

# Academic Catalog

2021-2022



**MORGAN**  
COMMUNITY COLLEGE

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## ABOUT THIS CATALOG

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This catalog is a static document and appears as it was originally published on March 1, 2021. Additions, deletions and other changes may occur due to state, system, or college regulations, or accreditation requirements and will appear in a separate Catalog Addendum.

## Which Catalog to Use

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This catalog is effective fall semester 2021. 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 major/program of study at any time after that initial registration.

## Rights Reserved

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

## Catalog Changes

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

You can view additions, changes, deletions, and corrections that have been approved since this catalog was initially generated on March 1, 2021 in the separate Catalog Addendum.

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

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

*See separate CATALOG ADDENDUM*

## ABOUT MCC

MORGAN COMMUNITY COLLEGE is one of 13 colleges comprising the Community College of Colorado System (CCCS) <https://www.cccs.edu/colleges/>

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

### Colorado Community College System

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



### Governance

#### Colorado Community College System (CCCS) Chancellor

Dr. Joseph A. Garcia, Chancellor  
Colorado Community College System (CCCS)

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

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

The list of current board members can be found at:

<https://www.cccs.edu/about-cccs/state-board/#Board-Members>

### Advisory Council

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

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

### Advisory Council Members

Chair, Betty McKie  
Retired MCC Vice President of Instruction

Vice-Chair, Dawn Robards,  
Regional Director, Eastern Workforce Region

Glenn Crossley  
Bank Manager, Morgan Federal Bank

Jenifer Elrick  
Realtor

Monica Johnson  
Superintendent, Strasburg School District

Brad Wickham  
Owner/Operator, Wickham Tractor Co.

Dr. Bill Wilson  
Superintendent, Brush School District

### Program Advisory Committees

Morgan Community College Dean of Instruction/Dean of Workforce Development and faculty of Career and Technical Education Programs (CTE) work in conjunction with Program Advisory Committees made up of community members, area 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, Instructional Deans, along with the Vice President of Instruction. The committee emphasizes a systematic analysis leading to innovative curricula that meet college goals and accreditation standards. The Committee is also charged with dissemination of curriculum and program changes throughout the college and advises about the effect of college policies upon courses and programs.

## Personnel & Staff Directory

A current listing of full-time faculty and staff, their academic credentials, office locations, and contact information can be found on the MCC website:

<https://www.morgancollege.edu/about-mcc/staff-directory/>

## Roadrunner Mascot

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

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

In 2019, the MCC Roadrunner was redesigned and updated. In 2020 a new MCC roadrunner mascot was designed to appeal to younger students (seventh grade and down). The mascot will be capable of being animated to "talk".



## Mission, Vision, Values

### OUR MISSION

To empower students and enrich communities.

### OUR VISION

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

### WE VALUE

- The individual
- Integrity
- Diversity
- Equity
- Excellence

## Guiding Principles

- Integrity
- Respect
- Open and Honest Communication
- Collaboration

## Strategic Plan

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

Go to the MCC website Menu 'ABOUT US' section or click these links to see the [2018-23 Strategic Plan](#) and the [Strategic Plan Appendices](#)

## MCC Objectives

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

## MCC History

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**2011** - Received endowed chair gift from the Williams Family Foundation for Radiologic Technology Coordinator.

Established the MCC Center for Art and Community Enrichment. Received the Morgan County Economic Development Committee (MCEDC) Partnership Award.

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

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

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

**2015** - President Kerry Hart was named a Fort Morgan Chamber Star for his service to the community. MCC opens a new welding facility, Birch Hall, on the Fort Morgan campus. MCC named "Great Colleges to Work For" for fifth year. MCC's Center for Arts and Community Enrichment offered over twenty artistic & cultural events and produced a documentary on Glenn Miller's high school connection to Fort Morgan, and how this later influenced his famous big band sound.

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

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

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

**2019** - MCC receives \$300,000 grant from National Science Foundation to develop an Industrial Controls Technician Certificate. The Physical Therapist Assistant (PTA) program receives full accreditation status from the Commission on

Accreditation in Physical Therapy Education (CAPTE). The Higher Learning Commission (HLC) approved MCC's request to offer a Bachelor of Science in Nursing (BSN). Morgan Community College receives \$3.0 million U.S. Department of Education Title V Developing Hispanic-Serving Institutions (DHSI) grant. MCC and the Fort Morgan Area Chamber of Commerce collaborate to create a Director of Community/Business Development and Fort Morgan Area Chamber of Commerce position. MCC hosts groundbreaking for Poplar Hall Agriculture Center for Innovation. WalletHub ranks MCC the 19th best community college in the country. The College is ranked No. 2 in the 2019 Real Work Matters (RWM)'s study of the Best Vocational and Trade Schools in Colorado. The Aspen Institute named Morgan Community College as a top 150 U.S. Community College, making MCC eligible for the 2021 Aspen Prize.

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

## ACCREDITATION

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### College Accreditation

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Morgan Community College has been continuously accredited by the Higher Learning Commission since 1972. The most recent comprehensive review and reaffirmation of accreditation occurred in 2016-17. Regional accreditation assures the highest quality education for students. In addition, many colleges and universities will only accept transfer courses from a "regionally accredited institution".

The Commission can be reached at:



HIGHER LEARNING COMMISSION

Higher Learning Commission

230 S. LaSalle Street, Suite 7-500

Chicago, IL 60604-1411

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

Web: <http://www.hlcommission.org/>

### Program Accreditation and Approvals

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Programs Accredited/Approved by Special Agencies:

#### Associate Degree Program Accreditation

Colorado Commission on Higher Education (CCHE)

<http://highered.colorado.gov/dhedefault.html>

#### Automotive Service Technology & Collision Technology Programs Accreditation

National Automotive Technicians Education Foundation, Inc. (NATEF)

<https://www.aseeducationfoundation.org/>

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

State Board for Community Colleges and Occupational Education (SBCCOE)

<http://coloradostateplan.com/>

#### Emergency Medical Services

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

#### Nursing (ADN with PN Exit Option) Accreditation

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

<http://acenursing.org/>

#### Physical Therapist Assistant Accreditation

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

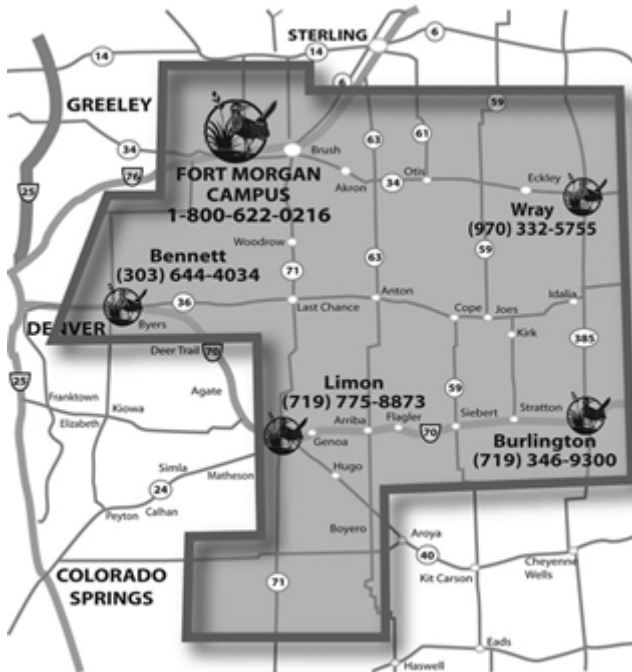
<http://www.capteonline.org/home.aspx>

#### Veteran's Eligible Programs

Colorado State Approving Agency for Veterans Education and Training

## MAPS, DIRECTIONS & LOCATIONS

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



### Directions to MCC

Directions Coming From I-25 West (Denver)

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

Directions Coming From I-76 East (Sterling)

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

### Fort Morgan Campus

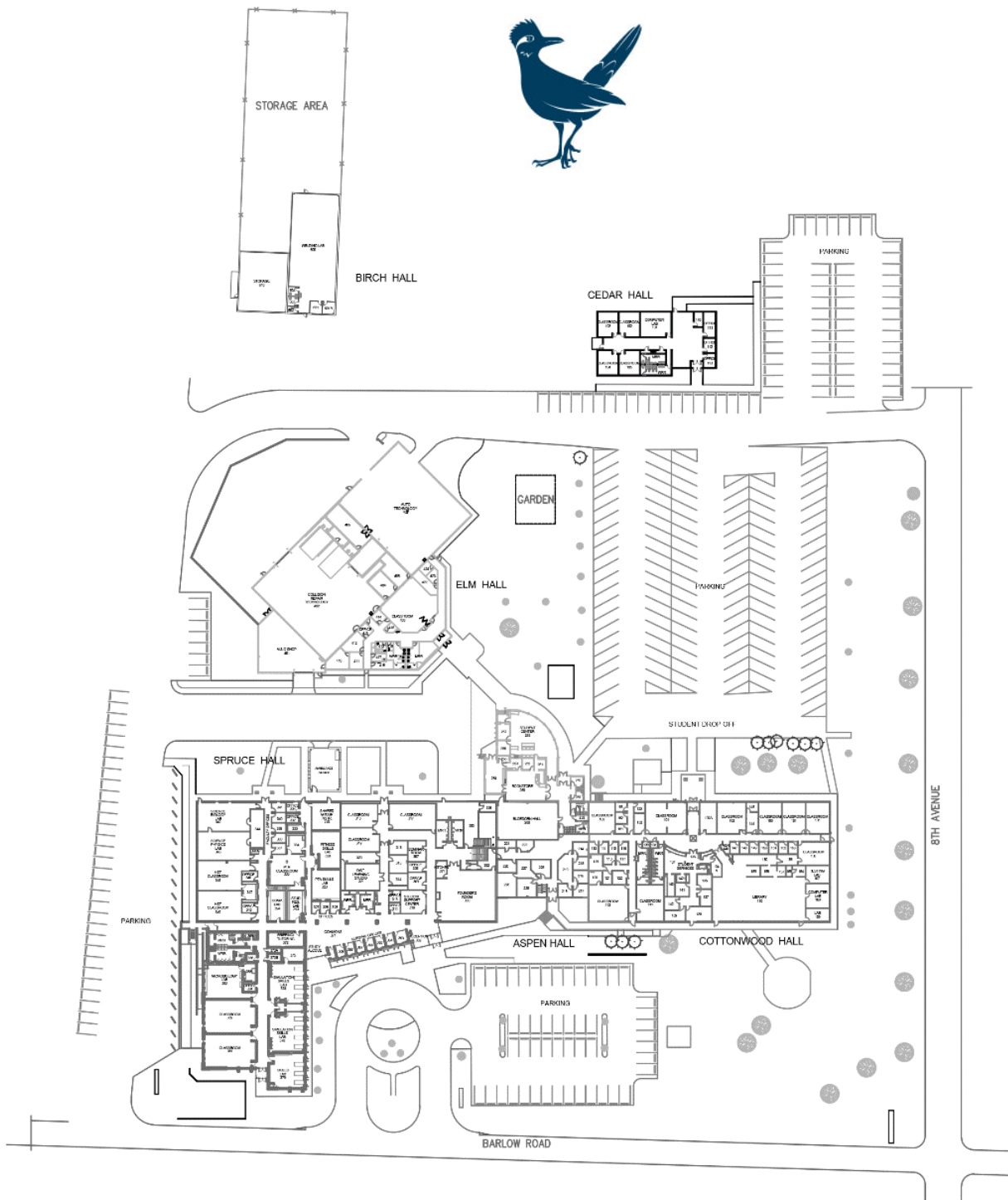
For an online area map, Fort Morgan campus map and additional Fort Morgan campus information go to: <http://www.morgancce.edu/about-mcc/locations/fort-morgan-campus/>

Morgan Community College  
Fort Morgan Campus  
920 Barlow Road  
Fort Morgan, CO 80701  
970-542-3100  
1-800-622-0216  
Fax: 970-542-3116

<http://www.MorganCC.edu/>

- Accounting/Fiscal Services
- Administration Offices
- Anna C. Petteys Student Lounge (Student Center)
- Aspen Hall (Administration Offices)
- Birch Hall (Welding Program Shop)
- Bloedorn Lecture Hall
- Cedar Hall (Adult Basic Education, GED, and ESL Programs)
- College Store
- Cottonwood Hall (Instruction & Faculty Offices, Recruiting, Marketing & Communications)
- Elm Hall (Automotive and Collision Repair Technology Programs)
- Learning Resource Center (Library, Tutoring & Testing Center)
- Poplar Hall Agriculture Center for Innovation (Precision Agriculture & Ag/Business Management Programs)
- Spruce Hall (Health/Science Instruction & Faculty Offices)
- Student Services Office (Welcome Center, Admissions Office, Career Counseling, Financial Aid Office, and Registrar and Records Office)

## Fort Morgan Campus Map





## Bennett Center

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For an online Bennett Center area map and other Bennett Center location information go to: <http://www.morgancc.edu/about-mcc/locations/bennett-center/>

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

Morgan Community College  
Bennett Center  
100 I-70 Frontage Road  
PO Box 554  
Bennett, CO 80102  
  
303-644-4034  
Fax: 303-644-4680

## Burlington Center

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For a Burlington Center area map and other Burlington Center location information go to: <http://www.morgancc.edu/about-mcc/locations/burlington-center/>

- Serves the communities of Burlington, Bethune, Stratton, Vona, Siebert, Idalia, Joes, Kirk, and Cope
- Concurrent enrollment option for High School students

Morgan Community College  
Burlington Center  
340 S. 14th Street  
Burlington, CO 80807  
  
719-346-9300  
Fax: 719-346-5236

## Limon Center

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For a Limon Center area map and other Limon Center location information go to: <http://www.morgancc.edu/about-mcc/locations/limon-center/>

- Serves Arickaree, Arriba-Flagler, Genoa-Hugo, Karval, Kit Carson, Limon, and Woodlin high schools and their surrounding communities
- Concurrent enrollment option for High School students

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

## Wray Center

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For a Wray Center area map and other Wray Center location information go to: <http://www.morgancc.edu/about-mcc/locations/wray-center/>

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

Morgan Community College  
Wray Center  
32415 Highway 34  
PO Box 36  
Wray, CO 80758  
  
970-332-5755  
Fax: 970-332-5754

## Bloedorn Center for Community and Economic Development

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Morgan Community College  
Bloedorn Center for Community and Economic Development  
300 Main Street  
Fort Morgan, CO 80701  
  
970-867-3107

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

## ADMISSION

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### Admission Policy

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Morgan Community College has an open admissions policy. In compliance with Colorado Community College System (CCCS) procedures BP 4-10 it is the policy of the College to admit students who are 17 years of age or older. <https://www.cccs.edu/bp-4-10-admission-continued-enrollment-and-re-enrollment-of-students/>.

### Admission of New Students

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New students who have never attended MCC must complete an online Admission Application at <http://www.morgancc.edu/get-started/apply/>.

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

*Also see TUITION CLASSIFICATION*

### Admission of Former Students

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Former MCC students who wish to return to MCC after an absence of 12 months or more must apply for re-admission by completing an online Admission Application at <http://www.morgancc.edu/get-started/apply/>.

Internet access is available on campus and at MCC Centers for those who do not have home internet access.

Degree and certificate requirements in effect at the time of re-admission apply to readmitted students.

*Also see WHICH CATALOG TO USE*

### Admission of Transfer Students

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

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

MCC Registrar. Approved evaluation services can be found at

<https://www.naces.org/>

*Also See TRANSFERRING CREDIT TO MCC for additional details*

### Admission of Permanent Residents/Refugees

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

### Admission of Guest Students

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A Guest Student is admitted and attending another institution and is not seeking a degree or certificate from Morgan Community College. A Guest Student is taking course(s), generally during the summer, to transfer back to their home college or university toward their major there. A guest student is not eligible to declare a major at MCC and is not eligible for Financial Aid at MCC. A Guest Student must list 'Undeclared' as their major.'

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

### Admission of International Students

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

### Admission of Underage Students (Under 17)

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

1. Qualified students must demonstrate academic readiness for college level work by meeting all state established assessment scores for college level English, reading and mathematics.
2. Students should meet with the Director of Admissions and Regional Community Outreach to determine eligibility for admission and appropriateness of course selection, review college expectations, and complete the "Underage Waiver" (for Admission of Students

Under 17') acknowledgment form which includes the MCC President's approval. Form can be found at: <https://www.morganc.cc.edu/current-students/student-forms/>

## Admission to Specific Programs

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

## New Student Orientation

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

## Selective Service Registration

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

## Student Admission Types and Progression

Students will be classified as one of the following student types upon admission to any CCCS institution.

### **High School Student Type (H):**

A student currently in high school who is taking college level courses while in high school for dual credit (aka: Concurrent Enrollment.)

High school students will remain as an "H" student type until they graduate from high school or receive a high school equivalency.

### **New First Time Anywhere Student Type (N):**

A student who has never attended ANY college since completion of high school or since they received a high school equivalency.

Students formerly coded as "H" will become "N" once they graduate high school or receive a high school equivalency, and as long as they have completed a credit bearing class with a grade within the prior three terms, they will not need to reapply. If their residency was "Resident" when they applied as an "H" student, they will remain a resident for tuition classification. If their residency was "Non-Resident," they may be reevaluated to determine if they now qualify for resident tuition.

### **Transfer Student Type (T):**

A student who has attended another college other than the college they are applying to, prior to their planned start term, even if they did not complete a term at their prior college.

### **International Student Admit Type (V):**

**Note: MCC is not licensed by the federal government to accept international students and therefore accepts no international student applications.**

A student who is enrolled for credit at an accredited higher education institution in the U.S. on a temporary visa issued by a CCCS college (primarily F1 and M1 visa holders), and who is not an immigrant (permanent resident with an I-51 or Green Card), or an undocumented immigrant, or a refugee.

### **Re-Admit Student Type (R):**

A student who has previously attended the college (but not within the prior three terms) to which they are currently applying.

### **Guest Student Type (G):**

A student who is attending a college or university other than the one they are applying to (including other CCCS colleges) who intends to transfer their classes back to the other college or university.

Guest Students may not continue after their guest term(s) unless arrangements are made with the college.

### **Continuing Student Type (C):**

All student types will change to Continuing Student when they re-enroll for a subsequent term while still active with the following exceptions:

- New First Time Anywhere and Transfer students who begin in a Summer semester will be coded with Student Types of 'New' or 'Transfer' for the immediately subsequent Fall semester.
- Guest Students may not continue unless they make arrangements with the college they are attending to continue at that college.

## ASSESSMENT

As part of the admissions process, students may be asked to take placement/assessment test(s). These computer-based assessments are not pass or fail exams; rather tools to help determine the courses that best fit a student's academic needs. They measure knowledge in the areas of arithmetic, elementary algebra, reading comprehension and sentence skills. The results are shared with the academic advisor and used to determine course placement and class scheduling.

