

# Academic Catalog

2023-2024



**MORGAN**  
COMMUNITY COLLEGE

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## PRESIDENT'S MESSAGE



Welcome to Morgan Community College!

We consistently hear from our past students that MCC is a special place that made a difference in their lives. This is largely due to our faculty and staff who care about others like they are family. Your success is our top priority!

Our mission at MCC is to empower students and enrich communities. Our vision is to develop learners and responsive leaders who inspire innovation and passion in future generations. Every student is important to us and plays an important role in supporting the growth and development of our region, today and in the future.

As an integral part of beautiful northeastern Colorado, MCC is here to provide you with a great education and the opportunity to jumpstart your career. Our region is as diverse as it is wide—11,500 square miles that includes some of the most culturally rich communities in Colorado. This richness provides the opportunity for you to engage in thoughtful dialogue to learn about, experience, and honor the diversity of the region.

The “MCC experience” might be different than what you would encounter at a large campus, but this creates unique advantages. You will experience smaller classes and personalized support by faculty and staff. You will have many opportunities to share your interests, grow your leadership ability, and express your voice in student clubs, honor societies, and extracurricular activities. At every step in your journey, the faculty and staff at MCC are here to help you connect with the activities and people that will help you grow and thrive.

I encourage you to make the most of your time with MCC. We consider you part of the MCC family and can't wait to see the amazing things you do!

Best wishes,

A handwritten signature in blue ink that reads "Curt Freed". The signature is written in a cursive, flowing style.

Dr. Curt Freed, President

## ABOUT THIS CATALOG

This catalog is a static document and appears as it was originally published in March 2023. Additions, deletions and other changes may occur due to state, system, or college regulations, or accreditation requirements and will appear in a separate Catalog Addendum.

## WHICH CATALOG TO USE

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This catalog is effective summer semester 2023. If you are new to MCC in Summer 2023, Fall 2023 or Spring 2024 use this catalog. If you were new to MCC prior to those terms, and **have not** changed your major, discuss which catalog to use with your academic advisor. Changing your major will make you subject to new catalog terms. Discuss with your academic advisor for specifics.

## RIGHTS RESERVED

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Nothing in this document is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee for any term or to promise that any specific process, procedures, or practice will be followed, or benefit provided by the College. The College reserves the right to modify, change, delete or add to the information in this document as it deems appropriate.

## CATALOG CHANGES

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Morgan Community College 'publishes' the annual online catalog with any changes listed in the separate Catalog Addendum. Changes may occur throughout the academic year.

You can view additions, changes, deletions, and corrections that have been approved since this catalog was initially generated in March 2023, in the separate Catalog Addendum.

The Catalog Addendum references the page and section and lists the complete revised text of any addition, change, or correction. Deletions are notated in their entirety as ~~strikethrough~~ text.

If you have questions regarding deletions or any other item change in the catalog, please feel free to contact us.

## ABOUT MCC

MCC has served Fort Morgan and the I-70 corridor for over 50 years, offering more than 80 degree and certificate programs, including a baccalaureate degree program in nursing. The College serves an 11,500 square mile service area, the largest in northeast Colorado, from its main campus located in Fort Morgan and through three physical sites located in Burlington, Limon and Wray.

## COLORADO COMMUNITY COLLEGE SYSTEM

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



## GOVERNANCE

### Colorado Community College System (CCCS)

Dr. Joseph A. Garcia, Chancellor

### The State Board for Community Colleges and Occupational Education (SBCCOE)

The Colorado Community College System is governed by a nine-member State Board for Community Colleges and Occupational Education (SBCCOE). The Board is unique in the nation, with responsibility for both secondary and post-secondary career and technical education and community college governance. Members are appointed by the Governor and confirmed by the State Senate for staggered four-year terms. One community college faculty member and one student representative serve in non-voting capacities for one year each.

### Morgan Community College (MCC)

Dr. Curt Freed, President

## Advisory Council

MCC has a 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

Chair, Betty McKie  
Retired MCC Vice President of Instruction

Glenn Crossley  
Bank Manager, Golden Belt Bank

Jenifer Elrick  
Realtor

Linda Roan  
Chief Nursing Officer, Banner Health/East Morgan County Hospital

Brad Wickham  
Owner/Operator, Wickham Tractor Co.

Dr. Bill Wilson  
Superintendent, Brush School District

Jennifer Beck  
Regional Manager, Eastern Workforce Centers

## Program Advisory Committees

Morgan Community College Dean of Instruction/Dean of Workforce Development and faculty of Career and Technical Education Programs (CTE) work in conjunction with Program Advisory Committees made up of community members, area businesspersons, 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 for all degrees and certificates. The committee is formed of faculty representatives, Instructional Deans, 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.

## PERSONNEL AND 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.

## ROADRUNNER MASCOT

The MCC Roadrunner was officially elected by students, faculty, and staff in November 1977 and given final approval January 9, 1978, by the Morgan Area Council (MCC's governing body). The new roadrunner was featured on the cover of the 1978 yearbook. In 2019, the MCC Roadrunner was redesigned using modern technology to allow the logo to have more defined and cleaner look for use in printing and use on technology (website). In 2020, a younger version of the MCC roadrunner mascot was designed to appeal to younger students of secondary education (6 grades through high school).



## MISSION, VISION, VALUES

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### Our Mission

To empower students and enrich communities.

### Our Vision

To develop learners and responsive leaders who inspire innovation and passion in future generations.

### Our Values

- The individual
- Integrity
- Diversity
- Equity
- Excellence

## GUIDING PRINCIPLES

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- Integrity
- Respect
- Open and Honest Communication
- Collaboration

## STRATEGIC PLAN

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The Morgan Community College Strategic Plan is an organizational document that is used to set priorities and common goals, direct usage of resources, enhance operational effectiveness, define clear outcomes, and assess and adjust the college's direction in response to a changing environment.

The current strategic plan is published on the MCC website.

## MCC OBJECTIVES

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- Student Access
- Student Success
- Teaching Excellence
- Community Leadership and Partnership
- Operational Effectiveness

## MCC History

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**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 I

**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 (now called Learning Commons) 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 and 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.

**2016** - MCC recognized for sixth year in a row as a "Great Colleges to Work For." Ranked #1 community college in Colorado, by WalletHub, published in the Denver Business Journal. Aviation Technology Program adopted. The college debuted its first documentary, "Glenn Miller: The Birthplace of His Music."

**2017** - Dr. Curt Freed becomes the ninth president.

**2018** - Morgan Community College obtains official Hispanic-Serving Institution status. MCC launches a Precision Agriculture program. For the eighth consecutive year, MCC is named a "Great College to Work For" by The Chronicle of Higher Education. MCC makes Bestcolleges.com's 2018 "Best Colleges Colorado" list, ranking No. 2 among 15 community and technical colleges across the state. The State Board of Community Colleges and Occupational Education gives its approval for MCC to pursue a Bachelor of Science in Nursing (BSN) program. The Williams Family Foundation pledges \$2,275,000 to fund an endowed faculty chair position for the BSN program.

**2019** - MCC receives \$300,000 grant from National Science Foundation to develop an Industrial Controls Technician Certificate. The Physical Therapist Assistant (PTA) program receives full accreditation status from the Commission on Accreditation in Physical Therapy Education (CAPTE). The Higher Learning Commission (HLC) approved MCC's request to offer a Bachelor of Science in Nursing (BSN). Morgan Community College receives \$3.0 million U.S.

Department of Education Title V Developing Hispanic-Serving Institutions (DHSI) grant. MCC and the Fort Morgan Area Chamber of Commerce collaborate to create a Director of Community/Business Development and Fort Morgan Area Chamber of Commerce position. MCC hosts groundbreaking for Poplar Hall Agriculture Center for Innovation. WalletHub ranks MCC the 19th best community college in the country. The College is ranked No. 2 in the 2019 Real Work Matters (RWM)'s study of the Best Vocational and Trade Schools in Colorado. The Aspen Institute named Morgan Community College as a top 150 U.S. Community College, making MCC eligible for the 2021 Aspen Prize.

**2020** - Morgan Community College (MCC) receives \$614,418 grant from The Colorado Health Foundation to launch a Multicultural Entrepreneur Program. The first class of Bachelor of Science in Nursing (BSN) students start in January. MCC celebrates its 50th anniversary with a variety of activities throughout the year. The Limon Center moves to an expanded location in the Ben's Pharmacy building. MCC hosts dedication for Poplar Hall Agriculture Center for Innovation with students beginning fall classes in new facility.

**2021** - Morgan Community College (MCC) receives \$450,000 to launch Return to Earn Program. MCC Foundation holds 22nd Annual Gala in virtual format, adapting to COVID-19 pandemic. MCC restructures GED/ESL program to offer Hyflex (combined in-person and virtual class delivery) and virtual formats. The College receives \$4.7 Million a Hispanic Serving Institutions (HSI) Program Science, Technology, Engineering, and Math (STEM) grant to improve and expand the capacity to serve Hispanic and low-income students. MCC receives \$1.1 million Talent Pipeline grant to construct a building for the growing Industrial Electrical/Mechanical Maintenance (IEMM) program. MCC was approved accreditation fall 2021 for its Bachelor of Science in Nursing (BSN) Program. The first graduating class, May 2021, are considered to have graduated from an accredited program.

**2022** - MCC is ranked the #1 best trade school in Colorado by Bestvalueschools.org. The Accreditation Commission for Education in Nursing approves MCC's Associate Degree in Nursing program for continuing accreditation. The MCC Tutoring Center receives certification from the College Reading & Learning Association. The college is awarded a state Adult Education and Literacy Act grant to support MCC's adult education program. A "Weekend College" track is launched. MCC's participation in a Rural College Consortium expands course availability to students. Four MCC Collision Repair Students medal at the State SkillsUSA competition, with three qualifying for nationals. The RN to BSN program grows to include students from NJC, OC, and LCC. CARE Forward Colorado provides funding to offer short-term health programs at no cost to students. MCC receives approval to build the Dahms-Talton Center for Skilled Trades and Technology

## ACCREDITATION

### COLLEGE ACCREDITATION

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Morgan Community College has been continuously accredited by the Higher Learning Commission since 1972. Regional accreditation assures the highest quality education for students. In addition, many colleges and universities will only accept transfer courses from a "regionally accredited institution".

The most recent comprehensive review and reaffirmation of accreditation occurred in 2016-17 needs to be changed to The most recent comprehensive review occurred in 2016-2017, with an Open Pathway Assurance Review on October 4, 2021. The next comprehensive evaluation will occur in 2026-2027.

The Commission can be reached at:



HIGHER LEARNING COMMISSION

Higher Learning Commission  
230 S. LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411

Telephone: (312) 263-0456 or 1-800-621-7440

### PROGRAM ACCREDITATION AND APPROVALS

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Programs Accredited/Approved by Special Agencies:

#### Associate Degree Program Accreditation

Colorado Commission on Higher Education (CCHE)

#### Automotive Service Technology and Collision Technology Programs Accreditation

National Automotive Technicians Education Foundation, Inc. (NATEF)

#### Career and Technical Education (CTE) Programs

State Board for Community Colleges and Occupational Education (SBCCOE)

#### Emergency Medical Services

Colorado Department of Public Health and Environment  
Emergency Medical Services and Prevention Division

#### Nursing - Associate of Applied Science Degree (ADN with PN Exit Option) Accreditation

Colorado State Board of Nursing  
Accreditation Commission for Education in Nursing (ACEN)

#### Nursing - Bachelor of Science (BSN) Accreditation

Commission on Collegiate Nursing Education

#### Physical Therapist Assistant Accreditation

Candidate for accreditation with the Commission on Accreditation in Physical Therapy Education (CAPTE)

#### Veteran's Eligible Programs

Colorado State Approving Agency for Veterans Education and Training

## MAPS, DIRECTIONS & LOCATIONS

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 a Fort Morgan campus and three satellite centers located in Burlington, Limon, and Wray serving the communities and students in their areas.

All current campus location and contact information can be found on the MCC website.



## ADMISSION POLICY

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Morgan Community College has an open admissions policy. In compliance with Colorado Community College System (CCCS) procedures BP 4-10a. At this time MCC is not licensed by the federal government to accept international students and therefore accepts no international student applications.

## NEW STUDENTS

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New students who have never attended MCC must complete an online Admission Application.

Internet access is available on campus and at MCC Centers for those who do not have home internet access. Students are reminded to complete the Admission Application carefully and fully, as the information provided is used to determine tuition classification (in-state or out-of-state tuition rates).

## FORMER STUDENTS

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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.

## TRANSFER STUDENTS

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

1. An online 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 electronically or in the mail, directly from the other institution (or its transcript service.)
  - 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 and 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 Registrar. For further guidance, please contact the Student Services office.

## PERMANENT RESIDENTS/REFUGEES

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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. MCC personnel will make a copy of the original documentation to accompany the application to assure prompt and proper processing.

## GUEST STUDENTS

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A Guest Student is a student that is attending another college or university and intends to transfer their classes back to their home college or university. A guest student is not eligible to declare a major at MCC and is not eligible for Financial Aid at MCC.

Guest Students may not continue at MCC after their guest term unless arrangements are made with the College. A Student Records Change Form requesting a change in student type, declaring an MCC major, and declining their previous Guest Student status must be submitted. They may be required to attend orientation, take assessment, and meet with an MCC Academic Advisor.

## UNDERAGE STUDENTS (UNDER 17)

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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 and Regional Community Outreach to determine eligibility for admission and appropriateness of course selection, review college expectations, and complete the "Underage Waiver" (for Admission of Students Under 17) acknowledgment form which includes the MCC President's approval.

## HIGH SCHOOL STUDENTS

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High School students may be admitted to MCC through the concurrent enrollment (CE) program. This program is governed by state legislation and provides students to earn college credit in high school. In order to register for CE courses a student must:

1. Complete an online application.
2. Meet with their high school counselor and MCC's CE specialist to determine enrollment options available.
3. Complete the CE College Registration form. This form is available from your high school counselor and should be returned to your high school counselor.

For more information about MCC's Concurrent Enrollment program, please contact the Director of Concurrent Enrollment, Joe Bowman at (970) 542-3214 or [joe.bowman@morgancc.edu](mailto:joe.bowman@morgancc.edu).

## ADMISSION TO PROGRAMS DISCLAIMER

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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 Degrees and Certificates section detail any specific program acceptance requirements.

## NEW STUDENT ORIENTATION

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All new incoming students must participate in New Student Orientation. Information provided is to prepare students to be academically successful by connecting students to resources that will allow students to make informed and appropriate academic choices.

Contact Student Services for upcoming sessions at 970 542-3100. An online option is also available.

## SELECTIVE SERVICE REGISTRATION

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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 federal one-time-only filing requirement unless the original certified item changes in any way. Students may register or obtain proof of Selective Service Registration from the Selective Services System website.

## ASSESSMENT

As part of the admissions process, students may be asked to take placement/assessment test(s). These computer-based assessments are not pass or fail exams; rather tools to help determine the courses that best fit a student's academic needs. They measure 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.

Recommendations are dependent on whether the student is planning to take Career and 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.)

Morgan Community College and other state system community (CCCS) colleges use ACCUPLACER® for placement assessment.

Special testing accommodations are available for students with documented disabilities. Those wishing to seek accommodations must contact the ADA Coordinator, Scott Scholes at (970) 542-3111 or [scott.scholes@morgancc.edu](mailto:scott.scholes@morgancc.edu).

## STATE ASSESSMENT REQUIREMENTS

### First-Time Undergraduate Assessment Requirement

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)

### Developmental Education Courses Completion within First 30 Credit Hours Requirement

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.

## ASSESSMENT EXEMPTIONS

Students who meet at least one of the criteria listed below may be exempt from taking the MCC assessment test(s):

1. Possess a baccalaureate, A.A., or A.S. degree from an accredited or approved college or university;
2. Provide proof of ACCUPLACER® scores taken within the past 5 years from another Colorado institution;
3. Provide proof (official transcripts) showing completion of college freshman English composition and college algebra with a grade of "C" or better;
4. Provide proof of ACT® scores of English (18), mathematics (19), reading (17) completed within the last 5 years;
5. Provide proof of OLD SAT scores before March 2016 of verbal (440 for English or 430 for reading), mathematics (460) completed within the last 5 years;
6. Provide proof of NEW SAT scores after March 2016 of verbal (470 for Evidence-Based Reading and Writing), mathematics (500) completed within the last 5 years.
7. 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 121/1021, ENG 122/1022, MAT 120/1240, MAT 121/1340, MAT 122/1420, MAT 123/1320, MAT 125/1400, MAT 135/1260, MAT 155/1220, or MAT 201/2410;
8. Enrollment in a Career and Technical Education (CTE) certificate in selected programs of one term or less;
9. Undeclared or non-degree seeking students (unless they are recent high school graduates);
10. 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 103/1120, MAT 107/1140, MAT 112/1160, MAT 120/1240, MAT 135/1260, MAT 155/1220, MAT 156/1230, or MAT 178/1078;
11. 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 121/1340;
12. 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 121/1021.

## ACCUPLACER®, ACT® and SAT® Scores

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Computer-based assessments are not pass or fail exams; rather tools to help determine the courses that best fit a student's academic needs. The tests measure knowledge in the areas of arithmetic, elementary algebra, reading comprehension and sentence skills. The results are shared with the student's academic advisor and used to determine course placement and class scheduling.

Recommendations are dependent on whether the student is planning to take Career and 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.)

Assessment Scores expire after 5 years. Students who have not been taking courses may be asked to re-assess to determine current skill levels.

Special testing accommodations are available for students with documented disabilities. Those wishing to seek accommodations must contact the ADA Coordinator, Scott Scholes at (970) 542-3111 or [scott.scholes@morganc.edu](mailto:scott.scholes@morganc.edu).

## DEVELOPMENTAL EDUCATION

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If assessment/placement testing results indicate the need for remediation (also referred to as, 'developmental education' or 'pre-college level coursework', these courses are generally numbered less than 1000), students will be advised to complete it during their first 30 credit hours of enrollment.

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. 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 (CCHHE) 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.

## ADVISING

All students are encouraged to discuss educational objectives as well as personal goals with their advisors before registering for classes. Advising sessions are completely free to our students and we do our best to provide a flexible schedule.

## NEW STUDENTS

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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.

## CONTINUING STUDENTS

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

## TRANSFER STUDENTS

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

## DEGREE CHECK

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Morgan Community College utilizes Degree Check, an automated online advising tool which students may access on their MyMCC portal account.

Degree Check:

- Compares student coursework to program course requirements
- Assists students and advisors with course selection that meets program/major requirements
- Speeds time to graduation and program completion
- Is available 24/7 via MyMCC
- Allows students and advisors the use of the "What-If" function so students can see how their coursework applies to other programs or majors offered at MCC
- Gives advice through hyperlinks to MCC catalog information and to each semester's Schedule of Classes, transcripts, and FAQs.

## **DECLARING & CHANGING MAJORS**

### **DECLARING A PROGRAM/MAJOR**

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A student declares an intended program of study at MCC on the Admission Application. A list of currently available programs and 'majors' may be found in the Degrees and Certificates section of the online catalog. Students are responsible for studying their program requirements in the Morgan Community College catalog and utilizing DegreeCheck.

### **CHANGING A PROGRAM/MAJOR**

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A student may change their declared program/major by submitting a 'Student Records Change' form to the Student Services Office or MCC Center before the census/drop deadline for 15-week courses for Fall and Spring terms. Summer term program/major changes must be made by the 10-week course census/drop deadline. Changing a program of study/major may result in a change in degree/certificate requirements and may affect financial aid eligibility, so it is recommended that students consult an academic advisor prior to making a change.

### **UNDECLARED STUDENTS**

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An undeclared student is one who has not declared a program/major and is not working toward a specific 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.

## REGISTRATION

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. Appointments are strongly recommended.

See the academic calendar for term registration dates.

## 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.

## ADDING AND DROPPING COURSES

Students may add or drop courses, withdraw from courses, or pay via their online MyMCC student account. Courses dropped by that course's published census/drop deadline may be eligible for a tuition refund. 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.

See *CCCS Credit Completion Progress Standard ES 4-88* and *CCCS Satisfactory Academic Progress for Financial Aid SP 4-20d*.

## 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.

See complete *CCCS ES 4-84a Student Load by Term* for more information.

STUDENT ENROLLMENT STATUS	
STATUS	CREDITS PER SEMESTER
Full-Time	12+ credits
3/4-Time	9-11.99 credits
1/2-Time	6-8.99 credits
Less than 1/2-Time	.01-5.99 credits
Not enrolled	0 credits

## COURSE WAIT LIST

Students may choose to enroll in an electronic wait list when a desired course is full. If an opening occurs, a student is notified by phone and via student email. If no response is given within 24 hours, the next student on the waitlist has an opportunity to enroll. It is then the responsibility of the student enrolled to 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 Dean, Vice President of Instruction, or Director of Regional Community Outreach is required.

See complete *CCCS ES 4-84b Maximum Student Load per Term* for more information.

*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 can take all necessary courses without written approval.*

## COURSE CHANGES AND 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

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Students must officially drop college courses by accessing their MyMCC student account and dropping course(s).

If a drop occurs after the course's listed drop deadline, the student will be assigned a "W" Withdrawal grade.

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.

*See complete CCCS ES 4-88 Credit Completion Progress Standard and CCCS SP 4-20d Satisfactory Academic Progress for Financial Aid for more information.*

## TOTAL WITHDRAWAL FROM THE COLLEGE

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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.

## 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, based on the information they provide on the admissions application. 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.

#### Residency-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 (un-emancipated 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. Contact the Director of Admissions or Director of Regional Community Outreach for eligibility.

- There are several amendments to the Tuition Classification Law for certain populations of students including Olympic Athletes, American Indian Tribes, Military Personnel, Inmates, recent Colorado High School graduates and GED recipients, etc. Contact the MCC Director of Admissions or the Director of Regional Community Outreach 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.

#### 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." Which can be found on the MCC website.

Return the form along with the documentation it requests to the MCC Director of Admissions or the Director of Regional Community Outreach by the census/drop 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 or the Director of Regional Community Outreach 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 or the Director of Regional Community Outreach prior to the drop date for the semester.

## REDUCED NON-RESIDENT TUITION (WUE)

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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 and Regional Community Outreach 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.

## COLORADO ASSET IN-STATE TUITION

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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

## RESIDENCY FOR COLORADO ACTIVE-DUTY MILITARY

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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.

## RESIDENCY AND HONORABLY DISCHARGED VETERANS

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Honorably discharged veterans and their dependents may qualify for in-state tuition. To apply, please submit the Veteran Residency Requirement Waiver, found on the MCC website, 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.

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 or the Director of Regional Community Outreach for assistance. Changes in tuition classification must be submitted to the Director of Admissions of the Director of Regional Community Outreach prior to the drop date for the current semester. Petition forms are available on the MCC website or from the Admissions and Records Office.

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 or the Director of Regional Community Outreach 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 or the Director of Regional Community Outreach notifies the student of the outcome within 30 days of the decision via official MCC student email and/or standard letter. Re-Petition forms can be found on the MCC website.

## TUITION CLASSIFICATION APPEAL PROCEDURES

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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 and Regional Community Outreach. 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.

## CORRECTION OF RESIDENCY DETERMINATION

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MCC reserves the right to correct a residency determination after the 30-day deadline in cases where the college believes an error was made.

The form may be found on the MCC website.

## TUITION, FEES, PAYMENTS, and REFUND POLICIES

### TUITION AND FEES

Tuition and fees are established by the State Board for Community Colleges and Occupational Education (SBCCOE) and can be subject to change without notice.

### 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.

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.

### 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 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 set up the deferred payment plan and follow the plan until the account is paid in full. Payment of a processing fee will be required when setting up the payment plan.

## 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 MyMCC.

### To Enroll In COF

Applicants will need a Social Security number or alien registration number or can apply for a C number issued by the Colorado Department of Higher Education 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, on the MCC website or their MyMCC portal.
2. When students register for classes, they must authorize it's use, that is a lifetime authorization (through 145 credits).
4. Once Morgan Community College receives COF confirmation from the Colorado Department of Education, we will make sure your personal data matches and then 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.

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, 3 consecutive semester waiver. Students who wish to initiate the waiver process should contact Student Services for assistance.

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, 3 consecutive semester waiver for those student who qualify. The student will be contacted, usually by phone, to notify them of the opportunity to receive this waiver and they can choose to accept or decline at that time.

### CCHE Waiver

If you have earned a bachelor’s degree, you may qualify for an additional 30 credits for post-Bachelor work (if eligible). 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.

## DEFERRED PAYMENT PLAN

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 monthly payments. (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 down-payment paid by the Monday two weeks before the first day of the semester. The amount of the down payment will vary depending on when the student signs up for the plan. The earlier a student signs up for the plan, the less the required down payment will be, and the student will have their balance spread out over more monthly payments.
- Completion of an electronic application for the deferred payment plan; the electronic form can be found on MyMCC.
- 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 the deferred payment plan 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.

DEFERRED PAYMENT PLAN POLICIES and INSTALLMENT	
Payment of balance in TWO equal installments as follows:	
Fall Semester	October 5 and November 5
Spring Semester	March 5 and 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 deferred payment plan payments.*

## REFUND POLICIES

### 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 based on the student's BankMobile Refund Choice.

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 the 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 the 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 based on the student's BankMobile Refund Choice.

Financial Aid Students: Canceled courses may require repayment of financial aid. Information about repayment of

Title IV funds and refunds is listed in the Financial Aid Section of the catalog.

### Unearned Military Tuition Assistance (TA) Policy

If a student drops a course prior to the census date, 100% of any tuition and fees for that course(s) will be cancelled and any Military Tuition Assistance (TA) paid for that course will be refunded to the Military Service Branch.

If a student withdraws from a course after the census date, due to being called to active military duty, a full credit is applied to the student's account and 100% of funds are returned to the Tuition Assistance (TA) program. Census date is the date at which 15% of the class time has elapsed.

If a student is receiving Tuition Assistance and withdraws from a course between 16% and 60% of the course by their own choice, a calculation of unearned Tuition Assistance (TA) funds is prepared on a proportional basis as seen in the schedule below and may result in a balance due to MCC from the student for the return of TA dollars, as well as any other charges the student is responsible for outside of the TA dollars.

For all unofficial drops/withdrawals we will attempt to determine the student's last participate date in the course(s) and will use that date for the return calculations. If the last date of participation cannot be documented, MCC will return 50% of funds.

UNEARNED MILITARY TUITION ASSISTANCE REFUND CHART	
% of Course Student Completed	% of TA Unearned Funds Returned
0 – 15 %	100% Returned
16% - 30%	50% Returned
31%-40%	40% Returned
41% - 50%	30% Returned
51% - 60%	10% Returned
61% - 100%	0% Returned

### Tuition Credit and/or Late Withdrawal Appeal Information for Extraordinary Circumstances Only

The Extenuating Circumstance Appeals Committee may approve a late withdrawal and/or tuition credit for emergencies that exist beyond the students' control preventing compliance with the established drop and withdraw deadlines for the course.

## APPEAL GUIDELINES

The appeal reason must meet **all** of the below criteria:

- The circumstance must be severe enough that it caused you to miss a significant number of class sessions or class assignments.
- The circumstance must be something that occurred after the deadline to drop your class for a refund or to withdraw from the course.
- The circumstance must be something that was beyond your control or choice.
- Appeals must be submitted no later than the semester after the semester being appealed (for example, an appeal for the Fall 2018 semester must be submitted by the end of the Spring 2019 semester).
  - Repeated appeals for the same reason or circumstance will not be considered.
  - You must be able to provide appropriate documentation supporting your appeal.
  - If an appeal is denied, a student may request to have the appeal reconsidered by the committee, only if the student can supply additional documentation to support the extenuating circumstance. When a second review is requested, the decision made by the committee is final.

## POTENTIAL APPEAL REASONS

As a general guideline, only appeals for medical emergencies, mandatory employment changes and death will be considered. The committee will consider other life events on a case-by-case basis.

## APPEAL PROCESS

- You must first meet with an academic advisor to begin the appeal process.
- If the deadline to withdraw is not passed, you must withdraw before submitting the appeal. (Financial aid recipients are encouraged to talk to a Financial Aid representative before taking any action to withdraw.)
- Complete the Tuition Credit and/or Late Withdraw Appeal form.
- Submit a personal statement no longer than one page that explains your extraordinary circumstance, why you were unable to drop before the drop deadline, and a timeline of events.
- Attach appropriate documentation for your appeal type (Examples below):
  - Medical emergency – the MCC Medical Documentation form. In addition to the form, you may submit letters from a physician if needed.
  - Employment Change – signed and typed letter on company letterhead from your supervisor or Human Resources Office that specifically states the dates, times, and reasons for the employment changes.

- Death – you must submit a dated newspaper clipping, funeral notice or death certificate. If your relationship to the deceased is not immediately apparent from the documentation, please provide proof of relationship.
- Other – you must submit details of what the extraordinary event is, and how it prevented you from completing your coursework.
- The appeal packet must include all required signatures to be considered.
- The appeal must indicate if you are appealing for a late withdrawal, tuition credit, or both.
- Completed Extenuating Circumstance Appeal packets will be reviewed and the student will be notified by MCC email (student email account) of the committee's decision within 30 calendar days.
- If a tuition credit is approved with the Extenuating Circumstance Appeal, the student will receive a tuition credit equal to the amount of tuition only. Fees and books are not eligible for a credit through the Extenuating Circumstance Appeal. The credit will be applied as follows:
  - Refunded to any third party that paid the original tuition.
  - Repayment of any federal financial aid owed to MCC due to the appeal.
  - Credit to the student account for any balance due.
  - For any remaining tuition credit, the student will receive a tuition award certificate that may be used in any one semester for one year following the semester of the appeal.

**Submit Completed Extenuating Circumstance Appeal packets** to the Controller at Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701.

## 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 MyMCC. 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.

## BAD CHECKS

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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.

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

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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

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MCC Accounting Services Offices are in the lower level of Aspen Hall and house the offices of the Staff Accountant, Accounts Receivable and Accounts Payable technicians. Accounting Services assist students, staff, and vendors with billing and payment questions. Accounting Services helps students who wish to sign up for the MCC deferred payment plan for tuition and assists students with questions regarding BankMobile.

## BankMobile Refund Services

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Students receive all refunds from the College through BankMobile. Watch the mail for a bright green envelope from BankMobile that contains a code that will allow you to select your refund preference. Keep it. You will need it to receive a timely refund of tuition and fees or financial aid.

### BankMobile Banking Options

Refunds for:

- Canceled and/or dropped courses
- Credit balances
- Financial Aid refunds

What you need to do:

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. Your Refund Selection Kit 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 Refund Choice:** Please activate your refund preference at [RefundSelection.com](http://RefundSelection.com) as soon as you receive your Personal Code.

Your Refund Options Are:

- Electronic deposit to another account
- Electronic deposit to a BankMobile Vibe Account
- Paper check delivered by USPS

Have questions or need assistance accessing your refund options? Contact MCC Accounting Services at 970-542-3124 or 970-542-3135.

## 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 any MCC Center, or from high school counselors.

## HOW FINANCIAL AID NEED IS CALCULATED

### COA - EFC - EFA = Need

The Cost of Attendance (COA) is the total estimated cost for the school year and includes tuition, fees, room and board, books, supplies, transportation, loans fees and other miscellaneous expenses. Your EFC is an index number generated by the Free Application for Federal Student Aid (FAFSA) or Colorado Application for Student Financial Aid (CASFA). Estimated Financial Aid (EFA) includes grants, scholarships, student loans, veteran's education benefits, and outside resources. Need is determined by the Cost of Attendance (COA) minus the Expected Family Contribution (EFC) minus any Estimated Financial Assistance (EFA). Financial aid is offered to students who show documented financial need. Financial aid is offered on a rolling basis until funds are used up. For additional information, contact the Financial Aid Office.

## GENERAL ELIGIBILITY REQUIREMENTS

- Be a U.S. citizen, U.S. permanent resident, or eligible non-citizen as defined by the U.S. Department of Education with a valid Social Security Number
- Have a high school diploma or GED
- Be enrolled in an eligible degree or certificate program
- Be in good standing in accordance with Morgan Community College's Satisfactory Academic Progress (SAP policy)
- Not be in default on a student loan or owe a repayment on a Federal Pell Grant for Federal Supplement Educational Opportunity Grant at any educational institution
- Not be co-enrolled in a secondary school (high school or GED preparation)
- Not be receiving financial aid at another institution during the same semester that you are receiving aid at Morgan Community College

## FINANCIAL AID CHECKLIST

✓	<b>Apply for Admission to Morgan Community College</b>
✓	<b>Complete the Free Application for Federal Student Aid (FAFSA) or Colorado Application for Student Financial Aid (CASFA)</b> <ul style="list-style-type: none"> <li>• MCC Federal School Code is 009981</li> <li>• Application to be completed prior to enrollment.</li> <li>• Application is for federal and state grants as well as federal student loans and work-study</li> </ul>
✓	<b>Complete the MCC general scholarship application for most MCC scholarships</b>

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 FAFSA and CASFA.

FAFSA PRIORITY DATES
April 1 for Summer Semester
April 1 for Fall Semester
November 1 for Spring Semester

4. Complete the MCC General Scholarship Application by the priority date of March 15<sup>th</sup>.  
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 1<sup>st</sup>.
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.
9. The Financial Aid Office will continue to accept applications after priority deadlines above, but awards will be dependent upon the availability of funds.

## DEVELOPMENTAL COURSES AND FINANCIAL AID

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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 AND FINANCIAL AID

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### NEW STUDENTS

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 Home-schooled certificate recognized by the State are ineligible to receive need-based aid from state or federal funding sources.

## FINANCIAL AID ON THE INTERNET

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Students may complete financial aid applications on the internet by accessing Free Application for Federal Student Aid (FAFSA) or Colorado Application for Student Financial Aid (CASFA) on the web.

## RETURN OF TITLE IV FUNDS

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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

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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 Policy

#### 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 and 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).

CCCS Academic Progress Standing ES 4-81

CCCS Satisfactory Academic Progress for Financial Aid SP 4-20d

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 Progress

#### 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:

1. 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.
- 2. 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.
- 3. 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%
- 4. 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)].
- 5. 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.
- 6. 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

#### Progress Criteria

In order to meet SAP requirements, financial aid applicants and recipients must meet the qualitative and quantitative measurements outlined below:

1. Qualitative Measure: cumulative GPA Requirement  
Students must maintain a minimum cumulative grade point average of 2.0 for all credit hours attempted.
2. 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.
3. 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		
Academic Plan									x	x

**V. Evaluation of Financial Aid Satisfactory Progress**

- Review of SAP will take place at a minimum of once per term. The student's academic history is reviewed for: 1) cumulative GPA requirement; 2) cumulative completion rate; and 3) maximum time frame.
- 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.
- 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.
- 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.
  - ESL courses may be excluded in the maximum time frame calculation.
- Students who have attempted 110% to 149% of the required number of credit hours for their program will receive an Alert notification.
- The Financial Aid Office will review GPA and credit hours attempted/completed through consortium agreements.

**VI. Treatment of Completion and Repeats**

- 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.
- 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.

- Repeated courses are counted for all qualitative and quantitative measurements, as is coursework removed from the permanent transcript.

**VII. Treatment of Grade Changes**

- 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's status will be performed by the Financial Aid Office once the grade change has been communicated to the Financial aid Office.
- 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.

1. 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.
2. 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.
3. Students may also appeal on the basis of:
  - funding for an additional degree or certificate.
4. 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.
5. Students will be notified by the College of the outcome of their appeal. Under no circumstances can Probation be assigned to a prior term.
6. 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.
7. 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

1. 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.
2. Students may also regain eligibility through the appeal process.
3. 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.

## ADDITIONAL FINANCIAL AID INFORMATION

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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

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### 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 1<sup>st</sup>. Priority application date is March 15th, 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: the MCC website at [www.morgancc.edu/money](http://www.morgancc.edu/money)

### 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 on the MCC website.

## GRANTS, LOANS, AND WORK-STUDY JOBS

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Eligibility for grants, loans and work-study is determined by completion of the Free Application for Federal Student Aid (FAFSA) or Colorado Application for Student Financial Aid (CASFA) on the MCC website.

## REPEATED COURSES AND FINANCIAL AID

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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 (U, F, W, WX, WD, F/D, or F/F) 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)

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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 United States Department of Education and includes all years of the student's receipt of Federal Pell Grant funding. Students must remain eligible to receive aid by meeting Satisfactory Academic Progress (SAP) standards in order to receive Pell Grant funding.

## GRADES, STUDENT RECORDS and TRANSCRIPTS

Student academic 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.

## GRADES, GRADING AND GPA

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 MyMCC.

## GRADING SYSTEM

Courses are graded using either type A- F or P/F (Pass/Fail). The grading type and grading scale for each course is listed in the course syllabus. Other grade options are explained below.

See CCCS SP 9-80a Effective 12/09/2020 Approved 12/09/2020 for more information.

INVENTORY OF COMMON GRADING SYMBOLS			
GRADE	DESCRIPTION	NOTES	QUALITY POINTS
A	Excellent or Superior		4.00
B	Good		3.00
C	Average		2.00
D	Deficient		1.00
F	Failure	Below C	0.00
I	Incomplete	<i>(Rolls to an F if not completed within required time period)</i>	None
P	Pass		None
W	Withdrawal		None
WX	Administrative Withdrawal	(Appeal/No Fault)	None
WD	Administrative Withdrawal	(Other/Cause)	None
AU	Audit		None

DEVELOPMENTAL COURSE GRADES (Not computed into GPA)			
GRADE	DESCRIPTION	NOTES	QUALITY POINTS
P/A	Passing Developmental	A Level	None
P/B	Passing Developmental	B Level	None
P/C	Passing Developmental	C Level	None
F/D	Not Passing Developmental	D Level	None
F/F	Not Passing Developmental	F Level	None
TRANSFER COURSE GRADES (Not computed into GPA)			
GRADE	DESCRIPTION	NOTES	QUALITY POINTS
A*	Transfer Grade		None
B*	Transfer Grade		None
C*	Transfer Grade		None
D*	Transfer Grade		None
P*	Transfer Grade	C or Better	None
S*	Transfer Grade		None
TR	No Transfer Grade Listed		None
OTHER COURSE GRADES (Not computed into GPA)			
GRADE	DESCRIPTION	NOTES	QUALITY POINTS
CA	Grade Change Thru Appeal		None
PLA	Prior Learning Assessment		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

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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 (P/A, P/B, P/C, F/D, F/F). The credits will count toward earned and attempted credits. GPA's for term recognition such as President's List, Vice President's List, and Dean'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).

Non-developmental courses with P/F, Pass/Fail grading will count toward earned and attempted credits. P (Pass) grades will not be included in a student's grade point average (GPA). F (Fail) grades will be included in a student's grade point average and will affect the student's grade point average (GPA).

## GRADE CHANGES

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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 Dean of Instruction 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

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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.

CCCS ES9-87

### Repeat Course Limits

To increase retention and student success, the state system of community colleges has the following limits regarding 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. If 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 would not show in the audit until it is 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.

*For more information see CCCS policy ES 4-87 Repeat Course Limit.*

## 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 P/F grading option rather than audit because the COF stipend will be eligible for P/F courses but not for audit courses.

## Passing Developmental Course Grades (P/A, P/B, P/C)

These are passing 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.

## Non-Passing Developmental Course Grades (F/D, F/F)

These are non-passing 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.

## Pass/Fail Grades (P/F)

A "P" grade indicates that the quality of students' work in the course is equivalent to "C or better." "P" will count in attempted and earned credits but will not carry any quality points. Therefore, "P" grades will not be included in GPA calculations, however "F" grades will.

The grades "P" (Pass) and "F" (Fail) 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 Dean of Instruction

## P/F Grading

Individual students will not be able to select the P/F 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 P/F option may be submitted to the registration office. NOTE: If individual students are permitted by college procedure to choose the P/F option for a course, the college will build two sections of the course - one for the graded section and one for the P/F option.

College catalogs should identify the number of P/F credits that may be applied to a degree or certificate. No P/F course may be applied to the AA/AS degree except for physical education courses. A "P" grade will indicate that the quality of student work in the course is equivalent to "C or better." "P" and "F" will count in attempted and earned credits. A "P" will not carry any quality points and will not be included in GPA calculations. An "F" will carry quality points and will be included in GPA calculations.

## 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. Even if a CCCS College accepts a

D grade in transfer, it may nullify certain transfer agreements and does not guarantee that it will be accepted at other institutions of higher education. Satisfactory grades, "S" may be considered "P" grades for transfer purposes.

## Withdrawal Grades

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### (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 'W' grade)

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 My MCC account.

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.

### 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" grade. In addition, if faculty assign a "W" Withdrawal grade, then last date of attendance is also required.

### Administrative Withdrawal (WX, WD)

A "WX" or "WD" 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. WX means the student was administratively withdrawn through appeal, no fault, etc. WD means the student was administratively withdrawn for cause.

## PLACEHOLDERS

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### 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.

### 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."

A symbol of "PLA" indicates that the course and credits to which it is attached were awarded according to BP 9-42, Prior Learning Assessment Credit.

### 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)

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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. 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);
6. What, when, and how assignments and tests will be submitted to complete the course;
7. The time in which the work must be completed;
8. Evidence of completion of 75% of the semester coursework;
9. Instructor Signature and Date;
10. 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. If 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 Dean of Instruction. 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.

## **PREFERRED FIRST NAME ON CLASS ROSTERS**

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CCCS has established procedures which would allow you, if you so desire, to use a different first name than your legal name on faculty class rosters. Preferred first name changes can be made by contacting the MCC's Office of the Registrar to complete the required form.

## **ADDRESS AND PHONE CHANGES**

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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.)

## **NAME CHANGES TO ACADEMIC RECORDS**

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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

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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.

Student Records Change form link can be found on the MCC website.

## ENROLLMENT VERIFICATIONS

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Enrollment verifications at Morgan Community College are processed through the National Student Loan Clearinghouse after the 15-week term refund deadline has past.. Students can access enrollment verifications on demand on the MyMCC portal by going to the Student tab and scrolling down to the National Student Loan Clearinghouse channel where they can get a printable enrollment verification. Enrollment verifications for insurance purposes (health, automobile, etc.) are handled through the Registrar's Office.

## ACADEMIC STANDING

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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

#### PROCEDURE

Academic Standing describes a student's successful progression with respect to maintaining progress toward their degree or certificate program. Academic Standing applies to all students who have completed 9 or more credits at a CCCS College. Academic Standing shall be applied consistently and uniformly within each College. Colleges will determine Academic Standing following the posting of the majority of term grades for each semester, and academic standing may be recalculated based on late or adjusted grades. For students who have completed fewer than 9 credit hours, the College will monitor satisfactory academic progress through an Academic Alert process. These students are not subject to Academic Standing.

## DEFINITIONS

### Initial Standing

Student has completed fewer than 9 cumulative credit hours with a cumulative GPA greater than or equal to 2.00 for all classes completed.

### Academic Alert

Student has completed fewer than 9 cumulative credits with a cumulative GPA less than 2.00 for all classes completed.

### Good Standing

Student has completed at least 9 cumulative credit hours and has a cumulative GPA greater than or equal to 2.00 for all classes completed.

### Performance Support

Student has completed at least 9 cumulative credit hours and has a cumulative GPA less than 2.00 for all classes completed. This value was previously referred to as "Academic Probation."

By the conclusion of the Performance Support term, the student must raise their cumulative GPA to at least 2.00. If this condition is met, the student returns to Good Standing. Otherwise, the student will be Performance Improving or on Academic Suspension as outlined below.

### Returning Support

Student is returning from Academic Suspension.

By the conclusion of the Returning Support term, the student must raise their cumulative GPA to at least 2.00. If this condition is met, the student returns to Good Standing. Otherwise, the student will be Performance Improving or on Academic Suspension as outlined below.

### Performance Improving

If a student on Performance Support or Returning Support earns a term GPA of at least 2.00 for all classes completed during the term but fails to raise their cumulative GPA to at least 2.00 for all classes completed, the student will be allowed to attend the next term as Performance Improving. This value was previously referred to as "Probation Continuing."

- As long as the student continues earning a term GPA of at least 2.00 during each term, they will be permitted to continue attending. The student will remain on Performance Improving until the cumulative GPA is at least 2.00, at which time they will return to Good Standing.
- If the student does not earn a term GPA of at least 2.00 while on Performance Improving, they will be placed on Academic Suspension.

### Academic Suspension

If a student on Performance Support, Returning Support or Performance Improving earns a term GPA of less than 2.00 for all classes completed during the term, the student will be suspended and will not be allowed to enroll at the College issuing the suspension for the next term unless an

appeal is approved. The student may be dropped from all registered courses for an upcoming term at the College based on the College's procedures.

### SUSPENSION RULES

All academic suspensions are for one term only. If a student who has served a suspension wishes to return, the student will be allowed to re-enroll only after meeting with an academic advisor. The student will be placed on Returning Support for their return semester. Students suspended from one College are not suspended from other Colleges within the System.

### SUSPENSION APPEALS

Students placed on Academic Suspension will be notified of their status and given the opportunity to appeal. Students must appeal their suspension based on procedures developed by the College issuing the suspension in order to continue enrolling at that College. Each College's appeal process should incorporate an element where the student demonstrates what has changed and why they will perform better in the future. Appeal consideration will be based on statements and documentation as submitted by the student. College processes for approving or denying appeals must be based upon objective factors.

- If the College approves an appeal, appeals for subsequent Academic Suspensions should address why the student was unsuccessful on the prior appeal, and what additional measures have been taken to ensure success. If the student's suspension appeal is approved, the student will be placed on Performance Support.
- If the student's suspension appeal is not approved, the student may be dropped from all courses registered for in upcoming terms at the College, based on the College's procedures.

## ACADEMIC RENEWAL

In order to help CCCS students achieve success, returning students may request a one-time academic renewal from a CCCS College where up to 30 credit hours of poor academic performance may be excluded from their GPA calculation. The following procedures apply to applications for academic renewal:

- Students must wait a minimum of two academic years from the last term being considered for academic renewal.
- Students must be enrolled and have completed at least 6 hours with a 2.00 term GPA to be awarded academic renewal. For a Reverse Transfer Degree only, the student may fulfill this requirement by demonstrating enrollment in at least 6 credit hours with a 2.00 term GPA during the last semester of attendance at the four-year institution.
- A maximum of 30 credit hours can be excluded from the GPA.

- Grades approved for academic renewal remain on the transcript but are excluded from the GPA calculations.
- Academic renewal applies to D and F grades only.
- Students can only apply for academic renewal once, and if awarded, it is not reversible.

Notwithstanding the above procedures, a CCCS College may automatically grant academic renewal for students through the statewide Colorado Reverse Transfer Program if the student's four-year institution data shows they have been successfully progressing, and granting academic renewal will result in the awarding of an Associate's degree.

*NOTE: Federal and state financial aid eligibility rules require all attempted credits be included when determining the length of time to completion. Therefore, coursework excluded as part of the Academic Renewal is included when calculating financial aid eligibility.*

## 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, or Dean's List.

### 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

### Vice President's List

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

### Dean's List

To be eligible for the Dean'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 3.50-3.749

P grades and grades for Developmental Education coursework are not included in the GPA Calculation.

The President's List, Vice President's List and Dean's List are 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.

### APPLICATION

This guideline applies to the state system of community colleges.

### PRINCIPLE

Designates the requirements for transferring credits to a Colorado Community College System (CCCS) College. This procedure also addresses the transfer appeals process.

### GUIDELINE

The transfer of academic credit to the college is governed by the following policies and procedures:

- 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 department chair.
- Transfer credit is accepted as specified by legislated and Colorado Community College System (CCCS) articulation agreements.
- The college may examine credits to ensure that the content is not outdated or obsolete. Please note that some courses that are more than 10 years old may not be transferable. In addition, courses must be no more than 7 years old for some health programs (please check with the department).
- Courses will be evaluated against the Colorado Community College Common Course Numbering System (CCCNS).
- The official transcript will include courses taken at the institution and those transfer credits requested by the student.
- Courses will be transcribed with CCCNS course number, title, prefix and the number of credits awarded by the transferring institution.
- Grades for transfer courses will be recorded in Banner and show on the official transcript.
- Prerequisite courses below the 100 level will not be accepted in transfer and will not appear on the transcript but will be noted in the student's record.
- A grade of "C" or higher, "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. Additionally, some schools only accept

a "P" or "S" grade if it is shown to be equivalent to a grade of "C" or better.

- 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. However, 45 transfer credits is the maximum number of credits that can be applied towards a degree. A minimum of 25% of the credits applied to a degree or certificate must be earned at the home institution.
- 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 course 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 CTE (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 CCCS Guide to Credit for Prior Learning.
- Transfer courses that have the Guaranteed Transfer (GT) designation will be noted as GT courses. If the course is not present in the CCCNS then it will be transcribed with the prefix GTP for GT-Pathways, the applicable GTP course number, and the course title that matches the GT designation, e.g., CO1, AH3, MA1, etc.
- Transfer credits will be awarded as governed by CCE (Colorado Commission on Higher Education) and State Board policies and System Chancellor's Procedures.
- Quarter hours and other non-standard credit hours that are accepted in transfer will be converted into semester credit hours.

### TRANSFER APPEALS PROCESS

Consistent with the requirements of the Colorado Commission on Higher Education, CCCS Colleges have established a Transfer Appeals Process. Based upon the initial transcript evaluation of transfer credits completed, a student may appeal:

1. A decision regarding the transferability of a specific course(s);
2. A decision regarding the placement of a specific course(s); or
3. The college's failure to provide a transcript evaluation within the designated 30-day calendar period.

Further information and a detailed list of transfer and appeal guidelines can be found in the established appeal process.

*-Approved by CCCS Education Services Council  
(ES 9-82 effective Fall 2013 Rev. Summer 2013)*

For more information see CCCS Student Transfer Appeals policy (approved June 2, 2005).

## Foreign Transcripts

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Transcripts from colleges and universities outside the United States must first be evaluated course-by-course **by an approved evaluation service.**

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

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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.

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. Transcripts of 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.

## TRANSCRIPTS AND TRANSFERRING MCC CREDITS TO OTHER INSTITUTIONS

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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.

## TRANSFER FROM MCC

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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.

## 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.

gtPathways link: for a list of all gtPathways Courses and the gtPathways General Education Curriculum

Transfer Degrees link: for a list of all CCCS Degrees with Designation (and other agreements) for guaranteed transfer of AA or AS degrees to bachelor's degree programs at Colorado public institutions of higher education.

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.

## gtPathways Course Equivalents at All Colorado Public Colleges and 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.

## "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.

*ES 9-84 Effective Fall 2013; Revised Summer 2013*

## 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) which can be found on their website.

## 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 on the CCCS website.

## 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. 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.

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.

## 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

*-Approved CICHE Policy SECTION I PART L 8.05 - April 11, 2014*

### REVERSE TRANSFER RESIDENCY

To award Reverse Transfer Degrees to non-active students, a residency must be assigned to the term that the degree is awarded.

When awarding a Reverse Transfer Degree to a non-active student, colleges will use the last known residency for the student as listed in our student information system (Banner). This practice will not impact tuition classification as the student will have a registration hold placed on for the award term and made inactive for the term after.

*ES 4-86*

*Approved Fall 2012; Effective Fall 2012; Revised Spring 2013*

## 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 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.

### 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 focus. Unless specifically invited to participate in a special classroom event, children are not allowed in classrooms.

### 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.

### 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 Advisor:

Kiley David 970-542-3156  
[kiley.david@morgancc.edu](mailto:kiley.david@morgancc.edu)

### Pride Club

Pride Club is Morgan Community College's safe space for students that identify as LGBTQAI+. Allies are also welcome! Pride Club aims to advocate for student rights, educate the community on LGBTQAI+ issues, and bring awareness to campus through multiple events.

Organization Advisors:

Megan McDonald (970) 542-3193  
[megan.mcdonald@morgancc.edu](mailto:megan.mcdonald@morgancc.edu)

Gabriel Tolan (970) 542-3162 [gabriel.tolan@morgancc.edu](mailto:gabriel.tolan@morgancc.edu)

### Multi-Cultural Club

Multicultural Club at Morgan Community College is a safe place for students of all different backgrounds to come together and celebrate the diversity within MCC's Campuses! MCC Multicultural Club is dedicated to advancing campus knowledge through cultural events and mentoring high school students.

Club Advisors:

Monica Carrasco (970) 542-3173  
[monica.carrasco@morgancc.edu](mailto:monica.carrasco@morgancc.edu)

### 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. For further information contact the Student Life Coordinator, Amy Carrillo (970) 542-3170 or [amy.carrillo@morgancc.edu](mailto:amy.carrillo@morgancc.edu).

## Phi Theta Kappa (PTK)

The Phi Theta Kappa Honor Society has helped millions of high-achieving college students reach their full potential. It doesn't just recognize their academic success; it gives them opportunities to develop professional and leadership skills, earn scholarships, explore career paths — and make their worlds a lot bigger.

Club Advisors:

Connie Mitchell 970-542-3207  
[connie.mitchell@morgancc.edu](mailto:connie.mitchell@morgancc.edu)

Susan Meyer 970-542-3236  
[susan.meyer@morgancc.edu](mailto:susan.meyer@morgancc.edu)

Todd Schneider 970-542-3218  
[todd.schneider@morgancc.edu](mailto:todd.schneider@morgancc.edu)

Brady Michel 970-542-3229  
[brady.michael@morgancc.edu](mailto:brady.michael@morgancc.edu)

Christian Lasegue 970-542-3206  
[christian.lasegue@morgancc.edu](mailto:christian.lasegue@morgancc.edu)

## Physical Therapist Assistant Club

For further information contact the club advisor:

Erin Gonzalez 970-542-3225 [erin.gonzalez@morgancc.edu](mailto:erin.gonzalez@morgancc.edu)

## Science Club

For further information contact one of the Club Advisors:

Brady Michel 970-542-3229  
[brady.michael@morgancc.edu](mailto:brady.michael@morgancc.edu)

Steve Sjostedt 970-542-3213  
[steve.sjostedt@morgancc.edu](mailto:steve.sjostedt@morgancc.edu)

## 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.

For further information contact the Student Life Coordinator: Amy Carrillo (970) 542-3170 or [amy.carrillo@morgancc.edu](mailto:amy.carrillo@morgancc.edu).



## SkillsUSA

SkillsUSA is 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 can participate in local, state, and national skills competitions each year.

Organization Advisors:

Automotive Service Technology:

Brad Parker 970-542-3215

[brad.parker@morgancc.edu](mailto:brad.parker@morgancc.edu)

Automotive Collision Technology:

Tim Grauberger 970-542-3220

[tim.grauberger@morgancc.edu](mailto:tim.grauberger@morgancc.edu)

Welding Technology:

Tyler Wunsch (970) 542- 3257.

[tyler.wunsch@morgancc.edu](mailto:tyler.wunsch@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.

Organizational Advisors:

Charlene Carrera (970) 542-3177

[charlene.carrera@morgancc.edu](mailto:charlene.carrera@morgancc.edu)

Preston Klimper (970) 542-3231

[preston.klimper@morgancc.edu](mailto:preston.klimper@morgancc.edu)

## COLLEGE CLOSURES

It is assumed that unless a specific decision is made otherwise, 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 a Morgan Alert. Messages are sent via telephone, e-mail, cell phone, and text messaging if it is enabled by the owner.

### Daytime Closures

Notification of College closure for the entire day will be sent via Morgan Alert and released to several local media outlets, the MCC website, and on MCC Facebook pages.

Notification of cancelation of evening courses will be made no later than 4:00 p.m. and will be sent via Morgan Alert, announced on local media outlets.

The MCC general information number 970-542-3100 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

## Snow Closure and Inclement Weather Cancelation Policy

If the decision to close the Fort Morgan Campus or an individual Center and cancel classes because of inclement weather will be made by the Morgan ALERT system or an area's Director of Regional Community Outreach.

## COLLEGE STORE

The College Store supports students by offering them the following services provided conveniently on campus:

### Textbooks

Buy or rent textbooks online or use the kiosks located just outside the College Store on the Fort Morgan campus.

### Cashier Services

All MCC bills can be paid to the cashier in the MCC College Store.

### Copy Center

The Copy Center is available to make copies (black/white and color) for a minimal fee.

## Fax Services

Students and staff may send (for a minimal fee) and receive faxes from the College Store at 970-542-3116.

## Student Malpractice and Liability Insurance

Students may purchase malpractice and/or liability insurance as required by some programs from the College Store.

## College Store Hours

The MCC College Store generally maintains a Monday-Friday 8:00 a.m. to 5:00 p.m. schedule. During peak registration periods or special events, hours may be extended. The College Store will be closed during listed Holidays and Professional Development Days as published in the MCC Academic Calendar. The College Store closes for inventory in late June. Students can view posted hours and connect to the MCC College Store by accessing their MyMCC portal accounts.

## Supplies, Clothing, Food and Gifts

The MCC College Store offers many student supplies, clothing, food items, gifts, and much more.

## COMPUTER LABS

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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

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For a small fee, students can have photocopies made at the Copy Center at the MCC College Store.

## COPYRIGHT RESTRICTIONS

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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

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### STUDENT EMAIL ACCESS

Students are assigned a college email account upon admission to the college. Students activate and view this account on MyMCC.

### 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 email 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 more information see CCCS Student Email Acceptable Use Policy SP 4-32.*

### 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 visit the CCCS website.*

## 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.

## 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 offered 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 students may pick up their cards 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-year institution. Assistance with resumes and cover letters, selecting a program of study, transfer advising, and interview coaching are also available.

## LACTATION ROOMS FOR NURSING MOTHERS

In compliance with law and in support of our nursing mothers who are students, staff, faculty and visitors to our campus, Morgan Community College is pleased to provide a lactation room for nursing within our facilities. The following are locations of the MCC lactation rooms:

- Fort Morgan Campus - Aspen 203
- Burlington Center - contact center staff for room
- Wray Center - contact center staff for room

If you have any questions or concerns about the facilities we have provided, please feel free to contact:

- Fort Morgan Campus: Human Resources 970-542-3130
- Burlington Center: Director of Regional Community Outreach 719-346-9300
- Wray Center: Director of Regional Community Outreach 970-332-5755
- Or Vice President of Finance and Administration: 970-542-3127

## LIBRARY

Morgan Community College Library is part of the Learning Commons), located in Cottonwood Hall. The library offers a collection of both print and online materials to help students gather information and research. Books, eBooks, online journal databases, electronic resources, and audiovisual items are available. Students have access to desktop computers, laptops, printers, Wi-Fi, a copier/scanner, and study spaces. Family members or friends of students are welcome to wait for students to complete class time or school business in the Learning Commons (library). There are two designated public use computers in the library computer lab for visitors who must sign a public use agreement form before a library staff member will log them in with guest access.

The library's website is the main gateway to services, information, and learning materials. Online resources are accessible remotely 24/7 on the MCC website with a current student or staff ID.

## 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 on MyMCC.

## Online Collections

Electronic resources are accessible through the library page on the MCC website.

Research links, electronic books, and online databases (collections of full-text journals and abstracts) may be accessed by current students or staff on- or off-campus by a computer with Internet access. Digital collections are multidisciplinary in scope and include primary resource materials, images, and video clips 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 the library.

## MALPRACTICE AND LIABILITY INSURANCE FOR STUDENTS

Students enrolled in selected health professions and service programs are required to carry malpractice and liability insurance. The insurance coverage is available at a nominal cost to students. Students are required to purchase the insurance through the MCC College Store or from the cashier at any Center location.

## MCC ROADRUNNER WEEKLY

Fort Morgan campus activities and events are listed in the [MCC Roadrunner Weekly](#). Watch for deadlines and upcoming events and even chances to win prizes. Students can view the online version on MyMCC.

Persons with disabilities who wish to seek an accommodation to participate in a student activity should notify the ADA Coordinator, Scott Scholes at (970) 542-3111 or [scott.scholes@morgancc.edu](mailto:scott.scholes@morgancc.edu).

## MYMCC STUDENT PORTAL

Upon admission to MCC, students are assigned a Username/Student ID (S#) as well as a temporary password. The first time the student logs into MyMCC they are prompted to change the temporary password (for additional security.)

Students use MyMCC to:

- Add or drop courses
- View account balances and pay tuition/fees
- See Financial Aid awards
- See final grades
- View student email
- Find student forms
- Access DegreeCheck
- Request or view Transcript. MyMCC also has college activities, calendars, important notices, department contacts, additional services/information for students.

Students access MyMCC by going to the MCC website.

## 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 Commons (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 College Store 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

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All MCC parking lots are self-park facilities. The vehicle owner and/or operator is responsible for always locating a legal parking space. Parking violations are subject to student discipline policy.

## SMOKING

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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 from the main entryways. Please be considerate and use the ashtrays provided.

## STUDENT AMBASSADOR PROGRAM

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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

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MCC's Student Center on the Fort Morgan campus houses the MCC College Store, 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 and staff in the lounge. 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 AND WELCOME CENTER

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The Student Services Office and Welcome Center is in Cottonwood Hall and houses the offices of Admissions, Advising, Guidance and Placement, Financial Aid, Records, Registrar, Veteran Services and Registration.

## TESTING CENTER

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Located in the Learning Commons (Library), the Testing Center offers a variety 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 College Store by presenting the appropriate form from the Testing Center.

### Testing Center on MyMCC

Students can view Testing Center hours and tests offered on MyMCC.

## TUTORING CENTER

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The Tutoring 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 Tutoring Center also 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.

## VOTER REGISTRATION

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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.

## VENDING MACHINES

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Many varieties of food and beverage machines are available in the Student Center, Center locations, and throughout campus. If students lose their money in any of these machines, they may contact the College Store or Center staff for assistance.

## VETERANS PROGRAMS

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The Office of Veteran Affairs located in the Student Services Office, provides enrollment services and general information to students who are eligible for education 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.

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

VA students' records must be kept for 3 years following the ending date of the last period certified to VA. Referenced law: Title 38 CFR 21.4209(f)

Students can find additional information on MyMCC.

### **[www.MorganCC.edu](http://www.MorganCC.edu)**

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The MCC website reflects the most current college information. Each semester's MCC Schedule of Classes and changes, the MCC Catalog and 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.

## GRADUATION POLICIES

### GRADUATION APPLICATION

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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 is a simple online form on the MCC website.

#### Late Graduation Applications

Graduation Application forms received after the term deadline may risk missing deadlines for:

- Graduation honors designations and honors cord
- Graduation publicity
- Commencement program inclusion
- May incur delay in final graduation processing and receipt of diploma beyond the usual 6-8 weeks after term end
- May incur extra charges for commencement participation

#### Graduation Application Deadlines

To receive a certificate or degree a Graduation Application form must be filed with the Student Services Office by the application deadline outlined on the form.

Only one commencement ceremony is held in the Spring each year. Students who graduated the previous Fall semester, Spring completers, and students who plan to complete their requirements in the upcoming summer term may attend the commencement ceremony.

Graduation processing and diploma are free of charge. Ceremony participation entails a fee paid to the College Store and includes the cap, gown, tassel, and diploma cover that is given at the ceremony.

### GRADUATION REQUIREMENTS

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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 Instructional Dean or 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

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- 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 if they apply towards their declared program.
- No remedial or developmental courses (generally those starting with a '0') 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

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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; CCCS ES 9-85 Graduation Honors*

HONOR	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.

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 and Ceremony Participation

Students completing their requirements in the upcoming summer may participate in the previous spring commencement ceremony.

### 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 College Store or a cashier at any 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 College Store or from any MCC Center.

## GRADUATION PUBLICITY

Graduation applicant names, awards, and honors are printed in the annual commencement program and in media reports about the ceremony. If a graduation applicant does not want to be listed in graduation publicity, he/she must contact the Registrar's Office in writing 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 & 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).

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 by Term End

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 Graduation Application.

## STUDENT RIGHTS & RESPONSIBILITIES

### COLORADO STUDENT BILL OF RIGHTS

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The Colorado general assembly hereby finds that students enrolled in public institutions of higher education shall have the following rights:

1. 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;
2. 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;
3. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;
4. Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;
5. 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;
6. Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;
7. 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.
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

*Colorado Commission on Higher Education directive - Student Bill of Rights*

*The Colorado Student Bill of Rights, Colo. Rev. Stat. § 23-1-125*

## STUDENT RIGHTS AND RESPONSIBILITIES

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### 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

### Campus

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. 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. Students have the right to be free from harassment or discrimination based on race, national origin, gender, religion, disability, age or sexual orientation. Expect an environment free of drug and alcohol abuse. 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, familial status, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state or federal law.

### 7. Sexual Misconduct:

Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact/Sexual Assault (or attempts to commit same), Non-Consensual Sexual Intercourse/Rape (or attempts to commit same), Dating Violence, Domestic Violence, Stalking, and/or Sexual Exploitation. (See SP 4-120a and BP/SP 19-60 for more information)

### 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 and 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. Preventing or attempting to prevent any student(s) from attending any class or other College activity, 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. Damaging, destroying, or stealing College property or private property of students, College staff or guests when such property is located upon or within College buildings or facilities.
22. Failure to comply with the verbal or written directions of a College official, 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. Influencing or attempting to influence any employee or any student 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. Aiding, abetting, or inciting others 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

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### 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:

- Warning: A Notice served upon the student advising her/him that he/she is violating or has violated College regulations.
- 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.
- 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.
- 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.

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.

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.

- 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.
- 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.
- 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.
- Title IX Coordinator(s) and Title VI and VII Coordinator(s) (EO Coordinator): Designated by the College President to oversee all civil rights complaints.
- Training: All College officials involved with the investigation and discipline process will be trained annually on the issues related to Sexual Harassment, Non-Consensual Sexual Contact/Sexual Assault (or attempts to commit same), Non-Consensual Sexual Intercourse/Rape (or attempts to commit same), domestic violence, dating violence, sexual assault, sexual exploitation, 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 Chancellor's Procedures (SP) 3-50b and (SP) 4-31a 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 Civil Rights Grievance and Investigation Process, 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. For more information see CCCS BP 4-30.

## SEXUAL MISCONDUCT/SEXUAL HARASSMENT

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 CCCS Sexual Misconduct Procedure SP 4-120a through 08-12-2020, and BP/SP-19-60 after 08-12-2020.

### Sexual Misconduct Procedure

For complete copy of the Colorado Community College System - System Chancellor's Procedure - Sexual Misconduct Procedure SP 4-120a (Revised September 23, 2016) and BP/SP 16-60 go to the CCCS website.

## APPLICATION

This procedure applies to the Community Colleges within the Colorado Community College System (CCCS) and the System Office.

Allegations that an individual has engaged in any of these prohibited behaviors will be investigated under System Chancellor's Procedure (SP) 3-50b, Civil Rights Grievance and Investigation Process (if the accused is a CCCS employee, authorized volunteer, guest, or visitor), or SP 4-31a, Civil Rights Grievance and Investigation process (if the accused is a student).

## BASIS

The System and College communities have the right to be free from sexual violence. All members of the System and College communities are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCCS believes in a zero-tolerance policy for sex/gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this procedure, serious

sanctions will be implemented to reasonably ensure that such actions are never repeated. This procedure has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

This procedure is intended to define the System and College's expectations and to establish a mechanism for determining when those expectations have been violated.

When both the complainant and respondent are CCCS employees, authorized volunteers, guests and/or visitors, the System and Colleges will comply with Title VII of the Civil Rights Act of 1964. When a complainant and/or respondent is a student, the System and Colleges will comply with Title IX of the Education Amendments of 1972 (Title IX). For all individuals who this procedure applies to, the System and Colleges will adhere to their obligations under the Violence Against Women Reauthorization Act (VAWA) of 2013.

#### DEFINITIONS

ADA, Title VI and Title VII/Equal Opportunity Coordinator(s) (EO Coordinator) is the employee designated by the System or College President to oversee all civil rights complaints, including sexual misconduct, when employees are both the complainant and the respondent. The President may also designate a "Deputy" EO Coordinator.

The EO Coordinator's responsibilities include, but need not be limited to:

- Contact for government inquiries;
- Point person for all civil rights complaints involving employees as complainant and respondent;
- Creator and implementer of appropriate procedures;
- Assurance of First Amendment protection;
- Prevention and remediation of stalking;
- Prevention and remediation of intimate partner and relationship violence;
- Prevention and remediation of bullying and cyberbullying;
- Oversight and coordination of prompt and equitable grievance procedures;
- Coordinator of the interaction of multiple student and employee grievance processes;
- Supervisor of investigations;
- Compliance auditor; and
- Trainer or convener of broad training requirements for CCCS employees, boards, investigators and appeals officers.

Coercion, in the context of sexual misconduct, is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When a person makes it objectively clear to you that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Complainant is a person who has been subjected to alleged

inappropriate or unlawful civil rights behavior. For purposes of this procedure, a Complainant can be a CCCS employee, student, authorized volunteer, guest, or visitor.

Consent for sexual activity must be clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions demonstrate permission, based on an objective standard, regarding willingness to engage in (and the conditions of) sexual activity. Further, consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity. Previous sexual activity or prior consent does not imply consent to future sexual acts. The consideration of prior, irrelevant sexual conduct, except relating to a prior relationship or history between the parties if relevant to some material issue in the process, is prohibited.

Disciplinary Authority is the individual with authority, or delegated authority, to impose discipline upon a Respondent.

Discrimination is any distinction, preference, advantage, or detriment given to a person based on one or more actual or perceived protected classes.

Force is the use of physical violence and/or imposing on someone physically to engage in sexual activity. Force also includes threats, intimidation (implied threats) and coercion that overcomes resistance.

Harassment is a form of Discrimination that includes Quid Pro Quo and Hostile Environment.

Hostile Environment occurs when a person is subjected to verbal or physical conduct based on a protected class that is sufficiently severe, persistent or pervasive, and objectively offensive to alter the conditions of a person's employment or unreasonable interfere with a person's ability to participate in or benefit from CCS education programs or activities, from both a subjective and objective viewpoint.

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent. Incapacitation could result from mental disability, sleep, unconsciousness, involuntary physical restraint, being underage, or from the ingestion of drugs or alcohol.

Sexual activity with someone whom one should know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated, is a form of Sexual Misconduct.

Use of alcohol or other drugs will never function as a defense to a violation of this procedure.

Investigator is a person charged to investigate the civil rights complaint by the Title IX/EO Coordinator.

Jurisdiction applies to behaviors that take place on a CCCS campus, at CCCS sponsored events, and may also apply off-campus and online behavior when the Title IX/EO

Coordinator determines that the off-campus conduct affects a substantial CCCS interest.

Quid Pro Quo is a type of Sexual Harassment that exists when an employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Respondent is a person whose alleged conduct is the subject of a complaint. For purposes of this procedure, a Respondent can be a CCCS employee, authorized volunteer, guest, visitor, or student.

Retaliation is any adverse employment or educational action taken against a person because of the person's participation, or perceived participation, in a complaint or investigation of discrimination and/or harassment. Retaliation includes acts to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege provided by applicable civil rights laws, policies, and procedures.

Sexual Misconduct Offenses include, but are not limited to:

- Sexual Harassment, which may be in the form of Hostile Environment, Quid Pro Quo, Sexual Assault, Dating Violence, Domestic Violence or Stalking, as those terms are defined herein.
- Non-Consensual Sexual Contact/Sexual Assault (or attempts to commit same), which is any intentional sexual touching, however slight, with any body part or object, by any individual upon any individual, that is performed without consent. Sexual touching includes any bodily contact with breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
- Non-Consensual Sexual Intercourse/Rape (or attempts to commit same), which is any sexual penetration, no matter how slight, with any body part or object, or oral penetration by a sex organ of another person, without consent.
- Dating Violence, which is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. There is no Colorado state law on dating violence; therefore, CCCS abides by the definition used in the Violence Against Women Reauthorization Act (VAWA) of 2013.
  - ✓ Dating Violence is violence and abuse committed by a person to exert power and control over a current or former dating partner.
  - ✓ Dating violence often involves a pattern of escalating violence and abuse over a period of time. Dating violence covers a variety of actions,

and can include physical abuse, physiological and emotional abuse, and sexual abuse. It can also include "digital abuse", the use of technology, such as smartphones, the internet, or social media, to intimidate, harass, threaten, or isolate a victim.

