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# MESSAGE FROM THE PRESIDENT

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Morgan Community College is a first choice in higher education opportunities for many and your decision to become part of our small, friendly college is an excellent decision. Our faculty is superb and dedicated to helping students succeed. Our graduates have received excellent preparation for continued university education and a variety of business and technical careers. The students are friendly and welcoming. There is a rich array of student activities available outside of the classroom. The cost is affordable and there are a number of financial aid and scholarship opportunities available for our students. Most importantly, our administration, staff, and faculty make your success their personal goal.

With a friendly campus that is second-to-none, Morgan Community College is here to create a rewarding, challenging, and fun educational experience for you. I invite you to explore this website to find specific information about our college. Additionally, please feel free to email me with a specific inquiry if you don't find it on the website. All of us here at Morgan Community College stand ready to assist you.

Again, welcome to MCC!

Dr. Kerry Hart, President  
Morgan Community College  
[Kerry.Hart@morgancc.edu](mailto:Kerry.Hart@morgancc.edu)

# CATALOG INFORMATION

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## Rights Reserved

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The College reserves the right to change any provision or requirement of this catalog, including fees, pursuant to law, the rules of the State Board for Community Colleges and Occupational Education (SBCCOE), or the Colorado Community College System (CCCS), or College policy. The College reserves the right to cancel any course or program described in this catalog, at any time, without notice, and to change any other aspect of any course or program.

Note: This is an information document and is not to be considered a contract of offerings. Programs and curricula are subject to change without prior notice.

This document is provided as information for the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by Morgan Community College in order to fulfill its role and mission or to accommodate circumstances beyond its control. Any such change may be implemented without prior notice and without obligation and, unless specified otherwise, is effective when made. For the most up to date course information, go to the MCC website.

## Which Catalog To Use

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This catalog is effective Fall semester 2011. First time students at Morgan Community College and former MCC students who are returning after not having attended during the past 12 months should use this catalog. A continuing student is subject to the requirements of the catalog that was in effect when first registered at MCC or in some later catalog if the student changed his/her program of study at any time after that initial registration.

## Catalog Updates and Changes

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

## Course Changes and Cancelations by MCC

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MCC must retain the customary 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.

## Catalog Publication Credits

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This catalog is published by the Morgan Community College Marketing and Communications Office in conjunction with the MCC Student Services Department and the MCC Instructional Office.

### CATALOG COVER DESIGN

The catalog cover was designed by Terri Eades, MCC webmaster and graphic designer

# ACCREDITATION

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Morgan Community College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

The Higher Learning Commission  
 North Central Association of Colleges & Schools  
 230 S. LaSalle Street, Suite 7-500  
 Chicago, IL 60604-1411  
 1-800-621-7440

## Programs Accredited by Special Agencies

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ASSOCIATE DEGREE PROGRAMS  
 Colorado Commission on Higher Education (CCHE)  
<http://higher.ed.colorado.gov/dhe/default.html>

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

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

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

NURSING (ADN WITH PN EXIT OPTION)  
 Colorado State Board of Nursing; National League for Nursing Accrediting Commission (NLNAC)  
<http://www.nlnac.org/home.htm>

PHYSICAL THERAPIST ASSISTANT (PTA)  
 Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association  
<http://www.capteonline.org/home.aspx>  
 CAPTE can be contacted at 1-800-999-2782  
 1111 North Fairfax Street, Alexandria, VA 22314-1488  
[accreditation@apta.org](mailto:accreditation@apta.org)

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

## Academic Quality Improvement Program (AQIP)

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MCC participates in the Academic Quality Improvement Program (AQIP), an alternative process through which an organization can maintain its accredited status with The Higher Learning Commission. AQIP's goal is to infuse the principles and benefits of continuous improvement into the culture of colleges and universities in order to assure and advance the quality of higher education. AQIP allows an organization to demonstrate that it meets The Higher Learning Commission's Criteria for Accreditation and other expectations through processes that align with the ongoing activities that characterize organizations striving continuously to improve their performance. By sharing both its improvement activities and their results through AQIP, an organization develops the structure and systems essential to achieving the distinctive higher education mission it has set for itself – and the evidence to enable the Commission to reaffirm accreditation. Visit [www.AQIP.org](http://www.AQIP.org) or <http://www.morgancc.edu/about-mcc/accreditationaqip> for further information.

# ABOUT MCC, GOVERNANCE, & HISTORY

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## GOVERNANCE

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

### Colorado Community College System (CCCS) President

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Dr. Nancy McCallin                      President CCCS

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

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Maury Dobbie, Chair	4th District (R)
John Trefny, Vice Chair	7th District (U)
Ledy Garcia-Eckstein	At-Large (D)
Jim Johnson	5th District (R)
Bernadette Marquez	At-Large (D)
Rich Martinez	6th District (U)
Meg Porfido	2nd District (D)
Ken Weil	1st District (D)
Ruth Ann Woods	3rd District (U)
Josh Deines	Student (SSAC) Rep.
Stephanie Irwin	Faculty (SFAC) Rep.

## Advisory Council

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MCC has a seven-member college advisory council, composed of residents from our service area who meet at least quarterly 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)
- To serve as liaison between the college and area employers in order to facilitate assessment of employment, training and educational needs of the service area
- To serve as liaison between the college and local school boards, county commissioners, city councils, other local elected officials and other relevant groups or person
- To promote the college's programs and services among the communities and constituencies in the college's service area

## Advisory Council Members

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William Gramlich,	Fort Morgan
Charlene Holzworth, Vice Chair	Brush
Judy Florian	Brush
Mary Zorn	Fort Morgan
Kari Linker	Brush
Robert Sachs, Chair	Wiggins
Mike Berryhill	Fort Morgan

## Program Advisory Committees

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

## Curriculum Committee

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

## MISSION, VISION, VALUES

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### MISSION

Our mission is to partner with students in imagining, believing and achieving their goals.

### VISION

MCC envisions a future where there is a strong sense of community in this complex world. We will strive to prepare students to live and contribute effectively in a rapidly changing society. Our vision requires a fundamental commitment to teaching and learning excellence within a supportive environment.

### VALUES

In everything we do, we value:

- The individual • Learning • Innovation • Community • Quality

## STRATEGIC COMMITMENTS 2010-2014

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### STUDENT ACCESS

MCC provides students with diverse pathways to learning.

### STUDENT SUCCESS

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

### TEACHING EXCELLENCE

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

### VALUING PEOPLE

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

### OPERATIONAL EXCELLENCE

MCC demonstrates excellence as a steward of the public trust in the management of its resources.

### INNOVATIVE LEADERSHIP

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

### COMMUNITY LEADERSHIP AND PARTNERSHIP

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

### CONTINUOUS IMPROVEMENT

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

### Mascot-MCC Roadrunner



The roadrunner was adopted as the mascot at Morgan Community College because it exemplifies the survival skills necessary to thrive in extreme environmental conditions. MCC has been much like the roadrunner in its ability to survive unfavorable political climates, severe budget cuts, and the challenges of serving a large geographic area.

## 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 delivery.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# MAPS, LOCATIONS, & DIRECTIONS

## LOCATIONS/ADDRESSES

**MORGAN COMMUNITY COLLEGE**  
 920 Barlow Road  
 Fort Morgan, CO 80701  
 970-542-3100  
 1-800-622-0216  
 Fax: 970-542-3116  
[www.MorganCC.edu](http://www.MorganCC.edu)

**MCC/Cargill Workplace**  
 1505 E. Burlington Avenue  
 Fort Morgan, CO 80701  
 970-867-8223

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

**MCC Bennett Center**  
 280 Colfax Avenue, Unit #3  
 PO Box 554  
 Bennett, CO 80102  
 303-644-4034  
 Fax: 303-644-4680

**MCC Burlington Center**  
 340 S. 14th Street  
 Burlington, CO 80807  
 719-346-9300  
 Fax: 719-346-5236

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

**MCC Wray Center**  
 32415 Highway 34  
 PO Box 36  
 Wray, CO 80758  
 970-332-5755  
 Fax: 970-332-5754

## SERVICE AREA

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



## DIRECTIONS TO MCC

Directions coming from I-25 west (Denver):

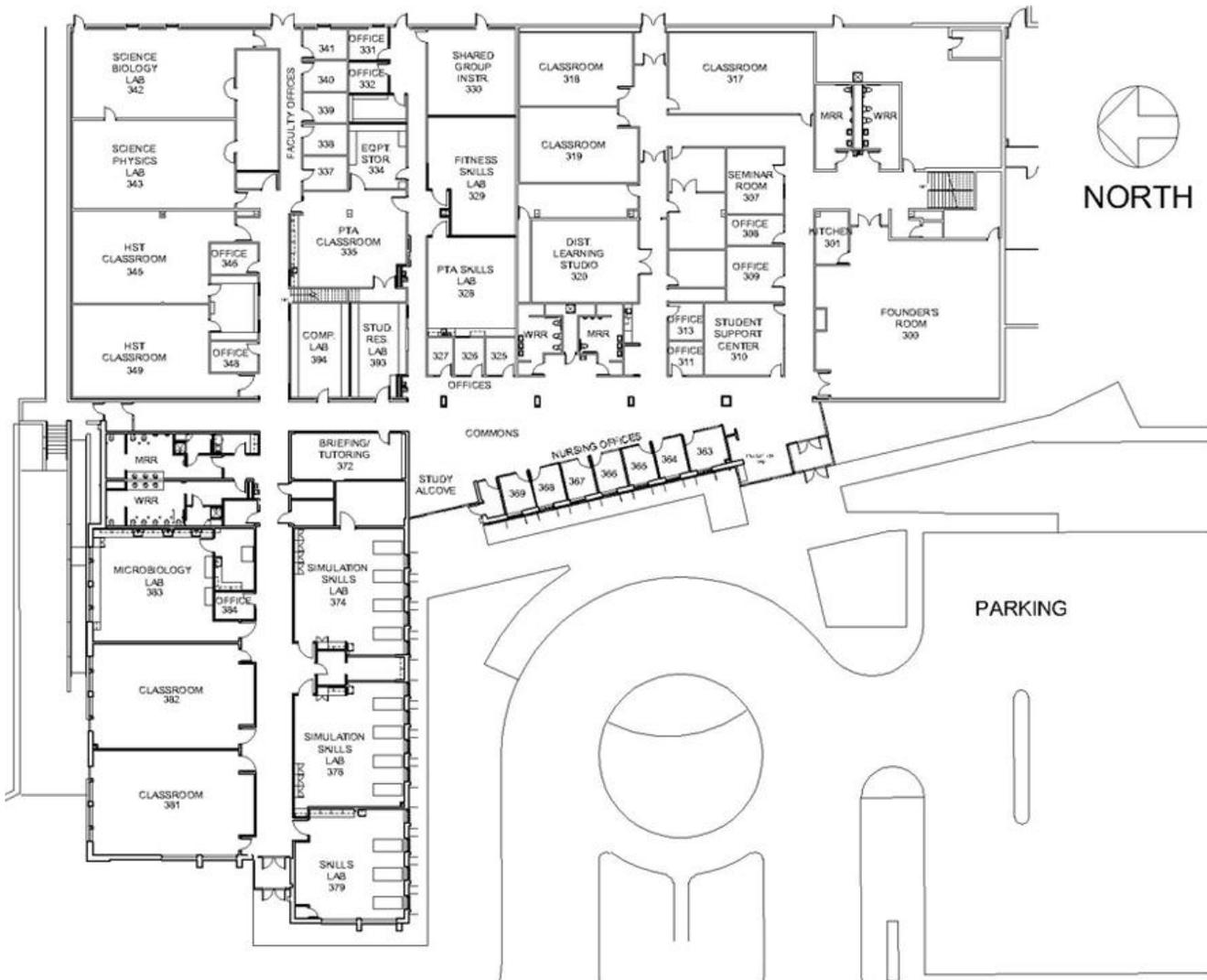
- Going north on I-25, take the I-76 exit, EXIT 216 toward Grand Junction/Fort Morgan
- Merge onto I-76 East via exit 216a toward Fort Morgan
- Take the Barlow Road exit, EXIT 82
- Turn right onto Barlow Road
- The college will be on your left, next to Wal-Mart

- Traveling west on I-76, take the Barlow Road exit, EXIT 82
- Turn left onto Barlow Road
- The college will be on your left, next to Wal-Mart

*Free parking is available on the east side of the college (behind the building.)*

Directions coming from I-76 east (Sterling):

## CAMPUS MAP



## BUILDINGS & DEPARTMENTS

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### MCC Fort Morgan Campus

- Accounting Services
- Administration Offices
- Anna C. Petteys Student Lounge (Student Center)
- Aspen Hall (Administration)
- Bloedorn Lecture Hall
- Bookstore
- Cedar Hall (Adult Basic Education, GED, and ESL)
- Cottonwood Hall (Instruction & Faculty Offices)
- Elm Hall (Automotive and Collision Repair Technology)
- Learning Resource Center (Library and Testing Center)
- Spruce Hall (Health/Science Instruction & Faculty Offices)
- Student Services Office (Admissions, Career Counseling, Financial Aid & Records Office)
- Welding Technology Shop (19617 Virginia Avenue)

### MCC/Cargill Workplace Education

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

### Bloedorn Center for Community & Economic Development

- MCC Foundation
- Center for Art and Community Enrichment (CACE)

### MCC Bennett Center

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

### MCC Burlington Center

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

### MCC Limon Center

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

### MCC Wray Center

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

# ACADEMIC CALENDAR 2011-2012

This Academic Calendar is subject to change due to forces beyond the College's control or as deemed necessary by the College in order to fulfill its educational objectives. For updates, see the MCC website [www.MorganCC.edu](http://www.MorganCC.edu). This calendar also incorporates the Financial Aid, Student Services, and CCCOnline calendars.

## Fall Semester 2011: August 2011 - December 2011

Financial Aid Application Priority Deadline for Need-based Aid for Fall 2011 MCC Scholarship Application Priority Deadline for Fall 2011	April 1, 2011
Fall Registration/Advising Period Opens	April 4, 2011
Tuition and Fees DUE for Fall Semester <i>Registration after this date requires payment with 24 hours</i> or FACTS Payment Plan Completed or Financial Aid File Completed and Award Letter Received	August 8, 2011
Faculty/Advisors Return to Campus after Summer Break	August 15, 2011
New Student Orientation	August 16 & 20, 2011
Begin Fall Classes (15-Week)	August 22, 2011
CCCOOnline Fall 1 Session Classes (C11)	August 29, 2011
Fall Graduation Applications Due	September 1, 2011
Labor Day Holiday (College Closed)	September 5, 2011
Last Day To Add Regular Sequence (15-Week) Classes Professional Development Day (No Classes)	September 6, 2011
Last Day To Drop Regular Sequence (15-Week) Classes	September 7, 2011
Last Day to Charge to Financial Aid at MCC Bookstore	September 8, 2011
Loan Refunds for PREVIOUS borrowers-1st Disbursement for Fall Only & Fall/Spring loans * Fall Financial Aid Refunds Issued for Grants and Scholarships	September 19, 2011
Begin CCCOnline Fall 2 Session (C21) Classes Loan Refunds:FIRST-TIME borrowers- 1st Disbursement Fall Only & Fall/Spring loans	October 3, 2011
Begin Fall II Classes (8-Week)	October 11, 2011
Loan Refunds for ALL borrowers-2nd Disbursement for Fall Only loans	October 24, 2011
Application Priority Deadline for Need-based Aid for Spring 2012	November 1, 2011
Last Day to Withdraw from Fall Regular Sequence (15-Week) Classes	November 18, 2011
Thanksgiving Holiday (College Offices Open - No Classes)	November 23 & 25, 2011
Thanksgiving Day (College Closed)	November 24, 2011
Last Day to Apply for Fall Loans	December 1, 2011
End Fall Classes (8-Week and 15-Week)	December 9, 2011
End CCCOnline Fall 1 & 2 Sessions (C11 & C21) End CTE/Secondary Program Classes*	December 11, 2011
Christmas Break (College Closed)	December 26-Jan 2012
**NOTE: CTE/Secondary Programs: Automotive, Health Science Technology, Collision, Multimedia, Welding may have different start and end dates than other courses.	

## Spring Semester 2012: January 2012 – May 2012

Financial Aid Application Priority Deadline for Need-based Aid for Spring 2012	November 1, 2011
Registration/Advising Period Begins	November 11, 2011
College Offices Re-Open	January 3, 2012
Tuition and Fees DUE for Spring Semester <i>Registration after this date requires payment with 24 hours</i> or FACTS Payment Plan Completed or Financial Aid File Completed and Award Letter Received	January 4, 2012
Classes Begin for CTE/Secondary Programs**	January 9, 2012
New Student Orientation	January 14, 2012
Spring Semester Begins (15-Week) Classes Being	January 16, 2012
CCOnline Spring 1 Session (C11) Begins	January 23, 2012
Last Day to Add Regular Sequence (15-Week) Classes	January 30, 2012
Last Day to Drop Regular Sequence (15-Week) Classes Spring Graduation Applications Due (also Summer completers who wish to participate in the Spring ceremony)	February 1, 2012
Last Day to Charge to Financial Aid at MCC Bookstore	February 2, 2012
Spring Financial Aid Refunds Issued for Grants and Scholarships Loan Refunds for PREVIOUS borrowers- 1st Disbursement for Spring Only Loans 1st Disbursement for Spring/Summer Loans 2nd Disbursement for Fall/Spring Loans	February 13, 2012
Loan Refunds for FIRST-TIME borrowers- Disbursement for Spring ONLY Loans for Spring/Summer Loans CCOnline Spring 2 Session (C21) Begins	1st 1st Disbursement February 27, 2012
Spring II (8-Week) Classes Begin	March 5, 2012
Loan Refunds for ALL BORROWERS- 2nd Disbursement Spring Only Loans	March 19, 2012
Spring Break (College Offices Open – No Classes)	March 26-31, 2012
Financial Aid Application Priority Deadline for Need-based Aid for Summer and Fall 2012	April 1, 2012
Last Day to Withdraw from Spring Regular Sequence (15-Week) classes	April 13, 2012
Last Day to Apply for Spring Only Loans	April 25, 2012
End of Semester - (15-Week) Classes	May 4, 2012
Commencement Ceremony (Faculty Work Day)	May 5, 2012
CCOnline Spring 1 & 2 Sessions (C11 & C21) End	May 6, 2012
End of Classes for CTE/Secondary Programs**	May 18, 2012
<b>**NOTE:</b> CTE/Secondary Programs: Automotive, Health Science Technology, Collision, Multimedia, Welding may have different start and end dates than other courses.	

## Summer Semester 2012: May 2012 - August 2012

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Registration/Advising Period Begins	March 5, 2012
Financial Aid Application Priority Deadline for Need-based Aid for Summer & Fall 2012	April 1, 2012
Tuition and Fees DUE for Summer Semester <i>Registration after this date requires payment with 24 hours</i> or FACTS Payment Plan Completed or Financial Aid File Completed and Award Letter Received	May 7, 2012
Summer 10-Week Classes Begin	May 21, 2012
Memorial Day Holiday (College Closed)	May 28, 2012
Last Day to Add 10-Week Session Classes	May 30, 2012
Last Day to Drop 10-Week Session Classes	May 31, 2012
8-Week Classes Begin	June 4, 2012
Last Day to Charge to Financial Aid at MCC Bookstore	June 7, 2012
Last Day to Add Summer 8-week Classes	June 11, 2012
Last Day to Drop 8-Week Session Classes	June 12, 2012
Summer Financial Aid Refunds Issued for Grants and Scholarships Loan Refunds for PREVIOUS Borrowers-1st Disbursement Summer Only Loans	June 18, 2012
Loan Refunds for FIRST-TIME Borrowers-1st Disbursement Summer Only Loans	June 25, 2012
Summer Graduation Applications Due	July 1, 2012
Independence Day Holiday (College Closed)	July 4, 2012
Loan Refunds for ALL Borrowers-2nd Disbursement Summer Only Loans	July 16, 2012
Last Day to Withdraw from Summer 10-week Session Courses	July 18, 2012
Last Day to Withdraw from Summer 8-week Session Courses	July 21, 2012
Last Day to apply for Summer Only Loans	July 26, 2012
End of 8-Week Classes * End of 10-Week Classes	August 1, 2012
End of CCCOnline Summer Session	August 12, 2012
<b>**NOTE: CTE/Secondary Programs: Automotive, Health Science Technology, Collision, Multimedia, Welding may have different start and end dates than other courses.</b>	



# ACADEMIC POLICIES & INFORMATION

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## ADMISSIONS

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

### Admission of New Students

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

See *TUITION CLASSIFICATION*

### Admission of Former Students (Re-Admit)

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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.

See *CATALOG INFORMATION/WHICH CATALOG TO USE*

### Admission of Transfer Students

---

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

1. An Admission Application with a declared program of study toward which transfer courses are to be evaluated.
2. An official transcript of all credits earned from each college or university attended
  - a. Official transcripts must be received by the MCC Registrar in the mail, directly from the other institution.
  - b. Transcripts marked "Issued to Student" even if sealed are not considered official and will not be accepted nor evaluated, and will be discarded.

See *STUDENT RECORDS AND TRANSCRIPTS* for additional details on transferring credit to MCC

### Admission of International Students

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

### Admission of Underage Students (Under 17 Years Old)

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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 ACCUPLACER scores for college level English, reading and mathematics.
2. Students should meet with the Director of Admissions to determine eligibility for admission and appropriateness of course selection, review college expectations, and complete the acknowledgment form which includes the MCC President's approval.

### Admission of 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. Morgan Community College personnel will make a copy of the original documentation to accompany the application to assure prompt and proper processing.

### Admission to Specific Programs

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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 this catalog detail any specific program acceptance requirements.

See *DEGREES AND CERTIFICATES*

### 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 one-time-only filing requirement unless the original certified item changes in any way.

Students may register or obtain proof of Selective Service Registration at [www.sss.gov](http://www.sss.gov).

## HB 1023-Documentation of Legal Presence in The United States

On August 1, 2006, the Colorado legislature enacted HB06S-1023 which requires that all persons eighteen years of age or older must provide proof that they are lawfully present in the United States prior to receiving public funds from the state. The law states all public institutions of higher education must verify each student's legal presence within the United States before granting them in-state tuition. The state has enacted permanent rules that allow for alternative forms of ID to help ease the implementation.

The information below outlines the tools each public college or university must use in order to verify each student's legal presence.

Persons this applies to:

- Any person eighteen years or older seeking in-state tuition status or the COF stipend
- Any person enrolled in the Western Undergraduate Exchange (WUE) and New Mexico/Colorado Reciprocity Agreement
- Any person enrolled in Concurrent Enrollment courses or undergraduates that turn 18 years old during a current semester must provide proof of law presence before the beginning of the next semester to continue receiving the COF stipend. However, students in the Concurrent Enrollment program, and who are earning high school credits from their courses at an institution of higher education, can receive reimbursement from their school district, or payment in advance to the institution of higher education from their school district, for their postsecondary tuition without having to provide proof of lawful presence in the United States.

Lawful presence can be proved by supplying your college or university of choice with one of the following:

- A valid Colorado driver's license or state ID card
- A United States Military card or military dependent's ID card
- A United States Coast Guard merchant mariner card
- A Native American tribal document

The following identification documents are acceptable forms of identification pursuant to AG Order Number 2129-97 referenced in 2.1.3 of Department of Revenue 1 CCR 201-17 Rules for Evidence of Lawful Presence Effective August 1 2007.

A copy of one of the following documents is an acceptable form of identification:

- A valid Driver's License or Identification Card bearing applicant's photograph from any one of the United

States that requires evidence of lawful presence prior to issuance. Those states are: AL, AZ, AR, CA, CT, DE, DC, FL, GA, ID, IN, IA, KS, KY, LA, ME, MN, MS, MO, MT, NV, NH, NJ, NY, ND, OH, OK, PA, RI, SC, SD, VA, WV, and WY

- Electronic Identification Indicator issued by the Department of Revenue
- Applicant's birth certificate from any state, the District of Columbia and all United States territories
- United States Passport, except for "limited" passports, issued for less than five years
- Report of Birth Abroad of a United States Citizen Form FS-20
- Certificate of Birth issued by a foreign service post (FS-545) or Certification of Report of Birth (DS-1350)
- Certification of Naturalization (N-550 or N-570)
- Certificate of Citizenship (N-560 or N-561)
- U. S. Citizen Identification Card (I-97) - last issued in 1974
- Northern Mariana Identification Card
- Statement provided by a US consular officer certifying that the individual is a US citizen
- American Indian Card with classification code "KIC" and a statement on the back identifying US citizen members of the Texas Band of Kickapoos
- Additional forms of identification documents are accepted and can be found in the Department of Revenue's Permanent Rules for Lawful Presence at: [http://www.revenue.state.co.us/EDO\\_dir/wrap.asp?incl=LawfulPresenceRules](http://www.revenue.state.co.us/EDO_dir/wrap.asp?incl=LawfulPresenceRules)

### AND

Sign an affidavit stating that you are a United States citizen or legal permanent resident or that you are otherwise lawfully present in the United States.

If you do not have a valid form of ID from the list above this is the process you must perform:

- Sign an affidavit stating that you are a United States citizen or legal permanent resident or that you are otherwise lawfully present in the United States
- Fill out a waiver given by the Department of Revenue which will be put through the Electronic Identification Indicator (EII) system to verify your lawful presence
- The Department of Revenue may ask you to provide further proof, found within the emergency rules, that you are lawfully present within the United States for the verification process

The Department of Revenue will then contact you and inform you of their decision.

Also see *The Colorado Department of Revenue website:* [http://www.revenue.state.co.us/EDO\\_dir/wrap.asp?incl=LawfulPresenceRules](http://www.revenue.state.co.us/EDO_dir/wrap.asp?incl=LawfulPresenceRules)

*Reference:*

*The Colorado Department of Higher Ed website* <http://highered.colorado.gov/Finance/Residency/requirements.html>

## ASSESSMENT

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### State Assessment Requirements

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

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

At MCC, all students with declared programs of study or those entering ENG 121 & 122, MAT 120, MAT 121, or MAT 135, must complete assessment or secure an exemption before registering for courses.

See *COURSE DESCRIPTIONS* for full list of course prerequisites.

### Assessment Exemptions

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

- Possess a baccalaureate or A.A. or A.S. degree from an accredited or approved college or university
- Provide proof of ACCUPLACER® scores taken within the past 5 years from another Colorado institution
- Provide proof (official transcripts) showing completion of college freshman English composition and college algebra with a grade of "C" or better
- Provide proof of ACT scores of English (18), mathematics (23), reading (17) completed with the last 5 years
- Provide proof of SAT scores of verbal (440 for English or 430 for reading), mathematics (460) completed within the last 5 years
- Enrollment in only one course for either employment enhancement or personal interest. However, a placement test is still required if the student enrolls in ENG 121, MAT 120, MAT 121, or MAT 135
- Enrollment in a Career and Technical Education (CTE) certificate in selected programs of one term or less
- Undeclared or non-degree seeking students (Unless they are recent high school graduates)

### Developmental Education

---

Through consultation with an advisor, a schedule will be developed for each student that will allow for the timely completion of any necessary remediation, either prior to or concurrent with the beginning of the student's program of study. If testing results indicate the need for remediation, students will be advised to complete it during their first 30 credit hours of enrollment. Specific procedures and information on program entry scores are available in the Student Services Office and through the MCC Testing Center.

Pursuant to C.R.S. 223-1-113.3, the Colorado Commission on Higher Education (CCHE) must provide a high school feedback report to Colorado school districts on remediation of their recent high school graduates. For that report, recent high school graduates are defined as degree-seeking and non-degree-seeking undergraduates who have graduated from a Colorado public or private high school (or its equivalent) during the previous academic year; or are 17, 18, or 19 years of age if year of high school graduation is not provided by the higher education institution. Age will be calculated as of September 15 of the specified fiscal year.

## ACCUPLACER® and ACT® Scores Required

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

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

### ACCUPLACER®

Score	Reading Comprehension	
25-39	REA 030	Basic Reading Skills
40-61	REA 060	Foundations of Reading
62-79	REA 090	College Preparatory Reading
80-Above	<i>No Developmental Reading Required</i>	
Score	Sentence Skills	
25-49	ENG 030	Basic Writing Skills
50-69	ENG 060	Writing Fundamentals
70-94	ENG 090	Basic Composition
95-Above	<i>No Developmental English Required</i>	
95-Above	ENG 121	English Composition I
Score	Mathematics	
AR 24-56	MAT 030	Fundamentals of Math
AR 24-120 or EA 0-44	MAT 045	Compressed Pre-Algebra with Basic Mathematics
AR 57-120 or EA 0-44	MAT 060	Pre-Algebra
EA 45-60	MAT 090	Introductory Algebra
	MAT 107	Career Math
EA 61-84	MAT 106	Survey of Algebra
	MAT 111	Technology Lab for Algebra
	MAT 103	Math for Clinical Calculations
EA 85 & Above	<i>No Developmental Math Required</i>	
	MAT 120	Math for Liberal Arts: MA1
	MAT 121	College Algebra
	MAT 123	Finite Mathematics: MA1
	MAT 135	Introductory Statistics: MA1
EA 95 & Above	MAT 155/156	Integrated Math: I & II
EA 95 & Above	See an advisor for proper placement.	

### ACT® MATHEMATICS

Score	Mathematical Course	
ACT 19	MAT 120	Math for Liberal Arts: MA1
	MAT 155/156	Integrated Math I & II
ACT 21	MAT 135	Introduction to Statistics: MA1
ACT 23	MAT121	College Algebra: MA1
	MAT 123	Finite Mathematics: MA1
ACT 24	MAT 122	College Trigonometry: MA1
ACT 25	MAT 125	Survey of Calculus: MA1
	MAT 166	Pre-Calculus: MA1
ACT 28	MAT 201	Calculus I: MA1

## ACADEMIC ADVISING

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

### Advising for 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.

### Advising for Continuing Students

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Continuing students should contact faculty advisor by setting up a personal appointment, or by contacting their faculty advisor and requesting advising be done via email or telephone. Students should consult regularly with their advisors.

### Degree Check Automated Advising

---

Morgan Community College utilizes Degree Check, an automated advising tool. Degree Check is accessed on MyMCC student tab. For students, Degree Check:

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to MCC Catalog information, each semester's Schedule of Classes, transcripts, and FAQs

### Choosing a Program of Study

---

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

### Changing a Program of Study

---

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

### Transfer Advising

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

### Undeclared Students

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

## REGISTRATION

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### Registration Periods

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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 account, or in person at the MCC Student Services Office or MCC Centers during regular business hours.

#### REGISTRATION PERIODS

Fall Registration	Opens in early April
Spring Registration	Opens in early November
Summer Registration	Opens in early March

See *ACADEMIC CALENDAR* for exact dates

### Online Registration

---

Students may register for courses, drop and add, withdraw from courses, make payment, and obtain grades online from their MyMCC student account.

### 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 by accessing their MyMCC student account. Courses dropped by the refund 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 or their advisor before taking this action so they are aware of any financial implications the change may have on their account. See *TUITION AND FEES payment rules for added courses*

### Full-Time/Part-Time Status

---

Students enrolled in 12 credits or more are considered to be attending full-time. Summer students must meet the same criteria.

#### STUDENT ENROLLMENT STATUS

Full-Time Status	12 credits or more per semester
Part-Time Status	Less than 12 credits per semester
3/4-Time Status	9 credits per semester
1/2-Time Status	6-8 credits per semester
Less than 1/2-Time	.5-5 credits per semester

### Course Changes & Cancellations by MCC

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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.

### Course Wait List

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Students may choose to enroll in an electronic wait list when a desired course is full. If an opening occurs the wait list student is notified. It is then the responsibility of the student to register and pay for the course within one day.

### Maximum Course Load

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A full-time course load is a minimum of twelve (12) and a maximum eighteen (18) credits per semester. If an academic advisor and student determine that additional credits are necessary, written approval by a Division Chair, Vice President of Instruction, or MCC Center Director is required.

*Note: Certain Occupational/Career and Technical Education (CTE) programs approved by the State Board for Community Colleges and Occupational Education (SBCCOE) may require students to take up to twenty-four (24) credit hours per term. For these programs, students are allowed to take all necessary courses without written approval.*

### Withdrawal (Dropping Courses after the Refund Deadline (Withdrawal)

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Students must officially drop college courses by accessing their MyMCC student account and dropping a course. If this is done after the refund deadline for the course, the student will be assigned a "W" Withdrawal grade. It is non-refundable and is not computed in the GPA; however, it may affect the student's satisfactory progress for financial aid purposes. Consult a financial aid advisor.

See *GRADES & GRADING*

### 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 Total Withdrawal from the college for death, veteran service, nonattendance, non-payment of tuition and fees, disciplinary problems and similar reasons.

## TUITION CLASSIFICATION

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### Residency

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You are classified as a Colorado resident or non-resident for tuition purposes based on the information you provide on your admissions application.

Nonresident tuition represents the cost of your education at public institutions. When a student is classified as a Colorado resident for tuition purposes, the difference between the nonresident 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. There are several amendments to the Tuition Classification law for certain populations of students including Olympic athletes, military personnel, inmates, recent Colorado high school graduates and GED recipients, etc. Please contact the Director of Admissions at Morgan Community College to determine if you may be in an eligible population.

Students are classified as either a resident or non-resident of Colorado for tuition purposes at the time of admission. Colorado Tuition Classification is governed by State Law (Title 23, Article 7, of the Colorado Revised Statutes of 1973, as amended) and by judicial decisions that apply to all public institutions of higher education in Colorado and is subject to change at any time. Residency decisions do not transfer between Colorado colleges. Morgan Community College must apply the rules set forth in the residency statutes and is not free to make exceptions to the rules except as specifically permitted by law.

#### GENERAL QUALIFICATIONS

- Resident status requires domicile in Colorado for one year immediately prior to the first day of class. Domicile is defined as a true, fixed, and permanent home and place of habitation. Domicile is a legal characteristic that everyone has, and students can have only one domicile at any one time. A student's domicile is a legal, primary residence.
- During the one-year domicile period, the student should comply with all legal obligations of a Colorado resident such as demonstrating proof of voter registration, Colorado income tax payment, Colorado motor vehicle registration, Colorado issued driver's license or ID card, and/or proof of employment.
- Students under the age of 22 (unemancipated minors) may be eligible for in-state tuition if a parent or court-appointed legal guardian has been domiciled and complied with legal obligations in Colorado for one year.
- Students whose parents are not domiciled in Colorado may also qualify to begin the one-year domiciliary period if the student is either: at least 22 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.

- There are several amendments to the Tuition Classification Law for certain populations of students including Olympic Athletes, Military Personnel, Inmates, recent Colorado High School graduates and GED recipients, etc. Please contact the Tuition Classification Officer at Front Range Community College to determine if you may be in an eligible population.

#### INITIAL CLASSIFICATION

The initial tuition classification decision is made by the designated Residency Examiner in the Admissions and Records Office for the semester the student is admitted. The classification is based on the information provided on the application for admission. Failure to answer all questions could lead to a non-resident classification. After the student's status is determined, it remains unchanged in the absence of further action and evidence to the contrary.

*Also See TUITION & FEES*

### Petition for Residency

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If you have been classified as a non-resident and believe you qualify for resident tuition, you may appeal your classification. Download and complete a "Petition for In-State Tuition Classification" or a "Correction to Application for Tuition Classification form." Return the form along with the documentation it requests to the MCC Director of Admissions by the deadline date for the semester in which you are seeking a classification change. 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.

### WUE/Reduced Non-Resident Tuition

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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. For a current list of colleges and universities participating in the WUE program, search the WUE Web site: <http://wiche.edu/wue>

## Residency for Colorado Active Duty Military and Dependents

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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 semester for each term in which you are enrolling.

## 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 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.

## Tuition Classification Changes

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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 Tuition Classification Officer for assistance. Petition forms are available online at [www.morgancc.edu](http://www.morgancc.edu) or at 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 Tuition Classification Officer may request additional documentation as the burden of proof rests upon the petitioner to substantiate the claim of resident for tuition classification purposes. The Tuition Classification Officer notifies the student of the outcome within 30 days of the decision via official MCC student email and/or standard letter.

### **APPEAL PROCEDURES**

Any student who is denied in-state tuition classification after petitioning for in-state tuition may appeal the decision of the Tuition Classification Officer. 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 Due to an Error

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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.

## PRIVACY

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When completing the Admission Application and Financial Aid, students must act on their own behalf. Student educational records are considered confidential and may not be released without the written consent of the student. Some information is considered public (sometimes called "Directory Information"). This information can be released without the student's written permission. However, the student may opt to consider this info confidential as well. If students do NOT want any information provided, they can sign a "request for suppression of records" in Student Services; however, the student will have a "hold" on his/her account and will not be able to access his/her records, add/drop, etc., online.

If a student would like a parent or third party to have access to his/her records, they can complete a "release of records" form in Student Services and those individuals will have access to the student's records.

### Directory Information

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Directory Information at Morgan Community College can be provided to a requester via phone, in person, or in writing.

The following is considered "Directory Information":

- Name
- Curriculum/major
- Dates of attendance
- Participation in officially recognized activities and sports
- Degrees received
- Most recent educational institution attended

Others, including parents or spouses, may not access student academic or financial information without the student's prior written approval.

### Family Educational Rights & Privacy Act (FERPA)

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Morgan Community College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, designed to protect the privacy of educational 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 (see Directory Information section for a specific list). 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. Copies of 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. 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.

### Disclosure of Student Records

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1. 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.
2. 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.
3. 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
4. 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.
  5. 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.
    - student name
    - program of study
    - participation in officially recognized activities & sports
    - dates of attendance
    - degrees and awards received
    - most recent educational institution attended
    - college issued student e-mail account

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.

6. Students have the right to provide written consent before MCC discloses personally identifiable

information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests.

A College official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. MCC has designated the National Student Clearinghouse as a College official. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll, or after enrollment.

## Social Security Number

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The college will still collect and maintain social security numbers on the computer system for specific limited purposes. These areas include Admissions, Financial Aid, reporting of wages for work-study students, reporting of H.O.P.E. tax credits and Lifetime Learning tax credits as mandated by the federal government. The social security number will not be used in any public way, for example, on class lists, or on your community college identification card.

## COURSE OPTIONS

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

### Traditional Classroom Format Courses

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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.

### Online Learning

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#### MCC ONLINE COURSES

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

#### CCCONLINE COURSES

CCCOOnline is a collaborative effort by all Colorado Community Colleges to provide Internet courses in support of degree and certificate programs at all Colorado Community College System (CCCS) colleges. CCCOnline policies, procedures, and course offerings can be found at [www.CCCOnline.org](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.

#### DESIRE2LEARN (D2L)

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

### Guided Study Courses

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Guided Study is especially designed for students who need flexible time schedules. Students must have an active email account.

### Hybrid Courses

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

### Interactive Distance Delivery Systems

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

### Credit For Prior Learning

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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, and volunteer services. Students demonstrate and earn credit for prior learning through such methods as nationalized testing, challenge exams, and portfolio examination. For more information, inquire at the MCC Student Services Office, MCC Center, or view the Credit for Prior Learning Handbook online at <http://www.cccs.edu/Docs/EdServices/Credit-for-Prior-Learning-Handbook.pdf>

### Challenge Tests

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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 for the course challenged.

## Test-Out Procedures

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

## GRADES AND GRADING

Only the credits accumulated and grade points earned at Morgan Community College are used in computation of semester (GPA) and cumulative Grade Point Averages (CGPA). A cumulative GPA (CGPA) of 2.0 is required for graduation.

### Grading System

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

INVENTORY OF COMMON GRADING SYMBOLS		
GRADE	DESCRIPTION	QUALITY POINTS
A	Excellent or Superior	4.00
B	Good	3.00
C	Average	2.00
D	Deficient	1.00
F	Failure	0.00
I	Incomplete	None
S	Satisfactory	None
U	Unsatisfactory	None
W	Withdrawal	None
AW	Administrative Withdrawal	None
AU	Audit	None
DEVELOPMENTAL COURSE GRADES		
S/A	Satisfactory (A-level work)	None
S/B	Satisfactory (B-level work)	None
S/C	Satisfactory (C-level work)	None
U/D	Unsatisfactory (D-level work)	None
U/F	Unsatisfactory (F-level work)	None
TRANSFER COURSE GRADES-Not computed into GPA		
A*	Transfer Grade	None
B*	Transfer Grade	None
C*	Transfer Grade	None
D*	Transfer Grade	None
S*	Transfer Grade	None
TR	No Transfer Grade Listed	None
OTHER COURSE GRADES-Not computed into GPA		
CA	Grade Change Thru Appeal	None
CPL	Credit for Prior Learning	None
CNG	Conversion-No Grade	None
PLACEHOLDERS		
R	Repeat Field	None
Z	Grade Not Yet Reported	None
SP	Satisfactory Progress	None

### Calculation of GPA

Grades awarded for developmental courses [as defined by the Colorado Commission on Higher Education (CCHE) as Basic Skills courses] will not be included in a student's grade point average (GPA). Grading for developmental courses will utilize the Developmental grade mode (S/A, S/B, S/C, U/D, U/F). the credits will count toward earned and attempted credits. GPA's for term recognition such as President's List and Vice President's List will not include developmental courses in the calculation.

Course credits for which an Audit (AU) is earned will not count in Attempted Hours (AHRS) and Earned Hours (EHRS). No Quality Points (QPTS) will be assigned, and there will be no impact on either the Term GPA or Cumulative (CGPA).

*-Approved by CCCS Educational Services*

### Grade Changes

All grades reported to the Registrar by an instructor are entered upon the student's academic record. These grades are permanent and will be changed only in the case of a grading or reporting error by the instructor. Grade Change Authorization forms are available to instructors from the Student Services Office and must contain the instructor signature and Vice President of Instruction or Division Chair approval along with a listed reason for the grade change. Students who feel a grade has been computed incorrectly should contact the instructor of record. Grade changes are only accepted until the 4th week of the following term. Students may not grieve a course grade.

### Repeated Courses (Repeat Field)

All college-level courses may be repeated. 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. There will be no limitations on course grades that are eligible for repeat. All credit hours earned for initial and repeated courses will be deducted from a student's remaining College Opportunity Fund (COF) stipend eligible hours. In the event that the same grade is earned two or more times for a repeated course, the most recent instance of the duplicate grade will be included in the term and cumulative GPA. All other duplicate grades will be excluded from the term and cumulative GPA. "Repeated" courses 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. 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.

*-CCCS Education Services Council Procedure*

*Note: 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.*

## Audit (AU)

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By auditing a course, a student may participate in course activities, but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the deadline listed in the MCC Schedule of Classes for that semester. Audited courses are not eligible for the College Opportunity Fund (COF) stipend. Students will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees.

*-CCCS Education Services Council 11/28/2006*

Course credits for which an Audit (AU) is earned will not count in Attempted Hours (AHRS) and Earned Hours (EHRS). No Quality Points (QPTS) will be assigned, and there will be no impact on either the Term or Cumulative GPA.

*-CCCS Education Services Council 11/28/2006*

The "AU" grade will continue to be included in the grading policy. Audit is a registration status in Banner. "AU" is automatically posted as the grade. Students must choose the audit option by census date so that colleges can reconcile the COF file. Students need to be informed that the COF stipend cannot be used for "audit" courses. If students change to the audit status following initial enrollment they will be responsible for the entire in-state tuition, not just the student portion. Colleges may wish to consider suggesting the S/U grading option rather than audit because the COF stipend will be eligible for S/U courses but not for audit courses.

*-CCCS Education Services Council*

## Satisfactory Developmental Course Grades (S/A, S/B, S/C)

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These are satisfactory grades awarded only for developmental courses. The A, B, and C, indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned hours.

## Unsatisfactory Developmental Course Grades (U/D, U/F)

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These are unsatisfactory grades awarded only for developmental courses. The "D" and "F" indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted credits, but will not carry earned credits.

## Satisfactory/Unsatisfactory Grades (S/U)

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The grades "S" (Satisfactory) and "U" (Unsatisfactory) will be assigned in the following courses:

- Physical Education
- Agriculture and Business Management program courses
- Other selected courses if approved by an MCC Vice President of Instruction or Division Chair

The satisfactory grade, "S", is equivalent to a grade of "C" or better. The course will count in attempted and earned credits, but will not carry quality points. The unsatisfactory grade, "U", is equivalent to a "D" or "F" grade. The course will count in attempted credits, but will not carry earned credits or quality points.

## S/U Grading

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Individual students will not be able to select the S/U grading option for a course that has been identified as a traditionally graded course when using the self service features of Banner. A request for the S/U option may be submitted to the registration office. NOTE: If individual students are permitted by college procedure to choose an S/U option for a course, the college will build two sections of the course - one for the graded section and one for the S/U option.

College catalogs should identify the number of S/U credits that may be applied to a degree or certificate. No S/U course may be applied to the AA/AS degree with the exception of physical education courses. An "S" grade will indicate that the quality of student work in the course is equivalent to "C or better". "S" and "U" will count in attempted and earned credits, but will not carry any quality points. Therefore, S/U grades will not be included in GPA calculations.

*-CCCS Education Services Council Procedure*

## Transfer Grades

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A grade of "C", "P", "S", or better is required for transfer. Transfer credit will not be awarded for courses with "D", "F", or "U" grades. Individual colleges may choose to grant an exception to this rule and accept transfer courses with a grade of "D" on a case-by-case basis. Transfer grades will be recorded with an \* asterisk before the grade to indicate a transfer grade. TR is also a recording option

for a transfer course grade. Transfer courses are not computed into the student's GPA.

## Withdrawal Grades (Dropping a Course after the Refund Deadline/Census)

---

Withdrawal occurs when a student requests dropping a course after the refund deadline (also referred to as census) for the term/course. The course will count in Attempted Hours (AHRs). Faculty is required to provide the last date of attendance for each student who is assigned this grade.

## Withdrawal Grades (Student initiated)

---

Students may initiate an official withdrawal from a course or courses at any time within the first eighty percent (80%) of the course length by dropping online after the refund deadline listed for the course in their MyMCC account or by completing a paper form.

1. Students who initiate a drop from a course or courses during the first 15% of a course will not have grades entered on a permanent academic record.
2. Students withdrawing from a course or courses after the first 15% of the course (refund deadline for a course), but within the first 80% of a course, will have a grade of "W" Withdrawal placed on their academic records.
3. Students can initiate their own withdrawal by requesting a withdrawal online on their MyMCC account or by completing a form in person at the MCC Student Services office or MCC Centers.

## Faculty Initiated Withdrawal of a Student

---

Faculty may (but are not required to) withdraw a student from a course or courses for academic or nonattendance reasons at any time within the first eighty percent (80%) of the course length.

An instructor cannot submit a "W" grade after 80% of a course. "F" grades must be used for students who are enrolled but have not successfully completed the course.

1. Nonattendance: If the student has been excessively absent (15% of a course) the instructor may withdraw the student from the course using the Withdrawal from Course(s) form.
2. Academic Withdrawal: If the instructor determines that the student is unable to meet the objectives of the course, the instructor may withdraw the student using a Withdrawal from Course(s) form.
3. The withdrawal process is not complete until the Withdrawal form Course(s) form has been received and processed by the Student Services Office.

## Last Date of Attendance

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Faculty is required to provide the last date of attendance for each student who is awarded an "F" or "U/F" grade. In addition, if faculty assign a "W" Withdrawal grade, then last date of attendance is also required.

## Administrative Withdrawal (AW)

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An "AW" grade is assigned by the college when a student has been withdrawn administratively. No academic credit is awarded. The course will count in attempted hours.

## Placeholders

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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.

### CPL - CREDIT FOR PRIOR LEARNING

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

### CNG - CONVERSION NO GRADE

In the Legacy System, courses could exist on a transcript with no grade posted. The courses have been migrated to Banner with a symbol of "CNG" defined as "Converted-No Grade".

### REPEAT FIELD

The Repeat Field on the transcript will be marked I-Include in hours and GPA calculation, E-Exclude from earned hours and GPA calculation, or A-Exclude from earned hours but count in GPA calculation.

## Incomplete Grade (I)

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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. Student Services will send a copy of the signed "Incomplete Grade Contract" to the student. The instructor must then assign an Incomplete Grade on the regular grade roster in a timely fashion.

Incomplete Grade Contract must include the following information:

1. Student Name (F, MI, L);
2. Student ID#;
3. Course Number and Section;
4. Reason for assigning a grade of incomplete (statement of extenuating circumstances);
5. Work to be completed for removal of incomplete grade (instructor should be very specific including the work to be done and how the final grade is to be calculated);
  - What, when, and how assignments and tests will be submitted to complete the course
  - The time period in which the work must be completed
6. Evidence of completion of 75% of the semester course work;
7. Instructor Signature and Date;
8. Student Signature and Date;

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the Instructional Officer of the college, Vice President of Instruction or Division Chair. Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Chief Instruction Officer.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including Summer semester) will revert to an "F" grade. If the student would have earned a letter grade higher than an "F" grade without completing the work, faculty may submit that higher grade before the automatic conversion to an "F".

*-CCCS Education Services Council Revised 11/28/2006*

## ACADEMIC STANDING AND ACADEMIC RENEWAL

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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.

### Colorado Community College System Academic Standing Procedure

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#### OVERVIEW:

Recognizing the value of measuring academic progress for all students, the Colorado Community College System (CCCS) has established the following practice for measuring and notifying students of their academic standing (AS). The AS practice is intended to be informational and not punitive. CCCS colleges are encouraged to devise and implement appropriate Academic Alert strategies early in the term to assist students who are experiencing academic difficulties. A student's academic standing at one college does not impact academic standing at another CCCS college.

#### APPLICATION:

For students who have completed fewer than 13 credit hours, the college will monitor satisfactory progress through an Academic Alert process. AS applies to all students who have completed 13 or more credits in residence while attending a CCCS college. AS shall be applied consistently and uniformly within each CCCS institution. All colleges will determine AS following the posting of the majority of term grades for each semester. Students with deficient progress statuses will be notified of their status. Suspended students will not be allowed to begin enrollment in the subsequent semester. At the discretion of the CCCS College, AS status may be noted on the advising, official, or unofficial transcript. The AS of a student is specific to the home institution and does not transfer or impact a student's enrollment at other CCCS colleges.

#### PRACTICE STANDARDS:

##### Initial Standing 1

Student has completed fewer than 13 cumulative credit hours with a Cumulative Grade Point Average (CGPA) > 2.00 for all classes completed in residence. 2 3

##### Academic Alert

Student has completed fewer than 13 credits with a CGPA < 2.00 for all classes completed in residence.

##### Good Standing

Student has completed at least 13 credit hours and has a CGPA > 2.00 for all classes completed in residence.

##### Probation (initial)

Student has completed at least 13 credit hours and has a CGPA < 2.00 for all classes completed in residence.

##### Probation (continuing)

CGPA < 2.00 for all classes completed in residence and most recent Term Grade Point Average (TGPA) >2.00.

#### Suspension

In all instances where a student is placed on suspension the following apply.

- Dropping students already registered is at the discretion of the home college.
- Students may appeal based on standards and procedures developed by each college.
- Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment.
- Students returning from a suspension will be on Probation (continuing).

#### Initial Suspension

CGPA < 2.00 for all classes completed in residence and most recent TGPA < 2.00.

- Student may not register for the next term following the suspension term.
- Student may register for the subsequent term after meeting with an academic advisor of the college.

