title Change Summer 2010 from "Masterpieces of Literature I: AH2")

LIT 202 World Literature after 1600: AH2
(45 lecture hours, 3 credits)

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH2 Effective Spring 2003.

(Replaces LIT 202 Summer 1988-Fall 2002; Title Change Summer 2010 from "Masterpieces of Literature II: AH2)

LIT 211 American Literature to Civil War: AH2
(45 lecture hours, 3 credits)

Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH2 Effective Fall 2005.

(Replaces LIT 211 Fall 1991-Summer 2005; Title and competencies change Summer 2010 from "Masterpieces of Literature II: AH2")

LIT 212 American Literature after Civil War: AH2
(45 lecture hours, 3 credits)

Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.
This is a Statewide Guaranteed Transfer course GT-AH2 Effective Fall 2005.

(Replaces LIT 212 Fall 1991-Summer 2005; Title & competencies change Summer 2010 from LIT 212-"Survey of American Literature II: AH2)

LIT 225 Introduction to Shakespeare: AH2
Prerequisite: ACCUPLACER® Reading 80; Sentence Skills 95
(45 lecture hours, 3 credits)

Explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH2 Effective Spring 2011.

Recommended: ENG 121 prior to taking this course but not required

Added at MCC Fall 2005.

(Rev. Spring 2011-added AH2)

LIT 255 Children's Literature
(45 lecture hours, 3 credits)

Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts.

Added at MCC Spring 1995.

MAN-Management Courses

MAN 116 Principles of Supervision
(45 lecture hours, 3 credits)

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

(Previously MAN 215 Summer 1997-Summer 2003.)

MAN 117 Time Management
(15 lecture hours, 1 credit)

Provides students with the conceptual knowledge and tools to make better use of their time in the management function.

Added at MCC Fall 2001.

MAN 125 Teambuilding
(15 lecture hours, 1 credit)

Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make quality decisions.

(Previously BUS 126 Spring 1997-Summer 2001)

MAN 200 Human Resource Management I
(45 lecture hours, 3 credits)

Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issues.

(Previously BUS 158 Spring 1998-Fall 2002)

MAN 215 Organizational Behavior
(45 lecture hours, 3 credits)

Examines the behaviors of groups and individual members of organizations and how that behavior can be influenced. Course emphasis is on the tools managers use to achieve organizational effectiveness.

Added at MCC Spring 2006.

MAN 224 Leadership
(45 lecture hours, 3 credits)

Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals.

Added at MCC Fall 2003.

MAN 226 Principles of Management
(45 lecture hours, 3 credits)

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

Added at MCC Fall 1991.

MAR-Marketing Courses

MAR 111 Principles of Sales
(45 lecture hours, 3 credits)

Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.

MAR 160 Customer Service
(45 lecture hours, 3 credits)

Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

Added at MCC Summer 2003.

MAR 216 Principles of Marketing
(45 lecture hours, 3 credits)

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

(Previously MAR 215 Summer 1987-Summer 1991)

MAT-Mathematics Courses

MAT 050 Quantitative Literacy
(60 lecture hours, 4 credits)

Prerequisite: MAT 045 or MAT 060 ("C" grade or better) or appropriate math entrance score.
Develops number sense and critical thinking strategies, introduce algebraic thinking, and connect mathematics to real world applications. Topics in the course include ratios, proportions, percents, measurement, linear relationships, properties of exponents, polynomials, factoring, and math learning strategies. This course prepares students for Math for Liberal Arts, Statistics, Integrated Math, and college level career math courses.

Added at MCC Fall 2013.

Pre-College Level

MAT 055 Algebraic Literacy
(60 lecture hours, 4 credits)

Prerequisite: MAT 050 or MAT 090 ("C" grade or better) or appropriate math entrance score.
Develops algebraic skills necessary for manipulating expressions and solving equations. Topics in the course include radicals, complex numbers, polynomials, factoring, rational expressions, quadratic equations, absolute value equations and inequalities, systems of linear equations, related applications, and math learning strategies. This course prepares students for College Algebra and Finite Math.

Added at MCC Fall 2013.

Pre-College Level

MAT 102 Skilled Trades/Industrial Math
(30 lecture hours, 2 credits)

Long Title: Skilled Trades & Industrial Mathematics

Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to skilled trades and general industrial repair. It is designed for students in the repair industry. Topics may include algebra, geometry, graphs, measurement, and conversion between various systems of measurement.

Pending Addition at MCC Fall 2015.

MAT 103 Math for Clinical Calculations
(45 lecture hours, 3 credits)

Prerequisite: MAT 050 or MAT 090 ("C" grade or better) or appropriate math entrance score
Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related

to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topics may include algebra, graphs, measurement and conversion between various systems of measurement.

Added at MCC Summer 2008.

MAT 107 Career Math
(45 lecture hours, 3 credits)

Prerequisite: MAT 045 ("C" grade or better) or MAT 060 ("C" grade or better) or appropriate math entrance score
Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.

(Previously MAT 115 College Mathematics Summer 1987- Spring 2003; Prerequisite change adding MAT 045 Spring 2012)

MAT 112 Financial Math
(45 lecture hours, 3 credits)

Prerequisite: Appropriate math score.
This course covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets.

Added at MCC Fall 2013.

MAT 120 Mathematics for Liberal Arts: MA1
(60 lecture hours, 4 credits)

Prerequisite: MAT 050 or MAT 090 ("C" grade or better) or appropriate math score
Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science.
This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Spring 2003.

Added at MCC Fall 2003.

Applies to:

AA, AA-Elective,

MAT 121 College Algebra: MA1
(60 lecture hours, 4 credits)

Prerequisite: MAT 055 or MAT 099 ("C" grade or better) or appropriate math entrance score

Includes a brief review of intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic f
unctions, linear and nonlinear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations.
This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1. (Effective Spring 2003)

(Replaces MAT 121 Summer 1987-Fall 2002)

Applies to:

AA-Mathematics, AA-Elective

MAT 122 College Trigonometry: MA1
(45 lecture hours, 3 credits)

Prerequisite: MAT 121 ("C" grade or better) or appropriate math entrance score
Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence.
This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Fall 2005.

(Replaces MAT 122 Summer 1987-Summer 2005)

Applies to:

AA-Math, AA-Elective

MAT 123 Finite Mathematics: MA1
(60 lecture hours, 4 credits)

Prerequisite: MAT 055 or MAT 099 ("C" grade or better) or appropriate math entrance score
Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors.
This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Fall 2005

(Replaces MAT 123 Summer 2003-Summer 2004)

Applies to:

AA, AA-Elective

MAT 125 Survey of Calculus: MA1
(60 lecture hours, 4 credits)

Prerequisite: MAT 121 ("C" grade or better) or appropriate math entrance score

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.
This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Spring 2003.

(Previously MAT 125 Fall 1989-Fall 2002)

Applies to:

AA-Mathematics, AA-Elective

MAT 135 Introduction to Statistics: MA1
(45 lecture hours, 3 credits)

Prerequisite: MAT 050 or MAT 090 ("C" grade or better) or appropriate math entrance score.

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference —estimation, hypothesis testing, comparison of populations, correlation and regression.
This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Spring 2003.

(Replaces MAT 135 Summer 1988-Fall 2002;

Applies to:

AA-Math, AA-Elective

MAT 155 Integrated Math I
(45 lecture hours, 3 credits)

Prerequisite: MAT 050 or MAT 090 ("C" grade or better) or appropriate math score

Engages students in the concepts of school mathematics, including the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions.
Min Credit: 3

Added at MCC Fall 2006.

*(Replaces MAT 155 Fall 2002-Summer 2006; MA1-gtPathways removed effective Fall 2010. **No longer meets Math requirement for AA**; Prerequisite Changes effective Fall 2013)*

Applies to:

MAT 156 Integrated Math II
(45 lecture hours, 3 credits)

Prerequisite: MAT 155 ("C" grade or better) or appropriate math entrance score or instructor permission
Furthers MAT 155 concepts and will include fundamentals of probability, statistics, and Euclidean geometry. Mathematical problem-solving, reasoning, critical thinking and communication will continue to be an integral part of this sequence.

Added at MCC Fall 2006.

(Replaces MAT 156 Fall 2002-Summer 2006; MA1-gtPathways removed effective Fall 2010. No longer meets Math requirement for AA)

MAT 178 Seminar/Workshop
(15 lecture hours, 1 credit)

Presents math concepts as they are utilized in the workplace. The specific topics are selected to meet the needs of the specific occupation as it relates to industry.

Added at MCC Fall 2003.

MAT 201 Calculus I: MA1
(75 lecture hours, 5 credits)

Prerequisite: MAT 121 & MAT 122 ("C" grade or better) or instructor permission or appropriate math entrance score

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.
This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Spring 2003.

(Replaces MAT 201 Fall 1988-Fall 2002)

MAT 202 Calculus II: MA1
(75 lecture hours, 5 credits)

Prerequisite: MAT 201 ("C" grade or better) or instructor permission or appropriate math entrance score
Continues the study of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.
This course is one of the Statewide Guaranteed Transfer courses. GT-MA1This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Spring 2003.

(Replaces MAT 202 Fall 1988-Fall 2002)

MAT 204 Calculus III w/Engineering Applications: MA1
(75 lecture hours, 5 credits)

Prerequisite: MAT 202 with "C" grade or better

Includes all the topics of MAT 203 Calculus III with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes' and Green's Theorems, and their applications. A graphing calculator is required for this course.

This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Fall 2007.

Added at MCC Fall 2007.

MAT 215 Discrete Mathematics: MA1
(60 lecture hours, 4 credits)

Prerequisite: MAT 201 ("C" grade or better)
Concentrates on formal logic, algorithms, induction proofs, counting and probability, recurrence relations, equivalence relations, graphs, shortest-path applications, and tree traversal. This course is designed for mathematics and computer science students.
This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Fall 2007.

Added at MCC Fall 2007.

MAT 255 Linear Algebra
(45 lecture hours, 3 credits)

Prerequisite: MAT 201 ("C" grade or better)
Explores vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors.

Added at MCC Fall 2007.

MAT 261 Differential Equations w/Engineering Applications: MA1
(60 lecture hours, 4 credits)

Prerequisite: MAT 202 ("C" grade or better)
This course introduces ordinary differential equations. The content of this course includes all the topics of MAT 265 Differential Equations with an additional emphasis on applications and problem solving. A graphing calculator is required for this course.
This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Fall 2007.

Added at MCC Fall 2007.

MGD-Multimedia Graphic Design Courses

MGD 102 Introduction to Multimedia
(15 lecture hours, 46 lab hours, 3 credits)

Introduces the types of equipment and technical considerations used in multimedia productions and the multimedia professions. It focuses on current types of equipment such as scanners, printers, digital cameras and computers. Students gain hands-on experience in how the technology is utilized for input and output in production and design projects. Over view of software and basic design principles will be explored.

(Previously CWB 140 Fall 2001-Summer 2003)

MGD 111 Adobe Photoshop I
(15 lecture hours, 45 lab hours, 3 credits)

Concentrates on the high-end capabilities of Adobe Photoshop as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos. Course competencies and outline follow those set out by the Adobe Certified Associate exam in Visual Communication using Adobe Photoshop.

Added at MCC Fall 2009.

MGD 112 Adobe Illustrator I
(15 lecture hours, 45 lab hours, 3 credits)

Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen design.

Added at MCC Fall 2009.

MGD 133 Graphic Design I
(15 lecture hours, 46 lab hours, 3 credits)

Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures.

(Previously MMA 201 Multimedia Design & Graphics Fall 1998-Summer 2003)

MGD 141 Web Design I
(15 lecture hours, 46 lab hours, 3 credits)

Introduces Web site planning, design and creation using industry-standards-based website development tools. Screen-based color theory, Web aesthetics, use of graphics editors and intuitive interface design are explored.

(Previously CWB 135 Complete Web Editing Fall 2001- Summer 2003; CIS 231 Web Programming I: HTML Fall 1998-Summer 2001)

MGD 143 Motion Graphic Design (Adobe Flash)
(67.5 lab hours, 3 credits)

Stresses creation of animation and dynamic interactive media for web and multimedia applications. Students will learn how to animate objects, create symbols, and assemble motion tweens.

Added at MCC Fall 2009.

MGD 175-177 Multimedia: Special Topics
(Variable lecture hours, 1-6 credits)

Prerequisite: To be determined by instructor
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Added at MCC Summer 2003.

MGD 178 Seminar/Workshop
(Variable lecture hours, 1-6 credits)

Prerequisite: To be determined by the instructor
Provides students with an experiential learning experience.

Added at MCC Fall 2003.

MGD 233 Graphic Design II
(15 lecture hours, 46 lab hours, 3 credits)

Prerequisite: MGD 133 with a "C" grade or better or instructor permission
Continues instruction in idea development for advanced graphic design.

Added at MCC Fall 2003.

MGD 241 Web Design II
(69 lab hours, 3 credits)

Prerequisite: MGD 141 with a "C" grade or better or instructor approval
Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScript's and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Websites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites.

(Previously CWB 205 Complete Web Scripting Fall 2001- Summer 2003; MMA 204 Web Programming I Fall 2000- Summer 2001; Prerequisite change Fall 2010)

MGD 251 Multimedia Motion & Sound
(69 lab hours, 3 credits)

Develops student competency in modifying, designing, and creating 2-D and 3-D animations and recording and editing sound clips, narration, and music. Students will also work with video capture and editing software and hardware.

(Previously MMA 126 Fall 2000-Summer 2003; MMA 202 Multimedia Production Fall 1998-Summer 2000; Prerequisite Change Fall 2010; All prerequisites removed Fall 2013)

MGD 259 Management and Production
(30 lecture hours, 23 lab hours, 3 credits)

Prerequisite: Successfully pass MGD 102, MGD 133, MGD 233, MGD 141, MGD 241, and MGD 251 with a "C" grade or better
Examines development of multimedia from a production standpoint. The process of transforming conceptual designs into actual projects is explored. Students study the management function of those tasks associated with the business end of development. Teamwork is emphasized throughout the course.

Added at MCC Fall 2003. Rev. Fall 2010.

(Prerequisite Change Fall 2010)

MGD 278 Multimedia: Seminar/Workshop
(Variable, 1-6 credits)

Prerequisite: To be determined by the instructor
Provides students with an experiential learning opportunity.

Added at MCC Fall 2003.

MGD 278 Multimedia: Seminar/Workshop
(Variable, 1-6 credits)

Prerequisite: To be determined by the instructor
Provides students with an experiential learning opportunity.

Added at MCC Fall 2003.

MGD 289 Capstone
(Variable, 0-12 credits; 8 hours lecture/22.5 lab hours per credit)
Prerequisite: Successfully pass all other required courses in this certificate program
A demonstrated culmination of learning within a given program of study.

Added at MCC Fall 2009.

MOT-Medical Office Technology Courses

MOT 110 Medical Office Administration
(60 lecture hours, 4 credits)

Introduces the administrative duties specifically used in medical offices.

Added at MCC Fall 2010.

MOT 120 Medical Office Financial Management
(45 lecture hours, 3 credits)

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office.

Added at MCC Fall 2010.

MOT 130 Insurance Billing and Coding
(45 lecture hours, 3 credits)

Prerequisite: HPR 178 ("C" grade or better)
Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

Added at MCC Fall 2007. Rev. Fall 2010.

(Prerequisite added Fall 2010)

MOT 132 Medical Transcription I
(15 lecture hours, 45 lab hours, 4 credits)

Prerequisite: BTE 103 ("C" grade or better) or concurrent enrollment
Provides basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

Added at MCC Fall 2003.

MOT 136 Introduction to Clinical Skills
(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisite: HPR 178 Medical Terminology with a "C" grade or higher
Provides hands on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of universal precautions/OSHA regulations, HIPAA, medical asepsis, procedural gowning and gloving, patient draping and positioning, and measurement of vital signs.

Added at MCC Fall 2010.

MOT 138 Medical Assistant Laboratory Skills
(45 lecture hours, 22.5 lab hours, 4 credits)

Prerequisite: MOT 140 with a "C" grade or higher
Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience.

Added at MCC Fall 2010.

MOT 140 Medical Assisting Clinical Skills
(45 lecture hours, 22.5 lab hours, 4 credits)

Prerequisite: MOT 136 with a grade of "C" or higher.
Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

Added at MCC Spring 2004. Rev. Fall 2010.

(Prerequisite/Co-requisite changes & clinical to lab hours changes effective Fall 2010)

MOT 150 Pharmacology for Medical Assistants
(30 lecture hours, 22.5 lab hours, 3 credits)

Prerequisite: HPR 178; MAT107 or Accuplacer score of EA>or = 30
Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

Added at MCC Spring 2007.

MOT 181 Administrative Internship
(Variable, 0-12 credits)

Provides supervised placement in contracted facility for guided experience in application of knowledge and skill acquired in the classroom. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship.

MOT 182 Clinical Internship
(60 clinical hours, 3 credits)
Provides supervised placement in contracted facility for guided experience in applications of knowledge and skills acquired in the classroom. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship.

Added at MCC Spring 2004.

MOT 188 Practicum
(Variable, .5-6 credits)

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the

business location and with the direct guidance of the instructor.

Added at MCC Fall 2007.

MOT 280 Internship
(45 lab hours, 3 credits)

Prerequisite: To be determined by the instructor
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Added at MCC Fall 2003.

MST-Massage Therapy Courses

MST 105 Lifestyle Wellness
(30 lecture hours, 2 credits)

Provides opportunity to learn and apply specific wellness principles to your individual lifestyle. Student completes self-analysis of health behaviors and how lifestyle affects health status.

Added at MCC Fall 2003.

(Contact hours change Summer 2011)

MST 111 Basic Massage Therapy
(30 lecture hours, 45 lab hours, 4 credits)

Introduces theory and techniques of therapeutic massage, including understanding of physiological benefits of massage as well as proper body mechanics and appropriate draping. Focuses on basic strokes of Swedish massage. Students also learn techniques of seated massage.

Added at MCC Spring 2003.

MST 113 Professional Massage
(23 lecture hours, 45 lab hours, 3 credits)

Prerequisite: MST 111 with a "C" grade or better
Continues the study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting client's needs. Students give massage in supervised in-class clinical, applying appropriate therapeutic intervention.

(Previously HEA 206 Spring 1997-Fall 2002)

MST 184 Clinical Massage
(25 lecture hours, 50 lab hours, 3 credits)

Prerequisite: MST 111 with a "C" grade or better

Applies skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.

(Previously HEA 207 Fall 1998-Fall 2002)

MST 204 MST Business Practices
(30 lecture hours, 2 credits)

Assists the practitioner of massage therapy to envision market, establish and maintain a professional massage therapy practice.

Added at MCC Spring 2003.

MST 216 Pathology for Massage Therapy
(45 lecture hours, 3 credits)

Focuses on basic knowledge of disease and injury to assist the massage therapist to promote healing, ease pain and discomfort, and avoid complications during therapy. With a broad perspective of pathology and specific pathophysiology of diseases contributing to the need for massage therapy, this course provides the foundational science for safe practice.

Added at MCC Summer 2010.

MTE-Manufacturing Technology Courses

MTE 120 Manufacturing Processes
(30 lecture hours, 22.5 lab hours, 3 credits)

Provides the student an overview of the different methods, tools and machines which are used to manufacture industrial and consumer products.

Added at MCC Fall 2015.

MUS-Music Courses

MUS 120 Music Appreciation: AH1
(45 lecture hours, 3 credits)

Covers the basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH1 Effective Spring 2003.

(Replaces MUS 120 Summer 1992-Fall 2002)

NUA-Nursing Assistant Courses

NUA 101 Nurse Aide Health Care Skills
(45 lecture hours, 22.5 lab hours, 4 credits)

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

NUA 170 Nurse Aide Clinical Experience
(30 clinical lab hours, 1 credit)

Applies knowledge and skill gained in NUA 101 to patient care.

NUA 171 Advanced Nurse Aide Clinical
(23 lab hours, 1 credit)

Prerequisite: Current CPR card, and health records required by clinical site.
Prepares the student to move toward more independent functioning in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that address cultural competency, care of the dying patient and organizational skills.

Added at MCC Spring 2003.

NUR-Nursing Courses

NUR 106 Medical-Surgical Concepts
(51 lecture hours, 13.5 lab hours, 148.5 other hours, 7 credits)

Prerequisite: Admission into professional nursing program; Successful completion of NUR 109 and NUR 112.
Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients.

Added at MCC Spring 2007.

NUR 109 Fundamentals in Nursing
(30 lecture hours, 90 lab hours 90 other hours, 8 credits)

Prerequisite: Admission into professional nursing program.
NUR 109 introduces the fundamental concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating legal and ethical responsibilities of the nurse. Introduces caring, critical thinking, the nursing process, quality improvement, and communication used when interacting with patients and members of the interdisciplinary team, and relates evidence-based nursing practice. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings providing care to stable patients with common health alterations.

Added at MCC Fall 2006.

NUR 112 Basic Concepts of Pharmacology
(30 lecture hours, 2 credits)

Overview of the basic principles of pharmacology including major drug classifications and prototypes of commonly used medications. Principles of medication administration include aspects of best practice for safe, quality, patient-centered care. Central points include safety, quality improvement factors in the administration of medications, patient teaching, and variations encountered when administering medications to diverse patient populations across the lifespan.

Added at MCC Fall 2003.

NUR 150 Obstetric and Pediatric Nursing
(45 lecture hours, 30 lab hours 90 other hours 7 credits)

Prerequisite: Admission into professional nursing program.
Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the perinatal client and children from birth through adolescence. The impact of psychosocial and cultural values and practices are explored. Legal and ethical accountability are integrated throughout the course.

Added at MCC Spring 2007.

NUR 154 PN Licensing Exam Preparation
(22.5 lecture hours, 1.5 credits)

Will provide a review of the PN NCLEX test plan content areas, review of NCLEX style question formats and the Computerized Adaptive Testing method. Students will review study options for preparing for the PN NCLEX exam and have the opportunity to develop a customized preparation plan for success on the PN NCLEX for Practical Nursing Licensure.

Added at MCC Spring 2015.

NUR 169 Transition into Practical Nursing
(30 lecture hours, 90 other hours, 4 credits)

Prerequisite: Successful completion of all first year course work.

Provides the student with a transition into the role of the practical nurse. Emphasis will be placed on clinical practice, communication, nursing process, ethical/legal issues and leadership skills. The student will practice in the role of the practical nurse in the required clinical experience.

Added at MCC Summer 2006.

(Changed from 5 credits to 4 credits effective Summer 2016)

NUR 189 Transition from LPN to ADN
(30 lecture hours, 30 lab hours, 30 other hours, 4 credits)

Prerequisite: Admission into professional nursing program. Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. The clinical focus will be care of the pediatric and obstetric client.

Added at MCC Fall 2007.

NUR 201 IV Therapy for LPN's
(60 lecture hours, 12 lab hours, 15 clinical hours, 5 credits)

Prerequisites:
LPN License in Colorado
Pass background check
Pass 10-panel drug screen
Certified in CPR for the Professional
Provides LPNs with an opportunity to expand their nursing roles by learning appropriate procedures for intravenous therapy and venous blood withdrawal. The course includes lecture, laboratory practice and clinical experiences. The course prepares the student for IV certification under State Board of Nursing guidelines.

Added at MCC Summer 2009.

NUR 206 Advanced Concepts of Medical-Surgical Nursing I
(45 lecture hours, 15 lab hours, 135 other hours, 8 credits)

Prerequisite: Completion of first year course work and admission into second year of nursing program.
NUR 206 builds on NUR106 focusing on advanced concepts of nursing applied to care of patients with high acuity medical/surgical conditions. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients. Incorporates evidence-based practice, quality improvement, professional standards,

and legal and ethical responsibilities of the professional nurse as applied in a variety of healthcare settings. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings.

T: 3 cr/45 contact hrs; L: .5 cr/15 contact hrs; C: 4.5 cr/135 contact hrs.

Added at MCC Fall 2006.

NUR 211 Nursing of Psychiatric Clients
(15 lecture hours, 30 lab hours, 60 other hours, 4 credits)

Prerequisite: Completion of first year course work and admission into second year of nursing program. Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common psychiatric clinical conditions/disorders.

NUR 212 Pharmacology II
(30 lecture hours, 2 credits)

Prerequisite: Completion of first year course work and admission into second year of nursing. Builds on previously introduced pharmacological concepts and applies that learning to pharmacologic therapy to provide safe, quality, evidence- based nursing care to patients with complex healthcare needs. Focuses on safety and quality improvement factors in the administration of medications within a variety of healthcare systems. Advanced dosage calculations included.

Added at MCC Fall 2006.

NUR 216 Advanced Concepts of Medical-Surgical Nursing II
(30 lecture hours, 120 other hours, 6 credits)

Prerequisite: Successful completion of all first year course work and admission into second year of nursing program. Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings.

T: 2 cr/30 contact hrs; C: 4 cr/120 contact hrs

(Replaces NUR 216 Fall 2006-Summer 2006, not equivalent)

NUR 230 Leadership Management Trends
(22.5 theory hours, 105 other hours, 5 credits)

Prerequisite: Completion of first year course work; admission into second year of nursing program.
Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care personnel. The course will facilitate transition from student to the role of the graduate nurse.

T: 1.5 cr/22.5 contact hrs; C: 3.5 cr/105 contact hrs

Added at MCC Spring 2008.

(Replaces NUR 289-Capstone: Comprehensive Nursing Internship Fall 2003-Fall 2007, not equivalent)

NUR 254 RN Licensing Exam Preparation
(22.5 lecture hours, 1.5 credits)

Will provide a review of the RN NCLEX test plan content areas, review of NCLEX style question formats and the Computerized Adaptive Testing method. Students will review study options for preparing for the RN NCLEX exam and have the opportunity to develop a customized preparation plan for success on the RN NCLEX for Professional Nursing Licensure.

Added at MCC Spring 2015.

T: 1 cr/15 contact hrs; L: 1 cr/30 contact hrs; C: 2 cr/60 contact hrs

Added at MCC Fall 2007.

(Replaces NUR 211 Fall 2007-Spring 2007, not equivalent)

NUR 278 Nursing: Seminar
(Variable lecture hours, 1-6 credits)

Prerequisite: To be determined by the instructor
Prerequisite: Acceptance into a professional nursing program
Provides students with an experiential learning experience.

Added at MCC Fall 2003.

PED-Physical Education Courses

PED 100 Fitness Concepts
(30 lab hours, 1 credit)

Focuses on providing information and guidelines for moving toward a more healthy lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program utilizing the equipment and exercise options available in the Fitness Center.

Added at MCC Fall 2013.

(Previously Beginning Golf from Fall 2003-Summer 2013. PED 113-Fitness Concepts was changed to PED 100-Fitness Concepts Fall 2013.)

PED 101 Conditioning Lab
(30 lab hours, 1 credit)

Offers an independent self-paced format of conditioning exercises to meet individual needs. Emphasizes the value of lifetime fitness and its contribution to achieving personal health and wellness. Students utilize cardiorespiratory, muscular strength and endurance exercises to promote positive changes in health-related fitness components.

Added at MCC Fall 2013.

(Previously PED 112-Conditioning Lab)

PED 102 Weight Training I
(30 lab hours, 1 credit)

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women.

Added at MCC Fall 2013.

(Previously PED 116-Weight Training)

PED 104 Cross Training
(30 lab hours, 1 credit)

Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross training has upon the body's energy systems and muscles, program design and terminology.

Added at MCC Fall 2013.

(Previously PED 117-Cross Training)

PED 105 Fitness Circuit Training
(30 lab hours, 1 credit)

Examines a number of different circuit training programs. Emphasizes the development of cardiovascular endurance, muscular strength and endurance, flexibility and a healthy body composition to meet individual needs.

Added at MCC Summer 2003.

PED 110 Fitness Center Activity I
(30 lab hours, 1 credit)

Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

Added at MCC Summer 2003.

PED 111 Fitness Center Activity II
(30 lab hours, 1 credit)

Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness.

Added at MCC Summer 2003.

PED 112 Fitness Center Activity III
(30 lab hours, 1 credit)
Serves as an advanced exercise course designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength and endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, nordic track, versa climbers, and running track available in the Fitness Center.

Added at MCC Fall 2013.

(Formerly PED 112 Conditioning Lab thru Summer 2013.)

(Fitness Center Activity III was previously PED 210 renumbered to PED 112-Fitness Center Activity)

PED 113 Fitness Center Activity IV
(30 lab hours, 1 credit)

Focuses on advanced instruction designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of

results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on the specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, nordic track, versa climbers, and running track found in the Fitness Center.

Added at MCC Fall 2013.

(Previously PED 211 Fitness Center Activity IV)

PED 120 Aerobics I
(30 lab hours, 1 credit)

Offers a level of aerobic exercise to increase the student's aerobic endurance and further explains the components of aerobic conditioning. Charting and developing of cardiovascular rates are stressed.

Added at MCC Spring 2012.

PED 122 Step Aerobics
(30 lab hours, 1 credit)

Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography.

Added at MCC Fall 2003.

PED 123 Water Aerobics
(30 lab hours, 1 credit)

Offers water exercise to develop physical fitness. Includes instruction in a variety of water exercises and vigorous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management.

Added at MCC Summer 2003.

(Changed from PED 126 Effective Fall 2013.)

PED 143 Yoga I
(30 lab hours, 1 credit)

Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and wellbeing through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

Added at MCC Summer 2003.

PED 144 Yoga II

(30 lab hours, 1 credit)

Prerequisite: PED 147 or permission of instructor.
Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits.

Added at MCC Fall 2003.

PED 150 Fitness Walking
(30 lab hours, 1 credit)

Designed to improve cardiovascular fitness and strengthen all major muscle groups. This low impact, aerobic walking will also build endurance.

Added at MCC Fall 2013

(Previously PED 226-Aerobic Conditioning II through Summer 2013)

PED 151 Walking and Jogging
(30 lab hours, 1 credit)

Enables the student to understand the values in walking and jogging. Safety precautions and emphasis on personal programs are emphasized.

Added at MCC Fall 2013.

(Previously PED 114 Issues in Health [not equivalent])

PED 202 Golf I
(30 lab hours, 1 credit)

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on- course play.

Added at MCC Fall 2013.

(Previously PED 100 Golf from Summer 2003-2013)

PED 208 Tennis I
(30 lab hours, 1 credit)

Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, ground strokes, serving, the various shots, and singles and doubles play and strategies.

Added at MCC Fall 2003.

PED 280 Internship
(30 Clinical hours, 1 credit)

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

Added at MCC Fall 2014.

PHI Philosophy Courses

PHI 111 Introduction to Philosophy: AH3
(45 lecture hours, 3 credits)

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH3 Effective Spring 2003.

(Replaces PHI 111 Summer 1987-Fall 2002)

PHI 112 Ethics: AH3
(45 lecture hours, 3 credits)
Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH3 Effective Spring 2003.

(Replaces PHI 112 Fall 1989-Fall 2002)

PHI 113 Logic: AH3
(45 lecture hours, 3 credits)

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH3 Effective Spring 2004.

(Replaces PHI 113 Fall 1991-Fall 2003)

PHI 114 Comparative Religions: AH3
(45 lecture hours, 3 credits)

Long Title: Comparative Religions: GT-AH3

Introduces students to the major world religions from both the Eastern and Western world such as Hinduism, Buddhism, Confucianism, Taoism, Zoroastrianism, Judaism, Christianity, Islam, Bahá'í, and influential pre-literate traditions. Utilizes religious studies methods (historical, sociological, legal, psychological, and phenomenological), to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences

between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition. .~~This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

Added at MCC Fall 2015.

(From 2002-2012, this course was numbered PHI 115-Comparative Religions. In 2012, course was designated GT-AH3.)

PHI 115 World Religions - West
(45 lecture hours, 3 credits)

Introduces the student to the common and different concepts predominant in the major world religions. Includes sociological, political, psychological and philosophical aspects of a variety of belief systems. Focuses on the concept of religion as a cultural system, and a way that people make sense of a complex world. Particular emphasis is placed on how myths, legends, and folk tales reveal religious concerns.

Added at MCC Summer 2002.

PHI 116 World Religions - East
(45 lecture hours, 3 credits)

Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed.

Added at MCC Summer 2002.

PHI 205 Business Ethics: AH3
(45 lecture hours, 3 credits)

Long Title: Business Ethics: GT-AH3

Examines philosophical theories about ethics and relevant subsidiary theories about the nature of justice in order to gather ethical decision-making criteria. Such criteria will be applied through logical argumentation to various moral issues and challenges in today's business environment. Issues covered will include economic distribution, the presuppositions of business, job discrimination, worker's rights, consumerism, advertising, responsibility to the environment, as well as compassionate and fair responsibility to society. This course is approved as part of the Colorado Statewide Guaranteed transfer curriculum: GT:AH3.

Added at MCC Fall 2015.

PHI 220 Philosophy-Death & Dying: AH3
(45 lecture hours, 3 credits)

Long Title: Philosophy of Death and Dying: GT-AH3

Course Description: Explores the major philosophical questions surrounding death and dying: the metaphysical arguments for and against the existence of a soul and life after bodily death, the epistemological assessment of arguments for the soul and life after death, the ethical justifications taken on positions such as rational suicide and physician assisted suicide, as well as a focus on philosophy's existentialist contribution to questions about the meaning of life and the meaning of death. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3.

Added at MCC Fall 2015.

PHY-Physics Courses

PHY 105 Conceptual Physics w/Lab: SC1
(45 lecture hours, 22.5 lab hours, 4 credits)

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Fall 2005.

(Replaces PHY 105 Spring 1991-Summer 2005; Title Change: added "w/Lab Spring 2012)

Applies to:

AA &, AA-Elective

PHY 111 Physics: Algebra-Based I/Lab: SC1
(60 lecture hours, 30 lab hours, 5 credits)

Prerequisite: ACCUPLACER® (EA) Elementary Algebra score of 85 or higher, or equivalent
Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003.

(Replaces PHY 111 Fall 1988-Fall 2002)

Applies to:

AA &, AA-Elective

PHY 112 Physics: Algebra-Based II/Lab: SC1
(60 lecture hours, 30 lab hours, 5 credits)

Prerequisite: PHY 111 with a "C" grade or better
Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003.

(Replaces PHY 112 Spring 1989-Fall 2002)

PHY 211 Physics: Calculus-Based I/Lab: SC1
(60 lecture hours, 30 lab hours, 5 credits)

Prerequisite: MAT 121 & MAT 122 with a "C" grade or better
Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, tourque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003.

(Replaces PHY 211 Spring 1989-Fall 2002)

Applies to:

AA &, AA-Elective

PHY 212 Physics: Calculus-Based II/Lab: SC1
(60 lecture hours, 30 lab hours, 5 credits)

Prerequisite: PHY 211 with a "C" grade or better
Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003.

(Replaces PHI 212 Spring 1989-Fall 2002)

PHY 213 Physics III: Calculus Based Modern Physics
(60 lecture hours, 30 lab hours, 5 credits)

Prerequisite: PHY 212 Physics: Calculus-Based II/Lab: SC1 with a "C" grade or better
Expands upon PHY 212 and explores twentieth century advances in physics. Topics may include special and general relativity, quantum theory, atomic physics, solid state physics, nuclear physics, semiconductor physics and cosmology.

Added Spring 2015.

POS-Political Science Courses

POS 105 Introduction to Political Science: SS1
(45 lecture hours, 3 credits)

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS1 Effective Spring 2003.

(Replaces POS 105 Fall 1991-Fall 2002)

Applies to: AGS
AA &, AA-Elective

POS 111 American Government: SS1
(45 lecture hours, 3 credits)

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS1 Effective Spring 2004.

(Replaces POS 111 Summer 1988-Fall 2003)

Applies to: AGS
AA &, AA-Elective

POS 205 International Relations: SS1
(45 lecture hours, 3 credits)

Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy and theoretical attempts to understand international behavior.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS1 Effective Fall 2006.

Added at MCC Fall 2006.

Applies to: AGS
AA &, AA-Elective

POS 215 Current Political Issues
(45 lecture hours, 3 credits)

Incorporates an in-depth analysis of critical issues in political science. Examines current topics and issues.

Added at MCC Fall 2009.

Applies to: AGS
AA &, AA-Elective

PPT-Power Plant Technology Courses

PPT 116 Instrumentation and Control
(30 lecture hours, 22.5 lab hours, 3 credits)

Introduces students to power plant process control. Emphasis will center on the full range of pertinent equipment. Students will learn how to use pneumatic and electronic controls, actuators, sensors, transmitters, relays, and indicators. Students are introduced to terms such as setpoint, control point, deviation, proportional band, reset, rate, span, feedback, and feedforward. Combustion control diagrams for the following systems are also explained: a typical three-element boiler drum level control system, a fuel and air flow metering and control system, a typical hotwell level control system, and a steam temperature control system.

Added at MCC Fall 2015.

PSY-Psychology Courses

PSY 101 General Psychology I: SS3
(45 lecture hours, 3 credits)   F S ☼   ⌒🖥

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Spring 2004.

(Replaces PSY 101 Fall 1988-Fall 2003)

Applies to: AGS
AA &, AA-Elective

PSY 102 General Psychology II: SS3
(45 lecture hours, 3 credits)

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Spring 2003.

(Replaces PSY 102 Fall 1988-Fall 2002)

PSY 112 Psychology of Adjustment
(45 lecture hours, 3 credits)

Emphasizes personal growth and the development of interpersonal skills. Focuses on the practical application of psychological principles and theories in achieving self-understanding and personal growth.

(Previously PSY 215-Psychology of Adjustment through Spring 2008)

PSY 116 Stress Management
(45 lecture hours, 3 credits)

Identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer.

Added at MCC Summer 1995.

PSY 205 Psychology of Gender: SS3
(45 lecture hours, 3 credits)

Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2006.

(Replaces PSY 205 Fall 2003-Summer 2006)

PSY 226 Social Psychology: SS3
(45 lecture hours, 3 credits)

Focuses on the behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2006.

(Replaces PSY 226 Fall 1991-Summer 2006; Prerequisites removed Spring 2011)

PSY 235 Human Growth & Development: SS3
(45 lecture hours, 3 credits)

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2005.

(Replaces PSY 235 Fall 1991-Summer 2005)

PSY 237 Child & Adolescent Psychology
(45 lecture hours, 3 credits)

Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

(Previously PSY 248 Fall 1991-Fall 2002)

PSY 238 Child Development: SS3
(45 lecture hours, 3 credits)

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2006.

(Replaces PSY 238 Fall 1999-Summer 2006)

PSY 245 Educational Psychology
(45 lecture hours, 3 credits)

Focuses on the relationships between theory, research, and practice in the areas of learning, child development, motivation, and educational assessment.

Added at MCC Fall 2001.

PSY 247 Child Abuse & Neglect
(45 lecture hours, 3 credits)

Examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

Added at MCC Fall 1991.

PSY 249 Abnormal Psychology: SS3
(45 lecture hours, 3 credits)

Prerequisite: PSY 101 or 102 or SOC 101 or 102 with a "C" grade or better
Examines abnormal behavior and its classification, causes, treatment, and prevention.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Added at MCC Summer 2007.

(Replaces PSY 249 Fall 1991-Spring 2007)

PSY 265 Psychology of Personality: SS3
(45 lecture hours, 3 credits)

Prerequisite: PSY 101 with a "C" grade or better
Examines the structure, function and development of personality. Investigates the major contemporary theories of personality. Covers psychodynamic, behavioral, cognitive-social learning, humanistic, trait, and optionally neurobiological, existential and /or Eastern perspectives.

The underlying assumptions and research support for these theories are appraised. Enables the student to gain an appreciation of the value of alternative theoretical approaches to this subfield of psychology.

Added at MCC Spring 2014

RAM-Range Management Courses

RAM 205 Range Management
(45 lecture hours, 3 credits)
Presents the historical and current status of the range livestock industry. Management principles for private and public rangelands, range plant identification and range plant communities are covered.

Added at MCC 2000.

REE-Real Estate Courses

REE 189 Capstone
(15 lecture hours, 1 credit)

Provides a demonstrated culmination of learning within a given program of study.

Added at MCC Fall 2002.

REE 201 Real Estate Broker I
(90 lecture hours, 6 credits)

Enables the student, in conjunction with REE 202 - Real Estate Brokers II, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. This course includes Real Estate Law and Practice, practical applications, and Current Legal Issues.

(Replaces REE 103 Fall 2002-Spring 2008)

REE 202 Real Estate Broker II
(90 lecture hours, 6 credits)

Enables the student, in conjunction with REE 201 – Real Estate Brokers I, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. This course includes Colorado Contracts and Regulations, Closings, and Recordkeeping and Trust Accounts.

(Replaces REE 104 Fall 2002-Spring 2008)

RTE-Radiologic Technology Courses

RTE 101 Introduction to Radiography

(15 lecture hours, 22.5 lab hours, 2 credits)

Offers an introduction to radiology including equipment, exposure, positioning and the knowledge necessary for the radiography student to provide safe patient care including communication skills, body mechanics, patient transfer, and radiography as a profession.
Added at MCC Fall 2010.

RTE 111 Radiographic Patient Care

(15 lecture hours, 22.5 lab hours, 2 credits)

Offers expansion of the information presented in RTE 101, including diversity, universal precautions, legal considerations and ethics. Includes lecture and laboratory experience in the patient care areas of asepsis, vital signs, venipuncture, medical emergencies, assistance with drug administration, patient with special needs, and death and dying.

Added at MCC Fall 2010.

RTE 121 Radiologic Procedures I

(30 lecture hours, 22.5 lab hours, 3 credits)

Prerequisites: RTE 101 with an 80% or higher.
Introduces fundamentals of radiographic positioning including use of radiographic equipment and safety, positioning, terminology, anatomy, pathology, and skills necessary to perform radiographic procedures of the chest, abdomen, upper extremity, gastrointestinal and urinary systems.

Added at MCC Fall 2010.

RTE 122 Radiographic Procedures II

(67.5 lab hours, 3 credits)

Prerequisites: RTE 111, 121, 131, 141; RTE 181 with a "C" grade or higher.
Introduces additional material covered in RTE 121 including the knowledge of anatomy, pathology, and skills necessary to perform radiographic procedures of the lower extremity, pelvis, spine, and boney thorax.

Added at MCC Fall 2010.

RTE 131 Radiographic Pathology and Image Evaluation I

(22.5 lecture hours, 1.5 credits)

Prerequisites: RTE 101 with an 80% or higher.
Provides a detailed anatomic discussion of the respiratory, digestive, genitourinary systems and related medical terminology. The course will also cover the details of bony anatomy including bone structure, pathology and arthrology.

Added at MCC Fall 2010.