- Domestic Violence, which includes any act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. Domestic Violence also includes any other crime against a person or property, including an animal or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship. C.R.S. 18-6-800.3. Domestic violence further includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Colorado, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Colorado. •Domestic violence is a pattern of abusive behavior in a relationship that is used by one partner to maintain power and control over another current or former intimate partner.
- Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, hurts, injures, or wounds someone.
- Stalking, which is directly or indirectly through another person, is knowingly: •Making a credible threat to another person and, in connection with the threat, repeatedly following, approaching, contacting, or placing under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- Making a credible threat to another person and, in connection with the threat, repeatedly making any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- Repeatedly following, approaching, contacting, placing under surveillance, or making any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person,

a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. C.R.S. 18-3-602.

- Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include frightening communications, direct or indirect threats, and harassing a victim through the internet.
- Stalking also includes engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- Sexual Exploitation, which occurs when a person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples include invasion of sexual privacy, prostituting another person, non-consensual recording of sexual activity, going beyond the boundaries of consent, engaging in voyeurism, knowingly transmitting a sexually transmitted infection or disease to another, exposing one's genitals or inducing another to expose their genitals, possession or viewing of pornography on CCCS property or at CCCS activities, or sexually based bullying.

Title IX Coordinator is the employee designated by the System and the College President to oversee all civil rights complaints, including sexual misconduct, when students are complainants and/or respondents.

#### PROCEDURE

The System Chancellor delegates to each College President the responsibility to ensure procedures for the effective investigation and remediation of prohibited conduct is implemented at their college. The System Chancellor will be responsible to ensure such procedures are implemented at the System office.

#### Conflicts of Interest

While a particular interaction must be offensive to both a reasonable person and to the complainant to be defined as harassment, CCCS employees and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions. Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution.

It is the policy of the State Board for Community Colleges and Occupational Education that none of its employees or its Board members shall engage in any activity or

relationship that places them in a conflict of interest between their official activities and any other interest or obligation. Conflict of interest requires all employees to disqualify themselves from participating in a decision when a personal interest is present; therefore, SP 3-70a, Conflict of Interest-Relationships, requires all employees involved in an amorous relationship to excuse themselves from any authority or evaluative role with respect to the other person. Please refer to SP 3-70a for more information and disclosure requirements.

#### Education and Prevention Programs

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking pursuant to Colorado law;
- Defines what behavior and actions constitute consent to sexual activity in the State of Colorado;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks; and
- Provides information on the procedures the college will adhere to after a sex offense occurs.

#### Retaliatory Acts

If any person who reports an incident of sexual misconduct or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual misconduct, feels they are being subjected to retaliatory acts may report such incidences to the EO or Title IX Coordinator.

It is a violation of this procedure to engage in retaliatory acts against any person who reports an incident of sexual misconduct, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual misconduct. Such act will be subject to discipline, up to and including expulsion for students, termination for CCCS employees, and dismissal for authorized volunteers, guests or visitors.

#### Interpretation and Revision

This procedure defines and prohibits sexual misconduct. If statutory provisions, regulatory guidance, or court interpretations change or conflict with this procedure, the procedure can be deemed amended as of the time of the

decision, ruling or legislative enactment to assure continued compliance.

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

#### REPORTING AN INCIDENT OF SEXUAL MISCONDUCT

The System and the Colleges do not permit sexual misconduct. The System and Colleges can respond to a complaint only if it is aware of the allegations made. Further, the System and Colleges can more effectively investigate the sooner the allegation is brought to its attention.

Any person who believes they have been subjected to sexual misconduct should file a grievance pursuant to SP 3-50b and SP 4-31a, Civil Rights Grievance and Investigation Process.

And BP/SP 19-60 after 08-12-2020

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  
Julie Beydler  
(970) 542-3129  
Julie.Beydler@MorganCC.edu

Vice President of Student Services  
Scott Scholes  
(970) 542-3111  
Scott.Scholes@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

#### CONFIDENTIALITY AND REPORTING INCIDENT(S) OF SEXUAL MISCONDUCT VIOLATIONS

CCCS employees, depending on their roles, have varying reporting responsibilities and may not be able to maintain confidentiality of information reported to them. Any person who reports concerns of civil rights violations should not assume that confidentiality or anonymity can be protected in connection with making a report.

At individual Colleges, some confidential resources may be available, such as mental health counselors, either on or off campus, campus health service providers, off-campus rape crisis resources, legal professionals, and/or members of the clergy. Except in rare circumstances, such as the existence of an immediate threat of harm, these individuals can offer options and advice without any obligation to report internally or externally unless the Complainant has requested information be shared. Other outside confidential resources are available, and the Title IX/EO Coordinator can assist in connecting an individual to these resources.

Any person who reports concerns of civil rights violations should also be aware that CCCS must issue immediate emergency notifications and/or timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. CCCS will make every effort to ensure that a Complainant's name and other identifying information is not disclosed, while still providing adequate information for community members to make safety decisions in light of the danger.

#### EMPLOYEE'S OBLIGATION TO REPORT

CCCS employees (including student employees), unless deemed a confidential resource by law, have an ethical obligation to promptly report any incidents they are aware of concerning civil rights violations. Reports should be made within 24 hours, unless there is reasonable justification for a delay. Employees unsure of the scope of this requirement may direct their questions to the Title IX/EO Coordinator. Failure to report will be considered a violation of BP 3-70, Colorado Community College System Code of Ethics, and may result in discipline, up to and including termination. All other individuals affiliated with CCCS are strongly encouraged to report civil rights violations.

#### TO REPORT A COMPLAINT CONFIDENTIALLY<sup>10</sup>

If one desires that details of the incident be kept confidential, they should speak with mental health counselors, either on or off campus, campus health service providers, or off-campus rape crisis resources who can maintain confidentiality.

The System and Colleges will provide on and/or off-campus mental health counselors free of charge. In addition, another confidential resource you may speak to off-campus, are members of the clergy and chaplains. If you speak to a confidential resource that is endorsed by the College, these individuals are asked to submit anonymous statistical information to the College for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

If you are unsure of someone's duties and ability to maintain privacy, ask them before talking to them. They will be able to explain and help a reporting party to make decisions about who is in the best position to help.

#### CLERY ACT-FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials have a duty to report criminal misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Mandated federal reporters include: student affairs/student conduct officers, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

#### CLERY ACT-FEDERAL TIMELY WARNING REPORTING OBLIGATIONS

Victims of criminal misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

For more information on Clery Act reporting requirements please contact the College's designee in charge with overseeing the Clery Reporting obligations. Each College must publish and notify the College community of who this individual is.

#### 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.

The System and the Colleges must include a web link to the Civil Rights Incident Report Form, as attached to SP 3-50b and SP 4-31a, Civil Rights Grievance and Investigation Process, to initiate a sexual misconduct allegation.

And BP/SP 19-60 after 08-12-2020

If you do not want to make a report through the online form, please report all concerns or complaints relating to sexual misconduct to the Title IX/EO Coordinator(s) at the System or the Colleges. The System and the Colleges are required to publish the name, title, address, phone number, and email of the Title IX and EO Coordinator(s).

#### External Complaints

Students with complaints of this nature also have the right to file a formal complaint with the United States Department of Education:

Office for Civil Rights (OCR)  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582  
Telephone: (303) 844-5695  
Facsimile: (303) 844-4303  
Email: OCR.Denver@ed.gov

For employees with complaints of this nature also have the right to file a formal complaint with the Colorado Department of Regulatory Agencies:

Colorado Civil Rights Division  
1560 Broadway #1050  
Denver, CO 80202  
Telephone: (303) 894-2997  
Facsimile: (303) 894-7830

Or

United States Equal Employment Opportunity  
Commission  
303 E. 17th Avenue  
Suite 410  
Denver, CO 80203  
Telephone: (800) 669-4000  
Facsimile: (303) 866-1085

All other grievances where the complainant is a student(s) and the basis of the complaint is not based on federal or state civil rights laws will be addressed pursuant to SP 4-31, Student Grievance Procedure.

All other grievances by an employee(s) and the basis of the complaint is not based on federal or state civil rights laws will be addressed pursuant to SP 3-50a, Employee Grievances.

And BP/SP 19-60 after 08-12-2020

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<sup>1</sup>CCCS has elected to use the term "Sexual Misconduct" to comply with its federal obligations pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, and the Violence Against Women Reauthorization Act (VAWA) of 2013. The term "sexual misconduct" is intended to include incidences that may rise to the level of Sexual Assault, as defined by C.R.S. 18-3-402, or Sexual Assault on a Child, as defined by C.R.S. 18-3-405, and/or applicable local jurisdictional crimes. The decision to investigate and sanction an incident under this

procedure does not constitute a determination that the incident is a criminal offense. The decision to criminally charge an incident as a "sexual assault," and/or applicable local jurisdictional crimes, is a determination for law enforcement.

<sup>2</sup>Colorado law does not define "dating violence"; therefore the System and College will use the definition set forth in the Violence Against Women Reauthorization Act (VAWA) of 2013. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

<sup>3</sup>Colorado law, C.R.S. 18-6-800.3, defines "domestic violence" as an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. Domestic violence also includes any other crime against a person, or against property, including an animal or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship. This definition is applicable to criminal prosecutions, and it will also be used as the definition for this procedure.

<sup>4</sup>Colorado Law, C.R.S. 18-3-602, defines "stalking", which is applicable to criminal prosecutions, but defers from the definition used in this procedure, is defined as a person commits stalking if directly, or indirectly through another person, the person knowingly:

- Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

<sup>5</sup>Colorado law, C.R.S. 18-9-124, "hazing", which is applicable to criminal prosecutions, but defers from the definition used in this procedure, is defined as any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization; except that "hazing" does not include customary athletic events or other similar contests or competitions, or authorized training activities conducted by members of the armed forces of the state of Colorado or the United States.

<sup>6</sup>The state definition of "Consent" regarding "Unlawful Sexual Behavior", C.R.S. 18-3-401, for criminal prosecutions, but defers from the definition used in this procedure, means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent. Submission under the influence of fear shall not constitute consent.

<sup>7</sup>The System and Colleges may designate one employee to be the Title IX Coordinator as well as the EO Coordinator or they may designate two separate employees.

<sup>8</sup>Colleges are required to notify the U.S. Department of Education of their designated Title IX Coordinator, including contact information. Please cc CCCS Legal Affairs to the notice.

<sup>9</sup>CCCS has adopted parts of the National Center for Higher Education Risk Management (NCHERM) Group and the Association of Title IX Administrators (ATIXA) policy, "The NCHERM Group/ATIXA Model Policy and Procedure for Civil Rights Equity Grievance Resolution For all Faculty, Students and Employees." Use and Adaptation of this model with citations to the NCHERM Group/ATIXA is permitted through a license to the Colorado Community College System. All other rights reserved © 2014. The NCHERM Group, LLC/ATIXA.

<sup>10</sup>The System and the Colleges are expected to establish on and/or off-campus mental health resources. These resources must be publicized for the System and College community

## STUDENT GRIEVANCES

### Student Grievance Procedure

For a complete copy of Colorado Community College System - System Chancellor's Procedure - Student Grievance Procedure SP 4-31 (Revised January 20, 2015) or BP/SP 19-60 after 08-12-2020 go to the CCCS website.

#### APPLICATION

The procedure applies to students within the Colorado Community College System (CCCS).

## 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

And BP/SP 19-60 after 08-12-2020

If the Respondent is a CCCS Administrator/Professional Technical employee(s), Faculty or Adjunct Instructor(s), Classified employee(s), hourly employee(s), which would include student hourlies and workstudys (CCCS employee(s)), authorized volunteer(s), guest(s) or visitor(s), please refer to SP 3-50b

And BP/SP 19-60 after 08-12-2020

## DEFINITIONS

Chief Student Services Officer (CSSO) is the College employee designated by the College President to administer student grievances. The CSSO may delegate the responsibility over student grievances to another person

Complainant(s) is a person who is subject to alleged inequity as it applies to Board Policies, System Chancellor's Procedures, or College Procedures. For purposes of this procedure, a Complainant(s) is a student who was enrolled at the time of the alleged incident.

Day refers to calendar day unless otherwise noted below.

Grievance: A grievable offense is any alleged action which violates or inequitably applies State Board Policies, System Chancellor'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.

Notices which are required to be given by this procedure shall be considered served when given by personal delivery, mailing by certified mail, or emailing the parties to their official college email address requesting a delivery receipt notification. If notice is mailed, the parties shall be given three (3) additional days to respond.

Respondent(s) is a person whose alleged conduct is the subject of a complaint. For purposes of this procedure, a Respondent can be a CCCS employee(s), student(s) who was enrolled at the time of the alleged incident, authorized volunteer(s), guest(s) visitor(s), or College.

## 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 (See Appendix) 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.

The CSSO shall initially determine whether the complaint is grievable or non-grievable.

- If grievable, the CSSO shall inform the Complainant and Respondent of the grievance.
- If the CSSO determines the complaint is not grievable, s/he shall inform the Complainant of this decision in writing. This decision is final.

## 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 the College or the Complainant chooses not to pursue the informal process, the CSSO will open a formal grievance case.

## FORMAL GRIEVANCE PROCESS

### Participation in the Grievance Process

The CSSO will contact or request a meeting 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.

The CSSO may also contact or request a meeting with relevant college staff, students, or others as part of the investigation.

At the CSSO's discretion, he/she may discontinue meetings with anyone that is causing disruption, and will proceed to make a determination based on the information known at that time.

The Complainant(s) and the Respondent(s) 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 his or her 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.

#### AUDIO and/or VIDEO RECORDING

The College, at its discretion, may audio or video record any meeting throughout the process. No other audio or video recording will be allowed.

#### DECISION

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.

#### APPEAL

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. 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.

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.

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

- 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.
- 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 Chancellor's Procedures, or College procedures.
- False Reports-College will not tolerate intentional false reporting of incidents. False reporting could lead to disciplinary action, up to and including expulsion for students.

The procedural rights afforded to students above may be waived by the student.

#### RETALIATORY ACTS

If any person who files a grievance, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such grievance, feels they are being subjected to retaliatory acts may report such incidences to the CSSO.

It is a violation of the grievance procedure to engage in retaliatory acts against any person who files a grievance or any person who testifies, assists or participates in the grievance proceeding, investigation or hearing relating to such grievance. Such act will be subject to discipline, up to and including expulsion for students, termination for CCCS employees, and dismissal for authorized volunteers, guests or visitors.

#### 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.

#### FORMS AND WHO TO REPORT TO

##### Student Grievance Incident Report Form:

To file a non-civil rights complaint, complete the Student Grievance Incident Report Form found on the MCC website.

##### Submit all Student Grievance Incident Report forms to:

Morgan Community College  
CCSO: Julie Beydler, Director of Human Resources/Title IX Coordinator  
920 Barlow Road, Fort Morgan, CO 80701  
Telephone: 970-542-3129  
Email: [Julie.Beydler@MorganCC.edu](mailto:Julie.Beydler@MorganCC.edu)

##### Complaint Incident Report Form (Civil Rights):

To file a civil rights grievance complete the Complaint Incident Report Form found on the MCC website.

##### Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator:

Morgan Community College  
Julie Beydler, Director of Human Resources/Title IX Coordinator  
920 Barlow Road, Fort Morgan, CO 80701  
Telephone: 970-542-3129  
Email: [Julie.Beydler@MorganCC.edu](mailto:Julie.Beydler@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](mailto:OCR.Denver@ed.gov)

## SAFETY & CONSUMER NOTICES

### BEHAVIORAL INTERVENTION TEAM (BIT)

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Morgan Community College cares about the safety, health, and well-being of its students, faculty, staff, and community. The Morgan Community College Behavioral Intervention Team (BIT) was established to promote and maintain the safety and well-being of the campus community through positive, proactive, and practical risk assessment and intervention. You are encouraged to read all the information provided to know when and how to submit an incident report.

#### REASONS FOR REPORTING AN INCIDENT

You should refer individuals who are exhibiting behaviors that pose a threat to safety or that cause a significant disruption to the MCC community.

Signs to look for include:

- Self-injurious behavior
- Suicide ideation or attempt
- Danger or threat to others (violence, threats, or implied threats of violence and intimidation)
- Possession of a weapon
- Inability of an individual to take care of themselves (serious mental health concerns or substance abuse)
- Erratic behavior that is disruptive to the normal proceedings of the college community

If you believe your referral requires more immediate attention, please call Julie Beydler, Human Resource Director at (970) 542-3129.

**In case of an emergency, call 911**

### CAMPUS LAW ENFORCEMENT

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Campus law enforcement is the responsibility of the City of Fort Morgan Police Department.

### CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

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The Clery Act report is available on the MCC website or from MCC Student Services. A list of sexual offenders in the area can be obtained through local Police/Sheriff's Departments.

### Campus Security Report

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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.

### COMMUNICABLE DISEASES

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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

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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.

## 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.

## 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:

1. Student Code of Conduct
2. Legal sanctions for unlawful possession or distribution of illicit drugs and alcohol
3. College Penalties
4. Health risks associated with the abuse of alcohol and the use of illicit drugs
5. Referral Resource - Available counseling, treatment, and rehabilitation program

*For more information see State Board Drug Free Schools (BP 19-30)*

## 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 Penalties

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.

## DRUG AND ALCOHOL PREVENTION INFORMATION

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Drug and Alcohol Prevention Information and policies are available on the website 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.

## EMERGENCY RESPONSE TEAM (ERT)

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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.

## EMERGENCY NOTIFICATION SYSTEM/MORGAN ALERT

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Morgan Community College has implemented an emergency notification system. The system, called, "Morgan 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 service areas 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 Morgan Alert notification numbers/emails on MyMCC.

Morgan 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 a Morgan Alert call is (970) 542-3110; a text message is identified by 237-233 Morgan Alert; and an e-mail will identify the sender's e-mail address as "[MorganCC@alert.apparmor.com](mailto:MorganCC@alert.apparmor.com)" This e-mail address is being protected from spambots. JavaScript must be enabled to view it.

The Morgan 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. Morgan 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.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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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, book vendor, electronic transcript services, verification services, 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.

## FAIR AND ACCURATE CREDIT TRANSACTIONS ACT (FACTA)

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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>

## PROHIBITION STATEMENT: DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

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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:

**Title IX Coordinator**

Julie Beydler  
 Director of Human Resources  
 920 Barlow Road  
 Fort Morgan, CO 80701  
 (970) 542-3129  
[Julie.Beydler@MorganCC.edu](mailto:Julie.Beydler@MorganCC.edu)

**Deputy Title IX Coordinator**

Vice President of Student Services  
 Scott Scholes  
 920 Barlow Road  
 Fort Morgan, CO 80701  
 (970) 542-3111  
[Scott.Scholes@MorganCC.edu](mailto:Scott.Scholes@MorganCC.edu)

To report an incident please contact one of the people listed above or electronically on our website.

**In case of an emergency call 911**

## REPORTING OF CRIMINAL ACTIVITIES

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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 and 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.

## SEX OFFENDER REGISTRY INFORMATION

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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 has an online website for more information.

## SAFETY WARNINGS

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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

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### 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.

## STUDENT RIGHT-TO-KNOW

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In accordance with Title I of Public Law 101-542, information about graduation rates is available on the MCC website or from the Office of Institutional Research; additional graduation data is also available at the Colorado Department of Higher Education website.

## VIOLENCE/FIREARMS ON CAMPUS

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*To view the complete System Chancellor's Procedure (SP 19-10) Violence Firearms on Campus go to the CCCS website.*

*To view the complete State Board Policy (BP 19-10) Violence/Firearms on Campus go to the CCCS website.*

### 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.

## LEGAL STATEMENTS

### PROHIBITION OF DISCRIMINATION, HARASSMENT OR RETALIATION

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Morgan Community College (MCC) and the Colorado Community College (CCCS) Board Policy (BP) 19-60 provides that individuals affiliated with MCC shall not discriminate or harass on the basis of sex, gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, familial status, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected class or category under applicable local, state or federal law (also known as “civil rights laws”), in connection with employment practices or educational programs and activities (including admissions).

BP 19-60 further provides that individuals affiliated with MCC shall not retaliate against any person who opposes discrimination, harassment or retaliation, or participates in any complaint or investigation process.

For information regarding civil rights compliance or grievance procedures contact:

**Title IX Coordinator, Affirmative Action/Equal Opportunity Officer:**

Julie Beydler  
 Director of Human Resources  
 920 Barlow Road-Aspen 207  
 Fort Morgan, CO 80701  
 (970) 542-3129  
[Julie.Beydler@MorganCC.edu](mailto:Julie.Beydler@MorganCC.edu)

**Deputy Title IX Coordinator:**

Scott Scholes  
 Vice President of Student Services  
 920 Barlow Road  
 Fort Morgan, CO 80701  
 (970) 542-3111  
[Scott.Scholes@MorganCC.edu](mailto:Scott.Scholes@MorganCC.edu)

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.

### CIVIL RIGHTS AND SEXUAL MISCONDUCT RESOLUTION PROCESS

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Morgan Community College (MCC) and CCCS System Procedures (SP) 19-60 details the reporting requirements, process by which investigations are conducted depending on the type of case, definitions of discrimination, harassment, retaliation, and sexual misconduct, MCC's responsibility in the processes, the rights of involved parties, and procedures for live hearings in cases involving sexual misconduct allegations arising from conduct within the United States.

To report an incident of sexual misconduct, please contact one of the people listed above or electronically via the [MCC Incident Report](#).

In case of an emergency call 911.

### MCC'S TITLE IX RESPONSIBILITIES

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Morgan Community College seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault, we encourage you to report this. If you report this to a faculty or staff member, he or she must notify Julie Beydler, our College's Title IX Coordinator about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information about your options at Morgan Community College please go to: Title IX.

### MANDATED REPORTERS

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Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, all employees have an obligation to report any allegation of discrimination or acts of sexual misconduct. MCC strongly encourages students to report any discrimination or acts of sexual misconduct.

Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator at (970) 542-3129, email: [Julie.Beydler@morgancc.edu](mailto:Julie.Beydler@morgancc.edu) or in the HR office, Aspen 207. Reports to law enforcement can be made at the Fort Morgan Police Department or your local police department, Dispatch Phone number: (970) 867-5678 or if an emergency, dial 911.

If you would like a confidential resource, please contact S.A.R.A. (Sexual Assault Response Advocates) at (970) 867-2121.

Further information may be found on the College web site: Title IX (<http://www.MorganCC.edu/titleix>).

**Title IX Coordinator**

Julie Beydler  
 Director of Human Resources  
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**Deputy Title IX Coordinator**

Vice President of Student Services  
 Scott Scholes  
 920 Barlow Road  
 Fort Morgan, CO 80701  
 (970) 542-3111  
[Scott.Scholes@MorganCC.edu](mailto:Scott.Scholes@MorganCC.edu)

## ADA STATEMENT

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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 which can be found on our website. Those wishing to seek accommodations must contact the ADA Coordinator, Scott Scholes at (970) 542-3111 or [scott.scholes@morgancc.edu](mailto:scott.scholes@morgancc.edu).

Inquiries or specific complaints of alleged disability-related discrimination or harassment should contact the Director of Human Resources, Julie Beydler [julie.beydler@morgancc.edu](mailto:julie.beydler@morgancc.edu).

## VIDEO OR AUDIO RECORDING OF LECTURES

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Except where a student is entitled to make an audio or video recording of class lectures and discussions as an educational accommodation determined through the student's interactive process with college disability services, a student may not record lectures or classroom discussions unless written permission from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur.

A student granted permission to record may use the recording only for his or her own study and may not publish or post the recording on YouTube or any other medium or venue without the instructor's explicit written authorization.

Students with a disability are encouraged to contact the learning resources and support programs on each campus to arrange for accommodations and support services.

# ACADEMIC CALENDAR 2023-2024

## Morgan Community College (Calendar Subject to Change)

### Summer Semester

2023

Registration/Advising Period Opens	March 13, 2023
Memorial Day (College Closed)	May 29, 2023
10-Week Classes Begin	May 30 <sup>th</sup> , 2023
Last Day to Drop 10-Week Classes	June 8, 2023
8- Week Classes Begin	June 12, 2023
Last Day to Drop 8-Week Classes	June 19, 2023
Graduation Application Deadline	July 3, 2023
Independence Day Holiday (College Closed)	July 4, 2023
Last Day to Withdraw from 10-WeekClasses	July 24, 2023
Last Day toWithdrawfrom8-Week Classes	July 27, 2023
8-Week Classes End	August 4, 2023
10-WeekClasses End	August 4, 2023

### Fall Semester

2023

Registration/Advising Period Opens	March 13, 2023
Saturday Registration 9-11 A.M.	August 5, 2023
All Faculty Report	August 14, 2023
15-Week Classes Begin	August 21, 2023
Graduation Application Deadline	September 1, 2023
Labor Day (College Closed)	September 4, 2023
Last Day to Drop 15-Week Classes	September 6, 2023
Professional Development Day (No Classes)	September 26, 2023
Last Day to Withdraw from 15-Week Classes	November 16, 2023
Thanksgiving Holiday (College Closed)	November 23, 2023
Thanksgiving Holiday (College Offices Open–No Classes)	November 22 & 24, 2023
15-Week Classes End	December 8, 2023
Last Workday for All Faculty	December 13, 2023
Christmas Break (College Closed)	December 25, 2023-January 1, 2024

### Spring Semester

2024

Registration/Advising Period Opens	October 30, 2023
College Offices Open	January 2, 2024
Saturday Registration 9-11 A.M.	January 6, 2024
All Faculty Report	January 9, 2024
15-Week Classes Begin	January 16, 2024
Graduation Application Deadline	February 2, 2024
Last Day to Drop 15-Week Classes	January 31, 2024
Professional Development Day (No Classes)	April 12, 2024
Spring Break (No Classes-College Offices Open)	March 11-17, 2024
Last Day to Withdraw from 15-Week Classes	April 11, 2024
15-Week Classes End	May 3, 2024
Commencement Ceremony (Faculty Workday)	May 4, 2024
Last Workday for All Faculty	May 8, 2024

## DEGREES AND CERTIFICATES LIST BY PROGRAM

AA=Associate of Arts AS=Associate of Science AGS=Associate of General Studies  AAS=Associate of Applied Science CER=Certificate		Total Credits	Financial Aid Eligible?	Codes
<i>NOTE: Some programs are listed more than once as they apply across various areas of study, programs, and areas of interest.</i>				
<b>AG/BUSINESS MANAGEMENT PROGRAM</b>				
Certificate - Ag Business Management- Records and Business Planning	Career and Tech Ed (CTE)	18	Yes	M_CER_ABM6
Certificate - Ag Business Management-Financial Analysis	Career and Tech Ed (CTE)	18	Yes	M_CER_ABM7
Certificate - Ag Business Management-Market Plan Development	Career and Tech Ed (CTE)	18	Yes	M_CER_AGR9
Certificate - Ag Business Management-Integrated Management	Career and Tech Ed (CTE)	18	Yes	M_CER_ABMK
Certificate - Ag Business Management-Advanced Bus. Management	Career and Tech Ed (CTE)	18	Yes	M_CER_ABMJ
Certificate - Ag Business Management-Commodity Marketing	Career and Tech Ed (CTE)	18	Yes	M_CER_ABM8
Certificate - Ag Business Management-Web Productivity and Utilization	Career and Tech Ed (CTE)	18	Yes	M_CER_ABMU
Certificate - Ag Business Management-Rural Business Entrepreneurship	Career and Tech Ed (CTE)	18	Yes	M_CER_ABMH
Certificate - Ag Business Management-Leadership/Human Resource Management	Career and Tech Ed (CTE)	18	Yes	M_CER_ABME
<b>ASSOCIATE OF ARTS DEGREE PROGRAM</b>				
<b>for transfer to 4-year institutions towards Bachelor of Arts degrees</b>				
Associate of Arts – Liberal Studies (no designated transfer major)	Transfer Degree	60	Yes	M_AA_AA
Associate of Arts - Business transfer major	Transfer Degree	60	Yes	M_AA_AA BSTR
Associate of Arts - Communication transfer major	Transfer Degree	60	Yes	M_AA_AA COMD
Associate of Arts - Criminal Justice transfer major	Transfer Degree	60	Yes	M_AA_AA CRJT
Associate of Arts - Early Childhood Teacher Education transfer major	Transfer Degree	60	Yes	M_AA_AA ECTD
Associate of Arts - Economics transfer major	Transfer Degree	60	Yes	M_AA_AA ECON
Associate of Arts - Elementary Teacher Education transfer major	Transfer Degree	60	Yes	M_AA_AA EMTD
Associate of Arts - English transfer major	Transfer Degree	60	Yes	M_AA_AA_ENGD
Associate of Arts - History transfer major	Transfer Degree	60	Yes	M_AA_AA HIST
Associate of Arts - Political Science transfer major	Transfer Degree	60	Yes	M_AA_AA POLS
Associate of Arts - Philosophy transfer major	Transfer Degree	60	Yes	M_AA_AA PHIM
Associate of Arts - Psychology transfer major **	Transfer Degree	60	Yes	M_AA_AA PSYA
Associate of Arts - Sociology transfer major	Transfer Degree	60	Yes	M_AA_AA SOCL
<b>ASSOCIATE OF SCIENCE DEGREE PROGRAM</b>				
<b>for TRANSFER to 4-YEAR INSTITUTIONS TOWARDS BACHELOR OF SCIENCE DEGREES</b>				
Associate of Science – Liberal Studies (no designated transfer major)	Transfer Degree	60	Yes	M_AS_AS
Associate of Science - Agriculture Business transfer major	Transfer Degree	60	Yes	M_AS_AS AGBU
Associate of Science - Animal Science transfer major	Transfer Degree	60	Yes	M_AS_AS ANSC
Associate of Science - Biology transfer major	Transfer Degree	60	Yes	M_AS_AS BIOD
Associate of Science - Geology transfer major	Transfer Degree	60	Yes	M_AS_AS GEOL
Associate of Science - Mathematics transfer major	Transfer Degree	60	Yes	M_AS_AS MATH

Associate of Science - Physics transfer major	Transfer Degree	60	Yes	M_AS_AS PHYD
Associate of Science - Psychology transfer major **	Transfer Degree	60	Yes	M_AS_AS PSYS
Associate of Science - Soil and Crop Science transfer major	Transfer Degree	60	Yes	M_AS_AS SCSC
<b>AUTOMOTIVE COLLISION REPAIR PROGRAM</b>				
Associate of Applied Science - Automotive Refinish Technician	Career and Tech Ed (CTE)	79	Yes	M_AAS_ABSD
Associate of Applied Science - Automotive Estimatcs Technician	Career and Tech Ed (CTE)	78	Yes	M_AAS_ABSA
Associate of Applied Science - Automotive Collision Technology	Career and Tech Ed (CTE)	78	Yes	M_AAS_CRT1
Certificate - Automotive Collision Repair	Career and Tech Ed (CTE)	35	Yes	M_CER_AUCO
Certificate - Automotive Mechanical/ Collision Repair	Career and Tech Ed (CTE)	33	Yes	M_CER_AMCR
<b>AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM</b>				
Associate of Applied Science - Automotive Service Technology	Career and Tech Ed (CTE)	75	Yes	M_AAS_ATC
Certificate - Automotive Service Technology	Career and Tech Ed (CTE)	34	Yes	M_AAS_ATC
Certificate – General Automotive Technician	Career and Tech Ed (CTE)	11	No	
Certificate – Advanced Automotive Technician	Career and Tech Ed (CTE)	21	Yes	
Certificate – Undercar Specialist	Career and Tech Ed (CTE)	8	No	
<b>BUSINESS PROGRAM</b>				
Associate of Applied Science in Business-Accounting	Career and Tech Ed (CTE)	60	Yes	M_AAS_BACT
Associate of Applied Science in Business-Business Administration	Career and Tech Ed (CTE)	60	Yes	M_AAS_BUSB
Associate of Applied Science in Business-Entrepreneurship	Career and Tech Ed (CTE)	60	Yes	
Associate of Applied Science in Business-Real Estate	Career and Tech Ed (CTE)	60	Yes	
Certificate-Accounting	Career and Tech Ed (CTE)	30	Yes	
Certificate-Business Administration	Career and Tech Ed (CTE)	30	Yes	
Certificate - Entrepreneurship	Career and Tech Ed (CTE)	30	Yes	M_CER_ENTP
Certificate - Office Support Specialist	Career and Tech Ed (CTE)	32	Yes	M_CER_BAOS
Certificate - Real Estate	Career and Tech Ed (CTE)	31	No	M_CER_RELE
Certificate - Supervision	Career and Tech Ed (CTE)	31	Yes	M_CER_BASV
<b>COMPUTER SUPPORT TECHNICIAN PROGRAM</b>				
Certificate - Computer Support Technician	Career and Tech Ed (CTE)	14	No	M_CER_CSTC
<b>EARLY CHILDHOOD EDUCATION PROGRAM</b>				
Certificate - Early Childhood Education-Infant/Toddler Teacher	Career and Tech Ed (CTE)	15	No	M_CER_ITGL
Certificate - Early Childhood Teacher	Career and Tech Ed (CTE)	18	Yes	M_CER_PSGL
Certificate - Early Childhood Education Director	Career and Tech Ed (CTE)	30	Yes	M_CER_ECCA
Certificate – Early Childhood Education Assistant	Career and Tech Ed (CTE)	6	No	

<b>EDUCATION PROGRAM</b>				
Associate of Arts - Early Childhood Teacher Education transfer major	Transfer Degree	60	Yes	M_AA_AA ECTD
Associate of Arts - Elementary Teacher Education transfer major	Transfer Degree	60	Yes	M_AA_AA EMTD
Certificate – Paraprofessional Educator		8	No	M_CER_PAFD
<b>EMERGENCY MEDICAL SERVICES PROGRAM</b>				
Certificate - Emergency Medical Technician-Basic	Career and Tech Ed (CTE)	11	No	M_CER_EMTB
Certificate - Emergency Medical Technician-Intermediate	Career and Tech Ed (CTE)	15	No	M_CER_EMT6
Certificate - Advanced Emergency Medical Technician	Career and Tech Ed (CTE)	11	No	M_CER_EMIN
<b>HEALTH SCIENCE TECHNOLOGY PROGRAM</b>				
Certificate – Introduction to Health Careers	Career and Tech Ed (CTE)	30	No	M_CER_MEPR
<b>INDUSTRIAL ELECTRICAL/MECHANICAL MAINTENANCE PROGRAM</b>				
Associate of Applied Science in Electromechanical Technology	Career and Tech Ed (CTE)	65	Yes	M_AAS_ELMT
Certificate - Industrial Maintenance	Career and Tech Ed (CTE)	31.5	Yes	M_CER_INMA
Certificate - Industrial Electrical	Career and Tech Ed (CTE)	35	Yes	M_CER_INEL
Certificate – Industrial Controls and Telematics	Career and Tech Ed (CTE)	31.5	Yes	M_CER_ICT1
<b>LAW ENFORCEMENT PROGRAM</b>				
Associate of Applied Science in Law Enforcement	Career and Tech Ed (CTE)	60	Yes	M_AAS_CRJK
<b>MEDICAL OFFICE TECHNOLOGIES PROGRAM</b>				
Associate of Applied Science in Medical Office Assistant	Career and Tech Ed (CTE)	60	Yes	M_AAS_MDAS
Certificate - Medical Office Clinical Assistant	Career and Tech Ed (CTE)	44	Yes	M_CER_MDAS
<b>MEDIA DESIGN, MARKETING, AND ADVERTISING PROGRAM</b>				
Associate of Applied Science Media Design, Marketing and Advertising	Career and Tech Ed (CTE)	60	Yes	M_AAS_MMD
Certificate - Foundations of Graphic Design	Career and Tech Ed (CTE)	15	No	M_CER_MMA1
Certificate - Foundations of Internet Media	Career and Tech Ed (CTE)	12	No	M_CER_MMFI
Certificate - Media Design	Career and Tech Ed (CTE)	30	Yes	M_CER_MMME
<b>NURSE AIDE PROGRAM</b>				
Certificate - Nurse Aide	Career and Tech Ed (CTE)	5	No	M_CER_NR3
<b>NURSING PROGRAM</b>				
Associate of Applied Science in Nursing	Career and Tech Ed (CTE)	67.5	Yes	M_AAS_NR1
Certificate - Practical Nursing	Career and Tech Ed (CTE)	47	Yes	M_CER_NR4
Bachelor of Science in Nursing (RN to BSN)	Bachelor's Degree	120	Yes	M_BS_BSN
<b>PHLEBOTOMY TECHNOLOGIES PROGRAM</b>				
Certificate - Phlebotomy Technologies	Career and Tech Ed (CTE)	5	No	M_CER_PHL2
<b>PRECISION AGRICULTURE TECHNOLOGY PROGRAM</b>				
Associate of Applied Science in Precision Agriculture Technology	Career and Tech Ed (CTE)	60	Yes	M_AAS_AGTA

Certificate - Unmanned Aircraft Systems	Career and Tech Ed (CTE)	11	No	M_CER_UASC
Certificate – Precision Ag Technician	Career and Tech Ed (CTE)	15	No	M_CER_PAT
Certificate – Agriculture Retail	Career and Tech Ed (CTE)	16	Yes	M_CER_1AGR
<b>PHYSICAL THERAPIST ASSISTANT PROGRAM</b>				
Associate of Applied Science Physical Therapist Assistant	Career and Tech Ed (CTE)	75	Yes	M_AAS_PTA
<b>RADIOLOGIC TECHNOLOGY PROGRAM</b>				
Associate of Applied Science in Radiologic Technology	Career and Tech Ed (CTE)	77	Yes	M_AAS_RADI
<b>WELDING PROGRAM</b>				
Associate of Applied Science in Welding Technology	Career and Tech Ed (CTE)	63	Yes	M_AAS_WTE
Certificate - AWS Skills Welding	Career and Tech Ed (CTE)	31	Yes	M_CER_WEL8
Certificate - Gas Tungsten ARC/Gas Metal ARC (TIG/MIG) Welding	Career and Tech Ed (CTE)	35	Yes	M_CER_WEL7
Certificate - Shielded Metal Arc (STICK) Welding	Career and Tech Ed (CTE)	32	Yes	M_CER_WEL9
Certificate – Aluminum Welding	Career and Tech Ed (CTE)	16	No	M_CER_ALWE
Certificate – Basic Welding	Career and Tech Ed (CTE)	16	No	M_CER_WEBA
<b>ASSOCIATE OF GENERAL STUDIES PROGRAM</b>				
Associate of General Studies		60	Yes	M_AGS_AGS
<b>APPLIED TECHNOLOGY PROGRAM</b>				
Associate of Applied Science in Applied Technology		60	Yes	M_AAS_APT1

## COURSE RENUMBERING 2022



Effective Summer 2022, all course numbers throughout the Colorado Community College System have changed from three digits to four. The [Course Descriptions](#) section contains both the old and the new numbers for reference.

## ASSOCIATE OF ARTS DEGREE PROGRAM

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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:

1. An Associate of Arts without designation is designed to transfer into liberal arts programs and requires courses from specific requirement categories.
2. An Associate of Arts degree with a program designation (Degree with Designation or DwD) is for transfer into a specific Colorado four-year program aligned with a Statewide Articulation Agreement. See the list of Designations offered at MCC at the end of this section.

Students pursuing degrees with designation should consult with their MCC advisors regularly and follow the program layout for their designation and effective catalog with guidance from their intended Colorado public 4-year public transfer institution based on their intended transfer degree.



MCC offers the following Associate of Arts (A.A.) Degrees with Designation Transfer Agreements. Click on the following link, to connect with the latest Transfer Agreements, which will enable you to see the full agreement along with other requirements, guarantees and conditions.

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

**Business** (Approved:1/7/11; Effective: April 2011; Revised March 2023)

**Criminal Justice** (Approved: 1/22/13; Effective: Spring 2013; Revised August 2022)

**Economics** (Approved: 1/7/11; Effective: April 2011; Revised August 2022)

**Early Childhood Teacher Education** (Approved: 8/7/15; Effective: Fall 2015; Revised August 2022)

**Elementary Teacher Education** (Approved: 8/7/15; Effective: Fall 2015; Revised March 2023)

**English** (Approved: 12/4/14; Effective: Spring 2015; Revised August 2022)

**History** (Approved: 4/1/2011; Effective: Fall 2011; Revised August 2022)

**Philosophy** (Approved: 9/4/2014; Effective: Fall 2014; Revised March 2023)

**Political Science** (Approved: 3/2/2012; Effective: Fall 2012; Revised March 2023)

**Psychology-AA/BA** (Approved: 4/1/2011; Effective: Fall 2011; Revised January 2023)

**Sociology** (Approved: 3/2/12; Effective: Fall 2012; Revised August 2022)

## Associate of Arts

AWARD
ASSOCIATE OF ARTS (Liberal Studies/No designated transfer major)
Code: M_AA_AA
Approved for Financial Aid
PROGRAM DESCRIPTION
This program is designed for students wanting to complete the first two years of a bachelor's degree at the community college and transfer to a college or university to complete a BA degree. The Associate of Arts (AA) Degree provides students with both breadth and depth of knowledge in Liberal Arts as well as Social and Behavioral Sciences. Students may tailor this general Associate of Arts (AA) Degree to prepare for specific transfer options. The Associate of Arts (AA) degree is a 2-year, 60-credit degree program for students who want to transfer to a four-year college or university to pursue a four-year degree in arts, humanities, communication, or social sciences. The AA degree also includes courses in math and sciences. As a transfer degree, the AA includes Guaranteed Transfer (GT) courses as well as elective classes. Students who want to transfer to a specific four-year degree program, such as Communication, History, or Fine Arts, should follow the program pathway for that specific AA degree. This is known as 'choosing a major.' Students who do not choose a specific AA degree pathway will be awarded a general AA degree. The Associate of Arts degree is a two-year degree featuring courses from a variety of subject areas, including English, Communication, Arts, Math, science, and Social Science. Students wishing to transfer to a four-year university should choose an AA degree with a specific concentration, such as English, Education, History, Psychology, Spanish. An AA degree without a concentrated subject area may not transfer to a four-year university program, or it may require that additional courses be taken at the four-year level. Speak to an advisor to declare your program.
DEGREE PREREQUISITES
Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test. Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 15 credits in this program must be taken at MCC</li> </ul>
COURSE REQUIREMENTS

None.		
<b>WRITTEN COMMUNICATION TAKE THESE TWO COURSES:</b>		
ENG 1021	ENGLISH COMPOSITION I: GT-CO1	3
ENG 1022	ENGLISH COMPOSITION II: GT-CO2	3
	<b>CREDITS SUBTOTAL</b>	6
<b>COMPUTER SCIENCE SELECT ONE COURSE:</b>		
CIS 1018	INTRODUCTION TO PC APPLICATIONS	3
CSC 1060	COMPUTER SCIENCE I (C++)	4
	<b>CREDITS SUBTOTAL</b>	3
<b>ORAL COMMUNICATION SELECT ONE COURSE:</b>		
COM 1150	PUBLIC SPEAKING	3
COM 1250	INTERPERSONAL COMMUNICATION: GT-SS3	3
	<b>CREDITS SUBTOTAL</b>	3
<b>HISTORY SELECT ONE COURSE:</b>		
HIS 1310	WESTERN CIV: ANTIQUITY-1650: GT-HI1	3
HIS 1320	WESTERN CIV: 1650-PRESENT: GT-HI1	3
HIS 1110	THE WORLD: ANTIQUITY-1500: GT-HI1	3
HIS 1120	THE WORLD: 1500-PRESENT: GT-HI1	3
HIS 1210	U.S. HISTORY TO RECONSTRUCTION: GT-HI1	3
HIS 1220	U.S. HISTORY SINCE CIVIL WAR: GT-HI1	3
HIS 2105	WOMEN IN US HISTORY: GT-HI1	3
HIS 2135	COLORADO HISTORY: GT-HI1	3
HIS 2015	20TH CENTURY WORLD HISTORY: GT-HI1	3
HIS 2120	U.S. FOREIGN RELATIONS HISTORY: GT-HI1	3
	ANY OTHER GT-HI1 DESIGNATED COURSE	3
	<b>CREDITS SUBTOTAL</b>	3
<b>MATHEMATICS SELECT ONE COURSE:</b>		
<i>Note:</i>	<i>Credits over 3 may be applied to Electives</i>	
MAT 1240	MATHEMATICS FOR LIBERAL ARTS: GT-MA1	4
MAT 1340	COLLEGE ALGEBRA: GT-MA1	4
MAT 1420	COLLEGE TRIGONOMETRY: GT-MA1	3
MAT 1320	FINITE MATHEMATICS: GT-MA1	4
MAT 1400	SURVEY OF CALCULUS: GT-MA1	4
MAT 1260	INTRO TO STATISTICS: GT-MA1	3
	ANY OTHER GT-MA1 DESIGNATED COURSE (EXCLUDES MAT 1220 and 156)	3-4
	<b>CREDITS SUBTOTAL</b>	3
<b>NATURAL AND PHYSICAL SCIENCES SELECT TWO COURSES:</b>		
<i>Note:</i>	<i>Credits over 7 may be applied to Electives</i>	
AST 1110	PLANETARY ASTRONOMY W/LAB: GT-SC1	4
AST 1120	STELLAR ASTRONOMY W/LAB: GT-SC1	4
BIO 1004	BIOLOGY: A HUMAN APPROACH: GT-SC1	4

BIO 1005	SCIENCE OF BIOLOGY W/LAB: GT-SC1	4
BIO 1111	GENERAL COLLEGE BIOLOGY I W/LAB: GT-SC1	5
BIO 1112	GEN. COLLEGE BIOLOGY II W/LAB: GT-SC1	5
BIO 2101	HUMAN ANATOMY and PHYSIOLOGY I W/LAB: GT-SC1	4
BIO 2102	HUMAN ANATOMY and PHYSIOLOGY II W/LAB: GT-SC1	4
BIO 2104	MICROBIOLOGY W/LAB: GT-SC1	4
CHE 1011	INTRO TO CHEMISTRY I W/LAB: GT-SC1	5
CHE 1012	INTRO TO CHEMISTRY II W/LAB: GT-SC1	5
CHE 1111	GEN COLLEGE CHEMISTRY I W/LAB: GT-SC1	5
CHE 1112	GEN COLLEGE CHEMISTRY II W/LAB: GT-SC1	5
GEY 1111	PHYSICAL GEOLOGY W/LAB: GT-SC1	4
GEY 1112	HISTORICAL GEOLOGY W/LAB: GT-SC1	4
GEY 1135	ENVIRONMENTAL GEOLOGY W/LAB: GT-SC1	4
PHY 1105	CONCEPTUAL PHYSICS W/LAB: GT-SC1	4
PHY 1111	PHYSICS: ALGEBRA-BASED I/LAB: GT-SC1	5
PHY 2111	PHYSICS: CALCULUS-BASED I/LAB: GT-SC1	5
SCI 1055	INTEGRATED SCIENCE I and II W/LAB: GT-SC1 (BOTH COURSES MUST BE TAKEN TO MEET THIS REQUIREMENT)	4
SCI 1056		4
	ANY OTHER SCI DESIGNATED COURSE	4-5
	<b>CREDITS SUBTOTAL</b>	<b>7</b>
<b>ARTS and HUMANITIES SELECT TWO COURSES, FROM TWO DIFFERENT AH AREAS:</b>		
ARTS and EXPRESSION: GT-AH1		
ART 1110	ART APPRECIATION: GT-AH1	3
ART 1111	ART HISTORY ANCIENT-MEDIEVAL: GT-AH1	3
ART 1112	ART HISTORY: RENAISSANCE -MODERN: GT-AH1	3
ART 1113	ART HISTORY: 1900-PRESENT: GT-AH1	3
MUS 1020	MUSIC APPRECIATION: GT-AH1	3
THE 1005	THEATRE APPRECIATION: GT-AH1	3
	ANY OTHER GT-AH1 DESIGNATED COURSE	3
LITERATURE and HUMANITIES: GT-AH2		
HUM 1021	HUMANITIES: EARLY CIVILIZATION: GT-AH2	3
HUM 1022	HUMANITIES: MEDIEVAL-MODERN: GT-AH2	3
HUM 1023	HUMANITIES: MODERN WORLD: GT-AH2	3
LIT 1015	INTRODUCTION TO LITERATURE: GT-AH2	3
LIT 2001	WORLD LITERATURE TO 1600: GT-GT-AH2	3
LIT 2002	WORLD LITERATURE AFTER 1600: GT-GT-AH2	3
LIT 2011	AMERICAN LIT. TO CIVIL WAR: GT-AH2	3
LIT 2012	AMERICAN LIT. AFTER CIVIL WAR: GT-AH2	3
LIT 2025	INTRODUCTION TO SHAKESPEARE: GT-AH2	3

	ANY OTHER GT-AH2 DESIGNATED COURSE	3
WAYS OF THINKING: GT-AH3		
PHY 1011	INTRODUCTION TO PHILOSOPHY: GT-AH3	3
PH1 1012	ETHICS: GT-AH3	3
PH1 1013	LOGIC: GT-AH3	3
PH1 1014	COMPARATIVE RELIGIONS: GT-AH3	3
PH1 2005	BUSINESS ETHICS: GT-AH3	3
PH1 2018	ENVIRONMENTAL ETHICS: GT-AH3	3
PH1 2020	PHILOSOPHY-DEATH and DYING: GT-AH3	3
	ANY GT-AH3 DESIGNATED COURSE	
WORLD LANGUAGES: GT-AH4		
SPA 2011	FOREIGN LANGUAGE III: SPANISH: GT-AH4	3
SPA 2012	FOREIGN LANGUAGE IV: SPANISH: GT-AH4	3
	ANY OTHER GT-AH4 DESIGNATED COURSE	
	<b>CREDITS SUBTOTAL</b>	<b>6</b>
<b>SOCIAL and BEHAVIORAL SCIENCES SELECT TWO COURSES:</b>		
ECONOMIC OR POLITICAL SYSTEMS: GT-SS1		
ECO 2001	PRINCIPLES OF MACROECONOMICS: GT-SS1	3
ECO 2002	PRINCIPLES OF MICROECONOMICS: GT-SS1	3
POS 2020	INTRO TO POLITICAL SCIENCE: GT-SS1	3
PSC 1011	AMERICAN GOVERNMENT: GT-SS1	3
PSC 2005	INTERNATIONAL RELATIONS: GT-SS1	3
	ANY OTHER GT-SS1 DESIGNATED COURSE	
GEOGRAPHY: GT-SS2		
GEO 1005	WORLD REGIONAL GEOGRAPHY: GT-SS2	3
	ANY OTHER GT-SS2 DESIGNATED COURSE	
HUMAN BEHAVIOR/SOCIAL FRAMEWORKS: GT-SS3		
ANT 1001	CULTURAL ANTHROPOLOGY: GT-SS3	3
ANT 1003	INTRO TO ARCHAEOLOGY: GT-SS3	3
PSY 1001	GENERAL PSYCHOLOGY I: GT-SS3	3
PSY 1002	GENERAL PSYCHOLOGY II: GT-SS3	3
PSY 2105	PSYCHOLOGY OF GENDER: GT-SS3	3
PSY 2221	SOCIAL PSYCHOLOGY: GT-SS3	3
PSY 2440	HUMAN GROWTH and DEVELOPMENT: GT-SS3	3
PSY 2441	CHILD DEVELOPMENT: GT-SS3	3
SOC 1001	INTRODUCTION TO SOCIOLOGY I: GT-SS3	3
SOC 1002	INTRODUCTION TO SOCIOLOGY II: GT-SS3	3
SOC 2005	SOCIOLOGY OF FAMILY DYNAMICS: GT-SS3	3
SOC 2015	CONTEMPORARY SOCIAL PROBLEMS: GT-SS3	3
SOC 2016	SOCIOLOGY OF GENDER: GT-SS3	3
SOC 2031	SOCIOLOGY OF DEVIANT BEHAVIOR: GT-SS3	3
	ANY OTHER GT-SS3 DESIGNATED COURSE	
	<b>CREDITS SUBTOTAL</b>	<b>6</b>
<b>STUDENT OPTION SELECT ONE COURSE, 3 CREDITS, FROM ANY OF THESE AREAS:</b>		

GT-HI1	ANY HISTORY (GT-HI1) DESIGNATED COURSE	3
	OR	
GT-AH	ANY ARTS and HUMANITIES GT-AH1, GT-AH2, GT-AH3, GT-AH4, DESIGNATED COURSE	3
	OR	
GT-SS	ANY SOCIAL AND BEHAVIORAL SCIENCES GT-SS1, GT-SS2, GT-SS3, DESIGNATED COURSE	3
	<i>CREDITS SUBTOTAL</i>	3
<b>A.A. ELECTIVES SELECT 20 CREDITS CHOOSE FROM THE ASSOCIATE OF ARTS (A.A.) APPROVED ELECTIVES LIST:</b>		
ELECTIVES	ANY OF THE COURSES ON THE ASSOCIATE OF ARTS (A.A.) APPROVED ELECTIVES LIST	20
	<i>CREDITS SUBTOTAL</i>	20
	<b>CREDITS TOTAL</b>	<b>60</b>

## Associate of Arts Approved Electives

COURSE	COURSE TITLE	CR
	ACCOUNTING	
ACC 1021	ACCOUNTING PRINCIPLES I	4
ACC 1022	ACCOUNTING PRINCIPLES II	4
	ANTHROPOLOGY	
ANT 1001	CULTURAL ANTHROPOLOGY: GT-SS3	3
ANT 1003	INTRO TO ARCHAEOLOGY: GT-SS3	3
	ART	
ART 1110	ART APPRECIATION: GT-AH1	3
ART 1111	ART HISTORY ANCIENT TO MEDIEVAL: GT-AH1	3
ART 1112	ART HISTORY: RENAISSANCE TO MODERN: GT-AH1	3
ART 1201	DRAWING I	3
ART 1307	WATERCOLOR I	3
ART 1204	LANDSCAPE DRAWING	3
ART 1203	FIGURE DRAWING I	3
ART 1301	PAINTING I	3
ART 1113	ART HISTORY: 1900-PRESENT: GT-AH1	3
	ASTRONOMY	
AST 1110	PLANETARY ASTRONOMY W/LAB: GT-SC1	4
AST 1120	STELLAR ASTRONOMY W/LAB: GT-SC1	4
	BIOLOGY	
BIO 1004	BIOLOGY: A HUMAN APPROACH: GT-SC1	4
BIO 1005	SCIENCE OF BIOLOGY W/LAB: GT-SC1	4
BIO 1111	GENERAL COLLEGE BIOLOGY I W/LAB: GT-SC1	5
BIO 1112	GENERAL COLLEGE BIOLOGY II W/LAB: GT-SC1	5
BIO 2101	HUMAN ANATOMY and PHYSIOLOGY I W/LAB: GT-SC1	4
BIO 2102	HUMAN ANATOMY and PHYSIOLOGY II W/LAB: GT-SC1	4
BIO 2104	MICROBIOLOGY W/LAB: GT-SC1	4
BIO 2116	PATHOPHYSIOLOGY	4
	BUSINESS	
BUS 2016	LEGAL ENVIRONMENT OF BUSINESS	3
BUS 2017	BUSINESS COMMUNICATIONS	3
BUS 2026	BUSINESS STATISTICS	3
	CHEMISTRY	
CHE 1011	INTRODUCTION TO CHEMISTRY I W/LAB: GT-SC1	5
CHE 1012	INTRODUCTION TO CHEMISTRY II W/LAB: GT-SC1	5
CHE 1111	GENERAL COLLEGE CHEMISTRY I W/LAB: GT-SC1	5
CHE 1112	GENERAL COLLEGE CHEMISTRY II W/LAB: GT-SC1	5
	COMPUTER INFORMATION SYSTEMS	
CIS 1018	INTRODUCTION TO PC APPLICATIONS	3
	COMMUNICATION	
COM 1150	PUBLIC SPEAKING	3
COM 1250	INTERPERSONAL COMMUNICATION: GT-SS3	3
COM 2220	GROUP COMMUNICATION: GT-SS3	3
COM 2300	INTERCULTURAL COMMUNICATIONS: GT-SS3	3
COM 2180	ORAL INTERPRETATION	3
COM 2400	ARGUMENTATION AND DEBATE	3
	CRIMINAL JUSTICE	

CRJ 1010	INTRODUCTION TO CRIMINAL JUSTICE: GT-SS3	3
CRJ 1027	CRIME SCENE INVESTIGATION	3
CRJ 2005	PRINCIPLES OF CRIMINAL LAW	3
CRJ 2020	HUMAN RELATIONS AND SOCIAL CONFLICT	3
CRJ 2030	CRIMINOLOGY	3
	COMPUTER SCIENCE COURSES	
CSC 1060	COMPUTER SCIENCE I (C++)	4
CSC 1061	COMPUTER SCIENCE II (C++)	4
	EARLY CHILDHOOD EDUCATION	
ECE 1011	INTRO TO EARLY CHILDHOOD EDUCATION	3
ECE 1045	INTRO TO EARLY CHILDHOOD LAB TECHNIQUES	3
ECE 1031	GUIDANCE STRATEGIES FOR CHILDREN	3
ECE 1088	PRACTICUM: EARLY CHILDHOOD EDUCATION	1
ECE 2051	NUTRITION, HEALTH and SAFETY	3
ECE 2621	CURRICULUM DEVELOPMENT: METHODS and TECHNIQUES	3
ECE 2631	LANGUAGE and COGNITION FOR THE YOUNG CHILD	3
ECE 2641	CREATIVITY AND THE YOUNG CHILD	3
ECE 2101	WORKING WITH PARENTS, FAMILIES, AND COMMUNITY SYSTEMS	3
ECE 2601	EXCEPTIONAL CHILD	3
	ECONOMICS	
ECO 2001	PRINCIPLES OF MACROECONOMICS: GT-SS1	3
ECO 2002	PRINCIPLES OF MICROECONOMICS: GT-SS1	3
	EDUCATION	
EDU 1088	PRACTICUM I IN EDUCATION (VARIABLE 0-12)	3
EDU 2211	INTRODUCTION TO EDUCATION	3
EDU 2221	EFFECTIVE TEACHING	1
EDU 2331	ENGLISH LANGUAGE LEARNING (K-6)	3
EDU 2341	MULTICULTURAL EDUCATION	3
EDU 2611	TEACHING, LEARNING and TECHNOLOGY	3
	ENGLISH	
ENG 1021	ENGLISH COMPOSITION I: GT-CO1	3
ENG 2001	ENGLISH COMPOSITION III: GT-CO3	3
ENG 2021	CREATIVE WRITING I	3
ENG 2022	CREATIVE WRITING II	3
ENG 2026	FICTION WRITING	3
ENG 2027	POETRY WRITING	3
	ETHNIC STUDIES	
ETH 2000	INTRODUCTION TO ETHNIC STUDIES GT-SS3	3
	GEOGRAPHY	
GEO 1005	WORLD REGIONAL GEOGRAPHY: GT-SS2	3
	GEOLOGY	
GEY 1111	PHYSICAL GEOLOGY W/LAB: GT-SC1	4
GEY 1112	HISTORICAL GEOLOGY W/LAB: GT-SC1	4
GEY 1135	ENVIRONMENTAL GEOLOGY W/LAB: GT-SC1	4
	HISTORY	
HIS 1310	WESTERN CIVILIZATION: ANTIQUITY-1650: GT-HI1	3
HIS 1320	WESTERN CIVILIZATION: 1650-PRESENT: GT-HI1	3
HIS 1110	THE WORLD: ANTIQUITY-1500: GT-HI1	3
HIS 1120	THE WORLD: 1500-PRESENT: GT-HI1	3

HIS 1210	U.S. HISTORY TO RECONSTRUCTION: GT-HI1	3
HIS 1220	U.S. HISTORY SINCE CIVIL WAR: GT-HI1	3
HIS 2105	WOMEN IN US HISTORY: GT-HI1	3
HIS 2135	COLORADO HISTORY: GT-HI1	3
HIS 2130	HISTORY OF THE AMERICAN WEST: GT-HI1	3
HIS 2145	U.S. HISTORY SINCE 1945: GT-HI1	3
HIS 2147	COLD WAR ERA IN WORLD HISTORY	3
HIS 2015	20TH CENTURY WORLD HISTORY: GT-HI1	3
HIS 2120	U.S. FOREIGN RELATIONS HISTORY: GT-HI1	3
HEALTH PROFESSIONS		
HPR 2017	KINESIOLOGY	4
HEALTH AND WELLNESS		
HWE 1050	HUMAN NUTRITION	3
JOURNALISM		
JOU 1005	INTRODUCTION TO MASS MEDIA: GT-SS3	3
JOU 1006	MEDIA NEWS AND REPORTING	3
HUMANITIES		
HUM 1003	INTRODUCTION TO FILM ART: GT-AH2	3
HUM 1021	HUMANITIES: EARLY CIVILIZATION: GT-AH2	3
HUM 1022	HUMANITIES: MEDIEVAL-MODERN: GT-AH2	3
HUM 1023	HUMANITIES: MODERN WORLD: GT-AH2	3
LITERATURE		
LIT 1015	INTRODUCTION TO LITERATURE: GT-AH2	3
LIT 2001	WORLD LITERATURE TO 1600: GT-GT-AH2	3
LIT 2002	WORLD LITERATURE AFTER 1600: GT-GT-AH2	3
LIT 2005	ETHNIC LITERATURE: GT-AH2	3
LIT 2011	AMERICAN LITERATURE TO CIVIL WAR: GT-AH2	3
LIT 2012	AMERICAN LITERATURE AFTER CIVIL WAR: GT-AH2	3
LIT 2025	INTRODUCTION TO SHAKESPEARE: GT-AH2	3
LIT 2055	CHILDREN'S LITERATURE	3
MANAGEMENT		
MAN 2026	PRINCIPLES OF MANAGEMENT	3
MATHEMATICS		
MAT 1240	MATHEMATICS FOR LIBERAL ARTS: GT-MA1	4
MAT 1340	COLLEGE ALGEBRA: GT-MA1	4
MAT 1420	COLLEGE TRIGONOMETRY: GT-MA1	3
MAT 1400	SURVEY OF CALCULUS: GT-MA1	4
MAT 1260	INTRODUCTION TO STATISTICS: GT-MA1	3
MAT 1220	INTEGRATED MATH I	3
MAT 1230	INTEGRATED MATH II	3
MAT 2410	CALCULUS I: GT-MA1	5
MAT 2420	CALCULUS II: GT-MA1	5
MAT 2430	CALCULUS III: GT-MA1	4
MAT 2520	DISCRETE MATHEMATICS: GT-MA1	4
MAT 2540	LINEAR ALGEBRA	3
MAT 2561	DIFFERENTIAL EQUATIONS W/ENGINEERING APPLICATIONS: GT-MA1	4
MAT 2560	DIFFERENTIAL EQUATIONS: GT-MA1	3
MUSIC		
MUS 1020	MUSIC APPRECIATION: GT-AH1	3

*PHYSICAL EDUCATION		
ALL PED COURSES 100-299 MAXIMUM ARE APPROVED OR USE IN THE A.A. AS ELECTIVES (*CREDIT LIMITS APPLY)		
PHILOSOPHY		
PH1 1011	INTRODUCTION TO PHILOSOPHY: GT-AH3	3
PH1 1012	ETHICS: GT-AH3	3
PH1 1013	LOGIC: GT-AH3	3
PH1 1014	COMPARATIVE RELIGIONS: GT-AH3	3
PH1 1015	WORLD RELIGIONS-WEST: GT-AH3	3
PH1 1016	WORLD RELIGIONS-EAST: GT-AH3	3
PH1 2005	BUSINESS ETHICS: GT-AH3	3
PH1 2020	PHILOSOPHY-DEATH and DYING: GT-AH3	3
PHYSICS		
PHY 1105	CONCEPTUAL PHYSICS W/LAB: GT-SC1	4
PHY 1111	PHYSICS: ALGEBRA-BASED I/LAB: GT-SC1	5
PHY 1112	PHYSICS: ALGEBRA-BASED II/LAB: GT-SC1	5
PHY 2111	PHYSICS: CALCULUS-BASED I/LAB: GT-SC1	5
PHY 2112	PHYSICS: CALCULUS-BASED II/LAB: GT-SC1	5
PHY 2113	PHYSICS III: CALCULUS BASED MODERN PHYSICS	5
POLITICAL SCIENCE		
PSC 2020	INTRODUCTION TO POLITICAL SCIENCE: GT-SS1	3
PSC 1011	AMERICAN GOVERNMENT: GT-SS1	3
PSC 2005	INTERNATIONAL RELATIONS: GT-SS1	3
PSC 1050	CURRENT POLITICAL ISSUES	3
PSC 2025	COMPARATIVE GOVERNMENT: GT-SS1	3
PSYCHOLOGY		
PSY 1001	GENERAL PSYCHOLOGY I: GT-SS3	3
PSY 1002	GENERAL PSYCHOLOGY II: GT-SS3	3
PSY 2105	PSYCHOLOGY OF GENDER: GT-SS3	3
PSY 2221	SOCIAL PSYCHOLOGY: GT-SS3	3
PSY 2440	HUMAN GROWTH and DEVELOPMENT: GT-SS3	3
PSY 2442	CHILD and ADOLESCENT PSYCHOLOGY	3
PSY 2441	CHILD DEVELOPMENT: GT-SS3	3
PSY 2444	EDUCATIONAL PSYCHOLOGY	3
PSY 2552	ABNORMAL PSYCHOLOGY: GT-SS3	3
PSY 2771	PSYCHOLOGY OF PERSONALITY: GT-SS3	3
SCIENCE		
SCI 1055	INTEGRATED SCIENCE I W/LAB: GT-SC1	4
SCI 1056	INTEGRATED SCIENCE II W/LAB: GT-SC1	4
SOCIOLOGY		
SOC 1001	INTRODUCTION TO SOCIOLOGY I: GT-SS3	3
SOC 1002	INTRODUCTION TO SOCIOLOGY II: GT-SS3	3
SOC 2005	SOCIOLOGY OF FAMILY DYNAMICS: GT-SS3	3
SOC 2015	CONTEMPORARY SOCIAL PROBLEMS: GT-SS3	3
SOC 2016	SOCIOLOGY OF GENDER: GT-SS3	3
SOC 2031	SOCIOLOGY OF DEVIANT BEHAVIOR: GT-SS3	3
SPANISH LANGUAGE		
SPA 1011	FOREIGN LANGUAGE I: SPANISH	5
SPA 1012	FOREIGN LANGUAGE II: SPANISH	5

SPA 1015	FOREIGN LANGUAGE FOR THE PROFESSIONAL: SPANISH	3
SPA 2011	FOREIGN LANGUAGE III: SPANISH: GT-AH4	3
SPA 2012	FOREIGN LANGUAGE IV: SPANISH: GT-AH4	3
SPA 2061	GRAMMAR FOR THE HERITAGE LANGUAGE SPEAKER	3
SPA 2062	COMPOSITION FOR THE HERITAGE LANGUAGE SPEAKER	3
	THEATRE	
THE 1005	THEATRE APPRECIATION: GT-AH1	3
THE 1011	ACTING I	3
THE 1012	ACTING II	3
	GT PATHWAYS	
<p>ANY GTPATHWAYS DESIGNATED COURSE (GT-AH1, GT-AH2, GT-AH3, GT-AH4, GT-CO2, GT-CO3, GT-HI1, GT-MA1, GT-SC1, SC2, GT-SS1, GT-SS2, GT-SS3) IS APPROVED AS AN ELECTIVE FOR THE A.A. DEGREE TO SEE A LIST OF ALL GTPATHWAYS COURSES GO TO: <a href="#">gtPathways</a> or Copy and paste this into your browser: <a href="https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees">https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees</a> Transfers/gtPathways/Curriculum/Courses.aspx</p>		
*INDEPENDENT STUDY, SEMINAR/WORKSHOP, AND SPECIAL TOPICS COURSES		
<p>INDEPENDENT STUDY, SEMINAR/WORKSHOP, AND SPECIAL TOPICS COURSES REQUIRE <u>WRITTEN PERMISSION</u> FROM THE VICE PRESIDENT OF INSTRUCTION, OR DEAN OF GENERAL EDUCATION &amp; HEALTH SCIENCES TO APPLY</p>		
*CREDIT LIMITS APPLY		

## Associate of Arts-Business

AWARD
ASSOCIATE OF ARTS –BUSINESS TRANSFER MAJOR
Code: M_AA_AA BSTR (Approved:1/7/11; Effective: April 2011; Revised August 2020)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>This program is designed for students wanting to complete the first 2 years of a bachelor's degree and transfer to a university to complete a BA or BS in Business. Economics, Accounting, and business are explored. Careers typically require a bachelor's or master's degree. The Business Management AA degree prepares the student to transfer as a junior to Colorado 4-year universities. This degree allows you to pursue a BA or BS degree in areas such as Management, Human Resources, Administration, Economics, Marketing, Finance, Accounting, Healthcare Admin and more.</p> <p>This is a Statewide Transfer Articulation Agreement in Business for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p> <p>Fort Lewis College [B.A. Business Administration; Business Administration option]            Metropolitan State University of Denver [B.S. Accounting; B.S. Computer Information Systems; B.S. Finance; B.S. Management; B.S. Marketing]            University of Colorado Boulder [B.S. Business Administration]            University of Colorado-Colorado Springs [B.S. Business; emphases in Accounting, Business Administration, Finance, Human Resources Management, Information Systems, International Business, Management, Marketing, PGA Golf Management, Service Management, or Sport Management]            University of Colorado Denver [BS Business Administration; emphases in Accounting, Finance, Financial Management, Human Resources Management, Information Systems, International Business, Management, Marketing, Risk and Entrepreneurship, or Sports Business]            University of Northern Colorado [B.S. Business Administration; all emphases]            Western Colorado University [B.A. Business Administration]</p>
DEGREE PREREQUISITES
<p>Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.</p> <p>Alternatively, if taken with the last 5 years, documentation of assessment/placement test scores from another two-year Colorado college or ACT® scores of reading 17, English 18, and math 23 will meet the assessment requirement.</p>

### OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum cumulative MCC GPA of 2.0 to graduate
- Remedial/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degreesf>

Link to see the full agreement along with other requirements, guarantees and conditions.

## Associate of Arts-Communication

### AWARD

ASSOCIATE OF ARTS –COMMUNICATION TRANSFER MAJOR

Code: M\_AA\_AA COMD (Approved: 11/6/14; Effective: Spring 2015; Revised December 2018)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Communication. Students explore interpersonal communication and public speaking. Careers often require a bachelor's degree. Communication studies explores the many forms of human communication. It includes many topics, from personal conversation to television and film, to web-based media, to non-verbal communication. This program introduces students to Communication, and it includes courses that are common to all four-year institutions in Colorado. Career paths for Communication degree holders include business, advertising, marketing, journalism, media companies, public relations, and social services. The Associate of Arts (AA) degree in Communication prepares students to complete the second half of a Bachelor of Arts in Communication at a four-year university.

This is a Statewide Transfer Articulation Agreement in Communication for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Colorado State University-Ft Collins [B.A. Communication Studies]

Colorado State University-Global Campus [B.S. Communication]

Metropolitan State University of Denver [B.A. Speech Communication; Organizational Communication emphasis]

University of Colorado Boulder [B.A. Communication]

University of Colorado-Colorado Springs [B.A. Communication; General Communication Studies emphasis]

University of Colorado Denver [B.A. Communication]

University of Northern Colorado [B.A. Communication Studies]

Western State Colorado University [B.A. Communication Arts; Communication emphasis]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

Link to see the full agreement along with other requirements, guarantees and conditions.

