



MORGAN
COMMUNITY COLLEGE

Imagine... Believe... Achieve...

One of America's top 50 community colleges!

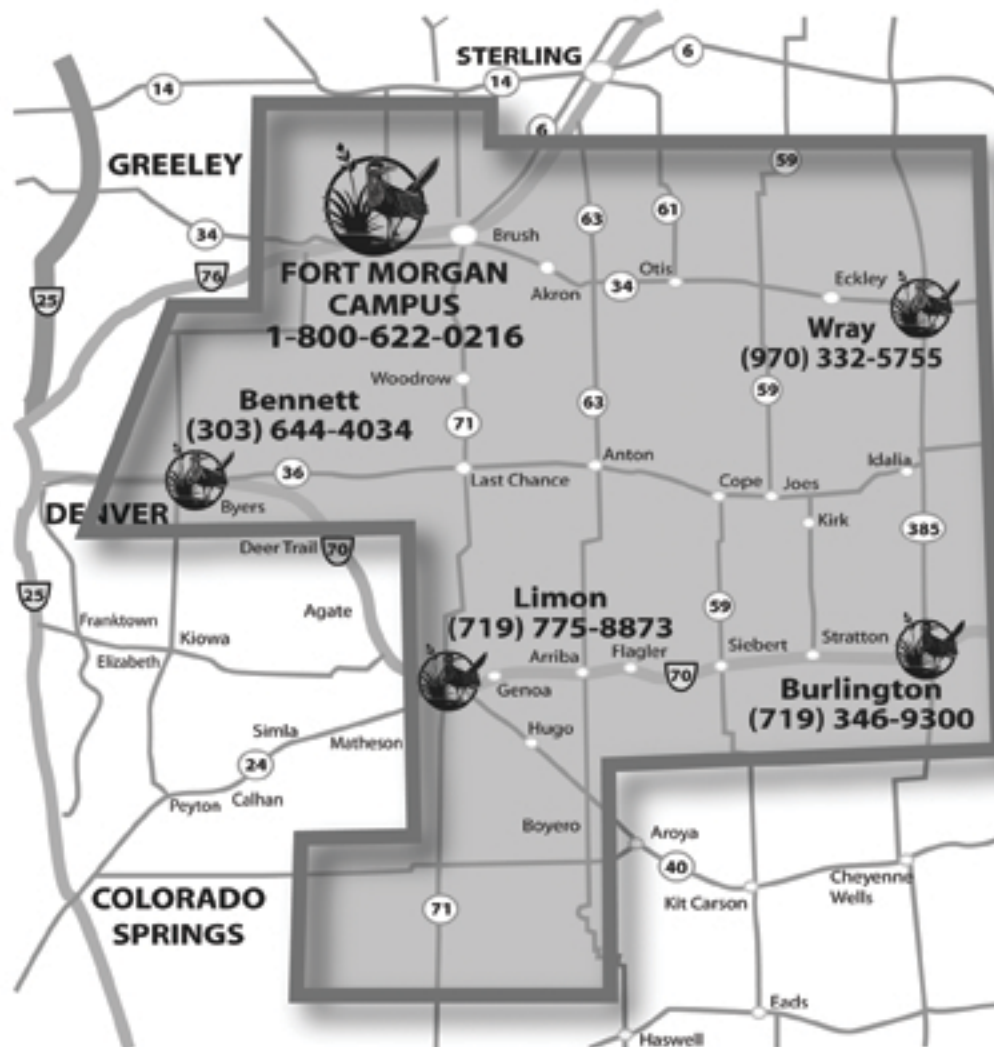


WE HAVE OUR HANDS ON
EXPERIENCE

2010 - 2011 CATALOG

Morgan Community College is located in Fort Morgan, Colorado, with centers in Bennett, Burlington, Limon and Wray to reach students throughout the 11,000 square mile service area. Dedicated to bringing quality higher education to eastern Colorado, the College offers comprehensive courses of study that are accredited by the Higher Learning Commission. MCC is a member of the Colorado Community College System.

MCC is a caring community of educators, support staff, and administrators. The College provides rigorous academic studies and career opportunities for students in all stages of their educational journeys. The student population includes students earning college credit while still in high school, recent high school and GED graduates transitioning to higher education, and non-traditional students desiring to further their education. MCC values the goals and expectations of each student and provides an exceptional environment for learning with a personal touch.



2010-2011 Catalog

Morgan Community College



Imagine...

Believe...

Achieve...

MCC Fort Morgan Campus

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

Adult Basic Education (ABE), GED, ESL

920 Barlow Road, Fort Morgan, CO 80701
970-542-3270

**Bloedorn Center for Community
& Economic Development**

MCC Foundation

300 Main Street Fort Morgan, CO 80701
970-542-3107

Welding Technology

19617 Virginia Ave., Fort Morgan, CO 80701
970-867-4060 FAX 970-848-5700

Bennett Center

280 Colfax Ave., Unit #3 PO Box 554
Bennett, CO 80102
303-644-4034
FAX 303-644-4680

Burlington Center

340 S. 14th Street Burlington, CO 80807
719-346-9300
FAX 719-346-5236

Limon Center

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

Wray Center

32415 Highway 34 PO Box 36 Wray, CO 80758
970-332-5755
FAX 970-332-5754



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

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

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.

RIGHTS RESERVED

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.

WHICH CATALOG TO USE

This biennial catalog is effective Fall Semester 2010 through Summer 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.

Where to Find Catalog Updates and Changes

This catalog is true and accurate at time of publication. Additions and changes may occur because of changes in state, system, or college regulations, or accreditation requirements. Updates, changes, and addendums to this catalog can be found on the MCC website--www.MorganCC.edu.

Course Changes & Cancellations by MCC

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

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. This catalog is printed on recycled paper.

Catalog Cover Design

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



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.

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Morgan Community College Accreditation

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
30 N. LaSalle Street, Suite 2400
Chicago, IL 60602-2504
1-800-621-7440

MORGAN COMMUNITY COLLEGE ACADEMIC QUALITY IMPROVEMENT PROGRAM

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. Please visit www.AQIP.org for further information.

PROGRAMS ACCREDITED BY SPECIAL AGENCIES

Automotive Service Technology & Collision

Repair Technology: National Automotive Technicians Education Foundation, Inc. (NATEF)

Nursing (ADN with PN exit option): Colorado

State Board of Nursing; National League for Nursing Accrediting Commission (NLNAC)

Physical Therapist Assistant (PTA): Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association. CAPTE can be contacted at 1111 North Fairfax Street, Alexandria, VA 22314-1488. 1-800-999-2782 or via email at accreditation@apta.org

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

Veteran's Eligible programs: Colorado State Approving Agency for Veterans Education and Training

Career & Technical Education (CTE) programs: the State Board for Community Colleges and Occupational Education (SBCCOE)

Associate Degree Programs: the Colorado Commission on Higher Education (CCHE)

Governance

Morgan Community College is a member of the Colorado Community College System (CCCS) governed by the State Board for Community Colleges and Occupational Education (SBCCOE) established by the 1967 General Assembly of the State of Colorado and accredited by The Higher Learning Commission of NCA. See <http://www.cccs.edu/SBCCOE/Members.html>

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

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

| | | | |
|---------------------------------|------------------|--------------------|---------------------|
| Bernadette Marquez, Chair | At Large (D) | Rich Martinez..... | 6th District (U) |
| Tamra J. Ward, Vice Chair..... | 1st District (R) | Meg Porfido | At Large (D) |
| Ruth Ann Woods..... | 3rd District (U) | John Trefny..... | 7th District (U) |
| Wanda Cousar..... | 5th District (D) | Vacant..... | Student (SSAC) Rep. |
| Maury Dobbie | 4th District (D) | Todd Bergren | Faculty (SFAC) Rep. |
| Ledy Garcia-Eckstein | At Large (D) | | |

MCC Advisory Council

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 persons.
- To promote the college's programs and services among the communities and constituencies in the college's service area.

Morgan Community College Advisory Council

| | | | |
|--------------------------------------|-------------|--------------------|-------------|
| William Gramlich, Chair | Fort Morgan | Kari Linker | Brush |
| Charlene Holzworth, Vice Chair | Brush | Robert Sachs..... | Wiggins |
| Judy Florian..... | Brush | Nancy Schmid | Fort Morgan |
| Raymond Larson | Brush | | |

Advisory Committees

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

Curriculum Committee

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

MCC-A Timeline of Excellence

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*.

LOCATIONS

LOCATIONS AND BUILDINGS

MCC Fort Morgan Campus

- Accounting
- Administration
- Anna C. Petteys Student Lounge (Student Center)
- Aspen Hall (Administration)
- Bloedorn Lecture Hall
- Bookstore
- Cedar Hall for Adult Basic Education, GED, and ESL
- Cottonwood Hall (Instruction & Faculty)
- Elm Hall (Automotive Technology)
- Learning Resource Center (Library and Testing Center)
- Spruce Halls (Health / Science Instruction & Faculty)
- Student Services
- Welding Technology Shop (19617 Virginia Ave.)

MCC/Cargill Workplace Education

- Basic skills, ESL, GED
- Located on site
- Nationally acclaimed program

Bloedorn Center for Community & Economic Development

- MCC Foundation

MCC Bennett Center

- Serves communities of Agate, Bennett, Byers, Deer Trail and Strasburg
- Concurrent enrollment option
- Fire science

MCC Burlington Center

- Serves communities of Burlington, Bethune, Stratton, Vona, Siebert, Idalia, Joes, Kirk, and Cope
- Concurrent enrollment option
- Computer Learning Center
- Health science technology

MCC Limon Center

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

MCC Wray Center

- Serves the communities of Wray and Otis
- Concurrent enrollment option

Location 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
- MCC/Cargill Workplace
1505 E. Burlington Ave.
Fort Morgan, CO 80701
970-867-8223
- Bloedorn Center
300 Main Street
Fort Morgan, CO 80701
970-867-3107
- MCC Bennett Center
280 Colfax Ave., 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

SERVICES

ATM - An ATM machine is available in the Student Center entry.

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

MCC LOGO CLOTHING AND OTHER ITEMS - The Bookstore maintains a great supply of MCC logo clothing, backpacks, mugs and other items to show your 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

CASHIER SERVICES - All MCC bills can be paid in the MCC Bookstore.

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

Refunds are for:

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

What You Can Do Now!

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.

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.

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!

You can visit www.CCCSRefundCard.com to learn more about your choices and the benefits that accompany your all-new CCCS Refund Card.

DISABILITY SERVICES

Support services are available for students with special needs. Students who have a disability or special needs will be requested to provide documentation of disability and allow for set up time for some services. Information is available from the Student Services Office.

Modifications or adjustments will be made for students with documented disabilities, including the following:

- No one may be excluded from any course, or course of study, because of a disability.
- Classrooms will be rescheduled for students with mobility impairments if they are scheduled for inaccessible classrooms
- Academic degree or course requirements may be modified in certain instances to insure full participation of disabled students.
- Alternate methods of testing and evaluation are available in courses offered by the institution for students with requirements for such methods.
- Auxiliary aids will be made available by the institution for students with medical documentation of impaired sensory, manual, or speaking skills. (This does not include personal appliances)

HANDICAPPED ACCESS

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.

GUIDANCE AND PLACEMENT

The MCC Guidance and Placement Director works closely with faculty advisors to provide special help to students in areas such as career exploration and

SERVICES

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

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. 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 or are owned by Fort Morgan Public 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

TESTING CENTER

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

TESTING FEES

Students must contact the Testing Center to determine if there is a cost for their desired test. If so, payment must be made in advance in the MCC Bookstore by presenting the appropriate form from the Testing Center. Tests offered by the Testing Center: www.MorganCC.edu/admissions/testing-center

STUDENT SERVICES (ONE-STOP)

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

MCC TV

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

STUDENT SUPPORT CENTER & TUTORING

The Student Support Center provides learning assistance to students enrolled in courses at MCC. The Student Support Center provides tutorial services and an open computer lab with lab assistants and computer software, primarily in the areas of English and mathematics. The Student Support Center provides access and services to qualified college students with physical and/or learning disabilities.

Morgan Community College Ranked in Top 50

Press release August 25, 2010--Morgan Community College is ranked one of America's 50 best community colleges as reported in the *Washington Monthly's* 2010 college ranking August publication. Betty McKie, vice president of instruction, could hardly contain her excitement as she spread the word throughout the college via email, "Take a look at number 36 on the list!" MCC is the only Colorado college in the top 50.

MCC President Dr. Kerry Hart said of the national recognition, "It is one more testimonial we can add to the bragging rights about our college of excellence." He went on to say that we know the good things we do for our students and now others know it as well.

The top 50 list accolade adds to the other recent national credits: gold medal winner Kevin Massey and Casey Grinold's fifth place at National SkillsUSA, NISOD commendation for the MCC Jazz Ensemble initiative, and national accreditation for MCC's nursing program by NLNAC.

The rankings are scores based on two sources of data: the Community College Survey of Student Engagement (CCSSE) accounts for 85% and graduation rates as recorded by the U.S. Department of Education provide the remaining 15%. Kevin Carey, writer for the *Washington Monthly*, said, "Since 2001 CCSSE has been gathering information about which community colleges do the best job of adopting institutional practices and encouraging student habits that years of research have shown to be strongly correlated with higher levels of learning."

CCSSE surveys students about measurable data such as number of books and papers assigned, frequency of group assignments and the amount of student interaction with faculty, hours spent preparing for class, and the quality of support services. Carey's article notes that community college students report that they get prompt feedback from instructors, have the opportunity to do projects with other students, participate in class discussions, and do class presentations. Carey writes, "At the best community colleges, teaching comes first."

Scores were calculated in five categories: active and collaborative learning, student effort, academic challenge, student and faculty interaction, and support for learning.

According to Carey, even with limited resources in comparison to 4-year institutions, "Schools on our top fifty list do markedly better than their peers in making the best of the dollars they get."

Two-year colleges in the nation attract almost half of all American students beginning college. In Colorado, MCC and twelve other community colleges are the state's largest system of higher education serving more than 134,000 students annually.

To read the complete *Washington Monthly* results, visit http://www.washingtonmonthly.com/college_guide/rankings_2010/community_colleges.php



ACADEMIC CALENDAR 2010-2011

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.

Fall Semester August 23 - December 10, 2010

| | |
|--|---------------|
| Registration/Advising Period Begins | Apr 5 |
| Open Registration Day (9-11 a.m.)..... | Aug 21 |
| New Student Orientation | Aug 17 & 21 |
| First Day of Term | Aug 23 |
| 15-week Courses Begin Week of: | Aug 23 |
| Graduation App Deadline for Fall 2010 | Sept 1 |
| Labor Day Holiday (College Closed) | Sept 6 |
| 15-week Courses Refund Deadline/Last Day to Drop..... | Sept 8 |
| College Professional Development (No Classes)..... | Oct 19 |
| Fall II -8-Week Courses Begin..... | Oct 11 |
| Thanksgiving Day (College Closed) | Nov 25 |
| Thanksgiving Holiday (College Offices Open-No Classes) | Nov 24 & 26 |
| End of Semester (15-Week Courses)..... | Dec 10 |
| Courses End for CTE/Secondary Programs** | Dec 23 |
| Christmas Holiday Break (College Closed) | Dec 24-Dec 31 |

Spring Semester January 17 – May 9, 2011

| | |
|---|--------------|
| Registration/Advising Period Begins | Nov 1 |
| College Offices Re-Open..... | Jan 3 |
| Courses Begin for CTE/Secondary Programs** | Jan 4 |
| Open Registration Day | Jan 15 |
| New Student Orientation | Jan 15 |
| First day of Term..... | Jan 17 |
| Graduation Application Deadline for Spring 2011 | Feb 1 |
| Graduation Application Deadline for Summer 2011 completers attending Spring Commencement | Feb 1 |
| 15-week Courses Refund Deadline/Last Day to Drop | Feb 2 |
| College Professional Development (No Classes)..... | Feb 21 |
| Spring II -8-Week Courses Begin | Mar 7 |
| Spring Break (College Offices Open--No Classes) | Mar 28-Apr 2 |
| End of Semester (15-week Courses) | May 9 |
| Commencement Ceremony (Faculty Work Day)..... | May 14 |
| End of Courses for CTE/Secondary Programs** | May 27 |

****NOTE:** CTE/Secondary Programs: Automotive, Health Science Technology, Collision, Multimedia, Welding may have different start and end dates than other courses.

ABOUT MCC

ADMISSION

Morgan Community College has an open admissions policy. In compliance with system procedures (SP 4-10), it is the policy of the College to admit students who are 17 years of age or older. For admission of students under age 17, see Underage Admissions for detailed information. Students who are currently attending a local high school and wish to enroll at the college should review the section of this catalog entitled Admission of High School Students.

NEW STUDENTS

New students who have never attended MCC must complete an online application at **www.MorganCC.edu**. Online access and a printable form are available at MCC Centers. 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

RE-ADMISSION OF FORMER STUDENTS

Former MCC students who wish to return to MCC after an absence of 12 months or more must re-apply for re-admission by completing an online application or by submitting a paper Admission Application to the MCC Student Services Office. Online access and a printable form are available at MCC Centers. Degree and certificate requirements in effect at the time of re-admission apply to readmitted students. See Which Catalog To Use

ADMISSION OF TRANSFER STUDENTS

Students transferring to MCC from another college or university must file the following with the Student Services Office:

1. An Admission Application with a declared program of study.
2. One official transcript of all credits earned at each college or university attended.
 - a. Official transcripts are those that are received by MCC directly from the other institution by mail.
 - b. MCC may accept hand-delivered transcripts if they are delivered in an unopened, sealed envelope marked by the other institution as Official.
 - c. Transcripts marked "Issued to Student" are not considered official and will not be accepted, or evaluated.

See Student Records and Transcripts for additional details on transferring credit to MCC.

ADMISSION OF HIGH SCHOOL STUDENTS

- **Post-Secondary Enrollment Option (PSEO)**
PSEO is for the student who is a high school junior or senior and who has not met high school graduation requirements. Enrollment in the PSEO program must be approved by the high school. Some school districts reimburse the cost of tuition if the student passes the course(s). The number of college courses permitted is determined by the respective school district. Some courses can be counted for both high school and college credit. The college credits may be transferable to another higher education institution.
- **Concurrent Enrollment Programs Act (Hb09-1319 And Sb09-285) Effective Fall 2011**
Concurrent Enrollment Programs Act is a program enabling eligible high school students to earn college credit while in high school. To be eligible a person must be under 21 years of age and be enrolled in the 9th, 10th, 11th or 12th grades in a school district. High school students must apply and receive approval from the school district for concurrent enrollment. All credit must count for high school graduation and as postsecondary academic degree requirements. To enroll at MCC a student must have completed the minimum course prerequisites (placement exam). For complete information see the MCC website or the Colorado Department of Education CDE website <http://www.cde.state.co.us/scripts/reforms/detail.asp?itemid=576304>

ADMISSIONS

- **Colorado ASCENT (Accelerating Students through Concurrent ENrollmentT)**

Effective Fall 2011

ASCENT "5th Year" program is for students retained by the high school for instruction beyond the senior year. The ASCENT program permits eligible students to participate in a "5th year" of high school while enrolled concurrently at MCC. ASCENT program participant shall not be considered a high school graduate until he or she has completed his or her participation in the ASCENT program and any remaining graduation requirements. To participate in the program a student must meet the following qualifications:

- Has completed, or is on schedule to complete, at least 12 credit hours (semester hours or equivalent) of postsecondary course work prior to the completion of his or her 12th grade year;
- Is not in need of basic skills coursework as defined by the Colorado Commission on Higher Education's (CCH) remedial education policy;
- Has been selected for participation in the ASCENT program by his or her high school principal or equivalent school administrator;
- Has satisfied the minimum prerequisites for the course before his or her enrollment in the course; **AND**
- Has not participated in the ASCENT program in previous years.

For complete information see the MCC website or the Colorado Department of Education CDE website at http://www.cde.state.co.us/cdegen/downloads/ASCENTPolicies_Final.pdf

UNDERAGE ADMISSIONS (UNDER 17 YEARS OLD)

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 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 acknowledgement form which includes the MCC President's approval.

ADMISSION OF PERMANENT RESIDENTS/REFUGEES

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

ADMISSION OF INTERNATIONAL STUDENTS

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

ADMISSION TO SPECIFIC PROGRAMS

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

TUITION CLASSIFICATION

Students are classified as either a resident or nonresident of Colorado for tuition purposes based on the information provided on the Admission Application. Residency requirements are determined by the Colorado Tuition Classification Statute, CRS 5237-101 et seq. (1973), as amended. You may appeal your classification if you feel you meet the residency requirements by submitting a Petition for In-State Tuition Classification 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.

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. See www.MorganCC.edu/admissions/tuition-and-fees.

SELECTIVE SERVICE REGISTRATION

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

Students may register or obtain proof of Selective Service Registration at www.sss.gov

WESTERN UNDERGRADUATE EXCHANGE (WUE)

The Western Undergraduate Exchange (WUE) is a

program through which students in 15 participating states may enroll in designated two-year institutions at a special, reduced tuition rate applicable only to WUE students; namely, the amount of in-state tuition plus 50 percent of that amount. Colorado is a WUE participating state along with: Alaska, Arizona, California, Idaho, Hawaii, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. Students who are legal residents of a WUE state must apply for admission, be classified as nonresidents, and contact the Student Services Office for further details concerning WUE eligibility requirements and/or information needed to complete the WUE application. Entry is only allowed on space availability to approved certificate and degree seeking students. If a student previously classified as a nonresident WUE student wishes to apply for resident tuition status in Colorado, the student must either change status from WUE to nonresident for one year OR sit out one year while establishing Colorado domicile. Once the student has established Colorado domicile and met all residency requirements for one year after last receiving WUE status, the student must complete all required tuition classification change/petition paperwork. A WUE student may not change tuition classification directly from WUE to Resident without the one year period in between. See Tuition Classification Changes

NONRESIDENT BORDER STATES STUDENTS (NRB)

Students who are residents of states bordering Colorado whose home states do not participate in the WUE program may be eligible for a Nonresident Border (NRB) States tuition rate. Contact the Student Services Office for further details.

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.

ADMISSIONS

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

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

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

Assessment and Placement

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

According to 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, 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.

ACCUPLACER

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.

See www.MorganCC.edu/admissions/testing-center or call (970) 542-3188.

ASSESSMENT EXEMPTIONS

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

- Possess a baccalaureate or A.A. or A.S. degree from an accredited or approved college or university.
- Provide proof of ACCUPLACER scores taken within the past 5 years from another Colorado institution.
- Provide proof (official transcripts) showing completion of college freshman English composition and college algebra with a grade of "C" or better.

- Provide ACT scores of English (18), mathematics (23), reading (17) completed with the last 5 years.
- Provide 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, 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.

Academic Advising

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

ADVISING FOR NEW STUDENTS

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

DEGREE CHECK AUTOMATED ADVISING

Morgan Community College utilizes Degree Check, an automated advising tool. Degree Check is accessed 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

ADVISING FOR CONTINUING STUDENTS

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

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.

UNDECLARED STUDENTS

An undeclared student is one who has not declared a program of study and is not working toward a certificate or a degree at MCC. Undeclared students are generally not eligible to receive financial aid. Students who are undecided 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.

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

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

Registration

Registration for courses can be completed 24 hours a day, seven days a week online at www.MorganCC.edu, or in person at the MCC Student Services Office or MCC Centers during regular business hours.

Returning and newly admitted students can access registration tools on MyMCC.

ONLINE REGISTRATION

Students may register for courses, drop and add, withdraw from courses, make payment, and obtain grades online at the MCC website. The online registration system is available 24 hours a day, seven days a week.

IN-PERSON REGISTRATION

Students may register for courses, drop and add, withdraw from courses, and make payment by visiting the MCC campus or MCC Centers. Hours may vary, so it is recommended you call ahead if you are traveling long distances. Special registration dates are listed in the Schedule of Classes for each semester.

FULL-TIME/ PART-TIME STATUS

Students enrolled in 12 credits are considered fulltime. See Student Classification for complete details on student enrollment status.

MAXIMUM COURSE LOAD

A fulltime 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 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.

COURSE WAIT LIST

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

ADDING AND DROPPING COURSES

Students may add or drop courses using their registration tools by accessing MyMCC student tab. Courses dropped by the refund deadline maybe eligible for a tuition refund. Beyond that date dropped courses are considered a withdrawal and recorded with a "W". Financial Aid students who are considering dropping a course or courses after the refund deadline should speak to a Financial Aid officer or their advisor before taking this action.

See Tuition and Fees for applicable payment rules for added courses.

DROPPING COURSES AFTER THE REFUND DEADLINE (WITHDRAWAL)

Students must officially drop college courses by accessing their web 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

COURSE CHANGES & CANCELLATIONS BY MCC

MCC retains the right to cancel or alter programs or course offerings where enrollments are insufficient to permit them to be offered on an educationally sound and economically efficient basis. Also, course numbers and descriptions are subject to change.

TOTAL WITHDRAWAL FROM THE COLLEGE

A student who drops or withdraws from all courses in a term is considered to have exercised a Total Withdrawal from the college. College administration may initiate Total Wthdrawal from the college for death, veteran service, nonattendance, non-payment of tuition and fees, disciplinary problems and similar reasons.

TUITION & FEES, PAYMENT AND REFUND POLICIES

TUITION & FEES

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

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

PAYMENT POLICY

Tuition, fees, and charges are to be paid at the time of registration or by 5:00 p.m. the Monday one week before the first day of the term. If payment is not made, students may be dropped from all enrolled courses. 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 regarding the deferred payment plan (FACTS).

See Payment and Refund Policies 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.

COLLEGE OPPORTUNITY FUND (COF)/STIPEND

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 new law establishing the College Opportunity Fund (COF). Under this new law, starting in the fall semester 2005, the State gave this money to students who applied for it and sent it directly to the student's account at the institution the student designated.

This money, known as College Opportunity Fund (COF) stipends, is applied to an in-state student's tuition. Morgan Community College (and other state funded colleges) does not receive appropriations from the state legislature based on the number of students enrolled. Instead, MCC receives funding by the students of MCC who designate that MCC is to receive their COF stipend to support the services that MCC provides. The COF stipend appears as a credit on the student's tuition bill.

FIRST: Create a lifetime COF account. Go to the MCC website home page and click on the COF icon. Easy steps will take you through the process

THEN: Each semester you register for college courses you must specify which college will receive your COF stipend.

FINALLY: Your stipend amount will appear as a credit on your 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 your total resident tuition when you attend 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 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.

FINANCIAL AID STUDENTS AND PAYMENTS

Financial Aid Students who have submitted complete financial aid applications one week 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 one week 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).

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 one week before the first day of the term,
- Completion of an application for the FACTS Tuition Management Program,
- Must have a checking or savings account (as all installment payments are made electronically).
- A \$35 processing fee (non-refundable) will be automatically deducted from checking or savings account upon completion of FACTS application process.

PAYMENT AND REFUND POLICIES FOR FACTS:

Payment of balance in two equal installments as follows:

- Fall Semester Oct. 5 & Nov. 5
- Spring Semester March 5 & April 5
- Summer Semester July 5 (1 installment)

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

FINANCIAL OBLIGATIONS OF STUDENTS/PAYMENT DUE DATES

Financial obligations are due and payable to the College when incurred and are payable on the established dates. An authorized third-party may be billed for tuition and fees, however ultimate responsibility for payment remains with the student. Students who are financially obligated to MCC – whether through a student loan, a third-party promise-to-pay, outstanding deferred payment, or failure to account for college property in their possession (including library materials) – are not issued an official transcript nor allowed to register again until payment is made.