#### Second Suspension

CGPA < 2.00 for all classes completed in residence and last TGPA < 2.00.

- Student may not register for the next two terms (Fall, Spring, or Summer) following the suspension term.
- Student may register for the term following the two term break in enrollment after meeting with an academic advisor of the college.

#### Third Suspension

CGPA < 2.00 for all classes completed in residence and last TGPA < 2.00.

- Student is suspended from the college and may not register for two years or six consecutive semesters.
- The inclusion of Summer enrollment in academic progress standing varies by college and is documented in college specific procedures.
- Current practice excludes developmental grades from the cumulative GPA. Some colleges are recalculating the GPA to include developmental grades.
- Withdrawal (W) grades do not count in the academic standing process.

-CCCS Education Services Council Revised June 24, 2009

## GPA Computation for Academic Probation and Suspension

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

## Academic Renewal

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

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

-Approved by CCCS Education Services Council October 1, 2005

## GRADUATION POLICIES

### Graduation Application

To receive a certificate or degree, a Graduation Application must be filed with the Student Services Office by the published graduation application deadline in which the student plans to complete requirements. It is also acceptable for an advisor, MCC Center Director, faculty member or other designee to fill out a Graduation Application on the student's request or behalf. The Graduation Application form may be downloaded from the MCC website, requested from the Student Services Office, or requested from MCC Centers.

#### LATE GRADUATION APPLICATIONS

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

- Graduation Honors Designations & Honors Cord
- Graduation Publicity
- Commencement Program Inclusion
- May incur delay in final graduation processing & receipt of diploma beyond the usual 4-6 weeks after term end
- May incur extra charges

### Graduation Application Deadlines

Only one graduation ceremony is held each year. To receive a certificate or degree a Graduation Application form must be filed with the Student Services Office by the following dates:

COMPLETION TERM	APPLICATION DEADLINE
Fall	September 1
Spring	February 1
Summer	February 1
Summer (No Ceremony)	July 1

*NOTE: If the listed date falls on a Saturday or Sunday, or a date the college is closed, the deadline will be the following Monday.*

### Summer Completers

#### SUMMER COMPLETERS AND SPRING COMMENCEMENT PARTICIPATION

Students completing requirements during the Summer term who wish to participate in the previous Spring commencement ceremony should indicate Summer as the award term, but should submit the Graduation Application using the Spring term deadline (February 1) to be sure to receive all commencement ceremony email notices, etc.

#### SUMMER COMPLETERS AND HONORS

A student who is completing requirements during the Summer term will not be eligible for commencement honors recognition the Spring before completion. If, at the end of the Summer term, completion is within honors ranges, the honors will be posted to the student's official transcript.

### Graduation Requirements

Graduation requirements for degrees and certificates listed are as follows:

- Completed all course requirements for the degree or certificate as listed in the candidate's effective catalog or addendum
- Cumulative GPA of 2.0 or higher (Some certificate programs may be computed based on program only GPA with Vice President of Instruction approval)
- No grades below a "C" among the required courses in the program
- Satisfactorily completed a minimum of 15 credit hours in residency at the institution from which the degree is offered. 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
- 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)
- Morgan Community College will accept those courses in transfer that have been completed with a "C" or better at an accredited college or university, or other approved institution.
- No remedial or developmental courses will be applicable to an Associate of Arts (A.A.), Associate of Science (A.S.), Associate of Applied Science (A.A.S.) or Associate of General Studies (A.G.S.) degree.
- The College reserves the right to substitute or delete course work based on current curriculum.
- All Guaranteed Transfer gtPATHWAYS courses used to complete the State Guaranteed Transfer requirements and the 60 credits for the A.A. and A.S. degrees must be completed at a "C" or higher level.
- No more than three (3) semester hours of physical education course work may be applied to an associate degree program.
- To complete an associate degree program or certificate, students are required to fulfill the requirements in effect at the time of initial enrollment as specified in the MCC catalog. If a student does not attend the College for at least two consecutive semesters, excluding Summer semester, the student will be subject to the requirements of the catalog in effect at the time of re-enrollment.

*Note: Certain programs have additional requirements. Check program layouts for specifics.*

## Graduation Honors

Graduation honors recognize outstanding academic achievement throughout a student's academic career at Morgan Community College. The honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average (CGPA) at the institution. Only college level courses completed at Morgan Community College will be included in the GPA calculation.

A minimum of 51% of the degree credits must be earned in residence at MCC to be eligible for graduation honors. The three levels of recognition are defined as follows and will be posted on the student's transcript.

*-Approved by CCCS Education Services Council February 24, 2006*

GRADUATION HONOR DESIGNATION	MCC CUMULATIVE GPA REQUIRED
summa cum laude ("with highest honor")	4.00
magna cum laude ("with great honor")	3.75-3.99
cum laude ("with honor")	3.50-3.749

### OTHER 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.

## Graduation Publicity

Graduation applicant names will be printed in the annual commencement program each May and in any media reports about the ceremony unless the Registrar's Office is contacted in writing or by email by the 4th week of the graduation term. No guarantees are made that information will be withheld, but every attempt will be made to do so.

## Commencement Ceremony

An annual commencement ceremony is held at the end of the Spring semester for the previous Fall graduates and Spring graduation candidates. Participation in the commencement ceremony does not imply that a degree/certificate has been awarded. All degree requirements must be met before a degree/certificate is awarded. Students must pay a commencement participation charge to attend the ceremony.

### 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. You must contact the MCC Bookstore or MCC Center Office by the 4th week of the term to purchase your commencement package. A late charge may be added for those failing to meet this deadline.

Students who do not plan to participate in the college commencement ceremony may purchase a diploma cover and/or tassel from the MCC bookstore or MCC Center.

## Diplomas, Transcripts, and Degree Posting

There is no charge to receive a diploma. After the end of the semester and after all final grades are recorded, the earned degrees and certificates are posted to the official academic record. If transcripts are desired with the degree posted, students should wait to request their transcripts until the degree appears on their academic record (students can check their online accounts) OR request transcripts be held until the degree is posted.

Diplomas are mailed 4-6 weeks after the end of the term. The diploma is issued with the name listed in the official academic records and is mailed to the LOCAL address listed in the student records.

## If Requirements Are Not Complete

If degree/certificate requirements, including financial obligations, are not complete by the end of the application term, a new Graduation Application is required for the following term. No further processing will be done without a new application.

## MAPP Testing Requirement for Graduation

All full-time degree-seeking students need to take the MAPP test during their last semester before graduation. This test provides MCC with information about the effectiveness of their degree programs. This data is used to compare MCC to other community colleges nationwide. There is no charge for this exam, it takes approximately 40 minutes, and is scheduled by the student through the Testing Center in the LRC or through a local area MCC Center Director.

## STUDENT RECORDS AND TRANSCRIPTS

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Student records are maintained by the Registrar in Student Services at the Fort Morgan campus. Students may request changes to their academic records, request transcripts, and official transcript evaluations.

### Address and Phone Changes

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Students must make personal information changes on MyMCC with user ID and password. Students who are employees or participate in work study should also make the necessary changes to their employee account either on the web or with the MCC Human Resources Department.

### 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, and periodically throughout the term. Enrollment verifications for insurance purposes (health, automobile, etc.) are handled through the Registrar's Office.

### Grades Reported to the Registrar

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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.

See *GRADE CHANGES*

### Name Changes to Academic Records

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All requests for name changes to academic records, whether requested by a continuing 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 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.

### Transferring Credit to MCC from Other Institutions

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If a student plans to complete a degree or certificate with applicable transfer credit, an official transcript must be sent to the college.

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

- Courses accepted in transfer **MUST** match the content and meet or exceed the rigor of the accepting institution as determined by the professional judgment of the Transfer Evaluator or Division Chair.
- Transfer credit is accepted as specified by legislated and Colorado Community College System (CCCS) articulation agreements.
- The college may examine credits to insure that the content is not outdated or obsolete.
- Courses will be evaluated against the Colorado Community College Numbering System (CCCNS) catalog.
- The official transcript will include courses taken at the institution and those transfer credits requested by the student.
- Courses will be 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 the student's academic record but will not show on the official transcript.
- Prerequisite courses below the 100 level will not be accepted in transfer but will be noted in the student's academic record.
- A grade of "C", "P", "S", or better is required for transfer. Transfer credit will not be awarded for courses with "D", "F" or "U" grades. Individual colleges may choose to grant an exception to this rule and accept transfer courses with a grade of "D" on a case-by-case basis.
- Credits earned at the home institution with a grade of "D" may be applicable to a degree or certificate as determined by the program.
- There is no limit to the number of credits that may be transferred.
- Upper level courses can be accepted in transfer IF the course can be equated to a course in CCCNS.
- Elective courses that do not equate to a CCCNS will be listed with the appropriate prefix numbered as 999 and include Elective with a colon and then an entry to describe the course content. If no appropriate prefix is included in the CCCNS then the elective course will be given either the prefix TRN for Transfer Elective or CTE for Career and Technical Education Elective. The

course number will be 999 and the title will include a colon and an entry to describe the course content.

- Credit for prior learning, standardized tests and portfolio credits will be accepted as determined by the Colorado Community College System (CCCS) Guide to Credit for Prior Learning.
- Transfer courses that have the GT (gtPATHWAYS) designation will be flagged as GT courses. If the course is not present in the CCCNS then it will be transcribed with the prefix GTP for gtPATHWAYS, the course number 999 and the course title that matches the GT designation, e.g., CO1, AH3, MA1, etc.
- Transfer credits will be awarded as governed by Colorado Commission on Higher Education (CCHE) and State Board policies and System President procedures.

*-Approved by CCCS Education Services Council 2/24/06*

Official transcripts covering a student's previous secondary and college education submitted to the College as part of the admission procedure become part of the official file and cannot be returned to the student. The College does not issue or certify copies of transcripts from other institutions. Transcripts, documented military experience and testing scores of approved programs are evaluated in accordance with College policy. The acceptance of this credit is documented on the College transcript.

## Transcript Evaluation

The Registrar's Office and/or Transcript Evaluator will review official transcripts submitted by students and evaluate the credits that apply to the student's current declared program of study. Upon evaluation, the student will receive an official Transcript Evaluation advising the student which courses from previous institutions apply to their MCC program of study and will be accepted in credit at Morgan Community College. The Registrar will only accept official transcripts sent directly from the granting institution to Morgan Community College. Any other transcripts received, (e.g.: those opened by the student or which have gone through the student's hand in some way, those faxed, emailed, etc.) are not considered official transcripts and will not be evaluated. No evaluation will be done on transcripts received for non-admitted students or students who are undeclared. If the student changes a program of study, and wishes re-evaluation of transcripts, the student should notify the Registrar's Office in writing of the request to have transcripts re-evaluated toward the new program. Only those courses which apply to the student's current program of study will be evaluated.

## Transcripts and Transferring MCC Credits to Other Institutions

Transcripts of MCC college course work are available from the Registrar's Office by student request at any time via the web. Alternatively, students may send a letter in writing, or visit the college in person to complete the required form. Transcripts of courses taken and grades received will be sent to the institution or organization or individual of the student's choice. Official transcripts will NOT be released for students with financial obligations to the College or any other CCCS institution.

## MCC Term Academic Honors

CCCS Colleges provide an opportunity for students to be recognized with Academic Honors, on a term-by-term basis. Students who qualify will receive a notation for that term on their official transcripts. Those who excel in their courses of study at Morgan Community College may qualify to be named to the MCC President's List or Vice President's List.

To be eligible for the President's List, a student must:

- Be classified as a full-time student for that term
- Have a minimum of 12 semester hours of completed college level work (excludes developmental)
- Successfully complete at the end of the semester the courses attempted
- Maintain a term grade point average of 4.00

To be eligible for the Vice President's List, a student must:

- Be classified as a full-time student for that term
- Have a minimum of 12 semester hours of completed college level work (excludes developmental)
- Successfully complete at the end of the semester the courses attempted
- Maintain a term grade point average of 3.75-3.999

The President's List and Vice President's List is published after the end of the regularly scheduled Fall and Spring terms based on the information available at that time. (Term Honors are not awarded for Summer semesters)

## 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.

### Guaranteed Transfer Program for General Education Courses in Colorado (gtPATHWAYS)

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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 GTxx designation. Courses without the GT designation are not guaranteed to transfer; however, some may transfer depending on the student's program of study and the decision of the receiving institution. Students should consult with their advisors when selecting courses for transfer.

See [www.cccs.edu/EdServices/Transfer.html](http://www.cccs.edu/EdServices/Transfer.html). *Guarantee for updates and lists of approved courses.*

After starting your higher education at any public college or university in Colorado, and, upon acceptance to another, you can transfer up to 35 to 37 credits of previously and successfully (C- or better) completed GT general education coursework toward the general education core graduation requirements. Please note that statewide articulation agreements for the following professional degree programs prescribe specific general education courses and degree requirements: business; early childhood; elementary education; engineering; and nursing. Check with the school you wish to attend, about which credits will transfer beyond any that are guaranteed by the GT transfer program or a statewide articulation agreement.

### Statewide gtPATHWAYS List of Approved Courses

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Colorado Community College System approved gtPATHWAYS courses are listed and updated as new courses are approved.  
[www.cccs.edu/Docs/CCNS/gtPATHWAYS-CCCS-Courses.pdf](http://www.cccs.edu/Docs/CCNS/gtPATHWAYS-CCCS-Courses.pdf)

### Transfer Agreements

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Transfer agreements have been established in certain programs to facilitate transfer of Morgan Community College credits to other institutions. Agreements include articulation procedures as well as course equivalency lists. The Guarantee Transfer (GT) agreements assure transfer of credit once a specific curriculum has been satisfactorily completed. Students interested in transferring under an articulation agreement should discuss their plans with their academic advisor early in their studies. Transfer of credits to institutions not listed above is possible, however each situation must be evaluated separately by the Registrar or Departmental Head of the receiving institution.

See

[www.MorganCC.edu/admissions/transfer-information](http://www.MorganCC.edu/admissions/transfer-information).

### gtPATHWAYS Course Equivalents at All Colorado Public Colleges & Universities

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Colorado's gtPATHWAYS is a set of general education courses that the State of Colorado guarantees to transfer to other Colorado public colleges and universities. Receiving institutions in Colorado shall apply guaranteed general education courses to a student's general education or major requirements. Approved courses in gtPATHWAYS are not based on course equivalencies but meet content and competency criteria. For a comprehensive list of course equivalents go to: <http://highered.colorado.gov/Academics/Transfers/gtPATHWAYS/default.html>

### "D" Grades (Transfer and Applicability to Program Requirements)

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"C" or better grades will be accepted in transfer. Individual colleges may choose to transfer "D" grades on a "case-by-case basis". Individual colleges will determine by program whether a "D" grade may be used to meet degree or certificate requirements.

*-Approved by CCCS Education Services Council*

## Colorado Community College Numbering System (CCCNS)

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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, and CCCS will provide an electronic addendum to the Colorado Community College Numbering System (CCCNS).

## 60 + 60 Transfer Plan

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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 you A.A. or A.S. degree are guaranteed to transfer to a four-year school, once you are accepted for admission. And, you should be able to finish a Bachelor of Arts or Bachelor of Science degree within another 60 credit hours. This is called a 60+60 Transfer Plan.

See transfer guides at <http://www.cccs.edu/>

If you are accepted at a 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.*

*Other Agreements exist for teacher education, early childhood education, and engineering that specify which lower-division credits are needed. Please see an advisor.*

Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies.

*For more information, go to [www.cccs.edu/EdServices/Transfer.html#Guarantee](http://www.cccs.edu/EdServices/Transfer.html#Guarantee)*

## Student Appeals Policy (Transfer Appeals)

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In the event you are denied transfer credit after having met the above requirements, please contact your community college transfer advisor for policies and processes. The complete text of the policy can be found at [www.state.co.us/cche](http://www.state.co.us/cche)

# TUITION, FEES, PAYMENTS & REFUND POLICIES

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## Tuition & Fees

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

See

<http://www.MorganCC.edu/admissions/tuition-and-fees> for a complete list

## Payment Policy

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Tuition, fees, and other charges are to be paid at the time of registration or by 5:00 p.m. the Monday two weeks before the first day of the semester, regardless of the start date of the course(s) for that semester. Payment for enrollment after that day is due within 24 hours.

If full payment is not made, students may be dropped from all enrolled courses and other students will be allowed to enroll in the vacated spaces. Financial Aid students who do not have their financial aid complete by these deadlines, or non-financial aid students who are unable to pay by the deadlines should contact the MCC Accounting Office if they are interested in the deferred payment plan (FACTS).

If the student is not planning to attend MCC, he/she must log on to his/her student account at MyMCC and drop the classes by the published add/drop date for the course. Even though MCC intends to drop students for non-payment, the College cannot guarantee the classes will be dropped for unpaid accounts. Students are responsible for dropping courses even if they do not pay on time and will be responsible for any balances owed for classes that were not dropped.

See *PAYMENT & REFUND POLICIES, DEFERRED PAYMENT PLAN and TUITION CLASSIFICATION* for additional information regarding tuition, fees, refunds, and rules regarding how a student is determined to have in-state status at a Colorado college

## Financial Obligations of Students/Payment Due Dates

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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 neither at MCC nor at any CCCS college until payment is made.

## Financial Aid Students and Payments

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Financial Aid Students who have submitted complete financial aid applications two weeks prior to the beginning of the term may be allowed to postpone payment until the end of the term refund deadline. However, students must contact the Accounting Office prior to the Monday two weeks before the beginning of the term. If sufficient financial aid has not been awarded to cover the cost of tuition and fees, students must then pay 50% of all tuition & fees by the tuition payment due date, and follow the deferred payment plan (FACTS) for the balance (including the payment of a processing fee at that time.)

## CCCS Refund Debit Card

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Students receive all refunds from MCC on a Colorado Community College System (CCCS) Refund debit card. The card is mailed to the student directly from Higher One and must be activated online by the student. This is the only means of refund employed by the College.

CCCS Refund Debit Card is utilized by MCC Accounting to issue refunds for:

- canceled and/or dropped courses
- credit balances for any reason
- financial aid refunds

### DEBIT CARD ADDRESS VERIFICATION

Students should access their MyMCC student account and verify that MCC has their current mailing address. An incorrect mailing address will delay receipt of refunds and a fee is charged by Higher One to replace lost cards sent to the wrong address.

### DEBIT CARD ACTIVATION

Students should activate their card immediately after it is received in the mail. Upon activation, students will be asked to select their preferred method of receiving MCC refunds. They can choose "Easy Refund" or have funds directly deposited into their existing bank account, among other options. Activation links can be found at the MCC website, MyMCC student accounts, and at <https://morgan.higheroneaccount.com/>

### DEBIT CARD REPLACEMENT CHARGES

Students should keep their card, even if they are not expecting a refund or financial aid remainder balance. There may be a refund due to them in the future, and Higher One only issues one free card. Cards after the initial mailing are issued at a cost to the student by Higher One.

## The College Opportunity Fund (COF)

The state of Colorado pays a portion of the total cost of higher education for Colorado residents attending Colorado public institutions for their undergraduate degrees. Students must request the state-pay portion of their tuition, but they only need to apply once. Students must authorize the use of funds at each school attended. At Morgan Community College, students can authorize COF through their online MyMCC student account.

### TO ENROLL IN COF:

Applicants will need a Social Security number or alien registration number and must provide one of four types of identification:

- Colorado driver's license or Colorado Identification card
- U.S. Military card
- U.S. military dependent ID card
- U.S. Coast Guard Merchant Mariner card

### HOW THE COLLEGE OPPORTUNITY FUND WORKS:

1. Eligible residents sign up at the COF Web site.
2. When students register for classes, they must authorize which classes they want their COF stipend to pay for individually - or they can give a lifetime authorization.
3. Students apply for COF funds through the Student Tab on MyMCC.
4. Once Morgan Community College receives COF confirmation from the Colorado Department of Education, the student account is credited with the COF stipend.

*The information provided on the COF application will be verified by the Colorado Department of Education.*

The state of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004 the Colorado legislature enacted a law establishing the College Opportunity Fund (COF). Under this law, the State gives a stipend to Colorado resident students who apply for it and sends the stipend directly to the student's account at the institution the student designates. The COF stipend appears as a credit on the student's tuition bill. Students create a lifetime COF account by going to the MCC website home page [www.MorganCC.edu](http://www.MorganCC.edu) and clicking on the COF icon and following the steps listed. Thereafter, each semester a student registers for college courses the student specifies which college will receive their COF stipend. The stipend amount will appear as a credit on the student's tuition bill each semester.

- The College Opportunity Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of the total resident tuition when a student attends a Colorado public institution or a participating private institution.
- Qualifying students may use the stipend for eligible undergraduate courses. The stipend is paid on a per

credit hour basis to the institution at which the student is enrolled. The credit-hour amount will be set annually by the Colorado General Assembly

- Concurrent Enrollment students are eligible for COF regardless of their tuition classification (Colorado resident or non-resident) and are exempt from HB 1023 up to age 21. All Concurrent Enrollment students must apply for the College Opportunity Fund. Once students are no longer Concurrent Enrollment students they are subject to COF qualifying student definitions and HB 1023 requirement.

## Deferred Payment Plan (FACTS Tuition Management Program)

The college provides a deferred payment plan for tuition and fees. With a deferred payment plan, students can pay tuition and fees with an initial down payment and two installments. (Books and supplies may not be deferred.) Any enrolled student who has not abused the deferred payment terms in a prior semester or has not been sent to collections is eligible to use a deferred payment plan.

### Requirements include:

- A minimum down-payment of 50% paid by the Monday two weeks before the first day of the semester;
- Completion of an application for the FACTS Tuition Management Program;
- Must have a checking or savings account (as all installment payments are made electronically); AND
- A \$35 processing fee (non-refundable) will be automatically deducted from checking or savings account upon completion of FACTS application process

FACTS PAYMENT POLICIES & INSTALLMENT PAYMENT DATES	
<i>Payment of balance in TWO equal installments as follows:</i>	
Fall Semester	October 5 & November 5
Spring Semester	March 5 & April 5
Summer Semester	July 5 (1 installment)

*NOTE: If a student drops/withdraws from courses after the refund deadlines, he/she is still responsible for completing FACTS payments.*

## Nonattendance

To end enrollment in one or more courses, students must officially drop or withdraw from courses via the MCC website or submit the correct form to the Student Services Office or MCC Center by the published deadline. Nonattendance in courses does not automatically drop nor withdraw a student from a course nor change financial obligations incurred. Deadlines for drop and withdrawal of each course are listed on the student's course schedule which is available on the MyMCC student account. Dropping or withdrawing from courses may affect a student's financial aid status. Financial aid students should contact the Financial Aid Office for policy information.

## Refund Policy for Drops

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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.

## Refunds for Dropped Courses

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100 percent (100%) of tuition and fees (except the deferral fee) are refunded via HigherOne debit card 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.

**Financial Aid Students:** If you drop or withdraw from courses you may have to repay financial aid. Information about repayment of Title IV funds and refunds is listed in the Financial Aid Section of this catalog.

## Refund Policy for Drops after Drop/Refund Deadline (Withdrawals)

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Students must officially withdraw from college courses by processing their withdrawal online or by completing the required form in the Student Services Office or MCC Centers during the stated withdrawal period. Each student's course schedule lists the drop/refund deadline and the withdrawal deadlines by course. Students who drop course(s) or request withdrawal from course(s) after the drop/refund deadlines but before the listed withdrawal deadline are graded with a withdrawal "W" grade and are not eligible for any refund. The advantage to requesting a withdrawal as opposed to failing a course by nonattendance is that the "W" grade is not computed into the student's overall GPA.

*Financial Aid Students: Dropping or withdrawing from course(s) may require you to repay financial aid. Information about repayment of Title IV funds and refunds is listed in the Financial Aid Section of this catalog.*

## Refund Policy for Canceled Courses

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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.

*Financial Aid Students: Canceled courses may require re-payment of financial aid. Information about repayment of Title IV funds and refunds is listed in the FINANCIAL AID section of this catalog.*

## Bad Checks

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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. Students must pay the registration fee and the deferred payment fee if applicable. A hold at MCC and at all CCCS Colleges is placed on the student's account until fees are paid. If a check is returned after the official refund deadline, students are not dropped from courses. Students are responsible for all outstanding tuition, fees, bad check fees, and resulting collection charges. A hold at MCC and at all CCCS Colleges is placed on grades, transcripts, diplomas, and future registration until the debt is paid. Unpaid balances resulting from returned checks are pursued by the college and a collections service.

## Delinquent Accounts

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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 the State's central 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 located in the lower level of Aspen Hall and house the offices of the MCC Controller, Accounts Receivable, and Accounts Payable. Accounting Services assist students, staff, and vendors with billing and payment questions. Accounting Services provide forms to students who wish to apply to the MCC deferred payment plan for tuition (FACTS), and assist students with questions regarding their HigherOne refund debit card.

# FINANCIAL AID

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At Morgan Community College, financial aid programs are available to assist students in their college career: scholarships, grants, work-study, loan programs, and tax credits (grants and scholarships do not have to be repaid.) More information and forms may be obtained from the Financial Aid Office on the Fort Morgan campus, (970) 542-3150 or 1-800-622-0216, ext. 3150, from MCC Center directors, or from high school counselors.

## Financial Aid Checklist

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1. Apply for admission to Morgan Community College in person or online at [www.MorganCC.edu](http://www.MorganCC.edu)
2. Complete the Free Application for Federal Student Aid (FAFSA) at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). MCC Federal School Code is 009981
  - Application to be completed prior to enrollment
  - Application is for federal and state grants as well as federal student loans and work-study.
3. Complete the general scholarship application for most MCC scholarships online at [www.Morgancc.edu/students/financial-aid/scholarships/scholarship-application](http://www.Morgancc.edu/students/financial-aid/scholarships/scholarship-application)

See *HOW TO APPLY FOR FINANCIAL AID* for priority dates

## How Financial Aid Need Is Calculated

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$$\text{COA} - \text{EFC} - \text{EFA} = \text{Need}$$

Colleges and universities provide supplemental assistance to students who show documented financial need that is determined when the application is processed. Need is calculated by taking the college's Cost of Attendance (COA) minus the Estimated Family Contribution (EFC) from the Student Aid Report (SAR) minus any Estimated Financial Assistance (EFA) which includes grants, scholarships, student loans, veterans education benefits, and outside resources. The Federal Pell Grant and all other federal and state grants are awarded on need. Scholarships can also be awarded based on need, but require a separate application and are more often based on merit and academic performance. Financial aid will be awarded on a rolling basis until funds are used up. For additional information, contact the Financial Aid Office.

## Financial Aid 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) on the web at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov).

## How to Apply for Financial Aid

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1. Apply for admission to Morgan Community College.
2. Students applying for financial aid must have declared an eligible program of study with the Registrar's Office.
3. For need based scholarships, complete the Free Application for Federal Student Aid (FAFSA).

### PRIORITY DATES:

- April 1 for Summer Semester
  - April 1 for Fall Semester
  - Nov. 1 for Spring Semester
4. Complete the scholarship application by the priority date of April 1.
    - Include:
      - The scholarship application
      - Most recent academic transcript
      - Letter of recommendation
  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.
  6. The Financial Aid Office will inform students if further information is needed.
  7. Application for assistance will be considered only after admissions and financial aid files have been completed.
  8. Students wishing top consideration for financial aid should have their files completed by the priority dates listed above.
  9. The Financial Aid Office will continue to accept applications after these dates, but awards will be dependent upon the availability of funds.
  10. Additional documents that maybe requested by the Financial Aid Office include: Federal Tax Forms, Income Verification Form, Untaxed Income Information, etc.

## Developmental Course Work 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 for basic skills proficiency in 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 Funded Aid for Remedial Courses.

## Ability to Benefit & Financial Aid

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There are two categories of students who may be admitted to the college and be considered for financial assistance.

1. Students who have received a high school diploma or GED certificate
2. Students who do not have a high school diploma or GED and are not currently enrolled in a high school or GED program, but have shown Ability to Benefit
  - Students enrolled for dual credit (enrolled in college and high school at the same time) are not eligible for federal and state financial aid. In order to maintain eligibility for Title IV funding, the school must establish requirements as outlined in the federal regulations for students who are in the Ability to Benefit category. The following is the procedure at MCC:
  - All students who apply for admission to MCC and plan to enter programmatic study are required to take an assessment test which measures student aptitude
  - Students must meet certain test scores to be eligible for financial aid if they do not have a high school diploma or GED certificate
  - Applicants who are unable to satisfy the testing requirements may be requested to enroll in a program or course of developmental education/basic skills which will not exceed one academic year or its equivalent
  - Students must take these courses in order to be considered for financial assistance
  - Students who refuse to take the assessment test or the basic skills/developmental courses that do not have a high school diploma or GED may not be considered for financial assistance

## Return of Title IV Funds

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Effective Fall 2000, when a Title IV\* aid recipient completely withdraws from MCC during the term a refund of Title IV Funds will be made as follows:

\*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, Federal SEOG and ACG

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.

## Maintaining Eligibility for Financial Aid

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To maintain eligibility for financial aid, students must comply with federal, state, institutional and/or donor rules and regulations that apply to the financial aid awards. Students must continue to meet eligibility criteria, and must reapply for financial aid in a timely manner each academic year.

Students receiving need-determined financial aid must maintain measurable, satisfactory progress each semester. To remain in good standing, students must complete at least sixty-seven percent (67%) of the cumulative credit hours for which they have registered and maintain a cumulative grade point average (CGPA) of 2.0. Financial aid is only available for one and one-half (1.5) times the program length specified in this catalog. Credit hours attempted while not receiving aid are also counted toward the overall time limitations.

Can Regain Good Status In ONE Term:  
Good→warning→suspension→probation

Will Require MULTIPLE terms to regain good status:  
Good→warning→suspension→academic plan

If satisfactory progress is not maintained, students will be placed in a warning status for the next term of enrollment. If they do not meet the satisfactory progress requirements at that time, they will be suspended from financial eligibility. Students with extenuating circumstances may appeal for reinstatement. Successful applicants will be placed on probation (those that can retain good status in one term) or placed on an academic plan (those that will require multiple terms to regain good status). Refer to the Financial Aid Handbook for the complete policy and responsibilities in this area.

If a student withdraws, drops, or changes from credit to audit status the student may be required to repay a portion of the financial aid received.

*See GRADES & GRADING for further details on audit*

Students should check with the Financial Aid Office before changing enrollment status.

For a complete copy of the Financial Aid Satisfactory Academic Progress Policy, contact the Financial Aid Office.

## 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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Morgan Community College scholarships are competitive and recipients are selected based upon their qualifications. Most scholarships require students to be enrolled in a degree or certificate program. Scholarship applications should be completed and submitted to the Financial Aid Office by April 1, for priority consideration for the upcoming academic year. In addition to the following listed scholarships, other organizations send scholarship applications to the school. Information and applications to these scholarships is available from the MCC Financial Aid Office and at [www.morgancc.edu](http://www.morgancc.edu).

## Grants, Loans, and Work-Study Jobs

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Grants, like scholarships, do not have to be repaid. While scholarships are awarded on the basis of merit, grants are awarded to students on the basis of documented need. To apply for grants students must complete the FAFSA (Free Application for Federal Student Aid) which can be found at: [www.MorganCC.edu/admissions/financial-aid](http://www.MorganCC.edu/admissions/financial-aid)

# STUDENT LIFE, ACTIVITIES, AND SERVICES FOR STUDENTS

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MCC offers student recreational, social, and cultural student activities that are sponsored by the Student Government Association (SGA) and Student Life Coordinator. The faculty and staff and student organizations also offer special activities and programs to students. The Student Life Coordinator and the Student Life Office are located in the MCC Student Center on the Fort Morgan campus.

## ATM's

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Located inside the Student Center, an ATM is accessible during regular Student Center hours for student use and convenience. There is also a HigherOne ATM located in Spruce Hall across from the vending machines.

## Bookstore

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Besides the expected textbooks, the MCC Bookstore offers many student supplies, clothing, food items, gifts, and much more.

The MCC Bookstore also supports students by offering them the following services provided conveniently on campus:

- **ATM's** - An ATM machine is available in the Student Center entry and a HigherOne ATM is located in Spruce Hall.
- **CASHIER SERVICES** - All MCC bills can be paid in the MCC Bookstore.
- **COPY CENTER** - The Copy Center at the MCC Bookstore is available to make photocopies and to provide laminating and binding services.
- **FAX SERVICES** - Students and staff may send faxes from the Bookstore at 970-542-3116.
- **MAIL SERVICES and POSTAGE STAMPS**
- **MCC LOGO CLOTHING AND OTHER ITEMS** - The Bookstore maintains a great supply of MCC logo clothing, backpacks, mugs and other items to show pride and support for Morgan Community College. There is also a complete line of graduation gift items, greeting cards, personal items and a few just-for-fun items.
- **MCC BOOKSTORE ONLINE** - Purchase textbooks, merchandise, and other products online at [www.MorganCCbookstore.com](http://www.MorganCCbookstore.com)
- **TEXTBOOK RENTAL**
- **TEXTBOOK BUY-BACK DAYS**
- **STUDENT MALPRACTICE & LIABILITY INSURANCE**

## Children on Campus

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MCC sponsors family events where parents are invited to bring their children to participate in appropriate activities. Spring Fling, Halloween Trick or Treating, Christmas Parade participation, and other family events give students the opportunity to show their children where they study and to share in the college atmosphere.

Students should make plans for the care of dependent children while attending classes, college activities and studying on campus. Unattended children are at risk and

will be reported to the proper authorities for their own safety.

The campus, its environment, conversations, and activities are not generally open to, nor geared toward children. Adult learning is our main focus. Unless specifically invited to participate in a special classroom event, children are not allowed in classrooms.

No children are allowed in the Student Center. The Student Center is for currently enrolled MCC students only.

## Computer Access & Email for Students

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MCC provides multiple avenues for student computer use on campus. Students can access the campus wireless internet using their own laptops or notebook computers, use computers in classrooms, labs, library, and in the Student Center. The Student Services Office has student kiosk computers for students to use for Admissions, Financial Aid, Registration, degree audits, transcript requests, etc.

**WIRELESS SERVICE**  
MCC's INET wireless hotspot service is available for student and public use.

**STUDENT USER ID & PASSWORD FOR MCC NETWORK ACCESS TO USE CAMPUS COMPUTERS**  
Upon admission to the college, students are assigned a student identification number (S#) which from that point forward will also be the student's computer logon "User ID" to access the MCC network.

To use MCC computers on campus, follow these steps:

**USERNAME:** S# (Student ID)  
**PASSWORD\*:** Set by you  
**DOMAIN:** MCCINST

\*Password must be at least 8 character long and contains at least one capital letter, at least one lowercase letter, and at least one number\*

## COMPUTER LABS

There are several computers for students to use outside of class time. A student needs to show a current student I.D. to use the computer labs and must sign in and sign out. No food or drinks are allowed in the computer labs. Center labs follow the same policies.

### 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¢. When a student logs on to a computer at these locations, a text box is displayed on the screen detailing the remaining amount of printing credit available. The appropriate amount is subtracted each time a print job is sent to a printer. Once the initial allotment has been used, additional amounts may be purchased in \$1.00 increments (nonrefundable) at the MCC Bookstore during regular business hours. At MCC Centers, students should contact Center staff for additional purchases. Usually purchases are applied immediately. Students are reminded to always use "Print Preview" before printing, to plan ahead and purchase more printing credit when the limit is close to being exhausted, and to limit their amount of non-academic printing.

MyMCC & [www.MorganCC.edu](http://www.MorganCC.edu)

Students are given a username (S#) and temporary password when they register for courses. Login to MyMCC to reset a password and access student account.

The MCC website reflects the most current college information. Each semester's MCC Schedule of Classes and changes, the MCC Catalog and MCC Catalog Addendum, calendar of important dates, directory of staff, and general college information are accessible on the site.

In addition, there are many tasks that can be accomplished electronically: apply for admission, register for courses, apply for financial aid, review programs of study, order transcripts, find necessary forms, pay tuition, and access the college library.

### STUDENT EMAIL (StudentMail)

Students are assigned a free lifetime StudentMail account within one business day of admission application processing. The email address name is assigned and will have the domain name of "@student.cccs.edu."

Student Email is the primary means of communication between students and college faculty and staff. Students are expected to sign into MyMCC and check their Student Email. If students wish to redirect Student Email to another email address it is their responsibility and they may do so for convenience purposes, but at their own risk. The College and CCCS will not be responsible for the handling of email by outside vendors. The primary use of the StudentMail is for purposes relating directly to education. All 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. Additional rules and regulations regarding StudentMail can be found on the MCC website.

The use of the StudentMail is a privilege, not a right; and the College and CCCS maintain the right to limit access. Email is subject to disclosure to third parties through subpoena or other processes including the Colorado Open Records Act (CRS § 24-72-201 et seq.)

## 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 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.

## Handicapped Access

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The entire campus in Fort Morgan is handicap accessible. Automated doors are available at main entrances, and ramps and lifts are available. Handicapped parking is designated near Cedar, Cottonwood, Elm, and Spruce Halls

## HigherOne Banking Option/Refund Services

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REFUND SERVICES - Students receive refunds from the College on a HigherOne debit card. The card is initially mailed to the student and must be activated online.

### HigherOne Banking Option

Refunds for:

- canceled and/or dropped courses
  - credit balances
  - financial aid refunds
1. **Verify Your Address:** Prepare to receive your refund now by verifying that Morgan Community College has your current mailing address. An incorrect mailing address will delay your refund and you will be assessed a fee to replace your card if it is sent to the wrong address. Please take a moment to verify/update your address information today at <http://www.morgancc.edu/MyMcc>. Your new CCCS Refund Card will be mailed to the address that MCC currently has on file for you. Therefore, it is critical that you verify your mailing address as soon as possible.
  2. **Activate Your Card:** Please activate your card as soon as you receive it at <https://morgan.higheroneaccount.com/activation/start.do>. Upon activation, you will be asked to select your preferred method of receiving your MCC refund. You can choose "Easy Refund" method or have funds directly deposited into your existing bank account.
  3. **Keep Your Card:** Remember, even if you are not currently expecting a refund from Morgan Community College, there may be a refund due to you in the future. Keep your card!

4. You can visit [www.CCCSRefundCard.com](http://www.CCCSRefundCard.com) to learn more about your choices and the benefits that accompany your all-new CCCS Refund Card.

## Housing

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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

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Registered students will be issued an MCC Student Identification Card after the refund deadline each semester. The identification card may be required for identification at student sponsored events and at various offices at MCC. The first MCC Student ID card is free; replacement cards are available for a fee. ID photos are taken in the Student Services Office or MCC Centers and cards may be picked up by the student within 3-5 days.

## Job/Career Guidance and Placement

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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.

## Library

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Morgan Community College Library is part of the Learning Resource Center (LRC), which is located in Cottonwood Hall. The library offers a collection of both print and non-print materials to help students in gathering information and research. Books, periodicals, newspapers, and audiovisual items are available for in-house use and/or circulation. Additionally, Internet and wireless access, word processing, and email are available. Morgan Community College Library uses the Auto-Graphics, Inc., system for its online catalog to locate items in the collection and to provide access to online databases and electronic resources.

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.

### ONLINE COLLECTIONS

Electronic resources are accessible on the MCC website library page [www.MorganCC.edu/library](http://www.MorganCC.edu/library). Online databases (research tools for accessing abstracts and full-text journal articles), electronic books, and research

links may be accessed on or off campus by a computer with Internet access. Digital collections are multidisciplinary in scope and include primary resource materials and images when available.

### INTERLIBRARY LOAN SERVICE (ILL)

MCC Library participates as a lender and a borrower with interlibrary loan (ILL). Books and journal articles may be requested, allowing a minimum of two weeks to receive materials. All interlibrary loan requests must comply with copyright law. Reference, reserve, and most audio-visual materials are not loaned. MCC Library does not process interlibrary loan requests for materials that are owned by the library. In addition, ILL is available to students, faculty, and staff only. Some libraries charge a fee for interlibrary loan materials. Requests may be submitted in person, by phone, or online.

*For more information, call 970-542-3185 or visit [www.MorganCC.edu/library](http://www.MorganCC.edu/library)*

## MCC Hot Sheet

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Fort Morgan campus activities and events are listed on the MCC Hot Sheet. Watch for deadlines and upcoming events and even chances to win prizes.

## MCC TV

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MCC sponsors local TV broadcasts on cable channel 10. Information on Morgan Community College activities and events, along with community announcements are telecast. The MCC Telecommunications office supports MCC TV functions and is the contact for TV announcements.

## No Loitering Zones

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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."

## Parking

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All MCC parking lots are self-park facilities. The vehicle owner and/or operator are responsible for locating a legal parking space at all times. Within a parking facility, the vehicle must occupy only one stall and be parked facing a wheel stop that designates a parking stall and/or within stall marks painted on the lot surface. Backing into stalls is prohibited.

### Types of Parking Violations

- Parking in an unauthorized space, reserved area, or where signs or road markings prohibit parking.
- Parking in a handicap parking space without the proper pass.
- Parking which blocks any other vehicle.

- Parking which interferes with the free and proper use of a roadway, driveway or entrance to a parking lot.
- Parking in a service driveway or service area to include blocking a dumpster.
- Parking on a grassy area.
- Blocking or interfering with the proper use of a crosswalk or sidewalk.
- Overnight parking in an unauthorized parking lot.
- Parking which interferes with the use of a fire hydrant, fire access lane or other emergency zone.
- Parking in any area not specifically designated as a parking lot or space on college premises.
- Parking in violation of temporary instructions during a declared snow emergency.

## Smoking

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Smoking is prohibited in all state buildings, including MCC, as ordered by the Colorado Clean Indoor Air Act. Smoking is allowed anywhere outside, but must be no closer than fifteen feet of the main entryways. Please be considerate and use the ashtrays provided.

## Spring Fling

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Each spring the Student Life Coordinator, along with student clubs and organizations, hosts a special fun event for students and their families. Spring Fling includes food, activities, and plenty of fun in the sun!

## 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 Bookstore, copy center, Anna C. Petteys Student Lounge, kitchen, student conference room, 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 MCC Student Center is not a public space, but is a facility that is available for use to 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. Students need to be prepared to show a current student identification card to enjoy the use of their facilities. Students are expected to

behave in a respectful manner to other students & staff; profane language is not permitted; please clean-up after yourself. Children are not allowed in the Student Center.

## Student Clubs & Organizations

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MCC has many student organizations to enhance the student experience. Information on existing or starting new MCC organizations is available from the Student Life Coordinator. The Student Life Coordinator can also put you in touch with club/organization faculty sponsors, meeting dates, etc.

### CREATIVE WRITING CLUB (CWC)

For students who love creative writing. Members engage in regular writing practice and peer workshops. CWC hosts an online journal that features members' poems, stories and essays in order to give members experience preparing and presenting their work in a public forum.

### FUTURE TEACHERS' CLUB (FTC)

FTC is for students interested in becoming teachers. FTC gives students the opportunity to work with children of different age groups, attend meetings with instructors already in the profession and attend an annual conference for teachers.

HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA)  
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.

### JOURNALISM CLUB

The Journalism Club creates and publishes the MCC student newspaper. The newspaper, *E=MC<sup>2</sup> Focus*, is written and designed by MCC students and is a great resource for finding out what is happening on campus and expressing opinions. Students can place ads and access other services and information from the student newspaper.

### PHI BETA LAMBDA (PBL)

PBL is a club 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.

### PHI THETA KAPPA (PTK)

PTK is an international honor society of two-year colleges to recognize academic achievement. Students who have completed at least 12 college credit hours with a 3.5 grade point average and declared programs in A.A., A.S., A.A.S.,

or A.G.S., may be invited to join during ceremonies conducted in the Fall and Spring.

#### SCIENCE CLUB

Science Club enjoys promoting a love for learning science through field trips to areas of interest. Any and all students are invited to join at any time. There is no membership fee.

#### STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA is for student leaders interested in serving as student liaisons in college/student governance. SGA offers an excellent opportunity to strengthen leadership skills, work on issues affecting students, and give input on the allocation of student fees. Officers for the executive branch run for election in the Spring; legislative officers run in the Fall. Student Government invites students to attend any meeting to discuss concerns and give suggestions.

Information and a copy of the SGA bylaws and constitution are available from the Student Life Coordinator.

#### SkillsUSA

A partnership of students, teachers, and industry working to ensure America has a skilled workforce; SkillsUSA helps students excel in Automotive Service Technology, Collision Repair Technology, and Welding Technology. SkillsUSA members have the opportunity to participate in local, state, and national skills competitions each year.

#### STUDENT NURSES ORGANIZATION (SNO)

SNO is an organization for students interested in a nursing career. SNO 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. SNO offers students the opportunity to learn about professional trends and issues in nursing.

## Student Malpractice & Liability Insurance

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

## Student Services Office (One-Stop)

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The Student Services One-Stop Office is located in Cottonwood Hall and houses the offices of Admissions, Guidance and Placement, Financial Aid, Records, Registrar, and Registration.

## Support Services for Students with Disabilities & 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 and the ADA

Amendment Act of 2008. Students with disabilities may be eligible for "reasonable accommodations" so long as they meet and follow MCC policy and procedure. All students seeking accommodations must provide appropriate documentation to the ADA Coordinator. This and other ADA related policy and procedures can be found at <http://www.morgancc.edu/students/accessibility>.

Modifications or adjustments will be made for students with documented disabilities.

## Telephones/Cell Phones

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A student-use phone for local calls from the Fort Morgan campus is available in the Student Center. Center students should contact their Center staff.

Cellphone use is permitted in common areas.

## Testing Center

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Located in the Learning Resource Center (LRC), the Testing Center offers a number of testing services, including standardized tests, assessment/placement tests, instructor/course tests, exams from other universities, and Guided Studies tests for students and the general public. For testing inquiries or appointments, contact the Testing Center at (970) 542-3188 or 1-800-622-0216, ext. 3188.

#### TESTING FEES

Students must contact the Testing Center to determine if there is a cost for their desired test. If so, payment must be made in advance in the MCC Bookstore by presenting the appropriate form from the Testing Center.

#### TESTS OFFERED BY THE TESTING CENTER

See [www.MorganCC.edu/admissions/testing-center](http://www.MorganCC.edu/admissions/testing-center)

## 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, or on the Colorado Secretary of State website at [www.sos.state.co.us/pubs/elections/main.htm](http://www.sos.state.co.us/pubs/elections/main.htm).

## Vending Machines

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

## Veterans Programs

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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 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, and 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.

- Obtaining information necessary for the Dept. of Veteran Affairs to approve programs of education or training offered by any agency in the State of Colorado.
- There are approximately 300 approved programs in educational institutions, apprenticeship, and on-the-job training sites, which offer educational and training programs to Colorado service personnel, veterans and their dependents.

#### VETERANS ATTENDANCE AND SATISFACTORY PROGRESS

The Veterans Administration (VA) expects all students who receive veteran's educational benefits to make satisfactory progress and systematic advancement toward an educational objective or be liable for repayments to the VA. Satisfactory progress and regular class attendance are expected of all students receiving veteran's benefits. If a student who receives veteran's benefits is placed on academic suspension, benefits are terminated and discontinued for the duration of the suspension.

VETERANS ADMINISTRATION (VA) WEBSITE  
[www.va.gov](http://www.va.gov) is a helpful website provided by the government for veterans.

COLORADO OFFICE OF VETERANS EDUCATION  
 The Colorado Office of Veterans Education & Training was established by the State Legislature on August 5, 1952. The Colorado Office of Veterans Education & Training is a Division of the Colorado Community College System (CCCS), which is governed by the State Board for Community Colleges and Occupational Education (SBCCOE).

#### Mission Statement

"...to approve education and training programs for veterans and their eligible dependents throughout the state of Colorado."

The responsibilities assigned to the Colorado Office of Veterans Education & Training are:

- Inspecting and approving courses of education and training programs for Veterans, and their eligible dependents, throughout the State of Colorado, under the provisions of Chapters 36, Title 38, and Title 106, United States Code.
- Determining those courses which may be approved for the enrollment of Veterans and eligible persons, that meet VA Regulations for approval.
- Ascertaining whether a school, at all times, complies with the established standards relating to the programs or courses, which have been approved.

# STUDENT RIGHTS AND RESPONSIBILITIES

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## Student Bill of Rights

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

- A. Students should be able to complete their associate of arts (A.A.) and associate of science (A.S.) degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;
- B. A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;
- C. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;
- D. Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;
- E. Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;
- F. Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;
- G. A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

*Taken from [www.state.co.us/cche](http://www.state.co.us/cche) 23-1-125. Commission directive - student bill of right*

## 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 from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity.

### CAMPUS

1. Outside the classroom, students have the right to discuss and express by orderly means, views in support of any cause, providing it does not disrupt the operation of the institution or infringe on the rights of other members of the College community, subject only to reasonable time, place, and manner restrictions.
2. Students shall have the right to dress in any way that personal taste dictates and that does not interfere with the education process or with health and safety requirements and is not lewd, indecent, or obscene. Clothing with offensive and/or obscene wording or pictures will not be tolerated. Students wearing such items will be asked to change the item of clothing or leave campus.
3. Students have the right to be free from harassment or discrimination based on race, national origin, gender, religion, disability, age or sexual orientation.
4. Expect an environment free of drug and alcohol abuse.
5. Family members or friends of students are welcome to wait for students to complete class time or school

business in the Learning Resource enter (library). All other areas of campus, including the Student Center, are for student use and considered No Loitering zones.

## Grievance

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1. Students shall have the right to utilize grievance procedures and to seek redress in the event they believe that their rights and/or freedoms are violated.
  2. Students may not grieve a course grade.
  3. Complaints from students alleging violation of Title VI, IX, or ADA/504 will be referred to the Vice President for Administration and Finance. The Vice President of Administration and Finance will be responsible for maintaining a record of the nature of complaint, date filed, location, current status, and resolution and for assigning the complaints to the appropriate coordinator for resolution.
  4. Any student who files a complaint with knowledge of frivolous intent will be subject to disciplinary action.
- c. Using unauthorized materials during an examination.
  - d. Obtaining illegally or attempting to obtain unauthorized knowledge of a test.
  - e. Giving or selling to another student unauthorized copies of tests.
  - f. Taking a test in place of another student or having someone take a test in his/her place.
  - g. Unauthorized collaboration between two or more students on a test, paper, project, or activity.
  - h. Forging, altering, or using College documents, records forms, or instruments with the intent to defraud or to furnish false information to the College or to agencies and educational institutions.
2. Disruption of teaching, research, administration, disciplinary procedures, and other College activities, as well as, unauthorized entry, use, or occupation of MCC facilities.
  3. 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.
  4. Threatening, attempting, or committing physical violence against or endangering the health, safety, or welfare of self and/or other person(s).
  5. 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
  6. Possessing firearms, explosives, or other dangerous weapons (instruments that are designed to produce bodily harm) within or upon the grounds, buildings, or other facilities of the College. This policy shall not apply to a police officer or peace officer authorized by the State or the President or his/her designee. Weapons may include, but are not limited to: any type of firearm, BB guns, martial arts devices, brass knuckles, hunting knives, daggers, or similar knives or switchblades. Any instrument that is designed to look like a firearm, explosive, or dangerous weapon and that is used by a person to cause fear in or to harass another person is expressly included within the meaning of a firearm, explosive, or dangerous weapon.
  7. Possessing, consuming, or distributing any alcoholic beverage on campus except in accordance with College rules and regulations; appearing on campus while intoxicated as defined by State and local laws.
  8. Illegally possessing, using, distributing, or manufacturing any narcotic, dangerous drug, or controlled substance as classified by federal, state, and local laws or appearing on campus while under the influence of any illegally-obtained narcotic, dangerous drug, or controlled substance.