## Associate of Arts-Criminal Justice

### AWARD

ASSOCIATE OF ARTS –CRIMINAL JUSTICE  
TRANSFER MAJOR

Code: M\_AA\_AA CRJT (Approved: 1/22/13; Effective:  
Spring 2013; Revised May 2020)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a Criminal Justice BA or BS. Criminal justice, policing and correction systems are explored. Some careers require a bachelor's degree. Studying Criminal Justice gives us a better understanding of the three main parts of the criminal justice system: law enforcement, the judicial system, and corrections. This program focuses closely on criminal behavior, criminal law, and constitutional law. Criminal Justice requires a willingness to be understanding of different cultures. This program introduces students to the study of Criminal Justice and includes courses that are common to all Colorado four-year institutions. Career paths for Criminal Justice degree holders lead to a variety of federal, state, and local criminal justice agencies. These include correctional institutions, juvenile corrections, and treatment facilities, law enforcement agencies, courts, private security, and investigation work. The Associate of Arts (AA) degree in Criminal Justice prepares students to complete the second half of a Bachelor of Arts (BA) in Criminal Justice at a four-year university.

This is a Statewide Transfer Articulation Agreement in Criminal Justice for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Colorado Mesa University [B.A. Criminal Justice; Criminal Justice or Law Enforcement concentrations]

Colorado State University-Global Campus [B.S. Criminal Justice]

Metropolitan State University of Denver [B.S. Criminal Justice and Criminology]

University of Colorado-Colorado Springs [B.A. Criminal Justice]

University of Colorado Denver [B.A. Criminal Justice]

University of Northern Colorado [B.A. Criminal Justice]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

Link to see the full agreement along with other requirements, guarantees and conditions.

## Associate of Arts-Early Childhood Teacher Education

### AWARD

ASSOCIATE OF ARTS-EARLY CHILDHOOD TEACHER EDUCATION TRANSFER MAJOR

Code: M\_AA\_AA ECET (Approved: 8/7/15; Effective: Fall 2015; Revised December 2018)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA or BS with licensure in Early Childhood Teacher Education. Child development is explored. Licensure requires a bachelor's degree. The ECE program prepares you for a career in teaching children (birth to age 5). The program can also prepare you to become an Early Childhood Teacher or director in the field of Early Childhood Education. Applicants must demonstrate an interest in the care and well-being of young children, be free from evidence of physical and mental illness, and be free from personal conduct that may be injurious to children as stated in the Colorado Rules and Regulations for Child Care Centers, section 7. 702. 51. This program prepares students to become a productive, caring, and responsible teacher. Classes emphasize child development skills in the areas of language, social, emotional, cognitive, and physical development. Classes also focus on cultural diversity among children. Students will become familiar with theories concerning child development and ECE and will participate in many group discussions and hands-on activities that they can apply in the preschool classroom. Students will learn from qualified faculty members who believe in the success of each ECE student.

This is a Statewide Transfer Articulation Agreement in Early Childhood Teacher Education for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Adams State University [B.A. History, Anthropology, and Political Science: History]  
 Colorado Mesa University [B.A. History; History or Secondary Education concentrations]  
 Colorado State University-Ft Collins [B.A. History; General History concentration]  
 Colorado State University-Pueblo [B.A. History; General emphasis; B.S. History; General emphasis]  
 Fort Lewis College [B.A. History; United States Option]  
 Metropolitan State University of Denver [B.A. History]  
 University of Colorado Boulder [B.A. History]  
 University of Colorado-Cororado Springs [B.A. History]  
 University of Colorado Denver [B.A. History]  
 University of Northern Colorado [B.A. History; Liberal Arts emphasis]  
 Western State Colorado University [B.A. History]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test scores from another two-year Colorado college or ACT® scores of reading 17, English 18, and math 23 will meet the assessment requirement.

### EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

A national criminal background check must be completed and passed for every Early Childhood Education student at Morgan Community College. In order to participate in the ECE program, the student will be required to complete and pass a criminal background check through Castlebranch at <https://cccs.castlebranch.com/> and is responsible for the cost. Previous background and/or fingerprint checks completed for employment will not suffice: MCC has a separate requirement. This policy is implemented and monitored by the MCC Human Resources Department.

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

The background check is valid for two years. The Vice President of Instruction or the Dean of General Education & Health 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 event that a student's background check prevents them from working with children or being hired at an educational facility, the Dean of General Education & Health Sciences or Student Services will work with the student to individualize an alternative education plan and career path.

### OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum cumulative MCC GPA of 2.0 to graduate
- Remedial/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

*Link to see the full agreement along with other requirements, guarantees and conditions.*

## Associate of Arts-Economics

### AWARD

ASSOCIATE OF ARTS –ECONOMICS TRANSFER MAJOR

Code: M\_AA\_AA ECON (Approved: 1/7/11; Effective: April 2011; Revised March 2020)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Economics. Economic trends and effects of political and social change are explored. Careers often require a master's degree. The Associate of Arts Degree in Economics prepares students to transfer as a junior to a four-year CO institution. A BS degree in economics prepares students for advanced degrees, teaching careers, or employment. Economic analysis skills are needed in many careers. Students will be prepared to work in banking, finance, insurance, investment, and the corporate world.

This is a Statewide Transfer Articulation Agreement in Economics for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Adams State University [B.S. Business Administration; Economics emphasis]  
 Colorado State University-Ft Collins [B.A. Economics]  
 Fort Lewis College [B.A. Economics; Economics option]  
 Metropolitan State University of Denver [B.A. Economics]  
 University of Colorado Boulder [B.A. Economics]  
 University of Colorado-Colorado Springs [B.A. Economics]  
 University of Colorado Denver [B.A. Economics]  
 University of Northern Colorado [B.A. Economics]  
 Western State Colorado University [B.A. Economics]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

Link to see the full agreement along with other requirements, guarantees and conditions.

## Associate of Arts-Elementary Teacher Education

### AWARD

ASSOCIATE OF ARTS-ELEMENTARY TEACHER EDUCATION TRANSFER MAJOR

Code: M\_AA\_AA (Approved: 8/7/15; Effective: Fall 2015; Revised August 2020)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA with licensure in Elementary Teacher Education. Elementary Teacher careers require a bachelor's degree. The Associate of Arts degree with an emphasis in Elementary\* Education prepares students to transfer as a junior to a four-year institution in Colorado in order to become an elementary teacher. Students interested in majoring in education need to identify the four-year college/university to which they plan to transfer. Each individual institution requires different curriculum electives for graduation. \*There are no current statewide articulation agreements in secondary or K-12 education, but students can still effectively pursue these options.

This is a Statewide Transfer Articulation Agreement in Elementary Teacher Education for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Adams State University [B.A. Interdisciplinary Studies]  
 Colorado Mesa University [B.A. Liberal Arts]  
 Colorado Mountain College [B.A. Interdisciplinary Studies]  
 Colorado State University-Pueblo [B.S. Liberal Studies]  
 Fort Lewis College [B.A. Elementary Education]  
 Metropolitan State University of Denver [B.A. Human Development; B.A. Elementary Education]  
 University of Colorado Boulder [B.A. Elementary Education]  
 University of Colorado-Colorado Springs [B.A. Inclusive Elementary Education; B.A. Biology, B.A. English Literature, B.A. Geography and Environmental Studies, B.A. History or B.A. Spanish]  
 University of Colorado Denver [B.A. Education and Human Development – Elementary Education]  
 University of Northern Colorado [B.A. Elementary Education]  
 Western Colorado University [B.A. Elementary Education, CLD emphasis]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test scores from another two-year Colorado college or ACT® scores of reading 17, English 18, and math 23 will meet the assessment requirement.

### ELEMENTARY TEACHER EDUCATION BACKGROUND CHECK POLICY

A national criminal background check must be completed and passed for every Elementary Teacher Education student at Morgan Community College. In order to participate in the EDU program, the student will be required to complete and pass a background check through Castlebranch at <https://cccs.castlebranch.com/> and is responsible for the cost. Previous background and/or fingerprint checks completed for employment will not suffice; MCC has a separate requirement. The policy is implemented and monitored by the MCC Human Resources Department. If you are enrolling in an EDU online course, contact Instructional Office for direction on how to complete the background check process. The background check is valid for two years. The Vice President of Instruction or the Dean of General Education & Health Sciences can request additional background checks at any time and 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 EDU courses. In that event, the Dean of General Education or Student Services will work with the student to individualize an alternative education plan and career path.

### OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum cumulative MCC GPA of 2.0 to graduate
- Remedial/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

*Link to see the full agreement along with other requirements, guarantees and conditions.*

## Associate of Arts-English

### AWARD

ASSOCIATE OF ARTS –ENGLISH TRANSFER MAJOR

Code: M\_AA\_AA ENGD (Approved: 12/4/14; Effective: Spring 2015; Revised: May 2019)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in English with Literature emphasis. Students gain literature and writing expertise. Careers often require a BA degree or higher. English Literature explores many different opinions, worldviews, and interesting times and places. Students will read some of the great books and poems and discuss a variety of characters, plots, themes, and styles. Studying successful writers allows students to expand their own writing abilities, recognize key issues, and improve their own writing style and voice. This program introduces students to English Literature, and it includes courses that are common to all four-year institutions in Colorado. Career paths for English Literature degree holders include media, public relations, law, marketing, advertising, and teaching. The Associate of Arts (AA) degree in English Literature prepares students to complete the second half of a Bachelor of Arts in English (BA) or English at a four-year university.

This is a Statewide Transfer Articulation Agreement in English for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Adams State University [B.A. English; Liberal Arts emphasis]

Colorado Mesa University [B.A. English; Literature concentration]

Colorado State University-Ft Collins [B.A. English]

Colorado State University-Pueblo [B.A. English]

Fort Lewis College [B.A. English, General option]

Metropolitan State University of Denver [B.A. English]

University of Colorado Boulder [B.A. English]

University of Colorado-Colorado Springs [B.A. English]

University of Colorado Denver [B.A. English; Literature emphasis]

University of Northern Colorado [B.A. English; Liberal Arts emphasis]

Western State Colorado University [B.A. English]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

*Link to see the full agreement along with other requirements, guarantees and conditions.*

## Associate of Arts-History

### AWARD

ASSOCIATE OF ARTS –HISTORY TRANSFER MAJOR

Code: M\_AA\_AA HIST Approved: 4/1/2011; Effective: Fall 2011; Revised: December 2018)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in History. Students analyze history from economic and political perspectives. Careers often require a bachelor's degree. History is the study of the past in order to help us understand the present. Studying History is much more than learning about people, dates, and events – students also learn important skills that are valuable in many careers. These include strong research and writing skills, strong communication skills, and the ability to use digital collections, analyze source material, and present evidence very clearly. This program introduces students to History, and it includes courses that are common to all four-year institutions in Colorado. Career Information. Career paths for History degree holders include public service, law, business, library management, business, marketing, media, and many more. History degree holders are found in many, many professions around the world. The Associate of Arts (AA) degree in History prepares students to complete the second half of a Bachelor of Arts (BA) in History at a four-year university.

This is a Statewide Transfer Articulation Agreement in History for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Adams State University [B.A. History, Anthropology, and Political Science: History]  
 Colorado Mesa University [B.A. History; History or Secondary Education concentrations]  
 Colorado State University-Ft Collins [B.A. History; General History concentration]  
 Colorado State University-Pueblo [B.A. History; General emphasis; B.S. History; General emphasis]  
 Fort Lewis College [B.A. History; United States Option]  
 Metropolitan State University of Denver [B.A. History]  
 University of Colorado Boulder [B.A. History]  
 University of Colorado-Colorado Springs [B.A. History]  
 University of Colorado Denver [B.A. History]  
 University of Northern Colorado [B.A. History; Liberal Arts emphasis]  
 Western State Colorado University [B.A. History]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

Link to see the full agreement along with other requirements, guarantees and conditions.

## Associate of Arts-Philosophy

### AWARD

ASSOCIATE OF ARTS –PHILOSOPHY TRANSFER MAJOR

Code: M\_AA\_AA PHIM (Approved: 9/4/2014; Effective: Fall 2014; Revised March 2020)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Philosophy. Students explore hidden meanings behind everyday life. Careers often require a master's degree or higher. Philosophy explores human ideas and problems, such as life, reality, values, knowledge, understanding, and language. It has many areas, and the content involves many places, cultures, and periods of history. This program introduces students to the field of Philosophy, and it includes courses that are common to all four-year institutions in Colorado. Career paths for Philosophy degree holders include law, government, business, science, teaching, and advanced university studies. The Associate of Arts (AA) degree in Philosophy prepares students to complete the second half of a Bachelor of Arts (BA) in Philosophy at a four-year university.

This is a Statewide Transfer Articulation Agreement in Philosophy for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Colorado State University-Ft Collins [B.A. Philosophy; General Philosophy concentration]  
 Fort Lewis College [B.A. Philosophy]  
 Metropolitan State University of Denver [B.A. Philosophy]  
 University of Colorado Boulder [B.A. Philosophy]  
 University of Colorado-Colorado Springs [B.A. Philosophy]  
 University of Colorado Denver [B.A. Philosophy]  
 University of Northern Colorado [B.A. Philosophy]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

Link to see the full agreement along with other requirements, guarantees and conditions.

## Associate of Arts-Political Science

### AWARD

ASSOCIATE OF ARTS –POLITICAL SCIENCE  
TRANSFER MAJOR

Code: M\_AA\_AA POLS (Approved: 9/4/2014;  
Effective: Fall 2014; Revised March 2020)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Political Science. Students explore governmental structure and processes. Careers often require a BA degree or higher. Political Science is the study of the political process, and its students understand the difference between an opinion and an argument. Political science graduates have a passion for political life not only locally, but also globally. Students will discover the origin, development, and operation of political systems and public policy. This program introduces students to Political Science, and it includes courses that are common to all four-year institutions in Colorado. Career paths for Political Science degree holders include much more than running for political office. They also include public service, law, international relations, business, political campaigns, and working for charitable organizations.

The Associate of Arts (AA) degree in Political Science prepares students to complete the second half of a Bachelor of Arts (BA) in Political Science at a four-year university.

This is a Statewide Transfer Articulation Agreement in Political Science for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Adams State University [B.A. History, Anthropology, and Political Science: Political Science]

Colorado Mesa University [B.A. Political Science]

Colorado State University-Ft Collins [B.A. Political Science]

Colorado State University-Pueblo [B.A. Political Science; B.S. Political Science]

Fort Lewis College [B.A. Political Science]

Metropolitan State University of Denver [B.A. Political Science]

University of Colorado Boulder [B.A. Political Science]

University of Colorado-Colorado Springs [B.A. Political Science]

University of Colorado Denver [B.A. Political Science]

University of Northern Colorado [B.A. Political Science]

Western State Colorado University [B.A. Politics and Government]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

*Link to see the full agreement along with other requirements, guarantees and conditions.*

## Associate of Arts-Psychology

### AWARD

ASSOCIATE OF ARTS-PSYCHOLOGY TRANSFER MAJOR

Code: M\_AA\_AA PSYA (Approved: 4/1/2011; Effective: Fall 2011; Revised December 2018)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Psychology. Human behavior, how the mind works, and mental illness are explored. Careers often require a BA degree or higher. Psychology is the study of the mind and of behavior. It studies both individuals and groups of people, and it often involves case studies. Psychologists try to understand how mental functions affect individual and social behavior. They also explore emotion, motivation, personality, and relationships. This program introduces students to Psychology, and it includes courses that are common to all four-year institutions in Colorado.

The Associate of Arts (AA) degree in Psychology prepares students to complete the second half of a Bachelor of Science (BA) in Psychology at a four-year university.

This is a Statewide Transfer Articulation Agreement in Psychology for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a bachelor's degree from one of these Colorado Public Four-year institutions:

Adams State University [B.A. Psychology; Developmental, Clinical, Sport Psychology, or Psychology emphases]  
 Colorado Mesa University [B.A. Psychology; Psychology or Counseling Psychology concentrations]  
 Colorado State University-Pueblo [B.A. Psychology]  
 Fort Lewis College [B.A. Psychology]  
 Metropolitan State University of Denver [B.A. Psychology]  
 University of Colorado Boulder [B.A. Psychology]  
 University of Colorado-Colorado Springs [B.A. Psychology]  
 University of Colorado Denver [B.A. Psychology]  
 University of Northern Colorado [B.A. Psychology]  
 Western State Colorado University [B.A. Psychology]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

*Link to see the full agreement along with other requirements, guarantees and conditions.*

## Associate of Arts-Sociology

### AWARD

ASSOCIATE OF ARTS-SOCIOLOGY TRANSFER MAJOR

Code: M\_AA\_AA SOCL (Approved: 3/2/12; Effective: Fall 2012; Revised May 2019)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Sociology. Social factors and human behaviors in society are explored. Careers often require a BA degree or higher. Sociology is the study of human social behavior, including its organization and the way it has developed over time. Sociology is a social science that explores human social groups, social problems, and change. This program introduces students to Sociology, and it includes courses that are common to all four-year institutions in Colorado. Career paths for Sociology degree holders include management, human resources, training and development, research, social services, mental health services, adoption, childcare, youth services, disability services, child welfare, victims' rights, labor rights, community organization, and public relations. The Associate of Arts (AA) degree in Sociology prepares students to complete the second half of a Bachelor of Arts (BA) in Sociology at a four-year university.

This is a Statewide Transfer Articulation Agreement in Sociology for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Adams State University [B.A. Sociology; Criminology or Social Welfare emphases]  
 Colorado Mesa University [B.A. Sociology; Sociology concentration]  
 Colorado State University-Ft Collins [B.A. Sociology; General Sociology concentration]  
 Colorado State University-Pueblo [B.A. Sociology; B.S. Sociology]  
 Fort Lewis College [B.A. Sociology; Human Services-General option]  
 Metropolitan State University of Denver [B.A. Sociology]  
 University of Colorado Boulder [B.A. Sociology]  
 University of Colorado-Colorado Springs [B.A. Sociology]  
 University of Colorado Denver [B.A. Sociology]  
 University of Northern Colorado [B.A. Sociology; all emphases]  
 Western State Colorado University [B.A. Sociology]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

*Link to see the full agreement along with other requirements, guarantees and conditions.*

## ASSOCIATE OF GENERAL STUDIES DEGREE PROGRAM

There are two types of Associate of General Studies 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

AWARD		
ASSOCIATE OF GENERAL STUDIES		
Code: M_AGS_AGS		
Approved for Financial Aid		
DEGREE PREREQUISITES		
Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 1021, or any college-level math will be required to take an assessment/placement test.		
Alternatively, if taken with the last 5 years, documentation of assessment/placement 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		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum Cumulative MCC GPA of 2.0</li> <li>• Remedial or developmental courses do not apply.</li> <li>• Minimum of 15 of these credits must be taken at MCC</li> </ul>		
PROGRAM DESCRIPTION		
The Associate of General Studies (AGS) degree is a 2-year, 60-credit degree program with courses in many subject areas, including communication, math, science, Arts, and social sciences.		
Some AGS degrees transfer to four-year degree programs at four-year colleges and universities. These include such subject areas as Criminal Justice, Computer Information Systems, and Mass Communication. But a general AGS degree has fewer Guaranteed Transfer (GT) courses than an Associate of Arts (AA) or an Associate of Science (AS) degree, so the AGS degree may not transfer to some four-year degree programs.		
Students who complete the general AGS degree will have no major field listed on their transcript. The Associate of General Studies degree is a two-year degree that features a variety of courses, including English, Math, Sciences, Arts, and Social Sciences. If you complete this degree without a focus on a specific program area, such as Nursing, Dental Hygiene, or Fire Science, etc., it may not transfer to a four-year university.		
WRITTEN COMMUNICATION		
Select ONE COURSE:		
ENG 1021	ENGLISH COMPOSITION I: GT-GT-CO1	3
ENG 1022	ENGLISH COMPOSITION II: GT-CO2	3
COM 1150	PUBLIC SPEAKING	3
COM 1250	INTERPERSONAL COMMUNICATION: GT-SS3	3
COM 2220	GROUP COMMUNICATION: GT-SS3	3
COM 2400	INTERCULTURAL COMMUNICATIONS: GT-SS3	3
	<b>CREDITS SUBTOTAL</b>	<b>3</b>

<b>NATURAL AND PHYSICAL SCIENCES</b>		
<b>Select ONE COURSE:</b>		
Note:	(Credits over 3 may be applied to general education electives or A.G.S. Free Electives)	
AST 1110	PLANETARY ASTRONOMY W/LAB: GT-SC1	4
AST 1120	STELLAR ASTRONOMY W/LAB: GT-SC1	4
BIO 1004	BIOLOGY: A HUMAN APPROACH: GT-SC1	4
BIO 1005	SCIENCE OF BIOLOGY W/LAB: GT-SC1	4
BIO 1111	GENERAL COLLEGE BIOLOGY I W/LAB: GT-SC1	5
BIO 2101	HUMAN ANATOMY and PHYSIOLOGY I W/LAB: GT-SC1	4
BIO 2102	HUMAN ANATOMY and PHYSIOLOGY II W/LAB: GT-SC1	4
BIO 2104	MICROBIOLOGY W/LAB: GT-SC1	4
CHE 1011	INTRODUCTION TO CHEMISTRY I W/LAB: GT-SC1	5
CHE 1111	GENERAL COLLEGE CHEMISTRY I W/LAB: GT-SC1	5
GEY 1111	PHYSICAL GEOLOGY W/LAB: GT-SC1	4
GEY 1112	HISTORICAL GEOLOGY W/LAB: GT-SC1	4
GEY 1135	ENVIRONMENTAL GEOLOGY W/LAB: GT-SC1	4
PHY 1105	CONCEPTUAL PHYSICS W/LAB: GT-SC1	4
PHY 1111	PHYSICS: ALGEBRA-BASED I/LAB: GT-SC1	5
PHY 2111	PHYSICS: CALCULUS-BASED I/LAB: GT-SC1	5
SCI 1055 SCI 1056	INTEGRATED SCIENCE I and II W/LAB: GT-SC1 (Both courses must be taken to meet this Requirement)	8
	ANY OTHER GT-SC1 DESIGNATED COURSE	4-5
	<b>CREDITS SUBTOTAL</b>	<b>3</b>
<b>SOCIAL and BEHAVIORAL SCIENCES and HISTORY</b>		
<b>SELECT ONE COURSE:</b>		
<b>ECONOMIC OR POLITICAL SYSTEMS: GT-SS1</b>		
ECO 2001	PRINCIPLES OF MACROECONOMICS: GT-SS1	3
ECO 2002	PRINCIPLES OF MICROECONOMICS: GT-SS1	3
PSC 2020	INTRODUCTION TO POLITICAL SCIENCE: GT-SS1	3
PSC 1011	AMERICAN GOVERNMENT: GT-SS1	3
PSC 2005	INTERNATIONAL RELATIONS: GT-SS1	3
	ANY OTHER GT-SS1 DESIGNATED COURSE	
<b>GEOGRAPHY: GT-SS2</b>		
GEO 1005	WORLD REGIONAL GEOGRAPHY: GT-SS2	3
	ANY OTHER GT-SS2 DESIGNATED COURSE	
<b>HUMAN BEHAVIOR/SOCIAL FRAMEWORKS: GT-SS3</b>		
ANT 1001	CULTURAL ANTHROPOLOGY: GT-SS3	3
ANT 1003	INTRO TO ARCHAEOLOGY: GT-SS3	3

PSY 1001	GENERAL PSYCHOLOGY I: GT-SS3	3
PSY 1002	GENERAL PSYCHOLOGY II: GT-SS3	3
PSY 2105	PSYCHOLOGY OF GENDER: GT-SS3	3
PSY 2221	SOCIAL PSYCHOLOGY: GT-SS3	3
PSY 2440	HUMAN GROWTH and DEVELOPMENT: GT-SS3	3
PSY 2441	CHILD DEVELOPMENT: GT-SS3	3
SOC 1001	INTRODUCTION TO SOCIOLOGY I: GT-SS3	3
SOC 1002	INTRODUCTION TO SOCIOLOGY II: GT-SS3	3
SOC 2005	SOCIOLOGY OF FAMILY DYNAMICS: GT-SS3	3
SOC 2015	CONTEMPORARY SOCIAL PROBLEMS: GT-SS3	3
SOC 2016	SOCIOLOGY OF GENDER: GT-SS3	3
SOC 2031	SOCIOLOGY OF DEVIANT BEHAVIOR: GT-SS3	3
	ANY OTHER GT-SS3 DESIGNATED COURSE	
<b>HISTORY: GT-HI1</b>		
HIS 1310	WESTERN CIV: ANTIQUITY-1650: GT-HI1	3
HIS 1320	WESTERN CIVILIZATION: 1650-PRESENT: GT-HI1	3
HIS 1110	THE WORLD: ANTIQUITY-1500: GT-HI1	3
HIS 1120	THE WORLD: 1500-PRESENT: GT-HI1	3
HIS 1210	U.S. HISTORY TO RECONSTRUCTION: GT-HI1	3
HIS 1220	U.S. HISTORY SINCE CIVIL WAR: GT-HI1	3
HIS 2105	WOMEN IN US HISTORY: GT-HI1	3
HIS 2135	COLORADO HISTORY: GT-HI1	3
HIS 2015	20TH CENTURY WORLD HISTORY: GT-HI1	3
HIS 2120	U.S. FOREIGN RELATIONS HISTORY: GT-HI1	3
	ANY OTHER GT-HI1 DESIGNATED COURSE	3
	<b>CREDITS SUBTOTAL</b>	<b>3</b>
<b>ARTS and HUMANITIES</b>		
<b>Select TWO COURSES, from TWO DIFFERENT GT-AH areas:</b>		
<b>ARTS and EXPRESSION: GT-AH1</b>		
ART 1110	ART APPRECIATION: GT-AH1	3
ART 1111	ART HISTORY ANCIENT TO MEDIEVAL: GT-AH1	3
ART 1112	ART HISTORY: RENAISSANCE - MODERN: GT-AH1	3
ART 1113	ART HISTORY: 1900-PRESENT: GT-AH1	3
MUS 1022	MUSIC APPRECIATION: GT-AH1	3
THE 1005	THEATRE APPRECIATION: GT-AH1	3
	ANY OTHER GT-AH1 DESIGNATED COURSE	3
<b>LITERATURE and HUMANITIES: GT-AH2</b>		
HUM 1021	HUMANITIES: EARLY CIVILIZATION: GT-AH2	3
HUM 1022	HUMANITIES: MEDIEVAL-MODERN: GT-AH2	3

HUM 1023	HUMANITIES: MODERN WORLD: GT-AH2	3
LIT 1015	INTRODUCTION TO LITERATURE: GT-AH2	3
LIT 2001	WORLD LITERATURE TO 1600: GT-GT-AH2	3
LIT 2002	WORLD LITERATURE AFTER 1600: GT-GT-AH2	3
LIT 2011	AMERICAN LITERATURE TO CIVIL WAR: GT-AH2	3
LIT 2012	AMERICAN LIT AFTER CIVIL WAR: GT-AH2	3
LIT 2025	INTRODUCTION TO SHAKESPEARE: GT-AH2	3
	ANY OTHER GT-AH2 DESIGNATED COURSE	3
<b>WAYS OF THINKING: GT-AH3</b>		
PH1 1011	INTRODUCTION TO PHILOSOPHY: GT-AH3	3
PH1 1012	ETHICS: GT-AH3	3
PH1 1013	LOGIC: GT-AH3	3
PH1 1014	COMPARATIVE RELIGIONS: GT-AH3	3
PH1 2005	BUSINESS ETHICS: GT-AH3	3
PH1 2018	ENVIRONMENTAL ETHICS: GT-AH3	3
PH1 2020	PHILOSOPHY-DEATH and DYING: GT-AH3	3
	ANY GT-AH3 DESIGNATED COURSE	
<b>WORLD LANGUAGES: GT-AH4</b>		
SPA 2011	FOREIGN LANGUAGE III: SPANISH: GT-AH4	3
SPA 2012	FOREIGN LANGUAGE IV: SPANISH: GT-AH4	3
	ANY OTHER GT-AH4 DESIGNATED COURSE	
	<b>CREDITS SUBTOTAL</b>	<b>3</b>
<b>MATHEMATICS</b>		
<b>Select ONE COURSE:</b>		
<i>Note:</i>	<i>(Credits over 3 may be applied to A.G.S. General Education Electives or A.G.S. Free Electives)</i>	
MAT 1240	MATHEMATICS FOR LIBERAL ARTS: GT-MA1	4
MAT 1340	COLLEGE ALGEBRA: GT-MA1	4
MAT 1420	COLLEGE TRIGONOMETRY: GT-MA1	3
MAT 1320	FINITE MATHEMATICS: GT-MA1	4
MAT 1400	SURVEY OF CALCULUS: GT-MA1	4
MAT 1260	INTRODUCTION TO STATISTICS: GT-MA1	3
MAT 2560	DIFFERENTIAL EQUATIONS: GT-MA1	3
	ANY OTHER GT-MA1 DESIGNATED COURSE (EXCLUDES MAT 1220 and 156)	3-4
	<b>CREDITS SUBTOTAL</b>	<b>3</b>
<b>AGS GENERAL EDUCATION ELECTIVES</b>		
<b>SELECT 15 CREDITS:</b>		
<i>Note:</i>	<i>Credits over 15 may be applied to A.G.S. Free Electives</i>	
<i>Associate of General Studies Approved General Education Courses List</i>		

	<b>CREDITS SUBTOTAL</b>	<b>15</b>
<b>AGS "FREE" ELECTIVES</b>		
<b>SELECT 30 CREDITS:</b>		
SELECT 30 CREDITS from		
Any occupational/career/technical courses (CTE)		
<u>AND/OR</u>		
Any courses listed in the A.G.S. Approved General Education Course List		
<u>AND/OR</u>		
Any GT-PATHWAY course		
<u>AND/OR</u>		
All college-level (non-developmental education) courses apply here unless otherwise noted.		
	<b>CREDITS SUBTOTAL</b>	<b>30</b>
	<b>CREDITS TOTAL</b>	<b>60</b>

## Associate of General Studies Approved General Education Courses List

COURSE	COURSE TITLE	CR
	ACCOUNTING	
ACC 1021	ACCOUNTING PRINCIPLES I	4
ACC 1022	ACCOUNTING PRINCIPLES II	4
	ANIMAL SCIENCE	
ASC 1102	INTRODUCTION TO EQUINE SCIENCE	4
	ANTHROPOLOGY	
ANT 1001	CULTURAL ANTHROPOLOGY: GT-SS3	3
ANT 1003	INTRO TO ARCHAEOLOGY: GT-SS3	3
	ART	
ART 1110	ART APPRECIATION: GT-AH1	3
ART 1111	ART HISTORY ANCIENT TO MEDIEVAL: GT-AH1	3
ART 1112	ART HISTORY: RENAISSANCE TO MODERN: GT-AH1	3
ART 1201	DRAWING I	3
ART 1307	WATERCOLOR I	3
ART 1204	LANDSCAPE DRAWING	3
ART 1203	FIGURE DRAWING I	3
ART 1301	PAINTING I	3
ART 1113	ART HISTORY: 1900-PRESENT: GT-AH1	3
	ASTRONOMY	
AST 1110	PLANETARY ASTRONOMY W/LAB: SC1	4
AST 1120	STELLAR ASTRONOMY W/LAB: SC1	4
	BIOLOGY	
BIO 1004	BIOLOGY: A HUMAN APPROACH: SC1	4
BIO 1005	SCIENCE OF BIOLOGY W/LAB: SC1	4
BIO 1111	GENERAL COLLEGE BIOLOGY I W/LAB: SC1	5
BIO 1112	GENERAL COLLEGE BIOLOGY II W/LAB: SC1	5
BIO 2101	HUMAN ANATOMY and PHYSIOLOGY I W/LAB: SC1	4
BIO 2102	HUMAN ANATOMY and PHYSIOLOGY II W/LAB: SC1	4
BIO 2104	MICROBIOLOGY W/LAB: SC1	4
BIO 2116	PATHOPHYSIOLOGY	4
	BUSINESS	
BUS 2016	LEGAL ENVIRONMENT OF BUSINESS	3
BUS 2017	BUSINESS COMMUNICATIONS	3
BUS 2026	BUSINESS STATISTICS	3
	CHEMISTRY	
CHE 1011	INTRODUCTION TO CHEMISTRY I W/LAB: SC1	5

CHE 1012	INTRODUCTION TO CHEMISTRY II W/LAB: SC1	5
CHE 1111	GENERAL COLLEGE CHEMISTRY I W/LAB: SC1	5
CHE 1112	GENERAL COLLEGE CHEMISTRY II W/LAB: SC1	5
	COMPUTER INFORMATION SYSTEMS	
CIS 1018	INTRODUCTION TO PC APPLICATIONS	3
	COMMUNICATION	
COM 1150	PUBLIC SPEAKING	3
COM 1250	INTERPERSONAL COMMUNICATION: GT-SS3	3
COM 2220	GROUP COMMUNICATION: GT-SS3	3
COM 2400	INTERCULTURAL COMMUNICATIONS: GT-SS3	3
COM 2180	ORAL INTERPRETATION	3
COM 2400	ARGUMENTATION and DEBATE	3
	CRIMINAL JUSTICE	
CRJ 1010	INTRODUCTION TO CRIMINAL JUSTICE: GT-SS3	3
CRJ 1027	CRIME SCENE INVESTIGATION	3
CRJ 2005	PRINCIPLES OF CRIMINAL LAW	3
CRJ 2020	HUMAN RELATIONS AND SOCIAL CONFLICT	3
CRJ 2030	CRIMINOLOGY	3
	COMPUTER SCIENCE COURSES	
CSC 1060	COMPUTER SCIENCE I (C++)	4
CSC 1061	COMPUTER SCIENCE II (C++)	4
	EARLY CHILDHOOD EDUCATION	
ECE 1011	INTRO TO EARLY CHILDHOOD EDUCATION	3
ECE 1045	INTRO TO EARLY CHILDHOOD LAB TECHNIQUES	3
ECE 1031	GUIDANCE STRATEGIES FOR CHILDREN	3
ECE 1088	PRACTICUM: EARLY CHILDHOOD EDUCATION	1
ECE 2051	NUTRITION, HEALTH and SAFETY	3
ECE 2621	CURRICULUM DEVELOPMENT: METHODS and TECHNIQUES	3
ECE 2631	LANGUAGE and COGNITION FOR THE YOUNG CHILD	3
ECE 2641	CREATIVITY AND THE YOUNG CHILD	3
ECE 2101	WORKING WITH PARENTS, FAMILIES, AND COMMUNITY SYSTEMS	3
ECE 2601	EXCEPTIONAL CHILD	3
	ECONOMICS	
ECO 2001	PRINCIPLES OF MACROECONOMICS: SS1	3
ECO 2002	PRINCIPLES OF MICROECONOMICS: SS1	3
	EDUCATION	
EDU 1088	PRACTICUM I IN EDUCATION (VARIABLE 0-12)	V
EDU 2211	INTRODUCTION TO EDUCATION	3
EDU 2221	EFFECTIVE TEACHING	1
EDU 2331	ENGLISH LANGUAGE LEARNING (K-6)	3

EDU 2341	MULTICULTURAL EDUCATION	3
EDU 2611	TEACHING, LEARNING and TECHNOLOGY	3
	ENGLISH	
ENG 1021	ENGLISH COMPOSITION I: GT-CO1	3
ENG 2001	ENGLISH COMPOSITION III: GT-CO3	3
ENG 2021	CREATIVE WRITING I	3
ENG 2022	CREATIVE WRITING II	3
ENG 2026	FICTION WRITING	3
ENG 2027	POETRY WRITING	3
	ETHNIC STUDIES	
ETH 2000	INTRODUCTION TO ETHNIC STUDIES GT-SS3	3
	GEOGRAPHY	
GEO 1005	WORLD REGIONAL GEOGRAPHY: GT-SS2	3
	GEOLOGY	
GEY 1111	PHYSICAL GEOLOGY W/LAB: SC1	4
GEY 1112	HISTORICAL GEOLOGY W/LAB: SC1	4
GEY 1135	ENVIRONMENTAL GEOLOGY W/LAB: SC1	4
	HISTORY	
HIS 1310	WESTERN CIVILIZATION: ANTIQUITY-1650: GT-HI1	3
HIS 1320	WESTERN CIVILIZATION: 1650-PRESENT: GT-HI1	3
HIS 1110	THE WORLD: ANTIQUITY-1500: GT-HI1	3
HIS 1120	THE WORLD: 1500-PRESENT: GT-HI1	3
HIS 1210	U.S. HISTORY TO RECONSTRUCTION: GT-HI1	3
HIS 1220	U.S. HISTORY SINCE CIVIL WAR: GT-HI1	3
HIS 2105	WOMEN IN US HISTORY: GT-HI1	3
HIS 2135	COLORADO HISTORY: GT-HI1	3
HIS 2130	HISTORY OF THE AMERICAN WEST: GT-HI1	3
HIS 2145	U.S. HISTORY SINCE 1945: GT-HI1	3
HIS 2147	COLD WAR ERA IN WORLD HISTORY	3
HIS 2015	20TH CENTURY WORLD HISTORY: GT-HI1	3
HIS 2120	U.S. FOREIGN RELATIONS HISTORY: GT-HI1	3
	HEALTH PROFESSIONS	
HPR 2017	KINESIOLOGY	4
	HEALTH AND WELLNESS	
HWE 1050	HUMAN NUTRITION	3
	JOURNALISM	
JOU 1005	INTRODUCTION TO MASS MEDIA: GT-SS3	3
JOU 1006	MEDIA NEWS AND REPORTING	3
	HUMANITIES	
HUM 1003	INTRODUCTION TO FILM ART: GT-AH2	3
HUM 1021	HUMANITIES: EARLY CIVILIZATION: GT-AH2	3
HUM 1022	HUMANITIES: MEDIEVAL-MODERN: GT-AH2	3

HUM 1023	HUMANITIES: MODERN WORLD: GT-AH2	3
	LITERATURE	
LIT 1015	INTRODUCTION TO LITERATURE: GT-AH2	3
LIT 2001	WORLD LITERATURE TO 1600: GT-AH2	3
LIT 2002	WORLD LITERATURE AFTER 1600: GT-AH2	3
LIT 2005	ETHNIC LITERATURE: GT-AH2	3
LIT 2011	AMERICAN LITERATURE TO CIVIL WAR: GT-AH2	3
LIT 2012	AMERICAN LITERATURE AFTER CIVIL WAR: GT-AH2	3
LIT 2025	INTRODUCTION TO SHAKESPEARE: GT-AH2	3
LIT 2055	CHILDREN'S LITERATURE	3
	MANAGEMENT	
MAN 2026	PRINCIPLES OF MANAGEMENT	3
	MATHEMATICS	
MAT 1240	MATHEMATICS FOR LIBERAL ARTS: GT-MA1	4
MAT 1340	COLLEGE ALGEBRA: GT-MA1	4
MAT 1420	COLLEGE TRIGONOMETRY: GT-MA1	3
MAT 1400	SURVEY OF CALCULUS: GT-MA1	4
MAT 1260	INTRODUCTION TO STATISTICS: GT-MA1	3
MAT 1220	INTEGRATED MATH I	3
MAT 1230	INTEGRATED MATH II	3
MAT 2410	CALCULUS I: GT-MA1	5
MAT 2420	CALCULUS II: GT-MA1	5
MAT 2430	CALCULUS III: GT-MA1	4
MAT 2520	DISCRETE MATHEMATICS: GT-MA1	4
MAT 2540	LINEAR ALGEBRA	3
MAT 2561	DIFFERENTIAL EQUATIONS W/ENGINEERING APPLICATIONS: GT-MA1	4
MAT 2560	DIFFERENTIAL EQUATIONS: GT-MA1	3
	MUSIC	
MUS 1020	MUSIC APPRECIATION: GT-AH1	3
	PHYSICAL EDUCATION	
ALL PED COURSES 100-299 ARE APPROVED FOR USE IN THE A.A. AS ELECTIVES (CREDIT LIMITS APPLY - SEE NOTE BELOW)		
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 VICE PRESIDENT FOR INSTRUCTION, OR DEAN OF INSTRUCTION TO APPLY.		
	PHILOSOPHY	
PH1 1011	INTRODUCTION TO PHILOSOPHY: GT-AH3	3

PH1 1012	ETHICS: GT-AH3	3
PH1 1013	LOGIC: GT-AH3	3
PH1 1014	COMPARATIVE RELIGIONS: GT-AH3	3
PH1 1015	WORLD RELIGIONS-WEST: GT-AH3	3
PH1 1016	WORLD RELIGIONS-EAST: GT-AH3	3
PH1 2005	BUSINESS ETHICS: GT-AH3	3
PH1 2020	PHILOSOPHY-DEATH and DYING: GT-AH3	3
	PHYSICS	
PHY 1105	CONCEPTUAL PHYSICS W/LAB: GT-SC1	4
PHY 1111	PHYSICS: ALGEBRA-BASED I/LAB: GT-SC1	5
PHY 1112	PHYSICS: ALGEBRA-BASED II/LAB: GT-SC1	5
PHY 2111	PHYSICS: CALCULUS-BASED I/LAB: GT-SC1	5
PHY 2112	PHYSICS: CALCULUS-BASED II/LAB: GT-SC1	5
PHY 2113	PHYSICS III: CALCULUS BASED MODERN PHYSICS	5
	POLITICAL SCIENCE	
PSC 2020	INTRODUCTION TO POLITICAL SCIENCE: SS1	3
PSC 1011	AMERICAN GOVERNMENT: SS1	3
PSC 2005	INTERNATIONAL RELATIONS: SS1	3
PSC 2025	COMPARATIVE GOVERNMENT: SS1	3
	PSYCHOLOGY	
PSY 1001	GENERAL PSYCHOLOGY I: GT-SS3	3
PSY 1002	GENERAL PSYCHOLOGY II: GT-SS3	3
PSY 2105	PSYCHOLOGY OF GENDER: GT-SS3	3
PSY 2221	SOCIAL PSYCHOLOGY: GT-SS3	3
PSY 2440	HUMAN GROWTH and DEVELOPMENT: GT-SS3	3
PSY 2442	CHILD and ADOLESCENT PSYCHOLOGY	3
PSY 2441	CHILD DEVELOPMENT: GT-SS3	3
PSY 2444	EDUCATIONAL PSYCHOLOGY	3
PSY 2552	ABNORMAL PSYCHOLOGY: GT-SS3	3
PSY 2771	PSYCHOLOGY OF PERSONALITY: GT-SS3	3
	SCIENCE	
SCI 1055	INTEGRATED SCIENCE I W/LAB: GT-SC1	4
SCI 1056	INTEGRATED SCIENCE II W/LAB: GT-SC1	4
	SOCIOLOGY	
SOC 1001	INTRODUCTION TO SOCIOLOGY I: GT-SS3	3
SOC 1002	INTRODUCTION TO SOCIOLOGY II: GT-SS3	3
SOC 2005	SOCIOLOGY OF FAMILY DYNAMICS: GT-SS3	3
SOC 2015	CONTEMPORARY SOCIAL PROBLEMS: GT-SS3	3
SOC 2016	SOCIOLOGY OF GENDER: GT-SS3	3
SOC 2031	SOCIOLOGY OF DEVIANT BEHAVIOR: GT-SS3	3
	SPANISH LANGUAGE	

SPA 1011	FOREIGN LANGUAGE I: SPANISH	5
SPA 1012	FOREIGN LANGUAGE II: SPANISH	5
SPA 1015	FOREIGN LANGUAGE FOR THE PROFESSIONAL: SPANISH	3
SPA 2011	FOREIGN LANGUAGE III: SPANISH: GT-AH4	3
SPA 2012	FOREIGN LANGUAGE IV: SPANISH: GT-AH4	3
SPA 2061	GRAMMAR FOR THE HERITAGE LANGUAGE SPEAKER	3
SPA 2062	COMPOSITION FOR THE HERITAGE LANGUAGE SPEAKER	3
	THEATRE	
THE 1005	THEATRE APPRECIATION: GT-AH1	3
THE 1011	ACTING I	3
THE 1012	ACTING II	3
	GT PATHWAYS	
ANY GTPATHWAYS DESIGNATED COURSE (GT-AH1, GT-AH2, GT-AH3, GT-AH4, GT-CO2, GT-CO3, GT-HI1, GT-MA1, GT-SC1, GT-SC2, GT-SS1, GT-SS2, GT-SS3) IS APPROVED AS AN ELECTIVE FOR THE A.G.S. DEGREE		
TO SEE A LIST OF ALL GTPATHWAYS COURSES GO TO: <a href="https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees">https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees</a>		
ADDITIONAL APPROVED COURSES FOR A.G.S. GENERAL EDUCATION REQUIREMENT		
COM 1105	CAREER COMMUNICATIONS	3
PSY 1016	STRESS MANAGEMENT	3
PSY 2551	CHILD ABUSE and NEGLECT	3
JOU 1006	MEDIA NEWS AND REPORTING	3
<b>Other courses may apply – Contact your Academic Advisor</b>		

## ASSOCIATE OF SCIENCE DEGREE 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.

- Associate of Science without designation is designed to transfer into math and science degree programs.
- 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.

The Associate of Science (AS) degree is a 2-year, 60-credit degree program for students who want to transfer to a four-year college or university to pursue four-year degree in natural science, math, computer science, engineering, or healthcare fields. The AS degree also includes courses in communication, arts and humanities, and social sciences.

As a transfer degree, the AS includes Guaranteed Transfer (GT) courses as well as elective classes. Students who want to transfer to a specific four-year degree program, such as Biology, Chemistry, or Physics, should follow the program pathway for that specific AS degree. This is known as 'choosing a major.' Students who do not choose a specific AS degree pathway will be awarded a general AS degree. The Associate of Science degree is a two-year degree featuring courses from a variety of science subject areas, as well as English, Arts, Math, and Social Science. Students wishing to transfer to a four-year university should choose an AS degree with a specific concentration, such as Biology, Chemistry, Geology, Mathematics, or Psychology. An AS degree without a concentrated subject area may not transfer to a four-year university program, or it may require that additional courses be taken at the four-year level. Speak to an advisor to declare your program.

## Associate of Science

### AWARD

ASSOCIATE OF SCIENCE  
(Liberal Studies/No designated transfer major)

Code: M\_AS\_AS

Approved for Financial Aid

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

#### WRITTEN COMMUNICATION TAKE THESE TWO COURSES:

ENG 1021	ENGLISH COMPOSITION I: GT-CO1	3
ENG 1022	ENGLISH COMPOSITION II: GT-CO2	3
	<i>CREDITS SUBTOTAL</i>	6

#### COMPUTER SCIENCE SELECT ONE COURSE:

CIS 1018	INTRODUCTION TO PC APPLICATIONS	3
CSC 1060	COMPUTER SCIENCE I (C++)	4
	<i>CREDITS SUBTOTAL</i>	3

#### ORAL COMMUNICATION SELECT ONE COURSE:

COM 1150	PUBLIC SPEAKING	3
COM 1250	INTERPERSONAL COMMUNICATION: GT-SS3	3
	<i>CREDITS SUBTOTAL</i>	3

#### HISTORY SELECT ONE COURSE:

HIS 1310	WESTERN CIV: ANTIQUITY-1650: GT-HI1	3
HIS 1320	WESTERN CIV: 1650-PRESENT: GT-HI1	3
HIS 1110	THE WORLD: ANTIQUITY-1500: GT-HI1	3
HIS 1120	THE WORLD: 1500-PRESENT: GT-HI1	3
HIS 1210	U.S. HISTORY TO RECONSTRUCTION: GT-HI1	3

HIS 1220	U.S. HISTORY SINCE CIVIL WAR: GT-HI1	3
HIS 2105	WOMEN IN US HISTORY: GT-HI1	3
HIS 2135	COLORADO HISTORY: GT-HI1	3
HIS 2015	20TH CENTURY WORLD HISTORY: GT-HI1	3
HIS 2120	U.S. FOREIGN RELATIONS HIST: GT-HI1	3
	ANY OTHER GT-HI1 DESIGNATED COURSE	3
	<b>CREDITS SUBTOTAL</b>	<b>3</b>
<b>MATHEMATICS SELECT ONE COURSE:</b>		
<i>Note:</i>	<i>Credits over 3 may be applied to Electives</i>	
MAT 1340	COLLEGE ALGEBRA: GT-MA1	4
MAT 1420	COLLEGE TRIGONOMETRY: GT-MA1	3
MAT 2410	CALCULUS I: GT-MA1	5
MAT 2560	DIFFERENTIAL EQUATIONS: GT-MA1	3
	ANY OTHER HIGHER-LEVEL MATH COURSE (EXCLUDES MAT 1220 and 156)	3-4
	<b>CREDITS SUBTOTAL</b>	<b>3</b>
<b>NATURAL AND PHYSICAL SCIENCES SELECT ONE 2-LAB COURSE SEQUENCE IN ANY GUARANTEED TRANSFER SCIENCE DISCIPLINE (GT-SC1):</b>		
<i>Note:</i>	<i>Credits over 8 may be applied to Electives</i>	
AST 1110 and AST 1120	PLANETARY ASTRONOMY W/LAB: GT-SC1 and STELLAR ASTRONOMY W/LAB: GT-SC1	4 4
BIO 1111 and BIO 1112	GENERAL COLLEGE BIOLOGY I and II W/LAB: GT-SC1	5 5
BIO 2101 and BIO 2102	HUMAN ANATOMY and PHYSIOLOGY I and II W/LAB: GT-SC1	4 4
CHE 1011 and CHE 1012	INTRO TO CHEMISTRY I and II W/LAB: GT-SC1	5 5
CHE 1111 and CHE 1112	GEN COLLEGE CHEMISTRY I and II W/LAB: GT-SC1	5 5
PHY 1111 and PHY 1112	PHYSICS: ALGEBRA-BASED I and II W/LAB: GT-SC1	5 5
PHY 2111 and PHY 2112	PHYSICS: CALCULUS-BASED I and II W/LAB: GT-SC1	5 5
SCI 1055 and SCI 1056	INTEGRATED SCIENCE I and II W/LAB: GT-SC1 (BOTH COURSES MUST BE TAKEN TO MEET THIS REQUIREMENT)	4 4
	<b>CREDITS SUBTOTAL</b>	<b>8</b>
<b>ADDITIONAL NATURAL and PHYSICAL SCIENCES COURSE SELECT ADDITIONAL GT-SC1 GUARANTEED TRANSFER LAB SCIENCE COURSE(S) FROM:</b>		
<i>Note:</i>	<i>Credits over 4 may be applied to Electives</i>	

	Select from any of the GT-SC1 courses previously listed or from any GT-SC1 courses in the A.S. Approved Electives List	
	<b>CREDITS SUBTOTAL</b>	<b>4</b>
<b>ARTS and HUMANITIES SELECT TWO COURSES, FROM TWO DIFFERENT AH AREAS:</b>		
<b>ARTS and EXPRESSION: GT-AH1</b>		
ART 1110	ART APPRECIATION: GT-AH1	3
ART 1111	ART HISTORY ANCIENT-MEDIEVAL: GT-AH1	3
ART 1112	ART HISTORY: RENAISSANCE - MODERN: GT-AH1	3
ART 1113	ART HISTORY: 1900-PRESENT: GT-AH1	3
MUS 1020	MUSIC APPRECIATION: GT-AH1	3
THE 1005	THEATRE APPRECIATION: GT-AH1	3
	ANY OTHER GT-AH1 DESIGNATED COURSE	3
<b>LITERATURE and HUMANITIES: GT-AH2</b>		
HUM 1021	HUMANITIES: EARLY CIVILIZATION: GT-AH2	3
HUM 1022	HUMANITIES: MEDIEVAL-MODERN: GT-AH2	3
HUM 1023	HUMANITIES: MODERN WORLD: GT-AH2	3
LIT 1015	INTRODUCTION TO LITERATURE: GT-AH2	3
LIT 2001	WORLD LITERATURE TO 1600: GT-GT-AH2	3
LIT 2002	WORLD LITERATURE AFTER 1600: GT-GT-AH2	3
LIT 2011	AMERICAN LIT. TO CIVIL WAR: GT-AH2	3
LIT 2012	AMERICAN LIT. AFTER CIVIL WAR: GT-AH2	3
LIT 2025	INTRODUCTION TO SHAKESPEARE: GT-AH2	3
	ANY OTHER GT-AH2 DESIGNATED COURSE	3
<b>WAYS OF THINKING: GT-AH3</b>		
PH1 1011	INTRODUCTION TO PHILOSOPHY: GT-AH3	3
PH1 1012	ETHICS: GT-AH3	3
PH1 1013	LOGIC: GT-AH3	3
PH1 1014	COMPARATIVE RELIGIONS: GT-AH3	3
PH1 2005	BUSINESS ETHICS: GT-AH3	3
PH1 2018	ENVIRONMENTAL ETHICS: GT-AH3	3
PH1 2020	PHILOSOPHY-DEATH and DYING: GT-AH3	3
	ANY GT-AH3 DESIGNATED COURSE	
<b>WORLD LANGUAGES: GT-AH4</b>		
SPA 2011	FOREIGN LANGUAGE III: SPANISH: GT-AH4	3
SPA 2012	FOREIGN LANGUAGE IV: SPANISH: GT-AH4	3
	ANY OTHER GT-AH4 DESIGNATED COURSE	
	<b>CREDITS SUBTOTAL</b>	<b>6</b>

<b>SOCIAL and BEHAVIORAL SCIENCES SELECT TWO SS COURSES or ONE SS COURSE and ONE HI1 course:</b>		
<b>ECONOMIC OR POLITICAL SYSTEMS: GT-SS1</b>		
ECO 2001	PRINCIPLES OF MACROECONOMICS: GT-SS1	3
ECO 2002	PRINCIPLES OF MICROECONOMICS: GT-SS1	3
PSC 2020	INTRO TO POLITICAL SCIENCE: GT-SS1	3
PSC 1011	AMERICAN GOVERNMENT: GT-SS1	3
PSC 2005	INTERNATIONAL RELATIONS: GT-SS1	3
	ANY OTHER GT-SS1 DESIGNATED COURSE	
<b>GEOGRAPHY: GT-SS2</b>		
GEO 1005	WORLD REGIONAL GEOGRAPHY: GT- SS2	3
	ANY OTHER GT-SS2 DESIGNATED COURSE	
<b>HUMAN BEHAVIOR/SOCIAL FRAMEWORKS: GT-SS3</b>		
ANT 1001	CULTURAL ANTHROPOLOGY: GT-SS3	3
ANT 1003	INTRO TO ARCHAEOLOGY: GT-SS3	3
ETH 2000	INTRO TO ETHNIC STUDIES: GT-SS3	3
PSY 1001	GENERAL PSYCHOLOGY I: GT-SS3	3
PSY 1002	GENERAL PSYCHOLOGY II: GT-SS3	3
PSY 2105	PSYCHOLOGY OF GENDER: GT-SS3	3
PSY 2221	SOCIAL PSYCHOLOGY: GT-SS3	3
PSY 2440	HUMAN GROWTH and DEVELOPMENT: GT-SS3	3
PSY 2441	CHILD DEVELOPMENT: GT-SS3	3
SOC 1001	INTRODUCTION TO SOCIOLOGY I: GT- SS3	3
SOC 1002	INTRODUCTION TO SOCIOLOGY II: GT- SS3	3
SOC 2005	SOCIOLOGY OF FAMILY DYNAMICS: GT- SS3	3
SOC 2015	CONTEMPORARY SOCIAL PROBLEMS: GT-SS3	3
SOC 2016	SOCIOLOGY OF GENDER: GT-SS3	3
SOC 2031	SOCIOLOGY OF DEVIANT BEHAVIOR: GT-SS3	3
	ANY OTHER GT-SS3 DESIGNATED COURSE	
	<b>CREDITS SUBTOTAL</b>	<b>6</b>
<b>A.S. ELECTIVES SELECT 18 CREDITS CHOOSE FROM THE ASSOCIATE OF SCIENCE APPROVED ELECTIVES LIST</b>		
ELECTIVES	ANY OF THE COURSES ON THE <b>ASSOCIATE OF SCIENCE APPROVED ELECTIVES LIST</b>	
NOTES:	<i>Other courses may apply - contact your Academic Advisor if you have questions.</i>	
	<b>CREDITS SUBTOTAL</b>	
	<b>CREDITS TOTAL</b>	<b>60</b>

## Associate of Science Approved Electives

COURSE	TITLE	CRS
AST 1110	PLANETARY ASTRONOMY W/LAB: GT-SC1	4
AST 1120	STELLAR ASTRONOMY W/LAB: GT-SC1	4
BIO 1004	BIOLOGY: A HUMAN APPROACH: GT-SC1	4
BIO 1111	GENERAL COLLEGE BIOLOGY I W/LAB: GT-SC1	5
BIO 1112	GENERAL COLLEGE BIOLOGY II W/LAB: GT-SC1	5
BIO 2101	HUMAN ANATOMY and PHYSIOLOGY I W/LAB: GT-SC1	4
BIO 2102	HUMAN ANATOMY and PHYSIOLOGY II W/LAB: GT-SC1	4
BIO 2104	MICROBIOLOGY W/LAB: GT-SC1	4
BIO 2111	CELL BIOLOGY W/LAB	4
BIO 2116	PATHOPHYSIOLOGY	4
CHE 1011	INTRODUCTION TO CHEMISTRY I W/LAB: GT-SC1	5
CHE 1012	INTRODUCTION TO CHEMISTRY II W/LAB: GT-SC1	5
CHE 1111	GENERAL COLLEGE CHEMISTRY I W/LAB: GT-SC1	5
CHE 1112	GENERAL COLLEGE CHEMISTRY II W/LAB: GT-SC1	5
CIS 1018	INTRODUCTION TO PC APPLICATIONS	3
CSC 1060	COMPUTER SCIENCE I (C++)	4
ECO 2001	PRINCIPLES OF MACROECONOMICS: GT-SS1	3
ECO 2002	PRINCIPLES OF MICROECONOMICS: GT-SS1	3
GEY 1111	PHYSICAL GEOLOGY W/LAB: GT-SC1	4
GEY 1112	HISTORICAL GEOLOGY W/LAB: GT-SC1	4
GEY 1135	ENVIRONMENTAL GEOLOGY W/LAB: GT-SC1	4
MAT 1340	COLLEGE ALGEBRA: GT-MA1	4
MAT 1420	COLLEGE TRIGONOMETRY: GT-MA1	3
MAT 1400	SURVEY OF CALCULUS: GT-MA1	4
MAT 1260	INTRODUCTION TO STATISTICS: GT-MA1	3
MAT 2410	CALCULUS I: GT-MA1	5
MAT 2420	CALCULUS II: GT-MA1	5
MAT 2430	CALCULUS III: GT-MA1	4
MAT 2520	DISCRETE MATHEMATICS: GT-MA1	4
MAT 2540	LINEAR ALGEBRA	3
MAT 2561	DIFFERENTIAL EQUATIONS W/ENGINEERING APPLICATIONS: GT-MA1	4
MAT 2560	DIFFERENTIAL EQUATIONS: GT-MA1	3
PHY 1111	PHYSICS: ALGEBRA-BASED I/LAB: GT-SC1	5
PHY 1112	PHYSICS: ALGEBRA-BASED II/LAB: GT-SC1	5

PHY 2111	PHYSICS: CALCULUS-BASED I/LAB: GT-SC1	5
PHY 2112	PHYSICS: CALCULUS-BASED II/LAB: GT-SC1	5
PHY 2113	PHYSICS III: CALCULUS BASED MODERN PHYSICS	5
SCI 1055	INTEGRATED SCIENCE I W/LAB: GT-SC1	4
SCI 1056	INTEGRATED SCIENCE II W/LAB: GT-SC1	4

## Associate of Science-Agriculture Business

### AWARD

ASSOCIATE OF SCIENCE-AGRICULTURE BUSINESS TRANSFER MAJOR

Code: M\_AS\_AS AGBU (Approved: 4/5/13; Effective: Fall 2013; Revised November 2018)

Approved for Financial Aid

### PROGRAM DESCRIPTION

This is a Statewide Transfer Articulation Agreement in Agriculture Business for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Colorado State University-Ft Collins  
[B.S. Agricultural Business]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

*Link to see the full agreement along with other requirements, guarantees and conditions.*

## Associate of Science-Animal Science

### AWARD

ASSOCIATE OF SCIENCE-ANIMAL SCIENCE TRANSFER MAJOR

Code: M\_AS\_AS ANSC (Approved: 4/5/13; Effective: Fall 2013; Revised November 2018)

Approved for Financial Aid

### PROGRAM DESCRIPTION

This is a Statewide Transfer Articulation Agreement in Animal Science for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Colorado State University-Ft Collins [B.S. Animal Science]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

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## Associate of Science-Biology

### AWARD

ASSOCIATE OF SCIENCE-BIOLOGY TRANSFER MAJOR

Code: M\_AS\_AS BIOD (Approved: 12/4/14; Effective: Spring 2015; Revised May 2019)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students transferring to a 4-year school to complete their BS degree in Biology. It allows students to complete the first 2 years of the BS degree at the community college. Students explore physics, chemistry, and biology. Careers often require a BS degree or higher. Biology is the study of life and living beings, including their types, growth, structure, evolution, and where and how they live. Modern biology is very broad, and it has many smaller areas, including the study of animals, plants, cells, genes, and other life science topics.

This program introduces students to Biology, and it includes courses that are common to all four-year institutions in Colorado. Career paths for Biology degree holders include pre-medicine, pre-pharmacy, pre-veterinary, physical therapy, dentistry, and many scientific arenas.

The Associate of Science (AS) degree in Biology prepares students to complete the second half of a Bachelor of Science (BS) in Biology at a four-year university.

This is a Statewide Transfer Articulation Agreement in Biology for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Adams State University [B.S. Biology; Cellular and Molecular Biology, Organismal Biology, and Wildlife Biology emphases]

Colorado Mesa University [B.S. Biological Sciences; Biology concentration]

Colorado State University-Ft Collins [B.S. Biological Sciences]

Colorado State University-Pueblo [B.S. Biology]

Fort Lewis College [B.S. Biology; General Biology option]

Metropolitan State University of Denver [B.S. Biology]

University of Colorado Boulder [B.A. Ecology and Evolutionary Biology]

University of Colorado-Colorado Springs [B.S. Biology]

University of Colorado Denver [B.S. Biology]

University of Northern Colorado [B.S. Biological Sciences; Cell and Molecular Biology, Ecology and Evolutionary Biology, Pre-Health and Biomedical Sciences emphases]

Western State Colorado University [B.A. Biology; Cell Biology/Pre-medicine, Environmental Biology and Ecology, General Biology, Pre-allied Health emphases]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

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## Associate of Science-Geology

### AWARD

ASSOCIATE OF SCIENCE-GEOLOGY TRANSFER MAJOR

Code: M\_AS\_AS GEOL (Approved: 5/9/14; Effective: Fall 2014; Revised: August 2020)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students transferring to a 4-year school to complete their BS degree in Geology or Earth Science. It allows students to complete the first 2 years of the BS degree at the community college. Students explore physics and geography. Careers often require a BS or higher. Geology is the study of the Earth, its rocks, and the ways that they change over time. Geology students explore the movement of the Earth's crust, the history of life on Earth, and past climates. It is important for mineral and fossil fuel exploration, managing water resources, and solving environmental problems.

This program introduces students to Geology, and it includes courses that are common to all four-year institutions in Colorado. Career paths for Geology degree holders include resource management, mining, oil and gas exploration, and climate research.

The Associate of Science (AS) degree in Geology prepares students to complete the second half of a Bachelor of Science (BS) in Biology at a four-year university.

This is a Statewide Transfer Articulation Agreement in Geology for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Adams State University [B.A./B.S. Earth Sciences; Geology emphasis]  
 Colorado Mesa University [B.S. Geosciences; Geology concentration]  
 Colorado State University-Ft Collins [B.S. Geology; Geology concentration]  
 Fort Lewis College [B.S. Geology; Geology option]  
 University of Colorado Boulder [B.A. Geology]  
 Metropolitan State University of Denver [B.S. Applied Geology]  
 University of Northern Colorado [B.S. Earth Sciences; Geology emphasis]  
 Western State Colorado University [B.A. Geology; Geology emphasis]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

*Link to see the full agreement along with other requirements, guarantees and conditions.*

## Associate of Science-Mathematics

### AWARD

ASSOCIATE OF SCIENCE-MATHEMATICS TRANSFER MAJOR

Code: M\_AS\_AS MATH (Approved: 4/1/2011; Effective: Fall 2011; Revised March 2020)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students transferring to a 4-year school to complete their BS or BA degree in Mathematics. It allows students to complete the first 2 years of the BS degree at the community college. Students explore calculus and computer/engineering applications. Mathematics is more than the study of counting and measurement – it is also the study of shapes and motion. Mathematicians look for patterns and use them to design new theories, new models, and even predictions about nature.

This program introduces students to Mathematics, and it includes courses that are common to all four-year institutions in Colorado. Career paths in mathematics include finance, engineering, computer science, coding, accounting, statistics, and research.

The Associate of Science (AS) degree in Mathematics prepares students to complete the second half of a Bachelor of Science (BS) or a Bachelor of Arts (BA) in Mathematics at a four-year university.

This is a Statewide Transfer Articulation Agreement in Mathematics for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Adams State University [B.A. Mathematics]  
 Colorado Mesa University\* [B.S. Mathematics; Mathematics, Secondary Education, or Statistics concentrations]  
 Colorado State University-Ft Collins [B.S. Mathematics]  
 Colorado State University-Pueblo [B.A. Mathematics; B.S. Mathematics]  
 Fort Lewis College [B.A. Mathematics; Mathematics option]  
 Metropolitan State University of Denver [B.A. Mathematics]  
 University of Colorado Boulder [B.A. Mathematics]  
 University of Colorado-Colorado Springs [B.A. Mathematics; B.S. Mathematics]  
 University of Colorado Denver [B.S. Mathematics]  
 University of Northern Colorado [B.S. Mathematics; Applied Mathematical Sciences or Liberal Arts emphases]  
 Western State Colorado University [B.A. Mathematics]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

*Link to see the full agreement along with other requirements, guarantees and conditions.*

## Associate of Science-Physics

### AWARD

ASSOCIATE OF SCIENCE–PHYSICS TRANSFER MAJOR

Code: M\_AS\_AS PHYD (Approved: 12/4/14; Effective: Spring 2015; Revised December 2018)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students transferring to a 4-year school to complete their BS or BA degree in physics. It allows them to complete the first 2 years of the degree prior to transferring. Students explore advanced applied physics and calculus.

The laws of physics govern everything in the universe from the tiniest bit of matter to the largest star.

Physics is a prerequisite to any in-depth study of the sciences and technologies, and it leads to careers in variety of industries.

This is a Statewide Transfer Articulation Agreement in Physics for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Colorado Mesa University [B.S. Physics]  
 Colorado State University-Ft Collins [B.S. Physics]  
 Colorado State University-Pueblo [B.S. Physics]  
 Fort Lewis College [B.S. Physics – Physics option]  
 Metropolitan State University of Denver [B.A./B.S. Physics]  
 University of Colorado Boulder [B.A. Physics]  
 University of Colorado-Colorado Springs [B.S. Physics]  
 University of Colorado Denver [B.S. Physics]  
 University of Northern Colorado [B.S Physics; Astronomy, Engineering, Mathematics emphases]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

*Link to see the full agreement along with other requirements, guarantees and conditions.*

## Associate of Science-Psychology

### AWARD

ASSOCIATE OF SCIENCE –PSYCHOLOGY TRANSFER MAJOR

Code: M\_AS\_AS PSYS (Approved: 4/1/2011; Effective: Fall 2011; Revised December 2018)

Approved for Financial Aid

### PROGRAM DESCRIPTION

Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Psychology. Human behavior, how the mind works, and mental illness are explored. Careers often require a BA degree or higher. Psychology is the study of the mind and of behavior. It studies both individuals and groups of people, and it often involves case studies. Psychologists try to understand how mental functions affect individual and social behavior. They also explore emotion, motivation, personality, and relationships.

This program introduces students to Psychology and it includes courses that are common to all four-year institutions in Colorado.

The Associate of Science (AS) degree in Psychology prepares students to complete the second half of a Bachelor of Science (BS) in Psychology at a four-year university. Bachelor of Science degrees in Psychology have added skills in math, sciences, and research. Career paths for Psychology BS degree holders include working with medical doctors, psychologists, brain researchers, and biologists.

This is a Statewide Transfer Articulation Agreement in Psychology for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Colorado State University-Ft Collins [B.S. Psychology; General Psychology concentration]

Colorado State University-Pueblo [B.S. Psychology]

University of Colorado Denver [B.S. Psychology]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply.

- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

*Link to see the full agreement along with other requirements, guarantees and conditions.*

## Associate of Science-Soil and Crop Science

### AWARD

ASSOCIATE OF SCIENCE-SOIL and CROP SCIENCE  
TRANSFER MAJOR

Code: M\_AS\_AS SCSC (Approved: 4/5/13; Effective: Fall 2013; Revised December 2018)

Approved for Financial Aid

### PROGRAM DESCRIPTION

This is a Statewide Transfer Articulation Agreement in Soil and Crop Science for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:

Colorado State University-Ft Collins [B.S. Soil and Crop Sciences]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 1021, or any college-level math will be required to take the assessment/placement test.

Alternatively, if taken with the last 5 years, documentation of assessment/placement test 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/Developmental level courses do not apply
- 15 credits in this program must be taken at MCC

### COURSE REQUIREMENTS

<https://cdhe.colorado.gov/students/attending-college/credit-transfer/transfer-degrees>

*Link to see the full agreement along with other requirements, guarantees and conditions.*

## AG/BUSINESS MANAGEMENT PROGRAM

The nine certificate options in the five Ag/Business Management 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.

-The **Ag/Business Marketing and Risk Management Program** is comprised of the Commodity Marketing Certificate, the Market Plan Development Certificate, and the Web Productivity and Utilization Certificate.

-The **Ag/Business Financial Analysis Program** offers the Ag Business Management-Financial Analysis Certificate.

-The **Ag/Business Management Records and Planning** has one certificate, the Ag Business Management-Records and Business Planning Certificate.

-The **Rural Business Entrepreneurship Program** includes the Leadership/Human Resource Management Certificate and the Rural Business Entrepreneurship Certificate

-The **Advanced Ag/Business Management** is comprised of the Ag Business Management-Advanced Business Management Certificate and the Integrated Management Certificate.

## Records and Business Planning

### AWARD

CERTIFICATE IN AG/BUSINESS MANAGEMENT-RECORDS AND BUSINESS PLANNING

Code: M\_CER\_ABM6

Approved for Financial Aid

### PROGRAM DESCRIPTION

Ag/Business Management-Records and Business Planning 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.

### CERTIFICATE PREREQUISITES

None.

### OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum cumulative MCC GPA of 2.0 to graduate
- Remedial/Developmental level courses do not apply.
- 25% of the credits in this program must be taken at MCC

### COURSE REQUIREMENTS

Course	Title	Cr
<b>SEMESTER 1</b>		
ABM 1003	Records and Business Planning I	3
ABM 1004	Records and Business Planning II	3
ABM 1005	Records and Business Planning III	3
<i>CREDITS SUBTOTAL</i>		<b>9</b>
<b>SEMESTER 2</b>		
ABM 1006	Records and Business Planning IV	3
ABM 1007	Records and Business Planning V	3
ABM 1008	Records and Business Planning VI	3
<i>CREDITS SUBTOTAL</i>		<b>9</b>
<b>CREDITS TOTAL</b>		<b>18</b>

## Financial Analysis

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-FINANCIAL ANALYSIS		
Code: M_CER_ABM7		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
Ag/Business Management-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.		
CERTIFICATE PREREQUISITES		
Complete set of cash records or instructor consent		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>SEMESTER 1</b>		
ABM 1013	Financial Analysis I	3
ABM 1014	Financial Analysis II	3
ABM 1015	Financial Analysis III	3
<i>CREDITS SUBTOTAL</i>		9
<b>SEMESTER 2</b>		
ABM 1016	Financial Analysis IV	3
ABM 1017	Financial Analysis V	3
ABM 1018	Financial Analysis VI	3
<i>CREDITS SUBTOTAL</i>		9
<b>CREDITS TOTAL</b>		<b>18</b>

## Commodity Marketing

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-COMMODITY MARKETING		
Code: M_CER_ABM8		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
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		
CERTIFICATE PREREQUISITES		
Costs of production records for one enterprise or instructor consent		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>SEMESTER 1</b>		
ABM 1023	Commodity Marketing I	3
ABM 1024	Commodity Marketing II	3
ABM 1025	Commodity Marketing III	3
<i>CREDITS SUBTOTAL</i>		9
<b>SEMESTER 2</b>		
ABM 1026	Commodity Marketing IV	3
ABM 1027	Commodity Marketing V	3
ABM 1028	Commodity Marketing VI	3
<i>CREDITS SUBTOTAL</i>		9
<b>CREDITS TOTAL</b>		<b>18</b>

## Market Plan Development

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-MARKET PLAN DEVELOPMENT		
Code: M_CER_ABM9		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
A/ Business Management-Market Plan Development 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.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	CR
<b>SEMESTER 1</b>		
ABM 1063	Marketing Plan Development I	3
ABM 1064	Marketing Plan Development II	3
ABM 1065	Marketing Plan Development III	3
<i>CREDITS SUBTOTAL</i>		9
<b>SEMESTER 2</b>		
ABM 1066	Marketing Plan Development IV	3
ABM 1067	Marketing Plan Development V	3
ABM 1068	Marketing Plan Development VI	3
<i>CREDITS SUBTOTAL</i>		9
<b>CREDITS TOTAL</b>		<b>18</b>

## Web Productivity and Utilization

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-WEB PRODUCTIVITY AND UTILIZATION		
Code: M_CER_ABMU		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
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.		
CERTIFICATE PREREQUISITES		
Internet connection		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	CR
<b>SEMESTER 1</b>		
ABM 2003	Web Productivity/Utilization I	3
ABM 2004	Web Productivity/Utilization II	3
ABM 2005	Web Productivity/Utilization III	3
<i>CREDITS SUBTOTAL</i>		9
<b>SEMESTER 2</b>		
ABM 2006	Web Productivity/Utilization IV	3
ABM 2007	Web Productivity/Utilization V	3
ABM 2008	Web Productivity/Utilization VI	3
<i>CREDITS SUBTOTAL</i>		9
<b>CREDITS TOTAL</b>		<b>18</b>

## Advanced Business Management

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT- ADVANCED BUSINESS MANAGEMENT		
Code: M_CER_ABMJ		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
Ag Business Management-Advanced 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.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	CR
<b>SEMESTER 1</b>		
ABM 2013	Advanced Business Management I	3
ABM 2014	Advanced Business Management II	3
ABM 2015	Advanced Business Management III	3
<i>CREDITS SUBTOTAL</i>		9
<b>SEMESTER 2</b>		
ABM 2016	Advanced Business Management IV	3
ABM 2017	Advanced Business Management V	3
ABM 2018	Advance Business Management VI	3
<i>CREDITS SUBTOTAL</i>		9
<b>CREDITS TOTAL</b>		<b>18</b>

## Integrated Management

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT- INTEGRATED MANAGEMENT		
Code: M_CER_ABMK		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
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.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	CR
<b>SEMESTER 1</b>		
ABM 2023	Integrated Management I	3
ABM 2024	Integrated Management II	3
ABM 2025	Integrated Management III	3
<i>CREDITS SUBTOTAL</i>		9
<b>SEMESTER 2</b>		
ABM 2026	Integrated Management IV	3
ABM 2027	Integrated Management V	3
ABM 2028	Integrated Management VI	3
<i>CREDITS SUBTOTAL</i>		9
<b>CREDITS TOTAL</b>		<b>18</b>

## Rural Business Entrepreneurship

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT- RURAL BUSINESS ENTREPRENEURSHIP		
Code: M_CER_ABMH		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
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.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	CR
<b>SEMESTER 1</b>		
ABM 2043	Rural Business Entrepreneurship I	3
ABM 2044	Rural Business Entrepreneurship II	3
ABM 2045	Rural Business Entrepreneurship III	3
<i>CREDITS SUBTOTAL</i>		<i>9</i>
<b>SEMESTER 2</b>		
ABM 2046	Rural Business Entrepreneurship IV	3
ABM 2047	Rural Business Entrepreneurship V	3
ABM 2048	Rural Business Entrepreneurship VI	3
<i>CREDITS SUBTOTAL</i>		<i>9</i>
<b>CREDITS TOTAL</b>		<b>18</b>

## Leadership/Human Resources Management

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT- LEADERSHIP/HUMAN RESOURCES MANAGEMENT		
Code: M_CER_ABME		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
MCC's Leadership/Human Resources Management 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.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	CR
<b>SEMESTER 1</b>		
ABM 2053	Leadership Human Resource Management I	3
ABM 2054	Leadership Human Resource Mangmnt. II	3
ABM 2055	Leadership Human Resource Mangmnt. III	3
<i>CREDITS SUBTOTAL</i>		<i>9</i>
<b>SEMESTER 2</b>		
ABM 2056	Leadership Human Resource Mangmnt. IV	3
ABM 2057	Leadership Human Resource Mangmnt. V	3
ABM 2058	Leadership Human Resource Mangmnt. VI	3
<i>CREDITS SUBTOTAL</i>		<i>9</i>
<b>CREDITS TOTAL</b>		<b>18</b>

# APPLIED TECHNOLOGY PROGRAM

## Applied Technology Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN APPLIED TECHNOLOGY		
Code: M_AAS_APT1		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
<p>The Associate of Applied Science (A.A.S.) in 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 A.A.S. degree. Successfully completed coursework may satisfy all or part of the CTE electives listed in the degree layout below.</p>		
DEGREE PREREQUISITES		
None, however, most students in this program have already completed 45 or more credits at an Area Technical College.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Crs
	<b>MCC GENERAL EDUCATION REQUIREMENTS</b>	
COM 115	Public Speaking	3
ENG 121	English Composition I: GT-CO1	3
	Or	
ENG 131	Technical Writing	
	Or	
	Higher numbered ENG course	
MAT 107	Career Math Note: MAT 107	3
	Or	
	Higher numbered MAT course	
GT-SC1	Any Natural Science course	3
HIS 101	Western Civilization: Antiquity-1650: GT-HI1	3
	Or	
PSY 101	General Psychology I: GT-SS3	
	Or	
SOC 101	Introduction to Sociology I: GT-SS3	
	<b>CREDITS SUBTOTAL</b>	<b>15</b>
	<b>TECHNICAL REQUIREMENTS</b>	
	CTE electives from area technical College ( <i>Technical coursework transferred from an approved area technical college</i> )	45
	<b>CREDITS SUBTOTAL</b>	<b>15</b>
	<b>CREDITS TOTAL</b>	<b>60</b>

## 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. 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)

The Automotive Collision Technology Program prepares students for entry level positions as an auto body painter, frame repair person, or metal repair.

Employment Demand Information:

Employment of automotive technicians and body shop estimators indicate above average and average aggressive hiring competition respectively across the nation and in Colorado. Data shows a 12% projected growth between 2018 and 2023 for auto body technicians, and a 9% growth during the same period for body shop estimators. As of October 7, 2019, job supply for automotive technicians in Colorado was 3,418 (hotspot) and 17,040 for body shop estimators (average). Other common job titles within this degree program include auto body painters (supply 1232 average), auto adjusters (supply 273 not a hotspot), and automation technicians (supply 32,482 average).

Occupation Information: 1) Occupations for Which Students Will Be Prepared Upon Program Completion

Automotive Body Repairers, Painters, Auto Refinisher, Automotive Paint Technician, Finish Painter, Paint Prepper, Paint Technician, Frame Man, Collision Repair Technician

2) Occupations for Which Students Will Be Prepared After Also Completing a 2 Year Certificate or Degree Program

Automotive Body Repairers, Painters, Auto Refinisher, Automotive Paint Technician, Finish Painter, Paint Prepper, Paint Technician, Frame Man, Collision Repair Technician

3) Occupations for Which Students Will Be Prepared After Completing an Advanced Degree

Shop owners, teachers, managers with insurance companies, paint reps

## Automotive Mechanical Collision Repair

### AWARD

#### CERTIFICATE IN AUTOMOTIVE MECHANICAL COLLISION REPAIR

Code: M\_CER\_AMCR Sequence CI  
*(Created M\_CER\_AMCR, Mechanical/Collision Repair Certificate, with sequence CI, 33 credits, YES FA, effective 201930 (2019 Catalog Year). On 2018-10-03)*

Approved for Financial Aid

### CERTIFICATE PREREQUISITES

None.

### OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum cumulative MCC GPA of 2.0 to graduate
- Remedial/Developmental level courses do not apply.
- 25% of the credits in this program must be taken at MCC

### COURSE REQUIREMENTS

Course	Title	Cr
ACT 1010	Safety in Collision Repair	2
ACT 1011	Metal Welding and Cutting I	3
ACT 1022	Panel Repair and Replacements	3
ACT 1031	Structural Damage Diagnosis	3
ACT 1032	Structural Damage Repair	2
ACT 1051	Plastics and Adhesives I	1
ACT 2007	Customer Relations and Sales	2
ACT 2032	Fixed Glass Repair	2
ASE 1010	Auto Brake Service I	2
ASE 1020	Basic Auto Electricity	2
ASE 1040	Steering and Suspension I	2
ASE 2021	Automotive and Diesel Body Electrical	4
ASE 2064	Introduction to HVAC Systems	1
MAT 1100	Skilled Trades and Industrial Math	2
HWE 1004	Responding to Emergencies	2
<b>CREDITS TOTAL</b>		<b>33</b>

## Automotive Collision Repair

AWARD		
AUTOMOTIVE COLLISION REPAIR CERTIFICATE		
Code: M_CER_AUCO Sequence CH <i>Created M_CER_AUCO, Automotive Collision Repair Certificate, with sequence CH, 35 credits, YES FA, effective Spring 2019. (Code: M_CER_CRT1 M_CER_CTR1, Automotive Collision Technology Certificate, put on teach out Summer 2019 and closed effective Summer 2021.)</i>		
Approved for Financial Aid		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
ACT 1010	Safety in Collision Repair	2
ACT 1011	Metal Welding and Cutting I	3
ACT 1021	Non-Structural Repair Preparation	3
ACT 1022	Panel Repair and Replacements	3
ACT 1023	Metal Finishing and Body Filling	3
ACT 1031	Structural Damage Diagnosis	3
ACT 1032	Structural Damage Repair	2
ACT 1041	Refinishing Safety	1
ACT 1042	Surface Preparation I	2
ACT 1043	Spray Equipment Operation	2
ACT 1044	Refinishing I	2
ACT 1051	Plastics and Adhesives I	1
ACT 2007	Customer Relations and Sales	2
ACT 2032	Fixed Glass Repair	2
HWE 1004	Responding to Emergencies	2
MAT 1100	Skilled Trades and Industrial Math	2
	<b>CREDITS TOTAL</b>	<b>35</b>

## Automotive Collision Technology Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE COLLISION TECHNOLOGY		
Code: M_AAS_CRT1 Sequence AS <i>Updated M_AAS_CTR1, Automotive Collision Technology, from 77 hours to 78 hours, YES FA Effective the 202010 term. Pending program revision approval</i>		
Approved for Financial Aid		
DEGREE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
ACT 1010	Safety in Collision Repair	2
ACT 1011	Metal Welding and Cutting I	3
ACT 1021	Non-Structural Repair Preparation	3
ACT 1022	Panel Repair and Replacements	3
ACT 1023	Metal Finishing and Body Filling	3
ACT 1031	Structural Damage Diagnosis	3
ACT 1032	Structural Damage Repair	2
ACT 1041	Refinishing Safety	1
ACT 1042	Surface Preparation I	2
ACT 1043	Spray Equipment Operation	2
ACT 1044	Refinishing I	2
ACT 1051	Plastics and Adhesives I	1
ACT 2007	Customer Relations and Sales	2
ACT 2032	Fixed Glass Repair	2
HWE 1004	Responding to Emergencies	2
MAT 1100	Skilled Trades and Industrial Math	2
	<b>CREDITS SUBTOTAL</b> <i>Above courses are all contained in the AUTOMOTIVE COLLISION REPAIR CERTIFICATE</i>	35
ACT 1080	ACT Internship Level I	7
ACT 1081	ACT Internship Level II	7
ACT 2005	Estimating and Shop Management	3
ACT 2011	Metal Welding and Cutting II	2
ACT 2031	Advanced Structural Damage Diagnosis and Repair	3
ACT 2080	ACT Internship Level III	6
ACT 1070	Automotive Collision Technology Lab Experiences I	1
ACT 1071	Automotive Collision Technology Lab Experiences II	1
ACT 1072	Automotive Collision Technology Lab Experiences III	1
MAT 1140	Career Math	3
CIS 1018	Introduction to PC Applications	3

COM 1105	Career Communications	3
BUS 1015	Introduction to Business	3
	<b>CREDITS SUBTOTAL</b>	<b>43</b>
	<b>CREDITS TOTAL</b>	<b>78</b>

MAT 1140	Career Math	3
CIS 1018	Introduction to PC Applications	3
COM 1105	Career Communications	3
BUS 1015	Introduction to Business	3
	<b>CREDITS SUBTOTAL</b>	<b>43</b>
	<b>CREDITS TOTAL</b>	<b>78</b>

## Automotive Estimating Technician Degree

### AWARD

ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE ESTIMATING TECHNICIAN

Code: M\_AAS\_ABSA

Approved for Financial Aid

### DEGREE PREREQUISITES

None.

### OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum cumulative MCC GPA of 2.0 to graduate
- Remedial/Developmental level courses do not apply.
- 25% of the credits in this program must be taken at MCC

### COURSE REQUIREMENTS

Course	Title	Cr
ACT 1010	Safety in Collision Repair	2
ACT 1011	Metal Welding and Cutting I	3
ACT 1021	Non-Structural Repair Preparation	3
ACT 1022	Panel Repair and Replacements	3
ACT 1023	Metal Finishing and Body Filling	3
ACT 1031	Structural Damage Diagnosis	3
ACT 1032	Structural Damage Repair	2
ACT 1041	Refinishing Safety	1
ACT 1042	Surface Preparation I	2
ACT 1043	Spray Equipment Operation	2
ACT 1044	Refinishing I	2
ACT 1051	Plastics and Adhesives I	1
ACT 2007	Customer Relations and Sales	2
ACT 2032	Fixed Glass Repair	2
HWE 1004	Responding to Emergencies	2
MAT 1100	Skilled Trades and Industrial Math	2
	<b>CREDITS SUBTOTAL</b>	<b>35</b>
<i>Above courses are all contained in the AUTOMOTIVE COLLISION REPAIR CERTIFICATE</i>		
ACT 1070	Automotive Collision Technology Lab Experiences I	1
ACT 1071	Automotive Collision Technology Lab Experiences II	1
ACT 1072	Automotive Collision Technology Lab Experiences III	1
ACT 1080	ACT Internship Level I	7
ACT 1081	ACT Internship Level II	7
ACT 2005	Estimating and Shop Management	3
ACT 2011	Metal Welding and Cutting II	2
ACT 2031	Advanced Structural Damage Diagnosis and Repair	3
ACT 2080	ACT Internship Level III	6

## Automotive Refinish Technician Degree

<b>AWARD</b>		
ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE REFINISH TECHNICIAN		
Code: M_AAS_ABSD		
Approved for Financial Aid: Yes		
<b>DEGREE PREREQUISITES</b>		
None.		
<b>OTHER REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
<b>COURSE REQUIREMENTS</b>		
Course	Title	Cr
ACT 1010	Safety in Collision Repair	2
ACT 1011	Metal Welding and Cutting I	3
ACT 1021	Non-Structural Repair Preparation	3
ACT 1022	Panel Repair and Replacements	3
ACT 1023	Metal Finishing and Body Filling	3
ACT 1031	Structural Damage Diagnosis	3
ACT 1032	Structural Damage Repair	2
ACT 1041	Refinishing Safety	1
ACT 1042	Surface Preparation I	2
ACT 1043	Spray Equipment Operation	2
ACT 1044	Refinishing I	2
ACT 1051	Plastics and Adhesives I	1
ACT 2007	Customer Relations and Sales	2
ACT 2032	Fixed Glass Repair	2
HWE 1004	Responding to Emergencies	2
MAT 1100	Skilled Trades and Industrial Math	2
	<b>CREDITS SUBTOTAL</b>	<b>35</b>
<i>Above courses are all contained in the AUTOMOTIVE COLLISION REPAIR CERTIFICATE</i>		
ACT 1080	ACT Internship Level I	7
ACT 1081	ACT Internship Level II	7
ACT 2005	Estimating and Shop Management	3
ACT 2041	Paint Defects	3
ACT 2042	Surface Preparation II	2
ACT 2043	Refinishing II	2
ACT 2044	Final Detail	2
ACT 2080	ACT Internship Level III	6
MAT 1140	Career Math	3
CIS 1018	Introduction to PC Applications	3
COM 1105	Career Communications	3
BUS 1015	Introduction to Business	3
	<b>CREDITS SUBTOTAL</b>	<b>54</b>
	<b>CREDITS TOTAL</b>	<b>79</b>

## 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. 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

### AWARD

CERTIFICATE IN AUTOMOTIVE SERVICE TECHNOLOGY

Code: M\_CER\_ATC

Program Approved for Financial Aid

### CERTIFICATE PREREQUISITES

None.

### OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum cumulative MCC GPA of 2.0 to graduate
- Remedial/Developmental level courses do not apply.
- 25% of the credits in this program must be taken at MCC

### COURSE REQUIREMENTS

Course	Title	Cr
<b>LEVEL One</b>		
ASE 1002	Introduction to the Automotive Shop	2
ASE 1010	Auto Brake Service I	2
ASE 1011	Automotive Brake Service II	2
ASE 1020	Basic Auto Electricity	2
ASE 1022	Automotive Electrical Safety Systems	1
ASE 1023	Starting and Charging System	2
ASE 1030	General Engine Diagnosis	2
ASE 1034	Automotive Fuel and Emissions Systems I	2
ASE 1060	Automotive Engine Repair	2
ASE 1061	Engine Repair and Rebuild	3
ASE 1062	Automotive Engine Service	2
ASE 2021	Automotive and Diesel Body Electrical	4
ASE 2031	Automotive Computers and Ignition Systems	2
ASE 2033	Fuel Injection and Exhaust Systems	4
<b>GENERAL EDUCATION COURSE REQUIRED FOR CERTIFICATE</b>		
MAT 1100	Skilled Trades and Industrial Math	2
<b>CREDITS TOTAL</b>		<b>34</b>

## Automotive Service Technology Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE SERVICE TECHNOLOGY		
Code: M_AAS_ATC		
Program Approved for Financial Aid		
DEGREE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>Fall Semester – First Year</b>		
ASE 1002	Introduction to the Automotive Shop	2
ASE 1020	Basic Auto Electricity	2
ASE 1022	Automotive Electrical Safety Systems	1
ASE 1030	General Engine Diagnosis	2
ASE 1034	Automotive Fuel and Emissions Systems I	2
ASE 2020	Specialized Electronics Training	2
ASE 2031	Automotive Computers and Ignition Systems	2
CIS 1018	Introduction to PC Applications	3
COM 1105	Career Communications	3
	<b>CREDITS SUBTOTAL</b>	<b>19</b>
<b>Spring Semester – First Year</b>		
ASE 1010	Auto Brake Service I	2
ASE 1011	Automotive Brake Service II	2
ASE 1023	Starting and Charging System	2
ASE 1060	Automotive Engine Repair	2
ASE 1061	Engine Repair and Rebuild	3
ASE 1062	Automotive Engine Service	2
MAT 1140	Career Math	3
HWE 1001	Community First Aid and CPR	1
BUS 1015	Introduction to Business	3
	<b>CREDITS SUBTOTAL</b>	<b>20</b>
<b>Fall Semester – Second Year</b>		
ASE 1050	Manual Drive Train and Axle Maintenance	2
ASE 1051	Automotive Manual Transmission/Transaxles and Clutches	2
ASE 1092	Automotive Manual Transmission/Transaxles and Clutches II	3
ASE 2021	Automotive and Diesel Body Electrical	4
ASE 2050	Automatic Transmission/Transaxle Service	1
ASE 2051	Automatic Transmission and Transaxle Repair	3
ASE 2052	Advanced Automatic Transmissions/Transaxles	2
MAT 1100	Skilled Trades and Industrial Math	2
	<b>CREDITS SUBTOTAL</b>	<b>19</b>
<b>Spring Semester – Second Year</b>		
ASE 1040	Steering and Suspension I	2
ASE 1041	Suspension and Steering II	2
ASE 2010	Automotive Power and ABS Brake System Service	2

ASE 2033	Fuel Injection and Exhaust Systems	4
ASE 2040	Suspension and Steering III	2
ASE 2064	Introduction to HVAC Systems	1
ASE 2065	Heating and Air Conditioning Systems	4
	<b>CREDITS SUBTOTAL</b>	<b>17</b>
	<b>CREDITS TOTAL</b>	<b>75</b>

## General Automotive Technician

AWARD		
CERTIFICATE IN GENERAL AUTOMOTIVE TECHNICIAN		
Code:		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>Fall Semester</b>		
ASE 1002	Introduction to the Automotive Shop	2
ASE 1020	Basic Auto Electricity	2
ASE 1022	Automotive Electrical Safety Systems	1
ASE 1030	General Engine Diagnosis	2
	<b>CREDITS SUBTOTAL</b>	<b>7</b>
<b>Spring Semester</b>		
ASE 1010	Auto Brake Service I	2
ASE 1011	Automotive Brake Service II	2
	<b>CREDITS SUBTOTAL</b>	<b>4</b>
	<b>CREDITS TOTAL</b>	<b>11</b>

## Advanced Automotive Technician

AWARD		
CERTIFICATE IN ADVANCED AUTOMOTIVE TECHNICIAN		
Code:		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>Fall Semester – Year 1</b>		
ASE 1034	Automotive Fuel & Emissions Systems I	2
ASE 2021	Automotive and Diesel Body Electrical	4
ASE 2031	Automotive Computers and Ignition Systems	2
<i>CREDITS SUBTOTAL</i>		<b>8</b>
<b>Spring Semester – Year 1</b>		
ASE 1023	Starting and Charging System	2
ASE 1060	Automotive Engine Repair	2
ASE 1061	Engine Repair and Rebuild	3
ASE 1062	Automotive Engine Service	2
ASE 2033	Fuel Injection and Exhaust System	4
<i>CREDITS SUBTOTAL</i>		<b>13</b>
<b>CREDITS TOTAL</b>		<b>21</b>

## Undercar Specialist

AWARD		
CERTIFICATE IN UNDERCAR SPECIALIST		
Code:		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
ASE 1040	Steering and Suspension I	2
ASE 1041	Suspension and Steering II	2
ASE 2010	Automotive Power and ABS Brake System Service	2
ASE 2040	Suspension and Steering III	2
<b>CREDITS TOTAL</b>		<b>8</b>

## BUSINESS PROGRAM

The Associate of Applied Science (A.A.S.) degree in Business Program at MCC has four areas of emphasis from which to choose: Accounting, Business Administration, Entrepreneurship and Real Estate. The Business Department also offers certificates in Office Support Specialist, Real Estate, Supervision and Accounting.

Also see the [Associate of Arts with a Designation in Business](#) for students who wish to pursue a two-year degree and transfer on to a four-year institution for a Bachelor of Arts degree.

## Entrepreneurship

AWARD		
CERTIFICATE IN ENTREPRENEURSHIP		
Code: M_CER_ENTP		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
This 30-hour certificate program is designed to develop the basic skills and knowledge about the business and economics of entrepreneurship. Courses in the certificate program can be applied toward an Associate Degree in Entrepreneurship.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>SEMESTER ONE</b>		
ACC 1001	Fundamentals of Accounting	3
MAN 1060	Entrepreneurship	3
MAR 1055	Social Media for Business	3
<b>SEMESTER TWO</b>		
ACC 1025	Computerized Accounting	3
ENP 2007	Entrepreneurship Financial Topics	3
ENP 2009	Entrepreneurship Business Plan	3
MAR 1011	Principles of Sales	3
BUS 2089	Capstone	3
<b>CREDITS TOTAL</b>		<b>30</b>

## Supervision

AWARD		
CERTIFICATE IN SUPERVISION		
Code: M_CER_BASV		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
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.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
ACC 1001	Fundamentals of Accounting	3
BUS 1087	Cooperative Education/Internship	1
COM 1105	Career Communications	3
ENG 1013	Business English	3
MAN 1016	Principles of Supervision	3
MAN 2026	Principles of Management	3
MAR 2016	Principles of Marketing	3
CIS 1018	Introduction to PC Applications	3
BUS 2017	Business Communications	3
MAT 1160	Financial Math	3
PSY 2221	Social Psychology: GT-SS3	3
<b>CREDITS TOTAL</b>		<b>31</b>

## Office Support Specialist

AWARD		
CERTIFICATE IN OFFICE SUPPORT SPECIALIST CERTIFICATE		
Code: M_CER_BAOS		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
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		
CERTIFICATE PREREQUISITES		
BTE 1000		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
ACC 1001	Fundamentals of Accounting	3
ACC 1025	Computerized Accounting	3
BTE 1002	Keyboarding Applications I	2
BTE 2025	Office Management	3
BUS 1015	Introduction to Business	3
BUS 2017	Business Communications and Report Writing	3
CIS 1018	Introduction to PC Applications	3
COM 1105	Career Communications	3
ENG 1013	Business English	3
MAR 1060	Customer Service	3
MAT 1160	Financial Math	3
<b>CREDITS TOTAL</b>		<b>32</b>

## Real Estate

AWARD		
CERTIFICATE IN REAL ESTATE		
Code: M_CER_RELE		
Not Financial Aid Eligible		
PROGRAM DESCRIPTION		
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.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>SEMESTER ONE</b>		
REE 2001	Real Estate Broker I	6
ACC 1001	Fundamentals of Accounting	3
MAN 2026	Principles of Management	3
MAR 1060	Customer Service	3
<i>CREDITS SUBTOTAL</i>		15
<b>SEMESTER TWO</b>		
BUS 2016	Legal Environment of Business	3
MAR 1011	Principles of Sales	3
MAR 1055	Social Media for Business	3
REE 2002	Real Estate Brokers II	6
REE 1005	Colorado State Exam Review	1
<i>CREDITS SUBTOTAL</i>		15
<b>CREDITS TOTAL</b>		<b>31</b>

## Business Degree - Accounting

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS (ACCOUNTING EMPHASIS)		
Code: M_AAS_BACT		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
The Associate of Applied Science (A.A.S.) degree in Business with an Accounting emphasis is designed to prepare students to begin a career in accounting. The program provides students with a comprehensive understanding of business and management principles as well as a thorough understanding of accounting principles including payroll, income tax, and computerized applications.		
CERTIFICATE PREREQUISITES		
None		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>SEMESTER 1</b>		
BUS 1016	Personal Finance	3
CIS 1018	Introduction to PC Applications	3
MAT 1160	Financial Math	3
ACC 1021	Accounting Principles I	4
ENG 1013	Business English	3
<i>CREDITS SUBTOTAL</i>		<i>16</i>
<b>SEMESTER 2</b>		
ACC 1022	Accounting Principles II	4
ECO 1005	Intro to Economics	3
BUS 1015	Intro to Business	3
BUS 2016	Legal Environment of Business	3
BUS 2017	Business Communications	3
<i>CREDITS SUBTOTAL</i>		<i>16</i>
<b>SEMESTER 3</b>		
ACC 1032	Tax Help Colorado	2
MAR 2016	Principles of Marketing	3
MAN 2026	Principles of Management	3
MAR 1060	Customer Service	3
MAR 1055	Social Media for Business	3
<i>CREDITS SUBTOTAL</i>		<i>14</i>
<b>SEMESTER 4</b>		
ACC 1015	Payroll Accounting	3
ACC 1025	Computerized Accounting	3
ACC 1033	Tax Help Colorado Site Lab	1
PHI 1012	Ethics: GT-AH3	3
COM 1250	Interpersonal Communications: GT-SS3	3
BUS 1087	Internship	1
<i>CREDITS SUBTOTAL</i>		<i>14</i>
<b>CREDITS TOTAL</b>		<b>60</b>

## Business Degree – Real Estate Emphasis

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS (REAL ESTATE EMPHASIS)		
Code:		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
This two-year program is designed to prepare students for a career in real estate. The program combines foundational business concepts with the real estate expertise skills necessary for students to successfully enter a real estate related business.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>SEMESTER 1</b>		
BUS 1016	Personal Finance	3
CIS 1018	Introduction to PC Applications	3
MAT 1160	Financial Math	3
ACC 1001	Fundamentals of Accounting	3
ENG 1013	Business English	3
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>SEMESTER 2</b>		
ACC 1025	Computerized Accounting	3
ECO 1005	Intro to Economics	3
BUS 1015	Intro to Business	3
BUS 2016	Legal Environment of Business	3
BUS 2017	Business Communications	3
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>SEMESTER 3</b>		
REE 2001	Real Estate Brokers I	6
MAR 2016	Principles of Marketing	3
MAN 2026	Principles of Management	3
MAR 1060	Customer Service	3
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>SEMESTER 4</b>		
MAR 1055	Social Media for Business	3
MAR 1011	Principles of Sales	3
REE 2002	Real Estate Brokers II	6
REE 1025	Residential Market Analysis	1
REE 1005	Colorado State Exam Review	1
BUS 1087	Internship	1
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>CREDITS TOTAL</b>		<b>60</b>

## Certificate - Accounting

AWARD		
CERTIFICATE		
Code: M_AAS_BACT		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
This 30- hour certificate program is designed to prepare students for an entry level career in accounting. Courses in the certificate program can also be applied toward an Associate degree in Accounting.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>SEMESTER 1</b>		
BUS 1016	Personal Finance	3
CIS 1018	Introduction to PC Applications	3
ACC 1021	Principles of Accounting I	4
ACC 1032	Tax Help Colorado	2
MAR 1060	Customer Service	3
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>SEMESTER 2</b>		
ACC 1022	Accounting Principles II	4
ACC 1015	Payroll Accounting	3
ACC 1025	Computerized Accounting	3
ACC 1033	Tax Help Colorado Lab	1
PH1 1012	Ethics: GT-AH3	3
BUS 1087	Internship	1
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>CREDITS TOTAL</b>		<b>30</b>

## Certificate – Business Administration

AWARD		
CERTIFICATE		
Code:		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
This 30 -hour certificate program is designed to develop foundational skills required to enter the business world. Courses in the certificate program can also be applied toward an Associate degree in Business Administration.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>SEMESTER 1</b>		
ACC 1001	Fundamentals of Accounting	3
CIS 1018	Introduction to PC Applications	3
MAN 1016	Principles of Supervision	3
MAN 2026	Principles of Management	3
MAR 1060	Customer Service	3
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>SEMESTER 2</b>		
FIN 2010	Principles of Finance	3
MAN 2000	Human Resource Management I	3
MAR 1011	Principles of Sales	3
BUS 2089	Capstone	2
PH1 1012	Ethics	3
BUS 1087	Internship	1
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>CREDITS TOTAL</b>		<b>30</b>

## Business Degree – Business Administration

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS (BUSINESS ADMINISTRATION EMPHASIS)		
Code: M_AAS_BUSB		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
The Associate of Applied Science (A.A.S.) degree in Business with an Accounting emphasis is designed to prepare graduates to begin or advance their careers in the business world. The program provides students with a comprehensive understanding of accounting, management principles, business -oriented technology and interpersonal skills.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>SEMESTER 1</b>		
BUS 1016	Personal Finance	3
CIS 1018	Introduction to PC Applications	3
MAT 1160	Financial Math	3
ACC 1001	Fundamentals of Accounting	3
ENG 1013	Business English	3
<b>CREDITS SUBTOTAL</b>		<b>15</b>
<b>SEMESTER 2</b>		
ACC 1025	Computerized Accounting	3
BUS 1015	Intro to Business	3
ECO 1005	Intro to Economics	3
BUS 2016	Legal Environment of Business	3
BUS 2017	Business Communications	3
<b>CREDITS SUBTOTAL</b>		<b>15</b>
<b>SEMESTER 3</b>		
MAN 2026	Principles of Management	3
MAR 1055	Social Media for Business	3
MAR 2016	Principles of Marketing	3
MAR 1060	Customer Service	3
MAN 1016	Principles of Supervision	3
<b>CREDITS SUBTOTAL</b>		<b>15</b>
<b>SEMESTER 4</b>		
FIN 2010	Principles of Finance	3
MAN 2000	Human Resource Management I	3
PH1 1012	Ethics: GT-AH3	3
MAR 1011	Principles of Sales	3
BUS 1087	Internship	1
BUS 2089	Capstone	2
<b>CREDITS SUBTOTAL</b>		<b>15</b>
<b>CREDITS TOTAL</b>		<b>60</b>

## Business Degree - Entrepreneurship

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS (ACCOUNTING EMPHASIS)		
Code:		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
The Associate of Applied Science (A.A.S.) degree in Business with an Entrepreneurship emphasis is designed to prepare students to begin or manage a small company. The program provides students with a comprehensive understanding of business and economics. Topics include accounting, marketing, legal environment, and business technology.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>SEMESTER 1</b>		
ACC 1001	Fundamentals of Accounting	3
BUS 1016	Personal Finance	3
MAT 1160	Financial Math	3
MAN 1060	Entrepreneurship	3
ENG 1013	Business English	3
<b>CREDITS SUBTOTAL</b>		<b>15</b>
<b>SEMESTER 2</b>		
ACC 1025	Computerized Accounting	3
CIS 1018	Intro to PC Applications	3
BUS 1015	Intro to Business	3
ECO 1005	Intro to Economics	3
BUS 2017	Business Communications	3
<b>CREDITS SUBTOTAL</b>		<b>15</b>
<b>SEMESTER 3</b>		
BUS 1002	Entrepreneurial Operations	3
MAR 2016	Principles of Marketing	3
MAN 2026	Principles of Management	3
MAR 1060	Customer Service	3
MAR 1055	Social Media for Business	3
<b>CREDITS SUBTOTAL</b>		<b>15</b>
<b>SEMESTER 4</b>		
BUS 2016	Legal Environment of Business	3
BUS 2089	Capstone	3
ENP 2007	Entrepreneurship Financial Topics	3
ENP 2009	Entrepreneurship Business Plan	3
MAR 1011	Principles of Sales	3
<b>CREDITS SUBTOTAL</b>		<b>15</b>
<b>CREDITS TOTAL</b>		<b>60</b>

## Certificate – Entrepreneurship

AWARD		
CERTIFICATE		
Code:		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
This 30 -hour certificate program is designed to develop the basic skills and knowledge about the business and economics of entrepreneurship. Courses in the certificate program can also be applied toward an Associate degree in Business Administration.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
<b>SEMESTER 1</b>		
ACC 1001	Fundamentals of Accounting	3
BUS 1002	Entrepreneurial Operations	3
MAN 1060	Entrepreneurship	3
MAR 1055	Social Media for Business	3
MAR 1060	Customer Service	3
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>SEMESTER 2</b>		
ACC 1025	Computerized Accounting	3
ENP 2007	Entrepreneurship Financial Topics	3
MAR 1011	Principles of Sales	3
BUS 2089	Capstone	3
ENP 2009	Entrepreneurship Business Plan	3
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>CREDITS TOTAL</b>		<b>30</b>

# COMPUTER SUPPORT TECHNICIAN PROGRAM

## Computer Support Technician

AWARD		
CERTIFICATE IN COMPUTER SUPPORT TECHNICIAN		
Code: M_CER_CSTC		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
This program prepares individuals for entry level positions in computer technology and prepares the student for the industry certification.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
CSC 1019	Introduction to Programming	3
CNG 1021	Computer Technician 1: A+	4
CNG 1022	Computer Technician II: A+	4
CNG 2011	Windows Configuration: (OS)	3
<b>CREDITS TOTAL</b>		<b>14</b>

## EARLY CHILDHOOD EDUCATION PROGRAM

The group of four Early Childhood Education Program certificates prepare students for Infant/Toddler Teacher Leader, Early Childhood Education Assistant, Early Childhood Teacher, 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.

*Also see: Associate of Arts with a designation in Early Childhood Teacher Education for students who wish to pursue a two-year degree and transfer on to a four-year institution for a Bachelor's of Arts degree.*

## Early Childhood Education Background Check Policy

A national criminal background check must be completed and passed for every Early Childhood Education student at Morgan Community College. To participate in the ECE program, the student will be required to complete and pass a criminal background check through Castlebranch at <https://cccs.castlebranch.com/> and is responsible for the cost. Previous background and/or fingerprint checks completed for employment will not suffice: MCC has a separate requirement. This policy is implemented and monitored by the MCC Human Resources Department.

Students enrolling in any ECE course must pass the criminal background check before they can start observation or practicum hours with children. Contact the Instructional Office if you are enrolling in an ECE online course for information on how to complete the background check process.

The background check is valid for two years. The Vice President of Instruction or the Dean of General Education 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 event that a student's background check prevents them from working with children or being hired at an educational facility, the Dean of General Education or Student Services will work with the student to individualize an alternative education plan and career path.

## Early Childhood Education Infant/Toddler Teacher

### AWARD

CERTIFICATE IN EARLY CHILDHOOD EDUCATION INFANT/TODDLER TEACHER

Code: M\_CER\_ITGL

Not Eligible for Financial Aid

### PROGRAM DESCRIPTION

This certificate prepares the student for a position as a Infant/Toddler teacher in an early childhood care setting or an education program.

### CERTIFICATE PREREQUISITES

*PROGRAM PREREQUISITE: Each student is required to complete and pass a criminal background check.*

*See Early Childhood Education Background Check Policy*

### OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum cumulative MCC GPA of 2.0 to graduate
- Remedial/Developmental level courses do not apply.
- 25% of the credits in this program must be taken at MCC

### COURSE REQUIREMENTS

ECE 1011	Introduction to Early Childhood Education	3
ECE 1031	Guidance Strategies for Children	3
ECE 1111	Infant and Toddler Theory and Practice	3
ECE 1125	Intro to Infant/Toddler Lab Techniques	3
ECE 2381	Child Growth and Development	3
	<b>CREDITS TOTAL</b>	<b>15</b>

## Early Childhood Education Assistant

AWARD		
CERTIFICATE IN EARLY CHILDHOOD EDUCATION ASSISTANT		
Code:		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
This certificate prepares the student for a position as an Early Childhood Education Assistant in an early childhood care setting or an education program.		
CERTIFICATE PREREQUISITES		
<i>PROGRAM PREREQUISITE: Each student is required to complete and pass a criminal background check.</i>		
<i>See Early Childhood Education Background Check Policy</i>		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
		Cr
ECE 1011	Introduction to Early Childhood Education	3
ECE 1045	Intro to ECE Techniques	3
<b>CREDITS TOTAL</b>		<b>6</b>

## Early Childhood Teacher

AWARD		
CERTIFICATE IN EARLY CHILDHOOD TEACHER		
Code: M_CER_PSGL		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
This certificate prepares the student for a position as a teacher in an early childhood care setting or an education program.		
CERTIFICATE PREREQUISITES		
<i>PROGRAM PREREQUISITE: Each student is required to complete and pass a criminal background check.</i>		
<i>See Early Childhood Education Background Check Policy</i>		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
	<b>FALL SEMESTER</b>	Cr
ECE 1011	Introduction to Early Childhood Education	3
ECE 1045	Introduction to Early Childhood Lab Techniques	3
ECE 2381	Child Growth and Development	3
<i>CREDITS SUBTOTAL</i>		9
	<b>SPRING SEMESTER</b>	
ECE 1031	Guidance Strategies for Children	3
ECE 2601	Exceptional Child	3
Note	ECE 2601: Will be required for teacher and director certificates to meet Head Start requirements	
<i>CREDITS SUBTOTAL</i>		6
	<b>SUMMER SEMESTER</b>	
ECE 2621	Curriculum	3
<b>CREDITS TOTAL</b>		<b>18</b>

*NOTE: Successful completion of these courses along with 9 months of 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>*

## Early Childhood Education Director

AWARD		
CERTIFICATE IN EARLY CHILDHOOD EDUCATION DIRECTOR		
Code: M_CER_ECCA		
Program Approved for Financial Aid		
AWARD		
CERTIFICATE IN EARLY CHILDHOOD EDUCATION DIRECTOR		
Code: M_CER_ECCA		
Program Approved for Financial Aid		
PROGRAM DESCRIPTION		
The Early Childhood Director Certificate meets current director requirements for the Colorado Department of Human Services.		
CERTIFICATE PREREQUISITES		
<p><i>PROGRAM PREREQUISITE: Each student is required to complete and pass a criminal background check.</i></p> <p><i>See Early Childhood Education Background Check Policy</i></p>		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Cr
ECE 1011	Introduction to Early Childhood Education	3
ECE 1045	Intro to Early Childhood Lab Techniques	3
ECE 1031	Guidance Strategies for Children	3
ECE 2051	Nutrition, Health, and Safety	3
ECE 1111	Infant and Toddler Theory and Practice	3
ECE 2621	Curriculum Development: Methods and Techniques	3
ECE 2381	Child Growth and Development	3
ECE 2401	Administration of Early Childhood Care and Education Programs	3
ECE 2411	Administration: Human Relations for ECE	3
ECE 2601	Exceptional Child	3
<b>CREDITS TOTAL</b>		<b>30</b>

*NOTE: Successful completion of these courses along with 24 months of 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>*

*NOTE: Check with an ECE Academic Advisor for any additional requirements*

## Paraprofessional Educator

AWARD		
CERTIFICATE IN PARAPROFSSIONAL EDUCATOR		
Code: M_CER_PAFD		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
Completing this certificate prepares you to serve in any P-12 classroom as a Paraprofessional Educator. Upon completion of these classes, you will have the educational knowledge and skills to support and reinforce teacher plans for individuals and small groups. Additionally, you will have the educational knowledge and skills to supervise and guide student behaviors. This certification may apply towards required coursework in the Associate of Arts Elementary Education degree.		
CERTIFICATE PREREQUISITES		
<i>None.</i>		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
EDU 1401	The Paraprofessional Educator Role	2
EDU 2331	English Language Learning (K-6)	3
EDU 2401	Teaching the Exceptional Learner	3
<b>CREDITS TOTAL</b>		<b>8</b>

## EMERGENCY MEDICAL SERVICES PROGRAM

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. It 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. 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.

## Emergency Medical Technician

AWARD		
CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN		
Code: M_CER_EMTB		
Not Eligible for Financial Aid.		
PROGRAM DESCRIPTION		
<p>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. 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.</p>		
CERTIFICATE PREREQUISITES and ADDITIONAL REQUIREMENTS		
√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.	
√	Be at least 18 years old.	
√	Pass background check <i>The criminal background check is to be completed within 90 days of the first day of the program.</i>  <u>Do not complete earlier.</u>	
√	Pass 10-panel drug screen**  <i>Although possession and use of marijuana 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 the program.</i>	
√	Proof of current immunizations and influenza vaccination	
√	Valid American Heart Association Basic Life Support (BLS) CPR card.	
√	Purchase student liability insurance and a clinical badge at the College Store.	
√	Proof of workers compensation form.	
√	Provide driving record from the DMV.	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
EMS 1021	EMT Fundamentals	3
EMS 1022	EMT Medical Emergencies	4
EMS 1023	EMT Trauma Emergencies	2
EMS 1070	EMT Clinical	1
<b>CREDITS TOTAL</b>		<b>10</b>
Note:	MCC will offer the required National Registry Practical Exams as needed.	

## Emergency Medical Technician - Intermediate

AWARD		
CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN -INTERMEDIATE		
Code: M_CER_EMT6		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
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.		
CERTIFICATE PREREQUISITES and ADDITIONAL REQUIREMENTS		
√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.	
√	Be at least 18 years old.	
√	Pass background check <i>The criminal background check is to be completed within 90 days of the first day of the program.</i> <u>Do not complete earlier.</u>	
√	Pass 10-panel drug screen**  <i>Although possession and use of marijuana 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 the program.</i>	
√	Proof of current immunizations and influenza vaccination	
√	Valid American Heart Association Basic Life Support (BLS) CPR card.	
√	Purchase student liability insurance and a clinical badge at the College Store.	
√	Proof of workers compensation form.	
√	Provide driving record from the DMV.	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
EMS 2003	EMT Intermediate I	6
EMS 2005	EMT Intermediate II	6
EMS 2070	Clinical: EMS Intermediate	3
<b>CREDITS TOTAL</b>		<b>15</b>
Note: MCC will offer or help the student find the required National Registry Practical		

## Emergency Medical Technician Advanced

AWARD		
CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN-ADVANCED		
Code: M_CER_EMIN		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
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.		
CERTIFICATE PREREQUISITES and ADDITIONAL REQUIREMENTS		
√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.	
√	Be at least 18 years old.	
√	Pass background check <i>The criminal background check is to be completed within 90 days of the first day of the program.</i> <u>Do not complete earlier.</u>	
√	Pass 10-panel drug screen**  <i>Although possession and use of marijuana 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 the program.</i>	
√	Proof of current immunizations and influenza vaccination	
√	Valid American Heart Association Basic Life Support (BLS) CPR card.	
√	Purchase student liability insurance and a clinical badge at the College Store.	
√	Proof of workers compensation form.	
√	Provide driving record from the DMV.	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
EMS 1127	AEMT Special Considerations	2
EMS 1129	AEMT Pharmacology	1
EMS 1125	AEMT Fundamentals	2
EMS 1133	AEMT Medical Emergencies	2
EMS 1135	AEMT Trauma Emergencies	2
EMS 1071	AEMT Clinical Internship	2
<b>CREDITS TOTAL</b>		<b>11</b>

# HEALTH SCIENCE TECHNOLOGY PROGRAM

## Health Science Technology

AWARD		
CERTIFICATE IN HEALTH SCIENCE TECHNOLOGY		
Code: M_CER_MEPR		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
<p>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 Introduction to Health careers.</p>		
CERTIFICATE PREREQUISITES and ADDITIONAL REQUIREMENTS		
√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.	
√	Pass background check. <i>The criminal background check is to be completed within 90 days of the first day of the program. Do not complete earlier.</i> Disqualifying-offenses health programs updated June 2015	
√	Pass 10-panel drug screen** <i>Although possession and use of marijuana 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 the program.</i>	
√	Proof of current immunizations and influenza vaccination.	
√	Valid American Heart Association Basic Life Support (BLS) CPR card.	
√	Purchase student liability insurance and a clinical badge at the College Store.	
√	Proof of workers compensation form.	
√	Social Security Number is required for second year	
√	Must purchase appropriate attire (HST polo shirt and khaki pants).	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
	FIRST YEAR	Cr
HPR 1005	Orientation to Health Careers	3
HWE 1050	Human Nutrition	3
HPR 1039	Medical Terminology	2
HWE 1004	Responding to Emergencies	2
SPA 1015	Spanish for the Professional I	3
HPR 1079	Seminar	1
	<i>SUBTOTAL</i>	<i>14</i>
	SECOND YEAR	

BIO 1004	Biology: A Human Approach: GT-SC1	4
ENG 1021	English Composition I: GT-CO1	3
HPR 1006	Customer Service in Healthcare	2
PSY 2440	Human Growth and Development: GT-SS3	3
CHOOSE ONE OF THE FOLLOWING TRACKS		
TRACK 1: NURSE AIDE		
NUA 1001	Nurse Aide Health Care Skills	4
NUA 1070	Nurse Aide Clinical Experience	1
TRACK 2: INTRODUCTION TO HEALTH CAREERS		
RTE 1001	Introduction to Radiology	2
PTA 1015	Principles in Physical Therapy	2
	<i>CREDITS SUBTOTAL</i>	<i>16/17</i>
	<b>CREDITS TOTAL</b>	<b>30/31</b>

# INDUSTRIAL ELECTRICAL/MECHANICAL MAINTENANCE PROGRAM

## Industrial Maintenance

AWARD		
CERTIFICATE IN INDUSTRIAL MAINTENANCE		
Code: M_CER_INMA		
Program has been approved for Financial Aid		
CERTIFICATE PREREQUISITES and ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
	Fall Semester Year One	Cr
EIC 1200	Basics of Industrial Electricity	1.5
EIC 1103	Electrical Safety Requirements	1
EIC 1860	National Electrical Code I	4
EIC 1410	Mechanical Drives	1.5
ELT 1206	Fundamentals of DC/AC	4
HWE 1002	First Aid and Adult CPR	0.5
MAT 1100	Skilled Trades and Industrial Math	2
WEL 1030	Maintenance Welding	2
	<b>CREDITS SUBTOTAL</b>	<b>16.5</b>
	Spring Semester Year One	
EIC 1260	Instruments and Measurements	4
EIC 2322	Instrument and Process Control I	4
IMA 1700	Intro Industrial Maintenance	3
IMA 2700	Industrial Problem-Solving Methods	2
IMA 2080	Internship	2
	<b>CREDITS SUBTOTAL</b>	<b>15</b>
	<b>CREDITS TOTAL</b>	<b>31.5</b>

## Industrial Electrical

AWARD		
CERTIFICATE IN INDUSTRIAL ELECTRICAL		
Code: M_CER_INEL		
Program has been approved for Financial Aid		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
	Fall Semester Year One	Cr
COM 1105	Career Communications	3
EIC 1103	Electrical Safety Requirements	1
EIC 1850	Wiring Methods	1
EIC 1852	Theory and Calculations in NEC	1
EIC 1853	NEC Code Changes	1
EIC 1233	Grounding and Bonding	1.5
EIC 2221	Trouble Shooting Control Circuits	1.5
HVA 1002	Basic Refrigeration	4
HWE 1002	First Aid and Adult CPR	0.5
PHY 1105	Conceptual Physics w/Lab: GT-SC1	4
	<b>CREDITS SUBTOTAL</b>	<b>18.5</b>
	Spring Semester Year One	
COM 1250	Interpersonal Communication: GT-SS3	3
CIS 1018	Intro to PC Applications	3
EIC 1212	Electrical Installations II	4
EIC 2324	Understanding PLC's	1.5
EIC 2080	Internship	2
MTE 1100	Print Reading Manufacturing	3
	<b>CREDITS SUBTOTAL</b>	<b>16.5</b>
	<b>CREDITS TOTAL</b>	<b>35</b>

## Industrial Control and Telematics

<b>AWARD</b>		
CERTIFICATE IN INDUSTRIAL CONTROL AND TELEMATICS		
Code: M_CER_ICT1		
Program has been approved for Financial Aid		
<b>PROGRAM DESCRIPTION</b>		
This certificate is a cross-discipline certificate that develops skillsets that will bring modern practices of industrial controls and telematics into the current precision agriculture and industrial maintenance programs. NSF Award ID 1902290		
<b>CERTIFICATE PREREQUISITES and ADDITIONAL REQUIREMENTS</b>		
None.		
<b>OTHER REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
<b>COURSE REQUIREMENTS</b>		
	<b>Fall Semester Year One</b>	<b>Cr</b>
EIC 1103	Electrical Safety Requirements	1
ELT 1206	Fundamentals of DC/AC	4
AGR 2036	Precision Farming Hardware	3
EIC 2320	Industrial Electrical Controls	4
PRO 1340	Instrumentation I	3
	<b>CREDITS SUBTOTAL</b>	<b>15</b>
	<b>Spring Semester Year One</b>	
EIC 2324	Understanding PLC's	1.5
ELT 2358	Programmable Logic Controllers	3
ELT 2368	Robotics Technologies	3
GIS 1001	Introduction to GIS	3
PRO 1360	Instrumentation II	3
ELT 2080	Internship	3
	<b>CREDITS SUBTOTAL</b>	<b>16.5</b>
	<b>CREDITS TOTAL</b>	<b>31.5</b>

## Electromechanical Technology Degree

### AWARD

ASSOCIATE OF APPLIED SCIENCE IN  
ELECTROMECHANICAL TECHNOLOGY

Code: M\_AAS\_ELMT

Program has been approved for Financial Aid

### PROGRAM DESCRIPTION

Upon earning the Industrial Electrical/Mechanical Maintenance AAS Degree, the learner will understand instrumentation, general maintenance and manufacturing processes, electricity and its many applications, theory, and calculations. The learner will have 2000 hours toward an electrical Journeyman apprentice program and be in an internship with one of the local industry partners.

### CERTIFICATE PREREQUISITES and ADDITIONAL REQUIREMENTS

None.

### OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum cumulative MCC GPA of 2.0 to graduate
- Remedial/Developmental level courses do not apply
- 25% of the credits in this program must be taken at MCC

### COURSE REQUIREMENTS

Course	Course Title	Cr
<b>Fall Semester – Year 1</b>		
EIC 1200	Basics of Industrial Electricity	1.5
EIC 1103	Electrical Safety Requirements	1
EIC 1860	National Electrical Code I	4
ELT 1206	Fundamentals of DC/AC	4
HWE 1002	First Aid and Adult CPR	0.5
WEL 1030	Maintenance Welding	2
	<b>CREDITS SUBTOTAL</b>	<b>13</b>
<b>Spring Semester – Year 1</b>		
MAT 1100	Skilled Trades and Industrial Math	2
EIC 1410	Mechanical Drives	1.5
EIC 1260	Instruments and Measurements	4
EIC 2322	Instrument and Process Control I	4
IMA 1700	Intro Industrial Maintenance	3
IMA 2700	Industrial Problem-Solving Methods	2
IMA 2080	Internship	2
	<b>CREDITS SUBTOTAL</b>	<b>18.5</b>
<b>Fall Semester – Year 2</b>		
COM 1105	Career Communications	3
EIC 1850	Wiring Methods	1
EIC 1852	Theory and Calculations in NEC	1
EIC 1853	NEC Code Changes	1
EIC 1233	Grounding and Bonding	1.5
EIC 2221	Trouble Shooting Control Circuits	1.5
HVA 1002	Basic Refrigeration	4
PHY 1105	Conceptual Physics w/Lab: GT-SC1	4
	<b>CREDITS SUBTOTAL</b>	<b>17</b>
<b>Spring Semester – Year 2</b>		

COM 1250	Interpersonal Communication: GT-SS3	3
CIS 1018	Intro to PC Applications	3
EIC 1212	Electrical Installations II	4
EIC 2324	Understanding PLC's	1.5
ELT 2080	Internship	2.0
MTE 1100	Print Reading Manufacturing	3
	<b>CREDITS SUBTOTAL</b>	<b>16.5</b>
	<b>CREDITS TOTAL</b>	<b>65</b>

# LAW ENFORCEMENT PROGRAM

## Law Enforcement Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN LAW ENFORCEMENT		
Code: M_AAS_CRJK		
Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
This program provides prior learning credit for those individuals who have successfully completed Colorado Peace Officer Standards and Training (POST). Individuals with a current Colorado POST certification can take courses to complete an Associate of Applied Science Degree.		
PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS		
√	Must have a verified Colorado Peace Officers Standards and Training Certification (POST)	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
POST Certification	Prior Learning Credit for holding a verified Colorado Peace Officers Standards and Training Certification (38 credits awarded)	38
<i>CREDITS SUBTOTAL</i>		<i>38</i>
ENG 1021	English Composition I: GT-CO1	3
MAT 1260	Introduction to Statistics: GT-MA1	3
COM 1150	Public Speaking	3
COM 1250	Interpersonal Communication: GT-SS3	3
GT-SC1	One GT SC1 course- Natural and Physical Science course (at least 4 credits required, however, courses range from 3-5 credits)	4
GT-SS3	Human Behavior, Culture and Social Frameworks course	3
Elective	Select ONE of these courses: CRJ 1010 Intro to Criminal Justice (3) CRJ 1025 Policing Systems (3) CRJ 1027 Crime Scene Investigation (3) CRJ 2005 Principles of Criminal Law (3) CRJ 2020 Human Relations and Social Conflict (3) CRJ 2030 Criminology (3) SPA 1001 Conversational Spanish (3)	3
<i>CREDITS SUBTOTAL</i>		<i>22</i>
<b>CREDITS TOTAL</b>		<b>60</b>

## 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

AWARD	
CERTIFICATE IN MEDICAL OFFICE CLINICAL ASSISTANT	
Code: M_CER_MDAS	
Program has been approved for Financial Aid	
PROGRAM DESCRIPTION	
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	
√	ACCUPLACER® Next Gen Requirements: Arithmetic (AR) 265 or higher Writing 246 or higher
√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.
√	Be at least 18 years old.
√	Pass background check. <i>The criminal background check is to be completed within 90 days of the first day of the program. <u>Do not complete earlier.</u></i>
√	Pass 10-panel drug screen. <i>Although possession and use of marijuana 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 the program.</i>
√	Proof of current immunizations and influenza vaccination.
√	Valid American Heart Association Basic Life Support (BLS) CPR card.
√	Purchase student liability insurance and clinical badge at the College Store.
√	Proof of workers compensation form.
√	Provide driving record from DMV.
√	Purchase appropriate scrubs through the College Store.
OTHER REQUIREMENTS	
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>	

COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>SPRING-SEMESTER 1</b>		
PSY 2440	Human Growth and Development: GT-SS3	3
CIS 1018	Introduction to PC Applications	3
MOT 1036	Introduction to Clinical Skills	3
BIO 1004	Biology: A Human Approach: SC1	4
<i>CREDITS SUBTOTAL</i>		13
<b>FALL-SEMESTER 2</b>		
MAT 1140	Career Math	3
MAP 2040	Medical Assisting Clinical Skills	4
MAP 1050	Pharmacology for Medical Assistants	3
SPA 1015	Spanish for Professional I: Healthcare	3
<i>CREDITS SUBTOTAL</i>		13
<b>SPRING-SEMESTER 3</b>		
HWE 1004	Responding to Emergencies	2
HPR 1006	Customer Service in Healthcare	2
COM 1250	Interpersonal Communications: GT-SS3	3
MAP 2038	Medical Assistant Laboratory Skills	4
<i>CREDITS SUBTOTAL</i>		12
<b>SUMMER-SEMESTER 4</b>		
MAP 2069	Review for the Medical Assistant National Exam	1
MAP 2080	Internship	5
<i>CREDITS SUBTOTAL</i>		6
<b>CREDITS TOTAL</b>		<b>44</b>

## Medical Office Assistant Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL OFFICE ASSISTANT		
Code: M_AAS_MDAS		
Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
<p>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.</p>		
PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS		
√	HPR 178 Medical Terminology with a "C" grade or higher	
√	ACCUPLACER® Next Gen Requirements: Arithmetic (AR) 265 or higher Writing 246 or higher	
√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.	
√	Be at least 18 years old.	
√	Pass background check. <i>The criminal background check is to be completed within 90 days of the first day of the program. Do not complete earlier.</i>	
√	Pass 10-panel drug screen. <i>Although possession and use of marijuana 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 the program.</i>	
√	Proof of current immunizations and influenza vaccination.	
√	Valid American Heart Association Basic Life Support (BLS) CPR card.	
√	Purchase student liability insurance and clinical badge at the College Store.	
√	Proof of workers compensation form.	
√	Provide driving record from DMV.	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>FALL-SEMESTER 1</b>		
MAT 1140	Career Math	3
CIS 1018	Introduction to PC Applications	3

ENG 1013	Business English	3
PSY 2440	Human Growth and Development: GT-SS3	3
<b>CREDITS SUBTOTAL</b>		<b>12</b>
<b>SPRING-SEMESTER 2</b>		
BUS 2017	Business Communications	3
BIO 1004	Biology: A Human Approach: SC1	4
MOT 1036	Introduction to Clinical Skills	3
HPR 1039	Medical Terminology	2
<b>CREDITS SUBTOTAL</b>		<b>12</b>
<b>FALL-SEMESTER 3</b>		
MAP 1010	Medical Office Administration	4
MAP 2040	Medical Assisting Clinical Skills	4
MAP 1050	Pharmacology for Medical Assistants	3
SPA 1015	Spanish for Professional I: Healthcare	3
<b>CREDITS SUBTOTAL</b>		<b>14</b>
<b>SPRING-SEMESTER 4</b>		
HPR 1006	Customer Service in Healthcare	2
HWE 1004	Responding to Emergencies	2
MAP 1020	Medical Office Financial Management	4
MAP 2038	Medical Assistant Laboratory Skills	4
COM 1250	Interpersonal Communication: GT-SS3	3
MOT 1075	Special Topics	1
<b>CREDITS SUBTOTAL</b>		<b>16</b>
<b>SPRING-SEMESTER 3</b>		
MAP 2080	Internship	5
MAP 2069	Review for the Medical Assistant National Exam	1
<b>CREDITS SUBTOTAL</b>		<b>6</b>
<b>CREDITS TOTAL</b>		<b>60</b>

## MULTIMEDIA PROGRAM

The Multimedia program consist of three certificates: Media Design Certificate, Foundations of Graphic Design and Foundations of Internet Media. It also includes the Media Design, Marketing and Advertising Associate of Applied Science (A.A.S.) degree. This program is designed to teach the skills necessary to promote, market, and advertise a business or a non-profit organization. The skills taught include media and design skills that are essential to creating effective products for all marketing and advertising campaigns. In addition, the student will determine the market for a business, create targeted advertising campaigns and leverage social media to promote it. The program includes a hands-on, real-world capstone project that will pair the student with a local business or non-profit to help achieve their business objectives.

## Internet Media

AWARD		
FOUNDATIONS OF INTERNET MEDIA CERTIFICATE		
Code: M_CER_MMFI		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
Learn how to plan, design, and create a variety of media for use on the Internet and on various social media platforms. Students will learn how to create an effective, well-designed website from scratch and through a content management system. They will then learn how to create plan, film, edit, and produce videos for use on the website and social media platforms.		
PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS		
None		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
MGD 1041	Web Design I	3
MGD 1004	Videography	3
CWB 2009	Web Content Management Systems	3
MAR 1055	Social Media for Businesses	3
<b>CREDITS TOTAL</b>		<b>12</b>

## Graphic Design

AWARD		
FOUNDATIONS OF GRAPHIC DESIGN CERTIFICATE		
Code: M_CER_MMA1		
Not Eligible for Financial Aid		
ADVISOR/CONTACT		
BROOKE HOSIER Faculty- Media Design, Marketing, and Advertising (970) 542-3210 brooke.hosier@morgancc.edu Cottonwood 148		
PROGRAM DESCRIPTION		
Create professional quality, attractive images and graphics using the latest industry approved professional software. Projects range from personal creative projects to restoring and retouching photos, performing photo manipulations, crating digital illustrations, and designing print layouts. Students will explore how to create a variety of different products including logos and identity systems, posters, fliers, brochures, advertisements, packaging, eBooks, print publications and more. These skills are essential for students studying marketing and advertising, entrepreneurs, those seeking a promotion, entry-level design job, or for students who want to advance their skills before moving on to a four-year university's design program.		
PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS		
None		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
MGD 1011	Adobe Photoshop I	3
MGD 1012	Adobe Illustrator I	3
MGD 1033	Graphic Design I	3
MGD 2033	Graphic Design II	3
MGD 1013	Adobe InDesign	3
<b>CREDITS TOTAL</b>		<b>15</b>

## Media Design

AWARD		
FOUNDATIONS OF MEDIA DESIGN CERTIFICATE		
Code: M_CER_MMME		
Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
<p>Learn the skills necessary to promote, market, and advertise a business or non-profit organization. Start by learning the media and design skills that are essential to creating effective products for all marketing and advertising campaigns. The hands-on activities include photo editing and manipulation, illustration, graphic design (logos, posters, packaging and more), creating print publications, building websites, and creating promotional videos.</p> <p>In addition, you will learn how to determine the market for a business, create targeted advertising campaigns, and leverage social media to promote it. The program includes a hands-on real-world capstone project that will pair the student with a local business or non-profit to help achieve their business objectives.</p>		
PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS		
<b>Demonstrated computer proficiency in file creation and manipulation.</b>		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
MGD 1011	Adobe Photoshop I	3
MGD 1012	Adobe Illustrator I	3
MGD 1033	Graphic Design I	3
MGD 2033	Graphic Design II	3
MGD 1041	Web Design I	3
MGD 1013	Adobe InDesign	3
MGD 1004	Videography	3
MGD 2027	Marcomm Practices	3
CWB 2009	Web Content Management Systems	3
MAR 1055	Social Media for Businesses	3
<b>CREDITS TOTAL</b>		<b>30</b>

## Media Design, Marketing and Advertising Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN MEDIA DESIGN, MARKETING AND ADVERTISING		
Code: M_AAS_MMMD		
Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
<p>To succeed in today's business industry, an employee or entrepreneur needs to learn traditional business skills as well as how to determine a business' market, create advertising for it, and promote it in a variety of mass media including social media. In this degree, you will learn traditional business skills as well as how to design and create graphics, video, and web content. These materials will then be used to learn how to market, advertise, and promote a business effectively.</p>		
PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS		
<b>Completion of the 30 credit Media Design Certificate</b>		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
MGD 1011	Adobe Photoshop I	3
MGD 1012	Adobe Illustrator I	3
MGD 1033	Graphic Design I	3
MGD 2033	Graphic Design II	3
MGD 1041	Web Design I	3
MGD 1013	Adobe InDesign	3
MGD 1004	Videography	3
MGD 2027	Marcomm Practices	3
MAR 1055	Social Media for Businesses	3
CWB 2009	Web Content Management Systems	3
MGD 2089	Multimedia Graphic Design: Capstone	3
Above courses are all contained in the CERTIFICATE		
MAT 1160	Financial Math	3
CIS 1018	Introduction to PC Applications	3
COM 1105	Career Communications	3
MAR 2016	Principles of Marketing	3
PH1 1012	Ethics: GT-AH3	3
COM 1250	Interpersonal Communication: GT-SS3	3
MAR 2020	Principles of Advertising	3
BUS 1015	Introduction to Business	3
BUS 1020	Introduction to E-Commerce	3
<b>CREDITS TOTAL</b>		<b>60</b>

# NURSE AIDE PROGRAM

## Nurse Aide

AWARD		
CERTIFICATE IN NURSE AIDE		
Code: M_CER_NR3		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
<p>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.</p> <p>After successful completion of the program students will be eligible to apply to take the State Certification Exam to become a Certified Nurse Aide.</p>		
PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS		
√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.	
√	Pass background check. <i>The criminal background check is to be completed within 90 days of the first day of the program.</i> <u>Do not complete earlier.</u>	
√	Pass 10-panel drug screen. <i>Although possession and use of marijuana 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 the program.</i>	
√	Proof of current immunizations and influenza vaccination.	
√	Valid American Heart Association Basic Life Support (BLS) CPR card.	
√	Purchase student liability insurance and clinical badge at the College Store.	
√	Proof of workers compensation form.	
√	Provide driving record from DMV.	
√	Purchase appropriate scrubs through the College Store.	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
NUA 1001	Nurse Aide Health Care Skills	4
NUA 1070	Nurse Aide Clinical Experience	1
<b>CREDITS TOTAL</b>		<b>5</b>

## 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 approval 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

<https://dpo.colorado.gov/Nursing>

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 800  
Atlanta, GA 30326  
Phone: 404-975-5000

[www.acenursing.org](http://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)
- Registered Nurse to Bachelor of Science in Nursing (RN to BSN)

### Nursing Program Contact Information

Student Success Advisor for Health Occupations

For questions about the nursing program, contact the Student Success Advisor at 970-542-3224 or email [nursing@morgancc.edu](mailto:nursing@morgancc.edu).

Director of Nursing Education  
Phone: 970-542-3242

Email: [nursing@morgancc.edu](mailto:nursing@morgancc.edu)

### Program Outcomes

Current ADN program outcome data is available on the [ADN Website](#).

## Nursing Degree

AWARD	
Associate of Applied Science in Nursing	
Code: M_AAS_NR1	
This Program has been approved for Financial Aid	
PROGRAM DESCRIPTION	
Graduates of this program receive an Associate of Applied Science (A.A.S.) 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 COURSE PREREQUISITES, APPLICATION AND ADMISSION, AND ADDITIONAL REQUIREMENTS AND INFORMATION	
To be eligible for application to the ADN program, students must have completed the following program prerequisites with a grade of "C" or higher:	
√	BIO 2101 Human Anatomy and Physiology I, 4 credits <i>(Must have been taken within the last 7 years)</i>
√	PSY 2440 Human Growth and Development, 3 credits
√	ENG 1021 English Composition, 3 credits
√	HPR 1010 Dietary Nutrition, 1 credit
GPA of 2.5 is required for all the above listed prerequisite courses	
√	Arithmetic (AR) Next Gen ACCUPLACER score of 265 taken within the last 5 years
	Morgan Community College is using a competitive admission process. Points are awarded based on course grades in BIO 2101, (first time completing course only), along with your score on the Kaplan Admission test, prior paid nurse aide work experience, residence in the MCC service area and previous qualified application to the MCC Nursing Program. Additional points can be earned for successful completion of BIO 2102, BIO 2116, and the HUM/SOC elective.
	Once you have completed the required pre-requisite courses with a minimum GPA of 2.5, you 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 Kaplan Nursing Admissions 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. <ul style="list-style-type: none"> <li>• Uniforms, equipment, and supplies</li> </ul>
√	Proof of requirements are submitted through an online record tracking system. See Student Success Advisor for Health Occupations for instructions.
√	Pass background check. <i>The criminal background check is to be completed within 90 days of the first day of the program.</i> <i>Do not complete earlier.</i> <i>Disqualifying-offenses health programs updated June 2017</i>

√	Pass 10-panel drug screen. <i>Although possession and use of marijuana 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 the program.</i>	
√	Proof of current immunizations and influenza vaccination.	
√	Valid American Heart Association Basic Life Support (BLS) CPR card.	
√	Purchase student liability insurance at the College Store.	
√	Proof of workers compensation form.	
√	Provide driving record from DMV.	
<b>OTHER REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
<b>COURSE REQUIREMENTS</b>		
Course	Course Title	Cr
<b>SEMESTER 1 - PREREQUISITES FOR ADN</b>		
BIO 2101	Human Anatomy and Physiology I w/Lab: GT-SC1 <i>(MUST have been taken within the last 7 years)</i>	4
ENG 1021	English Composition I: GT-CO1	3
PSY 2440	Human Growth and Development: GT-SS3	3
HPR 1010	Dietary Nutrition	1
<i>Maintain GPA of 2.50 for all the above listed courses.</i>		
CREDITS SUBTOTAL		11
<i>Student now eligible to apply to the Nursing Program. See ADN Admission requirements.</i>		
<b>SEMESTER 2 - FALL</b>		
BIO 2102	Human Anatomy and Physiology II w/Lab: GT-SC1 <i>(Must have been taken within the last 7 years)</i>	4
MAT 1120	Math for Clinical Calculations	3
NUR 1009	Fundamentals of Nursing	6
NUR 1012	Basic Concepts of Pharmacology	2
CREDITS SUBTOTAL		15
<b>SEMESTER 3 - SPRING</b>		
NUR 1006	Medical-Surgical Concepts	7
NUR 1050	Maternal - Child Nursing	6
BIO 2116	Pathophysiology <i>(Must have been taken within the last 7 years)</i>	4
CREDITS SUBTOTAL		17
<b>SEMESTER 4 - FALL</b>		
NUR 2006	Advanced Concepts of Medical-Surgical Nursing I	6.5
NUR 2011	Psychiatric-Mental Health Nursing	4
NUR 2012	Pharmacology II	2
CREDITS SUBTOTAL		12.5
<b>SEMESTER 5 - SPRING</b>		
NUR 2016	Advanced Concepts of Medical-Surgical Nursing II	5
NUR 2030	Transition to Professional Nursing Practice	4

	Any gtPathways Arts and Humanities/Social and Behavioral Sciences course (GT-AH1, GT-AH2, GT-AH3, GT-AH4, GT-SS1, GT-SS2, GT-SS3)	3
CREDITS SUBTOTAL		12
CREDITS TOTAL		67.5

## Practical Nursing 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 NUA 1069 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).