BAD CHECKS

Returned checks constitute non-payment. If a check is returned prior to the official refund deadline due to non-sufficient funds or stop payment, students are 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 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 is placed on grades, transcripts, and future registration until the debt is paid. Unpaid balances resulting from returned checks are pursued by the college and a collections service.

DELINQUENT ACCOUNTS

In accordance with state policy, all delinquent student obligations, including those from improper withdrawal/drop procedures and the loss of previously awarded financial aid, are referred to the State's central collections service. Additional interest and collection costs will be charged to the student account.

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 MCC website. 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

Students must officially drop college courses by accessing their web 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

100% of tuition and fees (except the deferral fee) are refunded if a student drops courses before the refund deadline period for the course. The refund deadline is calculated as 15 percent 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 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.

TUITION & FEES

REFUND POLICY FOR DROPS AFTER REFUND DEADLINE (WITHDRAWALS)

Students must officially withdraw from college courses by processing their withdrawal online or by completing the required form in the Student Services Office or MCC Centers during the stated Withdrawal period. Each student's course schedule lists the Refund deadline and Withdrawal deadlines. Students who drop course(s) or request withdrawal from course(s) after the 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 after the Refund Deadline/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 CANCELLED COURSES

Occasionally the college must cancel courses due to enrollment numbers, instructor issues, etc. The college will automatically process the drop for students registered for courses which are cancelled. 100% of paid tuition and fees is refunded for any course cancelled by the college.

ACCOUNTING SERVICES OFFICES

MCC Accounting Services Offices are located in the garden 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).

Alex Whitmore

"No matter how hard people say it may be to obtain your degree and work at the same time, do it. Once you have it no one can take that away from you. It will be hard, but it is worth the time you put into it, so do it for yourself!" That is Alex Whitmore's advice after her own experience of earning her Associate of Arts degree from Morgan Community College in spring of 2010. Now she is starting her own dog grooming business in Oakley, KS.

"My degree helped make this business venture possible by teaching me great time management, responsibility, and communication skills," said Alex. "My family played a huge part in my success: supporting me in any situation, helping me figure out a topic for an essay, or just looking over my work."

Variable course delivery options, traditional and online components, allowed Alex to complete 21 credits in one semester. "I worked all day, went to class, and then went home and worked on my online classes the rest of the night." Alex was able to complete a two-year degree in eighteen months.

Although Alex thought she would never stay in Burlington after high school, she discovered she liked going to MCC, educationally and financially! She says, "Don't think you have to leave home for a good education. Keep MCC in mind for school!"



FINANCIAL AID

At Morgan Community College, a variety of 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, ex. 3150, from MCC Center directors, or from high school counselors.

HOW FINANCIAL AID NEED IS CALCULATED

COA - EFC - EFA = NEED

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

HOW TO APPLY FOR FINANCIAL AID

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 1st. 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

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.

TAX CREDITS

- **AMERICAN OPPORTUNITY CREDIT**
- Under the American Recovery and Reinvestment Act (ARRA), more parents and students will qualify over the next two years for a tax credit, the American opportunity credit, to pay for college expenses.
- The American opportunity credit is not available on the 2008 returns taxpayers are filing during 2009. The new credit modifies the existing Hope credit for tax years 2009 and 2010, making it available to a broader range of taxpayers, including many with higher incomes and those who owe no tax. It also adds required course

FINANCIAL AID

materials to the list of qualifying expenses and allows the credit to be claimed for four post-secondary education years instead of two.

- **LIFETIME LEARNING CREDIT**

- The lifetime learning credit helps parents and students pay for post-secondary education.
- For the tax year, you may be able to claim a lifetime learning credit of up to \$2000 (\$4,000 for students in Midwestern disaster areas) for qualified education expenses paid for all students enrolled in eligible educational institutions. There is no limit on the number of years the lifetime learning credit can be claimed for each student. However, a taxpayer cannot claim both the Hope or American opportunity credit and lifetime learning credits for the same student in one year. Thus, the lifetime learning credit may be particularly helpful to students who are only taking one course and those who are not pursuing a degree.

ABILITY TO BENEFIT & FINANCIAL AID

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.

FINANCIAL AID ON THE INTERNET

Students may complete financial aid applications on the Internet by accessing Free Application for Federal Student Aid (FAFSA) on the Web at www.FAFSA.ed.gov

RETURN OF TITLE IV FUNDS

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 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 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

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 67 percent of the cumulative credit hours for which they have registered and maintain a cumulative grade point average 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. If satisfactory progress is not maintained, students are placed on financial aid probation, and may be suspended from financial aid programs if academic progress does not improve. 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 (see Grades & Grading for further details on audit) the student may be required to repay a portion of the financial aid received. 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

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

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.

See www.MorganCC.edu/students/financial-aid/scholarships.

GRANTS, LOANS, AND WORK-STUDY JOBS

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).

See www.MorganCC.edu/admissions/financial-aid

STATEMENT OF NON-DISCRIMINATION

Morgan Community College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or disablement in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act 1990. For information regarding civil rights or grievance procedures, contact Affirmative Action Officer, Morgan Community College, 920 Barlow Road, Fort Morgan, CO 80701-4371, 970-542-3100 or 1-800- 622-0216.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

In accordance with the requirements of the Americans with Disabilities Act and the regulations published by the U.S. Department of Justice, 28 C.F.R. & 35.107 (a), Morgan Community College has designated an ADA Coordinator. For students who self identify and provide medical documentation of their disabilities to the ADA Coordinator, "reasonable accommodations" will be made. For information regarding civil rights or grievance procedures, contact ADA Coordinator, Morgan Community College, 920 Barlow Road, Fort Morgan, CO 807014371, 970-542-3100, or 1-800-622-0216.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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. 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.

YOUR PRIVACY

When completing the Admission Application and Financial Aid, students must act on their own behalf.

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

DISCLOSURE OF STUDENT RECORDS

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 Registrar. The Registrar 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

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 your Community College ID (identification card).

USER ID PASSWORD FOR MCC NETWORK ACCESS

Upon admission to the college, each student is assigned a student identification number (S#) which from that point forward will be the student's User ID. Each student will then create a password that is at least 8 character long and contains at least one capital letter, at least one lowercase letter, and at least one number. Social security numbers no longer will be used as the identifier for students.

When using any computer on campus, follow these steps:

Username: Your S number

Password: Set by you

Domain: MCCINST

MyMCC (Portal) ACCESS

Students and MCC employees can now use MyMCC, a portal for all information and instructional resources. MyMCC utilizes single-sign-on convenience and accessibility to all things MCC:

- access student account
- register for courses
- access grades at the end of the term
- use Degree Check
- request official transcripts
- print or view an unofficial transcript
- change an address, phone number
- access student email
- view financial aid awards
- pay for courses with a credit card
- view or print a copy of course schedules
- receive important college announcements

To access MyMCC, go to the MCC website (www.MorganCC.edu) and click on MyMCC. Provide your S# for your Username and enter your password. Staff members in Student Services and the Library can assist you in resetting your password if needed. New students must setup portal access with Student Services or Center Director.

DEGREES & CERTIFICATES

DEGREES DESIGNED FOR TRANSFER

The A.A. and the A.S. degrees are designed for students planning to continue their education in a variety of majors at 4-year institutions. These degrees generally equate to the first two years of a 4-year Bachelor of Arts or Bachelor of Science degree.

ASSOCIATE OF ARTS (A.A.)

This degree is designed for transfer into a baccalaureate degree program in the arts and humanities for majors in languages, music, philosophy, theater, and women's studies; or the social and behavioral sciences for majors in anthropology, economics, geography, history, political science, psychology and sociology; or in communications for majors in english, journalism, literature, and speech. Specialized A.A. degrees are also offered in business, early childhood education, and elementary education.

ASSOCIATE OF SCIENCE (A.S.)

This degree is designed for transfer into a baccalaureate degree program in mathematics or biological and physical sciences for majors in astronomy, biology, chemistry, geology, and physics. A specialized A.S. degree is offered for Engineering.

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

This degree is designed to fulfill most general education requirements for the first four semesters of a baccalaureate degree. The degree itself does not transfer; however, individual courses may be transfer accepted by the receiving institution.

DEGREE DESIGNED FOR CAREER AND TECHNICAL EDUCATION

ASSOCIATE OF APPLIED SCIENCE (A.A.S)

This degree is applicable to Career and Technical Education (CTE) programs. Most CTE programs offer certificates and/or A.A.S. degrees. The degree option includes general education requirements.

WHERE WILL MY MCC A.A. OR A.S. DEGREE TRANSFER? WHAT COLLEGES - WHAT MAJORS?

For a list of the 4-year Colorado colleges and the degree programs they offer that are covered under the 60+60 Transfer go to www.cccs.edu/EdServices/Transfer.html These include:

- Adams State College (ASC)
- Colorado State University (CSU)
- Colorado School of Mines (CSM)
- Fort Lewis College (FLC)
- Mesa State College (MESA)
- Metro State University (METRO)
- University of Colorado at Boulder (UCB)
- University of Colorado at Colorado Springs (UCCS)
- University of Colorado at Denver (UCD)
- University of Northern Colorado (UNC)
- University of Southern Colorado (USC)
- University of Southern Colorado (USC)

If you are transferring to another Colorado college or an out-of-state college, contact your advisor or the advisor from that institution. In most instances, A.A. or A.S. degrees will be transferred in as the equivalent of the first two years of a four-year bachelor's degree.

ASSOCIATE OF ARTS

ASSOCIATE OF ARTS (A.A.) DEGREE

The associate of arts (A.A.) degree includes courses traditionally taught during the first two years of a bachelor of arts degree program and is transferable to four-year institutions. An associate of arts (A.A.) graduate who meets the gtPATHWAYS transfer requirements can enter a four-year Colorado public college or university as a junior and complete a bachelor degree program

DEGREE PREREQUISITES

Students entering this degree program will be required to:

- take ACCUPLACER, or
- provide documentation of ACT scores of Reading 17, English 18, Math 23, or
- provide transcripts of college level English and Math,
- meet any remedial requirements, and
- meet any required course prerequisites

See the ASSESSMENT AND PLACEMENT section of the MCC catalog for Assessment Exemptions and other options.

See the COURSE DESCRIPTION section of the catalog for course prerequisites.

COMMUNICATIONS REQUIREMENT

9 credits, 3 courses required

Take **BOTH** these courses:

| | | |
|---------|-----------------------------|---|
| ENG 121 | English Composition I: CO1 | 3 |
| ENG 122 | English Composition II: CO2 | 3 |

Select **ONE** of these courses:

| | | |
|---------|-----------------------------|---|
| COM 115 | Public Speaking | 3 |
| COM 125 | Interpersonal Communication | 3 |

COMPUTER SCIENCE REQUIREMENT

3 credits, 1 course required

Select **ONE** of these courses:

| | | |
|---------|---------------------------------|---|
| CIS 118 | Introduction to PC Applications | 3 |
| CSC 160 | Computer Science I [Language] | 3 |

ARTS & HUMANITIES REQUIREMENT (AH)

9 credits, 3 courses required with no more than two courses from any AH category

AH1 Arts & Expression Category (Select no more than two AH1 courses)

| | | |
|---------|---------------------------------------|---|
| ART 110 | Art Appreciation: AH1 | 3 |
| ART 111 | Art History I: AH1 | 3 |
| ART 112 | Art History II: AH1 | 3 |
| MUS 120 | Music Appreciation: AH1 | 3 |
| MUS 121 | Introduction to Music History I: AH1 | 3 |
| MUS 122 | Introduction to Music History II: AH1 | 3 |
| THE 105 | Theatre Appreciation: AH1 | 3 |
| THE 211 | Development of Theatre I: AH1 | 3 |
| THE 212 | Development of Theatre II: AH1 | 3 |

or any AH1 designated course for 3 credits or more

AH2 Literature & Humanities Category (Select no more than two AH2 courses)

| | | |
|---------|---------------------------------------|---|
| 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 | Masterpieces of Literature I: AH2 | 3 |
| LIT 202 | Masterpieces of Literature II: AH2 | 3 |
| LIT 211 | Survey of American Literature I: AH2 | 3 |
| LIT 212 | Survey of American Literature II: AH2 | 3 |

or any AH2 designated course for 3 credits or more

AH3 Ways of Thinking Category (Select no more than two AH3 courses)

| | | |
|---------|---------------------------------|---|
| PHI 111 | Introduction to Philosophy: AH3 | 3 |
| PHI 112 | Ethics: AH3 | 3 |
| PHI 113 | Logic: AH3 | 3 |

or any AH3 designated course for 3 credits or more

AH4 Foreign Language Category (Select no more than two AH4 courses)

| | | |
|---------|---------------------------|---|
| SPA 211 | Spanish Language III: AH4 | 3 |
| SPA 212 | Spanish Language IV: AH4 | 3 |

or any AH4 designated course for 3 credits or more

HISTORY REQUIREMENT

3 credits, 1 course required

DEGREES & CERTIFICATES

| | | |
|---|---|---|
| HI1 History Category Select ONE HI1 course: | | |
| HIS 101 | History of Western Civilization I: HI1 | 3 |
| HIS 102 | History of Western Civilization II: HI1 | 3 |
| HIS 111 | World Civilization I: HI1 | 3 |
| HIS 112 | World Civilization II: HI1 | 3 |
| HIS 201 | U.S. History I: HI1 | 3 |
| HIS 202 | U.S. History II: HI1 | 3 |
| HIS 225 | Colorado History: HI1 | 3 |
| HIS 247 | 20th Century World History: HI1 | 3 |
| HIS 260 | U.S. Foreign Relations: HI1 | 3 |
| or any other HI1 designated course | | |
| SOCIAL & BEHAVIORAL SCIENCES REQUIREMENT 6 credits, 2 courses required No more than two courses from any category. | | |
| SS1 Economic & Political Systems Category (select no more than two SS1 courses) | | |
| 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 | | |
| SS2 Geography Category (select no more than two SS2 courses) | | |
| GEO 105 | World Regional Geography: SS2 | 3 |
| or any other SS2 designated course | | |
| SS3 Human Behavior & Social Systems Category (select no more than two SS3 courses) | | |
| ANT 101 | Cultural Anthropology: SS3 | 3 |
| PSY 101 | General Psychology I: SS3 | 3 |
| PSY 102 | General Psychology II: 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 |
| or any other SS3 designated course | | |
| HI1 History Category You may select ONE HI1 course towards Social & Behavioral Sciences requirements. | | |
| PHYSICAL & LIFE SCIENCES REQUIREMENT 7 credits, 2 SC1 courses required | | |
| Select TWO SC1 courses--ONE must have a lab component: (Credits over 7 can 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 | |
| PHY 105 | Conceptual Physics: SC1 | |
| PHY 111 | Physics: Algebra Based I: SC1 | |
| PHY 112 | Physics: Calculus Based I: SC1 | |
| PHY 212 | Physics: Calculus Based II: SC1 | |
| or any other SC1 designated course with lab except SCI 155 and SCI 156 which must both be taken to meet this requirement. See below. or the Integrated Science Combo. Must take BOTH these courses to meet the Science Requirement. | | |
| SCI 155 | Integrated Science I: SC1 | |
| and | | 8 |
| SCI 156 | Integrated Science II: SC1 | |
| MATHEMATICS REQUIREMENT 3 credits, 1 MA1 course required from ONE of these Options: | | |

ASSOCIATE OF ARTS

| | | |
|---|----------------------------------|---|
| MATHEMATICS OPTION: Select ONE course (Credits over 3 can be applied to Electives) | | |
| MAT 120 | Mathematics for Liberal Arts:MA1 | 3 |
| MAT 121 | College Algebra: MA1 | 4 |
| MAT 123 | Finite Math: 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 MAT 156 which must both be taken to meet this requirement. See below. | | |
| INTEGRATED MATH OPTION: Must take BOTH these courses to meet the Mathematics Requirement. (Credits over 3 can be applied to Electives) | | |
| MAT 155 | Integrated Math I: MA1 | |
| and | | 6 |
| MAT 156 | Integrated Math II: MA1 | |
| A.A. ELECTIVES REQUIREMENT 20 credits required | | |
| Select 20 credits from courses in the A.A. Approved Electives List or contact your advisor. | | |
| 60 TOTAL CREDITS | | |

LIST OF APPROVED MCC ASSOCIATE OF ARTS (A.A.) GENERAL EDUCATION ELECTIVES

Any of the Colorado gtPATHWAYS designated courses not listed here are approved for A.A. Electives. These are courses with AH1, AH2, AH3, AH4, CO1, CO2, HI1, MA1, SC1, SS1, SS2, SS3, designators in their titles.

ACCOUNTING

- (4) ACC 121 Accounting Principles I
- (4) ACC 122 Accounting Principles II

ANTHROPOLOGY

- (3) ANT 101 Cultural Anthropology: SS3

ART

- (3) ART 110 Art Appreciation: AH1
- (3) ART 111 Art History I: AH1
- (3) ART 112 Art History II: AH1
- (3) ART 121 Drawing I
- (3) ART 122 Drawing II
- (3) ART 123 Watercolor I
- (3) ART 124 Watercolor II
- (3) ART 211 Painting I
- (3) ART 212 Painting II
- (3) ART 213 Painting III
- (3) ART 214 Painting IV

ASTRONOMY

- (4) AST 101 Astronomy I: SC1
- (4) AST 102 Astronomy II: SC1

BIOLOGY

- (4) BIO 105 Science of Biology: SC1
- (5) BIO 111 General College Biology I: SC1
- (5) BIO 112 General College Biology II: SC1
- (4) 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

BUSINESS

- (3) BUS 216 Legal Environment of Business
- (3) BUS 217 Business Communications & Report Writing
- (3) BUS 226 Business Statistics

CHEMISTRY

- (5) 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

COMPUTER INFORMATION SYSTEMS

(3) CIS 118 Introduction to PC Applications

COMMUNICATIONS

(3) COM 115 Public Speaking
 (3) COM 125 Interpersonal Communication
 (3) COM 226 Oral Interpretation

CRIMINAL JUSTICE

(3) CRJ 110 Introduction to Criminal Justice
 (3) CRJ 205 Principles of Criminal Justice

COMPUTER SCIENCE COURSES

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

EARLY CHILDHOOD EDUCATION

(3) ECE 101 Introduction 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 Dev: Methods
 (3) ECE 225 Language & Cognition/ Child
 (3) ECE 226 Creativity & the Young Child
 (3) ECE 260 Exceptional Child

ECONOMICS

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

EDUCATION

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

ENGLISH

(3) ENG 221 Creative Writing I
 (3) ENG 222 Creative Writing II
 (3) ENG 226 Fiction Writing
 (3) ENG 227 Poetry Writing

GEOGRAPHY

(3) GEO 105 World Regional Geography: SS2

GEOLOGY

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

HISTORY

(3) HIS 101 History of Western Civilization I: HI1
 (3) HIS 102 Hist. of Western Civilization II: HI1
 (3) HIS 111 World Civilization I: HI1

(3) HIS 112 World Civilization II: HI1
 (3) HIS 201 U.S. History I: HI1
 (3) HIS 202 U.S. History II: HI1
 (3) HIS 225 Colorado History: HI1
 (3) HIS 235 History of the American West
 (3) HIS 236 U.S. History Since 1945
 (3) HIS 247 20th Century World History: HI1
 (3) HIS 260 U.S. Foreign Relations: HI1

HEALTH PROFESSIONS

(4) HPR 217 Kinesiology

HUMANITIES

(3) HUM 121 Humanities: Early Civ: AH2
 (3) HUM 122 Humanities: Medieval-Modern: AH2
 (3) HUM 123 Humanities: Modern World: AH2

HEALTH & WELLNESS

(3) HWE 100 Human Nutrition

JOURNALISM

(3) JOU 105 Introduction to Mass Media
 (3) JOU 106 Fundamentals of Reporting

LITERATURE

(3) LIT 115 Introduction to Literature: AH2
 (3) LIT 125 Study of the Short Story
 (3) LIT 126 Study of Poetry
 (3) LIT 201 Masterpieces of Literature I: AH2
 (3) LIT 202 Masterpieces of Literature II: AH2
 (3) LIT 211 Survey of American Literature I: AH2
 (3) LIT 212 Survey of American Literature II: AH2
 (3) LIT 225 Children's Literature

MANAGEMENT

(3) MAN 226 Principles of Management

MATHEMATICS

(1) MAT 111 Technology Lab for Algebra
 (4) MAT 120 Mathematics for Liberal Arts: MA1
 (4) MAT 121 College Algebra
 (3) MAT 122 College Trigonometry: MA1
 (4) MAT 125 Survey of Calculus: MA1
 (3) MAT 135 Introduction to Statistics: MA1
 (3) MAT 155 Integrated Math I; MA1
 (3) MAT 156 Integrated Math II: MA1
 (5) MAT 201 Calculus I: MA1
 (5) MAT 202 Calculus II: MA1
 (5) MAT 204 Calculus III w/ Engineering Applications: MA1
 (4) MAT 215 Discrete Mathematics: MA1
 (3) MAT 255 Linear Algebra: MA1
 (4) MAT 261 Differential Equations: MA1

ASSOCIATE OF ARTS

MUSIC

- (3) MUS 120 Music Appreciation: AH1
- (3) MUS 121 Music History I: AH1
- (3) MUS 122 Music History II: AH1

PHYSICAL EDUCATION

- (1) #PED 106 Tennis
- (1) #PED 110 Fitness Center Activity I
- (1) #PED 111 Fitness Center Activity II
- (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
- (1) #PED 148 Yoga II

PHILOSOPHY

- (3) 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

PHYSICS

- (4) PHY 105 Conceptual Physics: SC1
- (5) PHY 111 Physics: Algebra I/Lab: SC1
- (5) PHY 112 Physics: Algebra II/Lab: SC1
- (5) PHY 211 Physics: Calculus I/Lab: SC1
- (5) PHY 212 Physics: Calculus II/Lab: SC1

POLITICAL SCIENCE

- (3) POS 105 Introduction to Political Science: SS1
- (3) POS 111 American Government: SS1
- (3) POS 205 International Relations: SS1
- (3) POS 215 Current Political Issues

PSYCHOLOGY

- (3) PSY 101 General Psychology I: SS3
- (3) PSY 102 General Psychology II: SS3
- (3) PSY 112 Psychology of Adjustment
- (3) PSY 205 Psychology of Gender: SS3
- (3) PSY 226 Social Psychology: SS3
- (3) PSY 235 Human Growth & Development: SS3
- (3) PSY 237 Child & Adolescent Psychology
- (3) PSY 238 Child Development
- (3) PSY 245 Educational Psychology
- (3) PSY 249 Abnormal Psychology: SS3

SCIENCE

- (4) SCI 155 Integrated Science I: SC1
- (4) SCI 156 Integrated Science II: SC1

SOCIOLOGY

- (3) SOC 101 Introduction to Sociology I: SS3
- (3) SOC 102 Introduction to Sociology II: SS3
- (3) SOC 215 Contemporary Social Problems: SS3

SPANISH LANGUAGE

- (5) SPA 111 Foreign Language I: Spanish
- (5) SPA 112 Foreign Language II: Spanish
- (3) SPA 115 Foreign Language for the Professional I
- (3) SPA 211 Foreign Language III: Spanish
- (3) SPA 212 Foreign Language IV: Spanish

THEATRE

- (3) THE 105 Theatre Appreciation: AH1
- (3) THE 111 Acting I
- (3) THE 112 Acting II
- (3) THE 211 Development of Theatre I: AH1
- (3) THE 212 Development of Theatre II: AH1

Other courses may apply. Contact your advisor.

#Students may apply up to a total of 3 credits to the A.A. degree electives of:

- *Physical Education (PED/PER)100 and/or 200 level,*
- *Independent Study 185-186,*
- *Seminar/Workshop xxx-xxx,*
- *Special Topics courses 175-178; 275-278 (ST: xxx)*

Independent Study, Seminar/Workshop and Special Topics courses require written VP or Division Chair or Center permission.

-Approved by MCC VP for Instruction

ASSOCIATE OF SCIENCE

(A.S.) DEGREE

The associate of science (A.S.) degree includes courses traditionally taught during the first two years of a bachelor of science degree program and may transfer to four-year institutions. An associate of science (A.S.) graduate who meets the gtPATHWAYS transfer requirements can enter a four-year Colorado public college or university as a junior and complete a bachelor degree program. Not designed for majors in Engineering.

DEGREE PREREQUISITES

Students entering this degree program will be required to:

- take ACCUPLACER, or
- provide documentation of ACT scores of Reading 17, English 18, Math 23, or
- provide transcripts of college level English and Math,
- meet any remedial requirements, and
- meet any required course prerequisites

See the *ASSESSMENT AND PLACEMENT* section of the MCC catalog for Assessment Exemptions and other options.

See the *COURSE DESCRIPTION* section of the catalog for course prerequisites.