RTE 132 Radiographic Pathology and Image Evaluation II

(22.5 lab hours, 1.5 credits)

Prerequisites: RTE 111, 121, 131, 141; RTE 181 with a "C" grade or higher.
Provides a detailed anatomic/pathologic discussion of the spine, circulatory system, nervous system, and skull and related medical terminology.

Added at MCC Fall 2010.

RTE 141 Radiographic Equipment and Imaging I

(30 lecture hours, 22.5 lab hours, 3 credits)

Prerequisites: RTE 101 with an 80% or higher.
Introduces the fundamental aspects of radiographic equipment including a basic review of Physics fundamentals pertaining to x-ray production, the x-ray machine, image receptors, and control of scatter radiation.

Added at MCC Fall 2010.

RTE 142 Radiographic Equipment/Imaging II

(45 lecture hours, 3 credits)

Prerequisites: RTE 111, 121, 131, 141; RTE 181 with a "C" grade or higher.
Expands upon information covered in RTE 141 and provides in-depth knowledge of radiographic exposure techniques, digital image processing, and fluoroscopy. In addition, the factors that affect image quality in digital and film/screen imaging, quality control, and quality assurance will be covered.

Added at MCC Fall 2010.

RTE 181 Radiographic Clinical Internship I

(225 internship hours, 5 credits)

Prerequisites: RTE 101 with an 80% or higher.
Introduces the clinical education experience at the clinical education center. The student applies knowledge learned in the classroom to the actual practice of radiography.

Added at MCC Fall 2010.

RTE 182 Radiographic Clinical Internship II

(225 internship hours, 5 credits)

Prerequisites: RTE 111, 121, 131, 141; RTE 181 with a "C" grade or higher
Introduces additional concepts and more complex radiographic procedures than those learned in Clinical Internship I.

Added at MCC Fall 2010.

RTE 183 Radiographic Clinical Internship III

(315 internship hours, 7 credits)

Prerequisites: RTE 122, 132, 142, RTE 182 with a "C" grade or higher.

Reinforces the basic concepts of Clinical Internship I and II.

Added at MCC Fall 2010.

RTE 221 Advanced Medical Imaging
(45 lecture hours, 3 credits)

Prerequisites: RTE 122, 132, 142; RTE 182, 183 with a "C" or higher.

Introduces advanced imaging techniques including radiography of the cranium, facial bones and special radiographic procedures. These concepts are combined with the basic oral communication techniques necessary for the professional radiographer.

Added at MCC Fall 2010.

RTE 231 Radiation Biology/Protection
(30 lecture hours, 2 credits)

Prerequisites: RTE 122, 132, 142; RTE 182 & RTE 183 with a "C" grade or higher.
Provides the basic knowledge and understanding of the biologic effects of ionizing radiation and radiation protection and safety.

Added at MCC Fall 2010.

RTE 275 Special Topics: Certification Review
(15 lecture hours, 1 credit)

Prerequisites: RTE 221, 231, 281 with a "C" grade or higher.
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Added at MCC Fall 2010.

RTE 281 Radiographic Clinical Internship IV
(360 internship hours, 8 credits)

Prerequisites: RTE 122, 132, 142; RTE 182 & RTE 183 with a "C" grade or higher.
Introduces the student to the radiographic specialty areas of Pediatrics, Geriatrics, the out-patient clinic, as well as increasing proficiency in general radiography.

Added at MCC Fall 2010.

RTE 282 Radiographic Clinical Internship V
(360 internship hours, 8 credits)

Prerequisites, RTE 221, 231; RTE 281 with a "C" grade or higher.
Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the out-patient clinic, portable and trauma radiography as well as increasing proficiency in general radiography.

Added at MCC Fall 2010.

RTE 289 Radiographic Capstone
(45 lecture hours, 3 credits)

Prerequisites: RTE 221, 231; RTE 281 with a "C" grade or higher.
Prepares the radiologic technology student to sit for the American Registry of Radiologic Technologists (ARRT) certification examination through a comprehensive review of RTE program curriculum, with practice answering certification examination-type questions through the administration of multiple mock certification exams. Provides the student with the requisite skills to effectively search for a job in medical imaging.

Added at MCC Fall 2010.

SCI-Science Courses

SCI 155 Integrated Science I w/Lab: SC1
(45 lecture hours, 30 lab hours, 4 credits)

Long Title: Integrated Science I – Earth and Life Science with Lab: GT-SC1

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Fall 2006.

(Replaces SCI 155 Fall 2005-Summer 2006)

(Spring 2013 Title change to include 'w/Lab')

SCI 156 Integrated Science II w/Lab: SC1
(45 lecture hours, 30 lab hours, 4 credits)

Long Title: Integrated Science II – Earth and Life Science with Lab: GT-SC1

Examines earth and biological systems, living and nonliving environments, through the application and refinement of fundamental energy and matter concepts. This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Fall 2006.

(Replaces SCI 156 Spring 2006-Summer 2006)

(Spring 2013 Title change to include 'w/Lab')

SOC-Sociology Courses

SOC 101 Introduction to Sociology I: SS3
(45 lecture hours, 3 credits)

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Spring 2004.

(Replaces SOC 101 Fall 1988-Fall 2003)

SOC 102 Introduction to Sociology II: SS3
(45 lecture hours, 3 credits)

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2004.

(Replaces SOC 102 Fall 1988-Summer 2004)

SOC 205 Sociology of Family Dynamics: SS3
(45 lecture hours, 3 credits)

Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles. This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3

(Replaces SOC 215 Summer 1994-Summer 2006)

Added Spring 2015

SOC 215 Contemporary Social Problems: SS3
(45 lecture hours, 3 credits)

Explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2006.

(Replaces SOC 215 Summer 1994-Summer 2006)

SOC 216 Sociology of Gender: SS3
(45 lecture hours, 3 credits)

Gives students the theoretical and factual background necessary to understand the phenomenon of gender stratification in American and other cultures. Students will be exposed to a history of gender stratification in human societies, theoretical explanations for this and insights into the consequences of gender differentiation in our world today.~~This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

Added at MCC Fall 2015. (Pending Curriculum Committee Approval)

SOC 231 Sociology of Deviant Behavior: SS3
(45 lecture hours, 3 credits)

Examines the nature, identification, and explanation of deviant categories. Theories, and philosophies as well as methods of treatment related to deviancy will also be considered. The course will study society`s attempts to control, change, and institutionalize those acts, individuals or groups that a population may deem unacceptable.
This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2006.

(Replaces SOC 215 Summer 1994-Summer 2006)

SPA-Spanish Language Courses

SPA 101 Conversational Foreign Language I: Spanish
(45 lecture hours, 3 credits)

This is the first course in a sequence for beginning students who wish to understand and speak Spanish. The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

Added at MCC Spring 2004.

SPA 102 Conversational Foreign Language II: Spanish
(45 lecture hours, 3 credits)

Prerequisite: SPA 101 with a "C" grade or better
This is the second course in a sequence for beginning students who wish to understand and speak Spanish. The material will continue to cover basic conversational patterns, expressions, and grammar.

Added at MCC Spring 2004.

SPA 111 Foreign Language I: Spanish
(75 lecture hours, 5 credits)

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

Added at MCC Spring 2004.

SPA 112 Foreign Language II: Spanish
(75 lecture hours, 5 credits)

Prerequisite: SPA 111 with a "C" grade or better or instructor permission
Continues SPA 111 in the development of functional proficiency in listening, speaking, reading and writing the language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

Added at MCC Spring 2004.

SPA 115 Foreign Language for the Professional: Spanish

(45 lecture hours, 3 credits)

Prerequisite: College level reading

Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others

Added at MCC Fall 2004.

SPA 211 Foreign Language III: Spanish: AH4

(45 lecture hours, 3 credits)

Prerequisite: SPA 112 with a "C" grade or better or instructor permission

Continues SPA 111 and SPA 112 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH4 Effective Fall 2005.

(Replaces SPA 211 Fall 2001-Fall 2003)

SPA 212 Foreign Language IV: Spanish: AH4

(45 lecture hours, 3 credits)

Prerequisite: SPA 211 with a "C" grade or better or instructor permission

Continues SPA 111, SPA 112, and SPA 211 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH4 Effective Fall 2005.

(Replaces SPA 212 Fall 2000-Fall-2003)

SPA 215 Foreign Language for the Professional II: Spanish

(45 lecture hours, 3 credits)

Prerequisite: SPA 115 with a "C" grade or better

Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

Added at MCC Fall 2003.

(Prerequisite Change Spring 2010)

SPA 261 Grammar for the Heritage Language Speaker

(45 lecture hours, 3 credits)

Provides formal grammatical instruction to Foreign Language students whether native or bilingual who want to develop their existing proficiency in the target language.

Added at MCC Spring 2011.

SPA 262 Composition for the Heritage Language Speaker

(45 lecture hours, 3 credits)

Provides formal composing instruction to Spanish Language students whether native or bilingual who want to develop their existing proficiency in the target language.

Added at MCC Spring 2011.

SVT-Sport Vehicle Technology Courses

SVT 160 Basic Motorcycle Repair I

(7.5 lecture hours, 12 lab hours, 1 credit)

Designed to expose current and prospective entry-level motorcycle technicians to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance and producing. This class is the first in a series of courses (SVT160-SVT180&SVT299) designed to produce a "novice" or "apprentice-level" mechanic. Topics covered in the class include basic safety, hand tool and shop procedure. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest.

Added at MCC Spring 2007.

SVT 165 Basic Motorcycle Repair II

(7.6 lecture hours, 12 lab hours, 1 credit)

Designed to build upon concepts and practices learned in SVT160 and expose current and prospective motorcycle mechanics to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance. Topics covered will study of motorcycle frame, suspension, tire and wheels. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest.

Added at MCC Spring 2007.

THE-Theatre Courses

THE 105 Theatre Appreciation: AH1
(45 lecture hours, 3 credits)

Includes discussions, workshops, and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism and theory.
This course is a part of the Statewide Guaranteed Transfer courses. GT-AH1 Effective Spring 2003.

(Replaces THE 105 Intro to the Theatre Arts: AH1 Spring 2003-Fall 2008; THE 105 Fall 1998-Fall 2002)

THE 111 Acting I
(45 lecture hours, 3 credits)

Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

Added at MCC Fall 1999.

THE 112 Acting II
(45 lecture hours, 3 credits)

Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance.

Added at MCC Fall 1999.

WEL-Welding Courses

WEL 100 Safety for Welders
(15 lecture hours, 1 credit)

Covers the hazards of welding on health and safety, locating essential safety information from a code or other standard, and identifying and applying shop safety procedures.

Added at MCC Spring 2003.

WEL 103 Basic Shielded Metal Arc I
(15 lecture hours, 67.5 lab hours, 4 credits)

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced.

Added at MCC Summer 2003.

WEL 104 Basic Shielded Metal Arc II

(15 lecture hours, 67.5 lab hours, 4 credits)

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-7018 electrodes. Layout procedures will be practiced during this course.

Added at MCC Summer 2003.

WEL 106 Blueprint Reading for Welders & Fitters
(45 lecture hours, 22.5 lab hours, 4 credits)

Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

Added at MCC Summer 2003.

WEL 110 Advanced Shielded Metal Arc I
(15 lecture hours, 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment, and SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced during this course.

Added at MCC Spring 2003.

WEL 111 Advanced Shielded Metal Arc II
(15 lecture hours, 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment utilizing various electrodes, essential welding information from codes or other standards, and performance of weld inspections.

Added at MCC Summer 2003.

WEL 113 Oxyfuel and Plasma Cutting
(10 lecture hours, 30 lab hours, 2 credits)

Outlines the skills needed to set up equipment and perform cutting and gouging operations utilizing the oxyacetylene and plasma arc cutting processes.

Added at MCC Spring 2003.

WEL 125 Introduction to Gas Metal Arc Welding
(15 lecture hours, 67.5 lab hours, 4 credits)

Covers welding in all positions and on various joint configurations using the GMAW (mig) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

Added at MCC Fall 2010.

WEL 130 Maintenance Welding

(10 lecture hours, 30 lab hours, 2 credits)

Gives the student a basic understanding of the Oxyacetylene cutting and Arc welding processes, and introduction to the skills and techniques used to develop fillet and groove welds. Students will be introduced to oxyacetylene, shielded, gas metal arc welding equipment set up, and various welding techniques. Safety will be stressed during the course.

Added at MCC Summer 2003

WEL 180 Internship
(Variable lecture/lab hours, .5-6 credits)

Meets the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site will be set up based on student's interest and instructor approval.

Added at MCC Summer 2003.

WEL 201 Gas Metal Arc Welding I
(15 lecture hours, 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and fundamental metallurgy principles.

Added at MCC Summer 2003

WEL 203 Flux Cored Arc Welding I
(15 lecture hours, 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self-shielded wire, and principles of joint design, preparation, and material selection to welding operations.

WEL 224 Advanced Gas Tungsten Arc Welding
(15 lecture hours, 67.5 lab hours, 4 credits)

Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipe with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weld ability of metals, structural joints, and safety in the welding industry.

Added at MCC Summer 2003.

WEL 225 Advanced Gas Metal Arc Welding
(15 lecture hours, 67.5 lab hours, 4 credits)

Covers welding in all positions on carbon steel plate with the GMAW process. Student should be familiar with basic metallurgy pertaining to the weld ability of metals, structural joints, and safety in the welding industry.

Added at MCC Summer 2003.

WEL 230 Pipe Welding I
(15 lecture hours, 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

Added at MCC Summer 2003.

WEL 231 Pipe Welding II
(15 lecture hours, 67.5 lab hours, 4 credits)

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

Added at MCC Summer 2003.

WEL 250 Layout and Fabrication
(15 lecture hours, 67.5 lab hours, 4 credits)

Prerequisite: WEL 106 with a "C" grade or better
Develops welding and associated skills in the use of drawings and blueprints in planning. Includes designing and layout projects.

Added at MCC Spring 2003.

WEL 263 Applied Metal Properties
(30 lecture hours, 45 lab hours, 4 credits)

Introduces the study of metal properties, hardness testing, heat treatment, cold working microscopic examination and application of common commercial alloys in industry.

Added at MCC Summer 2003.

WEL 275-277 Welding: Special Topics
(Variable lecture/lab hours, 1-6 credits)

Prerequisite: instructor permission
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Added at MCC Summer 2003.

WEL 278 Workshop: Welding
(Variable lecture/lab hours, 1-6 credits)

Prerequisite: To be determined by instructor
Provides students with an exceptional learning experience.

Added at MCC Summer 2003.

WEL 280 Internship: Welding

(Variable lecture/lab hours, .5-6 credits)
Prerequisite: Completion of all courses in WEL specialization area
Offers individualized instruction at job site. The student is encouraged to develop skills needed to enter employment in the welding industry.

Added at MCC Summer 2004. Rev. Fall 2010.

DEGREES & CERTIFICATES

Explanation of Types of Degrees and Certificates

ASSOCIATE OF ARTS (A.A.) and ASSOCIATE OF SCIENCE (A.S.) DEGREES

An associate degree program reflects the larger goals of educational attainment the institution holds for its students. The associate degree indicates that the holder has developed proficiencies sufficient to prepare for upper-division collegiate work, or to enter directly into a specific occupation or to meet individual career goals. An associate degree is awarded only for completion of a coherent program of study designed for a specific purpose. This policy defines the associate degrees, program designations, and minimum standards.

ASSOCIATE OF APPLIED SCIENCE (A.A.S) DEGREES

This degree (with the occupational field specified) is intended to prepare individuals to enter skilled and/or paraprofessional occupations or to upgrade/stabilize their employment. These programs are not intended for transfer to baccalaureate degree programs; however, certain courses may be accepted toward a bachelor's degree at some senior institutions. The range of semester credit hours is 60 (minimum) to 75 (maximum). Exceptions to the A.A.S. degree maximum of 75 semester credit hours may be granted in those fields in which there is a demonstrated need that requires additional course work. The general education component of the A.A.S. is 15 semester credit hours.

ASSOCIATE OF GENERAL STUDIES (A.G.S.) DEGREES

There are two types of A.G.S. degrees:

1. This first type of the A.G.S. degree is designed to meet individual career goals with no intent of transferring to baccalaureate degree programs. It consists of a broad program of both career and traditional transfer courses without the constraints of specialization. Transferability of this customized degree program depends upon the courses taken and the receiving institution. The A.G.S.

Degree is limited to 60 credits, and requires at least 30 semester hours of general education. Fifteen of these semester hours must be in prescribed general education courses labeled as those accepted in the State Guaranteed General Education Transfer and designated as such in the college catalog.

2. The second type of the A.G.S. degree is used as a technical pre-professional transfer degree with a major field specified is designed for students to transfer into a baccalaureate degree program with junior standing, based on a written articulation agreement with one or more designated institutions. The course of study for the various fields of specialization must be outlined in the college catalog as well as the identification of the baccalaureate institution(s) that have agreed to accept the program in transfer. The A.G.S. Degree is limited to 60 credits, and requires at least 30 semester hours of general education. The other hours will be subject to the terms of the agreement with the baccalaureate institution(s).

CERTIFICATES

A certificate indicates a student's completion of a specific course of study. A certificate focuses on one very specific area of study as opposed to a field of study covered by a longer associate or bachelor degree program. The curriculum is dependent on the field being studies. Certificate programs are offered in a variety of different programs with times ranging from one semester to one year.

STATEWIDE ARTICULATION AGREEMENTS

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an associate degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

Students who complete an associate degree **and** the prescribed curriculum in the articulation agreement **and** are admitted (with no academic deficiencies that require additional coursework) to a receiving institution participating in this agreement are guaranteed the following:

- Junior standing with no more than 60 remaining credits to meet the graduation requirements for a baccalaureate degree in the degree program covered by this articulation agreement.
- Completion of the receiving institution's lower division general education requirements as defined by the gtPathways curriculum.
- The same graduation requirements as students who begin and complete this degree program at the receiving institution.

Completion of the curriculum prescribed within a statewide articulation agreement does not guarantee admission to a participating receiving institution. Students must meet all admission and application requirements at the receiving institution including the submission of all required documentation by stated deadlines.

Only courses with grades of C- or higher are guaranteed to transfer.

Admission to a receiving institution does not guarantee enrollment in a specific degree program. Some programs at receiving institutions have controlled entry due either to space limitations or academic requirements.

Receiving institutions will evaluate application of the courses designated in the agreement to other degree programs on a course-by-course basis.

Students who wish to use credits awarded by exam, such as AP (Advanced Placement), or IB (International Baccalaureate), to fulfill specific course requirements are responsible for consulting with the institution to which they are considering transferring to determine whether the credits they have been awarded by exam meet the standards of the receiving institution for specific course equivalents.

The receiving institution will accept all applicable credits earned within ten years of transfer to the receiving institution. Credits earned more than ten years earlier will be evaluated on a course-by-course basis.

Because of the limitations above, students must consult with the Office of Admissions at the institution to which they are considering transferring.

Students who do not complete an AA degree can use the prescribed curriculum within a statewide articulation agreement as a common advising guide for transfer to all public institutions that offer the designated baccalaureate degree program.

PLEASE NOTE THE FOLLOWING:

1. The guarantee that the number of credits required to graduate will be at the State-mandated minimum for this baccalaureate degree program applies only to students who complete the AA degree and the complete curriculum prescribed in the agreement.
2. Students are guaranteed application of completed gtPathways courses within the curriculum prescribed in the agreement up to the established maximum in each category.
3. Except in special cases (e.g., the partial completion of a required sequence of courses or variation in the number of credit hours institutions award for course equivalents), students can expect that courses specified within the prescribed curriculum in this agreement that are successfully completed with a C- or higher will fulfill the relevant course requirements in the designated major.
4. Receiving institutions will evaluate all courses other than those specified in the agreement on a course-by-course basis.

Students transferring without a completed AA degree must consult with the Office of Admissions at the institution to which they are considering transferring to review the issues identified above and to make sure they meet all admission and application requirements at the receiving institution, including the submission of all required documentation by stated deadlines.

OTHER ARTICULATION AGREEMENTS

Besides gtPathways and statewide articulation agreements, many colleges and universities have other transfer agreements that may apply to you. If you complete an Associate of Arts degree, 60 credit hours of your A.A. degree are guaranteed to transfer to a four-year school, once you are accepted for admission. And, you should be able to finish a Bachelor of Arts degree within

another *60 credit hours. This is called a 60 + 60
transfer plan.

List of Degrees & Certificates Offered at MCC

Award Type (Certificate or Degree) by Program of Study	Cr	FA	Codes
AA=Associate of Arts AAS=Associate of Applied Science FA=Financial Aid Eligible AS=Associate of Science AGS=Associate of General Studies CER=Certificate Cr=Total Credits			
ASSOCIATE OF ARTS DEGREE PROGRAM			
Associate of Arts Degree	60	Yes	M_AA_AA
Associate of Arts Degree with a designation in Business	60	Yes	M_AA_AA BSTR
Associate of Arts Degree with a designation in Communication	60	Yes	M_AA_AA COMD
Associate of Arts Degree with a designation in Criminal Justice	60	Yes	M_AA_AA CRJT
Associate of Arts Degree (Early Childhood Education articulation+)	60	Yes	M_AA_AA ECET
Associate of Arts Degree with a designation in Economics	60	Yes	M_AA_AA ECON
Associate of Arts Degree (Elementary Teacher Ed articulation+)	60	Yes	M_AA_AA EEDT
Associate of Arts Degree with a designation in English	60	Yes	M_AA_AA ENGD
Associate of Arts Degree with a designation in History	60	Yes	M_AA_AA HIST
Associate of Arts Degree with a designation in Political Science	60	Yes	M_AA_AA POLS
Associate of Arts Degree with a designation in Philosophy	60	Yes	M_AA_AA PHIM
Associate of Arts Degree with a designation in Psychology**	60	Yes	M_AA_AA PSYA
Associate of Arts Degree with a designation in Sociology	60	Yes	M_AA_AA SOCL
ASSOCIATE OF GENERAL STUDIES PROGRAM			
Associate of General Studies Degree	60	Yes	M_AGS_AGS
ASSOCIATE OF SCIENCE PROGRAM			
Associate of Science Degree	60	Yes	M_AS_AS
Associate of Science Degree with a designation in Agriculture Business	60	Yes	M_AS_AS AGBU
Associate of Science Degree with a designation in Animal Science	60	Yes	M_AS_AS ANSC
Associate of Science Degree with a designation in Biology	60	Yes	M_AS_AS BIOD
Associate of Science Degree with a designation in Geology	60	Yes	M_AS_AS GEOL
Associate of Science Degree with a designation in Mathematics	60	Yes	M_AS_AS MATH
Associate of Science Degree with a designation in Physics	60	Yes	M_AS_AS PHYD
Associate of Science Degree with a designation in Psychology**	60	Yes	M_AS_AS PSYS
Associate of Science Degree with a designation in Soil and Crop Science	60	Yes	M_AS_AS SCSC
ADVANCED AG/BUSINESS MANAGEMENT PROGRAM (75739)			
Certificate in Agriculture Business Management	18	Yes	M_CER_AABM
Certificate in Integrated Management	18	Yes	M_CER_AGI
Certificate in Web Productivity & Utilization	18	Yes	M_CER_ABMW
AG/BUSINESS MARKETING & RISK MANAGEMENT PROGRAM			
Certificate in Commodity Marketing	18	Yes	M_CER_ABMC
Certificate in Marketing & Risk Management Emphasis	18	Yes	M_CER_AGRM
AG/BUSINESS FINANCIAL ANALYSIS PROGRAM (75736)			
Certificate in Agriculture Business Management-Agriculture Business Financial Analysis	18	Yes	M_CER_ABG
AG/BUSINESS PLANNING & FINANCIAL RECORDS PROGRAM (75737)			
Certificate in Ag/Bus Management-Agriculture Business Planning and Financial Records	18	Yes	M_CER_ABF2
APPLIED TECHNOLOGY PROGRAM			
Associate of Applied Science Degree in Applied Technology	60	Yes	M_AAS_APT1
AUTOMOTIVE COLLISION REPAIR PROGRAM (06513)			
Associate of Applied Science Degree in Automotive Refinish Technician	78	Yes	M_AAS_ABSD
Associate of Applied Science Degree in Automotive Estimatics Technician	77	Yes	M_AAS_ABSA
Associate of Applied Science Degree in Automotive Collision Technology	77	Yes	M_AAS_CRT1
Certificate in Automotive Collision Repair	34	Yes	M_CER_CRT1

⌨=Online ☼=Summer Term   S=Spring Term   F=Fall Term

AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM (06521)			
Associate of Applied Science Degree in Automotive Service Technology	75	Yes	M_AAS_ATC
Certificate in Automotive Service Technology	35	Yes	M_CER_ATC
BUSINESS PROGRAM (13803)			
Associate of Applied Science Degree in Business-Accounting Emphasis	60	Yes	M_AAS_BACT
Associate of Applied Science Degree in Business-Business Administration Emphasis	60	Yes	M_AAS_BUSB
Certificate in Office Support Specialist	32	Yes	M_CER_BAOS
Certificate in Real Estate	13	No	M_CER_RELE
Certificate in Supervision	31	Yes	M_CER_BASV
EARLY CHILDHOOD EDUCATION PROGRAM (76433)			
Certificate in Early Childhood Education-Infant/Toddler Teacher	15	No	M_CER_ITGL
Certificate Early Childhood Teacher	21	Yes	M_CER_PSGL
Certificate Early Childhood Education Director	30	Yes	M_CER_ECCA
EMERGENCY MEDICAL SERVICES PROGRAM (60572)			
Certificate in Emergency Medical Technician-Basic	10	No	M_CER_EMTB
Certificate in Emergency Medical Technician-Intermediate	15	No	M_CER_EMTI
Certificate in Advanced Emergency Medical Technician	11	No	M_CER_EMIN
INDUSTRIAL ELECTRICAL/MECHANICAL MAINTENANCE PROGRAM (CIPCxxx) (approval pending)			
Certificate in Industrial Maintenance I (approval pending)	30		pending
Certificate in Industrial Maintenance II (approval pending)	30		pending
Associate of Applied Science Degree in Industrial Electrical/Mechanical Maintenance (approval pending)	60		pending
HEALTH SCIENCE TECHNOLOGY PROGRAM (66920)			
Certificate in Health Science Technology	31	Yes	M_CER_WEL9
HUMAN PERFORMANCE/PHYSICAL FITNESS PROGRAM (310507)			
Certificate in Personal Trainer	16	Yes	M_CER_PETR
MASSAGE THERAPY PROGRAM (75061)			
Certificate in Massage Therapy	33	Yes	M_CER_CMTP
MEDICAL OFFICE ADMINISTRATIVE ASSISTANT PROGRAM (76756)			
Certificate in Medical Office Administrative Assistant	43	Yes	M_CER_MDA1
MEDICAL OFFICE TECHNOLOGIES PROGRAM (77112)			
Associate of Applied Science Degree in Medical Office Assistant	60	Yes	M_AAS_MDAS
Certificate in Medical Office Clinical Assistant	40	Yes	M_CER_MDAS
MULTI-MEDIA PROGRAM (75425)			
Associate of Applied Science Degree in Multimedia	60	Yes	M_AAS_MMAC
Certificate in Foundations of Video & Animation	12	No	M_CER_MMA3
Certificate in Foundations of Graphic Design	12	No	M_CER_MMA1
Certificate in Foundations of Web Design	12	No	M_CER_MMA2
Certificate in Multimedia	30	Yes	M_CER_MMAC
NURSE AIDE PROGRAM (63567)			
Certificate in Nurse Aide	5	No	M_CER_NR3
NURSING PROGRAM (18471)			
Associate of Applied Science in Nursing	80	Yes	M_AAS_NR1
PHLEBOTOMY TECHNOLOGIES PROGRAM (77112)			
Certificate in Phlebotomy Technologies	14	No	M_CER_PHL2
PRACTICAL NURSING PROGRAM (76115)*			
Certificate in Practical Nursing	57	Yes	M_CER_NR4
RADIOLOGIC TECHNOLOGIES PROGRAM (77073)			
Associate of Applied Science in Radiology Technology	77	Yes	M_AAS_RADI
RURAL BUSINESS ENTREPRENEURSHIP PROGRAM (75809)			
Certificate in Rural Business Entrepreneurship	18	Yes	M_CER_RBE
Certificate in Leadership/Human Resources	18	Yes	M_CER_LHR

⌨=Online ☼=Summer Term   S=Spring Term   F=Fall Term

GAS TUNGSTEN ARC/GAS METAL ARC (TIG/MIG) PROGRAM (76662)			
AAS Degree in Welding Technology	63	Yes	M_AAS_WTE
Certificate in AWS Skills Welding Certificate	30	Yes	M_CER_WEL8
Certificate in Gas Tungsten ARC/Gas Metal ARC (TIG/MIG) Welding Certificate	35	Yes	M_CER_WEL7
Certificate in Shielded Metal Arc (STICK) Welding	32	Yes	M_CER_WEL9
+*Not a degree with designation.* *Practical Nursing is offered as an 'opt out' option for students in the Nursing program.*	***A designation in Psychology is offered in both the Associate of Arts and Associate of Science programs. Student educational goals and transfer needs will dictate which program to pursue. Speak with an academic advisor.*		

ASSOCIATE OF ARTS PROGRAM

The Associate of Arts (A.A.) degree program is a two-year academic degree (limited to 60 credits) designed to transfer to 4-year institutions. It generally equates to the first two years of a Bachelor of Arts (B.A.) degree. Depending on their educational goals, students choose from:

- an Associate of Arts without designation which is designed to transfer into liberal arts programs
- an Associate of Arts degree with a program designation (Degree with Designation) which is designed to transfer into a specific four-year program aligned with a Statewide Articulation Agreement. See the list of Designations offered at MCC at the end of this section
- an Associate of Arts degree with other agreements which include Statewide Articulation Agreements for Early Childhood Education and Elementary Teacher Education

Associate of Arts (A.A.)

DEGREE PREREQUISITES:

Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or any college-level math will be required to take the ACCUPLACER® assessment test. Alternatively, if taken with the last 5 years, documentation of ACCUPLACER® scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:

- Minimum grade of "C" for each course
- Minimum cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:

Course	(Credits) Course Title	
Course	*(Credits)*	*Course Title*
WRITTEN COMMUNICATION Select a 2-course option:		6 credits
ENG 121	(3) English Composition I: CO1	
ENG 122	(3) English Composition II: CO2	
or		
ENG 122	(3) English Composition II: CO2	
ENG 201	(3) English Composition III: CO3	
ORAL COMMUNICATION Select ONE course:		3 credits
COM 115	(3) Public Speaking	
COM 125	(3) Interpersonal Communication	
COMPUTER SCIENCE Select ONE course:		3 credits
CIS 118	(3) Introduction to PC Applications	
CSC 160	(3) Computer Science I [Language]	
MATHEMATICS Select ONE course: *Credits over 3 may be applied to Electives*		3 credits
MAT 120	(4) Mathematics for Liberal Arts:MA1	
MAT 121	(4) College Algebra: MA1	
MAT 122	(3) College Trigonometry: MA1	
MAT 123	(4) Finite Mathematics: MA1	
MAT 125	(4) Survey of Calculus: MA1	
MAT 135	(3) Introduction to Statistics: MA1	
or any other MA1 designated course (excludes MAT 155 and 156)		
NATURAL & PHYSICAL SCIENCES Select TWO courses: ONE must have a lab component *Credits over 7 may be applied to Electives*		7 credits
AST 101	(4) Astronomy I/Lab: SC1	
AST 102	(4) Astronomy II/Lab: SC1	
BIO 105	(4) Science of Biology/Lab: SC1	
BIO 111	(5) General College Biology I/Lab: SC1	
BIO 112	(5) General College Biology II/Lab: SC1	
BIO 201	(4) Human Anatomy & Physiology I/Lab: SC1	
BIO 202	(4) Human Anatomy & Physiology II/Lab: SC1	
BIO 204	(4) Microbiology/Lab: SC1	
CHE 101	(5) Introduction to Chemistry I/Lab: SC1	
CHE 102	(5) Introduction to Chemistry II/Lab: SC1	
CHE 111	(5) General College Chemistry I/Lab: SC1	
CHE 112	(5) General College Chemistry II/Lab: SC1	
GEY 111	(4) Physical Geology/Lab: SC1	
GEY 112	(4) Historical Geology/Lab: SC1	
PHY 105	(4) Conceptual Physics/Lab: SC1	
PHY 111	(5) Physics: Algebra-Based I/Lab: SC1	
PHY 211	(5) Physics: Calculus-Based/Lab: SC1	

or any other SCI designated course *except SCI 155 or SCI 156*		
HISTORY Select ONE course:		3 credits
HIS 101	(3) Western Civ.: Antiquity-1650: HI1	
HIS 102	(3) Western Civ.: 1650 to Present: HI1	
HIS 111	(3) The World : Antiquity-1500: HI1	
HIS 112	(3) The World : 1500 to Present: HI1	
HIS 201	(3) U.S. History to Reconstruction: HI1	
HIS 202	(3) U.S. History Since the Civil War: HI1	
HIS 215	(3) Women in U.S. History: HI1	
HIS 225	(3) Colorado History: HI1	
HIS 247	(3) 20th Century World History: HI1	
HIS 260	(3) U.S. Foreign Relations: HI1	
or *any* other HI1 designated course		
SOCIAL & BEHAVIORAL SCIENCES Select TWO courses from TWO DIFFERENT areas:		6 credits
ECONOMIC OR POLITICAL SYSTEMS: SS1		
ECO 201	(3) Principles of Macroeconomics: SS1	
ECO 202	(3) Principles of Microeconomics: SS1	
POS 105	(3) Intro. to Political Science: SS1	
POS 111	(3) American Government: SS1	
POS 205	(3) International Relations: SS1	
POS 215	(3) Current Political Issues: SS1	
or *any* other SS1 designated course		
GEOGRAPHY: SS2		
GEO 105	(3) World Regional Geography: SS2	
or *any* other SS2 designated course		
HUMAN BEHAVIOR/SOCIAL FRAMEWORKS: SS3		
ANT 101	(3) Cultural Anthropology: SS3	
ANT 107	(3) Intro to Archaeology: SS3	
PSY 101	(3) General Psychology I: SS3	
PSY 102	(3) General Psychology II: SS3	
PSY 205	(3) Psychology of Gender: SS3	
PSY 226	(3) Social Psychology: SS3	
PSY 235	(3) Human Growth & Development: SS3	
PSY 238	(3) Child Development: SS3	
SOC 101	(3) Introduction to Sociology I: SS3	
SOC 102	(3) Introduction to Sociology II: SS3	
SOC 205	(3) Sociology of Family Dynamics: SS3	
SOC 215	(3) Contemporary Social Problems: SS3	
SOC 216	(3) Sociology of Gender: SS3	
SOC 231	(3) Sociology of Deviant Behavior: SS3	
or *any* other SS3 designated course		
ARTS & HUMANITIES Select TWO courses, from TWO DIFFERENT areas:		6 credits
ARTS & EXPRESSION: AH1		
ART 110	(3) Art Appreciation: AH1	
ART 111	(3) Art History: Ancient-Medieval: AH1	
ART 112	(3) Art History: Renaissance to 1900: AH1	
ART 207	(3) Art History: 1900-Present AH1	
MUS 120	(3) Music Appreciation: AH1	

THE 105	(3) Theatre Appreciation: AH1	
or *any* other AH1 designated course		
LITERATURE & HUMANITIES: AH2		
HUM 121	(3) Humanities: Early Civilization: AH2	
HUM 122	(3) Humanities: Medieval-Modern: AH2	
HUM 123	(3) Humanities: Modern World: AH2	
LIT 115	(3) Introduction to Literature: AH2	
LIT 201	(3) World Literature to 1600: AH2	
LIT 202	(3) World Literature after 1600: AH2	
LIT 211	(3) American Lit. to the Civil War: AH2	
LIT 212	(3) American Lit. after Civil War: AH2	
LIT 225	(3) Introduction to Shakespeare: AH2	
or *any* other AH2 designated course		
WAYS OF THINKING: AH3		
PHI 111	(3) Introduction to Philosophy: AH3	
PHI 112	(3) Ethics: AH3	
PHI 113	(3) Logic: AH3	
PHI 114	(3) Comparative Religions: AH3	
PHI 205	(3) Business Ethics: AH3	
PHI 220	(3) Philosophy - Death & Dying: AH3	
or *any* AH3 designated course		
FOREIGN LANGUAGE: AH4		
SPA 211	(3) Spanish Language III: AH4	
SPA 212	(3) Spanish Language IV: AH4	
or *any* other AH4 designated course		
STUDENT OPTION		3 credits
Select ONE additional course from ANY of these areas: History (HI1) or Arts & Humanities (AH1, AH2, AH3, AH4) or Social and Behavioral Sciences (SS1, SS2, SS3)		
A.A. ELECTIVES		20 credits
Select 20 credits from any of the courses on the A.A. Approved Electives list or any gtPathways designated course (AH1, AH2, AH3, AH4, CO2, CO3, HI1, MA1, SC1, SC2, SS1, SS2, SS3) *Other courses may apply - contact your Academic Advisor if you have questions.*		
TOTAL CREDITS		60 credits

M_AA_AA

A.A. Approved Electives List

Course (Credits)	Course Title
ACCOUNTING	
ACC 121 (4)	Accounting Principles I
ACC 122 (4)	Accounting Principles II
ANTHROPOLOGY	
ANT 101 (3)	Cultural Anthropology: SS3
ANT 107 (3)	Intro to Archaeology: SS3

ART	
ART 110 (3)	Art Appreciation: AH1
ART 111 (3)	Art History: Ancient to Medieval: AH1
ART 112 (3)	Art History: Renaissance to 1900: AH1
ART 121 (3)	Drawing I
ART 124 (3)	Watercolor I
ART 128 (3)	Figure Drawing I
ART 151 (3)	Painting I
ART 207 (3)	Art History: 1900-Present: AH1

ASTRONOMY	
AST 101 (4)	Astronomy I w/Lab: SC1
AST 102 (4)	Astronomy II w/Lab: SC1

BIOLOGY	
BIO 105 (4)	Science of Biology /Lab: SC1
BIO 111 (5)	General College Biology I /Lab: SC1
BIO 112 (5)	General College Biology II /Lab: SC1
BIO 201 (4)	Human Anatomy & Physiology I/Lab: SC1
BIO 202 (4)	Human Anatomy & Physiology II/Lab: SC1
BIO 204 (4)	Microbiology/Lab: SC1
BIO 216 (4)	Pathophysiology

BUSINESS	
BUS 216 (3)	Legal Environment of Business
BUS 217 (3)	Business Com. & Report Writing
BUS 226 (3)	Business Statistics

CHEMISTRY	
CHE 101 (5)	Introduction to Chemistry I /Lab: SC1
CHE 102 (5)	Introduction to Chemistry II /Lab: SC1
CHE 111 (5)	General College Chemistry I /Lab: SC1
CHE 112 (5)	General College Chemistry II /Lab: SC1

COMPUTER INFORMATION SYSTEMS	
CIS 118 (3)	Introduction to PC Applications

COMMUNICATION	
COM 115 (3)	Public Speaking
COM 125 (3)	Interpersonal Communication
COM 226 (3)	Oral Interpretation

CRIMINAL JUSTICE	
CRJ 110 (3)	Introduction to Criminal Justice
CRJ 205 (3)	Principles of Criminal Law
CRJ 230 (3)	Criminology

COMPUTER SCIENCE COURSES	
CSC 160 (3)	Computer Science I (C++)
CSC 161 (3)	Computer Science II (C++)

EARLY CHILDHOOD EDUCATION	
ECE 101 (3)	Intro to Early Childhood Education
ECE 102 (3)	Introduction to ECE Lab Techniques
ECE 103 (3)	Guidance Strategies /Children
ECE 205 (3)	Nutrition, Health & Safety
ECE 220 (3)	Curriculum Development: Methods/Techniques
ECE 225 (3)	Language & Cognition/ Child
ECE 226 (3)	Creativity & the Young Child
ECE 260 (3)	Exceptional Child

ECONOMICS	
ECO 201 (3)	Principles of Macroeconomics: SS1
ECO 202 (3)	Principles of Microeconomics: SS1

EDUCATION	
EDU 188 (V)	Practicum I
EDU 221 (3)	Introduction to Education
EDU 222 (1)	Effective Teaching

EDU 231 (4)	Introduction to Bilingual Education
EDU 232 (3)	Literacy- Multicultural
EDU 233 (3)	English Language Learning (K-12)
EDU 234 (3)	Multicultural Education
EDU 261 (3)	Teaching, Learning & Techniques

ENGLISH	
ENG 121 (3)	English Composition I: CO1
ENG 201 (3)	English Composition III: CO3
ENG 221 (3)	Creative Writing I
ENG 222 (3)	Creative Writing II
ENG 226 (3)	Fiction Writing
ENG 227 (3)	Poetry Writing

GEOGRAPHY	
GEO 105 (3)	World Regional Geography: SS2

GEOLOGY	
GEY 111 (4)	Physical Geology/Lab: SC1
GEY 112 (4)	Historical Geology/Lab: SC1

HISTORY	
HIS 101 (3)	Western Civilization: Antiquity-1650: HI1
HIS 102 (3)	Western Civilization: 1650 -Present: HI1
HIS 111 (3)	The World: Antiquity-1500: HI1
HIS 112 (3)	The World: 1500-Present: HI1
HIS 201 (3)	U.S. History to Reconstruction: HI1
HIS 202 (3)	U.S. History Since the Civil War: HI1
HIS 215 (3)	Women in U.S. History: HI1
HIS 225 (3)	Colorado History: HI1
HIS 235 (3)	History of the American West
HIS 236 (3)	U.S. History Since 1945: HI1
HIS 240 (3)	Cold War Era in World History
HIS 247 (3)	20th Century World History: HI1
HIS 260 (3)	U.S. Foreign Relations: HI1

HEALTH PROFESSIONS	
HPR 217 (4)	Kinesiology

HUMANITIES	
HUM 121 (3)	Humanities: Early Civilization: AH2
HUM 122 (3)	Humanities: Medieval-Modern: AH2
HUM 123 (3)	Humanities: Modern World: AH2

HEALTH & WELLNESS	
HWE 100 (3)	Human Nutrition

JOURNALISM	
JOU 105 (3)	Introduction to Mass Media
JOU 106 (3)	Fundamentals of Reporting

LITERATURE	
LIT 115 (3)	Introduction to Literature: AH2
LIT 201 (3)	World Literature to 1600: AH2
LIT 202 (3)	World Literature after 1600: AH2
LIT 211 (3)	American Lit. to the Civil War: AH2
LIT 212 (3)	American Lit. after the Civil War: AH2
LIT 225 (3)	Introduction to Shakespeare: AH2
LIT 255 (3)	Children's Literature

MANAGEMENT	
MAN 226 (3)	Principles of Management

MATHEMATICS	
MAT 120 (4)	Mathematics for Liberal Arts: MA1
MAT 121 (4)	College Algebra: MA1
MAT 122 (3)	College Trigonometry: MA1
MAT 125 (4)	Survey of Calculus: MA1
MAT 135 (3)	Introduction to Statistics: MA1
MAT 155 (3)	Integrated Math I
MAT 156 (3)	Integrated Math II
MAT 201 (5)	Calculus I: MA1

MAT 202 (5)	Calculus II: MA1
MAT 204 (5)	Calculus III w/Engineering Aps: MA1
MAT 215 (4)	Discrete Mathematics: MA1
MAT 255 (3)	Linear Algebra: MA1
MAT 261 (4)	Differential Equations: MA1
MUSIC	
MUS 120 (3)	Music Appreciation: AH1
PHYSICAL EDUCATION	
All PED courses 100-299 are approved for use in the A.A. as Electives (credit limits apply- see below #)	
PHILOSOPHY	
PHI 111 (3)	Introduction to Philosophy: AH3
PHI 112 (3)	Ethics: AH3
PHI 113 (3)	Logic: AH3
PHI 114 (3)	Comparative Religions: AH3
PHI 115 (3)	World Religions – West: AH3
PHI 116 (3)	World Religions – East: AH3
PHI 205 (3)	Business Ethics: AH3
PHI 220 (3)	Philosophy – Death & Dying: AH3
PHYSICS	
PHY 105 (4)	Conceptual Physics w/Lab: SC1
PHY 111 (5)	Physics: Algebra I/Lab: SC1
PHY 112 (5)	Physics: Algebra II/Lab: SC1
PHY 211 (5)	Physics: Calculus I/Lab: SC1
PHY 212 (5)	Physics: Calculus II/Lab: SC1
PHY 213 (3)	Physics: Calculus Based III /Lab: Modern: SC1
POLITICAL SCIENCE	
POS 105 (3)	Introduction to Political Science: SS1
POS 111 (3)	American Government: SS1
POS 205 (3)	International Relations: SS1
POS 215 (3)	Current Political Issues: SS1
PSYCHOLOGY	
PSY 101 (3)	General Psychology I: SS3
PSY 102 (3)	General Psychology II: SS3
PSY 205 (3)	Psychology of Gender: SS3
PSY 226 (3)	Social Psychology: SS3
PSY 235 (3)	Human Growth & Development: SS3
PSY 237 (3)	Child & Adolescent Psychology
PSY 238 (3)	Child Development: SS3
PSY 245 (3)	Educational Psychology
PSY 249 (3)	Abnormal Psychology: SS3
PSY 265 (3)	Psychology of Personality: SS3
SCIENCE	
SCI 155 (4)	Integrated Science I /Lab: SC1
SCI 156 (4)	Integrated Science II /Lab: SC1
SOCIOLOGY	
SOC 101 (3)	Introduction to Sociology I: SS3
SOC 102 (3)	Introduction to Sociology II: SS3
SOC 205 (3)	Sociology of Family Dynamics: SS3
SOC 215 (3)	Contemporary Social Problems: SS3
SOC 216 (3)	Sociology of Gender: SS3
SOC 231 (3)	Sociology-Deviant Behavior: SS3
SPANISH LANGUAGE	
SPA 111 (5)	Foreign Language I: Spanish
SPA 112 (5)	Foreign Language II: Spanish
SPA 115 (3)	Foreign Language for the Pro I
SPA 211 (3)	Foreign Language III: Spanish: AH4
SPA 212 (3)	Foreign Language IV: Spanish: AH4
SPA 261 (3)	Grammar/Heritage Language Speaker

SPA 262 (3)	Composition/Heritage Language Speaker
THEATRE	
THE 105 (3)	Theatre Appreciation: AH1
THE 111 (3)	Acting I
THE 112 (3)	Acting II

gtPathways

Any gtPathways designated course (AH1, AH2, AH3, AH4, CO2, CO3, HI1, MA1, SC1, SC2, SS1, SS2, SS3) is approved as an elective for the A.A. degree.