Code: M\_CER\_NR4

## Advanced Placement Option

AWARD	
Associate of Applied Science in Nursing (Advanced Placement Option LPN to RN Bridge Program)	
This Program has been approved for Financial Aid	
PROGRAM DESCRIPTION	
The Advanced Placement Option (LPN to ADN) allows a Licensed Practical Nurse (with a valid Colorado LPN license) to complete the 3-credit transition course NUA 1089 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:	
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 2101, BIO 2102, and BIO 2116 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 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.	
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 – <b>DO NOT COMPLETE ANY EARLIER!</b>
√	Pass 10-panel drug screen. <i>Although possession and use of marijuana 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 the program.</i>
√	Uniforms, equipment, and supplies
√	Proof of current immunizations and influenza vaccination.

√	Liability and clinical badge payment	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
PREREQUISITES FOR LPN to ADN		
	Transfer of PN Coursework	21
BIO 2101	Human Anatomy and Physiology I w/Lab: GT-SC1 ( <i>MUST have been taken within the last 7 years</i> )	4
BIO 2102	Human Anatomy and Physiology II w/Lab: GT-SC1 ( <i>MUST have been taken within the last 7 years</i> )	4
BIO 2116	Pathophysiology ( <i>MUST have been taken within the last 7 years</i> )	4
ENG 1021	English Composition I: GT-CO1	3
PSY 2440	Human Growth and Development: GT-SS3	3
HPR 1010	Dietary Nutrition	1
MAT 1120	Math for Clinical Calculations ( <i>MAT 1100 or higher-level math course must be completed with last 5 years</i> )	3
NUR 1089	Transition from LPN to ADN	3
	<i>Maintain GPA of 2.50 for all the above listed prerequisite courses, including LPN courses.</i>	
	<b>CREDITS SUBTOTAL</b>	<b>46</b>
YEAR 2 - ADN PROGRAM		
SEMESTER 4 – FALL		
NUR 2006	Advanced Concepts of Medical-Surgical Nursing I	6.5
NUR 2011	Psychiatric-Mental Health Nursing	4
NUR 2012	Pharmacology II	2
	<b>CREDITS SUBTOTAL</b>	<b>12.5</b>
SEMESTER 5 – SPRING		
NUR 2016	Advanced Concepts of Medical-Surgical Nursing II	5
NUR 2030	Transition to Professional Nursing Practice	4
	Any gtPathways Arts and Humanities/Social and Behavioral Sciences course (GT-AH1, GT-AH2, GT-AH3, GT-AH4, GT-SS1, GT-SS2, GT-SS3)	3
	<b>CREDITS SUBTOTAL</b>	<b>12</b>
	<b>CREDITS TOTAL</b>	<b>70.5</b>

## Registered Nurse to Bachelor of Science in Nursing (RN to BSN)

<b>AWARD</b>		
BACHELOR OF SCIENCE IN NURSING		
Code: M_BS_BSN		
This Program has been approved for Financial Aid		
<b>BSN PROGRAM COURSE PREREQUISITES, APPLICATION, ADMISSION, AND ADDITIONAL REQUIREMENTS AND INFORMATION</b>		
√	Successful completion of an Associate Degree in Nursing (official transcript required)	
√	Successful passing of a criminal background check and drug screen through our designated process	
<b>OTHER REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC. (30 credits minimum)</li> </ul>		
<b>COURSE REQUIREMENTS</b>		
Course	Course Title	Cr
<b>CREDITS SUBTOTAL</b>		67.5
<i>(Transfer from ADN)</i>		
<i>Accepted candidates will be awarded 67.5 credits for ADN which includes MAT 1120 Dosage Calculations (3) and HPR 1010 Dietary Nutrition (1)</i>		
ENG 1021	English Composition I: GT-CO1	3
ENG 1022	*English Composition II: GT-CO2	*3
PSY 2440	Human Growth and Development	3
BIO 2101	Human Anatomy and Physiology I w/Lab: GT-SC1	4
BIO 2102	Human Anatomy and Physiology II w/Lab: GT-SC1	4
BIO 2116	Pathophysiology	4
MAT 1260	*Introduction to Statistics: GT-MA1	*3
PSY 1001	General Psychology I: GT-SS3 Or Any other GT-SS3 course	3
SOC 1001	*Introduction to Sociology I: GT-SS3 Or Any other GT-SS3 course	*3
HIS 1310	*Western Civilization: Antiquity to: GT-HI1 Or Any other GT-HI1 course	*3
ART 1110	*Art Appreciation: GT-AH1 Or Any other GT-AH1, GT-AH2, or GT-AH3 course	*3
	*General Education Electives from GT pathway	*4
HWE 1050	*Human Nutrition	*3
<b>CREDITS SUBTOTAL</b> <i>(*General Education Courses)</i>		22
<b>RN to BSN PROGRAM</b>		
NUR 3001	Integration to BSN Practice	3
NUR 3002	Trends in Nursing Practice	3
NUR 3003	Research/Evidenced Based Practice	3
NUR 4008	Legal/Ethical Issues Related to Professional Nursing Practice	3
NUR 4009	Leadership in Nursing Practice	3.5
NUR 4010	Community Health Nursing/Practicum	6
NUR 4011	Senior Seminar	3
Electives	Choose 2 courses from:	6

	NUR 3004 Informatics/Healthcare Technology	
	NUR 3005 Emergency Preparedness	
	NUR 3006 Gerontology Nursing	
	NUR 3007 Behavioral Health	
	<b>CREDITS SUBTOTAL (BSN Nursing Credits)</b>	30.5
	<b>CREDITS TOTAL</b>	<b>120</b>

# PHLEBOTOMY PROGRAM

## Phlebotomy Technologies

COURSE REQUIREMENTS		
Course	Course Title	Cr
HPR 1020	Phlebotomy	4
HPR 1080	Internship	1
<b>CREDITS TOTAL</b>		<b>5</b>

### AWARD

#### CERTIFICATE IN PHLEBOTOMY TECHNOLOGIES

Code: M\_CER\_PHL2

Not Eligible for Financial Aid

### PROGRAM DESCRIPTION

This five-credit program allows students to earn a certificate in Phlebotomy that will give entry level employment in a laboratory setting. 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.

### PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS

Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.

√	Be at least 18 years old
√	Pass background check. <i>The criminal background check is to be completed within 90 days of the first day of the program. Do not complete earlier.</i>
√	Pass 10-panel drug screen. <i>Although possession and use of marijuana 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 the program.</i>
√	Proof of current immunizations and influenza vaccination.
√	Valid American Heart Association Basic Life Support (BLS) CPR card.
√	Purchase student liability insurance and clinical badge at the College Store.
√	Proof of workers compensation form.
√	Provide driving record from DMV.
√	High School Diploma or equivalent
√	Purchase appropriate scrubs through the College Store.

### OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum cumulative MCC GPA of 2.0 to graduate
- Remedial/Developmental level courses do not apply.
- 25% of the credits in this program must be taken at MCC

## PHYSICAL THERAPIST ASSISTANT PROGRAM

The Physical Therapist Assistant Program at Morgan Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>

If needing to contact the program/institution directly, please call (970) 542-3225 or Director of Physical Therapy Assistant

### Physical Therapist Assistant Degree

#### AWARD

ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT

Code: M\_AAS\_PTA

This Program has been approved for Financial Aid

#### PROGRAM DESCRIPTION

PTAs work under the direction of physical therapists, helping to manage conditions such as back and neck injuries, sprains/strains and fractures, arthritis, burns, amputations, strokes, multiple sclerosis, birth defects, injuries related to work and sports, and many other conditions. You will work in a broad range of settings including hospitals, outpatient clinics, rehabilitation facilities, skilled nursing facilities, extended care, sub-acute facilities, homes, schools, fitness centers, and sports training facilities.

#### PROGRAM COURSE PREREQUISITES, APPLICATION AND ADMISSION, AND ADDITIONAL REQUIREMENTS AND INFORMATION

√	Pass background check <i>The criminal background check is to be completed within 90 days of the first day of the program. Do not complete earlier.</i>
√	Pass 10-panel drug screen. <i>Although possession and use of marijuana 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 the program.</i>
√	Proof of current immunizations and influenza vaccination.
√	Valid American Heart Association Basic Life Support (BLS) CPR card.
√	Purchase student liability insurance and clinical badge at the College Store.
√	Proof of workers compensation form.
√	Provide driving record from DMV.

#### OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum cumulative MCC GPA of 2.0 to graduate

- Remedial/Developmental level courses do not apply.
- 25% of the credits in this program must be taken at MCC

#### COURSE REQUIREMENTS

Course	Course Title	Cr
<b>SUMMER YEAR ONE</b>		
These courses must be completed before the technical phase of the program:		
BIO 2101	Human Anatomy and Physiology I w/Lab: GT-SC1	4
PHY 1105	Conceptual Physics w/Lab: GT-SC1	4
HPR 1038	Medical Terminology	1
<b>CREDITS SUBTOTAL</b>		9
<b>FALL YEAR ONE</b>		
PTA 1010	Basic Patient Care in Physical Therapy	5
PTA 1031	Professional Communication I	1
PTA 1015	Principles and Practices of Physical Therapy	2
PTA 1017	Anatomical Kinesiology	3
PTA 1024	Rehab Principles of Medical I	2
ENG 1021	English Composition I: GT-CO1	3
<b>CREDITS SUBTOTAL</b>		16
<b>SPRING YEAR ONE</b>		
PTA 1020	Modalities in Physical Therapy	5
PTA 1034	Rehab Principles of Medical II	2
PTA 1041	Professional Communication II	1
PTA 1040	Clinical Kinesiology	5
PTA 1035	Principles of Electrical Stimulation	2
<b>CREDITS SUBTOTAL</b>		15
<b>SUMMER YEAR TWO</b>		
PTA 2080	PTA Internship I	4
COM 1250 or 1150	Interpersonal Communication: GT-SS3 or Public Speaking	3
<b>CREDITS SUBTOTAL</b>		7
<b>FALL YEAR TWO</b>		
PTA 2030	Orthopedic Assessment and Management Techniques	5
PTA 2040	Neurologic Assessment and Management Techniques	5
PTA 2005	Psychosocial Issues in Physical Therapy	2
PTA 2051	Professional Communication III	1
PSY 1001 or 2440	General Psychology and I: GT-SS3 or Human Growth and Development: GT-SS3	3
<b>CREDITS SUBTOTAL</b>		16
<b>SPRING YEAR TWO</b>		
PTA 2081	PTA Internship II	5
PTA 2082	PTA Internship III	5
PTA 2078	PTA Seminar	2
<b>CREDITS SUBTOTAL</b>		12
<b>CREDITS TOTAL</b>		<b>75</b>

## PRECISION AGRICULTURE PROGRAM

### Precision Agriculture Technology Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN PRECISION AGRICULTURE TECHNOLOGY		
Code: M_AAS_AGTA		
This program is approved for financial aid		
PROGRAM DESCRIPTION		
<p>This two-year program is designed to develop the skills necessary for students to successfully enter the industry of Precision Agriculture in a variety of settings. Precision Agriculture uses technology to make management decisions to increase efficiency and provide economic and environmental benefits. Students may earn a certificate in Unmanned Aircraft Systems, Agriculture Technician and Agriculture Retail as well as an AAS in Precision Agriculture Technology.</p>		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>FALL - YEAR ONE</b>		
CIS 1018	Introduction to PC Applications	3
AGR 2035	Precision Agricultural Operations	3
AGY 1100	General Crop Production	4
ENG 1021	English Composition I: GT-CO1	3
AVT 1055	Unmanned Aircraft Systems Flight Training	3
<b>CREDITS SUBTOTAL</b>		<b>16</b>
<b>SPRING - YEAR ONE</b>		
AGY 2040	Introductory Soil Science: GT-SC1	4
AME 1025	Agricultural Machinery	3
GIS 1001	Intro to Geographic Information Systems	3
AVT 2055	Unmanned Aircraft Systems Flight Training	2
MAT 1100	Skilled Trades and Industrial Math	2
<b>CREDITS SUBTOTAL</b>		<b>14</b>
<b>FALL - YEAR TWO</b>		
MGD 1004	Videography	3
AGR 2014	Ag Communication	3
AGB 1002 OR AGE 2110	Foundations of Agri-Business OR Agriculture Marketing	3
AGR 2036	Precision Farming Hardware	3
Elective	Social Science Course from any GT-SS1, GT-SS2, GT-SS3 area	3
<b>CREDITS SUBTOTAL</b>		<b>15</b>
<b>SPRING - YEAR TWO</b>		
AGB 1020	Agricultural Salesmanship	3
AVT 2056	Unmanned Aircraft Systems Commercial Applications	3
AGR 2038	Precision Planting Technology	3
AGR 2080	Agriculture Internship	6
<b>CREDITS SUBTOTAL</b>		<b>15</b>
<b>CREDITS TOTAL</b>		<b>60</b>

## Unmanned Aircraft Systems

AWARD		
CERTIFICATE IN UNMANNED AIRCRAFT SYSTEMS		
Code: M_CER_USAC		
Effective Catalog: 2021		
Not Eligible for Financial Aid		
PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
AVT 1055	Unmanned Aircraft Systems Flight Training	3
MGD 1004	Videography	3
AVT 2055	Unmanned Aircraft Systems Ground School	2
AVT 2056	Unmanned Aircraft Systems Commercial Applications	3
<b>CREDITS TOTAL</b>		<b>11</b>

## Precision Agriculture Technician

AWARD		
CERTIFICATE IN PRECISION AG TECHNICIAN		
Code: M_CER_PAT		
Effective Catalog: 2023		
Not Eligible for Financial Aid		
PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>FALL - YEAR ONE</b>		
AGR 2035	Precision Ag Operations	3
AGR 2036	Precision Farming Hardware	3
	<i>CREDITS SUBTOTAL</i>	6
<b>SPRING - YEAR ONE</b>		
AGR 2038	Precision Planting Technology	3
AME 1025	Agriculture Machinery	3
AGB 1020	Agriculture Salesmanship	3
	<i>CREDITS SUBTOTAL</i>	9
	<b>CREDITS TOTAL</b>	<b>15</b>

## Agriculture Retail

AWARD		
CERTIFICATE IN AGRICULTURE RETAIL		
Code: M_CER_1AGR		
Effective Catalog: 2023		
Financial Aid Eligible		
PROGRAM PREREQUISITES and ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>FALL - YEAR ONE</b>		
AGY 1100	General Crop Production	4
AGR 2014	Ag Communication	3
AGE 2110	Agriculture Marketing	3
	<i>CREDITS SUBTOTAL</i>	10
<b>SPRING - YEAR ONE</b>		
AME 1025	Agriculture Machinery	3
AGB 1020	Agriculture Salesmanship	3
	<i>CREDITS SUBTOTAL</i>	6
	<b>CREDITS TOTAL</b>	<b>16</b>

# RADIOLOGIC TECHNOLOGY PROGRAM

## Radiologic Technology Degree

<b>ASSOCIATE OF APPLIED SCIENCE IN RADIOLOGIC TECHNOLOGY</b>	
Code: M_AAS_RAD1	
This Program has been approved for Financial Aid	
<b>PROGRAM DESCRIPTION</b>	
The Morgan Community College Associate of Applied Science (A.A.S.) in Radiologic Technology prepares students for an entry level position as a Radiologic Technologist. Radiologic Technologists are employed in a variety of settings, including hospitals, surgery centers and clinics. The program consists of classroom, laboratory, and clinical experiences.	
<b>RADIOLOGIC TECHNOLOGY PROGRAM ADMISSION, PREREQUISITES, AND ADDITIONAL REQUIREMENTS</b>	
Once the prerequisite courses are completed with a minimum of "C" an application to the Radiologic Technology Program can be submitted. (Students enrolled in RTE 1001 may also apply.) Due to limited clinical space, a competitive process is used to determine admission to the Radiologic Technology Program.	
Applications are evaluated and scored with points awarded based on: <ul style="list-style-type: none"> <li>• GPA in prerequisite courses</li> <li>• Grades in BIO 2101, BIO 2102, and RTE 1001</li> <li>• Writing skills</li> <li>• Prior health care work experience</li> <li>• Residence in the MCC service area</li> <li>• Interview Score</li> </ul>	
Applications are accepted in 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 1001 Introduction to Radiography must be taken within one year of acceptance and requires minimum final course grade of 80%. If RTE 1001 is over one year, the course can be repeated or PHY 1105 Conceptual Physics can be accepted	
Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.	
√	Pass background check. <i>The criminal background check is to be completed within 90 days of the first day of the program. Do not complete earlier. Disqualifying-offenses health programs updated June 2015</i>
√	Pass 10-panel drug screen** <i>Although possession and use of marijuana 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 the program.</i>
√	Proof of current immunizations and influenza vaccination.
√	Valid American Heart Association Basic Life Support (BLS) CPR card.
√	Purchase student liability insurance and clinical badge at College Store.

√	Proof of workers compensation form.	
√	Specific ACT, SAT or Accuplacer scores may be required or successful completion of MAT 0300 or higher-level math class with "C" or higher	
<b>OTHER REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
<b>COURSE REQUIREMENTS</b>		
<b>PREREQUISITE COURSES</b>		
Note: HPR 1039 (Medical Terminology) PHY 1105 (Conceptual Physics) <i>Recommended prerequisite but not required.</i>		
Course	Course Title	Cr
PSY 2440	Human Growth and Development: GT-SS3	3
ENG 1021	English Composition I: GT-CO1	3
BIO 2101	Human Anatomy and Physiology I w/Lab: GT-SC1 (Must have been taken within the last 5 years)	4
BIO 2102	Human Anatomy and Physiology II w/Lab: GT-SC1 (Must have been taken within the last 5 years)	4
RTE 1001	Introduction to Radiography (Must be taken within 1 year of program acceptance and requires minimum final course grade of 80%)	2
HPR 1006	Customer Service in Healthcare	2
<b>CREDITS SUBTOTAL</b>		<b>16</b>
<b>YEAR 1 - FALL SEMESTER</b>		
RTE 1011	Radiographic Patient Care	2
RTE 1021	Radiologic Procedures I	3
RTE 1031	Radiographic Pathology and Image Evaluation I	1.5
RTE 1041	Radiographic Equipment and Imaging I	3
RTE 1081	Radiographic Clinical Internship I	5
<b>CREDITS SUBTOTAL</b>		<b>14.5</b>
<b>YEAR 1 - SPRING SEMESTER</b>		
RTE 1022	Radiographic Procedures II	3
RTE 1032	Radiographic Pathology and Image Evaluation II	1.5
RTE 1042	Radiographic Equipment/Imaging II	3
RTE 1082	Radiographic Clinical Internship II	5
<b>CREDITS SUBTOTAL</b>		<b>12.5</b>
<b>SUMMER SEMESTER</b>		
RTE 1083	Radiographic Clinical Internship III	7
<b>CREDITS SUBTOTAL</b>		<b>7</b>
<b>YEAR 2 - FALL SEMESTER</b>		
RTE 2021	Advanced Medical Imaging	3
RTE 2031	Radiation Biology/Protection	2
RTE 2081	Radiographic Clinical Internship IV	8
<b>CREDITS SUBTOTAL</b>		<b>13</b>
<b>YEAR 2 - SPRING SEMESTER</b>		
RTE 2089	Radiographic Capstone	4
RTE 2082	Radiographic Clinical Internship V	8
<b>CREDITS SUBTOTAL</b>		<b>12</b>
<b>CREDITS TOTAL</b>		<b>77</b>

## 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

AWARD		
CERTIFICATE IN SHIELDED METAL ARC (STICK) WELDING		
Code: M_CER_WEL9		
This Program has been approved for Financial Aid		
PROGRAM PREREQUISITES, AND ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>WELDING CORE CURRICULUM</b>		
WEL 1000	Safety for Welders	1
WEL 1003	Basic Shielded Metal Arc I	4
WEL 1006	Blueprint Reading for Welders and Fitters	4
WEL 1010	Advanced Shielded Metal Arc I	4
WEL 1013	Oxyfuel and Plasma Cutting	2
WEL 1030	Maintenance Welding	2
<i>CREDITS SUBTOTAL</i>		<i>17</i>
<b>CERTIFICATE SPECIFIC COURSES</b>		
WEL 1004	Basic Shielded Metal Arc II	4
WEL 1011	Advanced Shielded Metal Arc II	4
WEL 1025	Introduction to Gas Metal Arc Welding	4
WEL 1080	Internship	3
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>CREDITS TOTAL</b>		<b>32</b>

## Gas Tungsten Arc/Gas Metal Arc (TIG/MIG) Welding

AWARD		
CERTIFICATE IN GAS TUNGSTEN ARC/GAS METAL ARC (TIG/MIG) WELDING		
Code: M_CER_WEL7		
This Program has been approved for Financial Aid		
PROGRAM PREREQUISITES, AND ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>WELDING CORE CURRICULUM</b>		
WEL 1000	Safety for Welders	1
WEL 1003	Basic Shielded Metal Arc I	4
WEL 1004	Basic Shielded Metal Arc II	4
WEL 1013	Oxyfuel and Plasma Cutting	2
WEL 1024	Introduction to Gas Tungsten Arc Welding	4
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>CERTIFICATE SPECIFIC COURSES</b>		
WEL 2001	Gas Metal Arc Welding I	4
WEL 2003	Flux Cored Arc Welding I	4
WEL 2024	Advanced Gas Tungsten Arc Welding	4
WEL 2030	Pipe Welding I	4
WEL 2050	Layout and Fabrication	4
<i>CREDITS SUBTOTAL</i>		<i>20</i>
<b>CREDITS TOTAL</b>		<b>35</b>

## AWS Skills Welding

AWARD		
CERTIFICATE IN AWS SKILLS		
Code: M_CER_WEL8		
This Program has been approved for Financial Aid		
PROGRAM PREREQUISITES, AND ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>WELDING CORE CURRICULUM</b>		
WEL 1000	Safety for Welders	1
WEL 1003	Basic Shielded Metal Arc I	4
WEL 1004	Basic Shielded Metal Arc II	4
WEL 1013	Oxyfuel and Plasma Cutting	2
WEL 1024	Introduction to Gas Tungsten Arc Welding	4
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>CERTIFICATE SPECIFIC COURSES</b>		
WEL 2031	Pipe Welding II	4
WEL 2063	Applied Metal Properties	4
WEL 2078	Workshop: Welding	2
WEL 2080	Internship: Welding	6
<i>CREDITS SUBTOTAL</i>		<i>16</i>
<b>CREDITS TOTAL</b>		<b>31</b>

## Welding Technology Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN WELDING TECHNOLOGY		
Code: M_AAS_WTE		
This Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
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.		
PROGRAM PREREQUISITES, AND ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply.</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>SEMESTER 1</b>		
CIS 1018	Introduction to PC Applications	3
WEL 1000	Safety for Welders	1
WEL 1003	Basic Shielded Metal Arc I	4
WEL 1004	Basic Shielded Metal Arc II	4
WEL 1013	Oxyfuel and Plasma Cutting	2
WEL 1030	Maintenance Welding	2
<i>CREDITS SUBTOTAL</i>		<i>16</i>
<b>SEMESTER 2</b>		
WEL 1006	Blueprint Reading for Welders and Fitters	4
WEL 1010	Advanced Shielded Metal Arc I	4
WEL 1011	Advanced Shielded Metal Arc II	4
WEL 1024	Introduction to Gas Tungsten Arc Welding	4
WEL 1080	Internship	3
<i>CREDITS SUBTOTAL</i>		<i>19</i>
<b>SEMESTER 3</b>		
WEL 2001	Gas Metal Arc Welding I	4
WEL 2003	Flux Cored Arc Welding I	4
COM 1250	Interpersonal Communication: GT-SS3	3
COM 1105	Career Communications	3
BUS 1015	Introduction to Business	3
<i>CREDITS SUBTOTAL</i>		<i>17</i>
<b>SEMESTER 4</b>		
WEL 2030	Pipe Welding I	4
WEL 2050	Layout and Fabrication	4
MAT 1140	Career Math	3
<i>CREDITS SUBTOTAL</i>		<i>11</i>
<b>CREDITS TOTAL</b>		<b>63</b>

## Aluminum Welding

AWARD		
CERTIFICATE IN ALUMINUM WELDING		
Code: M_CER_ALWE		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
This certificate is designed to prepare students for entry level positions welding aluminum alloys utilizing the Gas Metal and Gas Tungsten Arc welding processes.		
PROGRAM PREREQUISITES, AND ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
MAT 1140	Career Math	3
WEL 1000	Safety for Welders	1
WEL 1024	Gas Tungsten Arc Welding I	4
WEL 1025	Introduction to Gas Metal Arc Welding	4
WEL 1006	Blueprint Reading for Welders and Fitters	4
<b>CREDITS TOTAL</b>		<b>16</b>

## Basic Welding Certificate

AWARD		
CERTIFICATE IN BASIC WELDING		
Code: M_CER_WEBA		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
This certificate is designed to develop the basic welding skills necessary for entry level positions in the Welding industry.		
PROGRAM PREREQUISITES, AND ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>Fall Semester – Year One</b>		
WEL 1000	Safety for Welders	1
WEL 1003	Basic Shielded Metal Arc I	4
CREDITS SUBTOTAL		5
<b>Spring Semester – Year One</b>		
WEL 1004	Basic Shielded Metal Arc II	4
WEL 1030	Maintenance Welding	2
CREDITS SUBTOTAL		6
<b>Fall Semester – Year Two</b>		
WEL 1006	Blueprint Reading for Welders and Fitters	4
WEL 1013	Oxyfuel and Plasma Cutting	2
CREDITS SUBTOTAL		6
<b>Spring Semester – Year Two</b>		
WEL 1010	Advanced Shielded Metal Arc II	4
CREDITS SUBTOTAL		4
<b>CREDITS TOTAL</b>		<b>21</b>

## COURSE INFORMATION

### Course Prefixes

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Course Prefixes represent the type or discipline area of the courses. Course prefixes listed in the catalog represent courses that MCC offers through traditional, hybrid, MCC online, and global delivery types, or through [www.CCC Online.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

AGR-Agriculture

AGY-Agriculture Crop and Soils

AME-Agriculture Mechanics

ANT-Anthropology

ART-Art

ASC-Animal Science

ASE-Automotive Service Technology

ASL-American Sign Language

AST-Astronomy

AVT-Aviation Technology

BIO-Biology

BTE-Business Technologies

BUS-Business

CCR-College Composition and Reading (also see ENG-English)

CHE-Chemistry

CIS-Computer Information Systems

CNG-Computer Networking

COM-Communication

CRJ-Criminal Justice

CSC-Computer Science

CSL-Counselling

CWB-Computer Web-Based

DPM-Diesel Power Mechanics

ECE-Early Childhood Education

ECO-Economics

EDU-Education

EIC-Electricity Industrial/Commercial

ELT-Electronics

EMS-Emergency Medical Services

ENG-English (also see CCR-College Composition and Reading)

ENP-Entrepreneurship

ENV-Environmental Science

ESL-English as a Second Language

ETH-Ethnic Studies

FRE-French Language

Foreign Language Courses\* (See prefix for specific language, e.g. FRE, GER, RUS, SPA, etc.)

GEO-Geography

GER-German Language

GEY-Geology

GIS-Geographical Information Sys

HHP-Holistic Health Professional

HIS-History

HPR-Health Professional

HUM-Humanities

HVA-Heating, Ventilation and Air

HWE-Health and Wellness

IMA-Industrial Maintenance Technology

JOU-Journalism

LIT-Literature

MAN-Management

MAP-Medical Assistant Program

MAR-Marketing

MAT-Mathematics

MGD-Multimedia Graphic Design

MOT-Medical Office Technology

MTE-Manufacturing Technology

MUS-Music

NUA-Nursing Assistant

NUR-Nursing

PED-Physical Education

PHI-Philosophy

PHO-Photography

PRO-Process Technology

PHY-Physics

PSC-Political Science

PSY-Psychology

PTA-Physical Therapist Assistant

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

## Course Numbering System

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Courses are numbered to indicate level of instruction. Freshman level courses are designated in the 1000 sequence and sophomore level courses are designated in the 2000 sequence. Courses numbered 00xx are considered developmental and do not apply to certificate and degree requirements.

## Course Credit Hours

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The course description lists the course 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.

## Guidelines for Credit to Contact Hours

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Purpose: To provide clarity for the determination of appropriate contact hours per credit hour based on Colorado Commission on Higher Education recommendation.

### Federal Credit Hour Definition

Morgan Community College (MCC) shall follow the Federal Credit Hour Definition: A credit hour is the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester; or (2) at least an equivalent amount of work as required for other activities including lab work, internships, practical, studio work or other academic work leading towards the award of credit <http://www.hlcommission.org/Policies/assignment-of-credits.html>

## Base Contact Hour

**Base Contact Hour:** The base contact hour consists of the number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction.

One base contact hour is equivalent to a minimum of 750 minutes, in a general education course, which equates to a minimum of fifteen 50-minute hours per semester. This represents a 1:1 ratio, where 1 credit hour equals 750 minutes of instruction. The base contact hour does not include the time students are expected to spend studying and preparing for class.

The ratio shall be adjusted based on the instructional activity. These definitions are derived from CDHE

Lecture is a 1:1 ratio, whereas lab ratios vary depending on the type as described below:

Instructional Activity	Definition of Instructional Activity	Base Contact hours for 1 credit hour	Ratio of Base Contact Hours to Credit Hour
Lecture	Formal presentation/communication by faculty	15	1:1
Laboratory: Academic/ Clinical	Instructional activities conducted by faculty requiring student participation, experimentation, observation, or practice. An academic lab or clinical experience is a hands-on educational exercise that reinforces and deepens the content in a subject of study. Faculty must have direct oversight with this instructional activity, the faculty member is present at all times and engaged in assessing the work done by the student.	30	1:2
Laboratory: Vocational/ Technical	Instructional activities involving training for employment in a work-like environment with an active faculty teaching role. A vocational or technical lab delivers specific skills as part of workforce training in an instructor-led environment.	22.5	1:1.5
Practicum	Credit hours for placement in business and industry environments that offer students seeking a certificate or degree, professional-level experience, and responsibility. College faculty are actively involved and present in the field. The faculty member will also collect artifacts and assess achievement of the learning objectives.	45	1:3
Internship	Credit hours for placement in business and industry environments that offer students seeking a certificate or degree, professional-level experience, and responsibility. The internship is to be supervised and carefully structured, based on learning objectives that are related to the student's academic discipline. The objectives are to be established in cooperation with the student, employer, and faculty. The immediate oversight and feedback provided is primarily by the business or industry employer, with occasional oversight by the faculty member.	45	1:3
Music: Studio	Bands, ensembles, music labs and the like conducted by faculty.	37.5	1:2.5
Physical Education/ Recreation	Physical education and recreation activities conducted by faculty designed for the development of skill proficiencies.	30	1:2
Art Studio	Painting, sculpture, and other lab type activities conducted by the faculty.	30	1:2

*It is to be noted the above table refers to instructional contact hours and may not be directly correlated to faculty workload.*

## Scheduling Information

“Instructional Type” and “Schedule Type” are separate concepts. Instructional type refers to the above descriptions for various activities used to delivery content/experience. Schedule type refers to the designation in Banner for each course that aligns with the instructional type. Banner includes the expected contact hours per credit hours (based on instructional type) for the course whereas the schedule refers to actual hours based on the Carnegie unit of 750 minutes per credit.

Instructional Activity	Ratio	Actual Contact Hours per Credit Hour (in Banner)	Banner Schedule Type
Lecture	1:1	12.5 (15)	LEC
Laboratory: Academic/Clinical	1:2	25 (30)	LAB CLI
Lecture + Laboratory: Vocational/ Technical (CTE)	1:1.5	18.75 (22.5)	LLB
Lecture and Academic or Clinical Combination	Lecture 1:1 Laboratory 1:2	Lecture 12.5 (15) Lab 25 (30)	LEL
Practicum	1:3	37.5 (45)	PRA
Internships	1:3	37.5 (45)	INT
Music Studio	1:2.5	31.25 (37.5)	SMU
Physical Education	1:2	25 (30)	LAB

## Definitions of Instructional Delivery Types/Course Delivery Options

**Purpose:** The purpose of this procedure is to provide definitions and guidelines for course delivery modes. The definitions and guidelines will be used to ensure students have sufficient time and resources to master the course objectives in all delivery modes including hybrid or online courses.

All delivery modes adhere to the base contact hour guidelines, with one base credit hour equivalent to 750 minutes of instruction.

**Definitions:**

### Classroom Based

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.

**Definition of Instructional Delivery Type:**

**Traditional** - Also referred to as “face-to-face”; 100% of the approved contact hours for the course are provided in class. The Learning Management System (LMS) –Desire2 Learn (D2L) may be used to provide supplemental instruction but shall not replace any contact hours. Interactive Video, such as WebEx or Zoom, can be used to provide synchronous instruction.

### Hybrid

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.

**Definition of Instructional Delivery Type:**

Hybrid – Face-to-face instructional time (determined by approved contact hours for the course) is reduced and replaced by instruction and/or activities which may be provided through another delivery mode (via D2L). All lab hours must be held in the traditional delivery mode. A minimum of 33% of the approved lecture contact hours for the course must be delivered in the synchronous traditional mode. The remaining 67% of lecture time must be accounted for through a documented plan for instructional activities. This plan must be shared with students and readily accessible to them.

### Desire2Learn

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.

### Online

**MCC 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.

**CCOnline** 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. CCC Online policies, procedures, and course offerings can be found at <http://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.

#### Definition of Instructional Delivery Type

**Online** - 100% of instruction and activities are provided asynchronously through D2L. For each credit of the online course, students should be expected to receive 750 minutes of online classroom activities. This will create a seat time equivalency that is equal to the seat time in a Traditional face-to-face class.

### Global

**Global** - Refers to courses that are offered through Zoom. Students may connect to the course from anywhere with an internet connection. Global courses provide synchronous instruction during set times and days. Global courses may either be hybrid or traditional, with the face-to-face portion delivered via Zoom.

### Student Learning Time

In alignment with the Federal Credit Hour Definition and the CDHE base contact hour requirements, students should expect to spend a minimum of two hours per week outside of class time completing work for each course credit. For courses that span longer than the typical fifteen-week semester, the hours per week should be adjusted accordingly.

For hybrid courses, this outside learning time should not be confused with the required instructional time. Hybrid courses require additional instructional time outside of the designated class time to ensure the appropriate contact hours are being met. The learning time is above and beyond the required instructional time in a hybrid course.

For example, a three-credit lecture-based course requires 45 contact hours in total. If it is scheduled to meet two hours per week for 15 weeks, then there is an additional one hour a week of instruction required to meet those required contact hours. Therefore, besides attending the class for the two hours per week, the student should expect to spend the additional one hour a week for instruction as well as another six hours a week in homework time (2hrs per credit for 3 credits).

### Prior Learning Assessment

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 Prior Learning Assessment Manual at:

<https://internal.cccs.edu/academic-affairs/academic-initiatives/prior-learning-assessment/>

or visit the Colorado Community College System Prior Learning Assessment page

at: <https://internal.cccs.edu/academic-affairs/career-college-readiness/prior-learning-assessment/>.

### 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 the 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

### 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.

## Course Prerequisites and 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.

## Independent Studies Courses (1085-1086 and 2085-2086)

Independent Studies \*\*\* **1085-1086 and 2085-2086**

(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 1085-1086 or 2085-2086 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 Dean of Instruction, 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 Dean of Instruction.

## 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 and 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 1070-1074 and 2070-2074
Internship I and II	xxx 1080 and 2080
Cooperative Education I and II	xxx 1087- and 2087
Practicum I and II	xxx 1088 and 2088
Service Learning	xxx1092-1094 and 2092-2094
'xxx' can be any Course Prefix (NUR 1070, EDU 1088, etc.)	

### Internship Courses (1080-1082 and 2080-2082)

Internship \*\*\* 1080-1082 and 2080-2082

(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.

### 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.

### GT Pathways General Education Curriculum

GT Pathways courses, in which the student earns a C- or higher, will always transfer and apply to GT Pathways requirements in every Liberal Arts and Sciences bachelor's degree at every public Colorado institution. Note that these courses may not apply to some bachelor's degrees (check <http://higher.ed.colorado.gov/Data/Degrees.aspx?gtp=no>

for a list of those degrees). You should always seek advising from the appropriate advisor at the college or university you plan to attend to ensure you are selecting the appropriate coursework for your degree and to ensure it will apply to those degree requirements.

See the Colorado Department of Higher Education website at <https://higher.ed.colorado.gov/Academics/Transfers/gtPathways/curriculum.html> or the Guaranteed Transfer GT Pathways General Education Curriculum and any updates.

**Written Communication** - 6 Credit Hours 2 courses.

Introductory Writing Course (GT-CO1) and Intermediate Writing Course (GT-CO2)

Or

Intermediate Writing Courses (GT-CO2) and Advanced Writing Course (GT-CO3)

**Mathematics - 3 Credit Hours 1 course** (or a series of three 1-credit hour courses) (GT-MA1)

**Natural and Physical Sciences - 7 Credit Hours 2 courses**, one of which must be GT-SC1

- Course with Required Laboratory (GT-SC1)
- Lecture Course without Required Laboratory (GT-SC2)

**Arts and Humanities, History and Social and Behavioral Sciences - 15 Credit Hours**

**Arts and Humanities - 2 courses** (minimum 3 credits each)

- Arts and Expression (GT-AH1)
- Literature and Humanities (GT-AH2)
- Ways of Thinking (GT-AH3)
- World Languages (must be Intermediate/200 level) (GT-AH4)

**History -1 course** (minimum 3 credits) (GT-HI1)

**Social and Behavioral Sciences -1 course** (minimum 3 credits)

- Economic or Political Systems (GT-SS1)
- Geography (GT-SS2)
- Human Behavior, Culture, or Social Frameworks (GT-SS3)

To reach a minimum of 15 credits, please select 1 additional course (minimum 3 credits) in Arts and Humanities or History or Social and Behavioral Sciences.

*(Taken from the CCHE website listed above 04-01-2016)*

## gtPathways Courses

All state community colleges (CCCS), along with Aims Community College and Colorado Mountain College, share common general education core course numbers, prefixes, and titles.

The Colorado Department of Higher Education maintains a list of approved gtPathways (Guaranteed Transfer) courses which includes courses from the Colorado Community College System and other Colorado institutions. Their listing can be sorted by Category, Institution, Course Prefix and Number, etc.

To view the most current list of gtPathways courses, go to the Colorado Department of Higher Education website for Guaranteed Transfer at

<https://highered.colorado.gov/Academics/Transfers/gtPathways/curriculum.html>

<https://highered.colorado.gov/Academics/Transfers/gtPathways/Curriculum/Courses.aspx>

Click on link to see complete Colorado Department of Higher Education list of gtPathways Approved Courses at all institutions as well as additional details and updates.

*List below taken from website on 09/23/2020.*

Morgan Community College offers many of the approved gtPathways courses through traditional classes, online, and through CCCOnline. Check the MCC Schedule of Courses published each term for offerings.

GTPATHWAYS APPROVED COURSES				
CATEGORY	PREFIX	#	TITLE	CRS
GT-AH1	ART	1110	ART APPRECIATION	3
GT-AH1	ART	1111	ART HISTORY ANCIENT TO MEDIEVAL	3
GT-AH1	ART	1112	ART HISTORY RENAISSANCE TO 1900	3
GT-AH1	ART	1113	ART HISTORY - 1900 TO PRESENT	3
GT-AH1	COM	1300	COMMUNICATION AND POPULAR CULTURE	3
GT-AH1	DAN	1050	DANCE HISTORY: AH1	3
GT-AH1	DAN	1025	DANCE APPRECIATION	3
GT-AH1	ENG	2021	CREATIVE WRITING I	3
GT-AH1	MUS	1020	MUSIC APPRECIATION	3
GT-AH1	MUS	1021	MUSIC HISTORY: MEDIEVAL THROUGH CLASSICAL PERIOD	3
GT-AH1	MUS	1022	MUSIC HISTORY: EARLY ROMANTIC PERIOD TO THE PRESENT	3
GT-AH1	MUS	1023	SURVEY OF WORLD MUSIC	3
GT-AH1	MUS	1025	HISTORY OF JAZZ	3
GT-AH1	THE	1005	THEATRE APPRECIATION	3
GT-AH1	THE	1008	THEATRE SCRIPT ANALYSIS	3
GT-AH1	THE	2011	DEVELOPMENT OF THEATRE: GREEK TO RENAISSANCE	3
GT-AH1	THE	2012	DEVELOPMENT OF THEATRE: RESTORATION TO MODERN	3
GT-AH1	THE	2015	PLAYWRITING	3
GT-AH2	HUM	1003	INTRODUCTION TO FILM ART	3
GT-AH2	HUM	1015	WORLD MYTHOLOGY	3
GT-AH2	HUM	1021	HUMANITIES: EARLY CIVILIZATION	3
GT-AH2	HUM	1022	HUMANITIES: MEDIEVAL-MODERN	3
GT-AH2	HUM	1023	HUMANITIES: MODERN WORLD	3
GT-AH2	LIT	1015	INTRODUCTION TO LITERATURE	3
GT-AH2	LIT	2001	WORLD LITERATURE TO 1600	3
GT-AH2	LIT	2002	WORLD LITERATURE AFTER 1600	3
GT-AH2	LIT	2005	Race, Ethnicity, Culture: AH2	3

GT-AH2	LIT	2011	AMERICAN LITERATURE TO CIVIL WAR: AH2	3
GT-AH2	LIT	2012	AMERICAN LIT AFTER CIVIL WAR: AH2	3
GT-AH2	LIT	2021	BRITISH LITERATURE TO 1770	3
GT-AH2	LIT	2022	BRITISH LITERATURE SINCE 1770	3
GT-AH2	LIT	2025	INTRODUCTION TO SHAKESPEARE	3
GT-AH2	LIT	2046	LITERATURE OF WOMEN	3
GT-AH2	LIT	2055	CHILDREN'S LITERATURE	3
GT-AH2	LIT	2059	SURVEY OF AFRICAN AMERICAN LITERATURE	3
GT-AH2	LIT	2068	CELTIC LITERATURE	3
GT-AH3	PHI	1011	INTRODUCTION TO PHILOSOPHY	3
GT-AH3	PHI	1012	ETHICS	3
GT-AH3	PHI	1013	LOGIC	3
GT-AH3	PHI	1014	COMPARATIVE RELIGIONS	3
GT-AH3	PHI	1015	WORLD RELIGIONS WEST	3
GT-AH3	PHI	1016	WORLD RELIGIONS EAST	3
GT-AH3	PHI	2005	BUSINESS ETHICS	3
GT-AH3	PHI	2013	SYMBOLIC LOGIC	3
GT-AH3	PHI	2014	PHILOSOPHY OF RELIGION	3
GT-AH3	PHI	2018	ENVIRONMENTAL ETHICS	3
GT-AH3	PHI	2020	PHILOSOPHY OF DEATH AND DYING	3
GT-AH4	ASL	2221	AMERICAN SIGN LANGUAGE IV	3
GT-AH4	ASL	2222	AMERICAN SIGN LANGUAGE V	3
GT-AH4	FRE	2011	FRENCH LANGUAGE III	3
GT-AH4	FRE	2012	FRENCH LANGUAGE IV	3
GT-AH4	GER	2011	GERMAN LANGUAGE III	3
GT-AH4	GER	2012	GERMAN LANGUAGE IV	3
GT-AH4	ITA	2011	ITALIAN LANGUAGE III	3
GT-AH4	ITA	2012	ITALIAN LANGUAGE IV	3
GT-AH4	JPN	2011	JAPANESE LANGUAGE III	3
GT-AH4	JPN	2012	JAPANESE LANGUAGE IV	3
GT-AH4	RUS	2011	RUSSIAN LANGUAGE III	3
GT-AH4	RUS	2012	RUSSIAN LANGUAGE IV	3
GT-AH4	SPA	2011	SPANISH LANGUAGE III	3
GT-AH4	SPA	2012	SPANISH LANGUAGE IV	3
GT-CO1	ENG	1021	ENGLISH COMPOSITION I	3

GT-CO1	ENG	1020	TECHNICAL WRITING I	3
GT-CO2	ENG	1022	ENGLISH COMPOSITION II	3
GT-CO3	ENG	2001	ENGLISH COMPOSITION III	3
GT-CO3	HIS	2765	WRITING ABOUT HISTORY	3
GT-HI1	HIS	1310	WESTERN CIVILIZATION: ANTIQUITY - 1650	3
GT-HI1	HIS	1320	WESTERN CIVILIZATION: 1650 - PRESENT	3
GT-HI1	HIS	1110	THE WORLD: ANTIQUITY - 1500	3
GT-HI1	HIS	1120	THE WORLD: 1500 - PRESENT	3
GT-HI1	HIS	1210	U.S. HISTORY TO RECONSTRUCTION	3
GT-HI1	HIS	1220	U.S. HISTORY SINCE THE CIVIL WAR	3
GT-HI1	HIS	2140	CIVIL WAR ERA IN AMERICAN HISTORY	3
GT-HI1	HIS	2005	WOMEN IN WORLD HISTORY	3
GT-HI1	HIS	2125	AMERICAN ENVIRONMENTAL HISTORY	3
GT-HI1	HIS	2115	AMERICAN INDIAN HISTORY	3
GT-HI1	HIS	2105	WOMEN IN U.S. HISTORY	3
GT-HI1	HIS	2000	HISTORY OF SCIENCE AND TECHNOLOGY	3
GT-HI1	HIS	2135	COLORADO HISTORY	3
GT-HI1	HIS	2130	HISTORY OF THE AMERICAN WEST	3
GT-HI1	HIS	2145	U.S. HISTORY SINCE 1945	3
GT-HI1	HIS	2610	HISTORY OF MODERN CHINA	3
GT-HI1	HIS	2200	HISTORY OF LATIN AMERICA	3
GT-HI1	HIS	2210	HISTORY OF MEXICO	3
GT-HI1	HIS	2015	20TH CENTURY WORLD HISTORY	3
GT-HI1	HIS	2500	HISTORY OF ISLAMIC CIVILIZATION	3
GT-HI1	HIS	2110	AFRICAN AMERICAN HISTORY	3
GT-HI1	HIS	2310	THE HISTORY OF CHRISTIANITY IN THE WORLD	3
GT-HI1	HIS	2300	THE MIDDLE AGES	3
GT-HI1	HIS	2510	MODERN MIDDLE EAST	3
GT-HI1	HIS	2120	U.S. FOREIGN RELATIONS HISTORY	3
GT-MA1	MAT	1240	MATHEMATICS FOR THE LIBERAL ARTS	4
GT-MA1	MAT	1340	COLLEGE ALGEBRA	4
GT-MA1	MAT	1420	COLLEGE TRIGONOMETRY	3
GT-MA1	MAT	1320	FINITE MATHEMATICS	4

GT-MA1	MAT	1400	SURVEY OF CALCULUS	4
GT-MA1	MAT	1260	INTRODUCTION TO STATISTICS	3
GT-MA1	MAT	1220	INTEGRATED MATH I	3
GT-MA1	MAT	1230	INTEGRATED MATH II	3
GT-MA1	MAT	1440	PRE-CALCULUS	5
GT-MA1	MAT	2410	CALCULUS I	5
GT-MA1	MAT	2420	CALCULUS II	5
GT-MA1	MAT	2430	CALCULUS III	4
GT-MA1	MAT	2431	CALCULUS III WITH ENGINEERING APPLICATIONS	5
GT-MA1	MAT	2520	DISCRETE MATHEMATICS	4
GT-MA1	MAT	2561	DIFFERENTIAL EQUATIONS WITH ENGINEERING APPLICATIONS	4
GT-MA1	MAT	2560	DIFFERENTIAL EQUATIONS	3
GT-SC1	AGY	2140	INTRODUCTORY SOIL SCIENCE, W/LAB	4
GT-SC1	ANT	1005	BIOLOGICAL ANTHROPOLOGY, W/LAB	4
GT-SC1	ANT	2315	INTRODUCTION TO FORENSIC ANTHROPOLOGY W/LAB	4
GT-SC1	AST	1110	PLANETARY ASTRONOMY I, WITH LAB	4
GT-SC1	AST	1120	STELLAR ASTRONOMY II, WITH LAB	4
GT-SC1	BIO	1004	BIOLOGY: A HUMAN APPROACH	4
GT-SC1	BIO	1005	SCIENCE OF BIOLOGY, WITH LAB	4
GT-SC1	BIO	1111	GENERAL COLLEGE BIOLOGY I, WITH LAB	5
GT-SC1	BIO	1112	GENERAL COLLEGE BIOLOGY II, WITH LAB	5
GT-SC1	BIO	2101	HUMAN ANATOMY and PHYSIOLOGY I, WITH LAB	4
GT-SC1	BIO	2102	HUMAN ANATOMY and PHYSIOLOGY II, WITH LAB	4
GT-SC1	BIO	2104	MICROBIOLOGY, WITH LAB	4
GT-SC1	BIO	2108	GENERAL COLLEGE MICROBIOLOGY, WITH LAB	5
GT-SC1	BIO	2120	GENERAL ZOOLOGY, WITH LAB	5
GT-SC1	BIO	2121	BOTANY WITH LABORATORY	5
GT-SC1	BIO	2124	GENETICS	4
GT-SC1	CHE	1011	INTRO TO CHEMISTRY I, WITH LAB	5

GT-SC1	CHE	1012	INTRO TO CHEMISTRY II, WITH LAB	5
GT-SC1	CHE	1005	CHEMISTRY IN CONTEXT, WITH LAB	5
GT-SC1	CHE	1111	GENERAL COLLEGE CHEMISTRY I W/LAB	5
GT-SC1	CHE	1112	GENERAL COLLEGE CHEMISTRY II, WITH LAB	5
GT-SC1	ENV	1111	ENVIRONMENTAL SCI w/Lab: SC1	4
GT-SC1	GEO	1011	PHYSICAL GEOGRAPHY - LANDFORMS, WITH LAB	4
GT-SC1	GEO	1012	PHYSICAL GEOGRAPHY - WEATHER, CLIMATE and ECOSYSTEMS WITH LAB	4
GT-SC1	GEY	1111	PHYSICAL GEOLOGY, WITH LAB	4
GT-SC1	GEY	1112	HISTORICAL GEOLOGY, WITH LAB	4
GT-SC1	GEY	1135	ENVIRONMENTAL GEOLOGY, WITH LAB	4
GT-SC1	GEY	1155	GENERAL OCEANOGRAPHY, WITH LAB	4
GT-SC1	MET	1050	GENERAL METEOROLOGY, WITH LAB	4
GT-SC1	PHY	1105	CONCEPTUAL PHYSICS WITH LAB	4
GT-SC1	PHY	1107	ENERGY SCIENCE AND TECHNOLOGY, WITH LAB	4
GT-SC1	PHY	1111	PHYSICS: ALGEBRA-BASED I, WITH LAB	5
GT-SC1	PHY	1112	PHYSICS: ALGEBRA-BASED II, W/LAB	5
GT-SC1	PHY	2111	PHYSICS: CALCULUS-BASED I, W/LAB	5
GT-SC1	PHY	2112	PHYSICS: CALCULUS-BASED II, W/LAB	5
GT-SC1	SCI	1055	INTEGRATED SCIENCE I: PHYSICS AND CHEMISTRY, WITH LAB	4
GT-SC1	SCI	1056	INTEGRATED SCIENCE II: EARTH AND LIFE SCIENCE, WITH LAB	4
GT-SC2	AST	1150	ASTROBIOLOGY	3
GT-SC2	AST	1140	ASTRONOMY ANCIENT CULTURES	3
GT-SC2	AST	1160	COSMOLOGY	3
GT-SC2	BIO	1003	PRINCIPLES OF ANIMAL BIOLOGY	3
GT-SC2	BIO	1016	INTRODUCTION TO HUMAN DISEASE	3
GT-SC2	ENV	1010	NATURAL DISASTERS	3
GT-SC2	GEY	1108	GEOLOGY OF U.S. NATIONAL PARKS	3
GT-SC2	SCI	1105	SCIENCE IN SOCIETY	3

GT-SS1	AGE	1102	AGRICULTURE ECONOMICS	3
GT-SS1	ECO	1001	ECONOMICS OF SOCIAL ISSUES	3
GT-SS1	ECO	2001	PRINCIPLES OF MACROECONOMICS	3
GT-SS1	ECO	2002	PRINCIPLES OF MICROECONOMICS	3
GT-SS1	ECO	2011	GENDER IN THE ECONOMY	3
GT-SS1	ECO	2045	ENVIRONMENTAL ECONOMICS	3
GT-SS1	PSC	2020	INTRODUCTION TO POLITICAL SCIENCE	3
GT-SS1	PSC	1011	AMERICAN GOVERNMENT	3
GT-SS1	PSC	1025	AMERICAN STATE AND LOCAL GOVERNMENT	3
GT-SS1	PSC	2005	INTERNATIONAL RELATIONS	3
GT-SS1	PSC	1050	CURRENT POLITICAL ISSUES	3
GT-SS1	PSC	2025	COMPARATIVE GOVERNMENT	3
GT-SS2	GEO	1005	WORLD REGIONAL GEOGRAPHY	3
GT-SS2	GEO	1006	HUMAN GEOGRAPHY	3
GT-SS3	AGR	2160	WORLD POPULATION AND FOOD	3
GT-SS3	ANT	1001	CULTURAL ANTHROPOLOGY	3
GT-SS3	ANT	1002	CULTURAL ANTHROPOLOGY LABORATORY	1
GT-SS3	ANT	1004	ARCHAEOLOGY LABORATORY	1
GT-SS3	ANT	1006	PHYSICAL ANTHROPOLOGY LABORATORY	1
GT-SS3	ANT	1003	INTRODUCTION TO ARCHAEOLOGY	3
GT-SS3	ANT	1208	ARCHAEOLOGY OF WORLD ROCK ART	3
GT-SS3	ANT	1005	BIO ANTHROPOLOGY W/LAB	3
GT-SS3	ANT	2115	NATIVE PEOPLES OF NORTH AMERICA	3
GT-SS3	ANT	2125	ANTHROPOLOGY OF RELIGION	3
GT-SS3	ANT	2550	MEDICAL ANTHROPOLOGY	3
GT-SS3	COM	2300	INTERCULTURAL COMMUNICATION	3
GT-SS3	CRJ	1010	INTRODUCTION TO CRIMINAL JUSTICE	3
GT-SS3	ETH	2000	INTRODUCTION TO ETHNIC STUDIES	3
GT-SS3	ETH	2015	DISCRIMINATION AND DIVERSITY	3
GT-SS3	JOU	1005	INTRODUCTION TO MASS MEDIA	3
GT-SS3	PSY	1001	GENERAL PSYCHOLOGY I	3
GT-SS3	PSY	1002	GENERAL PSYCHOLOGY II	3
GT-SS3	PSY	2105	PSYCHOLOGY OF GENDER	3
GT-SS3	PSY	2107	HUMAN SEXUALITY	3

GT-SS3	PSY	2221	SOCIAL PSYCHOLOGY	3
GT-SS3	PSY	2222	PSYCHOLOGY OF DEATH AND DYING	3
GT-SS3	PSY	2331	POSITIVE PSYCHOLOGY	3
GT-SS3	PSY	2440	HUMAN GROWTH and DEVELOPMENT	3
GT-SS3	PSY	2441	CHILD DEVELOPMENT	3
GT-SS3	PSY	2333	HEALTH PSYCHOLOGY	3
GT-SS3	PSY	2552	ABNORMAL PSYCHOLOGY	3
GT-SS3	PSY	2771	PSYCHOLOGY OF PERSONALITY	3
GT-SS3	SOC	1001	INTRODUCTION TO SOCIOLOGY I	3
GT-SS3	SOC	1002	INTRODUCTION TO SOCIOLOGY II	3
GT-SS3	SOC	2005	SOCIOLOGY OF FAMILY DYNAMICS	3
GT-SS3	SOC	2007	ENVIRONMENTAL SOCIOLOGY	3
GT-SS3	SOC	2015	CONTEMPORARY SOCIAL PROBLEMS	3
GT-SS3	SOC	2016	SOCIOLOGY OF GENDER	3
GT-SS3	SOC	2018	SOCIOLOGY OF DIVERSITY	3
GT-SS3	SOC	2020	SOCIOLOGY OF RELIGION	3
GT-SS3	SOC	2031	SOCIOLOGY OF DEVIANT BEHAVIOR	3
GT-SS3	SOC	2037	SOCIOLOGY OF DEATH AND DYING	3
GT-SS3	WST	2000	INTRO TO WOMEN'S STUDIES	3
GT-SS3	WST	2100	WOMEN AND SOCIAL ACTION	3
GT-SS3	WST	2200	GODDESSES AND WOMEN OF THE ANCIENT WORLD	3
GT-SS3	WST	2300	WOMEN'S SEXUALITY	3

## COURSE DESCRIPTIONS

Credit courses offered by MCC 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 1021). The course description listed in the academic catalog briefly explains course content and specifies credit hours earned for the course.

If a course is a Colorado Guaranteed Transfer course, it will contain either, "GT:xxx" or ":xxx." See the Guaranteed Transfer section of the catalog for specific information regarding Guaranteed Transfer courses.

The course section is the last three digits of the course and indicates a specific time, location, instructor, delivery method for that course in a specific term. The course section only appears in the course schedule, as it is tied to an offered course in a term. The section number may also indicate whether the course is a traditional, online, hybrid, global, or CCC Online delivery method. See the key in the course schedule of classes for each term.

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. This will help determine the instructional time that a student will have, as well as the estimated additional time needed outside the classroom for study, lab, and other activities that the student will need to set aside.

Some courses require a special laboratory fee. This is indicated in the course schedule, Tuition and Fees table.

Only courses numbered 1000 or above may be used to fulfill 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](http://www.MorganCC.edu)

Also Note: MCC also offers some courses exclusively through CCCOnline. If the course description is not listed for a CCC Online course, you can find it at [www.CCC Online.org](http://www.CCC Online.org).

For a list of suggested courses in specific programs of study, refer to the appropriate program in DEGREES and CERTIFICATES section of the MCC Catalog.

### AAA - Advancing Academic Achievement

#### AAA 0090 - Academic Achievement Strategies (3) Previously ACC 101

Prerequisite: None

45 lecture hours

Develops personalized approaches to learn and succeed for easier transition into 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  
Summer 2022 Course Numbering Change*

#### AAA 0099 - Active Learning Skills (1)

Previously AAA 099

Prerequisite: None

15 Lecture hours

Allows students a variety of experiences in tutorial and enhanced learning activities in the reading, writing, math, and ESL. Topics include academic support, learning styles, and contextualized learning. Students will acquire reading, English composition, English as a Second Language and/or mathematics skills through the use of course tutorial software and individualized instruction.

*Also, CCCOnline; Summer 2022 Course Numbering Change*

#### AAA 1001 - College 101: The Student Experience (1)

Previously AAA 101

Prerequisite: None

15 lecture hours

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  
Summer 2022 Course Numbering Change*

### ABM - Agriculture Business Management

#### ABM 1003 - Records and Business Planning I (3)

Previously ABM 103

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines the options available to set up a computerized record keeping system for an agricultural business. Focus is on the selection of a computer software package for the agricultural business. Computer terminology associated with a computerized record keeping system and importance of business planning will be discussed.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

#### ABM 1004 - Records and Business Planning II (3)

Previously ABM 104

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies the proper setup and implementation of accounting software for an agricultural business. A chart of accounts and beginning balance sheet will be created for a computerized record keeping system. Data entry methods for the accounting software and identification of business plan components specific to student needs will also be discussed.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

**ABM 1005 - Records and Business Planning III (3)**

Previously ABM 105

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines cash and accrual accounting concepts and basic financial statements created for an agricultural business plan.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 1006 - Records and Business Planning IV (3)**

Previously ABM 106

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Determines the proper processes to maintain an accurate record keeping system for an agricultural business.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 1007 - Records and Business Planning V (3)**

Previously ABM 107

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines how to create financial business reports from an accounting system for an agricultural business and utilize decision aid tools pertinent to the student's need.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 1008 - Records and Business Planning VI (3)**

Previously ABM 108

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Explains how to utilize a computerized accounting record keeping system to generate accurate financial records for an agricultural business.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 1013 - Financial Analysis I (3)**

Previously ABM 113

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines the purpose of enterprise analysis. Identification of accounting data used in enterprise analysis, enterprise features of an accounting system, and the need for additional enterprise software will be addressed.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 1014 - Financial Analysis II (3)**

Previously ABM 114

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines breakeven figures for business enterprises. This course will cover the calculation process for determining production figures for enterprises as well as refining an established accounting system to generate enterprise data accurately.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 1015 - Financial Analysis III (3)**

Previously ABM 115

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develop cash flow and enterprise budgets. Student will learn cash flow concepts and the relationship to enterprise budgets. Use of data from an accounting system as well as other decision aid tools will be used in the cash flow and enterprise budget development.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 1016 - Financial Analysis IV (3)**

Previously ABM 116

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develop a cost and market value accrual balance sheet. This course focuses on the development of cost and marketing value balance sheets. Accrual features of an established accounting system will be analyzed in determining data that can be generated and utilized in the development of this financial statement.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 1017 - Financial Analysis V (3)**

Previously ABM 117

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develop an accrual income statement. This course will focus on the development of an accrual income statement and examine this financial statement relevancy. Data from an established accounting system to use in the development will be identified.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 1018 - Financial Analysis VI (3)**

Previously ABM 118

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Determine financial health of a business with the use of industry financial ratios. This course focuses on industry ratios used in determining the financial health of a business. Types of ratios as well as their calculations will be discussed. Comparisons of financial statements from an accounting system will be utilized. *Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 1023 - Commodity Marketing I (3)**

Previously ABM 123

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Determine marketing strategies for agriculture commodities. Discussion will include identifying marketing information sources and defining marketing terminology. The students will also examine ways they can use current and forward marketing strategies in their

operation. Course will also focus on enterprise identification and refinement of software enterprise features for production data.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 1024 - Commodity Marketing II (3)**

**Previously ABM 124**

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identify the function of basis in market price discovery, how to calculate margin account futures activity, and how to utilize option contracts in mitigating market risks. Investigation of software applications to further the calculations for production costs will be addressed.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 1025 - Commodity Marketing III (3)**

**Previously ABM 125**

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Utilizes enterprise production data and its impact on cash flow to determine marketing strategies.

Co-requisite: None

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 1026 - Commodity Marketing IV (3)**

**Previously ABM 126**

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Analyzes price behavior using both technical and fundamental analysis. A marketing plan will be developed using calculated production costs and marketing strategies.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 1027 - Commodity Marketing V (3)**

**Previously ABM 127**

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Covers evaluations and revisions of a marketing plan using actual production costs, local marketing alternatives, futures and option contracts, and technical analysis. Utilization of the plan will be determined.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 1028 - Commodity Marketing VI (3)**

**Previously ABM 128**

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private Instruction hours

Covers evaluation and refining of cost of production for all enterprises to select marketing strategies. Utilize these calculations in developing and implementing a production data base.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 1063 - Marketing Plan Development I (3)**

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### **Previously ABM 163**

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Covers the use of marketing research to analyze the initial steps in developing a marketing plan. The focus will be on product and service component of the market plan. Data trends for products and services from an accounting system will be utilized in the analysis process.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 1064 - Marketing Plan Development II (3)**

**Previously ABM 164**

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Covers development of a customer and competitive analysis for a market plan. Research on market potential and target areas will be included.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 1065 - Marketing Plan Development III (3)**

**Previously ABM 165**

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops a pricing strategy for a marketing plan. Development of a pricing strategy will include price/quality relationships, sales methods, and ways to add value to products/services. Data from an inventory system as well as sales and expenses for products/services will be addressed.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 1066 - Marketing Plan Development IV (3)**

**Previously ABM 166**

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops a promotional strategy for a marketing plan. Development will include examining the business image, use of technology and media. Promotional costs will be addressed.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 1067 - Marketing Plan Development V (3)**

**Previously ABM 167**

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Interprets data needed for all components in a marketing plan. Identification of data collected for sections of the marketing plan will be analyzed. The need for additional decision aid tools will be examined. A historical trend analysis for sales and expenses for use in the marketing plan will be developed.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 1068 - Marketing Plan Development VI (3)**

**Previously ABM 168**

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Designs a marketing plan for the business. Overall marketing plan will be written with focus on how the plan differentiates from others. Cash flow ability will determine feasibility of the plan.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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**ABM 2003 - Web Productivity/Utilization I (3)**  
Previously ABM 203

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Assesses business' present use of the internet and the relationships to improved productivity.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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**ABM 2004 - Web Productivity/Utilization II (3)**  
Previously ABM 204

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies common terminology and minimum technical requirements for internet use. Focuses on common technology terms to broaden knowledge of the internet and to add credibility to one's use of technology. Addresses identification of the business' equipment for internet use. Emphasizes understanding and utilizing the tools available and the technical capabilities of the present business.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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**ABM 2005 - Web Productivity/Utilization III (3)**  
Previously ABM 205

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Appraises the components for the initial development of a web use plan for the business.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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**ABM 2006 - Web Productivity/Utilization IV (3)**  
Previously ABM 206

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Prerequisite: None

5 lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Evaluates the effectiveness of the business' communication component of a web use plan. Emphasis on improved utilization of the internet for communication to customers, vendors, financial institutions and other professionals.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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**ABM 2007 - Web Productivity/Utilization V (3)**  
Previously ABM 207

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Evaluate the effectiveness of the search component of a web use plan. Emphasis will be placed on improved utilization of searching the internet for information pertinent to the business.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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**ABM 2008 - Web Productivity/Utilization VI (3)**  
Previously ABM 208

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Evaluate the need for web presence as a component in the web use plan. Focus will be on the refinement of all web use components and implementation of the agribusiness web use plan relating to business operations.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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**ABM 2013 - Advanced Business Management I (3)**  
Previously ABM 213

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Interprets in-depth financial analysis processed for the business. This will include advanced financial analysis terminology and financial statements.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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**ABM 2014 - Advanced Business Management II (3)**  
Previously ABM 214

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Analyzes existing financial trends and emphasis of pro forma EDUactivities for further analysis of the business. Utilization of accurate accrual records and historical data will provide the basis of the pro forma statement development as it currently operates.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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**ABM 2015 - Advanced Business Management III (3)**  
Previously ABM 215

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies and examines alternative enterprise(s) for the business. This will include measuring the business performance past and present and assessing business goals.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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**ABM 2016 - Advanced Business Management IV (3)**  
Previously ABM 216

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Evaluates and assesses revisions to the business plan. This will include a process for periodic review with a focus on strengthening of management skills.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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**ABM 2017 - Advanced Business Management V (3)**  
Previously ABM 217

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies critical areas in the business and sources of business risk. Various methods of researching resource materials to keep business plan current will be addressed as well as identifying alternatives to minimize future risks.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

**ABM 2018 - Advance Business Management VI (3)**

Previously ABM 218

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Changes business plan to include a risk management component which addresses the critical issues identified.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 2023 – Integrated Management I (3)**

Previously ABM 223

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Explains the general concepts of integrated management, importance, and relationship to business sustainability.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 2024 - Integrated Management II (3)**

Previously ABM 224

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines technological techniques currently available and the importance of risk management in the integrated management plan.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 2025 - Integrated Management III (3)**

Previously ABM 225

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Evaluates data and software currently used as well as the strengths and weaknesses of the business risk management plan as it relates to technology integration.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 2026 - Integrated Management IV (3)**

Previously ABM 226

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Analyze current use of technology and identify what change(s) should be addressed to have improved information and data for the agricultural business.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 2027 - Integrated Management V (3)**

Previously ABM 227

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Creates a preliminary data and software management plan incorporating new or improved technology integration methods that have been identified.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 2028 - Integrated Management VI (3)**

Previously ABM 228

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops an implementation plan for integrated management that addresses software, data, risk reduction and financial impact.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change***ABM 2033 - Profit Maximization I (3)**

Previously ABM 233

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Lists the major business organizational structures available to agribusiness operations and compare the advantages and disadvantages of each. Document the risk management and financial responsibilities of each. .

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change***ABM 2034 - Profit Maximization II (3)**

Previously ABM 234

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops an understanding of basis agricultural business taxes and their preparation. Special emphasis will be placed on alternative rules for depreciating farm property. The student will also document the income tax implications of alternative business organizational structure.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change***ABM 2035 - Profit Maximization III (3)**

Previously ABM 235

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Compares the relationship between input levels and the corresponding output. Demonstrate how to calculate the production response from alternative levels of input allocation within an enterprise and among alternative enterprises.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change***ABM 2036 - Profit Maximization IV (3)**

Previously ABM 236

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Defines basic economic concepts that enhance the financial success of an agriculture operation.

*Added at MCC Spring 2020; Summer 2022 Course Numbering Change***ABM 2037 - Profit Maximization V (3)**

Previously ABM 237

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Analyzes production costs and revenue from an economic standpoint. Identifies the production level that allows profits to be maximized. .

*Added at MCC Spring 2020; Summer 2022 Course Numbering Change*

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### **ABM 2038 - Profit Maximization VI (3)** Previously ABM 238

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours  
Examines the concepts that determines how market prices are established in a purely competitive agriculture environment.

*Added at MCC Spring 2020; Summer 2022 Course Numbering Change*

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### **ABM 2043 - Rural Business Entrepreneurship I (3)** Previously ABM 243

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours  
Identifies components of a business plan for a new business venture. This course centers on the collection of data necessary for the development.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 2044 - Rural Business Entrepreneurship II (3)** Previously ABM 244

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Prerequisite: None

5 lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops a customer analysis component for a new venture business plan and analyzes the product/service component. Focuses on customer analysis component including targeting customers and customer profiles. Customer wants and needs will be listed and compared with the product/service component.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 2045 - Rural Business Entrepreneurship III (3)** Previously ABM 245

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies target markets and develops a competition analysis for a new business venture. Focuses identifying target markets and the potential as well as the development of the competition analysis component of the new venture business plan.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 2046 - Rural Business Entrepreneurship IV (3)** Previously ABM 246

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies the enterprises for a new business venture and the financial statements needed for the development of the financial section.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 2047 - Rural Business Entrepreneurship V (3)** Previously ABM 247

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops sale and expense forecasts for the creation of a new venture business plan.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 2048 - Rural Business Entrepreneurship VI (3)** Previously ABM 248

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies startup costs and develop a cash flow for a new business venture. Focuses on the development of a cash flow and evaluation of financial statements. Financial statement evaluation will point to financing needs and identification of business venture risks.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 2053 - Leadership Human Resource Management I (3)** Previously ABM 253

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Defines leadership and identify the process of leadership and what are effective leadership skills. Focuses on the concepts and skills associated with effective leadership.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 2054 - Leadership Human Resource Management II (3)** Previously ABM 254

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies concepts associated with functional teams and examine stress management concepts in a business environment. Focuses on concepts relating to leadership management, characteristics of functional teams and stress management.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 2055 - Leadership Human Resource Management III (3)** Previously ABM 255

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies human resource management tools that can help manage essential HR and people-oriented tasks.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 2056 - Leadership Human Resource Management IV (3)** Previously ABM 256

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines team building within the business and develops a leadership plan to optimize team performance.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 2057 - Leadership Human Resource Management V (3)**

*Previously ABM 257*

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops a stress management reduction plan. This course includes analyzing stressful situations, effective ways to deal with stress, and the development of a stress reduction plan and techniques.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ABM 2058 - Leadership Human Resource Management VI (3)**

*Previously ABM 258*

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops a handbook that addresses human resource practices for a business.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

## **ACC - Accounting**

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### **ACC 1001 - Fundamentals of Accounting (3)**

*Previously ACC 101*

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Prerequisite: None

45 lecture hours

Introduces accounting fundamentals with emphasis on the procedures and practices used in business organizations. Major topics include the accounting cycle for service and merchandising companies, including end-of-period reporting.