COMMUNICATIONS REQUIREMENT

9 credits, 3 courses required

Take these courses:

| | | |
|---------|--|---|
| ENG 121 | English Composition I: CO1 {XE "CO1"} | 3 |
| ENG 122 | English Composition II: CO2 {XE "CO2"} | 3 |
| COM 115 | Public Speaking | 3 |

COMPUTER SCIENCE REQUIREMENT

3 credits, 1 course required

Select **ONE** of these courses:

| | | |
|---------|---------------------------------|---|
| CIS 118 | Introduction to PC Applications | 3 |
| CSC 160 | Computer Science I [Language] | 3 |

ARTS & HUMANITIES REQUIREMENT (AH)

9 credits, 3 courses required with no more than two courses from any AH category

AH1 Arts & Expression Category (Select no more than two AH1 courses)

| | | |
|---------|---------------------------------------|---|
| ART 110 | Art Appreciation: AH1 | 3 |
| ART 111 | Art History I: AH1 | 3 |
| ART 112 | Art History II: AH1 | 3 |
| MUS 120 | Music Appreciation: AH1 | 3 |
| MUS 121 | Introduction to Music History I: AH1 | 3 |
| MUS 122 | Introduction to Music History II: AH1 | 3 |
| THE 105 | Theatre Appreciation: AH1 | 3 |
| THE 211 | Development of Theatre I: AH1 | 3 |
| THE 212 | Development of Theatre II: AH1 | 3 |

or any AH1 designated course for 3 credits or more

AH2 Literature & Humanities Category (Select no more than two AH2 courses)

| | | |
|---------|---------------------------------------|---|
| 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 | Masterpieces of Literature I: AH2 | 3 |
| LIT 202 | Masterpieces of Literature II: AH2 | 3 |
| LIT 211 | Survey of American Literature I: AH2 | 3 |
| LIT 212 | Survey of American Literature II: AH2 | 3 |

or any AH2 designated course for 3 credits or more

AH3 Ways of Thinking Category (Select no more than two AH3 courses)

| | | |
|---------|---------------------------------|---|
| PHI 111 | Introduction to Philosophy: AH3 | 3 |
| PHI 112 | Ethics: AH3 | 3 |
| PHI 113 | Logic: AH3 | 3 |

or any AH3 designated course for 3 credits or more

DEGREES & CERTIFICATES

ASSOCIATE OF SCIENCE

| | | |
|---|---|---|
| HISTORY REQUIREMENT 3 credits, 1 course required | | |
| HI1 History Category Select ONE HI1 course: | | |
| HIS 101 | History of Western Civilization I: HI1 | 3 |
| HIS 102 | History of Western Civilization II: HI1 | 3 |
| HIS 111 | World Civilization I: HI1 | 3 |
| HIS 112 | World Civilization II: HI1 | 3 |
| HIS 201 | U.S. History I: HI1 | 3 |
| HIS 202 | U.S. History II: HI1 | 3 |
| HIS 225 | Colorado History: HI1 | 3 |
| HIS 247 | 20th Century World History: HI1 | 3 |
| HIS 260 | U.S. Foreign Relations: HI1 | 3 |
| or any other HI1 designated course | | |
| SOCIAL & BEHAVIORAL SCIENCES REQUIREMENT 6 credits, 2 courses required No more than two courses from any category. | | |
| SS1 Economic & Political Systems Category (select no more than two SS1 courses) | | |
| 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 | | |
| SS2 Geography Category (select no more than two SS2 courses) | | |
| GEO 105 | World Regional Geography: SS2 | 3 |
| or any other SS2 designated course | | |
| SS3 Human Behavior & Social Systems Category (select no more than two SS3 courses) | | |
| ANT 101 | Cultural Anthropology: SS3 | 3 |
| PSY 101 | General Psychology I: SS3 | 3 |
| PSY 102 | General Psychology II: 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 |
| or any other SS3 designated course | | |
| HI1 History Category You may select ONE HI1 course towards Social & Behavioral Sciences requirements. | | |
| PHYSICAL & LIFE SCIENCES REQUIREMENT 7 credits, 2 courses required | | |
| Select TWO SC1 courses--ONE must have a lab component: (Credits over 7 can 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 112 | Physics: Calculus Based I: SC1 | 5 |
| PHY 212 | Physics: Calculus Based II: SC1 | 5 |
| MATHEMATICS REQUIREMENT 3 credits, 1 course required from ONE of these Options: | | |
| MAT 121 | College Algebra: MA1 | 4 |
| MAT 125 | Survey of Calculus: MA1 | 4 |
| MAT 201 | Calculus I: MA1 | 5 |
| MAT 202 | Calculus II: MA1 | 5 |
| A.S. ELECTIVES REQUIREMENT 20 credits required | | |
| 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 |
| CIS 118 | Introduction to PC Applications | 3 |
| CSC 160 | Computer Science I | 3 |
| ECO 201 | Principles of Macroeconomics: SS1 | 3 |
| ECO 202 | Principles of Macroeconomics: SS1 | 3 |
| GEY 111 | Physical Geology: SC1 | 4 |
| GEY 121 | Historical Geology: SC1 | |
| 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 I: MA1 | 4 |
| MAT 255 | Linear Algebra: MA1 | 3 |
| MAT 261 | Diff. Equations w/Eng. Apps: MA1 | 4 |
| PHY 111 | Physics: Algebra Based I: SC1 | 5 |
| PHY 112 | Physics: Calculus Based II: SC1 | 5 |
| PHY 211 | Physics: Calculus Based I: SC1 | 5 |
| PHY 212 | Physics: Calculus Based II: SC1 | 5 |
| 60 TOTAL CREDITS | | |

Jeremiah&ImogeneHiggins

Jeremiah and Imogene Higgins have the best of both worlds – a rural Colorado lifestyle and access to higher education at the Morgan Community College Limon Center. Leaving Lincoln County was not an option for either of them; and completing college was definitely a goal for both.

Imogene had a head start on her college goal when she took advantage of what was then called the fifth year program. She took college classes while she was in high school; and deferred her high school graduation for an additional year while she completed her MCC associate of science degree.

Jeremiah appreciated the fact that he could go to school close to home where the classes were small and he was familiar with most of the instructors.

Now they are raising a family of three boys, Imogene completed her bachelor's and master's through Adams State College Extended Studies without having to leave her home or family to follow her dream of teaching school. She gives the children at Flagler School a great start on their educational journey as their first grade teacher. Jeremiah expanded his career beyond his farming and ranching with added responsibilities as the Lincoln County Assessor.



ASSOCIATE OF APPLIED SCIENCE (A.A.S.) IN APPLIED TECHNOLOGY DEGREE

The applied technology degree is designed for students who have taken career and technical education coursework at an approved technical college and now desire to complete the general education component of an associate of applied science degree. Successfully completed coursework may satisfy all or part of the CTE electives listed in the degree layout below.

| |
|---|
| GENERAL EDUCATION REQUIREMENTS (15 Total Credits Required) |
|---|

| |
|-----------------------------|
| COM 115 (3) Public Speaking |
|-----------------------------|

| |
|------------------------------------|
| ENG 121, 131 or higher (3) English |
|------------------------------------|

| |
|----------------------------|
| MAT 107 or higher (3) Math |
|----------------------------|

| |
|-------------------------|
| Any Natural Science (3) |
|-------------------------|

| |
|---|
| HIS 101, PSY 101, or SOC 101 (3) Social or Behavioral Science |
|---|

| |
|--------------------------------------|
| TECHNICAL CREDIT REQUIREMENTS |
|--------------------------------------|

| |
|-----------------------------|
| 45 credits of CTE Electives |
|-----------------------------|

| |
|-------------------------|
| 60 Total Credits |
|-------------------------|

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

M_AAS_APT1-Approved by CCCS

Cameron McCreery

Cameron McCreery, Morgan Community College 2009 graduate in collision repair, will represent the United States in London in 2011 for international competition. MCC collision repair instructor, Tim Grauberger, said that McCreery excelled in the program at MCC and now has even greater opportunity to receive further specialized training.

McCreery started the collision repair program at MCC in the fall of 2007 as a Brush High School student which he says was his favorite opportunity in high school. "It allowed me to train in a great shop before I was a fulltime college student." While at MCC, McCreery placed first in the state SkillsUSA contest and went on to place sixth in the nation at National SkillsUSA in Kansas City, MO. His selection for the international honor was a result of his performance at the national level.

Cameron graduated with an associate of applied science degree and is employed with Schaefer Precision Auto Body, Inc. in Sterling. His employer, Mike Schaefer, applauds Cameron's skills, "He has a very promising future in the collision repair industry."

McCreery says his MCC experience definitely got his foot in the door for his career path and a good job that he really likes. He says, "Training for competition prepared me for the situations I face every day in my work."



ASSOCIATE OF GENERAL STUDIES

(A.G.S) DEGREE

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 A.G.S. Students selecting this program of study should work closely with an academic advisor to select coursework which meets their individual needs.

Program 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 the **ASSESSMENT AND PLACEMENT** section of this catalog for Assessment Exemptions.*

Communications Requirement

Select ONE course/3 credits

| |
|---|
| ENG 121 (3) English Composition I: CO1 |
| ENG 122 (3) English Composition II: CO2 |
| COM 115 (3) Public Speaking |

Physical & Life Sciences Requirement

Select ONE course*/3 credits

(Credits over 3 can be applied to General Ed Electives)

| |
|--|
| AST 101 (4) Astronomy I: SC1 |
| AST 102 (4) Astronomy II: SC1 |
| BIO 105 (4) Science of Biology: SC1 |
| BIO 111 (5) General College Biology I: SC1 |
| BIO 112 (5) General College Biology II: SC1 |
| BIO 201 (4) Human Anatomy & Physiology I: SC1 |
| BIO 202 (4) Human Anatomy & Physiology II: SC1 |
| BIO 204 (4) Microbiology: SC1 |
| CHE 101 (5) Introduction to Chemistry I: SC1 |
| CHE 102 (5) Introduction to Chemistry II: SC1 |
| CHE 111 (5) General College Chemistry I: SC1 |
| CHE 112 (5) General College Chemistry II: SC1 |
| GEY 111 (4) Physical Geology: SC1 |
| GEY 121 (4) Historical Geology: SC1 |
| PHY 105 (4) Conceptual Physics: SC1 |
| PHY 111 (5) Physics: Algebra Based I: SC1 |

| |
|--|
| PHY 112 (5) Physics: Calculus Based I: SC1 |
| PHY 212 (5) Physics: Calculus Based II: SC1 |
| SCI 155 and SCI 156 (8) Integrated Science I and II: SC1 (*must take BOTH courses) |

Mathematics Requirements

Select ONE course*/3 credits

(Credits over 3 can be applied to General Ed Electives)

| |
|---|
| MAT 120 (3) Math for the Liberal Arts: MA1 |
| MAT 121 (4) College Algebra: MA1 |
| MAT 122 (3) Trigonometry: MA1 |
| MAT 123 (4) Finite Math: MA1 |
| MAT 125 (4) Survey of Calculus: MA1 |
| MAT 135 (3) Introduction to Statistics: MA1 |
| MAT 201 (5) Calculus I: MA1 |
| MAT 202 (5) Calculus II: MA1 |
| MAT 204 (5) Calculus III w/Engineering Applications: MA1 |
| MAT 215 (4) Discrete Mathematics: MA1 |
| MAT 261 (4) Differential Equations w/Engineering Aps: MA1 |
| MAT 155 and MAT 156 (6) Integrated Math I and II: MA1 (*must take BOTH courses) |

Arts & Humanities Requirement

Select ONE course*/3 credits

AH1 Arts & Expression Category

| |
|---|
| ART 110 (3) Art Appreciation: AH1 |
| ART 111 (3) Art History I: AH1 |
| ART 112 (3) Art History II: AH1 |
| MUS 120 (3) Music Appreciation: AH1 |
| MUS 121 (3) Introduction to Music History I: AH1 |
| MUS 122 (3) Introduction to Music History II: AH1 |
| THE 105 (3) Introduction to Theatre Arts: AH1 |
| THE 211 (3) Development of Theatre I: AH1 |
| THE 212 (3) Development of Theatre II: AH1 |

AH2 Literature & Humanities Category

| |
|---|
| HUM 121 (3) Humanities: Early Civilization: AH2 |
| HUM 122 (3) Humanities: Medieval-Modern: AH2 |
| HUM 123 (3) Humanities: Modern World: AH2 |
| LIT 115 (3) Introduction to Literature: AH2 |
| LIT 201 (3) Masterpieces of Literature I: AH2 |
| LIT 202 (3) Masterpieces of Literature II: AH2 |
| LIT 211 (3) Survey of American Lit. I: AH2 |

GENERAL STUDIES

LIT 212 (3) Survey of American Lit. II: AH2

AH3 Ways of Thinking Category

PHI 111 (3) Introduction to Philosophy: AH3

PHI 112 (3) Ethics: AH3

PHI 113 (3) Logic: AH3

AH4 Foreign Language Category

SPA 211 (3) Spanish Language III: AH4

SPA 212 (3) Spanish Language IV: AH4

Social & Behavioral Sciences Requirements

Select **ONE** course/3 credits

SS1 Economic & Political Systems Category

ECO 201 (3) Prin. of Macroeconomics: SS1

ECO 202 (3) Prin. of Microeconomics: SS1

POS 105 (3) Introduction to Political Science: SS1

POS 111 (3) American Government: SS1

POS 205 (3) International Relations: SS1

SS2 Geography Category

GEO 105 (3) World Regional Geography: SS2

SS3 Human Behavior & Social Systems Category

ANT 101 (3) Cultural Anthropology: SS3

PSY 101 (3) General Psychology I: SS3

PSY 102 (3) General Psychology II: SS3

PSY 205 (3) Psychology of Gender: SS3

PSY 226 (3) Social Psychology: SS3

PSY 235 (3) Human Growth & Development: SS3

PSY 238 (3) Child Development: SS3

PSY 249 (3) Abnormal Psychology: SS3

SOC 101 (3) Introduction to Sociology I: SS3

SOC 102 (3) Introduction to Sociology II: SS3

HI1 History Category

HIS 101 (3) History of Western Civilization I: HI1

HIS 102 (3) History of Western Civilization II: HI1

HIS 111 (3) World Civilization I: HI1

HIS 112 (3) World Civilization II: HI1

HIS 201 (3) U.S. History I: HI1

HIS 202 (3) U.S. History II: HI1

HIS 247 (3) Contemporary World History: HI1

A.G.S. General Education Course Requirement 15 credits required.

Select 15 credits from the List of Approved A.G.S. General Education Electives or consult your Advisor. Other courses may apply. Contact your advisor.

Students may apply up to a total of 3 credits to the A.G.S. degree electives of:

- Physical Education activity (PED/PER)
- 100 and/or 200 level Independent Study
- Seminar/Workshop
- Special Topics courses (ST:XXX)

Independent Study, Seminar/Workshop and Special Topics courses require written VP or Division Chair or MCC Center Director permission.

You may also select from these additional A.G.S. General Education Courses:

COM 105; PSY 116, 247, 265; JOU 105, 106

A.G.S. Electives Requirement 30 credits required.

Select from the List of Approved A.G.S. General Education Electives, from the courses listed above and/or

Select from any occupational/technical courses.

Note: The selected courses must NOT be considered developmental. Generally that means all courses must be above the 100 level.

60 Total Credits

-Approved by CCCS

LIST OF APPROVED ASSOCIATE OF GENERAL STUDIES (A.G.S.) GENERAL EDUCATION ELECTIVES

Any of the Colorado gtPATHWAYS designated courses not listed here are approved for A.G.S. Electives. These are courses with GT: AH1, AH2, AH3, AH4, CO1, CO2, HI1, MA1, SC1, SS1, SS2, SS3, designators in their titles.

| | | | |
|-------------|-------------|--------------|-------------|
| (4) ACC 121 | (3) ECE 103 | (3) LIT 211 | (3) POS 205 |
| (4) ACC 122 | (3) ECE 205 | (3) LIT 212 | (3) POS 215 |
| (3) ANT 101 | (3) ECE 220 | (3) LIT 225 | (3) PSY 101 |
| (3) ART 110 | (3) ECE 225 | (3) LIT 255 | (3) PSY 102 |
| (3) ART 111 | (3) ECE 226 | (3) MAN 226 | (3) PSY 112 |
| (3) ART 112 | (3) ECE 260 | (1) MAT 111 | (3) PSY 205 |
| (3) ART 121 | (3) ECO 201 | (4) MAT 120 | (3) PSY 226 |
| (3) ART 123 | (3) ECO 202 | (4) MAT 121 | (3) PSY 235 |
| (3) ART 126 | (V) EDU 188 | (3) MAT 122 | (3) PSY 237 |
| (3) ART 133 | (3) EDU 221 | (4) MAT 125 | (3) PSY 238 |
| (3) ART 134 | (3) EDU 231 | (3) MAT 135 | (3) PSY 249 |
| (3) ART 136 | (3) EDU 233 | (3) MAT 155 | (4) SCI 155 |
| (3) ART 222 | (3) EDU 234 | (3) MAT 156 | (4) SCI 156 |
| (3) ART 224 | (3) EDU 261 | (5) MAT 201 | (3) SOC 101 |
| (3) ART 233 | (3) ENG 221 | (5) MAT 202 | (3) SOC 102 |
| (3) ART 234 | (3) ENG 222 | (5) MAT 204 | (3) SOC 215 |
| (3) ART 251 | (3) ENG 226 | (4) MAT 215 | (5) SPA 111 |
| (4) AST 101 | (3) ENG 227 | (3) MAT 255 | (5) SPA 112 |
| (4) AST 102 | (3) GEO 105 | (4) MAT 261 | (3) SPA 115 |
| (4) BIO 105 | (4) GEY 111 | (3) MUS 120 | (3) SPA 211 |
| (5) BIO 111 | (4) GEY 121 | (3) MUS 121 | (3) SPA 212 |
| (5) BIO 112 | (3) HIS 101 | (3) MUS 122 | (3) THE 105 |
| (4) BIO 201 | (3) HIS 102 | (1) #PED 106 | (3) THE 111 |
| (4) BIO 202 | (3) HIS 111 | (1) #PED 110 | (3) THE 112 |
| (4) BIO 204 | (3) HIS 112 | (1) #PED 111 | (3) THE 211 |
| (4) BIO 211 | (3) HIS 201 | (1) #PED 113 | (3) THE 212 |
| (4) BIO 216 | (3) HIS 202 | (1) #PED 116 | |
| (3) BUS 216 | (3) HIS 225 | (1) #PED 117 | |
| (3) BUS 217 | (3) HIS 235 | (1) #PED 119 | |
| (3) BUS 226 | (3) HIS 236 | (1) #PED 121 | |
| (5) CHE 101 | (3) HIS 247 | (1) #PED 147 | |
| (5) CHE 102 | (3) HIS 260 | (1) #PED 148 | |
| (5) CHE 111 | (4) HPR 217 | (3) PHI 111 | |
| (5) CHE 112 | (3) HUM 121 | (3) PHI 112 | |
| (3) CIS 118 | (3) HUM 122 | (3) PHI 113 | |
| (3) COM 115 | (3) HUM 123 | (3) PHI 115 | |
| (3) COM 125 | (3) HWE100 | (3) PHI 116 | |
| (3) COM 226 | (3) JOU 105 | (4) PHY 105 | |
| (3) CRJ 110 | (3) JOU 106 | (5) PHY 111 | |
| (3) CRJ 205 | (3) LIT 115 | (5) PHY 112 | |
| (4) CSC 160 | (3) LIT 125 | (5) PHY 211 | |
| (4) CSC 161 | (3) LIT 126 | (5) PHY 212 | |
| (3) ECE 101 | (3) LIT 201 | (3) POS 105 | |
| (3) ECE 102 | (3) LIT 202 | (3) POS 111 | |

-Approved by MCC VP
for Instruction

ASSOCIATE OF SCIENCE DEGREE (A.S.) STATEWIDE ENGINEERING ARTICULATION AGREEMENT

MCC offers students the opportunity to complete initial requirements at MCC and then finish their last two years in an Engineering program with a Colorado 4-year college of their choice.

It is strongly suggested that students interested in this program work closely with an advisor at both the 4-year college and at Morgan Community College when formulating the student's course schedule and for other advising purposes.

The Engineering emphasis area will not appear on the MCC A.S. diploma.

MCC along with the other Colorado Community Colleges (CCCS) have made the Statewide Engineering Articulation Agreement between these

Colorado public institutions with colleges of engineering or equivalent academic units:

- Colorado School of Mines
- Colorado State University
- Colorado State University - Pueblo
- University of Colorado at Boulder
- University of Colorado at Colorado Springs
- University of Colorado at Denver

In accordance with C.R.S. 23-1-108.5 (1) and C.R.S. 231-108 (7)(a) these participating institutions agree to the following policies governing the transfer of credit among Colorado public institutions for students pursuing baccalaureate majors in Colleges of Engineering or their equivalent. This Agreement is consistent with Colorado's Statewide Transfer Policy that endorses statewide articulation agreements for professional programs and provides clear expectations of course requirements.

SECTION I: PROGRAM REQUIREMENTS AND GUARANTEED TRANSFER

A. Institutional graduation requirements. The graduation requirements for an engineering transfer student will be the same as the graduation requirements for a native engineering student, as stipulated in the appropriate publications for the degree-granting institution.

B. Transfer eligible courses for students entering baccalaureate programs offered by Colleges of Engineering or their equivalent. The state guaranteed general education curriculum for College of Engineering programs will amount to 32 semester-credit-hours. Under this Engineering Articulation Agreement, general education requirements are specifically selected to comply with lower division course sequences that are pre-requisite to College of Engineering graduation requirements and ABET (Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Telephone 410-347-7700) accredited baccalaureate majors. In addition, general education competency requirements in mathematics, technology,

STATE GUARANTEED General Education for Engineering

Transfer Credit Hours

32 TOTAL CREDITS

MATHEMATICS

8 credits Calculus I & Calculus II
7 credits Calculus III, Differential Equations, Linear Algebra

SCIENCE

8 credits Physics I and Physics II or Chemistry I

HUMANITIES AND SOCIAL SCIENCES

9 credits Principles of Macroeconomics, Principles of Microeconomics, World History

Notes:

1. Science courses shall be at the college level and shall be appropriate for meeting degree requirements in Colleges of Engineering.
2. A student shall have the option of either transferring Physics II or Chemistry I within the Science group.

critical thinking, and communication are met through the following specified transfer courses:

Additional transfers in the engineering major, supporting courses and electives will be handled on a case-by-case basis in accordance with the transfer policies in force at each institution.

SECTION II: ADVISING PRACTICE

Transferring and receiving institutions will advise transferees as appropriate to their academic circumstances, and with the objective of assuring the continuing success of transferee students in College of Engineering programs.

SECTION III: TRANSFER OF CREDIT

A. Grade Eligibility.

Only academic courses with a letter grade of "C-" or better will be accepted for transfer.

B. Treatment of advanced placement, CLEP and national standardized test scores, and other non-traditional methods of awarding credit.

Students who have earned scores on Advanced Placement (AP) or have earned an International Baccalaureate (IB) diploma may be awarded college credit. College credit that is granted will be recorded on a student's transcript in accordance with the receiving institution's grade policy, and will count toward graduation if the AP or IB courses are consistent with the institution's graduation requirements. Credits earned under AP or IB programs in courses designated in Section I of this Agreement are recognized for guaranteed transfer for AP scores of 5, and IB scores of 5, 6 or 7. Students who have earned credit through AP or IB programs, but who have not achieved the scores required for guaranteed transfer, should inquire with their particular receiving institution on the acceptability of their scores for transfer credit. Students should note that credit is not granted for an AP or IB score if the student subsequently completes a college course at the equivalent level.

Credits earned through the College Level Examination Program (CLEP) are not accepted for guaranteed transfer under this Agreement.

C. The receiving college or university will accept all approved credits earned within ten years of transfer, provided that course content has not changed substantially within that time period. Courses earned

more than ten years earlier may be evaluated on a case-by-case basis.

D. This transfer credit is guaranteed only under the condition that the transferring institution maintains current accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools (Higher Learning Commission, 30 N. LaSalle Street, Suite 2400, Chicago IL 60602-2504; telephone – 800-621-7440, 312263-0456; fax – 312- 263-7462.)

E. Colleges of Engineering will not jeopardize their disposition for continued accreditation by the Accreditation Board for Engineering and Technology in any decisions regarding the acceptance of transfer credit, and will review and modify this Agreement, as appropriate, on a periodic basis in accordance with accepted practice in engineering accreditation.

SECTION IV: APPEALS PROCESS

Institutional Appeal Process

Students who follow this Agreement shall have the right to appeal a transfer decision that appears to be inconsistent with the terms and courses listed in this agreement. Appeals pertaining to this Agreement should be filed with the Office of the Dean of Engineering at the receiving college and a copy to CCHE.

State Appeal

If an institution does not respond (Response to an appeal includes but is not limited to a meeting or hearing within the 30 day period, a request for additional information from the student, a written response to the appeal with an explanation for the decision, or a referral to a higher authority.) to a filed appeal within 30 days, the student may file an appeal with the Commission. If the evidence supports that the institution failed to respond within this time frame, then the appeal is ruled in favor of the student. For appeals that are more complex, the Commission's Board of Appeals will hear the complaint. The decision of the Commission is binding.

This Agreement will remain in force until such time as the curriculum of the degree program changes or a participating institution requests reconsideration of the terms of the Agreement.

This agreement has been signed by all participating institutions as of May 30, 2003.

A.A. EARLY CHILDHOOD

ASSOCIATE OF ARTS (A.A.) DEGREE STATEWIDE EARLY CHILDHOOD TEACHER EDUCATION ARTICULATION AGREEMENT

The associate of arts (A.A.) degree with an emphasis in early childhood is for those who want the opportunity to provide a positive influence on the lives of children and their families. A student can earn an A.A. in preparation for transfer into a four-year early childhood program. This degree includes courses traditionally taught during the first two years of a bachelor of arts degree program and is transferable to four year institutions. The emphasis area will not appear on the diploma.

| | | |
|---|--|---|
| COMMUNICATIONS - 6 credits BOTH courses required | | |
| ENG 121 | English Composition I: CO1 | 3 |
| ENG 122 | English Composition II: CO2 | 3 |
| SPEECH - 3 credits Select ONE course | | |
| <i>(This is a CCCS requirement and is in addition to the State Guaranteed Transfer)</i> | | |
| COM 115 | Public Speaking <u>or</u> | 3 |
| COM 125 | Interpersonal Communication | 3 |
| COMPUTER SCIENCE - 3 credits Select ONE course | | |
| CIS 118 | Introduction to PC Applications <u>or</u> | 3 |
| CIS 115 | Introduction to Computers | 3 |
| MATHEMATICS - 6 credits TWO integrated courses required <i>Must choose ONE SET:</i> | | |
| MAT 120 | Mathematics for the Liberal Arts: MA1 AND | 3 |
| MAT 135 | Introduction to Statistics: MA1 | 3 |
| MAT 121 | College Algebra: MA1 AND | 4 |
| MAT 135 | Introduction to Statistics: MA1 | 3 |
| MAT 155 | Integrated Math I: MA1 AND | 3 |
| MAT 156 | Integrated Math II: MA1 | 3 |
| SOCIAL & BEHAVIORAL SCIENCES - 9 credits THREE courses required | | |
| HIS 201 | U.S. History I: HI1 | 3 |
| POS 111 | American Government: SS1 | 3 |
| GEO 105 | World Regional Geography: SS2 | 3 |
| ARTS & HUMANITIES - 9 credits THREE courses required <i>Must take this course:</i> | | |
| LIT 255 | Children's Literature | 3 |
| <i>Select two of these courses:</i> | | |

| | | |
|--|--|---|
| ART 110 | Art Appreciation: AH1 OR | 3 |
| MUS 120 | Music Appreciation: AH1 OR | 3 |
| LIT 115 | Introduction to Literature: AH1 | 3 |
| PHYSICAL & LIFE SCIENCES - 8 credits Select TWO courses | | |
| BIO 105 | Science of Biology: SC1 | 4 |
| BIO 111 | General College Biology: SC1 | 5 |
| CHE 101 | Introduction to Chemistry I: SC1 | 5 |
| CHE 111 | General College Chemistry I: SC1 | 5 |
| GEY 111 | Physical Geology: SC1 | 4 |
| PHY 105 | Conceptual Physics: SC1 | 4 |
| PHY 111 | Physics: Algebra Based I: SC1 | 5 |
| EARLY CHILDHOOD EMPHASIS - 16 credits FIVE - SIX courses required <i>These four courses are required:</i> | | |
| ECE 101 | Introduction to Early Childhood Education | 3 |
| ECE 102 | Introduction to Early Childhood Lab Techniques | 3 |
| ECE 205 | Nutrition, Health & Safety | 3 |
| ECE 241 | Administration: Human Relations for ECE | 3 |
| <i>Select one of these options for 4 credits: (either ECE 238 or the other two courses)</i> | | |
| ECE 238 | Child Growth & Development OR | 4 |
| PSY 238 | Child Development: SS3 and | 3 |
| ECE 175 | ECE: Special Topics | 1 |
| 60 TOTAL CREDITS | | |

DEGREES & CERTIFICATES

ASSOCIATE OF ARTS (A.A.) DEGREE STATEWIDE ELEMENTARY TEACHER EDUCATION ARTICULATION AGREEMENT

MCC offers students the opportunity to complete the A.A. elementary education requirements at MCC and then finish their last two years with a Colorado 4-year college of their choice. Upon completion of the last two years of the 4-year college elementary education program, students will graduate with a bachelor of arts degree and will be eligible for elementary education licensure. It is strongly suggested that students interested in this program work closely with an advisor at both the 4-year college and at MCC when formulating course schedules and for other advising purposes. Students must apply separately for co-admission into the 4-year college portion of their teacher education program at the beginning of the semester they will be completing the 41 core credits. At that time, the student will sign an agreement with both MCC and the other college outlining the final 19 credits that will be required to complete the A.A. portion of this degree.