To see a list of all gtPathways courses go to: www.cccs.edu/Docs/CCCNS/gtPathways-CCCS-Courses.pdf

Other courses may apply -
Contact your Academic Advisor.

#Students may apply up to a total of 3 credits of:

- *Physical Education (PED/PER) courses*
- **Independent Study 185-186 courses*
- **Seminar/Workshop courses*
- **Special Topics courses 175-178; 275-278 (ST:xxx)*
- **Independent Study, Seminar/Workshop, and Special Topics courses require written permission from the Academic VP, Division Chair, or Center Director to apply.*

-Approved by MCC VP for Instruction

Associate of Arts Degrees with Designation

Business
Associate of Arts with a Designation in Business

DEGREE PREREQUISITES:
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®.
Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:
http://highered.colorado.gov/academics/transfers/students.html
M_AA_AA BSTR

Communication
Associate of Arts with a Designation in Communication

DEGREE PREREQUISITES:
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®.
Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course

- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:
http://highered.colorado.gov/academics/transfers/students.html
M_AA_AA COMD

Criminal Justice
Associate of Arts with a Designation in Criminal Justice

DEGREE PREREQUISITES:
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®.
Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:
http://highered.colorado.gov/academics/transfers/students.html
M_AA_AA CRJT

Economics
Associate of Arts with a Designation in Economics

DEGREE PREREQUISITES:
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will

be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements: http://highered.colorado.gov/academics/transfers/students.html
M_AA_AA ECON

English
Associate of Arts with a Designation in English

DEGREE PREREQUISITES:
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements: http://highered.colorado.gov/academics/transfers/students.html
M_AA_AA ENGD

History
Associate of Arts with a Designation in History

DEGREE PREREQUISITES:
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements: http://highered.colorado.gov/academics/transfers/students.html
M_AA_AA HIST

Philosophy
Associate of Arts with a Designation in Philosophy

DEGREE PREREQUISITES:
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:
http://highered.colorado.gov/academics/transfers/students.html
M_AA_AA PHIM

Political Science
Associate of Arts with a Designation in Political Science

DEGREE PREREQUISITES:
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:
http://highered.colorado.gov/academics/transfers/students.html
 of Arts with a Designation in Political Science
M_AA_AA POLS

Psychology
Associate of Arts with a Designation in Psychology

DEGREE PREREQUISITES:
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT®

scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:
http://highered.colorado.gov/academics/transfers/students.html
M_AA_AA PSYA

Sociology
Associate of Arts with a Designation in Sociology

DEGREE PREREQUISITES:
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:
http://highered.colorado.gov/academics/transfers/students.html
M_AA_AA SOC

Associate of Arts – Other Articulation Agreements

Early Childhood Education
Associate of Arts (Early Childhood Education Articulation)

DEGREE PREREQUISITES:
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY
A national criminal background check is required for every Early Childhood Education student at Morgan Community College. In order to participate in the ECE program, in lecture or practicum based courses, you will be required to complete a criminal background check through Certified Background. Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for the cost of them. The background and fingerprint checks are a requirement of MCC; therefore, any previous background and fingerprint checks completed for employment will not suffice. This policy is implemented and monitored by the MCC Human Resources Department.

Students enrolling in any ECE course must pass the criminal background and fingerprint checks before they are allowed to start observation or practicum hours with children. Contact Human Resources if you are enrolling in an ECE online course for information on how to complete the background check process.

The background check and the fingerprint check is valid from the date of clearance as long as the student is continuously enrolled at MCC or in a CCCS approved program with no more than one semester lapse in enrollment. The Vice President of Instruction or the Division Chair for Arts and Sciences can request additional background checks at any time. The student will be responsible for the additional cost. In some cases, additional background checks may be required by a practicum site.

Should any required record indicate that a student is unable to work with children, he or she will not be eligible to complete courses requiring interaction with children. In the even that a student's background check prevents one from working with children or be hired at an educational facility including child care centers, preschools, Head Start family child care homes, elementary schools, the Division Chair for Arts and Sciences or Student Services will work with the student to individualize an alternative education plan and career path.

NOTE: Do NOT delay - Fingerprint check processing can take up to 6 months for processing. Contact MCC Human Resources Department for additional assistance or questions.

PROGRAM PREREQUISITES AND OTHER REQUIREMENTS:
Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:
http://highered.colorado.gov/academics/transfers/students.html
M_AA_AA ECET

Elementary Teacher Education
Associate of Arts (Elementary Teacher Education Articulation)

DEGREE PREREQUISITES:
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:
http://highered.colorado.gov/academics/transfers/students.html
M_AA_AA EEDT

ASSOCIATE OF GENERAL STUDIES PROGRAM

There are two types of A.G.S. degrees:

1. This first type of the A.G.S. degree is designed to meet individual career goals with no intent of transferring to baccalaureate degree programs. It consists of a broad program of both career and traditional transfer courses without the constraints of specialization. Transferability of this customized degree program depends upon the courses taken and the receiving institution. The A.G.S. Degree is limited to 60 credits, and requires at least 30 semester hours of general education. Fifteen of these semester hours must be in prescribed general education courses labeled as those accepted in the State Guaranteed General Education Transfer and designated as such in the college catalog.

2. The second type of the A.G.S. degree is used as a technical pre-professional transfer degree with a major field specified is designed for students to transfer into a baccalaureate degree program with junior standing, based on a written articulation agreement with one or more designated institutions. The course of study for the various fields of specialization must be outlined in the college catalog as well as the identification of the baccalaureate institution(s) that have agreed to accept the program in transfer. The A.G.S. Degree is limited to 60 credits, and requires at least 30 semester hours of general education. The other hours will be subject to the terms of the agreement with the baccalaureate institution(s).

Students that do NOT plan to transfer to a 4-year school, but who want to pursue a self-designed program of study may pursue an Associate of General Studies (A.G.S.) Students selecting this program of study should work closely with an academic advisor to select coursework which meets their individual needs.

Associate of General Studies (A.G.S.)

DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or any college-level math will be required to take an assessment test. Alternatively, if taken with the last 5 years, documentation of ACCUPLACER® scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0
- Remedial or developmental courses do not apply
- Minimum of 15 of these credits must be taken at MCC

COURSE REQUIREMENTS

COMMUNICATION Select ONE course:		3 credits
ENG 121	(3) English Composition I: CO1	
ENG 122	(3) English Composition II: CO2	
COM 115	(3) Public Speaking	
COM 125	(3) Interpersonal Communication	
MATHEMATICS Select ONE course: *(Credits over 3 may be applied to AGS General Education Courses or Free Electives)*		3 credits
MAT 120	(4) Mathematics for Liberal Arts:MA1	
MAT 121	(4) College Algebra: MA1	
MAT 122	(3) College Trigonometry: MA1	
MAT 123	(4) Finite Mathematics: MA1	
MAT 125	(4) Survey of Calculus: MA1	
MAT 135	(3) Introduction to Statistics: MA1	
or *any* other MA1 designated course *(except MAT 155 and 156 which will not meet this requirement)*		
PHYSICAL & LIFE SCIENCES Select ONE course *(Credits over 3 may be applied to AGS General Education Courses or Free Electives)*		3 credits
AST 101	(4) Astronomy I/ Lab: SC1	
AST 102	(4) Astronomy II/ Lab: SC1	
BIO 105	(4) Science of Biology/Lab: SC1	

BIO 111	(5) General College Biology I/Lab: SC1
BIO 112	(5) General College Biology II/Lab: SC1
BIO 201	(4) Human Anatomy & Physiology I/Lab: SC1
BIO 202	(4) Human Anatomy & Physiology II/Lab: SC1
BIO 204	(4) Microbiology/Lab: SC1
CHE 101	(5) Introduction to Chemistry I/Lab: SC1
CHE 102	(5) Introduction to Chemistry II/Lab: SC1
CHE 111	(5) General College Chemistry I/Lab: SC1
CHE 112	(5) General College Chemistry II/Lab: SC1
GEY 111	(4) Physical Geology/Lab: SC1
GEY 112	(4) Historical Geology/Lab: SC1
PHY 105	(4) Conceptual Physics/Lab: SC1
PHY 111	(5) Physics: Algebra-Based I/Lab: SC1
PHY 211	(5) Physics: Calculus-Based I/Lab: SC1
SCI 155 & SCI 156	(8) Integrated Science I and II/Lab: SC1 (*must take BOTH courses)
or any other SC1 designated course	

ARTS & HUMANITIES Select ONE course	3 credits

ARTS & EXPRESSION: AH1

ART 110	(3) Art Appreciation: AH1
ART 111	(3) Art History: Ancient-Medieval: AH1
ART 112	(3) Art History: Renaissance to 1900: AH1
ART 207	(3) Art History: 1900-Present: AH1
MUS 120	(3) Music Appreciation: AH1
THE 105	(3) Theatre Appreciation: AH1
or any other AH1 designated course	

LITERATURE & HUMANITIES: AH2

HUM 121	(3) Humanities: Early Civilization: AH2
HUM 122	(3) Humanities: Medieval-Modern: AH2
HUM 123	(3) Humanities: Modern World: AH2
LIT 115	(3) Introduction to Literature: AH2
LIT 201	(3) World Literature to 1600: AH2
LIT 202	(3) World Literature after 1600: AH2
LIT 211	(3) American Lit. to the Civil War: AH2
LIT 212	(3) American Lit. after the Civil War: AH2
LIT 225	(3) Introduction to Shakespeare: AH2
or any other AH2 designated course	

WAYS OF THINKING: AH3

PHI 111	(3) Introduction to Philosophy: AH3
PHI 112	(3) Ethics: AH3
PHI 113	(3) Logic: AH3
PHI 114	(3) Comparative Religions: AH3
PHI 205	(3) Business Ethics: AH3
PHI 220	(3) Philosophy - Death & Dying: AH3
or any other AH3 designated course	

FOREIGN LANGUAGE: AH4

| SPA 211 | (3) Spanish Language III: AH4 |
| SPA 212 | (3) Spanish Language IV: AH4 |

or any other AH4 designated course

SOCIAL & BEHAVIORAL SCIENCES Select ONE course	3 credits

ECONOMIC OR POLITICAL SYSTEMS: SS1

ECO 201	(3) Principles of Macroeconomics: SS1
ECO 202	(3) Principles of Microeconomics: SS1
POS 105	(3) Introduction to Political Science: SS1
POS 111	(3) American Government: SS1
POS 205	(3) International Relations: SS1
POS 215	(3) Current Political Issues: SS1
or any other SS1 designated course	

GEOGRAPHY: SS2

| GEO 105 | (3) World Regional Geography: SS2 |
| *or any* other SS2 designated course | |

HUMAN BEHAVIOR/SOCIAL FRAMEWORKS: SS3

ANT 101	(3) Cultural Anthropology: SS3
ANT 107	(3) Intro to Archaeology: SS3
PSY 101	(3) General Psychology I: SS3
PSY 102	(3) General Psychology II: SS3
PSY 205	(3) Psychology of Gender: SS3
PSY 226	(3) Social Psychology: SS3
PSY 235	(3) Human Growth & Development: SS3
PSY 238	(3) Child Development: SS3
PSY 249	(3) Abnormal Psychology: SS3
SOC 101	(3) Introduction to Sociology I: SS3
SOC 102	(3) Introduction to Sociology II: SS3
SOC 205	(3) Sociology of Family Dynamics: SS3
SOC 215	(3) Contemporary Social Problems: SS3
SOC 216	(3) Sociology of Gender: SS3
SOC 231	(3) Sociology of Deviant Behavior: SS3
or any other SS3 designated course	

HISTORY: HI1

HIS 101	(3) Western Civ.: Antiquity-1650: HI1
HIS 102	(3) Western Civ.: 1650 to Present: HI1
HIS 111	(3) The World: Antiquity-1500: HI1
HIS 112	(3) The World: 1500-Present: HI1
HIS 201	(3) U.S. History to Reconstruction: HI1
HIS 202	(3) U.S. History Since Civil War: HI1
HIS 215	(3) Women in U.S. History: HI1
HIS 225	(3) Colorado History: HI1
HIS 247	(3) 20th Century World History: HI1
HIS 260	(3) U.S. Foreign Relations: HI1
or any other HI1 designated course	

A.G.S. GENERAL EDUCATION COURSES	15 credits
Select 15 credits from the A.G.S. General Education Courses List	

A.G.S. "FREE" ELECTIVES	30 credits
Select 30 credits from any of these: A.G.S. General Education Courses list Any occupational/career/technical courses Any courses listed in the A.G.S. Degree not already taken	

TOTAL CREDITS	60 credits

M_AGS_AGS

A.G.S. General Education Courses List

Course (Credits) Course Title
ACCOUNTING
ACC 121 (4) Accounting Principles I
ACC 122 (4) Accounting Principles II
ANTHROPOLOGY
ANT 101 (3) Cultural Anthropology: SS3
ANT 107 (3) Intro to Archaeology: SS3
ART
ART 110 (3) Art Appreciation: AH1
ART 111 (3) Art History: Ancient to Medieval: AH1
ART 112 (3) Art History: Renaissance to 1900:AH1
ART 121 (3) Drawing I
ART 124 (3) Watercolor I
ART 128 (3) Figure Drawing I
ART 151 (3) Painting I
ART 207 (3) Art History: 1900-Present: AH1
ASTRONOMY
AST 101 (4) Astronomy I/Lab: SC1
AST 102 (4) Astronomy II/Lab: SC1
BIOLOGY
BIO 105 (4) Science of Biology/Lab: SC1
BIO 111 (5) General College Biology I/Lab: SC1
BIO 112 (5) General College Biology II/Lab: SC1
BIO 201 (4) Human Anatomy & Physiology I/Lab:SC1
BIO 202 (4) Human Anatomy & Physiology II/Lab:SC1
BIO 204 (4) Microbiology/Lab: SC1
BIO 216 (4) Pathophysiology
BUSINESS
BUS 216 (3) Legal Environment of Business
BUS 217 (3) Business Com. & Report Writing
BUS 226 (3) Business Statistics
CHEMISTRY
CHE 101 (5) Introduction to Chemistry I/Lab: SC1
CHE 102 (5) Introduction to Chemistry II/Lab: SC1
CHE 111 (5) General College Chemistry I/Lab: SC1
CHE 112 (5) General College Chemistry II/Lab: SC1
COMPUTER INFORMATION SYSTEMS
CIS 118 (3) Introduction to PC Applications
COMMUNICATION
COM 115 (3) Public Speaking
COM 125 (3) Interpersonal Communication
COM 226 (3) Oral Interpretation
CRIMINAL JUSTICE
CRJ 110 (3) Introduction to Criminal Justice
CRJ 205 (3) Principles of Criminal Law
CRJ 230 (3) Criminology
COMPUTER SCIENCE COURSES
CSC 160 (3) Computer Science I (C++)
CSC 161 (3) Computer Science II (C++)
EARLY CHILDHOOD EDUCATION
ECE 101 (3) Intro to Early Childhood Education
ECE 102 (3) Introduction to ECE Lab Techniques
ECE 103 (3) Guidance Strategies /Children
ECE 205 (3) Nutrition, Health & Safety
ECE 220 (3) Curriculum Dev.: Methods/Techniques
ECE 225 (3) Language & Cognition/ Child
ECE 226 (3) Creativity & the Young Child
ECE 260 (3) Exceptional Child

ECONOMICS
ECO 201 (3) Principles of Macroeconomics: SS1
ECO 202 (3) Principles of Microeconomics: SS1
EDUCATION
EDU 188 (V) Practicum I
EDU 221 (3) Introduction to Education
EDU 231 (4) Introduction to Bilingual Education
EDU 232 (3) Literacy- Multicultural
EDU 233 (3) English Language Learning (K-12)
EDU 234 (3) Multicultural Education
EDU 261 (3) Teaching, Learning & Techniques
ENGLISH
ENG 121 (3) English Composition I: CO1
ENG 122 (3) English Composition II: CO2
ENG 201 (3) English Composition III: CO3
ENG 221 (3) Creative Writing I
ENG 222 (3) Creative Writing II
ENG 226 (3) Fiction Writing
ENG 227 (3) Poetry Writing
GEOGRAPHY
GEO 105 (3) World Regional Geography: SS2
GEOLOGY
GEY 111 (4) Physical Geology/Lab: SC1
GEY 112 (4) Historical Geology/Lab: SC1
HISTORY
HIS 101 (3) Western Civilization: Antiquity-1650: HI1
HIS 102 (3) Western Civilization: 1650 -Present: HI1
HIS 111 (3) The World: Antiquity-1500: HI1
HIS 112 (3) The World: 1500-Present: HI1
HIS 201 (3) U.S. History to Reconstruction: HI1
HIS 202 (3) U.S. History Since the Civil War: HI1
HIS 215 (3) Women in U.S. History: HI1
HIS 225 (3) Colorado History: HI1
HIS 235 (3) History of the American West
HIS 236 (3) U.S. History Since 1945: HI1
HIS 240 (3) Cold War Era in World History
HIS 247 (3) 20th Century World History: HI1
HIS 260 (3) U.S. Foreign Relations: HI1
HEALTH PROFESSIONS
HPR 217 (4) Kinesiology
HUMANITIES
HUM 121 (3) Humanities: Early Civilization: AH2
HUM 122 (3) Humanities: Medieval-Modern: AH2
HUM 123 (3) Humanities: Modern World: AH2
HEALTH & WELLNESS
HWE 100 (3) Human Nutrition
JOURNALISM
JOU 105 (3) Introduction to Mass Media
JOU 106 (3) Fundamentals of Reporting
LITERATURE
LIT 115 (3) Introduction to Literature: AH2
LIT 201 (3) World Literature to 1600: AH2
LIT 202 (3) World Literature after 1600: AH2
LIT 211 (3) American Lit. to the Civil War: AH2
LIT 212 (3) American Lit. after the Civil War: AH2
LIT 225 (3) Introduction to Shakespeare: AH2
LIT 255 (3) Children's Literature
MANAGEMENT
MAN 226 (3) Principles of Management
MATHEMATICS
MAT 120 (4) Mathematics for Liberal Arts: MA1

MAT 121 (4) College Algebra: MA1
MAT 122 (3) College Trigonometry: MA1
MAT 125 (4) Survey of Calculus: MA1
MAT 135 (3) Introduction to Statistics: MA1
MAT 155 (3) Integrated Math I
MAT 156 (3) Integrated Math II
MAT 201 (5) Calculus I: MA1
MAT 202 (5) Calculus II: MA1
MAT 204 (5) Calculus III w/Engineering Aps: MA1
MAT 215 (4) Discrete Mathematics: MA1
MAT 255 (3) Linear Algebra: MA1
MAT 261 (4) Differential Equations: MA1

MUSIC

MUS 120 (3) Music Appreciation: AH1

PHYSICAL EDUCATION

All PED courses 100-299 are approved for use in the A.G.S. Electives (credit maximums apply- see below #)

PHILOSOPHY

PHI 111 (3) Introduction to Philosophy: AH3
PHI 112 (3) Ethics: AH3
PHI 113 (3) Logic: AH3
PHI 114 (3) Comparative Religions: AH3
PHI 115 (3) World Religions – West: AH3
PHI 116 (3) World Religions – East: AH3
PHI 205 (3) Business Ethics: AH3
PHI 220 (3) Philosophy - Death & Dying: AH3

PHYSICS

PHY 105 (4) Conceptual Physics/Lab: SC1
PHY 111 (5) Physics: Algebra I/Lab: SC1
PHY 112 (5) Physics: Algebra II/Lab: SC1
PHY 211 (5) Physics: Calculus I/Lab: SC1
PHY 212 (5) Physics: Calculus II/Lab: SC1
PHY 213 (3) Physics: Calc III Base: Modern/Lab: SC1

POLITICAL SCIENCE

POS 105 (3) Introduction to Political Science: SS1
POS 111 (3) American Government: SS1
POS 205 (3) International Relations: SS1
POS 215 (3) Current Political Issues: SS1

PSYCHOLOGY

PSY 101 (3) General Psychology I: SS3
PSY 102 (3) General Psychology II: SS3
PSY 205 (3) Psychology of Gender: SS3
PSY 226 (3) Social Psychology: SS3
PSY 235 (3) Human Growth & Development: SS3
PSY 237 (3) Child & Adolescent Psychology
PSY 238 (3) Child Development: SS3
PSY 245 (3) Educational Psychology
PSY 249 (3) Abnormal Psychology: SS3
PSY 265 (3) Psychology of Personality: SS3

SCIENCE

SCI 155 (4) Integrated Science I/Lab: SC1
SCI 156 (4) Integrated Science II/Lab: SC1

SOCIOLOGY

SOC 101 (3) Introduction to Sociology I: SS3
SOC 102 (3) Introduction to Sociology II: SS3
SOC 205 (3) Sociology of Family Dynamics: SS3
SOC 215 (3) Contemporary Social Problems: SS3
SOC 216 (3) Sociology of Gender: SS3
SOC 231 (3) Sociology-Deviant Behavior: SS3

SPANISH LANGUAGE

SPA 111 (5) Foreign Language I: Spanish
SPA 112 (5) Foreign Language II: Spanish
SPA 115 (3) Foreign Language for the Pro I
SPA 211 (3) Foreign Language III: Spanish: AH4
SPA 212 (3) Foreign Language IV: Spanish: AH4
SPA 261 (3) Grammar/Heritage Language Speaker
SPA 262 (3) Composition/Heritage Language Speaker

THEATRE

THE 105 (3) Theatre Appreciation: AH1
THE 111 (3) Acting I
THE 112 (3) Acting II

gtPathways

Any gtPathways designated course (AH1, AH2, AH3, AH4, CO2, CO3, HI1, MA1, SC1, SC2, SS1, SS2, SS3) is approved as an elective for the A.G.S. degree
To see a list of all gtPathways courses go to: www.cccs.edu/Docs/CCCNS/gtPathways-CCCS-Courses.pdf

ADDITIONAL APPROVED COURSES FOR A.G.S. GENERAL EDUCATION REQUIREMENT

COM 105 (3) Career Communications
PSY 116 (3) Stress Management
PSY 247 (3) Child Abuse & Neglect
JOU 106 (3) Fundamentals of Reporting

Other courses may apply -
Contact your Academic Advisor.

- *Physical Education (PED/PER) courses*

- **Independent Study 185-186 courses*

- **Seminar/Workshop courses*

- **Special Topics courses 175-178; 275-278 (ST:xxx)*

- **Independent Study, Seminar/Workshop, and Special Topics courses require written permission from the Academic VP, Division Chair, or Center Director to apply.*

ASSOCIATE OF SCIENCE PROGRAM

The Associate of Science (A.S.) degree includes courses traditionally taught during the first two years of a Bachelor of Science (B.S.) degree program.

The A.S. is a two-year academic degree designed to transfer to a four-year degree program, limited to 60 credits.

- An Associate of Science without designation is designed to transfer into math and science degree programs.
- An Associate of Science degree with a program designation (Degree with Designation) is designed to transfer into a specific four-year program aligned with a Statewide Articulation Agreement.

Associate of Science (A.S.)

DEGREE PREREQUISITES:

Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or any college-level math will be required to take the ACCUPLACER® assessment test. Alternatively, if taken with the last 5 years, documentation of ACCUPLACER® scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

OTHER REQUIREMENTS:

- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:

Course # (Credits) Course Title		
WRITTEN COMMUNICATION Select a 2-course option:		6 credits
ENG 121	(3) English Composition I: CO1	
ENG 122	(3) English Composition II: CO2	
or		
ENG 122	(3) English Composition II: CO2	
ENG 201	(3) English Composition III: CO3	

ORAL COMMUNICATION Select ONE course:		3 credits
COM 115	(3) Public Speaking	
COM 125	(3) Interpersonal Communication	
COMPUTER SCIENCE Select ONE course:		3 credits
CIS 118	(3) Introduction to PC Applications	
CSC 160	(3) Computer Science I [Language]	
MATHEMATICS		3 credits
MAT 121	(4) College Algebra: MA1	
MAT 122	(3) College Trigonometry: MA1	
MAT 201	(5) Calculus I: MA1 *or higher level Calculus course*	
HISTORY Select ONE course:		3 credits
HIS 101	(3) Western Civ.: Antiquity-1650: HI1	
HIS 102	(3) Western Civ.: 1650- Present: HI1	
HIS 111	(3) The World : Antiquity-1500: HI1	
HIS 112	(3) The World : 1500 to Present: HI1	
HIS 201	(3) U.S. History to Reconstruction: HI1	
HIS 202	(3) U.S. History Since the Civil War: HI1	
HIS 215	(3) Women in US. History: HI1	
HIS 225	(3) Colorado History: HI1	
HIS 247	(3) 20th Century World History: HI1	
HIS 260	(3) U.S. Foreign Relations: HI1	
or *any* other HI1 designated course		
ARTS & HUMANITIES Select TWO courses from TWO DIFFERENT areas		6 credits
ARTS & EXPRESSION: AH1		
ART 110	(3) Art Appreciation: AH1	
ART 111	(3) Art History: Ancient-Medieval: AH1	
ART 112	(3) Art History: Renaissance-1900: AH1	
ART 207	(3) Art History: 1900-Present AH1	
MUS 120	(3) Music Appreciation: AH1	
THE 105	(3) Theatre Appreciation: AH1	
or *any* other AH1 designated course		
LITERATURE & HUMANITIES: AH2		
HUM 121	(3) Humanities: Early Civilization: AH2	
HUM 122	(3) Humanities: Medieval-Modern: AH2	
HUM 123	(3) Humanities: Modern World: AH2	
LIT 115	(3) Introduction to Literature: AH2	
LIT 201	(3) World Literature to 1600: AH2	
LIT 202	(3) World Literature after 1600: AH2	
LIT 211	(3) American Lit. to the Civil War: AH2	
LIT 212	(3) American Lit. after Civil War: AH2	
LIT 225	(3) Introduction to Shakespeare: AH2	
or *any* other AH2 designated course		
WAYS OF THINKING: AH3		
PHI 111	(3) Introduction to Philosophy: AH3	
PHI 112	(3) Ethics: AH3	
PHI 113	(3) Logic: AH3	
PHI 205	(3) Business Ethics: AH3	
PHI 220	(3) Philosophy - Death & Dying: AH3	

or *any* AH3 designated course	
FOREIGN LANGUAGE: AH4	
SPA 211	(3) Spanish Language III: AH4
SPA 212	(3) Spanish Language IV: AH4
or *any* other AH4 designated course	

SOCIAL & BEHAVIORAL SCIENCES Select TWO courses, 6 credits, from TWO DIFFERENT areas:	6 credits
ECONOMIC or POLITICAL SYSTEMS: SS1	
ECO 201	(3) Principles of Macroeconomics: SS1
ECO 202	(3) Principles of Microeconomics: SS1
POS 105	(3) Intro. to Political Science: SS1
POS 111	(3) American Government: SS1
POS 205	(3) International Relations: SS1
POS 215	(3) Current Political Issues: SS1
or *any* other SS1 designated course	
GEOGRAPHY: SS2	
GEO 105	(3) World Regional Geography: SS2
or *any* other SS2 designated course	
HUMAN BEHAVIOR/SOCIAL FRAMEWORKS: SS3	
ANT 101	(3) Cultural Anthropology: SS3
ANT 107	(3) Intro to Archaeology: SS3
PSY 101	(3) General Psychology I: SS3
PSY 102	(3) General Psychology II: SS3
PSY 205	(3) Psychology of Gender: SS3
PSY 226	(3) Social Psychology: SS3
PSY 235	(3) Human Growth & Development: SS3
PSY 238	(3) Child Development: SS3
SOC 101	(3) Introduction to Sociology I: SS3
SOC 102	(3) Introduction to Sociology II: SS3
SOC 205	(3) Sociology of Family Dynamics: SS3
SOC 215	(3) Contemporary Social Problems: SS3
SOC 216	(3) Sociology of Gender: SS3
SOC 231	(3) Sociology of Deviant Behavior: SS3
or *any* other SS3 designated course	
HISTORY: HI1	
HIS 101	(3) Western Civ: Antiquity to 1650: HI1
HIS 102	(3) Western Civ: 16550 to Present: HI1
HIS 111	(3) The World: Antiquity to 1500: HI1
HIS 112	(3) The World: 1500 to Present: HI1
HIS 201	(3) U.S. History to Reconstruction: HI1
HIS 202	(3) U.S. History Since the Civil War: HI1
HIS 215	(3) Women in U.S. History: HI1
HIS 225	(3) Colorado History: HI1
HIS 247	(3) 20th Century World History: HI1
HIS 260	(3) U.S. Foreign Relations: HI1
or *any* other HI1 designated course	

NATURAL & PHYSICAL SCIENCES Select TWO courses (8-10 credits) in a sequence from the list below: BOTH must have a lab component. *Credits over 8 may be applied to Electives*		8 credits
AST 101	(4) Astronomy I/Lab: SC1	
AST 102	(4) Astronomy II/Lab: SC1	
or		
BIO 111	(5) General College Biology I/Lab: SC1	
BIO 112	(5) General College Biology II/Lab: SC1	
or		
BIO 201	(4) Human Anatomy & Physiology I w/Lab: SC1	
BIO 202	(4) Human Anatomy & Physiology II /Lab: SC1	
or		
CHE 101	(5) Intro to Chemistry I/Lab: SC1	
CHE 102	(5) Intro to Chemistry II/Lab: SC1	
or		
CHE 111	(5) Gen College Chemistry I/Lab: SC1	
CHE 112	(5) Gen College Chemistry II/Lab: SC1	
or		
PHY 111	(5) Physics Alg-Based I/Lab: SC1	
PHY 112	(5) Physics Alg-Based II/Lab: SC1	
or		
PHY 211	(5) Physics Calc-Based I/Lab: SC1	
PHY 212	(5) Physics Calc-Based II/Lab: SC1	
-Additional Course- Select ONE additional SC1 guaranteed transfer lab science from: *Credits over 4 may be applied to Electives*		4 credits
Any of the SC1 courses previously listed -or- Any SC1 courses in the A.S. Approved Electives List		
A.S. ELECTIVES Select 18 credits from any of the courses on the A.S. Approved Electives list. *Other courses may apply - contact your Academic Advisor if you have questions.*		18 credits
TOTAL CREDITS		60

M_AS_AS Approved

Associate of Science Approved Electives

Course	(Credits)	Course Title
AST 101	(4) Astronomy I/Lab: SC1	

AST 102   (4) Astronomy II/Lab: SC1
BIO 111   (5) General College Biology I/Lab:SC1
BIO 112   (5) General College Biology II/Lab:SC1
BIO 201   (4) Human Anatomy & Physiology I/Lab: SC1
BIO 202   (4) Human Anatomy & Physiology II/Lab:SC1
BIO 204   (4) Microbiology/Lab: SC1
BIO 211   (4) Cell Biology
BIO 216   (4) Pathophysiology
CHE 111   (5) General College Chemistry I/Lab: SC1
CHE 112   (5) General College Chemistry I/Lab: SC1
CIS 118   (3) Introduction to PC Applications
CSC 160   (4) Computer Science I
ECO 201   (3) Principles of Macroeconomics: SS1
ECO 202   (3) Principles of Microeconomics: SS1
GEY 111   (4) Physical Geology/Lab: SC1
GEY 112   (4) Historical Geology/Lab: SC1
MAT 121   (4) College Algebra: MA1
MAT 122   (3) College Trigonometry: MA1
MAT 125   (4) Survey of Calculus: MA1
MAT 135   (3) Introduction to Statistics: MA1
MAT 201   (5) Calculus I: MA1
MAT 202   (5) Calculus II: MA1
MAT 204   (5) Calculus III w/ Engineering Apps: MA1
MAT 215   (4) Discrete Mathematics: MA1
MAT 255   (3) Linear Algebra: MA1
MAT 261   (4) Differential Equations w/Engineering Applications: MA1
PHY 111   (5) Physics: Algebra-Based I/Lab: SC1
PHY 112   (5) Physics: Algebra-Based II/Lab: SC1
PHY 211   (5) Physics: Calculus-Based I/Lab: SC1
PHY 212   (5) Physics: Calculus-Based II/Lab: SC1
PHY 213   (3) Physics: Calculus-Based III/Lab: Modern

(Note: BIO 105, MAT 155, 156, and SCI 155, 156 do not apply to the AS degree as they are courses designed for non-science majors.)

Associate of Science Degrees with Designation

Agriculture Business
Associate of Science with a Designation in Agriculture Business

DEGREE PREREQUISITES:
Upon to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment admittance requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course

- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements: http://highered.colorado.gov/academics/transfers/students.html
M_AS_AS AGBU

Animal Science
Associate of Science with a Designation in Animal Science

DEGREE PREREQUISITES:
Upon to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment admittance requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements: http://highered.colorado.gov/academics/transfers/students.html
M_AS_AS ANSC

Biology
Associate of Science with a Designation in Biology

DEGREE PREREQUISITES:
Upon to MCC, all students entering any one of the College's degree programs or those entering

ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment admittance requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements: http://highered.colorado.gov/academics/transfers/students.html
M_AS_AS BIOD

Geology
Associate of Science with a Designation in Geology

DEGREE PREREQUISITES:
Upon to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment admittance requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:

http://highered.colorado.gov/academics/transfers/students.html
M_AS_AS GEOL

Mathematics
Associate of Science with a Designation in Mathematics

DEGREE PREREQUISITES:
Upon to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment admittance requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements: http://highered.colorado.gov/academics/transfers/students.html
M_AS_AS MATH

Physics
Associate of Science with a Designation in Physics

DEGREE PREREQUISITES:
Upon to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment admittance requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course

- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:
http://highered.colorado.gov/academics/transfers/students.html
M_AS_AS PHYD

Psychology
Associate of Science with a Designation in Psychology

DEGREE PREREQUISITES:
Upon to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment admittance requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:
http://highered.colorado.gov/academics/transfers/students.html
M_AS_AS PSYS

Soil and Crop Science
Associate of Science with a Designation in Soil and Crop Science

DEGREE PREREQUISITES:
Upon to MCC, all students entering any one of the College's degree programs or those entering

ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment admittance requirement.

OTHER REQUIREMENTS:
- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits in this program must be taken at MCC

COURSE REQUIREMENTS:
Click on the link to see the full agreement along with courses and other requirements:
http://highered.colorado.gov/academics/transfers/students.html
M_AS_AS SCSC

AGRICULTURE AND RURAL BUSINESS PROGRAMS

The nine certificate options in the five Agriculture and Rural Business Programs include lecture and private on-site instruction at the student's place of business. Courses focus on computerized record keeping, business planning, financial analysis, and marketing. The certificates are designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields in any type of business from service to retail and from agriculture sales to production.

Instructors combine classroom experiences with on-site instruction in a series of two courses which can be completed over the course of one year. Agriculture and Rural Business instructors maintain offices on campus.

AG/BUSINESS MARKETING & RISK MANAGEMENT PROGRAM

The Ag/Business Marketing & Risk Management Program is comprised of the Commodity Marketing Emphasis Certificate, the Marketing and Risk Management Emphasis Certificate, and the Web Productivity & Utilization Certificate.

Commodity Marketing Emphasis Certificate

Commodity Marketing Emphasis is a one-year certificate (18 credits) focusing on the development of a marketing plan and production costs. This focus includes marketing strategies and alternatives such as cash, futures, options, and forward contracts as well as price trends and behavior. Enterprise calculations resulting in production trends are emphasized.

PROGRAM PREREQUISITE:
Costs of production records for one enterprise or instructor consent

COURSE REQUIREMENTS:

Course	Course Title	Credits
ABM 131	Commodity Marketing I	9
ABM 132	Commodity Marketing II	9
TOTAL CREDITS		18

M_CER_ABMC

Marketing and Risk Management Emphasis Certificate

Marketing & Risk Management Emphasis is a one-year certificate emphasizing marketing strategies, enterprise/job costing analysis, sales/pricing trends, and risk management techniques. Marketing terminology, risk management strategies, marketing research and analysis along with marketing strategies for the development of a marketing plan will be emphasized.

COURSE REQUIREMENTS:

Course	Course Title	Credits
ABM 135	Marketing & Risk Management I	9
ABM 136	Marketing & Risk Management II Prerequisite: Successful completion of ABM 135 or instructor consent	9
TOTAL CREDITS		18

M_CER_AGRM

Web Productivity & Utilization Certificate

MCC's Web Productivity and Utilization is a one year certificate (18 credits) designed to enhance business management skills by improving one's understanding and use of the Internet for business productivity. Utilization of available tools, technical capabilities, and development of a web plan for the business will be addressed.

PROGRAM PREREQUISITE:
Internet connection

COURSE REQUIREMENTS:

Course	Course Title	Credits
ABM 137	Web Productivity/Utilization I	9
ABM 138	Web Productivity/Utilization II	9
TOTAL CREDITS		18

M_CER_ABMW

AG/BUSINESS PLANNING & FINANCIAL RECORDS PROGRAM

The Ag/Business Planning & Financial Records Program has one certificate, the Agriculture Business Management, Agriculture Business Planning and Financial Records Certificate.

Agriculture Business Management- Agriculture Business Planning and Financial Records Certificate

Agriculture and Business Management- Agriculture Business Planning and Financial Records is a one-year certificate program in business planning and computerized record keeping. Emphasis will be placed on the implementation and maintenance of an accurate set of computerized financial records, computer terminology, accounting concepts, and compiling a business plan.

COURSE REQUIREMENTS:

Course	Course Title	Credits
ABM 111	Records & Business Planning I	9
ABM 112	Records & Business Planning II	9
TOTAL CREDITS		18

M_CER_ABF2

RURAL BUSINESS ENTREPRENEURSHIP PROGRAM

The Morgan Community College Rural Business Entrepreneurship Program includes the Leadership & Human Resource Certificate and the Rural Business Entrepreneurship Certificate.

Leadership & Human Resource Certificate

MCC's Leadership and Human Resource Program is a one-year certificate emphasizing leadership and resource management in the business. Exploration of effective leadership and ethics concepts and skills along with the identification of human resource tools will guide the evaluation and analysis of the business' current management practices. Development and evaluation of a leadership plan for the business will be addressed.

COURSE REQUIREMENTS:

Course	Course Title	Credits
ABM 153	Leadership/Human Resource Management I	9
ABM 154	Leadership/Human Resource Management II	9
TOTAL CREDITS		18

M_CER_LHR

Rural Business Entrepreneurship Certificate

The Rural Business Entrepreneurship is a one-year certificate designed to enhance business management skills by looking at a new business venture. Emphasis will be placed on the research and development of a complete business plan through the use of technology.