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

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

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

See *ACCUPLACER and ACT SCORE TABLES*

See *DEGREES & CERTIFICATES* for assessment scores required by specific programs

### State Assessment Requirements

#### First-Time Undergraduate Assessment Requirement

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

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

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

#### Assessment Required to Enter ENG 121 & 122, MAT 120, 121 & 135

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

See *ASSESSMENT EXEMPTIONS*

## Assessment Exemptions

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

1. Possess a baccalaureate, A.A., or A.S. degree from an accredited or approved college or university;
2. Provide proof of ACCUPLACER® scores taken within the past 5 years from another Colorado institution;
3. Provide proof (official transcripts) showing completion of college freshman English composition and college algebra with a grade of "C" or better;
4. Provide proof of ACT® scores of English (18), mathematics (19), reading (17) completed within the last 5 years;
5. Provide proof of OLD SAT scores before March 2016 of verbal (440 for English or 430 for reading), mathematics (460) completed within the last 5 years;
6. Provide proof of NEW SAT scores after March 2016 of verbal (470 for Evidence-Based Reading and Writing), mathematics (500) completed within the last 5 years.
7. Enrollment in only one course for either employment enhancement or personal interest. However, a placement test is still required if the student enrolls in ENG 121, ENG 122, MAT 120, MAT 121, MAT 122, MAT 123, MAT 125, MAT 135, MAT 155, or MAT 201;
8. Enrollment in a Career and Technical Education (CTE) certificate in selected programs of one term or less;
9. Undeclared or non-degree seeking students (unless they are recent high school graduates);
10. Have graduated high school in the last two years, taken at least Algebra II in high school and earned at least a B in that courses, with a cumulative high school GPA of 3.0 or above. The course must have been completed within the last 18 months. Students may enroll in MAT 103, MAT 107, MAT 112, MAT 120, MAT 135, MAT 155, MAT 156, or MAT 178;
11. Have graduated high school in the last two years, taken at least pre-Calculus and earned at least a B in that course, with a cumulative high school GPA of 3.0 or above. The course must have been completed within the last 18 months. Students may enroll in MAT 121;
12. Have graduated high school in the last two years, taken 11th grade English and earned at least a B in that course, with a cumulative high school GPA of 3.0 or above. The course must have been completed within the last 2 years. Students may enroll in ENG 121.

## ACCUPLACER®, ACT® and SAT® Score Tables

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

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

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

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

### ACT® MATHEMATICS SCORE TABLE

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

### SAT® MATHEMATICS SCORE TABLE

Before 3/2016	After 3/2016	Mathematical Course	
500	530	MAT 102 MAT 103 MAT 107 MAT 112 MAT 120 MAT 155 & 156	Skills Trades & Industrial Math Math for Clinical Calculations Career Math Financial Math Math for Liberal Arts: MA1 Integrated Math I & II
550	570	MAT 135	Intro to Statistics: MA1
570	590	MAT 121 MAT 123	College Algebra: MA1 Finite Mathematics: MA1
590	610	MAT 122 MAT 125 MAT 166	Trigonometry: MA1 Survey of Calculus: MA1 Pre-Calculus: MA1 (CCCOline only)
630	650	MAT 201	Calculus I: MA1

## ACCUPLACER® CLASSIC

(Taken BEFORE October 22, 2018)

Score	Reading Comprehension	
0-39	CCR 091 & CCR 092	College Composition & Reading w/lab
40-61	CCR 092	College Composition & Reading
62-79	CCR 093 or CCR 094	Studio 121 or Studio D with ENG 121 or college class
80 & Above	No Developmental Reading Required	
Score	Sentence Skills	
0-49	CCR 091 & CCR 092	College Composition & Reading w/lab
50-69	CCR 092	College Composition & Reading
70-94	CCR 093 or CCR 094	Studio 121 w/ENG 121 or Studio D with a college class
95 & Above	No Developmental English Required	
95 & Above	ENG 121	English Composition I: CO1
Score	Mathematics	
AR < 40 or EA < 30	GEMS	See an advisor
AR > 40 or EA 30-84	MAT 050	Quantitative Literacy
EA 60-84	MAT 055	Algebraic Literacy
AR > 40 or EA > 30	MAT 107 MAT 112	Career Math Financial Math
EA 61-84	MAT 103	Math for Clinical Calculations
EA 85 & Above	MAT 120 MAT 121 MAT 123 MAT 135 MAT 155 & 156	Math for Liberal Arts: MA1 College Algebra: MA1 Finite Mathematics: MA1 Introductory Statistics: MA1 Integrated Math I & II
EA 95 & Above	See an advisor for proper placement.	

## ACCUPLACER® NEXT GENERATION MATH

(Taken AFTER October 22, 2018)

ARITHMETIC (AR)		
AR Score	Mathematical Course	
200-239	MAT 100	Basic Math-GEMS (continuing education)
240-300	MAT 050	Quantitative Literacy
265-300	MAT 102	Skills Trades and Industrial Math
	MAT 103	Math for Clinical Calculations
	MAT 107	Career Math
	MAT 112	Financial Math
QUANTITATIVE REASONING, ALGEBRA, and STATISTICS (QAS)		
QAS Score	Mathematical Course	
265-300	MAT 055	Algebraic Literacy
240-300	MAT 120	Math for Liberal Arts: MA1
	MAT 135	Introductory Statistics: MA1
	MAT 155 & 156	Integrated Mathematics I & II
ADVANCED ALGEBRA and FUNCTIONS (AAF)		
AAF Score	Mathematical Course	
245-279	MAT 121	College Algebra: MA1
	MAT 123	Finite Mathematics: MA1
280-300	MAT 122	Trigonometry: MA1
	MAT 125	Purvey of Calculus: MA1
	MAT 166	Pre-Calculus: MA1 (CCC Online)

## ACCUPLACER® NEXT GENERATION ENGLISH/CCR

(Taken AFTER October 22, 2018)

CCR and ENG faculty believe that the Writing Skills portion of ACCUPLACER, Next Gen, is sufficient to provide information to place students. Colleges may use the reading Skills test as a multiple measure for those students who score below the college level course who may still want to take ENG 121 without the co-requisite. This decision is a college decision.

Course(s)	ACCUPLACER Next Gen Score Range
CCR 091 <sup>1</sup> and CCR 092	Writing 200 to 224
CCR 092	Writing 225 to 235
CCR 093 (+discipline course) and CCR 094 = ENG 121	Writing 236 to 245
ENG 121	Writing 246 +

<sup>1</sup>This score range is for what was described as the "soft landing" in the Developmental Education Redesign. Faculty developed a one credit course, CCR 091, that could be offered as a co-requisite to CCR 092 for those students who tested below the range for CCR 092. Not all colleges offer the CCR 091/092 option; instead they refer those students to ABE programs, provide other basic skill remediation programs like Boot Camps.

### Developmental Education

If assessment/placement testing results indicate the need for remediation (also referred to as, 'developmental education' or 'pre-college level coursework', these courses are generally numbered less than 100), students will be advised to complete it during their first 30 credit hours of enrollment.

Through consultation with an advisor, a schedule will be developed for each student that will allow for the timely completion of any necessary remediation, either prior to or concurrent with the beginning of the student's program of study. Specific procedures and information on program entry scores are available in the Student Services Office and through the MCC Testing Center.

Pursuant to C.R.S. 223-1-113.3, the Colorado Commission on Higher Education (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.

## ADVISING

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

### Advising for New Students

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

### Advising for Continuing Students

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

### Transfer Advising

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

### Degree Check

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

Degree Check:

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

## DECLARING & CHANGING MAJORS

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### Declaring a Program/Major

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

### Changing a Program/Major

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

#### Major Change Deadlines

Term	Last Date to Change a Major/Program
Fall	(see Academic Calendar)
Spring	(see Academic Calendar)
Summer	(see Academic Calendar)

### Undeclared Students

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



## REGISTRATION

During open registration times for a semester, registration for courses is available 24 hours a day, seven days a week online on the MyMCC student portal, or in person at the MCC Student Services Office or MCC Centers during regular business hours.

### In-Person Registration

Students may register for courses, drop and add courses, withdraw from courses, and make payment, by visiting the MCC campus or MCC Centers. In person registration requires a photo ID in the form of the MCC Student ID card, valid Colorado driver's license, or other officially recognized ID so be sure to bring proper documents. Hours may vary, so it is recommended you call ahead if you are traveling long distances. Special registration dates are listed in the Schedule of Classes for each semester.

### Registration Periods

TERM	REGISTRATION PERIOD
Fall Term (Aug-Dec)	Opens in early April
Spring Term (Jan-May)	Opens in early November
Summer Term (June-Aug)	Opens in early March

See *Academic Calendar* for exact dates

### Adding and Dropping Courses

Students may add or drop courses, withdraw from courses, or pay via their online MyMCC student account. Courses dropped by that course's published refund deadline may be eligible for a tuition refund. Beyond that date, dropped courses are considered a withdrawal and recorded with a "W" grade and no refund is issued.

Financial Aid students who are considering dropping a course or courses should speak to a Financial Aid officer before taking this action so they are aware of any financial implications the change may have on their account.

See *MCC Catalog Tuition and Fees* for applicable payment rules for added courses

See complete CCCS Credit Completion Progress Standard ES 4-88 at <https://internal.cccs.edu/wp-content/uploads/documents/ES488CreditCompletion.pdf>

See *MCC Catalog SATISFACTORY ACADEMIC PROGRESS (SAP) - MAINTAINING ELIGIBILITY FOR FINANCIAL AID*

See complete CCCS Satisfactory Academic Progress for Financial Aid SP 4-20d at <https://www.cccs.edu/sp-4-20d-satisfactory-academic-progress-for-financial-aid/>

### Full-Time/Part-Time Status

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

See complete CCCS ES 4-84a *Student Load by Term* at [https://www.cccs.edu/wp-content/uploads/documents/ES4-84a\\_StudentLoad-by-Term.pdf](https://www.cccs.edu/wp-content/uploads/documents/ES4-84a_StudentLoad-by-Term.pdf)

STUDENT ENROLLMENT STATUS	
STATUS	CREDITS PER SEMESTER
Full-Time	12 or more credits
Part-Time	Less than 12 credits
3/4-Time	9-11.5 credits
1/2-Time	6-8.5 credits
Less than 1/2-Time	.5-5.5 credits

### Course Wait List

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

### Maximum Course Load

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

See complete CCCS ES 4-84b *Maximum Student Load per Term* at <https://www.cccs.edu/policies-and-procedures/sp-4-10b-registration-and-student-loan/>

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

### Repeat Course Limits (Repeated Courses)

See *MCC Catalog* sections: GRADES, STUDENT RECORDS & TRANSCRIPTS-GRADES, GRADING & GPA - REPEATED COURSES-REPEAT COURSE LIMITS;

See complete CCCS ES 4-87 *Repeat Course Limits* at <https://www.cccs.edu/wp-content/uploads/documents/ES487RepeatCourseLimits.pdf>

## Course Changes and Cancellations by MCC

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

### Withdrawal

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

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

A "W" grade is not computed in the GPA. Tuition and fees are non-refundable when a course is dropped after the refund/drop deadline for the course.

Financial Aid Students should consult a financial aid advisor before taking this step to be advised on how this will affect them. Drops/Withdrawals done after the refund deadline for the course may affect the student's satisfactory progress (SAP) for financial aid purposes.

See complete CCCS ES 4-88 Credit Completion Progress Standard at <https://www.cccs.edu/wp-content/uploads/documents/ES488CreditCompletion.pdf>

See complete CCCS SP 4-20d Satisfactory Academic Progress for Financial Aid at <https://www.cccs.edu/sp-4-20d-satisfactory-academic-progress-for-financial-aid/>

See MCC Catalog GRADES, GRADING & GPA

See MCC Catalog SATISFACTORY ACADEMIC PROGRESS (SAP) - MAINTAINING ELIGIBILITY FOR FINANCIAL AID

### Total Withdrawal from the College

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

## TUITION CLASSIFICATION

### Residency (In-State Tuition Classification)

Students are classified as a Colorado resident or non-resident for tuition purposes based on the information provided on the admissions application.

Non-resident tuition represents the full cost of education at public institutions. When a student is classified as a Colorado resident for tuition purposes, the difference between the non-resident and resident tuition is paid by the taxpayers of the State of Colorado in the form of a College Opportunity Fund (COF) stipend. Therefore, tuition classification, as mandated by state statute, is adhered to rigorously at Morgan Community College.

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

#### Residency-General Qualifications

- Resident status requires domicile in Colorado for one year immediately prior to the first day of class. Domicile is defined as a true, fixed, and permanent home and place of habitation. Domicile is a legal characteristic that everyone has, and students can have only one domicile at any one time. A student's domicile is a legal, primary residence.
- During the one-year domicile period, the student should comply with all legal obligations of a Colorado resident such as demonstrating proof of voter registration, Colorado income tax payment, Colorado motor vehicle registration, Colorado issued driver's license or ID card, and/or proof of employment.
- Students under the age of 23 (un-emancipated minors) may be eligible for in-state tuition if a parent or court-appointed legal guardian has been domiciled and complied with legal obligations in Colorado for one year.
- Students whose parents are not domiciled in Colorado may also qualify to begin the one-year domiciliary period if the student is either: at least 23 years old, or married, or emancipated. Emancipation requires that the student's parents do not provide financial support of any nature or purpose. Parental support includes funds previously set aside for current support even if those funds are in the student's name. Parents may provide reasonable incidental gifts but may not provide significant funds in order to be considered emancipated. A student who is claimed as a dependent on parent taxes is not emancipated. The

'Emancipation Form' may be found at:

<http://www.morgancc.edu/resources-for-students/forms/>

- There are several amendments to the Tuition Classification Law for certain populations of students including Olympic Athletes, Military Personnel, Inmates, recent Colorado High School graduates and GED recipients, etc. Contact the MCC Director of Admissions and Regional Community Outreach to determine who may be in an eligible population.

#### Initial Classification

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

#### Petition for Residency/In-State Tuition Classification

If you have been classified as a non-resident (for college tuition purposes) and believe you qualify for in-state/resident tuition, you may appeal your classification. Download and complete a "Petition for In-State Tuition Classification" or a "Correction to Application for Tuition Classification form." These forms may be found at:

<https://www.morgancc.edu/current-students/student-forms/>

Return the form along with the documentation it requests to the MCC Director of Admissions and Regional Community Outreach by the deadline date for the semester in which you are seeking a tuition classification change. Any changes in tuition classification must be submitted to the Director of Admissions and Regional Community Outreach prior to the drop date for current semester. Non-residents who enroll in classes while their residency classification is being reviewed must pay the non-resident rates to hold a place in classes. If residency classification is changed, the college will refund the difference for the current semester as long as changes in tuition classification are submitted to the Director of Admissions and Regional Community Outreach prior to the drop date for the semester.

## Reduced Non-resident Tuition (WUE)

The Western Undergraduate Exchange (WUE) program allows students who are residents of states that are part of the Western Interstate Commission for Higher Education to be eligible for a tuition rate that is less than non-resident tuition.

At MCC, eligible students pay 50 percent more than in-state tuition, which is considerably less than non-resident tuition. Any changes in tuition classification must be submitted to the Director of Admissions and Regional Community Outreach prior to the drop date for the current semester.

For a current list of colleges and universities participating in the WUE program, search the WUE Web site:

<http://wiche.edu/wue>

MCC's form may be found at:

<https://www.morgancc.edu/current-students/student-forms/>

Also See *TUITION & FEES*

## Colorado ASSET In-State Tuition

To qualify for Colorado ASSET in-state tuition a student must: \*

1. Have attended a public or private high school in Colorado for at least six semesters immediately preceding graduation or completing a GED in Colorado
2. Be admitted to or already attend a public college or university in Colorado within 12 months of graduation
3. Apply for College Opportunity Fund

*\*if a student graduated or got their GED before September 1, 2013, there are different criteria that can be found on our website at*

<https://www.morgancc.edu/current-students/student-forms/>

## Residency for Colorado Active-Duty Military

Active-duty members of the armed forces of the United States and Canada on permanent duty station in Colorado and their dependents are eligible for in-state status, regardless of domicile or length of residence in Colorado. The military member must have reported to a duty station in the State, as certified by their military command, by the first day of class of the applicable academic term. To apply, please submit the Military Certification for Tuition Classification form to the Admissions and Records Office by the first day of the semester for each term in which you are enrolling.

## Residency and Honorably Discharged Veterans

Honorably discharged veterans and their dependents may qualify for in-state tuition. To apply, please submit the Veteran Residency Requirement Waiver to the Admissions and Records Office. Students who receive resident tuition classification as a result of this legislation are not counted as resident students for any other purpose; however,

beginning with the fall semester 2011, these students shall be eligible to receive a stipend from the College Opportunity Fund.

## Tuition Classification Changes

Any student who believes his/her tuition classification is not correct or has changed and now wishes to prove he/she is eligible for in-state tuition may petition for in-state tuition or resident classification and should contact the MCC Director of Admissions and Regional Community Outreach for assistance. Changes in tuition classification must be submitted to the Director of Admissions and Regional Community Outreach prior to the drop date for the current semester. Petition forms are available online at

<https://www.morgancc.edu/current-students/student-forms/>

or from the Admissions and Records Office.

Petitions for in-state residency must be done prior to the end of add/drop for that semester. Students who meet this priority deadline should know the petition decision before the deadline to drop courses for the fifteen-week semester. The MCC Director of Admissions and Regional Community Outreach may request additional documentation as the burden of proof rests upon the petitioner to substantiate the claim of resident for tuition classification purposes. The MCC Director of Admissions and Regional Community Outreach notifies the student of the outcome within 30 days of the decision via official MCC student email and/or standard letter. Re-Petition forms can be found at:

<https://www.morgancc.edu/current-students/student-forms/>

## Tuition Classification Appeal Procedures

Any student who is denied in-state tuition classification after petitioning for in-state tuition may appeal the decision of the MCC Director of Admissions and Regional Community Outreach. The student must appeal in writing and provide any additional supporting documentation available to substantiate the claim to in-state tuition classification within 30 days of the denial. The student will be notified of the decision made by the MCC Appeals Committee within 30 days. The decision of the MCC Appeals Committee is final and will not be overturned by the Department of Higher Education.

## Correction of Residency Determination

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

The form may be found on the MCC website:

<https://www.morgancc.edu/current-students/student-forms/>

## TUITION, FEES, PAYMENTS, & REFUND POLICIES

### Tuition and Fees

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

For a complete list see MCC Website at <https://www.morgancc.edu/paying-for-college/tuition-fees/>

### Payment Policy

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

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

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

See *Payment Policy, Refund Policies, Deferred Payment Plan and Tuition Classification* for additional information regarding tuition, fees, refunds, and rules regarding how a student is determined to have in-state status at a Colorado college

### Financial Obligations of Students/Payment Due Dates

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

### Financial Aid Students and Payments

Financial aid students who have not submitted complete financial aid applications two weeks prior to the beginning of the term must make payment arrangements with the Accounting Office. If sufficient financial aid has not been awarded to cover the cost of tuition and fees, students must then pay 50% of all tuition and fees by the tuition payment due date and follow the deferred payment plan for the balance (including the payment of a processing fee at that time.)