In addition to speech, MCC requires its graduates to be proficient in computer use. To graduate, a student must demonstrate computer proficiency via an examination administered by the college, or by taking CIS118. If the student takes the course, it will be applied to the elective credit within the degree. See Guaranteed Transfer Information.

The elementary teacher education emphasis area will not appear on the MCC A.A. diploma.

MCC along with the other Colorado Community Colleges (CCCS) have made the Statewide Elementary Teacher Education Articulation Agreement between these Colorado public four-year institutions of higher education:

- Adams State College (Interdisciplinary Studies)
- Colorado State University at Pueblo (Liberal Studies)
- Fort Lewis College (Interdisciplinary Studies)
- Mesa State College (Liberal Arts)
- Metropolitan State College of Denver (Behavioral Science and Human Development)
- University of Colorado at Boulder (History)
- University of Colorado at Colorado Springs (English, History/Social Studies, Modern Foreign

- Languages, Science, and Mathematics)
- University of Colorado at Denver and Health Sciences Center Downtown Denver (Individually Structured Major)
- University of Northern Colorado (Interdisciplinary Studies)
- Western State College (Interdisciplinary Studies)

In accordance with C.R.S. 23-1-108.5 (1) and C.R.S. 108 (7)(a) the participating institutions agree to the following policies governing the transfer of credit earned at a Colorado community college into a degree program for students seeking elementary education licensure offered at any of the Colorado public four-year colleges and universities listed above.

SECTION I: GRADUATION REQUIREMENTS FOR STUDENTS SEEKING ELEMENTARY EDUCATION LICENSURE

A. Institutional graduation requirements, including minimum number of hours and minimum grade average. A transfer student who is seeking elementary education licensure will meet the same graduation requirements as a native student, including enrollment in an approved teacher preparation program, grade point average, and enrollment in specified courses that align with Colorado standards. A transfer student from a Colorado public community college who has earned an associate of arts (A.A.) degree designated for the elementary education track as defined in this agreement will need to complete no more than 66 credits to earn the baccalaureate degree at the four-year institution (60 plus 60-66 transfer agreement).

B. Universal transfer courses for the elementary teacher education program. A community college student who is planning to become an Elementary Education Teacher will sign a graduation plan at the community college that identifies the first 41 credit hours that are guaranteed to transfer to particular teacher education programs (see list of participating institutions at beginning of this section) that are offered by Colorado public institutions of higher education. The courses are listed in Table I of this agreement.

To complete the A.A. graduation requirements, students, who have completed or are currently enrolled in courses that will total the first 41 credits, will apply to a specific teacher education program

A.A./ELEMENTARY ED.

and be advised by it on the other 19 credits guaranteed to transfer. Priority should be given to 3-4 credit hours of humanities. The receiving institution, however, has final authority of approval over the other 19 credit hours.

All courses described herein are guaranteed to transfer into particular teacher education programs (described on page one) upon admission. Students need not complete the A.A. degree to transfer any or all of these courses.

C. Second Year, Second Semester of Graduation Agreement (other 19 credit hours)

During the first semester of the student's sophomore year (or the equivalent term when the student will complete the 41 credits outlined in the elementary education graduation agreement), the student may sign an agreement for the other 19 credit hours that will be co-signed by both the community college and the four-year college.

A signed agreement between a community college and a receiving four-year institution only ensures that the other 19 credits are guaranteed to transfer upon admission to the receiving teacher education program. Admission to neither the receiving institution nor its teacher education program is guaranteed.

This agreement entitles the student to:

- Advice from the four-year institution on the other 19 credit hours that will be guaranteed to apply to the graduation requirements that lead to an elementary education licensure.
- A graduation plan that meets the community colleges' Associate of Arts (A.A.) requirements and transfer of any credits earned at the four-year institution as meeting the A.A. graduation requirements.
- Ability to enroll in selected courses offered at the four-year institution, including on-line or on-campus courses if not available at the community college subject to inter-institutional agreements or non-degree policies of the 4-year institution.

D. A transfer student must apply and be successfully admitted to the school of education or appropriate education program at the receiving four-year institution in order to complete the licensure program. Some colleges and universities require that a transfer student apply and be fully admitted to an appropriate degree program as specified by the

receiving institution. However, admission to neither the receiving institution nor its teacher education program is guaranteed.

TABLE 1: Guaranteed General Education and Major Courses for Elementary Education Students

| | | |
|--|---|---|
| General Education Requirements - 35 credits | | |
| ENGLISH - 6 credits required Take BOTH courses | | |
| ENG 121 | English Composition I: CO1 with a B or better (see IIA 3 below) | 3 |
| ENG 122 | English Composition II: CO2 | 3 |
| SPEECH - 3 credits required | | |
| COM 115 | Public Speaking | 3 |
| MATH - 6 credits required | | |
| MAT 155 | Integrated Math I: MA1 | 3 |
| MAT 156 | Integrated Math II: MA1 | 3 |
| HUMANITIES - 3 credits required Select ONE of these courses | | |
| LIT 115 | Introduction to Literature: AH2 | 3 |
| LIT 201 | Masterpieces of Literature: AH2 | 3 |
| LIT 202 | Masterpieces of Literature: AH2 | 3 |
| LIT 211 | Survey of American Literature: AH2 | 3 |
| LIT 221 | Survey of British Literature: AH2 | 3 |
| SCIENCE - 8 credits required | | |
| SCI 155 | Integrated Science I: SC1 | 4 |
| SCI 156 | Integrated Science II: SC1 | 4 |
| SOCIAL SCIENCES - 9 credits required | | |
| GEO 105 | World Regional Geography: SS2 | 3 |
| HIS 201 | U.S. History I: HI1 | 3 |
| POS 111 | American Government: SS3 | 3 |
| EDUCATION COURSES - 6 credits required | | |
| EDU 221 | Introduction to Education | 3 |
| PSY 238 | Child Development: SS3 | 3 |
| 41 TOTAL CREDITS | | |

Some institutions may require prescribed general education courses (e.g., music) in addition to the courses listed above. If so, these must either be included among the final 19 credit hours (see "C" above) at the community college or must be completed at the four-year institution to complete the baccalaureate degree.

ASSOCIATE OF ARTS (A.A.) DEGREE STATEWIDE BUSINESS ARTICULATION AGREEMENT

MCC offers students the opportunity to complete Business requirements at MCC and then finish their last two years with another Colorado 4-year college of their choice. Upon completion of the last two years of the 4-year college's business program, students will graduate with a bachelor of arts degree. It is strongly suggested that students interested in this program work closely with an advisor at both the 4-year college and at MCC when formulating course schedules and for other advising purposes.

Note: The business emphasis area will not appear on the MCC A.A. diploma.

MCC along with the other Colorado Community Colleges (CCCS) have made the Statewide Business Articulation Agreement between these Colorado public four-year institutions of higher education:

- Adams State College
- Colorado State University
- Colorado State University-Pueblo
- Fort Lewis College
- Mesa State College
- Metro State College of Denver
- University of Colorado at Boulder
- University of Colorado at Colorado Springs
- University of Colorado at Denver
- University of Northern Colorado
- Western State College

CCHE Reference: <http://higher.ed.colorado.gov/Academics/Transfers/Agreements/business.pdf>

In accordance with C.R.S. 23-1-108.5 and C.R.S. 108 (7), the participating Schools of Business agree to the following policies governing the transfer of credit earned at a Colorado community college into a Business Degree Program offered at any of the Colorado public four-year colleges and universities.

In effect, Business Statewide Articulation ensures that a student who begins an Associate of Arts (A.A.) degree at a Colorado Community College will transfer 60 credits into the Bachelor of Arts or

Bachelor of Science in Business Administration degree program at a Colorado public four-year college (i.e., 60 plus 60 agreement).

The principles, policies, and guidelines in this transfer guide shall apply uniformly to all students attempting to transfer credits earned at a Colorado community college into the four-year colleges and universities.

SECTION I: ADMISSIONS CRITERIA AND PROCEDURES

A. The admission and graduation standards Transfer applicants to a business degree program are subject to the same admission requirements as native students applying for admission into a business program. The graduation requirements for a business transfer student will be no different than the graduation requirements for a native business student, including the minimum number of semester hours required for graduation requirements, the minimum grade point average (GPA) of 2.0 earned on all course work, and minimum grade or performance levels earned in business courses. The Commission has approved all undergraduate business programs at 120 graduation credit hours.

B. Treatment of credits earned at a Colorado community college Colorado community college students who have completed the degree requirements for an Associate of Arts (A.A.) degree with an emphasis in Business and earned a C- or better in all courses shall be fully considered for admission into the business programs offered by the participating four-year public colleges. If a student is offered admission, the student will enter with junior standing in the school of business, provided that the A.A. degree includes all courses specified in Section I-C.

This agreement does not guarantee admission to the School of Business. It does guarantee, however, that admitted students who follow the conditions of this agreement will be guaranteed complete transfer of the A. A. degree.

Students who have earned two-year degrees other than the A.A. in Business or who have not fully completed the degree requirements will be evaluated on a course-by course basis. Individual business courses may transfer and count toward the graduation requirements for a four-year business

A.A./BUSINESS

degree, but the transferable courses are limited to the course equivalents of the courses specified in the curricula of the four-year Business Administration degree programs.

The general education requirements for business students are specific to this statewide business articulation agreement. Completion of these general education requirements may not satisfy all the general education requirements for every business program. Students should review the business degree requirements of the four-year college or university of their interest when making plans to transfer.

C. Transfer-Eligible Courses for the College of Business Administration Schools of business will accept 40 general education credits and 20 credits in transferable business courses for students who earned an A.A. with an emphasis in Business. The business courses are course-specific and must follow the same prerequisites as those offered at a four-year college.

SECTION II: TRANSFER OF CREDIT INTO THE SCHOOL OF BUSINESS

A. Policies for accepting grades in transfer.

Only academic courses with a letter grade of “C-,” or better will be accepted for transfer.

Courses with grades of “F”, “D”, “IP”, “I”, “U”, “AU”, and “Z” are not transferable.

B. Treatment of advanced placement and CLEP scores, other non-traditional methods of awarding credit, including credit awarded for Career & Technical Education (CTE) courses

- Remedial courses are not transferable toward a four-year degree.
- Students who have earned scores of 4 or better on Advanced Placement (AP) tests offered in high school will be awarded college credit and the credit will count toward graduation. Students should note that credit is not granted for an advanced placement score if the student completes a college course equivalent to an advanced placement course. Students who complete the International Baccalaureate (IB) diploma with test scores of 4 or better offered in high school will be awarded college credit and the credit will count toward graduation.

- All participating institutions will accept lower division general education and business courses completed under the Concurrent Enrollment Programs Act (HB09-1319 and SB09-285).

C. The four-year college or university will accept all eligible credits earned within ten years of transfer. Courses earned more than ten years earlier will be evaluated on an individual basis. This transfer credit is guaranteed under the condition that the community college maintains current accreditation by The Higher Learning Commission of the North Central Association of Colleges and Schools.

SECTION III: STUDENT APPEALS PROCESS

An appeal related to denial of transfer credits will follow the Colorado Commission on Higher Education (CCHE) student appeal process.

TABLE 1: Guaranteed General Education and Major Courses for Business Students

| | | |
|---|---|---|
| General Education Requirements - 40 credits | | |
| ENGLISH - 6 credits required Take TWO courses | | |
| ENG 121 | English Composition I: CO1 with a B or better (see IIA 3 below) | 3 |
| ENG 122 | English Composition II: CO2 | 3 |
| SPEECH - 3 credits required | | |
| COM 115 | Public Speaking | 3 |
| MATH - 8 credits required/2 courses | | |
| MAT 123 | Finite Mathematics: MA1 <u>OR</u> | 4 |
| MAT 121 | College Algebra AND | 4 |
| MAT 125 | Survey of Calculus: MA1 | 4 |
| ARTS & HUMANITIES - 6 credits required 2 courses | | |
| (6) Credits of TWO state guaranteed Arts and Humanities courses | | |
| SCIENCE - 8 credits required/2 courses | | |
| (8) credits of TWO lab-based science courses that are state guaranteed SC1. | | |
| SOCIAL SCIENCES - 9 credits required 3 courses | | |
| ONE state guaranteed history course HI1 (3) <u>and</u> ECO 202 (3) Principles of Microeconomics: SS1 <u>and</u> ECO 201 (3) Principles of Macroeconomics: SS1 | | |

| | | |
|---|-------------------------------|---|
| COMMUNICATION - 3 credits required/1course | | |
| COM 115 | Public Speaking | 3 |
| BUSINESS Graduation Requirements 20 credits/6 courses | | |
| ACC 121 | Principles of Accounting I | 4 |
| ACC 122 | Principles of Accounting II | 4 |
| BUS 216 | Legal Environment of Business | 3 |
| BUS 115 | Introduciton to Business | 3 |
| BUS 217 | Business Communications | 3 |
| BUS 226 | Business Statistics | 3 |
| 60 TOTAL CREDITS | | |

SECTION IV: TERM, MODIFICATIONS AND SEVERABILITY

The term of this agreement shall be for a period of four years, commencing on July 1, 2006, and terminating on June 30, 2010. This agreement may be extended upon mutual agreement of all parties.

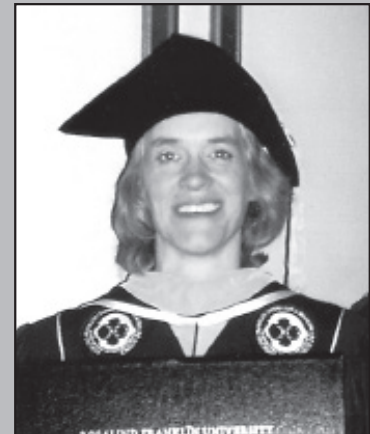
Modifications to this agreement may be made if they are required due to unforeseen circumstances, such as material changes to Colorado State Board of Education licensure rules, the CCHE gtPATHWAYS curriculum, or the status of courses found in Table 1 of this agreement that are guaranteed for transfer by CCHE. Any modifications to this agreement must be in writing and fully executed by all parties to the agreement.

During the term of this agreement, any participating institution may terminate its involvement if 90 days prior written notice is given to CCHE. If a notice of termination is given, the receiving institution must continue to honor all signed agreements with students for a period of five years or until all students have withdrawn or graduated, whichever comes first.

Lisa Radditz

"Imagine...Believe...Achieve..." No one better epitomizes MCC's tagline than Lisa Radditz who earned her Master's Degree in Clinical Counseling in 2010 from Rosalind Franklin University, Chicago. Lisa was prompted to try college at MCC by a dear friend and employer who recognized her hidden potential. She was a single parent of three almost-grown children and had not been in school for almost 25 years. After much support and encouragement from MCC instructors and other staff members, she said her heart opened to learning and to new possibilities.

Lisa excelled at MCC while earning her associate degree and challenged herself to continue her quest for knowledge to serve the elderly population that she loves and respects. The next step of the journey was at Bethany College in Minnesota where she graduated with her Bachelor of Science in Psychology. Graduate school was not just an option; it was a passion as her confidence grew and flourished. Besides working with the elderly, Lisa has discovered her ability to work with clinically mentally ill patients. She would also like to add another dimension to her professional career and earn a Christian counseling credential.



"I couldn't imagine my possibilities until someone believed in me," said Radditz. "Then I learned to believe in myself and found that I could indeed achieve anything that I set my mind and heart to do!"

CAREER AND TECHNICAL EDUCATION (CTE) DEGREES AND CERTIFICATES

MCC offers many Career and Technical Education (CTE) and associate of applied science (A.A.S.) degrees and certificates in the areas shown on the following pages.

The two-year associate of applied science degree provides career skills to enable students to enter the job market after graduation, retrain in a new career or upgrade employment skills. The specific degrees vary in length from 60 credits to a maximum of 75 credits. A minimum of 15 general education credits are part of each program.

The degree is intended to prepare students to enter skilled and/or paraprofessional occupations and is not intended for transfer toward a baccalaureate degree; however, some courses may transfer to some institutions. Academic advisors should be consulted for further information. Check with the other college or university if planning to transfer these courses. Specific degree requirements are listed with each program in the next section of this catalog.

Contrary to what many may view as the old "Vocational" track, today's Career and Technical Education (CTE) programs are increasingly complex and challenge all students at the highest level, no matter what they are planning after high school. In an increasingly global economy where knowledge is the new currency, CTE lays a foundation for one of the most concrete pathways toward post-secondary learning and access to rewarding jobs.

Morgan Community College CTE Programs

Agriculture and Business Management Program

- Planning & Financial Records Certificate
- Financial Analysis Certificate
- Commodity Marketing Certificate
- Dairy Management Certificate
- Marketing and Risk Management Certificate
- Web Productivity and Utilization Certificate
- Advanced Agriculture and Business Management Cert.
- Integrated Management Certificate
- Rural Business Entrepreneurship Certificate
- Leadership/Human Resources Certificate

Automotive Service Technology Program

- Automotive Service Technology Certificate
- A.A.S.-Automotive Service Technology degree

Business Program

- Human Resources Certificate
- Medical Transcriptionist Certificate
- Office Support Specialist Certificate
- Real Estate Certificate
- Supervision Certificate
- A.A.S.-Business Administration degree
 - Accounting emphasis
 - Ag/Business Management emphasis

- - Business Foundations emphasis
- - Business Technologies emphasis
- - International Business emphasis
- - Real Estate emphasis
- - Supervision/Management emphasis
- Hospitality Management Certificate
- A.A.S.-Hospitality Management degree

Collision Repair Technology Program

- Collision Repair Technology Certificate
- A.A.S.-Collision Repair Technology degree

Early Childhood Education Program

- Infant/Toddler Group Leader Certificate
- Preschool Group Leader Certificate
- Early Childhood Education Director Certificate

Emergency Medical Services Program

- EMT-Basic Certificate
- EMT-Intermediate Certificate

Fire Science Program

- Certificate

Health Occupations Program (non-Nursing)

- Massage Therapy Certificate
- Medical Assistant Certificate
- Phlebotomy Certificate
- Pharmacy Technology Certificate
- Health Science Technology Certificate

Multimedia Program

- Multimedia Certificate
- A.A.S.-Multimedia degree
- Web Design Certificate

Nursing Program

- Nurse Aide Certificate
- A.A.S.-Nursing degree

Physical Therapist Assistant Program

- A.A.S.-Physical Therapist Assistant degree

Welding Program

- A.A.S.-Welding Technology degree
- Shielded Metal Arc (STICK) Welding Certificate
- Gas Tungsten Arc/Gas Metal Arc Welding (TIG/MIG) Certificate
- AWS Skills Welding Certificate

Kevin Massey

It was pure gold for Kevin Massey in Kansas City at the 2010 National SkillsUSA Contest in Kansas City!

Massey started the collision repair program four years ago when he was a junior at Brush High School and then finished his associate degree this past spring. "Now he has a gold medal as proof of his skills and dedication to the craft," said Tim Grauberger, MCC collision repair instructor.

Massey was the 2009-10 recipient of the Goetz Family Scholarship which paid his second year college expenses. Qualifying to compete and winning first place among the best in the nation was further evidence of his scholarship and skill expertise. Besides his medal, he received a number of prizes including tools, clothing and the opportunity to participate in further specialized training. Grauberger was also awarded a duplicate gold medal for the college and can also take advantage of some additional training opportunities for instructors.



AGRICULTURE AND BUSINESS MANAGEMENT PROGRAM

Agriculture and Business Management options are 18-credit certificate programs that include classroom and private on-site instruction. The courses are designed for completion in one year and are for individuals in any type of business from service to retail and from agriculture sales to production.

With a focus on computerized record keeping, business planning, financial analysis, and marketing, courses combine classroom experiences with on-site instruction at the student's place of business. Courses are designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields. Ag/Business Management instructors have offices on campus.

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.

| |
|---|
| ABM 111 (9) Records & Business Planning I |
|---|

| |
|---|
| ABM 112 (9) Records & Business Planning: II |
|---|

| |
|-------------------------|
| 18 Total Credits |
|-------------------------|

M_CER_ABF2-Approved by CCCS

FINANCIAL ANALYSIS CERTIFICATE

Agriculture and Business Financial Analysis is a one-year certificate program 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.

| |
|----------------------------------|
| ABM 121 (9) Financial Analysis I |
|----------------------------------|

| |
|-----------------------------------|
| ABM 122 (9) Financial Analysis II |
|-----------------------------------|

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|-------------------------|
| 18 Total Credits |
|-------------------------|

M_CER_ABG-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 Prerequisite for ABM 131:

Cost of production records for one enterprise or instructor consent.

| |
|-----------------------------------|
| ABM 131 (9) Commodity Marketing I |
|-----------------------------------|

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|------------------------------------|
| ABM 132 (9) Commodity Marketing II |
|------------------------------------|

| |
|-------------------------|
| 18 Total Credits |
|-------------------------|

M_CER_ABMC-Approved by CCCS

MARKETING & 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 Prerequisite for ABM 136:

Successful completion of ABM 135 or instructor consent.

| |
|---|
| ABM 135 (9) Marketing & Risk Management I I |
|---|

| |
|---|
| ABM 136 (9) Marketing & Risk Management II II |
|---|

| |
|-------------------------|
| 18 Total Credits |
|-------------------------|

M_CER_AGRM-Approved by CCCS

WEB PRODUCTIVITY AND UTILIZATION CERTIFICATE

MCC's Web Productivity and Utilization Program 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*

| |
|--|
| ABM 137 (9) Web Productivity/Utilization I |
|--|

| |
|---|
| ABM 138 (9) Web Productivity/Utilization II |
|---|

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|-------------------------|
| 18 Total Credits |
|-------------------------|

M_CER_ABMW-Approved by CCCS

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.

Program Prerequisite for ABM 141:

Accurate accrual financial records or instructor consent.

Program Prerequisite for ABM 142:

Completed business plan or instructor consent.

| |
|--|
| ABM 141 (9) Advanced Business Management I |
| ABM 142 (9) Advanced Business Management: II |
| 18 Total Credits |

M_CER_AABM-Approved by CCCS

INTEGRATED MANAGEMENT CERTIFICATE

MCC's Integrated Management Program 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.

| |
|--------------------------------------|
| ABM 143 (9) Integrated Management I |
| ABM 144 (9) Integrated Management II |
| 18 Total Credits |

M_CER_AGI-Approved by CCCS

RURAL BUSINESS ENTREPRENEURSHIP CERTIFICATE

The Rural Business Entrepreneurship program 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.

| |
|--|
| ABM 151 (9) Rural Business Entrepreneurship I |
| ABM 152 (9) Rural Business Entrepreneurship II |
| 18 Total Credits |

M_CER_RBE-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.

| |
|--|
| AGP 150 (3) Dairy Production |
| AGP 151 (2) Dairy Management Lab |
| AGP 153 (1) Dairy Parlor Management |
| AGP 120 (1) Dairy Cattle Evaluation |
| AGP 250 (3) Dairy Nutrition |
| AGP 219 (3) Breeding Systems: Dairy |
| AGP 147 (2) Practical Cattle Reproduction |
| AGP 148 (1) Cattle Reproduction Lab |
| AGP 215 (3) Animal Health |
| AGP 146 (2) Artificial Insemination Management |
| MAN 117 (1) Time Management |
| MAN 125 (1) Team Building |
| COM 105 (3) Career Communications |
| AGP 180 (2) Production Ag Internship |
| AGP 280 (2) Production Ag Internship |
| 30 Total Credits |

M_CER_DAI-Approved by CCCS 6/1/10

LEADERSHIP/HUMAN RESOURCES 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.

| |
|---|
| ABM 153 (9) Leadership/Human Resource Mng. I |
| ABM 154 (9) Leadership/Human Resource Mng. II |
| 18 Total Credits |

M_CER_LHR-Approved by CCCS

AUTO COLLISION REPAIR

AUTOMOTIVE COLLISION REPAIR PROGRAM

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

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

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

AUTOMOTIVE COLLISION REPAIR CERTIFICATE

Take THESE courses:

| |
|--|
| ACT 110 (2) Safety in Collision Repair |
| ACT 121 (3) Non-Structural Repair Preparation |
| ACT 123 (3) Metal Finishing and Body Filling |
| ACT 122 (3) Panel Repair and Replacements |
| ACT 131 (3) Structural Damade Diagnosis |
| ACT 232 (2) Fixed Glass Repair |
| ACT 141 (1) Refinishing Safety |
| ACT 142 (2) Surface Preparation I |
| ACT 143 (2) Spray Equipment Operation |
| ACT 144 (2) Refinishing I |
| ACT 132 (3) Structural Damage Repair |
| ACT 151 (1) Plastics and Adhesives I |
| ACT 251 (1) Plastics and Adhesives II |
| ACT 111 (3) Metal Welding and Cutting I |
| Take 3 credits from THESE General Education Courses: |
| 1 credit from either: MAT 178 (1) Math for Industrial Trades OR MAT 107 (3) Career Math |
| 2 credits from either: HWE 122 (2) Responding to Emergencies OR CIS 118 (3) Intro to PC Applications |
| 34 Total Credits |

M_GER_CRT1-Approved by CCCS Effective Fall 2010

ASSOCIATE OF APPLIED SCIENCE COLLISION REPAIR TECHNOLOGY

Take THESE courses:

| |
|--|
| ACT 110 (2) Safety in Collision Repair |
| ACT 121 (3) Non-Structural Repair Preparation |
| ACT 123 (3) Metal Finishing and Body Filling |
| ACT 122 (3) Panel Repair and Replacements |
| ACT 131 (3) Structural Damade Diagnosis |
| ACT 232 (2) Fixed Glass Repair |
| ACT 141 (1) Refinishing Safety |
| ACT 142 (2) Surface Preparation I |
| ACT 143 (2) Spray Equipment Operation |
| ACT 144 (2) Refinishing I |
| ACT 132 (3) Structural Damage Repair |
| ACT 151 (1) Plastics and Adhesives I |
| ACT 251 (1) Plastics and Adhesives II |
| ACT 180 (7) Automotive Collision Repair Internship Level I |
| ACT 181 (7) Automotive Collision Repair Level II Internship |
| ACT 205 (3) Estimating and Shop Management |
| ACT 211 (2) Metal Welding and Cutting II |
| ACT 231 (3) Advanced Structural Damage Diagnosis & Repair |
| ACT 280 (6) Automotive Collision Repair Level III Internship |
| ACT 170 (1) Auto Collsion Technology Lab Experiences I |
| ACT 111 (3) Metal Welding and Cutting I |
| ACT 171 (1) Auto Collision Technology Lab Experiences II |
| ACT 172 (1) Auto Collision Technology Lab Experiences III |
| Take THESE 15 credits of General Education Courses: |
| MAT 178 (1) Math for Industrial Trades |
| MAT 107 (3) Career Math |
| HWE 122 (2) Responding to Emergencies |
| CIS 118 (3) Intro to PC Applications |
| ART 133 (3) Painting I |
| COM 105 (3) Career Communications |
| 77 Total Credits |