## Student Code of Conduct

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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.

SPECIFIC ACTS WHICH ARE NOT IN ACCORDANCE WITH THE MCC CODE OF CONDUCT INCLUDE:

1. Plagiarizing, cheating and/or facilitating violations of reasonable standards of academic behavior. Matters relating to academic standards and achievement fall within the responsibility of instructional staff. In cases of plagiarism, cheating, or other forms of academic dishonesty, the instructor will impose the sanctions as stated in the course syllabus.

EXAMPLES OF THE ABOVE MAY INCLUDE BUT ARE NOT LIMITED TO:

- a. Copying, writing, or presenting another person's information, ideas, or phrasing without proper acknowledgment of their true source.
- a. Using a commercially-prepared term paper or project.
- b. Copying information from the test of another student.

9. 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.).

10. Conduct that is lewd, indecent, or obscene, using language (written or spoken) that is degrading or abusive to any person and/or harassing any person with language or gestures, including curses.

11. Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect (as outlined in the Colorado Child Protection Act of 1975). (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 are considered No Loitering Zones.)

12. 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.

13. Intentionally publishing or disseminating any written instrument, sign, picture, object, or verbal statement, with knowledge of its falsity and with malicious intent, to impeach the honesty, integrity, or reputation of another person.

14. Engaging in behavior which may constitute harassment.

15. Violation of college rules regarding the operation and parking of motorized vehicles on college property.

16. Smoking in classrooms, building, or other unauthorized campus area.

17. Using communication (oral, written, imagery, etc.) degrading or abusive to any person and/or harassing any person.

18. Unacceptable uses of email, which include, but are not limited to the following:

- Using email for any purpose which violates federal or state laws;
- Using email for commercial purposes;
- Misrepresenting your identity or affiliation in email communications;
- Sending harassing, intimidating, obscene, abusive or offensive material to or about others;
- Intercepting, disrupting or altering electronic communications packets;
- Using someone else's identity and password;
- Using electronic communications to send copies of documents in violation of copyright laws;
- Attempting unauthorized access to data or attempting to breach any security measures on any electronic communication system.
- Initiating or knowingly perpetuating a program containing a "virus" and/or

- Using email for other purposes prohibited by the computer system administrator or College rules, regulations or procedures

19. 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.*

## Disciplinary Action

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Students who violate any of the Standards of Conduct are subject to disciplinary action. In the event that student misconduct is severe enough to warrant administrative intervention, the following levels of discipline will be used:

- No Action
- Warning
- Reprimand - Student is given a set amount of time to indicate a change. Certain restrictions may be levied against the student.
- Probation - A student is not eligible to participate in student organizations or clubs and cannot serve on College committees. A student on probation is given a set amount of time to indicate an attitude or behavioral change.
- Suspension - Student cannot attend courses, participate in any student activities, or have access to any MCC facilities. Re-admission is possible.
- Expulsion - Student is denied re-admission.
- Required Withdrawal - Students may be required to withdraw from MCC for an extended period of time, or indefinitely, for failing to meet scholastic standards, to observe the standards of conduct or other MCC regulations, or to meet financial obligations to MCC.

## Student Discipline Definitions

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### **Code of Conduct:**

A document developed and published by each college which defines prescribed conduct of students.

### **Impartial Decision-Maker:**

The individual/committee designated by the College President to hear student disciplinary appeals.

### **Chief Student Services Officer:**

The individual designated by the College President to administer student affairs and be responsible for administering the College's Student Conduct Code and this procedure.

### **Notice:**

Notices that are required to be given by this procedure shall be considered served upon the student when given by personal delivery or mailing by certified mail to the address the student has filed with the College's Admissions and Records office. If notice is mailed, student shall be given three (3) additional days to respond.

**Sanctions:**

One or more of the following may be given when there is a finding that a student has violated the College's Code of Conduct.

**Warning:**

A Notice served upon the student advising him/her 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 and includes 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, assignment to perform services for the benefit of the College or community; or other sanction that doesn't result in the student being denied the right of attending classes.

**College Suspension or Expulsion:**

An involuntary separation of the student from the College for misconduct apart from academic performance for a specified period of time not to exceed one/two academic terms.

Suspension differs from expulsion in that after the stated time period, the student is eligible for re-admission.

Expulsion is a separation for more than two academic terms: a student is not eligible for re-admission unless at the end of the separation he/she can prove that the behavior that resulted in the expulsion has been resolved. Students may be suspended from a class, use of a College facility or an activity in the sole determination by an authorized College employee that the conduct is in violation of the Code. The suspension is subject only to an appeal to the President or his/her designee to ensure that the action was taken pursuant to College policies. Students may be suspended from one class period by the responsible faculty member; longer suspensions can be done only in accordance with College procedures.

**Summary Suspension:**

An immediate action taken by the President or his/her designee to ensure the safety and well-being of members of the College community or preservation of College property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the College. In such event, the hearing before the Impartial Decision-Maker (if requested by the student), shall occur as soon as possible following the suspension.

**Day:**

Refers to calendar day unless otherwise noted below.

## Student Discipline Procedures

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**Decision**

The Chief Student Services Officer or his/her designee shall receive all allegations of student misconduct, investigate the complaints, and make a Decision. He/she may decide that the charges can be disposed of administratively by the mutual consent of the parties involved on a basis acceptable to him/her. If an administrative resolution is not achieved, the Chief Student Services Officer or his/her designee shall issue a Decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College policies or procedures; and impose a sanction(s) if appropriate. The student shall receive written Notice of the Decision and be advised of his/her right to appeal the Decision by filing a written appeal with the Chief Student Services Officer or his/her designee within seven (7) days of service of the Decision. In the case of suspension or expulsion, the sanction shall be imposed no earlier than six (6) days after service of the Notice unless it is a summary suspension or the sanction is agreed to by the student. If an appeal is requested, suspension and/or expulsion shall not be imposed until the appeal procedures below have been completed.

**Appeal**

In the event of an appeal, the Chief Student Services Officer or his/her designee shall give written Notice to the student and the Impartial Decision-Maker which describes the conduct to be inquired into; the Code of Conduct and/or College policies or procedures which were allegedly violated; the date, time and place of the alleged violation; the sanction that is threatened; and the date, time and place of the hearing before the Impartial Decision-Maker. The Notice shall be given at least (7) days prior to the hearing, unless a shorter time is agreed to by the parties.

**Conduct of Hearings**

The Impartial Decision-Maker shall determine its own hearing procedures, keeping in mind the following guidelines:

1. Student shall have the right to be heard by the Impartial Decision-Maker. In the event that the student is under the age of eighteen or incapacitated, he/she may have an advisor present to assist him/her in presenting his/her case.
2. Students do not have the right to be represented by an attorney during these proceedings except in the case where civil or criminal actions concerning the student are pending, and in that case the attorney's role shall be advisory only. The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except as provided in #1 above.
3. Student shall have the right to identify documents, witnesses and other material he/she would like the Impartial Decision-Maker to review before making a final Decision.

4. Hearings shall be conducted in private unless all parties agree otherwise. A record of the hearing should be maintained by the Impartial Decision-Maker.

#### Determination by Impartial Decision-Maker

The Impartial Decision-Maker shall make its findings and determinations in closed meeting out of the presence of involved parties including the student charged. Separate findings are to be made as to the conduct of the student, and on the sanction(s), if any, to be imposed. No discipline shall be imposed on the student unless the Impartial Decision-Maker is persuaded by a preponderance of the evidence that the student committed the alleged conduct and that it constituted a violation of the Code of Conduct and/or College regulations; that the student should be sanctioned (including modifying the sanction imposed below) and that the discipline is reasonable given the violation. The student and the Chief Student Services Officer or his/her designee shall be given written Notice of the Decision. The Decision shall be issued within five (5) calendar days of the close of the hearing and it shall become final unless a petition for review is filed.

#### Petition for Review

The Chief Student Services Officer or his/her designee or the student may petition the President to review the Impartial Decision-Maker's Decision by filing a written petition within five (5) days after notification of the Decision. If a review is requested, the other party will have three (3) days to respond to the petition and his/her response materials will be given to the President to review before a Decision on the petition is made.

#### President's Decision

The President shall review the record of the case and the Petition for Review and may affirm, or reverse the decision of the Impartial Decision-Maker. The record shall consist of the Impartial Decision-Maker's written documents and the recording of the hearing and any written materials submitted in support of the Petition for Review. The President shall notify the Chief Student Services Officer including the student in writing of his/her Decision within fourteen (14) days of service of the Petition for Review. The President's decision is final.

#### Miscellaneous

College disciplinary proceedings may be instituted against a student charged with violation of a law if the violation occurred at the College or College-sanctioned activities or was of such a nature as to impact the College which is also a violation of the College's Student Code of Conduct. Proceedings may be carried out prior to, simultaneously with, or following off-campus civil or criminal proceedings. Time limits for scheduling of hearings may be extended at the discretion of the Impartial Decision-Maker. The procedural rights afforded to students above may be waived by the student.

## Student Discipline Policy Sp 4-30

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Students discipline policy can be found at  
<http://www.cccs.edu/SBCCOE/Policies/SP-TOC.html>

Students are expected to adhere to the Student *Code of Conduct* and policies and procedures of the College and if a student is charged with violating his/her College's Code, he/she is entitled to have these procedures followed in the consideration of the charge.

## Student Sexual Harassment

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State Board Policy 3-120 provides that the Community College System shall not unlawfully discriminate on the basis of race, color, creed, national origin or ancestry, sex, sexual orientation, religion, veteran status, age, or disability. This Student Sexual Harassment Complaint Procedure is intended to allow students an opportunity to present an issue which they feel warrants action with respect to the right to secure education benefits and services without regard to sex. Sexual Harassment complaint procedure:  
[www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31a/pdf](http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31a/pdf)

#### DEFINITIONS

##### **Complainant:**

Enrolled student.

##### **Harassment:**

An incident or incidents of verbal, written, visual, or physical conduct based on or motivated by a student's actual or perceived race, creed, color, national origin, marital status, disability, sex sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to college resources or creating an objectively intimidating or hostile environment.

#### SEXUAL HARASSMENT

##### **Quid Pro Quo Sexual Harassment:**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one in a position of power of influence constitute quid pro quo sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status in course, program or activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for the academic decisions affecting that student.

Typically, as defined here, quid pro quo sexual harassment normally arises in the context of an authority relationship. This relationship may be direct, as in the case of a supervisor and subordinate or teacher and student, or it may be indirect when the harasser has the power to influence others who have authority over the victim.

##### **Hostile Environment Sexual Harassment:**

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature

constitute hostile environment sexual harassment when such conduct is directed toward an individual because of her or his gender, is severe and/or pervasive, and has the purpose or effect of:

1. Creating an intimidating, hostile, or offensive academic or work environment; or
2. Unreasonably interfering with another's academic performance or work.
3. Generally a single sexual joke, offensive epithet, or request for a date does not constitute hostile environment sexual harassment; however, being subjected to such jokes, epithets, or requests repeatedly may constitute hostile environment sexual harassment. In cases of alleged sexual harassment, the protections of the First Amendment must be considered if issues of speech or artistic expression are involved. Free speech rights apply in the classroom and in all other education programs and activities of public institutions, and First Amendment rights apply to the speech of students and teachers. Great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom. Nonetheless, speech or conduct of a sexual or hostile nature that occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited sexual conduct reasonably regarded as non-professional speech (i.e., advances a personal interest or objectives of the course) or (2) lacks accepted pedagogical purpose or is not germane to the academic subject matter.

***Harassment based on Gender Stereotyping:***

Harassment based on stereotypes and assumptions about abilities, traits, appearance, behavior, or the performance of individuals on the basis of sex.

***Title IX Compliance Officer:***

The college employee designated by the college president to administer student sexual harassment complaints. At Morgan Community College please contact: Susan Clough, Vice President, Finance and Administration, Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701-4371, 970-542-3100 or 1-800-622-0216.

***Respondent(s):***

Another student, volunteer, client, faculty member and/or administrator identified by the Student or contributing to the sexual harassment

**COMPLAINT PROCEDURES**

A college can respond to harassment only if it is aware of the harassment. Any student who believes that he or she has been subjected to sexual harassment ("Complainant") shall contact the Title IX Compliance Officer to request advice and information about possible ways to proceed and to put the college on notice. The college investigates every complaint of harassment and takes appropriate action on the basis of facts it discovers. The complaint should be made as promptly as possible after the alleged harassment occurs. Complaints must be filed no later

than one hundred eighty (180) days after the last incident considered to be sexual harassment. If the Complainant after the initial meeting decides to proceed with a formal complaint, he or she shall submit a written complaint to the Title IX Compliance officer. The Complaint must describe the conduct that is the basis of the complaint, including the name of the alleged offender (hereafter termed the "Respondent"), the date(s), time(s), and location(s) of the conduct, and the names of witnesses. The Title IX Compliance Officer must promptly inform the Respondent of the allegation and the identity of the Complainant and provide a copy of the written Complaint and any related material. In determining whether the alleged sexual harassing conduct warrants corrective or disciplinary action, all relevant circumstances, including the context in which the conduct occurred, will be considered. The facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual. Notice of Policy and Procedure for complaints of sexual harassment shall be made available to all students and prominently posted in the Student Handbook.

**RETALIATORY ACTS**

It is a violation of this policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual harassment.

**EQUAL OPPORTUNITY**

The College prohibits and will not tolerate discrimination that violates federal, state law, or Board Policy 3-120. The College does not discriminate on the basis of race, age, color, religion, national origin, sex, sexual orientation, marital status, veteran status, or disability. The College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Executive Order 11246, and sections 24-34-301, C.R.S. et seq. For information regarding civil rights or grievance procedures, contact: Title IX Compliance/Equal Opportunity Officer, Susan Clough, Vice President, Administration and Finance, Morgan Community college, 920 Barlow Road, fort Morgan, CO 80701-4371; phone - 970-542-3100 or 1-800-622-0216. For a full copy of SP 4-31a go to <http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-31a.pdf>.

## Student Grievance Procedure

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*Reference:* Colorado Community College System (CCCS) System Board Policies (BP) 4-30 and 4-31. Colorado Community College System President's Procedures (SP) 4-30- and 4-31.

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 without regard to sex, race, national origin or ancestry, creed, color, disability, or age, and have the issue considered in a prompt and equitable fashion.

### INFORMAL

Grievant is encouraged to resolve the issue with the Respondent or his/her supervisor. In the case of Grievances based upon one's race, age, color, religion, national origin, sex, sexual orientation, marital status, veteran status, or disability, the Grievant may first contact the College employee responsible for affirmative action to seek informal resolution of the issues. If the complaint alleges facts which might constitute a violation of SP 3-120a concerning sexual harassment, the administrator shall investigate and process the complaint under that procedure.

### FORMAL

1. Grievant timely files a written statement of the action complained of and describes the Remedy he/she is seeking with the Chief Student Services Officer. A matter could also be referred to this process by the College President or his/her designee. Once a written Grievance is filed or referred, the Chief Student Services Officer or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable, and the Grievant will be notified of the reasons.
2. If the matter is determined to be grievable, the Chief Student Services Officer or his/her designee (which may be an individual or a committee) shall hear the Grievance. A hearing will be held which will give the Grievant, Respondent, and others invited to appear the opportunity to explain what they know about the issues surrounding the Grievance. Considering the oral and written statements and documents, the Chief Student Services Officer or his/her designee shall issue a Decision within ten (10) calendar days of close of the hearing. The Decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in the Admissions and Records office. The Decision shall reject the Grievance or grant the Grievance and make recommendation(s) to resolve the issue(s). The Decision is final unless either party files a Petition for Review with the President by either party within five (5) calendar days of service of the Decision.
3. At MCC the Grievance Committee is comprised of:
  - The Vice President for Student Success
  - The Vice President of Instruction
  - Division Chair(s)

- The Vice President of the MCC Student Government Association (SGA) or a student representative.
- If the Grievance is against a member of the Grievance Committee, another person shall be designated by the President.

Upon receipt of a Petition for Review, the College President will review the record and issue a written Decision within ten (10) calendar days of receipt of the Petition of Review. The President's decision is final.

The Chief Student Services Officer or his/her designee may extend the scheduling timelines described above for good cause.

If the Grievance is against the Chief Student Services Officer designee, the Vice President of Instruction or other person designated by the President shall perform the duties of the President's designee.

## Student Grievance Procedure Definitions

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### **Grievant:**

Enrolled student, a client or volunteer who is providing a service to benefit the College under the supervision and control of a College employee. A client or volunteer may only grieve a decision that bans him or her from the campus.

### **Grievance:**

A grievable offense is any alleged action which violates or inequitably applies written College policies or procedures.

The Grievant must be personally affected by such violation or in equitable action. A Grievance must be brought to the formal stage within twenty (20) calendar days of the date the student knows or reasonably should have known about the action.

### **Chief Student Services Officer:**

The College employee designated by the College President to administer student grievances. Grievances alleging discrimination issues may be referred to the employee responsible for ensuring equal opportunity access.

### **Remedy:**

The relief that the Grievant is requesting.

### **Respondent(s):**

Another student, volunteer, client, faculty member and/or administrator identified by the Grievant as causing or contributing to the Grievance.

### **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 illegal discrimination; and disciplinary actions taken pursuant to BP 4-30.

# COLLEGE CLOSURES

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

## Fort Morgan Campus Snow Closure/Inclement Weather Cancellation Policy

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

See *MCC Alert/Emergency Notification System*

## MCC Center Snow Closure/Inclement Weather Cancellation Policy

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

See *MCC Alert/Emergency notification System*

## Professional Development Days

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

See *Academic Calendar for specific dates.*

## Notification of Closures

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

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

### DAYTIME COURSES

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

### EVENING COURSES

Notification of cancellation of evening courses will be made no later than 4:00 p.m. and will be sent via MCC Alert, announced on local radio and television stations: Channel 4, 7, FOX 31 (local channel 8) and 9 television stations. The MCC general information number 542-3100 or 1-800-622-0216 ext. 0 can also be accessed during regular office hours for up-to-date campus closures. See MCC Alert/Emergency Notification System

### HOLIDAYS

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

LABOR DAY	College Closed
THANKSGIVING DAY	College Closed
FRIDAY AFTER THANKSGIVING	Offices Open - No courses held
CHRISTMAS BREAK	College Closed
SPRING BREAK	Offices Open - No courses held
MEMORIAL DAY	College Closed
INDEPENDENCE DAY	College Closed

## SAFETY ISSUES

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### MCC Alert/Emergency Notification System

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Morgan Community College implemented an emergency alert system. The system, MCC Alert, is capable of notifying students, faculty and staff in the case of an emergency on the Fort Morgan campus or at any one of the four centers in Wray, Burlington, Limon or Bennett. Messages are sent via telephone, e-mail, cell phone, and text messaging if it is enabled by the owner.

MCC Alert will send a test message each semester. The message will clearly state that it is only a test and will be sent to currently enrolled semester students, MCC faculty and staff.

Recipients of the messages are not to reply to them; just recognize how they are received. The caller ID number of an MCC Alert call is 970-542-3110; a text message is identified by MorganCC Alert 23177; and an e-mail will identify the sender's e-mail address as MorganCC\_Alert@morgancc.edu. This e-mail address is being protected from spambots. You need JavaScript enabled to view it.

The MCC Alert system will be used to transmit brief, urgent messages related to emergencies or weather related closures to the college's population as quickly as possible. MCC Alert is not used for 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.

### Campus Law Enforcement

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Campus Law enforcement is the responsibility of the city of Fort Morgan Police Department.

### Campus Security Report

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The report is for 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 September 1 of each year and left on file with the President's office of Morgan Community College and posted on the MCC website.

See [www.MoganCC.edu/students/consumer-information](http://www.MoganCC.edu/students/consumer-information).

### Communicable Diseases

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On the basis of 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 causes 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.

### Drug and Alcohol Abuse Prevention Program

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Morgan Community College ("College") is a state system community college governed by the State Board for Community Colleges and Occupational Education ("Board").

The 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, which includes:

- i. Student Code of Conduct
- ii. Legal sanctions for unlawful possession or distribution of illicit drugs and alcohol
- iii. Health risks associated with the abuse of alcohol and the use of illicit drugs
- iv. Referral Resource - Available counseling, treatment, and rehabilitation program

### STUDENT CODE OF CONDUCT

Students shall not engage in the unauthorized or unlawful manufacture, distribution, purchase, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or as a part of any College activity. This includes the use, distribution, purchase or possession of "medical marijuana" which remains a violation in Federal law.

### LEGAL SANCTIONS FOR DRUG AND ALCOHOL USE

There are legal sanctions for violation of the Student Code of Conduct. The possession, sale, and use of any illegal drug are strictly prohibited. The sale of alcoholic beverages is prohibited except in designated areas, at times and dates approved by MCC Administrators and licensed by the Colorado State Department of Revenue. Any violations will be immediately referred to local law enforcement agencies and are subject to criminal penalties under local, state or federal law. The penalty assessed depends upon the nature and severity of the individual offense.

### MCC SANCTIONS

Students and/or employees who violate the above standards of conduct will be subject to disciplinary action under employee and student policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from college or termination of employment; and/or referral to authorities for prosecution.

### HEALTH RISKS

There are many health risks associated with the use of alcohol and illegal drugs/substances. Health risks associated with drug and alcohol abuse include, but are not limited to, malnutrition, brain damage, heart disease, pancreatic disease, cirrhosis of the liver, mental illness, death, low birth rate babies, and babies with drug addictions.

Referrals for counseling, treatment, and rehabilitation programs are available through the community. Consult your local yellow pages for a listing of private and community-based programs.

## Emergency Response Team (ERT)

MCC has formed an Emergency Response Team (ERT) made up of faculty and staff members to ensure the safety of students, faculty, staff, and visitors.

The ERT has developed the Emergency Response Guide (ERG) and updates and makes changes to it as needed. The guides are located throughout campus and in each classroom.

## Reporting of Criminal Activities

In the event of a crime of murder, rape (or attempted rape), robbery, aggravated assault, burglary (or attempted burglary), or motor vehicle theft (or attempted theft) occurring on the Morgan Community College campus, witnesses or victims are advised to contact one of the following people immediately:

- Vice President for Administration & Finance Ext. 3127
- Vice President of Student Success Ext. 3111
- Morgan County Police Department Emergency 911

If the police department is contacted directly, the information should also be reported to the Vice President for Administration and Finance. The above college personnel will work directly with the individual(s) reporting the incident and in conjunction with the appropriate personnel outside of the college as necessary.

## Safety Warnings

Students are encouraged to travel in pairs or groups when walking to and from the parking lot, particularly in the evenings and at night. As the college becomes aware of potential threats to the college community, students and other members of the college community will be given timely notice regarding violent crimes reported on campus.

## Security for Campus Buildings

### DOORS

The campus buildings will be open:

Monday-Friday 7:00 a.m. - 10:30 p.m.\*

Saturday 7:00 a.m. - 5:00 p.m.\*

Sundays Closed\*

(\*Unless special arrangements have been made.)

Anyone who is within the building at closing hours is able to exit the building at various locations due to the type of exterior door latching system in use. Once you have exited, please check that the doors locked behind you.

During periods of inactivity, school closings, and on all major holidays, the buildings will remain locked. Only staff with approved exterior door access and codes may enter the building. MCC utilizes a 24-hour security monitoring system to prevent unauthorized entry. If an unauthorized person gains entry, the security monitoring company automatically notifies the Fort Morgan Police Department to respond and take appropriate action.

### IDENTIFICATION

The administrative staff can ask for proof of identification from campus occupants unknown to them.

### NOTIFICATION OF SUSPICIOUS ACTIVITIES

The administrative staff solicits your involvement as to reporting all suspicious or criminal activities which occur on campus.

## Sex Offender Registry Information

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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 your local police department or county sheriff's department. The Colorado Convicted Sex Offender website is <http://sor.state.co.us>

## Violence/Firearms On Campus

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### 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 of 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 designate the call to 911.

## 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.

# DEGREES & CERTIFICATES

## Explanation of Types of Degrees & Certificates

### ASSOCIATE DEGREES

An associate degree program reflects the larger goals of educational attainment the institution holds for its students. The associate degree indicates that the holder has developed proficiencies sufficient to prepare for upper-division collegiate work, or to enter directly into a specific occupation or to meet individual career goals. An associate degree is awarded only for completion of a coherent program of study designed for a specific purpose. This policy defines the associate degrees, program designations, and minimum standards.

#### ASSOCIATE OF ARTS (A.A.)

A two-year academic degree designed to transfer to a four-year degree program, limited to 60 credits.

- An Associate of Arts without designation is designed to transfer into liberal arts programs.
- An Associate of Arts degree with a program designation (Degree with Designation) is designed to transfer into a specific four-year program aligned with a Statewide Articulation Agreement.

#### ASSOCIATE OF SCIENCE (A.S.)

A two-year academic degree designed to transfer to a four-year degree program, limited to 60 credits.

- An Associate of Science without designation is designed to transfer into math and science degree programs.
- An Associate of Science degree with a program designation (Degree with Designation) is designed to transfer into a specific four-year program aligned with a Statewide Articulation Agreement.

#### ASSOCIATE OF GENERAL STUDIES (A.G.S.)

There are two types of A.G.S. degrees:

1. This first type of the A.G.S. degree is designed to meet individual career goals with no intent of transferring to baccalaureate degree programs. It consists of a broad program of both career and traditional transfer courses without the constraints of specialization. Transferability of this customized degree program depends upon the courses taken and the receiving institution. The A.G.S. Degree is limited to 60 credits, and requires at least 30 semester hours of general education. Fifteen of these semester hours must be in prescribed general education courses labeled as those accepted in the State Guaranteed General Education Transfer and designated as such in the college catalog.
2. The second type of the A.G.S. degree is used as a technical pre-professional transfer degree with a major field specified, is designed for students to transfer into a baccalaureate degree program with junior standing, based on a written articulation agreement with one or more designated institutions. The course of study for the various fields of specialization must be outlined in the college catalog as well as the identification of the

baccalaureate institution(s) that have agreed to accept the program in transfer. The A.G.S. Degree is limited to 60 credits, and requires at least 30 semester hours of general education. The other hours will be subject to the terms of the agreement with the baccalaureate institution(s).

#### ASSOCIATE OF APPLIED SCIENCE (A.A.S)

This degree (with the occupational field specified) is intended to prepare individuals to enter skilled and/or paraprofessional occupations or to upgrade/stabilize their employment. These programs are not intended for transfer to baccalaureate degree programs; however, certain courses may be accepted toward a bachelor's degree at some senior institutions. The range of semester credit hours is 60 (minimum) to 75 (maximum). Exceptions to the A.A.S. degree maximum of 75 semester credit hours may be granted in those fields in which there is a demonstrated need that requires additional course work. The general education component of the A.A.S. is 15 semester credit hours.

#### CERTIFICATES

A certificate indicates a student's completion of a specific course of study. A certificate focuses on one very specific area of study as opposed to a field of study covered by a longer associate or bachelor degree program. The curriculum is dependent on the field being studied. Certificate programs are offered in a variety of different programs with times ranging from one semester to 1 year.

## Explanation of Statewide Articulation Agreements

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The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

Students who complete an AA/AS degree and the prescribed curriculum in the articulation agreement and are admitted (with no academic deficiencies that require additional coursework) to a receiving institution participating in this agreement are guaranteed the following:

- Junior standing with no more than 60 remaining credits to meet the graduation requirements for a baccalaureate degree in the degree program covered by this articulation agreement.
- Completion of the receiving institution's lower division general education requirements as defined by the gtPathways curriculum.
- The same graduation requirements as students who begin and complete this degree program at the receiving institution.

Completion of the curriculum prescribed within a statewide articulation agreement does not guarantee admission to a participating receiving institution. Students must meet all admission and application requirements at the receiving institution including the submission of all required documentation by stated deadlines.

Only courses with grades of C- or higher are guaranteed to transfer.

Admission to a receiving institution does not guarantee enrollment in a specific degree program. Some programs at receiving institutions have controlled entry due either to space limitations or academic requirements.

Receiving institutions will evaluate application of the courses designated in the agreement to other degree programs on a course-by-course basis.

Students who wish to use credits awarded by exam, such as AP (Advanced Placement), or IB (International Baccalaureate), to fulfill specific course requirements are responsible for consulting with the institution to which they are considering transferring to determine whether the credits they have been awarded by exam meet the standards of the receiving institution for specific course equivalents.

The receiving institution will accept all applicable credits earned within ten years of transfer to the receiving institution. Credits earned more than ten years earlier will be evaluated on a course-by-course basis.

Because of the limitations above, students must consult with the Office of Admissions at the institution to which they are considering transferring.

Students who do not complete an AA/AS degree can use the prescribed curriculum within a statewide articulation agreement as a common advising guide for transfer to all public institutions that offer the designated baccalaureate degree program.

PLEASE NOTE THE FOLLOWING:

1. The guarantee that the number of credits required to graduate will be at the State-mandated minimum for this baccalaureate degree program applies only to students who complete the AA/AS degree and the complete curriculum prescribed in the agreement.
2. Students are guaranteed application of completed gtPathways courses within the curriculum prescribed in the agreement up to the established maximum in each category.
3. Except in special cases (e.g., the partial completion of a required sequence of courses or variation in the number of credit hours institutions award for course equivalents), students can expect that courses specified within the prescribed curriculum in this agreement that are successfully completed with a "C" or higher will fulfill the relevant course requirements in the designated major.
4. Receiving institutions will evaluate all courses other than those specified in the agreement on a course-by-course basis.

Students transferring without a completed AA/AS degree must consult with the Office of Admissions at the institution to which they are considering transferring to review the issues identified above and to make sure they meet all admission and application requirements at the receiving institution, including the submission of all required documentation by stated deadlines.

## Degrees With Designation

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### ASSOCIATE OF ARTS-STATEWIDE ARTICULATION

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an Associate of Arts (A.A.) or Associate of Science (A.S.) degree to be guaranteed to be able to complete a bachelor's degree program (B.A. or B.S.) at any public four-year college or university that offers that bachelor's degree program. Again, you should check with the community college where you start and also with the 4-year school you wish to transfer into to ensure you are registering for the appropriate courses.

To see the full statewide articulation agreement, courses and other requirements go to the links shown:

Associate of Arts (A.A.) Business  
(<http://highered.colorado.gov/academics/transfers/students.html>)

Associate of Arts (A.A.) Economics  
(<http://highered.colorado.gov/academics/transfers/students.html>)

Associate of Arts (A.A.) History  
(<http://highered.colorado.gov/academics/transfers/students.html>)

Associate of Arts (A.A.) Psychology  
(<http://highered.colorado.gov/academics/transfers/students.html>)

Associate of Arts (A.A.) Spanish  
(<http://highered.colorado.gov/academics/transfers/students.html>)

*Also See: EXPLANATION OF STATEWIDE ARTICULATION AGREEMENTS*

*Also See: EXPLANATION OF DEGREES AND CERTIFICATES*

### ASSOCIATE OF SCIENCE-STATEWIDE ARTICULATION

To see the full statewide articulation agreement, courses and other requirements go to the links shown:

Associate of Science (A.S.) Mathematics  
(<http://highered.colorado.gov/academics/transfers/students.html>)

Associate of Science (A.S.) Psychology  
(<http://highered.colorado.gov/academics/transfers/students.html>)

*Also See: EXPLANATION OF STATEWIDE ARTICULATION AGREEMENTS*

*Also See: EXPLANATION OF DEGREES AND CERTIFICATES*

## Other Agreements

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Besides gtPathways and statewide articulation agreements, many colleges and universities have other transfer agreements that may apply to you. If you complete an Associate of Arts or Associate of Science degree, 60 credit hours of your A.A. or A.S. degree are guaranteed to transfer to a four-year school, once you are accepted for admission. And, you should be able to finish a Bachelor of Arts or Bachelor of Science degree within another \*60 credit hours. This is called a 60 + 60 transfer plan.

To see these other agreements, courses and requirements go to the links shown:

Associate of Arts (A.A.) Early Childhood Teacher Education  
(<http://highered.colorado.gov/academics/transfers/students.html>)

Associate of Arts (A.A.) Elementary Teacher Education  
(<http://highered.colorado.gov/academics/transfers/students.html>)

Associate of Science (A.S.) Engineering  
(<http://highered.colorado.gov/academics/transfers/students.html>)

## AGRICULTURE/BUSINESS MANAGEMENT PROGRAM

The ten certificate options in the Agriculture and Business Management Program include classroom 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 Business Management instructors maintain offices on campus.

*Also see: EXPLANATION OF TYPES OF DEGREES & CERTIFICATES*

*Also see: BUSINESS ADMINISTRATION ASSOCIATE OF APPLIED SCIENCE DEGREE (AG/BUSINESS MANAGEMENT EMPHASIS)*

### Advanced Agriculture and Business Management Certificate

Advanced Agriculture/Business Management is a one-year certificate designed to enhance advanced management skills by looking at the existing business plan, identifying risk reducing alternatives, and continued in-depth financial analysis.

Course	Course Title	Credits
ABM 141	Advanced Business Management I <i>Prerequisite: Accurate accrual financial records or instructor consent</i>	9
ABM 142	Advanced Business Management II <i>Prerequisite: Completed business plan or instructor consent</i>	9
<b>TOTAL CREDITS</b>		<b>18</b>

*M\_CER\_AABM Approved by CCCS*

### Commodity Marketing Certificate

Agriculture and Business Management Commodity Marketing 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.

Course	Course Title	Credits
ABM 131	Commodity Marketing I <i>Prerequisite: Costs of production records for one enterprise or instructor consent</i>	9
ABM 132	Commodity Marketing II <i>Prerequisite: ABM 131 or instructor consent</i>	9
<b>TOTAL CREDITS</b>		<b>18</b>

*M\_CER\_ABMC Approved by CCCS*

### Dairy Management Certificate

This certificate includes management training, classroom discussion, practical hands-on dairy lab work, and an on-the-job experience (internship). In addition to dairy and milk production classes, required coursework includes nutrition, health/disease, reproduction, parlor management and genetics.

Course	Course Title	Credits
AGP 150	Dairy Production	3
AGP 151	Dairy Management Lab	2
AGP 153	Dairy Parlor Management	1
ASC 120	Dairy Cattle Evaluation	1
AGP 250	Dairy Nutrition	3
AGP 219	Breeding Systems: Dairy	3
AGP 147	Practical Cattle Reproduction	2
AGP 148	Cattle Reproduction Lab	1
AGP 215	Animal Health	3
AGP 146	Artificial Insemination Management	2
MAN 117	Time Management	1
MAN 125	Team Building	1
COM 105	Career Communications	3
AGP 180	Production Ag Internship	2
AGP 280	Production Ag Internship	2
<b>TOTAL CREDITS</b>		<b>30</b>

*M\_CER\_DAI Approved by CCCS 6/1/10*

### Financial Analysis Certificate

Agriculture and 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.

*Program Prerequisite: Complete set of cash records or instructor consent*

Course	Course Title	Credits
ABM 121	Financial Analysis I	9
ABM 122	Financial Analysis II	9
<b>TOTAL CREDITS</b>		<b>18</b>

*M\_CER\_ABG Approved by CCCS*

## Integrated Management Certificate

MCC's Integrated Management is a one-year certificate (18 credits) emphasizing integration of data and software technology of the business. Research and identification of data and software used in the business and industry will point to the development of a management plan incorporating improved use of software and data through integration of current and/or new software applications.

Course	Course Title	Credits
ABM 143	Integrated Management I	9
ABM 144	Integrated Management II	9
<b>TOTAL CREDITS</b>		<b>18</b>

M\_CER\_AGI Approved by CCCS

## Leadership and Human Resource Certificate

MCC's Leadership and Human Resource Program is a one-year certificate (18 credits) emphasizing leadership and resources management in the business. Exploration of effective leadership and ethics concepts and skills along with the identification of human resource tools will guide the evaluation and analysis of the business' current management practices. Development and evaluation of a leadership plan for the business will be addressed.

Course	Course Title	Credits
ABM 153	Leadership/Human Resource Management I	9
ABM 154	Leadership/Human Resource Management II	9
<b>TOTAL CREDITS</b>		<b>18</b>

M\_CER\_LHR Approved by CCCS

## Marketing and Risk Management Certificate

Agriculture and Business Management Marketing & Risk Management is a one-year certificate emphasizing marketing strategies, enterprise/job costing analysis, sales/pricing trends, and risk management techniques. Marketing terminology, risk management strategies, marketing research and analysis along with marketing strategies for the development of a marketing plan will be emphasized.

Course	Course Title	Credits
ABM 135	Marketing & Risk Management I	9
ABM 136	Marketing & Risk Management II <i>Prerequisite: Successful completion of ABM 135 or instructor consent</i>	9
<b>TOTAL CREDITS</b>		<b>18</b>

M\_CER\_AGRM Approved by CCCS

## Planning and Financial Records Certificate

Agriculture and Business Management Planning and Financial Records is a one-year certificate program in business planning and computerized record keeping. Emphasis will be placed on the implementation and maintenance of an accurate set of computerized financial records, computer terminology, accounting concepts, and compiling a business plan.

Course	Course Title	Credits
ABM 111	Records & Business Planning I	9
ABM 112	Records & Business Planning II	9
<b>TOTAL CREDITS</b>		<b>18</b>

M\_CER\_ABF2 Approved by CCCS

## Rural Business Entrepreneurship Certificate

The Rural Business Entrepreneurship is a one-year certificate designed to enhance business management skills by looking at a new business venture. Emphasis will be placed on the research and development of a complete business plan through the use of technology.

Course	Course Title	Credits
ABM 151	Rural Business Entrepreneurship I	9
ABM 152	Rural Business Entrepreneurship II	9
<b>TOTAL CREDITS</b>		<b>18</b>

M\_CER\_RBE Approved by CCCS

## Web Productivity and Utilization Certificate

MCC's Web Productivity and Utilization is a one year certificate (18 credits) designed to enhance business management skills by improving one's understanding and use of the Internet for business productivity. Utilization of available tools, technical capabilities, and development of a web plan for the business will be addressed.

*Program Prerequisite: Internet connection*

Course	Course Title	Credits
ABM 137	Web Productivity/Utilization I	9
ABM 138	Web Productivity/Utilization II	9
<b>TOTAL CREDITS</b>		<b>18</b>

M\_CER\_ABMW Approved by CCCS

## APPLIED TECHNOLOGY PROGRAM

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### Associate of Applied Science Degree in Applied Technology

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The Applied Technology degree is designed for students who have taken Career and Technical Education (CTE) coursework at an approved technical college and now desire to complete the general education component of an Associate of Applied Science (A.A.S) degree. Successfully completed coursework may satisfy all or part of the CTE electives listed in the degree layout below.

15 CREDITS MCC GENERAL EDUCATION REQUIREMENTS		
Course	Course Title	Credits
COM 115	Public Speaking	3
ENG 121 or ENG 131 or higher	English	3
MAT 107 or higher	Math	3
	Any Natural Science	3
HIS 101 or PSY 101 or SOC 101	Social or Behavioral Science	3
45 CREDITS TECHNICAL CREDIT REQUIREMENTS		
	CTE electives from area technical college*	45
	<b>TOTAL CREDITS</b>	<b>60</b>

M\_AAS\_APT1 Approved by CCCS

*\*Technical coursework should be transferred from an approved area technical college.*



## ASSOCIATE OF ARTS DEGREE PROGRAM

The Associate of Arts (A.A.) degree is designed for students planning to continue their education at 4-year institutions. It generally equates to the first two years of a Bachelor of Arts (B.A.) degree.

Also see: *EXPLANATION OF TYPES OF DEGREES & CERTIFICATES* and *EXPLANATION OF STATEWIDE ARTICULATION AGREEMENTS*

### DEGREE PREREQUISITES:

Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, Math 23 will meet the assessment requirement.

See *ASSESSMENT & PLACEMENT for Assessment Exemptions*

### OTHER REQUIREMENTS:

- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0 to graduate
- Remedial or developmental courses do not apply
- 15 credits must be taken at MCC

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

Course	Course Title	Credits
<b>WRITTEN COMMUNICATION</b>		
2 courses, 6 credits required Select 2-course OPTION:		
ENG 121	English Composition I: CO1	3
ENG 122	English Composition II: CO2	3
or		
ENG 122	English Composition II: CO2	3
ENG 201	English Composition III: CO3	3

<b>ORAL COMMUNICATION</b>		
1 course, 3 credits required Select ONE course:		
COM 115	Public Speaking	3
COM 125	Interpersonal Communication	3
COM 220	Intercultural Communication	3

<b>COMPUTER SCIENCE</b>		
1 course, 3 credits required Select ONE course:		
CIS 118	Introduction to PC Applications	3
CSC 160	Computer Science I [Language]	3

<b>MATHEMATICS</b>		
1 course, 3 credits required (credits over 3 may be applied to Electives) Select ONE course:		
MAT 120	Mathematics for Liberal Arts: MA1	4
MAT 121	College Algebra: MA1	4
MAT 122	College Trigonometry: MA1	3
MAT 123	Finite Mathematics: MA1	4
MAT 125	Survey of Calculus: MA1	4
MAT 135	Introduction to Statistics: MA1	3
or any other MA1 designated course (excludes MAT 155 and 156)		

<b>HISTORY</b>		
1 course, 3 credits required Select ONE course:		
HIS 101	Western Civ: Antiquity-1650: HI1	3
HIS 102	Western Civ: 1650 to Present: HI1	3
HIS 111	The World : Antiquity-1500: HI1	3
HIS 112	The World : 1500-Present: HI1	3
HIS 201	U.S. History to Reconstruction: HI1	3
HIS 202	U.S. History Since Civil War: HI1	3
HIS 225	Colorado History: HI1	3
HIS 247	20 <sup>th</sup> Century World History: HI1	3
HIS 260	U.S. Foreign Relations: HI1	3
or any other HI1 designated course		

<b>STUDENT OPTION</b>		
1 course, 3 credits required Select ONE additional course from any of the AH1, AH2, AH3, AH4, HI1, SS1, SS2, SS3 areas shown above.		
Arts & Expression: AH1		
Literature & Humanities: AH2		
Ways Of Thinking: AH3		
Foreign Language: AH4		
History: HI1		
Economic Or Political Systems: SS1		
Geography: SS2		
Human Behavior/Social Frameworks: SS3		

ARTS & HUMANITIES		
2 courses, 6 credits required		
Select TWO courses from TWO DIFFERENT Arts & Humanities areas:		
Arts & Expression: AH1		
ART 110	Art Appreciation: AH1	3
ART 111	Art History: Ancient-Medieval: AH1	3
ART 112	Art History: Renaissance to 1900: AH1	3
ART 207	Art History: 1900-Present AH1	3
MUS 120	Music Appreciation: AH1	3
MUS 121	Music History: Medieval-Classical: AH1	3
MUS 122	Music History: Romantic-Present: AH1	3
THE 105	Theatre Appreciation: AH1	3
THE 211	Development of Theatre: Greek-Renaissance: AH1	3
THE 212	Development of Theatre: Restoration-Modern: AH1	3
or any other AH1 designated course		
Literature & Humanities: AH2		
HUM 121	Humanities: Early Civilization: AH2	3
HUM 122	Humanities: Medieval-Modern: AH2	3
HUM 123	Humanities: Modern World: AH2	3
LIT 115	Introduction to Literature: AH2	3
LIT 201	World Literature to 1600: AH2	3
LIT 202	World Literature after 1600: AH2	3
LIT 211	American Lit to the Civil War: AH2	3
LIT 212	American Lit after the Civil War: AH2	3
LIT 225	Introduction to Shakespeare: AH2	3
or any other AH2 designated course		
Ways Of Thinking: AH3		
PHI 111	Introduction to Philosophy: AH3	3
PHI 112	Ethics: AH3	3
PHI 113	Logic: AH3	3
or any AH3 designated course		
Foreign Language: AH4		
SPA 211	Spanish Language III: AH4	3
SPA 212	Spanish Language IV: AH4	3
or any other AH4 designated course		

SOCIAL & BEHAVIORAL SCIENCES		
2 courses, 6 credits required		
Select TWO courses from TWO DIFFERENT Social & Behavioral Sciences areas:		
Economic Or Political Systems: SS1		
ECO 201	Principles of Macroeconomics: SS1	3
ECO 202	Principles of Microeconomics: SS1	3
POS 105	Introduction to Political Science: SS1	3
POS 111	American Government: SS1	3
POS 205	International Relations: SS1	3
or any other SS1 designated course		
Geography: SS2		
GEO 105	World Regional Geography: SS2	3
or any other SS2 designated course		
Human Behavior/Social Frameworks: SS3		
ANT 101	Cultural Anthropology: SS3	3
PSY 101	General Psychology I: SS3	3
PSY 102	General Psychology II: SS3	3
PSY 205	Psychology of Gender: SS3	3
PSY 226	Social Psychology: SS3	3
PSY 235	Human Growth & Development: SS3	3
PSY 238	Child Development: SS3	3
SOC 101	Introduction to Sociology I: SS3	3
SOC 102	Introduction to Sociology II: SS3	3
SOC 215	Contemporary Social Problems: SS3	3
SOC 231	Sociology of Deviant Behavior: SS3	3
or any other SS3 designated course		

NATURAL & PHYSICAL SCIENCES		
2 course, 7 credits required		
Select TWO courses:		
ONE must have a lab component:		
(credits over 7 may be applied to Electives)		
AST 101	Astronomy I: SC1	4
AST 102	Astronomy II: SC1	4
BIO 105	Science of Biology: SC1	4
BIO 111	General College Biology I: SC1	5
BIO 112	General College Biology II: SC1	5
BIO 201	Human Anatomy & Physiology I: SC1	4
BIO 202	Human Anatomy & Physiology II: SC1	4
BIO 204	Microbiology: SC1	4
CHE 101	Introduction to Chemistry I: SC1	5
CHE 102	Introduction to Chemistry II: SC1	5
CHE 111	General College Chemistry I: SC1	5
CHE 112	General College Chemistry II: SC1	5
GEY 111	Physical Geology: SC1	4
GEY 121	Historical Geology: SC1	4
PHY 105	Conceptual Physics: SC1	4
PHY 111	Physics: Algebra-Based I: SC1	5
PHY 211	Physics: Calculus-Based I: SC1	5
SCI 155 & SCI 156	Integrated Science I and II: SC1 (*must take BOTH courses to meet requirement)	8
or any other SC1 designated course		

A.A. ELECTIVES	
Select 20 credits from Associate of Arts Approved Electives	20

<b>TOTAL CREDITS</b>	<b>60</b>
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M\_AA\_AA Approved by CCCS

## Associate of Arts Approved Electives

### gtPATHWAYS

Any gtPATHWAYS designated course (AH1, AH2, AH3, AH4, CO2, CO3, HI1, MA1, SC1, SC2, SS1, SS2, SS3) is approved as an elective for the A.A. degree.