COURSE REQUIREMENTS:

Course	Course Title	Credits
ABM 151	Rural Business Entrepreneurship I	9
ABM 152	Rural Business Entrepreneurship II	9
TOTAL CREDITS		18

M_CER_RBE

AG/BUSINESS FINANCIAL ANALYSIS PROGRAM

The Ag/Business Financial Analysis Program offers the Agriculture Business Management-Agriculture Business Financial Analysis Certificate.

Agriculture Business Management-Agriculture Business Financial Analysis Certificate

Agriculture Business Management-Agriculture Business Financial Analysis is a one-year certificate focusing on financial analysis and health of the business. Development and interpretation of financial reports will point to strengths and weaknesses for business analysis purposes.

PROGRAM PREREQUISITE:
Complete set of cash records or instructor consent

COURSE REQUIREMENTS:

Course	Course Title	Credits
ABM 121	Financial Analysis I	9
ABM 122	Financial Analysis II	9
TOTAL CREDITS		18

M_CER_ABG

ADVANCED AG/BUSINESS MANAGEMENT PROGRAM

The Advanced Ag/Business Management Program is comprised of the Agriculture Business Management-Advanced Agriculture Business Management Certificate and the Integrated Management Certificate.

Integrated Management Certificate

MCC's Integrated Management is a one-year certificate (18 credits) emphasizing integration of data and software technology of the business. Research and identification of data and software used in the business and industry will point to the development of a management plan incorporating improved use of software and data through integration of current and/or new software applications.

COURSE REQUIREMENTS:

Course	Course Title	Credits
ABM 143	Integrated Management I	9
ABM 144	Integrated Management II	9
TOTAL CREDITS		18

M_CER_AGI

Agriculture Business Management-Advanced Agriculture Business Management Certificate

Agriculture Business Management-Advanced Agriculture Business Management is a one-year certificate designed to enhance advanced management skills by looking at the existing business plan, identifying risk reducing alternatives, and continued in-depth financial analysis.

COURSE REQUIREMENTS:

Course	Course Title	Credits
ABM 141	Advanced Business Management I Prerequisite: Accurate accrual financial records or instructor consent	9
ABM 142	Advanced Business Management II Prerequisite: Completed business plan or instructor consent	9
TOTAL CREDITS		18

M_CER_AABM

APPLIED TECHNOLOGY PROGRAM

The Applied Technology degree is designed for students who have taken Career and Technical Education (CTE) coursework at an approved technical college and now desire to complete the general education component of an Associate of Applied Science (A.A.S) degree. Successfully completed coursework may satisfy all or part of the CTE electives listed in the degree layout below.

Associate of Applied Science in Applied Technology

COURSE REQUIREMENTS:

Course	Course Title	Credits
MCC GENERAL EDUCATION REQUIREMENTS		15
COM 115	Public Speaking	3
ENG 121 or ENG 131or higher	English course	3
MAT 107 or higher	Math course	3
SC1	Any Natural Science course	3
HIS 101 or PSY 101 **or** SOC 101	Social or Behavioral Science course	3
TECHNICAL REQUIREMENTS		45
CTE electives from area technical college*		45
TOTAL CREDITS		60

M_AAS_APT1

*Technical coursework should be transferred from an approved area technical college.

AUTOMOTIVE COLLISION REPAIR PROGRAM

The Automotive Collision Repair Program at Morgan Community College offers both a one-year certificate and three two-year Associate of Applied Science degree (A.A.S.) degrees. The program prepares students for entry level positions as an auto body painter, frame repair person, or metal repair person in the automotive industry. The program meets Automotive Service Excellence (ASE) standards established by the National Automobile Technicians Education Foundation (NATEF), and is NATEF certified.

Instructors are ASE certified. In order for students to meet NATEF requirement, students are required to purchase the applicable textbooks before attending class.
Accreditation: National Automotive Technicians Education Foundation, Inc. (NATEF)

Automotive Collision Repair Certificate

COURSE REQUIREMENTS:

Course	Course Title	Credits
ACT 110	Safety in Collision Repair	2
ACT 121	Non-Structural Repair Preparation	3
ACT 123	Metal Finishing and Body Filling	3
ACT 122	Panel Repair and Replacements	3
ACT 131	Structural Damage Diagnosis	3
ACT 232	Fixed Glass Repair	2
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 132	Structural Damage Repair	3
ACT 151	Plastics and Adhesives I	1
ACT 251	Plastics and Adhesives II	1
ACT 111	Metal Welding and Cutting I	3
Select ONE of these courses (only 1 credit applies*):		
MAT 178 or MAT 107	Math for Industrial Trades or Career Math (3)	1
Select ONE of these courses (only 2 credits apply*):		
HWE 122 or CIS 118	Responding to Emergencies or Introduction to PC Applications (3)	2
TOTAL CREDITS		34
*Full amount of credits for course WILL be required if continuing on to the degree (A.A.S.) level.		

M_CER_CRT1

Associate of Applied Science in Automotive Collision Technology

COURSE REQUIREMENTS:

Course	Course Title	Credits
ACT 110	Safety in Collision Repair	2
ACT 121	Non-Structural Repair Preparation	3
ACT 123	Metal Finishing and Body Filling	3
ACT 122	Panel Repair and Replacements	3
ACT 131	Structural Damage Diagnosis	3
ACT 232	Fixed Glass Repair	2
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 132	Structural Damage Repair	3
ACT 151	Plastics and Adhesives I	1
ACT 251	Plastics and Adhesives II	1
ACT 111	Metal Welding and Cutting I	3
Above courses contained in the CERTIFICATE		
ACT 180	Auto Collision Repair Level I Internship	7
ACT 181	Auto Collision Repair Level II Intern.	7
ACT 205	Estimating and Shop Management	3
ACT 211	Metal Welding and Cutting II	2
ACT 231	Adv Structural Damage Diagnosis & Repair	3
ACT 280	Auto Collision Repair Lev III Internship	6
ACT 170	Auto Collision Tech Lab Experiences I	1
ACT 171	Auto Collision Tech Lab Experiences II	1
ACT 172	Auto Collision Tech Lab Exp. III	1
MAT 178	Math for Industrial Trades	1
MAT 107	Career Math	3
HWE 122	Responding to Emergencies	2
CIS 118	Intro to PC Applications	3
ART 151	Painting I	3
COM 105	Career Communications	3
TOTAL CREDITS		77

M_AAS_CRT1

Associate of Applied Science in Automotive Estimatics Technician

COURSE REQUIREMENTS:

Course	Course Title	Credits
ACT 110	Safety in Collision Repair	2
ACT 121	Non-Structural Repair Preparation	3
ACT 123	Metal Finishing and Body Filling	3
ACT 122	Panel Repair and Replacements	3
ACT 131	Structural Damage Diagnosis	3
ACT 232	Fixed Glass Repair	2
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 132	Structural Damage Repair	3
ACT 151	Plastics and Adhesives I	1
ACT 251	Plastics and Adhesives II	1
ACT 111	Metal Welding and Cutting I	3
Above courses contained in the CERTIFICATE		
ACT 180 ACT 181	Auto Collision Repair Level I & Level II Internship	7
ACT 205	Estimating and Shop Management	3
ACT 211	Metal Welding and Cutting I	2
ACT 231	Advanced Structural Damage Diagnosis & Repair	3
ACT 280	Auto Collision Repair Level III Internship	6
ACT 170 ACT 171 ACT 172	Auto Collision Tech Lab Experiences I Level I, II, & III	1 1 1
MAT 178	Math for Industrial Trades	1
MAT 107	Career Math	3
HWE 122	Responding to Emergencies	2
CIS 118	Intro to PC Applications	3
ART 151	Painting I	3
COM 105	Career Communications	3
TOTAL CREDITS		77

M_AAS_ABSA

Associate of Applied Science in Automotive Refinish Technician

COURSE REQUIREMENTS:

Course	Course Title	Credits
ACT 110	Safety in Collision Repair	2
ACT 121	Non-Structural Repair Preparation	3
ACT 123	Metal Finishing and Body Filling	3
ACT 122	Panel Repair and Replacements	3
ACT 131	Structural Damage Diagnosis	3
ACT 232	Fixed Glass Repair	2
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 132	Structural Damage Repair	3
ACT 151	Plastics and Adhesives I	1
ACT 251	Plastics and Adhesives II	1
ACT 111	Metal Welding and Cutting I	3
Above courses contained in the CERTIFICATE		
ACT 180	Auto Collision Repair Level I Internship	7
ACT 181	Auto Collision Repair Level II Internship	7
ACT 205	Estimating and Shop Management	3
ACT 241	Paint Defects	3
ACT 242	Surface Preparation II	2
ACT 243	Refinishing II	2
ACT 244	Final Detail	2
ACT 280	Auto Collision Repair Level III Internship	6
MAT 178	Math for Industrial Trades	1
MAT 107	Career Math	3
HWE 122	Responding to Emergencies	2
CIS 118	Intro to PC Applications	3
ART 151	Painting I	3
COM 105	Career Communications	3
TOTAL CREDITS		78

M_AAS_ABSD

AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM

The Associate of Applied Science (A.A.S.) in Automotive Service Technology Program at Morgan Community College prepares students to secure work in many different aspects of the automotive service field. Positions include general automotive technician, light or heavy-duty technician, or drivability technician.

The program meets Automotive Service Excellence (ASE) standards, established by the National Automobile Technicians Education Foundation (NATEF) and is NATEF certified. All program faculty are ASE Master certified. Training includes work site experience. In order for students to meet NATEF requirements, students are required to purchase the applicable textbooks before attending class.

Tools are not required for program completion; however, they will be required to gain employment in the industry. Students will get special price incentives on tools as students of the Automotive Service Technology program. Many vendors participate in this program.

Accreditation:
National Automotive Technicians Education Foundation, Inc. (NATEF)

Automotive Service Technology Certificate

COURSE REQUIREMENTS:

Course	Course Title	Credits
LEVEL I		33
ASE 102	Introduction to Automotive Shop	2
ASE 110	Brakes I	3
ASE 120	Basic Automotive Electricity	2
ASE 123	Auto Battery, Starting & Charging Systems	2
ASE 130	General Engine Diagnosis	2
ASE 132	Ignition System Diagnosis & Repair	2
ASE 134	Automotive Emissions	2
ASE 150	Automotive U-joint & Axle Shaft Service	2
ASE 160	Automotive Engine Removal & Installation	1
ASE 161	Engine Disassembly/Diagnosis/Assembly	5
ASE 221	Automotive Body Electrical	4
ASE 231	Automotive Computers	2
ASE 233	Fuel Injection and Exhaust Systems	4
ADDITIONAL COURSES REQUIRED FOR CERTIFICATE:		2
COM 100	Workplace Communication	1
MAT 178	Math for Industrial Trades	1
TOTAL CREDITS		35

CER_ATC

Associate of Applied Science in Automotive Service Technology

COURSE REQUIREMENTS:

Course	Course Title	Credits
LEVEL I		33
ASE 102	Introduction to Automotive Shop	2
ASE 110	Brakes I	3
ASE 120	Basic Automotive Electricity	2
ASE 123	Auto Battery, Starting & Charging Systems	2
ASE 130	General Engine Diagnosis	2
ASE 132	Ignition System Diagnosis & Repair	2
ASE 134	Automotive Emissions	2
ASE 150	Automotive U-joint & Axle Shaft Service	2
ASE 160	Automotive Engine Removal & Installation	1
ASE 161	Engine Disassembly/Diagnosis/Assembly	5
ASE 221	Automotive Body Electrical	4
ASE 231	Automotive Computers	2
ASE 233	Fuel Injection and Exhaust Systems	4
Above courses contained in the CERTIFICATE		
LEVEL II		27
ASE 140	Suspension & Steering I	3
ASE 151	Auto Manual Transmission/Transaxles & Clutches	2
ASE 152	Differentials & 4WD/AWD Service	2
ASE 210	Brakes II	3
ASE 220	Specialized Electronics Training	2
ASE 235	Drivability & Diagnosis	1
ASE 240	Suspension & Steering II	3
ASE 250	Automatic Transmission/Transaxle Service	1
ASE 251	Automatic Transmission/Transaxle Diagnosis & Assemblies	5
ASE 265	Automotive Heating & Air Conditioning	5
GENERAL EDUCATION COURSES		15
BUS 115	Introduction to Business	3

COM 105	Career Communications	3
CIS 118	Introduction to PC Applications	3
MAT 107	Career Mathematics	3
Select ONE of these courses:		
HWE 122	Responding to Emergencies* (2)	3
or		
ENG 121	English Composition I: CO1 (3)	
TOTAL CREDITS		75

M_CER_ATC

*Students taking the (2) credit HWE 122 will be (1) credit short of General Education Courses. Advisor will accept (1) credit of MAT 178 or other course in substitution.

BUSINESS PROGRAM

The Associate of Applied Science (A.A.S.) degree in Business Program at MCC has two areas of emphasis from which to choose: Accounting and Business Administration. The Business Department also offers certificates in Office Support Specialist, Real Estate, and Supervision.

Office Support Specialist Certificate

The Office Support Specialist Certificate is **designed to give the student a variety of skills** needed in the administrative workplace. This certificate provides soft skills and technical skills used in an office setting.

PROGRAM PREREQUISITE:
BTE 100 or demonstrated keyboarding skill

COURSE REQUIREMENTS:

Course	Course Title	Credits
ACC 101	Fundamentals of Accounting	3
ACC 125	Computerized Accounting	3
BTE 102	Keyboarding Applications I	2
BTE 225	Office Management	3
BUS 115	Introduction to Business	3
BUS 217	Business Com. & Report Writing	3
CIS 118	Intro to PC Applications	3
COM 105	Career Communications	3
ENG 113	Business English	3
MAR 160	Customer Service	3
MAT 112	Financial Math	3
TOTAL CREDITS		32

M_CER_BAOS

Real Estate Certificate

Completion of a Real Estate Certificate prepares students to take the State of Colorado Real Estate Brokers Exam. Passing the exam allows one to enter the fast-paced, exciting field of buying and selling real estate properties.

COURSE REQUIREMENTS:
 Note: Not Financial Aid eligible

Course	Course Title	Credits
REE 201	Real Estate Brokers I	6
REE 202	Real Estate Brokers II	6
REE 189	Capstone	1
TOTAL CREDITS		13

M_CER_RELE

Supervision Certificate

The Supervision Certificate provides students with entry-level supervision skills and knowledge to help them in the workplace. This certificate provides a variety of classes to enhance the student's skills to advance in the workplace.

COURSE REQUIREMENTS:

Course	Course Title	Credits
ACC 101	Fundamentals of Accounting	3
BUS 187	Cooperative Education/Internship	1
COM 105	Career Communication	3
ENG 113	Business English	3
MAN 116	Principles of Supervision	3
MAN 226	Principles of Management	3
MAR 216	Principles of Marketing	3
CIS 118	Introduction to PC Applications	3
BUS 217	Business Com. & Report Writing	3
MAT 112	Financial Math	3
PSY 226	Social Psychology: SS3	3
TOTAL CREDITS		31

M_CER_BASV

Associate of Applied Science in Business - Accounting Emphasis

The Associate of Applied Science (A.A.S.) degree in Business with an Accounting emphasis is designed to prepare students for jobs as a billing clerk, bookkeeper, payroll/time clerk, financial assistant, accounting clerk or para-accountant.

PROGRAM PREREQUISITE:
BTE 100 or demonstrated keyboarding skill

COURSE REQUIREMENTS:

Course	Course Title	Credits
SEMESTER 1		15
BTE 225	Office Management	3
CIS 118	Intro PC Applications	3
MAT 112	Financial Math	3
BUS 115	Introduction to Business	3
ENG 113	Business English	3
SEMESTER 2		15
ACC 101	Fundamentals of Accounting	3
BUS 216	Legal Environment of Business	3
COM 105	Career Communications	3
COM 115 or COM 125	Public Speaking Interpersonal Communication	3
CIS 155	PC Spreadsheet Concepts: Excel	3
SEMESTER 3		16
ACC 132	Tax Help Colorado	2
ACC 121	Principles of Accounting I	4
PSY 226	Social Psychology: SS3	3
BUS 217	Business Com. & Report Writing	3
ECO 105	Introduction to Economics	3

Course	Course Title	Credits
SEMESTER 4		14
ACC 122	Principles of Accounting II	4
ACC 115	Payroll Accounting	3
ACC 133	Individual Income Tax Site Lab	1
BUS 187	Cooperative Education/Internship	1
ACC 125	Computerized Accounting	3
PHI 112	Ethics: AH3	3
TOTAL CREDITS		60

M_AAS_BACT

Associate of Applied Science in Business - Business Administration Emphasis

PROGRAM PREREQUISITE:
BTE 100 or demonstrated keyboarding skill

COURSE REQUIREMENTS:

Course	Course Title	Credits
SEMESTER 1		15
BTE 225	Office Management	3
CIS 118	Introduction to PC Applications	3
BUS 115	Introduction to Business	3
ENG 113	Business English	3
MAT 112	Financial Math	3
SEMESTER 2		15
BUS 216	Legal Environment of Business	3
ACC 101	Fundamentals of Accounting	3
CIS 155	Spreadsheets (Excel)	3
COM 105	Career Communications	3
COM 115 or COM 125	Public Speaking Interpersonal Communication	3

SEMESTER 3		15
BUS 217	Business Com & Report Writing	3
PSY 226	Social Psychology	3
MAN 116	Principles of Supervision	3
ECO 105	Introduction to Economics	3
MAR 160	Customer Service	3
SEMESTER 4		15
BTE 102	Keyboarding Applications I	2
BUS 187	Cooperative Education/Internship	1
MAR 216	Principles of Marketing	3
PHI 112	Ethics: AH3	3
BUSINESS ELECTIVES: Choose 2 classes: MAN 200, 226, 215; ACC 125; CIS 135, 145		6
TOTAL CREDITS		60

Business Electives List

*Denotes a Business Division/Department Course

*ACC 115	Payroll Accounting
*ACC 121/122	Accounting Principles I & II
*ACC 123/124	Accounting Princ I & II Recitation
*ACC 131	Income Tax
*ACC 125	Computerized Accounting
*ACC 131	Income Tax
*ACC 216	Governmental & Not for Profit Acctg.
*BTE 102, 103	Keyboarding Applications I & II
*BTE 225	Office Management
*BTE 226	Business Statistics
*CIS135	Complete PC Word Processing
*CIS 145	Complete PC Databases
*CIS 155	PC Spreadsheet Concepts: MS Excel
ECO 201	Principles of Macroeconomics: SS1
ECO 202	Principles of Microeconomics: SS1
ENG 121/122	English Composition I & II: CO1 & CO2
*MAN 116	Principles of Management
*MAN 200	Human Resource Management
*MAN 215	Organizational Behavior
*MAN 224	Leadership
*MAN 226	Principles of Management
*MAR 111	Principles of Sales

*MAR 160	Customer Service
*MAR 216	Principles of Marketing
*MAR 240	International Marketing
MAT 120	Mathematics for Liberal Arts: MA1
MAT 121, 122	College Algebra:MA1, College Trig:MA1
MAT 125	Survey of Calculus: MA1
MAT 135	Introduction to Statistics: MA1
MAT 155/156	Integrated Math I & II
MAT 201/202	Calculus I & II: MA1
*MGD 102	Introduction to Multimedia
*MGD 133	Graphic Design I
*MGD 141	Web Design I
PSY 101/102	General Psychology I & II: SS3
SOC 101/102	Sociology I & II: SS3
SPA 101/102	Conversational Foreign Lang. I & II:
SPA 111/112	Foreign Language I & II: Spanish
SPA 115/215	Foreign Language for the Pro I & II
SPA 211/212	Foreign Language III & IV: Spanish: AH4

EARLY CHILDHOOD EDUCATION PROGRAM

The group of three Early Childhood Education Program certificates prepare students for Infant/Toddler Teacher Leader, preschool group leader, and/or Early Childhood Education Director-qualified positions in early childhood care and education programs. A grade of "C" or higher is required in all courses leading to a certificate or degree. The Early Childhood Director Certificate meets current director requirements for the Colorado Department of Human Services.

Early Childhood Education Background Check Policy

A national criminal background check is required for every Early Childhood Education student at Morgan Community College. In order to participate in the ECE program, in lecture or practicum based courses, you will be required to complete a criminal background check through Certified Background.   Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for the cost of them. The background and fingerprint checks are a requirement of MCC; therefore, any previous background and fingerprint checks completed for employment will not suffice. This policy is implemented and monitored by the MCC Human Resources Department.

Students enrolling in any ECE course must pass the criminal background and fingerprint checks before they are allowed to start observation or practicum hours with children. Contact Human

Resources if you are enrolling in an ECE online course for information on how to complete the background check process.

The background check and the fingerprint check is valid from the date of clearance as long as the student is continuously enrolled at MCC or in a CCCS approved program with no more than one semester lapse in enrollment. The Vice President of Instruction or the Division Chair for Arts and Sciences can request additional background checks at any time.   The student will be responsible for the additional cost. In some cases, additional background checks may be required by a practicum site.

Should any required record indicate that a student is unable to work with children, he or she will not be eligible to complete courses requiring interaction with children. In the even that a student's background check prevents one from working with children or be hired at an educational facility including child care centers, preschools, Head Start family child care homes, elementary schools, the Division Chair for Arts and Sciences or Student Services will work with the student to individualize an alternative education plan and career path.

NOTE: Do NOT delay - Fingerprint check processing can take up to 6 months for processing. Contact MCC Human Resources Department for additional assistance or questions.

Early Childhood Education Director Certificate

PROGRAM PREREQUISITES AND OTHER REQUIREMENTS:
Each student is responsible for completing a criminal background and fingerprint check at http://cccs.certifiedbackground.com/ and is responsible for any costs.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

COURSE REQUIREMENTS:

Course	Course Title	Credits
ECE 101	Intro to Early Childhood Education	3
ECE 102	Early Childhood Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 205	Nutrition Health & Safety	3
ECE 220	Curriculum Development: Methods & Techniques	3
ECE 238	Child Growth & Development	3
ECE 240	Administration of Early Childhood Care & Education Programs	3
ECE 241	Human Relations for Early Childhood Professionals	3
ECE 111	Infant/Toddler Theory & Practice	3
ECE 260	Exceptional Child	3
TOTAL CREDITS		30

M_CER_ECCA approved 2012

NOTE: Successful completion of these courses along with verified work experience is required to earn a Director Certificate. A Level 2 Early Childhood Professional Credential is available when you complete these courses. For more information, visit the Colorado Office of Professional Development web site at http://coloradoofficeofprofessionaldevelopment.org/index.cfm?PID=1332&ID=5454,20140,0. Check with an ECE Academic Advisor for any additional requirements.

Early Childhood Education - Infant/Toddler Teacher Certificate

COURSE REQUIREMENTS:
Note: Not Financial Aid eligible

Course	Course Title	Credits
ECE 101	Introduction to Early Childhood Education	3
ECE 103	Guidance Strategies for Children	3
ECE 111	Infant & Toddler Theory & Practice	3
ECE 112	Infant & Toddler Lab	3
ECE 238	Child Growth & Development	3
TOTAL CREDITS		15

M_CER_ITGL approved 2012

Early Childhood Teacher Certificate

COURSE REQUIREMENTS:

Course	Course Title	Credits
ECE 101	Introduction to Early Childhood Education	3
ECE 102	Early Childhood Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 220	Curriculum Dev: Methods & Techniques	3
ECE 238	Child Growth & Development	3
ECE 205	Nutrition, Health and Safety	3
ECE 260 Exceptional Child will be required for teacher and director certificates to meet Head Start requirements		3
TOTAL CREDITS		21

M_CER_PSGL approved 2012

EMERGENCY MEDICAL SERVICES PROGRAM

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. EMS training is available for anyone interested in emergency medical services work with ambulance services, hospitals, clinical settings, fire and police departments. Training is also for those who could use EMT skills for their business or personal use. Emergency Medical Services training for Emergency Medical Technician (EMT) is offered regularly. Continuing education courses, Emergency Medical Responder, and recertification courses are also offered. Certificates in EMT, EMT-Intermediate and Advanced EMT (AEMT) are available along with an Associate of General Studies (A.G.S.) degree. An A.G.S. degree will enable students to pursue EMS courses in greater depth.

Cardio-pulmonary Resuscitation (CPR) & First Aid Training

MCC provides training in emergency procedures for respiratory, obstructed airway, and cardiac arrest victims of all ages. It meets requirements of the American Red Cross and the American Heart Association.

HWE 103 - *Community First Aid and CPR is a 1 credit course which uses demonstration videos, instructor led practice and workbook/textbook study to prepare for certification in Adult/ Child/Infant CPR and First Aid.*

HWE 113 - First Aid and Adult CPR is a .5 credit course which teaches the recognition and care for breathing and cardiac emergencies for victims eight years old and up. American Red Cross certification in Adult CPR and Standard First Aid is available for students meeting the requirements.

HWE 122 - *Responding to Emergencies provides standard first aid and CPR, with a more in-depth*

look at sudden illness, specific disease and emergencies in a 2 credit setting.

HPR 102 - *CPR for Professionals is a .5 credit course that meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in the course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children, and adult patients.*

EMS 115 - *Emergency Medical Training is offered by MCC offered as approved by the Division of Fire Safety. It provides the student with entry level knowledge for providing care at the scene of a medical emergency. Emergency Medical Training is a single, 3 credit hour course.*

EMS Continuing Education

EMT, Advanced EMT and EMT-I continuing education is available each year through courses in categories such as, Trauma, Medical Electives, I.V. Therapy for EMT's.

Emergency Medical Technician Certificate

The Emergency Medical Technician Certificate prepares graduates for jobs where certification is required by statute such as ambulance attendant, as well as other jobs where emergency medical skills are required. EMT-Basic is approved by the Colorado State Department of Health and is offered both spring and fall semesters on the Fort Morgan campus. MCC Centers offer EMT training annually. Upon successful completion of the EMT Certificate program, students will then be eligible to take the National Registry Practical and Computer based exams. Students that successfully complete the National Registry exams can then apply to the State of Colorado, EMS Division for State Certification.

PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS:
Note: Not Financial Aid eligible

- Pass background check**
    See DISQUALIFYING OFFENSES at
    http://www.MorganCC.edu/docs/disqu
    alifyingoffenses2010.pdf
- Pass 10-panel drug screen**

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore a student with a drug screening showing positive for use of marijuana is ineligible for admission and/or continuance in program.

- Be at least 18 years old
- Submit proof of current immunizations**
- Purchase required student liability insurance and make payment for clinical badge at MCC Bookstore
- Documentation of current certification in American Heart Professional Rescuer CPR or equivalent
- Completion of the EMT-Basic program application

**contact Student Success Advisor for Health Occupations for details

COURSE REQUIREMENTS:

Course	Course Title	Credits
EMS 121	EMT Fundamentals	3
EMS 122	EMT Medical Emergencies	4
EMS 123	EMT Trauma Emergencies	2
EMS 170	EMT Basic Clinical	1
TOTAL CREDITS		10

M_CER_EMTB

Note: MCC will offer the required National Registry Practical Exams as needed. Advanced Emergency Medical Technician

Emergency Medical Technician - Intermediate Certificate

The Advanced and Intermediate levels introduce the theories of advanced level assessment and management as outlined by the State of Colorado. The Emergency Medical Practice Advisory Council, under the direction of the executive director of the department, is responsible for advising the department regarding the appropriate scope of practice for EMS Providers.

PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS:
Note: Not Financial Aid eligible

- Pass background check**
    See DISQUALIFYING OFFENSES at
    http://www.MorganCC.edu/docs/disqu
    alifyingoffenses2010.pdf
- Pass 10-panel drug screen**

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore a student with a drug screening showing positive for use of marijuana is ineligible for admission and/or continuance in program.

- Submit proof of current immunizations**
- Purchase required student liability insurance at MCC Bookstore
- Documentation of current certification in American Heart Professional Rescuer CPR or equivalent
- Completion of the EMT-Intermediate program application

**contact Student Success Advisor for Health Occupations for details

COURSE REQUIREMENTS:

Course	Course Title	Credits

EMS 203	EMT-Intermediate I	6
EMS 205	EMT-Intermediate II	6
EMS 270	Clinical: EMS Intermediate	3
TOTAL CREDITS		**15**

M_CER_EMTI

Note: MCC will offer or help the student find the required National Registry Practical

Advanced Emergency Medical Technician (AEMT) Certificate

ADMISSION REQUIREMENTS:

Note: Not Financial Aid eligible

• Pass background check** See DISQUALIFYING OFFENSES at http://www.MorganCC.edu/docs/disqualifyingo ffenses2010.pdf
• Pass 10-panel drug screen** *Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore a student with a drug screening showing positive for use of marijuana is ineligible for admission and/or continuance in program.*
• Documentation of current EMT certification in Colorado
• Submit proof of current immunizations**
• Purchase required student liability insurance at MCC Bookstore
• Documentation of current certification in American Heart Professional Rescuer CPR or equivalent
• Completion of the AEMT program application
**contact Student Success Advisor for Health Occupations for details

COURSE REQUIREMENTS

Course	Course Title	Credits
EMS 127	AEMT Fundamentals	2
EMS 129	AEMT Pharmacology	1
EMS 131	AEMT Fundamentals	2
EMS 133	AEMT Medical Emergencies	2
EMS 135	AEMT Trauma Emergencies	2
EMS 171	AEMT Clinical Internship	2
TOTAL CREDITS		**11**

M_CER_EMIN

HEALTH SCIENCE TECHNOLOGY PROGRAM

This two year program is designed for students who want to explore health science careers. The program prepares students with the basic skills necessary for success in health occupation programs. During the second year of the program students choose from two different tracks: nurse aide or personal trainer.

Health Science Technology Certificate

PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS:

Note: Not Financial Aid eligible

- Social Security Number is required for second year

- Pass background check**
See DISQUALIFYING OFFENSES at http://www.MorganCC.edu/docs/disqualifyingoffenses2010.pdf

- Pass 10-panel drug screen**

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore a student with a drug screening showing positive for use of marijuana is ineligible for admission and/or continuance in program.

- Be at least 18 years old

- Submit proof of current immunizations**

- Purchase required student liability insurance and make payment for clinical badge at MCC Bookstore

- Must purchase appropriate attire (HST polo shirt and khaki pants)

**contact Student Success Advisor for Health Occupations for details

COURSE REQUIREMENTS:

Course	Course Title	Credits
First Year		16
HPR 140	Orientation to Health Careers	6
MOT 136	Introduction to Clinical Skills	2
HPR 178	Medical Terminology	2
HWE 122	Responding to Emergencies	2
COM 126	Communication in Healthcare	3
HPR 175	Special Topics	1
Second Year		14-15
BIO 106	Basic Anatomy & Physiology	4
ENG 115	Technical English & Communication	3
HPR 101	Customer Service in Healthcare	2
Choose one of the following tracks:		
TRACK 1: NURSE AIDE TRACK		
NUA 101	Nurse Aide Skills	4
NUA 170	Nurse Aide Clinical Experience	1
TRACK 2: PERSONAL TRAINER		
HWE 100	Human Nutrition	3
HWE 250	ACE Personal Trainer Prep	2
PED 280	Internship	1
TOTAL CREDITS		30-31

M_CER_MEPR

HUMAN PERFORMANCE/ PHYSICAL FITNESS PROGRAM

This 16 credit program prepares students for careers in the health and fitness industry. Students will take courses that consist of practical and theoretical training, including anatomy and kinesiology, fitness assessments, training techniques, client program design and safety and injury prevention. Upon successful completion of the program students will be eligible to apply to take the American Council of Exercise (ACE) nationally recognized certification exam.

Personal Trainer Certificate

PROGRAM PREREQUISTIES and ADDITIONAL REQUIREMENTS:

• Pass background check. See DISQUALIFYING OFFENSES at http://www.MorganCC.edu/docs/disqualifyingoffenses2010.pdf
• Pass Drug Screen
• Purchase required student liability insurance and make payment for clinical badge at MCC Bookstore.
• Purchase appropriate attire (MCC Polo Shirt/Khaki pants)
• HWE 250 and PED 280 are co-requisite courses

COURSE REQUIREMENTS:

Course	Course Title	Credits
HPR 178	Medical Terminology	2
HWE 122	Responding to Emergencies	2
BIO 106	Basic Anatomy & Physiology	4
HPR 101	Customer Service in Healthcare	2
HWE 100	Human Nutrition	3
HWE 250	ACE Personal Trainer Prep	2
PED 280	Internship	1
TOTAL CREDITS		16

M_CER_PETR approved 10/24/14

INDUSTRIAL ELECTRICAL/MECHANICAL MAINTENACE PROGRAM

Industrial Maintenance Certificate I

Upon earning the Industrial Maintenance Certificate I, the learner will have an understanding of working and communicating in an industrial electrical maintenance team atmosphere. The learner will have an understanding of electricity and its many applications, theory, and calculation.
Approval pending.

COURSE REQUIREMENTS:

Course	Course Title	Credits
COM 105	Career Communication	3
EIC 101	Job Training and Safety	3
EIC 104	Basics of Industrial Electricity	1.5
EIC 120	Electrical Installations II	4
EIC 221	Trouble-shooting Control Circuits (OSHA & NFPA 70E)	1.5
ELT 106	Fundamentals of DC/AC	4
HVA 102	Basic Refrigeration	4
MAT 102	Skilled Trades/Industrial Math	2
MAT 107	Career Math	3
4 credits ELECTIVES Select from: EIC 102 (4) Electrical Print Reading EIC 103 (4) Safety & Industry Certs. EIC 107 (3) Understanding/Navigating NEC EIC 124 (1) Electrical Safety Reqs. EIC 130 (4) National Electric Code I EIC 168 (1) Maintenance Management EIC 224 (1.5) Understanding PLC's PPT 116 (3) Instrumentation and Control WEL 103 (4) Basic Shielded Metal Arc I WEL 130 (2) Maintenance Welding		4
TOTAL CREDITS		30

Approval Pending

Industrial Maintenance Certificate II

Upon earning the Industrial Maintenance Certificate II, the learner will have an understanding of working and communicating in an industrial mechanical maintenance team atmosphere. The learner will have an understanding of manufacturing processes, instrumentation and other mechanical applications.
Approval pending.

COURSE REQUIREMENTS:

Course	Course Title	Credits
CIS 118	Introduction to PC Applications	3
COM 125	Interpersonal Communication	3
EIC 160	Instruments & Measurements	4
EIC 222	Instrument & Process Control I	4
EIC 227	Mechanical Drives	1.5
EIC 280	Internship (Work under a supervisor and the instructor)	4.5
MTE 120	Manufacturing Processes	3
SCI 155	Integrated Science or Equivalent	4
3 credits ELECTIVES Select from: EIC 102 (4) Electrical Print Reading EIC 103 (4) Safety & Industry Certification EIC 107 (3) Understanding & Navigating NEC EIC 124 (1) Electrical Safety Requirements EIC 130 (4) National Electric Code I EIC 168 (1) Maintenance Management EIC 224 (1.5) Understanding PLC's PPT 116 (3) Instrumentation and Control WEL 103 (4) Basic Shielded Metal Arc I WEL 130 (2) Maintenance Welding		3
TOTAL CREDITS		30

Approval Pending

Associate of Applied Science in Industrial Electrical/Mechanical Maintenance

Upon earning the Industrial Electrical/Mechanical Maintenance AAS Degree, the learner will have an understanding of working and communicating in an industrial electrical and mechanical maintenance team atmosphere. The learner will have an understanding of instrumentation, general maintenance and manufacturing processes, electricity and its many applications, theory, and calculations. The learner will have 581 hours toward an electrical Journeyman apprentice program and be in an internship with one of the local industry partners. Approval pending.

COURSE REQUIREMENTS:

Course	Course Title	Credits
CIS 118	Introduction to PC Applications	3
COM 105	Career Communication	3
COM 125	Interpersonal Communication	3
EIC 101	Job Training and Safety	3
EIC 104	Basics of Industrial Electricity	1.5
EIC 120	Electrical Installations II	4
EIC 160	Instruments & Measurements	4
EIC 221	Trouble-shooting Control Circuits (OSHA & NFPA 70E)	1.5
EIC 222	Instrument & Process Control I	4
EIC 227	Mechanical Drives	1.5
EIC 280	Internship*	4.5
	*Work under a supervisor and the instructor	
ELT 106	Fundamentals of DC/AC	4
HVA 102	Basic Refrigeration	4
MAT 102	Skilled Trades/Industrial Math	2
MAT 107	Career Math	3
MTE 120	Manufacturing Processes	3
SCI 155	Integrated Science or Equivalent	4
7 credits ELECTIVES Select from: EIC 102 (4) Electrical Print Reading EIC 103 (4) Safety & Industry Certs. EIC 107 (3) Understanding/Navigating NEC EIC 124 (1) Electrical Safety Reqs. EIC 130 (4) National Electric Code I EIC 168 (1) Maintenance Management. EIC 224 (1.5) Understanding PLC's PPT 116 (3) Instrumentation & Control WEL 103 (4) Basic Shielded Metal Arc I WEL 130 (2) Maintenance Welding		7
TOTAL CREDITS		60

Approval Pending

MASSAGE THERAPY PROGRAM

The Massage Therapy Program at Morgan Community College is designed to provide the skills and credentials students need to work as massage therapists in health care settings, spas, and private practice. Many health care professionals enroll in the Massage Therapy Program as an additional certification to enhance their job skills and employability. The MCC program is based on American Massage Therapy guidelines and meets the criteria for national certification.

Some courses are available at MCC Centers. Students are welcome to enroll in Massage Therapy courses MST 108-Lifestyle Wellness and HHP 108-Aromatherapy without specifically being accepted into the program.

Massage Therapy Certificate

PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS:

- Pass background check**
See DISQUALIFYING OFFENSES at http://www.MorganCC.edu/docs/disqualifyingoffenses2010.pdf

- Pass 10-panel drug screen**

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore a student with a drug screening showing positive for use of marijuana is ineligible for admission and/or continuance in program.

- Submit proof of current immunizations**

- Purchase required student liability insurance and make payment for clinical badge at MCC Bookstore prior to clinical courses

- Provide copy of valid American Heart CPR for the Healthcare Provider card

**contact Student Success Advisor for Health Occupations for details

COURSE REQUIREMENTS:

Course	Course Title	Credits
		15
BIO 201	Human Anatomy & Physiology I/Lab: SC1	4
HPR 117	Anatomical Kinesiology	3
ENG 121	English Composition I	3
HWE 100	Human Nutrition	3
HPR 178	Medical Terminology	2
CORE CURRICULUM		
Fall Semester (11 Credits)		11
MST 105	Lifestyle Wellness	2
MST 111	Basic Massage Therapy	4
MST 204	MST Business Practices	2
MST 216	Pathology for Massage Therapy	3
Spring Semester (7 Credits)		7
HHP 108	Aromatherapy	1
MST 184	Clinical Massage	3
MST 113	Professional Massage	3
TOTAL CREDITS		33

M_CER_CMTP

MEDICAL OFFICE TECHNOLOGIES PROGRAM

The Medical Office Technologies Program at Morgan Community College includes an Associate of Applied Science in Medical Office Assistant and a Medical Office Clinical Assistant Certificate.

Medical Office Clinical Assistant Certificate

Medical Office Clinical Assistants are allied health professionals trained to work in ambulatory care settings such as clinics and physicians' offices. This certificate provides the training for entry level work in the clinical area of the offices. Medical assistants provide hands-on care to clients while working closely with physicians.

PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS:

- HPR 178 Medical Terminology with a "C" grade or higher
- ACCUPLACER® Requirements:
  - Elementary Algebra (EA) 30 or higher
  - Reading 80 or higher
  - Sentence Structure (SS) 95 or higher
- Pass background check**
  See DISQUALIFYING OFFENSES at http://www.MorganCC.edu/docs/disqualifyingoffenses2010.pdf
- Pass 10-panel drug screen**

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore a student with a drug screening showing positive for use of marijuana is ineligible for admission and/or continuance in program.

• Submit proof of current immunizations**
• Make payment for student clinical badge
• Purchase malpractice insurance at MCC Bookstore
• Provide copy of valid American Heart CPR for the Healthcare Provider card
• Purchase appropriate scrubs through MCC Bookstore
**contact Student Success Advisor for Health Occupations for details

COURSE REQUIREMENTS:

Course	Course Title	Credits
SPRING-SEMESTER 1		12
PSY 235	Human Growth & Development: SS3	3
CIS 118	Intro to PC Applications	3
MOT 136	Introduction to Clinical Skills	2
BIO 106	Basic Anatomy & Physiology	4
FALL-SEMESTER 2		13
MAT 107	Career Math	3
MOT 140	Medical Assisting Clinical Skills	4
MOT 150	Pharmacology for Medical Assisting	3
COM 125	Interpersonal Communication	3
SPRING-SEMESTER 3		11
HWE 122	Responding to Emergencies	2
HPR 101	Customer Service in Healthcare	2
COM 105	Career Communications	3
MOT 138	Medical Assistant Lab	4
SUMMER-SEMESTER 3		4
MOT 188	Practicum	4
TOTAL CREDITS		40

M_CER_MDAS

Associate of Applied Science in Medical Office Assistant

This degree provides training as a Medical Office Assistant in both the front office and clinical areas. Students are cross-trained to perform both administrative and hands-on clinical duties. Medical Office Assistants are trained to be employed in ambulatory care settings such as clinics and physicians' offices. By completing this degree, individuals will be able to function in both the front office and back clinical areas of ambulatory settings.

PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS:

- HPR 178 Medical Terminology with a "C" grade or higher
- ACCUPLACER® Requirements:
  - Elementary Algebra (EA) 30 or higher
  - Reading 80 or higher
  - Sentence Structure (SS) 95 or higher
- Pass background check**
  See DISQUALIFYING OFFENSES at http://www.MorganCC.edu/docs/disqualifyingoffenses2010.pdf
- Pass 10-panel drug screen**

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore a student with a drug screening showing positive for use of marijuana is ineligible for admission and/or continuance in program.