M_AAS_CRT1-Approved by CCCS Effective Fall 2010

ASSOCIATE OF APPLIED SCIENCE AUTOMOTIVE REFINISH TECHNICIAN

Take **THESE** courses:

| |
|---|
| ACT 110 (2) Safety in Collision Repair |
| ACT 121 (3) Non-Structural Repair Preparation |
| ACT 123 (3) Metal Finishing and Body Filling |
| ACT 122 (3) Panel Repair and Replacements |
| ACT 131 (3) Structural Damade Diagnosis |
| ACT 232 (2) Fixed Glass Repair |
| ACT 141 (1) Refinishing Safety |
| ACT 142 (2) Surface Preparation I |
| ACT 143 (2) Spray Equipment Operation |
| ACT 144 (2) Refinishing I |
| ACT 132 (3) Structural Damage Repair |
| ACT 151 (1) Plastics and Adhesives I |
| ACT 251 (1) Plastics and Adhesives II |
| ACT 180 (7) Automotive Collision Repair Level I Internship |
| ACT 181 (7) Automotive Collision Repair Level II Internship |
| ACT 205 (3) Estimating and Shop Management |
| ACT 241 (3) Paint Defects |
| ACT 242 (2) Surface Preparation II |
| ACT 243 (2) Refinishing II |
| ACT 244 (2) Final Detail |
| ACT 280 (6) Auto Collision Repair Level III Internship |
| ACT 111 (3) Metal Welding and Cutting I |
| Take THESE 15 credits of General Education Courses: |
| MAT 178 (1) Math for Industrial Trades |
| MAT 107 (3) Career Math |
| HWE 122 (2) Responding to Emergencies |
| CIS 118 (3) Intro to PC Applications |
| ART 133 (3) Painting I |
| COM 105 (3) Career Communications |
| 78 Total Credits |

M_AAS_ABSD-Approved by CCCS Effective Fall 2010

ASSOCIATE OF APPLIED SCIENCE AUTOMOTIVE ESTIMATICS TECHNICIAN

Take **THESE** courses:

| |
|--|
| ACT 110 (2) Safety in Collision Repair |
| ACT 121 (3) Non-Structural Repair Preparation |
| ACT 123 (3) Metal Finishing and Body Filling |
| ACT 122 (3) Panel Repair and Replacements |
| ACT 131 (3) Structural Damade Diagnosis |
| ACT 232 (2) Fixed Glass Repair |
| ACT 141 (1) Refinishing Safety |
| ACT 142 (2) Surface Preparation I |
| ACT 143 (2) Spray Equipment Operation |
| ACT 144 (2) Refinishing I |
| ACT 132 (3) Structural Damage Repair |
| ACT 151 (1) Plastics and Adhesives I |
| ACT 251 (1) Plastics and Adhesives II |
| ACT 180 (7) Automotive Collision Repair Level I Internship |
| ACT 181 (7) Automotive Collision Repair Level II Internship |
| ACT 205 (3) Estimating and Shop Management |
| ACT 211 (2) Metal Welding and Cutting I |
| ACT 231 (3) Advanced Structural Damage Diagnosis & Repair |
| ACT 280 (6) Automotive Collision Repair Level III Internship |
| ACT 170 (1) Auto Collision Technology Lab Experiences I |
| ACT 111 (3) Metal Welding and Cutting I |
| ACT 171 (1) Auto Collision Technoloby Lab Experiences II |
| ACT 172 (1) Auto Collision Technology Lab Experiences III |
| Take THESE 15 credits of General Education Courses: |
| MAT 178 (1) Math for Industrial Trades |
| MAT 107 (3) Career Math |
| HWE 122 (2) Responding to Emergencies |
| CIS 118 (3) Intro to PC Applications |
| ART 133 (3) Painting I |
| COM 105 (3) Career Communications |
| 77 Total Credits |

M_AAS_ABSA-Approved by CCCS Effective Fall 2010

AUTOMOTIVE SERVICE

AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM

The Associate of Applied Science-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 worksite 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

Level I Courses (33 credits)

| |
|---|
| ASE 102 (2) Introduction to Automotive Shop |
| ASE 110 (3) Brakes I |
| ASE 120 (2) Basic Automotive Electricity |
| ASE 123 (2) Automotive Battery, Starting & Charging Systems |
| ASE 130 (2) General Engine Diagnosis |
| ASE 132 (2) Ignition System Diagnosis & Repair |
| ASE 134 (2) Automotive Emissions |
| ASE 150 (2) Automotive U-joint & Axle Shaft Service |
| ASE 160 (1) Automotive Engine Removal & Installation |
| ASE 161 (5) Engine Disassembly, Diagnosis, & Assembly |
| ASE 221 (4) Automotive Body Electrical |
| ASE 231 (2) Automotive Computers |
| ASE 233 (4) Fuel Injection and Exhaust Systems |
| Additional Courses Required for Certificate: (2 credits) |
| COM 100 (1) Workplace Communication |
| MAT 178 (1) Math for Industrial Trades |
| 35 Total Credits |

M_CER_ATC-Approved by CCCS

ASSOCIATE OF APPLIED SCIENCE AUTOMOTIVE SERVICE TECHNOLOGY

| Level I Courses (33 Credits) <i>(These courses are all contained in the Certificate)</i> |
|--|
| ASE 102 (2) Introduction to Automotive Shop |
| ASE 110 (3) Brakes I |
| ASE 120 (2) Basic Automotive Electricity |
| ASE 123 (2) Automotive Battery, Starting & Charging System |
| ASE 130 (2) General Engine Diagnosis |
| ASE 132 (2) Ignition System Diagnosis & Repair |
| ASE 134 (2) Automotive Emissions |
| ASE 150 (2) Automotive U-joint & Axle Shaft Service |
| ASE 160 (1) Automotive Engine Removal & Installation |
| ASE 161 (5) Engine Disassembly, Diagnosis, & Assembly |
| ASE 221 (4) Automotive Body Electrical |
| ASE 231 (2) Automotive Computers |
| ASE 233 (4) Fuel Injection and Exhaust Systems |
| Level II Courses (37 Credits) |
| ASE 140 (3) Suspension & Steering I |
| ASE 151 (2) Automotive Manual Transmission/Transaxles & Clutches |
| ASE 152 (2) Differentials & 4WD/AWD Service |
| ASE 210 (3) Brakes II |
| ASE 220 (2) Specialized Electronics Training |
| ASE 235 (1) Drivability & Diagnosis |
| ASE 240 (3) Suspension & Steering II |
| ASE 250 (1) Automatic Transmission/Transaxle Service |
| ASE 251 (5) Automatic Transmission/Transaxle Diagnosis & Assemblies |
| ASE 265 (5) Automotive Heating & Air Conditioning |

General Education Courses for A.A.S. degree (15 credits)

BUS 115 (3) Introduction to Business

COM 105 (3) Career Communications

CIS 118 (3) Introduction to PC Applications

HWE 122 (2) Responding to Emergencies*

OR ENG 121 English Composition I: CO1

MAT 107 (3) Career Mathematics

75 Total Credits

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

BUSINESS PROGRAM

As part of its Business Program, Morgan Community College offers many business and computer training courses, certificates, and degrees to meet the needs of its students and community. These include the following degrees and certificates:

- Human Resources Certificate
- Office Support Specialist Certificate
- Medical Transcriptionist Certificate
- Real Estate Certificate
- Supervision Certificate
- Hospitality Management (Associate of Applied Science degree)
- Hospitality Management Certificate
- Business Administration (Associate of Applied Science degree)
 - Accounting emphasis
 - Ag/Business Management emphasis
 - Business Foundations emphasis
 - Business Technologies emphasis
 - International Business emphasis
 - Real Estate emphasis
 - Supervision/Management emphasis

HUMAN RESOURCE MANAGEMENT CERTIFICATE

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

Take THESE courses:

| |
|---|
| BUS 216 (3) Legal Environment of Business |
| MAN 200 (3) Human Resource Management I |
| MAR 160 (3) Customer Service |
| 9 Total Credits |

M_CER_BAHR-Approved by CCCS

OFFICE SUPPORT SPECIALIST CERTIFICATE

This program 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. It will aid students in the development of skills, knowledge and to attain immediate employment in an office setting or paraprofessional business occupation.

Program Prerequisite:

BTE 100 or demonstrated keyboarding skill.

Take THESE courses:

| |
|--|
| ACC 101 (3) Fundamentals of Accounting |
| ACC 125 (3) Computerized Accounting |
| BTE 102* (2) Keyboarding Applications I |
| BTE 103 (3) Keyboarding Applications II |
| BTE 108 (1) Ten-Key by Touch |
| BTE 156 (4) Business Math with Calculators |
| BTE 225 (3) Office Management |
| BUS 115 (3) Introduction to Business |
| BUS 217 (3) Business Communications & Report Writing |
| CIS 131 (1) Word Processing |
| CIS 141 (1) PC Databases I: MS Access |
| CIS 151 (1) PC Spreadsheets I: Excel |
| COM 105 (3) Career Communication |
| ENG 113 (3) Business English |
| MAN 117 (1) Time Management |
| MAN 125 (1) Teambuilding |
| 36 Total Credits |

M_CER_OSSC-Approved by CCCS

MEDICAL TRANSCRIPTIONIST CERTIFICATE

This certificate provides students with entry-level skills in medical transcription.

Not eligible for Financial Aid.

Program Prerequisite:

BTE 100 or demonstrated keyboarding skills

Take THESE courses:

| |
|---|
| HPR 178 (2) Medical Terminology |
| BTE 103 (3) Keyboarding Applications II |
| MOT 132 (3) Medical Transcription I |
| 8 Total Credits |

M_CER_MED5 CER1N 1805 #5950-Approved by CCCS

REAL ESTATE CERTIFICATE

Completion of a real estate certificate prepares students to take the State of Colorado Real Estate Brokers Exam. Passing the exam allows one to enter the fast-paced, exciting field of buying and selling real estate properties.

Take THESE courses:

| |
|------------------------------------|
| REE 201 (6) Real Estate Brokers I |
| REE 202 (6) Real Estate Brokers II |
| REE 189 (1) Capstone |
| 13 Total Credits |

M_CER_RELE-Approved by CCCS

SUPERVISION CERTIFICATE

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.

Program Prerequisite:
BTE 100 or demonstrated keyboarding skills

Take THESE courses:

| |
|--|
| ACC 101 (3) Fundamentals of Accounting |
| BTE 156 (4) Business Math with Calculators |
| BUS 187 (1) Cooperative Education/Internship |
| COM 105 (3) Career Communication |
| ENG 113 (3) Business English |
| MAN 116 (3) Principles of Supervision |
| MAN 125 (1) Teambuilding |
| MAN 226 (3) Principles of Management |
| CIS 118 (3) Introduction to PC Applications |
| BUS 217 (3) Business Communications & Report Writing |
| MAN 117 (1) Time Management |
| PSY 226 (3) Social Psychology: SS3 |
| 31 Total Credits |

M_CER_BASV-Approved by CCCS

HOSPITALITY MANAGEMENT CERTIFICATE

A program that 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.

Program Prerequisite: None

Take THESE courses:

| |
|---|
| HOS 105 (3) Intro to Management in the Hospitality Industry |
| HOS 131 (3) Planning for Special Events |
| HOS 139 (2) Housekeeping Management |
| HOS 140 (2) Front Office Procedures |
| HOS 142 (2) Energy & Water Management |
| HOS 219 (3) Hospitality Law |
| HOS 221 (3) Basic Hotel and Restaurant Accounting |
| HOS 240 (3) Purchasing & Menu Planning |
| HOS 246 (3) Marketing Hospitality Services |
| HOS 250 (3) Food, Beverage and Labor Cost Control |
| HOS 255 (3) Hospitality HR Management |
| HOS 280 (3) Internship |
| 33 Total Credits |

M_CER_EVM1-Approved by CCCS

A.A.S. BUSINESS

ASSOCIATE OF APPLIED SCIENCE HOSPITALITY MANAGEMENT

This two-year program 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.

Program Prerequisite: None

Take THESE courses:

| |
|---|
| 33 Credits from Certificate Requirements |
| HOS 105 (3) Intro to Management in the Hospitality Industry |
| HOS 131 (3) Planning for Special Events |
| HOS 139 (3) Housekeeping Management |
| HOS 140 (2) Front Office Procedures |
| HOS 142 (2) Energy & Water Management |
| HOS 219 (3) Hospitality Law |
| HOS 221 (3) Basic Hotel and Restaurant Accounting |
| HOS 240 (3) Purchasing & Menu Planning |
| HOS 246 (3) Marketing Hospitality Services |
| HOS 250 (3) Food, Beverage and Labor Cost Control |
| HOS 255 (3) Hospitality HR Management |
| HOS 280 (3) Internship |
| Additional Courses for A.A.S. Degree |
| ACC 101 (3) Fundamentals of Accounting |
| MAR 160 (3) Customer Service |
| MAN 116 (3) Principles of Supervision |
| MAN 216 (3) Organizational Behavior |
| PHI 112 (3) Ethics |
| COM 115 (3) Public Speaking |
| ENG 113 (3) Business English |
| PSY 226 (3) Social Psychology |
| CIS 118 (3) Introduction to PC Applications |
| 63 Total Credits |

M_AAS_EVM1-Approved by CCCS

ASSOCIATE OF APPLIED SCIENCE BUSINESS ADMINISTRATION (Accounting Emphasis)

This program 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.

Note: The emphasis will not appear on the diploma.

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

M_AAS_BACT-Approved by CCCS 7-12-07

ASSOCIATE OF APPLIED SCIENCE BUSINESS ADMINISTRATION (Ag/Business Management Emphasis)

This program 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.

Program Prerequisite:

BTE 100 or demonstrated keyboarding skill.

Note: The emphasis will not appear on the diploma.

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| Semester 1 (16 credits) |
| BTE 156 (4) Business Math with Calculators |
| BUS 115 (3) Introduction to Business |
| ECO 105 (3) Introduction to Economics |
| ENG 113 (3) Business English |
| MAR 216 (3) Principles of Marketing |
| Semester 2 (15 credits) |
| BUS 216 (3) Legal Environment of Business |
| BUS 217 (3) Business Communications & Report Writing |
| CIS 118 (3) Introduction to PC Applications |
| COM 105 (3) Career Communications |
| PSY 226 (3) Social Psychology: SS3 |
| Semester 3 (15 credits) |
| ABM 151 (9) Rural Entrepreneurship I |
| ACC 101 (3) Fundamentals of Accounting |
| PHI 112 (3) Ethics: AH3 |
| Semester 4 (15 credits) |
| ABM 152 (9) Rural Entrepreneurship II |
| ACC 125 (3) Computerized Accounting |
| Business Electives |
| Select 1 credit from Business Courses & Electives List or consult with your advisor. |
| 60 Total Credits |

M_AAS_BAAG-Approved by CCCS 7-12-07

ASSOCIATE OF APPLIED SCIENCE BUSINESS ADMINISTRATION (Business Foundations Emphasis)

This program 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.

Note: The emphasis will not appear on the diploma.

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| Semester 1 (15 credits) |
| BTE 102* (2) Keyboarding Applications I |
| BTE 156 (4) Business Math with Calculators |
| BUS 115 (3) Introduction to Business |
| ENG 113 (3) Business English |
| MAR 216 (3) Principles of Marketing |
| Semester 2 (15 credits) |
| BUS 216 (3) Legal Environment of Business |
| BUS 217 (3) Business Communications & Report Writing |
| CIS 118 (3) Introduction to PC Applications |
| PSY 226 (3) Social Psychology: SS3 |
| COM 125 (3) Interpersonal Communications |
| Semester 3 (15 credits) |
| ACC 101 (3) Fundamentals of Accounting |
| BTE 225 (3) Office Management |
| COM 105 (3) Career Communications |
| ECO 105 (3) Introduction to Economics |
| MAR 160 (3) Customer Service |
| Semester 4 (15 credits) |
| BTE 108 (1) Ten-Key by Touch |
| BUS 187 (1) Cooperative Education/Internship |
| MAN 215 (3) Organizational Behavior |
| MAN 224 (3) Leadership |
| MAN 226 (3) Principles of Management |
| PHI 112 (3) Ethics: AH3 |
| Business Electives |
| Select 1 credit from Business Courses & Electives List or consult with your advisor. |
| 60 Total Credits |

M_AAS_BUSB-Approved by CCCS 7-12-07

A.A.S. BUSINESS

ASSOCIATE OF APPLIED SCIENCE BUSINESS ADMINISTRATION (Business Technologies Emphasis)

This program 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.

Note: The emphasis will not appear on the diploma.

| |
|--|
| Semester 1 (15 credits) |
| BTE 102* (2) Keyboarding Applications I |
| BTE 156 (4) Business Math with Calculators |
| BUS 115 (3) Introduction to Business |
| CIS 135 (3) Complete Word Processing: Word |
| ENG 113 (3) Business English |
| Semester 2 (15 credits) |
| BTE 103 (3) Keyboarding Applications II |
| BUS 216 (3) Legal Environment of Business |
| BUS 217 (3) Business Communications & Report Writing |
| PSY 226 (3) Social Psychology: SS3 |
| COM 125 (3) Interpersonal Communications |
| Semester 3 (15 credits) |
| ACC 101 (3) Fundamentals of Accounting |
| BTE 225 (3) Office Management |
| CIS 145 (3) Complete PC Database |
| COM 105 (3) Career Communications |
| ECO 105 (3) Introduction to Economics |
| Semester 4 (15 credits) |
| BTE 108 (1) Ten-Key by Touch |
| BUS 187 (1) Cooperative Education/Internship |
| CIS 155 (3) PC Spreadsheet Concepts: Excel |
| CIS 218 (3) Advanced PC Applications |
| MAN 215 (3) Organizational Behavior |
| MAN 224 (3) Leadership |
| Business Electives |
| Select 1 credit from Business Courses & Electives List or consult with your advisor. |
| 60 Total Credits |

M_AAS_BAT -Approved by CCCS 7-12-07

ASSOCIATE OF APPLIED SCIENCE BUSINESS ADMINISTRATION (International Business)

This program 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.

Note: The emphasis will not appear on the diploma.

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|--|
| Semester 1 (17 credits) |
| BTE 102* (2) Keyboarding Applications I |
| BTE 156 (4) Business Math with Calculators |
| BUS 115 (3) Introduction to Business |
| ENG 113 (3) Business English |
| (5) ## Foreign Language Elective |
| Semester 2 (14 credits) |
| BUS 216 (3) Legal Environment of Business |
| BUS 217 (3) Business Communications & Report Writing |
| (5) ## Foreign Language Elective |
| PSY 226 (3) Social Psychology: SS3 |
| Semester 3 (15 credits) |
| BUS 120 (3) Introduction to E-Commerce |
| BUS 203 (3) Introduction to International Business |
| CIS 118 (3) Introduction to PC Applications |
| MAR 240 (3) International Marketing |
| Semester 4 (14 credits) |
| BUS 187 (1) Cooperative Education/Internship |
| COM 105 (3) Career Communications |
| MAN 215 (3) Organizational Behavior |
| MAN 224 (3) Leadership |
| PHI 112 (3) Ethics: AH 3 |
| Business Electives |
| Select 1 credit from Business Courses & Electives List or consult with your advisor. |
| 60 Total Credits |

M_AAS_MANB -Approved by CCCS 7-12-07

Foreign Language Electives:

SPA 101 (3) Conversational Foreign Language I: Spanish
 SPA 102 (3) Conversational Foreign Language II: Spanish
 SPA 111 (5) Foreign Language I: Spanish
 SPA 112 (5) Foreign Language II: Spanish
 SPA 115 (3) Foreign Language for the Professional I
 SPA 211 (3) Foreign Language III: Spanish: AH4
 SPA 212 (3) Foreign Language IV: Spanish: AH4
 SPA 215 (3) Foreign Language for the Professional II
 Or any other non-English language prefix (FRE, GER, RUS, etc.) with these course numbers

ASSOCIATE OF APPLIED SCIENCE BUSINESS ADMINISTRATION (Real Estate Emphasis)

Students who choose to complete an Associate of Applied Science degree along with the real estate certificate can learn business skills such as resume and interviewing skills, business etiquette, and office management, as well as basic business economics, accounting, ethics, public speaking, and computer applications.

Program Prerequisite:

BTE 100 or demonstrated keyboarding skill.

Note: The emphasis will not appear on the diploma.

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|---|
| Semester 1 (14 credits) |
| ACC 101 (3) Fundamentals of Accounting |
| BTE 156 (4) Business Math with Calculators |
| BUS 115 (3) Introduction to Business |
| ENG 113 (3) Business English |
| MAN 125 (1) Teambuilding |
| Semester 2 (15 credits) |
| BUS 216 (3) Legal Environment of Business |
| BUS 217 (3) Business Communications & Report Writing |
| MAN 224 (3) Leadership |
| PSY 226 (3) Social Psychology: SS3 |
| COM 125 (3) Interpersonal Communications |
| Semester 3 (18 credits) |
| ECO 201 (3) Macroeconomics: SS1 |
| REE 201 (6) Real Estate Brokers I |
| REE 202 (6) Real Estate Brokers II |
| REE 115 (3) Introduction to Real Estate |
| Semester 4 (14 credits) |
| COM 105 (3) Career Communications |
| BUS 187 (1) Cooperative Education/Internship |
| REE 189 (1) Brokers Exam Review |
| CIS 118 (3) Introduction to PC Applications |
| PHI 112 (3) Ethics: AH3 |
| Business Electives |
| Select 2 credits from Business Electives List in this catalog |
| 60 Total Credits |

M_AAS_BARE -Approved by CCCS 7-12-07

A.A.S. BUSINESS

ASSOCIATE OF APPLIED SCIENCE BUSINESS ADMINISTRATION (Supervision/Management Emphasis)

This program 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.

Note: The emphasis will not appear on the diploma.

Semester 1 (15 credits)

ACC 101 (3) Fundamentals of Accounting

BTE 102* (2) Keyboarding Applications I

BTE 156 (4) Business Math with Calculators

BUS 115 (3) Introduction to Business

ENG 113 (3) Business English

Semester 2 (15 credits)

BUS 216 (3) Legal Environment of Business

BUS 217 (3) Business Communications & Report Writing

CIS 118 (3) Introduction to PC Applications

PSY 226 (3) Social Psychology: SS3

COM 115 (3) Public Speaking

Semester 3 (15 credits)

ECO 105 (3) Introduction to Economics

MAN 116 (3) Principles of Supervision

MAN 200 (3) Human Resource Management

MAR 160 (3) Customer Service

PHI 112 (3) Ethics: AH3

Semester 4 (15 credits)

BTE 108 (1) Ten-Key by Touch

BUS 187 (1) Cooperative Education/Internship

COM 105 (3) Career Communications

MAN 215 (3) Organizational Behavior

MAN 224 (3) Leadership

MAN 226 (3) Principles of Management

Business Electives

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

60 Total Credits

M_AAS_BASV -Approved by CCCS 7-12-07

APPROVED 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 Governmental & Not-for-Profit Accounting
- *BUS 115 Introduction to Business
- *BUS 216 Legal Environment of Business
- *BUS 217 Business Communications & 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: MS Word
- *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 & CO2
- *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: MA1
- 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 Language I & II: Spanish
- 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 Group Leader, Preschool Group Leader, and/or Early Childhood Education Director-qualified positions in early childhood care and education programs. A grade of "C" or higher is required in all courses leading to a certificate or degree. Upon completion of curriculum listed, students will have met the requirements for a Colorado Group Leader Certificate from Morgan Community College and an Early Childhood Director Certificate. This certificate meets director requirements for the Colorado Department of Human Services.

INFANT/TODDLER GROUP LEADER CERTIFICATE

| |
|---|
| Take THESE courses: |
| ECE 101 (3) Introduction to Early Childhood Education |
| ECE 103 (3) Guidance Strategies for Children |
| ECE 111 (3) Infant & Toddler Theory & Practice |
| ECE 112 (3) Infant & Toddler Lab |
| ECE 238 (4) Child Growth & Development |
| 16 Total Credits |

M_CER_ITGL -Approved by CCCS

PRESCHOOL GROUP LEADER CERTIFICATE

| |
|--|
| Take THESE courses |
| ECE 101 (3) Introduction to Early Childhood Education |
| ECE 102 (3) Early Childhood Lab Techniques |
| ECE 103 (3) Guidance Strategies for Children |
| ECE 220 (3) Curriculum Development: Methods & Techniques |
| ECE 238 (4) Child Growth & Development |
| 16 Total Credits |

M_CER_PSGL -Approved by CCCS

EARLY CHILDHOOD EDUCATION| DIRECTOR CERTIFICATE

| |
|--|
| Take THESE courses: |
| ECE 101 (3) Introduction to Early Childhood Education |
| ECE 102 (3) Early Childhood Lab Techniques |
| ECE 103 (3) Guidance Strategies for Children |
| ECE 205 (3) Nutrition Health & Safety |
| ECE 220 (3) Curriculum Development: Methods & Techniques |
| ECE 238 (4) Child Growth & Development |
| ECE 240 (3) Administration of Early Childhood Care & Education Programs (Capstone) |
| ECE 241 (3) Human Relations for Early Childhood Professionals |
| 25 Total Credits |

M_CER_ECCF -Approved by CCCS

NOTE: Successful completion of these 8 courses along with verified work experience is required to earn a Director Certificate. A Level 2 Early Childhood Professional Credential is available when you complete these courses. For more information, visit the Colorado Office of Professional Development web site at <http://coloradoofficeofprofessionaldevelopment.org/index.cfm?PID=1332&ID=5454.20140.0>.

Check with an ECE Academic Advisor for any additional requirements.

EMERGENCY MEDICAL SERVICES PROGRAM

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. EMS training is available for anyone interested in emergency medical services work with ambulance services, hospitals, clinical settings, fire and police departments. Training is also for those who could use EMT skills for their business or personal use. Emergency Medical Services training for Emergency Medical Technician (EMT) is offered regularly and grants are available to help defray costs. 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 with an emphasis in Emergency Medical Services.

Cardio-Pulmonary Resuscitation (CPR) and First Aid Training MCC provides training in emergency procedures for respiratory, obstructed airway, and cardiac arrest victims of all ages. It meets requirements of the American Red Cross and the American Heart Association.

HWE 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.

First Responder Training MCC offers First Responder training 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 medical emergency.

EMS 115 - First Responder is a single 3 credit hour course.

EMS Continuing Education 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

This program 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**
- Pass 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 Professional Rescuer CPR or equivalent
- Completion of the EMT-Basic program application

**contact Student Success Advisor for Health Occupations for details

| |
|--------------------------------|
| Take these TWO courses: |
| EMS 125 (9) EMT-Basic |
| EMS 170 (1) EMT-Basic Clinical |
| 10 Total Credits |

M_CER_EMTB -Approved by CCCS

Note: MCC will offer the required National Registry Practical Exams each semester.