[www.ccs.edu/Docs/CCCNS/gtPATHWAYS-CCCS-Courses.pdf](http://www.ccs.edu/Docs/CCCNS/gtPATHWAYS-CCCS-Courses.pdf)

Course	Course Title	Credits
<b>ACCOUNTING</b>		
ACC 121	Accounting Principles I	4
ACC 122	Accounting Principles II	4
<b>ANTHROPOLOGY</b>		
ANT 101	Cultural Anthropology: SS3	3
<b>ART</b>		
ART 110	Art Appreciation: AH1	3
ART 111	Art History: Ancient to Medieval: AH1	3
ART 112	Art History: Renaissance to 1900: AH1	3
ART 121	Drawing I	3
ART 124	Watercolor I	3
ART 151	Painting I	3
ART 207	Art History: 1900-Present: AH1	3
<b>ASTRONOMY</b>		
AST 101	Astronomy I: SC1	4
AST 102	Astronomy II: SC1	4
<b>BIOLOGY</b>		
BIO 105	Science of Biology: SC1	4
BIO 111	General College Biology I: SC1	5
BIO 112	General College Biology II: SC1	5
BIO 201	Human Anatomy & Physiology I: SC1	4
BIO 202	Human Anatomy & Physiology II: SC1	4
BIO 204	Microbiology: SC1	4
BIO 216	Pathophysiology	4
<b>BUSINESS</b>		
BUS 216	Legal Environment of Business	3
BUS 217	Business Com. & Report Writing	3
BUS 226	Business Statistics	3
<b>CHEMISTRY</b>		
CHE 101	Introduction to Chemistry I: SC1	5
CHE 102	Introduction to Chemistry II: SC1	5
CHE 111	General College Chemistry I: SC1	5
CHE 112	General College Chemistry II: SC1	5
<b>COMPUTER INFORMATION SYSTEMS</b>		
CIS 118	Introduction to PC Applications	3
<b>COMMUNICATION</b>		
COM 115	Public Speaking	3
COM 125	Interpersonal Communication	3
COM 220	Intercultural Communication	3
COM 226	Oral Interpretation	3
<b>CRIMINAL JUSTICE</b>		
CRJ 110	Introduction to Criminal Justice	3
CRJ 205	Principles of Criminal Law	3

### COMPUTER SCIENCE COURSES

CSC 160	Computer Science I (C++)	4
CSC 161	Computer Science II (C++)	4

### EARLY CHILDHOOD EDUCATION

ECE 101	Intro to Early Childhood Education	3
ECE 102	Introduction to ECE Lab Techniques	3
ECE 103	Guidance Strategies /Children	3
ECE 205	Nutrition, Health & Safety	3
ECE 220	Curriculum Devel: Methods/Techniques	3
ECE 225	Language & Cognition/ Child	3
ECE 226	Creativity & the Young Child	3
ECE 260	Exceptional Child	3

### ECONOMICS

ECO 201	Principles of Macroeconomics: SS1	3
ECO 202	Principles of Microeconomics: SS1	3

### EDUCATION

EDU 188	Practicum I	V
EDU 221	Introduction to Education	3
EDU 231	Introduction to Bilingual Education	4
EDU 232	Literacy- Multicultural	3
EDU 233	English Language Learning (K-12)	3
EDU 234	Multicultural Education	3
EDU 261	Teaching, Learning & Techniques	3

### ENGLISH

ENG 121	English Composition I: CO1	3
ENG 201	English Composition III: CO3	3
ENG 221	Creative Writing I	3
ENG 222	Creative Writing II	3
ENG 226	Fiction Writing	3
ENG 227	Poetry Writing	3

### GEOGRAPHY

GEO 105	World Regional Geography: SS2	3
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### GEOLOGY

GEY 111	Physical Geology: SC1	4
GEY 121	Historical Geology: SC1	4

### HISTORY

HIS 101	Western Civ: Antiquity-1650: HI1	3
HIS 102	Western Civ 1650 -Present: HI1	3
HIS 111	The World: Antiquity-1500: HI1	3
HIS 112	The World: 1500-Present: HI1	3
HIS 201	U.S. History to Reconstruction: HI1	3
HIS 202	U.S. History Since the Civil War: HI1	3
HIS 225	Colorado History: HI1	3
HIS 235	History of the American West	3
HIS 236	U.S. History Since 1945: HI1	3
HIS 247	20 <sup>th</sup> Century World History: HI1	3
HIS 260	U.S. Foreign Relations: HI1	3

### HEALTH PROFESSIONS

HPR 217	Kinesiology	4
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### HUMANITIES

HUM 121	Humanities: Early Civilization: AH2	3
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HUM 122	Humanities: Medieval-Modern: AH2	3	PHYSICS		
HUM 123	Humanities: Modern World: AH2	3	PHY 105	Conceptual Physics: SC1	4
HEALTH & WELLNESS			PHY 111	Physics: Algebra I/Lab: SC1	5
HWE 100	Human Nutrition	3	PHY 112	Physics: Algebra II/Lab: SC1	5
JOURNALISM			PHY 211	Physics: Calculus I/Lab: SC1	5
JOU 105	Introduction to Mass Media	3	PHY 212	Physics: Calculus II/Lab: SC1	5
JOU 106	Fundamentals of Reporting	3	POLITICAL SCIENCE		
LITERATURE			POS 105	Introduction to Political Science: SS1	3
LIT 115	Introduction to Literature: AH2	3	POS 111	American Government: SS1	3
LIT 125	Study of the Short Story	3	POS 205	International Relations: SS1	3
LIT 126	Study of Poetry	3	POS 215	Current Political Issues	3
LIT 201	World Literature to 1600: AH2	3	PSYCHOLOGY		
LIT 202	World Literature after 1600: AH2	3	PSY 101	General Psychology I: SS3	3
LIT 211	American Lit. to the Civil War: AH2	3	PSY 102	General Psychology II: SS3	3
LIT 212	American Lit. after the Civil War: AH2	3	PSY 205	Psychology of Gender: SS3	3
LIT 225	Introduction to Shakespeare: AH2	3	PSY 226	Social Psychology: SS3	3
LIT 255	Children's Literature	3	PSY 235	Human Growth & Development: SS3	3
MANAGEMENT			PSY 237	Child & Adolescent Psychology	3
MAN 226	Principles of Management	3	PSY 238	Child Development	3
MATHEMATICS			PSY 245	Educational Psychology	3
MAT 111	Technology Lab for Algebra	1	PSY 249	Abnormal Psychology: SS3	3
MAT 120	Mathematics for Liberal Arts: MA1	4	SCIENCE		
MAT 121	College Algebra: MA1	4	SCI 155	Integrated Science I: SC1	4
MAT 122	College Trigonometry: MA1	3	SCI 156	Integrated Science II: SC1	4
MAT 125	Survey of Calculus: MA1	4	SOCIOLOGY		
MAT 135	Introduction to Statistics: MA1	3	SOC 101	Introduction to Sociology I: SS3	3
MAT 155	Integrated Math I	3	SOC 102	Introduction to Sociology II: SS3	3
MAT 156	Integrated Math II	3	SOC 215	Contemporary Social Problems: SS3	3
MAT 201	Calculus I: MA1	5	SOC 231	Sociology-Deviant Behavior: SS3	3
MAT 202	Calculus II: MA1	5	SPANISH LANGUAGE		
MAT 204	Calculus III w/Engineering Aps: MA1	5	SPA 111	Foreign Language I: Spanish	5
MAT 215	Discrete Mathematics: MA1	4	SPA 112	Foreign Language II: Spanish	5
MAT 255	Linear Algebra: MA1	3	SPA 115	Foreign Language for the Pro I	3
MAT 261	Differential Equations: MA1	4	SPA 211	Foreign Language III: Spanish	3
MUSIC			SPA 212	Foreign Language IV: Spanish	3
MUS 120	Music Appreciation: AH1	3	SPA 261	Grammar-Heritage Language Speaker	
MUS 121	Music History Med-Classical: AH1	3	SPA 262	Composition-Heritage Lang. Speaker	
MUS 122	Music History Romantic-Present: AH1	3	THEATRE		
#PHYSICAL EDUCATION			THE 105	Theatre Appreciation: AH1	3
PED 106	Tennis	1	THE 111	Acting I	3
PED 110	Fitness Center Activity I	1	THE 112	Acting II	3
PED 111	Fitness Center Activity II	1	THE 211	Dev. of Theatre: Greek-Renais: AH1	3
PED 112	Conditioning Lab	1	THE 212	Dev. of Theatre: Restor-Modern: AH1	3
PED 113	Fitness Concepts	1	<div style="border: 1px solid black; padding: 5px;"> <p><i>Other courses may apply - Contact your Academic Advisor.</i></p> <p><i>#Students may apply up to a total of 3 credits of:</i></p> <ul style="list-style-type: none"> <li>• <i>Physical Education (PED/PER) courses</i></li> <li>• <i>*Independent Study 185-186 courses</i></li> <li>• <i>*Seminar/Workshop courses</i></li> <li>• <i>*Special Topics courses 175-178; 275-278 (ST:xxx)</i></li> <li>• <i>*Independent Study, Seminar/Workshop, and Special Topics courses require written permission from the Academic VP, Division Chair, or Center Director to apply.</i></li> </ul> <p><small>-Approved by MCC VP for Instruction</small></p> </div>		
PED 116	Weight Training	1			
PED 119	Fitness Circuit Training	1			
PED 121	Step Aerobics	1			
PED 147	Yoga I	1			
PED 148	Yoga II	1			
PED 217	Aerobics	1			
PHILOSOPHY					
PHI 111	Introduction to Philosophy: AH3	3			
PHI 112	Ethics: AH3	3			
PHI 113	Logic: AH3	3			
PHI 115	World Religions - West	3			
PHI 116	World Religions - East	3			

## ASSOCIATE OF GENERAL STUDIES DEGREE PROGRAM

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.

Also see: *EXPLANATION OF TYPES OF DEGREES & CERTIFICATES*

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment requirement.

### OTHER REQUIREMENTS

- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0
- Remedial or developmental courses do not apply
- 15 credits must be taken at MCC

See *ASSESSMENT AND PLACEMENT for Assessment Exemptions*

## Associate of General Studies Degree (AGS)

Course	Course Title	Credits
<b>COMMUNICATION</b>		
1 course, 3 credits required Select ONE course:		
ENG 121	English Composition I: CO1	3
ENG 122	English Composition II: CO2	3
COM 115	Public Speaking	3
COM 125	Interpersonal Communication	3
COM 220	Intercultural Communication	3

<b>MATHEMATICS</b>		
1 course, 3 credits required (credits over 3 may be applied to the A.G.S. General Education Requirements or Free Electives) <b>Select ONE course:</b>		
MAT 120	Mathematics for Liberal Arts:MA1	4
MAT 121	College Algebra: MA1	4
MAT 122	College Trigonometry: MA1	3
MAT 123	Finite Mathematics: MA1	4
MAT 125	Survey of Calculus: MA1	4
MAT 135	Introduction to Statistics: MA1	3
or any other MA1 designated course (except MAT 155 and 156 will not meet this requirement)		

<b>NATURAL &amp; PHYSICAL SCIENCES</b>		
1 course, 3 credits required Select ONE course: (Credits over 3 may be applied to the A.G.S. General Education Requirements or Free Electives)		
AST 101	Astronomy I: SC1	4
AST 102	Astronomy II: SC1	4
BIO 105	Science of Biology: SC1	4
BIO 111	General College Biology I: SC1	5
BIO 112	General College Biology II: SC1	5
BIO 201	Human Anatomy & Physiology I: SC1	4
BIO 202	Human Anatomy & Physiology II: SC1	4
BIO 204	Microbiology: SC1	4
CHE 101	Introduction to Chemistry I: SC1	5
CHE 102	Introduction to Chemistry II: SC1	5
CHE 111	General College Chemistry I: SC1	5
CHE 112	General College Chemistry II: SC1	5
GEY 111	Physical Geology: SC1	4
GEY 121	Historical Geology: SC1	4
PHY 105	Conceptual Physics: SC1	4
PHY 111	Physics: Algebra-Based I: SC1	5
PHY 211	Physics: Calculus-Based I: SC1	5
SCI 155 & SCI 156	Integrated Science I and II: SC1 (*must take BOTH courses)	8
or any other SC1 designated course		

ARTS & HUMANITIES		
1 course, 3 credits required		
Select ONE course:		
Arts & Expression: AH1		
ART 110	Art Appreciation: AH1	3
ART 111	Art History: Ancient-Medieval: AH1	3
ART 112	Art History: Renaissance to 1900: AH1	3
ART 207	Art History: 1900-Present: AH1	3
MUS 120	Music Appreciation: AH1	3
MUS 121	Music History Medieval-Classical: AH1	3
MUS 122	Music History Romantic-Present: AH1	3
THE 105	Theatre Appreciation: AH1	3
THE 211	Development of Theatre Greek-Renaissance: AH1	3
THE 212	Development of Theatre Restoration-Modern: AH1	3
or any other AH1 designated course		
Literature & Humanities: AH2		
HUM 121	Humanities: Early Civilization: AH2	3
HUM 122	Humanities: Medieval-Modern: AH2	3
HUM 123	Humanities: Modern World: AH2	3
LIT 115	Introduction to Literature: AH2	3
LIT 201	World Literature to 1600: AH2	3
LIT 202	World Literature after 1600: AH2	3
LIT 211	American Lit to the Civil War: AH2	3
LIT 212	American Lit after the Civil War: AH2	3
LIT 255	Introduction to Shakespeare: AH2	3
or any other AH2 designated course		
Ways Of Thinking: AH3		
PHI 111	Introduction to Philosophy: AH3	3
PHI 112	Ethics: AH3	3
PHI 113	Logic: AH3	3
or any AH3 designated course		
Foreign Language: AH4		
SPA 211	Spanish Language III: AH4	3
SPA 212	Spanish Language IV: AH4	3
or any other AH4 designated course		

SOCIAL & BEHAVIORAL SCIENCES		
1 course, 3 credits required		
Select ONE course:		
Economic or Political Systems: SS1		
ECO 201	Principles of Macroeconomics: SS1	3
ECO 202	Principles of Microeconomics: SS1	3
POS 105	Introduction to Political Science: SS1	3
POS 111	American Government: SS1	3
POS 205	International Relations: SS1	3
or any other SS1 designated course		
Geography: SS2		
GEO 105	World Regional Geography: SS2	3
or any other SS2 designated course		
Human Behavior/Social Frameworks: SS3		
ANT 101	Cultural Anthropology: SS3	3
PSY 101	General Psychology I: SS3	3
PSY 102	General Psychology II: SS3	3
PSY 205	Psychology of Gender: SS3	3
PSY 226	Social Psychology: SS3	3
PSY 235	Human Growth & Development: SS3	3
PSY 238	Child Development: SS3	3
SOC 101	Introduction to Sociology I: SS3	3
SOC 102	Introduction to Sociology II: SS3	3
SOC 215	Contemporary Social Problems: SS3	3
SOC 231	Sociology of Deviant Behavior: SS3	3
or any other SS3 designated course		
History: HI1		
HIS 101	Western Civilization:Antiquity-1650: HI1	3
HIS 102	Western Civilization: 1650 to Present: HI1	3
HIS 111	The World : Antiquity-1500: HI1	3
HIS 112	The World : 1500-Present: HI1	3
HIS 201	U.S. History to Reconstruction: HI1	3
HIS 202	U.S. History Since Civil War: HI1	3
HIS 225	Colorado History: HI1	3
HIS 247	20 <sup>th</sup> Century World History: HI1	3
HIS 260	U.S. Foreign Relations: HI1	3
or any other HI1 designated course		

A.G.S. "FREE" ELECTIVES	
30 credits required	30
Select 30 credits from:	
-A.G.S. General Education Courses List-Any occupational/technical courses (CTE)	
-Any courses listed in the A.G.S. Degree	

A.G.S. GENERAL EDUCATION REQUIREMENT	
15 credits required Select 15 credits from A.G.S. GENERAL EDUCATION COURSES	15

<b>TOTAL CREDITS</b>	<b>60</b>
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## A.G.S. General Education Courses

ADDITIONAL APPROVED COURSES FOR A.G.S. GENERAL EDUCATION REQUIREMENT			COM 226	Oral Interpretation	3
			CRIMINAL JUSTICE		
			CRJ 110	Introduction to Criminal Justice	3
			CRJ 205	Principles of Criminal Law	3
COM 105	Career Communications	3	COMPUTER SCIENCE		
PSY 116	Stress Management	3	CSC 160	Computer Science I (C++)	4
PSY 247	Child Abuse & Neglect	3	CSC 161	Computer Science II (C++)	4
JOU 106	Fundamentals of Reporting	3	EARLY CHILDHOOD EDUCATION		
gtPATHWAYS			ECE 101	Intro to Early Childhood Education	3
Any gtPATHWAYS designated course (AH1, AH2, AH3, AH4, CO2, CO3, HI1, MA1, SC1, SC2, SS1, SS2, SS3) is approved as an elective for the A.A. degree.			ECE 102	Introduction to ECE Lab Techniques	3
			ECE 103	Guidance Strategies /Children	3
			ECE 205	Nutrition, Health & Safety	3
			ECE 220	Curriculum Devel.: Methods/Techniques	3
			ECE 225	Language & Cognition/ Child	3
			ECE 226	Creativity & the Young Child	3
			ECE 260	Exceptional Child	3
ACCOUNTING			ECONOMICS		
ACC 121	Accounting Principles I	4	ECO 201	Principles of Macroeconomics: SS1	3
ACC 122	Accounting Principles II	4	ECO 202	Principles of Microeconomics: SS1	3
ANTHROPOLOGY			EDUCATION		
ANT 101	Cultural Anthropology: SS3	3	EDU 188	Practicum I	V
ART			EDU 221	Introduction to Education	3
ART 110	Art Appreciation: AH1	3	EDU 231	Introduction to Bilingual Education	4
ART 111	Art History: Ancient to Medieval: AH1	3	EDU 232	Literacy- Multicultural	3
ART 112	Art History Renaissance to 1900: AH1	3	EDU 233	English Language Learning (K-12)	3
ART 121	Drawing I	3	EDU 234	Multicultural Education	3
ART 124	Watercolor I	3	EDU 261	Teaching, Learning & Techniques	3
ART 151	Painting I	3	ENGLISH		
ART 207	Art History: 1900-Present	3	ENG 121	English Composition I: CO1	3
ASTRONOMY			ENG 201	English Composition III: CO3	3
AST 101	Astronomy I: SC1	4	ENG 221	Creative Writing I	3
AST 102	Astronomy II: SC1	4	ENG 222	Creative Writing II	3
BIOLOGY			ENG 226	Fiction Writing	3
BIO 105	Science of Biology: SC1	4	ENG 227	Poetry Writing	3
BIO 111	General College Biology I: SC1	5	GEOGRAPHY		
BIO 112	General College Biology II: SC1	5	GEO 105	World Regional Geography: SS2	3
BIO 201	Human Anatomy & Physiology I: SC1	4	GEOLOGY		
BIO 202	Human Anatomy & Physiology II: SC1	4	GEY 111	Physical Geology: SC1	4
BIO 204	Microbiology: SC1	4	GEY 121	Historical Geology: SC1	4
BIO 216	Pathophysiology	4	HISTORY		
BUSINESS			HIS 101	Western Civilization: Antiquity-1650: HI1	3
BUS 216	Legal Environment of Business	3	HIS 102	Western Civilization 1650 -Present: HI1	3
BUS 217	Business Com. & Report Writing	3	HIS 111	The World: Antiquity-1500: HI1	3
BUS 226	Business Statistics	3	HIS 112	The World: 1500-Present: HI1	3
CHEMISTRY			HIS 201	U.S. History to Reconstruction: HI1	3
CHE 101	Introduction to Chemistry I: SC1	5	HIS 202	U.S. History Since the Civil War: HI1	3
CHE 102	Introduction to Chemistry II: SC1	5	HIS 225	Colorado History: HI1	3
CHE 111	General College Chemistry I: SC1	5	HIS 235	History of the American West	3
CHE 112	General College Chemistry II: SC1	5	HIS 236	U.S. History Since 1945: HI1	3
COMPUTER INFORMATION SYSTEMS			HIS 247	20 <sup>th</sup> Century World History: HI1	3
CIS 118	Introduction to PC Applications	3	HIS 260	U.S. Foreign Relations: HI1	3
COMMUNICATION			HEALTH PROFESSIONS		
COM 115	Public Speaking	3			
COM 125	Interpersonal Communication	3			
COM 220	Intercultural Communication	3			

HPR 217	Kinesiology	4	PHI 112	Ethics: AH3	3
HUMANITIES			PHI 113	Logic: AH3	3
HUM 121	Humanities: Early Civilization: AH2	3	PHI 115	World Religions - West	3
HUM 122	Humanities: Medieval-Modern: AH2	3	PHI 116	World Religions - East	3
HUM 123	Humanities: Modern World: AH2	3	PHYSICS		
HEALTH & WELLNESS			PHY 105	Conceptual Physics: SC1	4
HWE 100	Human Nutrition	3	PHY 111	Physics: Algebra I/Lab: SC1	5
JOURNALISM			PHY 112	Physics: Algebra II/Lab: SC1	5
JOU 105	Introduction to Mass Media	3	PHY 211	Physics: Calculus I/Lab: SC1	5
JOU 106	Fundamentals of Reporting	3	PHY 212	Physics: Calculus II/Lab: SC1	5
LITERATURE			POLITICAL SCIENCE		
LIT 115	Introduction to Literature: AH2	3	POS 105	Introduction to Political Science: SS1	3
LIT 125	Study of the Short Story	3	POS 111	American Government: SS1	3
LIT 126	Study of Poetry	3	POS 205	International Relations: SS1	3
LIT 201	World Literature to 1600: AH2	3	POS 215	Current Political Issues	3
LIT 202	World Literature after 1600: AH2	3	PSYCHOLOGY		
LIT 211	American Lit. to the Civil War: AH2	3	PSY 101	General Psychology I: SS3	3
LIT 212	American Lit. after the Civil War: AH2	3	PSY 102	General Psychology II: SS3	3
LIT 225	Introduction to Shakespeare: AH2	3	PSY 205	Psychology of Gender: SS3	3
LIT 255	Children's Literature	3	PSY 226	Social Psychology: SS3	3
MANAGEMENT			PSY 235	Human Growth & Development: SS3	3
MAN 226	Principles of Management	3	PSY 237	Child & Adolescent Psychology	3
MATHEMATICS			PSY 238	Child Development	3
MAT 111	Technology Lab for Algebra	1	PSY 245	Educational Psychology	3
MAT 120	Mathematics for Liberal Arts: MA1	4	PSY 249	Abnormal Psychology: SS3	3
MAT 121	College Algebra: MA1	4	SCIENCE		
MAT 122	College Trigonometry: MA1	3	SCI 155	Integrated Science I: SC1	4
MAT 125	Survey of Calculus: MA1	4	SCI 156	Integrated Science II: SC1	4
MAT 135	Introduction to Statistics: MA1	3	SOCIOLOGY		
MAT 155	Integrated Math I	3	SOC 101	Introduction to Sociology I: SS3	3
MAT 156	Integrated Math II	3	SOC 102	Introduction to Sociology II: SS3	3
MAT 201	Calculus I: MA1	5	SOC 215	Contemporary Social Problems: SS3	3
MAT 202	Calculus II: MA1	5	SPANISH LANGUAGE		
MAT 204	Calculus III w/Engineering Aps: MA1	5	SPA 111	Foreign Language I: Spanish	5
MAT 215	Discrete Mathematics: MA1	4	SPA 112	Foreign Language II: Spanish	5
MAT 255	Linear Algebra: MA1	3	SPA 115	Foreign Language for the Professional I	3
MAT 261	Differential Equations: MA1	4	SPA 211	Foreign Language III: Spanish	3
MUSIC			SPA 212	Foreign Language IV: Spanish	3
MUS 120	Music Appreciation: AH1	3	THEATRE		
MUS 121	Music History Medieval-Classical: AH1	3	THE 105	Theatre Appreciation: AH1	3
MUS 122	Music History Romantic-Present: AH1	3	THE 111	Acting I	3
#PHYSICAL EDUCATION			THE 112	Acting II	3
PED 106	Tennis	1	THE 211	Dev. of Theatre Greek-Renaissance: AH1	3
PED 110	Fitness Center Activity I	1	THE 212	Dev. of Theatre Restoration-Modern: AH1	3
PED 111	Fitness Center Activity II	1	<div style="border: 1px solid black; padding: 5px;"> <p><i>Other courses may apply -Contact your Academic Advisor. #Students may apply up to a total of 3 credits of:</i></p> <ul style="list-style-type: none"> <li>• <i>Physical Education (PED/PER) courses</i></li> <li>• <i>*Independent Study 185-186 courses</i></li> <li>• <i>*Seminar/Workshop courses</i></li> <li>• <i>*Special Topics courses 175-178; 275-278 (ST:xxx)</i></li> <li>• <i>*Independent Study, Seminar/Workshop, and Special Topics courses require written permission from the Academic VP, Division Chair, or Center Director to apply.</i></li> </ul> </div>		
PED 112	Conditioning Lab	1			
PED 113	Fitness Concepts	1			
PED 116	Weight Training	1			
PED 117	Cross Training	1			
PED 119	Fitness Circuit Training	1			
PED 121	Step Aerobics	1			
PED 147	Yoga I	1			
PED 148	Yoga II	1			
PED 217	Aerobics	1			
PHILOSOPHY					
PHI 111	Introduction to Philosophy: AH3	3			

-Approved by MCC VP for Instruction

## 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.

Also see: *EXPLANATION OF TYPES OF DEGREES & CERTIFICATES*

### DEGREE PREREQUISITES:

Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or college-level math will be required to take ACCUPLACER®. Alternatively, if taken with the last 5 years, documentation of assessment scores from another two-year Colorado college or ACT® scores of Reading 17, English 18, and Math 23 will meet the assessment

requirement. See ASSESSMENT & PLACEMENT for Exemptions

### OTHER REQUIREMENTS:

- Minimum grade of "C" for each course
- Minimum Cumulative MCC GPA of 2.0
- Remedial or developmental courses do not apply
- 15 credits must be taken at MCC

## Associate of Science Degree (A.S.)

Course	Course Title	Credits
<b>WRITTEN COMMUNICATION</b>		
2 courses, 6 credits required Select 2-course option:		
ENG 121	English Composition I: CO1	3
ENG 122	English Composition II: CO2	3
or		
ENG 122	English Composition II: CO2	3
ENG 201	English Composition III: CO3	3

<b>ORAL COMMUNICATION</b>		
1 course, 3 credits required Select ONE course:		
COM 115	Public Speaking	3
COM 125	Interpersonal Communication	3
COM 220	Intercultural Communication	3

<b>MATHEMATICS</b>		
1 course, 3 credits required (credits over 3 may be applied to Electives) Select ONE course:		
MAT 121	College Algebra: MA1	4
MAT 122	College Trigonometry: MA1	3
MAT 166	Pre-Calculus: MA1	5
MAT 201	Calculus I: MA1	5
or higher level Calculus course		

<b>HISTORY</b>		
1 course, 3 credits required Select ONE course:		
HIS 101	Western Civilization: Antiquity to 1650: HI1	3
HIS 102	Western Civilization: 1650 to Present: HI1	3
HIS 111	The World : Antiquity to 1500: HI1	3
HIS 112	The World : 1500 to Present: HI1	3
HIS 201	U.S. History to Reconstruction: HI1	3
HIS 202	U.S. History Since the Civil War: HI1	3
HIS 225	Colorado History: HI1	3
HIS 247	20 <sup>th</sup> Century World History: HI1	3
HIS 260	U.S. Foreign Relations: HI1	3
or any other HI1 designated course		

<b>COMPUTER SCIENCE</b>		
1 course, 3 credits required Select ONE course:		
CIS 118	Introduction to PC Applications	3
CSC 160	Computer Science I [Language]	3

<b>ARTS &amp; HUMANITIES</b>		
2 courses, 6 credits required Select TWO courses from TWO DIFFERENT Arts & Humanities areas:		
<b>Arts &amp; Expression: AH1</b>		
ART 110	Art Appreciation: AH1	3
ART 111	Art History: Ancient to Medieval: AH1	3
ART 112	Art History: Renaissance to 1900: AH1	3
ART 207	Art History: 1900 to Present: AH1	3
MUS 120	Music Appreciation: AH1	3
MUS 121	Music History: Medieval-Classical: AH1	3
MUS 122	Music History: Romantic-Present: AH1	3
THE 105	Theatre Appreciation: AH1	3
THE 211	Development of Theatre: Greek-Renaissance: AH1	3
THE 212	Development of Theatre: Restoration-Modern: AH1	3
or any other AH1 designated course		
<b>Literature &amp; Humanities: AH2</b>		
HUM 121	Humanities: Early Civilization: AH2	3
HUM 122	Humanities: Medieval-Modern: AH2	3
HUM 123	Humanities: Modern World: AH2	3
LIT 115	Introduction to Literature: AH2	3
LIT 201	World Literature to 1600: AH2	3
LIT 202	World Literature after 1600: AH2	3
LIT 211	American Lit to the Civil War: AH2	3
LIT 212	American Lit after the Civil War: AH2	3
or any other AH2 designated course		
<b>Ways Of Thinking: AH3</b>		
PHI 111	Introduction to Philosophy: AH3	3
PHI 112	Ethics: AH3	3
PHI 113	Logic: AH3	3
or any AH3 designated course		
<b>Foreign Language: AH4</b>		
SPA 211	Spanish Language III: AH4	3
SPA 212	Spanish Language IV: AH4	3
or any other AH4 designated course		

SOCIAL & BEHAVIORAL SCIENCES		
2 courses, 6 credits required		
Select TWO courses from TWO DIFFERENT Social & Behavioral Sciences areas:		
Economic Or Political Systems: SS1		
ECO 201	Principles of Macroeconomics: SS1	3
ECO 202	Principles of Microeconomics: SS1	3
POS 105	Introduction to Political Science: SS1	3
POS 111	American Government: SS1	3
POS 205	International Relations: SS1	3
or any other SS1 designated course		
Geography: SS2		
GEO 105	World Regional Geography: SS2	3
or any other SS2 designated course		
Human Behavior/Social Frameworks: SS3		
ANT 101	Cultural Anthropology: SS3	3
PSY 101	General Psychology I: SS3	3
PSY 102	General Psychology II: SS3	3
PSY 205	Psychology of Gender: SS3	3
PSY 226	Social Psychology: SS3	3
PSY 235	Human Growth & Development: SS3	3
PSY 238	Child Development: SS3	3
SOC 101	Introduction to Sociology I: SS3	3
SOC 102	Introduction to Sociology II: SS3	3
SOC 215	Contemporary Social Problems: SS3	3
SOC 231	Sociology of Deviant Behavior: SS3	3
or any other SS3 designated course		
History: HI1		
HIS 101	Western Civilization: Antiquity to 1650: HI1	3
HIS 102	Western Civilization: 1650 to Present: HI1	3
HIS 111	The World: Antiquity to 1500: HI1	3
HIS 112	The World: 1500 to Present: HI1	3
HIS 201	U.S. History to Reconstruction: HI1	3
HIS 202	U.S. History Since the Civil War: HI1	3
HIS 225	Colorado History: HI1	3
HIS 247	20 <sup>th</sup> Century World History: HI1	3
HIS 260	U.S. Foreign Relations: HI1	3
or any other HI1 designated course		

NATURAL & PHYSICAL SCIENCES		
3 courses, 12 credits required		
(credits over 12 may be applied to Electives)		
Select TWO courses in a sequence from the list below:		
BOTH must have a lab component:		
AST 101 &	Astronomy I: SC1	4
AST 102	Astronomy II: SC1	4
or		
BIO 111 &	General College Biology I: SC1	5
BIO 112	General College Biology II: SC1	5
or		
BIO 201 &	Human Anatomy & Physiology I: SC1	4
BIO 202	Human Anatomy & Physiology II: SC1	4
or		
CHE 101 &	Introduction to Chemistry I: SC1	5
CHE 102	Introduction to Chemistry II: SC1	5
or		
CHE 111 &	General College Chemistry I: SC1	5
CHE 112	General College Chemistry II: SC1	5
or		
PHY 111 &	Physics: Algebra-Based I: SC1	5
PHY 112	Physics: Algebra-Based II: SC1	5

or		
PHY 211 &	Physics: Calculus-Based I: SC1	5
PHY 212	Physics: Calculus-Based II: SC1	5
Select ONE Additional SC1 guaranteed transfer lab science course:		
Choose from SC1 courses previously listed, from SC1 courses in the Associate of Science Approved Electives List, or from any other SC1 designated course		

A.S. ELECTIVES	
18 credits required	18
Select 18 Credits from A.S. APPROVED ELECTIVES	

TOTAL CREDITS	60
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## Associate of Science Approved Electives

Course	Course Title	Credits
AST 101	Astronomy I: SC1	4
AST 102	Astronomy II: SC1	4
BIO 111	General College Biology I: SC1	5
BIO 112	General College Biology II: SC1	5
BIO 201	Human Anatomy & Physiology I: SC1	4
BIO 202	Human Anatomy & Physiology II: SC1	4
BIO 204	Microbiology: SC1	4
BIO 211	Cell Biology	4
BIO 216	Pathophysiology	4
CHE 111	General College Chemistry I: SC1	5
CHE 112	General College Chemistry II: SC1	5
CHE 211	Organic Chemistry I	5
CHE 212	Organic Chemistry II	5
CIS 118	Introduction to PC Applications	3
CSC 160	Computer Science I	4
ECO 201	Principles of Macroeconomics: SS1	3
ECO 202	Principles of Microeconomics: SS1	3
GEY 111	Physical Geology: SC1	4
GEY 121	Historical Geology: SC1	4
MAT 111	Technology Lab for Algebra	1
MAT 121	College Algebra: MA1	4
MAT 122	College Trigonometry: MA1	3
MAT 125	Survey of Calculus: MA1	4
MAT 135	Introduction to Statistics: MA1	3
MAT 201	Calculus I: MA1	5
MAT 202	Calculus II: MA1	5
MAT 204	Calculus III w/ Engineering Apps: MA1	5
MAT 215	Discrete Mathematics: MA1	4
MAT 255	Linear Algebra: MA1	3
MAT 261	Diff Equations w/Engineering Apps: MA1	4
PHY 111	Physics: Algebra-Based I: SC1	5
PHY 112	Physics: Algebra-Based II: SC1	5
PHY 211	Physics: Calculus-Based I: SC1	5
PHY 212	Physics: Calculus-Based II: SC1	5

## AUTOMOTIVE COLLISION TECHNOLOGY PROGRAM

The Automotive Collision Technology Program at Morgan Community College offers both a one-year certificate and three two-year Associate of Applied Science degree (A.A.S.) degrees. The program prepares students for entry level positions as an auto body painter, frame repair person, or metal repair person in the automotive industry. The program meets Automotive Service Excellence (ASE) standards established by the National Automobile Technicians Education Foundation (NATEF), and is NATEF certified.

Instructors are ASE certified. In order for students to meet NATEF requirement, students are required to purchase the applicable textbooks before attending class.

*Accreditation: National Automotive Technicians Education Foundation, Inc. (NATEF)*

### Automotive Collision Repair Certificate

Course	Course Title	Credits
ACT 110	Safety in Collision Repair	2
ACT 121	Non-Structural Repair Preparation	3
ACT 123	Metal Finishing and Body Filling	3
ACT 122	Panel Repair and Replacements	3
ACT 131	Structural Damage Diagnosis	3
ACT 232	Fixed Glass Repair	2
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 132	Structural Damage Repair	3
ACT 151	Plastics and Adhesives I	1
ACT 251	Plastics and Adhesives II	1
ACT 111	Metal Welding and Cutting I	3
Select ONE of these courses (only 1 credit applies*):		
MAT 178 or MAT 107	Math for Industrial Trades or Career Math	1 3
Select ONE of these courses (only 2 credits apply*):		
HWE 122 or CIS 118	Responding to Emergencies or Introduction to PC Applications	2 3
<b>TOTAL CREDITS</b>		<b>34</b>
*Full amount of credits for course WILL be required if continuing on to the degree (A.A.S.) level.		

*M\_CER\_CRT1 Approved by CCCS Effective Fall 2010*

### Associate of Applied Science in Automotive Collision Technology

Course	Course Title	Credits
ACT 110	Safety in Collision Repair	2
ACT 121	Non-Structural Repair Preparation	3
ACT 123	Metal Finishing and Body Filling	3
ACT 122	Panel Repair and Replacements	3
ACT 131	Structural Damage Diagnosis	3
ACT 232	Fixed Glass Repair	2
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 132	Structural Damage Repair	3
ACT 151	Plastics and Adhesives I	1
ACT 251	Plastics and Adhesives II	1
ACT 111	Metal Welding and Cutting I	3
<i>(Above courses are all contained within the CERTIFICATE)</i>		
ACT 180	Auto Collision Repair Internship Level I	7
ACT 181	Auto Collision Repair Level II Internship	7
ACT 205	Estimating and Shop Management	3
ACT 211	Metal Welding and Cutting II	2
ACT 231	Advanced Structural Damage Diagnosis & Repair	3
ACT 280	Auto Collision Repair Level III Internship	6
ACT 170	Auto Collision Tech. Lab Experiences I	1
ACT 171	Auto Collision Tech. Lab Experiences II	1
ACT 172	Auto Collision Tech. Lab Experiences III	1
MAT 178	Math for Industrial Trades	1
MAT 107	Career Math	3
HWE 122	Responding to Emergencies	2
CIS 118	Intro to PC Applications	3
ART 151	Painting I	3
COM 105	Career Communications	3
<b>TOTAL CREDITS</b>		<b>77</b>

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## Associate of Applied Science in Automotive Estimating Technician

Course	Course Title	Credits
ACT 110	Safety in Collision Repair	2
ACT 121	Non-Structural Repair Preparation	3
ACT 123	Metal Finishing and Body Filling	3
ACT 122	Panel Repair and Replacements	3
ACT 131	Structural Damage Diagnosis	3
ACT 232	Fixed Glass Repair	2
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 132	Structural Damage Repair	3
ACT 151	Plastics and Adhesives I	1
ACT 251	Plastics and Adhesives II	1
ACT 111	Metal Welding and Cutting I	3
<i>(Above courses are all contained within the CERTIFICATE)</i>		
ACT 180	Auto Collision Repair Level I Internship	7
ACT 181	Auto Collision Repair Level II Internship	7
ACT 205	Estimating and Shop Management	3
ACT 211	Metal Welding and Cutting I	2
ACT 231	Advanced Structural Damage Diagnosis & Repair	3
ACT 280	Auto Collision Repair Level III Internship	6
ACT 170	Auto Collision Tech Lab Experiences I	1
ACT 171	Auto Collision Tech Lab Experiences II	1
ACT 172	Auto Collision Tech Lab Experiences III	1
MAT 178	Math for Industrial Trades	1
MAT 107	Career Math	3
HWE 122	Responding to Emergencies	2
CIS 118	Intro to PC Applications	3
ART 151	Painting I	3
COM 105	Career Communications	3
<b>TOTAL CREDITS</b>		<b>77</b>

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## Associate of Applied Science in Automotive Refinish Technician

Course	Course Title	Credits
ACT 110	Safety in Collision Repair	2
ACT 121	Non-Structural Repair Preparation	3
ACT 123	Metal Finishing and Body Filling	3
ACT 122	Panel Repair and Replacements	3
ACT 131	Structural Damage Diagnosis	3
ACT 232	Fixed Glass Repair	2
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 132	Structural Damage Repair	3
ACT 151	Plastics and Adhesives I	1
ACT 251	Plastics and Adhesives II	1
ACT 111	Metal Welding and Cutting I	3
<i>(Above courses are all contained within the CERTIFICATE)</i>		
ACT 180	Auto Collision Repair Level I Internship	7
ACT 181	Auto Collision Repair Level II Internship	7
ACT 205	Estimating and Shop Management	3
ACT 241	Paint Defects	3
ACT 242	Surface Preparation II	2
ACT 243	Refinishing II	2
ACT 244	Final Detail	2
ACT 280	Auto Collision Repair Level III Internship	6
MAT 178	Math for Industrial Trades	1
MAT 107	Career Math	3
HWE 122	Responding to Emergencies	2
CIS 118	Intro to PC Applications	3
ART 151	Painting I	3
COM 105	Career Communications	3
<b>TOTAL CREDITS</b>		<b>78</b>

M\_AAS\_ABSD Approved by CCCS Effective Fall 2010

## AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM

The Associate of Applied Science (A.A.S.) in Automotive Service Technology program at Morgan Community College prepares students to secure work in many different aspects of the automotive service field. Positions include general automotive technician, light or heavy-duty technician, or drivability technician.

The program meets Automotive Service Excellence (ASE) standards, established by the National Automobile Technicians Education Foundation (NATEF) and is NATEF certified. All program faculty are ASE Master certified. Training includes work site experience. In order for students to meet NATEF requirements, students are required to purchase the applicable textbooks before attending class.

Tools are not required for program completion; however, they will be required to gain employment in the industry. Students will get special price incentives on tools as students of the Automotive Service Technology program. Many vendors participate in this program.

*Accreditation: National Automotive Technicians Education Foundation, Inc. (NATEF)*

### Automotive Service Technology Certificate

AUTOMOTIVE SERVICE TECHNOLOGY COURSES		
LEVEL I (33 credits)		
Course	Course Title	Credits
ASE 102	Introduction to Automotive Shop	2
ASE 110	Brakes I	3
ASE 120	Basic Automotive Electricity	2
ASE 123	Auto Battery, Starting & Charging Systems	2
ASE 130	General Engine Diagnosis	2
ASE 132	Ignition System Diagnosis & Repair	2
ASE 134	Automotive Emissions	2
ASE 150	Automotive U-joint & Axle Shaft Service	2
ASE 160	Automotive Engine Removal & Installation	1
ASE 161	Engine Disassembly/Diagnosis/ Assembly	5
ASE 221	Automotive Body Electrical	4
ASE 231	Automotive Computers	2
ASE 233	Fuel Injection and Exhaust Systems	4
<i>Additional Courses required for Certificate:</i>		
COM 100	Workplace Communication	1
MAT 178	Math for Industrial Trades	1
<b>TOTAL CREDITS</b>		<b>35</b>

*M\_CER\_ATC Approved by CCCS*

### Associate of Applied Science in Automotive Service Technology

AUTOMOTIVE SERVICE TECHNOLOGY COURSES		
LEVEL I (33 credits)		
ASE 102	Introduction to Automotive Shop	2
ASE 110	Brakes I	3
ASE 120	Basic Automotive Electricity	2
ASE 123	Auto Battery, Starting & Charging Systems	2
ASE 130	General Engine Diagnosis	2
ASE 132	Ignition System Diagnosis & Repair	2
ASE 134	Automotive Emissions	2
ASE 150	Automotive U-joint & Axle Shaft Service	2
ASE 160	Automotive Engine Removal & Installation	1
ASE 161	Engine Disassembly/Diagnosis/ Assembly	5
ASE 221	Automotive Body Electrical	4
ASE 231	Automotive Computers	2
ASE 233	Fuel Injection and Exhaust Systems	4
<i>(Above courses are all contained within the CERTIFICATE)</i>		
LEVEL II (27 credits)		
ASE 140	Suspension & Steering I	3
ASE 151	Auto Manual Transmission/Transaxles & Clutches	2
ASE 152	Differentials & 4WD/AWD Service	2
ASE 210	Brakes II	3
ASE 220	Specialized Electronics Training	2
ASE 235	Drivability & Diagnosis	1
ASE 240	Suspension & Steering II	3
ASE 250	Automatic Transmission/Transaxle Service	1
ASE 251	Automatic Transmission/Transaxle Diagnosis & Assemblies	5
ASE 265	Automotive Heating & Air Conditioning	5
GENERAL EDUCATION COURSES		
BUS 115	Introduction to Business	3
COM 105	Career Communications	3
CIS 118	Introduction to PC Applications	3
MAT 107	Career Mathematics	3
Select ONE of these courses:		
HWE 122	Responding to Emergencies* (2) or	3
ENG 121	English Composition I: CO1 (3)	
<b>TOTAL CREDITS</b>		<b>75</b>

*M\_CER\_ATC-Approved by CCCS*

*\*Students taking the (2) credit HWE 122 will be (1) credit short of General Education Courses. Advisor will accept (1) credit of MAT 178 or other course in substitution.*

## BUSINESS ADMINISTRATION PROGRAM

The Associate of Applied Science (A.A.S.) degree in Business Administration at MCC has seven areas of emphasis from which to choose: Accounting, Ag/Business Management, Business Foundations, Business Technologies, International Business, Real Estate, and Supervision Management.

### Associate of Applied Science in Business Administration- Accounting

The Associate of Applied Science (A.A.S.) degree in Business Administration with an Accounting emphasis is designed to prepare students for jobs as a billing clerk, bookkeeper, payroll/time clerk, financial assistant, accounting clerk or para-accountant.

Program Prerequisite:

BTE 100 or demonstrated keyboarding skill

Course	Course Title	Credits
<b>SEMESTER 1</b> (15 credits)		
ACC 101	Fundamentals of Accounting	3
BTE 102	Keyboarding Applications I	2
BTE 156	Business Mathematics with Calculators	4
BUS 115	Introduction to Business	3
ENG 113	Business English	3
<b>SEMESTER 2</b> (15 credits)		
ACC 125	Computerized Accounting	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication & Report Writing	3
CIS 118	Introduction to PC Applications	3
PSY 226	Social Psychology: SS3	3
<b>SEMESTER 3</b> (16 credits)		
ACC 115	Payroll Accounting	3
ACC 121	Principles of Accounting I	4
BTE 225	Office Management	3
CIS 155	PC Spreadsheet Concepts: Excel	3
ECO 105	Introduction to Economics	3
<b>SEMESTER 4</b> (14 credits)		
ACC 122	Principles of Accounting II	4
ACC 132	Tax Help Colorado	2
ACC 133	Individual Income Tax Site Lab	1
BUS 187	Cooperative Education/Internship	1
COM 105	Career Communications	3
PHI 112	Ethics: AH3	3
<b>TOTAL CREDITS</b>		<b>60</b>

M\_AAS\_BACT Approved by CCCS

### Associate of Applied Science in Business Administration- Ag/Business Management

The Associate of Applied Science (A.A.S.) in Business Administration with Agriculture and/or Business Management emphasis is designed to focus on business and management practices. This will strengthen the student's skills in the areas of finance, use of technology, and management. This is applicable for new and existing business owners and employees.

Course	Course Title	Credits
<b>SEMESTER 1</b> (16 credits)		
BTE 156	Business Mathematics with Calculators	4
BUS 115	Introduction to Business	3
ECO 105	Introduction to Economics	3
ENG 113	Business English	3
MAR 216	Principles of Marketing	3
<b>SEMESTER 2</b> (15 credits)		
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication & Report Writing	3
CIS 118	Introduction to PC Applications	3
COM 105	Career Communications	3
PSY 226	Social Psychology: SS3	3
<b>SEMESTER 3</b> (15 credits)		
ABM 151	Rural Entrepreneurship I	9
ACC 101	Fundamentals of Accounting	3
PHI 112	Ethics: AH3	3
<b>SEMESTER 4</b> (14 credits)		
ABM 152	Rural Entrepreneurship II	9
ACC 125	Computerized Accounting	3
	Business Electives	2
<b>TOTAL CREDITS</b>		<b>60</b>

M\_AAS\_BAAG Approved by CCCS 7-12-07

Select 2 credits from Business Electives or consult with your advisor.

## Associate of Applied Science in Business Administration- Business Foundations

The Associate of Applied Science (A.A.S.) degree in Business Administration with Business Foundations emphasis is designed to provide students with the background necessary to obtain the standards of proficiency needed in secretarial or general office employment.

Program Prerequisite:  
BTE 100 or demonstrated keyboarding skill

Course	Course Title	Credits
<b>SEMESTER 1</b> (15 credits)		
BTE 102	Keyboarding Applications I	2
BTE 156	Business Mathematics with Calculators	4
BUS 115	Introduction to Business	3
ENG 113	Business English	3
MAR 216	Principles of Marketing	3
<b>SEMESTER 2</b> (15 credits)		
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication & Report Writing	3
CIS 118	Introduction to PC Applications	3
PSY 226	Social Psychology: SS3	3
COM 115 or COM 125	Career Communication or Interpersonal Communication	3
<b>SEMESTER 3</b> (15 credits)		
ACC 101	Fundamentals of Accounting	3
BTE 225	Office Management	3
COM 105	Career Communication	3
ECO 105	Introduction to Economics	3
MAR 160	Customer Service	3
<b>SEMESTER 4</b> (15 credits)		
BTE 108	Ten-Key by Touch	1
BUS 187	Cooperative Education/Internship	1
MAN 215	Organizational Behavior	3
MAN 224	Leadership	3
MAN 226	Principles of Management	3
PHI 112	Ethics: AH3	3
	Business Electives	1
<b>TOTAL CREDITS</b>		<b>60</b>

M\_AAS\_BUSB Approved by CCCS

Select 1 credit from Business Electives or consult with your advisor.

## Associate of Applied Science in Business Administration- Business Technologies

The Associate of Applied Science (A.A.S.) degree in Business Administration with Business Technologies emphasis is designed to prepare the student for the field of business that encompasses the technologies of office work. This program is designed to aid students in the development of skills necessary for general office jobs and business occupations.

Program Prerequisite:  
BTE 100 or demonstrated keyboarding skill

Course	Course Title	Credits
<b>SEMESTER 1</b> (15 credits)		
BTE 102	Keyboarding Applications I	2
BTE 156	Business Mathematics with Calculators	4
BUS 115	Introduction to Business	3
CIS 135	Complete Word Processing: Word	3
ENG 113	Business English	3
<b>SEMESTER 2</b> (15 credits)		
BTE 103	Keyboarding Applications II	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication & Report Writing	3
PSY 226	Social Psychology: SS3	3
COM 115 or COM 125	Public Speaking or Interpersonal Communication	3
<b>SEMESTER 3</b> (15 credits)		
ACC 101	Fundamentals of Accounting	3
BTE 225	Office Management	3
CIS 145	Complete PC Database	3
COM 105	Career Communications	3
ECO 105	Introduction to Economics	3
<b>SEMESTER 4</b> (15 credits)		
BTE 108	Ten-Key by Touch	1
BUS 187	Cooperative Education/Internship	1
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 218	Advanced PC Applications	3
MAN 215	Organizational Behavior	3
MAN 224	Leadership	3
	Business Electives	1
<b>TOTAL CREDITS</b>		<b>60</b>

M\_AAS\_BAT Approved by CCCS 7-12-07

Select 1 credit from Business Electives or consult with your advisor.

## Associate of Applied Science in Business Administration- International Business

This 2-year Associate of Applied Science (A.A.S.) degree in International Business is designed for students who wish to become familiar with working for a business in the international environment.

Program Prerequisite:  
BTE 100 or demonstrated keyboarding skill.

Course	Course Title	Credits
<b>SEMESTER 1</b> (15 credits)		
BTE 102	Keyboarding Applications I	2
BTE 156	Business Mathematics with Calculators	4
BUS 115	Introduction to Business	3
ENG 113	Business English	3
##	Foreign Language Elective	5
<b>SEMESTER 2</b> (14 credits)		
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication & Report Writing	3
##	Foreign Language Elective	5
PSY 226	Social Psychology: SS3	3
<b>SEMESTER 3</b> (15 credits)		
BUS 120	Introduction to E-Commerce	3
BUS 203	Introduction to International Business	3
CIS 118	Introduction to PC Applications	3
COM 115 or COM 125	Public Speaking or Interpersonal Communication	3
MAR 240	International Marketing	3
<b>SEMESTER 4</b> (14 credits)		
BUS 187	Cooperative Education/Internship	1
COM 105	Career Communications	3
MAN 215	Organizational Behavior	3
MAN 224	Leadership	3
PHI 112	Ethics: AH3	3
	Business Electives	1
<b>TOTAL CREDITS</b>		<b>60</b>

M\_AAS\_MANB Approved by CCCS 7-12-07

Select 1 credit from Business Electives or consult with your advisor.

### ## FOREIGN LANGUAGE ELECTIVES

SPA 101	Conversational Foreign Language I: Spanish	3
SPA 102	Conversational Foreign Language II: Spanish	3
SPA 111	Foreign Language I: Spanish	5
SPA 112	Foreign Language II: Spanish	5
SPA 115	Foreign Language for the Professional I	3
SPA 211	Foreign Language III: Spanish: AH4	3
SPA 212	Foreign Language IV: Spanish: AH4	3
SPA 215	Foreign Language for the Professional II	3

Or any other non-English language prefix (FRE, GER, RUS, etc.) with these course numbers

## Associate of Applied Science in Business Administration- Real Estate

Students who choose to complete an Associate of Applied Science (A.A.S.) degree will have a working knowledge of the real estate industry. They will have taken the necessary classes to take the Colorado Real Estate Broker's exam.

Also See: *REAL ESTATE CERTIFICATE*

Program Prerequisite:  
BTE 100 or demonstrated keyboarding skill.

Course	Course Title	Credits
<b>SEMESTER 1</b> (14 credits)		
ACC 101	Fundamentals of Accounting	3
BTE 156	Business Mathematics with Calculators	4
BUS 115	Introduction to Business	3
ENG 113	Business English	3
MAN 125	Teambuilding	1
<b>SEMESTER 2</b> (15 credits)		
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication & Report Writing	3
MAN 224	Leadership	3
PSY 226	Social Psychology: SS3	3
COM 115 or COM 125	Public Speaking or Interpersonal Communications	3
<b>SEMESTER 3</b> (18 credits)		
ECO 201	Macroeconomics: SS1	3
REE 201	Real Estate Brokers I	6
REE 202	Real Estate Brokers II	6
REE 115	Introduction to Real Estate	3
<b>SEMESTER 4</b> (13 credits)		
COM 105	Career Communications	3
BUS 187	Cooperative Education/Internship	1
REE 189	Brokers Exam Review	1
CIS 118	Introduction to PC Applications	3
PHI 112	Ethics: AH3	3
	Business Electives	2
<b>TOTAL CREDITS</b>		<b>60</b>

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Select 2 credits from Business Electives or consult with your advisor.

## Associate of Applied Science in Business Administration- Supervision/Management

The Associate of Applied Science (A.A.S.) degree in Business Administration with Supervision/Management emphasis is designed for students whose career path or occupational goal includes working in an organization as a supervisor or manager.

Program Prerequisite:

BTE 100 or demonstrated keyboarding skill

Course	Course Title	Credits
<b>SEMESTER 1</b> (15 credits)		
ACC 101	Fundamentals of Accounting	3
BTE 102	Keyboarding Applications I	2
BTE 156	Business Math with Calculators	4
BUS 115	Introduction to Business	3
ENG 113	Business English	3
<b>SEMESTER 2</b> (15 credits)		
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication & Report Writing	3
CIS 118	Introduction to PC Applications	3
PSY 226	Social Psychology: SS3	3
COM 115 or COM 125 I	Public Speaking or Interpersonal Communication	3
<b>SEMESTER 3</b> (15 credits)		
ECO 105	Introduction to Economics	3
MAN 116	Principles of Supervision	3
MAN 200	Human Resource Management	3
MAR 160	Customer Service	3
PHI 112	Ethics: AH3	3
<b>SEMESTER 4</b> (15 credits)		
BTE 108	Ten-Key by Touch	1
BUS 187	Cooperative Education/Internship	1
COM 105	Career Communications	3
MAN 215	Organizational Behavior	3
MAN 224	Leadership	3
MAN 226	Principles of Management	3
	Business Electives	1
<b>TOTAL CREDITS</b>		<b>60</b>

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Select 1 credit from Business Electives or consult with your advisor.