*Added at MCC Fall 2001; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ACC 1015 - Payroll Accounting (3)**

*Previously ACC 115*

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Prerequisite: None

Corequisite: ACC 1001, ACC 1011 or ACC 1021

30 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ACC 1021 - Accounting Principles I (4)**

*Previously ACC 121*

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Prerequisite: None

60 lecture hours

This course introduces accounting principles for understanding the theory and logic that underlie procedures and practices for business organizations. Major topics include the accounting cycle for service and merchandising companies, internal control principles and practices, notes and interest, inventory systems and costing, and plant and intangible asset accounting.

*Added at MCC Spring 2001; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ACC 1022 - Accounting Principles II (4)**

*Previously ACC 122*

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Prerequisite: ACC 1021

60 lecture hours

This course continues the application of accounting principles to business organizations. Major topics include corporate equity and debt financing, investments, cash flow statements, financial analysis, budgeting, cost and managerial accounting.

*Added at MCC Spring 2001; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ACC 1025 - Computerized Accounting (3)**

*Previously ACC 125*

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Prerequisite: None

15 lecture hours, 45 lab hours

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; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ACC 1031 - Income Tax (3)**

*Previously ACC 131*

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Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ACC 1032 - Tax Help Colorado (2)**

*Previously ACC 132*

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Prerequisite: None

30 lecture hours

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; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ACC 1033 - Tax Help Colorado Site Lab (1)**

*Previously ACC 133*

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Prerequisite: ACC 1032

22.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **ACC 1035 - Spreadsheet Applications for Accounting (3)**

Previously ACC 135

Prerequisite: None

Corequisites: ACC 1001, ACC 101 or ACC 1021 and CIS 1018 or CIS 1055

45 lecture hours

Introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental spreadsheet concepts. The spreadsheet is used as a problem solving and decision-making tool.

*Added at MCC; Summer 2022 Course Numbering Change  
Also, CCCOnline*

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### **ACC 2011 - Intermediate Accounting I (4)**

Previously ACC 211

Prerequisite: ACC 1012 or ACC 1022

60 lecture hours

Focuses on comprehensive analysis of generally accepted accounting principles (GAAP), accounting theory, concepts and financial reporting principles for public corporations. It is the first of a two-course sequence in financial accounting and is designed primarily for accounting and finance majors. Focuses on the preparation and analysis of business information relevant and useful to external users of financial reports. Explores the theories, principles and practices surveyed in Accounting Principles and critically examines 'real-world' financial analysis and reporting issues.

*Added at MCC; Summer 2022 Course Numbering Change; Summer 2022 Course Numbering Change; Also, CCCOnline*

---

### **ACC 2012 - Intermediate Accounting II (4)**

Previously ACC 212

Prerequisite: ACC 2011

60 lecture hours

Focuses on the theoretical and practical aspects of accounting for long-term liabilities, stockholders' equity, investments, pensions, and leases. Includes income tax allocation, financial statement analysis, cash flow statements and accounting methods changes.

*Added at MCC Fall 2000; Summer 2022 Course Numbering Change*

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### **ACC 2016 - Governmental and Not-for-profit Accounting (3)**

Previously ACC 216

Prerequisite: ACC 1012 or ACC 1022

45 lecture hours

Addresses concepts of budgetary control as a matter of law and public administration theory. Accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations are presented.

*Added at MCC Fall 2000; Summer 2022 Course Numbering Change*

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### **ACC 2026 - Cost Accounting (3)**

Previously ACC 226

Prerequisite: ACC 1021 or ACC 1022

45 lecture hours

Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, processes, standards, and direct cost systems, budgeting, planning, and control of costs.

*Added at MCC Fall 2000; Summer 2022 Course Numbering Change; Also, CCCOnline*

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## **ACT - Automotive Collision Technology**

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### **ACT 1010 - Safety in Collision Repair (2)**

Previously ACT 110

Prerequisite: None

22.5 lecture hours, 11.75 lab hours

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: Summer 2022 Course Numbering Change*

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### **ACT 1011 - Metal Welding and Cutting I (3)**

Previously ACT 111

Prerequisite: None

30 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **ACT 1021 - Non-Structural Repair Preparation (3)**

Previously ACT 121

Prerequisite: None

30 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **ACT 1022 - Panel Repair and Replacements (3)**

Previously ACT 122

Prerequisite: None

15 lecture hours, 45 lab hours

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; Summer 2022 Course Numbering Change*

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### **ACT 1023 - Metal Finishing and Body Filling (3)** Previously ACT 123

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Prerequisite: None

15 lecture hours, 45 lab hours

Develops skills in 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. Paintless Dent Repair Tools will also be introduced in this course along with beginning level repair techniques.

*Added at MCC Fall 2001; Course Description Change Fall 2016; Summer 2022 Course Numbering Change*

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### **ACT 1024 - Replace Weld-on Exterior Panel (3)** Previously ACT 124

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Prerequisite: None

15 lecture hours, 45 lab hours

Covers the replacement of welded-on exterior panels such as quarters, roofs, cab panels, side panels, etc. 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 2019; Summer 2022 Course Numbering Change*

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### **ACT 1031 - Structural Damage Diagnosis (3)** Previously ACT 131

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Prerequisite: None

30 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **ACT 1032 - Structural Damage Repair (2)** Previously ACT 132

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Prerequisite: None

15 lecture hours, 22.5 lab hours

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; Effective Fall 2016 credit hours changed from 3 to 2 and contact hours changed from 30 lecture and 23 lab to 15 lecture and 22.5 lab; Summer 2022 Course Numbering Change*

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### **ACT 1041 - Refinishing Safety (1)** Previously ACT 141

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Prerequisite: None

15 lecture hours

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; Summer 2022 Course Numbering Change*

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### **ACT 1042 - Surface Preparation I (2)** Previously ACT 142

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Prerequisite: None

15 lecture hours, 22.5 lab hours

Perform surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials and priming. The application of primers includes rationale and use of colored primers and sealers. In addition, the course will cover spot-priming for repaired areas.

*Added at MCC Fall 2001; Summer 2022 Course Numbering Change*

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### **ACT 1043 - Spray Equipment Operation (2)** Previously ACT 143

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Prerequisite: None

15 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **ACT 1044 - Refinishing I (2)** Previously ACT 144

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Prerequisite: None

15 lecture hours, 22.5 lab hours

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 uses and adjustments is taught for the product being applied. In addition, the student practices correct masking and detailing techniques.

*Added at MCC Fall 2001; Summer 2022 Course Numbering Change*

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### **ACT 1051 - Plastics and Adhesives I (1)** Previously ACT 151

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Prerequisite: None

15 lecture hours

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; Summer 2022 Course Numbering Change*

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**ACT 1070 - Automotive Collision Technology Lab Experiences I (1)**  
Previously ACT 170

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Prerequisite: None

22.5 Lab hours

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

*Added at MCC; Summer 2022 Course Numbering Change*

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**ACT 1071 - Automotive Collision Technology Lab Experiences II (1)**  
Previously ACT 171

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Prerequisite: None

22.5 Lab hours

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.

*Added at MCC; Summer 2022 Course Numbering Change*

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**ACT 1072 - Automotive Collision Technology Lab Experiences III (1)**  
Previously ACT 172

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Prerequisite: None

22.5 Lab hours, credit

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.

*Added at MCC; Summer 2022 Course Numbering Change*

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**ACT 1080 - ACT Internship Level I (6)**  
Previously ACT 108

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Prerequisite: None

270 Lab hours

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; Summer 2022 Course Numbering Change*

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**ACT 1081 - ACT Internship Level II (5)**  
Previously ACT 181

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Prerequisite: Completion of all courses in ACT specialization area

225 Lab hours

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; Summer 2022 Course Numbering Change*

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**ACT 2005 - Estimating and Shop Management (3)**  
Previously ACT 205

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Prerequisite: None

45 lecture hours

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

*Replaces CRT 205 Fall 1994-Summer 2001: Summer 2022 Course Numbering Change*

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**ACT 2007 - Customer Relations and Sales (2)**  
Previously ACT 207

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Prerequisite: None

30 lecture hours

Practice customer relation skills needed to successfully sell service and repairs. During this course students will learn to explain repair processes and how to deal with customers who have a loss and appropriately direct them through the proper procedures of repair.

*Added at MCC Fall 2016; Summer 2022 Course Numbering Change*

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**ACT 2011 - Metal Welding and Cutting II (2)**  
Previously ACT 211

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Prerequisite: ACT 1010 with a "C" grade or better or instructor permission

Co-requisite: ACT 1011, ACT 1022

22.5 lecture hours, 11.75 lab hours

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; Summer 2022 Course Numbering Change*

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**ACT 2031 - Advanced Structural Damage Diagnosis and Repair (3)**  
Previously ACT 231

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Prerequisite: None

30 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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**ACT 2032 - Fixed Glass Repair (2)**  
Previously ACT 232

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Prerequisite: None

15 lecture hours, 22.5 lab hours

Covers the removal and replacement of automotive glass using manufacturer's specifications, proper tools, and recommended materials. The course emphasizes the application of skills for the removal and replacement of modular and fixed glass using manufacturer's specifications and procedures.

*Added at MCC Fall 2001; Summer 2022 Course Numbering Change*

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**ACT 2041 - Paint Defects (3)**  
Previously ACT 241

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Prerequisite: None

30 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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**ACT 2042 - Surface Preparation II (2)**  
Previously ACT 242

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Prerequisite: None

15 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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**ACT 2043 - Refinishing II (2)**  
Previously ACT 243

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Prerequisite: None

15 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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**ACT 2044 - Final Detail (2)**  
Previously ACT 244

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Prerequisite: None

15 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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**ACT 2045 - Waterborne Paint Application (3)**  
Previously ACT 245

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Prerequisite: None

15 lecture hours, 45 lab hours

Discusses the surface preparation and application for primers, waterborne paints and clear coats. Paint defect identification and problem solving during priming, color application and clear coat steps are presented. Color selection and accuracy are also discussed.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

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**ACT 2080 - ACT Internship Level III (5)**  
Previously ACT 280

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Prerequisite: Completion of all courses in ACT specialization area.

225 Lab hours

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; Summer 2022 Course Numbering Change*

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**AGB - Agriculture Business**

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**AGB 1020 - Agricultural Salesmanship (3)**  
Previously AGE 120

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Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change*

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**AGR - Agriculture**

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**AGR 2014 - Ag Communication (3)**  
Previously AGR 214

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Prerequisite: None

45 lecture hours

Explores the agricultural communication sector through an overview of professional skills and opportunities needed for success in agricultural communication. Emerging new media communication strategies and technologies to convey information on important issues in agriculture to a global audience will be discussed. Content topics will be focused on food, fiber farming, production, and precision agriculture. There will also be an evaluation of communication strategies to target consumer audiences.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

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**AGR 2035 - Precision Agricultural Operations (3)**  
Previously AGR 235

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Prerequisite: None

30 Lecture hours, 30 Lab hours

Introduces various methods in precision navigation of agricultural equipment utilizing Global Positioning Systems (GPS) and other support networks. Focus is placed on working with control consoles, equipment, GIS data integration, field planning, zone management, and variable rate applications. Attention is also given to differential correction systems, error sources, environmental variables, and precision accuracy.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

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**AGR 2036 - Precision Farming: Hardware Systems (3)**  
Previously AGR 236

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Prerequisite: None

30 lecture hours, 22.5 lab hours

Focuses on the installation, operation, and troubleshooting of precision farming hardware components. Proper installation, operation, and troubleshooting of displays, GPS equipment, variable rate controllers, and other components used within precision agriculture applications are covered.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

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### **AGR 2038 - Precision Planting Technology (3)**

Previously AGR 238

Prerequisite: None

30 lecture hours, 30 lab hours

Focuses on the agronomic, economic, mechanical, hydraulic, and electrical principles related to precision row crop planting. The course will emphasize the installation, operation, and troubleshooting of precision planting technology, including retrofitting current planters with new technology.

*Added at MCC; Summer 2022*

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### **AGR 2106 - World Interdependence - Population and Food: GT-SS3 (3)**

Previously AGR 260

Prerequisite: None

45 lecture hours

Covers the study of world population and food production and distribution. Problems and opportunities concerning population and food are discussed in a global context.

*Added at MCC; Summer 2022 Course Numbering Change*

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### **AGR 2080 - Internship (7)**

Previously AGR 280

Prerequisite: Completion of courses with a grade of C or higher and instructor approval.

315 Internship hours

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program.

*Added at MCC; Summer 2022 Course Numbering Change*

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### **AGR 2089 - Capstone (3)**

Previously AGR 289

Prerequisite: Completion of courses with a grade of C or higher and instructor approval.

15 Lecture hours, 60 Lab hours

Provides a demonstrated culmination of learning within the Precision Agriculture Technology Program. Students will work with producers, coops, dealerships, or other industry partners. Students will analyze data in a GIS system and provide recommendations to improve efficiency and develop a precision plan to implement hardware into an existing system (provide pricing, plan of implementation, and sales proposal). Student will combine all maps, recommendations, and plans into a professional portfolio.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

## **AGE - Agriculture Economics**

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### **AGE 1102 - Agriculture Economics: SS1 (3)**

Previously AGE 102

Prerequisite: None

45 lecture hours

Focuses on economic principles and decision-making by consumers, firms, and government with emphasis on their application to the food, fiber and natural resource sectors of the economy.

*Added at MCC Fall 2012; Summer 2022 Course Numbering Change*

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### **AGE 2110 - Agriculture Marketing (3)**

Previously AGE 210

Prerequisite: None

45 lecture hours

Studies the agricultural marketing system and methods of marketing crops and livestock. Emphasizes hedging with futures options.

*Added at MCC; Summer 2022*

## **AGY - Agriculture Crop and Soils**

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### **AGY 1100 - General Crop Production (4)**

Previously AGY 100

Prerequisite: None

45 lecture hours, 30 lab hours

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

*Added at MCC Fall 2012; Summer 2022 Course Numbering Change*

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### **AGY 2140 - Introductory Soil Science: GT-SC1 (4)**

Previously AGY 240

Prerequisite: None

45 Lecture hours, 30 Lab hours

Focuses on formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

## **AME - Agriculture Mechanics**

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### **AME 1005 - Basic Agricultural Mechanic Skills (2)**

Previously AME 105

Prerequisite: None

15 lecture hours, 22.5 lab hours

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

*Added at MCC 2000; Summer 2022 Course Numbering Change*

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**AME 1025 - Agricultural Machinery (3)**Previously AME 125

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Prerequisite: None

30 lecture hours, 30 lab hours

Emphasizes the safe operation, construction, purpose, maintenance and adjustment of farm machinery.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

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**AME 1051 - Fundamentals of Welding (3)**Previously AME 151

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Prerequisite: None

15 lecture hours, 45 lab hours

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

*Added at MCC 2000; Summer 2022 Course Numbering Change*

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**ANT - Anthropology**

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**ANT 1001 - Cultural Anthropology: GT-SS3 (3)**Previously ANT 101

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Prerequisite: College Readiness in English

45 lecture hours

Examines the study of human cultural patterns, including communication, economic systems, social and political organizations, religion, healing systems, and cultural change.

*Replaces ANT 101 Fall 1988-Fall 2000; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**ANT 1003 - Intro to Archaeology: GT-SS3 (3)**Previously ANT 107

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Prerequisite: College Readiness in English

45 lecture hours

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, the works of selected archaeologists, and major archaeological theories.

*Added at MCC Fall 2015; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**ANT 1005 - Biological Anthropology w/Lab: GT-SC1 (4)**Previously ANT 111

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Prerequisite: None

45 lecture hours, 30 lab hours

Focuses on the study of the human species and related organisms, and examines principles of genetics, evolution, anatomy, classification, and ecology, including a survey of human variation and adaptation, living primate biology and behavior, and primate and human fossil evolutionary history.

*Designated gtPathways SC1 01/28/15; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**ANT 2125 - Anthropology of Religion: GT-SS3 (3)**Previously ANT 225

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Prerequisite: None

45 lecture hours

Explores the culturally universal phenomenon of religion including cross-cultural varieties of beliefs in the supernatural and the religious rituals people employ to interpret and control their worlds.

*Note: This course is approved as part of the Colorado Statewide Guaranteed transfer curriculum: GT: SS3.**Designated gtPathways GT-SS3 Summer 2015; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**ART - Art**

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**ART 1110 - Art Appreciation: GT-AH1 (3)**Previously ART 110

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Prerequisite: None

45 lecture hours

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-AH1 Effective Spring 2004.**Replaces ART 110 Spring 1991-Fall 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**ART 1111 - Art History Ancient to Medieval: GT-AH1 (3)**Previously ART 111

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Prerequisite: None

45 lecture hours

Provides the knowledge base to understand the visual arts, especially as related to Western culture. This course surveys the visual arts from the Ancient through the Medieval periods.

*Replaces ART 111 Summer 1987-Fall 2002; Renamed from Art History I: GT-AH1; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**ART 1112 - Art History: Renaissance to Modern: GT-AH1 (3)**Previously ART 112

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Prerequisite: None

45 lecture hours

Provides the knowledge base to understand the visual arts, especially as related to Western culture. This course surveys the visual arts from the Renaissance to 1900.

*Replaces ART 112 Summer 87-Fall 2002; Revisions to title and description 4/21/10 - Replaces ART 112 Art History II: GT-AH1 Spring 2002-Summer 2010; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**ART 1201 - Drawing I (3)**Previously ART 121

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Prerequisite: None

15 lecture hours, 60 lab hours

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

*Added at MCC Spring 1990; Summer 2022 Course Numbering Change*

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### **ART 1307 - Watercolor I (3)**

Previously ART 124

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Prerequisite: None

15 lecture hours, 60 lab hours

Provides an 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 1307 Summer 2011; Summer 2022 Course Numbering Change*

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### **ART 1204 - Landscape Drawing (3)**

Previously ART 127

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Prerequisite: None

15 lecture hours, 60, lab hours

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; Summer 2022 Course Numbering Change*

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### **ART 1203 - Figure Drawing I (3)**

Previously ART 128

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Prerequisite: None

15 lecture hours, 60 lab hours

Introduces the basic techniques of drawing the human figure.

*Replaces ART 156-Figure Drawing- Fall 2000-Summer 2011; Added Spring 2015; Summer 2022 Course Numbering Change*

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### **ART 1301 - Painting I (3)**

Previously ART 151

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Prerequisite: None

15 lecture hours, 60 lab hours

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; Summer 2022 Course Numbering Change*

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### **ART 1304 - Figure Painting I (3)**

Previously ART 154

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Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change*

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### **ART 1113 - Art History: 1900-Present: GT-AH1 (3)**

Previously ART 207

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Prerequisite: None

45 lecture hours

Introduces the concepts necessary to understand modern visual art, with an emphasis on world art of the 20th century. This course surveys world art of the 20th century, including Modernism to Post-Modernism.

*Replaces ART 112 Summer 1987-Fall 2002; Revisions to title and description 4/21/10-Replaces ART 112 Art History II: GT-AH1 Spring 2002-Summer 2010; Replaces ART 112 Art History Renaissance to Modern: GT-AH1 Effective Spring 2011; Summer 2022 Course Numbering Change*

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### **ART 1202 - Drawing II (3)**

Previously ART 221

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Prerequisite: ART 1201

15 lecture hours, 60 lab hours

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

*Replaces ART 122 Fall 1990-Summer 2010; Summer 2022 Course Numbering Change*

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### **ART 2201 - Drawing III (3)**

Previously ART 222

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Prerequisite: ART 1201, ART 1202 with a "C" grade or better or instructor permission

15 lecture hours, 60 lab hours

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 2201 was "Basic Bronze Casting" until Summer 2011 when changed to Drawing III; Summer 2022 Course Numbering Change*

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### **ART 2202 - Drawing IV (3)**

Previously ART 223

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Prerequisite: ART 2201

15 lecture hours, 60 lab hours

Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation.

*Replaces ART 221 Fall 2003-Summer 2010; Summer 2022 Course Numbering Change*

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### **ART 1308 - Watercolor II (3)**

Previously ART 224

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Prerequisite: ART 1307

15 lecture hours, 60 lab hours

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 1307-Spring 2003-Summer 2010; Summer 2022 Course Numbering Change*

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### **ART 2307 - Watercolor III (3)**

Previously ART 225

---

Prerequisite: ART 1308 with a "C" grade or better or instructor permission

15 lecture hours, 60 lab hours

Provides an 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 223 Fall 2003-Summer 2010: Summer 2022 Course Numbering Change*

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### **ART 2307 - Watercolor IV (3)**

Previously ART 226

---

Prerequisite: ART 2307 with a "C" grade or better, its equivalency or instructor permission

15 lecture hours, 60 lab hours

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;*

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### **ART 1302 - Painting II (3)**

Previously ART 251

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Prerequisite: ART 1301

15 lecture hours, 60 lab hours

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 11110 Art Appreciation: GT-AH1ART 134-Painting II Summer 2010-Summer 2011; Summer 2022 Course Numbering Change*

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### **ART 2301 - Painting III (3)**

Previously ART 252

---

Prerequisite: ART 1302

15 lecture hours, 60 lab hours

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; Summer 2022 Course Numbering Change*

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### **ART 2302 - Painting IV (3)**

Previously ART 253

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Prerequisite: ART 2301

15 lecture hours, 60 lab hours

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; Summer 2022 Course Numbering Change*

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## **ASC - Animal Science**

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### **ASC 1102 - Introduction to Equine Science (4)**

Previously ASC 102

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Prerequisite: None

45 Lecture hours, 30 Lab hours

Covers the basics of the equine industry, breeds, selection, form to function, care and management, soundness, health, reproduction, feeding, physiology, facilities, production systems and management systems.

*Added Spring 2017; Summer 2022 Course Numbering Change*

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## **ASE - Automotive Service Technology**

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### **ASE 1002 - Introduction to the Automotive Shop (2)**

Previously ASE 102

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Prerequisite: None

15 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **ASE 1010 – Auto Brake Service I (2)**

Previously ASE 110

---

Prerequisite: ASE 1002 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Introduces the basic theory of automotive braking systems including operation, diagnosis, basic repair of disc and drum friction assemblies, and basic hydraulic braking systems. This course meets MLR/AST/MAST program accreditation requirements.

*Added at MCC Fall 2002; Summer 2022 Course Numbering Change*

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### **ASE 1011 - Automotive Brake Service II (2)**

Previously ASE 111

---

Prerequisite: None

15 Lecture hours, 22.5 Lab hours

Covers diagnostics, test procedures, and repair to automotive foundation braking system. This course also introduces the components, types of Antilock Braking Systems (ABS), and traction control systems of current vehicles. This course meets MLR/AST/MAST program accreditation requirements.

*Added at MCC 2013; Summer 2022 Course Numbering Change*

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### **ASE 1020 - Basic Auto Electricity (2)**

Previously ASE 120

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Prerequisite: ASE 1002 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Introduces vehicle electricity, basic electrical theory, circuit designs, and wiring methods. This course focuses on multimeter usage and wiring diagrams. This course meets MLR/AST/MAST requirements.

*Replaces ASE 120 Basic Automotive Electricity Fall 2002-Summer 2009; ASE 1041 Spring 2000-Summer 2002; Summer 2022 Course Numbering Change*

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### **ASE 1022 - Automotive Electrical Safety Systems (1)** Previously ASE 122

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Prerequisite: None

7.5 Lecture hours, 11.25 Lab hours

Covers the operation of electrical systems including vehicles safety concerns of vehicle lighting systems, Supplemental Inflatable Restraints (SIR), windshield wipers, driver warning systems, and vehicle accessories. This course meets MLR/AST/MAST program requirements.

*Summer 2022 Course Numbering Change*

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### **ASE 1023 - Starting and Charging System (2)** Previously ASE 123

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Prerequisite: ASE 1020 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Covers the operation and theory of a vehicle battery, testing, service, and repair of starting and charging systems including voltage testing, draw testing. This course meets MLR/AST/MAST program requirements.

*Replaces ASE 123 Automotive Battery, Fall 2002-Summer 2009; ASE 144 Spring 2001-Summer 2002; Summer 2022 Course Numbering Change*

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### **ASE 1030 - General Engine Diagnosis (2)** Previously ASE 130

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Prerequisite: ASE 1002 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Covers how to perform basic engine diagnosis to determine condition of engine including engine support systems. This course meets MLR/AST/MAST requirements.

*Added at MCC Fall 2002; Summer 2022 Course Numbering Change*

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### **ASE 1032 - Ignition System Diagnosis and Repair (2)** Previously ASE 132

---

Prerequisite: ASE 1002 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

*Added at MCC Fall 2002; Summer 2022 Course Numbering Change*

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### **ASE 1034 - Automotive Fuel and Emissions Systems I (2)** Previously ASE 134

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Prerequisite: ASE 1030 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Focuses on the diagnosis and repair of automotive fuel emission control systems, filter systems, and spark plugs. This course also includes maintenance to Diesel Exhaust Fluid (DEF) systems.

*Replaces ASE 166 Summer 1994-Summer 2002; Summer 2022 Course Numbering Change*

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### **ASE 1040 - Steering and Suspension I (2)** Previously ASE 140

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Prerequisite: ASE 1002 with a "C" grade or better

30 Lecture hours

Focuses on diagnosis and service of suspension and steering systems and components. This course meets MLR/AST/MAST requirements.

*Added at MCC Fall 2002; Summer 2022 Course Numbering Change*

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### **ASE 1041 - Suspension and Steering II (2)** Previously ASE 141

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Prerequisite: ASE 1040 with a "C" or better.

15 Lecture hours, 22.5 Lab hours

Covers design, diagnosis, inspection, service of suspension, and steering systems used on light trucks and automobiles including power steering and Supplemental Restraint System (SRS) service. This course meets AST/MAST requirements.

*Added at MCC Fall 2013; Summer 2022 Course Numbering Change*

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### **ASE 1050 - Manual Drive Train and Axle Maintenance (2)** Previously ASE 150

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Prerequisite: None

15 Lecture hours 22.5 Lab hours

Covers the operating principles and repair procedures relating to axle-shafts, propeller shafts, and universal joints. This course meets MLR/AST/MAST requirements.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **ASE 1051 - Automotive Manual Transmission/Transaxles and Clutches (2)** Previously ASE 151

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Prerequisite: ASE 1050 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Focuses on the diagnosis and repair of automotive manual transmissions, transaxles, clutches, and related components. This course meets AST/MAST requirements.

*Replaces ASE 151 Spring 2000-Summer 2002; Summer 2022 Course Numbering Change*

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### **ASE 1052 - Manual Transmissions/Transaxles and Clutches II (2)** Previously ASE 152

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Prerequisite: ASE 1051 with a "C" grade or better

15 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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**ASE 1053 - Automotive Drive Axle Overhaul (1)**  
Previously ASE 153

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Prerequisite: None

7.5 Lecture hours, 12 Lab hours

Teaches the student skills to check, inspect, and replace parts necessary to rebuild differential assembly.

*Added at MCC Fall 2016; Summer 2022 Course Numbering Change*

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**ASE 1060 - Automotive Engine Repair (2)**  
Previously ASE 160

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Prerequisite: ASE 1002 with a "C" grade or better

7.5 Lecture hours, 33.75 lab hours

Focuses on the service of cylinder head, valve-train components, and cooling system components including engine removal, re-installation, and re-mounting systems. This course meets MLR/AST/MAST requirements.

*Added at MCC Fall 2002; Summer 2022 Course Numbering Change*

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**ASE 1061 - Engine Repair and Rebuild (3)**  
Previously ASE 161

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Prerequisite: ASE 1002 with a "C" grade or better

15 lecture hours, 45 lab hours

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; Summer 2022 Course Numbering Change*

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**ASE 1062 - Automotive Engine Service (2)**  
Previously ASE 162

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Prerequisite: None

15 Lecture hours, 22.5 Lab hours

Covers engine sealing requirements and repair procedures including engine fasteners, bolt torque, repair of fasteners, cooling system, and basic engine maintenance. This course meets AST/MAST requirements.

*Added at MCC Fall 2016; Summer 2022 Course Numbering Change*

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**ASE 1092 – Manual transmission, Transaxles and Clutches II (3)**  
Previously ASE 192

---

Prerequisite: ASE 1051 with a "C" grade or better.

15 lecture hours, 45 lab hours

Focuses on the diagnosis and repair of automotive differentials, four-wheel drive units, and all-wheel drive units. This course meets MAST requirements.

*Added at MCC Summer 2022; Summer 2022 Course Numbering Change*

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**ASE 2001 - Automotive Parts Management I (1)**  
Previously ASE 201

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Prerequisite: None

15 lecture hours

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; Summer 2022 Course Numbering Change*

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**ASE 2003 - Automotive Parts Management II (2)**  
Previously ASE 203

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Prerequisite: None

30 lecture hours

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; Summer 2022 Course Numbering Change*

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**ASE 2010 - Automotive Power and ABS Brake System Service (2)**  
Previously ASE 210

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Prerequisite: ASE 1010 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Covers the operation and theory of the modern automotive braking systems including the operation, diagnosis, service, and repair of the anti-lock braking systems and power assist units. This course also covers the machining operations of today's automobile brake systems. This course meets AST/MAST requirements.

*Replaces ASE 232 Spring 2001S-Summer 2002; ASE 236 Summer 1994-Fall 2000; Summer 2022 Course Numbering Change*

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**ASE 2020 - Specialized Electronics Training (2)**  
Previously ASE 220

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Prerequisite: ASE 1020 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Provides a systematic approach to automotive electrical and electronic systems. This course applies electrical principles to semiconductors and microprocessors commonly found in automobiles and covers diagnostic procedures that have applications to present and future automotive electronics and electrical systems.

*Replaces ASE 142 Fall 2000-Summer 2002; Summer 2022 Course Numbering Change*

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**ASE 2021 - Automotive and Diesel Body Electrical (4)**  
Previously ASE 221

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Prerequisite: ASE 1020 with a "C" grade or better

15 lecture hours, 67.5 lab hours

Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

*Replaces ASE 221 Automotive Body Electrical Fall 2002-Summer 2009; Summer 2022 Course Numbering Change*

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**ASE 2031 - Automotive Computers and Ignition Systems (2)**  
Previously ASE 231

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Prerequisite: ASE 1030 with a "C" grade or better

15 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **ASE 2033 - Fuel Injection and Exhaust Systems (4)** Previously ASE 233

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Prerequisite: ASE 1030 with a "C" grade or better

15 lecture hours, 67.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **ASE 2035 - Drivability and Diagnosis (2)** Previously ASE 235

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Prerequisite: ASE 1030 with a "C" grade or better

15 Lecture hours, 22.5 lab hours

Focuses on diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters, and gas analyzers.

*Added at MCC Fall 2002; Summer 2022 Course Numbering Change*

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### **ASE 2040 - Suspension and Steering III (2)** Previously ASE 240

---

Prerequisite: ASE 1040 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Covers operation of steering and power steering systems. It will also include different alignment types and procedures.

*Replaces ASE 273 Spring 2001-Summer 2002; Summer 2022 Course Numbering Change*

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### **ASE 2050 - Automatic Transmission/Transaxle Service (1)** Previously ASE 250

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Prerequisite: ASE 1052 with a "C" grade or better

7.5 lecture hours, 12 lab hours

Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.

*Added at MCC Fall 2002; Summer 2022 Course Numbering Change*

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### **ASE 2051 - Automatic Transmission and Transaxle Repair (3)** Previously ASE 251

---

Prerequisite: None

15 Lecture hours, 45 Lab hours

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, remove, re-install transmission/transaxle, and replacement of components.

*Summer 2022 Course Numbering Change*

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### **ASE 2052 - Advanced Automatic Transmissions/Transaxles (2)** Previously ASE 252

---

Prerequisite: None

15 Lecture hours, 22.5 Lab hours

Covers the diagnosis, repair, and rebuild of automatic transmissions and transaxles including the hydraulic, electronic, and mechanical components. This course meets MAST requirements.

*Summer 2022 Course Numbering Change*

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### **ASE 2064 - Introduction to HVAC Systems (1)** Previously ASE 264

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Prerequisite: None

7.5 Lecture hours, 11.25 Lab hours

Covers basic operation of the heating and air conditioning components.

*Added at MCC Fall 2013; Summer 2022 Course Numbering Change*

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### **ASE 2065 - Heating and Air Conditioning Systems (4)** Previously ASE 265

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Prerequisite: None

30 lecture hours, 45 lab hours

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 and Air Conditioning Fall 2003-Summer 2009; Summer 2022 Course Numbering Change*

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## **ASL - American Sign Language**

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### **ASL 2075 - Special Topics (0-12)** Previously ASL 275

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Prerequisite: None

Variable

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

*Summer 2022 Course Numbering Change*

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## **AST - Astronomy**

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### **AST 1110 - Planetary Astronomy w/Lab: GT-SC1 (4)** Previously AST 101

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Prerequisite: College Readiness in English and Quantitative Literacy Math

45 lecture hours, 30 lab hours

Focuses on the history of astronomy, naked-eye sky observation, tools of the astronomer, contents of the solar system and life in the universe. Incorporates laboratory experience.

*Replaces AST 101 Fall 1988-Fall 2002; Title changed from Astronomy I w/Lab: GT-SC1 to Planetary Astronomy w/Lab: GT-SC1 effective Spring 2018; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **AST 1120 - Stellar Astronomy w/Lab: GT-SC1 (4)** Previously AST 102

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Prerequisite: College Readiness in English and Quantitative Literacy Math

45 lecture hours, 30 lab hours

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.

*Replaces AST 101 Fall 1988-Fall 2002; Title changed from Astronomy II w/Lab: GT-SC1 to Stellar Astronomy w/Lab: GT-SC1 effective Spring 2018; Summer 2022 Course Numbering Change; Also, CCCOnline*

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## **AVT - Aviation Technology**

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### **AVT 1055 - Unmanned Aircraft Systems Flight Training (3)** Previously AVT 155

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Prerequisite: None

30 lecture hours, 22.5 lab hours

Introduces and develops flight control and piloting techniques for common UAS platforms. Students will learn and demonstrate maneuvers, procedures, and best practices for safe UAS operation on fixed wing and rotary wing unmanned aircraft systems (drones).

*Added at MCC Summer 2016; Summer 2022 Course Numbering Change*

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### **AVT 1056 - Aviation Concepts for UAS Pilots (2)** Previously AVT 156

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Prerequisite: None.

30 lecture hours

Develops the skills and knowledge required to be a pilot of a UAS in the National Airspace System. Students who are new to aviation will develop functional knowledge in the areas of pilot-in-command responsibilities, aerodynamic principles, aviation meteorology, and the flight environment.

*Added at MCC Summer 2016; Summer 2022 Course Numbering Change*

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### **AVT 2055 - Unmanned Aircraft Systems Ground School (2)** Previously AVT 255

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Prerequisite: None

30 lecture hours

Demonstrates readiness for the UAS Operator written test. Regulations pertaining to UAS operations will be introduced, including airspace, weather, and flight parameter limitations. The student will also demonstrate knowledge of UAS components and systems, maintenance, autonomy, ground stations, and telemetry.

*Added at MCC Summer 2016; Summer 2022 Course Numbering Change*

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### **AVT 2056 - Unmanned Aircraft Systems Commercial Applications (3)** Previously AVT 256

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Prerequisite: None

15 lecture hours, 45 lab hours

Explains the wide variety of commercial applications of Unmanned Aircraft Systems and operating procedures to ensure a safe outcome for executing such applications. Students will model commercial scenarios to learn about Geographic Information Systems, aerial imaging and survey techniques, multispectral and LIDAR systems, agriculture, and other UAS mission types.

*Added at MCC Summer 2016; Summer 2022 Course Numbering Change*

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## **BIO - Biology**

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### **BIO 1004 - A Human Approach: GT-SC1 (4)** Previously BIO 104

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Prerequisite: None

Recommendation: College Readiness in English and Quantitative Literacy Math

45 lecture hours, 30 lab hours

Develops a basic knowledge of the structure and function of the human body by studying the body's structure as a series of interrelated systems. Includes cardiovascular, respiratory, digestive, lymphatic, musculoskeletal, nervous, endocrine, reproductive and urinary systems, and genetics. Emphasizes disease prevention and wellness. This course includes laboratory experience.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

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### **BIO 1005 - Science of Biology w/Lab: GT-SC1 (4)** Previously BIO 105

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Prerequisite: None

Recommendation: College Readiness in English and Quantitative Literacy Math

45 lecture hours, 30 lab hours

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.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Approved for A.A. only, Effective Spring 2004.*

*Replaces BIO 1005 Spring 1991-Fall 2003; Title Change to include "w/Lab" Effective Spring 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **BIO 1006 - Basic Anatomy and Physiology (4)** Previously BIO 106

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Prerequisite: None

Recommendation: College Readiness in English and Quantitative Literacy Math

60 lecture hours

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; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **BIO 1111 - General College Biology I w/Lab: GT-SC1 (5)**

Previously BIO 111

Prerequisite: College Readiness in English and Quantitative Literacy Math

60 lecture hours, 30 lab hours

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.

*Note: This course is a part of the Statewide Guaranteed Transfer - courses. GT-SC1 Effective Spring 2003.*

*Replaces BIO 111 Fall 1988-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **BIO 1112 - General College Biology II w/Lab: GT-SC1 (5)**

Previously BIO 112

Prerequisite: Prerequisite: College Readiness in English and Quantitative Literacy Math

60 lecture hours, 30 lab hours

Examines the fundamental principles of ecology, evolution, classification, structure, and function in plants and animals. This course includes a laboratory experience.

*Replaces BIO 112 Fall 1988-Fall 2002; Summer 2022 Course Numbering Change*

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### **BIO 2101 - Human Anatomy and Physiology I w/Lab: GT-SC1 (4)**

Previously BIO 201

Prerequisite: None

Comment: The successful completion of BIO 1111 is recommended before taking this course.

45 lecture hours, 30 lab hours

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, and nervous systems. Includes a mandatory hands-on laboratory experience covering microscopy, observations, and dissection.

This is the first semester of a two-semester sequence.

*Replaces BIO 201 Fall 1991-Summer 2005; Prerequisite removed 1-19-2011; Title Change to include "w/Lab" Effective Spring 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **BIO 2102 - Human Anatomy and Physiology II w/Lab: GT-SC1 (4)**

Previously BIO 202

Prerequisite: BIO 2101

45 lecture hours, 30 lab hours

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: endocrine, cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving microscopy, observations, and dissection.

This is the second semester of a two-semester sequence.

*Replaces BIO 202 Summer 1993-Summer 2005; BIO 203 Fall 1991-Spring 1993; Title Change to include "w/Lab" Effective Spring 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **BIO 2104 - Microbiology w/Lab: GT-SC1 (4)**

Previously BIO 204

Prerequisite: Before taking BIO 2104 - students must have ONE of the following: BIO 1111 or BIO 2101 with a "C" grade or better

45 lecture hours, 30 lab hours

Covers the diversity of microorganisms, their structure, physiology, and the identification process. There is an emphasis on microorganisms that cause infectious disease and the process of infection, host immune responses, and methods to control microorganisms. Laboratory experiences include culturing, identifying, and controlling microorganisms. This course is designed for students pursuing a health science field.

*Replaces BIO 204 03F-Summer 2005; BIO 205 Fall 1991- Summer 2002; Title Change to include "w/Lab" Effective Spring 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **BIO 2111 - Cell Biology w/Lab (4)**

Previously BIO 211

Prerequisite: BIO 1111

45 lecture hours, 30 lab hours

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; Title change to include 'w/Lab' Spring 2013; Summer 2022 Course Numbering Change*

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### **BIO 2116 - Pathophysiology (4)**

Previously BIO 216

Prerequisite: BIO 2101 and Prerequisite or Corequisite: BIO 2102

60 lecture hours

Focuses on the alterations in physiological, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biology, anatomy, and physiology is essential for the study of pathophysiology.

*Added at MCC xxx. Replaces HPR 216 Fall 2003-Summer 2005; BIO 2116 Summer 1994-Spring 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **BIO 2121 - Botany w/Lab: GT-SC1 (5)**

Previously 221

Prerequisite: BIO 1112 or NRE 1100 or HLT 1101

60 lecture hours, 30 lab hours

Covers plants, emphasizing photosynthetic pathways, form and function, reproduction, physiology, diversity, and evolution. This course requires mandatory hands-on laboratory and research experience and is designed for biology majors.

*Added at MCC xxx; Summer 2022 Course Numbering Change.*

## BTE - Business Technologies

### BTE 1000 - Computer Keyboarding (1)

Previously BTE 100

Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

### BTE 1002 - Keyboarding Applications I (2)

Previously BTE 102

Prerequisite: BTE 1000 with a "C" grade or better or instructor permission

46 lab hours

Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

*Previously BTE 102 Summer 1994-Summer 2001; Summer 2022 Course Numbering Change*

### BTE 1003 - Keyboarding Applications II (3)

Previously BTE 103

Prerequisite: BTE 1002 with a "C" grade or better or instructor permission

68 lab hours

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; Summer 2022 Course Numbering Change*

### BTE 1008 - Ten-Key by Touch (1)

Previously BTE 108

Prerequisite: None

22.5 lab hours

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; Summer 2022 Course Numbering Change*

### BTE 2025 - Office Management (3)

Previously BTE 225

Prerequisite: ENG 1013 with a "C" or better or instructor permission

45 lecture hours

Emphasis is placed on functions of the office. Includes office organization, work in the office, office layout, equipment and supplies, procurement and control, work flow, forms design, record storage and retrieval systems, personnel administration and problems, and government control.

*Added at MCC Fall 2003; Summer 2022 Course Numbering Change*

## BUS - Business

### BUS 1015 - Introduction to Business (3)

Previously BUS 115

Prerequisite: None

45 lecture hours

Introduces the application of fundamental business principles to local, national, and international forums. This course examines the relationship of economic systems, governance, regulations, and law upon business operations. It surveys the concepts of career development, business ownership, finance and accounting, economics, marketing, management, operations, human resources, regulations, and business ethics.

*Added at MCC Fall 1987; Summer 2022 Course Numbering Change; Also, CCCOnline*

### BUS 1020 - Introduction to E-Commerce (3)

Previously BUS 120

Prerequisite: None

45 lecture hours

Provides an introduction to electronic commerce and the business trends in the dynamic e-commerce environment. This course covers the definition of e-commerce, technology and software requirements, security issues, electronic payment and marketing strategies. This course focuses on what to expect in business-to-consumer (B2C) and business-to-business (B2B) e-commerce markets when creating an e-business.

*Added at MCC xxx; Summer 2022 Course Numbering Change; Also, CCCOnline*

### BUS 1087 - Cooperative Education/Internship (1-6)

Previously BUS 187

Prerequisite: None

Variable credit hours

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; Summer 2022 Course Numbering Change*

### BUS 2016 - Legal Environment of Business (3)

Previously BUS 216

Prerequisite: None

45 lecture hours

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is given to economic regulation, social regulation, labor-management issues, environmental issues, and contract fundamentals. This course analyzes the role of law in social, political, and economic change business environments.

*Added at MCC Fall 1991; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **BUS 2017 - Business Communications (3)**

Previously BUS 217

Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **BUS 2026 - Business Statistics (3)**

Previously BUS 226

Prerequisite: None

45 lecture hours

Focuses on statistical study, sampling, organizing and visualizing data, descriptive statistics, probability, bi-nominal distributions, normal distributions, confidence intervals, linear regression, and correlation. Intended for business majors.

*Added at MCC Spring 1998. Prerequisite change effective Spring 2014; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **BUS 2089 - Capstone (3)**

Previously BUS 2089

Prerequisite: None

67.5 Lab hours

Demonstrates the culmination of learning within a given program of study.

*Added at MCC Fall 2016; Summer 2022 Course Numbering Change*

45 Lecture hours

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.

*Added at MCC Fall 2013; Summer 2022 Course Numbering Change*

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## **CHE - Chemistry**

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### **CHE 1011 - Introduction to Chemistry I w/Lab: GT-SC1 (5)**

Previously CHE 101

Prerequisite: College readiness in English and Quantitative Math

60 lecture hours, 30 lab hours

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.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003.*

*Replaces CHE 101 Added at MCC Summer 1991; Title change to include 'w/Lab' eff. Spring 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CHE 1012 - Introduction to Chemistry II w/Lab: GT-SC1 (5)**

Previously CHE 102

Prerequisite: College readiness in English and CHE 1011

60 lecture hours, 30 lab hours

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.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003*

*Replaces CHE 112 Added at MCC Fall 1991; Prerequisite Change Fall 2010; Title changes to include 'w/Lab' eff. Spring 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CHE 1111 - General College Chemistry I w/Lab: GT-SC1 (5)**

Previously CHE 111

Prerequisite: MAT 1340 or a College Level Math Score of 63 or higher on ACCUPLACER®, score of 24 on ACT® or 580 on SAT® or Instructor Approval in lieu of MAT 1340.

60 lecture hours, 30 lab hours

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.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003.*

*Replaces CHE 111 Added at MCC Fall 1989; Prerequisite Change Fall 2010; Title changes to include "w/Lab" Effective Spring 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CHE 1112 - General College Chemistry II w/Lab: GT-SC1 (5)**

Previously CHE 112

Prerequisite: CHE 1111 and MAT 1340

60 lecture hours, 30 lab hours

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, and electrochemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques.

*Previously CHE 112 Added at MCC Spring 1989; Prerequisite Change Fall 2010; Summer 2022 Course Numbering Change; Also, CCCOnline*

## CIS - Computer Information Systems

### CIS 1007 - Voice Recognition: Dragon (1)

Previously CIS 107

Prerequisite: None

22.5 lab hours

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; Summer 2022 Course Numbering Change*

### CIS 1015 - Introduction to Computer Information Systems (3)

Previously CIS 115

Prerequisite: None

30 lecture hours, 30 lab hours

Provides an overview of computer information systems and their role in society. This course emphasizes terminology and the identification of computer components and systems used in personal and business environments. This course discusses the evaluation of systems and measures that can be applied to protect them.

*Added at MCC Fall 1991; Summer 2022 Course Numbering Change; Also, CCCOnline*

### CIS 1017 - Introduction to Technical Applications (2)

Previously CIS 117

Prerequisite: None

15 Lecture hours, 30 Lab hours

Provides a basic introduction of standard software packages available to support a microcomputer-based workstation. Includes entry level hands-on work with word processors, spreadsheets, electronic presentations and basic internet functionality to support the technical environment.

*Added Spring 2017; Summer 2022 Course Numbering Change*

### CIS 1018 - Introduction to PC Applications (3)

Previously CIS 118

Prerequisite: None

30 lecture hours, 22.5 lab hours

This course introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation

graphics. Includes the use of a web browser to access the Internet.

*Added at MCC Fall 1996; Summer 2022 Course Numbering Change; Also, CCCOnline*

### CIS 1031 - Word Processing I (1)

Previously CIS 131

Prerequisite: Ability to keyboard by touch

22.5 lab hours

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; Summer 2022 Course Numbering Change*

### CIS 1035 - Complete Word Processing (3)

Previously CIS 135

Prerequisite: None

69 lab hours

Introduces basics of word processing software to create, edit, format, and print documents as well as advanced features to enhance documents. This course includes working with images, creating/using styles, formatting multi-page documents using advanced features of headers/footers and section breaks, integrating software to create and format tables and charts, using mail merge, and creating documents with columns.

*Added at MCC Spring 2005. All prerequisites removed effective Fall 2013; Summer 2022 Course Numbering Change' Also, CCCOnline*

### CIS 1045 - Complete PC Database (3 credits)

Previously CIS 145

Prerequisite: None

69 lab hours

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 1045 Database Concepts Fall 1999-Spring 2002; All prerequisites removed effective Fall 2013; Summer 2022 Course Numbering Change*

### CIS 1055 - Complete Spreadsheets (3)

Previously CIS 155

Prerequisite: None

69 lab hours

Introduces basic to advanced features of spreadsheet software to design and create accurate, professional worksheets for use in business and industry. The course includes entering data, creating formulas, professional formatting, creating charts, creating, sorting and filtering tables, creating and using templates, applying built-in functions, creating pivot tables, applying "what-if analysis" with data tables, creating macros, and using solver features.

*Added at MCC Spring 1999. All Prerequisites removed effective Fall 2013; Summer 2022 Course Numbering Change*

### CIS 1061 - Presentation Graphics I (1)

Previously CIS 161

Prerequisite: None

22.5 lab hours

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

*Added at MCC Fall 2006; Summer 2022 Course Numbering Change*

### **CIS 1067 - Desktop Publishing (3)**

Previously CIS 167

Prerequisite: Knowledge of word processing

68 lab hours

Introduces the concepts and applications for desktop publishing. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents.

*Added at MCC Fall 2003' Summer 2022 Course Numbering Change*

### **CIS 2018 - Advanced PC Applications (3)**

Previously CIS 218

Prerequisite: CIS 1018 with a "C" grade or better or concurrent enrollment

15 lecture hours, 45 lab hours

Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Advanced capabilities of a PC software applications suite are utilized. Printed documents, reports, slides, and forms are produced to communicate information.

*Previously CIS 225 Integrated Software Applications Fall 1997-Spring 2002' Summer 2022 Course Numbering Change*

### **CIS 2040 - Database Design and Development (3)**

Previously CIS 240

Prerequisite: None

45 lecture hours

Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases.

*Added at MCC xxx' Summer 2022 Course Numbering Change; Also, CCCOnline*

### **CIS 2067 - Management of Information Systems (3)**

Previously CIS 267

Prerequisite: None

45 lecture hours

Introduces the concepts and techniques of managing computer-based information resources. Includes hardware, software, personnel, control techniques, and the placement and integration of information systems resources within the organization.

*Added at MCC xxx; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **CIS 2068 - Systems Analysis and Design I (3)**

Previously CIS 268

Prerequisite: None

45 lecture hours

Introduces the student to the materials, techniques, procedures, and human interrelations involved in developing computer information systems. Includes the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system audits on controls, project management, implementation, and evaluation.

*Added at MCC xxx; Summer 2022 Course Numbering Change*

## **CNG - Computer Networking**

### **CNG 1001 - Networking Fundamentals (3)**

Previously CNG 101

Prerequisite: None

15 lecture hours, 45 lab hours

Introduces network fundamentals using the OSI (Open Systems Interconnection) model and TCP/IP (Transmission Control Protocol/Internet Protocol) suite, fundamentals of Ethernet, IP addressing, and building simple LANs (Local Area Networks).

*Added at MCC xxx; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **CNG 1002 – Local Area Networks (3)**

Previously CNG 102

Prerequisite: None

45 lecture hours

Introduces Local Area Networking. Focuses on discussions and demonstrations of planning, installing, and supporting networks

*Added at MCC xxx; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **CNG 1004 - Intro to TCP/IP (3)**

Previously CNG 104

Prerequisite: None

45 lecture hours

Covers the basic elements of the Transmission Control Protocol and the Internet Protocol, the basic technologies that implement the Internet and computer networking. In addition to TCP and IP the course covers networking media, link layer, network layer, and transport layer protocols. Also included are routing, broadcast, multicast, and network address translation. IP version 4 and IP version 6 are both covered.

*Added at MCC xxx; Summer 2022 Course Numbering Change*

### **CNG 1021 - Computer Technician 1: A+ (4)**

Previously CNG 121

Prerequisite: None

45 lecture hours, 22.5 lab hours

Provides students with an in-depth look at personal computer hardware, introduces networking concepts, and covers operational procedures and troubleshooting, all of which are necessary for a successful entry-level computer service technician position.

Provides extensive hands-on work with computer systems, PC setup and configuration, and basic maintenance and troubleshooting. This course helps prepare you for the first CompTIA A+ Exam.

*Added at MCC Spring 2019; Summer 2022 Course Numbering Change*

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### **CNG 1022 - Computer Technician II: A+ (4)** Previously CNG 122

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Prerequisite: CNG 1021 or Corequisite CNG 1021

45 lecture hours, 22.5 lab hours

Provides students with an in-depth look at desktop and mobile Operating System support, maintenance, and troubleshooting, and an overview of security concepts, and interpersonal skills, all of which are necessary for a successful entry-level computer service technician position. Provides extensive hands-on work with current operating systems, including using common GUI and command line tools, registry editing, system backup and recovery, and advanced troubleshooting. This course helps prepare you for the second CompTIA A+ Exam.

*Added at MCC Spring 2019; Summer 2022 Course Numbering Change*

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### **CNG 1032 – Network Security Fundamentals (3)** Previously CNG 132

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Prerequisite: None

30 lecture hours, 22.5 lab hours

Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

*Added at MCC, Fall, 2020; Summer 2022 Course Numbering Change*

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### **CNG 1042 – Intro to Cloud Computing (3)** Previously CNG 142

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Prerequisite: None

15 lecture hours, 45 lab hours

Introduces fundamental content on cloud computing including system analysis, requirements, configuration, deployment, and testing. This course includes information on management, business continuity, security, maintenance, updating, and troubleshooting as related to cloud computing.

*Added at MCC, Fall, 2020; Summer 2022 Course Numbering Change*

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### **CNG 2001 – Linux Configuration: (OS) (3)** Previously CNG 201

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Prerequisite: None

15 lecture hours, 45 lab hours

Install a Linux operating system (OS). Configure and manage OS using command line interface (CLI) and text editor. Topics include installation and configuration of updates, services, file system, users and groups, file and folder permissions, networking, and remote access.

*Added at MCC, Fall, 2020; Summer 2022 Course Numbering Change*

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### **CNG 2011 - Windows Configuration: (OS) (3)** Previously CNG 211

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Prerequisite: CNG 1001 or CNG 1024

15 lecture hours. 45 lab hours

Provides students with the knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows Client OS in a variety of network operating system environments.

*Added at MCC Summer 2022 Course Numbering Change; Also, CCCOnline*

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## **COM - Communication**

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### **COM 1000 - Workplace Communications (1)** Previously COM 100

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Prerequisite: None

15 lecture hours

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; Summer 2022 Course Numbering Change*

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### **COM 1105 - Career Communications (3)** Previously COM 105

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Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change*

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### **COM 1150 - Public Speaking (3)** Previously COM 115

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Prerequisite: None

45 lecture hours

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

*Previously SPE 115 Speech Fall 2003-Spring 2008; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **COM 1250 - Interpersonal Communication: GT-SS3: (3)** Previously COM 125

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Prerequisite: None

45 lecture hours

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. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

*Previously SPE 125 Fall 2003-Spring 2008; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **COM 1260 - Communication in Healthcare (3)** Previously COM 126

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Prerequisite: None

45 lecture hours

Covers interactive concerns in settings related to patient-client care. This class includes discussions of diverse cultures, client interaction, and family/caregiver issues. The course addresses 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; Summer 2022 Course Numbering Change*

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### **COM 2220 - Group Communication GT-SS3 (3)** Previously COM 217

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Prerequisite: None

45 Lecture hours

Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **COM 2400 - Intercultural Communications: GT-SS3 (3)** Previously COM 220

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Prerequisite: None

45 Lecture hours

Provides a global view of communication across cultures and brings an awareness of how perception, language, race, verbal, and nonverbal communication impact our behaviors, messages, and interactions. Emphasis is on developing effective and ethical cross-cultural communication skills, while also building an appreciation for different cultures.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3*

*Added at MCC Fall 2016; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **COM 2180 - Oral Interpretation (3)** Previously COM 226

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Prerequisite: None

45 lecture hours

Exposes the student to the artistic, interpretive, and communicative potential to be found in the reading and performance of great literature and rhetoric such as is found in prose, poetry, drama.

*Added at MCC; Summer 2022 Course Numbering Change*

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### **COM 2400 – Argumentation and Debate** Previously COM 230

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Prerequisite: None

45 lecture hours

Introduces the student to the theory of argumentation, including reasoning, evidence, refutation, critical thinking, and extemporaneous speaking. The course includes practice in preparation and oral analysis of selected arguments and styles of debating.

*Added at MCC, Fall 2021; Summer 2022 Course Numbering Change*

## **CRJ - Criminal Justice**

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### **CRJ 1010 - Introduction to Criminal Justice: GT-SS3 (3)**

Previously CRJ 110

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Prerequisite: None

45 lecture hours

Introduces students to the basic components of the criminal justice system in the United States. Concepts of crime, crime data, victimization, perspectives and views of crime, theory, and law are discussed. Particular attention to the criminal justice process, interaction and conflict between criminal justice agencies, and current criminal justice issues are examined.

*NOTE: This course is approved as part of the Colorado Statewide Guaranteed transfer curriculum: GT-SS3.*

*Added at MCC Spring 2010; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CRJ 1012 - Procedural Criminal Law (3)** Previously CRJ 112

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Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change*

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### **CRJ 1025 - Policing Systems (3)** Previously CRJ 127

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Prerequisite: None

45 lecture hours

Examines policing in the United States, including historical foundations, emerging issues, and the relationship between law enforcement and the community. The various types of law enforcement agencies, their administrative practices, and the behavior of those involved in the delivery of police services are examined from the perspective of democratic values, racial and ethnic diversity, and societal perceptions of police effectiveness. Career requirements, including current and future trends, are also presented.

*Changed description and added competencies and topical outline 01/03/08; revised description, competencies and outline 06/16/14; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CRJ 1027 - Crime Scene Investigation (3)**

Previously CRJ 127

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Prerequisite: None

30 Lecture hours, 22.5 lab hours

Focuses on basic procedures in crime scene management to include photography and preparing initial reports and sketches. Includes processing evidence and related criminalistic procedures. Covers interviewing suspects, witnesses and victims to include the recording of identifications and descriptions. Incorporates lab and lecture.

*Added at MCC Spring 2017; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CRJ 1035 - Judicial Function (3)**

Previously CRJ 135

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Prerequisite: None

45 lecture hours

Provides an overview of the structure and function of the dual American judicial system and the behavior of actors (judges/justices, lawyers, law clerks, interest groups, etc.) within the system. Emphasis is placed on the organization and administration of state and federal courts, criminal court procedures, juries, selection of judges, decision-making behavior of juries, judges and justices, and the implementation and impact of judicial policies.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CRJ 1045 - Correctional Process (3)**

Previously CRJ 145

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Prerequisite: None

45 lecture hours

Examines the history and total correctional process from law enforcement through the administration of justice, probation, prisons, correctional institutions, and parole. Also examines the principles, theories, phenomena and problems of the crime, society, and the criminal justice system from the perspective of criminology and the criminal justice system in general. Emphasizes the role of sociology and other interdisciplinary approaches to the field of corrections and society's response.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CRJ 2005 - Principles of Criminal Law (3)**

Previously CRJ 205

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Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CRJ 2010 - Constitutional Law (3)**

Previously CRJ 210

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Prerequisite: None

45 lecture hours

Focuses on the powers of government as they are allocated and defined by the United States Constitution. Includes intensive analysis of United States Supreme Court decisions.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CRJ 2020 - Human Relations and Social Conflict (3)**

Previously CRJ 220

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Prerequisite: None

45 lecture hours

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 Spring 2014; previously titled HUMAN RELATIONS; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CRJ 2030 - Criminology (3)**

Previously CRJ 230

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Prerequisite: None

45 lecture hours

Provides an introduction to the study of crime, understanding the causes of crime, and examines theoretical frameworks and theories to explain criminal behavior. Within a social context, consideration is given to how theories have emerged and understand how social context contributes to explanations of crime. Examination of the nature of crime, crime victimization, crime patterns, types of crime, crime statistics, and criminal behavior is also included.

*Added at MCC Spring 2014; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CRJ 2036 - CRJ Research Methods (3)**

Previously CRJ 236

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Prerequisite: None

45 lecture hours

Provides an introduction to research methods in criminal justice. Addresses foundations of research, analysis of findings, and ethical issues in researching criminal justice issues. This course will use an interactive approach in basic research concepts and practices. Students will obtain a thorough understanding of how research is conducted and how practitioners can benefit from this knowledge. Additionally, students will develop research proposals, conduct appropriate reviews of previously published research, and write a final research study.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CRJ 2057 - Victimology (3)**

Previously CRJ 257

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Prerequisite: None

45 lecture hours

Demonstrates to the student the role the crime victim plays in the criminal justice system. The traditional response that a crime victim

receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

## CSC - Computer Science

### CSC 1005 - Computer Science (3)

Previously CSC 105

Prerequisite: None

45 lecture hours

Introduces students to current technologies. Special focus on ensuring students become technologically competent and computer literate. Emphasis is placed on technology fundamentals and terminology through the evaluation of hardware and software. Provides students with a working knowledge of operating system use, file management and security. Introduces the internet as a research and communication tool. Application software is covered to ensure the fundamental computer skills for personal, academic and business use are obtained.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

### CSC 1019 - Introduction to Programming (3)

Previously CSC 119

Prerequisites: College ready for Algebra

15 lecture hours, 45 lab hours

Focuses on a general introduction to computer programming. This course emphasizes the design and implementation of structured and logically correct programs with good documentation. It is centered on basic programming concepts, including control structures, modularization, and data processing. A structured programming language is used to implement program designs. It emphasizes the writing of multiple programs following the software development process, from start to finish, including design, implementation, and testing.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

### CSC 1060 - Computer Science I (C++) (4)

Previously CSC 160

Prerequisite: CSC 1019 or CSC 1020 or MAT 1340 or higher

45 lecture hours, 22.5

Introduces students to the discipline of computer science and programming. Algorithm development, data representation, logical expressions, sub-programs and input/output operations using a high-level programming language are covered. Intensive lab work outside of class time is required.

*Added at MCC Summer 2000; Summer 2022 Course Numbering Change; Also, CCCOnline*

### CSC 1061 - Computer Science II (C++) (4)

Previously CSC 161

Prerequisite: CSC 1060

60 lecture hours

Continues algorithm development and problem-solving techniques not covered in Computer Science I using a high-level programming language. Students are able to gain experience in the use of data structures and the design and implementation of larger software

projects. Intensive computer laboratory experience is required for this course.

*Added at MCC Spring 2000; Summer 2022 Course Numbering Change; Also, CCCOnline*

### CSC 1065 - Discrete Structures (4)

Previously CSC 165

Prerequisite: MAT 1340 or CSC 1060

60 lecture hours

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; Summer 2022 Course Numbering Change*

### CSC 2020- Introduction to Microsoft Visual Basic.NET (3)

Previously CSC 220

Prerequisite: None

45 lecture hours

Provides students with the knowledge and skills needed to develop applications in Microsoft Visual Basic .NET for the Microsoft .NET platform. Focuses on user interfaces, program structure, language syntax, and implementation details. This is the first course in the Visual Basic .NET curriculum and serves as the entry point for other .NET courses

*Summer 2022 Course Numbering Change; Also, CCCOnline*

### CSC 2025 - Computer Architecture/Assembly Language Programming (4)

Previously CSC 225

Prerequisite: CSC 1061 or Corequisite: CSC 1061

60 lecture hours

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; Summer 2022 Course Numbering Change*

### CSC 2030 C Programming: Platform (3)

Previously CSC 230

Prerequisite: CSC 1019 and Prerequisite/Corequisite: CSC 1060

45 lecture hours

Prepares students to be a better programmer using the C programming language. C is a mid-level language whose economy of expression and data manipulation features allows a programmer to deal with the computer at a low level. The goal is to learn skills that are usable in many languages and understand what is happening at the machine level. The student should already understand the control structures selection, iteration, and subroutines (functions/methods)

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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**CSC 2040 - Java Programming (3)**Previously CSC 240

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Prerequisite: CSC 1060 or CSC 2017

45 lecture hours

Introduces the Java Platform, Standard Edition (Java SE), to develop Graphical User Interface (GUI) applications. Language constructs will include loops, conditionals, methods, and arrays. The code will incorporate event and exception handling, File I/O, and Object-Oriented Programming (OOP) concepts.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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**CSL - Counseling**

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**CSL 2055 - Infectious Diseases for Addiction Counselors (1)**Previously CSL 255

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Prerequisite: None

15 lecture hours

This class will help prepare addiction professionals to identify diseases frequently associated with drug abuse, determine client risk for infection, educate clients about disease prevention and treatment options, and assist clients in obtaining appropriate treatment as needed. This class will enhance the ability of the counselor to offer treatment services in a manner that respects gender, race and ethnicity, sexual orientation, cultural, familial, systemic and socioeconomic diversity.

*Added at MCC Summer 2010; Summer 2022 Course Numbering Change**Spring 2010, Summer 2022 Course Numbering Change*

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**CSL 2065 – Culturally Informed Treatment (1)**Previously CSL 265

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Prerequisite: None

15 lecture hours

This class will provide a basic foundation for understanding how cultural competence, awareness and sensitivity can improve quality of care and increase positive outcomes. Cultural variables to be considered will include age, gender, sexual orientation, religious affiliation, language, educational level, physical ability, economic status and social class as well as racial and ethnic backgrounds. This course is intended to provide participants with basic skills to recognize and respect the behavior, ideas, attitudes, values, beliefs, customs, language, rituals, ceremonies and practices characteristic of diverse groups of people. Course design will include definitions and descriptions of culture including concepts of assimilation and acculturation. Exercises will involve self-examination and discussion of the evolution of one's own personal beliefs, values and attitudes.

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

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**CSL 2068 - Addictions Counseling Skills (2)**Previously CSL 268

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Prerequisite: None

30 lecture hours

This class will provide a framework and counseling model for working with clients with substance abuse or dependence. This course will teach the counseling skills needed to help clients process their information and move toward the change process. The models

utilized in this class are client-centered, counselor-directed therapy using a motivational style and spirit.

*Added at MCC Summer 2010; Summer 2022 Course Numbering Change*

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**CSL 2069 - Principles of Addictions Treatment (1.5)**Previously CSL 269

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Prerequisite: None

22.5 lecture hours

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; Summer 2022 Course Numbering Change*

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**CUA – Culinary Arts**

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**CUA 1000 – Culinary Program Fundamentals (3)**Previously CUA 100

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Prerequisite: None

45 lecture hours

Trains students in the basic fundamentals of the culinary field. The course will include student overview, training in areas of Management, Culinary Arts, Baking & Pastry. Student will be trained in all areas in order to be successful in both Lecture and Lab courses. Training will include program overviews, safety & sanitation fundamentals, culinary math skills, culinary vocabulary, lab requirements, using online training methods, competitions, basic knife skills, equipment identification and proper usage, professionalism, food service history, kitchen organization, basic principles of cooking, food science, study skills, proper food storage techniques, recipes, cost management, library resources and student learning organizations, scholarships and culinary career opportunities..

*Added at MCC Summer 2022*

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**CUA 1001 – Food Safety and Sanitation (2)**Previously CUA 101

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Prerequisite: None

30 lecture hours

Introduces the student to the basic rules of sanitation, food-borne illnesses, safe food temperatures, safe food handling techniques, the HACCP Program, pest control procedures, and local/state health rules and regulations for food service operations. At the completion of the course students take a nationally recognized test from the Education Foundation of the National Restaurant Association. If passed with a score of 75% or more, students receive a Certificate from the Education Foundation.

*Added at MCC Summer 2022*

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**CUA 1003 – Sanitation & Production ServSafe (3)**Previously CUA 103

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Prerequisite: None

15 lecture hours 45 lab hours

This course parallels CUA 101 and CUA 121. It accommodates the need for students to have to register for a 3 credit hour course in order to qualify for third party sponsorship. Students will learn the basics of sanitation and safe food handling, resulting in ServSafe Certification from the National Restaurant Association if they pass a national exam with a score of 75% or higher. They will also be introduced to the principles of food production as practiced in commercial kitchens. Skills included are use of weights and measures, recipe conversion, basic knife cuts and fundamental principles of classical cuisine.

*Added at MCC Summer 2022*

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### **CUA 1005 – Food Service Concepts and Management Skills (3)**

Previously CUA 105

Prerequisite: None

45 lecture hours

Demonstrates the use of management skills training in the food service industry by use of student interaction research, and also demonstrates the various styles of menu development. Includes basic responsibility for food service personnel in all kitchen positions with emphasis on advertising vs. publicity, job analysis, description specifications and duty list as related to recruiting and hiring process. Covers application, interview techniques, training, and hiring process. Incorporates preparation of menus for different styles of food service concept establishments.

*Added at MCC Summer 2022*

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### **CUA 2033 – Advanced Line Prep and Cookery (4)**

Previously CUA 233

Prerequisite: None

15 lecture hours 67.5 lab hours

Focuses on preparation of complete meals to order. Emphasizes cooking center of the plate items such as meat, fish, seafood, and poultry as well as accompaniment foods such as starches and vegetables. Enables the student to prepare sauces, entrée salads, edible garnishes, and meals determined by the menu prepared for a dining room setting. Emphasizes line supervisor, sauté cook, pantry cook, cooks helper and runner responsibilities.

*Added at MCC Summer 2022*

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### **CUA 2061– Cost Controls (3)**

Previously CUA 261

Prerequisite: None

45 lecture hours

Provides students with the opportunity to learn the types of costs usually found in the food service industry. Students will learn to apply control techniques to a variety of costs and sales. They will also learn to interpret a variety of financial reports which reflect the relationship between costs and income. Students may take the National Cost Controls test from the National Restaurant Association Education Foundation. If they pass the

test with a 75% or higher, they will receive a national certificate for the course.

*Added at MCC Summer 2022*

## **CWB - Computer Web-Based**

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### **CWB 1010 - Complete Web Authoring: (HTML) (3)**

Previously CWB 110

Prerequisite: None

45 lecture hours

Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **CWB 1030 - Web Editing Tools: (Dreamweaver) (3)**

Previously CWB 130

Prerequisite: None

45 lecture hours

Teaches the use of tools for Web page design and development. These tools are designed to make the creation of Web pages easy and consistent. With the use of editing tools, students will be able to build Web pages making use of forms, tables, frames, templates, Cascading Style Sheets (CSS), and layers. The student will also be able to easily publish and manage a Web site once it is created.

*Summer 2022 Course Numbering Change, Also, CCCOnline*

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### **CWB 2009 - Web Content Management Systems (3)**

Previously CWB 209

Prerequisite: CWB 1010 and CSC 1019

15 Lecture hours, 45 Lab hours

Explores the use of open-source Content Management Systems to simplify the creation and maintenance of web sites.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

## **DPM - Diesel Power Mechanics**

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### **DPM 1003 – Diesel Engines I (4)**

Previously DPM 103

Prerequisite: None

15 Lecture hours 67.5 Lab hours

Covers the theory and operation of diesel engines with emphasis on cylinder heads, valve train diagnosis, and repair. This course introduces the cooling system's importance in diagnosis and repair. This course meets Medium/Heavy Truck Service Technology/Medium/Heavy Truck Master Service Technology (TST/MTST) program accreditation standards.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

## **ECE - Early Childhood Education**

## Early Childhood Education Background Check Policy

A national criminal background check must be completed and passed for every Early Childhood Education student at Morgan Community College. To participate in the ECE program, the student will be required to complete and pass a criminal background check through Castlebranch at [cccs.castlebranch.com](http://cccs.castlebranch.com). Student is responsible for the cost. Previous background and/or fingerprint checks completed for employment will not suffice; MCC has a separate requirement. The 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 is valid for two years. The Vice President of Instruction or the Dean of General Education 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 ECE courses. In that event, the Dean of General Education or Student Services will work with the student to individualize an alternative education plan and career path.

Contact MCC Human Resources Department for additional assistance or questions.

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### ECE 1011 - Introduction to Early Childhood Education (3)

Previously ECE 101

Prerequisite: None

Each student is responsible for completing and passing a background check

45 lecture hours

Provides an introduction to the profession of Early Childhood Education (ECE). Course content includes eight key areas of professional knowledge related to working with young children and their families in early care and education settings: child growth and development; health, nutrition and safety; developmentally appropriate practices; guidance; family and community relationships; diversity and inclusion; professionalism; and administration and supervision. This course addresses children ages birth through 8 years.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Previously *ECP 101 Intro to Early Childhood Profession Fall 2001-Spring 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### ECE 1045 - Introduction to Early Childhood Lab Techniques (3)

Previously ECE 102

Prerequisite or Corequisite: ECE 1011 and ECE 1031

Each student is responsible for completing and passing a background check

15 lecture hours; 60 practicum hours

Focuses on a classroom seminar and placement in a childcare 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.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Previously *ECP 102 Fall 2001-Summer 2003; Summer 2022 Course Numbering Change*

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### ECE 1031 - Guidance Strategies for Children (3)

Previously ECE 103

Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check.