EMERGENCY MEDICAL TECHNOLOGY INTERMEDIATE CERTIFICATE

This program 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**
- Pass drug screen**
- Submit proof of current immunizations**
- Purchase required student liability insurance at MCC Bookstore
- Documentation of current certification in Professional Rescuer CPR or equivalent
- Completion of the EMT-Intermediate program application

**contact Student Success Advisor for Health Occupations for details

| |
|--|
| Take THESE courses: |
| EMS 203 (6) EMT-Intermediate I |
| EMS 205 (6) EMT-Intermediate II |
| EMS 270 (3) Clinical: EMS Intermediate |
| 15 Total Credits |

M_CER_EMTI -Approved by CCCS

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

FIRE SCIENCE

FIRE SCIENCE PROGRAM

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

Program ACCUPLACER® requirements:
 REA 060

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| Take THESE courses: |
| FST 100 (9) Fire Fighter I |
| FST 102 (3) Intro to Fire Science and Suppression |
| FST 107 (3) Hazardous Materials Operation Level 1 |
| HWE 103 (1) Community First Aid and CPR |
| 16 Total Credits |

Linda Oosthuysen

My name is Linda Oosthuysen. All of my family and I were born in Zimbabwe, Africa, where we lived on a beautiful 22,000 acre ranch, owned by Richard's father. Our Rolling River Ranch was a productive, working family business until 2006 when it was seized in an episode instigated by the political leaders of Zimbabwe who had the intention of evicting every white farmer in the country. We had five hours to gather what was left of our belongings and ultimately sought safe haven in the United States

We arrived in the United States with two suitcases a piece to start our lives, as it seemed, all over again. We were granted asylee status which allowed us to stay in the U.S. Richard, my husband for 27 years, and I have three children, Ryan, aged 24, who attends the University of Colorado School of Medicine, Brandon, aged 17, and Shayna, aged 15.

Although in Africa I was a "finished artist," upon coming to the U.S. I worked in a nursing home and completed in-house CNA training. I soon learned that caring for the elderly is my passion. After a year, we moved to Holyoke, Colorado, where I worked as a CNA in the hospital.

After having had a real taste of the medical world, I realized it was time for me to pursue a degree in nursing. I know I will have to study hard, achieve and become a well-rounded, knowledgeable, and efficient nurse--one that will benefit the patients, providers and medical staff with whom I will work in the future. An increase in financial income and a feeling of self-satisfaction and self-worth are my goals.

I did not want my tuition to become a burden on my family so, although it is not easy, I work fulltime at a family practice while attending college classes. Consequently, I ended up in the ER with seizures, and had to resign my job, but I did complete my classes.

I am resolved that:

- It will never be too late to follow the desire of my heart.
- I will gain more knowledge and use it wisely.
- I will be fruitful and make a difference in the lives of others.



HEALTH OCCUPATIONS PROGRAM **(NON-NURSING)**

Morgan Community College provides many health occupations degrees and certificates including the following:

- Health Science Technology Certificate
- Massage Therapy Certificate
- Medical Assistant Certificate
- Pharmacy Technology Certificate
- Phlebotomy Certificate

HEALTH SCIENCE TECHNOLOGY CERTIFICATE

Health Science Technology 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 transcription.

Program Prerequisites and Additional Requirements:

- Pass American DataBank background check
- Purchase Student Clinical Badge
- Purchase appropriate attire (HST Polo Shirt/ Khaki pants)
- Submit proof of current immunizations

FIRST YEAR - 18 Credits

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|--|
| Fall Semester (10 credits) |
| HPR 111 (1) Success Seminar |
| HPR 140 (6) Orientation to Health Careers (Leadership) |
| ENG 115 (3) Technical English & Communication |
| Spring Semester (8 credits) |
| HPR 178 (2) Medical Terminology |
| HWE 103 (1) First Aid and CPR |
| HPR 101 (2) Customer Service in Healthcare |
| PSY 235 (3) Human Growth & Development |

SECOND YEAR - 12-14 Credits

| |
|---|
| Fall Semester (7 credits) |
| BIO 106 (4) Basic Anatomy & Physiology |
| HPR 175 (1) Special Topics |
| Choose either: MOT 136 Introduction to Clinical Skills OR BTE 102 (2) Keyboarding Applications I |
| Spring Semester (5-7 credits depending on track) |
| TRACK 1 - NURSE AIDE TRACK |
| 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 (4) Nurse Aide Skills |
| NUA 170 (1) Nurse Aide Clinical Experience |
| TRACK 2 - FIRST RESPONDER TRACK |
| EMS 115 (3) First Responder |
| HWE 122 (2) Responding to Emergencies |
| TRACK 3 - MEDICAL TRANSCRIPTION CERTIFICATE |
| Must have take BTE 100 and BTE 102 |
| MOT 132 (4) Medical Transcription I |
| BTE 103 (3) Keyboarding Applications II |
| 30-32 Total Credits (depending on track) |

EFFECTIVE FALL 2010 PENDING FINAL APPROVAL BY CCCS.

HEALTH OCCUPATIONS

MASSAGE THERAPY CERTIFICATE

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 many of the Massage Therapy courses without specifically being accepted into the program.

Program Prerequisites and Additional Requirements:

- Pass American DataBank background check**
- Pass 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

General Education Requirements (16 credits)

BIO 201 (4) Human Anatomy & Physiology I

HPR 217 (4) Kinesiology

COM 105 (3) Career Communications OR

ENG 121 (3) English Composition I: CO1

HPR 178 (2) Medical Terminology

HWE 100 (3) Human Nutrition

Fall Semester (8 credits)

MST 111 (4) Basic Massage Therapy

MST 204 (2) MST Business Practices

MST 105 (2) Lifestyle Wellness

Spring Semester (6 credits)

MST 184 (3) Clinical Massage

MST 113 (3) Professional Massage

30 Total Credits

M_CER_CMTP-Approved by CCCS

ASSOCIATE OF APPLIED SCIENCE 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:

- Elementary Algebra (EA) – 45 or higher
 - Reading – 80 or higher
 - Sentence Structure (SS) – 95 or higher
 - Pass American DataBank background check**
 - 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)

MAT 107 (3) Career Math

MOT 110 Medical Office Administration

BTE 102 (2) Keyboarding Applications I

HPR 178 (2) Medical Terminology

ENG 113 (3) Business English

Spring Semester 2 (16 credits)

BUS 217 (3) Business Communication & Report Writing

BIO 106 (4) Basic Anatomy & Physiology

HPR 101 (2) Customer Service

COM 125 (3) Interpersonal Communication

MOT 136 (2) Introduction to Clinical Skills

HWE 122 (2) Responding to Emergencies

Fall Semester 3 (16 credits)

CIS 118 (3) Intro to PC Applications

Fall 2010-Approval Pending by CCCS

| |
|---|
| MOT 130 (3) Insurance Billing & Coding |
| PSY 235 (3) Human Growth & Development: SS3 |
| MOT 140 (4) Medical Assisting Clinical Skills |
| MOT 150 (3) Pharmacology for Medical Assisting |
| Spring Semester 4 (15 credits) |
| MOT 138 (4) Medical Assistant Lab |
| MOT 188 (4) Practicum |
| MOT 181 (1) Administration Internship |
| MOT 120 (3) Medical Office Financial Management |
| COM 105 (3) Career Communications |
| 61 Total Credits |

Fall 2010-Approval Pending by CCCS

MEDICAL OFFICE CLINICAL ASSISTANT CERTIFICATE (Approval Pending)

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**
 - 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

| |
|---|
| Spring Semester 1 (12 credits) |
| PSY 235 (3) Human Growth & Development: SS3 |
| CIS 118 (3) Intro to PC Applications |
| MOT 136 (2) Introduction to Clinical Skills |
| BIO 106 (4) Basic Anatomy & Physiology |

| |
|--|
| Fall Semester 2 (13 credits) |
| MAT 107 (3) Career Math |
| MOT 140 (4) Medical Assisting Clinical Skills |
| MOT 150 (3) Pharmacology for Medical Assisting |
| COM 125 (3) Interpersonal Communication |

| |
|--|
| Spring Semester 3 (15 credits) |
| HWE 122 (2) Responding to Emergencies |
| HPR 101 (2) Customer Service in Healthcare |
| COM 105 (3) Career Communications |
| MOT 138 (4) Medical Assistant Lab |
| MOT 188 (4) Practicum |
| 40 Total Credits |

Fall 2010-Approval Pending by CCCS

HEALTH OCCUPATIONS

PHARMACY TECHNICIAN CERTIFICATE

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.

Addmission Requirements:

- Pass American DataBank background check**
- Pass 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.

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|---|
| Semester 1 |
| Module One - 7 credits required |
| HPR 178 (2) Medical Terminology |
| PHT 111 (3) Orientation to Pharmacy |
| PHT 113 (1) Pharmacy Calculations and Terminology |
| PHT 114 (1) Computer Skills for Pharmacy Technicians |
| Module Two - 8 credits required |
| PHT 112 (2) Pharmacy Law |
| PHT 115 (3) Pharmacology of the GI, Renal, Reproductive, Immune, Dermatologic Systems |
| PHT 116 (3) Institutional Pharmacy |
| Semester 2 |
| Module Three - 8 credits required |
| PHT 117 (1) Communication for Pharmacy Technicians |
| PHT 118 (3) Pharmacology of the Nervous, Endocrine, Musculoskeletal Systems |
| PHT 119 (3) Community Pharmacy |
| PHT 120 (1) Medical Insurance Procedures |
| Module Four - 4 credits required |

| |
|--|
| Take THIS course |
| PHT 170 (4) Pharmacy Clinical: Hospital |
| Semester 3 - 4 credits required |
| PHT 171 (4) Pharmacy Clinical: Community |
| 31 Total Credits |

M_CER_PHT1-Approved 8/25/08

MEDICAL OFFICE ASSISTANT CERTIFICATE

(Approval Pending)

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
- Pass American DataBank background check**
- Pass drug screen**
- Current certification in American Heart CPR for Professionals
- Purchase malpractice insurance through MCC Bookstore
- Purchase student clinical badge

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

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

PHLEBOTOMY CERTIFICATE

After successful completion of the program, 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***
- *Pass 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.*

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

| |
|------------------------------------|
| Fall Semester (6 credits) |
| HPR 112 (4) Phlebotomy |
| HPR 178 (2) Medical Terminology |
| Spring Semester (8 credits) |
| HPR 113 (4) Advanced Phlebotomy |
| HPR 180 (4) Internship |
| 14 Total Credits |

M_CER_PHL2-Approved by CCCS

Michelle Schankin

I decided to go to MCC to help get me started on the right path to getting my degree. I honestly had no idea how to achieve my dreams after graduation from high school but going to MCC at Burlington helped me. With their awesome staff they were there for me 24/7. The academic staff is awesome in helping you stay on track with your degree and letting you know how close you are to achieving it. I was able to complete my AA and AGS degree in seven semesters and still worked at a full-time job thanks to the evening class schedule held at the new Burlington Community and Education Center. I did take a few daytime classes with the new VNET system and Polycom system in the new Distance Learning Room at the Center.



My classes were awesome, the teachers knew what they were teaching and they understood that we had lives as well. Some of my fellow students were full time mom's, or had full time jobs and school wasn't their/our only priority. In fact it was because of one my teachers, Mr. Jackson, that I ended up switching my degree and going towards my teaching degree in history. He made me realize my passion for it. Currently I'm attending Colorado University in Colorado Springs, and I will be transferring next year to Hawaii Pacific University in Honalulu Hawaii!

Thanks MCC for everything you ever did for me.

MULTIMEDIA

MULTIMEDIA PROGRAM

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

MULTIMEDIA CERTIFICATE

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

Program Prerequisite:

Demonstrated computer proficiency in file creation and manipulation. FIRST YEAR - 18 Credits

Take these TWELVE courses:

| |
|--|
| MGD 102 (3) Introduction to Multimedia |
| MGD 133 (3) Graphic Design I |
| MGD 233 (3) Graphic Design II |
| MGD 141 (3) Web Design I |
| MGD 241 (3) Web Design II |
| MGD 251 (3) Multimedia Motion & Sound |
| MGD 259 (3) Management & Production |
| CIS 162 (1) Advanced Presentation Graphics |
| MAN 117 (1) Time Management |
| MAN 125 (1) Teambuilding |
| MGD 175 (3) Special Topics: Multimedia |
| MGD 180 (3) Internship |
| 30 Total Credits |

M_CER_MMAC-Approved by CCCS

WEB DESIGN CERTIFICATE (Approval Pending)

Take these NINE courses:

| |
|--|
| MGD 111 (3) Adobe Photoshop I |
| MGD 112 (3) Adobe Photo Illustrator I |
| MGD 141 (3) Web Design I |
| MGD 143 (3) Motion Graphic Design (Adobe Flash) |
| MGD 241 (3) Web Design II |
| MGD 258 (3) Web Design Production |
| MGD 175 (1) Video for the Web |
| MGD 268 (2) Commercial Art Business |
| MGD 289 (3) Capstone |
| COM 105 (3) Career Communications |
| ENG 113 (3) Business English |
| BUS 217 (3) Business Communications and Report Writing |
| 34 Total Credits |

MULTIMEDIA ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

Multimedia Certificate courses (30 credits)

Take these TWELVE courses:

| |
|--|
| MGD 102 (3) Introduction to Multimedia |
| MGD 133 (3) Graphic Design I |
| MGD 233 (3) Graphic Design II |
| MGD 141 (3) Web Design I |
| MGD 241 (3) Web Design II |
| MGD 251 (3) Multimedia Motion & Sound |
| MGD 259 (3) Management & Production |
| CIS 162 (1) Advanced Presentation Graphics |
| MAN 117 (1) Time Management |
| MAN 125 (1) Teambuilding |
| MGD 175 - 179 (3) Special Topics: Multimedia |
| MGD 180 (3) Internship |
| 30 Total Credits |

Take these NINE courses:

| |
|--|
| CIS 118 (3) Introduction to PC Applications |
| BTE 156 (3) Business Math with Calculators |
| ENG 113 (3) Business English |
| COM 105 (3) Career Communications |
| BUS 217 (3) Business Communication and Report Writing |
| MAR 216 (3) Principles of Marketing |
| ART 121 (3) Drawing I |
| PSY 112 (3) Psychology of Adjustment |
| COM 115 (3) Public Speaking |
| Multimedia Electives Select (3) credits from the list below: ART 100-299 (Except ART 121) MUS 100-299 PSY 100-299 (Except PSY 112/215) SOC 100-299 THE 100-299 |
| 60 Total Credits |

M_AAS_MMAC-Approved by CCCS

Sami Campbell

I chose Morgan Community College because it was right here in my hometown and I could take classes during high school. In fact, I completed my first year of college while still in high school. As the first Sophomore Scholar from Burlington High School, I finished my second year of college at the MCC Burlington Center where I learned about the Adams State College's Reap program for elementary education. The program was perfect for me since it allowed me to stay at home for my entire college experience. Besides the traditional classroom setting, some classes were conveniently online. The classes gave me a wide variety of experience including my student teaching at Burlington Elementary. I loved the small class sizes, my teachers were all amazing, and best of all, my college experience was affordable.

Sami Campbell



NURSING PROGRAM

Nursing practitioners 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.

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. The nurse aide programs are approved through the Colorado State Board of Nursing.

Morgan Community College offers the following nursing options:

- Associate Degree in Nursing (Associate of Applied Science):
Pathways are: PN exit option and Advanced Placement Option
- Practical Nursing (PN) Exit Option:
Students may complete the first year of the program and NUR 169 to receive a certificate and are eligible to apply to take the LPN Licensure Examination, NCLEX® PN.
- Advanced Placement Option (LPN to ADN):
Was commonly called the "Bridge" program, it allows a Licensed Practical Nurse (with a valid Colorado LPN license) to complete the transition course NUR 189 and enter the 2nd 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.
- Nurse Aide Certificate:
After successful completion of the program students will be eligible to apply to take the National Nurse Aide Assessment Program (NNAAP certification exams).

Health Occupations Information Sessions

Sessions are held monthly at the Fort Morgan Campus. Information about pre-requisites and general requirements are discussed in these sessions. To find out the date of the next session and register to attend, call 970-542-3224 for the Student Success Advisor or for the Instructional Office Coordinator at 970-542-3119 or email: nursing@morgancc.edu.

Student Success Advisor for Health Occupations

For questions about the nursing program, please contact the Student Success Advisor for Health Occupations at 970-542-3224 or email nursing@morgancc.edu.

Nursing Program Coordinator

Phone: 970-542-3239

Email: nursing@morgancc.edu

Director of Nursing Education

Phone: 970-542-3240

Email: nursing@morgancc.edu

Associate Degree Nursing: Upon completion of the program, the graduate student receives and Associate of Applied Science in Nursing degree and is eligible to apply for the National Council Licensure examination to practice as a Registered Nurse (RN).

AAS-Nursing Program Admission Requirements:

The MCC Nursing Program follows the common admission criteria used by the Colorado Community College System (CCCS) Nursing Programs. Student must maintain a minimum 2.5 GPA in prerequisite courses to be eligible to apply to the MCC Nursing Program waitlist. All applications are done online through the MCC web page <http://www.morgancc.edu/academics/academics-programs/nursing/nursing-application>.

NURSE AIDE CERTIFICATE

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.

Program Prerequisites and Additional Requirements:

- Pass American DataBank background check
- Pass 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

Take these TWELVE courses:

| |
|--|
| NUA 101 (4) Nurse Aide Health Care Skills |
| NUA 170 (1) Nurse Aide Clinical Experience |
| 5 Total Credits |

M_CER_NUA2-Approved by CCCS

Krysta Dahl

Krysta Dahl knew as a teenager that she wanted to become a nurse. In pursuit of her dream, she enrolled in the MCC Med Prep program (now called Health Science Technology) and quickly became involved in HOSA activities winning gold medals both years. While still in high school, she completed CNA training which helped her get a part time job and earn some money for college while she was taking prerequisite courses for the MCC nursing program.

Krysta's status as an MCC Sophomore Scholar helped foot the bill for two semesters of college as she prepared for and entered the nursing program fall semester in 2008. After completing the first year, Krysta enrolled in the bridge program and earned her LPN designation before tackling the final year of nursing school. She put her LPN skills to good use at Eben Ezer where she gained valuable nursing experience and defrayed her college expenses at the same time.

Now as a 2010 MCC graduate with an Associate of Applied Science in Nursing, Krysta has earned her title of registered nurse and achieved her dream. "I am lucky I could go to school close to home with the support of family and friends. The small class sizes were the best," said Krysta.



NURSING

ASSOCIATE OF APPLIED SCIENCE-NURSING

AAS-Nursing Admission/Prerequisite Courses - (18 credits)

#BIO 201 (4) Human Anatomy & Physiology I

#BIO 202 (4) Human Anatomy & Physiology II

#BIO 204 (4) Microbiology

ENG 121 (3) English Composition I

PSY 235 (3) Human Growth & Development

Maintain a GPA of 2.50 for all of the above listed prerequisites. All courses must be completed with a "C" grade or higher.

Course must have been taken with the last 7 years

Note: Elementary Algebra ACCUPLACER® score of 61 or above is required for MAT 103 (1st semester or 1st year) for admission to the program.

Upon application to the AAS-Nursing program waitlist, students must pass an FBI fingerprinting and American DataBank background check.

Results of the FBI background check may take 8-12 weeks. *Instructions available from Student Success Advisor 970-542-3224 or nursing@morgancc.edu.

Also, the following requirements must be completed before official acceptance into the program:

ADN Other Requirements:

You will receive information on the following during your orientation to the program:

- Complete the entrance test for nursing. This test will be used for advising purposes only. If you have already taken the entrance test, it is valid for a period of 2 years.
- Valid American Heart Association CPR card, for the duration of the program (2 years)
- Pass an American DataBank criminal background check and a drug screening, to be done within 90 days of the first day of starting the program – DO NOT COMPLETE ANY EARLIER!
- Health Form and Immunization Record

Required General Education Courses:

+Due to scheduling and the high intensity of the nursing program, it is highly recommended these courses be taken prior to starting the nursing program.

ALL Courses must be completed with a "C" grade or higher:

+#BIO 216 (4) Human Pathophysiology

+HPR 108 (1) Dietary Nutrition

Humanities/Social Science Elective (3)

-Any gtPATHWAYS course designated SS1, SS2, SS3, AH1, AH2, AH3, AH4

Course must have been taken with the last 7 years

Student now eligible to apply to the MCC Nursing Wait List.

Associate of Applied Science-Nursing Course Requirements:

ALL Courses must be completed with a "C" grade or higher

+Due to the intensity of the nursing courses, students are encouraged to complete BIO 216, HPR 108 and the HUM/Social Science Elective before entrance to the nursing program.

First Year - First Semester - Fall (14 Credits)

NUR 109 (8) Fundamentals of Nursing

NUR 112 (2) Basics of Pharmacology

+HPR 108 (1) Dietary Nutrition

MAT 103 (3) Math for Clinical Calculations

This course requires completion of MAT 090 or higher level MAT course of an appropriate ACCUPLACER® Elementary Algebra (EA) score, within the last 5 years.

First Year - Second Semester - Spring (20 credits)

NUR 106 (9) Med-Surg Nursing Concepts

NUR 150 (7) Nursing Care of Ob/Peds Clients

+BIO 216 (4) Human Pathophysiology

Second Year - Third Semester - Fall (14 credits)

NUR 206 (8) Adv. Concepts of Med-Surg Nursing I

NUR 212 (2) Pharmacology II

NUR 211 (4) Nursing Care of Psych Clients

Second Year - Fourth Semester - Spring (14 credits)

| |
|--|
| NUR 216 (6) Adv. Concepts of Med Surg Nursing II |
| NUR 230 (5) Leadership Mgmt Trends |
| +Humanities/Social Science Elective (3) Any gtPATHWAYS course SS1, SS2, SS3, AH1, AH2, AH3, AH4 |
| 80 Total Credits (Counting prerequisites) |

Practical Nursing (PN) Exit Option:

At the end of the first year a student may elect to take the pathway for PN Exit Option. Student will complete NUR 169-Transition into Practical Nursing (5 credit) (only offered one time a year) to graduate with a Practical Nursing Certificate. The graduate is prepared to complete the application for the National Licensure for Practical Nurses (NCLEX-PN).

M_CER_LPNC-Approved by CCCS

AAS-NURSING ADVANCED PLACEMENT PATHWAY (LPN TO ADN)

Students participating in the Advanced Placement option:

- Hold an LPN License
- Must complete the NUR 189 (4) Transition from LPN to A.D.N. prior to entrance into Year 2 of the Nursing Program.
- In addition, the students must complete the following general education courses:
MAT 103, +BIO 216, and +HPR 108.

Associate of Applied Science-Nursing Advanced Placement Requirements (LPN to ADN):

To get on the waitlist for the LPN to ADN program, student must have completed the following prerequisites:

ALL courses must be completed with a "C" grade or higher

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|--|
| #BIO 201 (4) Human Anatomy & Physiology I |
| #BIO 202 (4) Human Anatomy & Physiology II |
| #BIO 204 (4) Microbiology |
| +BIO 216 (4) Human Pathophysiology |
| ENG 121 (3) English Composition I: CO1 |
| +HPR 108 (1) Dietary Nutrition |
| PSY 235 (3) Human Growth & Development |

MAT 103 (3) Math for Clinical Calculations or higher level math course - (taken within the last 5 years)

GPA of 2.50 for all of the above listed pre-requisites, including LPN courses

Course must have been taken with the last 7 years.

√ Complete the entrance test for nursing. This can be scheduled through the Testing Center at MCC by calling 970-542-3188. This test will be used for advising purposes only. If you have already taken the entrance test, it is valid for a period of 2 years.

√ Must be a graduate of an accredited PN program within the USA, and hold a valid Colorado LPN License.

√ Must meet experience and testing requirement as identified in the Colorado Articulation Model 2005-2010

√ Complete FBI Fingerprinting and American DataBank background check. Instructions available from Student Success Advisor 970-542-3224 or nursing@morganc.edu

In addition, the following requirements must be completed before being eligible for acceptance into the AAS-Nursing program:

Other Requirements:

You will receive information on the following during your orientation to the program.

- Valid American Heart Association CPR card, for the duration of the program (2 years)
- Pass an American DataBank criminal background check and a drug screening, to be done within 90 days of the first day of starting the program – DO NOT COMPLETE ANY EARLIER!
- Health Form and Immunization Record

Also, this general education course is required with a "C" grade or higher:

+Humanities/Social Science Elective (3)
Any gtPATHWAYS course
SS1, SS2, SS3, AH1, AH2, AH3, AH4

+Due to scheduling and the high intensity of the nursing program, it is highly recommended that you complete these courses prior to starting the Advanced Placement (LPN to ADN) program.

M_AAS_ADNP-Approved by CCCS

PHYSICAL THERAPY ASSISTANT PROGRAM (PTA)

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

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.

ASSOCIATE OF APPLIED SCIENCE-PHYSICAL THERAPIST ASSISTANT DEGREE

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, 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, Carol Leach, PT, PhD at (970) 542-3225 or by email: carol.leach@morgancce.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.

Prerequisite Courses (6 credits)

Take these TWO courses

| |
|---|
| BIO 201 (4) Human Anatomy & Physiology I |
| HPR 178 (2) Medical Terminology |
| <i>Prerequisites must be completed before Fall semester of Year One</i> |

Year One

Fall Semester (17 credits)

| |
|---|
| BIO 202 (4) Human Anatomy & Physiology I: SC1 |
| HPR 117 (3) Anatomical Kinesiology |
| PTA 110 (5) Basic Patient Care Skills in Physical Therapy |
| PTA 115 (2) Principles and Practices of Physical Therapy |
| ENG 121 (3) English Composition I: CO1 |

Spring Semester (14 credits)

| |
|--|
| PTA 120 (5) Modalities in Physical Therapy |
| PTA 140 (5) Clinical Kinesiology |
| BIO 216 (4) Pathophysiology |

Year Two

Summer Semester (7 credits)

| |
|-------------------------------------|
| PTA 280 (4) PTA Internship I |
| PSY 101 (3) General Psychology: SS3 |

Fall Semester (16 credits)

Take these FOUR courses

| |
|---|
| PTA 230 (5) Orthopedic Assessment & Management Techniques |
| PTA 240 (5) Neurologic Assessment & Management Techniques |
| COM 125 (3) Interpersonal Communication |
| PSY 235 (3) Human Growth & Development: SS3 |

2nd Year - Spring Semester (12 credits)

Take these THREE courses

| |
|--|
| PTA 281 (5) PTA Internship II |
| PTA 282 (5) PTA Internship III |
| PTA 278 (2) Physical Therapy Seminar |
| 72 Total Credits <i>Includes the 6 credits of prerequisite courses</i> |

M_AAS_PTA-Approved by CCCS

RADIOLOGY TECH

RADIOLOGY TECHNOLOGY PROGRAM

The Morgan Community College Radiology Technology Program 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.