### College Opportunity Fund (COF)

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

#### To Enroll In COF

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

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

#### How the College Opportunity Fund Works

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

The information provided on the COF application will be verified by the Colorado Department of Education. The State of Colorado historically subsidized higher education for in-state students by giving money directly to the colleges. In 2004 the Colorado legislature enacted a law establishing the College Opportunity Fund (COF). Under this law, the State gives a stipend to Colorado resident students who apply for it and sends the stipend directly to the student's account at the institution the student designates. The COF stipend appears as a credit on the student's tuition bill. Students create a lifetime COF account by going to the MCC website home page

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

and clicking on the COF icon and following the steps listed. Thereafter, each semester a student registers for college

courses the student specifies which college will receive their COF stipend. The stipend amount will appear as a credit on the student's tuition bill each semester.

- The College Opportunity Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of the total resident tuition when a student attends a Colorado public institution or a participating private institution.
- Qualifying students may use the stipend for eligible undergraduate courses. The stipend is paid on a per credit hour basis to the institution at which the student is enrolled. The credit-hour amount will be set annually by the Colorado General Assembly.
- Concurrent Enrollment students are eligible for COF regardless of their tuition classification (Colorado resident or non-resident) and are exempt from HB 1023 up to age 21. All Concurrent Enrollment students must apply for the College Opportunity Fund. Once students are no longer Concurrent Enrollment students, they are subject to COF qualifying student definitions and HB 1023 requirement

### Institutional COF Waiver

Students who have used their 145 lifetime COF credit hours funding may be eligible for a one-time, one-year institutional waiver. Students who wish to initiate the waiver process should send a written request to Student Services requesting the waiver.

And/or

The College will periodically run a list of COF errors and while working those errors if it is determined that a student has reached their maximum COF funded hours we will automatically grant a one-time, one-year institutional waiver for those student who qualify. A letter will be sent to those students notifying them that an institutional waiver has been granted. If the student wishes to decline the automatic institutional waiver, they must do so in writing within the time frame outlined in the letter.

### CCHE Waiver

If you exceed this institutional waiver and still need eligibility and have earned your bachelor's degree you may qualify for an additional 30 credits for Post-Bachelor work (if eligible). Please submit an official transcript verifying the receipt of the bachelor's degree. Or if you need eligibility to complete your undergraduate education, you may apply directly to the State of Colorado for a commission waiver. Waiver forms and instructions are available on their website at (link pending)

## Deferred Payment Plan

The college provides a deferred payment plan for tuition and fees. With a deferred payment plan, students can pay tuition and fees with an initial down payment and 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 down-payment of 33.33% paid by the Monday two weeks before the first day of the semester (Summer Semester requires 50% initial down payment and one installment);
- Completion of an electronic application for the deferred payment plan; the electronic form can be found on MyMCC.
- Must have a checking or savings account or debit or credit card (as all installment payments are made electronically); AND
- A \$35 processing fee (non-refundable) as well as the down-payment will be automatically deducted from checking or savings account or credit/debit card upon completion of the deferred payment plan application process.
- It is the student's responsibility to notify the Accounting Office of any changes to his/her account, including but not limited to new enrollment, dropped/cancelled classes, approved financial aid and/or any other additional payments on the account.

DEFERRED PAYMENT PLAN POLICIES & INSTALLMENT	
Payment of balance in TWO equal installments as follows:	
Fall Semester	October 5 & November 5
Spring Semester	March 5 & April 5
Summer Semester	July 5 (1 installment)

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

## Refund Policies

### Refunds for Dropped Courses

Students must officially drop college courses by accessing their MyMCC student account or by processing the required form in the Student Services Office or MCC Centers on or before the refund deadline for the course. Students completing the proper steps may be eligible for a refund of tuition and fees.

100 percent (100%) of tuition and fees (except the deferral fee) are refunded if a student drops courses before the refund deadline period for the course. The refund deadline is calculated as 15 percent (15%) of the instructional days for the course. No tuition and fee refunds are granted after the refund deadline. Exceptions to the Institutional Refund Policy should be referred to the Controller.

Refunds for payments made by credit card are refunded back to the credit card. All other refunds are processed based on the student's BankMobile Refund Choice.

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

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

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

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

### Refund Policy for Canceled Courses

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

Refunds for payments made by credit card are refunded back to the credit card. All other refunds are processed based on the student's BankMobile Refund Choice.

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

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

### Unearned Military Tuition Assistance (TA) Policy

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

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

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

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

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

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

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

### APPEAL GUIDELINES

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

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

### APPEAL REASONS

- Medical emergency is a severe medical illness or serious injury that involves either the student, an immediate family member (spouse, children, and parents), or a person with which the student has a significant relationship (must provide an explanation of the significant relationship).
- An employment change for the student is considered only if it is a mandatory change to your work schedule that was beyond your control. Accepting a new job or promotion is not a valid reason to appeal and appeals for this reason will be denied.
- Death is a death involving a family member (spouse, children, and parents) or a person with which the student has a significant relationship (must provide an explanation of the significant relationship).
- As a general guideline, only appeals for medical emergencies, mandatory employment changes and death will be considered. The committee will consider other life events on a case-by-case basis. The "other" life event needs to be an extraordinary issue faced by

the student that prevented them from completing their coursework.

- A request based on an institutional error will be considered upon receipt of a Late Drop for Institutional Error form from an Academic Advisor. The form must be completed documenting the circumstances of the error. These requests will be reviewed by the Controller and V.P. of Student Success.

### APPEAL PROCESS

- You must first meet with an academic advisor to begin the appeal process.
- If the deadline to withdraw is not passed, you must withdraw before submitting the appeal. (Financial aid recipients are encouraged to talk to a Financial Aid representative before taking any action to withdraw.)
- Complete the Tuition Credit and/or Late Withdraw Appeal form.
- Submit a personal statement no longer than one page that explains your extraordinary circumstance, why you were unable to drop before the drop deadline, and a timeline of events.
- Attach appropriate documentation for your appeal type (Examples below):
  - Medical emergency – the MCC Medical Documentation form. In addition to the form, you may submit letters from a physician if needed.
  - Employment Change – signed and typed letter on company letterhead from your supervisor or Human Resources Office that specifically states the dates, times, and reasons for the employment changes.
  - Death – you must submit a dated newspaper clipping, funeral notice or death certificate. If your relationship to the deceased is not immediately apparent from the documentation, please provide proof of relationship.
  - Other – you must submit details of what the extraordinary event is, and how it prevented you from completing your coursework.
- The appeal packet must include all required signatures to be considered.
- The appeal must indicate if you are appealing for a late withdrawal, tuition credit, or both.
- Completed Extenuating Circumstance Appeal packets will be reviewed and the student will be notified by MCC email (student email account) of the committee's decision within 30 calendar days.
- If a tuition credit is approved with the Extenuating Circumstance Appeal, the student will receive a tuition credit equal to the amount of tuition only. Fees and books are not eligible for a credit through the Extenuating Circumstance Appeal. The credit will be applied as follows:



- Refunded to any third party that paid the original tuition.
- Repayment of any federal financial aid owed to MCC due to the appeal.
- Credit to the student account for any balance due.
- For any remaining tuition credit, the student will receive a tuition award certificate that may be used in any one semester for one year following the semester of the appeal.

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

## **Nonattendance**

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To end enrollment in one or more courses, students must officially drop or withdraw from courses via the MCC website or submit the correct form to the Student Services Office or MCC Center by the published deadline. Nonattendance in courses does not automatically drop nor withdraw a student from a course nor change financial obligations incurred.

Deadlines for drop and withdrawal of each course are listed on the student's course schedule which is available on MyMCC. Dropping or withdrawing from courses may affect a student's financial aid status. Financial aid students should contact the Financial Aid Office for policy information.

See *REGISTRATION*

See *WITHDRAWAL*

See *FINANCIAL AID*

## **Bad Checks**

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Returned checks constitute non-payment. If a check is returned prior to the official refund deadline due to non-sufficient funds or stop payment, students may be dropped from all courses and could be charged a bad check fee.

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

## **Delinquent Accounts**

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

## **Accounting Services Offices**

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

## FINANCIAL AID

At Morgan Community College, financial aid programs are available to assist students in their college career: scholarships, grants, work-study, loan programs, and tax credits (grants and scholarships do not have to be repaid.)

More information and forms may be obtained from the Financial Aid Office on the Fort Morgan campus, (970) 542-3150 or 1-800-622-0216, ext. 3150, from any MCC Center, or from high school counselors.

### How Financial Aid Need Is Calculated

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

Colleges and universities provide supplemental assistance to students who show documented financial need that is determined when the application is processed. Need is calculated by taking the college's Cost of Attendance (COA) minus the Estimated Family Contribution (EFC) from the FAFSA minus any Estimated Financial Assistance (EFA) which includes grants, scholarships, student loans, veteran's 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.

### General Eligibility Requirements

- Be a U.S. citizen, U.S. permanent resident, or eligible non-citizen as defined by the U.S. Department of Education
- Have a high school diploma or GED
- Be enrolled in an eligible degree or certificate program
- Be registered with Selective Service (only male students age 18 or older)
- Be in good standing in accordance with Morgan Community College's Satisfactory Academic (SAP policy)
- Meet the enrollment requirements for the aid programs awarded
- Not be in default on a student loan or owe a repayment on a Federal Pell Grant for Federal Supplement Educational Opportunity Grant at any educational institution
- Not be co-enrolled in a secondary school (high school or GED preparation)
- Not be receiving financial aid at another institution during the same semester that you are receiving aid at Morgan Community College
- Not be convicted for possession or sale of a controlled substance while receiving financial aid

## Financial Aid Checklist

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

See "How to Apply for Financial Aid" for priority dates

### How to Apply for Financial Aid

1. Apply for admission to MCC.
2. Students applying for financial aid must have declared an eligible program of study with the Registrar's Office and meet other general eligibility requirements.
3. For need-based grants and scholarships, complete the Free Application for Federal Student Aid (FAFSA).

#### FAFSA PRIORITY DATES

April 1 for Summer Semester

April 1 for Fall Semester

November 1 for Spring Semester

4. Complete the MCC General Scholarship Application by the priority date of April 1. Include:
  - Letter of recommendation
  - The scholarship application
  - Most recent academic transcript

*(If you do not have 12+ earned credits at MCC)*
5. Summer has a separate Financial Aid Application in addition to the FAFSA. Students taking or planning to take summer courses will need to do BOTH. The Summer Application (Summer Intent to Enroll) is available online January 1<sup>st</sup>.
6. The Financial Aid Office will inform students if further information is needed.
7. Application for assistance will be considered only after admissions and financial aid files have been completed.
8. Students wishing top consideration for financial aid should have their files completed by the priority dates listed above.

9. The Financial Aid Office will continue to accept applications after these dates, but awards will be dependent upon the availability of funds.
10. Additional documents that maybe requested by the Financial Aid Office include: Federal Tax Transcripts, Verification Worksheets, etc.

## Developmental Courses 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 in developmental college reading, writing, and/or mathematics will be provided notification. It is recommended that a student enroll in appropriate developmental course work prior to completing 30 credit hours at Morgan Community College. Students with 30 or more attempted credit hours of developmental coursework will not be eligible for Colorado or Federal Title IV aid for additional Remedial Course credits.

## High School Diploma/GED and Financial Aid

### NEW STUDENTS

To be eligible for Title IV Financial Aid Programs (TIV), all new, first-time enrolling students must have either a high school diploma or GED certificate. TIV Funding includes Pell, SEOG and student loans.

### CURRENT/CONTINUING STUDENTS

Students may qualify for TIV student aid under one of the qualified alternatives if the student is or was enrolled in a TIV eligible program prior to July 1, 2012. Qualified alternatives include successful completion of the ATB test or successfully completing at least 6 credits of post-secondary education.

Students who do not hold a high school diploma, GED or Home-schooled certificate recognized by the State are ineligible to receive need-based aid from state funding sources.

## Financial Aid on the Internet

Students may complete financial aid applications on the internet by accessing Free Application for Federal Student Aid (FAFSA) on the web at <http://www.morgancc.edu/get-started/financial-aid/>

or <https://FAFSA.ed.gov>

*Note: Be certain to go to these websites as opposed to similar websites that charge a fee. There is **NO fee** to file your FAFSA on the official site.*

## Return of Title IV Funds

When a student fails, stops attending one or more courses or fails to begin attendance in a course they were scheduled to attend, the Federal Title IV Funds they received are subject to repayment. Repayment is required of all Title IV recipients who withdraw prior to completing at least 60.01% of the days they were scheduled to attend.

Tuition and fees will be funded on a per day basis during the first sixty percent (60%) of the term. If a student had Title IV Federal Financial Aid, a portion of these grants or loan funds must be returned to the programs based on the date the student withdrew from college. If the withdrawal occurs after sixty percent (60%) of the term is completed, no return of these federal funds will be required. For a complete copy of the Title IV Funds policy, contact the MCC Financial Aid Office.

*Note: The term Title IV Funds refers to the Federal Financial Aid programs authorized by the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, Federal Pell Grants and Federal SEOG.*

## Satisfactory Academic Progress (SAP) - Maintaining Eligibility for Financial Aid

MCC will review the cumulative academic progress of financial aid applicants enrolled in an eligible degree and/or certificate program. The purpose of this review process is to determine whether a student is making satisfactory progress towards their educational goal in both qualitative and quantitative measurements. The qualitative measurement consists of the cumulative grade point average as determined by the Colorado Community College System Standards of Academic Progress. The quantitative measurement contains two components: (1) the cumulative completion rate of credit hours completed versus credit hours attempted expressed as a percentage rate of completion and (2) the maximum time frame allowed for a student to complete their certificate or degree program expressed as a percentage of total credits required. Review of Satisfactory Academic Progress (SAP) will take place at the end of each semester.

Federal regulations require that a student's entire academic record be reviewed for satisfactory academic progress, whether or not financial aid was received. This includes those institutions that offer academic amnesty programs that exclude previous grades from being calculated into their current GPA. All applicants will be evaluated in the same manner, whether or not they have previously received financial aid at that institution.

## Satisfactory Academic Progress Policy

### BACKGROUND

Each institution of higher education that receives Federal Title IV Funds is required by the U.S. Department of Education to define and enforce standards of satisfactory academic progress. Satisfactory Academic Progress measures a student's performance in the following three

areas: cumulative completion rate, cumulative grade point average (GPA), and maximum time frame. The Financial Aid Office at each Colorado Community College System college is responsible for ensuring that all students applying for or receiving federal, state of Colorado, or designated institutional financial aid funds, are meeting these standards. The Standards of Satisfactory Academic Progress apply for all applicable financial assistance programs including Federal Pell Grant, Federal Perkins Loan, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Family Education Loans (Stafford and PLUS), as well as assistance from the state of Colorado and the college.

## INTRODUCTION

Each Institution will review the cumulative academic progress of financial aid applicants enrolled in an eligible degree and/or certificate program. The purpose of this review process is to determine whether a student is making satisfactory progress towards their educational goal in both qualitative and quantitative measurements. The qualitative measurement consists of the cumulative grade point average as determined by the Colorado Community College System Standards of Academic Progress. The quantitative measurement contains two components: (1) the cumulative completion rate of credit hours completed versus credit hours attempted expressed as a percentage rate of completion and (2) the maximum time frame allowed for a student to complete their certificate or degree program expressed as a percentage of total credits required. Review of Satisfactory Academic Progress will take place at the end of each semester.

Federal regulations require that a student's entire academic record be reviewed for satisfactory academic progress, whether or not financial aid was received. This includes those institutions that offer academic amnesty programs that exclude previous grades from being calculated into their current GPA. All applicants will be evaluated in the same manner, whether or not they have previously received financial aid at that institution. (See Article VI for information on Review of Satisfactory Academic Progress for First Time Financial Aid Applicants).

This procedure applies to all Colorado Community College System (CCCS) colleges.

## BASIS

The U.S. Department of Education establishes requirements for enforcing standards of Financial Aid Satisfactory Academic Progress (SAP). Each college may have slightly varying internal processes based upon the organizational structure at its institution.

## PROCEDURE

### I. Overview & Applicability

SAP measures a student's performance in the following three areas: cumulative completion rate, cumulative grade point average (GPA), and maximum time frame. The Financial Aid Office at each college is responsible for reviewing the cumulative academic progress of all enrolled students at the end of each term. The purpose of this review process is to determine whether a student is making satisfactory progress towards their educational goal in both qualitative and quantitative measurements. The qualitative measurement consists of the cumulative grade point average as determined by the Colorado Community College System Standards of Academic Progress (CCCS ES 4-81).

CCCS Academic Progress Standing ES 4-81

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

The quantitative measurement contains two components: (1) the cumulative completion rate of credit hours completed versus credit hours attempted expressed as a percentage rate of completion and (2) the maximum time frame allowed for a student to complete their certificate or degree program expressed as a percentage of total credit hours required. Review of SAP will take place at a minimum of once per term for all enrolled students. A student's entire academic record will be reviewed and evaluated for SAP whether or not financial aid was received. The process to review Financial Aid SAP eligibility will be the same for all enrolled students. All coursework, including coursework for which a college has offered academic amnesty (including credit hours excluded from the GPA cumulative calculation as in the Academic Second Chance or Academic Renewal Policies), must be included in the review process. Colleges will notify financial aid applicants of their SAP status. A student is considered to be a financial aid applicant if they complete the Free Application for Federal Student Aid (FAFSA) or if they are offered funding to assist in educational costs through the Financial Aid Office. The SAP standards apply to all applicable forms of financial assistance programs including Federal Pell Grant, Federal Perkins Loan, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Direct Stafford Loans, Direct PLUS loans as well as assistance from the State of Colorado. Colleges will determine what institutional funds will be affected by the student's SAP status.

### II. Definitions of Financial Aid Satisfactory Progress

#### Academic Progress Status

Students who fail to meet either the quantitative or the qualitative criteria will be notified of their status in accordance with the definitions below:

1. Good Standing: Student is eligible to receive all types of aid.
  - Student has cumulative GPA at or above 2.0.

- Student has cumulative completion rate at or above 67%.
  - Student has attempted less than 110% of required number of credit hours for enrolled degree or certificate program.
2. Alert: Student has attempted 110% but less than 150% of required number of credit hours needed for their degree or certificate program. Student is eligible to receive all types of financial aid.
  3. Warning: Student was previously in Good Standing but failed to meet one of the SAP criteria state below. Student will continue to receive aid while on Warning status.
    - Student has cumulative GPA below 2.0; and/or
    - Has cumulative completion rate below 67%
  4. Ineligible for Aid: Student has 0% completion for evaluation period and/or failed to comply with stated SAP criteria while on Warning or Probation. Student is not eligible to receive financial aid (federal, state or designated institutional financial aid).
    - Student has under a 2.0 GPA and/or 67% cumulative completion rate.
    - Student has attempted 150% or more of required number of credit hours needed for degree or certificate program.
    - Student did not receive acceptable grades in any course(s) within a single term [see (VI)(b)].
  5. Probation: Student will be placed on Probation if the student was previously 'Ineligible for Aid', made an appeal and the appeal was granted (see VIII). Student will be eligible to receive financial aid for one term while on Probation.
  6. Academic Plan: Student who has eligibility reinstated under an approved Academic Plan and is successfully following that plan is eligible to receive financial aid and continues to be eligible for aid while following the approved Academic Plan.
    - Financial aid eligibility will be reviewed at the end of each term according to the approved Academic Plan.