45 lecture hours

Explores guidance theories, applications, goals, and techniques, as well as factors that influence behavioral expectations of children. This course includes classroom management and pro-social skills development of young children in early childhood (EC) program settings. This course addresses children ages birth through 8 years.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Previously *ECP 148 Fall 2001-Spring 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### ECE 1111 - Infant and Toddler Theory and Practice (3)

Previously ECE 111

Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check

45 lecture hours

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.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Previously *ECP 111 Fall 2001-Spring 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### ECE 1125 - Introduction to Infant/Toddler Lab Techniques (3)

Previously ECE 112

Prerequisite or Corequisite: ECE 1111 and ECE 1011

Each student is responsible for completing and passing a background check

Pre- or Co-requisite: ECE 1111

15 lecture hours, 60 practicum hours

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.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Previously ECP 112 Fall 2002-Summer 2003; Change from 60 practicum to 60 lab hours in 2010; Summer 2022 Course Numbering Change

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### **ECE 1201 - Introduction to Early Intervention for Infants and Toddlers (4)**

Previously ECE 120

Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check

60 lecture hours

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.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Added at MCC Summer 2014; Summer 2022 Course Numbering Change

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### **ECE 1211 - Promoting Infant/Toddler Development in Natural Environments (3)**

Previously ECE 121

Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check

45 lecture hours

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.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Added at MCC Summer 2014; Summer 2022 Course Numbering Change

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### **ECE 1221 - Interventions for Infants' and Toddlers' Health, Communication and Behavioral Needs (3)**

Previously ECE 122

Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check

45 lecture hours

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.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Added at MCC Summer 2014; Summer 2022 Course Numbering Change

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### **ECE 1231 - Critical Topics in Early Intervention (3)**

Previously ECE 123

Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check

45 lecture hours

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.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Added at MCC Summer 2014; Summer 2022 Course Numbering Change

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### **ECE 1241 - Professional Growth and Development: Theory and Practice (w/lab) (4)**

Previously ECE 124

Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check

45 lecture hours, 30 lab hours

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.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Added at MCC Summer 2014; Summer 2022 Course Numbering Change

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### **ECE 2661 - Science/Math and the Young Child (3)**

Previously ECE 125

Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check

45 lecture hours

Examines theories of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Enables students to research and develop appropriate individual and group scientific/mathematical activities for young children.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Summer 2022 Course Numbering Change; Also, CCCOnline

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### **ECE 1261 - Art and the Young Child (2)**

Previously ECE 126

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Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check

30 lecture hours

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.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Added at MCC Summer 2003; Summer 2022 Course Numbering Change

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### **ECE 1271 - Music/Movement for Children (1)**

Previously ECE 127

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Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check

15 lecture hours

Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experiences, students work with the concepts of age and developmental appropriateness when designing fun activities with both subjects.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Added at MCC Fall 2015

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### **ECE 1075 - Special Topics in Early Childhood Education (.05-6)**

Previously ECE 175

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Prerequisite: None

Each student is responsible for completing and passing a background check

Variable

Explores current topics, issues and activities related to one or more aspects of the early childhood profession.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Added at MCC Summer 2004; Summer 2022 Course Numbering Change

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### **ECE 1088 - Practicum: Early Childhood Education (1)**

Previously ECE 188

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Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check

1 practicum hour; 30 contact hours

Provides students with field experience in early childhood programs.

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 an early childhood center and with the direct guidance of the instructor.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Summer 2022 Course Numbering Change

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### **ECE 2051 - Nutrition, Health, and Safety (3)**

Previously ECE 205

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Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check

45 lecture hours

Focuses on nutrition, health, and safety as key factors for optimal growth and development of young children. This course includes nutrition knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities, and communication with families for early childhood educators. This course addresses children ages birth through 12 years.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Previously ECP 205 Nutrition and the Young Child Fall 2001-Spring 2003; Summer 2022 Course Numbering Change; Also, CCCOnline

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### **ECE 2621 - Curriculum Development: Methods and Techniques (3)**

Previously ECE 220

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Prerequisite or Corequisite: ECE 1011 and ECE 2381

Each student is responsible for completing and passing a background check.

45 lecture hours

Provides an overview of early childhood curriculum development. This course includes processes for planning and implementing developmentally appropriate environments, materials, and experiences that represent best practices in early childhood (EC) program settings. This course addresses children ages birth through 8 years.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Previously ECP 227 Fall 2001-Spring 2003; Summer 2022 Course Numbering Change; Also, CCCOnline

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### **ECE 2631 - Language and Cognition for the Young Child (3)**

Previously ECE 225

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Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check.

45 lecture hours

Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

*Added at MCC Summer 2010; Summer 2022 Course Numbering Change*

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### **ECE 2641 - Creativity and the Young Child (3)** Previously ECE 226

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Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check.

45 lecture hours

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 age birth through age 8.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY.

*Previously ECP 215 Summer 2002-Spring 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ECE 2381 - Child Growth and Development (3)** Previously ECE 238

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Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check.

45 lecture hours

Covers the growth and development of the child from conception through the elementary school years. This course emphasizes physical, cognitive, language, social, and emotional domains of development as they pertain to the concept of the whole child. It also includes ways adults can provide a supportive early childhood care and educational environment through teamwork and collaboration.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY.

*Added at MCC Summer 2005. Reduced from 4 credits to 3 credits Summer 2011; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ECE 2401 - Administration of Early Childhood Care and Education Programs (3)** Previously ECE 240

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Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check.

45 lecture hours

Provides foundational knowledge in early childhood program business operations, program development, and evaluation. This course covers administrative skills, ethical decision making, risk and resource management, and components of quality Early Childhood Education (ECE) programs serving children ages birth through 12 years.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY.

*Previously ECP 226 Fall 2001-Spring 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ECE 2411 - Administration: Human Relations for Early Childhood Education (3)** Previously 241

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Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check.

45 lecture hours

Focuses on the human relations component of an early childhood professional's responsibilities. This course includes director-staff relationships, staff development, leadership strategies, family-professional partnerships, and community interaction.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY.

*Previously ECP 216 Fall 2001-Spring 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ECE 2101 - Working with Parents, Families, and Community Systems (3)** Previously ECE 256

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Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check.

45 lecture hours

Examines professional attitudes related to working with diverse families and how unconscious bias may affect family-professional partnerships in early care and education settings. This course covers theoretical perspectives of families and communities, communication strategies, and an exploration of activities and resources to support family engagement in their children's education. Supporting equity and inclusion of all family cultures in early care and education settings for children ages birth through eight.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY.

*Added at MCC Spring 2018; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ECE 2601 - Exceptional Child (3)** Previously ECE 260

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Prerequisite or Corequisite: ECE 1011 and ECE 2381

Each student is responsible for completing and passing a background check.

45 lecture hours

Presents an overview of critical elements related to educating young children with disabilities or special needs in the early childhood setting. Topics include typical and atypical development; legal requirements; research-based practices related to inclusion; teaming and collaboration; and accommodations and adaptations. This course examines how a disability or special need may impact a young child's learning process. This course addresses children ages birth through 8 years.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY.

*Added at MCC Summer 2010; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ECE 2089 - Capstone: Early Childhood Education (1-6)**

Previously ECE 289

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Prerequisite or Corequisite: ECE 1011

Each student is responsible for completing and passing a background check.

Variable hours

Incorporates a demonstrated culmination of learning within a given program of study.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

*Added at MCC Spring 2005; Summer 2022 Course Numbering Change*

### **ECO - Economics**

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#### **ECO 1005 - Introduction to Economics (3)**

Previously ECO 105

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Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change*

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#### **ECO 2001 - Principles of Macroeconomics: GT-SS1 (3)**

Previously ECO 201

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Prerequisite: None

45 lecture hours

Focuses on the study of the national economy, emphasizing business cycles and long-run growth trends. Explores how macroeconomic performance is measured, including Gross Domestic Product and labor market indicators. Examines the saving-investment relationship and its relationship to Aggregate Supply and Aggregate Demand. Discusses money and banking, international trade, fiscal and monetary policy. Explores the macroeconomic role of the public sector.

*Replaces ECO 2001-Fall 1988-Fall 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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#### **ECO 2002 - Principles of Microeconomics: GT-SS1 (3)**

Previously ECO 202

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Prerequisite: None

45 lecture hours

Focuses on the study of individual decision making, emphasizing households, business firms and industry analysis. Explores market models, including competition, monopoly, monopolistic competition and oligopoly. Examines market failure and related efficiency criteria for government intervention. Explores public policy, including labor market issues, poverty and the environment.

*Replaces ECO 2002 Fall 1988-Fall 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **EDU - Education**

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#### **EDU 1311 - Introduction to Adult Education (3)**

Previously EDU 131

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Prerequisite: None

45 lecture hours

Provides an introduction to adult education with an emphasis on providing instruction to adult learners developing their ability to listen, speak, read, and write in English and learners with skills below 12th grade equivalency. Key areas include adult education theories, principles, methods and techniques; adult education legislation, initiatives and movements; adult basic education services and service providers; understanding the adult learner; metacognition; the instructional environment; and professional development for adult educators.

*Added at MCC Spring 2008; Summer 2022 Course Numbering Change*

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#### **EDU 1321 - Planning, Organizing and Delivering Adult Education Instruction (3)**

Previously EDU 132

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Prerequisite: None

45 lecture hours

Provides an introduction to planning and delivering instruction to adult learners with an emphasis on developing the English language proficiency of non-native English speakers and improving the skills of learners whose skills are below 12th grade equivalency. Key areas include identification of learners' skills, needs and goals; the use of information about learners to plan instruction and assessment; the development of learner independence; the creation of an instructional environment that supports and engages adult learners.

*Added at MCC Spring 2008; Summer 2022 Course Numbering Change*

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#### **EDU 1331 - Adult Basic Education (ABE)/Adult Secondary Education (ASE) (3)**

Previously EDU 133

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Prerequisite: None

45 lecture hours

Provides an introduction to providing literacy and numeracy skills instruction to adult learners functioning below 12th grade equivalency. Key areas include understanding the Adult Basic Education and Adult Secondary Education learner and the literacy and numeracy skills needed to complete each Educational Functioning Level; preparing written instructional plans; delivering level appropriate instruction using techniques and resources appropriate for ABE and ASE learners; using technology; and preparing learners to transition to postsecondary education and careers.

*Added at MCC Spring 2008; Summer 2022 Course Numbering Change*

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#### **EDU 1341 - Teaching English as a Second Language to Adult Learners (3)**

Previously EDU 134

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Prerequisite: None

45 lecture hours

Provides an introduction to providing instruction to adults who are developing English language proficiency. Key areas include

understanding the adult ESL learner, the language acquisition process and the language skills needed to complete each Education Functioning Level (EFL); preparing written instructional plans; delivering level appropriate instruction using techniques and resources appropriate for adult language learners; using technology; and preparing adult ESL learners to transition to postsecondary education and careers.

*Added at MCC Spring 2008; Summer 2022 Course Numbering Change*

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### **EDU 1351 - Family Literacy in Adult Education (3)** Previously EDU 135

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Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change*

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### **EDU 1401 – The Paraprofessional Educator Role (2)** Previously EDU 140

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Prerequisite: None

30 lecture hours

Focuses on the knowledge and skills needed by a Paraprofessional Educator in the P-12 schools. This course includes knowledge of the American educational system, an understanding of the responsibilities and legalities associated with the Paraprofessional Educator role, professionalism in the education system, and skills in assisting teachers to enhance learning.

*Added at MCC Spring 2020; Summer 2022 Course Numbering Change*

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### **EDU 1088 - Practicum I in Education (1)** Previously EDU 188

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Each student is responsible for completing and passing a background check

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.

*See Elementary Teacher Education Background Check Policy  
Added at MCC Fall 2007; Summer 2022 Course Numbering Change*

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### **EDU 2211 - Introduction to Education (3)** Previously 221

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Prerequisite: College readiness in English

Corequisite: EDU 2088

Each student is responsible for completing and passing a background check

45 lecture hours

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.

*See Elementary Teacher Education Background Check Policy  
Added at MCC Fall 2004; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **EDU 2221 - Effective Teaching (1)** Previously EDU 222

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Prerequisite: None

Each student is responsible for completing and passing a background check

15 lecture hours

Focuses on strategies for becoming an effective teacher. Topics include course goals and objectives, the first day, planning a lesson, higher levels of thought, test design and grading, assessment, and teaching and learning styles.

*See Elementary Teacher Education Background Check Policy  
Added at MCC Fall 2015; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **EDU 2331 – English Language Learners (3)** Previously EDU 233

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Prerequisite: None

Each student is responsible for completing and passing a background check.

45 lecture hours

Focuses on all aspects in the role of working with and teaching English Language Learners (ELL). This course introduces language acquisition, pedagogy, and culture. Additional topics include the examination of historical, legal, and political issues related to educational programs for non-and limited-English speaking students, and associated resources for teaching ELL students.

*Added at MCC Fall 2021, Summer 2022 Course Numbering Change*

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### **EDU 2341 - Multicultural Education (3)** Previously EDU 234

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Prerequisite: None

Each student is responsible for completing and passing a background check

45 lecture hours

Explores racial, ethnic, cultural, and socioeconomic groups to gain an understanding of equity, diversity, and inclusion in communities and education. This course provides opportunities to contextualize multicultural perspectives in society and their impact on the education system.

*See Elementary Teacher Education Background Check Policy  
Added at MCC Spring 2008; Summer 2022 Course Numbering Change*

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### **EDU 2401 - Teaching the Exceptional Learner (3)** Previously EDU 240

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Prerequisite: PSY 2441

Each student is responsible for completing and passing a background check

45 lecture hours

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 are required of all students.

See *Elementary Teacher Education Background Check Policy*  
*Summer 2022 Course Numbering Change*

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### **EDU 2501 - CTE in Colorado (1)** Previously EDU 250

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Prerequisite: None

15 lecture hours

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; Summer 2022 Course Numbering Change*

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### **EDU 2611 - Teaching, Learning and Technology (3)** Previously EDU 261

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Prerequisite: None

Each student is responsible for completing and passing a background check

45 lecture hours

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; Summer 2022 Course Numbering Change*

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### **EDU 2088 – Practicum II (1)** Previously EDU 288

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Prerequisite: None

Corequisite: EDU 2211

Each student is responsible for completing and passing a background check.

30 Practicum hours

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 MCC Fall, 2020, Amended Fall, 2021; Summer 2022 Course Numbering Change*

## **EIC - Electricity Industrial Commercial**

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### **EIC 1200 - Basics of Industrial Electricity (1.5)** Previously EIC 104

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Prerequisite: None

15 lecture hours, 11.25 lab hours

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; Summer 2022 Course Numbering Change*

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### **EIC 1212 - Electrical Installations II (4)** Previously EIC 120

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Prerequisite: ELT 1206 or EIC 1201

45 lecture hours, 22.5 lab hours

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*

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### **EIC 1103 - Electrical Safety Requirements (1)** Previously EIC 124

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Prerequisite: None

15 lecture hours

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; Summer 2022 Course Numbering Change*

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### **EIC 1850 - Wiring Methods (1)** Previously EIC 126

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Prerequisite: None

22.5 lab hours

Expands and reinforces the electrician's knowledge of wiring methods as stated in Article 300 and other articles of the National Electrical Code (NEC). Emphasis is placed on proficient use of the NEC to promote interpretation and application of the provisions of the code. This class meets necessary state licensing renewal requirements for professional development in wiring methods.

*Added at MCC Fall 2018, Summer 2022 Course Numbering Change*

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### **EIC 1852 - Theory and Calculations in NEC (1)** Previously EIC 128

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Prerequisite: None

15 Lecture hours

Expands and reinforces the electrician's knowledge of theory and calculations required in the electrical industry. Emphasis is placed on the different mathematical formulas in determining ampacity. The course provides opportunities to develop correct values based on tables in the National Electric Code (NEC). This class meets necessary state licensing renewal requirements for professional development in theory and calculation methods.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

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**EIC 1853 - NEC Code Changes (1)**

Previously EIC 129

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Prerequisite: None

15 Lecture hours

Expands and reinforces the electrician's knowledge of the National Electrical Code (NEC). Emphasis is placed on the code changes for the current edition of the NEC. The electrician reviews tables and chapters of the NEC for better comprehension and interpretation of the provisions and applications of the code. This class meets necessary state licensing renewal requirements for professional development in licensing renewal.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

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**EIC 1860 - National Electrical Code I (4)**

Previously EIC 130

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Prerequisite: None

45 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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**EIC 1233 - Grounding and Bonding (1.5)**

Previously EIC 144

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Prerequisite: ELT 1206 or EIC 1201

15 Lecture hours, 11.25 Lab hours

Prepares the student in the latest technology and techniques available for code and standards-compliant grounding and bonding systems. Focuses on grounding and bonding requirements as they relate to Article 250 and other articles of the NEC. Covers installation, testing and inspection procedures for II power systems. Includes rules to minimize the risk of electricity as a source of electric shock, and as an ignition source for fires.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

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**EIC 1260 - Instruments and Measurements (4)**

Previously EIC 160

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Prerequisite: ELT 1206 or EIC 1201

45 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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**EIC 2320 – Industrial Electrical Controls I (4)**

Previously EIC 220

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Prerequisite: ELT 1206 or EIC 1201

45 Lecture hours, 22.5 Lab hours

Studies the application of electrical and electromechanical sensing/control devices; heating, ventilating and air conditioning applications; motor control, conveyor drives and other industrial applications. Students design control systems to meet assigned conditions, use principles of relay logic to prepare correct ladder diagrams and wire up, test and trouble-shoot their systems in

the laboratory. The course stresses accuracy, safety and National Electric Code requirements.

*Added at MCC, Fall 2021; Summer 2022 Course Numbering Change*

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**EIC 2221 - Trouble Shooting Control Circuits (1.5)**

Previously EIC 221

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Prerequisite: ELT 1206 or EIC 1201

15 lecture hours, 11.25 lab hours

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; Summer 2022 Course Numbering Change*

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**EIC 2322 - Instrument and Process Control I (4)**

Previously EIC 222

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Prerequisite: ELT 1206 or EIC 1201

45 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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**EIC 2324 - Understanding PLC's (1.5)**

Previously EIC 224

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Prerequisite: ELT 1206 or EIC 1201

15 lecture hours, 11.25 lab hours

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; Summer 2022 Course Numbering Change*

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**EIC 1410 - Mechanical Drives (1.5)**

Previously EIC 227

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Prerequisite: ELT 1206 or EIC 1201

15 lecture hours, 11.25 lab hours

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; Summer 2022 Course Numbering Change*

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**EIC 2080 - Internship (2)**

Previously EIC 280

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Prerequisite: Permission of Chair or Instructor

90 Internship hours

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; Summer 2022 Course Numbering Change*

## ELT - Electronics

### ELT 1206 - Fundamentals of DC/AC (4)

Previously ELT 106

Prerequisite: MAT 1140 or higher

45 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

### ELT 1247 – Digital Devices I (4)

Previously ELT 147

Prerequisite: ELT 1206 or EIC 1201

15 lecture hours, 67.5 lab hours

Introduces the operation and application of gates, flip-flops, counters, shift registers, encoders-decoders and LED displays. Covers binary numbers, Boolean algebra and troubleshooting.

*Added at MCC Fall 2020; Summer 2022 Course Numbering Change*

### ELT 1248 – Digital Devices II (3)

Previously ELT 148

Prerequisite: ELT 1206 or EIC 1201

15 lecture hours, 45 lab hours

Continues ELT 1247 with emphasis on the operation and application of programmable logic devices, synchronous counters, multiplexers, liquid crystal displays, ROM and RAM. Includes specifications of ICs, display multiplexing, and design and minimization of circuits. Troubleshooting is emphasized.

*Added at MCC Fall 2020; Summer 2022 Course Numbering Change*

### ELT 2358 – Programmable Logic Controllers (3)

Previously ELT 258

Prerequisite: ELT 1206 or EIC 1201 and ELT 2252

15 lecture hours, 45 lab hours

Covers the fundamentals of programmable logic controllers (PLCs) as they are applied in robotics and automation. Includes history, terminology, typical applications, hardware, and software. Incorporates lab and project activities that address operating, monitoring, programming, troubleshooting, and repairing PLC controlled lab trainers as well as actual industrial equipment.

*Added at MCC Fall 2020, Summer 2022 Course Numbering Change*

### ELT 2367 – Introduction to Robotics (1)

Previously ELT 267

Prerequisite: ELT 1206 or EIC 1201

22.5 lab hours

Introduces basic robotics. Enables the student to program a robot in a higher-level language to perform various tasks. Covers building and interfacing of sensor circuits.

*Added at MCC Fall 2020; Summer 2022 Course Numbering Change*

### ELT 2368 – Robotic Technologies (3)

Previously ELT 268

Prerequisite: ELT 2358

15 lecture hours, 45 lab hours

Introduces industrial robotics as well as a survey of the technologies and equipment used in manufacturing automation and process control. Includes axis configurations, work envelopes, programming, troubleshooting, and maintenance. Incorporates a survey of automation topics including history, computer and hardwired controls, sensors and transducers, motors and actuators, fluid power, etc. and provides a preview of the other ELT classes that cover those subjects.

*Added at MCC Fall 2020; Summer 2022 Course Numbering Change*

### ELT 2080– Internship (3)

Previously ELT 280

Prerequisite: Permission of Chair or Instructor

135 Internship hours

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 2020; Summer 2022 Course Numbering Change*

## EMS - Emergency Medical Services

### EMS 1012 - Emergency Medical Dispatch (2.5)

Previously EMS 112

Prerequisite: Current CPR card

30 lecture hours, 11 lab hours

Provides technical and practical information, skill practice and written examination for the current or potential emergency dispatcher.

*Added at MCC Fall 2003; Summer 2022 Course Numbering Change*

### EMS 1015 - Emergency Medical Responder (3)

Previously EMS 115

Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change*

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### **EMS 1021 - EMT Fundamentals (3)**

Previously EMS 121

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Prerequisite: None

30 Lecture Hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **EMS 1022 - EMT Medical Emergencies (4)**

Previously EMS 122

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Prerequisite or Corequisite: EMS 1021

30 lecture hours, 45 lab hours

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; Summer 2022 Course Numbering Change*

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### **EMS 1023 - EMT Trauma Emergencies (2)**

Previously EMS 123

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Prerequisite or Corequisite: EMS 1021

15 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **EMS 1026 - EMT Refresher (3)**

Previously EMS 126

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Prerequisite: Current CPR card, Current or less than 36 months expired EMT certification

45 lab hours

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; Summer 2022 Course Numbering Change*

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### **EMS 1127 - AEMT Special Considerations (2)**

Previously EMS 127

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Prerequisite or Corequisite: EMS 1125

Must be a current EMT in Colorado

15 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **EMS 1129 - AEMT Pharmacology (1)**

Previously EMS 129

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Prerequisite or Corequisite: EMS 1125

Must be a current EMT in Colorado

7.5 lecture hours, 11.5 lab hours

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, pharmacodynamics, 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; Summer 2022 Course Numbering Change*

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### **EMS 1125 - AEMT Fundamentals (2)**

Previously EMS 131

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Prerequisite: ENG 1021

Must be a current EMT in Colorado

15 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **EMS 1132 – EMS Intravenous/Intraosseous Therapy (2)**

Previously EMS 132

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Prerequisite: Must have passed the NREMT practical skills and cognitive EMT basic examination.

45 Lab Hours

Focuses on cognitive and skill practice for the Colorado scope of practice for the IV / IO endorsement as outlined in the Intravenous / Intraosseous Therapy and Medication Administration course curriculum.

*Added at MCC Spring 2020; Summer 2022 Course Numbering Change*

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**EMS 1133 - AEMT Medical Emergencies (2)**

Previously EMS 133

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Prerequisite or Corequisite: EMS 1125

15 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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**EMS 1135 - AEMT Trauma Emergencies (2)**

Previously EMS 135

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Prerequisite or Corequisite: EMS 1125

Must be a current EMT in Colorado

15 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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**EMS 1054 - Trauma Life Support (1)**

Previously EMS 154

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Prerequisite: None

Prepares the EMS provider to assess and manage trauma patients in the pre-hospital setting.

*Added at MCC Fall 2013; Summer 2022 Course Numbering Change*

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**EMS 1070 - EMT Clinical (1)**

Previously EMS 170

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Prerequisite or Corequisite: EMS 1021

Co-requisite: EMS 1021 if using for Certificate; EMS 1026 if using for recertification

30 clinical hours

Provides the EMT student with the clinical experience required for initial certification and some renewal processes.

*Added at MCC Fall 2003; Rev Fall 2015 w/updated title, description, competencies, and outline; Summer 2022 Course Numbering Change*

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**EMS 1071 - AEMT Clinical Internship (2)**

Previously EMS 171

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Prerequisite or Corequisite: EMS 1125

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; Summer 2022 Course Numbering Change*

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**EMS 1078 - EMS Seminar (.05-6)**

Previously EMS 178

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Prerequisite: None

Variable hours

Provides the student with the opportunity to explore local interests and needs in a less formal setting.

*Added at MCC Summer 2003; Summer 2022 Course Numbering Change*

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**EMS 2003 - EMT Intermediate I (6)**

Previously EMS 203

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Prerequisite: Valid EMT-Basic, HEP B vaccination, Current CPR cards, high school grad or GED

75 lecture hours, 30 lab hours

Provides preparatory information and is the first part of the EMT Intermediate program.

*Added at MCC Fall 2003; Summer 2022 Course Numbering Change*

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**EMS 2005 - EMT Intermediate II (6)**

Previously EMS 205

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Prerequisite: EMT Intermediate I - EMS 2003

75 lecture hours, 30 lab hours

Serves as the second course for EMT Intermediate certification.

*Added at MCC Fall 2003; Summer 2022 Course Numbering Change*

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**EMS 2006 - EMT Intermediate Refresher (3)**

Previously EMS 206

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Prerequisite: Current EMT I certificate, or less than 36 months expired

30 lecture hours, 23 lab hours

Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program.

*Added at MCC Fall 2003; Summer 2022 Course Numbering Change*

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**EMS 2070 - Clinical: EMS Intermediate (3)**

Previously EMS 270

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Prerequisite: None

45 lab hours

Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

*Added at MCC Fall 2003; Summer 2022 Course Numbering Change*

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**ENG - English****ENG 0091 - Composition and Reading Lab (1)**

Previously CCR 091

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Corequisite: CCR 092

15 Lecture hours

Supports skill development for students in CCR 092 College Composition and Reading. The course includes 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; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ENG 0092 - Composition and Reading (5)** Previously CCR 092

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Prerequisite: ACCUPLACER Sentence Skills score of 50-69 and Reading comprehension score 40-61

75 Lecture hours

Integrates and contextualizes college-level reading and writing.

*Added at MCC Fall 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ENG 0093 - Studio D (3)** Previously CCR 093

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Prerequisite: ACCUPLACER Sentence Skills score of 70-94 and Reading comprehension score 62-79

45 Lecture hours

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.

*Added at MCC Fall 2013; Summer 2022 Course Numbering Change*

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### **ENG 0094 - Studio 121 (3)** Previously CCR 094

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Prerequisite: ACCUPLACER Sentence Skills score of 70-94 and Reading comprehension score 62-79

45 Lecture hours

Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 1021 coursework.

*Added at MCC Fall 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ENG 1013 - Business English (3)** Previously ENG 113

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Prerequisite: None

45 lecture hours

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 1015 Technical English and Communications Fall 2002-Summer 2003; BUS 117 Business English Fall 1991- Summer 2002; BUS 111 Business English Summer 1987- Summer 1991; Summer 2022 Course Numbering Change*

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### **ENG 1015 - Technical English and Communication (3)** Previously ENG 115

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Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change*

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### **ENG 1021 - English Composition I: GT-CO1 (3)** Previously ENG 121

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Prerequisite: College Readiness in English

45 lecture hours

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a wide variety of compositions that stress analytical, evaluative, and persuasive/argumentative writing.

*Replaces ENG 121 Summer 1988-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ENG 1022 - English Composition II: GT-CO2 (3)** Previously ENG 122

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Prerequisite: ENG 1021 or ENG 1031

45 lecture hours

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 argumentative compositions.

*Replaces ENG 22 Summer 1988-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ENG 1020 - Technical Writing: GT-CO1 (3)** Previously ENG 131

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Prerequisite: None

45 lecture hours

Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government.

*Also, CCCOnline; Summer 2022 Course Numbering Change*

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### **ENG 2001 - English Composition III: GT-CO3 (3)** Previously ENG 201

---

Prerequisite: None

45 lecture hours

Provides the skills necessary to enter into higher-level undergraduate academic discourse or professional workplace writing. This course extends rhetorical knowledge and develops critical reading, thinking, and writing strategies in multiple specialized areas of discourse beyond what is encountered in previous composition courses.

*Added at MCC Spring 2011; Summer 2022 Course Numbering Change, Also, CCCOnline*

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### **ENG 2021 - Creative Writing I: GT-AH1 (3)** Previously ENG 221

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Prerequisite: None

45 lecture hours

Examines techniques for creative writing by exploring imaginative uses of language through creative genres (fiction, poetry, and other types of creative production such as drama, screenplays, graphic narrative, or creative nonfiction) with emphasis on the student's own unique style, subject matter and needs.

*Added at MCC Summer 2002; Summer 2022 Course Numbering Change, Also, CCCOnline*

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### **ENG 2022 - Creative Writing II (3)**

Previously ENG 222

Prerequisite: None

45 lecture hours

Provides continued development of written expression in the creative genres (fiction, poetry, and other types of creative production such as drama, screenplays, graphic narrative, or creative nonfiction) with emphasis on the student's own unique style, subject matter and needs. This course is a creative writing workshop centered around producing and critiquing creative work.

*Added at MCC Fall 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **ENG 2026 - Fiction Writing (3)**

Previously ENG 226

Prerequisite: None

45 lecture hours

Provides techniques for analyzing and writing fiction, including the study of form and technique with an emphasis on the writing process.

*Added at MCC Fall 1991; Summer 2022 Course Numbering Change*

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### **ENG 2027 – Poetry Writing (3)**

Previously ENG 227

Prerequisite: None

45 lecture hours

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

*Added at MCC Fall 1991, Summer 2022 Course Numbering Change*

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## **ENP - Entrepreneurship**

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### **ENP 2009 - Entrepreneurship Business Plan (3)**

Previously ENP 209

Prerequisite: None

45 Lecture hours

Guides students through the evaluation of a business concept. This course will include writing a comprehensive business plan. This course explores both traditional and lean business planning as a means to establish strategic vision and direction for a business. This course assesses the strengths and weaknesses of a business concept. This course will include identifying external and environmental factors related to business ownership and evaluating various resources available for funding small businesses.

*Added at MCC Fall 2016; Summer 2022 Course Numbering Change*

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## **ENV - Environmental Science**

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### **ENV 1111 - Environmental Science: GT-SC1 (4)**

Previously ENV 101

Prerequisite: College Readiness in English and Quantitative Literacy Math

45 lecture hours, 30 lab hours

Introduces the basic concepts of ecology and the relationship between environmental problems and biological systems. This course includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. A holistic approach is used when analyzing how the foundations of natural sciences interconnect with the environment.

*Added at MCC Fall 2012; Summer 2022 Course Numbering Change, Also, CCCOnline*

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## **ESL - English as a Second Language**

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### **ESL 0011 - Basic Pronunciation (3)**

Previously ESL 011

Prerequisite: LOEP LS score of 35 or higher

45 lecture hours

Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

*Summer 2022 Course Numbering Change*

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### **ESL 0012 - Intermediate Pronunciation (3)**

Previously ESL 012

Prerequisite: LOEP LS score of 35 or higher

45 lecture hours

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.

*Summer 2022 Course Numbering Change*

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### **ESL 0021 - Basic Grammar (3-5)**

Previously ESL 021

Prerequisite: LOEP LU score of 25-57

Variable

Develops competency in basic grammatical structures through oral and written practice.

*Summer 2022 Course Numbering Change*

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### **ESL 0022 - Intermediate Grammar (3-5)**

Previously ESL 022

Prerequisite: LOEP LU score of 58-82

Variable

Builds on basic grammar structures. This course develops competency in intermediate grammar structures with continued emphasis on oral and written communication.

*Summer 2022 Course Numbering Change*

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**ESL 0023 - Advanced Grammar (3-5)**

Previously ESL 023

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Prerequisite: ELS 0022 and ESL 0042 and ESL 0052 or

LOEP LU score of 83-107

Variable

Builds on intermediate level grammar structures. This course develops competency in advanced grammatical structures with increased emphasis on written communication.

*Summer 2022 Course Numbering Change*

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**ESL 0031 - Basic Conversation (3-4)**

Previously ESL 031

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Prerequisite: LOEP LU score of 35-63

Variable

Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns. ESL 0032 - Intermediate Conversation (3-4)

*Summer 2022 Course Numbering Change*

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**ESL 0032 - Intermediate Listening/Speaking (3-4)**

Previously ESL 032

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Prerequisite: ESL 0021 and ESL 0031 and ESL 0041 or

LOEP LU score of 64-82

Variable

Teaches listening, pronunciation, and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.

*Summer 2022 Course Numbering Change*

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**ESL 0033 - Advanced Conversation (3)**

Previously ESL 033

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Prerequisite: ESP 0096 or LOEP LU score of 64 or higher

45 lecture hours

Provides students with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening and notetaking strategies, as well as questioning, discussion, and presentation skills.

*Summer 2022 Course Numbering Change*

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**ESL 0041 - Basic Reading (3-4)**

Previously ESL 041

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Prerequisite: LOEP RS score 25-62

Variable

Improves comprehension of simple written texts through vocabulary building and reading strategies.

*Summer 2022 Course Numbering Change*

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**ESL 0042 - Intermediate Reading (3-4)**

Previously ESL 042

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Prerequisite: ESL 0021 and ESL 0041 or LOEP RS score 63-87

Variable

Helps the student read more quickly and accurately and understand a variety of intermediate level reading material.

*Summer 2022 Course Numbering Change*

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**ETH - Ethnic Studies**

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**ETH 2000 - Introduction to Ethnic Studies GT-SS3 (3)**

Previously ETH 200

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Prerequisite: None

45 Lecture hours

Introduces the issues of race and ethnicity through the exploration of four major groups in the United States. This course explores issues of race and identity, racism and discrimination, stereotyping, prejudice, segregation, colonialism, integration, and acculturation pertaining to Americans of African, Asian, Latino, and Indigenous descent, as well as additional ethnic identities.

*Added at MCC Spring 2017; Summer 2022 Course Numbering Change*

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**FRE - Foreign Language- French**

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**FRE 1001- Conversational Foreign Language I: French (3)**

Previously FRE 101

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Prerequisite: None

45 lecture hours

Introduces beginning students to conversational French and focuses on understanding and speaking French. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

*Added at MCC Spring 2004; Summer 2022 Course Numbering Change*

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**FRE 1002 - Conversational Foreign Language II: French (3)**

Previously FRE 102

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Prerequisite: FRE 1001

45 lecture hours

Continues the sequence for beginning students who wish to understand and speak French. Covers basic conversational patterns, expressions, and grammar.

*Added at MCC Spring 2004, Summer 2022 Course Numbering Change*

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**FRE 1011 - Foreign Language I: French (5)**

Previously FRE 111

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Prerequisite: None

75 lecture hours

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **FRE 1012 - Foreign Language II: French (5)**

Previously FRE 112

Prerequisite: FRE 1011

75 lecture hours

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **FRE 2011 - Foreign Language III: French: GT-AH4 (3)**

Previously FRE 211

Prerequisite: FRE 1012

45 lecture hours

Continues the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the French language. This course is conducted predominantly in French.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **FRE 2012 - Foreign Language IV: French: GT-AH4 (3)**

Previously FRE 212

Prerequisite: FRE 2011

45 lecture hours

Continues the development of increased functional proficiency at intermediate mid-level in speaking, aural comprehension, reading, writing, and cultural competency in the French language. This course is conducted predominantly in French.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

## **GEO - Geography**

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### **GEO 1005 - World Regional Geography: GT-SS2 (3)**

Previously GEO 105

Prerequisite: None

45 lecture hours

Examines the spatial distribution of environmental and societal phenomena in the world's regions. Environmental phenomena includes topography, climate, and natural resources. Societal phenomena includes patterns of population and settlement, religion, ethnicity, language, and economic development. This course also analyzes the characteristics that define world regions and distinguishes them from each other. This course examines the relationships between physical environments and human societies, and examines globalization, emphasizing the geopolitical and economic relationships between more developed and less developed regions.

*Replaces GEO 105 Spring 1990-Fall 2002, Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **GEO 1006 - Human Geography: GT-SS2 (3)**

Previously GEO 106

Prerequisite: None

45 lecture hours

Introduces geographic perspectives and methods in the study of human societies by examining the spatial characteristics of populations, language, religion, ethnicity, politics, and economics. This course examines the relationships between physical environments and human societies.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

## **GER - Foreign Language- German**

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### **GER 1001 - Conversational Foreign Language I: German (3)**

Previously GER 101

Prerequisite: None

45 lecture hours

Introduces beginning students to conversational German and focuses on understanding and speaking German. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

*Added at MCC Spring 2004; Summer 2022 Course Numbering Change; Also, CCCOnline*

---

### **GER 1002 - Conversational Foreign Language II: German (3)**

Previously GER 102

Prerequisite: GER 1001

45 lecture hours

Continues the sequence for students who wish to understand and speak German. Covers basic patterns, expressions, and grammar.

*Added at MCC Spring 2004; Summer 2022 Course Numbering Change.*

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### **GER 1011 - Foreign Language I: German (5)**

Previously GER 111

Prerequisite: None

75 lecture hours

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors; Summer 2022 Course Numbering Change*

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### **GER 1012 - Foreign Language II: German (5)**

Previously GER 112

Prerequisite: GER 1011

75 lecture hours

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors; Summer 2022 Course Numbering Change*

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### **GER 2011 - Foreign Language III: German: GT-AH4 (3)** Previously GER 211

---

Prerequisite: GER 1012

45 lecture hours

Continues the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the German language. This course is conducted predominantly in German; Summer 2022 Course Numbering Change

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### **GER 2012 - Foreign Language IV: German: GT-AH4 (3)** Previously GER 212

---

Prerequisite: GER 2011

45 lecture hours

Continues the development of increased functional proficiency at intermediate mid-level in speaking, aural comprehension, reading, writing, and cultural competency in the German language. This course is conducted predominantly in German; Summer 2022 Course Numbering Change

## **GEY - Geology**

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### **GEY 1111 - Physical Geology w/Lab: GT-SC1 (4)** Previously GEY 111

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Prerequisite: College Readiness in English and Quantitative Literacy Math

45 lecture hours, 30 lab hours

Introduces the major topics of geology. Course content encompasses Earth's materials, structure, and surface landforms. Geologic time and the geologic processes responsible for Earth's internal and external features are covered. This course includes laboratory

*Replaces GEY 111 Fall 1989-Fall 2002; Title Change: added "w/Lab" Spring 2012; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **GEY 1112 - Historical Geology w/Lab: GT-SC1 (4)** Previously GEY 112

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Prerequisite: GEY 111 and College Readiness in English and Quantitative Literacy Math

45 lecture hours, 30 lab hours

Covers the development of Earth through the vast span of geologic time. Emphasis is on the investigation and interpretation of sedimentary rocks and features, the record of ancient environments,

fossil life forms, and physical events in Earth's history within the framework of plate tectonics. This course includes laboratory experience.

*Replaces GEY 121 Spring 1991-Fall 2002; Title change: added "w/Lab" Spring 2012; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **GEY 1135 - Environmental Geology w/Lab: GT-SC1 (4)** Previously GEY 135

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Prerequisite: College Readiness in English and Quantitative Literacy Math

45 lecture hours, 30 lab hours

Introduces the subject of geology as it relates to human activities. Geologic hazards such as floods, landslides, earthquakes, and volcanoes are investigated. Mineral, energy, soil, and water resources are discussed in terms of their geologic formation and identification, usage by society, and associated environmental impacts. Land use issues, waste, and pollution are also examined.

*Added at MCC Spring 2016; Summer 2022 Course Numbering Change*

## **GIS - Geographic Information Systems**

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### **GIS 1001 - Introduction to Geographic Information Systems (3)** Previously GIS 101

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Prerequisite: None

15 Lecture hours, 45 Lab hours

Surveys the development, application and use of geographic information systems (GIS).

*Added at Fall 2018; Summer 2022 Course Numbering Change*

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### **GIS 2010 - Intermediate GIS (3)** Previous GIS 210

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Prerequisite: GIS 1001

67.5 lab hours

Builds on the spatial analysis principles and concepts of GIS 1001. Students work with advanced analytical tools and develop skills in spatial problem solving.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

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### **GIS 2012 - Remote Sensing and Digital Image Processing (4)** Previously GIS 212

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Prerequisite: GIS 1001

30 lecture hours, 45 lab hours

Introduce concepts and procedures used in remote sensing with an emphasis on integration of aerial and satellite imagery into GIS applications. This course applies the science of remote sensing and imagery interpretation to understand local to global earth observation characteristics based on remotely sensed data and logical interpretation.

*Added at MCC, Fall 2020; Summer 2022 Course Numbering Change*

## HIS - History

### HIS 1310 - Western Civilization: Antiquity-1650: GT-HI1 (3)

Previously HIS 101

Prerequisite: College Readiness in English

45 lecture hours

Explores trends within events, peoples, groups, ideas, and institutions in Western Civilization from antiquity to 1650. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity.

*Replaces HIS 101 Summer 1988-Fall 2002; Replaces HIS 101-History of Western Civilization I: GT-HI1 Spring 2003-Fall 2010; Summer 2022 Course Numbering Change; Also, CCCOnline*

### HIS 1320 - Western Civilization: 1650-Present: GT-HI1 (3)

Previously HIS 102

Prerequisite: College Readiness in English

45 lecture hours

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.

*Added at MCC Spring 2003. Replaces HIS 102 Summer 1988-Fall 2002; Replaces HIS 102 History of Western Civilization II: GT-HI1 Spring 2002-Fall 2010; Summer 2022 Course Numbering Change; Also, CCCOnline*

### HIS 1110 - The World: Antiquity-1500: GT-HI1 (3)

Previously HIS 111

Prerequisite: College Readiness in English

45 lecture hours

Explores trends within events, peoples, groups, ideas, and institutions in World History from antiquity to 1500. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This course focuses on common cultural trends.

*Replaces HIS 111 Fall 2003-Summer 2006; Replaces HIS 111 World Civilization I: GT-HI1 Spring 2006-Fall 2010 including description and competencies changes; Summer 2022 Course Numbering Change; Also, CCCOnline*

### HIS 1120 - The World: 1500-Present: GT-HI1 (3)

Previously HIS 112

Prerequisite: College Readiness in English

45 lecture hours

Explores trends within events, peoples, groups, ideas, and institutions in World History since 1500 as well as on common cultural trends. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through the perspectives such as gender, class, religion, and ethnicity.

*Replaces HIS 112 Fall 2003-Summer 2006; Replaces HIS 112 World Civilization II: GT-HI1 Spring 2006-Fall 2010 including competencies and course description changes; Summer 2022 Course Numbering Change; Also, CCCOnline*

### HIS 1210 - U.S. History to Reconstruction: GT-HI1 (3)

Previously HIS 121

Prerequisite: College Readiness in English

45 lecture hours

Explores trends within events, peoples--including Native American--groups, ideas, and institutions in North America and the United States to Reconstruction. This class focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity.

*Replaces HIS 201 Summer 1988-Fall 2002; Replaces HIS 201 U.S. History I: GT-HI1 Spring 2003-Fall 2010 including competencies; New Title Spring 2011; Summer 2022 Course Numbering Change; Also, CCCOnline*

### HIS 1220 - U.S. History since Civil War: GT-HI1 (3)

Previously HIS 122

Prerequisite: College Readiness in English

45 lecture hours

Explores trends within events, peoples, groups, ideas, and institutions since the American Civil War. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity.

*Replaces HIS 202 Summer 1988-Fall 2002; Replaces HIS 202 U.S. History II: GT-HI1 Spring 2003-Fall 2010 including competencies; New Title Spring 2011; Summer 2022 Course Numbering Change; Also, CCCOnline*

### HIS 2105 - Women in US History: GT-HI1 (3)

Previously HIS 215

Prerequisite: College Readiness in English

45 lecture hours

Examines women's changing roles in American history. It explores the nature of women's work and the participation of women in family, political, religious, and cultural activities and in social reform movements. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity.

*Added Summer 2014; Summer 2022 Course Numbering Change*

### HIS 2135 - Colorado History: GT-HI1 (3)

Previously HIS 225

Prerequisite: College Readiness in English

45 lecture hours

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, mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity.

Replaces HIS 225-Colorado History Fall 1991-Fall 2010 including competencies and course description changes and addition of GT designation

Summer 2022 Course Numbering Change; Also, CCCOnline

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### **HIS 2130 - History of the American West: GT-HI1 (3)** Previously HIS 235

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Prerequisite: College Readiness in English

45 lecture hours

Traces the history of the American West from Native American cultures to the present. It explores the frontier experiences of America's earliest, eastern settlers through the Trans-Mississippi West across the great exploratory and wagon trails including cities, ranching, reservation, resource management, and industry. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity.

Replaces HIS 235- History of the American West, Fall 2003-Fall 2010 including competencies and course description changes; Summer 2022 Course Numbering Change

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### **HIS 2145 - U.S. History since 1945: GT-HI1 (3)** Previously HIS 236

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Prerequisite: College Readiness in English

45 lecture hours

Examines the major political, economic, social, and cultural developments that have shaped modern America from 1945 to the present. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity.

Replaces HIS 235- U.S. History Since 1945 Fall 2009-Fall 2010 including competencies and description changes and addition of GT-HI1; Summer 2022 Course Numbering Change

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### **HIS 2147 - Cold War Era in World History (3)** Previously HIS 240

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Prerequisite: College Readiness in English

45 lecture hours

Examines the Cold War as a political, ideological, economic, and military contest on global scale.

Added Spring 2014; Summer 2022 Course Numbering Change

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### **HIS 2610 - History of Modern China: GT-HI1 (3)** Previously HIS 243

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Prerequisite: College Readiness in English

45 Lecture hours

Explores the political, ideological, economic, religious, social, and cultural developments of modern China from the Qing dynasty through the political and economic revolutions of the 20th century. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity.

Added at MCC Spring 2019; Summer 2022 Course Numbering Change

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### **HIS 2015 - 20th Century World History: GT-HI1 (3)** Previously HIS 247

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Prerequisite: College Readiness in English

45 lecture hours

Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions, empires, and nation-states since the late nineteenth century. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity.

Replaces HIS 247- 20th Century World History: GT-HI1 Spring 2009-Fall 2010 including competencies changes and addition of GT: HI1; Summer 2022 Course Numbering Change; Also, CCCOnline

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### **HIS 2120 - U.S. Foreign Relations History: GT-HI1 (3)** Previously HIS 260

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Prerequisite: College Readiness in English

45 lecture hours

Surveys 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. This course focuses on developing, **practicing, and** strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through the perspectives such as gender, class, religion, and ethnicity.

Replaces HIS 260 U.S. Foreign Relations History Fall 2009-Fall 2010 including competencies and description changes and addition of GT-HI1; Summer 2022 Course Numbering Change

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## **HPR - Health Professional**

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### **HPR 1006 - Customer Service in Healthcare (2)** Previously HPR 101

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Prerequisite: None

30 lecture hours

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; Summer 2022 Course Numbering Change

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### **HPR 1011 - CPR for Professionals (0.5)** Previously HPR 102

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Prerequisite: None

7.5 lecture hours

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; Summer 2022 Course Numbering Change*

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### **HPR 1008 - Law and Ethics for Health Professions (2)** Previously HPR 106

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Prerequisite: None

30 lecture hours

Introduces student to the study and application medico-legal concepts in medical careers. This course seeks to establish a foundation for ethical behavior and decision making in health professions.

*Summer 2022 Course Numbering Change*

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### **HPR 1010 - Dietary Nutrition (1)** Previously HPR 108

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Prerequisite: None

15 lecture hours

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; Summer 2022 Course Numbering Change*

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### **HPR 1003 - Success Seminar (1)** Previously HPR 111

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Prerequisite: None

15 lecture hours

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; Summer 2022 Course Numbering Change*

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### **HPR 1020 - Phlebotomy (4)** Previously HPR 112

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Prerequisite: None

30 lecture hours, 45 lab hours

Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. This course provides experience with quality control, infection control, safety procedures, as well as laboratory computer systems. Successful completion of this course, with an adequate number of blood draws, will constitute eligibility for application for a National Phlebotomy Registry Examination.

*Added at MCC Fall 2007; Summer 2022 Course Numbering Change*

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### **HPR 1017 - Anatomical Kinesiology (3)** Previously HPR 117

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Prerequisite: BIO 2101

30 lecture 22.5 lab hours

Studies the Anatomical Bases of Human Movement.

*Added at MCC Spring 2007; Summer 2022 Course Numbering Change*

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### **HPR 2011 - Advanced Cardiac Life Support (1)** Previously HPR 120

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Prerequisite: Current basic life support health care provider certification

10 lecture hours, 5 lab hours

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, Summer 2022 Course Numbering Change*

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### **HPR 2013 - Pediatric Advanced Life Support (1)** Previously HPR 130

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Prerequisite: Current CPR card -must include child and infant CPR

10 lecture hours, 5 lab hours

Provides students the needed information and skills as required by health care agencies for pediatric emergencies.

*Added at MCC Fall 2003, Summer 2022 Course Numbering Change*

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### **HPR 1038 Intro to Medical Terminology (1)** Previously HPR 138

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Prerequisite: None

15 lecture hours

Introduces the structure of medical terms with emphasis on using and combining the most common prefixes, roots, and suffixes. This course includes terms related to major body systems and provides accepted pronunciation of terms.

*Added at MCC Spring 2020, Summer 2022 Course Numbering Change*

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### **HPR 1039 Medical Terminology (2)** Previously HPR 139

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Prerequisite: None

30 lecture hours

Discusses the structure of medical terms with emphasis on using and combining prefixes, roots and suffixes. This class includes terms related to major body systems, oncology, and psychiatry, as well as clinical laboratory and diagnostic procedures and imaging, and provides accepted pronunciation and spelling of terms used in the healthcare setting.

*Added at MCC – Fall 2020; Replaces/Equivalent to HPR 178- Medical Terminology (2 credits), Summer 2022 Course Numbering Change, Also, CCCOnline*

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### **HPR 1064 - Orientation to Health Careers (Leadership) (6)** Previously HPR 140

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Prerequisite: None

90 lecture hours

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, Summer 2022 Course Numbering Change*

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### **HPR 1005 - Orientation to Health Careers (3)**

Previously HPR 140

Prerequisite: None

45 lecture hours

Compares various careers, ethics, and work attributes required in the health care field. This course includes an introduction to theory of leadership skills, community awareness, and the student organization HOSA (Health Occupations Students of America).

*Added at MCC Fall 2020; Summer 2022 Course Numbering Change*

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### **HPR 1040 – Comprehensive Medical Terminology (3)**

Previously HPR 144

Prerequisite: None

45 lecture hours

Provides an in-depth study of the structure of medical terms with emphasis on using and combining common prefixes, roots and suffixes. This course includes terms related to major body systems, oncology, and psychiatry as well as clinical laboratory and diagnostic procedures, and imaging, and provides accepted pronunciation of terms and relative use in the healthcare setting.

*Added at MCC Spring 2020; Summer 2022 Course Numbering Change*

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### **HPR 1075 - Health Professional: Special Topics (1)**

Previously HPR 175

Prerequisite: None

Variable

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

*Summer 2022 Course Numbering Change*

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### **HPR 1079 - Seminar (1)**

Previously HPR 179

Prerequisite: None

22.5 Lab Hours

Provides students with an experiential learning opportunity.

*Added at MCC Fall 2020; Summer 2022 Course Numbering Change.*

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### **HPR 1080- Internship (3)**

Previously HPR 180

Prerequisite: None

135 internship hours

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; Summer 2022 Course Numbering Change*

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### **HPR 1050 - Basic EKG Interpretation (2)**

Previously HPR 190

Prerequisite: None

22 lecture hours, 11 lab hours

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; Summer 2022 Course Numbering Change*

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## **HUM - Humanities**

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### **HUM 1003 - Introduction to Film Art: GT-AH2 (3)**

Previously HUM 103

Prerequisite: None

45 Lecture hours

Introduces film terminology and narrative techniques to explore how film conveys meaning and to study the relationships among film form, content, and audience reception. This course emphasizes active viewing, discussion, and critical analysis of films from different cultures and eras.

*Added at MCC Spring 2018, Summer 2022 Course Numbering Change*

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### **HUM 1015 - World Mythology: GT-AH2 (3)**

Previously HUM 115

Prerequisite: None

45 lecture hours

Introduces an interdisciplinary approach to world mythology. The course illustrates and connects common themes in mythology to world religion, philosophy, art, literature, music, and contemporary culture using various interpretive methods.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **HUM 1021 - Humanities: Early Civilization: GT-AH2 (3)**

Previously HUM 121

Prerequisite: None

45 lecture hours

Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among diverse cultures, including European and non-European, from the prehistoric to the early medieval era.

*Replaces HUM 121 Survey of Humanities I Summer 1988- Fall 2003. Title changed Summer 2007- from "Survey of Humanities I"; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **HUM 1022 - Humanities: Medieval-Modern: GT-AH2 (3)**

Previously HUM 122

Prerequisite: None

45 lecture hours

Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among global cultures from the medieval to the early modern era.

*(Replaces HUM 122 Survey of Humanities II Fall 1988- Fall 2003. Title change Summer 2007 from "Survey of Humanities II"); Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **HUM 1023 - Humanities: Modern World: GT-AH2 (3)** Previously HUM 123

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Prerequisite: None

45 lecture hours

Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among global cultures from the European Enlightenment to the postmodern era.

*Previously HUM 123 Survey of Humanities III Fall 1988- Fall 2003. Title changed Summer 07- from "Survey of Humanities III"; Summer 2022 Course Numbering Change; Also, CCCOnline*

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## **HVA - Heating, Ventilation and Air Conditioning**

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### **HVA 1002 - Basic Refrigeration (4)** Previously HVA 102

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Prerequisite: None

45 lecture hours, 22.5 lab hours

Introduces the basic theory of refrigeration systems, components, charging, recycling, and evacuation of refrigeration units.

Summer 2022 Course Numbering Change

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## **HWE - Health and Wellness**

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### **HWE 1050 - Human Nutrition (3)** Previously HWE 100

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Prerequisite: None

45 lecture hours

Introduces basic principles of nutrition with emphasis on personal nutrition. This course focuses on macro and micro nutrients and their effects on the functions of the human body. Special emphasis is placed on the application of wellness, disease, and lifespan as it pertains to nutrition.

*Previously NUT 100 Nutrition Fall 2000-Summer 2002; HWE 100 Human Nutrition Fall 2000; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **HWE 1001 - Community First Aid and CPR (1)** Previously HWE 103

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Prerequisite: None

15 lecture hours

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; Summer 2022 Course Numbering Change*

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### **HWE 1002 - First Aid and Adult CPR (0.5)** Previously HWE 113

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Prerequisite: None

7.5 lecture hours

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; Summer 2022 Course Numbering Change*

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### **HWE 1004 - Responding to Emergencies (2)** Previously HWE 122

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Prerequisite: None

30 lecture hours

Trains health care providers and fitness professionals in basic life support (BLS), two-person cardiopulmonary resuscitation (CPR) with automated external defibrillator (AED), and standard first aid with attention to sudden illness, specific diseases, and emergencies

*Added at MCC Fall 2003; Summer 2022 Course Numbering Change*

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### **HWE 2062 - Physiology of Exercise (3)** Previously HWE 245

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Prerequisite: None

30 lecture hours, 22.5 lab hours

Introduces the physiological effects and responses by the body to the stressor of exercise. This course focuses on fundamental concepts of exercise physiology including metabolic, nervous, cardiovascular, respiratory, and musculoskeletal systems, and the significance of these effects on health and performance.

*Added at MCC Spring 2008; Summer 2022 Course Numbering Change*

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## **IMA - Industrial Maintenance Technology**

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### **IMA 1700 - Intro Industrial Maintenance (3)** Previously IMA 100

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Prerequisite: None

30 Lecture hours, 22.5 Lab hours

Provides an overall perspective and foundation for the person entering the industrial maintenance field. The fundamentals of machine operations commonly utilized in the process and energy industry will be presented. Maintenance personnel duties and responsibilities, general maintenance procedures, basic maintenance tools and equipment, basic fastening and securing and machine operating specifications will be covered. Emphasis will be placed upon the understanding of machine documentation. The student will be introduced to the logical process utilized in the diagnosis machinery and control system troubleshooting. Workplace safety will be stressed throughout the course.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

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### **IMA 2700 - Industrial Problem-Solving Methods (2)** Previously IMA 150

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Prerequisite: None

15 Lecture hours, 22.5 Lab hours

Provides the student with the methodology and skills to perform a clear, concise analysis of multi-faceted problems associated with complex equipment, systems or organization performance breakdowns or failures. Methodologies for developing, analyzing and prioritizing solutions will be presented. Demonstration of skills will be required using actual problems or failures.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

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### IMA 2080 - Internship (2)

Previously IMA 280

Prerequisite: Must complete EIC 1200, EIC 1103, EIC 1860, EIC 1410, HWE 1002, and ELT 1206 with a "C" or better. Also instructor approval.

90 Internship hours

Provides an 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 direct guidance of the instructor.

*Added at MCC Fall 2018; Summer 2022 Course Numbering Change*

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## JOU - Journalism

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### JOU 1005 - Introduction to Mass Media: GT-SS3 (3)

Previously JOU 105

Prerequisite: None

45 lecture hours

Places the mass media in a technological, historical, and cultural perspective, considering the validity, integrity, and influence of the evolving media in a democracy.

*Added at MCC Fall 1997; Summer 2022 Course Numbering Change*

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### JOU 1006 - Media News and Reporting (3)

Previously JOU 106

Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change*

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### JOU 2025 - New Media (3)

Previously JOU 225

Prerequisite: None

45 lecture hours

Explores techniques and approaches in the latest delivery methods for new media journalism, ethics, technological advances, and media literacy.

Summer 2022 Course Numbering Change; Also, CCCOnline

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### JOU 2031 - Introduction to Public Relations (4)

Previously JOU 231

Prerequisite: None

60 lecture hours

Focuses on public relations and its role for the individual, the non-profit organization, business and government; research methodology, principles and practices necessary to become a public relations practitioner; and media channels best suited to a persuasive appeal or crisis.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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### JOU 2041 - Feature and Magazine Writing (3)

Previously JOU 241

Prerequisite: None

45 lecture hours

Studies trade, consumer and technical markets; manuscript development with emphasis on nonfiction; submission techniques; and trends affecting the marketing of manuscripts.

*Title change 02/31/11; Summer 2022 Course Numbering Change; Also, CCCOnline*

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## LIT - Literature

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### LIT 1015 - Introduction to Literature: GT-AH2 (3)

Previously LIT 115

Prerequisite: None

45 lecture hours

Introduces fiction, poetry, and drama. This course emphasizes active and responsive reading.

*Previously LIT 115 Fall 1988-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### LIT 2001 - World Literature to 1600: GT-AH2 (3)

Previously LIT 201

Prerequisite: None

45 lecture hours

Examines significant writings in world literature from the ancients to the seventeenth century. It emphasizes active reading and understanding of the works and their cultural backgrounds.

*Replaces LIT 201 Spring 1988-Fall 2002; Title Change Summer 2010 from "Masterpieces of Literature I: GT-AH2"; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### LIT 2002 - World Literature after 1600: GT-AH2 (3)

Previously LIT 202

Prerequisite: None

45 lecture hours

Examines significant writings in world literature from the seventeenth century to the present. It emphasizes active reading and understanding of the works and their cultural backgrounds.

*Replaces LIT 202 Summer 1988-Fall 2002; Title Change Summer 2010 from "Masterpieces of Literature II: GT-AH2"; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**LIT 2005 - Race, Ethnicity, and Culture in U.S. Literature: GT-AH2 (3)**  
Previously LIT 205

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Prerequisite: None

45 Lecture Hours

Examines the cultural, historical, and social contexts impacting multiple ethnic American identities through critical reading and analysis. This course focuses on significant works by authors who identify as African American, Native American, Latino/a, Asian American, and other ethnicities.

*Added at MCC Spring 2019; Summer 2022 Course Numbering Change*

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**LIT 2011 - American Literature to Civil War: GT-AH2 (3)**  
Previously LIT 211

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Prerequisite: None

45 lecture hours

Examines American literary works from pre-European arrival on the continent up to the Civil War, including works from diverse people that contributed to American literature. This course also explores historical and social contexts within various genres.

*Replaces LIT 211 Fall 1991-Summer 2005; Title and competencies change Summer 2010 from "Masterpieces of Literature II: GT-AH2"; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**LIT 2012 - American Literature after Civil War: GT-AH2 (3)**  
Previously LIT 212

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Prerequisite: None

45 lecture hours

Examines American literary works from 1865 to the present, distinguishing among literary themes, genres, and schools of thought that illustrate historical and social contexts across a multicultural spectrum.

*Replaces LIT 212 Fall 1991-Summer 2005; Title and competencies change Summer 2010 from LIT 2012-"Survey of American Literature II: GT-AH2"; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**LIT 2021 - British Literature to 1770: GT-AH2 (3)**  
Previously LIT 221

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Prerequisite: None

45 lecture hours

Examines major works of British literature from the Anglo-Saxon period through the 17th century. Explores the historical, political, and social contexts of the works as well as the major themes which reflect and/or critique the social assumptions and values of the times. Besides fostering an understanding of works essential to western culture, the course will examine how these works are still influential and relevant to contemporary thought and culture.

*Course description change fall 2000; Revisions to competencies and description 02/04/2010; Course title, description and competencies changes 03/15/2010; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**LIT 2022 - British Literature since 1770: GT-AH2 (3)**  
Previously LIT 222

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Prerequisite: None

45 lecture hours

Examines major works of British literature from the 18th century to the present. Explores the historical, political, and social contexts of the works and the major themes authors used to reflect and critique the social assumptions of their times. Besides fostering an understanding of works essential to western culture, the course examines how these works are still influential and relevant to contemporary thought and culture.

*Description changed fall 2000; Revised description and competencies 02/04/10; Revised course title, description and competencies 03/15/10; Summer 2022 Course Numbering Change; ; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**LIT 2025 - Introduction to Shakespeare: GT-AH2 (3)**  
Previously LIT 225

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Prerequisite: ACCUPLACER Reading 80; Sentence Skills 95

Recommended: ENG 1021 prior to taking this course but not required

45 lecture hours

Explores works by William Shakespeare, focusing on a careful reading of these works as well as an exploration of pertinent contextual and historical information.

*Added at MCC Fall 2005. Rev. Spring 2011-added GT-AH2; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**LIT 2055 - Children's Literature GT-AH2 (3)**  
Previously LIT 255

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Prerequisite: None

45 lecture hours

Examines the criteria for selecting appropriate literature for children. Explores literature through a variety of genres, age levels, values taught through literature, and literary and artistic qualities of various texts.

*Added at MCC Spring 1995; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**MAN - Management**

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**MAN 1016 - Principles of Supervision (3)**  
Previously MAN 116

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Prerequisite: None

45 lecture hours

Defines supervision, examines the functions of a supervisor, explains the necessary skills for successful supervision, relates supervision with human resources, and discusses supervisory challenges.

*Previously MAN 2015 Summer 1997-Summer 2003; Summer 2022 Course Numbering Change*

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**MAN 1017 - Time Management (1)**  
Previously MAN 117

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Prerequisite: None

15 lecture hours

Provides a clear sense of purpose for the following: structured goals, overcome barriers, leverage practical strategies, tools, and techniques to develop and implement an effective time management framework.

*Added at MCC Fall 2001; Summer 2022 Course Numbering Change*

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### **MAN 1025 - Teambuilding (1)**

Previously MAN 125

Prerequisite: None

15 lecture hours

Introduces the concept of working as a team member. This course emphasizes the ability to negotiate, collaborate, build consensus, and make quality decisions.

*Previously BUS 126 Spring 1997-Summer 2001; Summer 2022 Course Numbering Change*

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### **MAN 2000 - Human Resource Management I (3)**

Previously MAN 200

Prerequisite: None

45 lecture hours

Provides an overview of the contemporary issues, theories, and principles used to effectively manage human resources. Topics covered include job analysis and design, talent acquisition and retention, planning and recruiting human resources, selecting employees, job placement, employee training and performance management, selecting employees, compensation and benefits, and retaining employees.

*Previously BUS 158 Spring 1998-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **MAN 2015 - Organizational Behavior (3)**

Previously MAN 215

Prerequisite: None

45 lecture hours

Introduces the behaviors of groups and individual members of organizations and how to influence their behavior. Emphasis is on the tools managers use to achieve organizational effectiveness.

*Added at MCC Spring 2006; Summer 2022 Course Numbering Change*

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### **MAN 2016 - Small Business Management (3)**

Previously MAN 216

Prerequisite: None

45 lecture hours

Examines the elements necessary for the successful formation of a new small business and to enhance the skills of those already involved in the operation of a small business. This course includes the development of a complete small business plan.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **MAN 2024 - Leadership (3)**

Previously MAN 224

Prerequisite: None

45 lecture hours

Focuses on the leadership skills for contemporary organizations. Covers development and communication a shared vision to motivate and empower employees to manage conflict, to negotiate, and to develop teams.

*Added at MCC Fall 2003; Summer 2022 Course Numbering Change*

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### **MAN 2026 - Principles of Management (3)**

Previously MAN 226

Prerequisite: None

45 lecture hours

Provides an overview of the principles of management. Emphasis is on the primary functions of planning, organizing, staffing, leading and controlling with a balance between the behavioral and operational approaches.

*Added at MCC Fall 1991; Summer 2022 Course Numbering Change; Also, CCCOnline*

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## **MAP - Medical Assisting Professional**

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### **MAP 1010 - Medical Office Administration (4)**

Previously MAP 110

Prerequisite: None

60 lecture hours

Introduces the administrative duties specifically used in medical offices.

*Added at MCC Fall 2010; Summer 2022 Course Numbering Change*

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### **MAP 1020 - Medical Office Financial Management (4)**

Previously MAP 120

Prerequisite: None

60 lecture hours

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office. 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 codes), thus establishing the medical necessity required for third-party reimbursement.

*Added at MCC Fall 2010; Summer 2022 Course Numbering Change*

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### **MAP 2038 - Medical Assistant Laboratory Skills (4)**

Previously MAP 138

Prerequisite: MAP 2040 with a "C" grade or higher

45 lecture hours, 22.5 lab hours

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.

*Added at MCC Fall 2010; Summer 2022 Course Numbering Change*

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### **MAP 2040 - Medical Assisting Clinical Skills (4)**

Previously MAP 140

Prerequisite: MOT 136 with a grade of "C" or higher.

45 lecture hours, 22.5 lab hours

Provides hands on experience with clinical skills required in medical

offices. Delivers theory and skills presentations allowing for students to properly demonstrate techniques for a variety of medical needs.

*Added at MCC Spring 2004. Rev. Fall 2010. Prerequisite/Co-requisite changes and clinical to lab hours changes effective Fall 2010; Summer 2022 Course Numbering Change*

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### **MAP 1050 - Pharmacology for Medical Assistants (3)** Previously MAP 150

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Prerequisite: *HPR 178*; MAT 1140 or Accuplacer score of EA>or = 30

30 lecture hours, 22.5 lab hours

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; Summer 2022 Course Numbering Change*

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### **MAP 2069 - Review for the Medical Assistant National Exam (1)** Previously MAP 189

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Prerequisite: None

15 Lecture hours

Prepares the candidate sitting for the National Registration/Certification examination for Medical Assistant through review and practice. These examinations are given with the intent of evaluating the competency of entry level practitioners in Medical Assisting supporting quality care in the office or clinic.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **MAP 2080 - Internship (5)** Previously MAP 280

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Prerequisite: Successful completion ("C" or better) of all other courses in degree or certificate for the Medical Assistant

Non-course prerequisites:  
Background check, proof of immunity to communicable disease, negative drug screen, proof of current BLS for the Healthcare Provider. BLS cannot expire before the end of term in which the internship occurs. Must purchase student liability insurance.

225 Internship hours

Provides supervised placement in contracted facility for guided experience in the psychomotor, cognitive and affective learning domains acquired in an education program. Positions are non-paid.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

## **MAR - Marketing**

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### **MAR 1011 - Principles of Sales (3)** Previously MAR 111

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Prerequisite: None

45 lecture hours

Addresses ethical sales techniques, the role of selling, and the marketing process. Areas of emphasis include behavioral

considerations in the buying and selling process and sales techniques.

*Summer 2022 Course Numbering Change ; Also, CCCOnline*

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### **MAR 1055 - Social Media for Businesses (3)** Previously MAR 155

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Prerequisite: None

15 Lecture hours, 45 Lab hours

Teaches students how to use social media as a business strategy and covers how to match that strategy with the goals of the business. This course addresses current trends, ethics, regulations, legal challenges, strategy, content development, and change management. This course helps students develop a better understanding of how marketing with social media is similar to and different from traditional marketing and how to best use online methods to further business goals.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **MAR 1060 - Customer Service (3)** Previously MAR 160

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Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **MAR 2016 - Principles of Marketing (3)** Previously MAR 216

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Prerequisite: None

45 lecture hours

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); Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **MAR 2020 - Principles of Advertising (3)** Previously MAR 220

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Prerequisite: None

30 Lecture hours, 22.5 Lab hours

Examines the principles and practices of advertising and its relationship to business in the promotion of a business or organization. Areas of major emphasis include advertising principles, strategies, media, copy, and ethical considerations.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

## **MAT - Mathematics**

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### **MAT 0100 - Quantitative Literacy Lab (1)** Previously MAT 020

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Prerequisite: None

Corequisite: MAT 0250

30 lab hours

Supports skill development for students registered in MAT 0250 Quantitative Literacy. Topics covered in this course include those defined in MAT 0250 and/or any pre-requisite skills needed by the student.

*Added at MCC Summer 2019; Summer 2022 Course Numbering Change*

### **MAT 0200 - Algebraic Literacy Lab (1)**

Previously MAT 025

Prerequisite: None

Corequisite: MAT 0300

30 lab hours

Supports skill development in students registered in MAT 0300 Algebraic Literacy. Topics covered in this course include those defined in MAT 0300 and/or any prerequisite skills needed by the student.

*Added at MCC Summer 2019; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **MAT 0250 - Quantitative Literacy (4)**

Previously MAT 050

Prerequisite: None

60 lecture hours

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; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **MAT 0300 - Algebraic Literacy (4)**

Previously MAT 055

Prerequisite: None

60 lecture hours

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, systems of linear equations in two variables, related applications, and linear inequalities. This course prepares students for MAT 1340 College Algebra and MAT 1320 Finite Math.

*Added at MCC Fall 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **MAT 0705 - Special Topics (1)**

Previously MAT 075

Prerequisite: None

15 lecture hours

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

*Summer 2022 Course Numbering Change*

### **MAT 1100 - Skilled Trades and Industrial Math (2)**

Previously MAT 102

Prerequisite: MAT 0250 or MAT 0300 or appropriate placement scores

30 lecture hours

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.

*Added at MCC Fall 2015; Summer 2022 Course Numbering Change*

### **MAT 1120 - Math for Clinical Calculations (3)**

Previously MAT 103

Prerequisite: MAT 0250 or MAT 0300 or appropriate placement scores

45 lecture hours

Covers the mathematical calculations needed for enteral and parenteral medication administration. It is designed for students in the health disciplines. Topics include measurements, conversion between various systems of measurements, and methods of solving problems related to drug dosage and medication administration.