## Business Electives

*\*Denotes a Business Division/Department Course*

*ACC 115	Payroll Accounting
*ACC 121/122	Accounting Principles I & II
*ACC 125	Computerized Accounting
*ACC 131	Income Tax
*ACC 132	Tax Help Colorado
*ACC 133	Tax Help Colorado Site Lab
*ACC 216	Gov't & Not-for-Profit Accounting
*BUS 115	Introduction to Business
*BUS 216	Legal Environment of Business
*BUS 217	Business Comm & Report Writing
*BUS 226	Business Statistics
*BTE 100	Computer Keyboarding
*BTE 102/103	Keyboarding Applications I & II
*BTE108	Ten-Key by Touch
*BTE 225	Office Management
*CIS 131/132/133	Word Processing I, II, & III
*CIS 135	Complete PC Word Processing
*CIS 141/142/143	PC Database I, II & III: MS Access
*CIS 145	Complete PC Database
*CIS 151/152	PC Spreadsheets I & II: MS Excel
*CIS 153	Advanced Spreadsheets: MS Excel
*CIS 155	PC Spreadsheet Concepts: MS Excel
ECO 105	Introduction to Economics
ECO 201	Principles of Macroeconomics: SS1
ECO 202	Principles of Microeconomics: SS1
*ENG 113	Business English
ENG 121/122	English Composition I & II: CO1& 2
*MAN 116	Principles of Management
*MAN 117	Time Management
*MAN 125	Teambuilding
*MAN 200	Human Resource Management
*MAN 215	Organizational Behavior
*MAN 224	Leadership
*MAN 226	Principles of Management
*MAR 111	Principles of Sales
*MAR 160	Customer Service
*MAR 216	Principles of Marketing
MAT 120	Mathematics for Liberal Arts: MA1
MAT 121	College Algebra: MA1
MAT 122	College Trigonometry: MA1
MAT 125	Survey of Calculus: MA1
MAT 135	Introduction to Statistics: MA1
MAT 155/156	Integrated Math I & II
MAT 201/202	Calculus I & II: MA1
*MGD 102	Introduction to Multimedia
*MGD 133	Graphic Design I
*MGD 141	Web Design I
PHI 112	Ethics:: AH3
PSY 101/102	General Psychology I & II: SS3
SOC 101/102	Sociology I & II: SS3
SPA 101/102	Conversational Foreign Lang. I & II:
SPA 111/112	Foreign Language I & II: Spanish
SPA 115/215	Foreign Language for the Professional I & II
SPA 211/212	Foreign Language III & IV: Spanish: AH4

## EARLY CHILDHOOD EDUCATION PROGRAM

The group of three certificates prepares students for Infant/Toddler Teacher Leader, 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. Upon completion of curriculum listed, students will have met the requirements for a Colorado Group Leader Certificate from Morgan Community College and/or an Early Childhood Director Certificate which meets director requirements for the Colorado Department of Human Services.

### Infant/Toddler Teacher Leader Certificate

Course	Course Title	Credits
ECE 101	Introduction to Early Childhood Education	3
ECE 103	Guidance Strategies for Children	3
ECE 111	Infant & Toddler Theory & Practice	3
ECE 112	Infant & Toddler Lab	3
ECE 238	Child Growth & Development	3
ECE 175	ECE: Special Topics	1
<b>TOTAL CREDITS</b>		<b>16</b>

M\_CER\_ITGL Approved by CCCS

### Early Childhood Teacher Certificate

Course	Course Title	Credits
ECE 101	Introduction to Early Childhood Education	3
ECE 102	Early Childhood Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 220	Curriculum Development: Methods & Techniques	3
ECE 238	Child Growth & Development	3
ECE 175	ECE: Special Topics	
ECE 260	Exceptional Child will be required for teacher and director certificates to meet Head Start requirements	3
<b>TOTAL CREDITS</b>		<b>18</b>

M\_CER\_PSGL Approved by CCCS

### Early Childhood Education Director Certificate

Course	Course Title	Credits
ECE 101	Introduction to Early Childhood Education	3
ECE 102	Early Childhood Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 205	Nutrition Health & Safety	3
ECE 220	Curriculum Development: Methods & Techniques	3
ECE 238	Child Growth & Development	3
ECE 240	Administration of Early Childhood Care & Education Programs (Capstone)	3
ECE 241	Human Relations for Early Childhood Professionals	3
ECE 175	ECE: Special topics	1
COM 100	Workplace Communication	1
COM 101	Employment Strategies	1
MAT 107	Career Math	3
<b>TOTAL CREDITS</b>		<b>30</b>

M\_CER\_ECCF Approved by CCCS

**NOTE:** Successful completion of these courses along with verified work experience is required to earn a Director Certificate. A Level 2 Early Childhood Professional Credential is available when you complete these courses. For more information, visit the Colorado Office of Professional Development web site at <http://coloradoofficeofprofessionaldevelopment.org/ind ex.cfm?PID=1332&ID=5454,20140,0>.

Check with an ECE Academic Advisor for any additional requirements.

## EMERGENCY MEDICAL SERVICES PROGRAM

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Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. EMS training is available for anyone interested in emergency medical services work with ambulance services, hospitals, clinical settings, fire and police departments. Training is also for those who could use EMT skills for their business or personal use. Emergency Medical Services training for Emergency Medical Technician (EMT) is offered regularly. Continuing education courses, First Responder, and recertification courses are also offered. Certificates in EMT-Basic and EMT-Intermediate 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.

medical emergency. First Responder is a single, 3 credit hour course.

### Cardio-Pulmonary Resuscitation (CPR) and First Aid Training

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MCC provides training in emergency procedures for respiratory, obstructed airway, and cardiac arrest victims of all ages. It meets requirements of the American Red Cross and the American Heart Association.

HWE 101 - CPR is a 1 credit course in CPR that provides the completer with CPR certification for a one year period.

HWE 103 - Community First Aid and CPR is a 1 credit course which uses demonstration videos, instructor led practice and workbook/textbook study to prepare for certification in Adult/ Child/Infant CPR and Community First Aid.

HWE 122 - Responding to Emergencies provides standard first aid and CPR, with a more in-depth look at sudden illness, specific disease and emergencies in a 2 credit setting.

HWE 102 - CPR Recertification is a .25 credit course which reviews CPR for those whose CPR card is due but not expired. Student must provide a copy of current CPR certification. Recertification can be done for Professional Rescuer, Community, Adult, Child, and Infant CPR.

HPR 102 - CPR for Professionals is a .5 credit course that meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in the course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children, and adult patients.

EMS 115 - First Responder Training is offered by MCC offered as approved by the Colorado Department of Public Safety, Division of Fire Safety. It provides the student with entry level knowledge for providing care at the scene of a

### EMS Continuing Education

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EMT-B and EMT-I continuing education is available each year through courses in categories such as, Trauma, Medical Electives, I.V. Therapy for EMT's.

## Emergency Medical Technology Basic Certificate

The EMT-Basic Certificate prepares graduates for jobs where certification is required by statute such as ambulance attendant, as well as other jobs where emergency medical skills are required. EMT-Basic is approved by the Colorado State Department of Health and is offered both Spring and Fall semesters on the Fort Morgan campus. MCC Centers offer EMT-Basic training annually. Upon successful completion of the EMT Basic Certificate program, students will then be eligible to take the National Registry Practical and Computer based exams. Students that successfully complete the National Registry exams can then apply to the State of Colorado, EMS Division for State Certification.

### Program Prerequisites and Additional Requirements:

- Pass American DataBank background check  
See DISQUALIFYING OFFENCES at [http://www.morgancc.edu/docs/disqualifyingoffense\\_s2010.pdf](http://www.morgancc.edu/docs/disqualifyingoffense_s2010.pdf)\*\*
- Pass 10-panel drug screen\*\*
- Submit proof of current immunizations\*\*
- Purchase required student liability insurance and make payment for clinical badge at MCC Bookstore
- Documentation of current certification in American Heart Professional Rescuer CPR or equivalent
- Completion of the EMT-Basic program application

**\*\*contact Student Success Advisor for Health Occupations for details**

Course	Course Title	Credits
EMS 125	EMT-Basic	9
EMS 170	EMT-Basic Clinical	1
<b>TOTAL CREDITS</b>		<b>10</b>

*M\_CER\_EM TB Approved by CCCS*

**Note:** MCC will offer the required National Registry Practical Exams as needed.

## Emergency Medical Technology Intermediate Certificate

The EMT-Intermediate Certificate introduces students to the theories and practices of advanced level assessment and management of the emergency patient as outlined by the State of Colorado. According to the Colorado Board of Medical Examiner's, "ACTS ALLOWED", the EMT-I may perform non-invasive emergency medical functions described for the EMT-Basic, provide advanced airway management, perform cardiac monitoring and defibrillation, and administer approved drugs. Upon successful completion of the EMT Intermediate Certificate program, student will then be eligible to take the national Registry Practical and Computer based exams. Students that successfully complete the National Registry exams can then apply to the State of Colorado, EMS Division for State Certification.

### Program Prerequisites and Additional Requirements:

- Pass American DataBank background check\*\*  
See DISQUALIFYING OFFENSES at [http://www.morgancc.edu/docs/disqualifyingoffense\\_s2010.pdf](http://www.morgancc.edu/docs/disqualifyingoffense_s2010.pdf)
- Pass 10-panel drug screen\*\*
- Submit proof of current immunizations\*\*
- Purchase required student liability insurance at MCC Bookstore
- Documentation of current certification in American Heart Professional Rescuer CPR or equivalent
- Completion of the EMT-Intermediate program application

**\*\*contact Student Success Advisor for Health Occupations for details**

Course	Course Title	Credits
EMS 203	EMT-Intermediate I	6
EMS 205	EMT-Intermediate II	6
EMS 270	Clinical: EMS Intermediate	3
<b>TOTAL CREDITS</b>		<b>15</b>

*M\_CER\_EM TI Approved by CCCS*

**NOTE:** MCC will offer or help the student find the required National Registry Practical

## FIRE SCIENCE TECHNOLOGIES PROGRAM

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The Fire Science Technologies certificate will prepare the students to perform the duties of a Fire Fighter. The emphasis of this certificate is firefighting, fire suppression, and hazardous material operation.

### Fire Science Technologies Certificate

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Program ACCUPLACER® requirements:  
REA 060

Course	Course Title	Credits
FST 100	Fire Fighter I	9
FST 102	Principles/Emergency Services	3
FST 107	Hazardous Materials Operation Level 1	3
HWE 103	Community First Aid and CPR	1
<b>TOTAL CREDITS</b>		<b>16</b>

*M\_CER\_FF1 Approved by CCCS*

## HEALTH SCIENCE TECHNOLOGY PROGRAM

### Health Science Technology Certificate

Health Science Technology (HST) is a program designed for juniors and seniors in high school who want to explore health science careers. Students take classes at the college and earn college credit. This program prepares students with the basic skills necessary for success in health occupation programs. During the second year of the program, students choose from three different tracks: nurse aide, first responder, or medical transcriptionist.

Upon completion of this program students will be qualified to work as an entry level health care or support worker. After completing the two year certificate students will be qualified to sit for the nurse aide exam, work as first responder or as a medical transcriptionist.

#### Program Prerequisites and Additional Requirements:

- Pass American DataBank background check  
See DISQUALIFYING OFFENSES at <http://www.morgancc.edu/docs/disqualifyingoffenses2010.pdf>
- Purchase Student Clinical Badge
- Purchase appropriate attire (HST Polo Shirt/Khaki pants)
- Submit proof of current immunizations

Course	Course Title	Credits
<b>FIRST YEAR (18 credits)</b>		
Fall Semester (10 credits)		
HPR 111	Success Seminar	1
HPR 140	Orientation to Health Careers (Leadership)	6
ENG 115	Technical English & Communication	3
Spring Semester (8 credits)		
HPR 178	Medical Terminology	2
HWE 103	Community First Aid and CPR	1
HPR 101	Customer Service in Healthcare	2
PSY 235	Human Growth & Development: SS3	3

<b>SECOND YEAR (12-14 credits)</b>		
Fall Semester (7 credits)		
BIO 106	Basic Anatomy & Physiology	4
HPR 175	Special Topics	1
MOT 136 or BTE 102	Choose either: Introduction to Clinical Skills or Keyboarding Applications I	2
Spring Semester (5-7 credits)		
<i>TRACK 1 NURSE AIDE TRACK</i>		
Must pass background check; submit proof of current immunizations; have current CPR card; malpractice insurance and purchase health student ID badge and purchase select uniform.		
NUA 101	Nurse Aide Skills	4
NUA 170	Nurse Aide Clinical Experience	1
<i>TRACK 2 FIRST RESPONDER TRACK</i>		
EMS 115	First Responder	3
HWE 122	Responding to Emergencies	2
<i>TRACK 3 MEDICAL TRANSCRIPTIONIST TRACK</i>		
Must take BTE 100 and BTE 102		
MOT 132	Medical Transcription I	4
BTE 103	Keyboarding Applications II	3
<b>TOTAL CREDITS (Depending on track)</b>		<b>30-32</b>

\_CER\_MEPR Effective FALL 2010 Approved by CCCS

## HOSPITALITY MANAGEMENT PROGRAM

### Hospitality Management Certificate

The MCC Hospitality Management Certificate prepares individuals to serve as general managers and directors of hospitality operations on a system-wide basis, including both travel arrangements and promotion and the provision of traveler facilities. Includes instruction in principles of operations in the travel and tourism, hotel and lodging facilities, food services, and recreation facilities industries; hospitality marketing strategies; hospitality planning; management and coordination of franchise and unit operations; business management; accounting and financial management; hospitality transportation and logistics; and hospitality industry policies and regulations.

Course	Course Title	Credits
HOS 105	Intro to Management in the Hospitality Industry	3
HOS 131	Planning for Special Events	3
HOS 139	Housekeeping Management	3
HOS 140	Front Office Procedures	2
HOS 142	Energy & Water Management	2
HOS 221	Basic Hotel & Restaurant Accounting	3
HOS 240	Purchasing & Menu Planning	3
HOS 246	Marketing Hospitality Services	3
HOS 250	Food, Beverage and Labor Cost Control	3
HOS 255	Hospitality HR Management	3
HOS 280	Internship	3
<b>TOTAL CREDITS</b>		<b>31</b>

M\_CER\_EVM1 Approved by CCCS

### Associate of Applied Science Degree in Hospitality Management

The two-year degree program, Hospitality Management Associate of Applied Science (A.A.S.), is designed to offer a range of courses that provide training in the hospitality industry. It is designed to prepare students with the necessary skills and knowledge for careers that include management positions in the lodging, restaurant, tourism, marketing and many related areas. This program gives basic instruction in resort and lodging operations, management concepts, accounting and related resort work experience. Students will also participate in an internship in the field to gain hands-on experience.

Course	Course Title	Credits
HOS 105	Intro to Management in the Hospitality Industry	3
HOS 131	Planning for Special Events	3
HOS 139	Housekeeping Management	2
HOS 140	Front Office Procedures	2
HOS 142	Energy & Water Management	2
HOS 221	Basic Hotel & Restaurant Accounting	3
HOS 240	Purchasing & Menu Planning	3
HOS 246	Marketing Hospitality Services	3
HOS 250	Food, Beverage & Labor Cost Control	3
HOS 255	Hospitality HR Management	3
HOS 280	Internship	3
<i>(Above courses are all contained within the CERTIFICATE)</i>		
HOS 219	Hospitality Law	3
ACC 101	Fundamentals of Accounting	3
MAR 160	Customer Service	3
MAN 116	Principles of Supervision	3
MAN 215	Organizational Behavior	3
PHI 112	Ethics: AH3	3
COM 115 or COM 125	Public Speaking or Interpersonal Communications	3
ENG 113	Business English	3
PSY 226	Social Psychology: SS3	3
CIS 118	Introduction to PC Applications	3
<b>TOTAL CREDITS</b>		<b>60</b>

M\_AAS\_EVM1 Approved by CCCS

## HUMAN RESOURCE MANAGEMENT PROGRAM

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This certificate is designed to introduce students to legal environment and human relations issues that affect human resource management.

### Human Resource Management Certificate

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Course	Course Title	Credits
BUS 216	Legal Environment of Business	3
MAN 200	Human Resource Management I	3
MAR 160	Customer Service	3
<b>TOTAL CREDITS</b>		<b>9</b>

*M\_CER\_BAHR Approved by CCCS*

## MASSAGE THERAPY PROGRAM

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The Massage Therapy Program at Morgan Community College is designed to provide the skills and credentials students need to work as massage therapists in health care settings, spas, and private practice. Many health care professionals enroll in the Massage Therapy Program as an additional certification to enhance their job skills and employability. The MCC program is based on American Massage Therapy guidelines and meets the criteria for national certification.

Some courses are available at MCC Centers. Students are welcome to enroll in any of the Massage Therapy courses without specifically being accepted into the program.

### Program Prerequisites and Additional Requirements:

- Pass American DataBank background check\*\*  
Disqualifying Offenses can be found at:  
<http://www.morgancc.edu/docs/disqualifyingoffences2010.pdf>
- Pass ten-panel drug screen\*\*
- Submit proof of current immunizations\*\*
- Purchase required student liability insurance and make payment for clinical badge at MCC Bookstore prior to clinical courses
- Documentation of current American Heart CPR for the Professional

\*\*contact Student Success Advisor for Health Occupations for details

## Massage Therapy Certificate

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GENERAL EDUCATION REQUIREMENTS (16 Credits)		
Course	Course Title	Credits
BIO 201	Human Anatomy & Physiology I: SC1	4
HPR 117	Anatomical Kinesiology	3
ENG 121	English Composition I	3
HWE 100	Human Nutrition	3
HPR 178	Medical Terminology	2
MASSAGE THERAPY CORE CURRICULUM		
Fall Semester (11 Credits)		
MST 105	Lifestyle Wellness	2
MST 111	Basic Massage Therapy	4
MST 204	MST Business Practices	2
MST 216	Pathology for Massage Therapy	3
Spring Semester (6 Credits)		
HHP 108	Aromatherapy	1
MST 184	Clinical Massage	3
MST 113	Professional Massage	3
<b>TOTAL CREDITS</b>		<b>33</b>

M\_CER\_CMTTP Approved by CCCS 7/30/07 rev 5/11

## MEDICAL ASSISTANT PROGRAM

### Medical Clinical Assistant Certificate

Medical Office Clinical Assistants are allied health professionals trained to work in ambulatory care settings such as clinics and physicians' offices. This certificate provides the training for entry level work in the clinical area of the offices. Medical Assistants provide hands-on care to clients while working closely with physicians.

#### Program Prerequisites and Additional Requirements:

- HPR 178 Medical Terminology with a "C" grade or higher

- ACCUPLACER® Requirements:

Elementary Algebra (EA)	45 or higher
Reading	80 or higher
Sentence Structure (SS)	95 or higher

- Pass American DataBank background check\*\*

See DISQUALIFYING OFFENSES at  
<http://www.morgancc.edu/docs/disqualifyingoffenses2010.pdf>

- Pass ten-panel drug screen\*\*
- Submit proof of current immunizations\*\*
- Current certification in American Heart CPR for Professionals
- Purchase malpractice insurance through MCC Bookstore
- Purchase student clinical badge
- Purchase appropriate scrubs through MCC Bookstore

\*\*contact Student Success Advisor for Health Occupations for required form and details

SPRING-SEMESTER 1 (12 credits)		
Course	Course Title	Credits
PSY 235	Human Growth & Development: SS3	3
CIS 118	Intro to PC Applications	3
MOT 136	Introduction to Clinical Skills	2
BIO 106	Basic Anatomy & Physiology	4
FALL-SEMESTER 2 (13 credits)		
MAT 107	Career Math	3
MOT 140	Medical Assisting Clinical Skills	4
MOT 150	Pharmacology for Medical Assisting	3
COM 125	Interpersonal Communication	3
SPRING-SEMESTER 3 (15 credits)		
HWE 122	Responding to Emergencies	2
HPR 101	Customer Service in Healthcare	2
COM 105	Career Communications	3
MOT 138	Medical Assistant Lab	4
MOT 188	Practicum	4
<b>TOTAL CREDITS</b>		<b>40</b>

Fall 2010-Approval Pending by CCCS

### Medical Office Administrative Assistant Certificate

This certificate will prepare the student to work in a medical office performing front office clerical jobs such as scheduling patients, financial management, patient recordkeeping, and communication.

#### Program Prerequisites and Additional Requirements:

- ACCUPLACER® Requirements:

Elementary Algebra (EA)	45 or higher
Reading	80 or higher
Sentence Structure (SS)	95 or higher

SPRING-SEMESTER 1 (15 credits)		
Course	Course Title	Credits
PSY 235	Human Growth & Development: SS3	3
CIS 118	Intro to PC Applications	3
HPR 178	Medical Terminology	2
COM 105	Career Communications	3
BIO 106	Basic Anatomy & Physiology	4
FALL-SEMESTER 2 (15 credits)		
ENG 113	Business English	3
MAT 107	Career Math	3
MOT 110	Medical Office Administration	4
BTE102	Keyboarding Applications I	2
COM 125	Interpersonal Communication	3
SPRING-SEMESTER 3 (13 credits)		
BUS 217	Business Com & Report Writing	3
HWE 122	Responding to Emergencies	2
HPR 101	Customer Service in Healthcare	2
MOT 120	Medical Office Financial Management	3
MOT 130	Insurance Billing & Coding	3
<b>TOTAL CREDITS</b>		<b>43</b>

Approval pending by CCCS

## Associate of Applied Science Degree in Medical Office Assistant

(Approval Pending)

This degree provides training as a Medical Office Assistant in both the front office and clinical areas. Students are cross-trained to perform both administrative and hands-on clinical duties. Medical Office Assistants are trained to be employed in ambulatory care settings such as clinics and physicians' offices. By completing this degree, individuals will be able to function in both the front office and back clinical areas of ambulatory settings.

### Program Prerequisites and Additional Requirements:

- HPR 178 Medical Terminology with a "C" grade or higher.

- ACCUPLACER® Requirements:

<i>Elementary Algebra (EA)</i>	<i>45 or higher</i>
<i>Reading</i>	<i>80 or higher</i>
<i>Sentence Structure (SS)</i>	<i>95 or higher</i>

- Pass American DataBank background check\*  
See DISQUALIFYING OFFENSES at <http://www.morgancc.edu/docs/disqualifyingoffenses2010.pdf>\*
- Pass drug screen\*\*
- Submit proof of current immunizations\*\*
- Current certification in American Heart CPR for Professionals
- Purchase malpractice insurance through MCC Bookstore
- Purchase student clinical badge
- Purchase appropriate scrubs through MCC Bookstore

\*\*contact Student Success Advisor for Health Occupations for required form and details

FALL-SEMESTER 1 (14 credits)		
Course	Course Title	Credits
MAT 107	Career Math	3
MOT 110	Medical Office Administration	4
BTE 102	Keyboarding Applications I	2
HPR 178	Medical Terminology	2
ENG 113	Business English	3
SPRING-SEMESTER 2 (16 credits)		
BUS 217	Business Communication & Report Writing	3
BIO 106	Basic Anatomy & Physiology	4
HPR 101	Customer Service	2
COM 125	Interpersonal Communication	3
MOT 136	Introduction to Clinical Skills	2
HWE 122	Responding to Emergencies	2
FALL-SEMESTER 3 (16 credits)		
CIS 118	Intro to PC Applications	3
MOT 130	Insurance Billing & Coding	3
PSY 235	Human Growth & Development: SS3	3
MOT 140	Medical Assisting Clinical Skills	4
MOT 150	Pharmacology for Medical Assisting	3
SPRING-SEMESTER 4 (15 credits)		
MOT 138	Medical Assistant Lab	4
MOT 188	Practicum	4
MOT 181	Administration Internship	1
MOT 120	Medical Office Financial Management	3
COM 105	Career Communications	3
<b>TOTAL CREDITS</b>		<b>61</b>

Fall 2010-Approval Pending by CCCS

## MEDICAL TRANSCRIPTION PROGRAM

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The Medical Transcription Certificate provides students with entry-level skills in medical transcription. Not eligible for Financial Aid.

### Medical Transcription Certificate

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Program Prerequisite:

BTE 102 with a "C" or higher.

Course	Course Title	Credits
HPR 178	Medical Terminology	2
BTE 103	Keyboarding Applications II	3
MOT 132	Medical Transcription	3
<b>TOTAL CREDITS</b>		<b>8</b>

*M\_CER\_MED5 Approved by CCCS*

## MULTIMEDIA PROGRAM

The Multimedia program consists of the Multimedia Certificate, Web Design Certificate and the Associate of Applied Science (A.A.S.) degree in Multimedia. This program is designed to develop both the technical and non-technical skills required for success in the fast-paced multimedia career field. Upon successful completion of the degree program, students will be prepared for positions in graphic design, web design and computer-based training development. The curriculum places strong emphasis on teamwork and collaboration skills.

### Multimedia Certificate

Multimedia is a fast growing field that combines traditional design skills with an ever widening base of digital tools. The courses keep pace with current technologies and underscore the importance of business skills with projects that mimic employment scenarios and the complexities of designer/client relationships.

#### Prerequisite:

Demonstrated computer proficiency in file creation and manipulation.

Course	Course Title	Credits
MGD 102	Introduction to Multimedia	3
MGD 133	Graphic Design I	3
MGD 233	Graphic Design II	3
MGD 141	Web Design I	3
MGD 241	Web Design II	3
MGD 251	Multimedia Motion & Sound	3
MGD 259	Management & Production	3
CIS 162	Advanced Presentation Graphics	1
MAN 117	Time Management	1
MAN 125	Teambuilding	1
MGD 175	Special Topics: Multimedia	3
MGD 180	Internship	3
	<b>TOTAL CREDITS</b>	<b>30</b>

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### Web Design Certificate

Course	Course Title	Credits
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Photo Illustrator I	3
MGD 141	Web Design I	3
MGD 143	Motion Graphic Design (Adobe Flash)	3
MGD 241	Web Design II	3
MGD 258	Web Design Production	3
MGD 175	Special Topics: Multimedia	1
MGD 268	Commercial Art Business	2
MGD 289	Capstone	3
COM 105	Career Communications	3
ENG 113	Business English	3
BUS 217	Business Communication & Report Writing	3
	<b>TOTAL CREDITS</b>	<b>34</b>

Approval Pending

### Associate of Applied Science Degree in Multimedia

Completion of the 30 Multimedia Certificate requirements PLUS 30 additional credits will entitle students to receive the A.A.S. Multimedia Degree.

#### Program Prerequisite:

Completion of the 30 credits of the Multimedia Certificate.

Course	Course Title	Credits
MGD 102	Introduction to Multimedia	3
MGD 133	Graphic Design I	3
MGD 233	Graphic Design II	3
MGD 141	Web Design I	3
MGD 241	Web Design II	3
MGD 251	Multimedia Motion & Sound	3
MGD 259	Management & Production	3
CIS 162	Advanced Presentation Graphics	1
MAN 117	Time Management	1
MAN 125	Teambuilding	1
MGD 175 -179	Special Topics: Multimedia	3
MGD 180	Internship	3
<i>(Above courses are all contained within the CERTIFICATE)</i>		
CIS 118	Introduction to PC Applications	3
BTE 156	Business Math with Calculators	3
ENG 113	Business English	3
COM 105	Career Communications	3
BUS 217	Business Communication & Report Writing	3
MAR 216	Principles of Marketing	3
ART 121	Drawing I	3
PSY 226	Social Psychology	3
COM 115	Public Speaking	3
	Multimedia Electives	3
	<b>TOTAL CREDITS</b>	<b>60</b>

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#### MULTIMEDIA ELECTIVES

Select 3 credits from the list below:

- ART 100-299 Except ART 121
- MUS 100-299
- PSY 100-299 Except PSY 112 and PSY 215
- SOC 100-299
- THE 100-299

## NURSE AIDE PROGRAM

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This program prepares the student to work in acute care and long term care facilities as a Nurse Aide performing duties related to personal care of the patient.

After successful completion of the program students will be eligible to apply to take the National Nurse Aide Assessment Program (NNAAP) certification exams.

### Nurse Aide Certificate

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Program Prerequisites and Additional Requirements:

- Pass American DataBank background check  
See DISQUALIFYING OFFENSES at <http://www.morgancc.edu/docs/disqualifyingoffenses2010.pdf>)
- Pass 10-panel drug screen\*\*
- Submit proof of current immunizations
- Purchase required student liability insurance at MCC Bookstore and make payment for clinical badge
- Documentation of current American Heart CPR for the Professional

**\*\*Contact Student Success Advisor for Health Occupations for details**

Course	Course Title	Credits
NUA 101	Nurse Aide Health Care Skills	4
NUA 170	Nurse Aide Clinical Experience	1
	<b>TOTAL CREDITS</b>	<b>5</b>

M\_CER\_NUA2 Approved by CCCS

### Home Health Aide Certificate

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This certificate prepares certified nurse aides to work in the home care setting.

Program Prerequisites:

- Successful completion of the Nurse Aide Certificate.

*Note: Not Financial Aid eligible.*

Admission requirements:

- Colorado Certification as a Nurse Aide (must be in good standing)
- Pass a background check through American DataBank\*\*
- Pass a 10-panel drug screen\*\*
- Submit current immunization records\*\*
- Current CPR for the Professional\*\*

**\*\*See Student Success Advisor for Health Occupations for details**

Course	Course Title	Credits
NUA 105	Home Health Aide Theory	2
NUA 180	Home Health Aide Internship	3
	<b>TOTAL CREDITS</b>	<b>5</b>

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## NURSING PROGRAM

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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 life style. Fundamentals of leadership and management may be included as a vital part of your curriculum. Dedication to community and a spirit of giving back may be emphasized.

### Nursing Program Accreditation

The Associate of Applied Science in Nursing Program has maintained continual accreditation since 1991 through the Colorado State Board of Nursing. The program is also nationally accredited through National League of Nursing Accrediting Commission, Inc.

### 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)

### Contact Information

#### *Student Success Advisor for Health Occupations*

For questions about the nursing program, contact the Student Success Advisor for Health Occupations at 970-542-3224 or email [nursing@morgancc.edu](mailto:nursing@morgancc.edu).

#### *Nursing Program Coordinator*

Phone: 970-542-3239

Email: [nursing@morgancc.edu](mailto:nursing@morgancc.edu)

#### *Director of Nursing Education*

Phone: 970-542-3240

Email: [nursing@morgancc.edu](mailto:nursing@morgancc.edu)

## Associate of Applied Science in Nursing Degree

Associate of Applied Science Degree in Nursing graduates receive an Associate of Applied Science in Nursing, also known as an Associate Degree in Nursing (ADN), and are eligible to apply for the National Council Licensure Examination to practice as a Registered Nurse (RN).

### NURSING PROGRAM ADMISSION

Morgan Community College uses a competitive admission process to the Nursing Program. Points are awarded based on course grades in BIO 201, 202, and 204 (first time completing course only), along with scores on the reading section of the HESI nurse entrance test, prior paid nurse aide work experience, residence in the MCC service area, and previous qualified application to the MCC Nursing Program.

After completing the course prerequisites, students may apply to the Nursing Program. The application period starts mid-January of each year and ends on the last day of February. Applications received by the last day of February will be given priority. Applications may be taken after the end of February until the nursing program is at capacity.

Applicants will be notified of dates for Nursing Program Orientation Sessions which provide additional detailed information on the following:

- HESI entrance test for nursing (testing dates and requirement information is sent to nursing applicants)
- American Heart Association CPR card (must be valid for the duration for the duration of the program)
- American DataBank criminal background check
- 10-panel drug screening, to be done within 90 days of the first day of starting the program - DO NOT COMPLETE ANY EARLIER!
- Uniforms, equipment & supplies
- Health Form and Immunization Record

### PRACTICAL NURSING CERTIFICATE (PN) EXIT OPTION

At the end of the first year, nursing students may elect to take the pathway for PN Exit Option. Students who complete the 5 credit NUR 169 Transition into Practical Nursing (only offered one time a year) graduate with a Practical Nursing Certificate. The Practical Nursing Certificate graduate is eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

PREREQUISITES for ADN (18 Credits)		
Course	Course Title	Credits
#BIO 201	Human Anatomy & Physiology I: SC1	4
#BIO 202	Human Anatomy & Physiology II: SC1	4
#BIO 204	Microbiology: SC1	4
ENG 121	English Composition I: CO1	3
PSY 235	Human Growth & Development: SS3	3
<i>Maintain GPA of 2.50 for all of the above listed courses</i>		
<i>Student now eligible to apply to the Nursing Program.</i>		
<i>Upon application to the AAS-Nursing program, students must pass FBI fingerprinting and American DataBank background check. FBI background check results may take 8-12 weeks.</i>		
1st Year FIRST SEMESTER-Fall (14 Credits)		
+HPR 108	Dietary Nutrition	1
*MAT 103	Math for Clinical Calculations	3
NUR 109	Fundamentals in Nursing	8
NUR 112	Basic Concepts of Pharmacology	2
1st Year SECOND SEMESTER-Spring (20 Credits)		
NUR 106	Medical-Surgical Concepts	9
NUR 150	Obstetric & Pediatric Nursing	7
+BIO 216	Pathophysiology	4
2nd Year THIRD SEMESTER-Fall (14 Credits)		
NUR 206	Advanced Concepts Med-Surg Nursing I	8
NUR 211	Nursing of Psychiatric Clients	4
NUR 212	Pharmacology II	2
2nd Year FOURTH SEMESTER-Spring (14 Credits)		
NUR 216	Advanced Concepts Med-Surg Nursing II	6
NUR 230	Leadership Management Trends	5
HUMANITIES/SOCIAL SCIENCE ELECTIVE Select ONE course from any gtPATHWAYS AH1, AH2, AH3, AH4, SS1, SS2, or SS3 course or ART 110, 111, 112; MUS 120, 121, 122; THE 105, 211, 212; SPA 211, 212; LIT 115, 201, 202, 211, 212; PHI 111, 112, 113; ANT 101, 111, PSY 101, 102, SOC 101, 102		3
<b>TOTAL CREDITS</b> (including prerequisites)		<b>80</b>
<i>ALL Courses must be completed with a "C" grade or higher</i>		
<i># Course must have been taken within the last 7 years</i>		
<i>+ Due to scheduling and intensity of the nursing program, it is highly recommended these required General Education courses be taken prior to starting the nursing program</i>		
<i>*Requires completion of MAT 090 or higher level MAT course or ACCUPLACER® Elementary Algebra (EA) score of 61 or higher, within the last 5 years</i>		

M\_AAS\_ADN Approved by CCCS

## Advanced Placement Option (LPN TO ADN)

The Advanced Placement Option (LPN to ADN) allows a Licensed Practical Nurse (with a valid Colorado LPN license) to complete the transition course NUR 189 and enter the second year of an Associate Degree Nursing Program. The graduate student receives an Associate of Applied Science in Nursing degree and is eligible to apply for the National Council Licensure Examination (NCLEX- RN).

The application period starts mid-April and ends on August 1 of each year.

### ACCEPTANCE ELIGIBILITY REQUIREMENTS TO THE ADVANCED PLACEMENT OPTION (LPN TO ADN)

To apply to the Advanced Placement option, students must have graduated from an accredited PN program within the USA, and hold a valid Colorado LPN License. Students must also complete FBI Fingerprinting and pass an American DataBank background check and 10-panel drug screening. Applicants will be notified of the dates for the Nursing Program Orientation Sessions which will provide additional detailed information on the following:

- HESI entrance test for nursing (testing dates and requirement information is sent to nursing applicants)
- American Heart Association CPR card (must be valid for the duration for the duration of the program)
- American DataBank criminal background check
- 10-panel drug screening, to be done within 90 days of the first day of starting the program - DO NOT COMPLETE ANY EARLIER!
- Uniforms, equipment & supplies
- Health Form and Immunization Record

PREREQUISITES for LPN to ADN (52 Credits)		
Course	Course Title	Credits
	Transfer of PN coursework	26
#BIO 201	Human Anatomy & Physiology I: SC1	4
#BIO 202	Human Anatomy & Physiology II: SC1	4
#BIO 204	Microbiology: SC1	4
BIO 216	Pathophysiology	4
ENG 121	English Composition I: CO1	3
HPR 108	Dietary Nutrition	1
PSY 235	Human Growth & Development: SS3	3
*MAT 103	Math for Clinical Calculations	3
NUR 189	Transition from LPN to ADN	5
<i>GPA of 2.50 for all of the above listed prerequisites including LPN courses</i>		
2nd Year THIRD SEMESTER-Fall (14 Credits)		
NUR 206	Advanced Concepts Med-Surg Nursing I	8
NUR 211	Nursing of Psychiatric Clients	4
NUR 212	Pharmacology II	2
2nd Year FOURTH SEMESTER-Spring (14 Credits)		
NUR 216	Advanced Concepts Med-Surg Nursing II	6
NUR 230	Leadership Management Trends	5
	Any gtPATHWAYS AH1, AH2, AH3, AH4, SS1, SS2, or SS3 course	3
<b>TOTAL CREDITS</b> (including prerequisites)		<b>80</b>
<p><i>ALL Courses must be completed with a "C" grade or higher</i></p> <p><i># Courses must have been taken with the last 7 years</i></p> <p><i>*Requires MAT 090; higher MAT course; or ACCUPLACER® Elementary Algebra EA score of 61 or higher, within the last 5 years</i></p>		

M\_AAS\_ADNP Approved by CCCS

## OFFICE SUPPORT SPECIALIST PROGRAM

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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.

### Office Support Specialist Certificate

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Program Prerequisite:

BTE 100 or demonstrated keyboarding skill.

Course	Course Title	Credits
ACC 101	Fundamentals of Accounting	3
ACC 125	Computerized Accounting	3
BTE 102	Keyboarding Applications I	2
BTE 103	Keyboarding Applications II	3
BTE 108	Ten-Key by Touch	1
BTE 156	Business Math with Calculators	4
BTE 225	Office Management	3
BUS 115	Introduction to Business	3
BUS 217	Business Com. & Report Writing	3
CIS 131	Word Processing I	1
CIS 141	PC Database I: MS Access	1
CIS 151	PC Spreadsheets I: Excel	1
COM 105	Career Communications	3
ENG 113	Business English	3
MAN 117	Time Management	1
MAN 125	Teambuilding	1
	<b>TOTAL CREDITS</b>	<b>36</b>

M\_CER\_OSSC Approved by CCCS

## PHARMACY TECHNICIAN PROGRAM

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### Program Prerequisites and Additional Requirements

- ACCUPLACER® scores equivalent to completion of MAT 090 (EA 61)
- Placement into ENG 121 (Sentence Skills 95, Reading 80)
- Completion of BIO 106 Basic Anatomy and Physiology with a minimum of a "C" or higher within the last 5 years

### ADMISSION REQUIREMENTS

- Lab Coat
- Pass American DataBank background check\*\* (Disqualifying offenses <http://www.morgancc.edu/docs/disqualifyingoffenses2010.pdf>)
- Pass 10-panel drug screen\*\*
- Submit proof of current immunizations\*\*
- Purchase required student liability insurance and make payment for clinical badge at MCC Bookstore.
- Current American Heart CPR for the Professional
- Demonstrate keyboarding skills of 25 wpm or higher\*\*

\*\*contact Student Success Advisor for Health Occupations for required form and details

NOTE: There are four modules that must be completed in sequence. Modules one, two, and three, are six-week modules with both online and classroom courses. Module four consists of two four-week internships.

## Pharmacy Technician Certificate

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SEMESTER 1 Module One		
Course	Course Title	Credits
HPR 178	Medical Terminology	2
PHT 111	Orientation to Pharmacy	3
PHT 113	Pharmacy Calculations and Terminology	1
Module Two		
PHT 112	Pharmacy Law	2
PHT 115	Pharmacology of the GI, Renal, Reproductive, Immune, Dermatologic Systems	3
PHT 116	Institutional Pharmacy	3
SEMESTER 2 Module Three		
PHT 117	Communication for Pharmacy Technicians	1
PHT 118	Pharmacology of the Nervous, Endocrine, Musculoskeletal Systems	3
PHT 119	Community Pharmacy	3
PHT 120	Medical Insurance Procedures	1
Module Four		
PHT 170	Pharmacy Clinical: Hospital	4
SEMESTER 3		
PHT 171	Pharmacy Clinical: Community	4
<b>TOTAL CREDITS</b>		<b>30</b>

M\_CER\_PHT1 Approved 8/25/08

## PHLEBOTOMY TECHNOLOGIES PROGRAM

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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:

- Pass American DataBank background check\*\*  
See Disqualifying offenses at <http://www.morgancc.edu/docs/disqualifyingoffenses2010.pdf>
- Pass 10-panel drug screen\*\*
- Submit proof of current immunizations\*\*
- Purchase required student liability insurance and make payment for clinical badge at MCC Bookstore
- Documentation of current American Heart CPR for the Professional
- High School Diploma or equivalent
- Scrubs

*\*\*contact Student Success Advisor for Health Occupations for required form and details*

## Phlebotomy Technologies Certificate

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Course	Course Title	Credits
<b>FALL SEMESTER</b>		
HPR 112	Phlebotomy	4
HPR 178	Medical Terminology	2
<b>SPRING SEMESTER</b>		
HPR 113	Advanced Phlebotomy	4
HPR 180	Internship	4
<b>TOTAL CREDITS</b>		<b>14</b>

*M\_CER\_PHL2 Approved by CCCS*

## PHYSICAL THERAPIST ASSISTANT PROGRAM

Physical therapy is an occupation for caring professionals who enjoy helping decrease pain, increase function, and reach their maximum physical potential and optimum health. The Physical Therapist Assistant works under the supervision of a physical therapist in various areas of rehabilitation, wellness, and prevention of injuries.

Designated as a Program of Excellence for 2000 by the Colorado Commission on Higher Education, the program has been continuously accredited since the first graduating class of 1991 by the Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association. CAPTE can be contacted at:

**CAPTE**  
1111 North Fairfax Street,  
Alexandria, VA 22314-1488  
1-800-999-2782  
Or via email at [accreditation@apta.org](mailto:accreditation@apta.org)

The curriculum combines academic and specialized occupational courses with a strong emphasis on clinical experiences. As a PTA student, you will work under the close supervision of a physical therapist and may spend time in hospitals, nursing homes, rehabilitation centers, home health programs, or private practice offices to gain understanding and practice in the physical therapist assistant profession.

### PTA PROGRAM ADMISSION REQUIREMENTS:

- Score 61 or more on Elementary Algebra ACCUPLACER® , or pass MAT 107 or higher
- Score 95 or more on Sentence Skills/English ACCUPLACER® or pass ENG 090 or higher
- Score 80 or more on Reading ACCUPLACER® or pass REA 090 or higher
- Work or observe 100 hours in a PT setting
- Provide three recommendations (employer, instructor, and non-relative character references)
- Interview with PTA Program Director and submit an application and copies of all transcripts (Official transcripts must be received by the MCC Registrar before Fall semester of Year One)
- Meet with Health Occupations Advisor, Gwen Steffen at (970) 542-3224 for information on required clinical/documents (immunizations, TB test, Professional CPR card, criminal background check (*Disqualifying offenses* [http://www.morgancc.edu/docs/disqualifyingoffense\\_s2010.pdf](http://www.morgancc.edu/docs/disqualifyingoffense_s2010.pdf)), drug screen, liability insurance, and clinical ID badge)
- In addition to all the above requirements, the prerequisite courses must be completed or in progress before the student is considered an "eligible applicant" for fall enrollment into the MCC PTA Program.

Students are admitted to the program each fall in the order in which they become "eligible applicants" - until seats are filled. (Other "eligible applicants" are placed on a wait list.)

Contact the Program Director, Doug Smith, PTA, at (970) 542-3226 or by email: [doug.smith@morgancc.edu](mailto:doug.smith@morgancc.edu)

### PTA Program Requirements:

If taken full-time, the program is 5 semesters in length. The courses needed to graduate total 72 credits. Upon completion, the graduate is awarded an Associate of Applied Science Degree. Students who cannot devote full-time to the program should spread the program over three years by taking some or all of the general education courses before beginning the five semester sequence of technical courses.

For successful program completion, a grade of "C" or better must be achieved in all required courses. Comprehensive exams must be passed each year. The graduate is awarded an Associate of Applied Science Degree in Physical Therapist Assistant. Medicare now requires PTA's to pass licensure.

## Associate of Applied Science Degree in Physical Therapist Assistant

PREREQUISITE COURSES (6 Credits)		
Course	Course Title	Credits
BIO 201	Human Anatomy & Physiology I: SC1	4
HPR 178	Medical Terminology	2
<i>Prerequisites must be completed before Fall Semester of Year One</i>		
YEAR ONE		
Fall Semester (17 Credits)		
BIO 202	Human Anatomy & Physiology II: SC1	4
ENG 121	English Composition I: CO1	3
HPR 117	Anatomical Kinesiology	3
PTA 110	Basic Patient Care Skills in Physical Therapy	5
PTA 115	Principles and Practices of Physical Therapy	2
Spring Semester (14 Credits)		
BIO 216	Pathophysiology	4
PTA 120	Modalities in Physical Therapy	5
PTA 140	Clinical Kinesiology	5
YEAR TWO		
Summer Semester (7 Credits)		
PSY 101	General Psychology I: SS3	3
PTA 280	PTA Internship I	4
Fall Semester (16 Credits)		
COM 125	Interpersonal Communication	3
PSY 235	Human Growth & Development: SS3	3
PTA 230	Orthopedic Assessment & Management Techniques	5
PTA 240	Neurologic Assessment & Management Techniques	5
Spring Semester (12 Credits)		
PTA 278	Physical Therapy Seminar	2
PTA 281	PTA Internship II	5
PTA 282	PTA Internship III	5
<b>TOTAL CREDITS</b> (Including prerequisites)		<b>72</b>

M\_AAS\_PTA Approved by CCCS

## RADIOLOGIC TECHNOLOGY PROGRAM

The Morgan Community College Associate of Applied Science (A.A.S.) in Radiologic Technology prepares students for an entry level position as a Radiology Technician. Radiology Technicians are employed in a variety of settings, including hospitals, surgery centers and clinics. The program consists of classroom, laboratory and clinical experiences.

### ADMISSION AND ADDITIONAL REQUIREMENTS:

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 101 may also submit an application.) 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:

- GPA in prerequisite courses
- grades in BIO 201, BIO 202, and RTE 101
- writing skills
- prior health care work experience
- residence in the MCC service area

Applications are accepted in the late Spring of each year. Students who are not admitted for the following Fall will need to re-apply for the next year.

### ADDITIONAL REQUIREMENTS

- ACCUPLACER® score of Reading 80
- ACCUPLACER® score of Elementary Algebra (EA) 85 or completion of MAT 099 or higher with a "C" grade or better
- Pass American DataBank background check\*
- Disqualifying offenses at <http://www.morgancc.edu/docs/disqualifyingoffenses2010.pdf> \*
- Pass 10-panel drug screen\*\*
- Purchase a student clinical badge
- Submit proof of current immunizations\*\*
- Current certification in American Heart CPR for the Professional
- \*\*contact Student Success Advisor for Health Occupations for details

*Note: RTE 101 Introduction to Radiography must be taken within one year of application to the program and students must successfully complete the course with a minimum score of 80%.*

## Associate of Applied Science in Radiologic Technology

PREREQUISITE COURSES (18 Credits+)		
Course	Course Title	Credits
BIO 201	Human Anatomy & Physiology: SC1	4
BIO 202	Human Anatomy & Physiology: SC1	4
ENG 121	English Composition I: CO1	3
HPR 178	Medical Terminology (recommended)	2
PSY 235	Human Growth & Development: SS3	3
RTE 101	Introduction to Radiology (Must be completed with 80% or higher AND must be taken within 1 year of program acceptance)	2
<i>All prerequisite courses must be completed with a minimum grade of "C" except where otherwise noted.</i>		
+Note: Only 16 of the 18 prerequisite course credits are counted towards the degree.		

YEAR ONE Fall Semester (14.5 Credits)		
Course	Course Title	Credits
+Prerequisite Course Credits		16
RTE 111	Radiographic Patient Care	2
RTE 121	Radiologic Procedures I	3
RTE 131	Radiographic Pathology & Image Evaluation I	1.5
RTE 141	Radiographic Equipment/Imaging I	3
RTE 181	Radiographic Clinical Internship I	5
Spring Semester (14.5 Credits)		
HPR 101	Customer service in Healthcare	2
RTE 122	Radiologic Procedures II	3
RTE 132	Radiographic Pathology & Image Evaluation II	1.5
RTE 142	Radiographic Equipment/Imaging II	3
RTE 182	Radiographic Clinical Internship II	5
Summer Semester (7 Credits)		
RTE 183	Radiographic Clinical Internship III	7
YEAR TWO Fall Semester (13 Credits)		
RTE 221	Advanced Medical Imaging	3
RTE 231	Radiation Biology/Protection	2
RTE 281	Radiographic Clinical Internship IV	8
Spring Semester (12 credits)		
RTE 275	Special Topics: Certification Review	1
RTE 282	Radiographic Clinical Internship V	8
RTE 289	Radiographic Capstone	3
<b>TOTAL CREDITS</b> (includes 16 prerequisite credits)		<b>77</b>

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## REAL ESTATE PROGRAM

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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.

### Real Estate Certificate

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Course	Course Title	Credits
REE 201	Real Estate Brokers I	6
REE 202	Real Estate Brokers II	6
REE 189	Capstone	1
	<b>TOTAL CREDITS</b>	<b>13</b>

*M\_CER\_RELE* Approved by CCCS

*Note: MCC also offers an Associate of Applied Science Degree in Business Administration with an emphasis in Real Estate.*

*See: BUSINESS ADMINISTRATION PROGRAM-Real Estate*

## SUPERVISION PROGRAM

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This 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.

### Supervision Certificate

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Course	Course Title	Credits
ACC 101	Fundamentals of Accounting	3
BTE 156	Business Mathematics with Calculators	4
BUS 187	Cooperative Education/Internship	1
COM 105	Career Communication	3
ENG 113	Business English	3
MAN 116	Principles of Supervision	3
MAN 125	Teambuilding	1
MAN 226	Principles of Management	3
CIS 118	Introduction to PC Applications	3
BUS 217	Business Communication & Report Writing	3
MAN 117	Time Management	1
PSY 226	Social Psychology: SS3	3
<b>TOTAL CREDITS</b>		<b>31</b>

*M\_CER\_BASV Approved by CCCS*

Note: MCC also offers an Associate of Applied Science Degree in Business Administration with an emphasis in Supervision/Management.

See: *BUSINESS ADMINISTRATION PROGRAM*

## WELDING TECHNOLOGY PROGRAM

Graduates who have completed Welding Technology will be prepared to secure work in many different jobs that require welding capabilities.