### III. Financial Aid Satisfactory Academic Progress

#### Progress Criteria

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

1. Qualitative Measure: cumulative GPA Requirement  
Students must maintain a minimum cumulative grade point average of 2.0 for all credit hours attempted.
2. Quantitative Measure: Cumulative Completion Rate
  - Students must complete at least 67% of cumulative attempted credit hours.
  - The completion rate is defined as the percentage of the total number of credit hours completed divided by the total number of credit hours attempted over the entirety of a student's academic record at the college performing the calculation. (Credit hours Completed/Credit hours Attempted) x 100=Completion Rate.
  - Transfer credit hours on the student's record are included when computing the student's completion rate.
  - Remedial/ credit hours are included in the calculation of the cumulative completion rate.
3. Quantitative Measure: Maximum Time Frame
  - Students who have attempted 110% of the number of credit hours required for their degree or eligible certificate program will be sent an Alert notification. This notification will explain to students that they will be Ineligible for Aid when their total attempted credit hours are 150% of their total program credit hours.
  - Federal regulations allow financial aid recipients to receive financial aid for a maximum number of attempted credit hours. Students attempting credit hours in excess of 150% of the required number of credit hours to complete their program of study will be Ineligible for Aid. If at any point in time it is determined that a student cannot complete their program of study within 150% of the program length, the student will be Ineligible for Aid.
  - Transfer credit hours are included in the calculation of maximum time frame.
  - Attempted credit hours under all courses of study are included in the calculation of attempted and earned credit hours.
  - Up to 30 remedial credit hours may be excluded from the maximum time frame calculation.
  - ESL courses may be excluded in the maximum time frame calculation.

#### IV. Intersection of SAP Status and SAP Criteria

The following table demonstrates the intersection between SAP status and SAP criteria as defined in Sections II and III of this document. All measures are cumulative.

	GPA 2.0 or above	GPA below 2.0	Completion rate at 67% or above	Completion rate below 67%	Attempted less than 110%	Attempted between 110%-150%	Attempted more than 150%	Failed to complete any course during a single term	Plan approved for 1 term	Plan approved for more than 1 term
Good Standing	x		x		x					
Alert						x				
Warning		x		x						
Ineligible for Aid		x		x			x	x		
Academic Plan									x	x

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

- Review of SAP will take place at a minimum of once per term. The student's academic history is reviewed for: 1) cumulative GPA requirement; 2) cumulative completion rate; and 3) maximum time frame.
- A student's entire academic record will be reviewed and evaluated for SAP, whether or not financial aid was received. Based on all academic history a student may be considered Ineligible for Aid.
- The SAP evaluation process will occur at the end of each term of enrollment. When the student applies for financial aid (receipt of the Free Application for Federal Student Aid), the evaluation process will be completed based on the student's last term of enrollment and then updated at the end of each term for which the student is enrolled.
- All students who fail to meet SAP criteria will be placed on Warning or Ineligible for Aid. Financial aid applicants will be notified of their status.
  - ESL courses may be excluded in the maximum time frame calculation.
- Students who have attempted 110% to 149% of the required number of credit hours for their program will receive an Alert notification.
- The Financial Aid Office will review GPA and credit hours attempted/completed through consortium agreements.

#### VI. Treatment of Completion and Repeats

- Grades of A, B, C, D, S, S/A, S/B, and S/C earned during all periods of enrollment will be considered acceptable for courses completed.
- Grades of F, U, I, W, AW, Z, U/D, U/F, SP, and AU earned during all periods of enrollment will not be considered acceptable for SAP.
- Repeated courses are counted for all qualitative and quantitative measurements, as is coursework removed from the permanent transcript.

#### VII. Treatment of Grade Changes

- Students are responsible for notifying the College Financial Aid Office of all grade changes that might affect current or future financial aid eligibility. A reevaluation of the student's status will be performed by the Financial Aid Office once the grade change has been communicated to the Financial Aid Office.
- Colleges reserve the right to notify students of this requirement based on the College's official means of communication.

#### VIII. Student Financial Aid Academic Progress Appeals

Each college is required to have a primary and a secondary process for students to appeal their eligibility. The secondary process is meant to address appeals of denied appeals from the primary process. All decisions made at the secondary level are final.

The process for appeals at the primary and secondary level will be defined by the College. A student may appeal when they have been placed on Ineligible for Aid status. These appeals must be submitted to the College Financial Aid Office or designated location with supporting documentation.

The student is responsible for presenting sufficient information and documentation to substantiate the existence of extenuating circumstances. Each college may request additional documentation as student's extenuating circumstances warrant it.

- Appeals must include the following information:
  - Why the student failed to make SAP; and
  - What has changed that will allow the student to make SAP at the next evaluation.
- Appeals may be submitted for extenuating circumstances, such as:
  - Medical problems (family illness);
  - Family emergency (death of a family member); or

- Other documented extenuating circumstances beyond the student's control.
3. Students may also appeal on the basis of:
    - funding for an additional degree or certificate.
  4. Colleges may approve an appeal if:
    - the college has determined the student will be able to meet SAP standards at the end of the subsequent term given the merits of the appeal and reasonable resolution of a student's extenuating circumstance; or
    - the college and the student develop a plan that ensures the student is able to meet the college's SAP standards by a specific time or that the plan takes the student to successful program completion.
  5. Students will be notified by the College of the outcome of their appeal. Under no circumstances can Probation be assigned to a prior term.
  6. Colleges may notify students prior to the end of the term or prior to official posting of the financial aid SAP status if the student's academic progress indicates they will be ineligible for aid at the end of the term. This includes students who withdraw from the term or fail to meet the terms of their conditional probation.
  7. Colleges may set deadlines for SAP Appeal submissions to allow for processing of the appeal and, if successful, the processing of financial aid prior to the end of a term.

#### IX. Reinstatement of Aid

1. Students who lose financial aid eligibility because they are not meeting the college's SAP standards will regain eligibility when they are again meeting the qualitative and quantitative standards as set previously in this policy.
2. Students may also regain eligibility through the appeal process.
3. Upon success reestablishment of eligibility, the student will be awarded financial aid based on the availability of funds at the time of reestablishment. Students may, or may not, receive all funds awarded prior to the loss of eligibility.

#### REVISING THIS PROCEDURE

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

*NOTE: View the full text of the System Chancellor's Procedure on Satisfactory Academic Progress for Financial Aid at: <https://www.cccs.edu/sp-4-20d-satisfactory-academic-progress-for-financial-aid/>*

## Additional Financial Aid Information

Further information about financial aid, scholarships, grants, and loan applications, rules and regulations governing programs, application procedures, payment procedures and costs of attending the college is presented in the Financial Aid Handbook. This document is available from the MCC Financial Aid Office, MCC Centers, and at the MCC website.

## Scholarships

### MCC Foundation Scholarships

The Foundation funds many competitive scholarships whereby recipients are selected based upon their qualifications. Students may apply by completing the General Scholarship Application, available online each January 1<sup>st</sup>. Priority application date is April 1, for the upcoming academic year. Most scholarships require students to be enrolled in a degree or certificate program. The MCC Financial Aid Office awards additional Foundation funding at their discretion.

### Institutional Scholarships

Morgan Community College offers a number of institutional grants and scholarships. The types and amounts of these awards vary from term to term and require application each semester. Institutional application forms can be found on the web at: the MCC website at [www.morgancc.edu/money](http://www.morgancc.edu/money)

### Outside Scholarships

In addition to the Foundation scholarships and institutional funding, other organizations send scholarship applications to the school. Information and applications to these scholarships is available from the MCC Financial Aid Office and at: the MCC website at [www.morgancc.edu/money](http://www.morgancc.edu/money)

## Grants, Loans, and Work-Study Jobs

Eligibility for grants, loans and work-study is determined by completion of the Free Application for Federal Student Aid (FAFSA) at our website at <http://www.morgancc.edu/get-started/financial-aid/>

or at <https://fafsa.ed.gov>.

## **Repeated Courses and Financial Aid**

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Federal regulations limit the number of times a student may repeat a course and receive financial aid for that course.

- A student may receive aid to repeat a previously passed course one additional time. Once a student has completed any course twice with a passing grade, he/she is no longer eligible to receive aid for that course.
- A student may receive aid when repeating a course that was previously failed (F, W, AW, U/F, or U/D) regardless of the number of times the course was attempted and failed as long as he/she is meeting the overall Standards of Academic Progress.
- If a student retakes a course that is not aid eligible, a recalculation of aid is done to exclude the credits for the repeated course.
- This rule applies whether or not the student received aid for earlier enrollments in the course.

## **PELL Lifetime Eligibility Limits (LEU)**

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Public Law 112-74 amended HEA section 41(c)(5) limits the duration of a student's eligibility to receive Federal Pell Grant to 12 semesters (or its equivalent). The calculation is performed by the United States Department of Education and includes all years of the student's receipt of Federal Pell Grant funding. Students must remain eligible to receive aid by meeting Satisfactory Academic Progress (SAP) standards in order to receive Pell Grant funding.

## **Subsidized Loan Limitations (SULA)**

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As of July 1, 2013, federal limitations were implemented first-time borrowers taking out Direct Subsidized Stafford Loans defining a limit on the maximum period of time (measured in academic years) that a borrower can receive Direct Subsidized Loans. In general, a borrower may not receive Direct Subsidized Loans for more than 150% of the published length of their program. This is called the "maximum eligibility period".

The maximum eligibility period is based on the published length of a student's current program. This means that the maximum eligibility period can change if a student changes programs. Also, if a borrower receives Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans they received for the earlier program will generally count against the new maximum eligibility period.



## GRADES, STUDENT RECORDS & TRANSCRIPTS

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

### Grades, Grading & GPA

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

Students can view final grades and transcripts on MyMCC.

### Grading System

Courses are graded using either type A- F or 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. CCCS ES 9-83

INVENTORY OF COMMON GRADING SYMBOLS		
GRADE	DESCRIPTION	QUALITY POINTS
A	Excellent or Superior	4.00
B	Good	3.00
C	Average	2.00
D	Deficient	1.00
F	Failure	0.00
I	Incomplete	None
S	Satisfactory	None
U	Unsatisfactory	None
W	Withdrawal	None
AW	Administrative Withdrawal	None
AU	Audit	None

DEVELOPMENTAL COURSE GRADES		
GRADE	DESCRIPTION	QUALITY POINTS
S/A	Satisfactory (A-level work)	None
S/B	Satisfactory (B-level work)	None
S/C	Satisfactory (C-level work)	None
U/D	Unsatisfactory (D-level work)	None
U/F	Unsatisfactory (F-level work)	None
TRANSFER COURSE GRADES (Not computed into GPA)		
GRADE	DESCRIPTION	QUALITY POINTS
A*	Transfer Grade	None
B*	Transfer Grade	None
C*	Transfer Grade	None
D*	Transfer Grade	None
S*	Transfer Grade	None
TR	No Transfer Grade Listed	None
OTHER COURSE GRADES (Not computed into GPA)		
GRADE	DESCRIPTION	QUALITY POINTS
CA	Grade Change Thru Appeal	None
CPL	Credit for Prior Learning	None
CNG	Conversion-No Grade	None
PLACEHOLDERS		
GRADE	DESCRIPTION	QUALITY POINTS
R	Repeat Field	None
Z	Grade Not Yet Reported	None
SP	Satisfactory Progress	None

## Calculation of GPA

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

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

*CCCS Educational Services ES 9-81*

## Grade Changes

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

## Repeated Courses

Students may retake any course taken at MCC to improve their grade. After completing the repeated course, an automatic program will code the class as a "repeat course". The highest grade will be used in calculation of the GPA. Students should check with financial aid before repeating a course. Federal laws prohibit financial aid from paying for some repeat courses.

*CCCS ES9-87*

## Repeat Course Limits

To increase retention and student success, the state system of community colleges has the following limits regarding repeated courses.

The Following Guidelines Apply to All Students Taking Courses:

- Student will be limited in the number of times that they can take the same course.
- Certain courses are exempted from the repeat course procedure.
- If a student has taken a course twice or more and attempts to register for the course an additional time, the student will not be able to register for other courses without needing an action plan or approval.

- If an advisor does not feel that the registration is warranted, the student may appeal.
- If a student has taken a course three times and wants to register for the course a fourth time, the student must appeal.

## Repeated Courses and Financial Aid

Please check with financial aid before repeating a course. Federal laws prohibit financial aid from paying for some repeat courses. See the Financial Aid Section of the MCC Catalog for additional important information.

## Repeated Courses on Academic Records/Transcripts and GPA

Each registration for the course and each grade received will be listed on the transcript. On the transcript, a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. If the same grade is earned two or more times for a repeated course, the most recent instance of the duplicate grade will be included in the term and cumulative GPA. All other duplicate grades will be excluded from the term and cumulative GPA.

## Repeated Courses and COF

All credit hours earned for initial and repeated courses will be deducted from a student's remaining College Opportunity Fund (COF) stipend eligible hours.

## Repeated Courses and Application toward Certificates and Degrees

"Repeated" courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development. Each institution will designate courses that may be "repeated" within program requirements.

## Repeating Developmental Courses

Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript. Individual colleges may choose to specify a limit for the number of times a developmental course may be repeated.

## Repeated Courses Taken Prior To 2006

For courses taken prior to fall of 2006, the student or student's advisor will need to complete a 'Repeated Course form' for the GPA computation of the repeated course to be activated. For courses taken after fall of 2006, no form is necessary.

## Repeated Courses and Degree Works

If the initial course received a grade that does not 'count' toward the student's program in the audit, the repeated course would not show in the audit until it is successfully completed and marked as a 'repeat course' at the end of

the term. The advisor can make manual notations to the audit indicating a repeated course is being attempted.

View the full *ES 4-87 Repeat Course Limit at:*

<https://www.cccs.edu/wp-content/uploads/documents/ES487RepeatCourseLimits.pdf>

## **Audit (AU)**

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

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

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

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

The "AU" grade will continue to be included in the grading policy. Audit is a registration status in Banner. "AU" is automatically posted as the grade.

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

CCCS ES 4-83 [https://www.cccs.edu/wp-content/uploads/documents/ES4-83\\_Audits.pdf](https://www.cccs.edu/wp-content/uploads/documents/ES4-83_Audits.pdf)

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

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

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

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

## **Satisfactory/Unsatisfactory Grades (S/U)**

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

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

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

## **S/U Grading**

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

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

*-CCCS Education Services Council Procedure ES 9-88*  
<https://www.cccs.edu/wp-content/uploads/documents/ES-9-88-SU-and-PF-Grading-FINAL-APPROVED-093013.pdf>

## **Transfer Grades**

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

CCCS ES 9-84 "D" Grades (Transfer and Applicability to Program Requirements) [https://www.cccs.edu/wp-content/uploads/documents/ES9-84\\_Dgrades.pdf](https://www.cccs.edu/wp-content/uploads/documents/ES9-84_Dgrades.pdf)

## Withdrawal Grades

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

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

### Withdrawal Grades (Student Initiated)

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

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

### Faculty Initiated Withdrawal of a Student/Last Date of Attendance

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

### Administrative Withdrawal (AW)

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

## Placeholders

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### SP - Satisfactory Progress

This symbol is limited to certain approved courses that extend beyond the end of a normal 15-week semester. No academic credit is awarded until the course is completed.

### Z - No Grade Submitted

The symbol "Z" is a temporary grade entered by the Registrar when a grade is not received from the course instructor. This "Z" grade is replaced, and credit is awarded upon the Registrar's receipt of the grade.

### CPL - Credit for Prior Learning

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

### CNG - Conversion No Grade

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

### Repeat Field

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

## Incomplete Grade (I)

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The "Incomplete" grade is a temporary grade and is designed for students, who because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade "C" or better). If circumstances beyond the student's control prevent the student from completing a test or assignments at the end of the term, then it is the student's responsibility to initiate the request for an "Incomplete" grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner. In requesting an "incomplete" grade, the student must present to the instructor the documentation of circumstances justifying an "Incomplete" grade. The instructor will fill out the "Incomplete Grade Contract" which outlines the remaining requirements, deadlines, and other arrangements made between the instructor and student to complete the coursework. The instructor and student both sign the contract, and the instructor submits the form to the Student Services Office. The instructor must then assign an Incomplete Grade on the regular grade roster in a timely fashion.

Incomplete Grade Contract must include the following information:

1. Student Name (F, MI, L);
2. Student ID#;
3. Course Number and Section;
4. Reason for assigning a grade of incomplete (statement of extenuating circumstances);
5. Work to be completed for removal of incomplete grade (instructor should be very specific including the work to be done and how the final grade is to be calculated);
6. What, when, and how assignments and tests will be submitted to complete the course;
7. The time in which the work must be completed;
8. Evidence of completion of 75% of the semester coursework;
9. Instructor Signature and Date;
10. Student Signature and Date; Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. If a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the Instructional Officer of the college, Vice President of Instruction or Dean of Instruction. Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Chief Instruction Officer.

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

### **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*

### **Address and Phone Changes**

Students make personal information changes on MyMCC using their Student ID and password. (Students who are also employees of any CCCS Institution or participate in work-study must make their changes through the Human Resources Department.)

### **Name Changes to Academic Records**

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

### **Preferred First Name on Class Rosters**

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

### **Social Security Number Changes to Academic Records**

All requests for Social Security Number Changes/corrections to academic records, whether requested by a continuing, former, or readmitted student, must be accompanied by a copy of the corrected Social Security card. The Student Services Office will keep a copy in the student's file.

Student Records Change form

### **Enrollment Verifications**

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

### **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.

#### **President's List**

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

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

## Vice President's List

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

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

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

## 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. To qualify for the Academic Renewal program, the following criteria must be met:

1. A maximum of 30 hours can be excluded from the GPA.
2. Courses and grades approved for Academic Renewal remain on the transcript but are excluded from the GPA calculation/s.
3. Academic Renewal applies to D and F grades only.
4. To apply for Academic Renewal, students must wait a minimum of 2 academic years from the last term being considered for Academic Renewal. (Students must be out of school for 2 years before being eligible)
5. Students must be enrolled and have completed at least 6 hours with a 2.0 term GPA to be awarded Academic Renewal. For a Reverse Transfer Degree only, the student may fulfill this requirement by demonstrating enrollment in at least 6 credit hours with a 2.0 term GPA during the last semester of attendance at the four-year institution.
6. Students can only apply for Academic Renewal once, and it is not reversible.

CCCS ES 4-82 Academic Renewal

Approved October 1, 2005; Effective Summer 2013;  
Revised Spring 2013

## Transferring Credit to MCC from Other Institutions

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

### APPLICATION

This guideline applies to the state system of community colleges.