- Submit proof of current immunizations**
- Make payment for student clinical badge
- Purchase required student liability insurance at MCC Bookstore
- Provide copy of valid American Heart CPR for the Healthcare Provider card

**contact Student Success Advisor for Health Occupations for details

COURSE REQUIREMENTS:

Course	Course Title	Credits
Fall-Semester 1		14
MAT 107	Career Math	3
MOT 110	Medical Office Administration	4
BTE 102	Keyboarding Applications I	2
HPR 178	Medical Terminology	2
ENG 113	Business English	3
Spring-Semester 2		16
BUS 217	Business Comm. & Report Writing	3
BIO 106	Basic Anatomy & Physiology	4
HPR 101	Customer Service in Healthcare	2
COM 125	Interpersonal Communication	3
MOT 136	Introduction to Clinical Skills	2
HWE 122	Responding to Emergencies	2
Fall-Semester 3		13
CIS 118	Intro to PC Applications	3
PSY 235	Human Growth & Development: SS3	3
MOT 140	Medical Assisting Clinical Skills	4
MOT 150	Pharmacology for Medical Assisting	3
Spring-Semester 4		13
MOT 138	Medical Assistant Lab	4
MOT 130	Insurance Billing & Coding	3
MOT 120	Medical Office Financial Management	3
COM 105	Career Communications	3
Summer-Semester 5		4
MOT 188	Practicum	4
TOTAL CREDITS		60

M_AAS_MDAS

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT PROGRAM

Medical Office Administrative Assistant Certificate

This certificate will prepare the student to work in a medical office performing front office clerical jobs such as scheduling patients, financial management, patient recordkeeping, and communication.

PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS:

ACCUPLACER® Requirements:
Elementary Algebra (EA) 30 or higher
Reading 80 or higher
Sentence Structure (SS) 95 or higher

COURSE REQUIREMENTS:

Course	Course Title	Credits
Spring-Semester 1		15
PSY 235	Human Growth & Development: SS3	3
CIS 118	Intro to PC Applications	3
HPR 178	Medical Terminology	2
COM 105	Career Communications	3
BIO 106	Basic Anatomy & Physiology	4
Fall-Semester 2		15
ENG 113	Business English	3
MAT 107	Career Math	3
MOT 110	Medical Office Administration	4
BTE 102	Keyboarding Applications I	2
COM 125	Interpersonal Communication	3
Spring-Semester 3		13
BUS 217	Business Comm. & Report Writing	3
HWE 122	Responding to Emergencies	2
HPR 101	Customer Service in Healthcare	2
MOT 120	Medical Office Financial Management	3
MOT 130	Insurance Billing & Coding	3
TOTAL CREDITS		43

M_CER_MDA1

MULTI-MEDIA PROGRAM

The Multimedia Program consists of three certificates: Foundations of graphic design, foundations of web design and foundations of video and animation and the Associate of Applied Science (A.A.S.) degree in Multimedia. This program is designed to develop both the technical and non-technical skills required for success in the fast-paced multimedia career field. Upon successful completion of the degree program, students will be prepared for positions in graphic design, web design and computer-based training development. The curriculum places strong emphasis on teamwork and collaboration skills.

Multimedia Certificate

Multimedia is a fast growing field that combines traditional design skills with an ever widening base of digital tools. The courses keep pace with current technologies and underscore the importance of business skills with projects that mimic employment scenarios and the complexities of designer/client relationships.

PROGRAM PREREQUISITE:
Demonstrated computer proficiency in file creation and manipulation.

COURSE REQUIREMENTS:

Course	Course Title	Credits
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 133	Graphic Design I	3
MGD 233	Graphic Design II	3
MGD 141	Web Design I	3
MGD 241	Web Design II	3
MGD 143	Motion Graphic Design	3
MGD 251	Multimedia Motion & Sound	3
MGD 259	Management & Production	3
MGD 289	Capstone	3
TOTAL CREDITS		30

M_CER_MMAC

Associate of Applied Science in Multimedia

Completion of the 30 Multimedia Certificate requirements PLUS 30 additional credits will entitle students to receive the A.A.S. Multimedia Degree.

DEGREE PROGRAM PREREQUISITE:
Completion of the 30 credit Multimedia Certificate

COURSE REQUIREMENTS:

Course	Course Title	Credits
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator	3
MGD 133	Graphic Design I	3
MGD 233	Graphic Design II	3
MGD 141	Web Design I	3
MGD 241	Web Design II	3
MGD 143	Motion Graphic Design	3
MGD 251	Multimedia Motion & Sound	3
MGD 259	Management & Production	3
MGD 289	Capstone	3
Above courses are all contained in the CERTIFICATE		
MAT 112	Financial Mathematics	3
ART 110	Art Appreciation	3
CIS 118	Introduction to PC Applications	3
ENG 113	Business English	3
COM 105	Career Communications	3
BUS 217	Business Comm. & Report Writing	3
MAR 216	Principles of Marketing	3
ART 121	Drawing I	3
PSY 226	Social Psychology	3
	Multimedia Electives	3
TOTAL CREDITS		60

M_AAS_MMAC

MULTIMEDIA ELECTIVES
Select 3 credits from the list below:

ART 100-299+	THE 100-299	+Except those that are already part of the program.
MUS 100-299	MGD 100-299+	

Foundations of Graphic Design Certificate

This program will give students the foundational skills to be successful in Graphic Design, whether it is to prepare them for further education, another media field, enhance their skills for a job they already have, or to work as a freelancer or starting designer in the industry. The latest industry-approved professional software is taught, as well as creativity, working with a client and within design parameters, and effectively using the principles of design. Projects range from designing personal artistic projects to logos, branding, packaging, advertising, desktop publishing, and more.

COURSE REQUIREMENTS:

Note: Not Financial Aid eligible

Course	Course Title	Credits
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 133	Graphic Design I	3
MGD 233	Graphic Design II	3
TOTAL CREDITS		12

M_CER_MMA1

Foundations of Web Design Certificate

This program will cover the fundamentals of Web Design. Students will learn to build a website from scratch using HTML and CSS and progress to more complex sites that use newer technologies and media. Design is emphasized for creativity, accessibility, and usability. Students will create at least one simple and one complex website during the course of the program. In addition, the business of being a web designer is covered throughout the program to teach students how to work with clients and analyze their audience's needs.

COURSE REQUIREMENTS:

Note: Not Financial Aid eligible

Course	Course Title	Credits
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 141	Web Design I	3
MGD 241	Web Design II	3
TOTAL CREDITS		12

M_CER_MMA2

Foundations of Video and Animation Certificate

This program covers the topic of Motion Design, both in the field of animation and video. Students will learn on professional level software and we will cover pre-production, composition, storyboarding, character development, editing, sound, special effects, and post-production. Projects are personal choice for students but can include animated websites, e-Cards, animation shorts, commercials, documentaries, skits, music videos, etc.

COURSE REQUIREMENTS:

Note: Not Financial Aid eligible

Course	Course Title	Credits
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 143	Motion Graphic Design	3
MGD 251	Multimedia Motion & Sound	3
TOTAL CREDITS		12

M_CER_MMA3

NURSE AIDE PROGRAM

This program prepares the student to work in acute care and long term care facilities as a Nurse Aide performing duties related to personal care of the patient.

After successful completion of the program students will be eligible to apply to take the State Certification Exam to become a Certified Nurse Aide.

Nurse Aide Certificate

PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS

• Pass background check** See DISQUALIFYING OFFENSES at http://www.MorganCC.edu/docs/disqualifyingoffenses2010.pdf
• Pass 10-panel drug screen** *Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore a student with a drug screening showing positive for use of marijuana is ineligible for admission and/or continuance in program.*
• Submit proof of current immunizations
• Flu vaccination required during flu season.
• Purchase required student liability insurance at MCC Bookstore and make payment for clinical badge.
• Provide copy of valid American Heart CPR for the Healthcare Provider card. CPR cannot expire before clinical experience is completed.
• Purchase appropriate scrubs through MCC Bookstore.
**Contact Student Success Advisor for Health Occupations for details

COURSE REQUIREMENTS:

Course	Course Title	Credits
NUA 101	Nurse Aide Health Care Skills	4
NUA 170	Nurse Aide Clinical Experience	1
TOTAL CREDITS		5

M_CER_NUA2

NURSING PROGRAM

Students will develop entry-level skills for work in hospitals, clinics and other inpatient/outpatient health care settings. Nursing students participate in both classroom instruction and supervised patient care experiences, which focus on the prevention of disease and the promotion of a healthy lifestyle. Fundamentals of leadership and management may be included as a vital part of your curriculum. Dedication to community and a spirit of giving back may be emphasized.

NURSING PROGRAM ACCREDITATION
The Associate of Applied Science in Nursing Program has maintained continual accreditation since 1991 through the Colorado State Board of Nursing. The program is also nationally accredited through Accreditation Commission for Education in Nursing (ACEN).
Contact info:

Colorado Board of Nursing
1560 Broadway, Suite 110
Denver CO 80202
Phone: 303-894-7855 or (800)886-7675
www.dora.state.co.us/nursing

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
Phone: 404-975-5000
www.acenursing.org

MORGAN COMMUNITY COLLEGE NURSING OPTIONS
Morgan Community College offers the following nursing options:
- Associate Degree in Nursing (Associate of Applied Science)
- Practical Nursing (PN) Exit Option
- Advanced Placement Option (LPN to ADN)

NURSING PROGRAM CONTACT INFORMATION
Student Success Advisor for Health Occupations
For questions about the nursing program, contact the Student Success Advisor for Health Occupations at 970-542-3224 or email nursing@morgancc.edu.

Director of Nursing Education
Phone: 970-542-3240
Email: nursing@morgancc.edu

Associate of Applied Science in Nursing

Graduates of this program receive an Associate of Applied Science in Nursing, also known as an Associate Degree in Nursing (ADN), and are eligible to apply for the National Council Licensure Examination to practice as a Registered Nurse (RN).

NURSING PROGRAM APPLICATION, ADMISSION, PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS:
To be eligible for application to the ADN program, students must have completed the following pre-requisites with a grade of "C" or higher:
- BIO 201 Human Anatomy & Physiology I w/Lab, 4 credits, taken within the last 7 years
- PSY 235 Human Growth & Development, 3 credits
- ENG 121 English Composition, 3 credits
- HPR 108 Dietary Nutrition, 1 credit
- GPA of 2.5 is required for all of the above listed pre-requisites.
- Elementary Algebra ACCUPLACER score of 60 or higher, taken within the last 5 years

Morgan Community College uses a competitive admission process for admission to the Nursing Program. Points are awarded based on course grades in BIO 201, (first time completing course only), along with scores on the English language section of the HESI nurse entrance test, prior paid nurse aide work experience, residence in the MCC service area, and previous qualified application to the MCC Nursing Program.

After completing the course prerequisites, students may apply to the Nursing Program. The

application period starts mid-January of each year and ends on the last day of February. Applications received by the last day of February will be given priority. Applications may be taken after the end of February until the nursing program is at capacity.

Applicants will be notified by email of the available testing dates and cost of the HESI Nursing Entrance Test.

The following will be discussed at the new nursing student orientation. Orientation date will be included in nursing acceptance letter that will be mailed to those accepted into the nursing program.

- American Heart Association CPR for the Healthcare Provider card (must be valid for the duration of the program)
- A criminal background check to be done within 90 days of the first day of starting program.
  DO NOT COMPLETE ANY EARLIER!
- 10-panel drug screening

  Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore a student with a drug screening showing positive for use of marijuana is ineligible for admission and/or continuance in program.
- Uniforms, equipment & supplies
- Immunization record
- Annual Flu Vaccine required
- Liability insurance and clinical badge payment

COURSE REQUIREMENTS:

Course	Course Title	Credits
Course	*Course Title*	*Credits*
Semester 1 PREREQUISITES FOR ADN		11
BIO 201	Human Anatomy & Physiology I/Lab: SC1 (Taken within last 7 years)	4
ENG 121	English Composition I: CO1	3
PSY 235	Human Growth & Development: SS3	3
HPR 108	Dietary Nutrition	1
Maintain GPA of 2.50 for all of the above listed courses		
Student now eligible to apply to the Nursing Program. See ADN Admission requirements.		
Semester 2 - Fall		15
BIO 202	Human Anatomy & Physiology II/Lab: SCI	4
MAT 103	Math for Clinical Calculations	3
NUR 109	Fundamentals in Nursing	6
NUR 112	Basic Concepts of Pharmacology	2
Semester 3 - Spring		17
NUR 106	Medical-Surgical Concepts	7
NUR 150	Obstetric & Pediatric Nursing	6
BIO 216	Pathophysiology	4
Semester 4 - Fall		12.5
NUR 206	Adv Concepts Med-Surg Nursing I	6.5
NUR 211	Nursing of Psychiatric Clients	4
NUR 212	Pharmacology II	2
Semester 5 - Spring		12
NUR 216	Adv Concepts Med-Surg Nursing II	5
NUR 230	Leadership Management Trends	4
HUMANITIES/SOCIAL SCIENCE ELECTIVE Select ONE course from any gtPathways AH1, AH2, AH3, AH4, SS1, SS2, or SS3 course or ART 110, ART 111, ART 112; MUS 120; THE 105; SPA 211, SPA 212; LIT 115, LIT 201, LIT 202, LIT 211, LIT 212; PHI 111, PHI 112, PHI 113; ANT 101, PSY 101, PSY 102, SOC 101, SOC 102		3
TOTAL CREDITS (including prerequisites)		67.5

ALL Courses must be completed with a "C" grade or higher

Students may graduate with a Practical Nursing Certificate and apply to sit for their LPN Boards after completing NUR 169 Transition into Practical Nursing (4 credits) offered summer only.

Students participating in the Bridge program must take NUR 189 Transition from LPN to ADN (3 credits) offered the summer before beginning of the program only. These students should also complete MAT 103 and BIO 216.

M_AAS _ADN

Practical Nursing Certificate (PN) Exit Option

At the end of the first year, nursing students may elect to take the pathway for PN Exit Option. Students who complete the 4 credit NUR 169 Transition into Practical Nursing (only offered one time a year) graduate with a Practical Nursing Certificate. The Practical Nursing Certificate graduate is eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

M_CER_NR4

Advanced Placement Option (LPN to ADN)

The Advanced Placement Option (LPN to ADN) allows a Licensed Practical Nurse (with a valid Colorado LPN license) to complete the transition course NUR 189 and enter the second year of an Associate Degree Nursing Program. The graduate student receives an Associate of Applied Science in Nursing degree and is eligible to apply for the National Council Licensure Examination (NCLEX- RN).

ADVANCED PLACEMENT OPTION APPLICATION, ADMISSION, PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS:
The application period will begin on April 1st and end on May 15th of each year. Applications may be taken after May 15th until nursing program is at capacity. Number of available seats in the LPN to RN program can vary from year to year. Acceptance Eligibility Requirements to the Advanced Placement Option (LPN to ADN)

To apply to the Advanced Placement option, students must have graduated from an accredited PN program within the USA, and hold a valid Colorado LPN License. Morgan Community College is using a competitive admission process for the Bridge Program (LPN to RN). Points are awarded based on course grades in BIO 201, BIO 202, and BIO 216 coursework (first time completing course only, but a student repeating a BIO course that is over seven years can count as first time), GPA in LPN program,

prior paid LPN work experience, completion of PN certificate at MCC, residence in the MCC service area and previous qualified application to the MCC Nursing Program. Once you have completed the required pre-requisite courses with a minimum GPA of 2.5, you may apply to the nursing program.

The following will be discussed at the new nursing student orientation. Orientation date will be included in nursing acceptance letter that will be mailed to those accepted into the nursing program.

• American Heart Association CPR for the Healthcare provider card (must be valid for the duration of the program)
• Criminal background check to be done within 90 days of the first day of starting the program –   DO NOT COMPLETE ANY EARLIER!
• 10-panel drug screening. *Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore a student with a drug screen showing positive for use of marijuana is ineligible for admission and/or continuance in program.*
• Uniforms, equipment & supplies
• Immunization record
• Annual flu vaccine required
• Liability and clinical badge payment

COURSE REQUIREMENTS:

PREREQUISITES FOR LPN TO ADN		52
Course	*Course Title*	*Credits*
TRANSFER OF PN COURSEWORK		21
#BIO 201	Human Anatomy & Physiology I/Lab: SC1	4
#BIO 202	Human Anatomy & Physiology II/Lab: SC1	4
#BIO 216	Pathophysiology	4
ENG 121	English Composition I: CO1	3
HPR 108	Dietary Nutrition	1

PSY 235	Human Growth & Development: SS3	3
MAT 103	Math for Clinical Calculations	3
NUR 189	Transition from LPN to ADN	4
GPA of 2.50 for all of the above listed prerequisites including LPN courses		
Semester 1 -Fall		14
NUR 206	Adv Concepts Med-Surg Nursing I	8
NUR 211	Nursing of Psychiatric Clients	4
NUR 212	Pharmacology II	2
Semester 2 - Spring		14
NUR 216	Adv Concepts Med-Surg Nursing II	6
NUR 230	Leadership Management Trends	5
	Any gtPathways AH1, AH2, AH3, AH4, SS1, SS2, or SS3 course	3
TOTAL CREDITS (including prerequisites)		78
ALL Courses must be completed with a "C" grade or higher # Courses must have been taken with the last 7 years		

M_AAS_ADNP

PHLEBOTOMY PROGRAM

After successful completion of the Phlebotomy Technologies Certificate, students can apply to take the certification exam through the American Society for Clinical Pathology (ASCP) Board of Registry to become an ASCP Phlebotomy Technician.

Phlebotomy Technologies Certificate

PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS:

Note: Not Financial Aid eligible

- Pass background check**
  See DISQUALIFYING OFFENSES at http://www.MorganCC.edu/docs/disqualifyingoffenses2010.pdf

- Pass 10-panel drug screen**

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore a student with a drug screening showing positive for use of marijuana is ineligible for admission and/or continuance in program.

- Submit proof of current immunizations**

- Purchase required student liability insurance and make payment for clinical badge at MCC Bookstore

- Provide copy of valid American Heart CPR for the Healthcare Provider card

- High School Diploma or equivalent

- Purchase appropriate scrubs through MCC Bookstore

**contact Student Success Advisor for Health Occupations for required form and details

COURSE REQUIREMENTS:

Course	Course Title	Credits
Fall Semester		6
HPR 112	Phlebotomy	4
HPR 178	Medical Terminology	2
Spring Semester		8
HPR 113	Advanced Phlebotomy	4
HPR 180	Internship	4
TOTAL CREDITS		14

M_CER_PHL2

RADIOLOGY TECHNOLOGY PROGRAM

The Morgan Community College Associate of Applied Science (A.A.S.) in Radiology Technology prepares students for an entry level position as a Radiologic Technologist. Radiology Technologists are employed in a variety of settings, including hospitals, surgery centers and clinics. The program consists of classroom, laboratory and clinical experiences.

RADIOLOGY TECHNOLOGY PROGRAM ADMISSION, PREREQUISITE, AND ADDITIONAL REQUIREMENTS:

Once the prerequisite courses are completed with a minimum of "C" an application to the Radiology Technology Program can be submitted. (Students enrolled in RTE 101 may also submit an application.) Due to limited clinical space, a competitive process is used to determine admission to the Radiology Technology Program.

Applications are evaluated and scored with points awarded based on:

- GPA in prerequisite courses

- grades in BIO 201, BIO 202, and RTE 101

- writing skills

- prior health care work experience

- residence in the MCC service area
Applications are accepted in the late spring of each year. Students who are not admitted for the following fall will need to re-apply for the next year.

Note: RTE 101 Introduction to Radiography must be taken within one year of program acceptance and requires minimum final course grad of 80%.

PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS:

ADDITIONAL REQUIREMENTS:		
CCPT scores of Reading 96 and Essay 5 or Reading 808 and Essay 6		
CCPT scores of BAAD 106+ or LADI 60 or successful completion of MAT 055 or higher level math class with a "C" or higher		
Pass background check**		
Pass 10-panel drug screen**		
Purchase a student clinical badge and student liability insurance from MCC Bookstore		
Submit proof of current immunizations and influenza (during flu season) **		
Submit proof of current certification in American Heart CPR for the Healthcare Provider		
**Contact the MCC Student Success Advisor for Health Occupations for details on these items		
+Prerequisites (18 Credits):		
All prerequisite courses must be completed with a minimum grade of "C" except where otherwise noted.		
Course	*Course Title*	*Credits*
HPR 178	Medical Terminology (recommended)	(2)
PSY 235	Human Growth & Development: SS3	3
ENG 121	English Composition I: CO1	3
BIO 201	Human Anatomy & Physiology I w/Lab: SC1	4
BIO 202	Human Anatomy & Physiology II: SC1	4
RTE 101	Introduction to Radiography (must be taken within one year of program acceptance and requires minimum final course grade of 80%)	2

Associate of Applied Science in Radiology Technology

COURSE REQUIREMENTS:

Course	Course Title	Credits
+Prerequisites		18
FIRST YEAR		
Fall Semester		14.5
RTE 111	Radiographic Patient Care	2
RTE 121	Radiologic Procedures I	3
RTE 131	Radiographic Pathology & Image Evaluation I	1.5
RTE 141	Radiographic Equipment/Imaging I	3
RTE 181	Radiographic Clinical Internship I	5
Spring Semester		12.5
RTE 122	Radiologic Procedures II	3
RTE 132	Radiographic Pathology & Image Evaluation II	1.5
RTE 142	Radiographic Equipment/Imaging II	3
RTE 182	Radiographic Clinical Internship II	5
Summer Semester		7
RTE 183	Radiographic Clinical Internship III	7
SECOND YEAR		
Fall Semester		13
RTE 221	Advanced Medical Imaging	3
RTE 231	Radiation Biology/Protection	2
RTE 281	Radiographic Clinical Internship IV	8
Spring Semester		12
RTE 275	Special Topics: Certification Review	1
RTE 282	Radiographic Clinical Internship V	8
RTE 289	Radiographic Capstone	3
TOTAL CREDITS *(includes 18 prerequisite credits)*		77

M_AAS_RADI

WELDING TECHNOLOGIES PROGRAM

Graduates who have completed Welding Technology certificates and or the degree will be prepared to secure work in many different jobs that require welding capabilities.

Shielded Metal Arc (Stick) Welding Certificate

COURSE REQUIREMENTS:

Course	Course Title	Credits
WELDING CORE CURRICULUM		15
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 125	Introduction to Gas Metal Arc Welding	4
CERTIFICATE SPECIFIC COURSES		17
WEL 106	Blueprint Reading for Welders & Fitters	4
WEL 110	Advanced Shielded Metal Arc I	4
WEL 111	Advanced Shielded Metal Arc II	4
WEL 130	Maintenance Welding	2
WEL 180	Welding Internship I	3
TOTAL CREDITS		32

M_CER_WEL9

Gas Tungsten Arc/Gas Metal Arc (TIG/MIG) Welding Certificate

COURSE REQUIREMENTS:

Course	Course Title	Credits
WELDING CORE CURRICULUM		11
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
CERTIFICATE SPECIFIC COURSES		24
WEL 201	Gas Metal Arc Welding I	4
WEL 203	Flux Cored Arc Welding I	4
WEL 224	Advanced Gas Tungsten Arc Welding I	4
WEL 225	Adv. Gas Tungsten Arc Welding II	4
WEL 230	Pipe Welding I	4
WEL 250	Layout and Fabrication	4
TOTAL CREDITS		35

M_CER_WEL7

AWS Skills Welding Certificate

COURSE REQUIREMENTS:

Course	Course Title	Credits
WELDING CORE CURRICULUM		11
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
CERTIFICATE SPECIFIC COURSES		19
WEL 231	Pipe Welding II	4
WEL 263	Applied Metal Properties	4
WEL 275	Welding: Special Topics	3
WEL 280	Internship III	6
WEL 278	Welding: Workshop	2
TOTAL CREDITS		30

M_CER_WEL8

Associate of Applied Science in Welding Technology

The Associate of Applied Science (A.A.S.) degree will allow the student to learn the basics of welding and prepare them for a job as a beginning welder or an entry level management position in a welding shop.

COURSE REQUIREMENTS:

Course	Course Title	Credits
SEMESTER 1		16
CIS 118	Introduction to PC Applications	3
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 130	Maintenance Welding	2
SEMESTER 2		15
WEL 106	Blueprint Reading for Welders & Fitters	4
WEL 110	Advanced Shielded Metal Arc I	4
WEL 111	Advanced Shielded Metal Arc II	4
WEL 180	Welding Internship I	3
SEMESTER 3		17
WEL 201	Gas Metal Arc Welding I	4
WEL 203	Flux Cored Arc Welding I	4
COM 125	Interpersonal Communications	3
COM 105	Career Communications	3
BUS 115	Introduction to Business	3
SEMESTER 4		15
WEL 224	Advanced Gas Tungsten Arc Welding I	4
WEL 250	Layout and Fabrication	4
WEL 230	Pipe Welding I	4
MAT 107	Career Math	3
TOTAL CREDITS		63

M_AAS_WTC

FINANCIAL AID

At Morgan Community College, financial aid programs are available to assist students in their college career: scholarships, grants, work-study, loan programs, and tax credits (grants and scholarships do not have to be repaid.) More information and forms may be obtained from the Financial Aid Office on the Fort Morgan campus, (970) 542-3150 or 1-800-622-0216, ext. 3150, from MCC Center directors, or from high school counselors.

How Financial Aid Need Is Calculated

COA - EFC - EFA = Need
Colleges and universities provide supplemental assistance to students who show documented financial need that is determined when the application is processed. Need is calculated by taking the college's Cost of Attendance (COA) minus the Estimated Family Contribution (EFC) from the Student Aid Report (SAR) minus any Estimated Financial Assistance (EFA) which includes grants, scholarships, student loans, veterans education benefits, and outside resources. The Federal Pell Grant and all other federal and state grants are awarded on need. Scholarships can also be awarded based on need, but require a separate application and are more often based on merit and academic performance. Financial aid will be awarded on a rolling basis until funds are used up. For additional information, contact the Financial Aid Office.

Financial Aid Checklist

	Apply for admission to Morgan Community College in person or online at www.MorganCC.edu
	Complete the Free Application for Federal Student Aid (FAFSA) at www.FAFSA.gov MCC Federal School Code is **009981** Application to be completed prior to enrollment. Application is for federal and state grants as well as federal student loans and work-study
	Complete the general scholarship application for most MCC scholarships at (http://www., http://www.MorganCC.edu/Admissions/Financial-aid/scholarships/applications/)

See "How to Apply for Financial Aid" for priority dates

How to Apply for Financial Aid

1) Apply for admission to MCC,

2) Students applying for financial aid must have declared an eligible program of study with the Registrar's Office and meet other general eligibility requirements.

3) For need-based grants and scholarships, complete the Free Application for Federal Student Aid (FAFSA).

FAFSA PRIORITY DATES
April 1 for Summer Semester
April 1 for Fall Semester
Nov. 1 for Spring Semester

4) Complete the MCC General Scholarship Application by the priority date of April 1. Include:
-Letter of recommendation
-The scholarship application
-Most recent academic transcript
(If you do not have 12+ earned credits at MCC)

5) Summer has a separate Financial Aid Application in addition to the FAFSA. Students taking or planning to take summer courses will need to do BOTH. The Summer Application (Summer Intent to Enroll) is available online January 1st.

6) The Financial Aid Office will inform students if further information is needed.

7) Application for assistance will be considered only after admissions and financial aid files have been completed.

8) Students wishing top consideration for financial aid should have their files completed by the priority dates listed above.

9) The Financial Aid Office will continue to accept applications after these dates,

but awards will be dependent upon the availability of funds.

10) Additional documents that maybe requested by the Financial Aid Office include: Federal Tax Transcripts, Verification Worksheets, etc.

Developmental Courses & Financial Aid

The Colorado Commission on Higher Education (CCHE) has instituted a policy on developmental course work for students. Degree and certificate seeking students who are assessed and need remediation in developmental college reading, writing, and/or mathematics will be provided notification. It is recommended that a student enroll in appropriate developmental course work prior to completing 30 credit hours at Morgan Community College. Students with 30 or more attempted credit hours of developmental coursework will not be eligible for Colorado or Federal Title IV aid for additional Remedial Course credits.

High School Diploma/GED & Financial Aid

NEW STUDENTS
Effective July 1, 2012, to be eligible for Title IV Financial Aid Programs (TIV), all new, first-time enrolling students must have either a high school diploma or GED certificate. TIV Funding includes Pell, SEOG and student loans.

CURRENT/CONTINUING STUDENTS
Students may qualify for TIV student aid under one of the qualified alternatives if the student is or was enrolled in a TIV eligible program prior to July 1, 2012. Qualified alternatives include successful completion of the ATB test or successfully completing at least 6 credits of post-secondary education.

Students who do not hold a high school diploma, GED or Homeschooled certificate recognized by the State are ineligible to receive need-based aid from state funding sources.

Financial Aid on the Internet

Students may complete financial aid applications on the internet by accessing Free Application for Federal Student Aid (FAFSA) on the web at www.FAFSA.gov
Note: Be certain to go to THIS website as opposed to similar websites that charge a fee. There is NO fee to file your FAFSA on the official site.

Return of Title IV Funds

When a student fails, stops attending one or more courses or fails to begin attendance in a course they were scheduled to attend, the Federal Title IV Funds they received are subject to repayment. Repayment is required of all Title IV recipients who withdraw prior to completing at least 60.01% of the days they were scheduled to attend.
Tuition and fees will be funded on a per day basis during the first sixty percent (60%) of the term. If a student had Title IV Federal Financial Aid, a portion of these grants or loan funds must be returned to the programs based on the date the student withdrew from college. If the withdrawal occurs after sixty percent (60%) of the term is completed, no return of these federal funds will be required. For a complete copy of the Title IV Funds policy, contact the MCC Financial Aid Office.
Note: The term Title IV Funds refers to the Federal Financial Aid programs authorized by the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, Federal Pell Grants and Federal SEOG.

Satisfactory Academic Progress (SAP) - Maintaining Eligibility for Financial Aid

MCC will review the cumulative academic progress of financial aid applicants enrolled in an eligible degree and/or certificate program. The purpose of this review process is to determine whether a student is making satisfactory progress towards their educational goal in both qualitative and quantitative measurements. The qualitative measurement consists of the cumulative grade point average as determined by the Colorado Community College System Standards of Academic Progress. The quantitative measurement contains two components: (1) the cumulative completion rate of credit hours completed versus credit hours attempted expressed as a percentage rate of completion and (2) the maximum time frame allowed for a student to complete their certificate or degree program expressed as a percentage of total credits required. Review of Satisfactory Academic Progress (SAP) will take place at the end of each semester.

Federal regulations require that a student's entire academic record be reviewed for satisfactory academic progress, whether or not financial aid was received. This includes those institutions that offer academic amnesty programs that exclude previous grades from being calculated into their current GPA. All applicants will be evaluated in the same manner, whether or not they have previously received financial aid at that institution.

SATISFACTORY ACADEMIC PROGRESS

BACKGROUND
Each institution of higher education that receives Federal Title IV Funds is required by the U.S. Department of Education to define and enforce standards of satisfactory academic progress. Satisfactory Academic Progress measures a student's performance in the following three areas: cumulative completion rate, cumulative grade point average (GPA), and maximum time frame. The Financial Aid Office at each Colorado Community College System college is responsible for ensuring that all students applying for or receiving federal, state of Colorado, or designated institutional financial aid funds, are meeting these standards. The Standards of Satisfactory Academic Progress apply for all applicable financial assistance programs including Federal Pell Grant, Federal Perkins Loan, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Family Education Loans (Stafford and PLUS), as well as assistance from the state of Colorado and the college.

INTRODUCTION
Each Institution will review the cumulative academic progress of financial aid applicants enrolled in an eligible degree and/or certificate program. The purpose of this review process is to determine whether a student is making satisfactory progress towards their educational goal in both qualitative and quantitative measurements. The qualitative measurement consists of the cumulative grade point average as determined by the Colorado Community College System Standards of Academic Progress. The quantitative measurement contains two components: (1) the cumulative completion rate of credit hours completed versus credit hours attempted expressed as a percentage rate of completion and (2) the maximum time frame allowed for a student to complete their certificate or degree program expressed as a percentage of total credits required. Review of Satisfactory Academic Progress will take place at the end of each semester.

Federal regulations require that a student's entire academic record be reviewed for satisfactory academic progress, whether or not financial aid was received. This includes those institutions that offer academic amnesty programs that exclude previous grades from being calculated into their current GPA. All applicants will be evaluated in the same manner, whether or not they have previously received financial aid at that institution. (See Article VI for information on Review of Satisfactory Academic Progress for First Time Financial Aid Applicants).

This procedure applies to all Colorado Community College System (CCCS) colleges.

BASIS
The U.S. Department of Education establishes requirements for enforcing standards of Financial Aid Satisfactory Academic Progress (SAP). Each college may have slightly varying internal processes based upon the organizational structure at its institution.

PROCEDURE
I. Overview & Applicability
SAP measures a student's performance in the following three areas: cumulative completion rate, cumulative grade point average (GPA), and maximum time frame. The Financial Aid Office at each college is responsible for reviewing the cumulative academic progress of all enrolled students at the end of each term. The purpose of this review process is to determine whether a student is making satisfactory progress towards their educational goal in both qualitative and quantitative measurements. The qualitative measurement consists of the cumulative grade point average as determined by the Colorado Community College System Standards of Academic Progress (CCCS ES 4-81). SP4-20d CCS ES 4-81 https://resources.cccs.edu/wp-content/uploads/sites/6/2013/11/ES4-81_AcademicProgressStanding.pdf SP4-20d https://www.cccs.edu/wp-content/uploads/2013/09/SP4-20d.pdf

The quantitative measurement contains two components: (1) the cumulative completion rate of credit hours completed versus credit hours attempted expressed as a percentage rate of completion and (2) the maximum time frame allowed for a student to complete their certificate or degree program expressed as a percentage of total credit hours required. Review of SAP will take place at a minimum of once per term for all enrolled students. A student's entire academic record will be reviewed and evaluated for SAP whether or not financial aid was received. The process to review Financial Aid SAP eligibility will be the same for all enrolled students. All coursework, including coursework for which a college has offered academic amnesty (including credit hours excluded from the GPA cumulative calculation as in the Academic Second Chance or Academic Renewal Policies), must be included in the review process. Colleges will notify financial aid applicants of their SAP status. A student is considered to be a financial aid applicant if they complete the Free Application for Federal Student Aid (FAFSA) or if they are offered funding to assist in educational costs through the Financial Aid Office. The SAP standards apply to all applicable forms of financial assistance programs including Federal Pell Grant, Federal Perkins Loan, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Direct Stafford Loans, Direct PLUS loans as well as assistance from the State of Colorado. Colleges will determine what institutional funds will be affected by the student's SAP status.

II. Definitions of Financial Aid Satisfactory Academic Progress Status

Students who fail to meet either the quantitative or the qualitative criteria will be notified of their status in accordance with the definitions below:

A. Good Standing: Student is eligible to receive all types of aid.
- Student has cumulative GPA at or above 2.0.
- Student has cumulative completion rate at or above 67%.
- Student has attempted less than 110% of required number of credit hours for enrolled degree or certificate program.

B. Alert: Student has attempted 110% but less than 150% of required number of credit hours needed for their degree or certificate program. Student is eligible to receive all types of financial aid.

C. Warning: Student was previously in Good Standing but failed to meet one of the SAP criteria state below. Student will continue to receive aid while on Warning status.
- Student has cumulative GPA below 2.0; and/or
- Has cumulative completion rate below 67%

D. Ineligible for Aid: Student has 0% completion for evaluation period and/or failed to comply with stated SAP criteria while on Warning or Probation. Student is not eligible to receive financial aid (federal, state or designated institutional financial aid).
- Student has under a 2.0 GPA and/or 67% cumulative completion rate.
- Student has attempted 150% or more of required number of credit hours needed for degree or certificate program.
- Student did not receive acceptable grades in any course(s) within a single term [see (VI)(b)].

E. Probation: Student will be placed on Probation if the student was previously Ineligible for Aid, made an appeal and the appeal was granted (see VIII). Student will be eligible to receive financial aid for one term while on Probation.

F. Academic Plan: Student who has eligibility reinstated under an approved Academic Plan and is successfully following that plan is eligible to receive financial aid and continues to be eligible for aid while following the approved Academic Plan.

- Financial aid eligibility will be reviewed at the end of each term according to the approved Academic Plan.

III. Financial Aid Satisfactory Academic Progress Criteria

In order to meet SAP requirements, financial aid applicants and recipients must meet the qualitative and quantitative measurements outlined below:

A. Qualitative Measure: cumulative GPA Requirement
- Students must maintain a minimum cumulative grade point average of 2.0 for all credit hours attempted.

B. Quantitative Measure: Cumulative Completion Rate
- Students must complete at least 67% of cumulative attempted credit hours.
- The completion rate is defined as the percentage of the total number of credit hours completed divided by the total number of credit hours attempted over the entirety of a student's academic record at the college performing the calculation. (Credit hours Completed/Credit hours Attempted) x 100=Completion Rate.
- Transfer credit hours on the student's record are included when computing the student's completion rate.
- Remedial/ credit hours are included in the calculation of the cumulative completion rate.

C. Quantitative Measure: Maximum Time Frame
- Students who have attempted 110% of the number of credit hours required for

their degree or eligible certificate program will be sent an Alert notification. This notification will explain to students that they will be Ineligible for Aid when their total attempted credit hours are 150% of their total program credit hours.

- Federal regulations allow financial aid recipients to receive financial aid for a maximum number of attempted credit hours. Students attempting credit hours in excess of 150% of the required number of credit hours to complete their program of study will be Ineligible for Aid. If at any point in time it is determined that a student cannot complete their program of study within 150% of the program length, the student will be Ineligible for Aid.
- Transfer credit hours are included in the calculation of maximum time frame.
- Attempted credit hours under all courses of study are included in the calculation of attempted and earned credit hours.
- Up to 30 remedial credit hours may be excluded from the maximum time frame calculation.
- ESL courses may be excluded in the maximum time frame calculation.

IV. Intersection of SAP Status and SAP Criteria

The following table demonstrates the intersection between SAP status and SAP criteria as defined in Sections II and III of this document. All measures are cumulative.

	GPA 2.0 or above	GPA below 2.0	Completion rate at 67% or above	Completion rate below 67%	Attempted less than 110%	Attempted between 110%-150%	Attempted more than 150%	Failed to complete any course during a single term	Plan approved for 1 term	Plan approved for more than 1 term
Good Standing	x		x		x					
Alert						x				
Warning		x		x						
Ineligible for Aid		x		x			x	x		

Probation								x	
Academic Plan									x

V. Evaluation of Financial Aid Satisfactory Academic Progress

A. Review of SAP will take place at a minimum of once per term. The student's academic history if reviewed for: 1) cumulative GPA requirement; 2) cumulative completion rate; and 3) maximum time frame.

B. A student's entire academic record will be reviewed and evaluated for SAP, whether or not financial aid was received. Based on all academic history a student may be considered Ineligible for Aid.

C. The SAP evaluation process will occur at the end of each term of enrollment. When the student applies for financial aid (receipt of the Free Application for Federal Student Aid), the evaluation process will be completed based on the student's last term of enrollment and then updated at the end of each term for which the student is enrolled.

D. All students who fail to meet SAP criteria will be placed on Warning or Ineligible for Aid. Financial aid applicants will be notified of their status.

E. Students who have attempted 110% to 149% of the required number of credit hours for their program will receive an Alert notification.

F. The Financial Aid Office will review GPA and credit hours attempted/completed through consortium agreements.

VI. Treatment of Completion and Repeats

A. Grades of A, B, C, D, S, S/A, S/B, and S/C earned during all periods of enrollment will be considered acceptable for courses completed.

B. Grades of F, U, I, W, AW, Z, U/D, U/F, SP, and AU earned during all periods of enrollment will not be considered acceptable for SAP.

C. Repeated courses are counted for all qualitative and quantitative measurements, as is coursework removed from the permanent transcript.

VII. Treatment of Grade Changes

A. Students are responsible for notifying the College Financial Aid Office of all grade changes that might affect current or future financial aid eligibility. A reevaluation of the student' status will be performed by the Financial Aid Office once the grade change has been communicated to the Financial aid Office.

B. Colleges reserve the right to notify students of this requirement based on the College's official means of communication.

VIII. Student Financial Aid Academic Progress Appeals

Each college is required to have a primary and a secondary process for students to appeal their eligibility. The secondary process is meant to address appeals of denied appeals from the primary process. All decisions made at the secondary level are final.

The process for appeals at the primary and secondary level will be defined by the College. A student may appeal when they have been placed on Ineligible for Aid status. These appeals must be submitted to the College Financial Aid Office or designated location with supporting documentation.

The student is responsible for presenting sufficient information and documentation to substantiate the existence of extenuating circumstances. Each college may request additional documentation as student's extenuating circumstances warrant it.

A. Appeals must include the following information:
- Why the student failed to make SAP; and
- What has changed that will allow the student to make SAP at the next evaluation.

B. Appeals may be submitted for extenuating circumstances, such as:
- Medical problems (family illness);
- Family emergency (death of a family member); or

- Other documented extenuating circumstances beyond the student's control.

C. Students may also appeal on the basis of:
  - funding for an additional degree or certificate.

D. Colleges may approve an appeal if:
  - the college has determined the student will be able to meet SAP standards at the end of the subsequent term given the merits of the appeal and reasonable resolution of a student's extenuating circumstance; or
  - the college and the student develop a plan that ensures the student is able to meet the college's SAP standards by a specific time or that the plan takes the student to successful program completion.

E. Students will be notified by the College of the outcome of their appeal. Under no circumstances can Probation be assigned to a prior term.

F. Colleges may notify students prior to the end of the term or prior to official posting of the financial aid SAP status if the student's academic progress indicates they will be ineligible for aid at the end of the term. This includes students who withdraw from the term or fail to meet the terms of their conditional probation.

G. Colleges may set deadlines for SAP Appeal submissions to allow for processing of the appeal and, if successful, the processing of financial aid prior to the end of a term.

IX. Reinstatement of Aid

A. Students who lose financial aid eligibility because they are not meeting the college's SAP standards will regain eligibility when they are again meeting the qualitative and quantitative standards as set previously in this policy.

B. Students may also regain eligibility through the appeal process.

C. Upon success reestablishment of eligibility, the student will be awarded financial aid based on the availability of funds at the time of reestablishment. Students may, or may not, receive all funds awarded prior to the loss of eligibility.

REVISING THIS PROCEDURE
CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately. NOTE: View the full text of the System President's Procedure on Satisfactory Academic Progress for Financial Aid at: https://www.cccs.edu/wp-content/uploads/2013/09/SP4-20d.pdf

Additional Financial Aid Information

Further information about financial aid, scholarships, grants, and loan applications, rules and regulations governing programs, application procedures, payment procedures and costs of attending the college is presented in the Financial Aid Handbook. This document is available from the MCC Financial Aid Office, MCC Centers, and at the MCC website.

Scholarships

MCC FOUNDATION SCHOLARSHIPS
The Foundation funds many competitive scholarships whereby recipients are selected based upon their qualifications. Students may apply by completing the General Scholarship Application, available online each January 1st. Priority application date is April 1, for the upcoming academic year. Most scholarships require students to be enrolled in a degree or certificate program. The MCC Financial Aid Office awards additional Foundation funding at their discretion.