RADIOLOGY TECHNOLOGY PROGRAM (Pending Approval)

Program Prerequisites and Additional Requirements:

- PSY 235 (3) Human Growth & Development: SS3
- BIO 201 (4) Human Anatomy & Physiology I: SC1
- BIO 202 (4) Human Anatomy & Physiology II: SC1
- RTE 101 (2) Introduction to Radiology with an 80% or higher
- 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

Admission Requirements:

- Pass American DataBank background check**
- 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*

Prerequisite Courses (6 credits)

Minimum of "C" grade required except where otherwise noted

16 credits counted towards degree

| |
|---|
| HPR 178 (2) Medical Terminology |
| PSY 235 (3) Human Growth & Development: SS3 |
| ENG 121 (3) English Composition I: CO1 |
| BIO 201 (4) Human Anatomy & Physiology I: SC1 (within the last 7 years) |
| BIO 202 (4) Human Anatomy & Physiology II: SC1 (within the last 7 years) |
| RTE 101 (2) Introduction to Radiography (must be taken within 1 year of program acceptance and requires minimum final course grade of 80%) |

Year One

Fall Semester (14.5 credits)

| |
|---|
| RTE 111 (2) Radiographic Patient Care |
| RTE 121 (3) Radiologic Procedures I |
| RTE 131 (1.5) Radiographic Pathology & Image Evaluation I |
| RTE 141 (3) Radiographic Equipment/Imaging I |
| RTE 181 (5) Radiographic Clinical Internship I |

Spring Semester (14.5 credits)

| |
|--|
| RTE 122 (3) Radiologic Procedures II |
| RTE 132 (1.5) Radiographic Pathology & Image Evaluation II |
| RTE 142 (3) Radiographic Equipment/Imaging II |
| RTE 182 (5) Radiographic Clinical Internship II |
| HPR 101 (2) Customer Service in Healthcare |

Summer Semester (7 credits)

| |
|--|
| RTE 183 (7) Radiographic Clinical Internship III |
|--|

Year Two

Fall Semester (13 credits)

| |
|---|
| RTE 221 (3) Advanced Medical Imaging |
| RTE 231 (2) Radiation Biology/Protection |
| RTE 281 (8) Radiographic Clinical Internship IV |

Spring Semester (12 credits)

| |
|--|
| RTE 289 (3) Radiographic Capstone |
| RTE 282 (8) Radiographic Clinical Internship V |
| RTE 275 (1) Special Topics: Certification Review |

76 Total Credits

Includes the 16 credits of prerequisite courses

When approved, addition to be Effective

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

| |
|---|
| WEL 100 (1) Safety for Welders |
| WEL 103 (4) Basic Shielded Metal Arc I |
| WEL 104 (4) Basic Shielded Metal Arc II |
| WEL 113 (2) Oxyfuel and Plasma Cutting |
| WEL 125 (4) Introduction to Gas Metal Arc Welding |

Certificate Specific Courses (17 credits)

| |
|---|
| WEL 106 (4) Blueprint Reading for Welders and Fitters |
| WEL 110 (4) Advanced Shielded Metal Arc I |
| WEL 111 (4) Advanced Shielded Metal Arc II |
| WEL 130 (2) Maintenance Welding |
| WEL 180 (3) Welding Internship I |
| 32 Total Credits |

M_CER_WEL9-Approved by CCCS

GAS TUNGSTEN ARC/GAS METAL ARC (TIG/MIG) WELDING CERTIFICATE

Welding Core Curriculum

| |
|---|
| WEL 100 (1) Safety for Welders |
| WEL 103 (4) Basic Shielded Metal Arc I |
| WEL 104 (4) Basic Shielded Metal Arc II |
| WEL 113 (2) Oxyfuel and Plasma Cutting |

Certificate Specific Courses (24 credits)

| |
|--|
| WEL 201 (4) Gas Metal Arc Welding I |
| WEL 203 (4) Flux Cored Arc Welding I |
| WEL 224 (4) Advanced Gas Tungsten Arc Welding I |
| WEL 225 (4) Advanced Gas Tungsten Arc Welding II |
| WEL 230 (4) Pipe Welding I |
| WEL 250 (4) Layout and Fabrication |
| 35 Total Credits |

M_CER_WEL7-Approved by CCCS

AWS SKILLS WELDING CERTIFICATE

Welding Core Curriculum

| |
|--------------------------------|
| WEL 100 (1) Safety for Welders |
|--------------------------------|

| |
|---|
| WEL 103 (4) Basic Shielded Metal Arc I |
| WEL 104 (4) Basic Shielded Metal Arc II |
| WEL 113 (2) Oxyfuel and Plasma Cutting |

Certificate Specific Courses (17 credits)

| |
|--------------------------------------|
| WEL 231 (4) Pipe Welding II |
| WEL 263 (4) Applied Metal properties |
| WEL 275 (3) Welding: Special Topics |
| WEL 280 (6) Internship III |
| WEL 278 (2) Welding: Workshop |
| 30 Total Credits |

M_CER_WEL8-Approved by CCCS

ASSOCIATE OF APPLIED SCIENCE WELDING TECHNOLOGY (Pending Approval)

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)

| |
|---|
| CIS 118 (3) Introduction to PC Applications |
| WEL 100 (1) Safety for Welders |
| WEL 103 (4) Basic Shielded Metal Arc I |
| WEL 104 (4) Basic Shielded Metal Arc II |
| WEL 113 (2) Oxyfuel and Plasma Cutting |
| WEL 130 (2) Maintenance Welding |

Semester 2 (17 credits)

| |
|---|
| WEL 106 (4) Blueprint Reading for Welders and Fitters |
| WEL 110 (4) Advanced Shielded Metal Arc I |
| WEL 111 (4) Advanced Shielded Metal Arc II |
| WEL 180 (6) Welding Internship I |

Semester 3 (17 credits)

| |
|--|
| WEL 201 (4) Gas Metal Arc Welding I |
| WEL 203 (4) Flux Cored Arc Welding I |
| COM 125 (3) Interpersonal Communications |
| COM 105 (3) Career Communications |
| BUS 115 (3) Introduction to Business |

Semester 4 (15 credits)

| |
|---|
| WEL 224 (4) Advanced Gas Tungsten Arc Welding I |
| WEL 250 (4) Layout and Fabrication |
| WEL 230 (4) Pipe Welding I |
| MAT 107 (3) Career Math |
| 63 Total Credits |

When Approved, Addition to be Effective Fall 2010

COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

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

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

CREDIT HOURS

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

COURSE PREREQUISITES

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)

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

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)

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:

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
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
GEO Geography
GEY Geology
HHP Holistic Health Professional
HIS History
HOS Hospitality
HUM Humanities
HPR Health Professional
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.)

COURSE DESCRIPTIONS

SPECIAL TOPICS

***** 175-178; 275-278**

(Variable credits 0-12)

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

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**

(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**

(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**

(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**

(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**

(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**

(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

AAA-ADVANCING ACADEMIC ACHIEVEMENT

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.

Accounting Summer 1990-Summer 2001)

ABM-AGRICULTURE & BUSINESS MANAGEMENT

ABM 111 Records & Business Planning I

(9 credits: Lecture-15 hrs, Private-22.5 hrs,

Coop-competency based, minimum 125 hrs)

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

(9 credits: Lecture-15 hrs, Private-22.5 hrs,

Coop-competency based, minimum 125 hrs)

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

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

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

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

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

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

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.

COURSE DESCRIPTIONS

ABM 132 Commodity Marketing II

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

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

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

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

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

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

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

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

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

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

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

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

(9 credits: Lecture-15 hrs, Private-22.5 hrs, Coop-competency based, minimum 125 hrs)

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

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.

COURSE DESCRIPTIONS

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

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.

COURSE DESCRIPTIONS

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 101 with a "C" grade or better or instructor permission

Corequisite: ACT 111, 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 Molding 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

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 (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 (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 (3 credits)

Introduces students to an overview of the dairy industry and dairy science.

AGP 151 Dairy Management Lab (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 (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 (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 (2 credits)

Introduces students to the basics of dairy nutrition, which will cover digestive systems, nutritional requirements, feed analysis, terminology, and ration balancing for dairy.

COURSE DESCRIPTIONS

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

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

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

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 I: 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)

ART 112 Art History II: 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 through the Modern periods.

*This is a Statewide Guaranteed Transfer course
GT-AH1*

Approved 10-Jan-03., Effective Spring 2003.

(Replaces ART 112 Summer 87-Fall 2002)

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

Added at MCC Fall 2010.

(Replaces ART 231- Fall 1991-Summer 2002)

(Renumbered from ART 123- Fall 2002-Summer 2010)

ART 133 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 2010.

(Prerequisite Change Spring 2010.)

(Replaces ART 211-Painting I- Fall 1991-Spring 2010)

ART 134 Painting II

(15 lecture hours, 60 lab hours, 3 credits)
 Prerequisite: ART 151 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 2010.
(Replaces ART 212-Painting II Fall 1991-Spring 2010.)

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

ART156 Figure Drawing I

(45 lecture hours, 3 credits)
 Introduces the basic techniques of drawing the human figure.
Added at MCC Summer 2010.

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, 122 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)

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-Smmer 2010)

ART 224 Watercolor II

(15 lecture hours, 60 lab hours, 3 credits)
Prerequisite: ART 123 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 223 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 233 Painting III

(15 lecture hours, 60 lab hours, 3 credits)
Prerequisite: ART 134 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 2010.
(Replaces ART 213 Painting III Fall 2003-Spring 2010.)

COURSE DESCRIPTIONS

ART 234 Painting IV

(15 lecture hours, 60 lab hours, 3 credits)

Prerequisite: ART 233 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.)

ASC-ANIMAL SCIENCE

ASC 120 Dairy Cattle Evaluation (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

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 141Spring 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)

Prerequisites: None

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)

Prerequisites: None

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)

COURSE DESCRIPTIONS

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)

ASL-AMERICAN SIGN LANGUAGE

ASL 275 Special Topics

(0-12 hours, variable)

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

AST-ASTRONOMY

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 101Fall 1988-Fall2002)

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 101Fall 1988-Fall2002)

BIO-BIOLOGY

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)
Prerequisite: Instructor or Division Chair permission
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)*

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)*

COURSE DESCRIPTIONS

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 Human 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

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

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

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 binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major.

Added at MCC Spring 1998.

COURSE DESCRIPTIONS

CHE-CHEMISTRY

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.)

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.)

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)

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

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.

COURSE DESCRIPTIONS

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 & 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

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 Fall 2003-Spring 2008)

COURSE DESCRIPTIONS

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

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 court, 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

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

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 (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.

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

Prerequisite: None.
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)

Prerequisite: None.
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

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)

COURSE DESCRIPTIONS

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)

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 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 ECP 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

(60 lecture hours, 4 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.

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

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)

COURSE DESCRIPTIONS

EDU-EDUCATION

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.

COURSE DESCRIPTIONS

EMS-EMERGENCY MEDICAL SERVICES

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

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 Eng & 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: CO1

(45 lecture hours, 3 credits)

Prerequisite: ACCUPLACER® Sentence Skills score of 95 or higher or ENG 090 with "C" grade or higher

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. *This 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: CO2

(45 lecture hours, 3 credits)

Prerequisite: ENG 121 with a "C" grade or better

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research.

This 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)

COURSE DESCRIPTIONS

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

ESL 011 Basic Pronunciation

(Variable hours, 1-5 credits)

Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

Added at MCC Summer 2004.

ESL 012 Intermediate Pronunciation

(Variable hours, 1-5 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.

Added at MCC Summer 2004.

ESL 021 Basic Grammar

(Variable hours, 1-5 lecture credits)

Assists the student in mastering basic structures in English grammar through oral and written practice.

Added at MCC Summer 2004.

ESL 022 Intermediate Grammar

(Variable hours, 3-5 credits)

Prerequisite: ESL 021 with a "C" grade or better or placement test scores

Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

Added at MCC Fall 1996-Summer 2003

ESL 023 Advanced Grammar

(Variable hours, 3-5 credits)

Prerequisite: ESL 022 with a "C" grade or better or placement test scores

Reviews intermediate grammar. Introduces advanced structures with increased emphasis on written communication.

Added at MCC Fall 1996.

ESL 031 Basic Conversation

(Variable hours, 1-5 credits)

Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

Added at MCC Summer 2004.

ESL 032 Intermediate Conversation

(Variable hours, 3-5 credits)

Prerequisite: ESL 031 with a "C" grade or better or placement test scores

Teaches listening, pronunciation, and conversation skills. Increases speed and accuracy in speaking through free and guided conversational practice.

Added at MCC Summer 2004.

ESL 033 Advanced Communication

(Variable hours, 2-4 credits)

Prerequisite: ESL 032 with a "C" grade or better or placement test scores

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.

Added at MCC Summer 2004.

ESL 041 Basic Reading

(Variable hours, 1-5 credits)

Improves comprehension of simple written texts through vocabulary building and reading strategies.

Added at MCC Summer 2004.

ESL 042 Intermediate Reading

(Variable hours, 2-4 credits)

Prerequisite: ESL 041 with a "C" grade or better or placement test scores

Helps the student read more quickly and accurately and understand a variety of intermediate level reading material.

Added at MCC Summer 2004.

FOREIGN LANGUAGE***

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)

COURSE DESCRIPTIONS

*** 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: 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.

GEO-GEOGRAPHY

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

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

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 202 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.

HIS-HISTORY

HIS 101 History of Western Civilization I: 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)

HIS 102 History of Western Civilization II: 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)

HIS 111 World Civilization I: HI1

(45 lecture hours, 3 credits)

Enables the student to view history up to 1500 CE 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.

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)

HIS 112 World Civilization II: HI1

(45 lecture hours, 3 credits)

Enables students to view history post 1500 CE 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.

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)

HIS 201 U.S. History I: 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)

COURSE DESCRIPTIONS

HIS 202 U.S. History II: 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)

HIS 225 Colorado History

(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.

Added at MCC Fall 1991.

HIS 235 History of the American West

(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.

Added at MCC Fall 2003.

HIS 236 US History Since 1945

(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.

Added at MCC Fall 2009.

HIS 247 20th Century World History: GT-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 gtPATHWAYS course GT-HI1.

Added at MCC Spring 2009.

HIS 260 US Foreign Relations History

(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.

Added at MCC Fall 2009.

HOS-HOSPITALITY

HOS 105 Intro 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.

COURSE DESCRIPTIONS

HPR-HEALTH PROFESSIONAL

HPR 101 Customer Service in Healthcare

(30 lecture hours, 2 credits)

Prerequisite: None.

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

(18 lecture hours, 5 lab hours, 1 credit)

Prerequisite: HWE 100 with a "C" grade or better or Instructor permission.

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.

HPR 111 Success Seminar

(15 lecture hours, 1 credit)

Prerequisite: None.

Explores and engages success strategies for students entering the allied health programs. Included are topics related to support team building, learning styles, study skills, note taking, and test-taking specific to the health care professional programs.
Added at MCC Fall 2010.

HPR 112 Phlebotomy

45 lecture hours, 22.5 lab hours, 4 credits)

Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. Students will have experience with quality control, infection control and safety procedures as well as laboratory computer systems. Students successfully completing this course may apply for a National Phlebotomy Registry Examination.

Added at MCC Fall 2007.

HPR 113 Advanced Phlebotomy

(15 lecture hours, 67.5 lab hours, 4 credits)

Instructs students in advanced phlebotomy techniques to include patients in trauma, neonatal, geriatric, and long term acute care areas. In addition, laboratory procedures taught include specimen processing and advanced point-of-care instrumentation. This course includes a lecture/lab combination that teaches theory and direct application of theoretic content and clinical opportunities for student to master learned skills.

Added at MCC Spring 2007.

HPR 117 Anatomical Kinesiology

(30 lecture 22.5 lab hours, 3 credits)

Prerequisite: BIO 201

Studies the Anatomical Bases of Human Movement.
Added at MCC Spring 2007.

HPR 120 Advanced Cardiac Life Support

(10 lecture hours, 5 lab hours, 1 credit)

Prerequisite: Current basic life support health care provider "C" certification

Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest.

Added at MCC Fall 2003.

HPR 130 Pediatric Advanced Life Support

(10 lecture hours, 5 lab hours, 1 credit)

Prerequisite: Current CPR card -must include child and infant CPR

Provides students the needed information and skills as required be health care agencies for pediatric emergencies.

Added at MCC Fall 2003.

HPR 140 Orientation to Health Careers (Leadership)

(90 lecture hours, 6 credits)

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

Corequisite: NUR 113

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

HUM 121 Humanities: Early Civ: 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.

(Replaces HUM 121 Survey of Humanities I Summer 1988- Fall 2003. Title changed Summer 2007- from "Survey of Humanities I")

HUM 122 Humanities: Medieval-Mod: 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.

(Replaces HUM 122 Survey of Humanities II Fall 1988- Fall 2003. Title changed Summer 2007 from "Survey of Humanities II")

COURSE DESCRIPTIONS

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.

(Previously HUM 123 Survey of Humanities III Fall 1988- Fall 2003. Title changed Summer 07- from "Survey of Humanities III")

HWE-HEALTH AND WELLNESS

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.

JOU-JOURNALISM

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.

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 change Fall 2010.

LIT-LITERATURE

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 Masterpieces of Literature I: 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.

(Replaces LIT 201 Spring 1988-Fall 2002)

LIT 202 Masterpieces of Literature II: 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.

(Replaces LIT 202 Summer 1988-Fall 2002)

LIT 211 Survey of American Literature I: 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.

(Replaces LIT 211 Fall 1991-Summer 2005)

LIT 212 Survey of American Literature II: 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.

(Replaces LIT 212 Fall 1991-Summer 2005)

LIT 225 Introduction to Shakespeare: AH2

Prerequisite: ACCUPLACER® Reading 80;

Sentence Skills 95

(45 lecture hours, 3 credits)

Explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works.

Recommended: ENG 121 prior to taking this course but not required

Added at MCC Fall 2005.

COURSE DESCRIPTIONS

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

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.

MAR-MARKETING

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.

Which Math Course Is Right For You?

Mathematics for Liberal Arts: MA1 (MAT 120)

Focusing on problem solving and number theory, this math course includes a wide variety of mathematical topics and connects them to the society we live in. This course is ideal for a student majoring in Liberal Arts.

Integrated Mathematics: I and II: MA1 (MAT 155, MAT 156)

If you are pursuing Early Childhood and Elementary Education you will learn a wide variety of mathematical concepts that take you beyond the mathematics you will be teaching. A hands-on course investigating the theories behind numbers, probability and geometry are only a few of the exciting topics awaiting a student to discover.

Introduction to Statistics: MA1 (MAT 135)

Are you a student pursuing one of these exciting fields of study: medical, business, or one of the social sciences? Statistics will further your knowledge in these areas as well as make you a better consumer. The majority of students surrounds us and is able to think critically about the information provided.

MATHEMATICS ENTRANCE SCORES

| ACCUPLACER® | | |
|--|---------------------|------------------------------------|
| Arithmetic Exam (AE) | | |
| AR Score | Mathematical Course | |
| 24-56 | MAT 030 | Fundamentals of Mathematics |
| 57-120 | MAT 060 | Pre-Algebra |
| Elementary Algebra Exam (EA) | | |
| EA Score | Mathematical Course | |
| 45-60 | MAT 090 | Introductory Algebra |
| | MAT 107 | Career Math |
| 61-84 | MAT 099 | Intermediate Algebra |
| | MAT 111 | Technology Lab for Algebra |
| | MAT 103 | Math for Clinical Calculations |
| 85-120 | MAT 120 | Mathematics for Liberal Arts: MA1 |
| | MAT 121 | College Algebra: MA1 |
| | MAT 123 | Finite Mathematics: MA1 |
| | MAT 135 | Introductory Statistics: MA1 |
| | MAT 155/156 | Integrated Math: I & II: MA1 |
| <i>Students scoring above the Elementary Algebra Exam will need to schedule an appointment with the Lead Mathematics Faculty member for proper placement</i> | | |
| ACT | | |
| ACT® Score | Mathematical Course | |
| 19 | MAT 120 | Mathematics for Liberal Arts: MA1 |
| | MAT 155/156 | Integrated Mathematics I & II: MA1 |
| 21 | MAT 135 | Introduction to Statistics: MA1 |
| 23 | MAT 121 | College Algebra: MA1 |
| | MAT 123 | Finite Mathematics: MA1 |
| 24 | MAT 122 | College Trigonometry: MA1 |
| 25 | MAT 125 | Survey of Calculus: MA1 |
| | MAT 166 | Pre-Calculus: MA1 |
| 28 | MAT 201 | Calculus I: MA1 |

COURSE DESCRIPTIONS

College Algebra: MA1 (MAT 121)

Science, Mathematics, or Business students will enjoy this course as it takes you further into the world of mathematics and how the scientific world works. In preparation for the calculus sequence, College Algebra contains many of the rules and applications that make the higher mathematics courses come alive with fascinating graphics and interesting theories that explains how our bodies, physical surrounding, and our economy works.

MAT-MATHEMATICS

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 060 Pre-Algebra

(45 lecture hours, 3 credits)

Prerequisite: MAT 030 ("C" grade or better) or appropriate math entrance score (see testing center)

Furtheres 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 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 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)

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)

COURSE DESCRIPTIONS

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: MA1

(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.

This is a Statewide Guaranteed Transfer course GT-MA1

Approved 2-Feb-06 for A.A. only – Must also

complete MAT 156 to meet the total MA1

requirement for the A.A. degree, Effective Fall 2006.

Added at MCC Fall 2006.

(Replaces MAT 155 Fall 2002-Summer 2006)

MAT 156 Integrated Math II: MA1

(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.

This is a Statewide Guaranteed Transfer course GT-MA1

Approved 2-Feb-06 for A.A. only – Must also

complete MAT 155 to meet the total MA1

requirement for the A.A. degree.

Effective Fall 2006.

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 & 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: MA1

(45 lecture hours, 3 credits)

Prerequisite: MAT 201 ("C" grade or better)

Includes vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors.

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 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

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

COURSE DESCRIPTIONS

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.

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.

(Previously CWB 205 Complete Web Scripting Fall 2001- Summer 2003; MMA 204 Web Programming I Fall 2000- Summer 2001)

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.

(Previously MMA 126 Fall 2000-Summer 2003; MMA 202 Multimedia Production Fall 1998-Summer 2000)

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, 133, 233, 141, 241, and 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.

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

MOT 110 Medical Office Administration

(60 lecture hours, 4 credits)

Prerequisite: None.

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)

Prerequisite: None.

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.

(Prerequisite added Fall 2010)

COURSE DESCRIPTIONS

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, 30 clinical hours, 4 credits)

Prerequisite: Determined by individual program guides

Corequisite: Determined by individual program guides.

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.

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

MST 105 Lifestyle Wellness

(8 lecture hours, 45 lab 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.

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.

MUS-MUSIC

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 I: AH1

(45 lecture hours, 3 credits)
This course studies the various periods of music history with regard to the composers' aesthetics, forms, and genres of each period. Considers music from Middle Ages through 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.

(Replaces MUS 121 Fall 1991-Fall 2002)

MUS 122 Music History II: AH1

(45 lecture hours, 3 credits)
Prerequisite: MUS 120 or MUS 121 with a "C" grade or better

Continues Introduction to Music History I with a study of 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.

(Replaces MUS 122 Fall 1991-Fall 2002)

COURSE DESCRIPTIONS

NUA-NURSING ASSISTANT

NUA 101 Nurse Aide Health Care Skills

(45 lecture hours, 22.5 lab hours, 4 credits)

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

NUA 170 Nurse Aide Clinical Experience

(30 clinical lab hours, 1 credit)

Applies knowledge and skill gained in NUA 101 to patient care.

NUA 171 Advanced Nurse Aide Clinical

(23 lab hours, 1 credit)

Prerequisite: Current CPR card, and health records required by clinical site.

Prepares the student to move toward more independent functioning in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that address cultural competency, care of the dying patient and organizational skills.
Added at MCC Spring 2003.

NUR-NURSING

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.

COURSE DESCRIPTIONS

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

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.*

PER-PHYSICAL EDUCATION RECREATION

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.

COURSE DESCRIPTIONS

PHI-PHILOSOPHY

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

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 (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.

COURSE DESCRIPTIONS

PHT 119 Community Pharmacy (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 (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 (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

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)

COURSE DESCRIPTIONS

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

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

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)

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 215-Psychology of Adjustment

Deleted Summer 2008.

(See PSY 112 Psychology of Adjustment)

PSY 226 Social Psychology: SS3

(45 lecture hours, 3 credits)

Prerequisite: PSY 101 or 102 or SOC 101 or 102 with a "C" grade or better

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)

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.

COURSE DESCRIPTIONS

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

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

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

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)

COURSE DESCRIPTIONS

REE-REAL ESTATE

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

RTE 101 Introduction to Radiography

(15 lecture hours, 22.5 lab hours, 2 credits)

Prerequisites: None.

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)

Prerequisites: None.

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, 13, 141; RTE 181 with a "C" grade or higher.

Introduces additional material covered in RTE 121 including the knowledge of anatomy, pathology, and skills necessary to perform radiographic procedures of the lower extremity, pelvis, spine, and boney thorax.

Added at MCC Fall 2010.

Applies to: AGS Free Electives, AAS-Radiology Technician.

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.

Applies to: AGS Free Electives, AAS-Radiology Technician.

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.

Applies to: AGS Free Electives, AAS-Radiology Technician.

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.

Applies to: AGS Free Electives, AAS-Radiology Technician.

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.

Applies to: AGS Free Electives, AAS-Radiology Technician.

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.

Applies to: AGS Free Electives, AAS-Radiology Technician.

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.

Applies to: AGS Free Electives, AAS-Radiology Technician.

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.

Applies to: AGS Free Electives, AAS-Radiology Technician.

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.

Applies to: AGS Free Electives, AAS-Radiology Technician.

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.

Applies to: AGS Free Electives, AAS-Radiology Technician.

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.

Applies to: AGS Free Electives, AAS-Radiology Technician.

COURSE DESCRIPTIONS

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

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

(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

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)

SPA-SPANISH LANGUAGE

(see FOL-FOREIGN LANGUAGE)

SVT-SPORT VEHICLE TECHNOLOGY

SVT 160 Basic Motorcycle Repair I

(7.5 lecture hours, 12 lab hours, 1 credit)

Designed to expose current and prospective entry-level motorcycle technicians to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance and producing. This class is the first in a series of courses (SVT160-SVT180&SVT299) designed to produce a "novice" or "apprentice-level" mechanic. Topics covered in the class include basic safety, hand tool and shop procedure. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest.

Added at MCC Spring 2007.

SVT 165 Basic Motorcycle Repair II

(7.6 lecture hours, 12 lab hours, 1 credit)

Designed to build upon concepts and practices learned in SVT160 and expose current and prospective motorcycle mechanics to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance. Topics covered will study of motorcycle frame, suspension, tire and wheels. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest.

Added at MCC Spring 2007.

THE-THEATRE

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)

WEL-WELDING

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.

COURSE DESCRIPTIONS

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 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.

COURSE OPTIONS

Course Delivery Options

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

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

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.

CCCO Online Courses

CCCO Online 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. CCCO Online policies, procedures, and course offerings can be found at www.CCCOonline.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.

HYBRID COURSES

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

CREDIT FOR PRIOR LEARNING

Prior learning is college-equivalent education acquired through non-traditional schooling, work or other life experiences. These might include skills from military, job-related training, 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

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

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 |

INTERACTIVE DISTANCE DELIVERY SYSTEMS

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

GUIDED STUDY COURSES

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

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. See www.MorganCC.edu/students/consumer-information

Carmen White

Morgan Community College has not only given me a wonderful college experience but has enabled me to move forward with my career goals. Prior to attending MCC, I thought that college would not be a possibility since I lived in a small town and had no intention of moving. How quickly did Valerie Rhoades change my mind!

While working on my associate degree through Morgan Community College, I took classes in a variety of ways including classes taken on the Burlington and Fort Morgan campuses, as well as online and in a guided study format. After achieving my associate's, MCC helped me see how I could continue my education in the Adams State College Extended Studies program.