### PRINCIPLE

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

### GUIDELINE

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

- Courses accepted in transfer MUST match the content and meet or exceed the rigor of the accepting institution as determined by the professional judgment of the transfer evaluator or department chair.
- Transfer credit is accepted as specified by legislated and Colorado Community College System (CCCS) articulation agreements.
- The college may examine credits to ensure that the content is not outdated or obsolete. Please note that some courses that are more than 10 years old may not be transferable. In addition, courses must be no more than 7 years old for some health programs (please check with the department).
- Courses will be evaluated against the Colorado Community College Common Course Numbering System (CCCNS).
- The official transcript will include courses taken at the institution and those transfer credits requested by the student.
- Courses will be transcribed with CCCNS course number, title, prefix and the number of credits awarded by the transferring institution.
- Grades for transfer courses will be recorded in Banner and show on the official transcript.
- Prerequisite courses below the 100 level will not be accepted in transfer and will not appear on the transcript but will be noted in the student's record.
- A grade of "C" or higher, "P", "S" or better is required for transfer. Transfer credit will not be awarded for courses with "D", "F" or "U" grades. Individual colleges may choose to grant an exception to this rule and accept transfer courses with a grade of "D" on a case-by-case basis. Additionally, some schools only accept a "P" or "S" grade if it is shown to be equivalent to a grade of "C" or better.
- Credits earned at the home institution with a grade of "D" may be applicable to a degree or certificate as determined by the program.
- There is no limit to the number of credits that may be transferred. However, 45 transfer credits is the maximum number of credits that can be applied towards a degree. A minimum of 25% of the credits applied to a degree or certificate must be earned at the home institution.
- Upper-level courses can be accepted in transfer IF the course can be equated to a course in CCCNS.
- Elective courses that do not equate to a CCCNS course will be listed with the appropriate prefix, numbered as 999 and include "Elective" with a colon and then an entry to describe the course content. If no appropriate prefix is included in the CCCNS then the elective course will be given either the prefix TRN for

Transfer Elective or CTE for CTE (Career and Technical Education) Elective. The course number will be 999 and the title will include a colon and an entry to describe the course content.

- Credit for prior learning, standardized tests and portfolio credits will be accepted as determined by the CCCS Guide to Credit for Prior Learning.
- Transfer courses that have the Guaranteed Transfer (GT) designation will be noted as GT courses. If the course is not present in the CCCNS then it will be transcribed with the prefix GTP for GT-Pathways, the applicable GTP course number, and the course title that matches the GT designation, e.g., CO1, AH3, MA1, etc.
- Transfer credits will be awarded as governed by CCHE (Colorado Commission on Higher Education) and State Board policies and System Chancellor's Procedures.
- Quarter hours and other non-standard credit hours that are accepted in transfer will be converted into semester credit hours.

#### TRANSFER APPEALS PROCESS

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

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

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

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

CCCS Student Transfer Appeals policy (approved June 2, 2005) can be found at:

<https://www.cccs.edu/current-students/transfers-articulations/student-transfer-appeals-policy/>

#### Foreign Transcripts

Transcripts from colleges and universities outside the United States must first be evaluated course-by-course by an approved evaluation service. Approved evaluation services can be found at:

<https://www.naces.org/>

Transcripts must then be sent to MCC directly from the evaluation services. MCC will then determine the award of credit applicable to the degree or certificate you plan to pursue. You will receive notification when the results are available for you to review.

#### Transcript Evaluation

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

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.

#### Transcripts and Transferring MCC Credits to Other Institutions

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

#### Transfer from MCC

Students who attend Morgan Community College with the intention to transfer to a four-year college or university should familiarize themselves with the general education requirements of that other institution. While graduation requirements may vary, it is ordinarily easy to transfer from one Colorado institution to another if a student's planning is solid and grades are acceptable. MCC strongly recommends that transfer students seek assistance from an academic advisor to plan a transferable curriculum.

## Transfer Agreements

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

See <http://www.morgancc.edu/get-started/transferring/>

Also see *DEGREES & CERTIFICATES* for details of Transfer Agreements and requirements

Also see *TRANSFER AGREEMENTS WITH OTHER COLLEGES*

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

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

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

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

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

Check with the school you wish to attend about which credits will transfer beyond any that are guaranteed by the GT transfer program or a statewide articulation agreement.

## Statewide gtPathways List of Approved Courses

Colorado Community College System approved gtPathways courses are listed and updated as new courses are approved.

See <https://highered.colorado.gov/guided-pathways-guaranteed-transfer>

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

Colorado's gtPathways is a set of general education courses that the State of Colorado guarantees to transfer to other Colorado public colleges and universities. Receiving institutions in Colorado shall apply guaranteed general education courses to a student's general education or major requirements. Approved courses in gtPathways are not based on course equivalencies but meet content and competency criteria.

For a comprehensive list of course equivalents go to:

<http://highered.colorado.gov/academics/transfers/gtPathways/Curriculum/Courses.aspx>

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

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

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

## Colorado Community College Numbering System (CCCNS)

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

[https://erpdnssb.cccs.edu/PRODCCCS/ccns\\_pub\\_controlle\\_r\\_p\\_command\\_processor](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controlle_r_p_command_processor)

## 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:

<https://www.cccs.edu/current-students/transfers-articulations/student-transfer-appeals-policy/>



## 60 + 60 Transfer Plan

If you are transferring from a two-year school to a four-year school, you may be entitled to additional guarantees. If you complete an Associate of Arts (A.A.) or Associate of Science (A.S.) degree, 60 credit hours of your A.A. or A.S. degree are guaranteed to transfer to a Colorado state four-year school, once you are accepted for admission. You should be able to finish a Bachelor of Arts or Bachelor of Science degree within another 60 credit hours. This is called a 60+60 Transfer Plan.

If you are accepted at a Colorado state public higher education institution and GT credits do not transfer as meeting graduation requirements, you may file a student appeal to resolve the problem. Additional information is available at the CCCS website.

The A.A. or A.S. degree will transfer to Colorado public four-year colleges and universities liberal arts and science degrees if you:

- Complete your A.A. or A.S. degree including 35 credits state-guaranteed (gtPathways) general education courses, and
- Earn a "C" grade or better in each course

Then at least 60 hours of your A.A./A.S. degree will transfer completely, upon admission, to a baccalaureate liberal arts and sciences major in Colorado's public four-year institutions. \* You are guaranteed to be able to finish your liberal arts and sciences baccalaureate degree with another 60 credit hours.

\*See your transfer advisor as soon as possible for a list of applicable degrees. Articulation agreements exist for teacher education, business, and engineering that specify which lower-division credits are needed. Please see an advisor.

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

For more information, go to

<https://highered.colorado.gov/get-credit-for-what-you-already-know>

## Reverse Transfer (Degree Within Reach)

Degree Within Reach is the state of Colorado's way of describing "reverse transfer," a new process allowing students who have transferred from a Colorado community college to a Colorado university to combine credits from both institutions and apply them towards an associate's degree.

If you are a transfer student, this means you can complete the associate's degree you started at your community college while still working toward your bachelor's degree. You could be eligible even if you left a four-year institution before earning any degree.

Current and former students who transferred since summer 2012 from a Colorado community college to one of the participating four-year institutions could be eligible.

Students who completed some college but who have not yet attained a degree may be eligible for an associate's degree if they meet the following criteria:

- The student has completed 15 credit hours at a community college in Colorado;
- The student has a minimum of 70 credit hours, including coursework at the four-year institution;
- The student has completed those 70 credit hours within 10 years of enrollment at any institution;
- The student's completed credit hours meet the requirements for an Associate of Science, Associate of Arts or Associate of General Studies, to be determined via degree audit at the community college;
- The student has not requested that their data be withheld at either institution

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

For more information see

<https://degreewithinreach.wordpress.com/>

### REVERSE TRANSFER RESIDENCY

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

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

ES 4-86

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

## STUDENT LIFE, ACTIVITIES & SERVICES

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

### ATMs

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Located inside the Student Center, an ATM is accessible during regular Student Center hours for student use and convenience.

### MCC Alert

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See Safety Issues & Notices - Emergency Notification System/MCC Alert

### BankMobile Refund Services

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

#### BankMobile Banking Options

Refunds for:

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

What you need to do:

1. **Verify Your Address:** Prepare to receive your refund now by verifying that Morgan Community College has your current mailing address. An incorrect mailing address will delay your refund. Your Refund Selection Kit will be mailed to the address that MCC currently has on file for you. Therefore, it is critical that you verify your mailing address as soon as possible.
2. **Activate Your Refund Choice:** Please activate your refund preference at [RefundSelection.com](http://RefundSelection.com) as soon as you receive your Personal Code.

Your Refund Options Are:

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

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

## Bulletin Boards

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There are bulletin boards located throughout the campus. Be sure to read the fliers so you know what opportunities and activities are available to you. A Community Activity Bulletin Board is located on the south wall right inside the west entrance of the Student Center. If students want to post a flier, they must first get permission from the Student Life Coordinator. All fliers must be approved before posting. Any flier or poster not approved will be removed.

## Children on Campus

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

Students should make plans for the care of dependent children while attending classes, college activities and studying on campus. Unattended children are at risk and will be reported to the proper authorities for their own safety.

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

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

## Clubs and Organizations

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

### Games and Recreation Club

Monthly events sharing our favorite games/activities with MCC students/staff.

Club Advisors:

Daniel Grafton 970-542-3204  
[Daniel.grafton@morganc.edu](mailto:Daniel.grafton@morganc.edu)

Desryan Jenson 970-542-3223  
[desryan.jenson@morganc.edu](mailto:desryan.jenson@morganc.edu)

## HOSA: Future Health Professionals

HOSA is the national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA provides students opportunities for knowledge, skill and leadership development. MCC HOSA members consist of high school Health Science Technology Program students as well as Health Occupation students. HOSA performs at least one community service project each year. The students compete annually in the state HOSA competitions. State qualifying students are eligible to participate in the national competition. MCC's HOSA consistently has national qualifiers each year.

Organization Advisor:

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

## Gay/Straight Association

The club will meet and discuss LGBTQ issues, advocacy, support, resources and fun.

Club Advisor:

Daniel Grafton 970-542-3204  
[daniel.grafton@morgancc.edu](mailto:daniel.grafton@morgancc.edu)

## MCC Writing Club

The MCC Writing Club is for all students who love writing. Members engage in regular writing practice and peer workshops. The Writing Club presents opportunities for publishing in the Road Runner Newsletter, on student life social media pages, and more. Members will also have the option to enter competitions, practice writing skills, and receive constructive feedback.

For further information contact the Student Life Coordinator:

Brenda Valdez 970-542-3170  
[student.life@morgancc.edu](mailto:student.life@morgancc.edu)

## Multi-Cultural Club

Students in the Multi-Cultural Club will meet new people, learn about different cultures, share their experiences, have fun, and celebrate diversity.

Club Advisors:

Brenda Valdez 970-542-3170  
[brenda.valdez@morgancc.edu](mailto:brenda.valdez@morgancc.edu)

## Phi Beta Lambda (PBL)

PBL is an organization for business students or any student interested in a business career. PBL gives students the opportunity to build on business communication skills, practices, and ethics. PBL officers and members attend leadership conferences and state conferences annually.

For further information contact the Student Life Coordinator, Brenda Valdez 970-542-3170

[student.life@morgancc.edu](mailto:student.life@morgancc.edu)

## Phi Theta Kappa (PTK)

PTK is an international honor society of two-year colleges to recognize academic achievement. Students who have completed at least 12 college credit hours with a 3.5 grade point average and declared programs in A.A., A.S., A.A.S., or A.G.S., may be invited to join during ceremonies conducted in the fall and spring.

Club Advisors:

Barbara Eakley-Troudt 970-542-3206  
[barbara.eakleytroudt@morgancc.edu](mailto:barbara.eakleytroudt@morgancc.edu)

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

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

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

## Physical Therapist Assistant Club

For further information contact one of the Club Advisors:

Jeff Coon 970-542-3225  
[jeff.coon@morgancc.edu](mailto:jeff.coon@morgancc.edu)

Jason Glasnapp 970-542-3226  
[jason.glasnapp@morgancc.edu](mailto:jason.glasnapp@morgancc.edu)

## Science Club

For further information contact one of the Club Advisors:

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

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

## Student Government Association (SGA)

SGA is for student leaders interested in serving as student liaisons in college/student governance. SGA offers an excellent opportunity to strengthen leadership skills, work on issues affecting students, and give input on the allocation of student fees. Officers for the executive branch run for election in the spring; legislative officers run in the fall. Student Government invites students to attend any meeting to discuss concerns and give suggestions. Information and a copy of the SGA bylaws and constitution are available from the Student Life Coordinator.

Club Advisor:

Daniel Grafton 970-542-3204  
[daniel.grafton@morgancc.edu](mailto:daniel.grafton@morgancc.edu)



## SkillsUSA

SkillsUSA is for students in the Automotive Service Technology, Automotive Collision Technology, and Welding Technology programs. SkillsUSA is a partnership of students, teachers, and industry working to ensure America has a skilled workforce. SkillsUSA members can participate in local, state, and national skills competitions each year.

Organization Advisors:

Automotive Service Technology:

Brad Parker 970-542-3215  
[brad.parker@morganc.edu](mailto:brad.parker@morganc.edu)

Automotive Collision Technology:

Tim Grauberger 970-542-3220  
[tim.grauberger@morganc.edu](mailto:tim.grauberger@morganc.edu)

Welding Technology:

Kevin Cruse 970-867-4060  
[kevin.cruse@morganc.edu](mailto:kevin.cruse@morganc.edu)

## Student Nurses Association (SNA)

SNA is an organization for students interested in a nursing career. SNA offers students the opportunity to develop leadership skills as well as represent MCC's nursing program to the community and foster the skills needed to be an accountable member of the nursing profession. SNA offers students the opportunity to learn about professional trends and issues in nursing.

Organization Advisor:

Stacey Knox 542-3244  
[stacey.knox@morganc.edu](mailto:stacey.knox@morganc.edu)

## College Closures

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

### Notification of Closures

MCC students and employees are notified of college closures and emergencies by an MCC Alert. Messages are sent via telephone, e-mail, cell phone, and text messaging if it is enabled by the owner.

*Also See Emergency Notification System/MCC Alert for additional information*

### Daytime Closures

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 Closures

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

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

## Holidays

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

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

## Professional Development Day Closures

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 are closed and no courses are held during Professional Development Days.

*See ACADEMIC CALENDAR for specific dates*

## Snow Closure and Inclement Weather Cancelation Policy

### FORT MORGAN CAMPUS CLOSURES

- 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 *NOTIFICATION OF CLOSURES*

## MCC CENTER CLOSURES

The decision to close an individual Center and cancel Center area classes because of inclement weather will be made by that area's Director of Regional Community Outreach. The MCC ALERT system 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 *EMERGENCY NOTIFICATION SYSTEM/MCC ALERT*

See *NOTIFICATION OF CLOSURES*

## College Store

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

### Textbooks

Buy or rent textbooks online at <https://bkstr.com/morgancstore/home/en>

or use the kiosks located just outside the College Store on the Fort Morgan campus.

### Cashier Services

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

### Copy Center

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

### Fax Services

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

### Student Malpractice and Liability Insurance

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

### College Store Hours

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

## Supplies, Clothing, Food & Gifts

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

## Computer Labs

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

## Copies

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

## Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user, receiving, displaying, print, otherwise disseminating, makes a request for, or later uses, a photocopy or reproduction in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if in its judgment, fulfillment of the order would involve the violation of copyright law.

## Email for Students

### STUDENT EMAIL ACCESS

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

### STUDENT EMAIL USE

The Colorado Community College System (System) assigned student email account shall be the primary official means of communication with students. The System expects that students sign in and check their college issued email account on a frequent and consistent basis, as students are responsible for all information sent to them via their system-assigned email account. This account is free of charge and currently is active for life. The use of student email is a privilege, not a right; and the System maintains the right to limit access. Email is subject to disclosure to third parties through subpoena or other processes.

It is acceptable to use the System's student email for purposes relating directly to education. Email should be considered the same as printed communication and should meet the same standards of taste, professionalism, accuracy and legality that are expected in printed communication.

## EMAIL HARASSMENT

If a student is being harassed via email, the student should immediately notify the Vice President of Student Services. It is also the responsibility of all students to report any potential misuse of the college email communications services.

For full policy, see: *CCCS Student Email Acceptable Use Policy SP 4-32* <https://www.cccs.edu/sp-4-32-student-email-acceptable-use-policy/>

## PROHIBITED USE

Prohibited activities on CCCS computers and telecommunications systems include but are not limited to:

1. Fraudulent, harassing, threatening or libelous messages and inclusion of personal or sensitive information about individuals without their consent
2. Obscene, profane, abusive, defamatory, derogatory, threatening, or sexually explicit language or graphic representation
3. Statements or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria
4. Commercial activities and other activities conducted for personal gain
5. Religious causes
6. Solicitations not approved by the System
7. Political fund-raising or lobbying
8. Violating any federal, state, or local law/regulation, or System policy/procedure.
9. Deliberately wasting computing resources.
10. Posting or viewing on College computers, materials that violate existing laws or the College's codes of conduct (MCC strictly prohibits viewing, solicitation, or printing of pornographic literature on College equipment).
11. Sending, receiving, displaying, printing, otherwise disseminating, or storing material that is fraudulent, harassing, illegal, abusive, indecent, embarrassing, profane, sexually explicit, obscene, intimidating, or defamatory; Exceptions may be made for legitimate instructional purposes
12. Transmitting to others, in any location, images, sounds or messages that might reasonably be considered harassing
13. Screen displays of images, sounds or messages that could create an atmosphere of discomfort or harassment for others, especially those considered obscene or sexually explicit
14. Attempting to forge electronic mail messages or using someone else's electronic mail
15. Accessing personal interest sites, viewing chat rooms (except chat rooms integrated within the course management system), or using recreational games for other than occasional use
16. Using CCCS computers for commercial gain or private profit
17. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution

- of photographs from magazines, music, videotapes, books, or other copyrighted sources, and copyrighted software
18. Exporting software or technical information in violation of U.S. export laws
  19. Posting or e-mailing scams such as "make money fast" schemes or pyramid/chain letters
  20. Threatening bodily harm or property damage to individuals or groups
  21. Making fraudulent offers of products, items, or services originating from a user's account
  22. Attempting to access the accounts of others, or attempting to penetrate security measures of other entities' systems ("hacking"), whether or not the intrusion results in corruption or loss of data
  23. Accessing another person's computer, computer account, files, or data without permission
  24. Using any means to decode or otherwise obtain restricted passwords or access control information
  25. Attempting to circumvent or subvert system or network security measures. Examples include creating or running programs that are designed to identify security loopholes, to decrypt intentionally secured data, or to gain access to any system; Initiating or facilitating in any way mass unsolicited and unofficial electronic mailing (e.g., "spamming", "phishing", "flooding", or "bombing")
  26. Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to data
  27. Engaging in any other activity that does not comply with the general principles presented above.
  28. Activities will not be considered misuse when authorized by appropriate College officials for security or performance testing.

## COMPUTER USAGE VIOLATION

System administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged. All existing laws (federal and state) and College regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that apply generally to personal conduct.

Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable campus policies, or procedures. Complaints alleging misuses of Morgan Community College resources will be directed to those responsible for taking appropriate disciplinary action.

For detailed information on CCCS email and computer policies, please see the following website:

<https://www.cccs.edu/bp-3-125-electronic-communication-policy/>

## Handicapped Accessibility

The Fort Morgan campus, as well as classrooms in all locations, are handicap accessible. Handicapped parking is designated near every accessible campus entryway.