INSTITUTIONAL SCHOLARSHIPS
Morgan Community College offers a number of institutional grants and scholarships. The types and amounts of these awards vary from term to term and require application each semester. Institutional application forms can be found on the web at:
http://www.morgancc.edu/admissions/financial-aid/scholarships/

OUTSIDE SCHOLARSHIPS

In addition to the Foundation scholarships and institutional funding, other organizations send scholarship applications to the school. Information and applications to these scholarships is available from the MCC Financial Aid Office and at:
http://www.morgancc.edu/admissions/financial-aid/scholarships/

Grants, Loans, and Work-Study Jobs

Eligibility for grants, loans and work-study is determined by completion of the Free Application for Federal Student Aid (FAFSA) at www.FAFSA.gov

Repeated Courses & Financial Aid

Federal regulations limit the number of times a student may repeat a course and receive financial aid for that course.

- A student may receive aid to repeat a previously passed course one additional time. Once a student has completed any course twice with a passing grade, he/she is no longer eligible to receive aid for that course.
- A student may receive aid when repeating a course that was previously failed (F, W, AW, U/F, or U/D) regardless of the number of times the course was attempted and failed as long as he/she is meeting the overall Standards of Academic Progress.
- If a student retakes a course that is not aid eligible, a recalculation of aid is done to exclude the credits for the repeated course.
- This rule applies whether or not the student received aid for earlier enrollments in the course.

PELL Lifetime Eligibility Limits (LEU)

Public Law 112-74 amended HEA section 41(c)(5) limits the duration of a student's eligibility to receive Federal Pell Grant to 12 semesters (or its equivalent). The calculation is performed by the Department of Ed and includes all years of the student's receipt of Federal Pell Grant funding. Students must remain eligible to receive aid by meeting SAP standards in order to receive Pell Grant funding.

Subsidized Loan Limitations (SULA)

As of July 1, 2013, federal limitations were implemented first-time borrowers taking out Direct Subsidized Stafford Loans defining a limit on the maximum period of time (measured in academic years) that a borrower can receive Direct Subsidized Loans. In general, a borrower may not receive Direct Subsidized Loans for more than 150% of the published length of their program. This is called the "maximum eligibility period".

The maximum eligibility period is based on the published length of a student's current program. This means that the maximum eligibility period can change if a student changes programs. Also, if a borrower receives Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans they received for the earlier program will generally count against the new maximum eligibility period.

GRADES & GRADING

Only the credits accumulated and grade points earned at Morgan Community College are used in computation of semester (GPA) and cumulative Grade Point Averages (CGPA). A cumulative GPA (CGPA) of 2.0 is required for graduation.

Students can view final grades and transcripts on their MyMCC account under the STUDENT tab on the 'Student Grades' channel:

Student Grades

Institution: Morgan Community College

No Data Found

Select Another Term ▼ Go

Grading System

Courses are graded using either type A- F or S/U (Satisfactory/Unsatisfactory). The grading type and grading scale for each course is listed in the course syllabus. Other grade options are explained below.

INVENTORY OF COMMON GRADING SYMBOLS		
GRADE	DESCRIPTION	QUALITY POINTS
A	Excellent or Superior	4.00
B	Good	3.00
C	Average	2.00
D	Deficient	1.00
F	Failure	0.00
I	Incomplete	None
S	Satisfactory	None
U	Unsatisfactory	None
W	Withdrawal	None
AW	Administrative Withdrawal	None
AU	Audit	None

DEVELOPMENTAL COURSE GRADES		
GRADE	DESCRIPTION	QUALITY POINTS
S/A	Satisfactory (A-level work)	None
S/B	Satisfactory (B-level work)	None
S/C	Satisfactory (C-level work)	None
U/D	Unsatisfactory (D-level work)	None
U/F	Unsatisfactory (F-level work)	None

TRANSFER COURSE GRADES (Not computed into GPA)		
GRADE	DESCRIPTION	QUALITY POINTS
A*	Transfer Grade	None
B*	Transfer Grade	None
C*	Transfer Grade	None
D*	Transfer Grade	None
S*	Transfer Grade	None
TR	No Transfer Grade Listed	None

OTHER COURSE GRADES (Not computed into GPA)		
GRADE	DESCRIPTION	QUALITY POINTS
CA	Grade Change Thru Appeal	None
CPL	Credit for Prior Learning	None
CNG	Conversion-No Grade	None

PLACEHOLDERS		
GRADE	DESCRIPTION	QUALITY POINTS
R	Repeat Field	None
Z	Grade Not Yet Reported	None
SP	Satisfactory Progress	None

Calculation of GPA

Grades awarded for developmental courses [as defined by the Colorado Commission on Higher Education (CCHE) as Basic Skills courses] will not be included in a student's grade point average (GPA). Grading for developmental courses will utilize the Developmental grade mode (S/A, S/B, S/C, U/D, U/F). The credits will count toward earned and attempted credits. GPA's for term recognition such as President's List and Vice President's List will not include developmental courses in the calculation.

Course credits for which an Audit (AU) is earned will not count in Attempted Hours (AHRS) and Earned Hours (EHRS). No Quality Points (QPTS) will be assigned, and there will be no impact on either the Term GPA or Cumulative (CGPA).

-Approved by CCCS Educational Services

Grade Changes

All grades reported to the Registrar by an instructor are entered upon the student's academic record. These grades are permanent and will be changed only in the case of a grading or reporting error by the instructor. Grade Change Authorization forms are available to instructors from the Student Services Office and must contain the instructor signature and Vice President of Instruction or Division Chair approval along with a listed reason for the grade change. Students who feel a grade has been computed incorrectly should contact the instructor of record. Grade changes are only accepted until the 4th week of the following term. Students may not grieve a course grade.

Repeated Courses

Students may retake any course taken at MCC to improve their grade. After completing the repeated course an automatic program will code the class as a "repeat course". The highest grade will be used in calculation of the GPA. Students should check with financial aid before repeating a course. Federal laws prohibit financial aid from paying for some repeat courses.

REPEAT COURSE LIMITS

In order to increase retention and student success, the state system of community colleges has the following limits with regard to repeated courses.

The Following Guidelines Apply To All Students Taking Courses:
- Student will be limited in the number of times that they can take the same course.
- Certain courses are exempted from the repeat course procedure.
- If a student has taken a course twice or more and attempts to register for the course an additional time, the student will not be able to register for other courses without needing an action plan or approval.
- If an advisor does not feel that the registration is warranted, the student may appeal.
- If a student has taken a course three times and wants to register for the course a fourth time, the student must appeal.

REPEATED COURSES AND FINANCIAL AID

Please check with financial aid before repeating a course. Federal laws prohibit financial aid from paying for some repeat courses.

See the FINANCIAL AID-Section of the MCC Catalog for additional important information.

REPEATED COURSES ON ACADEMIC RECORDS/TRANSCRIPTS AND GPA

Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. In the event that the same grade is earned two or more times for a repeated course, the most recent instance of the duplicate grade will be included in the term and cumulative GPA. All other duplicate grades will be excluded from the term and cumulative GPA.

REPEATED COURSES AND COF

All credit hours earned for initial and repeated courses will be deducted from a student's remaining College Opportunity Fund (COF) stipend eligible hours.

REPEATED COURSES AND APPLICATION TOWARD CERTIFICATES AND DEGREES

"Repeated" courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development. Each institution will designate courses that may be "repeated" within program requirements.

REPEATING DEVELOPMENTAL COURSES

Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript. Individual colleges may choose to specify a limit for the number of times a developmental course may be repeated.

REPEATED COURSES TAKEN PRIOR TO 2006

For courses taken prior to fall of 2006, the student or student's advisor will need to complete a 'Repeated Course form' for the GPA computation of the repeated course to be activated.   For courses taken after fall of 2006, no form is necessary.

REPEATED COURSES AND DEGREE WORKS

If the initial course received a grade that does not 'count' toward the student's program in the audit, the repeated course will not show in the audit until it is actually successfully completed and marked as a 'repeat course' at the end of the term. The advisor can make manual notations to the audit indicating a repeated course is being attempted.

View the full ES 4-87 Repeat Course Limit at: https://resources.cccs.edu/wp-content/uploads/sites/6/2013/11/ES487RepeatCourseLimits.pdf

Audit (AU)

By auditing a course, a student may participate in course activities, but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the deadline listed in the MCC Schedule of Classes for that semester. Audited courses are not eligible for the College Opportunity Fund (COF) stipend. Students will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirements for financial aid or

veteran benefits and may not be applied to certificates or degrees.
-CCCS Education Services Council 11/28/2006

Course credits for which an Audit (AU) is earned will not count in Attempted Hours (AHRS) and Earned Hours (EHRS). No Quality Points (QPTS) will be assigned, and there will be no impact on either the Term or Cumulative GPA.
-CCCS Education Services Council 11/28/2006

The "AU" grade will continue to be included in the grading policy.   Audit is a registration status in Banner. "AU" is automatically posted as the grade. Students must choose the audit option by census date so that colleges can reconcile the COF file. Students need to be informed that the COF stipend cannot be used for "audit" courses. If students change to the audit status following initial enrollment they will be responsible for the entire in-state tuition, not just the student portion. Colleges may wish to consider suggesting the S/U grading option rather than audit because the COF stipend will be eligible for S/U courses but not for audit courses.
-CCCS Education Services Council

Satisfactory Developmental Course Grades (S/A, S/B, S/C)

These are satisfactory grades awarded only for developmental courses. The A, B, and C, indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned hours.

Unsatisfactory Developmental Course Grades (U/D, U/F)

These are unsatisfactory grades awarded only for developmental courses. The "D" and "F" indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted credits, but will not carry earned credits.

Satisfactory/Unsatisfactory Grades (S/U)

The grades "S" (Satisfactory) and "U" (Unsatisfactory) will be assigned in the following courses:

- Physical Education
- Agriculture and Business Management program courses
- Other selected courses if approved by an MCC Vice President of Instruction or Division Chair

The satisfactory grade "S" is equivalent to a grade of "C" or better. The course will count in attempted and earned credits, but will not carry quality points. The unsatisfactory grade "U" is equivalent to a "D" or "F" grade. The course will count in attempted credits, but will not carry earned credits or quality points.

S/U Grading

Individual students will not be able to select the S/U grading option for a course that has been identified as a traditionally graded course when using the self-service features of Banner. A request for the S/U option may be submitted to the registration office. NOTE: If individual students are permitted by college procedure to choose an S/U option for a course, the college will build two sections of the course - one for the graded section and one for the S/U option.

College catalogs should identify the number of S/U credits that may be applied to a degree or certificate. No S/U course may be applied to the AA/AS degree with the exception of physical education courses. An "S" grade will indicate that the quality of student work in the course is equivalent to "C or better." "S" and "U" will count in attempted and earned credits, but ill not carry any quality points. Therefore, S/U grades will not be included in GPA calculations.
-CCCS Education Services Council Procedure

Transfer Grades

A grade of "C," "P," "S," or better is required for transfer. Transfer credit will not be awarded for courses with "D," "F," or "U" grades. Individual colleges may choose to grant an exception to this rule and accept transfer courses with a grade of "D" on a case-by-case basis. Transfer grades will be recorded with an "*" (asterisk) before the grade to indicate a transfer grade. TR is also a recording option for a transfer course grade. Transfer courses are not computed into the student's GPA.

Withdrawal Grades (Dropping a Course after the Refund Deadline/Census)

Withdrawal occurs when a student requests dropping a courses after the refund deadline (also referred to as census) for the term/course. The course will count in Attempted Hours (AHRS). Faculty is required to provide the last date of attendance for each student who is assigned this grade.

Withdrawal Grades (Student Initiated)

Students may initiate an official withdrawal from a course or courses at any time within the first eighty percent (80%) of the course length by dropping online after the refund deadline listed for the course in their MyMCC account or by completing a paper form.

1. Students who initiate a drop from a course or courses during the first 15% of a course will not have grades entered on a permanent academic record.
2. Students withdrawing from a course or courses after the first 15% of the course (refund deadline for a course), but within the first 80% of a course, will have a grade of "W" Withdrawal paced on their academic records.
3. Students can initiate their own withdrawal by requesting a withdrawal online on their MyMCC account or by completing a form in-person at the MCC Student Services office or MCC Centers.

Faculty Initiated Withdrawal of a Student/Last Date of Attendance

Faculty is required to provide the last date of attendance for each student who is awarded an "F" or "U/F" grade. In addition, if faculty assign a "W" Withdrawal grade, then last date of attendance is also required.

Administrative Withdrawal (AW)

An "AW" grade is assigned by the college when a student has been withdrawn administratively. No academic credit is awarded. The course will count in attempted hours.

Placeholders

SP - SATISFACTORY PROGRESS
This symbol is limited to certain approved courses that extend beyond the end of a normal 15-week semester. No academic credit is awarded until the course is completed.

Z - NO GRADE SUBMITTED
The symbol "Z" is a temporary grade entered by the Registrar when a grade is not received from the course instructor. This "Z" grade is replaced and credit is awarded upon the Registrar's receipt of the grade.

CPL - CREDIT FOR PRIOR LEARNING
A symbol of "CPL" indicates that the course and credits to which it is attached were awarded according to BP 9-42, Credit for Prior Learning.

CNG - CONVERSION NO GRADE
In the Legacy System, courses could exist on a transcript with no grade posted. The courses have been migrated to Banner with a symbol of "CNG" defined as "Converted-No Grade."

REPEAT FIELD
The Repeat Field on the transcript will be marked I-Include in hours and GPA calculation, E-Exclude from earned hours and GPA calculation, or A-Exclude from earned hours but count in GPA calculation.

Incomplete Grade (I)

The "Incomplete" grade is a temporary grade and is designed for students who because of documented illness or circumstances beyond their control are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade "C" or better). If circumstances beyond the student's control prevent the student from completing a test or assignments at the end of the term, then it is the student's responsibility to initiate the request for an "Incomplete" grade from the instructor. The

instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner. In requesting an "incomplete" grade the student must present to the instructor the documentation of circumstances justifying an "Incomplete" grade. The instructor will fill out the "Incomplete Grade Contract" which outlines the remaining requirements, deadlines, and other arrangements made between the instructor and student to complete the coursework. The instructor and student both sign the contract and the instructor submits the form to the Student Services Office. Student Services will send a copy of the signed "Incomplete Grade Contract" to the student. The instructor must then assign an Incomplete Grade on the regular grade roster in a timely fashion.

Incomplete Grade Contract must include the following information:
1. Student Name (F, MI, L);
2. Student ID#;
3. Course Number and Section;
4. Reason for assigning a grade of incomplete (statement of extenuating circumstances);
5. Work to be completed for removal of incomplete grade (instructor should be very specific including the work to be done and how the final grade is to be calculated);
   - What, when, and how assignments and tests will be submitted to complete the course
   - The time period in which the work must be completed
6. Evidence of completion of 75% of the semester course work;
7. Instructor Signature and Date;
8. Student Signature and Date;

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the Instructional Officer of the college, Vice President of Instruction or Division Chair. Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is

required and must be approved by the Chief Instruction Officer.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to an "F" grade. If the student would have earned a letter grade higher than an "F" grade without completing the work, faculty may submit that higher grade before the automatic conversion to an "F."

-CCCS Education Services Council Revised 11/28/200

GRADUATION POLICIES

Graduation Application

To receive a certificate or degree, a Graduation Application must be filed with the Student Services Office by the published graduation application deadline in which the student plans to complete requirements. It is the student's responsibility to apply for graduation. The Graduation Application form may be downloaded from the MCC website, requested from the Student Services Office, or requested from MCC Centers.
LATE GRADUATION APPLICATIONS
Graduation Application forms received after the term deadline may risk missing deadlines for:
- Graduation Honors Designations & Honors Cord
- Graduation Publicity
- Commencement Program Inclusion
- May incur delay in final graduation processing & receipt of diploma beyond the usual 4-6 weeks after term end
- May incur extra charges

Graduation Application Deadlines

Only one graduation ceremony is held each year.
To receive a certificate or degree a Graduation Application form must be filed with the Student Services Office by the following dates:

STUDENT'S COMPLETION TERM	GRADUATION APPLICATION DEADLINE
Fall Completion	September 1
Spring Completion	February 1
Summer Completion (Attending Spring ceremony)	February 1
Summer Completion	July 1

Note: If the listed date falls on a Saturday or Sunday, or a date the college is closed, the deadline will be the following Monday.

Graduation Requirements

Graduation requirements for degrees and certificates listed are as follows:
- Completed all course requirements for the degree or certificate as listed in the candidate's effective catalog or addendum
- Cumulative GPA of 2.0 or higher (Some certificate programs may be computed based on program only GPA with Vice President of Instruction approval)
- No grades below a "C" among the required courses in the program
- Satisfactorily completed a minimum of 15 credit hours in residency at the institution from which the degree is offered. Residency hours must apply to the program of study for which you are applying to graduate. For certificates, at least 25% of the credits must be completed in residence. Online courses with registrations through the home college will be included in residency hours.
- Submitted a Graduation Application form for the completion term
- Met all financial obligations to the College (To receive a diploma or transcripts, all financial obligations to the college must be met as well as any financial obligations to other CCCS system colleges)

Note: Certain programs have additional requirements. Check program layouts or consult with academic advisors for specifics.

Other Graduation Policies

- Morgan Community College will accept those courses in transfer that have been completed with a "C" or better at an accredited college or university, or other approved institution
- No remedial or developmental courses will be applicable to an Associate of Arts (A.A.), Associate of Science (A.S.), Associate of Applied Science (A.A.S.) or Associate of General Studies (A.G.S.) degree
- The College reserves the right to substitute or delete course work based on current curriculum
- All Guaranteed Transfer gtPathways courses used to complete the State Guaranteed

Transfer requirements and the 60 credits for the A.A. and A.S. degrees must be completed at a "C" or higher level

- No more than three (3) semester hours of physical education course work may be applied to an associate degree program
- To complete an associate degree program or certificate, students are required to fulfill the requirements in effect at the time of initial enrollment as specified in the MCC catalog. If a student does not attend the College for at least two consecutive semesters, excluding summer semester, the student will be subject to the requirements of the catalog in effect at the time of re-enrollment

Graduation Honors

Graduation honors recognize outstanding academic achievement throughout a student's academic career at Morgan Community College. The honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average (CGPA) at the institution. Only college level courses completed at Morgan Community College will be included in the GPA calculation.

A minimum of 51% of the degree credits must be earned in residence at MCC to be eligible for graduation honors. The three levels of recognition are defined as follows and will be posted on the student's transcript.

-Approved by CCCS Education Services Council February 24, 2006

HONOR DESIGNATION	CUMULATIVE GPA REQUIRED
summa cum laude "with highest honor"	4.0
magna cum laude "with great honor"	3.75-3.99
cum laude "with honor"	3.50-3.749

OTHER GRADUATION HONORS REQUIREMENTS

- Submitted a Graduation Application by the graduation application deadline for the completion term.
- Applied to graduate with an Associate of Arts (A.A.), Associate of Science (A.S.), Associate of General Studies (A.G.S.), or Associate of Applied Science (A.A.S.) degree.
- Transfer students must have completed a minimum of 51% of course work at MCC
- Recipients must have all course work in progress to be completed by the end of the graduation semester to be recognized at commencement and receive honors designations during the ceremony, in the program, and in commencement publicity.
- Honors recognition at the Spring Commencement ceremony is based on the GPA from the last completed term prior to the graduation term.
- If a final CGPA qualifies a spring graduate for honors, even though the previous final GPA was below 3.50, the honor will be posted on the official academic transcript, although the honor was not noted at the commencement ceremony. Conversely, if a final GPA disqualifies a spring graduate from receipt of honors designation, the designation will not be posted on the official academic transcript, even if the honor was noted in the ceremony program and publicity.

Commencement Ceremony

An annual commencement ceremony is held at the end of the spring semester for the previous fall graduates and spring graduation candidates. Participation in the commencement ceremony does not imply that a degree/certificate has been awarded. All degree requirements must be met before a degree/certificate is awarded. Students must pay a commencement participation charge to attend the ceremony.

SUMMER COMPLETERS
Students completing their requirements in the upcoming summer may participate in the spring commencement ceremony.

See SUMMER COMPLETERS for additional information

COMMENCEMENT PARTICIPATION CHARGE

There is a charge for each commencement participation. Completion of the Graduation Application form DOES NOT constitute notice that you plan to participate in the spring ceremony. Students must contact the MCC Bookstore or MCC Center Office by the 4th week of the term to purchase a commencement participation package. A late charge may be added for those failing to meet this deadline.

Students who do not plan to participate in the college commencement ceremony may purchase a diploma cover and/or tassel from the MCC bookstore or from a local area MCC Center.

Graduation Publicity

Graduation applicants who apply by the posted deadlines will have their names are printed in the annual commencement program each May and in any media reports about the ceremony unless the Registrar's Office is contacted in writing or by email by the 4th week of the graduation term. No guarantees are made that information will be withheld, but every attempt will be made to do so.

Diplomas, Transcripts, and Degree Posting

There is no charge to receive a diploma. After the end of the semester and after all final grades are recorded, the earned degrees and certificates are posted to the official academic record. If transcripts are desired with the degree posted, students should wait to request their transcripts until the degree appears on their academic record (students can check their online accounts) OR request transcripts be held until the degree is posted.

Diplomas are mailed 6-8 weeks after the end of the term. The diploma is issued with the name listed in the official academic records and is mailed to the LOCAL address listed in the student records.

IF REQUIREMENTS ARE NOT COMPLETE

If degree/certificate requirements, including financial obligations, are not complete by the end of the application term, a new Graduation Application form is required for the following term. No further processing will be done without a new application.

Summer Completers

SUMMER COMPLETERS AND SPRING COMMENCEMENT PARTICIPATION

Students completing requirements during the summer term who wish to participate in the previous spring commencement ceremony should indicate summer as the award term, but should submit the Graduation Application using the spring term deadline (February 1) to be sure to receive all commencement ceremony email notices, etc.

SUMMER COMPLETERS AND HONORS

A student who is completing requirements during the summer term will not be eligible for commencement honors recognition the spring before completion. If, at the end of the summer term, completion is within honors ranges, the honors will be posted to the student's official transcript.

-Approved by CCCS ESC 2/24/2006 to be effective fall 2006

MAPP Testing Requirement for Graduation

All full-time degree-seeking students need to take the MAPP test during their last semester before graduation. This test provides MCC with information about the effectiveness of their degree programs. This data is used to compare MCC to other community colleges nationwide. There is no charge for this exam, it takes approximately 40 minutes, and is scheduled by the student through the Testing Center in the LRC or through a local area MCC Center Director.

TRANSFER FROM MCC

Students who attend Morgan Community College with the intention to transfer to a four-year college or university should familiarize themselves with the general education requirements of that other institution. While graduation requirements may vary, it is ordinarily easy to transfer from one Colorado institution to another if a student's planning is solid and grades are acceptable. MCC strongly recommends that transfer students seek assistance from an academic advisor to plan a transferable curriculum.

Transfer Agreements

Transfer agreements have been established in certain programs to facilitate transfer of Morgan Community College credits to other institutions. Agreements include articulation procedures as well as course equivalency lists. The Guarantee Transfer (GT) agreements assure transfer of credit once a specific curriculum has been satisfactorily completed. Students interested in transferring under an articulation agreement should discuss their plans with their academic advisor early in their studies. Transfer of credits to institutions not listed above is possible, however each situation must be evaluated separately by the Registrar or Departmental Head of the receiving institution.

See www.MorganCC.edu/admissions/transfer-information

Also see DEGREES & CERTIFICATES for details of Transfer Agreements and requirements

Guaranteed Transfer Program for General Education Courses in Colorado (gtPathways)

To facilitate the transfer of general education course credits from one state college to another, Colorado developed a statewide guaranteed transfer (GT) program (gtPathways Planning Guide)* and a statewide transfer policy. gtPathways applies to all Colorado public institutions of higher education. There are more than 300 lower-division general education courses in 20 subject areas approved for guaranteed transfer. Courses are approved periodically and apply as of the date they were approved (please note effective term). GT courses are noted in the course descriptions by a statement, and their GTxxx designation. Courses without the GT designation are not guaranteed to transfer; however, some may transfer depending on the student's program of study and the decision of the receiving institution. Students should consult with their advisors when selecting courses for transfer.

See www.cccs.edu/EdServices/Transfer.html. Guarantee for updates and lists of approved courses.

After starting your higher education at any public college or university in Colorado, and, upon acceptance to another, you can transfer up to 35 to 37 credits of previously and successfully (C- or better) completed GT general education coursework toward the general education core graduation requirements. Please note that statewide articulation agreements for the following professional degree programs prescribe specific general education courses and degree requirements: business, early childhood, elementary education, engineering, and nursing.

Check with the school you wish to attend about which credits will transfer beyond any that are guaranteed by the GT transfer program or a statewide articulation agreement.

Statewide gtPathways List of Approved Courses

Colorado Community College System approved gtPathways courses are listed and updated as new courses are approved.

See www.cccs.edu/Docs/CCCNS/gtPathways-CCCS-Courses.pdf

gtPathways Course Equivalents at All Colorado Public Colleges & Universities

Colorado's gtPathways is a set of general education courses that the State of Colorado guarantees to transfer to other Colorado public colleges and universities. Receiving institutions in Colorado shall apply guaranteed general education courses to a student's general education or major requirements. Approved courses in gtPathways are not based on course equivalencies but meet content and competency criteria.

For a comprehensive list of course equivalents go to:
http://highered.colorado.gov/Academics/Transfers/gtPathways/default.html

"D" Grades (Transfer and Applicability to Program Requirements)

"C" or better grades will be accepted in transfer. Individual colleges may choose to transfer "D" grades on a "case-by-case basis." Individual colleges will determine by program whether a "D" grade may be used to meet degree or certificate requirements.

-Approved by CCCS Education Services Council

Colorado Community College Numbering System (CCCNS)

The Colorado Community College System (CCCS) has adopted a common course numbering and common competency project to improve student transfer and to ensure curriculum quality across the Community College System. The project is designed assist in student course transfer within the Community College System and to Colorado four-year colleges. See the Catalog Addendum for updates, CCCS

provides an electronic addendum to the Colorado Community College Numbering System (CCCNS) at:
https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor
and additional CCCNS information can be found at: http://www.cccs.edu/cccns/ccnsindex.html

Student Appeals Policy (Transfer Appeals)

In the event you are denied transfer credit after having met the above requirements, please contact your community college transfer advisor for policies and processes. The complete text of the policy can be found at:
www.state.co.us/cche

60 + 60 Transfer Plan

If you are transferring from a two-year school to a four-year school, you may be entitled to additional guarantees. If you complete an Associate of Arts (A.A.) or Associate of Science (A.S.) degree, 60 credit hours of your A.A. or A.S. degree are guaranteed to transfer to a Colorado state four-year school, once you are accepted for admission. And, you should be able to finish a Bachelor of Arts or Bachelor of Science degree within another 60 credit hours. This is called a 60+60 Transfer Plan.

See transfer guides at http://www.cccs.edu/

If you are accepted at a Colorado state public higher education institution and GT credits do not transfer as meeting graduation requirements, you may file a student appeal to resolve the problem. Additional information is available at the CCCS website.

The A.A. or A.S. degree will transfer to Colorado public four-year colleges and universities liberal arts and science degrees if you:
- Complete your A.A. or A.S. degree including 35 credits state-guaranteed (gtPathways) general education courses, and
- Earn a "C" grade or better in each course

Then at least 60 hours of your A.A./A.S. degree will transfer completely, upon admission, to a baccalaureate liberal arts and sciences major in Colorado's public four-year institutions.* You are guaranteed to be able to finish your liberal arts and sciences baccalaureate degree with another 60 credit hours.

*See your transfer advisor as soon as possible for a list of applicable degrees. Articulation agreements exist for teacher education, business, and engineering that specify which lower-division credits are needed. Please see an advisor.

Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies. For more information, go to www.cccs.edu/EdServices/Transfer.html#Guarantee

Reverse Transfer (Degree Within Reach)

Degree Within Reach is the state of Colorado's way of describing "reverse transfer," a new process allowing students who have transferred from a Colorado community college to a Colorado university to combine credits from both institutions and apply them towards an associate's degree.

If you are a transfer student, this means you can complete the associate's degree you started at your community college while still working toward your bachelor's degree. You could be eligible even if you left a four-year institution before earning any degree.

Current and former students who transferred since summer 2012 from a Colorado community college to one of the participating four-year institutions could be eligible.

Students who completed some college but who have not yet attained a degree may be eligible for an associate's degree if they meet the following criteria:
- The student has completed 15 credit hours at a community college in Colorado;
- The student has a minimum of 70 credit hours, including coursework at the four year institution;
- The student has completed those 70 credit hours within 10 years of enrollment at any institution;
- The student's completed credit hours meet the requirements for an Associate of Science, Associate of Arts or Associate of General Studies, to be determined via degree audit at the community college;
- The student has not requested that their data be withheld at either institution

For more information see http://degreewithinreach.org

-Approved CCHE Policy 8.05 - April 11, 2014

LEGAL NOTICES & CONSUMER INFORMATION

ADA Statement

Morgan Community College complies with and fully supports Section 504 of the vocational rehabilitation act of 1973 with amendments of 1974 as well as the Americans with Disabilities Act (ADA) of 1990. "No qualified individual with a disability shall, by reason of such disability, be subjected to discrimination."

Students have the responsibility to self-identify to the institution as a person with a disability or special need. Appropriate documentation must be provided to the ADA coordinator. Students of special populations may be eligible for "reasonable accommodations" so long as they meet and follow MCC policy and procedure.

See http://www.morgancc.edu/students/future-students/disability-services/

Those wishing to seek accommodations must contact the ADA Coordinator, Dan Marler, at (970) 542-3157.

Campus Security Policy and Campus Crime Statistics Act

The Clery Act report is available on the MCC website http://www.morgancc.edu/docs/securityreport.pdf or from MCC Student Services. A list of sexual offenders in the area can be obtained through local Police/Sheriff's Departments.

Disclosure of Student Records

Records at Morgan Community College help staff and faculty plan educational opportunities to meet the needs of individual students, better understand students, counsel more effectively with them and assist in employment after graduation. MCC student records are regarded as confidential. These records will be released to faculty and professional staff for authorized college-related purposes. Academic records are released only with the written consent of the student or under specific guidelines set out in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Transcripts may be withheld because of outstanding financial obligations to Morgan Community College or any CCCS college. Certain items of student information have been designated by Morgan Community College as public or directory information. Currently enrolled students may withhold disclosure of directory information by notifying the Registrar in writing each academic year that he or she does not want the directory information released for that period of time. Academic year is defined as summer through spring terms within one 12-month period. Morgan Community College assumes that unless students specifically request that directory information be withheld, they are approving this information for disclosure.

The privacy and confidentiality of all student records shall be preserved and access guaranteed in accordance with The Family Educational Rights and Privacy Act (FERPA), and The Privacy Act of 1974 (as amended, 1976) and pursuant regulations. The College will not permit access to, or the release of student records, or personally identifiable information contained therein, other than public information, without the written consent of the student, or in accordance with existing State or Federal statutes.

Also see LEGAL NOTICES & CONSUMER INFORMATION "Family Educational Rights & Privacy Act (FERPA)" and "Fair and Accurate Credit Transactions Act (FACTA)"

Domestic Violence, Sexual Assault, and Stalking

PROHIBITION STATEMENT

Morgan Community College prohibits the offenses of domestic violence, sexual assault and stalking; as defined by C.R.S. 18-6/800.3, C.R.S. 18-3-402, and C.R.S. 18-3-602. The College also prohibits the offense of dating violence as defined as the physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner. You may have heard several different words used to describe teen dating violence including: relationship abuse, intimate partner violence, relationship violence, dating abuse, domestic abuse, and domestic violence. The definition of "consent" in reference to sexual activity is defined per state statute C.R.S. 18-3-401(1.5) under "unlawful Sexual Behavior."

For further information please contact one of the following:

Kent Bauer, Vice President Student Success
970.542.3111
Kent.Bauer@morgancc.edu

Susan Clough, Vice President Administration & Finance/Title IX Coordinator
970.542-3127
Susan.Clough@morgancc.edu

Andria Koppels, Director Human Resources
970.542.3129
Andria.Koppels@morgancc.edu

To report an incident please contact one of the people listed above or electronically at:
http://www.morgancc.edu/about-mcc/bit/

In case of an emergency call 911.

Drug & Alcohol Prevention Information

Drug and Alcohol Prevention Information and policies are available on the website at http://www.morgancc.edu/about-mcc/legal-notices/ and in the MCC Student Services Office. MCC supports the efforts of local, state and federal governments in promoting a drug free America pursuant to Public Law 101.

Family Educational Rights & Privacy Act (FERPA)

Morgan Community College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974.

This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) Office concerning alleged failures by the institution to comply with the Act. If you have questions concerning the Family Educational Rights and Privacy Act (FERPA), contact the Student Services staff. Copies of the Morgan Community College policy relating to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, are available in the Student Services office.

1. Students have the right to access their own scholastic, personal, and college records. All students have the right to examine, in the presence of a professional staff member, their own college records.
2. Other than for collection of such data for statistical reporting purposes as required by proper State or Federal authorities, no record shall be made in relation to any of the following matters except upon express written consent of the student or in accordance with existing State or Federal Statutes:
   a. Race
   b. Religion

    c.   Political or social views
    d.   Disability status

3. Records that document student disabilities or special population classification for the purpose of qualifying them to receive academic accommodations will be held by the ADA Coordinator. The ADA Coordinator will only share relevant records with other College authorities if it is deemed necessary to do so in order to further student disability or special population-related support. Information will only be shared with off-campus entities according to College policy or if the students themselves initiate such actions through a signed written request.

4. The following items will be designated as "directory information." Colleges may disclose any of this information without prior written consent, unless notified by the student in writing to the contrary by the first official class meeting date of each semester. Directory information is limited to the current academic year only.

- Student Name
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Degrees and awards received
- Most recent educational institution attended
- Enrollment status (i.e. full-time, three-quarter-time, half-time, less than half-time, withdrawn, graduated or deceased)

MCC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. The following individuals have access to student records because of their official functions: MCC officials, officials at other schools and colleges to which the student applies, state or federal education authorities, officials evaluating the application for financial aid, state and local officials requesting reporting data, organizations conducting studies for educational institutions or agencies, BOCES, accrediting organizations, parents of dependent students (proof of dependency is required – MCC will attempt to notify the student before releasing information), and the Veterans Administration.

In addition, MCC may also provide information without consent to comply with Judicial orders, in emergencies where the information in the student file is needed to protect the health, safety, or welfare of the student or that of other persons, to institutions with whom MCC has transfer agreements and students have declared an intent to transfer to that institution, and in response to requests made by military recruiters who are granted access to students in higher education by the Solomon Amendment.

Additionally, student names may be released for graduation listings and lists of special awards, honors and events released to the news media. All other information contained in your records is considered private and not open to the public without your written consent.

5. Students have the right to provide written consent before MCC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests.

A College official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent);a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. MCC has designated the National Student Clearinghouse as a College official. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll, or after enrollment.

Also see "Fair and Accurate Credit Transactions Act (FACTA)"

Fair and Accurate Credit Transactions Act (FACTA)

In accordance with the Fair and Accurate Credit Transactions Act (FACTA) of 2003, Morgan Community College adheres to the Federal Trade Commission's (FTC) Red Flag Rule (A Red Flag is any pattern, practice, or specific activity that indicates the possible existence of identity theft.), which implements Section 114 of the FACTA and to the Colorado Community College System's Identity Theft Prevention and Detection Program, which is intended to prevent, detect and mitigate identity theft in connection with establishing new covered accounts or an existing covered account held by the Colorado Community College System (System or CCCS) or one of its thirteen (13) community colleges, and to provide for continued administration of the Program.

If a transaction is deemed fraudulent, appropriate action will occur. Action may include, but is not limited to, cancelling of the transaction, notifying and cooperating with law enforcement, reporting to the Office of the Vice President of Student Success, and notifying the affected parties. For more information on FACTA, Red Flag Rules, and Identity Theft Consumer Information, please see the links provided below or you may contact Student Records.

Federal Trade Commission Statute
http://www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0111-fair-credit-reporting-act.pdf

Red Flag Rules
http://business.ftc.gov/privacy-and-security/red-flags-rule

Identity Theft Consumer Information
http://www.consumer.ftc.gov/features/feature-0014-identity-theft

Also see "Family Educational Rights & Privacy Act (FERPA)"

Gainful Employment Information

To prepare students for gainful employment in a recognized occupation, the US Department of Education requires colleges to disclose certain financial information. Details can be found at www.morgancc.edu/gainfulemployment

Notice of Non-Discrimination

Morgan Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Morgan Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Susan Clough as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

For information, contact:
Susan Clough,
Vice President for Administration and Finance
920 Barlow Rd.
Fort Morgan, CO 80701,
970-542-3127

You may also contact:
The Office for Civil Rights,
U.S. Department of Education,
Region VIII,
Federal Office Building,
1244 North Speer Boulevard, Suite 310,
Denver, CO 80204,
Telephone (303) 844-3417

Rights Reserved

The College reserves the right to change any provision or requirement of this document, including fees, pursuant to law, the rules of the State Board for Community Colleges and Occupational Education (SBCCOE), or the Colorado Community College System (CCCS), or College policy. The College reserves the right to cancel any course or program described, at any time, without notice, and to change any other aspect of any course or program.

This document is provided as information for the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by Morgan Community College in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such change may be implemented without prior notice and without obligation and, unless specified otherwise, is effective when made. For the most up to date course information, go to the MCC website.

Nothing in this document is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this document.

Student Right-to-Know

In accordance with Title I of Public Law 101-542, information about graduation rates is available on the MCC website www.morgancc.edu or from the Office of Institutional Research; additional graduation data is also available at the Colorado Department of Higher Education website:
http://highered.colorado.gov/

PERSONNEL & STAFF DIRECTORY

A current listing of full-time faculty and staff, their academic credentials, office locations, and contact information can be found on the MCC website: www.MorganCC.edu

REGISTRATION

Online Registration

Students may register for courses, drop and add, withdraw from courses, make payment, and obtain grades online from their MyMCC student portal account.
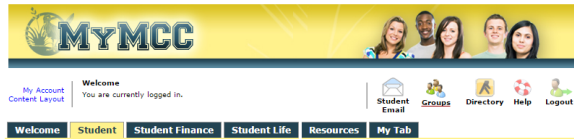
Registration Periods

During open registration times for a semester, registration for courses is available 24 hours a day, seven days a week online on the MyMCC student portal, or in person at the MCC Student Services Office or MCC Centers during regular business hours.

REGISTRATION PERIODS

TERM	REGISTRATION PERIOD
Fall Registration	Opens in early April
Spring Registration	Opens in early November
Summer Registration	Opens in early March

See ACADEMIC CALENDAR for exact dates or students can view their MyMCC Student Life Tab -Stay connected: MCC Calendar

Adding and Dropping Courses

Students may add or drop courses by accessing their MyMCC student account. Courses dropped by that course's published refund deadline may be eligible for a tuition refund (Dates are listed on the student MyMCC portal account under 'Registration Tools-Detailed Student Schedule with drop-withdrawal dates')
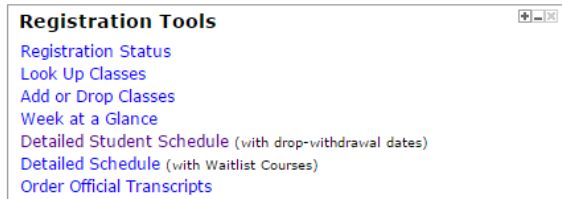
Beyond that date, dropped courses are considered a withdrawal and recorded with a "W" grade and no refund is issued. Financial Aid students who are considering dropping a course or courses should speak to a Financial Aid officer before taking this action so they are aware of any financial implications the change may have on their account. Colorado Community College System Standards of Academic Progress (CCCS ES 4-81). SP4-20d.

View full text:
CCCS ES 4-81:
https://resources.cccs.edu/wp-content/uploads/sites/6/2013/11/ES4-81_AcademicProgressStanding.pdf

SP4-20d:
https://www.cccs.edu/wp-content/uploads/2013/09/SP4-20d.pdf

See MCC Catalog-TUITION AND FEES for applicable payment rules for added courses

Also See FINANCIAL AID - Satisfactory Academic Progress (SAP) - Maintaining Eligibility for Financial Aid

In-Person Registration

Students may register for courses, drop and add courses, withdraw from courses, and make payment, by visiting the MCC campus or MCC Centers. In person registration requires a photo ID in the form of the MCC Student ID card, valid Colorado driver's license, or other officially recognized ID so be sure to bring proper documents. Hours may vary, so it is recommended you call ahead if you are traveling long distances. Special registration dates are listed in the Schedule of Classes for each semester.

Full-Time/Part-Time Status

Students enrolled in 12 credits or more are considered to be attending full-time. Summer students must meet the same criteria.

STUDENT ENROLLMENT STATUS

STATUS	CREDITS PER SEMESTER
Full-Time	12 or more credits
Part-Time	Less than 12 credits
3/4-Time	9-11.5 credits
1/2-Time	6-8.5 credits
Less than 1/2-Time	.5-5 credits

Course Wait List

Students may choose to enroll in an electronic wait list when a desired course is full. If an opening occurs the wait list student is notified. It is then the responsibility of the student to register and pay for the course within one day.

Maximum Course Load

A full-time course load is a minimum of twelve (12) and a maximum of eighteen (18) credits per semester. If an academic advisor and student determine that additional credits are necessary, written approval by a Division Chair, Vice President of Instruction, or MCC Center Director is required.

Note: Certain Occupational/Career and Technical Education (CTE) programs approved by the State Board for Community Colleges and Occupational Education (SBCCOE) may require students to take up to twenty-four (24) credit hours per term. For these programs, students are allowed to take all necessary courses without written approval.

Repeat Course Limits

See ACADEMIC STANDING & GRADING - Repeated Courses

Course Changes & Cancelations by MCC

MCC retains the right to cancel or alter programs or course offerings where enrollments are insufficient to permit them to be offered on an educationally sound and economically efficient basis. Also, course numbers and descriptions are subject to change.