### Shielded Metal Arc (Stick) Welding Certificate

WELDING CORE CURRICULUM (15 Credits)		
Course	Course Title	Credits
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 125	Introduction to Gas Metal Arch Welding	4
CERTIFICATE SPECIFIC COURSES (17 Credits)		
WEL 106	Blueprint Reading for Welders and Fitters	4
WEL 110	Advanced Shielded Metal Arc I	4
WEL 111	Advanced Shielded Metal Arc II	4
WEL 130	Maintenance Welding	2
WEL 180	Welding Internship I	3
<b>TOTAL CREDITS</b>		<b>32</b>

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### Gas Tungsten Arc/Gas Metal Arc (TIG/MIG) Welding Certificate

WELDING CORE CURRICULUM (11 Credits)		
Course	Course Title	Credits
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
CERTIFICATE SPECIFIC COURSES (24 Credits)		
WEL 201	Gas Metal Arc Welding I	4
WEL 203	Flux Cored Arc Welding I	4
WEL 224	Advanced Gas Tungsten Arc Welding I	4
WEL 225	Advanced Gas Tungsten Arc Welding II	4
WEL 230	Pipe Welding I	4
WEL 250	Layout and Fabrication	4
<b>TOTAL CREDITS</b>		<b>35</b>

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### AWS Skills Welding Certificate

WELDING CORE CURRICULUM (11 Credits)		
Course	Course Title	Credits
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
CERTIFICATE SPECIFIC COURSES (19 Credits)		
WEL 231	Pipe Welding II	4
WEL 263	Applied Metal properties	4
WEL 275	Welding: Special Topics	3
WEL 280	Internship III	6
WEL 278	Welding: Workshop	2
<b>TOTAL CREDITS</b>		<b>30</b>

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## Associate of Applied Science in Welding Technology Degree

This degree will teach the student the basics of welding and prepares them for a job as a beginning welder or an entry level management position in a welding shop.

SEMESTER 1 (16 Credits)		
Course	Course Title	Credits
CIS 118	Introduction to PC Applications	3
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 130	Maintenance Welding	2
SEMESTER 2 (15 Credits)		
WEL 106	Blueprint Reading for Welders and Fitters	4
WEL 110	Advanced Shielded Metal Arc I	4
WEL 111	Advanced Shielded Metal Arc II	4
WEL 180	Welding Internship I	3
SEMESTER 3 (17 Credits)		
WEL 201	Gas Metal Arc Welding I	4
WEL 203	Flux Cored Arc Welding I	4
COM 125	Interpersonal Communications	3
COM 105	Career Communications	3
BUS 115	Introduction to Business	3
SEMESTER 4 (15 Credits)		
WEL 224	Advanced Gas Tungsten Arc Welding I	4
WEL 250	Layout and Fabrication	4
WEL 230	Pipe Welding I	4
MAT 107	Career Math	3
<b>TOTAL CREDITS</b>		<b>63</b>

M\_AAS\_WTC Approved by CCCS Effective Fall 2010

# COURSE DESCRIPTIONS

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The credit courses offered by the College are listed in alphabetical order by discipline/program area. A general description of the content of each course is included.

## Course Numbering System

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

## Credit Hours

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

## Course Prerequisites

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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.

## Guaranteed Transfer Courses (GT/gtPATHWAYS)

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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. Also, see the Guaranteed Transfer Program for General Education Courses in Colorado (gtPATHWAYS) section in this catalog for additional information.

## Internship/Clinical/ Practicum/Service Learning/Cooperative Education Work Experience Courses

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These courses are supervised cooperative education arrangements between the College and an employer. The courses provide the student with work experience that is relevant to his/her Career & Technical Education (CTE) program and personal career interests. The work and study calendar varies by program and may be adjusted as appropriate to individual interests, need, or the availability of work opportunities. The MCC instructor will provide course objectives to the student and his or her supervisor at the job site. Sessions will be held between the student and instructor to review assignments and course objectives. Actual clock hours for these courses are listed individually by course in the Course Descriptions section of this catalog.

## Special Topics: Seminars, Workshops (175-178 and 275-278)

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Special topics and activities are defined as seminars, workshops, or courses delivered for credit by Morgan Community College, but generally offered to special needs groups. Up to 3 credits of special topics and activities may fulfill A.A. electives if approved by the Vice President of Instruction or Division Chair. Courses are determined by the specific course number, 175-178 or 275-278, preceded by a three-letter prefix to indicate the appropriate department (e.g., ANT 175-177, PED 275-277, etc.) Special Topics are intended to provide students with a vehicle to pursue in-depth exploration of special topics of interest. The credits and grade scheme will vary depending on course content. The description and outline is approved by the Vice President of Instruction or Division Chair and filed with the Office of Instruction.

## Prefix Discipline/Program Area

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AAA Advancing Academic Achievement  
 ABM Agriculture Business Management  
 ACC Accounting  
 ACT Auto Collision Technology  
 AGP Agriculture Production Management  
 AME Agriculture Mechanics  
 ANT Anthropology  
 ART Art  
 ASC Animal Science  
 ASE Auto Service Technology  
 ASL American Sign Language  
 AST Astronomy  
 BIO Biology  
 BTE Business Technologies  
 BUS Business  
 CHE Chemistry  
 CIS Computer Information Systems  
 COM Communications  
 CRJ Criminal Justice  
 CSC Computer Science  
 CSL Counseling  
 ECE Early Childhood Education  
 ECO Economics  
 EDU Education  
 EMS Emergency Medical Services  
 ENG English  
 ESL English as a Second Language  
 FST Fire Science Technology  
 GEO Geography  
 GEY Geology  
 HHP Holistic Health Professional  
 HIS History  
 HOS Hospitality  
 HPR Health Professional

HUM Humanities  
 HWE Health and Wellness  
 JOU Journalism  
 LIT Literature  
 MAN Management  
 MAR Marketing  
 MAT Mathematics  
 MGD Multimedia Graphic Design  
 MOT Medical Office Technology  
 MST Massage Therapy  
 MUS Music  
 NUA Nursing Assistant  
 NUR Nursing  
 PED Physical Education  
 PER Physical Education Recreation  
 PHI Philosophy  
 PHT Pharmacy Technician  
 PHY Physics  
 POS Political Science  
 PSY Psychology  
 PTA Physical Therapist Assistant  
 RAM Range Management  
 REA Reading  
 REE Real Estate  
 RTE Radiologic Technology  
 SCI Science  
 SOC Sociology  
 SPA Spanish Language  
 SVT Sport Vehicle Technology  
 THE Theatre  
 WEL Welding  
 \*\*\* FOREIGN LANGUAGE  
 (Prefix indicates language, i.e.: FRE; SPA; etc.)

## Special Topics

\*\*\* 175-178; 275-278

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### **(Variable credits 0-12)**

Provides students with a vehicle to pursue in depth exploration of special topics of interest. A specific course description, list of competencies and topical outline will be developed for each special topic course. This information will be filed in the department and with the Office of Instruction for placement in the curriculum master file.  
\*\*\* can be any prefix

## Internship

\*\*\* 180-182 and 280-282

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### **(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

## Cooperative Education

\*\*\* 187 and 287

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### **(Variable credits 0-12)**

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.  
\*\*\* can be any prefix

## Independent Studies

\*\*\* 185-186 and 285-286

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### **(Variable credits 0-12)**

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

## Practicum

\*\*\* 188 and 288

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### **(Variable credits 0-12)**

Provides students an opportunity to gain practical experience in applying their nursing skills and/or to develop specific skills in a practical work setting. The instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the practicum supervisor.  
\*\*\* can be any prefix

## Capstone

\*\*\* 189 and 289

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### **(Variable credits 0-12)**

A demonstrated culmination of learning within a given program of study.  
\*\*\* can be any prefix

## Service Learning

\*\*\* 192-194 and 292-294

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### **(Variable credits 0-12)**

Allows the student to provide a service to the community utilizing knowledge and skills acquired from a course in which the student is currently enrolled or has previously taken at the student's respective college.  
\*\*\* can be any prefix

## Courses (Alphabetical)

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### AAA-Advancing Academic Achievement Courses

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

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.

*Added at MCC Spring 2002.*

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

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

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

*Added at MCC Fall 2009.*

*(Previously Accounting Summer 1990-Summer 2001)*

### ABM-Agriculture & Business Management Courses

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

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

#### **ABM 112 Records & Business Planning II** (15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

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

#### **ABM 121 Financial Analysis I** (15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite: Complete set of cash records or instructor consent*

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

course includes the review and revision of business planning goals and objectives.

#### **ABM 122 Financial Analysis II** (15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite: Complete set of cash records or instructor consent*

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

#### **ABM 131 Commodity Marketing I** (15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

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

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

#### **ABM 132 Commodity Marketing II** (15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite: ABM 131 or instructor consent*

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

#### **ABM 135 Marketing & Risk Management I** (15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

Teaches students to conduct marketing research and analysis for the initial steps for developing of a marketing plan. The focus will be on defining markets, analyzing competition, identification of products/services, pricing, and customer wants and needs. In addition, added value products and niche markets will be explored. The maintenance, refining, or implementation of system to provide accurate sales and expense information will be

addressed. Sale and expense calculations will result in the establishment of sale/pricing trends for all enterprises along with margin calculations.

**ABM 136 Marketing & Risk Management II**  
(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite:* ABM 135 or instructor consent

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

**ABM 137 Web Productivity/Utilization I**  
(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite:* Internet Connection

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

*Added at MCC Spring 2007.*

**ABM 138 Web Productivity/Utilization II**  
(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite:* Internet Connection

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

*Added at MCC Spring 2007.*

**ABM 141 Advanced Business Management I**  
(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite:* Accurate accrual financial records or instructor consent

Explores further in-depth financial analysis of the business. Includes a review of existing financial trends and emphasis of pro forma activities for further analysis of the business. The maintenance of accurate accrual records and historical data provide the data basis for the pro-forma activities and measuring the business performance past and present.

**ABM 142 Advanced Business Management II**  
(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

*Prerequisite:* Completed business plan or instructor consent

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

**ABM 143 Integrated Management I**  
(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

This course focuses on the research and identification of data and software technology used in the business and industry.

In addition to software applications and data use, research will include areas in online opportunities, credit resources and reduction, and managing risks.

*Added at MCC Spring 2007.*

**ABM 144 Integrated Management II**  
(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

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

*Added at MCC Spring 2007.*

**ABM 151 Rural Business Entrepreneurship I**  
(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

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

**ABM 152 Rural Business Entrepreneurship II**  
(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

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

**ABM 153 Leadership/Human Resource Management I**  
(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

This course explores concepts and skills associated with effective leadership and ethics in the business environment.

Focus is on concepts relating to leadership management, characteristics of functional teams, stress management, and identification of human resource tools.

*Added at MCC Spring 2007.*

**ABM 154 Leadership/Human Resource Management II**  
(15 lecture/22.5 private/competency based 125 min-coop, 9 credits)

The focus of this course is the evaluation and analysis of management practices in the current business environment.

Concepts in the development of a leadership and evaluation.

*Added at MCC Spring 2007.*

## ACC-Accounting Courses

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

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

*Added at MCC Fall 2001.*

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

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

Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

*Added at MCC Fall 2003.*

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

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

*Added at MCC Spring 2001.*

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

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

Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.

*Added at MCC Spring 2001*

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

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

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

*Added at MCC Fall 2000.*

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

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

*Added at MCC Spring 2000.*

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

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

*Added at MCC Fall 2008.*

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

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

*Added at MCC Fall 2008.*

### **ACC 216 Governmental & Not-for-Profit Accounting** (60 lecture hours, 3 credits)

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

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 2001.*

*(Previously ACC 206-Governmental Accounting Summer 1990-Summer 2001)*

## ACT-Automotive Collision Technology Courses

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

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

*Added at MCC Fall 2001.*

*(Replaces CRT 110 Fall 1994-Summer 2001)*

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

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

*Added at MCC Fall 2001.*

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

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

*Added at MCC Fall 2001.*

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

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

*Added at MCC Fall 2001.*

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

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

*Added at MCC Fall 2001.*

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

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

*Added at MCC Fall 2001.*

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

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

*Added at MCC Fall 2001.*

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

Covers correct use of safety procedures used in refinishing.

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

*Added at MCC Fall 2001.*

**ACT 142 Surface Preparation I  
(15 lecture hours, 23 lab hours, 2 credits)**

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

*Added at MCC Fall 2001.*

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

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

*Added at MCC Fall 2001.*

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

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

*Added at MCC Fall 2001.*

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

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

*Added at MCC Fall 2001.*

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

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

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

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

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

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

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

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

*Added at MCC Summer 2002.*

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

*Prerequisite: Completion of all courses in ACT specialization area*

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

*Added at MCC Summer 2002.*

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

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

*Added at MCC Fall 2001.*

*(Replaces CRT 205 Fall 1994-Summer 2001)*

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

*Prerequisite: ACT 110 with a "C" grade or better or instructor permission*

*Co-requisite: ACT 111, ACT 122*

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

*Added at MCC Fall 2001.*

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

Covers major automotive body repair in vehicles with major damage on conventional structures and unibody structures. Student learns the operation of equipment and techniques used to straighten and align damaged frames. Identification and analysis of frames, hot and cold stress relieving, servicing and sectioning of structural frames is also included. Liability issues and the importance of making these corrections according to the manufacturer's recommendations and industry standards are emphasized.

*Added at MCC Spring 2002.*

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

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

*Added at MCC Fall 2001*

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

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

*Added at MCC Fall 2001*

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

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

*Added at MCC Fall 2001.*

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

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

*Added at MCC Fall 2001*

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

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

*Added at MCC Fall 2001.*

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

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

*Added at MCC Fall 2001*

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

*Prerequisite: Completion of all courses in ACT specialization area.*

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

*Added at MCC Spring 2003.*

## AGP-Agriculture Production Management Courses

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**AGP 146 Artificial Insemination Management****(46 lab hours, 2 credits)**

Provides a study of applied fundamentals of anatomy and reproduction as they pertain to artificial insemination. Emphasizes the handling of frozen semen, heat detection and nutritional management for AI. Individualized training is given in developing and perfecting insemination techniques in live cattle.

*Added at MCC Fall 2009.*

**AGP 147 Practical Cattle Reproduction****(30 lecture hours, 2 credits)**

Studies the fundamentals of cattle reproduction. Principles covered include: nutrition, breeding, system management, physiology of the reproductive tract, hormone function, fertilization, stages of pregnancy, and overall reproductive management of the cow herd. Emphasizes economic decision making and practical experience. Covers practical applications in reproductive management that may include: reproductive tract scoring, pelvic measuring, body condition scoring, artificial insemination and palpating cows.

*Added at MCC 2010.*

**AGP 148 Cattle Reproduction Lab****(30 lab hours, 1 credit)**

Development of skills necessary for reproductive management of cattle in Beef/Dairy operations. Covers the practical application of reproductive management techniques and practices utilized in the cattle industry.

**AGP 150 Dairy Production****(45 lecture hours, 3 credits)**

Introduces students to an overview of the dairy industry and dairy science.

**AGP 151 Dairy Management Lab****(46 lab hours, 2 credits)**

Introduces students to approved practices in milking and management of cattle. Students are expected to work on an assigned dairy for a selected number of days.

**AGP 153 Dairy Parlor Management****(15 lecture hours, 1 credit)**

Introduces students to the fundamentals of milking procedures and parlor management.

**AGP 180 Production Ag Internship****(60 other hours, 0-12 Variable credits)**

Students are employed at work or at home in a production agriculture setting, either farming or ranching. This work experience must cover a minimum of 320 hours, involving the student in all facets of the operation. Guidance and supervision is the responsibility of the supervising employer and Coordinator of Production Ag. Emphasizes records, managerial decisions, and production agriculture skills.

*Added at MCC Fall 2009.*

**AGP 215 Animal Health****(45 lecture hours, 3 credits)**

Introduces the student to methods of prevention, recognition, and treatment of common livestock diseases.

*Added at MCC Fall 2009.*

**AGP 219 Breeding Systems: Dairy****(45 lecture hours, 3 credits)**

Introduces students to the principles of basic animal genetics. In addition, the course covers various topics specific to dairy, beef, swine and other animal breeding.

**AGP 250 Dairy Nutrition****(45 lecture hours, 3 credits)**

Introduces students to the basics of dairy nutrition, which will cover digestive systems, nutritional requirements, feed analysis, terminology, and ration balancing for dairy.

**AGP 280 Production Ag Internship****(60 other hours, 0-12 variable credits)**

May be waived if the student exhibits substantial knowledge and understanding of production agriculture in his first term of OJT and through written documentation of work experience at the time of waiver application.

*Added at MCC Fall 2009.*

## AME-Agriculture Mechanics Courses

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

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

*Added at MCC 2000.*

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

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

*Added at MCC 2000.*

## ANT-Anthropology Courses

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**ANT 101 Cultural Anthropology: SS3****(45 lecture hours, 3 credits)**

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

*This is a Statewide Guaranteed Transfer course GT-SS3 Approved 10-Jan-03, Effective Spring 2003. (Replaces ANT 101 Fall 1988-Fall 2000)*

## ART-Art Courses

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**ART 110 Art Appreciation: AH1****(45 lecture hours, 3 credits)**

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.

*This is a Statewide Guaranteed Transfer course GT-AH1 Approved 09-Jan-04, Effective Spring 2004. (Replaces ART 110 Spring 1991-Fall 2003)*

**ART 111 Art History Ancient to Medieval: AH1****(45 lecture hours, 3 credits)**

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods.

*This is a Statewide Guaranteed Transfer course GT-AH1 Approved-10-Jan-03., Eff. Spring 2003. (Replaces ART 111 Summer 1987-Fall 2002; Renamed from Art History I: AH1)*

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

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance to 1900.

*This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03., Effective Spring 2003. Added at MCC Spring 2003. (Replaces ART 112 Summer 87-Fall 2002) (Revisions to title and description 4/21/10 - Replaces ART 112 Art History II: AH1 Spring 2002-Summer 2010)*

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

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

*Added at MCC Spring 1990.*

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

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

*Added at MCC Fall 2010.*

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

**ART 128 Figure Drawing I****(45 lecture hours, 3 credits)**

Introduces the basic techniques of drawing the human figure.

*Added at MCC Summer 2010.*

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

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

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

*Added at MCC Summer 2011.*

*(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)*

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

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

*Added at MCC Summer 2011.*

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

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

Provides the knowledge base to understand the visual arts as related to Modern and Contemporary visual art. Surveys the world art of the twentieth century, including Modernism to Post-Modernism.

*This is a Statewide Guaranteed Transfer course GT-AH1.*

*Added at MCC Spring 2011.*

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

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

*Prerequisite: ART 121 with a "C" grade or better*

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

*Added at MCC Fall 2010.*

*(Replaces ART 122 Fall 1990-Summer 2010)*

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

*Prerequisite: ART 121, ART 221 with a "C" grade or better or instructor permission*

Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation.

*Added at MCC Fall 2010.*

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

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

*Prerequisite: ART 222 with a "C" grade or better or instructor permission*

Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation.

*Added at MCC Fall 2010.*

*(Replaces ART 222 Fall 2003-Summer 2010)*

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

*Prerequisite: ART 124 with a "C" grade or better or instructor permission*

Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

*Added at MCC Fall 2010.*

*(Replaces ART 232- Fall 1991-Summer 2003)*

*(Replaces ART 124-Spring 2003-Summer 2010)*

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

*Prerequisite: ART 224 with a "C" grade or better or instructor permission*

Concentrates on the advanced study of subject development, form, color, and theme in watercolor.

*Added at MCC Fall 2010.*

*(Replaces ART 223 Fall 2003-Summer 2010)*

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

*Prerequisite: ART 225 with a "C" grade or better, its equivalency or instructor permission*

Concentrates on the advanced study of techniques, individual style or expression, and consistency of compositional problem solving in watercolor.

*Added at MCC Fall 2010.*

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

**ART 251 Painting II****(15 lecture hours, 60 lab hours, 3 credits)***Prerequisite: ART 151-Painting I with a "C" grade or better*

This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

*Added at MCC Summer 2011.**(Replaces ART 212-Painting II Fall 1991-Spring 2010)**(Replaces ART 110 Art Appreciation: AH1ART 134-Painting II Summer 2010-Summer 2011)***ART 252 Painting III****(15 lecture hours, 60 lab hours, 3 credits)***Prerequisite: ART 251 with a "C" grade or better or instructor permission*

Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

*Added at MCC Summer 2011.**(Replaces ART 213 Painting III Fall 2003-Spring 2010)**(Replaces ART 233 Painting III Spring 2010-Summer 2011)***ART 253 Painting IV****(15 lecture hours, 60 lab hours, 3 credits)***Prerequisite: ART 252 with a "C" grade or better or instructor permission*

Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.

*Added at MCC Summer 2010.**(Replaces ART 214-Painting IV Fall 2003-Spring 2010)**(Replaces ART 234-Painting IV Spring 2010-Summer 2011)*

## ASC-Animal Science Courses

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**ASC 120 Dairy Cattle Evaluation****(15 lecture hours, 1 credit)**

Introduces students to all aspect of dairy evaluation. The student will be able to identify the parts of the dairy cow, evaluate phenotypical conformation; as well as tour various dairies in the area to evaluate their animals and the management of their operations.

*Added at MCC Fall 2009.*

## ASE-Automotive Service Technology Courses

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

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

*Added at MCC Fall 2002.**(Replaces ASE 101 Spring 2000-Summer 2002)***ASE 110 Brakes I****(15 lecture hours, 45 lab hours, 3 credits)***Prerequisite: ASE 102 with a "C" grade or better*

Covers basic operation of automotive braking systems.

Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems.

*Added at MCC Fall 2002.***ASE 120 Basic Auto Electricity****(15 lecture hours, 22.5 lab hours, 2 credits)***Prerequisite: ASE 102 with a "C" grade or better*

Introduces vehicle electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams.

*Added at MCC Fall 2009.**(Replaces ASE 120 Basic Automotive Electricity Fall 2002-Summer 2009; ASE 141 Spring 2000-Summer 2002)***ASE 123 Battery, Starting, & Charging Systems****(15 lecture hours, 22.5 lab hours, 2 credits)***Prerequisite: ASE 120 with a "C" grade or better*

Covers the operation, testing, and servicing of vehicle battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery, and starter and generator overhaul.

*Added at MCC Fall 2009.**(Replaces ASE 123 Automotive Battery, Fall 2002-Summer 2009; ASE 144 Spring 2001-Summer 2002)***ASE 130 General Engine Diagnosis****(15 lecture hours, 22.5 lab hours, 2 credits)***Prerequisite: ASE 102 with a "C" grade or better*

Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors.

*Added at MCC Fall 2002.***ASE 132 Ignition System Diagnosis & Repair****(15 lecture hours, 22.5 lab hours, 2 credits)***Prerequisite: ASE 102 with a "C" grade or better*

Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

*Added at MCC Fall 2002.***ASE 134 Automotive Emissions****(15 lecture hours, 22.5 lab hours, 2 credits)***Prerequisite: ASE 130 with a "C" grade or better*

Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems.

*Added at MCC Fall 2002.**(Replaces ASE 166 Summer 1994-Summer 2002)***ASE 140 Suspension & Steering I****(15 lecture hours, 45 lab hours, 3 credits)***Prerequisite: ASE 102 with a "C" grade or better*

Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.

*Added at MCC Fall 2002.***ASE 150 Automotive U-Joint & Axle Shaft Service****(15 lecture hours, 22.5 lab hours, 2 credits)***Prerequisite: ASE 102 with a "C" grade or better*

Studies the operating principles and repair procedures relating to axle-shaft and universal joints.

**ASE 151 Automotive Manual Transmission/Transaxles & Clutches**

**(15 lecture hours, 22.5 lab hours, 2 credits)**

*Prerequisite:* ASE 150 with a "C" grade or better

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

*Added at MCC Fall 2002.*

*(Replaces ASE 151 Spring 2000-Summer 2002)*

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

*Prerequisite:* ASE 151 with a "C" grade or better

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all-wheel drive units.

*Added at MCC Fall 2002.*

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

*Prerequisite:* ASE 102 with a "C" grade or better

Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front wheel and rear wheel drive vehicles.

*Added at MCC Fall 2002.*

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

*Prerequisite:* ASE 102 with a "C" grade or better

Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics include the diagnostic and repair procedures for the engine block and head assemblies.

*Added at MCC Fall 2002.*

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

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

*Added at MCC Fall 2010.*

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

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

*Added at MCC Fall 2010.*

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

*Prerequisite:* ASE 110 with a "C" grade or better

Covers the operation and theory of the modern automotive braking systems. Includes operation, diagnosis, service,

and repair of the anti-lock braking systems, power assist units and machine operations of today's automobile.

*Added at MCC Fall 2002.*

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

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

*Prerequisite:* ASE 120 with a "C" grade or better

Provides a systematic approach to automotive electrical systems. Builds from the basic electrical principles and concepts through semiconductors and microprocessors. Features on-bench exercises. Students practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems.

*Added at MCC Fall 2002.*

*(Replaces ASE 142 Fall 2000-Summer 2002)*

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

*Prerequisite:* ASE 120 with a "C" grade or better

Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

*Added at MCC Fall 2009.*

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

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

*Prerequisite:* ASE 130 with a "C" grade or better

Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

*Added at MCC Fall 2002.*

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

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

*Prerequisite:* ASE 130 with a "C" grade or better

Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

*Added at MCC Fall 2002.*

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

*Prerequisite:* ASE 130 with a "C" grade or better

Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle drive ability problems.

*Added at MCC Fall 2002.*

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

*Prerequisite:* ASE 140 with a "C" grade or better

Emphasizes lecture and related experiences in the diagnosis and service of electronic suspensions and steering systems and their components.

*Added at MCC Fall 2002.*

*(Replaces ASE 273 Spring 2001-Summer 2002)*

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

*Prerequisite:* ASE 152 with a "C" grade or better

Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.

*Added at MCC Fall 2002.*

**ASE 251 Automatic Transmission/Transaxle Diagnosis & Assemblies**

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

*Prerequisite:* ASE 250 with a "C" grade or better

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, removal of transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replacement of transmission/ transaxle.

*Added at MCC Fall 2002.*

**ASE 265 Heating & Air Conditioning**

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

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

*Added at MCC Fall 2009.*

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

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**ASL-American Sign Language Courses**

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**ASL 275 Special Topics**

(0-12 hours, variable)

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

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**AST-Astronomy Courses**

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**AST 101 Astronomy I: SC1**

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

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience.

*This is a Statewide Guaranteed Transfer course GT-SC1*

*Approved 10-Jan-03, Effective Spring 2003.*

*(Replaces AST 101 Fall 1988-Fall 2002)*

**AST 102 Astronomy II: SC1**

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

Emphasizes the structure and life cycle of the stars, the sun, galaxies and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience.

*This is a Statewide Guaranteed Transfer course GT-SC1*

*Approved 10-Jan-03, Effective Spring 2003.*

*(Replaces AST 101 Fall 1988-Fall 2002)*

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**BIO-Biology Courses**

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**BIO 105 Science of Biology: SC1**

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

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors.

*This is a Statewide Guaranteed Transfer course GT-SC1*

*Approved 10-Jan-03 for A.A. only, Effective Spring 2004.*

*(Replaces BIO 105 Spring 1991-Fall 2003)*

**BIO 106 Basic Anatomy & Physiology**

(60 lecture hours, 4 credits)

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

*Added at MCC Fall 2002.*

**BIO 111 General College Biology I/Lab: SC1**

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

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience.

*This is a Statewide Guaranteed Transfer course GT-SC1*

*Approved 10-Jan-03, Effective Spring 2003.*

*(Replaces BIO 111 Fall 1988-Fall 2002)*

**BIO 112 General College Biology II/Lab: SC1**

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

*Prerequisite:* BIO 111 with a "C" grade or better

A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

*This is a Statewide Guaranteed Transfer course GT-SC1*

*Approved 10-Jan-03, Effective Spring 2003.*

*(Replaces BIO 112 Fall 1988-Fall 2002)*

**BIO 201 Human Anatomy & Physiology I: SC1**

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

*Comment: The successful completion of BIO 111 is recommended before taking this course.*

Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, nervous, and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, microscopy, observations, and dissection.

This is the first semester of a two-semester sequence.

*This is a Statewide Guaranteed Transfer course GT-SC1*

*Approved 2-Jun-05, Effective August 2005.*

*(Replaces BIO 201 Fall 1991-Summer 2005; Prerequisite*

removed 1-19-2011)

**BIO 202 Human Anatomy & Physiology II: SC1**  
(45 lecture hours, 30 lab hours, 4 credits)

*Prerequisite: Before taking BIO 202 - students must have ONE of the following:*

- *BIO 201 with "C" grade or better*
- *Instructor or Division Chair permission*

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

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 2-Jun-05, Effective August 2005. (Replaces BIO 202 Summer 1993-Summer 2005; BIO 203 Fall 1991-Spring 1993)*

**BIO 204 Microbiology: SC1**  
(45 lecture hours, 30 lab hours, 4 credits)

*Prerequisite: Before taking BIO 204 - students must have ONE of the following:*

- *BIO 111 or BIO 201 with a "C" grade or better*
- *Instructor/Division Chair permission*

Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification.

The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 2-Jun-05, Effective Fall 2005. (Replaces BIO 204 03F-Summer 2005; BIO 205 Fall 1991-Summer 2002)*

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

*Prerequisite: BIO 111 or BIO 201 with a "C" grade or better or Instructor/Division Chair permission*

This course is an intensive study of the cell and its organelles. Emphasis will be on the molecular mechanisms involved in cell communication, metabolism, motility, genetics, growth, and reproduction. This course requires hands-on laboratory experience.

*Added at MCC Summer 2005.  
(Prerequisite Change Fall 2010)*

**BIO 216 Pathophysiology**  
(60 lecture hours, 4 credits)

*Prerequisite: BIO 201, 202 with a "C" grade or better or instructor permission*

Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease.

*Added at MCC Fall 2005.  
(Replaces HPR 216 Fall 2003-Summer 2005; BIO 216 Summer 1994-Spring 2003)*

## BTE-Business Technologies Courses

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

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

*Added at MCC Fall 1991.  
(Previously BTE 102 Summer 1994-Summer 2001; OFT 105 Summer 1989-Spring 1994)*

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

*Prerequisite: BTE 100 with a "C" grade or better or instructor permission*

Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

*Added at MCC Fall 2001.  
(Previously BTE 102 Summer 1994-Summer 2001)*

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

*Prerequisite: BTE 102 with a "C" grade or better or instructor permission*

Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

*Added at MCC Fall 2001.  
(Previously BTE 112-Formatting Summer 1994-Summer 2001; OFT 112-Formatting Summer 1989-Spring 1994)*

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

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

*Added at MCC Summer 1994.  
(Previously BUS 108 Summer 1993-Spring 1994)*

**BTE 156 Business Mathematics with Calculators**  
(60 lecture hours, 4 credits)

Covers basic business mathematics using the touch system on electronic calculators to solve business problems.

*Added at MCC Fall 2006.*

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

*Prerequisite: ENG 113 with a "C" or better or instructor permission*

Presents new developments, technology, procedures, organization, and contemporary terminology used in effective office management. Emphasizes decision making and application of administrative skills.

*Added at MCC Fall 2003.*

## BUS-Business Courses

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

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

*Added at MCC Fall 1987.*

### **BUS 120 Introduction to E-Commerce** (45 lecture hours, 3 credits)

Provides an introduction to electronic commerce: the business trend of the future. Covers definition of e-commerce, technology and software requirements, security issues, electronic payment and marketing strategies. Focuses on what to expect when creating a dot com as well as the business-to-business use of e-commerce.

*Added at MCC Fall 2005.*

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

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

*Added at MCC Fall 2003.*

### **BUS 203 Introduction to International Business** (45 lecture hours, 3 credits)

Provides student with an understanding of the interdisciplinary nature of international business. Course will cover the development of international business; theories and methods of international trade; financing mechanisms and terms used in export documentation and export finance; the effects of economics, political and cultural environment on international business and trade; impact of geography in business transactions; legal aspects of international business; and developing an effective international marketing strategy.

*Added at MCC Fall 2005.*

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

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

*Added at MCC Fall 1991.*

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

*Prerequisite: ENG 113 with a "C" grade or better or instructor permission*

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

*Added at MCC Fall 1991.*

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

*Prerequisite: MAT 099 with a "C" grade or better or equivalent*

Focuses on statistical study, descriptive statistics, probability, and the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

*Added at MCC Spring 1998.*

## CHE-Chemistry Courses

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

*Prerequisite: MAT 090 with a "C" grade or better*

Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. only, Effective Spring 2003. (Replaces CHE 101 Added at MCC Summer 1991)*

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

*Prerequisite: CHE 101 with a "C" grade or better or instructor/Division Chair permission*

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. only, Effective Spring 2003 (Replaces CHE 102 Added at MCC Fall 1991) (Prerequisite Change Fall 2010)*

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

*Prerequisite: MAT 090 with a "C" grade or better or Instructor/Division Chair permission*

Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. 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 gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.  
(Replaces CHE 111 Added at MCC Fall 198.)  
(Prerequisite Change Fall 2010)*

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

*Prerequisite: CHE 111 with a "C" grade or better or Instructor/Division Chair permission*

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.  
(Previously CHE 112 Added at MCC Spring 1989)  
(Prerequisite Change Fall 2010)*

**CHE 205 Introduction Organic Chemistry  
(45 lecture hours, 30 lab hours, 5 credits)**

*Prerequisite: CHE 112 with a "C" grade or better*

Focuses on compounds associated with the element carbon, their reactions, and synthesis. Includes structure, physical properties, reactivities, synthesis and reactions of aliphatic hydrocarbons and selected functional group families including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids. Covers nomenclature, stereochemistry, and reaction mechanisms. Includes reactions and reaction mechanisms of aromatic compounds. Designed for students needing one semester of organic chemistry.

*Added at MCC Fall 1991.*

**CHE 211 Organic Chemistry I  
(60 lecture hours, 30 lab hours, 5 credits)**

*Prerequisites: CHE 112 with a "C" grade or better or Instructor/Division Chair permission*

Focuses on compounds associated with the element carbon including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course covers nomenclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

*Added at MCC Summer 2010.*

**CHE 212 Organic Chemistry II  
(60 lecture hours, 30 lab hours, 5 credits)**

*Prerequisites: CHE 211 with a "C" grade or better or Instructor/Division Chair permission*

Continues the investigation into the chemistry of carbon-based compounds, their reactions and synthesis

including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry.

*Added at MCC Summer 2010.*

## CIS-Computer Information Systems Courses

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

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

*Added at MCC Fall 2009.*

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

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

*Added at MCC Fall 2009.*

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

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

*Added at MCC Fall 2009.*

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

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

*Added at MCC Fall 2009.*

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

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

*Added at MCC Fall 2009.*

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

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

*Added at MCC Fall 1991.*

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

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

*Added at MCC Fall 1996.*

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

*Prerequisite: Ability to keyboard by touch*

Gives the student an introductory working knowledge of word processing. The student will create, edit, format, save, and print documents. The student will use spell check, grammar check, and thesaurus features. The student will format text, paragraphs, and pages, change margins and use the find and replace feature as well as create envelopes and labels.

*Added at MCC Fall 2003.*

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

*Prerequisite: Keyboarding skills recommended, CIS 131 with a "C" grade or better, or instructor permission*

Increases the student's working knowledge of word processing. In this module, the student will learn to use the merge function. The student will create multiple page reports using headers, footers, footnotes, endnotes, and page numbers. The student will create and format documents using columns and tables.

*Added at MCC Fall 2003.*

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

*Prerequisite: CIS 131 & CIS 132 with a "C" grade or better or instructor permission*

Increases the student's working knowledge of word processing. In this module, the student will learn to use borders, drawing, word art, and graphics. The student will create macros, charts, outlines, styles, and fill-in forms. The student will also sort and select records. This course is the third in a series of modules.

*Added at MCC Fall 2003.*

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

*Prerequisite: BTE 100 or instructor approval*

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

*Added at MCC Spring 2005.*

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

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

*Added at MCC Fall 2003.*

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

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

Continues to build on database skills using appropriate software.

*Added at MCC Fall 2003.*

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

*Prerequisite: CIS 142 with a "C" grade or better*

Continues to build database skills using the selected software.

*Added at MCC Fall 2004.*

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

*Prerequisite: BTE 100 or instructor approval*

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.

*Added at MCC Summer 2002.*

*(Previously CIS 145 Database Concepts Fall 1999-Spring 2002)*

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

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

*Added at MCC Fall 2003.*

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

*Prerequisite: CIS 151 with a "C" grade or better*

Continues the concepts and applications of an electronic spreadsheet learned in the introduction class. Topics include working with lists, integrating appropriate software with other Windows programs, and working with multiple worksheets and workbooks.

*Added at MCC Fall 2003.*

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

*Prerequisite: CIS 152 with a "C" grade or better*

Continues to build electronic spreadsheet skills. This course introduces the student to concepts and applications of an electronic spreadsheet. Topics include calculations, built-in functions, and spreadsheet design; also an introduction to graphics, database, and macros.

*Added at MCC Fall 2004*

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

*Prerequisite: BTE 100 or instructor approval*

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

*Added at MCC Spring 1999.*

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

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

*Added at MCC Fall 2006.*

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

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

*Added at MCC Spring 2004.*

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

*Prerequisite: Knowledge of word processing*

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

*Added at MCC Fall 2003.*

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

*Prerequisite: BTE 103 with a "C" grade or better or concurrent enrollment*

Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Printed documents, reports, slides, and forms are produced to communicate information.

*Added at MCC Summer 2002.*

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

## COM-Communications Courses

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

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

*Added at MCC Fall 2003.*

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

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

*Added at MCC Summer 1989.*

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

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

*Added at MCC Summer 2008.*

*(Previously SPE 115 Speech Fall 2003-Spring 2008)*

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

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

*Added at MCC Summer 2008.*

*(Previously SPE 125 Fall 2003-Spring 2008)*

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

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

## CRJ-Criminal Justice Courses

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

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

*Added at MCC Spring 2010.*

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

*Prerequisite: None.*

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.*

## CSC-Computer Science Courses

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

*Prerequisite: MAT 121 with a "C" grade or better*

Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

*Added at MCC Summer 2000.*

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

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

*Added at MCC Spring 2000.*

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

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

*Added at MCC Fall 2003.*

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

*Prerequisite: CSC 160 with a "C" grade or better or equivalent, or instructor permission*  
Introduces concepts of computer architecture, functional logic, design, and computer arithmetic. Focuses on the mechanics of information transfer and control within a computer system. Includes symbolic programming techniques, implementing high level control structures, addressing modes and their relation to arrays, subprograms, parameters, linkage to high level languages and the assembly process.

*Added at MCC Spring 2001.*

## CSL-Counseling Courses

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

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

*Added at MCC Fall 2010.*

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

Focuses on risk factors for transmission of HIV/AIDS and the application of counseling methods to individuals infected with HIV/AIDS. This course meets the infectious diseases in treatment settings requirement for the

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

*Added at MCC Summer 2010.*

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

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

*Added at MCC Spring 2010.*

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

Focuses on therapeutic methods for treatment of substance abuse disorders as applied particularly to the needs of minorities and special populations. This class meets the diverse treatment populations mandatory training requirements for the Counselor I level of the Colorado Drug and Alcohol Abuse Program.

*Added at MCC Fall 2010.*

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

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

*Added at MCC Summer 2010.*

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

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

*Added at MCC Spring 2010.*

## ECE-Early Childhood Education Courses

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

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

*Added at MCC Summer 2003.*

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

**ECE 102 Introduction to Early Childhood Lab Techniques**  
**(45 lecture hours, 3 credits)**

*Corequisite: ECE 101*

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

*Added at MCC Fall 2003.  
(Previously ECP 102 Fall 2001-Summer 2003)*

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

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

*Added at MCC Fall 2003.  
(Previously ECP 148 Fall 2001-Spring 2003)*

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

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

*Added at MCC Summer 2003.  
(Previously ECP 111 Fall 2001-Spring 2003)*

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

*Corequisite: ECE 111*

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

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

**ECE 126 Art & the Young Child  
(30 lecture hours, 2 credits)**

Prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Investigates the development of self-taught art techniques in young children.

*Added at MCC Summer 2003.*

**ECE 175 Special Topics  
(Variable lecture hours, .05-6 credits)**

Explores current topics, issues and activities related to one or more aspects of the early childhood profession.

*Added at MCC Summer 2004.*

**ECE 205 Nutrition, Health & Safety  
(45 lecture hours, 3 credits)**

Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8.

*Added at MCC Summer 2003.  
(Previously ECP 205 Nutrition and the Young Child Fall 2001-Spring 2003)*

**ECE 220 Curriculum Development: Methods & Techniques  
(45 lecture hours, 3 credits)**

Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs.

*Added at MCC Summer 2003.  
(Previously ECP 227 Fall 2001-Spring 2003)*

**ECE 225 Language & Cognition for the Young Child  
(45 lecture hours, 3 credits)**

*Prerequisite: PSY 238 or ECE 238 with a "C" grade or better or instructor permission*

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.

*Added at MCC Summer 2003. (Previously ECE 214 Summer 2002-Spring 2003)*

**ECE 226 Creativity and the Young Child  
(45 lecture hours, 3 credits)**

Provides an emphasis on encouraging and supporting creative self-expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8.

*Added at MCC Summer 2003.  
(Previously ECP 215 Summer 2002-Spring 2003)*

**ECE 238 Child Growth & Development  
(45 lecture hours, 3 credits)**

Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component.

*Added at MCC Summer 2005.  
(Reduced from 4 credits to 3 credits Summer 2011)*

**ECE 240 Administration of Early Childhood Care & Education Programs  
(45 lecture hours, 3 credits)**

*Prerequisite: ECE 101 with a "C" grade or better or instructor permission*

Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

*Added at MCC Summer 2003.*

*(Previously ECP 226 Fall 2001-Spring 2003)*

**ECE 241 Administration: Human Relations for Early Childhood Education**  
(45 lecture hours, 3 credits)

Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.

*Added at MCC Summer 2003.*

*(Previously ECP 216 Fall 2001-Spring 2003)*

**ECE 260 Exceptional Child**  
(45 lecture hours, 3 credits)

*Prerequisites: PSY 238 or ECE 238 or Instructor permission*  
Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionalities. Focuses on ages birth through age 8.

*Added at MCC Summer 2010.*

**ECE 289 Capstone: Early Childhood Education**  
(Variable hours, 1-6 credits)

Incorporates a demonstrated culmination of learning within a given program of study.

*Added at MCC Spring 2005.*

## ECO-Economics Courses

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**ECO 105 Introduction to Economics**  
(45 lecture hours, 3 credits)

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues.

*Added at MCC Fall 2004.*

**ECO 201 Principles of Macroeconomics: SS1**  
(45 lecture hours, 3 credits)

Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.

*This is a Statewide Guaranteed Transfer course GT-SS1 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004. Added at MCC Spring 2004. (Replaces ECO 201-Fall 1988-Fall 2003)*

**ECO 202 Principles of Microeconomics: SS1**  
(45 lecture hours, 3 credits)

Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly

and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.

*This is a Statewide Guaranteed Transfer course GT-SS1 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004. Added at MCC Spring 2004. (Replaces ECO 202 Fall 1988-Fall 2003)*

## EDU-Education Courses

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**EDU 131 Introduction to Adult Education**  
(45 lecture hours, 3 credits)

Introduces the student to the basic concepts in the instruction of adults. Emphases will be placed on understanding the adult learner and how their individual backgrounds and experiences can affect the learning process. Additionally, the course will cover applicable federal and state legislation which affects adult learning programs and will offer information on additional resources and associations in the field of Adult Education.

*Added at MCC Spring 2008.*

**EDU 132 Planning, Organizing and Delivering Adult Education Instruction**  
(45 lecture hours, 3 credits)

Covers the basics of planning an adult education program, organizing instruction within the various content areas and delivering the material in a variety of ways, both in groups and individualized instruction. A wide variety of learning principles and theories will be addressed in ways that show their applicability to the adult learner and his/her education. This course was designed to meet Colorado Literacy Instruction Authorization requirements

*Added at MCC Spring 2008.*

**EDU 133 Adult Basic Education (ABE)/Adult Secondary Education (ASE)**  
(45 lecture hours, 3 credits)

Specifically address the different levels within an Adult Education program. Each level will be addressed in terms of appropriate assessment tools and instructional techniques. Emphasis will be placed on teaching ways that the adult education instructor can encourage the development of cognitive skills at each level, as a springboard to the next higher level. This course was designed to meet Colorado Literacy Instruction Authorization requirements

*Added at MCC Spring 2008.*

**EDU 134 Teaching English as a Second Language to Adult Learners**  
(45 lecture hours, 3 credits)

Introduces the development and implementation of a program to teach English to adults whose first language is not English. Topics will range widely from assessment and placement to the theories behind language acquisition. Students will also cover a wide variety of methodologies, both group and individualized, that are aimed at teaching the non-English speaker the written and verbal skills, necessary to successfully function in the United States.

This course was designed to meet Colorado Literacy Instruction Authorization requirements.

*Added at MCC Spring 2008.*

**EDU 135 Family Literacy in Adult Education  
(45 lecture hours, 3 credits)**

Introduces the students to the philosophy and theory behind family literacy, as well as give practical advice on the development and implementation of a family literacy program. The four-component model of adult education, early childhood education, parent and child together time (PACT), and parenting will be covered, both in theory and practical application.

*Added at MCC Fall 2004.*

**EDU 188 Practicum I  
(Variable hours, 0-12 credits)**

*Corequisite: EDU 221*

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor.

*Added at MCC Fall 2007.*

**EDU 221 Introduction to Education  
(45 lecture hours, 3 credits)**

*Prerequisite: College level reading and writing as demonstrated on college level placement scores*

*Corequisite: EDU 188-Field-Experience component, if not embedded in the class*

Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system.

*Added at MCC Fall 2004.*

**EDU 231 Introduction to Bilingual Education  
(60 lecture hours, 4 credits)**

Focuses on bilingual and multicultural education with emphasis on the linguistically and culturally diverse learner. Covers historical perspectives, philosophical frameworks, legal implications, subject matter methodologies and current issues which impact bilingual educational programs.

*Added at MCC Spring 2008.*

**EDU 232 Literacy in the Multicultural/Multilingual Classroom  
(45 lecture hours, 3 credits)**

Introduces students to the theories, methods, and techniques for teaching reading and language to children from diverse cultural and linguistic backgrounds. Includes field experience applying coursework with children.

*Added at MCC Spring 2008.*

**EDU 233 English Language Learning (K-6)  
(45 lecture hours, 3 credits)**

Prepares teachers who work with limited English proficient students to learn strategies to develop English language learners' (ELLs') social and academic English and supports their transition to US culture and schools. This course is appropriate in a variety of program models: mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with pre-service teachers.

*Added at MCC Spring 2008.*

**EDU 234 Multicultural Education  
(45 lecture hours, 3 credits)**

Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. Assists teachers to recognize the special learning needs of children from different racial, ethnic, cultural and socioeconomic groups and to encourage teachers to integrate multicultural/diversity teaching into the school curriculum.

*Added at MCC Spring 2008.*

**EDU 240 Teaching the Exceptional Learner  
(45 lecture hours, 3 credits)**

Focuses on the individual differences and modifications that are necessary in the educational practices of the exceptional learner. Incorporates an additional 10-hour 0-credit, pre-professional, supervised, field based experience. Together with this experience, a portfolio and field experience reflective journal is required of all students.

**EDU 260 Adult Learning & Teaching  
(45 lecture hours, 3 credits)**

Introduces the basic instructional theory focusing on the adult learner. Includes developing a syllabus, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse participant body, classroom management, learning theory, learning styles, teaching styles, and using technology in the classroom.

**EDU 261 Teaching, Learning & Technology  
(45 lecture hours, 3 credits)**

*Prerequisite: EDU 221 or EDU 260 with a "C" grade or better*

Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.

*Added at MCC Spring 2004.*

**EMS-Emergency Medical Services  
Courses**

**EMS 112 Emergency Medical Dispatch  
(30 lecture hours, 11 lab hours, 2.5 credits)**

*Prerequisite: Current CPR card*

Provides technical and practical information, skill practice and written examination for the current or potential emergency dispatcher.

*Added at MCC Fall 2003.*

**EMS 115 First Responder  
(45 lecture hours, 3 credits)**

Provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives.

*Added at MCC Summer 2003.*

**EMS 125 EMT Basic  
(115 lecture hours, 60 lab hours, 9 credits)**

*Corequisite: EMS 170*

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age.

*Added at MCC Fall 2003.*

**EMS 126 EMT Basic Refresher  
(30 lecture hours, 23 lab hours, 3 credits)**

*Prerequisite: Current CPR card, Current or less than 36 months expired EMT Basic certification*

Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the reentry EMT student.

*Added at MCC Fall 2003.*

**EMS 130 EMT Intravenous Therapy  
(20 lecture hours, 15 lab hours, 2 credits)**

*Prerequisite: Current EMT Basic certification, or proper licensure*

Focuses on cognitive and skill practice as required by Colorado Pre-hospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

*Added at MCC Fall 2003.*

**EMS 170 EMT Basic Clinical  
(7.5 private instruction hours, 1 credit)**

*Corequisite: EMS 125 or EMS 126, depending on student status*

Provides the EMT student with the clinical experience required of initial and some renewal processes.

*Added at MCC Fall 2003.*

**EMS 178 EMS Seminar  
(Variable hours, .05-6 credits)**

Provides the student with the opportunity to explore local interests and needs in a less formal setting.

*Added at MCC Summer 2003.*

**EMS 203 EMT Intermediate I  
(75 lecture hours, 30 lab hours, 6 credits)**

*Prerequisite: Valid EMT-Basic, HEP B vaccination, Current CPR cards, high school grad or GED*

Provides preparatory information and is the first part of the EMT Intermediate program.

*Added at MCC Fall 2003.*

**EMS 205 EMT Intermediate II  
(75 lecture hours, 30 lab hours, 6 credits)**

*Prerequisite: EMT Intermediate I - EMS 203*

Serves as the second course for EMT Intermediate certification.

*Added at MCC Fall 2003.*

**EMS 206 EMT Intermediate Refresher  
(30 lecture hours, 23 lab hours, 3 credits)**

*Prerequisite: Current EMT I certificate, or less than 36 months expired*

Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program.

*Added at MCC Fall 2003.*

**EMS 214 Basic Trauma Life Support  
(15 lecture hours, 5 lab hours, 1 credit)**

*Prerequisite: EMT Basic or higher*

Provides students with information and skill practice to treat trauma patients in the pre-hospital environment.

*Added at MCC Fall 2004.*

*(Previously EMS 151 Spring 1999-Summer 2003)*

**EMS 270 Clinical: EMS Intermediate  
(45 lab hours, 3 credits)**

*Prerequisite: EMS 203-205 with a "C" grade or better*

*Corequisite: EMS 205 as needed*

Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

*Added at MCC Fall 2003.*

## ENG-English Courses

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**ENG 030 Basic Language Skills  
(30 lecture hours, 2 credits)**

*Prerequisite: ACCUPLACER® Sentence Skills score of 25-49*

Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

*Added at MCC Summer 2004.*

*(Previously DEE 011 English Skills I Summer 1990-Spring 1994)*

**ENG 060 Writing Fundamentals  
(45 lecture hours, 3 credits)**

*Prerequisite: ACCUPLACER® Sentence Skills score of 50-69 or ENG 030 with "C" grade or higher*

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

*Added at MCC Spring 2002.*

*(Previously ENG 060 Fall Language Fundamentals Summer 1994-2001; DEE 012 English Skills II Summer 1993-Spring 1994)*

**ENG 090 Basic Composition****(45 lecture hours, 3 credits)***Prerequisite: ACCUPLACER® Sentence Skills score of 70-94 or ENG 060 with "C" grade or higher*

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

*Added at MCC Spring 2002.**(Previously ENG 100 Composition Style & Technique Summer 1994-Fall 2001; ENG 105 Fund of Composition Summer 1987-Spring 1994)***ENG 113 Business English****(45 lecture hours, 3 credits)**

Introduces business English skills that are applicable to business correspondence. This course will review basic principles of grammar, punctuation, capitalization, spelling, and word usage.