## Homework and Time Management

Students should expect to spend a minimum of two hours per week outside of class time completing work for each course credit. Hybrid courses and online courses require additional instructional time outside of the designated class time.

See *COURSE INFORMATION/STUDENT LEARNING TIME* sections of the MCC catalog for additional information and details.

## Housing

MCC does not have residence halls. Students are responsible for locating and securing housing on their own. The college maintains a list of local housing available from community contacts. Housing information is available in the Office of Student Life located in the Student Center, or in the Student Services Office. Lists are maintained of houses and apartments for rent as well as roommate requests.

## Identification Cards

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

## Job/Career Guidance and Placement

The MCC Guidance and Placement Director works closely with faculty advisors to provide special help to students in areas such as career exploration and development. Care is taken in planning the college experience so that the student is career ready upon graduation or has a career direction when ready to transfer to a four-year institution. Assistance with resumes and cover letters, selecting a program of study, transfer advising, and interview coaching are also available.

## Lactation Rooms for Nursing Mothers

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

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

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

- Fort Morgan Campus: Human Resources 970-542-3130
- Bennett Center: Director of Regional Community Outreach 303-644-4034
- Burlington Center: Director of Regional Community Outreach 719-346-9300
- Wray Center: Director of Regional Community Outreach 970-332-5755
- Or Vice President of Finance & Administration: 970-542-3127

## Library

Morgan Community College Library is part of the Learning Resource Center (LRC), located in Cottonwood Hall. The library offers a collection of both print and non-print materials to help students in gathering information and research. Books, periodicals, newspapers, online databases, electronic resources, and audiovisual items are available for checkout and/or for use in the library. The library offers student computers for Internet access, word processing, and email, as well as wireless Internet access. Morgan Community College Library uses the Auto-Graphics catalog system for locating print and audiovisual materials within its collection and provides access to online databases and electronic resources through the library page on the MCC website.

### Library Hours

Library hours are posted and may change without notice. To be certain of the hours on a given day, call the library at (970) 542-3185. Students can view library hours and access other library services on MyMCC.

### Online Collections

Electronic resources are accessible through the library page on the MCC website: [www.MorganCC.edu/library](http://www.MorganCC.edu/library)

Research links, electronic books, and online databases (collections of abstracts and full-text journal articles) may be accessed on- or off-campus by a computer with Internet access. Digital collections are multidisciplinary in scope and include primary resource materials and images when available.

### Interlibrary Loan Service (ILL)

MCC Library participates as a lender and a borrower with interlibrary loan (ILL). MCC students, faculty, and staff may request books and journal articles from other Colorado libraries (reference, reserve, and most audiovisual materials are not available through ILL). A minimum processing time of two weeks is recommended, and all ILL requests must comply with copyright law. Some libraries may charge a fee for interlibrary loan materials. Requests may be submitted to the MCC Library in person, by phone, or through the library website.

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

## Malpractice and Liability Insurance for Students

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

## MCC Roadrunner Weekly

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

## MyMCC Student Portal

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

Students use MyMCC to:

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

Students access MyMCC by going to [www.MorganCC.edu/MyMCC](http://www.MorganCC.edu/MyMCC)

## No Loitering Zones

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Family members or friends of students are welcome to wait for students to complete class time or school business in the Learning Resource Center (library). All other areas of campus, including the Student Center, are for student use and considered "No Loitering Zones."

## Papercut Print Management System

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Each student receives a total of \$25 printing credit each semester at the Fort Morgan Campus, the Bennett Center, the Wray Center, and the Burlington Center. The cost for a black-and-white printed copy is 10¢. Color printing is available for an additional charge. When a student logs on to a computer at these locations, a text box is displayed on the screen detailing the remaining amount of printing credit available. The appropriate amount is subtracted each time a print job is sent to a printer.

Once the initial allotment has been used, additional amounts may be purchased in \$1.00 increments (nonrefundable) at the MCC College Store during regular business hours. At MCC Centers, students should contact Center staff for additional purchases. Usually purchases are applied immediately. Students are reminded to always use "Print Preview" before printing, to plan ahead and purchase more printing credit when the limit is close to being exhausted, and to limit their amount of non-academic printing.

## Parking

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

### Types of Parking Violations

1. Parking in an unauthorized space, reserved area, or where signs or road markings prohibit parking.
2. Parking in a handicap parking space without the proper pass.
3. Parking which blocks any other vehicle.
4. Parking which interferes with the free and proper use of a roadway, driveway or entrance to a parking lot.
5. Parking in a service driveway or service area to include blocking a dumpster.
6. Parking on a grassy area.
7. Blocking or interfering with the proper use of a crosswalk or sidewalk.
8. Overnight parking in an unauthorized parking lot.
9. Parking which interferes with the use of a fire hydrant, fire access lane or other emergency zone.
10. Parking in any area not specifically designated as a parking lot or space on college premises.
11. Parking in violation of temporary instructions during a declared snow emergency.

### Other Traffic Violations

- Exceeding the posted speed limits
- Failure to obey signs and markings

### Parking Violation Disciplinary Action

- Subject to Student Discipline Policy



## Smoking

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Consistent with State of Colorado statute, smoking tobacco products is not permitted in any Morgan Community College building or facility. Smoking tobacco products includes the use of cigars, cigarettes and electronic smoking devices (e.g. e-cigarettes). Smoking is allowed anywhere outside but must be no closer than fifteen feet of the main entryways. Please be considerate and use the ashtrays provided.

## Student Ambassador Program

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

## Student Center

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MCC's Student Center on the Fort Morgan campus houses the MCC College Store, copy center, Anna C. Petteys Student Lounge, kitchen, a variety of vending machines, ATM, and the Student Life Office. A pool table, computer with internet access, and television are also available for student use during free time. Students can deposit outgoing mail in the Student Center mail slot.

The Anna C. Petteys Student Lounge is not a public space but is a facility that is only for use by currently enrolled MCC students. The facility was built with and is maintained by student fees. Because of this, the Student Center may be monitored to ensure that those using the facility are currently enrolled MCC students. Users should be prepared to show a current MCC student identification card and are expected to behave in a respectful manner to other students & staff in the lounge. Users should clean up after themselves; children are not allowed in the student lounge. Individuals using the facility who are not current MCC students will be asked to leave the Student Center.

## Student Services Office and Welcome Center

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

## Telephones/Cell Phones

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

## Testing Center

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Located in the Learning Resource Center (Library), the Testing Center offers a variety of testing services, including

standardized tests, assessment/placement tests, instructor/course tests, exams from other universities, and Guided Studies tests for students and the general public. For testing inquiries or appointments, contact the Testing Center at (970) 542-3188 or 1-800- 622-0216, ext. 3188.

## Testing Fees

Students must contact the Testing Center to determine if there is a cost for their desired test. If so, payment must be made in advance in the MCC College Store by presenting the appropriate form from the Testing Center. For a list of tests offered by the Testing Center go to:

<https://www.morgancc.edu/getting-started/testing/>

## Testing Center on MyMCC

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

## Tutoring Center

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

## Voter Registration

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MCC fully supports and advocates that students and staff register to vote. Voter registration forms are available in the MCC Student Services Office, on the Colorado Secretary of State website at [www.govotecolorado.com](http://www.govotecolorado.com)

[www.sos.state.co.us/pubs/elections/main.htm](http://www.sos.state.co.us/pubs/elections/main.htm) and through the Federal Government website at [\(New link pending\)](#)

## Vending Machines

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

## Veterans Programs

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The Office of Veteran Affairs located in the Student Services Office, provides enrollment services and general information to students who are eligible for education benefits under the Veterans Administration (VA) Program. Courses offered by Morgan Community College, with certain exceptions are approved for the training of veterans and eligible dependents under Chapters 30, 31, 32, 35, and 1606, Title 38, U.S. Code (P1 815).

Students who plan to utilize Veterans Administration (VA) benefits while attending Morgan Community College should contact the Office of Veteran's Affairs immediately after

making the decision to attend MCC. A six- to eight-week VA processing time should be anticipated for new applicants. It is the student's responsibility to notify the Office of Veterans Affairs at MCC of any address changes and/or enrollment changes such as course adds and drops, change of program, other schools attended, and any other information related their academic standing. Veterans must submit a copy of their DD214 and official transcripts of grades for any previous college education when submitting their Admission Application to MCC. Failure to provide this institution with a written record may result in serious delay in educational benefits. Students who are applying for VA benefits are responsible for payment of tuition, fees, and books, whether or not benefit payments have started.

Students can find additional information on MyMCC.

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

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The MCC website, [www.MorganCC.edu](http://www.MorganCC.edu), reflects the most current college information. Each semester's MCC Schedule of Classes and changes, the MCC Catalog and Addendum, calendar of important dates, directory of staff, and general college information are accessible on the site. In addition, there are many tasks that can be accomplished electronically: apply for admission, apply for financial aid, find necessary forms, and access the college library.

## GRADUATION POLICIES

### Graduation Application

To receive a certificate or degree, a Graduation Application must be filed with the Student Services Office by the published graduation application deadline in which the student plans to complete requirements. It is the student's responsibility to apply for graduation. The Graduation Application form may be downloaded from the MCC website, requested from the Student Services Office, or requested from MCC Centers.

### Late Graduation Applications

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

- Graduation honors designations & honors cord
- Graduation publicity
- Commencement program inclusion
- May incur delay in final graduation processing & receipt of diploma beyond the usual 4-6 weeks after term end
- May incur extra charges for commencement participation

### Graduation Application Deadlines

To receive a certificate or degree a Graduation Application form must be filed with the Student Services Office by the following dates.

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

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

STUDENT'S COMPLETION TERM	GRADUATION APPLICATION DEADLINE
Fall Completion	September 1
Spring Completion	February 1
Summer Completion (Attending Spring ceremony)	February 1
Summer Completion	July 1

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

### Graduation Requirements

Graduation requirements for degrees and certificates listed are as follows:

- Completed all course requirements for the degree or certificate as listed in the candidate's effective catalog or addendum
- Cumulative GPA of 2.0 or higher (Some certificate programs may be computed based on program only GPA with Instructional Dean or Vice President of Instruction approval)
- No grades below a "C" among the required courses in the program
- Satisfactorily completed a minimum of 15 credit hours in residency at the institution from which the degree is offered. Residency hours must apply to the program of study for which you are applying to graduate. For certificates, at least 25% of the credits must be completed in residence. Online courses with registrations through the home college will be included in residency hours.
- Submitted a Graduation Application form for the completion term
- Met all financial obligations to the College (To receive a diploma or transcripts, all financial obligations to the college must be met as well as any financial obligations to other CCCS system colleges)

*Note: Certain programs have additional requirements. Check program layouts or consult with academic advisors for specifics.*

### Other Graduation Policies

- Morgan Community College will accept those courses in transfer that have been completed with a "C" or better at an accredited college or university, or other approved institution
- No remedial or developmental courses will be applicable to an Associate of Arts (A.A.), Associate of Science (A.S.), Associate of Applied Science (A.A.S.) or Associate of General Studies (A.G.S.) degree
- The College reserves the right to substitute or delete course work based on current curriculum
- All Guaranteed Transfer gtPathways courses used to complete the State Guaranteed Transfer requirements and the 60 credits for the A.A. and A.S. degrees must be completed at a "C" or higher level
- No more than three (3) semester hours of physical education course work may be applied to an associate degree program
- To complete an associate degree program or certificate, students are required to fulfill the requirements in effect at the time of initial enrollment as specified in the MCC catalog. If a student does not attend the College for at least two consecutive semesters, excluding summer semester, the student will be subject to the requirements of the catalog in effect at the time of re-enrollment

## Graduation Honors

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

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

*-Approved by CCCS Education Services Council; CCCS ES 9-85 Graduation Honors*

HONOR	CUMULATIVE GPA REQUIRED
summa cum laude "with highest honor"	4.0
magna cum laude "with great honor"	3.75-3.99
cum laude "with honor"	3.50-3.749

### Other Graduation Honors Requirements

- Submitted a Graduation Application by the graduation application deadline for the completion term.
- Applied to graduate with an Associate of Arts (A.A.), Associate of Science (A.S.), Associate of General Studies (A.G.S.), or Associate of Applied Science (A.A.S.) degree.
- Transfer students must have completed a minimum of 51% of course work at MCC
- Recipients must have all course work in progress to be completed by the end of the graduation semester to be recognized at commencement and receive honors designations during the ceremony, in the program, and in commencement publicity.
- Honors recognition at the Spring Commencement ceremony is based on the GPA from the last completed term prior to the graduation term.
- If a final CGPA qualifies a spring graduate for honors, even though the previous final GPA was below 3.50, the honor will be posted on the official academic transcript, although the honor was not noted at the commencement ceremony. Conversely, if a final GPA disqualifies a spring graduate from receipt of honors designation, the designation will not be posted on the official academic transcript, even if the honor was noted in the ceremony program and publicity.

## Commencement Ceremony

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

### Summer Completers and Ceremony Participation

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

See *SUMMER COMPLETERS* for additional information

### Commencement Participation Charge

There is a charge for each commencement participation. Completion of the Graduation Application form DOES NOT constitute notice that you plan to participate in the spring ceremony. Students must contact the MCC College Store or a cashier at any MCC Center Office by the 4th week of the term to purchase a commencement participation package. A late charge may be added for those failing to meet this deadline.

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

### Graduation Publicity

Graduation applicant names, awards, and honors are printed in the annual commencement program and in media reports about the ceremony. If a graduation applicant does not want to be listed in graduation publicity he/she must contact the Registrar's Office in writing by the 4th week of the graduation term. No guarantees are made that information will be withheld, but every attempt will be made to do so.

### Diplomas, Transcripts, and Degree Posting

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

Diplomas are mailed 6-8 weeks after the end of the term. The diploma is issued with the name listed in the official academic records and is mailed to the LOCAL address listed in the student records.

## If Requirements Are Not Complete by Term End

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

## Summer Completers

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### 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 by the spring term deadline (February 1) to be sure to receive all commencement ceremony email notices, etc. They will also need to pay the commencement participation fee to the MCC College Store or at their Center.

### 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.

## MAPP Testing Requirement for Graduation

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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.

## STUDENT RIGHTS & RESPONSIBILITIES

### Colorado Student Bill of Rights

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

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

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

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

## Student Rights and Responsibilities

### Classroom

1. Students have the right to inquire, to discuss, and to express their views by orderly means that do not infringe upon the rights of others or impede the progress of the course.
2. Students have the right to expect that instructors will conduct themselves professionally in the classroom in accordance with College policy.
3. Students have the right, through a printed syllabus and course outline, to be informed of the academic standards expected of them in each course. Academic standards shall include, but are not limited to, contents, objectives to be achieved, and grading criteria which will be applied to a particular course of study.
4. Students have the right to be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards. Students have the right to be protected through established procedures against prejudiced or capricious academic evaluation. Students may not grieve a grade. Students can grieve violation of the state's grading criteria or the inequitable application of grading criteria.
5. Students have the opportunity, through established institutional mechanisms, to assess the value of a course, services, facilities, and equipment; to make suggestions as to its direction; and to evaluate both the instructor and the instruction they have received.
6. Students have the right to privacy. Personal or scholastic information about students shall be considered confidential and shall not be disclosed to others except in accordance with College policy, Colorado State Open Records Act, The Family Educational Rights and Privacy Act (FERPA), and Freedom of information statutes.
7. Students have the right to reasonable academic assistance provided by the institution both in and out of the classroom, based on a resource available basis.
8. Students have the right to legally mandated absences, such as military duty, jury duty, or legal summons to a court of law. Students receiving financial aid or Veterans benefits should contact the Financial Aid Office.
9. No qualified individual with a self-identified disability shall, by reason of disability, be excluded

### Campus

Outside the classroom, students have the right to discuss and express by orderly means, views in support of any cause, providing it does not disrupt the operation of the institution or infringe on the rights of other members of the College community, subject only to reasonable time, place, and manner restrictions. Students shall have the right to dress in any way that personal taste dictates and that does not interfere with the education process or with health and safety requirements and is not lewd, indecent, or obscene. Clothing with offensive and/or obscene wording or pictures

will not be tolerated. Students wearing such items will be asked to change the item of clothing or leave campus. Students have the right to be free from harassment or discrimination based on race, national origin, gender, religion, disability, age or sexual orientation. Expect an environment free of drug and alcohol abuse. Family members or friends of students are welcome to wait for students to complete class time or school business in the Learning Resource Center (library). All other areas of campus, including the Student Center, are for student use and considered No Loitering zones.

## **Student Code of Conduct (SCOC)**

Students are subject to the same federal, state, and local laws as non-students and are the beneficiaries of the same safeguards of individual rights. As members of the academic community, students are expected to conduct themselves in a reasonable manner.

Students should at all times try to promote a sense of cooperation and work to build an atmosphere that will be most conducive to the goals of higher education. Members of the College community shall recognize the authority of the College to publish and maintain its own set of rules and regulations. It is the responsibility of all members of the College community to make themselves aware of the rules and regulations of the institution and comply with those rules and regulations. All members of the College community, while on campus or while participating in College-sponsored activities (on or off campus), are expected to comply with College rules and regulations and with the regulations of off-campus sites.

Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

### 1. Academic Misconduct:

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Morgan Community College disciplinary procedures.

### 2. Disruptive Behavior:

Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.

### 3. Deceitful Acts:

Engaging in deceitful acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

### 4. Conduct that is Detrimental to College or to Safety:

Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Vice President for Student Success. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.

### 5. Physical/Non-physical Abuse:

- Physical abuse or conduct that threatens or endangers another person's health or safety.
- Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
- Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.

### 6. Harassment and/or Discrimination:

Discrimination or harassment on the basis of sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, familial status, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state or federal law.

### 7. Sexual Misconduct:

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

<https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-120a-sexual-misconduct/>

through 08-12-2020 and BP/SP 19-60 after 08-12-2020:

<https://www.cccs.edu/policies-and-procedures/civil-rights-and-sexual-misconduct-resolution-process/>

### 8. Weapons:

Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

### 9. Narcotics/Alcohol:

Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college-controlled property, and/or at any function authorized or supervised by the college and/or in state

owned or leased vehicles. Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college-controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

#### 10. Dress Code:

Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.

#### 11. Leaving Children Unattended:

Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.

#### 12. Violation of Laws, Directives, and Signage:

- Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
- Violations of college traffic and parking rules, regulations, or signage.
- Damage to or falsely using fire alarms and/or fire extinguishers.
- Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to, leading or inciting to disrupt college activities.
- Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
- Violations of college policies, protocols, procedures or signage.

#### 13. Illegal Gambling:

Participation in illegal gambling activities on college owned or college-controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

#### 14. Unauthorized Entry and/or Unauthorized Possession:

Entry into or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

#### 15. Unacceptable Use of College Equipment, Network or System:

Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.

#### 16. Unauthorized Pets/Animals:

Possession of any unauthorized pet or animal, excluding trained service animals (For residential dorms only: and/or assistance animals) while on college-owned or college-controlled property.

#### 17. Tampering with Student Organization, Election, or Vote:

- Tampering with the process of any college recognized student organization, election or vote.