I began working on my bachelor's degree through Adams State College and was able to take some of my classes at MCC, some online and some through the v-net system. Through the agreement between MCC and ASC, I was able to complete my education and graduate with a bachelor's degree and teacher's license in elementary education. Within days of completing my student teaching hours, I was immediately employed by my local school district. There are not enough ways that I can say thank you to Morgan Community College. Through MCC, what I thought was impossible became a possibility. Not only did MCC show me the path, but also stood beside me and helped me to achieve my goal. The much needed encouragement and countless grants and scholarships enabled me to continue in this learning endeavor. Not only was I able to achieve a college degree, but I was able to reach and achieve life-long dreams. Thank you, Morgan Community College.

Carmen White
June 2010

Academic Standing and Academic Renewal

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

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.

ACADEMIC STANDING

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.
1. The inclusion of summer enrollment in academic progress standing varies by college and is documented in college specific procedures.
 2. Current practice excludes developmental grades from the cumulative GPA. Some colleges are recalculating the GPA to include developmental grades.
 3. 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

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

ACADEMIC RENEWAL

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

Academic Renewal

1. 30 hours can be excluded from GPA
2. Students must be out of school for 2 years before being eligible
3. Students must be enrolled and have completed at least 6 hours with a 2.0 minimum GPA
4. Students can only apply for Academic Renewal once and it is not reversible.

-Approved by CCCS Education Services Council
October 1, 2005

Student Records and Transcripts

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

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

Enrollment verifications at Morgan Community College are done through the National Student Loan Clearinghouse after the 15-week term refund deadline has past, and periodically throughout the term. Enrollment verifications for insurance purposes (health, automobile, etc.) are handled through the Registrar's Office.

GRADES REPORTED TO THE REGISTRAR

All grades reported to the Registrar by an instructor are entered upon the student's academic record. These grades are permanent and will be changed only in the case of a grading or reporting error by the instructor.

See Grade Changes

NAME CHANGES TO ACADEMIC RECORDS

All requests for name changes to academic records, whether requested by a continuing or readmitted student, must be accompanied by a copy of the legal document issued by the court or legal agency verifying the name change. The Student Services Office will keep a copy in the student's file. Name changes cannot be done on the web. Students who are employees or participate in work study must contact the MCC Human Resources Department to make their name changes.

SOCIAL SECURITY NUMBER CHANGES TO ACADEMIC RECORDS

All requests for Social Security Number Changes/corrections to academic records, whether requested by a continuing 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. Social

TRANSFERRING CREDIT TO MCC FROM OTHER INSTITUTIONS

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

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

- 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

STUDENT RECORDS

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 OR official transcripts that are hand-delivered to the Registrar which are sealed by the granting institution, unopened, and NOT marked, Issued To Student. 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.

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 will be 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)

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT BILL OF RIGHTS

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 TRANSFERRABLE.

Taken from www.state.co.us/cche 23-1-125.

Commission directive - student bill of right

STUDENT RIGHTS AND RESPONSIBILITIES CLASSROOM

1. Students have the right to inquire, to discuss, and to express their views by orderly means that do not infringe upon the rights of others or impede the progress of the course.
2. Students have the right to expect that instructors will conduct themselves professionally in the classroom in accordance with College policy.
3. Students have the right, through a printed syllabus and course outline, to be informed of the academic standards expected of them in each course. Academic standards shall include, but are not limited to, contents, objectives to be achieved, and grading criteria which will be applied to a particular course of study.
4. Students have the right to be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards. Students have the right to be protected through established procedures against prejudiced or capricious academic evaluation. Students may not grieve a grade. Students can grieve violation of the state's grading criteria or the inequitable application of grading criteria.
5. Students have the opportunity, through established institutional mechanisms, to assess the value of a course, services, facilities, and equipment; to make suggestions as to its direction; and to evaluate both the instructor and the instruction they have received.
6. Students have the right to privacy. Personal or scholastic information about students shall be considered confidential and shall not be disclosed to others except in accordance with College policy, Colorado State Open Records Act, The Family Educational Rights and Privacy Act (FERPA), and Freedom of information statutes.
7. Students have the right to reasonable academic assistance provided by the institution both in and out of the classroom, based on a resource available basis.

STUDENT RIGHTS

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 to express by orderly means any view 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 be free to determine their personal behavior without institutional interference, according to the following guidelines:
Dress and grooming are modes of personal expression and taste that shall be left to individual discretion except for reasonable requirements of health and safety and except for ceremonial occasions, the nature of which requires particular dress or grooming.
3. Students have the right to be free from discrimination based on the College's Affirmative Action Policy.
4. 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.

GRIEVANCE

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 of Student Success. The Vice President of Student Success 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.

STUDENT CODE OF CONDUCT

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.
 - b. Using a commercially-prepared term paper or project.
 - c. Copying information from the test of another student.
 - d. Using unauthorized materials during an examination.
 - e. Obtaining illegally or attempting to obtain unauthorized knowledge of a test.

- f. Giving or selling to another student unauthorized copies of tests.
 - g. Taking a test in place of another student or having someone take a test in his/her place.
 - h. Unauthorized collaboration between two or more students on a test, paper, project, or activity.
 - i. 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. Conduct that is lewd, indecent, or obscene, Using language that is degrading or abusive to any person and/or harassing any person with language as defined by State or Federal statute.
 8. 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.
 9. 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.
 10. 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.).
 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). Children may be permitted in the class only with instructor's permission and with the understanding that the child's presence will not be disruptive or unduly distracting. (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. Aiding, abetting, or inciting others to commit any of the acts listed above.

STUDENT RIGHTS

15. 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

16. Engaging in behavior which may constitute harassment.

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

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.

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

DISCIPLINARY ACTION

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 POLICY SP 4-30

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. See <http://www.cccs.edu/SBCCOE/Policies/SP-TOC.html>

DEFINITIONS

Code of Conduct:

A document developed and published by each college that 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 during the probationary period. Other disciplinary sanctions: 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 courses.

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 if it is 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.

PROCEDURES

Decision

The President 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 mutual consent of the parties involved on a basis acceptable to him/her. If an administrative resolution is not achieved, the President or his/her designee shall issue a Decision that 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 President 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 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 President 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

STUDENT RIGHTS

alleged violation; the hearing before the Impartial Decision Maker. The Notice shall be given at least seven (7) days prior to the hearing, unless the parties agree to a shorter time.

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. The Impartial Decision Maker should maintain a record of the hearing.

Determination by Impartial Decision Maker

The 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 President 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 President's 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 be 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 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 involved parties 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 may be waived by the student.

STUDENT SEXUAL HARASSMENT

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.

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.

Complaint Procedures SP 4-31a

The 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. Such discussion will be kept confidential to the full extent permitted by law.

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.

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.

For a full copy of SP 4-31a go to <http://www.cccs.edu/SBCCOE/Policies/SP-TOC.html> or contact MCC Student Services at 970 542 3167.

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
Vice President, Student Services
Morgan Community College
920 Barlow Road
Fort Morgan, CO 80701-4371
970-542-3100 or 1-800-622-0216

STUDENT GRIEVANCE PROCEDURE

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.

DEFINITIONS

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:

Any alleged action or inequity that violates written College policy or procedure. The grievant must be personally affected by such violation. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.

President's designee:

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 and 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.

PROCEDURES

STUDENT RIGHTS

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, color, creed, national origin or ancestry, disability, age or gender, 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. While the Grievant is encouraged to resolve the issues informally, it is possible to go to the formal stage by following the process outlined below.

Formal

a) Grievant timely files a written statement of the action complained of and describes the remedy he/she is seeking with the President or his/her designee. 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 Vice President of Student Success or designee will determine viable offense. The matter will be closed if the situation is determined not grievable and the Grievant will be notified of the reasons.

b) If the matter is determined to be grievable, the President 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 President or his/her designee shall issue a Decision within ten (10) calendar days after 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 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 within five (5) calendar days of service of the Decision.

c) 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.

d) The President or his/her designee may extend the scheduling timelines described above for good cause.

e) If the grievance is against the President's designee, Vice President of Instruction or other person designated by the President shall perform the duties of the President's designee.

f) Individuals may file a grievance alleging discrimination based on an otherwise qualified disability (Section 504) with:

The Office for Civil Rights
 Department of Health and Human Services
 Room 1426, Federal Office Building
 1961 Stout Street
 Denver, CO 80294
 303-844-2024/TDD 303-844-3439
 Fax 303-844-2025

<http://www.hhs.gov/ocr>

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.

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) | June 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.

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

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.

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)

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

OTHER GRADUATION POLICIES

- Morgan Community College will accept those courses in transfer that have been completed with a "C" or better at an accredited college or university, or other approved institution.
- No remedial or developmental courses will be applicable to an Associate of Arts (A.A.), Associate of Science (A.S.), Associate of Applied Science (A.A.S.) or Associate of General Studies (A.G.S.) degree.
- The College reserves the right to substitute or delete course work based on current curriculum.
- All Guaranteed Transfer gtPATHWAYS courses used to complete the State Guaranteed Transfer requirements and the 60 credits for the A.A. and A.S. degrees must be completed at a "C" or higher level.
- No more than three (3) semester hours of physical education course work may be applied to an associate degree program.

GRADUATION

- 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.

A.A./A.S. DEGREE DESIGNATIONS

The CCCS Colleges are approved to offer one Associate of Arts Degree, and one Associate of Science Degree. These Degrees have a generic major of Liberal Arts. No designation of an emphasis area or concentration may appear on a transcript or Diploma, other than "Liberal Studies".

-Approved by CCCS Education Services Council

RESIDENCY

Students must satisfactorily complete a minimum of 15 credit hours 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.

-CCCS Education Services Council Procedure

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.

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.

SUMMER COMPLETERS AND HONORS

A student who is completing requirements during the summer term will not be eligible for commencement honors recognition the spring before completion. If,

at the end of the summer term, completion is within honors ranges, the honors will be posted to the student's official transcript.

-Approved by CCCS ESC 2/24/2006 to be effective fall 2006

COMMENCEMENT CEREMONY

An annual commencement ceremony is held at the end of the spring semester for the previous fall graduates and spring graduation candidates. Students completing their requirements in the upcoming summer may participate in the spring commencement ceremony. 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 INFORMATION & CHARGES

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 from a local area 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 either wait 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 within 4-6 weeks after the end of the term. The diploma will be issued with the name listed in the official academic records and will be mailed to the LOCAL address listed in the student records. Students are responsible for

keeping their addresses and names updated on their online account.

IF REQUIREMENTS ARE NOT COMPLETE

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

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.

VETERANS

VETERANS PROGRAMS

The Office of Veteran Affairs, located in the Student Services Office, provides enrollment services and general information to students who are eligible for benefits under the Veterans Administration (VA) Program. Courses offered by Morgan Community College, with certain exceptions are approved for the training of veterans and eligible dependents under Chapters 30, 31, 32, 35, and 1606, Title 38, U.S. Code (P1 815). Students who plan to utilize Veterans Administration (VA) benefits while attending Morgan Community College should contact the Office of Veteran's Affairs immediately after making the decision to attend MCC. A six- to eight-week VA processing time should be anticipated for new applicants. It is the student's responsibility to notify the Office of Veterans Affairs at MCC of any address changes and/or enrollment changes such as course adds and drops, change of program, other schools attended, and any other information related their academic standing. Veterans must submit a copy of their DD214 and official transcripts of grades for any previous college education when submitting their Admission Application to MCC. Failure to provide this institution with a written record may result in serious delay in educational benefits. Students who are applying for VA benefits are responsible for payment of tuition, fees, and books, whether or not benefit payments have started.

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 is a helpful website provided by the government for veterans.

COLORADO OFFICE OF VETERANS EDUCATION & TRAINING

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.
- 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.

TRANSFER FROM MCC

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

COLORADO COMMUNITY COLLEGE NUMBERING SYSTEM (CCCNS)

The Colorado Community College System (CCCS) has adopted a common course numbering and common competency project to improve student transfer and to ensure curriculum quality across the Community College System. The project is designed assist in student course transfer within the Community College System and to Colorado four-year colleges. See the Catalog Addendum for updates, and CCCS will provide an electronic addendum to CCCNS.

TRANSFER AGREEMENTS

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

See www.MorganCC.edu/admissions/transfer-information.

60 + 60 TRANSFER PLAN

If you are transferring from a two-year school to a four-year school, you may be entitled to additional guarantees. If you complete an Associate of Arts (A.A.) or Associate of Science (A.S.) degree, 60 credit hours of 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. Articulation agreements exist for teacher education, business, and engineering that specify which lower-division credits are needed. Please see an advisor.

Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies. For more information, go to www.cccs.edu/EdServices/Transfer.html#Guarantee

STUDENT APPEALS POLICY (TRANSFER APPEALS)

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

TRANSFER FROM MCC

GUARANTEED TRANSFER PROGRAM FOR GENERAL EDUCATION COURSES IN COLORADO (gtPATHWAYS)

To facilitate the transfer of general education course credits from one state college to another, Colorado developed a statewide guaranteed transfer (GT) program (gtPATHWAYS Planning Guide)* and a statewide transfer policy. gtPATHWAYS applies to all Colorado public institutions of higher education. There are more than 300 lower-division general education courses in 20 subject areas approved for guaranteed transfer. Courses are approved periodically and apply as of the date they were approved (please note effective term). GT courses are noted in the course descriptions by a statement, and their GTxxx designation. Courses without the GT designation are not guaranteed to transfer; however, some may transfer depending on the student's program of study and the decision of the receiving institution. Students should consult with their advisors when selecting courses for transfer. Please see www.cccs.edu/EdServices/Transfer.html. Guarantee for updates and lists of approved courses.

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

gtPATHWAYS COURSE EQUIVALENTS AT ALL COLORADO PUBLIC COLLEGES & UNIVERSITIES

Colorado's gtPATHWAYS is a set of general education courses that the State of Colorado guarantees to transfer to other Colorado public colleges and universities. Receiving institutions in Colorado shall apply guaranteed general education courses to a student's general education or major

requirements. Approved courses in gtPATHWAYS are not based on course equivalencies but meet content and competency criteria. For a comprehensive list of course equivalents go to: <http://highered.colorado.gov/Academics/Transfers/gtPATHWAYS/default.html>

STATEWIDE gtPATHWAYS LIST OF APPROVED COURSES

Colorado Community College System approved gtPATHWAYS courses are listed and updated as new courses are approved. Visit www.cccs.edu/Docs/CCCNS/gtPATHWAYS-CCCS-Courses.pdf

“D” GRADES (TRANSFER AND APPLICABILITY TO PROGRAM REQUIREMENTS)

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

-Approved by CCCS Education Services Council

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

MCC ALERT/EMERGENCY NOTIFICATION SYSTEM

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

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

CAMPUS SECURITY REPORT

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.

COMMUNICABLE DISEASES

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.

Crime Awareness and Campus Security Act of 1990

In compliance with the Campus Security Act: Title II of Public Law 101-542, MCC has adopted the following policy for reporting criminal activities:

MCC policy is that all criminal actions or other emergencies are to be reported to the Vice President for Administration and Finance, or his/her designee, whether in person or by telephone.

- The Vice President for Administration and Finance will respond to all calls; medical assistance will be administered by the Morgan County Ambulance Services.
- Law enforcement assistance will be provided upon request by the City of Fort Morgan Police Department.
- Motor vehicle accident, investigation assistance will be requested from the same.

Crime Categories to be Reported

Murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, and arrests for liquor law violations (not including drunkenness or driving under the influence of alcohol), drug abuse violations, and weapons violations.

Crime Records

The College will provide a record of violent crimes committed on the MCC campus and make those records available each September to the students and employees of MCC and available on request to those seeking employment or enrollment.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

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

The Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law).

The College adopts the following Drug and Alcohol Abuse Prevention Program:

1. **Standard of Conduct**
Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or abuse of alcohol and/or illicit drugs on College property or as a part of College activities.
2. **Legal Sanctions for Violation of the Standards of Conduct.** The unauthorized or unlawful possession, use or distribution of illicit drugs or alcohol may subject the individual to discipline, termination, dismissal, arrest, or citation as applicable. Any student or employee who is convicted of the unlawful possession, use of, distribution of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. These penalties range in severity from a fine of up to \$100 to life imprisonment and/or a fine of \$8,000.00. The exact penalty assessed depends upon the nature and severity of the individual offense.
3. **Penalties which may be imposed by the College** Students and/or employees who violate the above standard of conduct will be subject to disciplinary action under employee and student disciplinary 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.

4. 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 weight babies, and babies with drug addictions.
5. Available counseling, treatment, rehabilitation or reentry program information can be procured from the Guidance and Placement Director or the Vice President of Student Success (1-800-622-0216) or the Colorado Department of Health.

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 ISSUES

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

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

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 of 9-911

Student Activities and Student Life on Campus

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.

MCC HOT SHEET

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

SPRING FLING

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

The Student Ambassador Program allows MCC to recognize special honor students and use their talents while building leadership and teamwork skills for the student. Ambassadors help with campus tours, special events and speaking engagements. Contact the Student Life Office at (970) 542-3170.

STUDENT CENTER

MCC's Student Center on the Fort Morgan campus houses the MCC Bookstore, copy center, Anna C. Petteys Student Lounge, kitchen, 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.

STUDENT ORGANIZATIONS

MCC has many student organizations to enhance the student experience. Information on existing or starting new MCC organizations is available from the Student Life Coordinator.

Some current organizations:

Creative Writing Club (CWC): Members engage in regular writing practice and peer workshops. CWC is also creating an online journal that will feature

members' poems, stories and essays in order to give members experience preparing and presenting their work in a public forum.

Future Teachers' Club: 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 (Health Occupations Students of America) is a 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. The purpose of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science technology education students, therefore, helping students to meet the needs of the health care community. Our HOSA members consist of our high school Health Science Technology Program students, as well as our Nursing School students. Our group performs at least one community service project each year. The students compete annually in the state HOSA competitions. If students qualify at the state level, they are then eligible to attend the national competition.

Journalism Club: The Journalism Club creates and publishes the MCC student newspaper. The newspaper, E=MC² Focus, is written and designed by MCC students and is a great resource for finding out what is happening on campus and expressing opinions. Students can place ads and access other services and information from the student newspaper.

Phi Beta Lambda Business Organization (PBL): For business students or anyone interested in a business career. PBL gives students the opportunity to build on their business communication skills, practices, and ethics. PBL officers and members attend conferences at the state conferences national levels annually.

Phi Theta Kappa Honor Society (PTK): An international honor society of two-year colleges to recognize academic achievement. Students who have completed at least 12 college credit hours with

STUDENT LIFE

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: Promotes a love for learning science through field trips. Any and all students are invited to join at any time. There is no membership fee.

Student Government Association (SGA): SGA looks for student leaders who are interested in serving as student liaisons in college/student governance. SGA welcomes students to attend any of the meetings to discuss their suggestions and concerns. Information and a copy of the SGA bylaws and constitution are available from the Student Life Coordinator.

Student Nurses Organization (SNO): 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.

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.

Additional Student Information

COMPUTER ACCESS FOR STUDENTS

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.

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.

COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user 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.

STUDENT EMAIL

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

IDENTIFICATION CARDS

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

PAPERCUT PRINT MANAGEMENT SYSTEM

Each student will receive a total of \$25 printing credit each semester. The cost for a black-and-white printed copy is 10¢; a color printed copy is 25¢. When a user logs onto a campus computer, a text box will be displayed on the screen detailing the amount of printing credit available. The appropriate amount will be subtracted each time a print job is sent to a printer. Please limit non-academic printing and always use Print Preview. Once the initial allotment has been used, additional amounts may be purchased in \$1.00 increments (nonrefundable) at the MCC Bookstore or at MCC Centers during regular business hours.

PARKING

Parking is free and parking permits are not required on the Fort Morgan campus and Centers. Watch for restricted parking areas marked by signs and lines. Handicapped parking areas are available for those with permits.

STUDENT MALPRACTICE & LIABILITY INSURANCE

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 INFORMATION

TELEPHONES/CELL PHONES

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

STUDENT SUPPORT CENTER (TUTORING)

The Student Support Center provides tutorial services and an open computer lab with lab assistants and computer software, primarily in the areas of English and mathematics. A tutoring schedule is developed each semester that shows when faculty and peer tutors are available. The Student Support Center provides access and services to qualified college students with physical and/or learning disabilities. Students needing learning assistance at Centers should contact their Center staff.

VOTER REGISTRATION

See www.sos.state.co.us/pubs/elections/main.htm.

WWW.MORGANCC.EDU & MyMCC

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.

PERSONNEL

Amack, April

Director of Learning Resources Center

*A.A. & A.S., Morgan Community College;
B.S., University of Northern Colorado;
M.L.S., Emporia State University*

Andersen, Mary

Director of MCC Limon Center

B.A., Northern Illinois University

Annand, Kelly

Agriculture and Business Management Faculty

B.S., Oklahoma State University;

Career & Technical Education (CTE) Credential

Barden, Nancy

Director of MCC Bennett Center

B.A., University of Northern Colorado

Bauer, Kent

Vice President of Student Success; Registrar

A.A., Northeastern Junior College;

B.S., University of Northern Colorado;

M.S.M., Regis University

Bell, Kathy

Transition Coordinator

B.A., University of Northern Colorado

Beydler, Julie

Human Resources Coordinator

A.A.S., Aims Community College

B.S., Franklin University

Bryant, Joy-Nursing Faculty; Nursing

Program Coordinator

B.S.N. & M.S.N., University of Akron

Cardenas, Maria

Administrative Assistant II, Student Services

A.A. & A.G.S., Morgan Community College

Carpenter, Beth

Instructional Office Coordinator

B.S., University of Northern Colorado

Castaneda, Debbie

Coordinator of Auxiliary Services

A.A. & A.G.S., Morgan Community College

Christensen, Melody

Director of Purchasing & Auxiliary Services

A.A., Morgan Community College

Clough, Susan

Vice President for Administration and Finance;

Affirmative Action Officer

A.A., Morgan Community College;

B.S. & M.B.A., Regis University

Crone, Loretta

Administrative Services and Purchasing Coordinator

Cruse, Kevin

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A.S., Northeastern Junior College;

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Doane, Darlene

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Encore Careers

A.A., Morgan Community College;

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Duell, Charles

Director of Institutional Effectiveness

B.S., Colorado State University;

Career & Technical Education (CTE Credential)

Eades, Terri

Webmaster; Graphic Designer

A.A., Leward Community College;

B.A., University of Northern Colorado;

Eakley-Troudt, Barbara

Psychology/Social Science Faculty

B.A., University of Florida;

M.A., Lesley College

Edington, Jessica

Multimedia Faculty

A.A., Morgan Community College;

B.A. & M.A., University of Northern Colorado

Enninga, Don

EMT/EMS Faculty

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E.M.T. Intermediate;

Career & Technical Education (CTE) Credential

Ertle, Anita

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Evans, Jaylene

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M.A., Colorado State University

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PERSONNEL

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Frihauf, Barb

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Frasco, Mark

Information Technology Specialist for Instructional Services

*Computer Network Engineering Degree, Westwood College of Technology;
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Fries, Jane

Assistant to the President

B.S., Oregon State University

Frisbie, Kathy

Nursing Faculty; Director of Nursing Education; Health Occupations Division Chair

*B.S.N., Alfred University School of Nursing;
M.S.N., Decker School of Nursing;
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Garcia, Jan

Human Resources Coordinator

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Green, Lee

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M.S.N., Regis University*

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Gurley, Jolene

Assistant Director of MCC Burlington Center

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Harrell, Ken

Automotive Service Technology Faculty

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Hart, Kerry

President

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Ed. D., University of Northern Colorado*

Hartless, Dan

Information Technology Specialist for Administrative Support

A.A.S., Otero Junior College

Holcom, Chris

Social Sciences Faculty

*B.A., Metro State-Denver;
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J.D., University of Denver College of Law*

Huber, Robert J.

Business Faculty

*B.S., Ferris State College;
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Johnson, Kelly

Assistant Director of MCC Limon Center

A.A., Mississippi Gulf Coast Community College

Kellum, Rachel

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M.A., Colorado State University*

Kral, Evelyn

Developmental Education Faculty

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Kuper, Carol

Math Faculty

*A.A., Front Range Community College;
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Lebsock, Annette

Account Technician II - Accounts Payable

McKie, Betty

Vice President of Instruction

*A.A.S. & A.A., Morgan Community College;
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M.Ed., Colorado State University;
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McKie, Troy

Instructional Media Specialist

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Maldonado, Armando
Foreign Language Faculty;
Humanities and Social Science Division Chair
B.A., B.S., & M.A., University of Wyoming;
Ph.D., University of Oklahoma

Marler, Dan
Director of Guidance and Placement;
ADA Coordinator
B.A., Brigham Young University-Hawaii
M.A., University of Northern Colorado

Maxwell, Kim
Director of Admissions
B.S., Oklahoma State University

Mendez, Gisela
Administrative Assistant II, Student Services
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Meschke, Rachel
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B.S.N., University of Minnesota;
M.S., Bemidji State University

Mese, Connie
Assistant to the Registrar
A.A., Morgan Community College

Meyer, Vickie
Administrative Assistant II, MCC Bennett Center

Morris, Laurie
Business Faculty
A.A. & A.A.S., Morgan Community College;
B.S. & M.A., Colorado Christian;
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Mullen, Andy
Custodian I, Maintenance & Operations

Nestor, Sally
Director of Financial Aid
B.A., Adams State College

Nix, Cathie
Instructional Office Coordinator
A.A.S., Morgan Community College;
B.A., Regis University

Noble, Seth
Coordinator of Physical Facilities, Maintenance & Operations

Oliver, Julie
Director, Adult Basic Education Program
B.A., Wayne State College

Overturf, Kellie
Assistant Director of the MCC Wray Center
B.A., Colorado State University

Parker, Brad
Automotive Service Technology Faculty
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B.S., Colorado State University;
ASE Master Certified;
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Peck, Deena
Testing Center Coordinator
B.A., Regis University

Penn, Shirley
Coordinator of Cargill/MCC Workplace Education Program
B.A. & M.A., University of Northern Colorado

Rhoades, Joe
Custodian I, Maintenance & Operations-Burlington Center

Rhoades, Valerie
Director of Burlington Center
A.A.S., Northeastern Junior College;
B.A., Colorado State University

Robinson, Ed
Electronics Specialist II
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Rocha, John
Director Career Ladder Program
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M. Ed, University of Colorado-Boulder
Ph.D., University of Colorado-Boulder

Salisbury, K.C.
Health Science Technology Faculty;
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M.Ed., Grand Canyon University

Schehrer, Greg
Structural Trades II, Maintenance & Operations

Schneider, Todd
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Math, Science, and Technology Division Chair
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B.S. & M.A., Colorado State University

Schneider, Tracy
Controller
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B.S., University of Northern Colorado; C.P.A.

PERSONNEL

Schoelkopf, Nancy

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Shriver, Michael

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A.A.S., Community College of the Air Force

Smith, Doug

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A.A.S., Morgan Community College;

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Smith, Luther (Luke)

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Spradlin, Justin

Structural Trades II, Maintenance & Operations

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Steffen, Gwen

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Stretcher, Jay

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Torrez, Helen

Custodian I, Maintenance & Operations

Tryon, Ruth

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Teacher Education Faculty (ECE & Elementary Ed)

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M.A., University of Northern Colorado

Ed. D., University of Northern Colorado

Trusty, Jessica

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Uhrick, Michelle

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Wacker, Deb

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Watson, Judy

Student Life Coordinator;

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