*Added at MCC Fall 2003.**(Previously ENG 115 Technical English & Communications Fall 2002-Summer 2003; BUS 117 Business English Fall 1991- Summer 2002; BUS 111 Business English Summer 1987- Summer 1991)***ENG 115 Technical English and Communication****(45 lecture hours, 3 credits)***Prerequisite: None.*

Focuses on the written and oral communication needs of students in vocational and technical fields. Enables the student to practice written, oral, reading, reasoning, and interpersonal communication skills in order to become successful (or to remain successful) in the workplace.

*Added at MCC Fall 2010.***ENG 121 English Composition I: C01****(45 lecture hours, 3 credits)***Prerequisite: ACCUPLACER® Sentence Skills score of 95 or higher or ENG 090 with "C" grade or higher*

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.

*This is a Statewide Guaranteed Transfer course GT-CO1 Approved 10-Jan-03, Effective Spring 2003.**Added at MCC Spring 2003.**(Replaces ENG 121 Summer 1988-Fall 2002)***ENG 122 English Composition II: C02****(45 lecture hours, 3 credits)***Prerequisite: ENG 121 with a "C" grade or better*

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research.

*This is a Statewide Guaranteed Transfer course GT-CO2 Approved 10-Jan-03, Effective Spring 2003.**Added at MCC Spring 2003.**(Replaces ENG 122 Summer 1988-Fall 2002)***ENG 201 English Composition III: C03****(45 lecture hours, 3 credits)****Long Title: Composition III: Writing for Public Discourse GT-C03***Prerequisite: ENG 122 with a "C" grade or better*

Provides students with skills necessary to enter into higher-level undergraduate academic discourse or professional workplace writing. ENG 201 extends students rhetorical knowledge and develops critical reading, thinking, and writing strategies in multiple specialized areas of discourse beyond what they encounter in ENG 122. In ENG 201, students deepen their rhetorical and writing skills by learning to analyze, synthesize, summarize complex texts and incorporate this information into specific writing conventions for a defined discipline. As a more advanced composition course, ENG 201 provides interested students with the opportunity to continue their exploration of expository writing with the added benefit of learning to write for distinct audiences (format, language, level of specificity, length, and documentation style). Students will also learn effective editing and revising techniques, discipline-specific writing strategies, and how to extend their mastery of rhetorical strategies. While ENG 201 may be taught with the focus in a variety of disciplines (science writing, gender studies, literary criticism, writing in the humanities, business writing, political geography, philosophy, and so on), every discipline will allow students the opportunity to learn how to communicate with specialized audiences and adapt content to the needs of varying rhetorical situations.

*This is a Statewide Guaranteed Transfer course GT-CO3**Added at MCC Spring 2011.***ENG 221 Creative Writing I****(45 lecture hours, 3 credits)**

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs.

*Added at MCC Summer 2002.***ENG 222 Creative Writing II****(45 lecture hours, 3 credits)**

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

*Added at MCC Fall 2003.***ENG 226 Fiction Writing****(45 lecture hours, 3 credits)**

Teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story.

*Added at MCC Fall 1991.***ENG 227 Poetry Writing****(45 lecture hours, 3 credits)**

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

*Added at MCC Fall 1991.*

## ESL-English as a Second Language Courses

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### **ESL 011 Basic Pronunciation (3 credits)**

Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

### **ESL 012 Intermediate Pronunciation (3 credits)**

Provides listening, speaking and reading activities that help students recognize and produce a variety of stress and intonation patterns in English. Helps students to produce problematic English sounds.

### **ESL 021 Basic Grammar (3-5 Credits, Variable)**

Assists the student in mastering basic structures in English grammar through oral and written practice.

### **ESL 022 Intermediate Grammar (3-5 Credits, Variable)**

Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

### **ESL 023 Advanced Grammar (3-5 Credits, Variable)**

Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

### **ESL 031 Basic Conversation (3-4 Credits, Variable)**

Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

### **ESL 032 Intermediate Conversation (3-4 Credits, Variable)**

Teaches listening, pronunciation, and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.

### **ESL 033 Advanced Conversation (3 credits)**

Provides students with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening and note taking strategies, as well as questioning, discussion, and presentation skills.

### **ESL 041 Basic Reading (3-4 Credits, Variable)**

Improves comprehension of simple written texts through vocabulary building and reading strategies.

### **ESL 042 Intermediate Reading (3-4 Credits, Variable)**

Helps the student read more quickly and accurately and understand a variety of intermediate level reading material.

## FST-Fire Science Technology Courses

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### **FST 100 Firefighter I (60 lecture hours, 112.5 lab hours, 9 credits)**

*ACCUPLACER® Requirement: REA 060*

Addresses the requirements necessary to perform at the first level of progression as identified in National Fire Protection Association (NFPA) 1001, Firefighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA 1001, level I, standard.

*Added at MCC Spring 2010.*

### **FST 102 Principles/Emergency Services (45 lecture hours, 3 credits)**

*Prerequisite: FST 100 with "C" grade or higher*

*ACCUPLACER® Requirement: REA 060.*

Provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government ; laws and regulations affecting the fire service; fire service nomenclature ; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics.

*Added at MCC Summer 2010. Title Changed from "Introduction to Fire Science and Suppression" 4/7/09.*

### **FST 107 Hazardous Materials Operations (Level 1) (45 lecture hours, 3 credits)**

*Prerequisite: FST with a "C" grade or higher.*

*ACCUPLACER® Requirement: REA 060*

Introduces hazardous materials incidents, recognizing and identifying hazardous materials, planning response, implementing response procedures, decision making, and continued evaluation at the awareness and operation level.

*Added at MCC Summer 2010.*

## Foreign Language Courses\*\*\*

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**NOTE: Foreign Language prefix \* \* \* is determined by language being taught, i.e.: SPA for Spanish, FRE for French, GER for German, RUS for Russian, etc.**

### **\* \* \* 101 Conversational Foreign Language I: French, Russian, Spanish, etc.**

**(45 lecture hours, 3 credits)**

This is the first course in a sequence for beginning students who wish to understand and speak (FOL). The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

*Added at MCC Spring 2004.*

### **\* \* \* 102 Conversational Foreign Language II: French, German, Russian, Spanish, etc.**

**(45 lecture hours, 3 credits)**

*Prerequisite: \* \* \* 101 with a "C" grade or better*

This is the second course in a sequence for beginning students who wish to understand and speak (FOL). The material will continue to cover basic conversational patterns, expressions, and grammar.

*Added at MCC Spring 2004*

**\* \* \* 111 Foreign Language I: French, Spanish, etc. (75 lecture hours, 5 credits)**

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

*Added at MCC Spring 2004.*

**\* \* \* 112 Foreign Language II: French, Spanish (75 lecture hours, 5 credits)**

*Prerequisite: \* \* \* 111 with a "C" grade or better or instructor permission*

Continues \* \* \* 111 in the development of functional proficiency in listening, speaking, reading and writing the language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

*Added at MCC Spring 2004.*

**\* \* \* 115 Foreign Language for the Professional (45 lecture hours, 3 credits)**

*Prerequisite: College level reading*

Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others

*Added at MCC Fall 2004.*

**\* \* \* 211 Foreign Language III: French, Spanish: AH4 (45 lecture hours, 3 credits)**

*Prerequisite: \* \* \* 112 with a "C" grade or better or instructor permission*

Continues \* \* \* 111 and \* \* \* 112 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

*This course is a Statewide Guaranteed Transfer course. FRE 211 GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.*

*SPA 211 GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.*

*Added at MCC Spring 2004.*

*(Replaces SPA 211 Fall 2001-Fall 2003)*

**\* \* \* 212 Foreign Language IV: French, Spanish: AH4 (45 lecture hours, 3 credits)**

*Prerequisite: \* \* \* 211 with a "C" grade or better or instructor permission*

Continues \* \* \* 111, \* \* \* 112, and \* \* \* 211 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

*This course is a Statewide Guaranteed Transfer course.*

*FRE 211 AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.*

*SPA 212 GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.*

*Added at MCC Spring 2004.*

*(Replaces SPA 212 Fall 2000-Fall-2003)*

**\* \* \* 215 Foreign Language for the Professional II (45 lecture hours, 3 credits)**

*Prerequisite: \* \* \* 115 with a "C" grade or better*

Continues \* \* \* 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

*Added at MCC Fall 2003.*

*(Prerequisite Change Spring 2010)*

## GEO-Geography Courses

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**GEO 105 World Regional Geography: SS2 (45 lecture hours, 3 credits)**

An introductory course designed to facilitate an understanding of spatial relationships between and among the geographic regions of the world. Included are demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Methods of study include analysis of/and interrelationships between developed and developing regions.

*This is a Statewide Guaranteed Transfer course GT-SS2 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.*

*Added at MCC Spring 2003.*

*(Replaces GEO 105 Spring 1990-Fall 2002)*

## GEY-Geology Courses

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**GEY 111 Physical Geology: SC1 (45 lecture hours, 30 lab hours, 4 credits)**

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.*

*Added at MCC Spring 2003.*

*(Replaces Fall 1989-Fall 2002)*

**GEY 121 Historical Geology: SC1 (45 lecture hours, 30 lab hours, 4 credits)**

Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.*

*Added at MCC Spring 2003.*

*(Replaces GEY 121 Spring 1991-Fall 2002)*

## HHP-Holistic Health Professional Courses

### **HHP 102 Touch For Caregivers** (4 lecture hours, 4 lab hours, .5 credits)

Focuses on touch therapy as an important aspect of caring for the whole person. Introduces concepts related to basic massage and energy work. Features techniques that are quickly learned and applied to interactions with clients, family, and friends and readily incorporated by caregivers in long term, home health, hospice, and acute care situations.

*Added at MCC Fall 2008.*

### **HHP 166 Introduction to Reflexology** (8 lecture hours, 8 lab hours, 1 credit)

Teaches the student foot anatomy, basic hand stroke and foot reflex points.

*Added at MCC Spring 2005.*

### **HHP 108 Aromatherapy** (4 lecture hours, 4 lab hours, .5 credit)

While much ancient wisdom on the use of essential oils in health maintenance and the healing of disease has been lost, some tantalizing data from the ancient Egyptians exists and has been verified by modern scientific research. Explores the pharmacokinetics and neurophysiology of essential oils, looking into their origins, extraction, storage, and usage. Enables the student to observe a large number of essential oil remedies and their applications.

*Added at MCC Spring 2005. (Course numbering change from HHP 202 to HHP 108 Summer 2010)*

## HIS-History Courses

### **HIS 101 Western Civilization: Antiquity-1650: HI1** (45 lecture hours, 3 credits)

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

*This is a Statewide Guaranteed Transfer course GT-HI1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added at MCC at MCC Spring 2003.*

*(Replaces HIS 101 Summer 1988-Fall 2002) (Replaces HIS 101-History of Western Civilization I: HI1 Spring 2003-Fall 2010)*

### **HIS 102 Western Civilization: 1650-Present: HI1** (45 lecture hours, 3 credits)

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

*This is a Statewide Guaranteed Transfer course GT-HI1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003]*

*Added at MCC Spring 2003.*

*(Replaces HIS 102 Summer 1988-Fall 2002) (Replaces HIS 102 History of Western Civilization II: HI1 Spring 2002-Fall 2010)*

### **HIS 111 The World: Antiquity-1500: HI1** (45 lecture hours, 3 credits)

Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from the prehistoric era to 1500. Reflects the multiple perspectives of gender, class, religion, and ethnic groups in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

*This is a Statewide Guaranteed Transfer course GT-HI1 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006] Added at MCC Fall 2006.*

*(Replaces HIS 111 Fall 2003-Summer 2006) (Replaces HIS 111 World Civilization I: HI1 Spring 2006-Fall 2010 including description and competencies changes)*

### **HIS 112 The World: 1500-Present: HI1** (45 lecture hours, 3 credits)

Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from 1500 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

*This is a Statewide Guaranteed Transfer course GT-HI1 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006. Added at MCC Fall 2006.*

*(Replaces HIS 112 Fall 2003-Summer 2006) (Replaces HIS 112 World Civilization II: HI1 Spring 2006-Fall 2010 including competencies and course description changes)*

### **HIS 201 U.S. History to Reconstruction: HI1** (45 lecture hours, 3 credits)

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

*This is a Statewide Guaranteed Transfer course GT-HI1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added at MCC Spring 2003.*

*(Replaces HIS 201 Summer 1988-Fall 2002) (Replaces HIS 201 U.S. History I: HI1 Spring 2003-Fall 2010 including competencies) (New Title Spring 2011)*

**HIS 202 U.S. History since the Civil War: HI1  
(45 lecture hours, 3 credits)**

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

*This is a Statewide Guaranteed Transfer course GT-HI1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added at MCC Spring 2003.  
(Replaces HIS 202 Summer 1988-Fall 2002) (Replaces HIS 202 U.S. History II: HI1 Spring 2003-Fall 2010 including competencies) (New Title Spring 2011)*

**HIS 225 Colorado History: HI1  
(45 lecture hours, 3 credits)**

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.

*This is a Statewide Guaranteed Transfer course GT-HI1 Approved 30-Nov-10 for A.A. & A.S., Effective Spring 2011.  
Added at MCC Fall 1991.  
(Replaces HIS 225-Colorado History Fall 1991-Fall 2010 including competencies and course description changes and addition of GT designation)*

**HIS 235 History of the American West  
(45 lecture hours, 3 credits)**

Traces the history of the American West, from the Native American cultures and the frontier experiences of America's earliest, eastern settlers, through the Trans-Mississippi West, across the great exploratory and wagon trails, and up to the present West, be it urban, ranching, reservation, resource management, or industrial. Emphasizes the north and central parts of the West.

*Added at MCC Fall 2003. Rev. Spring 2011.  
(Replaces HIS 235 History of the American West Fall 2003-Fall 2010 including competencies and course description changes)*

**HIS 236 U.S. History Since 1945: HI1  
(45 lecture hours, 3 credits)**

Focuses on the major political, economic, social, and cultural developments that have shaped modern America from 1945 to the present.

*This is a Statewide Guaranteed Transfer course GT-HI1 Approved 30-Nov-10 for A.A. & A.S., Effective Spring 2011.  
Added at MCC Fall 2009. Rev. Spring 2011.  
(Replaces HIS 235 U.S. History Since 1945 Fall 2009-Fall 2010 including competencies and description changes and addition of GT-HI1)*

**HIS 247 20th Century World History: HI1  
(45 lecture hours, 3 credits)**

Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states.

*This is a Statewide Guaranteed Transfer course GT-HI1 Approved 30-Nov-10 for A.A. & A.S., Effective Spring 2011.  
Added at MCC Spring 2009. Rev. Spring 2011.  
(Replaces HIS 247 20th Century World History: HI1 Spring 2009-Fall 2010 including competencies changes and addition of GT:HI1)*

**HIS 260 U.S. Foreign Relations History: HI1  
(45 lecture hours, 3 credits)**

Provides an overview of the history of United States foreign relations from the colonial era to the present and includes the pertinent political, military, economic, diplomatic, social, religious, ideological and cultural topics. At various points, issues such as race, class, gender, immigration, expansion, and the environment will be covered. This course also focuses on developing, practicing and strengthening the skills historians use while constructing knowledge in the discipline.

*This is a Statewide Guaranteed Transfer course GT-HI1 Approved 30-Nov-10 for A.A. & A.S., Effective Spring 2011.  
Added at MCC Fall 2009. Rev. Spring 2011.  
(Replaces HIS 260 U.S. Foreign Relations History Fall 2009-Fall 2010 including competencies and description changes and addition of GT-HI1)*

## HOS-Hospitality Courses

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**HOS 105 Introduction to Management in the Hospitality Industry  
(45 lecture hours, 3 credits)**

Describes the history, development, and operation of the hospitality industry including careers in the industry, management practices, accounting procedures, destinations and lodging.

*Added at MCC Fall 2009.*

**HOS 131 Planning for Special Events  
(45 lecture hours, 3 credits)**

Provides a basic knowledge of the planning and development of an event or meeting, including the budgeting, arranging of entertainment and catering, and the lodging of participants.

*Added at MCC Fall 2009.*

**HOS 139 Housekeeping Management  
(30 lecture hours, 2 credits)**

Offering the basics of housekeeping management will be introduced in this course. Management functions, tools and practices essential for supervision of the housekeeping department of a resort or hotel facility will be presented.

*Added at MCC Fall 2009.*

**HOS 140 Front Office Procedures  
(30 lecture hours, 2 credits)**

Presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with billing and collection processes. This course also places front office management, the process of handling complaints and concerns regarding hotel safety.

*Added at MCC Fall 2009.*

**HOS 142 Energy & Water Management  
(30 lecture hours, 2 credits)**

Examines the need for energy management in the hospitality industry. Why an energy problem exists, its impact on the hospitality operation and a practical approach to developing and implementing an energy program will be covered.

*Added at MCC Fall 2009.*

**HOS 219 Hospitality Law  
(45 lecture hours, 3 credits)**

Explores laws and regulations affecting the U.S. hospitality industry with many examples and case histories. Legal issues that can affect your property are numerous, and ignorance of the law is no excuse. Topics include protecting guests, loss of property, wages and hours, labor relations, worker's compensation, franchising, and the Internet. This course is NOT recommended for international students, as it focuses solely on U.S. legal issues.

*Added at MCC Fall 2009.*

**HOS 221 Basic Hotel and Restaurant Accounting  
(45 lecture hours, 3 credits)**

Helps to develop a basic understanding of hotel and restaurant accounting procedures, with a focus on the computerized accounting used in today's hospitality accounting situations. You'll learn about taxation of business income, the role of governmental agencies, and how to read analyze financial statements.

*Added at MCC Fall 2009.*

**HOS 240 Purchasing & Menu Planning  
(45 lecture hours, 3 credits)**

Introduces the world of food service purchasing. The course initially provides the learner with an overview of the purchasing cycle and describes how to place and receive orders following procedures defined in the marketplace. The course describes the impact of innovative packaging processing on foods, describes the effect technology has on the present food service menu, and discusses concepts that impact the future.

*Added at MCC Fall 2009.*

**HOS 246 Marketing Hospitality Services  
(45 lecture hours, 3 credits)**

Presents marketing techniques of selected properties, the general marketing approaches of the major chains, and ways to develop a marketing plan for hotel and motel properties.

*Added at MCC Fall 2009.*

**HOS 250 Food, Beverage and Labor Cost Control  
(45 lecture hours, 3 credits)**

Introduces the student to concepts of food, beverage, and labor cost control in the hospitality business.

*Added at MCC Fall 2009.*

**HOS 255 Hospitality HR Management  
(45 lecture hours, 3 credits)**

Studies the technical and legal challenges of hospitality human resource management from working within today's employment laws to controlling absenteeism, dealing with unions, handling discipline and termination, and creating affordable wages and benefit programs. Explores controlling costs, increasing motivation and productivity, and how to find and keep good employees.

*Added at MCC Fall 2009.*

**HOS 280 Internship  
(90 other hours, 3 credits)**

Exposes the learner to the practical application of course studies in the hospitality industry. The course consists of practical experience in a hotel, restaurant, convention center, resort, tourism operation, or other professional opportunity in the hospitality industry.

*Added at MCC Fall 2009.*

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## HPR-Health Professional Courses

**HPR 101 Customer Service in Healthcare  
(30 lecture hours, 2 credits)**

Introduces students to customer service theory and techniques specifically in the healthcare arena. This course will discuss therapeutic communication, conflict resolution and negotiation, as well as employee/employer relations. Exploration of diverse populations and cultural sensitivity will be addressed.

*Added at MCC Fall 2010.*

**HPR 102 CPR for Professionals  
(7.5 lecture hours, .50 credit)**

Meets the requirements for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in this course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients.

*Added at MCC Fall 2008.*

*(Replaces HPR 102 1 credit course Summer 2006-Summer 2008. Not equivalent)*

**HPR 106 Law & Ethics for Health Professions  
(30 lecture hours, 2 credits)**

Advances student knowledge in the study and application of medico-legal concepts in medical careers, establishes a foundation for ethical behavior and decision making.

**HPR 108 Dietary Nutrition  
(15 lecture hours, 1 credit)**

Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals,

methods of nutritional assessment and support, and diet modification for specific disease states.

*Added at MCC Fall 2003. (Prerequisite removed Spring 2011)*

**HPR 111 Success Seminar  
(15 lecture hours, 1 credit)**

Explores and engages success strategies for students entering the allied health programs. Included are topics related to support team building, learning styles, study skills, note taking, and test-taking specific to the health care professional programs.

*Added at MCC Fall 2010.*

**HPR 112 Phlebotomy  
45 lecture hours, 22.5 lab hours, 4 credits)**

Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. Students will have experience with quality control, infection control and safety procedures as well as laboratory computer systems. Students successfully completing this course may apply for a National Phlebotomy Registry Examination.

*Added at MCC Fall 2007.*

**HPR 113 Advanced Phlebotomy  
(15 lecture hours, 67.5 lab hours, 4 credits)**

Instructs students in advanced phlebotomy techniques to include patients in trauma, neonatal, geriatric, and long term acute care areas. In addition, laboratory procedures taught include specimen processing and advanced point-of-care instrumentation. This course includes a lecture/lab combination that teaches theory and direct application of theoretic content and clinical opportunities for student to master learned skills.

*Added at MCC Spring 2007.*

**HPR 117 Anatomical Kinesiology  
(30 lecture 22.5 lab hours, 3 credits)**

*Prerequisite: BIO 201*

Studies the Anatomical Bases of Human Movement.

*Added at MCC Spring 2007.*

**HPR 120 Advanced Cardiac Life Support  
(10 lecture hours, 5 lab hours, 1 credit)**

*Prerequisite: Current basic life support health care provider "C" certification*

Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest.

*Added at MCC Fall 2003.*

**HPR 130 Pediatric Advanced Life Support  
(10 lecture hours, 5 lab hours, 1 credit)**

*Prerequisite: Current CPR card -must include child and infant CPR*

Provides students the needed information and skills as required by health care agencies for pediatric emergencies.

*Added at MCC Fall 2003.*

**HPR 140 Orientation to Health Careers (Leadership)  
(90 lecture hours, 6 credits)**

*Prerequisite: None.*

Compares various health careers, health ethics, and work trait attributes required in the health field. Students will be introduced to leadership skills through theory and participation in community awareness projects. The students will have the opportunity to participate in the student organization HOSA (Health Occupations Students of America).

*Added at MCC Fall 2010.*

**HPR 178 Seminar: Medical Terminology  
(30 lecture hours, 2 credits)**

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting.

**HPR 180 Internship  
(0-12 variable credits)**

*Prerequisite: NUR 112*

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

*Added at MCC Spring 2007.*

**HPR 190 Basic EKG Interpretation  
(22 lecture hours, 11 lab hours, 2 credits)**

Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed.

*Added at MCC Fall 2003.*

**HPR 217 Kinesiology  
(45 lecture hours, 22.5 lab hours, 4 credits)**

*Prerequisite: BIO 201 or instructor permission*

Focuses on mechanical principles of kinematics, kinetics, muscle physiology, and neurophysiology and the interaction to produce function. Joint and muscle structure and function with application is a main focus.

*Deleted Fall 2006. Re-Added at MCC Spring 2008.*

## HUM-Humanities Courses

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**HUM 121 Humanities: Early Civilization: AH2  
(45 lecture hours, 3 credits)**

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E.

*This is a Statewide Guaranteed Transfer course GT-AH2 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004. Added at MCC Spring 2004. Rev. Summer 2007.*

*(Replaces HUM 121 Survey of Humanities I Summer 1988-Fall 2003. Title changed Summer 2007- from "Survey of Humanities I")*

**HUM 122 Humanities: Medieval-Modern: AH2**  
**(45 lecture hours, 3 credits)**

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. Any two of the three Survey of Humanities courses equal a sequence.

*This is a Statewide Guaranteed Transfer course GT-AH2 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004. Added at MCC Spring 2004. Rev. Summer 2007. (Replaces HUM 122 Survey of Humanities II Fall 1988- Fall 2003. Title change Summer 2007 from "Survey of Humanities II")*

**HUM 123 Humanities: Modern World: AH2**  
**(45 lecture hours, 3 credits)**

Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples.

*This is a Statewide Guaranteed Transfer course GT-AH2 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004. Added at MCC Spring 2004. Rev. Summer 2007. (Previously HUM 123 Survey of Humanities III Fall 1988-Fall 2003. Title changed Summer 07- from "Survey of Humanities III")*

## HWE-Health And Wellness Courses

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**HWE 100 Human Nutrition**  
**(45 lecture hours, 3 credits)**

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

*Added at MCC Fall 2002.  
(Previously NUT 100 Nutrition Fall 2000-Summer 2002;  
HWE 100 Human Nutrition Fall 2000)*

**HWE 101 Cardio-Pulmonary Resuscitation (CPR)**  
**(15 lecture hours, 1 credit)**

Teaches emergency procedures for respiratory, obstructed airway, and cardiac arrest victims of all ages. It meets certification requirements of the American Red Cross and the American Heart Association.

*Added at MCC Summer 2003.  
(Previously PED 105 CPR-Basic Life Support Fall 1991-Summer 2003)*

**HWE 102 Cardio-Pulmonary Resuscitation (CPR) Recertification**  
**(7.5 lecture hours, .5 credits)**

Reviews CPR for those whose CPR card is due but not expired. Student must provide a copy of current CPR certification. Recertification can be done for Professional Rescuer, Community, Adult, Child and Infant CPR.

*Added at MCC Fall 2003.  
(Previously HEA 106 Summer 1992-Summer 2003)*

**HWE 103 Community First Aid and CPR**  
**(15 lecture hours, 1 credit)**

Uses demonstration videos, instructor led practice and workbook/textbook study to prepare for certification in Adult/Child/Infant CPR and Community First Aid.

*Added at MCC Fall 2003.  
(Previously HEA 126 Spring 1992-Summer 2003)*

**HWE 122 Responding to Emergencies**  
**(30 lecture hours, 2 credits)**

Provides standard first aid and CPR, with a more in depth look at sudden illness, specific disease, and emergencies.

*Added at MCC Fall 2003.*

**HWE 245 Physiology of Exercise**  
**(30 lecture hours, 22.5 lab hours, 3 credits)**

Introduces the student to the physiological responses and adaptations of individuals to exercise as well as the application to sports medicine, rehabilitation and general fitness. The laboratory provides experiences that demonstrate the underlying theoretical constructs that govern physiological responses and adaptations to exercise.

*Added at MCC Spring 2008.*

**HWE 113 First Aid and Adult CPR**  
**(7.5 lecture hours, .50 credit)**

Teaches the recognition and care for breathing and cardiac emergencies for victims 8 years old and up; identify and care for life-threatening bleeding, sudden illness and injuries. American Red Cross certification in Adult CPR and Standard First Aid is available for students meeting those requirements

*Added at MCC Spring 2011*

## JOU-Journalism Courses

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**JOU 105 Introduction to Mass Media: SS3**  
**(45 lecture hours, 3 credits)**

Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy.

*This is a Statewide Guaranteed Transfer course GT-SS3.  
Added at MCC Fall 1997.*

**JOU 106 Fundamentals of Reporting**  
**(45 lecture hours, 3 credits)**

Introduces news writing, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

*Added at MCC Fall 1991.  
Prerequisite deleted Fall 2010.*

## LIT-Literature Courses

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**LIT 115 Introduction to Literature: AH2**  
**(45 lecture hours, 3 credits)**

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.

*This is a Statewide Guaranteed Transfer course GT-AH2 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.*

*Added at MCC Spring 2003.  
(Previously LIT 115 Fall 1988-Fall 2002)*

**LIT 125 Study of the Short Story  
(45 lecture hours, 3 credits)**

Focuses on careful reading and interpretation of the short story as a distinct genre. It examines formal as well as thematic elements of short fiction. Critical thinking, discussion, and writing about short stories will enhance perceptive reading skills and heighten awareness of the human condition.

*Added at MCC Fall 2003.*

**LIT 126 Study of Poetry  
(45 lecture hours, 3 credits)**

Focuses on careful reading and interpretation of various poems representing types and periods of poetry. It examines formal as well as thematic elements of poetry. Critical thinking, discussion, and writing about poetry will enhance perceptive reading skills and heighten awareness of the human condition.

**LIT 201 World Literature to 1600: AH2  
(45 lecture hours, 3 credits)**

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds.

*This is a Statewide Guaranteed Transfer course GT-AH2  
Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.  
Added at MCC Spring 2003. Rev. Summer 2010.  
(Replaces LIT 201Spring 1988-Fall 2002;)  
(Title Change Summer 2010 from "Masterpieces of  
Literature I: AH2")*

**LIT 202 World Literature after 1600: AH2  
(45 lecture hours, 3 credits)**

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

*This is a Statewide Guaranteed Transfer course GT-AH2  
Approved 10-Jan-03 for A.A. & A.S., Eff. Spring 2003.  
Added at MCC Spring 2003. Rev. Summer 2010.  
(Replaces LIT 202 Summer 1988-Fall 2002)  
(Title Change Summer 2010 from "Masterpieces of  
Literature II:AH2)*

**LIT 211 American Literature to Civil War: AH2  
(45 lecture hours, 3 credits)**

Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

*This is a Statewide Guaranteed Transfer course GT-AH2  
Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.  
Added at MCC Fall 2005. Rev. Summer 2010.  
(Replaces LIT 211 Fall 1991-Summer 2005)  
(Title and competencies change Summer 2010 from  
"Masterpieces of Literature II: AH2")*

**LIT 212 American Literature after Civil War: AH2  
(45 lecture hours, 3 credits)**

Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

*This is a Statewide Guaranteed Transfer course GT-AH2  
Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.  
Added at MCC Fall 2005. Rev. Summer 2010.  
(Replaces LIT 212 Fall 1991-Summer 2005)  
(Title & competencies change Summer 2010 from LIT  
212-"Survey of American Literature II: AH2)*

**LIT 255 Children's Literature  
(45 lecture hours, 3 credits)**

Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts.

*Added at MCC Spring 1995.*

## MAN-Management Courses

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**MAN 116 Principles of Supervision  
(45 lecture hours, 3 credits)**

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

*Added at MCC Fall 2003.  
Previously MAN 215 Summer 1997-Summer 2003.*

**MAN 117 Time Management  
(15 lecture hours, 1 credit)**

Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

*Added at MCC Fall 2001.*

**MAN 125 Teambuilding  
(15 lecture hours, 1 credit)**

Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make quality decisions.

*Added at MCC Fall 2001.  
(Previously BUS 126 Spring 1997-Summer 2001)*

**MAN 200 Human Resource Management I  
(45 lecture hours, 3 credits)**

Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issues.

*Added at MCC Spring 2003.  
(Previously BUS 158 Spring 1998-Fall 2002)*

**MAN 215 Organizational Behavior****(45 lecture hours, 3 credits)**

Examines the behaviors of groups and individual members of organizations and how that behavior can be influenced. Course emphasis is on the tools managers use to achieve organizational effectiveness.

*Added at MCC Spring 2006.*

**MAN 224 Leadership****(45 lecture hours, 3 credits)**

Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals.

*Added at MCC Fall 2003.*

**MAN 226 Principles of Management****(45 lecture hours, 3 credits)**

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

*Added at MCC Fall 1991.*

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**MAR-Marketing Courses**

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**MAR 111 Principles of Sales****(45 lecture hours, 3 credits)**

Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.

*Added at MCC.*

**MAR 160 Customer Service****(45 lecture hours, 3 credits)**

Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

*Added at MCC Summer 2003.*

**MAR 216 Principles of Marketing****(45 lecture hours, 3 credits)**

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

*Added at MCC Fall 1991.*

*(Previously MAR 215 Summer 1987-Summer 1991)*

**MAR 240 International Marketing****(45 lecture hours, 3 credits)**

Enables the student to explore the international marketing for U.S. products, and to explore the increasing competitive international environment and recent changes in the environment that have challenged U.S. business. The course is designed to make the reader an "informed

observer" of the global market place as well as enabling him/her to develop skills to make marketing decisions in a global context.

*Added at MCC Fall 2005.*

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**MAT-Mathematics Courses**

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**MAT 030 Fundamentals of Mathematics****(30 lecture hours, 2 credits)**

*Prerequisite: Appropriate math entrance score (see testing center)*

Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers.

*Added at MCC Summer 2004.*

*(Prerequisite added Summer 2008)*

**MAT 045 Compressed Pre-Algebra with Basic Math****(60 lecture hours, 4 credits)**

*Prerequisite: ACCUPLACER® score AR 24-120 or below 45 on the EA*

Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers. For students with an ACCUPLACER® score of 24-45. Furthers the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations. For students with an ACCUPLACER® score of less than EA 45 or AR score of 57-120.

*Added at MCC Spring 2012.*

**MAT 060 Pre-Algebra****(45 lecture hours, 3 credits)**

*Prerequisite: MAT 030 ("C" grade or better) or appropriate math entrance score (see testing center)*

Furthers the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations.

*Added at MCC Spring 2002. Prerequisite added Summer 2008. (Previously MAT 036 General Skills in Math. Summer 1994-Fall 2001; DEM 012 Math Skills II Summer 1993-Spring 1994)*

**MAT 090 Introductory Algebra****(60 lecture hours, 4 credits)**

*Prerequisite: MAT 045 ("C" grade or better) or MAT 060 ("C" grade or better) or appropriate math entrance score*

Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations may be included.

*Added at MCC Spring 2002. Prerequisite added Summer 2008. (Previously MAT 100 Elementary Algebra Summer 1994-Fall 2001; DEM 015 Introductory Algebra Summer 1990-Spring 1994)*

**MAT 099 Intermediate Algebra  
(60 lecture hours, 4 credits)**

*Prerequisite: MAT 090 ("C" grade or better) or ACCUPLACER® of 61 or better*

Emphasizes problem solving with further study of equations, slope, inequalities, system of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized.

*Added at MCC Summer 2009.*

*(Previously MAT 106 Survey of Algebra Fall 200s-Spring 2009; MAT 109 Spring 2002-Summer 2002; MAT 105 Intermediate Algebra Summer 1994-Fall 2001)*

**MAT 103 Math for Clinical Calculations  
(45 lecture hours, 3 credits)**

*Prerequisite: MAT 090 ("C" grade or better) or appropriate math entrance score*

Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topics may include algebra, graphs, measurement and conversion between various systems of measurement.

*Added at MCC Summer 2008.*

**MAT 107 Career Math  
(45 lecture hours, 3 credits)**

*Prerequisite: MAT 045 ("C" grade or better) or MAT 060 ("C" grade or better) or appropriate math entrance score*

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.

*Added at MCC Summer 2003.*

*(Previously MAT 115 College Mathematics Summer 1987-Spring 2003)(Prerequisite change adding MAT 045 Spring 2012)*

**MAT 111 Technology Lab for Algebra  
(15 lecture hours, 1 credit)**

Explores and applies algebraic topics in a laboratory course using graphing calculators are presented on an introductory level and the emphasis is on applications.

*Added at MCC Spring 2006.*

**MAT 120 Mathematics for Liberal Arts: MA1  
(60 lecture hours, 4 credits)**

*Prerequisite: MAT 099 ("C" grade or better) or appropriate math entrance score*

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science.

*This is a Statewide Guaranteed Transfer course GT-MA1 Approved 10-Jan-03 for A.A. only, Effective Spring 2003.*

*Added at MCC Fall 2003.*

**MAT 121 College Algebra: MA1  
(60 lecture hours, 4 credits)**

*Prerequisite: MAT 099 ("C" grade or better) or appropriate math entrance score*

Includes a brief review of intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and nonlinear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations.

*This is a Statewide Guaranteed Transfer course GT-MA1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.*

*Added at MCC Spring 2003.*

*(Replaces MAT 121 Summer 1987-Fall 2002)*

**MAT 122 College Trigonometry: MA1  
(45 lecture hours, 3 credits)**

*Prerequisite: MAT 121 ("C" grade or better) or appropriate math entrance score*

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence.

*This is a Statewide Guaranteed Transfer course GT-MA1 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.*

*Added at MCC Fall 2005.*

*(Replaces MAT 122 Summer 1987-Summer 2005)*

**MAT 123 Finite Mathematics: MA1  
(60 lecture hours, 4 credits)**

*Prerequisite: MAT 099 ("C" grade or better) or appropriate math entrance score*

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors.

*This is a Statewide Guaranteed Transfer course GT-MA1 Approved 2-Jun-05 for A.A. only, Effective Fall 2005*

*Added at MCC Fall 2005.*

*(Replaces MAT 123 Summer 2003-Summer 2004)*

**MAT 125 Survey of Calculus: MA1  
(60 lecture hours, 4 credits)**

*Prerequisite: MAT 121 ("C" grade or better) or appropriate math entrance score*

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.

*This is a Statewide Guaranteed Transfer course GT-MA1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.*

*Added at MCC Spring 2003.*

*(Previously MAT 125 Fall 1989-Fall 2002)*

**MAT 135 Introduction to Statistics: MA1****(45 lecture hours, 3 credits)***Prerequisite: MAT 099 ("C" grade or better) or appropriate math entrance score*

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference – estimation, hypothesis testing, comparison of populations, correlation and regression.

*This is a Statewide Guaranteed Transfer course GT-MA1 Approved 10-Jan-03 for A.A. only, Effective Spring 2003. Added at MCC Spring 2003.*

*(Replaces MAT 135 Summer 1988-Fall 2002)*

**MAT 155 Integrated Math I****(45 lecture hours, 3 credits)***Prerequisite: MAT 099 ("C" grade or better) or appropriate math entrance score*

The Integrated Math sequence will be offered every year starting Fall semester. Covers topics including natural numbers, integers, rational numbers, relations, functions, and equations. This course is the first of a two-course sequence which provides a survey of Mathematical concepts from arithmetic, statistics, and algebra. Concepts are taught through modern techniques including application exercises.

*MA1-gtPATHWAYS removed effective Fall 2010.*

*No longer meets Math requirement for AA.*

*Added at MCC Fall 2006. (Replaces MAT 155 Fall 2002-Summer 2006)*

**MAT 156 Integrated Math II****(45 lecture hours, 3 credits)***Prerequisite: MAT 155 ("C" grade or better) or appropriate math entrance score or instructor permission*

The Integrated Math sequence will be offered every year starting Fall semester. Continuation of MAT 155, covering the topics of fundamentals of probability, statistics, and Euclidean geometry. When applicable laboratory techniques are employed.

*MA1-gtPATHWAYS removed effective Fall 2010.*

*No longer meets Math requirement for AA.*

*Added at MCC Fall 2006. Replaces MAT 156 Fall 2002-Summer 2006*

**MAT 178 Math for Industrial Trades****(15 lecture hours, 1 credit)**

Presents math concepts as they are utilized in the workplace. The specific topics are selected to meet the needs of the specific occupation as it relates to industry.

*Added at MCC Fall 2003.*

**MAT 201 Calculus I: MA1****(75 lecture hours, 5 credits)***Prerequisite: MAT 121 & MAT 122 ("C" grade or better) or instructor permission or appropriate math entrance score (see Testing Center)*

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

*This is a Statewide Guaranteed Transfer course GT-MA1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added at MCC Spring 2003.*

*(Replaces MAT 201 Fall 1988-Fall 2002)*

**MAT 202 Calculus II: MA1****(75 lecture hours, 5 credits)***Prerequisite: MAT 201 ("C" grade or better) or instructor permission or appropriate math entrance score (see Testing Center)*

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

*This is a Statewide Guaranteed Transfer course GT-MA1 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2003. Added at MCC Spring 2003.*

*(Replaces MAT 202 Fall 1988-Fall 2002)*

**MAT 204 Calculus III w/Engineering Applications: MA1****(75 lecture hours, 5 credits)***Prerequisite: MAT 202 with "C" grade or better*

Includes all the topics of MAT 203 Calculus III with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes' and Green's Theorems, and their applications. A graphing calculator is required for this course.

*This is a Statewide Guaranteed Transfer course GT-MA1 Approved-9-Feb-07 for A.A. & A.S., Eff. Fall 2007. Added at MCC Fall 2007.*

**MAT 215 Discrete Mathematics: MA1****(60 lecture hours, 4 credits)***Prerequisite: MAT 201 ("C" grade or better)*

Includes formal logic, algorithms, induction proofs, counting and probability, recurrence relations, equivalence relations, graphs, shortest-path, and tree traversal. This course is designed for mathematics and computer science students.

*This is a Statewide Guaranteed Transfer course GT-MA1 Approved 9-FEB-07 for A.A. & A.S., Eff. Fall 2007. Added at MCC Fall 2007.*

**MAT 255 Linear Algebra****(45 lecture hours, 3 credits)***Prerequisite: MAT 201 ("C" grade or better)*

Includes vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors.

*Added at MCC Fall 2007.*

**MAT 261 Differential Equations w/Engineering****Applications: MA1****(60 lecture hours, 4 credits)***Prerequisite: MAT 202 ("C" grade or better)*

Introduces ordinary differential equations. The content of this course includes all the topics of MAT 265 Differential Equations with an additional emphasis on applications and problem solving. A graphing calculator is required for this course.

*This is a Statewide Guaranteed Transfer course GT-MA1 Approved-9-Feb-07 for A.A. & A.S., Eff. Fall 2007. Added at MCC Fall 2007.*

## MGD-Multimedia Graphic Design Courses

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### **MGD 102 Introduction to Multimedia (15 lecture hours, 46 lab hours, 3 credits)**

Introduces the types of equipment and technical considerations used in multimedia productions and the multimedia professions. It focuses on current types of equipment such as scanners, printers, digital cameras and computers. Students gain hands-on experience in how the technology is utilized for input and output in production and design projects. Over view of software and basic design principles will be explored.

*Added at MCC Fall 2003.  
(Previously CWB 140 Fall 2001-Summer 2003)*

### **MGD 111 Adobe Photoshop I (15 lecture hours, 45 lab hours, 3 credits)**

Concentrates on the high-end capabilities of a raster photo-editing software 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.

*Added at MCC Fall 2009.*

### **MGD 112 Adobe Illustrator I (15 lecture hours, 45 lab hours, 3 credits)**

Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen design.

*Added at MCC Fall 2009.*

### **MGD 133 Graphic Design I (15 lecture hours, 46 lab hours, 3 credits)**

Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures.

*Added at MCC Fall 2003.  
(Previously MMA 201 Multimedia Design & Graphics Fall 1998-Summer 2003)*

### **MGD 141 Web Design I (15 lecture hours, 46 lab hours, 3 credits)**

Introduces Web site planning, design and creation using industry-standards-based website development tools. Screen-based color theory, Web aesthetics, use of graphics editors and intuitive interface design are explored.

*Added at MCC Fall 2003.  
(Previously CWB 135 Complete Web Editing Fall 2001-Summer 2003; CIS 231 Web Programming I: HTML Fall 1998-Summer 2001)*

### **MGD 143 Motion Graphic Design (Adobe Flash) (67.5 lab hours, 3 credits)**

Stresses creation of animation and dynamic interactive media for web and multimedia applications. Students will learn how to animate objects, create symbols, and assemble motion tweens.

*Added at MCC Fall 2009.*

### **MGD 175-177 Multimedia: Special Topics (Variable lecture hours, 1-6 credits)**

*Prerequisite: To be determined by instructor*  
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

*Added at MCC Summer 2003.*

### **MGD 178 Seminar/Workshop (Variable lecture hours, 1-6 credits)**

*Prerequisite: To be determined by the instructor*  
Provides students with an experiential learning experience.

*Added at MCC Fall 2003.*

### **MGD 180 Multimedia: Internship (Variable hours, 1-6 credits)**

*Prerequisite: Instructor Approval*  
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

*Added at MCC Fall 2003.  
(Prerequisite added Fall 2010)*

### **MGD 233 Graphic Design II (15 lecture hours, 46 lab hours, 3 credits)**

*Prerequisite: MGD 133 with a "C" grade or better or instructor permission*  
Continues instruction in idea development for advanced graphic design.

*Added at MCC Fall 2003.*

### **MGD 241 Web Design II (69 lab hours, 3 credits)**

*Prerequisite: MGD 141 with a "C" grade or better or instructor approval*  
Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScript's and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Websites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites.

*Added at MCC Fall 2003. Rev. Fall 2010.  
(Previously CWB 205 Complete Web Scripting Fall 2001-Summer 2003; MMA 204 Web Programming I Fall 2000-Summer 2001)  
(Prerequisite change Fall 2010)*

### **MGD 251 Multimedia Motion & Sound (69 lab hours, 3 credits)**

*Prerequisites: MGD 102, MGD 133, MGD 233, MGD 141 with a "C" grade or better or instructor approval*  
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.

*Added at MCC Fall 2003. Rev. Fall 2010.  
(Previously MMA 126 Fall 2000-Summer 2003; MMA 202 Multimedia Production Fall 1998-Summer 2000)  
(Prerequisite Change Fall 2010)*

**MGD 258 Web Design Production**  
(15 lecture hours, 45 lab hours, 3 credits)

*Prerequisite: BUS 217*

Stresses web site development and usability issues, as well as, pre-production, production and post-production concepts. Students will prepare project evaluations, objectives and analysis reports, project budgets and time-lines, content outlines, storyboards, and flow charts. Students will also examine interactive interface design for several Web applications. Projects will vary from semester to semester.

*Added at MCC Fall 2009.*

**MGD 259 Management and Production**  
(30 lecture hours, 23 lab hours, 3 credits)

*Prerequisite: Successfully pass MGD 102, MGD 133, MGD 233, MGD 141, MGD 241, and MGD 251 with a "C" grade or better*

Examines development of multimedia from a production standpoint. The process of transforming conceptual designs into actual projects is explored. Students study the management function of those tasks associated with the business end of development. Teamwork is emphasized throughout the course.

*Added at MCC Fall 2003. Rev. Fall 2010.*

*(Prerequisite Change Fall 2010)*

**MGD 268 Commercial Art Business**  
(30 lecture hours, 2 credits)

*Prerequisite: BUS 217*

Presents a guide to freelance work and a study of business practices and procedures unique to commercial art including billing rates, client management, business forms, employee management, taxes, licenses, registration, bid processes and self-promotion. Course may include visits by professionals in the field and discussion of career opportunities and professional organizations.

*Added at MCC Fall 2009.*

**MGD 278 Multimedia: Seminar/Workshop**  
(Variable hours, 1-6 credits)

*Prerequisite: To be determined by the instructor*

Provides students with an experiential learning opportunity.

*Added at MCC Fall 2003.*

**MGD 280 Multimedia: Internship**  
(Variable hours, 1-6 credits;  
8 lecture hours, 22.5 lab hours per credit)

*Prerequisite: To be determined by the instructor*

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

*Added at MCC Fall 2003.*

**MGD 289 Capstone**  
(Variable hours, 0-12 credits; 8 hours lecture/22.5 lab hours per credit)

*Prerequisite: Successfully pass all other required courses in this certificate program*

A demonstrated culmination of learning within a given program of study.

*Added at MCC Fall 2009.*

## MOT-Medical Office Technology Courses

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**MOT 110 Medical Office Administration**  
(60 lecture hours, 4 credits)

Introduces the administrative duties specifically used in medical offices.

*Added at MCC Fall 2010.*

**MOT 120 Medical Office Financial Management**  
(45 lecture hours, 3 credits)

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office.

*Added at MCC Fall 2010.*

**MOT 130 Insurance Billing and Coding**  
(45 lecture hours, 3 credits)

*Prerequisite: HPR 178 ("C" grade or better)*

Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

*Added at MCC Fall 2007. Rev. Fall 2010.*

*(Prerequisite added Fall 2010)*

**MOT 132 Medical Transcription I**  
(15 lecture hours, 45 lab hours, 4 credits)

*Prerequisite: BTE 103 ("C" grade or better) or concurrent enrollment*

Provides basic knowledge, understanding, and skills required to transcribe medical dictation with accuracy, clarity, and timeliness, applying the principles of professional and ethical conduct.

*Added at MCC Fall 2003.*

**MOT 136 Introduction to Clinical Skills**  
(15 lecture hours, 22.5 lab hours, 2 credits)

*Prerequisite: HPR 178 Medical Terminology with a "C" grade or higher*

Provides hands on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of universal precautions/OSHA regulations, HIPAA, medical asepsis, procedural gowning and gloving, patient draping and positioning, and measurement of vital signs.

*Added at MCC Fall 2010.*

**MOT 138 Medical Assistant Laboratory Skills  
(45 lecture hours, 22.5 lab hours, 4 credits)**

*Prerequisite: MOT 140 with a "C" grade or higher*  
Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience.

*Added at MCC Fall 2010.*

**MOT 140 Medical Assisting Clinical Skills  
(45 lecture hours, 22.5 lab hours, 4 credits)**

*Prerequisite: MOT 136 with a grade of "C" or higher.*  
Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

*Added at MCC Spring 2004. Rev. Fall 2010.  
(Prerequisite/Corequisite changes & clinical to lab hours changes effective Fall 2010)*

**MOT 150 Pharmacology for Medical Assistants  
(30 lecture hours, 22.5 clinical hours, 3 credits)**

*Prerequisite: HPR 178; MAT 090 or appropriate Math entrance score*

Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

*Added at MCC Spring 2007.*

**MOT 182 Clinical Internship  
(60 clinical hours, 3 credits)**

Provides supervised placement in contracted facility for guided experience in applications of knowledge and skills acquired in the classroom. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship.

*Added at MCC Spring 2004.*

**MOT 188 Practicum  
(Various hours, .5-6 credits)**

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

*Added at MCC Fall 2007.*

**MOT 280 Internship  
(45 lab hours, 3 credits)**

*Prerequisite: To be determined by the instructor*  
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the

business location and with the direct guidance of the instructor.

*Added at MCC Fall 2003.*

## MST-Massage Therapy Courses

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**MST 105 Lifestyle Wellness  
(30 lecture hours, 2 credits)**

Provides opportunity to learn and apply specific wellness principles to your individual lifestyle. Student completes self-analysis of health behaviors and how lifestyle affects health status.

*Added at MCC Fall 2003.  
(Contact hours change Summer 2011)*

**MST 111 Basic Massage Therapy  
(30 lecture hours, 45 lab hours, 4 credits)**

Introduces theory and techniques of therapeutic massage, including understanding of physiological benefits of massage as well as proper body mechanics and appropriate draping. Focuses on basic strokes of Swedish massage. Students also learn techniques of seated massage.

*Added at MCC Spring 2003.*

**MST 113 Professional Massage  
(23 lecture hours, 45 lab hours, 3 credits)**

*Prerequisite: MST 111 with a "C" grade or better*  
Continues the study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting client's needs. Students give massage in supervised in-class clinical, applying appropriate therapeutic intervention.