#### 18. Group or Organization Conduct:

Students who are members of a college recognized student organization or group and commit a violation of the Student Code of Conduct may be accountable both as an individual and as a member of the student organization.

#### 19. Abuse of the Student Disciplinary and/or Grievance Procedure:

Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:

- Disruption or interference with the orderly conduct of the student disciplinary/grievance procedure.
- Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
- Attempting to discourage an individual's proper participation in, or use of, the student disciplinary/grievance procedure.
- Attempting to influence the impartiality of a participant and/or the student disciplinary/grievance procedure.
- Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary/grievance procedure.
- Failure to comply with directives and/or sanctions imposed under student disciplinary/grievance procedure.
- Influencing or attempting to influence another person to commit an abuse of the student disciplinary/grievance procedure.



- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary/grievance procedure
- Unauthorized Entry into College Events:
- Entering or attempting to enter any college-sponsored activity without proper credentials for admission.

20. Preventing or attempting to prevent any student(s) from attending any class or other College activity, impeding, or disrupting any class or other College activity, or attempting to prevent any person from lawfully entering, leaving, or using any College facility. Intentional and unauthorized interference with a right of access to College facilities, freedom of movement or freedom of speech.

21. Damaging, destroying, or stealing College property or private property of students, College staff or guests when such property is located upon or within College buildings or facilities.

22. Failure to comply with the verbal or written directions of a College official, violating any College suspension, probation, or conditions thereof. Failing to comply with contractual obligations with the College (such as defaults on payments, loan agreements, terms of work-study, employment, etc.)

23. Influencing or attempting to influence any employee or any student enrolled in the College through the offerings or acceptance of favors (including sexual), bribery, or any kind of threats.

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

25. Aiding, abetting, or inciting others to commit any of the acts listed above.

Note: Additional disciplinary policies may be in effect for the health occupations. Please refer to these programs for specific information. Students in the above programs do not in any way forgo their right of due process through the grievance procedure.

Also note: In most circumstances, college will treat attempts to commit code of conduct violations as if those attempts had been completed.

Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.

## Student Disciplinary Procedure

### APPLICATION

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

### BASIS

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College. If a student is charged with violating her/his College's Code, these are the procedures to be used in resolving the charge.

### DEFINITIONS

**Chief Student Services Officer (CSSO):** The individual designated by the College President to administer student affairs and be responsible for administering the College's Student Code of Conduct and this procedure. The CSSO may delegate student discipline to another individual (designee).

**Code of Conduct:** A document developed and published by each College which, defines prescribed conduct of students.

**Complainant(s):** A person(s) who is subject to the alleged misconduct or related retaliation. For purposes of this procedure, a complainant can be a CCCS employee(s), student(s), authorized volunteer(s), guest(s), or visitor(s).

**Day:** Refers to working day unless otherwise noted below.

**Jurisdiction:** Applies to behaviors that take place on the campus, at System or College sponsored events; and may also apply off-campus and to online activity when the Chief Student Services Officer (CSSO), or designee, determines that the off-campus conduct affects a substantial System or College interest. A substantial College interest is defined to include the following:

- Any action that constitutes criminal offense as defined by federal or Colorado law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the System or the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the System or the College.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the System or the College's control (e.g., not on System or College networks, websites or between System or College email accounts) will only be subject to this procedure when those online behaviors can be shown to cause a substantial

on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment to the Constitution.

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

**Respondent:** A student whose alleged conduct is the subject of a complaint or incident.

**Retaliatory Acts:** Include but not limited to intimidation, verbal or physical threats, harassment, coercion, or other adverse action(s) against a person who reports an incident of misconduct.

**Sanctions:** One or more of the following may be imposed when there is a finding that a student has violated the College's Code of Conduct:

- **Warning:** A Notice served upon the student advising her/him that he/she is violating or has violated College regulations.
- **Probation:** After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
- **Other Disciplinary Sanction:** Fines, restitution, denial of privileges (including extra-curricular activities or holding office in student organizations), assignment to perform services for the benefit of the College or community; educational sanctions such as mediation, letter of reflection, attendance at a workshop, seminar, or training writing a letter of apology seeking academic advising; re-assignment or eviction from campus housing, substance abuse screening, re-assignment to another class section, including a potential online section, or other sanction that doesn't result in the student being denied the right of attending classes, or any combination of these.
- **College Suspension or Expulsion:** An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time.

**Suspension** is a separation that shall not exceed three academic terms (including summer term) per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community Colleges within the System. Additionally, if a student is suspended at any of the other Auraria Campus Institutions (i.e., Metropolitan State University of Denver [MSUD] or the University of Colorado Denver [UCD]), he or she will not be eligible for admission or re-admission at the Community College of Denver (CCD). Consequently, if a student is suspended at MSUD or UCD and attempts to enroll at one of the other twelve community Colleges within the System, he or she

may be denied pursuant to the process under Board Policy 4-10, Admission, Continued Enrollment and Re-enrollment of Students. Once the suspension is lifted at any of the community Colleges within the System, MSUD or UCD, the student may be eligible for admission or re-admission. Examples of suspension include but are not limited to the following: the College, a department or program, a class, use of a College facility or an activity. Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the CSSO or designee in accordance with this procedure.

**Expulsion** is an indefinite separation from the College. The expelled student is not eligible for admission or re-admission at any of the community Colleges within the System. Additionally, if a student is expelled at MSUD or UCD, he or she will not be eligible for admission or re-admission at CCD. Consequently, if a student is expelled at MSUD or UCD and attempts to enroll at one of the other twelve community Colleges within the System, he or she may be denied pursuant to the process under Board Policy 4-10, Admission, Continued Enrollment and Re-enrollment of Students. In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove that the behavior resulting in the expulsion has been resolved. It is the College's discretion to admit or deny the student.

- **Interim Action:** An immediate action taken by the CSSO or designee, to ensure the safety and well-being of members of the System or College community; preservation of System or College property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the System or College. In the event of an interim action, the hearing before the CSSO or designee shall occur as soon as possible following the interim action. If the College issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If the College does not implement a permanent sanction, the interim action will be removed from the student's record.
- The College may issue a "**Cease Communications**", "**No Contact**", and/or "**No Trespass**" directive, also referred to as a persona non grata.
- **Student:** All persons currently taking courses at or sponsored by the College(s), pursuing either credit or non-credit courses (or both), including those concurrently attending secondary or post-secondary institutions and College. Persons who are not officially enrolled for a specific term, but who have a continuing relationship with the College are considered students.
- **Continuing Relationship:** A student registered for an upcoming term or has indicated intent via a transaction such as a financial aid application to register for an upcoming term. A continuing relationship also includes students who are first time enrollees who engage in misconduct prior to the time of enrollment. For students in a continuing relationship status, jurisdiction and the reasonable person standard must be considered in

pursuing disciplinary charges. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

- Title IX Coordinator(s) and Title VI and VII Coordinator(s) (EO Coordinator): Designated by the College President to oversee all civil rights complaints.
- Training: All College officials involved with the investigation and discipline process will be trained annually on the issues related to Sexual Harassment, Non-Consensual Sexual Contact/Sexual Assault (or attempts to commit same), Non-Consensual Sexual Intercourse/Rape (or attempts to commit same), domestic violence, dating violence, sexual assault, sexual exploitation, and stalking.

## PROCEDURES

The CSSO or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the College will investigate those incidents through the Civil Rights Grievance and Investigation Process, System Chancellor's Procedures (SP) 3-50b and (SP) 4-31a via the following link: <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>.

<https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-50b-civil-rights-grievance-and-investigation-process/> **REPEALED (New Link Pending)**

<https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-31a-civil-rights-grievance-and-investigation-process/> **REPEALED (New Link Pending)**

Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation Process, the CSSO or designee shall render a sanction decision.

1. The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate.

In cases of domestic violence, dating violence, sexual assault and stalking, the complainant and the respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final and shall be given the rationale for the discipline decision.

The student shall receive written notice of the decision and be advised of her/his right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the decision.

## APPEAL

In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the Appeals Officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding(s) and sanction(s) will stand if the appeal is not timely or substantively eligible, and the decision is final.

If the appeal has standing, the documentation is reviewed. Because the original finding(s) and sanction(s) are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The only grounds for appeal are as follows:

1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or
2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding. Failure to participate in the initial process does not constitute as new information for the appeal process.

If the Appeals Officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO or designee with instructions to reconvene, in order to cure the error. In rare cases of bias, where the procedural or substantive error cannot be cured by the CSSO or designee, the Appeals Officer or committee may order that a new hearing be held by a different individual acting in the place of the designated CSSO or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed once on (either or both of) the two applicable grounds for appeals.

If the Appeals Officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to civil rights violations pursuant to SP 4-31a Civil Rights Grievance and Investigation Process, the Appeals Officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CSSO, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- If the Appeals Officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee for reconsideration (remand) should be pursued.
- Appeals are not intended to be a full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
- An appeal is not an opportunity for an Appeals Officer or committee to substitute their judgment for that of the CSSO or designee, merely because they disagree with her/his finding and/or sanctions.
- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
- Sanctions imposed are implemented immediately, unless the CSSO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Appeals Officer or committee will render a written decision on the appeal to all parties within seven (7) days of receiving the appeal request. The committee's decision to deny appeal requests is final.

#### ADDITIONAL PROCESS PROVISIONS

- The student may have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise her/his advisee, but not speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The CSSO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.
- The student is responsible for presenting her/his own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing, except when the student is under the age of eighteen (18) or incapacitated.
- Student shall have the right to identify documents, witnesses and other material he/she would like the CSSO or designee to review before making a final decision.
- Any hearing held shall be conducted in private unless all parties agree otherwise.
- A record of the hearing should be maintained by the CSSO or designee.
- Audio and/or Video Recording – the College, at its discretion, may audio or video record any meeting throughout the process. Should a recording exist, the student may request a copy at the end of the process. No other audio or video recording will be allowed.

- If student has a disability and would like to request an accommodation to assist her/him through the discipline process, he/she may do so by informing the CSSO or designee. The CSSO or designee will then work with disability support services to accommodate the request.
- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus
- Standard of proof – the College will use the preponderance of evidence standard in the disciplinary proceedings, meaning, the College will determine whether it is more likely than not that a conduct code was violated.
- All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSSO or designee for special consideration in exigent circumstances, but the presumptive stance of the College is that the sanctions will stand. Graduation, study abroad, internships/externships, clinical placements, extra-curricular activities, etc. do not (in and of themselves) constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
- The procedural rights afforded to students above may be waived by the student.
- All timelines may be extended as agreed upon by both parties.

#### RETALIATORY ACTS

It is a violation of this procedure to engage in retaliatory acts against any employee or student who reports an incident(s) of Code of Conduct violations or any employee or student who testifies, assists or participates in the discipline proceeding, investigation or hearing relating to such allegation(s) of Code of Conduct violations.

#### REVISING THIS PROCEDURE

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

*NOTE: The full procedure may be viewed at:*

<https://www.cccs.edu/bp-4-30-student-discipline/>

*REPEALED (New Link Pending)*

or <https://www.cccs.edu/sp-4-30-student-disciplinary-procedure/>

*REPEALED (New Link Pending)*

## Sexual Misconduct/Sexual Harassment

If you believe you have been or are the victim of sexual misconduct or sexual harassment, including sexual assault, sexual violence, you may report such conduct or file a complaint under Title IX with the Title IX Coordinator. Complaints of student sexual misconduct are addressed by the Title IX Coordinator and are governed by the CCCS Sexual Misconduct Procedure SP 4-120a through 08-12-2020, and BP/SP-19-60 after 08-12-2020.

### Sexual Misconduct Procedure

For complete copy of the Colorado Community College System - System Chancellor's Procedure - Sexual Misconduct Procedure SP 4-120a (Revised September 23, 2016) go to: <https://www.cccs.edu/sp-4-120a-sexual-misconduct/> through 08-12-2020

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

<https://www.cccs.edu/policies-and-procedures/civil-rights-and-sexual-misconduct-resolution-process/>

### APPLICATION

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

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

### BASIS

The System and College communities have the right to be free from sexual violence. All members of the System and College communities are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCCS believes in a zero-tolerance policy for sex/gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this procedure, serious sanctions will be implemented to reasonably ensure that such actions are never repeated. This procedure has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

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

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

the System and Colleges will adhere to their obligations under the Violence Against Women Reauthorization Act (VAWA) of 2013.

### DEFINITIONS

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

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

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

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

Complainant is a person who has been subjected to alleged inappropriate or unlawful civil rights behavior. For purposes of this procedure, a Complainant can be a CCCS employee, student, authorized volunteer, guest, or visitor.

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

between the parties if relevant to some material issue in the process, is prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

Sexual Misconduct Offenses include, but are not limited to:

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

intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship. C.R.S. 18-6-800.3. Domestic violence further includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Colorado, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Colorado. •Domestic violence is a pattern of abusive behavior in a relationship that is used by one partner to maintain power and control over another current or former intimate partner.

- Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, hurts, injures, or wounds someone.
- Stalking, which is directly or indirectly through another person, is knowingly: •Making a credible threat to another person and, in connection with the threat, repeatedly following, approaching, contacting, or placing under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- Making a credible threat to another person and, in connection with the threat, repeatedly making any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- Repeatedly following, approaching, contacting, placing under surveillance, or making any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. C.R.S. 18-3-602.
- Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include frightening communications, direct or indirect threats, and harassing a victim through the internet.
- Stalking also includes engaging in a course of conduct directed at a specific person that would cause a

reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

- Sexual Exploitation, which occurs when a person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples include invasion of sexual privacy, prostituting another person, non-consensual recording of sexual activity, going beyond the boundaries of consent, engaging in voyeurism, knowingly transmitting a sexually transmitted infection or disease to another, exposing one's genitals or inducing another to expose their genitals, possession or viewing of pornography on CCCS property or at CCCS activities, or sexually based bullying.

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

#### PROCEDURE

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

#### Conflicts of Interest

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

It is the policy of the State Board for Community Colleges and Occupational Education that none of its employees or its Board members shall engage in any activity or relationship that places them in a conflict of interest between their official activities and any other interest or obligation. Conflict of interest requires all employees to disqualify themselves from participating in a decision when a personal interest is present; therefore, SP 3-70a, Conflict of Interest-Relationships, requires all employees involved in an amorous relationship to excuse themselves from any authority or evaluative role with respect to the other person. Please refer to SP 3-70a for more information and disclosure requirements. <https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-70a-conflicts-of-interest-relationships/>

### Education and Prevention Programs

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

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

### Retaliatory Acts

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

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

### Interpretation and Revision

This procedure defines and prohibits sexual misconduct. If statutory provisions, regulatory guidance, or court interpretations change or conflict with this procedure, the procedure can be deemed amended as of the time of the decision, ruling or legislative enactment to assure continued compliance.

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

### REPORTING AN INCIDENT OF SEXUAL MISCONDUCT

The System and the Colleges do not permit sexual misconduct. The System and Colleges can respond to a complaint only if it is aware of the allegations made.

Further, the System and Colleges can more effectively investigate the sooner the allegation is brought to its attention.

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

<https://www.cccs.edu/sp-3-50b-civil-rights-grievance-and-investigation-process/> through 08-12-20

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

<https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/>

or

<https://www.cccs.edu/sp-4-31a-civil-rights-grievance-and-investigation-process/>

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

<https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/>

MCC can only respond to allegations of misconduct if it is aware of the misconduct. Further, MCC can more effectively investigate the sooner the allegation is brought to its attention. Any employee, student, authorized volunteer, guest or visitor who believes that he or she has been subjected to sexual misconduct, or believes someone else a part of the MCC community is being subjected to sexual misconduct, shall contact:

The Title IX Coordinator when the alleged victim and/or respondent is a student.

The EO Coordinator when the alleged victim and the respondent are a composition of employees, authorized volunteers, guests or visitors.

Anyone can request advice and information about possible ways to proceed and to put the college on notice.

### MCC Contacts:

Director of Human Resources  
Julie Beydler  
(970) 542-3129  
Julie.Beydler@MorganCC.edu

Vice President of Administration and Finance  
Susan Clough  
(970) 542-3127  
Susan.Clough@MorganCC.edu

### Other Contacts:

Sexual Assault Response Advocates (S.A.R.A)  
418 Ensign St. | Fort Morgan, CO 80701  
(970) 867-2121  
Toll Free: 1-855-440-SARA (7272)  
Fax: (970) 867-4714  
<https://www.sarahouseco.org/>



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

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

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

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

### EMPLOYEE'S OBLIGATION TO REPORT

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

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

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

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

unless they believe it would be harmful to their client, patient, or parishioner.

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

### CLERY ACT-FEDERAL STATISTICAL REPORTING OBLIGATIONS

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

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

### CLERY ACT-FEDERAL TIMELY WARNING REPORTING OBLIGATIONS

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

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

### FILING A COMPLAINT

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

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

<https://www.cccs.edu/sp-3-50b-civil-rights-grievance-and-investigation-process/>

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

<https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/>

or

<https://www.cccs.edu/sp-4-31a-civil-rights-grievance-and-investigation-process/>

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

<https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/>

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

#### External Complaints

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

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

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

Colorado Civil Rights Division  
1560 Broadway #1050  
Denver, CO 80202  
Telephone: (303) 894-2997  
Facsimile: (303) 894-7830  
Web: <https://www.colorado.gov/pacific/dora/civil-rights>

Or

United States Equal Employment Opportunity  
Commission  
303 E. 17th Avenue  
Suite 410  
Denver, CO 80203  
Telephone: (800) 669-4000  
Facsimile: (303) 866-1085  
Web: <http://www.eeoc.gov/field/denver/index.cfm>

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

31, Student Grievance Procedure: <https://www.cccs.edu/sp-4-31-student-grievance-procedure/>.

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

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

<https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/>

<sup>1</sup>CCCS has elected to use the term "Sexual Misconduct" to comply with its federal obligations pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, and the Violence Against Women Reauthorization Act (VAWA) of 2013. The term "sexual misconduct" is intended to include incidences that may rise to the level of Sexual Assault, as defined by C.R.S. 18-3-402, or Sexual Assault on a Child, as defined by C.R.S. 18-3-405, and/or applicable local jurisdictional crimes. The decision to investigate and sanction an incident under this procedure does not constitute a determination that the incident is a criminal offense. The decision to criminally charge an incident as a "sexual assault," and/or applicable local jurisdictional crimes, is a determination for law enforcement.

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

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

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

- Makes a credible threat to another person and, in connection with the threat, repeatedly follows,

approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or

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

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

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

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

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

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

College System. All other rights reserved © 2014. The NCHERM Group, LLC/ATIXA.

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

## Student Grievances

### Student Grievance Procedure

For a complete copy of Colorado Community College System - System Chancellor's Procedure - Student Grievance Procedure SP 4-31 (Revised January 20, 2015) go to <https://www.cccs.edu/sp-4-31-student-grievance-procedure/>

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

<https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/>

#### APPLICATION

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

#### BASIS

This Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services.

If the basis of the claim is discrimination and/or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process.