Withdrawal

Students must officially drop college courses by accessing their MyMCC student account and dropping course(s).
IF a drop occurs <u>after</u> the course's listed drop deadline, the student will be assigned a "W" Withdrawal grade. (Dates for drop and withdrawal are listed on the student MyMCC portal account under 'Registration Tools-Detailed Student Schedule with drop-withdrawal dates')

A "W" grade is not computed in the GPA. Tuition and fees are non-refundable when a course is dropped after the refund/drop deadline for the course.
Financial Aid Students should consult a financial aid advisor before taking this step to be advised on how this will affect them. Drops/Withdrawals done after the refund deadline for the course may affect the student's satisfactory progress (SAP) for financial aid purposes.

(Colorado Community College System Standards of Academic Progress (CCCS ES 4-81). SP4-20d. CCCS ES 4-81:
https://resources.cccs.edu/wpcontent/uploads/sites/6/2013/11/ES481_AcademicProgressStanding.pdf
SP4-20d:
https://www.cccs.edu/wpcontent/uploads/2013/09/SP4-20d.pdf

See MCC Catalog-GRADES & GRADING

Also See FINANCIAL AID-Satisfactory Academic Progress (SAP) - Maintaining Eligibility for Financial Aid

Total Withdrawal from the College

A student who drops or withdraws from all courses in a term is considered to have exercised a total withdrawal from the college. College administration may initiate a total withdrawal from the college for death, veteran service, non-attendance, non-payment of tuition and fees, disciplinary problems and similar reasons.

SAFETY ISSUES & NOTICES

Campus Law Enforcement

Campus Law enforcement is the responsibility of the City of Fort Morgan Police Department.

Campus Security Report

The campus security report is required by the Department of Education and is available along with the campus security policy information to all students and employees, as well as for all requests from potential employees and students. A Campus Security Report is to be completed each year and left on file with the President's Office of Morgan Community College and posted on the MCC website at:
http://www.morgancc.edu/about-mcc/legal-notices

Communicable Diseases

Based on current information from the American College Health Association, the National Centers for Disease Control, and the Colorado Department of Health, there are numerous reportable communicable diseases which can represent a public health threat to the campus community. When cases of reportable communicable diseases are known to exist on the MCC campus, the President of the college will appoint a committee to review matters on a case-by-case basis.

The committee will include the following:
- attending physician of infected individual
- representative from Student Services
- representative from Faculty
- representative from Administration

The committee will review the issues, consider the guidelines from the above-listed agencies, and provide recommendations to the college President for resolution.

Crime Awareness and Campus Security Act of 1990

In compliance with the Campus Security Act: Title II of Public Law 101-542, MCC has adopted the following policy for reporting criminal activities:

MCC policy is that all criminal actions or other emergencies are to be reported to the Vice President for Administration and Finance, or his/her designee, whether in person or by telephone.
- The Vice President for Administration and Finance will respond to all calls; medical assistance will be administered by the Morgan County Ambulance Services.
- Law enforcement assistance will be provided upon request by the City of Fort Morgan Police Department.
- Motor vehicle accident, investigation assistance will be requested from the same.

CRIME CATEGORIES TO BE REPORTED
Murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, and arrests for liquor law violations (not including drunkenness or driving under the influence of alcohol), drug abuse violations, and weapons violations.

CRIME RECORDS
The College will provide a record of violent crimes committed on the MCC campus and make those records available each September to the students and employees of MCC and available on request to those seeking employment or enrollment.

Drug and Alcohol Abuse Prevention Program

Morgan Community College ("College") is a state system community college governed by the State Board for Community Colleges and Occupational Education ("Board").
Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law). In compliance, MCC has adopted and

implemented a Drug and Alcohol Abuse Prevention Program that includes:

i. Student Code of Conduct
ii. Legal sanctions for unlawful possession or distribution of illicit drugs and alcohol
iii. Health risks associated with the abuse of alcohol and the use of illicit drugs
iv. Referral Resource - Available counseling, treatment, and rehabilitation program

STUDENT CODE OF CONDUCT

Students shall not engage in the unauthorized or unlawful manufacture, distribution, purchase, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or as a part of any College activity. This includes the use, distribution, purchase or possession of "medical marijuana" which remains a violation in Federal law.

LEGAL SANCTIONS FOR DRUG AND ALCOHOL USE

There are legal sanctions for violation of the Student Code of Conduct. The possession, sale, and use of any illegal drug are strictly prohibited. The sale of alcoholic beverages is prohibited except in designated areas, at times and dates approved by MCC Administrators and licensed by the Colorado State Department of Revenue. Any violations will be immediately referred to local law enforcement agencies and are subject to criminal penalties under local, state or federal law. The penalty assessed depends upon the nature and severity of the individual offense.

MCC SANCTIONS

Students and/or employees who violate the above standards of conduct will be subject to disciplinary action under employee and student policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from college or termination of employment; and/or referral to authorities for prosecution.

HEALTH RISKS

There are many health risks associated with the use of alcohol and illegal drugs/substances. Health risks associated with drug and alcohol abuse include, but are not limited to, malnutrition, brain damage, heart disease, pancreatic disease, cirrhosis of the liver, mental illness, death, low birth rate babies, and babies with drug addictions.

Referrals for counseling, treatment, and rehabilitation programs are available through the community. Consult your local yellow pages for a listing of private and community-based programs.

Emergency Notification System/MCC Alert

Morgan Community College has implemented an emergency notification system. The system, called, "MCC Alert", is capable of notifying students, faculty and staff in the case of an emergency on the Fort Morgan campus or at any one of the four centers in Bennett, Burlington, Limon, or Wray.

Messages are sent via telephone, e-mail, cell phone, and/or text messaging if it is enabled by the owner.

Students activate and update their MCC Alert notification numbers/emails on the MyMCC Student tab on the MCC Alert channel:
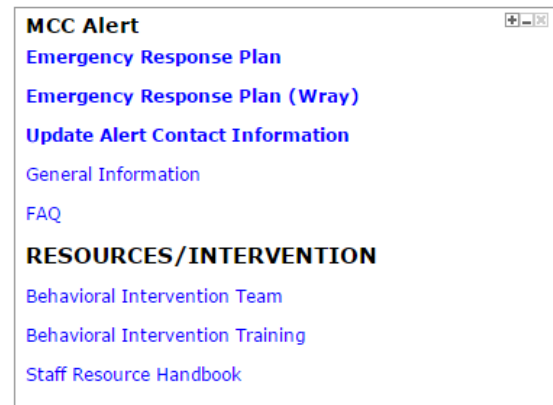
MCC Alert will send a test message each semester. The message will clearly state that it is only a test and will be sent to currently enrolled semester students, faculty, and staff.

Recipients of the messages are not to reply to them; just recognize how they are received. The caller ID number of an MCC Alert call is 970-542-3110; a text message is identified by MorganCC Alert 23177; and an e-mail will identify the sender's e-mail address as MorganCC_Alert@morgancc.edu. This e-mail address is being protected from spambots. JavaScript must be enabled to view it.

The MCC Alert system will be used to transmit brief, urgent messages related to emergencies or weather related closures to the college's population as quickly as possible. MCC Alert is not used for general or miscellaneous announcements. Emergency notifications may include but are not limited to:

- Fire Alarms
- Bomb threats or other imminent violent threats
- Building evacuations and lock downs
- Biological or pandemic emergency notifications
- Natural disasters
- Power outages and utility failures resulting in an imminent threat
- Closure due to declared civil emergency
- Severe weather related closures

When on campus follow procedures as detailed in the Emergency Response Guide located in each classroom and office.

Emergency Response Team (ERT)

MCC has formed an Emergency Response Team (ERT) made up of faculty and staff members to ensure the safety of students, faculty, staff, and visitors.

The ERT has developed the Emergency Response Guide (ERG) and updates and makes changes to it as needed. The guides are located throughout campus and in each classroom.

Reporting of Criminal Activities

In the event of a crime of murder, rape (or attempted rape), robbery, aggravated assault, burglary (or attempted burglary), or motor vehicle theft (or attempted theft) occurring on the Morgan Community College campus, witnesses or victims are advised to contact one of the following people immediately:

- Vice President for Administration & Finance Ext. 3127
- Vice President of Student Success Ext. 3111

- Local Law Enforcement/Emergency Services 911

If the law enforcement is contacted directly, the information should also be reported to the Vice President for Administration and Finance. The above college personnel will work directly with the individual(s) reporting the incident and in conjunction with the appropriate personnel outside of the college as necessary.

Safety Warnings

Students are encouraged to travel in pairs or groups when walking to and from the parking lot, particularly in the evenings and at night. As the college becomes aware of potential threats to the college community, students and other members of the college community will be given timely notice regarding violent crimes reported on campus.

Security for Campus Buildings

DOORS
The campus buildings will be open:
Monday-Friday 7:00 a.m. - 10:00 p.m.*
Saturday 7:00 a.m. - 4:00 p.m.*
Sundays Closed*
(*Unless special arrangements have been made.)

Anyone who is within the building at closing hours is able to exit the building at various locations due to the type of exterior door latching system in use. Once you have exited, please check that the doors locked behind you.

During periods of inactivity, school closings, and on all major holidays, the buildings will remain locked. Only staff with approved exterior door access and codes may enter the building. MCC utilizes a 24-hour security monitoring system to prevent unauthorized entry. If an unauthorized person gains entry, the security monitoring company automatically notifies the Fort Morgan Police Department to respond and take appropriate action.

IDENTIFICATION

The administrative staff can ask for proof of identification from campus occupants unknown to them.

NOTIFICATION OF SUSPICIOUS ACTIVITIES

The administrative staff solicits your involvement as to reporting all suspicious or criminal activities which occur on campus.

Sex Offender Registry

Information

Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed or volunteering at Morgan Community College, may be obtained from the local police department or county sheriff's department. The Colorado Convicted Sex Offender website is http://sor.state.co.us

Violence/Firearms on Campus

VIOLENT BEHAVIOR

Violent behavior or the threat of violence toward employees, students, the general public, college property or college operated facilities will not be tolerated. Violent behavior is defined as any act or threat of physical, verbal, or psychological aggression or the destruction or abuse of property by any individual.

FIREARMS

No person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by Morgan Community College. "Weapon" means any of the following which in the manner it is used or intended to be used is capable of producing death or serious bodily injury:

- a firearm, whether loaded or unloaded;
- a knife;
- a bludgeon;
- or any other weapon, device, instrument, material, or substance, whether animate or inanimate.

Persons authorized to carry firearms and other equipment defined in the policy are:

- those persons conducting and participating in an approved program of instruction in the college's curriculum which requires access to such equipment as an integral part of the instructional program;
- those persons authorized by law to carry firearms; and those persons granted permission at the discretion of the college president for specific purposes from time to time

Any person(s) in violation of this regulation shall be subject to College disciplinary action, as well as being charged with violation of existing criminal statutes.

In the event of a violent behavior or firearm occurrence, notify the Vice President of Student Success (ext. 3111). If that Vice President is unavailable, notify the office of the President (ext. 3105), Vice President for Administration and Finance (ext. 3127), or the Vice President of Instruction (ext. 3208) who will then initiate the call to 911.

STUDENT RECORDS AND TRANSCRIPTS

Student records are maintained by the Registrar in the Student Services Office at the Fort Morgan campus. Students may request changes to their academic records, request transcripts, and official transcript evaluations.

Address and Phone Changes

Students make personal information changes on MyMCC using their Student ID and password. (Students who are also employees of any CCCS Institution or participate in work-study must make their changes through the Human Resources Department.)

Enrollment Verifications

Enrollment verifications at Morgan Community College are processed through the National Student Loan Clearinghouse after the 15-week term refund deadline has past, and periodically throughout the term. Enrollment verifications for insurance purposes (health, automobile, etc.) are handled through the Registrar's Office.

Grades Reported to the Registrar

All grades reported to the Registrar by an instructor are entered upon the student's academic record. These grades are permanent and will be changed only in the case of a grading or reporting error by the instructor.

See GRADE CHANGES

Name Changes to Academic Records

All requests for name changes to academic records, whether requested by a continuing, former, or readmitted student, must be accompanied by a copy of the legal document issued by the court or legal agency verifying the name change. The Student Services Office will keep a copy in the student's file. Name changes cannot be done on the web. Students who are employees or participate in work study must contact the MCC Human Resources Department to make their name changes.

Social Security Number Changes to Academic Records

All requests for Social Security Number Changes/corrections to academic records, whether requested by a continuing, former, or readmitted student, must be accompanied by a copy of the corrected Social Security card. The Student Services Office will keep a copy in the student's file.

Term Academic Honors

CCCS Colleges provide an opportunity for students to be recognized with Academic Honors, on a term-by-term basis. Students who qualify will receive a notation for that term on their official transcripts. Those who excel in their courses of study at Morgan Community College may qualify to be named to the MCC President's List or Vice President's List.

TO BE ELIGIBLE FOR THE PRESIDENT'S LIST, A STUDENT MUST:
- Be classified as a full-time student for that term
- Have a minimum of 12 semester hours of completed college level work (excludes developmental)
- Successfully complete at the end of the semester the courses attempted
- Maintain a term grade point average of 4.00

TO BE ELIGIBLE FOR THE VICE PRESIDENT'S LIST, A STUDENT MUST:
- Be classified as a full-time student for that term
- Have a minimum of 12 semester hours of completed college level work (excludes developmental)

- Successfully complete at the end of the semester the courses attempted
- Maintain a term grade point average of 3.75-3.999

The President's List and Vice President's List is published after the end of the regularly scheduled fall and spring terms based on the information available at that time. (Term Honors are not awarded for summer semesters)

Transferring Credit to MCC from Other Institutions

If a student plans to complete a degree or certificate with applicable transfer credit, an official transcript must be sent to the college. The transfer of academic credit to the college is governed by the following policies and procedures:

- The College will accept transfer credit only from post-secondary institutions accredited by one of the six regional accrediting associations. Depending on the program of study at MCC and courses taken, some classes are not eligible for transfer after 7 years. Please review your declared program of study for details.
- Courses accepted in transfer MUST match the content and meet or exceed the rigor of the accepting institution as determined by the professional judgment of the Transfer Evaluator or Division Chair.
- Transfer credit is accepted as specified by legislated and Colorado Community College System (CCCS) articulation agreements
- The college may examine credits to insure that the content is not outdated or obsolete
- Courses will be evaluated against the Colorado Community College Numbering System (CCCNS) catalog
- The official transcript will include courses taken at the institution and those transfer credits requested by the student
- Courses will be transcripted with CCCNS course number, title, prefix, and the number of credits awarded by the transferring institution
- Grades for transfer courses will be recorded in the student's academic record but will not show on the official transcript

- Prerequisite courses below the 100 level will not be accepted in transfer but will be noted in the student's academic record
- A grade of "C", "P", "S", or better is required for transfer. Transfer credit will not be awarded for courses with "D", "F" or "U" grades. Individual colleges may choose to grant an exception to this rule and accept transfer courses with a grade of "D" on a case-by-case basis
- Credits earned at the home institution with a grade of "D" may be applicable to a degree or certificate as determined by the program
- There is no limit to the number of credits that may be transferred
- Upper level courses can be accepted in transfer IF the course can be equated to a course in CCCNS
- Elective courses that do not equate to a CCCNS will be listed with the appropriate prefix numbered as 999 and include Elective with a colon and then an entry to describe the course content. If no appropriate prefix is included in the CCCNS then the elective course will be given either the prefix TRN for Transfer Elective or CTE for Career and Technical Education Elective. The course number will be 999 and the title will include a colon and an entry to describe the course content
- Credit for prior learning, standardized tests and portfolio credits will be accepted as determined by the Colorado Community College System (CCCS) Guide to Credit for Prior Learning
- Transfer courses that have the GT (gtPathways) designation will be flagged as GT courses. If the course is not present in the CCCNS then it will be transcripted with the prefix GTP for gtPathways, the course number 999 and the course title that matches the GT designation, e.g., CO1, AH3, MA1, etc.
- Transfer credits will be awarded as governed by Colorado Commission on Higher Education (CCHE) and State Board policies and System President procedures

-Approved by CCCS Education Services Council 2/24/06

Official transcripts covering a student's previous secondary and college education submitted to the College as part of the admission procedure become part of the official file and cannot be returned to the student. The College does not issue or certify copies of transcripts from other institutions. Transcripts, documented military experience and testing scores of approved programs are evaluated in accordance with College policy. The acceptance of this credit is documented on the College transcript.

FOREIGN TRANSCRIPTS

Transcripts from colleges and universities outside the United States must first be evaluated course-by-course by an approved evaluation service. Approved evaluation services can be found at: http://www.naces.org/members.htm. Transcripts must then be sent to MCC directly from the evaluation services. MCC will then determine the award of credit applicable to the degree or certificate you plan to pursue. You will receive notification when the results are available for you to review.

Transcript Evaluation

The Registrar's Office and/or Transcript Evaluator will review official transcripts and evaluate the credits that apply to the student's current declared program of study. The student will receive an official notice that the evaluation has been completed along with instructions on how to see which courses apply to their MCC program of study. The Registrar will only accept official transcripts sent directly from the granting institution to Morgan Community College. Any other transcripts received, (e.g.: those opened by the student or which have gone through the student's hand in some way, those faxed, emailed, etc.) are not considered official transcripts and will not be evaluated. No evaluation will be done on transcripts received for non-admitted students or students who are undeclared. If the student changes a program of study, and wishes re-evaluation of transcripts, the student should notify the Registrar's Office in writing of the request to have transcripts re-evaluated toward the new program. Only those courses which apply to the student's current program of study will be evaluated.

Transcripts and Transferring MCC Credits to Other Institutions

Transcripts of MCC college course work are available from the Registrar's Office by student request at any time via the web. Alternatively, students may send a letter in writing, or visit the college in person to complete the required form. Transcripts of courses taken and grades received will be sent to the institution or organization or individual of the student's choice. Official transcripts will NOT be released for students with financial obligations to the College or any other CCCS institution.

STUDENT LIFE, ACTIVITIES, & SERVICES

MCC offers student recreational, social, and cultural student activities that are sponsored by the Student Government Association (SGA) and Student Life Coordinator. The faculty and staff and student organizations also offer special activities and programs to students. The Student Life Coordinator and the Student Life Office are located in the MCC Student Center on the Fort Morgan campus.

ATMs

Located inside the Student Center, an ATM is accessible during regular Student Center hours for student use and convenience. There is also a HigherOne ATM located in Spruce Hall across from the vending machines.

Bookstore

BUY OR RENT TEXTBOOKS
Online at www.morgan@cshop.com or www.bkstr.com/morganccstore/home or use the Bookstore kiosks.

The MCC Bookstore offers many student supplies, clothing, food items, gifts, and much more.

The Bookstore also supports students by offering them the following services provided conveniently on campus:
- CASHIER SERVICES
All MCC bills can be paid in the MCC Bookstore.
- COPY CENTER
The Copy Center is available to make photocopies and to provide laminating services.
- FAX SERVICES
Students and staff may send & receive faxes from the Bookstore fax at 970-542-3116.
- MAIL SERVICES and POSTAGE STAMPS
- MCC LOGO CLOTHING AND OTHER ITEMS
- TEXTBOOK BUY-BACK DAYS
- STUDENT MALPRACTICE & LIABILITY INSURANCE

Students can view posted Bookstore hours and connect to the MCC Bookstore by accessing their MyMCC Student tab:
EXAMPLE:

Bookstores
Bookstore Hours Fort Morgan:
Monday-Friday
8 AM to 5PM

MCC Online Bookstore

Bulletin Boards

There are bulletin boards located throughout the campus. Be sure to read the fliers so you know what opportunities and activities are available to you. A Community Activity Bulletin Board is located on the south wall right inside the west entrance of the Student Center. If students want to post a flier they must first get permission from the Student Life Coordinator. All fliers must be approved before posting. Any flier or poster not approved will be removed.

Children on Campus

MCC sponsors family events where parents are invited to bring their children to participate in appropriate activities. Spring Fling, Halloween Trick or Treating, Christmas Parade participation, and other family events give students the opportunity to show their children where they study and to share in the college atmosphere.

Students should make plans for the care of dependent children while attending classes, college activities and studying on campus. Unattended children are at risk and will be reported to the proper authorities for their own safety.

The campus, its environment, conversations, and activities are not generally open to, nor geared toward children. Adult learning is our main focus. Unless specifically invited to participate in a special classroom event, children are not allowed in classrooms.

No children are allowed in the Student Center. The Student Center is for currently enrolled MCC students only.

Clubs & Organizations

MCC has many student organizations to enhance the student experience. Information on existing or starting new MCC organizations is available from the Student Life Coordinator. The Student Life Coordinator can also put you in touch with club/organization faculty sponsors, meeting dates, etc.

CREATIVE WRITING CLUB (CWC)

CWC is for students who love creative writing. Members engage in regular writing practice and peer workshops. CWC hosts an online journal that features members' poems, stories and essays in order to give members experience preparing and presenting their work in a public forum.
Club Advisor:
Rachel Kellum 542-3203
rachel.kellum@morgancc.edu

FUTURE TEACHERS' CLUB (FTC)

FTC is for students interested in becoming teachers. FTC gives students the opportunity to work with children of different age groups, attend meetings with instructors already in the profession and attend an annual conference for teachers.

HOSA: FUTURE HEALTH PROFESSIONALS

HOSA is the national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA provides students opportunities for knowledge, skill and leadership development. MCC HOSA members consist of high school Health Science Technology Program students as well as Health Occupation students. HOSA performs at least one community service project each year. The students compete annually in the state HOSA competitions. State qualifying students are eligible to participate in the national competition. MCC's HOSA consistently has national qualifiers each year.
Organization Advisors:
KC Sailsbery 542-3156
kc.sailsbery@morgancc.edu
Jane Reyez 542-3243 jane.reyez@morgancc.edu

JOURNALISM CLUB

The MCC Journalism Club creates and publishes the MCC student newspaper. The newspaper, *E=MC2 Focus*, is written and designed by MCC students and is a great resource for finding out what is happening on campus and expressing opinions. Students can place ads and access other services and information from the student newspaper.

PHI BETA LAMBDA (PBL)

PBL is an organization for business students or any student interested in a business career. PBL gives students the opportunity to build on business communication skills, practices, and ethics. PBL officers and members attend leadership conferences and state conferences annually.
Organization Advisor:
Connie Tormohlen 542-3121
connie.tormohlen@morgancc.edu

PHI THETA KAPPA (PTK)

PTK is an international honor society of two-year colleges to recognize academic achievement. Students who have completed at least 12 college credit hours with a 3.5 grade point average and declared programs in A.A., A.S., A.A.S., or A.G.S., may be invited to join during ceremonies conducted in the fall and spring.
Club Advisors:
Barbara Eakley-Troudt 542-3206
barbara.eakleytroudt@morgancc.edu
Todd Schneider 542-3218
todd.schneider@morgancc.edu

SCIENCE CLUB

Science Club enjoys promoting a love for learning science through field trips to areas of interest. Any and all students are invited to join at any time. There is no membership fee.

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA is for student leaders interested in serving as student liaisons in college/student governance. SGA offers an excellent opportunity to strengthen leadership skills, work on issues affecting students, and give input on the allocation of student fees. Officers for the executive branch run for election in the spring; legislative officers run in the fall. Student Government invites students to attend any meeting to discuss concerns and give suggestions. Information and a copy of the SGA

bylaws and constitution are available from the Student Life Coordinator.
Club Advisors:
Gisela Mendez 542-3170
gisela.mendez@morgancc.edu
Jennifer Newman 542-3204
jennifer.newman@morgancc.edu

SKILLS USA

SkillsUSA is designed for students in the Automotive Service Technology, Automotive Collision Technology, and Welding Technology programs. SkillsUSA is a partnership of students, teachers, and industry working to ensure America has a skilled workforce. SkillsUSA members have the opportunity to participate in local, state, and national skills competitions each year.
Organization Advisors:
Automotive Service Technology:
Brad Parker 542-3215
brad.parker@morgancc.edu
Automotive Collision Technology:
Tim Grauberger 542-3220
tim.grauberger@morgancc.edu
Welding Technology:
Kevin Cruse 867-4060
kevin.cruse@morgancc.edu

STUDENT NURSES ASSOCIATION (SNA)

SNA is an organization for students interested in a nursing career. SNA offers students the opportunity to develop leadership skills as well as represent MCC's nursing program to the community and foster the skills needed to be an accountable member of the nursing profession. SNA offers students the opportunity to learn about professional trends and issues in nursing.
Organization Advisors:
Kim Ewertz 542-3241 kim.ewertz@morgancc.edu
Lee Green 542-3177 lee.green@morgancc.edu

Computer Labs

There are several computers for students to use outside of class time. A student needs to show a current student I.D. to use the computer labs and must sign in and sign out. No food or drinks are allowed in the computer labs. Center labs follow the same policies.

Copies

For a small fee, students can have photocopies made at the Copy Center at the MCC Bookstore.

Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user, receiving, displaying, print, otherwise disseminating, makes a request for, or later uses, a photocopy or reproduction in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if in its judgment, fulfillment of the order would involve the violation of copyright law.

Email for Students

STUDENT EMAIL ACCESS

Students are assigned a college email account upon admission to the college. To activate and view this account students go to their MyMCC Student tab:

STUDENT EMAIL USE

The Colorado Community College System (System) assigned student email account shall be the primary official means of communication with students. The System expects that students sign in and check their college issued e-mail account on a frequent and consistent basis as students are responsible for all information sent to them via their system-assigned email account.

This account is free of charge and currently is active for life. The use of student email is a privilege, not a right; and the System maintains the right to limit access. Email is subject to disclosure to third parties through subpoena or other processes.

It is acceptable to use the System's student email for purposes relating directly to education. Email should be considered the same as printed communication and should meet the same standards of taste, professionalism, accuracy and legality that are expected in printed communication.

EMAIL HARASSMENT

If a student is being harassed via email, the student should immediately notify the Vice President of Student Services. It is also the responsibility of all students to report any potential misuse of the college email communications services.

For full policy please visit:
https://www.cccs.edu/wp-content/uploads/2013/09/SP4-32.pdf

PROHIBITED USE

Prohibited activities on CCCS computers and telecommunications systems include but are not limited to:

1. Fraudulent, harassing, threatening or libelous messages and inclusion of personal or sensitive information about individuals without their consent
2. Obscene, profane, abusive, defamatory, derogatory, threatening, or sexually explicit language or graphic representation
3. Statements or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria
4. Commercial activities and other activities conducted for personal gain
5. Religious causes
6. Solicitations not approved by the System
7. Political fund-raising or lobbying
8. Violating any federal, state, or local law/regulation, or System policy/procedure.
9. Deliberately wasting computing resources.
10. Posting or viewing on College computers, materials that violate existing laws or the College's codes of conduct (MCC strictly prohibits viewing, solicitation, or printing of pornographic literature on College equipment).
11. Sending, receiving, displaying, printing, otherwise disseminating, or storing material that is fraudulent, harassing, illegal, abusive, indecent, embarrassing, profane, sexually explicit, obscene, intimidating, or defamatory; Exceptions may be made for legitimate instructional purposes
12. Transmitting to others, in any location, images, sounds or messages that might reasonably be considered harassing
13. Screen displays of images, sounds or messages that could create an atmosphere of discomfort or harassment for others, especially those considered obscene or sexually explicit
14. Attempting to forge electronic mail messages or using someone else's electronic mail
15. Accessing personal interest sites, viewing chat rooms (except chat rooms integrated within the course management system), or using recreational games for other than occasional use
16. Using CCCS computers for commercial gain or private profit
17. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, music, videotapes, books, or other copyrighted sources, and copyrighted software
18. Exporting software or technical information in violation of U.S. export laws
19. Posting or e-mailing scams such as "make money fast" schemes or pyramid/chain letters
20. Threatening bodily harm or property damage to individuals or groups
21. Making fraudulent offers of products, items, or services originating from a user's account
22. Attempting to access the accounts of others, or attempting to penetrate security measures of other entities' systems ("hacking"), whether or not the intrusion results in corruption or loss of data
23. Accessing another person's computer, computer account, files, or data without permission
24. Using any means to decode or otherwise obtain restricted passwords or access control information

25. Attempting to circumvent or subvert system or network security measures. Examples include creating or running programs that are designed to identify security loopholes, to decrypt intentionally secured data, or to gain access to any system; Initiating or facilitating in any way mass unsolicited and unofficial electronic mailing (e.g., "spamming", "phishing", "flooding", or "bombing")
26. Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to data
27. Engaging in any other activity that does not comply with the general principles presented above.
28. Activities will not be considered misuse when authorized by appropriate College officials for security or performance testing.

COMPUTER USAGE VIOLATION

System administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged. All existing laws (federal and state) and College regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that apply generally to personal conduct.
Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable campus policies, or procedures. Complaints alleging misuses of Morgan Community College resources will be directed to those responsible for taking appropriate disciplinary action.
For detailed information on CCCS email and computer policies, please see the following websites: https://www.cccs.edu/wp-content/uploads/2012/08/BP3-125.pdf

Handicapped Accessibility

The Fort Morgan campus, as well as classrooms in all locations, are handicap accessible. Handicapped parking is designated near every accessible campus entryway.

HigherOne Banking Option/Refund Services

REFUND SERVICES

Students receive refunds from the College on a HigherOne debit card. The card is initially mailed to the student and must be activated online.

HigherOne Banking Option
Refunds for:
• canceled and/or dropped courses
• credit balances
• financial aid refunds

1. *Verify Your Address:* Prepare to receive your refund now by verifying that Morgan Community College has your current mailing address. An incorrect mailing address will delay your refund and you will be assessed a fee to replace your card if it is sent to the wrong address. Please take a moment to verify/update your address information today at http://www.MorganCC.edu/mymcc. Your new CCCS Refund Card will be mailed to the address that MCC currently has on file for you. Therefore, it is critical that you verify your mailing address as soon as possible.
2. *Activate Your Card:* Please activate your card as soon as you receive it at https://morgan.higheroneaccount.com/activation/start.do. Upon activation, you will be asked to select your preferred method of receiving your MCC refund. You can choose "Easy Refund" method, have funds directly deposited into your existing bank account, or have a check mailed to you.
3. *Keep Your Card:* Remember, even if you are not currently expecting a refund from Morgan Community College, there may be a refund due to you in the future. Keep your card!
4. You can visit www.CCCSRefundCard.com to learn

more about your choices and the benefits that accompany your all-new CCCS Refund Card.

Additional Information can be found on the MyMCC Student Finance tab:

year institution. Assistance with resumes and cover letters, selecting a program of study, transfer advising, and interview coaching are also available.

Housing

MCC does not have residence halls. Students are responsible for locating and securing housing on their own. The college maintains a list of local housing available from community contacts. Housing information is available in the Office of Student Life located in the Student Center, or in the Student Services Office. Lists are maintained of houses and apartments for rent as well as roommate requests.

Identification Cards

Registered students will be issued an MCC Student Identification Card after the refund deadline each semester. The identification card may be required for identification at student sponsored events and at various offices at MCC. The first MCC Student ID card is free; replacement cards are available for a fee. ID photos are taken in the Student Services Office or MCC Centers and cards may be picked up by the student within 3-5 days.

Job/Career Guidance and Placement

The MCC Guidance and Placement Director works closely with faculty advisors to provide special help to students in areas such as career exploration and development. Care is taken in planning the college experience so that the student is career ready upon graduation or has a career direction when ready to transfer to a four-

Library

Morgan Community College Library is part of the Learning Resource Center (LRC), located in Cottonwood Hall. The library offers a collection of both print and non-print materials to help students in gathering information and research. Books, periodicals, newspapers, online databases, electronic resources, and audiovisual items are available for checkout and/or for use in the library. The library offers student computers for Internet access, word processing, and email, as well as wireless Internet access. Morgan Community College Library uses the Auto-Graphics catalog system for locating print and audiovisual materials within its collection and provides access to online databases and electronic resources through the library page on the MCC website.

LIBRARY HOURS

Library hours are posted and may change without notice. To be certain of the hours on a given day, call the library at (970) 542-3185.

Students can view library hours and access other library services by going to their MyMCC Resources tab:

Library

Hours

Semester Hours:
Mon-Thurs: 8 AM to 7 PM
Friday: 8 AM to 3 PM
Weekends & Holidays: **Closed**

Intersession & Break Hours:
Mon-Thurs: 8 am to 5 pm
Friday: 8 am to 3 pm
Weekends & Holidays: **Closed**

Find a Book

Find Articles

Find an eBook

Selected Web Links

Citation Guides

Request Materials (Interlibrary Loan)

Library Home Page

ONLINE COLLECTIONS

Electronic resources are accessible through the library page on the MCC website: www.MorganCC.edu/library. Research links, electronic books, and online databases (collections of abstracts and full-text journal articles) may be accessed on- or off-campus by a computer with Internet access. Digital collections are multidisciplinary in scope and include primary resource materials and images when available.

INTERLIBRARY LOAN SERVICE (ILL)

MCC Library participates as a lender and a borrower with interlibrary loan (ILL). MCC students, faculty, and staff may request books and journal articles from other Colorado libraries (reference, reserve, and most audiovisual materials are not available through ILL). A minimum processing time of two weeks is recommended, and all ILL requests must comply with copyright law. Some libraries may charge a fee for interlibrary loan materials. Requests may be submitted to the MCC Library in person, by phone, or through the library website.

For more information, call 970-542-3185 or visit www.MorganCC.edu/library

Malpractice & Liability Insurance for Students

Students enrolled in selected health professions and service programs are required to carry malpractice & liability insurance. The insurance coverage is available at a nominal cost to students. Students are required to purchase the insurance through the MCC Bookstore or Center.

MCC Road Runner Weekly

Fort Morgan campus activities and events are listed on the MCC Road Runner Weekly. Watch for deadlines and upcoming events and even chances to win prizes. Students can view the online version of the Roadrunner weekly on their MyMCC Student Life tab:

Stay connected

Roadrunner Weekly (Archives)

MCC Calendar

MCC On Facebook

MCC YouTube Channel

MCC TV

MCC sponsors local TV broadcasts on cable channel 10. Information on Morgan Community College activities and events, along with community announcements are telecast. The MCC Telecommunications office supports MCC TV functions and is the contact for TV announcements.

MyMCC Student Portal

Students are given a username (S#) upon admission and a temporary password when they register for courses. Login to MyMCC to reset a password and access student account. Current students using their MyMCC portal account access found at www.MorganCC.edu/MyMCC can accomplish additional services and information. They can register for course, view their financial aid status and awards, access DegreeCheck, order transcripts, find student forms, access their Student Email account, pay tuition, and more.
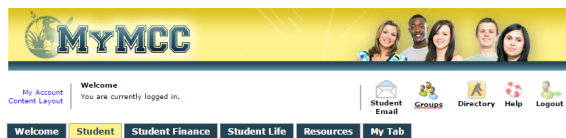
No Loitering Zones

Family members or friends of students are welcome to wait for students to complete class time or school business in the Learning Resource Center (library). All other areas of campus, including the Student Center, are for student use and considered "No Loitering Zones."

Papercut Print Management System

Each student receives a total of $25 printing credit each semester at the Fort Morgan Campus, the Wray Center, and the Burlington Center. The cost for a black-and-white printed copy is 10¢. Color printing is available for an additional charge. When a student logs on to a computer at these locations, a text box is displayed on the screen detailing the remaining amount of printing credit available. The appropriate amount is subtracted each time a print job is sent to a printer.

Once the initial allotment has been used, additional amounts may be purchased in $1.00 increments (nonrefundable) at the MCC Bookstore during regular business hours. At MCC Centers, students should contact Center staff for additional purchases. Usually purchases are applied immediately. Students are reminded to always use "Print Preview" before printing, to plan ahead and purchase more printing credit when the limit is close to being exhausted, and to limit their amount of non-academic printing.

Parking

All MCC parking lots are self-park facilities. The vehicle owner and/or operator is responsible for locating a legal parking space at all times. Within a parking facility, the vehicle must occupy only one stall and be parked facing a wheel stop that designates a parking stall and/or within stall marks painted on the lot surface. Backing into stalls is prohibited.

TYPES OF PARKING VIOLATIONS
- Parking in an unauthorized space, reserved area, or where signs or road markings prohibit parking.
- Parking in a handicap parking space without the proper pass.
- Parking which blocks any other vehicle.
- Parking which interferes with the free and proper use of a roadway, driveway or entrance to a parking lot.
- Parking in a service driveway or service area to include blocking a dumpster.
- Parking on a grassy area.
- Blocking or interfering with the proper use of a crosswalk or sidewalk.
- Overnight parking in an unauthorized parking lot.
- Parking which interferes with the use of a fire hydrant, fire access lane or other emergency zone.
- Parking in any area not specifically designated as a parking lot or space on college premises.

- Parking in violation of temporary instructions during a declared snow emergency

OTHER TRAFFIC VIOLATIONS
- Exceeding the posted speed limits
- Failure to obey signs and markings

PARKING VIOLATION DISCIPLINARY ACTION
- Subject to Student Discipline Policy

Smoking

Consistent with State of Colorado statute, smoking tobacco products is not permitted in any Morgan Community College building or facility. Smoking tobacco products includes the use of cigars, cigarettes and electronic smoking devices (e.g. e-cigarettes). Smoking is allowed anywhere outside, but must be no closer than fifteen feet of the main entryways. Please be considerate and use the ashtrays provided.

Student Ambassador Program

The Student Ambassador Program allows MCC to recognize special honor students and use their talents while building leadership and teamwork skills for the student. Ambassadors help with campus tours, special events and speaking engagements. Contact the Student Life Office at (970) 542-3170.

Student Center

MCC's Student Center on the Fort Morgan campus houses the MCC Bookstore, copy center, Anna C. Petteys Student Lounge, kitchen, a variety of vending machines, ATM, and the Student Life Office. A pool table, computer with internet access, and television are also available for student use during free time. Students can deposit outgoing mail in the Student Center mail slot.

The Anna C. Petteys Student Lounge is not a public space, but is a facility that is only for use by currently enrolled MCC students. The facility was built with and is maintained by student fees. Because of this, the Student Center may be monitored to ensure that those using the facility

are currently enrolled MCC students. Users should be prepared to show a current MCC student identification card and are expected to behave in a respectful manner to other students & staff in the lounge. Profane language is not permitted; users should clean up after themselves; children are not allowed in the student lounge. Individuals using the facility who are not current MCC students will be asked to leave the Student Center.

Student Services Office (One-Stop)

The Student Services One-Stop Office is located in Cottonwood Hall and houses the offices of Admissions, Guidance and Placement, Financial Aid, Records, Registrar, and Registration.

Student Support Center (Tutoring)

The Student Support Center provides tutorial services and an open computer lab with lab assistants and computer software, primarily in the areas of English and mathematics. A tutoring schedule is developed each semester that shows when faculty and peer tutors are available. The Student Support Center provides access and services to qualified college students with physical and/or learning disabilities. Students needing learning assistance at Centers should contact their Center staff.

Telephones/Cell Phones

A student-use phone for local calls from the Fort Morgan campus is available in the Student Center. Center students should contact their Center staff. Cellphone use is permitted in common areas.

Testing Center

Located in the Learning Resource Center (LRC), the Testing Center offers a number of testing services, including standardized tests,

assessment/placement tests, instructor/course tests, exams from other universities, and Guided Studies tests for students and the general public. For testing inquiries or appointments, contact the Testing Center at (970) 542-3188 or 1-800- 622-0216, ext. 3188.

TESTING FEES
Students must contact the Testing Center to determine if there is a cost for their desired test. If so, payment must be made in advance in the MCC Bookstore by presenting the appropriate form from the Testing Center. For a list of tests offered by the Testing Center go to: http://www.morgancc.edu/admissions/testing

TESTING CENTER ON MYMCC
Students can view Testing Center hours and tests offered on the MyMCC Resources tab:

Testing Center

Hours

Fort Morgan Campus

Semester Hours: (Fall/Spring)
Mon, Tue, Thurs., 8 AM to 5 PM
Wednesday 10 AM to 7 PM
Closed: Friday

Summer Session:
Monday, Wednesday 8 AM to 7 PM

Tests

Voter Registration

MCC fully supports and advocates that students and staff register to vote. Voter registration forms are available in the MCC Student Services Office, on the Colorado Secretary of State website at www.sos.state.co.us/pubs/elections/main.htm and through the Federal Government website at http://www.usa.gov/Citizen/Topics/Voting/Register.shtml.

Vending Machines

Many varieties of food and beverage machines are available in the Student Center, Centers, and throughout campus. If students lose their money in any of these machines, they may contact the Bookstore or Center staff for assistance.

Veterans Programs

The Office of Veteran Affairs, located in the Student Services Office, provides enrollment services and general information to students who are eligible for benefits under the Veterans Administration (VA) Program. Courses offered by Morgan Community College, with certain exceptions are approved for the training of veterans and eligible dependents under Chapters 30, 31, 32, 35, and 1606, Title 38, U.S. Code (P1 815).

Students who plan to utilize Veterans Administration (VA) benefits while attending Morgan Community College should contact the Office of Veteran's Affairs immediately after making the decision to attend MCC. A six- to eight-week VA processing time should be anticipated for new applicants. It is the student's responsibility to notify the Office of Veterans Affairs at MCC of any address changes and/or enrollment changes such as course adds and drops, change of program, other schools attended, and any other information related their academic standing. Veterans must submit a copy of their DD214 and official transcripts of grades for any previous college education when submitting their Admission Application to MCC. Failure to provide this institution with a written record may result in serious delay in educational benefits. Students who are applying for VA benefits are responsible for payment of tuition, fees, and books, whether or not benefit payments have started.

Students can find additional information on the MyMCC Resources tab:

Veterans Information

MCC Contacts

VA Website

www.MorganCC.edu

The MCC website, www.MorganCC.edu, reflects the most current college information. Each semester's MCC Schedule of Classes and changes, the MCC Catalog and MCC Catalog Addendum, calendar of important dates, directory of staff, and general college information are accessible on the site. In addition, there are many tasks that can be accomplished electronically: apply for admission,

apply for financial aid, find necessary forms, and
access the college library.

STUDENT RIGHTS & RESPONSIBILITIES

Colorado Student Bill of Rights

The Colorado general assembly hereby finds that students enrolled in public institutions of higher education shall have the following rights:

A. Students should be able to complete their associate of arts (A.A.) and associate of science (A.S.) degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;

B. A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;

C. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;

D. Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;

E. Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;

F. Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;

G. A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

Taken from http://highered.colorado.gov/Academics/Appeals/#billofrights 23-1-125. Colorado Commission on Higher Education directive - Student Bill of Rights

Student Rights and Responsibilities

CLASSROOM

1. Students have the right to inquire, to discuss, and to express their views by orderly means that do not infringe upon the rights of others or impede the progress of the course.

2. Students have the right to expect that instructors will conduct themselves professionally in the classroom in accordance with College policy.