*Added at MCC Spring 2002.  
(Previously HEA 206 Spring 1997-Fall 2002)*

**MST 184 Clinical Massage  
(25 lecture hours, 50 lab hours, 3 credits)**

*Prerequisite: MST 111 with a "C" grade or better*  
Applies skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.

*Added at MCC Spring 2003.  
(Previously HEA 207 Fall 1998-Fall 2002)*

**MST 204 MST Business Practices  
(30 lecture hours, 2 credits)**

Assists the practitioner of massage therapy to envision market, establish and maintain a professional massage therapy practice.

*Added at MCC Spring 2003.*

**MST 216 Pathology for Massage Therapy  
(45 lecture hours, 3 credits)**

Focuses on basic knowledge of disease and injury to assist the massage therapist to promote healing, ease pain and discomfort, and avoid complications during therapy. With a broad perspective of pathology and specific pathophysiology of diseases contributing to the need for massage therapy, this course provides the foundational science for safe practice.

*Added at MCC Summer 2010.*

## MUS-Music Courses

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### **MUS 120 Music Appreciation: AH1** (45 lecture hours, 3 credits)

Covers the basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.

*This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added at MCC Spring 2003. (Replaces MUS 120 Summer 1992-Fall 2002)*

### **MUS 121 Music History: Medieval-Classical Period: AH1** (45 lecture hours, 3 credits)

Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period.

*This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added at MCC Spring 2003. Rev. Spring 2011. (Replaces MUS 121 Fall 1991-Fall 2002) (Replaces MUS 121 Music History I: AH1 Spring 2003-Fall 2010 Course description and competencies changes along with title change.)*

### **MUS 122 Music History II: AH1** (45 lecture hours, 3 credits)

*Prerequisite: MUS 120 or MUS 121 with a "C" grade or better*

Studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the early Romantic period to the present.

*This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added at MCC Spring 2003. Rev. Spring 2011. (Replaces MUS 122 Fall 1991-Fall 2002) (Replaces MUS 122 Music History II:AH1 Spring 2003-Fall 2010 course description, course title, and competencies changes)*

## NUA-Nursing Assistant Courses

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### **NUA 101 Nurse Aide Health Care Skills** (45 lecture hours, 22.5 lab hours, 4 credits)

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

### **NUA 105 Home Health Aide Theory** (30 lecture hours, 2 credits)

Introduces the student to the expanding field of Home Health Nursing, The student will discover the uniqueness of Home Health Care and the vital role that the nursing assistant plays as part of the home care team. The student will learn how to assist home care patients with activities of daily living and maintain a safe, clean and comfortable environment. The student will also learn the differences

and challenges of caring for patient in their natural home environment versus institutional settings.

*Added at MCC Spring 2011.*

### **NUA 170 Nurse Aide Clinical Experience** (30 clinical lab hours, 1 credit)

Applies knowledge and skill gained in NUA 101 to patient care.

### **NUA 171 Advanced Nurse Aide Clinical** (23 lab hours, 1 credit)

*Prerequisite: Current CPR card, and health records required by clinical site.*

Prepares the student to move toward more independent functioning in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that address cultural competency, care of the dying patient and organizational skills.

*Added at MCC Spring 2003.*

### **NUA 180 Home Health Aide Internship** (60 clinical contact hours, .25-6 variable credits)

*Prerequisites: Colorado Certification as Nurse Aide in good standing; Pass American Data Bank Background check and pass 10-panel drug screen; Current certification in American Heart CPR for the Professional*

Prepares the nurse aide for entry-level into the home health care setting.

*Added at MCC Spring 2011.*

## NUR-Nursing Courses

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### **NUR 106 Medical-Surgical Concepts** (52.5 lecture hours, 15 lab hours, 150 other hours, 9 credits)

*Prerequisite: Admission into professional nursing program; Successful completion of NUR 109 and NUR 112.* Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients. T: 3.5 cr. /52.5 contact hrs; L: .5 cr. /15 contact hrs; C: 5 cr. /150 contact hrs.

*Added at MCC Spring 2007.*

### **NUR 109 Fundamentals in Nursing** (30 lecture hours, 90 lab hours 90 other hours, 8 credits)

*Prerequisite: Admission into professional nursing program.*

Introduces theories and skills basic to the role of the nurse as provider of care, manager of care and member of the nursing profession. Emphasis is placed on introduction to critical thinking and the nursing process. Students will demonstrate a beginning level of competence in providing therapeutic nursing care for clients with common health alterations across the health continuum.

*Added at MCC Fall 2006.*

**NUR 112 Basic Concepts of Pharmacology  
(30 lecture hours, 2 credits)**

Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the lifespan.

*Added at MCC Fall 2003.*

**NUR 118 Nursing Care of Children  
(34 lecture hours, 34 lab hours, 3 credits)**

*Prerequisite: Acceptance into a professional nursing program.*

Introduces the role of the nurse in meeting the individual needs of the child from infancy through adolescence in health and illness. Beginning assessment and use of the nursing process, basic growth and development, pathophysiology, nutrition, and relevant emotional, cultural and family concepts are integrated throughout.

**NUR 150 Obstetric and Pediatric Nursing  
(45 lecture hours, 30 lab hours 90 other hours 7 credits)**

*Prerequisite: Admission into professional nursing program.*

Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the perinatal client and children from birth through adolescence. The impact of psychosocial and cultural values and practices are explored. Legal and ethical accountability are integrated throughout the course.

*Added at MCC Spring 2007.*

**NUR 169 Transition into Practical Nursing  
(30 lecture hours, 90 other hours, 5 credits)**

*Prerequisite: Successful completion of all first year course work.*

Provides the student with a transition into the role of the practical nurse. Emphasis will be placed on clinical practice, communication, nursing process, ethical/legal issues and leadership skills. The student will practice in the role of the practical nurse in the required clinical experience.

*Added at MCC Summer 2006.*

**NUR 189 Transition from LPN to ADN  
(30 lecture hours, 30 lab hours, 30 other hours, 4 credits)**

*Prerequisite: Admission into professional nursing program.*

Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. The clinical focus will be care of the pediatric and obstetric client.

*Added at MCC Fall 2007.*

**NUR 201 IV Therapy for LPN's  
(60 lecture hours, 12 lab hours, 15 clinical hours, 5 credits)**

*Prerequisites:*

- LPN License in Colorado
- Pass background check through American Data Bank
- Pass 10 panel drug screen
- Certified in CPR for the Professional

Provides LPNs with an opportunity to expand their nursing roles by learning appropriate procedures for intravenous therapy and venous blood withdrawal. The course includes lecture, laboratory practice and clinical experiences. The course prepares the student for IV certification under State Board of Nursing guidelines.

*Added at MCC Summer 2009.*

**NUR 206 Advanced Concepts of Medical-Surgical Nursing I  
(45 lecture hours, 15 lab hours, 135 other hours, 8 credits)**

*Prerequisite: Completion of first year course work and admission into second year of nursing program.*

Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings.

T: 3 cr/45 contact hrs; L: .5 cr/15 contact hrs; C: 4.5 cr/135 contact hrs.

*Added at MCC Fall 2006.*

**NUR 211 Nursing of Psychiatric Clients  
(15 lecture hours, 30 lab hours, 60 other hours, 4 credits)**

*Prerequisite: Completion of first year course work and admission into second year of nursing program.*

Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders.

T: 1 cr/15 contact hrs; L: 1 cr/30 contact hrs; C: 2 cr/60 contact hrs

*Added at MCC Fall 2007. (Replaces NUR 211 Fall 2007-Spring 2007, not equivalent)*

**NUR 212 Pharmacology II  
(30 lecture hours, 2 credits)**

*Prerequisite: Completion of first year course work and admission into second year of nursing.*

Builds upon the concepts introduced in NUR 112 Pharmacology I regarding the safe administration of medications to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medications in the nursing care of individuals with complex health needs. The

student is introduced to the calculation of complex intravenous drip rates.

*Added at MCC Fall 2006.*

**NUR 216 Advanced Concepts of Medical-Surgical Nursing II**

**(30 lecture hours, 120 other hours, 6 credits)**

*Prerequisite: Successful completion of all first year course work and admission into second year of nursing program.*

Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings. T: 2 cr/30 contact hrs; C: 4 cr/120 contact hrs

*Added at MCC Fall 2006. (Replaces NUR 216 Fall 2006-Summer 2006, not equivalent)*

**NUR 230 Leadership Management Trends**

**(22.5 theory hours, 105 other hours, 5 credits)**

*Prerequisite: Completion of first year course work; admission into second year of nursing program.*

Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care personnel. The course will facilitate transition from student to the role of the graduate nurse.

T: 1.5 cr/22.5 contact hrs; C: 3.5 cr/105 contact hrs

*Added at MCC Spring 2008.*

*(Replaces NUR 289-Capstone: Comprehensive Nursing Internship Fall 2003-Fall 2007, not equivalent)*

**NUR 278 Nursing: Seminar**

**(Variable lecture hours, 1-6 credits)**

*Prerequisite: To be determined by the instructor*

*Prerequisite: Acceptance into a professional nursing program*

Provides students with an experiential learning experience.

*Added at MCC Fall 2003.*

## PED-Physical Education Courses

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**PED 100 Beginning Golf**

**(30 lab hours, 1 credit)**

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on- course play.

*Added at MCC Summer 2003.*

**PED 106 Tennis**

**(30 lab hours, 1 credit)**

Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, ground strokes, serving, the various shots, and singles and doubles play and strategies.

*Added at MCC Fall 2003.*

**PED 110 Fitness Center Activity I**

**(30 lab hours, 1 credit)**

Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

*Added at MCC Summer 2003.*

**PED 111 Fitness Center Activity II**

**(30 lab hours, 1 credit)**

Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness.

*Added at MCC Summer 2003.*

**PED 113 Fitness Concepts**

**(30 lab hours, 1 credit)**

Focuses on providing information and guidelines for moving toward a more healthy lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program utilizing the equipment and exercise options available in the Fitness Center.

*Added at MCC Fall 2003.*

**PED 116 Weight Training**

**(30 lab hours, 1 credit)**

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women.

*Added at MCC Summer 2003.*

**PED 117 Cross Training**

**(30 lab hours, 1 credit)**

Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross training has upon the body's energy systems and muscles, program design and terminology.

*Added at MCC Fall 2003.*

**PED 119 Fitness Circuit Training**  
(30 lab hours, 1 credit)

Examines a number of different circuit training programs. Emphasizes the development of cardiovascular endurance, muscular strength and endurance, flexibility and a healthy body composition to meet individual needs.

*Added at MCC Summer 2003.*

**PED 121 Step Aerobics**  
(30 lab hours, 1 credit)

Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography.

*Added at MCC Fall 2003.*

**PED 126 Water Aerobics**  
(30 lab hours, 1 credit)

Offers water exercise to develop physical fitness. Includes instruction in a variety of water exercises and vigorous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management.

*Added at MCC Summer 2003.*

**PED 147 Yoga**  
(30 lab hours, 1 credit)

Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and wellbeing through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

*Added at MCC Summer 2003.*

**PED 148 Yoga II**  
(30 lab hours, 1 credit)

*Prerequisite: PED 147 or permission of instructor.*

Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits.

*Added at MCC Fall 2003.*

**PED 217 Aerobics**  
**PED 217**

(30 lab hours, 1 credit)

Offers a level of aerobic exercise to increase the students aerobic endurance and further explains the components of aerobic conditioning. Charting and developing of cardiovascular rates are stressed.

*Added at MCC Spring 2012.*

## PER-Physical Education Recreation Courses

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**PER 150 Water Safety Instructor**  
(30 lecture hours, 2 credits)

*Prerequisite: 17+ years old. Pass the pre-course ARC written test and skills test.*

Prepares students to become certified by the American Red Cross (ARC) as a Water Safety Instructor (WSI). Enables

students to develop skills for teaching infant and preschool aquatics, Levels 1-7 in the Learn to Swim Program, Community Water Safety, and Water Safety Instructor Aide. Focuses on teaching people with special needs and planning and conducting safe and effective swim lessons.

*Added at MCC Spring 2004.*

## PHI-Philosophy Courses

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**PHI 111 Introduction to Philosophy: AH3**  
(45 lecture hours, 3 credits)

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion.

*This is a Statewide Guaranteed Transfer course GT-AH3 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added at MCC Spring 2003.*

*(Replaces PHI 111 Summer 1987-Fall 2002)*

**PHI 112 Ethics: AH3**  
(45 lecture hours, 3 credits)

Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.

*This is a Statewide Guaranteed Transfer course GT-AH3 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added at MCC Spring 2003.*

*(Replaces PHI 112 Fall 1989-Fall 2002)*

**PHI 113 Logic: AH3**  
(45 lecture hours, 3 credits)

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving.

*This is a Statewide Guaranteed Transfer course GT-AH3 Approved 9-Jan 04 for A.A. & A.S., Effective Spring 2004 Added at MCC Spring 2004.*

*(Replaces PHI 113 Fall 1991-Fall 2003)*

**PHI 115 World Religions - West**  
(45 lecture hours, 3 credits)

Introduces the student to the common and different concepts predominant in the major world religions. Includes sociological, political, psychological, and philosophical aspects of a variety of belief systems. Focuses on the concept of religion as a cultural system, and a way that people make sense of a complex world. Particular emphasis is placed on how myths, legends, and folk tales reveal religious concerns.

*Added at MCC Summer 2002.*

**PHI 116 World Religions - East**  
(45 lecture hours, 3 credits)

Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed.

*Added at MCC Summer 2002.*

## PHT-Pharmacy Technician Courses

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### **PHT 111 Orientation to Pharmacy**

**(45 lecture hours, 3 credits)**

Orients students to the work of pharmacy technicians and the context in which a technician's work is performed. Students learn the concept of pharmaceutical care and the technician's general role in its delivery. The development of new drug products is discussed as well as a variety of issues that touch on attitudes, value and beliefs of success for pharmacy technicians. Students gain an appreciation for the value of obtaining technician certification, and the benefits of technicians' active involvement in local, state, and national pharmacy organizations.

*Added at MCC Fall 2008.*

### **PHT 112 Pharmacy Law**

**(30 lecture hours, 2 credits)**

*Prerequisite: Successful completion of PHT 111, 113, 114, 117 with a minimum of a C*

Introduces the pharmacy technician student to the profound influence that drug laws, standards, and regulations have on practice. Students learn to abide by the laws, regulations and standards that govern the preparation and dispensing of drugs.

*Added at MCC Fall 2008.*

### **PHT 113 Pharmacy Calculations and Terminology**

**(15 lecture hours, 1 credit)**

*Prerequisite: ACCUPLACER® score of EA 61 or completion of MAT 090 or higher with a minimum of a "C"*

Provides the pharmacy technician student with a math preview necessary for pharmaceutical calculations and reviews necessary pharmaceutical terminology.

*Added at MCC Fall 2008.*

### **PHT 114 Computer Skills for Pharmacy Technicians**

**(22.5 lab hours, 1 credit)**

Focuses on the practice of pharmacy and the multiple operations contributing to safe and effective practices of dispensing, distribution, administration and prescribing of pharmaceuticals, medical supplies, equipment and devices. Pharmacy technicians are delegated certain operations and technical functions based upon established policies and procedures. Computers are utilized to contribute to the efficient delivery of these operations. Pharmacy technicians require a basic understanding of computer terminology and applications of the computer and the roles and responsibilities of pharmacist and pharmacy technicians in computer-based systems. Includes integration of an actual pharmacy operation application and allow students "hands on" technical experience

*Added at MCC Fall 2008.*

### **PHT 115 Pharmacology of the GI, Renal, Reproductive, Immune, Dermatologic Systems**

**(45 lecture hours, 3 credits)**

*Prerequisite: Successful completion of PHT 111, 113, 114, 117 with a minimum of a C*

Provides the basic concepts of normal body function as well as the diseases which impact the various body systems

and the drugs used to treat such diseases. Emphasizes disease state management and drug therapy.

*Added at MCC Fall 2008.*

### **PHT 116 Institutional Pharmacy**

**(30 lecture hours, 22.5 lab hours, 3 credits)**

*Prerequisite: Successful completion of PHT 111, 113, 114, 117 with a minimum of a C*

Provides a basic understanding of general and specific tasks as well as the responsibilities involved in the practice of pharmacy in an institutional pharmacy setting. Emphasizes in-patient hospital pharmacy practice and other related practice settings (such as Homecare and Nursing Home or Long-Term Care). A laboratory experiential component provides a "hands-on" experience in the preparation of intravenous admixtures, aseptic technique, unit-dose distribution, dispensing for greater than 24 hours.

*Added at MCC Fall 2008.*

### **PHT 117 Communication for Pharmacy Technicians**

**(15 lecture hours, 1 credit)**

Provides the pharmacy technician student with an analysis of "interpersonal communications" (including principles, practices, and procedures) as well as an in-depth discussion of the practical application of communication to pharmacy practice. The "analysis of interpersonal communications" component includes such topics as communication perceptions and barriers, listening, responding, assertiveness and non-verbal communication. The "practical application" component includes such techniques as role-playing, group discussion and interviewing.

*Added at MCC Fall 2008.*

### **PHT 118 Pharmacology of the Nervous, Endocrine, Musculoskeletal Systems**

**(45 lecture hours, 3 credits)**

Serves as the second part of the two-part presentation of the basic concepts of normal body function. Reviews the disease states which impact the various body systems and the drugs used to treat such diseases. Emphasizes disease state management and drug therapy.

*Added at MCC Fall 2008.*

### **PHT 119 Community Pharmacy**

**(45 lecture hours, 3 credits)**

Provides a basic understanding of both general and specific tasks and responsibilities involved in the practice of pharmacy in a community setting. Emphasizes chain and independent community pharmacy practices and other related practice settings (such as consultant pharmacy, mail order pharmacy and nuclear pharmacy). Enables the student to obtain hands on experience in the important technical duties of dispensing and compounding. Utilizes a lecture-informal discussion format combined with a series of practice skills laboratory sessions.

*Added at MCC Fall 2008.*

### **PHT 120 Medical Insurance Procedures**

**(15 lecture hours, 1 credit)**

Provides a basic introduction to pharmacy reimbursement services. Defines and presents the processes involved in

reimbursement for pharmacy products and services. Examines the health care insurance industry along with an overview of the three core functions of pharmacy reimbursement services - patient admission, verification of insurance, and billing procedures. Integrates an actual pharmacy operation application and allow students hands-on technical experience.

*Added at MCC Fall 2008.*

**PHT 170 Pharmacy Clinical: Hospital  
(160 clinical hours, 4 credits)**

Provides students with hands on experience in an inpatient hospital pharmacy setting within the State of Colorado. Students must complete all didactic course work prior to enrolling for this course. The course involves a minimum of 160 hours including 8 hours of seminar class time and 152 hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (i.e. preceptor) who may, in turn, delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. During their work time at their hospital pharmacy site, students are expected to participate in the pharmacy practice activities delineated in the Clinical Site Manual provided each student and each preceptor. Such activities include, but are not limited to, dispensing, compounding, inventory handling and control, drug distribution, and the preparation of intravenous (IV) admixture products, chemotherapy products and total parenteral nutrition (TPN) products. Students are also expected to complete daily and weekly reports of their work activities and are required to evaluate both their work site and their preceptor at the conclusion of their clinical rotation. Similarly, each preceptor is asked to complete an evaluation of, and provide a grade for, each student at the completion of the student's rotation. The course instructor is also required to evaluate each student after completing a

*Added at MCC Fall 2008.*

**PHT 171 Pharmacy Clinical: Community  
(160 clinical hours, 4 credits)**

*Prerequisite: Successful completion of all other PHT classes- PHT 111, 112, 113, 114, 115, 116, 117, 118, 119, 120 with a minimum of a C; Current CPR for the Professional*

Provides students with hands on experience in a community pharmacy setting within the State of Colorado. Students must complete all didactic course work prior to enrolling for this course. The course involves a minimum of 160 hours including 8 hours of seminar class time and 152 hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (i.e. preceptor) who may, in turn, delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. During their work time at their community pharmacy site, students are expected to participate in the pharmacy practice activities delineated in the Clinical Site manual provided each student and each preceptor. Such activities include, but are not limited to, dispensing, compounding, inventory handling and control, drug distribution, processing of third party claims, maintenance of patient profiles and interaction and communication

with patients. Students are also expected to complete daily and weekly reports of their work activities and are required to evaluate both their work site and their preceptor at the conclusion of their clinical rotation. Similarly, each preceptor is asked to complete an evaluation of, and provide a grade for, each student at the completion of the student's rotation. The course instructor is also required to evaluate each student after completing a visit to the student's work site and discussing the student's performance with both the student and his/her preceptor.

*Added at MCC Fall 2008.*

## PHY-Physics Courses

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**PHY 105 Conceptual Physics: SC1  
(45 lecture hours, 22.5 lab hours, 4 credits)**

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 2-Jun-05 for A.A. only, Effective Fall 2005.*

*Added at MCC Fall 2005.*

*(Replaces PHY 105 Spring 1991-Summer 2005)*

**PHY 111 Physics: Algebra-Based I/Lab: SC1  
(60 lecture hours, 30 lab hours, 5 credits)**

*Prerequisite: ACCUPLACER® (EA) Elementary Algebra score of 85 or higher, or equivalent*

Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.*

*Added at MCC Spring 2003.*

*(Replaces PHY 111 Fall 1988-Fall 2002)*

**PHY 112 Physics: Algebra-Based II/Lab: SC1  
(60 lecture hours, 30 lab hours, 5 credits)**

*Prerequisite: PHY 111 with a "C" grade or better*

Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.*

*Added at MCC Spring 2003.*

*(Replaces PHY 112 Spring 1989-Fall 2002)*

**PHY 211 Physics: Calculus-Based I/Lab: SC1  
(60 lecture hours, 30 lab hours, 5 credits)**

*Prerequisite: MAT 121 & MAT 122 with a "C" grade or better*

Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03  
Added at MCC Spring 2003.  
(Replaces PHY 211 Spring 1989-Fall 2002)*

**PHY 212 Physics: Calculus-Based II/Lab: SC1  
(60 lecture hours, 30 lab hours, 5 credits)**

*Prerequisite: PHY 211 with a "C" grade or better*  
Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.  
Added at MCC Spring 2003.  
(Replaces PHI 212 Spring 1989-Fall 2002)*

## POS-Political Science Courses

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**POS 105 Introduction to Political Science: SS1  
(45 lecture hours, 3 credits)**

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations.

*This is a Statewide Guaranteed Transfer course GT-SS1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.  
Added at MCC Spring 2003.  
(Replaces POS 105 Fall 1991-Fall 2002)*

**POS 111 American Government: SS1  
(45 lecture hours, 3 credits)**

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government.

*This is a Statewide Guaranteed Transfer course GT-SS1 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004.  
Added at MCC Spring 2004.  
(Replaces POS 111 Summer 1988-Fall 2003)*

**POS 205 International Relations: SS1  
(45 lecture hours, 3 credits)**

Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy and theoretical attempts to understand international behavior.

*This is a Statewide Guaranteed Transfer course GT-SS1 Approved 1-Jun-05 for A.A. & A.S., Effective Fall 2006.  
Added at MCC Fall 2006.*

**POS 215 Current Political Issues  
(45 lecture hours, 3 credits)**

Incorporates an in-depth analysis of critical issues in political science. Examines current topics and issues.  
*Added at MCC Fall 2009.*

## PSY-Psychology Courses

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**PSY 101 General Psychology I: SS3  
(45 lecture hours, 3 credits)**

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory.

*This is a Statewide Guaranteed Transfer course GT-SS3 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004.  
Added at MCC Spring 2004.  
(Replaces PSY 101 Fall 1988-Fall 2003)*

**PSY 102 General Psychology II: SS3  
(45 lecture hours, 3 credits)**

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.

*This is a Statewide Guaranteed Transfer course GT-SS3 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003.  
Added at MCC Spring 2003.  
(Replaces PSY 102 Fall 1988-Fall 2002)*

**PSY 112 Psychology of Adjustment  
(45 lecture hours, 3 credits)**

Emphasizes personal growth and the development of interpersonal skills. Focuses on the practical application of psychological principles and theories in achieving self-understanding and personal growth.

*Added at MCC Summer 2008.  
(Previously PSY 215-Psychology of Adjustment through Spring 2008)*

**PSY 116 Stress Management  
(45 lecture hours, 3 credits)**

Identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer.

*Added at MCC Summer 1995.*

**PSY 205 Psychology of Gender: SS3  
(45 lecture hours, 3 credits)**

Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span.

*This is a Statewide Guaranteed Transfer course. GT-SS3 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006.  
Added at MCC Fall 2006.  
(Replaces PSY 205 Fall 2003-Summer 2006)*

**PSY 226 Social Psychology: SS3****(45 lecture hours, 3 credits)**

Focuses on the behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction.

*This is a Statewide Guaranteed Transfer course GT-SS3 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006.*

*Added at MCC Fall 2006.*

*(Replaces PSY 226 Fall 1991-Summer 2006; Prerequisites removed Spring 2011)*

**PSY 235 Human Growth & Development: SS3****(45 lecture hours, 3 credits)**

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.

*This is a Statewide Guaranteed Transfer course GT-SS3 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.*

*Added at MCC Fall 2005.*

*(Replaces PSY 235 Fall 1991-Summer 2005)*

**PSY 237 Child & Adolescent Psychology****(45 lecture hours, 3 credits)**

Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

*Added at MCC Spring 2003.*

*(Previously PSY 248 Fall 1991-Fall 2002)*

**PSY 238 Child Development: SS3****(45 lecture hours, 3 credits)**

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.

*This is a Statewide Guaranteed Transfer course GT-SS3 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006.*

*Added at MCC Fall 2006.*

*(Replaces PSY 238 Fall 1999-Summer 2006)*

**PSY 245 Educational Psychology****(45 lecture hours, 3 credits)**

Focuses on the relationships between theory, research, and practice in the areas of learning, child development, motivation, and educational assessment.

*Added at MCC Fall 2001.*

**PSY 247 Child Abuse & Neglect****(45 lecture hours, 3 credits)**

Examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

*Added at MCC Fall 1991.*

**PSY 249 Abnormal Psychology: SS3****(45 lecture hours, 3 credits)**

*Prerequisite: PSY 101 or 102 or SOC 101 or 102 with a "C" grade or better*

Examines abnormal behavior and its classification, causes, treatment, and prevention.

*This is a Statewide Guaranteed Transfer course GT-SS3 Approved 9-Feb-07 for A.A. & A.S., Effective Summer 2007.*

*Added at MCC Summer 2007.*

*(Replaces PSY 249 Fall 1991-Spring 2007)*

**PTA-Physical Therapist Assistant Courses****PTA 110 Basic Patient Care in Physical Therapy****(30 lecture hours, 67.5 lab hours, 5 credits)**

*Prerequisite: Admission to the PTA Program*

Examines the basic patient care skills for the healthcare practitioner. Enables the student to gain an understanding and demonstrate skills that include positioning, body mechanics, transfers, range of motion, palpation, vital signs, aseptic techniques, bandaging, intermittent venous compression, medical terminology, activities of daily living, wheelchair management, architectural barriers, and gait training.

*Added at MCC Spring 2002.*

*(Previously PTA 210 Physical Therapy Procedures I Spring 1990-Fall 2001)*

**PTA 115 Principles & Practice of Physical Therapy****(30 lecture hours, 2 credits)**

*Prerequisite: Admission to the PTA Program*

Explores the history of the profession including definition, development and areas of practice. The role of the APTA, the physical therapist assistant and the relationship between the physical therapist, PTA and other health care professionals are investigated. Includes current issues and trends including professionalism, ethics, quality assurance, communications and reimbursement issues such as Medicare, Medicaid, Worker's Compensation and commercial insurance.

*Added at MCC Fall 1992.*

**PTA 120 Modalities in Physical Therapy****(30 lecture hours, 67.5 lab hours, 5 credits)**

*Prerequisite: PTA 110 with a "C" grade or better*

Examines the theory and principles of physical therapy modalities. Course includes therapeutic heat and cold, traction, massage and hydrotherapy.

*Added at MCC Spring 2002.*

*(Previously PTA 220 Physical Therapy Procedures II Spring 1990-Fall 2001)*

**PTA 140 Clinical Kinesiology****(30 lecture hours, 67.5 lab hours, 5 credits)**

Focuses on the science of human motion, theories of biomechanics and muscle/joint structure and function. Emphasizes basic principles of therapeutic exercise and their application to specific body regions. A laboratory experience that includes the application of kinesiology and exercise principles is integrated in the learning experience.

*Added at MCC Spring 2008.*

**PTA 230 Orthopedic Assessment & Management Techniques****(30 lecture hours, 68 lab hours, 5 credits)**

*Prerequisite: PTA 280 with a "C" grade or better*

*Corequisite: PTA 240*

Examines the theory and principles and practices of orthopedic conditions. Includes an understanding of assessment and management techniques pertaining to

orthopedic conditions, goniometry, manual muscle testing, gait analysis, and posture analysis.

*Added at MCC Fall 2003.*

*(Previously PTA 230 Fall 1990-Summer 2003)*

### **PTA 240 Neurologic Assessment & Management Techniques**

**(30 lecture hours, 68 lab hours, 5 credits)**

*Prerequisite: PTA 280 with a "C" grade or better*

*Corequisite: PTA 230*

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.

*Added at MCC Fall 2003.*

*(Previously PTA 240 Fall 1990-Summer 2003)*

### **PTA 278 PTA Seminar**

**(30 lecture hours, 2 credits)**

*Corequisites: PTA 281 and PTA 282*

Provides a summary of all coursework, internships and prepares the student for transition into the workforce as an entry level PTA. It includes a comprehensive review and mock exam in preparation for the national PTA exam, employment benefits, licensing, state practice act review, professional development, employment opportunities and community service.

*Added at MCC Spring 2003.*

### **PTA 280 PTA Internship I**

**(160 Internship hours, 4 credits)**

*Prerequisite: PTA 110, 115, and 120, with a "C" grade or better*

Focuses on an 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 provides supervision.

*Added at MCC Fall 2003.*

*(Previously PTA 232 Summer 2001-Summer 2003)*

### **PTA 281 PTA Internship II**

**(240 Internship hours, 5 credits)**

*Corequisite: PTA 280 with a "C" grade or better*

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.

*Added at MCC Fall 2003.*

*(Previously PTA 242 Summer 2001-Summer 2003; PTA 223,*

*PTA Clinic Internship III Fall 1990-Spring 2001)*

### **PTA 282 PTA Internship III**

**(240 Internship hours, 5 credits)**

*Corequisite: PTA 281 with a "C" grade or better*

Incorporates advanced clinical experience providing hands on patient practicum skills and techniques. Students 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 presents an in service on a physical therapy related topic.

*Added at MCC Fall 2003.*

*(Previously PTA 252 summer 2001- Summer 2003; PTA 224 PTA Clinic Internship IV Spring 1991-Spring 2001)*

## **RAM-Range Management Courses**

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### **RAM 205 Range Management**

**(45 lecture hours, 3 credits)**

Presents the historical and current status of the range livestock industry. Management principles for private and public rangelands, range plant identification and range plant communities are covered.

*Added at MCC 2000.*

## **REA-Reading Courses**

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### **REA 060 Foundations of Reading**

**(45 lecture hours, 3 credits)**

*Prerequisite: ACCUPLACER® Reading Score of 40-61*

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment.

*Added at MCC Spring 2003.*

### **REA 090 College Preparatory Reading**

**(45 lecture hours, 3 credits)**

*Prerequisite: ACCUPLACER® Reading score of 62-79*

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

*Added at MCC Summer 1994.*

*(Previously DER 012 Reading Skills II Summer 1993-Spring 1994)*

## **REE-Real Estate Courses**

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### **REE 115 Introduction to Real Estate**

**(45 lecture hours, 3 credits)**

Focuses on the function of the real estate broker, sales techniques, and ethics. Course is intended for students that want to enter the profession, for salespeople who need a review, and for those desiring a basic knowledge of the real estate business.

*Added at MCC Fall 2002.*

*(Previously BUS 209 Colorado Real Estate Practical Applications Summer 1997-Summer 2002)*

**REE 189 Capstone****(15 lecture hours, 1 credit)**

Provides a demonstrated culmination of learning within a given program of study.

*Added at MCC Fall 2002.*

**REE 201 Real Estate Brokers I****(90 lecture hours, 6 credits)**

Enables the student, in conjunction with REE 202 - Real Estate Brokers II, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers` license. This course includes Real Estate Law and Practice, practical applications, and Current Legal Issues.

*Added at MCC Fall 2008.*

*(Replaces REE 103 Fall 2002-Spring 2008)*

**REE 202 Real Estate Brokers II****(90 lecture hours, 6 credits)**

Enables the student, in conjunction with REE 201 - Real Estate Brokers I, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers` license. This course includes Colorado Contracts and Regulations, Closings, and Recordkeeping and Trust Accounts.

*Added at MCC Fall 2008*

*(Replaces REE 104 Fall 2002-Spring 2008)*

## RTE-Radiologic Technology Courses

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**RTE 101 Introduction to Radiography****(15 lecture hours, 22.5 lab hours, 2 credits)**

Offers an introduction to radiology including equipment, exposure, positioning and the knowledge necessary for the radiography student to provide safe patient care including communication skills, body mechanics, patient transfer, and radiography as a profession.

*Added at MCC Fall 2010.*

**RTE 111 Radiographic Patient Care****(15 lecture hours, 22.5 lab hours, 2 credits)**

Offers expansion of the information presented in RTE 101, including diversity, universal precautions, legal considerations and ethics. Includes lecture and laboratory experience in the patient care areas of asepsis, vital signs, venipuncture, medical emergencies, assistance with drug administration, patient with special needs, and death and dying.

*Added at MCC Fall 2010.*

**RTE 121 Radiologic Procedures I****(30 lecture hours, 22.5 lab hours, 3 credits)**

*Prerequisites: RTE 101 with an 80% or higher.*

Introduces fundamentals of radiographic positioning including use of radiographic equipment and safety, positioning, terminology, anatomy, pathology, and skills necessary to perform radiographic procedures of the chest, abdomen, upper extremity, gastrointestinal and urinary systems.

*Added at MCC Fall 2010.*

**RTE 122 Radiographic Procedures II****(67.5 lab hours, 3 credits)**

*Prerequisites: RTE 111, 121, 131, 141; RTE 181 with a "C" grade or higher.*

Introduces additional material covered in RTE 121 including the knowledge of anatomy, pathology, and skills necessary to perform radiographic procedures of the lower extremity, pelvis, spine, and bony thorax.

*Added at MCC Fall 2010.*

**RTE 131 Radiographic Pathology and Image Evaluation I****(22.5 lecture hours, 1.5 credits)**

*Prerequisites: RTE 101 with an 80% or higher.*

Provides a detailed anatomic discussion of the respiratory, digestive, genitourinary systems and related medical terminology. The course will also cover the details of bony anatomy including bone structure, pathology and arthrology.

*Added at MCC Fall 2010.*

**RTE 132 Radiographic Pathology and Image Evaluation II****(22.5 lab hours, 1.5 credits)**

*Prerequisites: RTE 111, 121, 131, 141; RTE 181 with a "C" grade or higher.*

Provides a detailed anatomic/pathologic discussion of the spine, circulatory system, nervous system, and skull and related medical terminology.

*Added at MCC Fall 2010.*

**RTE 141 Radiographic Equipment/Imaging I****(30 lecture hours, 22.5 lab hours, 3 credits)**

*Prerequisites: RTE 101 with an 80% or higher.*

Introduces the fundamental aspects of radiographic equipment including a basic review of Physics fundamentals pertaining to x-ray production, the x-ray machine, image receptors, and control of scatter radiation.

*Added at MCC Fall 2010.*

**RTE 142 Radiographic Equipment/Imaging II****(45 lecture hours, 3 credits)**

*Prerequisites: RTE 111, 121, 131, 141; RTE 181 with a "C" grade or higher.*

Expands information covered in RTE 141 and provides in depth knowledge of radiographic exposure and the factors that affect radiographic film quality and assurance.

*Added at MCC Fall 2010.*

**RTE 181 Radiographic Clinical Internship I****(225 internship hours, 5 credits)**

*Prerequisites: RTE 101 with an 80% or higher.*

Introduces the clinical education experience at the clinical education center. The student applies knowledge learned in the classroom to the actual practice of radiography.

*Added at MCC Fall 2010.*

**RTE 182 Radiographic Clinical Internship II****(225 internship hours, 5 credits)**

*Prerequisites: RTE 111, 121, 131, 141; RTE 181 with a "C" grade or higher*

Introduces additional concepts and more complex radiographic procedures than those learned in Clinical Internship I.

*Added at MCC Fall 2010.*

**RTE 183 Radiographic Clinical Internship III  
(315 internship hours, 7 credits)**

*Prerequisites: RTE 122, 132, 142, RTE 182 with a "C" grade or higher.*

Reinforces the basic concepts of Clinical Internship I and II.

*Added at MCC Fall 2010.*

**RTE 221 Advanced Medical Imaging  
(45 lecture hours, 3 credits)**

*Prerequisites: RTE 122, 132, 142; RTE 182, 183 with a "C" or higher.*

Introduces advanced imaging techniques including radiography of the cranium, facial bones and special radiographic procedures. These concepts are combined with the basic oral communication techniques necessary for the professional radiographer.

*Added at MCC Fall 2010.*

**RTE 231 Radiation Biology/Protection  
(30 lecture hours, 2 credits)**

*Prerequisites: RTE 122, 132, 142; RTE 182 & RTE 183 with a "C" grade or higher.*

Provides the basic knowledge and understanding of the biologic effects of ionizing radiation and radiation protection and safety.

*Added at MCC Fall 2010.*

**RTE 275 Special Topics: Certification Review  
(15 lecture hours, 1 credit)**

*Prerequisites: RTE 221, 231, 281 with a "C" grade or higher.*

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

*Added at MCC Fall 2010.*

**RTE 281 Radiographic Clinical Internship IV  
(360 internship hours, 8 credits)**

*Prerequisites: RTE 122, 132, 142; RTE 182 & RTE 183 with a "C" grade or higher.*

Introduces the student to the radiographic specialty areas of Pediatrics, Geriatrics, the out-patient clinic, as well as increasing proficiency in general radiography.

*Added at MCC Fall 2010.*

**RTE 282 Radiographic Clinical Internship V  
(360 internship hours, 8 credits)**

*Prerequisites, RTE 221, 231; RTE 281 with a "C" grade or higher.*

Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the out-patient clinic, portable and trauma radiography as well as increasing proficiency in general radiography.

*Added at MCC Fall 2010.*

**RTE 289 Radiographic Capstone  
(45 lecture hours, 3 credits)**

*Prerequisites: RTE 221, 231; RTE 281 with a "C" grade or higher.*

Prepares the radiology technology student to effectively search for a job in radiography and sit for the American Registry of Radiologic Technology examination.

*Added at MCC Fall 2010.*

## SCI-Science Courses

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**SCI 155 Integrated Science I: SC1  
(45 lecture hours, 30 lab hours, 4 credits)**

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 2-Feb-06 for A.A. only - Students must also complete SCI 156 to meet the total SC1 requirement for the A.A. degree, Effective Fall 2006.*

*Added at MCC Fall 2006.*

*(Replaces SCI 155 Fall 2005-Summer 2006)*

**SCI 156 Integrated Science II: SC1  
(45 lecture hours, 30 lab hours, 4 credits)**

Examines earth and biological systems, living and nonliving environments, through the application and refinement of fundamental energy and matter concepts.

*This is a Statewide Guaranteed Transfer course GT-SC1 Approved 2-Feb-06 for A.A. only - Students must also complete SCI 155 to meet the total SC1 requirement for the A.A. degree, Effective Fall 2006.*

*Added at MCC Fall 2006.*

*(Replaces SCI 156 Spring 2006-Summer 2006)*

## SOC-Sociology Courses

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**SOC 101 Introduction to Sociology I: SS3  
(45 lecture hours, 3 credits)**

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.

*This is a Statewide Guaranteed Transfer course GT-SS3 Approved 9-Jan-04 for A.A. & A.S., Effective Spring 2004.*

*Added at MCC Spring 2004.*

*(Replaces SOC 101 Fall 1988-Fall 2003)*

**SOC 102 Introduction to Sociology II: SS3  
(45 lecture hours, 3 credits)**

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.

*This is a Statewide Guaranteed Transfer course GT-SS3 Approved 9-Jan-04 for A.A. & A.S., Effective Fall 2004.*

*Added at MCC Fall 2004.*

*(Replaces SOC 102 Fall 1988-Summer 2004)*

**SOC 215 Contemporary Social Problems: SS3  
(45 lecture hours, 3 credits)**

Explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change.

*This is a Statewide Guaranteed Transfer course GT-SS3 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006.*

*Added at MCC Fall 2006.*

*(Replaces SOC 215 Summer 1994-Summer 2006)*

**SOC 231 Sociology of Deviant Behavior: SS3  
(45 lecture hours, 3 credits)**

Examines the nature, identification, and explanation of deviant categories. Theories, and philosophies as well as methods of treatment related to deviancy will also be considered. The course will study society's attempts to control, change, and institutionalize those acts, individuals or groups that a population may deem unacceptable.

*This is a Statewide Guaranteed Transfer course GT-SS3 Approved 1-Jun-06 for A.A. & A.S., Effective Fall 2006.  
Added at MCC Fall 2006.*

*(Replaces SOC 215 Summer 1994-Summer 2006)*

## SPA-Spanish Language Courses

**(Also see Foreign Language Courses)**

**SPA 101 Conversational Foreign Language I: Spanish  
(45 lecture hours, 3 credits)**

This is the first course in a sequence for beginning students who wish to understand and speak Spanish. The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

*Added at MCC Spring 2004.*

**SPA 102 Conversational Foreign Language II: Spanish  
(45 lecture hours, 3 credits)**

*Prerequisite: SPA 101 with a "C" grade or better*

This is the second course in a sequence for beginning students who wish to understand and speak Spanish. The material will continue to cover basic conversational patterns, expressions, and grammar.

*Added at MCC Spring 2004*

**SPA 111 Foreign Language I: Spanish  
(75 lecture hours, 5 credits)**

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

*Added at MCC Spring 2004.*

**SPA 112 Foreign Language II: Spanish  
(75 lecture hours, 5 credits)**

*Prerequisite: SPA 111 with a "C" grade or better or instructor permission*

Continues SPA 111 in the development of functional proficiency in listening, speaking, reading and writing the language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

*Added at MCC Spring 2004.*

**SPA 115 Foreign Language for the Professional: Spanish  
(45 lecture hours, 3 credits)**

*Prerequisite: College level reading*

Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others

*Added at MCC Fall 2004.*

**SPA 211 Foreign Language III: Spanish  
(45 lecture hours, 3 credits)**

*Prerequisite: SPA 112 with a "C" grade or better or instructor permission*

Continues SPA 111 and SPA 112 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

*This course is a Statewide Guaranteed Transfer course. SPA 211 GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.*

*Added at MCC Spring 2004.*

*(Replaces SPA 211 Fall 2001-Fall 2003)*

**SPA 212 Foreign Language IV: Spanish  
(45 lecture hours, 3 credits)**

*Prerequisite: SPA 211 with a "C" grade or better or instructor permission*

Continues SPA 111, SPA 112, and SPA 211 in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

*This course is a Statewide Guaranteed Transfer course. SPA 212 GT-AH4 Approved 2-Jun-05 for A.A. & A.S., Effective Fall 2005.*

*Added at MCC Spring 2004.*

*(Replaces SPA 212 Fall 2000-Fall-2003)*

**SPA 215 Foreign Language for the Professional II: Spanish  
(45 lecture hours, 3 credits)**

*Prerequisite: SPA 115 with a "C" grade or better*

Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

*Added at MCC Fall 2003.*

*(Prerequisite Change Spring 2010)*

**SPA 261 Grammar for the Heritage Language Speaker  
SPA 261 Spanish for the Heritage Language Speaker (45 lecture hours, 3 credits)**

Provides formal grammatical instruction to Foreign Language students whether native or bilingual who want to develop their existing proficiency in the target language.

*Added at MCC Spring 2011.*

**SPA 262 Composition for the Heritage Language Speaker****45 lecture hours, 3 credits)**

Provides formal composing instruction to Spanish Language students whether native or bilingual who want to develop their existing proficiency in the target language.

*Added at MCC Spring 2011.*

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**SVT-Sport Vehicle Technology Courses**

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**SVT 160 Basic Motorcycle Repair I****(7.5 lecture hours, 12 lab hours, 1 credit)**

Designed to expose current and prospective entry-level motorcycle technicians to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance and producing. This class is the first in a series of courses (SVT160-SVT180&SVT299) designed to produce a "novice" or "apprentice-level" mechanic. Topics covered in the class include basic safety, hand tool and shop procedure. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest.

*Added at MCC Spring 2007.*

**SVT 165 Basic Motorcycle Repair II****(7.6 lecture hours, 12 lab hours, 1 credit)**

Designed to build upon concepts and practices learned in SVT160 and expose current and prospective motorcycle mechanics to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance. Topics covered will study of motorcycle frame, suspension, tire and wheels. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest.

*Added at MCC Spring 2007.*

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**THE-Theatre Courses**

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**THE 105 Theatre Appreciation: AH1****(45 lecture hours, 3 credits)**

Includes discussions, workshops, and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism and theory.

*This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added at MCC Spring 2009.*

*(Replaces THE 105 Intro to the Theatre Arts: AH1 Spring 2003-Fall 2008; THE 105 Fall 1998-Fall 2002)*

**THE 111 Acting I****(45 lecture hours, 3 credits)**

Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

*Added at MCC Fall 1999.*

**THE 112 Acting II****(45 lecture hours, 3 credits)**

Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance.

*Added at MCC Fall 1999.*

**THE 211 Development of Theatre I: AH1****(45 lecture hours, 3 credits)**

Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance.

*This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added at MCC Spring 2003.*

*(Replaces THE 211 Fall 1991-Fall 2002)*

**THE 212 Development of Theatre II: AH1****(45 lecture hours, 3 credits)**

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance.

*This is a Statewide Guaranteed Transfer course GT-AH1 Approved 10-Jan-03 for A.A. & A.S., Effective Spring 2003. Added at MCC Spring 2003.*

*(Replaces THE 212 Fall 1991-Fall 2002)*

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**WEL-Welding Courses**

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**WEL 100 Safety for Welders****(15 lecture hours, 1 credit)**

Covers the hazards of welding on health and safety, locating essential safety information from a code or other standard, and identifying and applying shop safety procedures.

*Added at MCC Spring 2003.*

**WEL 103 Basic Shielded Metal Arc I****(15 lecture hours, 67.5 lab hours, 4 credits)**

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced.

*Added at MCC Summer 2003.*

**WEL 104 Basic Shielded Metal Arc II****(15 lecture hours, 67.5 lab hours, 4 credits)**

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-7018 electrodes. Layout procedures will be practiced during this course.

*Added at MCC Summer 2003.*

**WEL 106 Blueprint Reading for Welders & Fitters****(45 lecture hours, 22.5 lab hours, 4 credits)**

Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

*Added at MCC Summer 2003.*

**WEL 110 Advanced Shielded Metal Arc I  
(15 lecture hours, 67.5 lab hours, 4 credits)**

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment, and SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced during this course.

*Added at MCC Spring 2003.*

**WEL 111 Advanced Shielded Metal Arc II  
(15 lecture hours, 67.5 lab hours, 4 credits)**

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment utilizing various electrodes, essential welding information from codes or other standards, and performance of weld inspections.

*Added at MCC Summer 2003.*

**WEL 113 Oxyfuel and Plasma Cutting  
(10 lecture hours, 30 lab hours, 2 credits)**

Outlines the skills needed to set up equipment and perform cutting and gouging operations utilizing the oxy acetylene and plasma arc cutting processes.

*Added at MCC Spring 2003.*

**WEL 114 Oxyacetylene Welding  
(10 lecture hours, 30 lab hours, 2 credits)**

Teaches the skills necessary to perform safety inspections, make minor repairs, adjust operating parameters, operate oxyacetylene welding equipment, and perform oxyacetylene welding, brazing, and soldering operations.

**WEL 125 Introduction to Gas Metal Arc Welding  
(15 lecture hours, 67.5 lab hours, 4 credits)**

Covers welding in all positions and on various joint configurations using the GMAW (mig) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

*Added at MCC Fall 2010.*

**WEL 130 Maintenance Welding  
(10 lecture hours, 30 lab hours, 2 credits)**

Gives the student a basic understanding of the Oxyacetylene cutting and Arc welding processes, and introduction to the skills and techniques used to develop fillet and groove welds. Students will be introduced to oxyacetylene, shielded, gas metal arc welding equipment set up, and various welding techniques. Safety will be stressed during the course.

*Added at MCC Summer 2003.*

**WEL 180 Internship  
(Variable lecture/lab hours, .5-6 credits)**

Meets the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site will be set up based on student's interest and instructor approval.

*Added at MCC Summer 2003.*

**WEL 201 Gas Metal Arc Welding I  
(15 lecture hours, 67.5 lab hours, 4 credits)**

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and fundamental metallurgy principles.

*Added at MCC Summer 2003.*

**WEL 203 Flux Cored Arc Welding I  
(15 lecture hours, 67.5 lab hours, 4 credits)**

Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self shielded wire, and principles of joint design, preparation, and material selection to welding operations.

**WEL 224 Advanced Gas Tungsten Arc Welding  
(15 lecture hours, 67.5 lab hours, 4 credits)**

Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipe with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weld ability of metals, structural joints, and safety in the welding industry.

*Added at MCC Summer 2003.*

**WEL 225 Advanced Gas Metal Arc Welding  
(15 lecture hours, 67.5 lab hours, 4 credits)**

Covers welding in all positions on carbon steel plate with the GMAW process. Student should be familiar with basic metallurgy pertaining to the weld ability of metals, structural joints, and safety in the welding industry.

*Added at MCC Summer 2003.*

**WEL 230 Pipe Welding I  
(15 lecture hours, 67.5 lab hours, 4 credits)**

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

*Added at MCC Summer 2003.*

**WEL 231 Pipe Welding II  
(15 lecture hours, 67.5 lab hours, 4 credits)**

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

*Added at MCC Summer 2003.*

**WEL 250 Layout and Fabrication  
(15 lecture hours, 67.5 lab hours, 4 credits)**

*Prerequisite: WEL 106 with a "C" grade or better*  
Develops welding and associated skills in the use of drawings and blueprints in planning. Includes designing and layout projects.

*Added at MCC Spring 2003.*

**WEL 263 Applied Metal Properties**

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

Introduces the study of metal properties, hardness testing, heat treatment, cold working microscopic examination and application of common commercial alloys in industry.

*Added at MCC Summer 2003.*

**WEL 275-277 Welding: Special Topics**

**(Variable lecture/lab hours, 1-6 credits)**

*Prerequisite: instructor permission*

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

*Added at MCC Summer 2003.*

**WEL 278 Workshop: Welding**

**(Variable lecture/lab hours, 1-6 credits)**

*Prerequisite: To be determined by instructor*

Provides students with an exceptional learning experience.

*Added at MCC Summer 2003.*

**WEL 280 Internship: Welding**

**(Variable lecture/lab hours, .5-6 credits)**

*Prerequisite: Completion of all courses in WEL specialization area*

Offers individualized instruction at job site. The student is encouraged to develop skills needed to enter employment in the welding industry.

*Added at MCC Summer 2004. Added Fall 2010.*

# PERSONNEL

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