*Added at MCC Summer 2008; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **MAT 1140 - Career Math (3)**

Previously MAT 107

Prerequisite: MAT 0250 or MAT 0300 or appropriate placement scores

45 lecture hours

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; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **MAT 1150 – Technical Math (4)**

Previously MAT 108

Prerequisite: MAT 0250 or MAT 0300 or appropriate placement scores

60 lecture hours

Covers mathematical material designed for career and technical students. Topics include measurement, algebra, geometry, trigonometry, and vectors. These are presented at an introductory level and the emphasis is on applications.

*Added at MCC; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**MAT 1160 - Financial Mathematics (3)****Previously MAT 112**

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Prerequisite: MAT 0250 or MAT 0300 or appropriate placement scores

45 lecture hours

Covers the fundamentals of financial mathematics. Topics include pricing, taxes, insurance, interest, annuities, amortization, and investments.

*Added at MCC Fall 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**MAT 1240 - Mathematics for Liberal Arts: GT-MA1 (4)****Previously MAT 120**

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Prerequisite: MAT 0250 or MAT 0300 or appropriate placement scores

60 lecture hours

Highlights connections between mathematics and the society in which we live and is intended for liberal arts majors. Topics include set theory and logic, mathematical modeling, probability and statistical methods and consumer mathematics.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Spring 2003.*

*Added at MCC Fall 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**MAT 1340 - College Algebra: GT-MA1 (4)****Previously MAT 121**

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Prerequisite: MAT 0300 or appropriate placement scores

60 lecture hours

Focuses on a variety of functions and the exploration of their graphs. Topics include: equations and inequalities, operations on functions, exponential and logarithmic functions, linear and non-linear systems, and an introduction to conic sections. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways.

*Replaces MAT 121 Summer 1987-Fall 2002; Effective Spring 2018: Prerequisite change; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**MAT 1420 - College Trigonometry: GT-MA1 (3)****Previously MAT 122**

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Prerequisite: MAT 1340 or appropriate placement scores

45 lecture hours

Explores trigonometric functions, their graphs, inverse functions and identities. Topics include: trigonometric equations, solutions of triangles, trigonometric form of complex numbers, and polar coordinates. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways.

*Replaces MAT 1420 Summer 1987-Summer 2005; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**MAT 1320 - Finite Mathematics: GT-MA1 (4)****Previously MAT 123**

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Prerequisite: MAT 0300 or appropriate placement scores

60 lecture hours

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.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Fall 2005*

*Replaces MAT 123 Summer 2003-Summer 2004; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**MAT 1400 - Survey of Calculus: GT-MA1 (4)****Previously MAT 125**

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Prerequisite: MAT 1340) or appropriate test scores

60 lecture hours

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Spring 2003.*

*Previously MAT 125 Fall 1989-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**MAT 1260 - Introduction to Statistics: GT-MA1 (3)****Previously MAT 135**

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Prerequisite: MAT 0250 or MAT 0300 or appropriate placement scores

45 lecture hours

Introduces descriptive and inferential statistics, with an emphasis on critical thinking and statistical literacy. Topics include method of data collection, presentation and summarization, introduction to probability concepts and distributions, and statistical inference of one and two populations. This course uses real world data to illustrate applications of a practical nature.

*Replaces MAT 135 Summer 1988-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**MAT 1220 - Integrated Math I: GT-MA1 (3)****Previously MAT 155**

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Prerequisite: MAT 0250 or MAT 0300 or appropriate placement scores

45 lecture hours

Engages students in the concepts underlying elementary level mathematics. The course emphasizes critical thinking and applications. Topics include the structure of number systems, an analysis of numerical operations, set properties, numerical and geometric patterns, and a variety of problem-solving skills.

*Added at MCC Fall 2006. Replaces MAT 155 Fall 2002-Summer 2006; GT-MA1-gtPathways removed effective Fall 2010. No longer meets Math requirement for AA; Prerequisite Changes effective Fall 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**MAT 1230 - Integrated Math II: GT-MA1 (3)****Previously MAT 156**

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Prerequisite: MAT 0250 or MAT 0300 or appropriate placement scores

45 lecture hours

Engages students in the concepts underlying elementary level mathematics. The course emphasizes critical thinking and applications. Topics include probability, statistics, measurement, Euclidean geometry, and algebraic methods.

*Added at MCC Fall 2006. Replaces MAT 156 Fall 2002-Summer 2006; GT-MA1-gtPathways removed effective Fall 2010. No longer meets Math requirement for AA; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **MAT 1440 – Pre-Calculus: GT-MA1 (5)**

Previously MAT 166

Prerequisite: MAT 1340 or appropriate test scores

45 lecture hours

Extends algebraic concepts and explores the subject of trigonometry. Topics include: polynomial, rational, logarithmic, and exponential functions, trigonometric and inverse trigonometric functions and their graphs, trigonometric identities, and applications. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways.

*Added at MCC; Summer 2022 Course Numbering Change; CCCOnline ONLY*

### **MAT 2410 - Calculus I: GT-MA1 (5)**

Previously MAT 201

Prerequisite: MAT 1420 or MAT 1440 or appropriate test scores

75 lecture hours

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.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Spring 2003.*

*Replaces MAT 2410 Fall 1988-Fall 2002; Summer 2022 Course Numbering Change*

### **MAT 2420 - Calculus II: GT-MA1 (5)**

Previously MAT 202

Prerequisite: MAT 2410

Continues the study of single variable calculus which will include techniques of integration, analytic geometry, improper integrals, convergence of infinite numerical series and power series.

*Replaces MAT 2420 Fall 1988-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **MAT 2430 - Calculus III: GT-MA1 (4)**

Previously MAT 203

Prerequisite: MAT 2420

60 lecture hours

Focuses on the traditional subject matter of multivariable Calculus. Topics include vectors, vector-valued functions, partial derivatives, analytic geometry, multiple integrals, line integrals and applications.

*Added at MCC Fall 2016; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **MAT 2520 - Discrete Mathematics: GT-MA1 (4)**

Previously MAT 215

Prerequisite: MAT 2410

60 lecture hours

Concentrates on formal logic, algorithms, induction proofs, equivalence relations and graphs. This course is designed for mathematics and computer science students.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Fall 2007; Summer 2022 Course Numbering Change; Added at MCC Fall 2007*

### **MAT 2540 - Linear Algebra (3)**

Previously MAT 255

Prerequisite: MAT 2420

45 lecture hours

Introduces linear algebra and emphasizes techniques of problem solving and introductory proofs. This course includes linear systems, matrices, determinants, vector spaces, linear transformations, eigenvalues, and eigenvectors.

*Added at MCC Fall 2007; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **MAT 2561 - Differential Equations w/Engineering Applications: GT-MA1 (4)**

Previously MAT 261

Prerequisite: MAT 2430 or MAT 2431

60 lecture hours

Introduces ordinary differential equations. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms with an additional emphasis on engineering applications and problem solving. Appropriate technology related to the mathematical field may be used as a component of the course.

*Added at MCC Fall 2007; Summer 2022 Course Numbering Change*

### **MAT 2560 - Differential Equations: GT-MA1 (3)**

Previously MAT 265

Prerequisite: MAT 2420

45 Lecture hours

Explores techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms.

*Added at MCC Summer 2018; Summer 2022 Course Numbering Change; Also, CCCOnline*

## **MGD - Multimedia Graphic Design**

### **MGD 1002 - Introduction to Multimedia (3)**

Previously MGD 102

Prerequisite: None

15 lecture hours, 46 lab hours

Introduces the basic components of multimedia: text, graphics, animation, sound, and video. Students gain an introductory knowledge of various multimedia and design software programs. Students gain hands-on, technical, conceptual and aesthetic experience pertaining to the creation of multi-dimensional design

and time-based media via an array of projects and demonstrations. Students will be introduced to career opportunities within multimedia fields.

*Previously CWB 140 Fall 2001-Summer 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **MGD 1004 - Videography (3)**

*Previously MGD 104*

Prerequisite: None

15 Lecture hours, 45 Lab hours

Offers an introduction to the principles and techniques of videotape production, including camera operation, basic script writing, lighting, sound and basic digital editing. Detailed examination of the pre-production, production, and post-production processes, as well as aesthetics, will be included.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **MGD 1011 - Adobe Photoshop I (3)**

*Previously MGD 111*

Prerequisite: None

15 lecture hours, 45 lab hours

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; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **MGD 1012 - Adobe Illustrator I (3)**

*Previously MGD 112*

Prerequisite: None

15 lecture hours, 45 lab hours

Concentrates on the high-end capabilities of Adobe Illustrator as an illustration, design and vector drawing tool. Students learn how to use the tools to create digital artwork that can be used in web design, print media, and digital screen design. Course competencies and outline follow those set by the Adobe certified Associate exam in Visual Communication using Adobe Illustrator.

*Added at MCC Fall 2009; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **MGD 1013 - Adobe InDesign (3)**

*Previously MGD 114*

Prerequisite: None

45 lecture hours

Introduces students to InDesign, a page layout program which integrates seamlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **MGD 1030 – Media Analytics I (3)**

*Previously MGD 130*

Prerequisite: None

45 lecture hours

Explores how media consumers practice data literacy. Historical context is used to help explain the current state of media analytics. This course focuses on common media analytics practices, different organizations using media analytics, ethical issues, relevant laws, and data collected from digital devices.

*Added at MCC Fall 2021; Summer 2022 Course Numbering Change*

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### **MGD 1033 - Graphic Design I (3)**

*Previously MGD 133*

Prerequisite: MCG 1011 or MGD 1012 or MGD 1013 or MGD 1015

15 lecture hours, 45 lab hours

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 and Graphics Fall 1998-Summer 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **MGD 1041 - Web Design I (3)**

*Previously MGD 141*

Prerequisite: None

15 lecture hours, 45 lab hours

Introduces web site planning, design and creation utilizing HTML through industry-standard development tools [may list specific software]. Emphasis is placed on applying stylistic decisions using cascading style sheets. Web-based considerations regarding color, typography, aesthetics, user interface design, and process integration with visual-based design tools will be explored.

*Previously CWB 135 Complete Web Editing Fall 2001- Summer 2003; CIS 231 Web Programming I: HTML Fall 1998-Summer 2001; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **MGD 1043 - Motion Graphic Design I: Adobe Animate CC (3)**

*Previously MGD 143*

Prerequisite: None

67.5 lab hours

Explores the creation of animation and dynamic media for web and multimedia applications, conforming to professional standards. Emphasizes the manipulation of time-based media using key-frames, tweens and other technologies related to the specific software being utilized. Also examines the use of scripts to trigger timeline events and create basic interactive behavior.

*Added at MCC Fall 2009. Course Title and Description change Fall 2016; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **MGD 1075-1077 - Multimedia: Special Topics (1-6)**

*Previously MGD 175-177*

Prerequisite: To be determined by instructor

Variable lecture hours

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

*Added at MCC Summer 2003; Summer 2022 Course Numbering Change*

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### **MGD 1078 - Seminar/Workshop (1-6)**

*Previously MGD 178*

Prerequisite: To be determined by the instructor

Variable lecture hours

Provides students with an experiential learning experience.  
*Added at MCC Fall 2003; Summer 2022 Course Numbering Change*

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### **MGD 2027 - Marcomm Practices (3)**

Previously MGD 227

Prerequisite: None

30 Lecture hours, 22.5 Lab hours

Explores techniques and approaches in the practice of marketing communications (Marcomm), including: advertising; branding; direct marketing; packaging; promotion; publicity; sponsorship; public relations; sales; online marketing; social media marketing; and more. Focuses on understanding the relationships between the different components of marketing communications to achieve maximum message effect.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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### **MGD 2030 Media Analytics II (3)**

Previously MGD 230

Prerequisite: MGD 1030

45 lecture hours

Explores how media designers practice data literacy, including opportunities to use industry-relevant concepts by practicing basic skills in media analytics. This course focuses on data collection, data analysis, different forms of data, media design, project management, and strategic decision-making.

*Added at MCC Fall 2021; Summer 2022 Course Numbering Change*

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### **MGD 2033 - Graphic Design II (3)**

Previously MGD 233

Prerequisite: MGD 1033

15 lecture hours, 45 lab hours

Continues instruction in idea development for advanced graphic design.

*Added at MCC Fall 2003; Summer 2022 Course Numbering Change*

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### **MGD 2041 - Web Design II (3)**

Previously MGD 241

Prerequisite: MGD 1041

69 lab hours

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; Summer 2022 Course Numbering Change*

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### **MGD 2051 - Multimedia Motion and Sound (3)**

Previously MGD 251

Prerequisite: None

69 lab hours

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; Summer 2022 Course Numbering Change*

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### **MGD 2059 - Management and Production (3)**

Previously MGD 259

Prerequisite: Successfully pass MGD 1002, MGD 1033, MGD 2033, MGD 1041, MGD 2041, and MGD 2051 with a "C" grade or better

30 lecture hours, 23 lab hours

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; Summer 2022 Course Numbering Change*

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### **MGD 2078 - Multimedia: Seminar/Workshop (1-6)**

Previously MGD 278

Prerequisite: Department Approval Required

Variable

Provides students with an experiential learning opportunity.  
*Added at MCC Fall 2003; Summer 2022 Course Numbering Change*

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### **MGD 2089 - Multimedia Graphic Design: Capstone (3)**

Previously MGD 289

Prerequisite: Department approval required

A demonstrated culmination of learning within a given program of study.

*Summer 2022 Course Numbering Change*

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## **MOT - Medical Office Technology**

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### **MOT 1036 - Introduction to Clinical Skills (3)**

Previously MOT 126

Prerequisite: None

15 lecture hours, 45 lab hours

Provides hands on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting.

*Added at MCC Fall 2020, Summer 2022 Course Numbering Change*

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## **MTE - Manufacturing Technology**

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### **MTE 1100 - Print Reading Manufacturing (3)**

Previously MTE 106

Prerequisite: None

30 Lecture hours, 22.5 Lab hours

Instructs students in reading and understanding industrial prints. This course covers basic drafting and print standards, fundamentals of shape description, fundamentals of size description and annotation, industrial drawing types, and specialized parts and prints. Symbol interpretation, tolerancing and dimensioning standards are also covered.

*Added at MCC Fall 2018, Summer 2022 Course Numbering Change*

## MUS - Music

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### MUS 1000 - Music Theory Fundamentals I (3)

Previously MUS 100

Prerequisite: None

45 lecture hours

Focuses on the foundational elements of music theory. The course will cover clef reading, pitch and rhythmic notation, intervals, scales, key signatures, triads and diatonic chords, and an introduction to ear training and sight singing. The course will help beginning music students, including those who have limited background reading music notation and understanding the fundamentals of music theory.

*Title change from "Intro to Music Theory I" 12/07/2015, Summer 2022 Course Numbering Change, Also, CCCOnline*

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### MUS 1020 - Music Appreciation: GT-AH1 (3)

Previously MUS 120

Prerequisite: None

45 lecture hours

Introduces the study of music focusing on intelligent listening skills, the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western, and non-Western historical style periods.

*Replaces MUS 120 Summer 1992-Fall 2002, Summer 2022 Course Numbering Change, Also, CCCOnline*

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### MUS 1021 - Music History Medieval through Classical Period: GT-AH1 (3)

Previously MUS 121

Prerequisite: None

45 lecture hours

Provides an historical survey of Western art music from the Middle Ages into the Classical period, including styles, genres, composers, works, and significant cultural and historical influences upon the repertoire.

*Summer 2022 Course Numbering Change; Also, CCCOnline*

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### MUS 1022 - Music History II, Romantic through Present: GT-AH1 (3)

Previously MUS 122

Prerequisite: None

45 lecture hours

Provides an historical survey of Western art music connecting the classical period to the Romantic period and following to the present. This course includes the study of styles, genres, composers, works, and significant cultural and historical influences upon the repertoire.

*Summer 2022 Course Numbering Change, Also, CCCOnline*

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### MUS 1025 - History of Jazz: GT-AH1 (3)

Previously MUS 125

Prerequisite: None

45 lecture hours

Provides an overview of jazz history covering the basic materials of music and the forms, media, genres, and the historical and cultural framework of each style period. This course emphasizes the building of critical listening tools and the development of a jazz music vocabulary.

*Revisions made to title, description, outline and competencies 02/11/09 and 03/9/09; Summer 2022 Course Numbering Change, Also, CCCOnline*

## NUA - Nursing Assistant

### NUA 1001 - Nurse Aide Health Care Skills (4)

Previously NUA 101

Prerequisite: None

45 lecture hours, 22.5 lab hours

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.

*Summer 2022 Course Numbering Change*

### NUA 1070 - Nurse Aide Clinical Experience (1)

Previously NUA 170

Prerequisite: None

30 clinical lab hours

Applies knowledge and skill gained in NUA 1001 to patient care.

*Summer 2022 Course Numbering Change*

### NUA 1071 - Advanced Nurse Aide Clinical (1)

Previously NUA 171

Prerequisite: Current CPR card, and health records required by clinical site.

22.5 lab hours

Expands and applies knowledge and skill gained in NUA 1070 to client care.

*Added at MCC Spring 2003, Summer 2022 Course Numbering Change*

## NUR - Nursing

### NUR 1001 - Pharmacology Calculations (1)

Previously NUR 101

Prerequisite: None

Prepares nurse to provide safe, patient-centered nursing care related to dosage calculations within the respective scope of practice. This course introduces critical thinking applied to dosage calculations and communication used when interacting with patients and members of the healthcare team related to various aspects of safe administration of medications. Information technology used to document medications administered and patient technology used to deliver medications are also practiced.

*Revised description, competencies and outline 03/05/13; Summer 2022 Course Numbering Change*

### NUR 1006 - Medical-Surgical Concepts (7)

Previously NUR 106

Prerequisite: Admission into professional nursing program; Successful completion of NUR 1009 and NUA 1012.

51 lecture hours, 13.5 lab hours, 148.5 other hours

NUR1006 is the first medical/surgical nursing course. Building on NUR1009, this course provides for the acquisition of basic medical/surgical nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered care to a developmentally and culturally diverse adult patient population experiencing various medical/surgical interventions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

*Added at MCC Spring 2007; 3/26/15 credit change from 9 to 7-9 credits with 7 credits to be taught at MCC, 3.4 lecture (51 contact hours), .3 lab (13.5 contact hours), 3.3 clinical (148.5 contact hours); Summer 2022 Course Numbering Change*

### NUR 1009 - Fundamentals of Nursing (6)

Previously NUR 109

Prerequisite: Admission into professional nursing program.

30 lecture hours, 90 lab hours, 90 other hours

NUR 1009 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. 3/26/15 Credit change from 8 credits to 6-8 credits with 6 credits to be taught at MCC, 2 lecture (30 contact hours), 2 lab (90 contact hours), 2 clinical (90 contact hours); Summer 2022 Course Numbering Change*

### NUR 1012 - Basic Concepts of Pharmacology (2)

Previously NUR 112

Prerequisite: None

30 lecture hours

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, Summer 2022 Course Numbering Change*

### NUR 1050 - Maternal-Child Nursing (6)

Previously NUR 150

Prerequisite: Admission into professional nursing program.

49.5 lecture hours, 31.5 lab hours, 90 clinical hours

NUR1050 provides for the acquisition of maternal/child nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, family-centered nursing care to childbearing families and children that is developmentally and culturally appropriate. Incorporates evidence-based practice, standards of practice, quality improvement, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of maternal/child and pediatric clinical settings.

*Added at MCC Spring 2007; 3/26/15 Credit change from 7 to 7-6 credits with 6 credits to be taught at MCC, 3.3 lecture (49.5 contact hours), .7 lab (31.5 contact hours), 2 clinical (90 contact hours), also title changed from 'Obstetric and Pediatric Nursing' to 'Maternal-Child Nursing', with course description changes; Summer 2022 Course Numbering Change*

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### **NUR 1054 - PN Licensing Exam Preparation (1.5)**

Previously NUR 154

Prerequisite: None

22.5 lecture hours

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, Summer 2022 Course Numbering Change*

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### **NUR 1069 - Transition into Practical Nursing (4)**

Previously NUR 169

Prerequisite: Successful completion of all first-year course work.

30 lecture hours, 90 other hours

Facilitates the transition into the role of the practical nurse with emphasis on distinguishing the defined practical nurse scope of practice related to clinical practice, communication, nursing process, ethical/legal issues, and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience.

*Added at MCC Summer 2006. 03/26/15 Changed from 5 credits to 4-5 credits with 4 credits to be taught at MCC effective Summer 2016, Course description change, 2 lecture (30 contact hrs), 2 clinical (90 contact hours), Summer 2022 Course Numbering Change*

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### **NUR 1089 - Transition from LPN to ADN (3)**

Previously NUR 189

Prerequisite: Admission into professional nursing program.

30 lecture hours, 22.5 lab hours, 22.5 clinical hours

Facilitates transition of the LPN to new roles and responsibilities of the ADN, the nursing process, critical thinking, legal and ethical issues in nursing practice, and the nursing care of childbearing families and pediatric clients. Application of knowledge and skills occurs in the laboratory and maternal/child and pediatric clinical settings.

*Added at MCC Fall 2007, Summer 2022 Course Numbering Change*

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### **NUR 2001 - IV Therapy for LPN's (5)**

Previously NUR 201

Prerequisite: LPN License in Colorado; Pass background check; Pass 10-panel drug screen; Certified in CPR for the Professional

60 lecture hours, 12 lab hours, 15 clinical hours

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; Summer 2022 Course Numbering Change*

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### **NUR 2006 - Advanced Concepts of Medical-Surgical Nursing I (6.5)**

Previously NUR 206

Prerequisite: Completion of first year course work and admission into second year of nursing program.

45 lecture hours, 22.5 lab hours, 135 other hours

NUR 2006 builds on NUR 1006 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.

*Added at MCC Fall 2006. 3/26/15 Credit hour change from 8 to 6.5-8 credits with 6.5 credits to be taught at MCC with 45 lecture hours, 22.5 lab hours, 135 clinical hours; Summer 2022 Course Numbering Change*

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### **NUR 2011 - Psychiatric-Mental Health Nursing (4)**

Previously NUR 211

Prerequisite: Completion of first year course work and admission into second year of nursing program.

40.5 lecture hours, 58.5 clinical hours

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.

*Added at MCC Fall 2007; 03/26/15 Change course title (previously 'Nursing of Psychiatric Clients'), competencies, and contact hours 2.7 lecture hours (40.5 contact hrs), 1.3 clinical (58.5 contact hrs); Summer 2022 Course Numbering Change*

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### **NUR 2012 - Pharmacology II (2)**

Previously NUR 212

Prerequisite: Completion of first year course work and admission into second year of nursing.

30 lecture hours

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; Summer 2022 Course Numbering Change*

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### **NUR 2016 - Advanced Concepts of Medical-Surgical Nursing II (5)**

Previously NUR 216

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Prerequisite: Successful completion of all first-year course work and admission into second year of nursing program.

34.5 lecture hours, 121.5 clinical hours

NUR 2016 is a continuation of Nursing 206, focusing on complex medical/surgical conditions of the high acuity patient. 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 experiencing high acuity medical/surgical conditions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in the acute care and high acuity settings. Application of knowledge and skills occurs in a variety of clinical settings.

*Replaces NUR 216 Fall 2006-Summer 2006, not equivalent; 3/26/15 Credits changed from 6 to 5-6 credits with 5 credits to be taught at MCC with 2.3 lecture hours (34.5 contact hrs.), 2.7 clinical (121.5 contact hrs.) as well as course description change and competencies; Summer 2022 Course Numbering Change*

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### **NUR 2030 - Transition to Professional Nursing Practice (4)**

Previously NUR 230

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Prerequisite: Completion of first year course work; admission into second year of nursing program.

24 lecture hours, 108 clinical hours

NUR 230 is a seminar and practice capstone course that provides an integrative experience applying all dimensions of the professional nurse in the care of diverse patient populations across a variety of healthcare settings. All major concepts of the nursing program are addressed. Leadership and the management of multiple patients are emphasized. Application of knowledge and skills occurs in the clinical setting to facilitate an effective transition from student to registered professional nurse.

*Added at MCC Spring 2008. Replaces NUR 289-Capstone: Comprehensive Nursing Internship Fall 2003-Fall 2007, not equivalent. 3/26/15 Credit change from 5 to 4 credits with 4 credits to be taught at MCC with 1.6 lecture (24 contact hours), 2.4 clinical (108 contact hours) as well as competency, course description and title change from "Leadership Management Trends"; Summer 2022 Course Numbering Change*

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### **NUR 2054 - RN Licensing Exam Preparation (1.5)**

Previously NUR 254

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Prerequisite: None

22.5 lecture hours

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.

T: 1 cr/15 contact hrs; L: 1 cr/30 contact hrs; C: 2 cr/60 contact hrs

*Added at MCC Spring 2015. Added at MCC Fall 2007. Replaces NUR 211 Fall 2007-Spring 2007, not equivalent: Summer 2022 Course Numbering Change t*

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### **NUR 3001 - Integration into Baccalaureate Nursing Practice (3)**

Previously NUR 301

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Prerequisite: Admission to BSN program

45 lecture hours

Explores professional nursing practice at the baccalaureate level. Focus is on knowledge and understanding of the professional nursing standards and the nursing role at a baccalaureate level.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

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### **NUR 3002 - Trends in Nursing Practice (3)**

Previously NUR 302

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Prerequisite: Admission to BSN program

45 lecture hours

Examines current issues that nurses encounter in the health care environment including their roles and responsibilities within the nursing profession.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

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### **NUR 3003 - Nursing Research/Evidence Based Practice (3)**

Previously NUR 303

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Prerequisite: Admission to BSN program and completion of MAT 1260 with a "C" or better

45 lecture hours

Analyzes concepts associated with nursing research, collection, and analysis of data with emphasis on integration of evidenced-based practice within nursing. The course develops the skills for critiquing published research.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

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### **NUR 3004 - Informatics/Healthcare Technology (3)**

Previously NUR 304

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Prerequisite: Admission into BSN program

45 lecture hours

Explores concepts and applications related to the nurse's role in utilizing healthcare informatics involving patient care technology. This course will explore the impact of information management systems on the delivery of patient care, healthcare teams, and health outcomes.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

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### **NUR 3005 - Emergency Preparedness (3)**

Previously NUR 305

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Prerequisite: Admission into BSN program

45 lecture hours

Focuses on the nurse's roles and responsibilities in the most common types of disasters and how the nurse can deliver effective care in various emergency situations.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

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### **NUR 3006 - Gerontology Nursing (3)**

Previously NUR 306

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Prerequisite: Admission to BSN program

45 lecture hours

Focuses on optimizing health for the aging client within the framework of the nursing process. Emphasis is on supporting the unique needs of the aging population.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

### **NUR 3007 - Behavioral Health (3)**

Previously NUR 307

Prerequisite: Admission into BSN program

45 lecture hours

Provides an overview of behavioral health promotion for individuals, families, and populations with behavioral health concerns. The focus of the course will explore the nurse's impact on behavioral health trends.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

### **NUR 4008 - Legal and Ethical Issues Related to Professional Nursing Practice (3)**

Previously NUR 408

Prerequisite: Successful completion of all 3000 level core nursing courses

45 lecture hours

Emphasizes the ethical and legal obligations of professional nursing practice. The focus is on values clarification, ethical theory, and ethical decision-making models. Additionally, legal issues related to healthcare will be explored.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

### **NUR 4009 - Leadership in the Nursing Profession (3.5)**

Previously NUR 409

Prerequisite: Must have an unencumbered RN license in Colorado or compact state. Successful completion of all 3000 level core nursing courses.

41.25 lecture hours, 22.5 practicum hours

Focuses on the role of the professional nurse as a leader within healthcare. The course integrates concepts needed to assume leadership and management positions in the healthcare environment.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

### **NUR 4010 - Community Health Nursing/Practicum (6)**

Previously NUR 410

Prerequisite: Must have an unencumbered RN license in Colorado or compact state. Successful completion of all 3000 level core nursing courses.

67.5 lecture hours, 45 practicum hours

Focuses on the role of the professional nurse in community-based practice settings, with an emphasis placed on health promotion, prevention, and optimal wellness of the community.

*Added at MCC Fall 2019 Summer 2022 Course Numbering Change*

### **NUR 4011 - Senior Seminar (3)**

Previously NUR 411

Prerequisite: Successful completion of all BSN NUR courses.

45 lecture hours

Integrates theory into practice by building on previous concepts and knowledge.

*Added at MCC Fall 2019; Summer 2022 Course Numbering Change*

## **PED - Physical Education**

### **PED 1000 - Fitness Concepts (1)**

Previously PED 100

Prerequisite: None

30 lab hours

Focuses on providing information and guidelines for moving toward a healthier 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; Summer 2022 Course Numbering Change*

### **PED 1001 - Conditioning Lab (1)**

Previously PED 101

Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

### **PED 1002 - Weight Training I (1)**

Previously PED 102

Prerequisite: None

30 lab hours

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance with 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; Summer 2022 Course Numbering Change*

### **PED 1004 - Cross Training (1)**

Previously PED 104

Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

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### **PED 1005 - Fitness Circuit Training (1)**

Previously PED 105

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Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

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### **PED 1010 - Fitness Center Activity I (1)**

Previously PED 110

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Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

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### **PED 1011 - Fitness Center Activity II (1)**

Previously PED 111

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Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

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### **PED 1012 - Fitness Center Activity III (1)**

Previously PED 112

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Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

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### **PED 1013 - Fitness Center Activity IV (1)**

Previously PED 113

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Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

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### **PED 1020 - Aerobics I (1)**

Previously PED 120

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Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

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### **PED 1022 - Step Aerobics (1)**

Previously PED 122

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Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

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### **PED 1023 - Water Aerobics (1)**

Previously PED 123

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Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

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**PED 1043 - Yoga I (1)**Previously PED 143

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Prerequisite: None

30 lab hours

Introduces the history and philosophy of yoga, fundamental principles of alignment, breath work, and meditation through guided practice. Course focuses on demonstrating safety and stability within each pose.

*Added at MCC Summer 2003; Summer 2022 Course Numbering Change*

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**PED 1044 - Yoga II (1)**Previously PED 144

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Prerequisite: PED 1043 or permission of instructor.

30 lab hours

Builds on the concepts of basic yoga. This course emphasizes cultivating discernment, awareness, self-regulation, and higher consciousness in the individual.

*Added at MCC Fall 2003; Summer 2022 Course Numbering Change*

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**PED 1050 - Fitness Walking (1)**Previously PED 150

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Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

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**PED 1051 - Walking and Jogging (1)**Previously PED 151

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Prerequisite: None

30 lab hours

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]; Summer 2022 Course Numbering Change*

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**PED 2002 - Golf I (1)**Previously PED 202

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Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

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**PED 2008 - Tennis I (1)**Previously PED 208

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Prerequisite: None

30 lab hours

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; Summer 2022 Course Numbering Change*

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**PHI - Philosophy**

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**PH1 1011 - Introduction to Philosophy: GT-AH3 (3)**Previously PHI 111

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Prerequisite: None

45 lecture hours

Introduces significant theoretical and practical questions and emphasizes understanding the meaning and methods of philosophy. Includes: the human condition, logic, reality, knowledge, freedom, history, ethics, and religion.

*Replaces PHI 111 Summer 1987-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**PH1 1012 - Ethics: GT-AH3 (3)**Previously PHI 112

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Prerequisite: None

45 lecture hours

Examines human life, experience, and thought to discover and develop the principles and values for pursuing a more fulfilled existence. This course examines ethical theories designed to both justify moral judgments, as well as apply these ethical theories to a selection of personal and social issues in the world today.

*Replaces PHI 112 Fall 1989-Fall 2002; Summer 2022 Course Numbering Change, Also, CCCOnline*

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**PH1 1013 - Logic: GT-AH3 (3)**Previously PHI 113

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Prerequisite: None

45 lecture hours

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking and the formal analysis of arguments. Emphasizes the development of decision-making and problem-solving.

*Replaces PHI 113 Fall 1991-Fall 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**PH1 1014 - Comparative Religions: GT-AH3 (3)**Previously PHI 114

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Prerequisite: None

45 lecture hours

Introduces the major religions of the Eastern and Western world. Covers Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, and Islam. Utilizes methods of religious studies to understand the historical development of each religious tradition as well its worldview and teachings. 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; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PH1 1015 - World Religions-West: GT-AH3 (3)**

Previously PHI 115

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Prerequisite: None

45 lecture hours

Introduces students to religions of the Western World: Judaism, Christianity, and Islam. Utilizes the methods of religious studies 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.

*Added at MCC Summer 2002; Spring 2012 CCCNS revised title, description, competencies, and outline and approved as GT-AH3; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PH1 1016 - World Religions-East: GT-AH3 (3)**

Previously PHI 116

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Prerequisite: None

45 lecture hours

Introduces the major religions of the Eastern World: Hinduism, Buddhism, Confucianism, and Daoism. Utilizes the methods of religious studies 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.

*Added at MCC Summer 2002; Spring 2012 CCCNS revised title, description, competencies, and outline and approved as GT-AH3; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PH1 2005 - Business Ethics: GT-AH3 (3)**

Previously PHI 205

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Prerequisite: None

45 lecture hours

Examines major ethical theories and then applies ethical decision-making criteria to various moral issues and challenges in a business environment. This course will include issues such as job discrimination, worker's rights, consumerism, advertising, whistleblowing, product safety, responsibility to the environment, as well as compassionate and fair responsibility to society.

*Added at MCC Fall 2015; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PH1 2014 - Philosophy of Religion: GT-AH3 (3)**

Previously PHI 214

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Prerequisite: None

45 lecture hours

Focuses on the critical analysis and evaluation of the fundamental concepts, ideas, and implications within religious worldviews. This course includes issues such as the nature of God, other conceptions of ultimate reality, arguments concerning God's existence, the

problem of evil and suffering, faith and reason, metaphysical foundations for ethics, the phenomenon of religious experience, and religious diversity.

*Changed from PHI 114 to 214; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PH1 2018 - Environmental Ethics: GT-AH3 (3)**

Previously PHI 218

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Prerequisite: None

45 Lecture hours

Analyzes theories of the value of the natural world. Topics may include the relation between scientific and moral principles; theories of the moral worth of persons, animals, plants, and other natural objects; historical, religious, and cultural influences on conceptions of nature; alternative accounts of human relationships and responsibilities to nature; and the connection between moral and political values and economic policies.

*Added at MCC Spring 2018, Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PH1 2020 - Philosophy-Death and Dying: GT-AH3 (3)**

Previously PHI 220

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Prerequisite: None

45 lecture hours

Explores the major philosophical questions surrounding death and dying, the metaphysical arguments for and against the existence of the soul, life after bodily death, the major ethical theories and their relation to issues of physician-assisted suicide, care for the dying, the grieving process, death as expressed in aesthetics and contemporary society, as well as the existential contributions concerning meaning of life and the meaning of death.

*Added at MCC Fall 2015 Summer 2022 Course Numbering Change*

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## **PHO - Photography**

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### **PHO 1020 - Fundamentals of Photography (3)**

Previously PHO 120

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Prerequisite: None

15 lecture hours, 45 lab hours

Introduces students to photography through a combination of lectures, demonstrations, assignments, and critiques. Students will learn to see photographically via an exploration of the basic tools, techniques and aesthetics of photography, with an emphasis on the creative use of camera controls, exposure, an overview of film and digital processing, and an awareness of the critical issues in contemporary photography.

*Added at MCC Spring 2016; Summer 2022 Course Numbering Change*

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## **PHY - Physics**

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### **PHY 1105 - Conceptual Physics w/Lab: GT-SC1 (4)**

Previously PHY 105

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Prerequisite: College Readiness in English and Quantitative Literacy Math

45 lecture hours, 30 lab hours

Focuses on mechanics, heat, properties of matter, electricity and magnetism, and light. Incorporates laboratory experience.

*Replaces PHY 105 Spring 1991-Summer 2005; Title Change: added "w/Lab" Spring 2012; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PHY 1111 - Physics: Algebra-Based I/Lab: GT-SC1 (5)** Previously PHY 111

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Prerequisite: MAT 1340

60 lecture hours, 30 lab hours

Covers the physics of mechanics and requires application of classical physics to both mathematical and conceptual problems. Major topics include kinematics in one and two dimensions, Newton's Laws, circular motion, work and energy, impulse and momentum, and rotational mechanics. This course may also include topics relating to simple harmonic motion and traveling and standing waves.

*Replaces PHY 111 Fall 1988-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PHY 1112 - Physics: Algebra-Based II/Lab: GT- SC1 (5)** Previously PHY 112

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Prerequisite: PHY 1111

60 lecture hours, 30 lab hours

Covers the physics of electricity and magnetism and requires application of classical physics to both mathematical and conceptual problems. DC circuits involving resistors, capacitors, and batteries will be covered. Also covered are electromagnetic waves and geometric optics. This course may also include topics relating to simple harmonic motion, traveling and standing waves, and AC circuits.

*Replaces PHY 112 Spring 1989-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PHY 2111 - Physics: Calculus-Based I/Lab: GT-SC1 (5)** Previously PHY 211

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Prerequisite: MAT 2410

60 lecture hours, 30 lab hours

Covers the physics of kinematics, dynamics, and conservation laws and requires application of classical physics to both mathematical and conceptual problems. Specific concepts covered include 1D and 2D kinematics, Newton's Laws, rotational motion, energy and work, momentum and impulse, and simple harmonic motion. This course may also cover thermodynamics and fluid mechanics.

*Replaces PHY 211 Spring 1989-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PHY 2112 - Physics: Calculus-Based II/Lab: GT-SC1 (5)** Previously PHY 212

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Prerequisite: PHY 2111

60 lecture hours, 30 lab hours

Covers the physics of electricity and magnetism using conceptual and mathematical reasoning, including calculus. Maxwell's

equations, waves, and time-varying circuits will be covered. Optional topics include wave and geometric optics and AC circuits.

*Replaces PHI 212 Spring 1989-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PHY 2113 - Physics III: Calculus Based Modern Physics (5)** Previously PHY 213

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Prerequisite: PHY 2112

45 lecture hours

Expands upon PHY 2112 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; Summer 2022 Course Numbering Change*

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## **PSC - Political Science**

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### **PSC 2020 - Introduction to Political Science: GT-SS1 (3)** Previously POS 105

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Prerequisite: None

45 lecture hours

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.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS1 Effective Spring 2003.*

*Replaces POS 105 Fall 1991-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PSC 1011 - American Government: GT-SS1 (3)** Previously POS 111

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Prerequisite: None

45 lecture hours

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.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS1 Effective Spring 2004.*

*Replaces POS 111 Summer 1988-Fall 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **PSC 1025 - American State and Local Government: GT-SS1 (3)** Previously POS 125

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Prerequisite: None

45 lecture hours

Emphasizes the structure and function of state, county, and municipal governments including their relations with each other and with national government. Includes a study of Colorado government

and politics; Summer 2022 Course Numbering Change; Also, CCCOnline

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**PSC 2005 - International Relations: GT-SS1 (3)**  
Previously POS 205

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Prerequisite: None

45 lecture hours

Examines the interactions among various levels of actors in the international system. This course attempts to explain behaviors across state boundaries.

*Added at MCC Fall 2006. POS 215 - Current Political Issues: GT-SS1 (3); Summer 2022 Course Numbering Change; Also, CCCOnline*

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**PSC 2025 - Comparative Government: GT-SS1 (3)**  
Previously POS 225

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Prerequisite: None

45 Lecture hours

Examines domestic political systems, developments, themes, and events across countries and regions while applying the comparative method to identify similarities and differences.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

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**PRO - Process Technology**

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**PRO 1340 – Instrumentation I (3)**  
Previously PRO 130

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Prerequisite: None

15 lecture hours, 45 lab hours

Provides an introduction to the field of Instrumentation and covers process variables and the various instruments used to sense, measure, transmit and control these variables. This course also introduces control loops and the elements that are found in different types of loops, such as controllers, regulators and final control elements. The course concludes with a study of instrumentation drawings and diagrams and a unit on troubleshooting instrumentation.

*Added at MCC Fall 2020; Summer 2022 Course Numbering Change*

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**PRO 1360 – Instrumentation II (3)**  
Previously PRO 131

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Prerequisite: None

15 lecture hours, 45 lab hours

Introduces the student to switches, relays and annunciator systems and moves on to discuss signal conversion and transmission. Controllers, control schemes and advanced control schemes are covered at a level appropriate for the process technician. The student then moves on to learn about digital control, programmable logic control and distributed control systems before ending the course with a discussion of instrumentation power supplies, emergency shutdown systems and instrumentation malfunctions.

*Added at MCC Fall 2020; Summer 2022 Course Numbering Change*

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**PSY - Psychology**

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**PSY 1001 - General Psychology I: GT-SS3 (3)**  
Previously PSY 101

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Prerequisite: College Readiness in English

45 lecture hours

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Spring 2004.*

*Replaces PSY 1001 Fall 1988-Fall 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**PSY 1002 - General Psychology II: GT-SS3 (3)**  
Previously PSY 102

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Prerequisite: College Readiness in English

45 lecture hours

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, sex, gender, sexuality, and social psychology.

*Replaces PSY 1002 Spring 2020; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**PSY 2332 - Psychology of Adjustment (3)**  
Previously PSY 112

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Prerequisite: College Readiness in English

45 lecture hours

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; Summer 2022 Course Numbering Change*

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**PSY 1016 - Stress Management (3)**  
Previously PSY 116

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Prerequisite: College Readiness in English

45 lecture hours

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.

*Added at MCC Summer 1995; Summer 2022 Course Numbering Change*

### **PSY 2105 - Psychology of Gender: GT-SS3 (3)** Previously PSY 205

Prerequisite: College Readiness in English

45 lecture hours

Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2006.*

*Replaces PSY 205 Fall 2003-Summer 2006: Summer 2022 Course Numbering Change*

### **PSY 2221 - Social Psychology: GT-SS3 (3)** Previously PSY 226

Prerequisite: College Readiness in English

45 lecture hours

Focuses on the behavior of humans in a wide variety of social settings and the social influences humans have on each other in those settings.

*Replaces PSY 226 Fall 1991-Summer 2006; Prerequisites removed Spring 2011; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **PSY 2440 - Human Growth and Development: GT-SS3 (3)** Previously PSY 235

Prerequisite: College Readiness in English

45 lecture hours

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2005.*

*Replaces PSY 235 Fall 1991-Summer 2005; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **PSY 2442 - Child and Adolescent Psychology (3)** Previously PSY 237

Prerequisite: College Readiness in English

45 lecture hours

Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

*Previously PSY 248 Fall 1991-Fall 2002; Summer 2022 Course Numbering Change*

### **PSY 2441 - Child Development: GT-SS3 (3)** Previously PSY 238

Prerequisite: College Readiness in English

45 lecture hours

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2006.*

*Replaces PSY 238 Fall 1999-Summer 2006; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **PSY 2444 - Educational Psychology (3)** Previously PSY 245

Prerequisite: College Readiness in English

45 lecture hours

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; Summer 2022 Course Numbering Change*

### **PSY 2551 - Child Abuse and Neglect (3)** Previously PSY 247

Prerequisite: College Readiness in English

45 lecture hours

Examines the causes and effects of physical, sexual, and psychological abuse and neglect. This course emphasizes intervention and prevention strategies.

*Added at MCC Fall 1991; Summer 2022 Course Numbering Change*

### **PSY 2552 - Abnormal Psychology: GT-SS3 (3)** Previously PSY 249

Prerequisite: College Readiness in English

45 lecture hours

Examines abnormal behavior and its classification, causes, treatment, and prevention.

*Note: 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; Summer 2022 Course Numbering Change; Also, CCCOnline*

### **PSY 2771 - Psychology of Personality: GT-SS3 (3)** Previously PSY 265

Prerequisite: College Readiness in English

45 lecture hours

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; Summer 2022 Course Numbering Change*

## **PTA - Physical Therapist Assistant**

### **PTA 1010 - Basic Patient Care in Physical Therapy (5)**

Previously PTA 110

Prerequisite: None

30 Lecture hours, 67.5 Lab hours

Examines the basic patient care skills for the healthcare practitioner enabling understanding and demonstration of skills that include positioning, body mechanics, transfers, range of motion, palpation, vital signs, aseptic techniques, bandaging, medical terminology, activities of daily living (ADLs), wheelchair management, architectural barriers, and gait training.

*Summer 2022 Course Numbering Change*

### **PTA 1015 - Principles and Practices of Physical Therapy (2)**

Previously PTA 115

Prerequisite: None

30 Lecture hours

Explores the history of the profession including definition, development and areas of practice. The role of the American Physical Therapy Association (APTA), the physical therapist assistant (PTA) and the relationship between the physical therapist (PT), PTA and other health care professionals are investigated. This course covers current issues and trends including professionalism, legal aspects, ethics, quality assurance, communications and reimbursement issues such as Medicare, Medicaid, Worker's Compensation and commercial insurance.

*Summer 2022 Course Numbering Change*

### **PTA 1020 - Modalities in Physical Therapy (5)**

Previously PTA 120

Prerequisite: PTA 1010

30 Lecture hours, 67.5 Lab hours

Examines the theory and principles of physical therapy modalities. This course includes therapeutic heat and cold, traction, hydrotherapy, and light therapies.

*Summer 2022 Course Numbering Change*

### **PTA 1024 - Rehab Principles of Medical I (2)**

Previously PTA 124

Prerequisite: None

30 Lecture hours

Investigates the functioning, disability and health associated with a variety of genetic, developmental and neuromusculoskeletal conditions. The course covers medical management including pharmacology, and its impact on physical therapy rehabilitation principles are discussed. The course investigates evidence-based practice for genetic, developmental, musculoskeletal, and neurological system diagnosis, as well as common medical and

surgical conditions, will be reviewed as they relate to physical therapy rehabilitation.

*Summer 2022 Course Numbering Change*

### **PTA 1031 - Professional Communications I (1)**

Previously PTA 131

Prerequisite: None

15 Lecture hours

Introduces oral and written professional communication in the physical therapy field. This course develops skills in verbal and non-verbal communication, performance evaluation, literature research, and presentation, use of editorial style and technology, and development of professional behaviors.

*Added at MCC Fall 2017; Summer 2022 Course Numbering Change*

### **PTA 1034 - Rehab Principles of Medical II (2)**

Previously PTA 134

Prerequisite: None

30 Lecture hours

Investigates the functioning, disabilities and health associated with a variety of pathophysiological processes and conditions. Medical management, including pharmacology, and its impact on physical therapy rehab principles are discussed. Evidence based practice for cardiovascular, endocrine/metabolic, gastrointestinal, genital/reproductive, hematologic, immune, integumentary, hepatic/biliary, lymphatic, and respiratory system diagnoses as well as chronic pain diagnoses and common medical and surgical conditions will be reviewed as they relate to physical therapy rehab.

*Summer 2022 Course Numbering Change*

### **PTA 1035 - Principles of Electrical Stimulation (2)**

Previously PTA 135

Prerequisite: PTA 1010

15 Lecture hours, 22.5 Lab hours

Explores the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. This course enables the understanding of the electrochemical and physiological effects of electrical stimulation and identification of the various forms and applications of electrical stimulation modalities.

*Summer 2022 Course Numbering Change*

### **PTA 1040 - Clinical Kinesiology (5)**

Previously PTA 140

Prerequisite: HPR 1017 and admission to the Physical Therapy Assistant Program

30 Lecture hours, 67.5 Lab hours

Focuses on the science of human motion, theories of biomechanics, and muscle and joint structure and function. This course emphasizes basic principles of therapeutic exercise and their application to specific body regions and includes the application of kinesiology and exercise principles.

*Summer 2022 Course Numbering Change*

### **PTA 1041 - Professional Communications II (1)**

Previously PTA 141

Prerequisite: Pass PTA 1031

15 Lecture hours

Explores medical documentation of patient care as used in the profession of physical therapy throughout multiple practice settings. This course develops physical therapy documentation skills that use standardized formats and meet requirements of various payer sources and settings.

*Added at MCC Fall 2017, Summer 2022 Course Numbering Change*

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### **PTA 2005 - Psychosocial Issues in Health Care (2)** Previously PTA 205

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Prerequisite: PTA 2080

30 Lecture hours

Explores the psychosocial aspects of the patient and or client and health care practitioner. Investigates recognition of and adjustment for psychological, sociological, educational, cultural, economic, and political concerns on the delivery of health care services. Communication skills and social and advocacy responsibilities of the health care practitioner are discussed enabling the development of skills necessary to meet expectations and needs of members of society receiving health care services.

*Added at MCC Fall 2017, Summer 2022 Course Numbering Change*

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### **PTA 2030 - Orthopedic Assessment and Management (5)** Previously PTA 230

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Prerequisite: PTA 1020 and PTA 1040

30 Lecture hours, 67.5 Lab hours

Examines the theory, principles, and practices of orthopedic conditions. This course includes assessment and management techniques pertaining to orthopedic conditions, goniometry, manual muscle testing, gait analysis, and posture analysis.

*Summer 2022 Course Numbering Change*

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### **PTA 2040 - Neurologic Assessment and Management Techniques (5)** Previously PTA 240

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Prerequisite: PTA 1020 and PTA 1040

30 lecture hours, 67.5 lab hours

Examines the theory and principles of physical therapy with an introduction to assessment, management techniques and advanced physical therapy procedures as they relate to neurologic, cardiac and pulmonary conditions.

*Summer 2022 Course Numbering Change*

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### **PTA 2051 - Professional Communications III (1)** Previously PTA 251

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Prerequisite: PTA 1041

15 Lecture hours

Advances development and application of the written and oral communication skills utilized in healthcare and physical therapy workplace settings.

*Added at MCC Fall 2017, Summer 2022 Course Numbering Change*

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### **PTA 2078 - PTA Seminar (2)** Previously PTA 278

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Prerequisite: PTA 2030 and PTA 2080

30 Lecture hours

Provides students with an experiential learning opportunity.

*Summer 2022 Course Numbering Change*

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### **PTA 2080 - PTA Internship I (4)** Previously PTA 280

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Prerequisite: PTA 1020 and PTA 1040

160 Internship hours

Focuses on initial clinical exposure providing hands on patient practicum skills and techniques. Includes application of basic patient care skills including transfers, range of motion, modalities, bandaging, aseptic techniques, and gait training. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical instructor in an acute care, geriatric or outpatient setting will provide supervision.

*Summer 2022 Course Numbering Change*

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### **PTA 2081 - PTA Internship II (5)** Previously PTA 281

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Prerequisite: PTA 2030 and PTA 2080

240 Internship hours

Focuses on an intermediate clinical experience providing hands on patient practicum skills and techniques. Includes continued application of physical therapy procedures of Internship I with the addition of therapeutic exercise, goniometry, manual muscle testing and motor learning techniques. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical instructor in an acute care, rehabilitation, outpatient, geriatric or home health setting provides supervision. During the internship the student presents an in-service on a physical therapy related topic.

*Summer 2022 Course Numbering Change*

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### **PTA 2082 - PTA Internship III (5)** Previously PTA 282

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Prerequisite: PTA 2040 and PTA 2081

240 Internship hours

Incorporates advanced clinical experience providing hands on patient practicum skills and techniques. Students will refine all physical therapy skills in preparation to enter the field as an entry level physical therapist assistant. This final experience includes independent practice with an assigned caseload under the on-site supervision of a clinical instructor. The student will present an in service on a physical therapy related topic.

*Summer 2022 Course Numbering Change*

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## **RAM - Range Management RAM - Range Management**

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### **RAM 2005 - Range Management (3)** Previously RAM 205

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Prerequisite: None

45 lecture hours

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; Summer 2022 Course Numbering Change*

## REE - Real Estate

### REE 1089 - Capstone (1)

Previously REE 189

Prerequisite: None

15 lecture hours

Provides a demonstrated culmination of learning within a given program of study.

*Added at MCC Fall 2002; Summer 2022 Course Numbering Change*

### REE 2001 - Real Estate Broker I (6)

Previously REE 201

Prerequisite: None

90 lecture hours

Enables the student, in conjunction with REE 2002 - 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: Summer 2022 Course Numbering Change*

### REE 2002 - Real Estate Broker II (6)

Previously REE 202

Prerequisite: None

90 lecture hours

Enables the student, in conjunction with REE 2001 - 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: Summer 2022 Course Numbering Change*

## RTE - Radiologic Technology

### RTE 1001 - Introduction to Radiography (2)

Previously RTE 101

Prerequisite: College Readiness in English

30 Lecture Hours

Introduces 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; Summer 2022 Course Numbering Change*

### RTE 1011 - Radiographic Patient Care (2)

Previously RTE 111

Prerequisite: None

15 Lecture Hours, 22.5 Lab Hours

Introduces the fundamentals of human diversity, and legal and ethical considerations. Includes lecture and laboratory experience in patient care, standard and transmission-based precautions, asepsis versus non-asepsis, vital signs, venipuncture, medical emergencies, drug administration, patients with specific needs and end-of-life interactions.

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

### RTE 1021 - Radiologic Procedures I (3)

Previously RTE 121

Prerequisite: RTE 1001 with an 80% or higher.

30 Lecture Hours, 22.5 Lab Hours

Introduces the fundamentals of radiographic equipment to safely obtain radiographs, apply radiation safety techniques, and identify related positioning terminology. This course emphasizes identification of anatomy, common pathology, and radiographic terminology of the upper extremities, chest, and abdomen.

*Added at MCC Fall 2010; Summer 2022 Course Numbering Change*

### RTE 1022 - Radiographic Procedures II (3)

Previously RTE 122

Prerequisite: RTE 1021

67.5 Lab Hours

Reinforces the fundamentals of radiographic positioning of the extremities. This course introduces anatomy, pathology, and skills necessary to perform radiographic procedures of the spine, bony thorax, and abdominopelvic region.

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

### RTE 1031 - Radiographic Pathology and Image Evaluation I (1.5)

Previously RTE 131

Prerequisite: None

22.5 Lecture Hours

Provides an introduction to the evaluation of the pathologies related to the respiratory, digestive, and urinary systems on a radiographic image.

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

### RTE 1032 - Radiographic Pathology and Image Evaluation II (1.5)

Previously RTE 132

Prerequisite: RTE 1031

22.5 Lecture Hours

Provides an introduction to the evaluation of the pathologies related to the skeletal, circulatory, and nervous systems on radiographic image.

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

### RTE 1041 - Radiographic Equipment and Imaging I (3)

Previously RTE 141

Prerequisite: None

30 Lecture Hours, 22.5 Lab Hours

Introduces the fundamental aspects of radiographic equipment including the basic concepts pertaining to x-ray production, x-ray equipment, and photon interactions with matter.

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

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### **RTE 1042 - Radiographic Equipment/Imaging II (3)** Previously RTE 142

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Prerequisite: RTE 1041

45 Lecture Hours

Provides in-depth knowledge of scatter control, radiographic exposure technique, image acquisition, process, and fluoroscopy. Includes criteria and factors that affect image quality, quality assurance and healthcare informatics.

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

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### **RTE 1081 - Radiographic Clinical Internship I (5)** Previously RTE 181

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Prerequisite: None

225 Internship Hours

Introduces the clinical education experience at the healthcare facility. The course focuses on the application of knowledge to the actual practice of radiography.

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

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### **RTE 1082 - Radiographic Clinical Internship II (5)** Previously RTE 182

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Prerequisite: RTE 1081

225 Internship Hours

Builds upon prior clinical internship experience to advance student proficiency in the practice of radiography in the healthcare facility. The course focuses on the application of knowledge to the actual practice of radiography.

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

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### **RTE 1083 - Radiographic Clinical Internship III (7)** Previously RTE 183

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Prerequisite: RTE 1082

315 Internship Hours

Reinforces and builds independence in the clinical internship experience. Applies radiographic knowledge learned in the classroom and prior clinical internship experience.

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

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### **RTE 2021 - Advanced Medical Imaging (3)** Previously RTE 221

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Prerequisite: RTE 1022

45 Lecture Hours

Offers advanced imaging techniques including radiographic procedures involving the skull, trauma, mobile, surgical, pediatric, special procedures and advanced modalities.

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

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### **RTE 2031 - Radiation Biology/Protection (2)** Previously RTE 231

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Prerequisite: RTE 1041

30 Lecture Hours

Provides the basic knowledge and understanding of the biologic effects of ionizing radiation and radiation protection and safety.

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

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### **RTE 2075 - Special Topics: Certification Review (1)** Previously RTE 275

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Prerequisite: RTE 2021, RTE 2031, RTE 2081 with a "C" grade or higher.

15 lecture hours

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

*Added at MCC Fall 2010, Summer 2022 Course Numbering Change*

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### **RTE 2081 - Radiographic Clinical Internship IV (8)** Previously RTE 281

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Prerequisite: RTE 1083

360 Internship Hours

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, Summer 2022 Course Numbering Change*

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### **RTE 2082 - Radiographic Clinical Internship V (8)** Previously RTE 282

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Prerequisite: RTE 2081

360 Internship Hours

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, Summer 2022 Course Numbering Change*

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### **RTE 2089 - Radiographic Capstone (4)** Previously RTE 289

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Prerequisite: RTE 2021 and RTE 2031

60 Lecture Hours

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, Summer 2022 Course Numbering Change*

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## **RUS - Foreign Language- Russian**

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### **RUS 1001 - Conversational Foreign Language I: Russian (3)**

Previously RUS 101

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Prerequisite: None

45 Lecture Hours

Introduces beginning student to conversational Russian and focuses on understanding and speaking Russian. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

*Added at MCC Spring 2004, Summer 2022 Course Numbering Change*

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### **RUS 1012 - Conversational Foreign Language II: Russian (3)**

Previously RUS 102

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Prerequisite: RUS 1011

45 Lecture Hours

Continues the sequence for students who wish to understand and speak Russian. Covers basic conversational patterns, expressions, and grammar.

*Added at MCC Spring 2004, Summer 2022 Course Numbering Change*

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### **RUS 1011 - Foreign Language I: Russian (5)**

Previously RUS 111

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Prerequisite: None

75 Lecture Hours

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Russian language.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **RUS 1012 - Foreign Language II: Russian (5)**

Previously RUS 112

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Prerequisite: RUS 1011

75 Lecture Hours

Continues Russian I in the development of functional proficiency in listening, speaking, reading and writing the Russian language.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors; Summer 2022 Course Numbering Change*

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### **RUS 2011 - Foreign Language III: Russian: GT-AH4 (3)**

Previously RUS 211

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Prerequisite: RUS 1012

45 Lecture Hours

Continues Russian Language II in the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the

Russian language. This course is conducted predominantly in Russian.

*The order of the topics and the methodology will vary according to individual texts and instructors*

*Summer 2022 Course Numbering Change*

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### **RUS 2012 - Foreign Language IV: Russian: GT-AH4 (3)**

Previously RUS 212

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Prerequisite: RUS 2011

45 Lecture Hours

Continues Russian Language III in the development of increased functional proficiency at intermediate mid-level in speaking, aural comprehension, reading, writing, and cultural competency in the Russian language. This course is conducted predominantly in Russian.

*The order of the topics and the methodology will vary according to individual texts and instructors*

*Summer 2022 Course Numbering Change*

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## **SCI - Science**

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### **SCI 1055 - Integrated Science I w/Lab: GT-SC1 (4)**

Previously SCI 155

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Prerequisite: College readiness in English and (MAT 1150 or MAT 1220 or higher)

45 Lecture Hours, 30 Lab Hours

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world.

*Note: This course is one of the Statewide Guaranteed Transfer courses. GT-SC1*

*Replaces SCI 155 Fall 2005-Summer 2006; Rev. Title, Competencies, outline; Approved as GT-SC1 Fall 2006; Title change to include 'w/Lab' Spring 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **SCI 1056 - Integrated Science II w/Lab: GT-SC1 (4)**

Previously SCI 156

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Prerequisite: College readiness in English and (MAT 1150 or MAT 1220 or higher)

45 Lecture Hours, 30 Lab Hours

Examines earth and biological systems, living and non-living environments, through the application of fundamental energy and matter concepts. These systems and concepts will be explored in hands-on laboratory experiments.

*Note: This course is one of the Statewide Guaranteed Transfer courses. GT-SC1*

*Replaces SCI 156 Spring 2006-Summer 2006; Rev. Title, Competencies, outline; Approved as GT-SC1 Fall 2006; Title change to include 'w/Lab' Spring 2013; Summer 2022 Course Numbering Change; Also, CCCOnline*

## SOC - Sociology

### SOC 1001 - Introduction to Sociology I: GT-SS3 (3)

Previously SOC 101

Prerequisite: College Readiness in English

45 Lecture Hours

This course examines the basic concepts, theories, and principles of sociology, including topics of culture, race, class, gender, sexuality, social groups, and deviance through a local and global lens. Analyzes and interprets socio-historic as well as contemporary issues by using critical thinking skills and linking individual experiences to social structures.

*Replaces SOC 101 Fall 1988-Fall 2003; Summer 2022 Course Numbering Change; Also, CCCOnline*

### SOC 1002 - Introduction to Sociology II: GT-SS3 (3)

Previously SOC 102

Prerequisite: College Readiness in English

45 Lecture Hours

Examines the basic concepts, theories, and principles of sociology, including topics of family, religion, education, politics, the economy, health, demography, the environment and social movements through a local and global lens. Analyzes and interprets socio-historical as well as contemporary issues by using critical thinking skills and linking individual experiences to social structures.

*Replaces SOC 102 Fall 1988-Summer 2004; Summer 2022 Course Numbering Change; Also, CCCOnline*

### SOC 2005 - Sociology of Family Dynamics: GT-SS3 (3)

Previously SOC 205

Prerequisite: College Readiness in English

45 Lecture Hours

Offers a critical exploration of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations locally and globally. Explores the stability and evolution of the family, along with current trends and a range of family forms.

*Replaces SOC 215 Summer 1994-Summer 2006; Added Spring 2015; Summer 2022 Course Numbering Change; Also, CCCOnline*

### SOC 2015 - Contemporary Social Problems: GT-SS3 (3)

Previously SOC 215

Prerequisite: College Readiness in English

45 Lecture Hours

Investigates current social issues that result in societal problems. Focuses on numerous areas including, but not limited to, the loss of civil liberties, concentration of media ownership, gender discrimination, hate crimes, poverty, hunger, environmental degradation, racism and prejudice, as well as social change. Addresses ways to ameliorate these social ills.

*Replaces SOC 215 Summer 1994-Summer 2006; Summer 2022 Course Numbering Change*

### SOC 2016 - Sociology of Gender: GT-SS3 (3)

Previously SOC 216

Prerequisite: College Readiness in English

45 Lecture Hours

Examines major trends and theoretical approaches within the field of sociology of gender including the impact of intersecting social markers such as race, class, sexuality and gender identities. Addresses gender performance, stratification and inequalities in micro and macro settings in the U.S. Focuses on social movements relating to identities and institutional inequalities.

*Added at MCC Fall 2015; Summer 2022 Course Numbering Change*

### SOC 2031 - Sociology of Deviant Behavior: GT-SS3 (3)

Previously SOC 231

Prerequisite: College Readiness in English

45 Lecture Hours

Critically examines various deviant categories and societal reactions to deviance affecting diverse populations. Examines how sociologists study deviance and the theories they use to explain it. Explains the ways social institutions define deviance and attempt to control, change, or treat those deviant behaviors, attitudes, and conditions.

*Replaces SOC 215 Summer 1994-Summer 2006; Summer 2022 Course Numbering Change; Also, CCCOnline*

## SPA - Spanish Language

### SPA 1001 - Conversational Foreign Language I: Spanish (3)

Previously SPA 101

Prerequisite: None

45 Lecture Hours

Offers beginning students the skills necessary to understand and speak Spanish. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

*Added at MCC Spring 2004; Summer 2022 Course Numbering Change*

### SPA 1002 - Conversational Foreign Language II: Spanish (3)

Previously SPA 102

Prerequisite: SPA 1001

45 Lecture Hours

Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar.

*Added at MCC Spring 2004, Summer 2022 Course Numbering Change*

### SPA 1011 - Foreign Language I: Spanish (5)

Previously SPA 111

Prerequisite: None

75 Lecture Hours

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **SPA 1012 - Foreign Language II: Spanish (5)**

Previously SPA 112

Prerequisite: SPA 1011

75 Lecture Hours

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors. Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **SPA 1014 – Fast-Track Spanish I and II (5)**

Previously SPA 114

Prerequisite: None

75 lecture hours

Designed to bridge beginning SPA courses with intermediate SPA courses. It is designed for students who have studied two years of the target language in high school and possess linguistic and cultural knowledge that true beginners do not but are not ready yet to move to the intermediate level because they need an in-depth review of essential structures.

*Added at MCC Spring 2020; Summer 2022 Course Numbering Change*

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### **SPA 1015 - Foreign Language for the Professional: Spanish (3)**

Previously SPA 115

Prerequisite: None

45 Lecture Hours

Introduces students 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; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **SPA 2011 - Foreign Language III: Spanish: GT-AH4 (3)**

Previously SPA 211

Prerequisite: SPA 1012

45 Lecture Hours

Continues Spanish Language II in the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the Spanish language. This course is conducted predominantly in Spanish.

*Replaces SPA 2011 Fall 2001-Fall 2003; The order of the topics and the methodology will vary according to individual texts and instructors; Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **SPA 2012 - Foreign Language IV: Spanish: GT-AH4 (3)**

Previously SPA 212

Prerequisite: SPA 2011

45 Lecture Hours

Continues Spanish Language III in the development of increased functional proficiency at intermediate mid-level in speaking, aural comprehension, reading, writing, and cultural competency in the Spanish language. This course is conducted predominantly in Spanish.

*Replaces SPA 212 Fall 2000-Fall-2003; the order of the topics and the methodology will vary according to individual texts and instructors Summer 2022 Course Numbering Change; Also, CCCOnline*

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### **SPA 2015 - Foreign Language for the Professional II: Spanish (3)**

Previously SPA 215

Prerequisite: SPA 1015

45 Lecture Hours

Continues SPA 1015 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; Summer 2022 Course Numbering Change*

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### **SPA 2061 - Grammar for the Heritage Language Speaker (3)**

Previously SPA 261

Prerequisite: None

45 Lecture Hours

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; Summer 2022 Course Numbering Change*

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### **SPA 2062 - Composition for the Heritage Language Speaker (3)**

Previously SPA 262

Prerequisite: None

45 Lecture Hours

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; Summer 2022 Course Numbering Change*

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## **SVT - Sport Vehicle Technology**

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**SVT 1060 - Basic Motorcycle Repair I (1)**Previously SVT 160

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Prerequisite: None

7.5 Lecture Hours, 12 Lab Hours

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 (SVT 1060-SVT 180 and SVT 299) 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; Summer 2022 Course Numbering Change*

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**SVT 1061 - Basic Motorcycle Repair II (1)**Previously SVT 161

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Prerequisite: None

7.6 Lecture Hours, 12 Lab Hours

Designed to build upon concepts and practices learned in SVT 1060 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; Summer 2022 Course Numbering Change*

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**THE - Theatre**

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**THE 1005 - Theatre Appreciation: GT-AH1 (3)**Previously THE 105

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Prerequisite: None

45 Lecture Hours

Provides an opportunity to discover, analyze, and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism, and theory.

*Replaces THE 105 Intro to the Theatre Arts: AH1 Spring 2003-Fall 2008; THE 105 Fall 1998-Fall 2002; Summer 2022 Course Numbering Change; Also, CCCOnline*

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**THE 1011 - Acting I (3)**Previously THE 111

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Prerequisite: None

45 Lecture Hours

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; Summer 2022 Course Numbering Change*

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**THE 1012 - Acting II (3)**Previously THE 112

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Prerequisite: None

45 Lecture Hours

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; Summer 2022 Course Numbering Change*

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**WEL - Welding**

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**WEL 1000 - Safety for Welders (1)**Previously 100

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Prerequisite: None

15 Lecture Hours

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; Summer 2022 Course Numbering Change*

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**WEL 1003 - Basic Shielded Metal Arc I (4)**Previously WEL 103

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Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

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; Summer 2022 Course Numbering Change*

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**WEL 1004 - Basic Shielded Metal Arc II (4)**Previously WEL 104

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Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

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; Summer 2022 Course Numbering Change*

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**WEL 1006 - Blueprint Reading for Welders and Fitters (4)**Previously WEL 106

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Prerequisite: None

45 Lecture Hours, 22.5 Lab Hours

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; Summer 2022 Course Numbering Change*

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**WEL 1010 - Advanced Shielded Metal Arc I (4)**Previously WEL 110

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Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

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; Summer 2022 Course Numbering Change*

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**WEL 1011 - Advanced Shielded Metal Arc II (4)**Previously WEL 111

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Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

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; Summer 2022 Course Numbering Change*

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**WEL 1013 - Oxyfuel and Plasma Cutting (2)**Previously WEL 113

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Prerequisite: None

10 Lecture Hours, 30 Lab Hours

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; Summer 2022 Course Numbering Change*

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**WEL 1024 - Introduction to Gas Tungsten Arc Welding (4)**Previously WEL 124

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Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Covers welding in all positions and on various joint configurations using the GTAW (tig) welding process on carbon steel, stainless steel and aluminum. 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 Fall 2017; Summer 2022 Course Numbering Change*

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**WEL 1025 - Introduction to Gas Metal Arc Welding (4)**Previously WEL 125

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Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

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 weld-ability of metals, structural joints, and safety in the welding industry.

*Added at MCC Fall 2010; Summer 2022 Course Numbering Change*

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**WEL 1030 - Maintenance Welding (2)**Previously WEL 130

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Prerequisite: None

15 Lecture Hours, 22.5 Lab Hours

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, Summer 2022 Course Numbering Change*

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**WEL 1080 - Internship (3)**Previously WEL 180

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Prerequisite: None

Variable Lecture/Lab Hours

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, Summer 2022 Course Numbering Change*

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**WEL 2001 - Gas Metal Arc Welding I (4)**Previously WEL 201

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Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

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, Summer 2022 Course Numbering Change*

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**WEL 2003 - Flux Cored Arc Welding I (4)**Previously WEL 203

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Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

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.

*Summer 2022 Course Numbering Change*

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**WEL 2024 - Advanced Gas Tungsten Arc Welding (4)**Previously WEL 224

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Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

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; Summer 2022 Course Numbering Change*

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**WEL 2030 - Pipe Welding I (4)**Previously WEL 230

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Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

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; Summer 2022 Course Numbering Change*

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**WEL 2031 - Pipe Welding II (4)**Previously WEL 231

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Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Learn to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW and GTAW equipment on plain carbon steel pipe joints. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations.

*Added at MCC Summer 2003; Summer 2022 Course Numbering Change*

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**WEL 2050 - Layout and Fabrication (4)**Previously WEL 250

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Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Develops welding and associated skills in the use of drawings and blueprints in planning. This course includes designing and layout projects.

*Added at MCC Spring 2003; Summer 2022 Course Numbering Change*

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**WEL 2063 - Applied Metal Properties (4)**Previously WEL 263

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Prerequisite: None

30 Lecture Hours, 45 Lab Hours

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; Summer 2022 Course Numbering Change*

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**WEL 2075 - Welding: Special Topics (1-6)**Previously WEL 275

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Prerequisite: None

Variable Lecture/Lab Hours

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

*Added at MCC Summer 2003; Summer 2022 Course Numbering Change*

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**WEL 2077 - Welding: Special Topics (1-6)**Previously WEL 277

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Prerequisite: None

Variable Lecture/Lab Hours

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

*Added at MCC Summer 2003; Summer 2022 Course Numbering Change*

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**WEL 2078 - Workshop: Welding (2)**Previously WEL 278

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Prerequisite: None

Variable Lecture/Lab Hours

Provides students with an exceptional learning experience.

*Added at MCC Summer 2003; Summer 2022 Course Numbering Change*

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**WEL 2080 - Internship: Welding (6)**Previously WEL 280

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Prerequisite: None

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; Summer 2022 Course Numbering Change*

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