3. Students have the right, through a printed syllabus and course outline, to be informed of the academic standards expected of them in each course. Academic standards shall include, but are not limited to, contents, objectives to be achieved, and grading criteria which will be applied to a particular course of study.

4. Students have the right to be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards. Students have the right to be protected through established procedures against prejudiced or capricious academic evaluation. Students may not grieve a grade. Students can grieve violation of the state's grading criteria or the inequitable application of grading criteria.

5. Students have the opportunity, through established institutional mechanisms, to assess the value of a course, services, facilities, and equipment; to make suggestions as to its direction; and to evaluate both the instructor and the instruction they have received.

6. Students have the right to privacy. Personal or scholastic information about students shall be considered confidential and shall not be disclosed to others except in accordance with College policy, Colorado State Open Records Act, The Family Educational Rights and Privacy Act (FERPA), and Freedom of information statutes.

7. Students have the right to reasonable academic assistance provided by the institution both in and out of the classroom, based on a resource available basis.

8. Students have the right to legally mandated absences, such as military duty, jury duty, or legal summons to a court of law. Students receiving financial aid or Veterans benefits should contact the Financial Aid Office.

9. No qualified individual with a self-identified disability shall, by reason of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity.

CAMPUS

1. Outside the classroom, students have the right to discuss and express by orderly means, views in support of any cause, providing it does not disrupt the operation of the institution or infringe on the rights of other members of the College community, subject only to reasonable time, place, and manner restrictions.

2. Students shall have the right to dress in any way that personal taste dictates and that does not interfere with the education process or with health and safety requirements and is not lewd, indecent, or obscene. Clothing with offensive and/or obscene wording or pictures will not be tolerated. Students wearing such items will be asked to change the item of clothing or leave campus.

3. Students have the right to be free from harassment or discrimination based on race, national origin, gender, religion, disability, age or sexual orientation.

4. Expect an environment free of drug and alcohol abuse.

5. Family members or friends of students are welcome to wait for students to complete class time or school business in the Learning Resource Center (library). All other areas of campus, including the Student Center, are for student use and considered No Loitering zones.

Student Code of Conduct (SCOC)

Students are subject to the same federal, state, and local laws as non-students and are the beneficiaries of the same safeguards of individual rights. As members of the academic community, students are expected to conduct themselves in a reasonable manner.

Students should at all times try to promote a sense of cooperation and work to build an atmosphere that will be most conducive to the goals of higher education. Members of the College community shall recognize the authority of the College to publish and maintain its own set of rules and regulations. It is the responsibility of all members of the College community to make themselves aware of the rules and regulations of the institution and comply with those rules and regulations. All members of the College community, while on campus or while participating in College-sponsored activities (on or off campus), are expected to comply with College rules and regulations and with the regulations of off-campus sites.

Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

1) Academic Misconduct:
Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Morgan Community College disciplinary procedures.

2) Disruptive Behavior:
Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.

3) Deceitful Acts:
Engaging in deceitful acts, including, but not limited to: forgery, falsification, alteration,

misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

4) Conduct that is Detrimental to College or to Safety:

Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Vice President for Student Success. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.

5) Physical/Non-physical Abuse:

- Physical abuse or conduct that threatens or endangers another person's health or safety.
- Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
- Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.

6) Harassment and/or Discrimination:

Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.

7) Sexual Misconduct:

Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See SP 4-120a for more information: http://www.cccs.edu/wp-content/uploads/2013/09/SP-4-120a.pdf)

8) Weapons:

Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

9) Narcotics/Alcohol:

Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.

Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

10) Dress Code:

Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.

11) Leaving Children Unattended:

Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.

12) Violation of Laws, Directives, and Signage:

- Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
- Violations of college traffic and parking rules, regulations, or signage.
- Damage to or falsely using fire alarms and/or fire extinguishers.
- Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
- Violations of college policies, protocols, procedures or signage.

13) Illegal Gambling:
Participation in illegal gambling activities on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

14) Unauthorized Entry and/or Unauthorized Possession:
Entry into or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

15) Unacceptable Use of College Equipment, Network or System:
Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individuals account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.

16) Unauthorized Pets/Animals:
Possession of any unauthorized pet or animal, excluding trained service animals (For residential dorms only: and/or assistance animals) while on college-owned or college-controlled property.

17) Tampering with Student Organization, Election, or Vote:
Tampering with the process of any college recognized student organization, election or vote.

18) Group or Organization Conduct:
Students who are members of a college recognized student organization or group and commit a violation of the Student Code of Conduct may be accountable both as an individual <u>and</u> as a member of the student organization.

19) Abuse of the Student Disciplinary and/or Grievance Procedure:

- Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:
- Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.
- Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
- Attempting to discourage an individual's proper participation in, or use of, the student disciplinary / grievance procedure.
- Attempting to influence the impartiality of a participant and/or the student disciplinary / grievance procedure.
- Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary / grievance procedure.
- Failure to comply with directives and/or sanctions imposed under student disciplinary / grievance procedure.
- Influencing or attempting to influence another person to commit an abuse of the student disciplinary / grievance procedure.
- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary / grievance procedure
- Unauthorized Entry into College Events: Entering or attempting to enter any college-sponsored activity without proper credentials for admission.

20) <u>Preventing or attempting to prevent any student(s) from attending any class or other College activity</u>, impeding, or disrupting any class or other College activity, or attempting to prevent any person from lawfully entering, leaving, or using any College facility. Intentional and unauthorized interference with a right of access to College facilities, freedom of movement or freedom of speech.

21) <u>Damaging, destroying, or stealing College property or private property of students</u>, College staff or guests when such property is located upon or within College buildings or facilities

22) <u>Failure to comply with the verbal or written directions of a College official</u>, violating any

College suspension, probation, or conditions thereof. Failing to comply with contractual obligations with the College (such as defaults on payments, loan agreements, terms of work study, employment, etc.).

23) <u>Influencing or attempting to influence any employee or any student</u> enrolled in the College through the offerings or acceptance of favors (including sexual), bribery, or any kind of threats.

24) Violation of college rules regarding the operation and parking of motorized vehicles on college property.

25) <u>Aiding, abetting, or inciting others</u> to commit any of the acts listed above.

Note: Additional disciplinary policies may be in effect for the health occupations. Please refer to these programs for specific information. Students in the above programs do not in any way forgo their right of due process through the grievance procedure.

Also note: In most circumstances, college will treat attempts to commit code of conduct violations as if those attempts had been completed

Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.

Student Disciplinary Procedure

Board Policy (BP) 4-30; System President's Procedure (SP) 4-301a
Revised June 30, 2015

APPLICATION
The procedure applies to students within the Colorado Community College System (CCCS).

BASIS
Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College. If a student is charged with violating her/his College's Code, these are the procedures to be used in resolving the charge.

DEFINITIONS

Chief Student Services Officer (CSSO):
The individual designated by the College President to administer student affairs and be responsible for administering the College's Student Code of Conduct and this procedure. The CSSO may delegate student discipline to another individual (designee).

Code of Conduct:
A document developed and published by each College which defines prescribed conduct of students.

Complainant(s):
A person(s) who is subject to the alleged misconduct or related retaliation. For purposes of this procedure, a complainant can be a CCCS employee(s), student(s), authorized volunteer(s), guest(s), or visitor(s).

Day:
Refers to working day unless otherwise noted below.

Jurisdiction:
Applies to behaviors that take place on the campus, at System or College sponsored events; and may also apply off-campus and to online activity when the Chief

Student Services Officer (CSSO), or designee, determines that the off-campus conduct affects a substantial System or College interest. A

substantial College interest is defined to include the following:

- Any action that constitutes criminal offense as defined by federal or Colorado law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the System or the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the System or the College.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the System or the College's control (e.g., not on System or College networks, websites or between System or College email accounts) will only be subject to this procedure when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment to the Constitution.

Notice:
Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or emailing the student to their official College email address requesting a delivery receipt notification. If notice is mailed, student shall be given three (3) additional days to respond.

Respondent:
A student whose alleged conduct is the subject of a complaint or incident.

Retaliatory Acts:
Include but not limited to intimidation, verbal or physical threats, harassment, coercion, or other adverse action(s) against a person who reports an incident of misconduct.

Sanctions:
One or more of the following may be imposed when there is a finding that a student has violated the College's Code of Conduct:

1. Warning: A Notice served upon the student advising her/him that he/she is violating or has violated College regulations.
2. Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
3. Other Disciplinary Sanction: Fines, restitution, denial of privileges (including extra-curricular activities or holding office in student organizations), assignment to perform services for the benefit of the College or community; educational sanctions such as mediation, letter of reflection, attendance at a workshop, seminar, or training writing a letter of apology seeking academic advising; re-assignment or eviction from campus housing, substance abuse screening, re-assignment to another class section, including a potential online section, or other sanction that doesn't result in the student being denied the right of attending classes, or any combination of these.
4. College Suspension or Expulsion: An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time.

a. Suspension is a separation that shall not exceed three academic terms (including summer term) per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-

admission at any of the community Colleges within the System.

Additionally, if a student is suspended at any of the other Auraria Campus Institutions (i.e., Metropolitan State University of Denver [MSUD] or the University of Colorado Denver [UCD]), he or she will not be eligible for admission or re-admission at the Community College of Denver (CCD).

Consequently, if a student is suspended at MSUD or UCD and attempts to enroll at one of the other twelve community Colleges within the System, he or she may be denied pursuant to the process under Board Policy 4-10, Admission, Continued Enrollment and Re-enrollment of Students.

Once the suspension is lifted at any of the community Colleges within the System, MSUD or UCD, the student may be eligible for admission or re-admission.

Examples of suspension include, but are not limited to the following: the College, a department or program, a class, use of a College facility or an activity.

Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the CSSO or designee in accordance with this procedure.

b. Expulsion is an indefinite separation from the College. The expelled student is not eligible for admission or re-admission at any of the community Colleges within the System.

Additionally, if a student is expelled at MSUD or UCD, he or she will not be eligible for admission or re-admission at CCD. Consequently, if a student is expelled at MSUD or UCD and attempts to enroll at one of the other twelve community Colleges within the System, he or she may be denied pursuant to the process under Board Policy 4-10, Admission, Continued Enrollment and Re-enrollment of Students.

In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove that the behavior resulting in the expulsion has been resolved. It is the College's discretion to admit or deny the student.

5. Interim Action: An immediate action taken by the CSSO or designee, to ensure the safety and well-being of members of the System or College community; preservation of System or College property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the System or College. In the event of an interim action, the hearing before the CSSO or designee shall occur as soon as possible following the interim action. If the College issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If the College does not implement a permanent sanction, the interim action will be removed from the student's record.

6. The College may issue a "Cease Communications", "No Contact", and/or "No Trespass" directive, also referred to as a persona non grata. Student: All persons currently taking courses at or sponsored by the College(s), pursuing either credit or non-credit courses (or both), including those concurrently attending secondary or post-secondary institutions and College. Persons who are not officially enrolled for a specific term, but who have a continuing relationship with the College are considered students.

7. Continuing Relationship: A student registered for an upcoming term or has indicated intent via a transaction such as a financial aid application to register for an upcoming term. A continuing relationship also includes students who are first time enrollees who engage in

misconduct prior to the time of enrollment. For students in a continuing relationship status, jurisdiction and the reasonable person standard must be considered in pursuing disciplinary charges. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

8. <u>Title IX Coordinator(s) and Title VI and VII Coordinator(s) (EO Coordinator</u>): Designated by the College President to oversee all civil rights complaints.

9. <u>Training</u>: All College officials involved with the investigation and discipline process will be trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking.

PROCEDURES

The CSSO or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the College will investigate those incidents through the Civil Rights Grievance and Investigation Process, System President's Procedures (SP) 3-50b and (SP) 4-31a via the following link: https://www.cccs.edu/about-cccs/state-board/policies-procedures/.

Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation Process, the CSSO or designee shall render a sanction decision.

1. The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or

College procedures; and impose a sanction(s) if appropriate.

In cases of domestic violence, dating violence, sexual assault and stalking, the complainant and the respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final and shall be given the rationale for the discipline decision.

The student shall receive written notice of the decision and be advised of her/his right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the decision.

APPEAL

In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the Appeals Officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding(s) and sanction(s) will stand if the appeal is not timely or substantively eligible, and the decision is final.

If the appeal has standing, the documentation is reviewed. Because the original finding(s) and sanction(s) are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The only grounds for appeal are as follows:

1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or

2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding.

Failure to participate in the initial process does not constitute as new information for the appeal process

If the Appeals Officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO or designee with instructions to reconvene, in order to cure the error. In rare cases of bias, where the procedural or substantive error cannot be cured by the CSSO or designee, the Appeals Officer or committee may order that a new hearing be held by a different individual acting in the place of the designated CSSO or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed once on (either or both of) the two applicable grounds for appeals.

If the Appeals Officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to civil rights violations pursuant to SP 4-31a, the Appeals Officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CSSO, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- If the Appeals Officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee for reconsideration (remand) should be pursued.
- Appeals are not intended to be a full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
- An appeal is not an opportunity for an Appeals Officer or committee to substitute their judgment for that of the CSSO or

designee, merely because they disagree with her/his finding and/or sanctions.
- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
- Sanctions imposed are implemented immediately, unless the CSSO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Appeals Officer or committee will render a written decision on the appeal to all parties within seven (7) days of receiving the appeal request. The committee's decision to deny appeal requests is final.

ADDITIONAL PROCESS PROVISIONS
The student may have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise her/his advisee, but not speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The CSSO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

- The student is responsible for presenting her/his own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing, except when the student is under the age of eighteen (18) or incapacitated.
- •Student shall have the right to identify documents, witnesses and other material he/she would like the CSSO or designee to review before making a final decision.
- Any hearing held shall be conducted in private unless all parties agree otherwise.
- A record of the hearing should be maintained by the CSSO or designee.
- Audio and/or Video Recording – the College, at its discretion, may audio or video record any meeting throughout the process. Should a recording exist, the student may request a copy at the end of the process. No other audio or video recording will be allowed.
- If student has a disability and would like to request an accommodation to assist her/him

through the discipline process, he/she may do so by informing the CSSO or designee. The CSSO or designee will then work with disability support services to accommodate the request.

- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- Standard of proof – the College will use the preponderance of evidence standard in the disciplinary proceedings, meaning, the College will determine whether it is more likely than not that a conduct code was violated.
- All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSSO or designee for special consideration in exigent circumstances, but the presumptive stance of the College is that the sanctions will stand. Graduation, study abroad, internships/externships, clinical placements, extra-curricular activities, etc. do not (in and of themselves) constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
- The procedural rights afforded to students above may be waived by the student.
- All timelines may be extended as agreed upon by both parties.

RETALIATORY ACTS
It is a violation of this procedure to engage in retaliatory acts against any employee or student who reports an incident(s) of Code of Conduct violations or any employee or student who testifies, assists or participates in the discipline proceeding, investigation or hearing relating to such allegation(s) of Code of Conduct violations.

REVISING THIS PROCEDURE
CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately

NOTE: The full procedure may be viewed at:

https://www.cccs.edu/about-cccs/state-board/policies-procedures/

Sexual Misconduct/Sexual Harassment

For complete copy of the Sexual Misconduct Procedure SP 4-120a go to: https://www.cccs.edu/wp-content/uploads/2013/09/SP-4-120a.pdf
If you believe you have been or are the victim of sexual misconduct or sexual harassment, including sexual assault, sexual violence, you may report such conduct or file a complaint under Title IX with the Title IX Coordinator. Complaints of student sexual misconduct are addressed by the Title IX Coordinator and are governed by the "Sexual Misconduct Procedure SP 4-120a."

KEY INFORMATION:
Sexual Misconduct offenses include, but are not limited to:
- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

Sexual Harassment is:
- unwelcome, sexual or gender-based verbal, written, online and/or physical conduct that is,
- sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone the ability to participate in or benefit from the System or College's educational program and/or activities, or work activities, and
- the unwelcome behavior is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

COMPLAINT PROCEDURE
MCC can only respond to allegations of misconduct if it is aware of the misconduct. Further, MCC can more effectively investigate the sooner the allegation is brought to its attention. Any employee, student, authorized

volunteer, guest or visitor who believes that he or she has been subjected to sexual misconduct, or believes someone else a part of the MCC community is being subjected to sexual misconduct, shall contact:

The Title IX Coordinator when the alleged victim and/or respondent is a student.

The EO Coordinator when the alleged victim and the respondent are a composition of employees, authorized volunteers, guests or visitors.
Anyone can request advice and information about possible ways to proceed and to put the college on notice.
MCC Contacts
Director of Human Resources
Andria Koppels
(970) 542-3129
Andria.Koppels@morgancc.edu

Vice President of Student Success
Kent Bauer
(970) 542-3111
Kent.Bauer@morgancc.edu
Vice President for Administration and Finance

Susan Clough
(970) 542-3127
Susan.Clough@morgancc.edu
Director of Guidance and Placement/ADA Coordinator

Dan Marler
(970) 542-3157
Dan.Marler@morgancc.edu
Other Contacts
Sexual Assault Response Advocates (S.A.R.A.)
418 Ensign St. | Fort Morgan, CO 80701
(970) 867-2121
Toll Free: 1-855-440-SARA (7272)
Fax: (970) 867-4714
http://www.sarainc.org

Rape, Abuse and Incest National Network
http://www.rainn.org

Student Grievances

1. Students shall have the right to utilize grievance procedures and to seek redress in the event they believe that their rights and/or freedoms are violated.
2. Students may not grieve a course grade.
3. Complaints from students alleging violation of Title VI, IX, or ADA/504 will be referred to the Vice President for Administration and Finance. The Vice President of Administration and Finance will be responsible for maintain in g a record of the nature of complaint, date filed, location, current status, and resolution and for assigning the complaints to the appropriate coordinator for resolution.
4. Any student who files a complaint with knowledge of frivolous intent will be subject to disciplinary action.

NON-CIVIL RIGHTS COMPLAINTS
This Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services. The Chief Student Services Officer is charged with hearing non-civil rights complaints.

STUDENT GRIEVANCE PROCEDURE
Basis
This Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services. If the basis of the claim is discrimination and/ or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process. If the accused (respondent) is a student, please refer to SP 4-31a. If the respondent is a CCCS employee, please refer to SP 3-50a.
View:
SP 4-31a
https://www.cccs.edu/wp-content/uploads/2013/09/SP4-31.pdf
SP 3-50a
https://www.cccs.edu/wp-content/uploads/2013/09/SP3-50a.pdf

Definitions
- COMPLAINANT(S) is a person who is subject to alleged inequity as it applies to Board Policies, System President's Procedures, or College Procedures. For purposes of this procedure, a complainant is student who was enrolled at the time of the alleged incident.

- RESPONDENT(S) is a person whose alleged conduct is the subject of a complaint. For purposes of this procedure was enrolled at the time of the alleged incident, authorized volunteer(s), guest(s), visitor(s), or college.
- GRIEVANCE: A grievable offense is any alleged action which violates or inequitably applies State Board Policies, System President's Procedures, and College Procedures. The complainant must be personally affected by such violation or inequitable action.
- NON-GRIEVABLE MATTERS: The following matters are not grievable under this procedure except as noted: matters over which the college is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by discrimination and/or harassment which should be filed under the appropriate Civil Rights Grievance and Investigation Process.
- CHIEF STUDENT SERVICES OFFICER (CSSO): The college employee designated by the college president to administer student grievances. The CSSO may delegate the responsibility over student grievances to another person.
- NOTICE: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or email with receipt notification to the address the student has filed with the College's admissions and records office. If notice is mailed, student shall be given three (3) additional days to respond.
- DAY: Refers to calendar day unless otherwise noted below.
- REMEDY: The relief that the Grievant is requesting.

FILING A COMPLAINT

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

PROCEDURES

Students must timely submit all grievances in writing to the CSSO. The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable.

The complainant's supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the complainant should state the reasons why.

Morgan Community College Community College benefits from informal and formal procedures that encourage prompt resolution of complaints and concerns students may have about the implementation of policies and procedures that govern the institution.

1. Informal Grievance Process Complainant is encouraged to resolve the issue with the Respondent through the informal process. The CSSO shall facilitate the informal process. If the informal grievance process is unsuccessful, or if CCCS or the complainant chooses not to pursue the informal process, the CSSO will open a formal grievance case.
2. Formal Grievance Process
a. Complainant must timely file a written statement of the actions complained of and describes the remedy s/he is seeking with the CSSO. A matter could also be referred to this process by the College president or his/her designee. Once a written grievance is filed or referred, the CSSO or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and

the Complainant will be notified of the reasons.

b. If the matter is determined to be grievable, the CSSO will request a meeting (hearing) with both the complainant and respondent. Both parties will be given the opportunity to discuss the allegations of the grievance and may offer any documentation, witnesses, or other materials in support of the complaint. During this hearing, neither party may have a representative, including attorneys or law students. These procedures are entirely administrative in nature and are not considered legal proceedings. No audio or video recording of any kind other than as required by institutional procedure is permitted. The CSSO may also contact or request a meeting with relevant college staff, students, or others as part of the investigation.

c. At the CSSO's discretion, the CSSO may discontinue meetings with anyone that is causing a disruption to the process or is being uncooperative, and will proceed to make a determination based on the information known at that time.

d. Based on the preponderance of evidence, the CSSO shall issue a decision, in writing, to both the complainant and respondent. The decision shall reject or grant the grievance and make recommendation(s) to resolve the issue(s). The complainant and respondent shall be advised of his/her right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSSO within seven (7) days of service of the Decision.

e. In the event of an appeal, the CSSO shall give written notice to the other party to allow him/her the opportunity to submit a response in writing. The CSSO will also draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding will stand if the appeal is not timely or substantively eligible, and

the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error as the original finding is presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows: 1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); or 2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included in the written appeal.

f. If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO to reconsider in light of the new evidence, only.

g. If the appeals officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO with instructions to reconvene the hearing to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the CSSO in cases of bias, the appeals officer or committee may order a new hearing be held by a different individual acting in the place of the designated CSSO. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

Special grievance process provisions

- In the event that the student is under the age of eighteen or incapacitated, s/he may have an advisor present to assist him/her in presenting his/her case.
- Students do not have the right to be represented by an attorney or law student during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only.

- The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of eighteen or incapacitated.
- Student shall have the right to identify documents, witnesses and other material he/she would like the CSSO to review before making a final decision.
- Any hearing held shall be conducted in private unless all parties agree otherwise.
- A record of the hearing should be maintained by the CSSO.
- If student has a disability and would like to request an accommodation to assist him/her through the grievance process they may do so by informing the CSSO. The CSSO will then work with disability support services to accommodate the request.
- If the grievance is against the CSSO, the Chief Academic Officer or other person designated by the president shall perform the duties of the CSSO.
- Jurisdiction-College grievance proceedings may be instituted over incidences that occur or are related to College or college-sanctioned activities or was of such a nature to impact upon the college.
- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- Standard of proof-the college will use the preponderance of evidence standard in the grievance proceedings, meaning, the college will determine whether it is more likely than not the complainant was subjected to inequity as it applies to Board Policies, System President's Procedures, or College procedures.
- The procedural rights afforded to students above may be waived by the student.

RETALIATORY ACTS

It is a violation of the grievance procedure to engage in retaliatory acts against any employee or student who files a grievance or any employee or student who testifies, assists or participates in the grievance proceeding, investigation or hearing relating to such grievance.

REVISING THIS PROCEDURE

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

FILING A COMPLAINT

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

WHO TO REPORT TO

Student Grievance Incident Report Form:
To file a non-civil rights complaint, complete the Student Grievance Incident Report Form found at www.morgancc.edu/grievances

Submit all Student Grievance Incident Report forms to:

Morgan Community College
CSSO: Kent Bauer,
Vice President for Student Success
920 Barlow Road
Fort Morgan, CO 80701
Telephone: (970) 542-3111
Email: kent.bauer@morgancc.edu

Complaint Incident Report Form (Civil Rights):
To file a civil rights grievance complete the Complaint Incident Report Form found at www.morgancc.edu/grievances

Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator:
Morgan Community College
Susan Clough,
Vice President for Administration & Finance/Title IX Coordinator
920 Barlow Road, Fort Morgan, CO 80701
Telephone: 970-542-3127
Email: susan.clough@morgancc.edu

Students with complaints of this nature also have the right to file a formal complaint with the United States Department of Education at:
Office for Civil Rights (OCR)
The United States Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310

Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4304
Email: OCR.Denver@ed.gov
Web: http://www.ed.gov/ocr

TUITION CLASSIFICATION

Residency (In-State Tuition Classification)

Students are classified as a Colorado resident or non-resident for tuition purposes based on the information provided on the admissions application.

Non-resident tuition represents the full cost of education at public institutions. When a student is classified as a Colorado resident for tuition purposes, the difference between the non-resident and resident tuition is paid by the taxpayers of the State of Colorado in the form of a College Opportunity Fund (COF) stipend. Therefore, tuition classification, as mandated by state statute, is adhered to rigorously at Morgan Community College.

Students are classified as either a resident or a non-resident of Colorado for tuition purposes at the time of admission. Colorado Tuition Classification is governed by State Law (Title 23, Article 7, of the Colorado Revised Statutes of 1973, as amended) and by judicial decisions that apply to all public institutions of higher education in Colorado and is subject to change at any time. Residency decisions do not transfer between Colorado colleges. Morgan Community College must apply the rules set forth in the residency statutes and is not free to make exceptions to the rules except as specifically permitted by law.

GENERAL QUALIFICATIONS

- Resident status requires domicile in Colorado for one year immediately prior to the first day of class. Domicile is defined as a true, fixed, and permanent home and place of habitation. Domicile is a legal characteristic that everyone has, and students can have only one domicile at any one time. A student's domicile is a legal, primary residence.
- During the one-year domicile period, the student should comply with all legal

obligations of a Colorado resident such as demonstrating proof of voter registration, Colorado income tax payment, Colorado motor vehicle registration, Colorado issued driver's license or ID card, and/or proof of employment.
- Students under the age of 23 (unemancipated minors) may be eligible for in-state tuition if a parent or court-appointed legal guardian has been domiciled and complied with legal obligations in Colorado for one year.
- Students whose parents are not domiciled in Colorado may also qualify to begin the one-year domiciliary period if the student is either: at least 23 years old, or married, or emancipated. Emancipation requires that the student's parents do not provide financial support of any nature or purpose. Parental support includes funds previously set aside for current support even if those funds are in the student's name. Parents may provide reasonable incidental gifts, but may not provide significant funds in order to be considered emancipated. A student who is claimed as a dependent on parent taxes is not emancipated.
- There are several amendments to the Tuition Classification Law for certain populations of students including Olympic Athletes, Military Personnel, Inmates, recent Colorado High School graduates and GED recipients, etc. Contact the MCC Director of Admissions to determine who may be in an eligible population.

INITIAL CLASSIFICATION

The initial tuition classification decision is made by the designated Residency Examiner in the Admissions and Records Office for the semester the student is admitted. The classification is based on the information provided on the application for admission. Failure to answer all questions could lead to a non-resident classification. After the student's status is determined, it remains unchanged in the absence of further action and evidence to the contrary.

Also See TUITION & FEES

Petition for Residency/In-State Tuition Classification

If you have been classified as a non-resident (for college tuition purposes) and believe you qualify for in-state/resident tuition, you may appeal your classification. Download and complete a "Petition for In-State Tuition Classification" or a "Correction to Application for Tuition Classification form."

Return the form along with the documentation it requests to the MCC Director of Admissions by the deadline date for the semester in which you are seeking a tuition classification change. Any changes in tuition classification must be submitted to the Director of Admissions prior to the drop date for current semester. Non-residents who enroll in classes while their residency classification is being reviewed must pay the non-resident rates to hold a place in classes. If residency classification is changed, the college will refund the difference for the current semester as long as changes in tuition classification are submitted to the Director of Admissions prior to the drop date for the semester.

Also See TUITION & FEES

Reduced Non-Resident Tuition (WUE)

The Western Undergraduate Exchange (WUE) program allows students who are residents of states that are part of the Western Interstate Commission for Higher Education to be eligible for a tuition rate that is less than non-resident tuition.

At MCC, eligible students pay 50 percent more than in-state tuition, which is considerably less than non-resident tuition. Any changes in tuition classification must be submitted to the Director of Admissions prior to the drop date for the current semester.

For a current list of colleges and universities participating in the WUE program, search the WUE Web site: http://wiche.edu/wue

Also See TUITION & FEES

Colorado ASSET In-State Tuition

To qualify for Colorado ASSET in-state tuition a student must:*

1. Have attended a public or private high school in Colorado for at least six semesters immediately preceding graduation or completing a GED in Colorado

2. Be admitted to or already attend a public college or university in Colorado within 12 months of graduation

3. Apply for College Opportunity Fund

*if a student graduated or got their GED before September 1, 2013, there are different criteria that can be found on our website at www.MorganCC.edu

Residency for Colorado Active Duty Military & Dependents

Active-duty members of the armed forces of the United States and Canada on permanent duty station in Colorado and their dependents are eligible for in-state status, regardless of domicile or length of residence in Colorado. The military member must have reported to a duty station in the State, as certified by their military command, by the first day of class of the applicable academic term. To apply, please submit the Military Certification for Tuition Classification form to the Admissions and Records Office by the first day of the semester for each term in which you are enrolling.

Also See TUITION & FEES

Residency & Honorably Discharged Veterans

Honorably discharged veterans and their dependents may qualify for in-state tuition. To apply, please submit the Veteran Residency Requirement Waiver to the Admissions and Records Office. Students who receive resident tuition classification as a result of this legislation are not counted as resident students for any other purpose; however, beginning with the fall semester 2011, these students shall be eligible to receive a stipend from the College Opportunity Fund.

Also See TUITION & FEES

Tuition Classification Changes

Any student who believes his/her tuition classification is not correct or has changed and now wishes to prove he/she is eligible for in-state tuition may petition for in-state tuition or resident classification and should contact the MCC Director of Admissions for assistance. Petition forms are available online at www.MorganCC.edu or at the Admissions and Records Office. Changes in tuition classification must be submitted to the Director of Admissions prior to the drop date for the current semester.

Petitions for in-state residency must be done prior to the end of add/drop for that semester. Students who meet this priority deadline should know the petition decision before the deadline to drop courses for the fifteen week semester. The MCC Director of Admissions may request additional documentation as the burden of proof rests upon the petitioner to substantiate the claim of resident for tuition classification purposes. The MCC Director of Admissions notifies the student of the outcome within 30 days of the decision via official MCC student email and/or standard letter.

Also See TUITION & FEES

Tuition Classification Appeal Procedures

Any student who is denied in-state tuition classification after petitioning for in-state tuition may appeal the decision of the MCC Director of Admissions. The student must appeal in writing and provide any additional supporting documentation available to substantiate the claim to in-state tuition classification within 30 days of the denial. The student will be notified of the decision made by the MCC Appeals Committee within 30 days. The decision of the MCC Appeals Committee is final and will not be overturned by the Department of Higher Education.

Also See TUITION & FEES

Correction of Residency Determination Due to an Error

MCC reserves the right to correct a residency determination after the 30 day deadline in cases where the college believes an error was made.

Also See TUITION & FEES

TUITION, FEES, PAYMENTS & REFUND POLICIES

Tuition & Fees

Tuition and fees are established by the State Board for Community Colleges and Occupational Education (SBCCOE) and are subject to change without notice.

For a complete list see
http://www.MorganCC.edu/admissions/tuition-and-fees

Payment Policy

Tuition, fees, and other charges are to be paid at the time of registration or by 5:00 p.m. the Monday two weeks before the first day of the semester, regardless of the start date of the course(s) for that semester. Payment for enrollment after that day is due within 24 hours.

If full payment is not made, students may be dropped from all enrolled courses and other students will be allowed to enroll in the vacated spaces. Financial Aid students who do not have their financial aid complete by these deadlines, or non-financial aid students who are unable to pay by the deadlines should contact the MCC Accounting Office if they are interested in the deferred payment plan (FACTS).

If the student is not planning to attend MCC, he/she must log on to his/her student account at MyMCC and drop the classes by the published add/drop date for the course. Even though MCC intends to drop students for non-payment, the College cannot guarantee the classes will be dropped for unpaid accounts. Students are responsible for dropping courses even if they do not pay on time and will be responsible for any balances owed for classes that were not dropped.

See PAYMENT & REFUND POLICIES, DEFERRED PAYMENT PLAN and TUITION CLASSIFICATION for additional information regarding tuition, fees, refunds, and rules

regarding how a student is determined to have in-state status at a Colorado college

Financial Obligations of Students/Payment Due Dates

Financial obligations are due and payable to the College when incurred and are payable on the established dates. An authorized third-party may be billed for tuition and fees, however ultimate responsibility for payment remains with the student. Students who are financially obligated to MCC – whether through a student loan, a third-party promise-to-pay, outstanding deferred payment, or failure to account for college property in their possession (including library materials) – are not issued an official transcript, diploma, nor allowed to register again at MCC nor at any CCCS college until payment is made.

Financial Aid Students and Payments

Financial aid students who have not submitted complete financial aid applications two weeks prior to the beginning of the term must make payment arrangements with the Accounting Office. If sufficient financial aid has not been awarded to cover the cost of tuition and fees, students must then pay 50% of all tuition and fees by the tuition payment due date, and follow the deferred payment plan (FACTS) for the balance (including the payment of a processing fee at that time.)

College Opportunity Fund (COF)

The state of Colorado pays a portion of the total cost of higher education for Colorado residents attending Colorado public institutions for their undergraduate degrees. Students must request the state-pay portion of their tuition, but they only need to apply once. Students must authorize the use of funds at each school attended. At Morgan Community College, students can

authorize COF through their online MyMCC student account.

TO ENROLL IN COF

Applicants will need a Social Security number or alien registration number and must provide one of four types of identification:
- Colorado driver's license or Colorado Identification card
- U.S. Military card
- U.S. military dependent ID card
- U.S. Coast Guard Merchant Mariner card

HOW THE COLLEGE OPPORTUNITY FUND WORKS

1. Eligible residents sign up at the COF Web site.
2. When students register for classes, they must authorize which classes they want their COF stipend to pay for individually - or they can give a lifetime authorization.
3. Students apply for COF funds through the Student Tab on MyMCC.
4. Once Morgan Community College receives COF confirmation from the Colorado Department of Education, the student account is credited with the COF stipend.

The information provided on the COF application will be verified by the Colorado Department of Education.

The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004 the Colorado legislature enacted a law establishing the College Opportunity Fund (COF). Under this law, the State gives a stipend to Colorado resident students who apply for it and sends the stipend directly to the student's account at the institution the student designates. The COF stipend appears as a credit on the student's tuition bill. Students create a lifetime COF account by going to the MCC website home page www.MorganCC.edu and clicking on the COF icon and following the steps listed. Thereafter, each semester a student registers for college courses the student specifies which college will receive their COF stipend. The stipend amount will appear as a credit on the student's tuition bill each semester.
- The College Opportunity Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of the total resident tuition when a student attends

a Colorado public institution or a participating private institution.
- Qualifying students may use the stipend for eligible undergraduate courses. The stipend is paid on a per credit hour basis to the institution at which the student is enrolled. The credit-hour amount will be set annually by the Colorado General Assembly.
- Concurrent Enrollment students are eligible for COF regardless of their tuition classification (Colorado resident or non-resident) and are exempt from HB 1023 up to age 21. All Concurrent Enrollment students must apply for the College Opportunity Fund. Once students are no longer Concurrent Enrollment students they are subject to COF qualifying student definitions and HB 1023 requirement

INSTITUTIONAL COF WAIVER

Students who have used their 145 lifetime COF credit hours funding may be eligible for a one-time, one-year institutional waver. Students who wish to initiate the waiver process should send a written request to Student Services requesting the waiver.
And/or
The College will periodically run a list of COF errors and while working those errors if it is determined that a student has reached their maximum COF funded hours we will automatically grant a one-time, one-year institutional waver for those student who qualify. A letter will be sent to those students notifying them that an institutional waiver has been granted. If the student wishes to decline the automatic institutional waiver they must do so in writing within the time frame outlined in the letter.

CCHE Waiver

If you exceed this institutional waiver and still need eligibility and have earned your bachelor's degree you may qualify for an additional 30 credits for Post-Bachelor work (if eligible). Please submit an official transcript verifying the receipt of the bachelor's degree. Or if you need eligibility to complete your undergraduate education, you may apply directly to the State of Colorado for a commission waiver. Waiver forms and instructions are available on their website at http://highered.colorado.gov/Finance/COF/.

Deferred Payment Plan (FACTS Tuition Management Program)

The college provides a deferred payment plan for tuition and fees. With a deferred payment plan, students can pay tuition and fees with an initial down payment and two installments. (Books and supplies may not be deferred.) Any enrolled student who has not abused the deferred payment terms in a prior semester or has not been sent to collections is eligible to use a deferred payment plan.

Requirements include:
- A minimum down-payment of 50% paid by the Monday two weeks before the first day of the semester;
- Completion of an electronic application for the FACTS Tuition Management Program; the electronic form can be found on the student's MyMCC account.
- Must have a checking or savings account or debit or credit card (as all installment payments are made electronically); AND
- A $35 processing fee (non-refundable) as well as the down-payment will be automatically deducted from checking or savings account or credit/debit card upon completion of FACTS application process.
- It is the student's responsibility to notify the Accounting Office of any changes to his/her account, including but not limited to new enrollment, dropped/cancelled classes, approved financial aid and/or any other additional payments on the account.

FACTS PAYMENT POLICIES & INSTALLMENT PAYMENT DATES	
Payment of balance in TWO equal installments as follows:	
Fall Semester	October 5 & November 5
Spring Semester	March 5 & April 5
Summer Semester	July 5 (1 installment)

NOTE: If a student drops/withdraws from courses after the refund deadlines, he/she is still responsible for completing FACTS payments.

CCCS Refund Debit Card (Higher One)

Students receive all refunds from MCC on a Colorado Community College System (CCCS) Refund debit card. The card is mailed to the student directly from Higher One and must be activated online by the student. This is the only means of refund employed by the College.

CCCS Refund Debit Card is utilized by MCC Accounting to issue refunds for:
- canceled and/or dropped courses
- credit balances for any reason
- financial aid refunds

Debit Card Activation

Students should activate their card immediately after it is received in the mail. Upon activation, students will be asked to select their preferred method of receiving MCC refunds. They can choose "Easy Refund" or have funds directly deposited into their existing bank account, among other options.

Activation links can be found at the MCC website, MyMCC student accounts, and at https://morgan.higheroneaccount.com/

Debit Card Address Verification

Students should access their MyMCC student account and verify that MCC has their current mailing address. An incorrect mailing address will delay receipt of refunds and a fee is charged by Higher One to replace lost cards sent to the wrong address.

Debit Card Replacement Charges

Students should keep their card, even if they are not expecting a refund or financial aid remainder balance. There may be a refund due to them in the future, and Higher One only issues

one free card. Cards after the initial mailing are issued at a cost to the student by Higher One.

Nonattendance

To end enrollment in one or more courses, students must officially drop or withdraw from courses via the MCC website or submit the correct form to the Student Services Office or MCC Center by the published deadline. Nonattendance in courses does not automatically drop nor withdraw a student from a course nor change financial obligations incurred.

Deadlines for drop and withdrawal of each course are listed on the student's course schedule which is available on the MyMCC student account. Dropping or withdrawing from courses may affect a student's financial aid status. Financial aid students should contact the Financial Aid Office for policy information.

Refunds for Dropped Courses

Students must officially drop college courses by accessing their MyMCC student account or by processing the required form in the Student Services Office or MCC Centers on or before the refund deadline for the course. Students completing the proper steps may be eligible for a refund of tuition and fees.

100 percent (100%) of tuition and fees (except the deferral fee) are refunded if a student drops courses before the refund deadline period for the course. The refund deadline is calculated as 15 percent (15%) of the instructional days for the course. No tuition and fee refunds are granted after the refund deadline. Exceptions to the Institutional Refund Policy should be referred to the Controller.

Refunds for payments made by credit card are refunded back to the credit card. All other refunds are processed via a HigherOne debit card.

Financial Aid Students: If you drop or withdraw from courses you may have to repay financial aid. Information about repayment of Title IV funds

and refunds is listed in the Financial Aid Section of this catalog.

Refund Policy for Drops after Drop/Refund Deadline (Withdrawals)

Students must officially withdraw from college courses by processing their withdrawal online or by completing the required form in the Student Services Office or MCC Centers during the stated withdrawal period. Each student's course schedule lists the drop/refund deadline and the withdrawal deadlines by course. Students who drop course(s) or request withdrawal from course(s) after the drop/refund deadlines but before the listed withdrawal deadline are graded with a withdrawal "W" grade and are not eligible for any refund. The advantage to requesting a withdrawal as opposed to failing a course by nonattendance is that the "W" grade is not computed into the student's overall GPA. Financial Aid Students: Dropping or withdrawing from course(s) may require you to repay financial aid. Information about repayment of Title IV funds and refunds is listed in the Financial Aid Section of this catalog.

Refund Policy for Canceled Courses

Occasionally the college must cancel courses due to enrollment numbers, instructor issues, etc. The college will automatically process the drop for students registered for courses which are canceled. 100% of paid tuition and fees is refunded for any course canceled by the college.
Refunds for payments made by credit card are refunded back to the credit card. All other refunds are processed via a HigherOne debit card.

Financial Aid Students: Canceled courses may require re-payment of financial aid. Information about repayment of Title IV funds and refunds is listed in the Financial Aid Section of this catalog.

Bad Checks

Returned checks constitute non-payment. If a check is returned prior to the official refund deadline due to non-sufficient funds or stop payment, students may be dropped from all courses and could be charged a bad check fee.

Students must pay the registration fee and the deferred payment fee if applicable. A hold at MCC and at all CCCS Colleges is placed on the student's account until fees are paid. If a check is returned after the official refund deadline, students are not dropped from courses. Students are responsible for all outstanding tuition, fees, bad check fees, and resulting collection charges. A hold at MCC and at all CCCS Colleges is placed on grades, transcripts, diplomas, and future registration until the debt is paid. Unpaid balances resulting from returned checks are pursued by the college and a collections service.

Delinquent Accounts

In accordance with State policy, all delinquent student obligations, including those from improper withdrawal/drop procedures and the loss of previously awarded financial aid, are referred to an outside collections service. Additional interest and collection costs will be charged to the student account.

Accounting Services Offices

MCC Accounting Services Offices are located in the lower level of Aspen Hall and house the offices of the MCC Controller, Accounts Receivable, and Accounts Payable. Accounting Services assist students, staff, and vendors with billing and payment questions. Accounting Services provides assistance to students who wish to apply to the MCC deferred payment plan for tuition (FACTS), and assists students with questions regarding their HigherOne refund debit card.