If the accused (Respondent) is a student, please refer to SP 4-31a (<https://www.cccs.edu/sp-4-31a-civil-rights-grievance-and-investigation-process/>)

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

<https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/>

If the Respondent is a CCCS Administrator/Professional Technical employee(s), Faculty or Adjunct Instructor(s), Classified employee(s), hourly employee(s), which would include student hourlies and workstudys (CCCS employee(s)), authorized volunteer(s), guest(s) or visitor(s), please refer to SP 3-50b (<https://www.cccs.edu/sp-3-50b-civil-rights-grievance-and-investigation-process/>)

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

<https://www.cccs.edu/policies-and-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/>

#### DEFINITIONS

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

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

**Day** refers to calendar day unless otherwise noted below.

**Grievance:** A grievable offense is any alleged action which violates or inequitably applies State Board Policies, System Chancellor's Procedures, and College Procedures. The Complainant must be personally affected by such violation or inequitable action.

**Non-grievable matters:** The following matters are not grievable under this procedure except as noted:

- Matters over which the college is without authority to act.
- Grades and other academic decisions unless there is an allegation that the decision was motivated by discrimination and/or harassment which should be filed under the appropriate Civil Rights Grievance and Investigation Process.

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

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

#### FILING A COMPLAINT

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

#### PROCEDURES

Students must timely submit all grievances in writing (See Appendix) to the CSSO. The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable.

The Complainant's supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the Complainant should state the reasons why.

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

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

#### INFORMAL GRIEVANCE PROCESS

Complainant is encouraged to resolve the issue with the Respondent through the informal process. The CSSO shall facilitate the informal process. If the informal grievance process is unsuccessful, or if the College or the Complainant chooses not to pursue the informal process, the CSSO will open a formal grievance case.

#### FORMAL GRIEVANCE PROCESS

##### Participation in the Grievance Process

The CSSO will contact or request a meeting with both the Complainant and Respondent. Both parties will be given the opportunity to discuss the allegations of the grievance and may offer any documentation, witnesses, or other materials in support of the complaint.

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

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

The Complainant(s) and the Respondent(s) have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing.

An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The CSSO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

#### AUDIO and/or VIDEO RECORDING

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

#### DECISION

Based on the preponderance of evidence, the CSSO shall issue a decision, in writing, to both the Complainant and Respondent. The decision shall reject or grant the grievance and make recommendation(s) to resolve the issue(s). The Complainant and Respondent shall be advised of his/her right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSSO within seven (7) days of service of the decision.

#### APPEAL

In the event of an appeal, the CSSO shall give written notice to the other party to allow him/her the opportunity to submit a response in writing. The CSSO will also draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding will stand if the appeal is not timely or substantively eligible, and the decision is final. The party requesting appeal must show error as the original finding is presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); or
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included in the written appeal.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO to reconsider in light of the new evidence, only.

If the appeals officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO with instructions to reconvene the hearing to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the CSSO in cases of bias, the appeals officer or committee may order a new hearing be held by a different individual acting in the place of the designated CSSO. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

#### SPECIAL GRIEVANCE PROCESS PROVISIONS

- The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of eighteen or incapacitated.
- Student shall have the right to identify documents, witnesses and other material he/she would like the CSSO to review before making a final decision.
- Any hearing held shall be conducted in private unless all parties agree otherwise.
- A record of the hearing should be maintained by the CSSO.
- If student has a disability and would like to request an accommodation to assist him/her through the grievance process they may do so by informing the CSSO. The CSSO will then work with disability support services to accommodate the request.

- If the grievance is against the CSSO, the Chief Academic Officer or other person designated by the President shall perform the duties of the CSSO.
- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- Standard of proof-the college will use the preponderance of evidence standard in the grievance proceedings, meaning, the college will determine whether it is more likely than not the Complainant was subjected to inequity as it applies to Board Policies, System Chancellor's Procedures, or College procedures.
- False Reports-College will not tolerate intentional false reporting of incidents. False reporting could lead to disciplinary action, up to and including expulsion for students.

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

#### RETALIATORY ACTS

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

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

#### REVISING THIS PROCEDURE

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

#### FORMS AND WHO TO REPORT TO

##### Student Grievance Incident Report Form:

To file a non-civil rights complaint, complete the Student Grievance Incident Report Form found at:

<http://www.morgancc.edu/grievances>

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

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

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

To file a civil rights grievance complete the Complaint Incident Report Form found at

[www.morgancc.edu/grievances](http://www.morgancc.edu/grievances)

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

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

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

Office for Civil Rights (OCR)  
The United States Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582  
Telephone: (303) 844-5695  
Facsimile: (303) 844-4304  
Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)  
Web: <http://www.ed.gov/ocr>

## SAFETY & CONSUMER NOTICES

### Behavioral Intervention Team (BIT)

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

For more information go to: <https://www.morgancc.edu/behavioral-intervention-team/>

#### REASONS FOR REPORTING AN INCIDENT

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

Signs to look for include:

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

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

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

### Campus Law Enforcement

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

### Campus Security Policy and Campus Crime Statistics Act

The Clery Act report is available on the MCC website or from MCC Student Services. A list of sexual offenders in the area can be obtained through local Police/Sheriff's Departments. Additional information can be found at <http://ope.ed.gov/security/>

and <http://nces.ed.gov/collegenavigator/>.

### Campus Security Report

The campus security report is required by the Department of Education and is available along with the campus security policy information to all students and employees,

as well as for all requests from potential employees and students. A Campus Security Report is to be completed each year and left on file with the President's Office of Morgan Community College and posted on the MCC website at:

<http://www.morgancc.edu/about-mcc/legal-notices>

### Communicable Diseases

Based on current information from the American College Health Association, the National Centers for Disease Control, and the Colorado Department of Health, there are numerous reportable communicable diseases which can represent a public health threat to the campus community. When cases of reportable communicable diseases are known to exist on the MCC campus, the President of the college will appoint a committee to review matters on a case-by-case basis.

The committee will include the following:

- Attending physician of infected individual
- Representative from Student Services
- Representative from Faculty
- Representative from Administration

The committee will review the issues, consider the guidelines from the above-listed agencies, and provide recommendations to the college President for resolution.

### Crime Awareness and Campus Security Act of 1990

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

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

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

### Crime Categories to Be Reported

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

### Crime Records

The college will provide a record of violent crimes committed on the MCC campus and make those records available each September to the students and employees

of MCC and available on request to those seeking employment or enrollment.

## Disclosure of Student Records

Records at Morgan Community College help staff and faculty plan educational opportunities to meet the needs of individual students, better understand students, counsel more effectively with them and assist in employment after graduation. MCC student records are regarded as confidential. These records will be released to faculty and professional staff for authorized college-related purposes. Academic records are released only with the written consent of the student or under specific guidelines set out in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Transcripts may be withheld because of outstanding financial obligations to Morgan Community College or any CCCS college. Certain items of student information have been designated by Morgan Community College as public or directory information. Currently enrolled students may withhold disclosure of directory information by notifying the Registrar in writing each academic year that he or she does not want the directory information released for that period of time. Academic year is defined as summer through spring terms within one 12-month period. Morgan Community College assumes that unless students specifically request that directory information be withheld, they are approving this information for disclosure.

The privacy and confidentiality of all student records shall be preserved and access guaranteed in accordance with The Family Educational Rights and Privacy Act (FERPA), and The Privacy Act of 1974 (as amended, 1976) and pursuant regulations. The College will not permit access to, or the release of student records, or personally identifiable information contained therein, other than public information, without the written consent of the student, or in accordance with existing State or Federal statutes.

Also see Family Educational Rights & Privacy Act (FERPA)

Also see Fair and Accurate Credit Transactions Act (FACTA)

## Drug and Alcohol Abuse Prevention Program

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

Board policy requires the college to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law). In compliance, MCC has adopted and implemented a Drug and Alcohol Abuse Prevention Program that includes:

1. Student Code of Conduct
2. Legal sanctions for unlawful possession or distribution of illicit drugs and alcohol

3. Health risks associated with the abuse of alcohol and the use of illicit drugs
4. Referral Resource - Available counseling, treatment, and rehabilitation program

See *State Board Drug Free Schools (BP 19-30)* at <https://www.cccs.edu/bp-19-30-drug-free-schools/>

See *System Chancellor's Procedure Drug Free Schools (SP 19-30)* at <https://www.cccs.edu/sp-19-30-drug-free-schools/>

## Student Code of Conduct

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

## Legal Sanctions for Drug and Alcohol Use

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

## MCC Sanctions

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

## Health Risks

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

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

## Drug and Alcohol Prevention Information

Drug and Alcohol Prevention Information and policies are available on the website at <http://www.morgancc.edu/about-mcc/legal-notices/> and in the MCC Student Services Office. MCC supports the efforts of local, state and federal



governments in promoting a drug free America pursuant to Public Law 101.

## **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.

## **Emergency Notification System/MCC Alert**

Morgan Community College has implemented an emergency notification system. The system, called, "MCC Alert", is capable of notifying students, faculty and staff in the case of an emergency on the Fort Morgan campus or at any one of the four centers in Bennett, Burlington, Limon, or Wray.

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

Students activate and update their MCC Alert notification numbers/emails on MyMCC.

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

Recipients of the messages are not to reply to them; just recognize how they are received. The caller ID number of an MCC Alert call is (970) 542-3110; a text message is identified by 237-233 Morgan Alert; and an e-mail will identify the sender's e-mail address as "[MorganCC@alert.apparmor.com](mailto:MorganCC@alert.apparmor.com)" This e-mail address is being protected from spambots. JavaScript must be enabled to view it.

The MCC Alert system will be used to transmit brief, urgent messages related to emergencies or weather-related closures to the college's population as quickly as possible. MCC Alert is not used for general or miscellaneous announcements. Emergency notifications may include but are not limited to:

- Fire alarms
- Bomb threats or other imminent violent threats
- Building evacuations and lock downs
- Biological or pandemic emergency notifications
- Natural disasters
- Power outages and utility failures resulting in an imminent threat
- Closure due to declared civil emergency
- Severe weather-related closures

When on campus follow procedures as detailed in the Emergency Response Guide located in each classroom and office.

## **Family Educational Rights and Privacy Act (FERPA)**

Morgan Community College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974.

This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) Office concerning alleged failures by the institution to comply with the Act. If you have questions concerning the Family Educational Rights and Privacy Act (FERPA), contact the Student Services staff. Copies of the Morgan Community College policy relating to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, are available in the Student Services office.

1. Students have the right to access their own scholastic, personal, and college records. All students have the right to examine, in the presence of a professional staff member, their own college records.
2. Other than for collection of such data for statistical reporting purposes as required by proper State or Federal authorities, no record shall be made in relation to any of the following matters except upon express written consent of the student or in accordance with existing State or Federal Statutes:
  - a. Race
  - b. Religion
  - c. Political or social views
  - d. Disability status
3. Records that document student disabilities or special population classification for the purpose of qualifying them to receive academic accommodations will be held by the ADA Coordinator. The ADA Coordinator will only share relevant records with other College authorities if it is deemed necessary to do so in order to further student disability or special population-related support. Information will only be shared with off-campus entities according to College policy or if the students themselves initiate such actions through a signed written request.
4. The following items will be designated as "directory information." Colleges may disclose any of this information without prior written consent, unless notified by the student in writing to the contrary by the first official class meeting date of each semester. Directory information is limited to the current academic year only.
  - Student Name
  - Major field of study
  - Dates of attendance
  - Participation in officially recognized activities and sports
  - Degrees and awards received
  - Most recent educational institution attended
  - Enrollment status (i.e. full-time, three-quarter-time, half-time, less than half-time, withdrawn, graduated or deceased)

MCC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. The following individuals have access to student records because of their official functions: MCC officials, officials at other schools and colleges to which the student applies, state or federal education authorities, officials evaluating the application for financial aid, state and local officials requesting reporting data, organizations conducting studies for educational institutions or agencies, BOCES, accrediting organizations, parents of dependent students (proof of dependency is required – MCC will attempt to notify the student before releasing information), and the Veterans Administration.

In addition, MCC may also provide information without consent to comply with Judicial orders, in emergencies where the information in the student file is needed to protect the health, safety, or welfare of the student or that of other persons, to institutions with whom MCC has transfer agreements and students have declared an intent to transfer to that institution, and in response to requests made by military recruiters who are granted access to students in higher education by the Solomon Amendment.

Additionally, student names may be released for graduation listings and lists of special awards, honors and events released to the news media. All other information contained in your records is considered private and not open to the public without your written consent.

- Students have the right to provide written consent before MCC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests.

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

*Also see Fair and Accurate Credit Transactions Act (FACTA)*

### **Fair and Accurate Credit Transactions Act (FACTA)**

In accordance with the Fair and Accurate Credit Transactions Act (FACTA) of 2003, Morgan Community College adheres to the Federal Trade Commission's (FTC) Red Flag Rule (A Red Flag is any pattern, practice, or specific activity that indicates the possible existence of

identity theft.), which implements Section 114 of the FACTA and to the Colorado Community College System's Identity Theft Prevention and Detection Program, which is intended to prevent, detect and mitigate identity theft in connection with establishing new covered accounts or an existing covered account held by the Colorado Community College System (System or CCCS) or one of its thirteen (13) community colleges, and to provide for continued administration of the Program.

If a transaction is deemed fraudulent, appropriate action will occur. Action may include, but is not limited to, cancelling of the transaction, notifying and cooperating with law enforcement, reporting to the Office of the Vice President of Student Success, and notifying the affected parties. For more information on FACTA, Red Flag Rules, and Identity Theft Consumer Information, please see the links provided below or you may contact Student Records.

Federal Trade Commission Statute

<http://www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0111-fair-credit-reporting-act.pdf>

Red Flag Rules

<http://business.ftc.gov/privacy-and-security/red-flags-rule>

Identity Theft Consumer Information

<http://www.consumer.ftc.gov/features/feature-0014-identity-theft>

*Also see FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)*

### **Prohibition Statement: Domestic Violence, Sexual Assault, and Stalking**

Morgan Community College prohibits the offenses of domestic violence, sexual assault and stalking; as defined by C.R.S. 18-6/800.3, C.R.S. 18-3-402, and C.R.S. 18-3-602. The College also prohibits the offense of dating violence as defined as the physical, sexual, or psychological/emotional violence within a dating relationship, as well as stalking. It can occur in person or electronically and may occur between a current or former dating partner. You may have heard several different words used to describe teen dating violence including: relationship abuse, intimate partner violence, relationship violence, dating abuse, domestic abuse, and domestic violence. The definition of "consent" in reference to sexual activity is defined per state statute C.R.S. 18-3-401(1.5) under "unlawful Sexual Behavior."

For further information please contact one of the following:

Title IX Coordinator

Julie Beydler

Director of Human Resources

920 Barlow Road

Fort Morgan, CO 80701

(970) 542-3129

Julie.Beydler@MorganCC.edu

Deputy Title IX Coordinator

Vice President for Administration and Finance

Susan Clough

920 Barlow Road

Fort Morgan, CO 80701

(970) 542-3127

Susan.Clough@MorganCC.edu

To report an incident please contact one of the people listed above or electronically at:

MCC Incident Report

([https://cm.maxient.com/reportingform.php?MorganCC&lay\\_out\\_id=0](https://cm.maxient.com/reportingform.php?MorganCC&lay_out_id=0))

## In case of an emergency call 911

### Reporting of Criminal Activities

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

- Vice President for Administration & Finance Ext. 3127
- Vice President of Student Success Ext. 3111
- Local Law Enforcement/Emergency Services 911

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

### Sex Offender Registry Information

Information concerning persons who are required by Colorado law to register as sex offenders, including registered sex offenders who are enrolled, employed or volunteering at Morgan Community College, may be obtained from the local police department or county sheriff's department. The Colorado Convicted Sex Offender website is <http://sor.state.co.us>

### Safety Warnings

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

### Security for Campus Buildings

#### Doors

The campus buildings will be open:

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

Saturday 7:00 a.m. - 4:00 p.m.\*

Sundays Closed\*

(\*Unless special arrangements have been made.)

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

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

#### Identification

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

#### Notification of Suspicious Activities

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

### Student Right-to-Know

In accordance with Title I of Public Law 101-542, information about graduation rates is available on the MCC website [www.morgancc.edu](http://www.morgancc.edu) or from the Office of Institutional Research; additional graduation data is also available at the Colorado Department of Higher Education website: <http://higherred.colorado.gov/>.

## Violence/Firearms on Campus

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To view the complete System Chancellor's Procedure (SP 19-10) Violence Firearms on Campus go to: <https://www.cccs.edu/sp-19-10-violence-firearms-on-campus/>

To view the complete State Board Policy (BP 19-10) Violence/Firearms on Campus go to: <https://www.cccs.edu/bp-19-10-violencefirearms-on-campus/>

### Violent Behavior

Violent behavior or the threat of violence toward employees, students, the general public, college property or college operated facilities will not be tolerated. Violent behavior is defined as any act or threat of physical, verbal, or psychological aggression or the destruction or abuse of property by any individual.

### Firearms

No person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by Morgan Community College. "Weapon" means any of the following which in the manner it is used or intended to be used is capable of producing death or serious bodily injury:

- A firearm, whether loaded or unloaded;
- A knife;
- A bludgeon;
- Or any other weapon, device, instrument, material, or substance, whether animate or inanimate.

Persons authorized to carry firearms and other equipment defined in the policy are:

- Those persons conducting and participating in an approved program of instruction in the college's curriculum which requires access to such equipment as an integral part of the instructional program;
- Those persons authorized by law to carry firearms; and those persons granted permission at the discretion of the college president for specific purposes from time to time

Any person(s) in violation of this regulation shall be subject to College disciplinary action, as well as being charged with violation of existing criminal statutes.

In the event of a violent behavior or firearm occurrence, notify the Vice President of Student Success (ext. 3111). If that Vice President is unavailable, notify the office of the President (ext. 3105), Vice President for Administration and Finance (ext. 3127), or the Vice President of Instruction (ext. 3208) who will then initiate the call to 911.

## LEGAL STATEMENTS

### Prohibition of Discrimination, Harassment or Retaliation

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

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

For information regarding civil rights compliance or grievance procedures contact:

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

Julie Beydler

Director of Human Resources

920 Barlow Road-Aspen 207

Fort Morgan, CO 80701

(970) 542-3129

Julie.Beydler@MorganCC.edu

#### Deputy Title IX Coordinator:

Susan Clough

Vice President for Administration and Finance

920 Barlow Road-Aspen 226

Fort Morgan, CO 80701

(970) 542-3127

Susan.Clough@MorganCC.edu

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

### Civil Rights and Sexual Misconduct Resolution Process

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

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

In case of an emergency please call 911.

### MCC's Title IX Responsibilities

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

### Mandated Reporters

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

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

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

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

#### Title IX Coordinator

Julie Beydler

Director of Human Resources

920 Barlow Road-Aspen 207

Fort Morgan, CO 80701

(970) 542-3129

[Julie.Beydler@MorganCC.edu](mailto:Julie.Beydler@MorganCC.edu)

### **Deputy Title IX Coordinator**

Vice President for Administration and Finance

Susan Clough

920 Barlow Road-Aspen 226

Fort Morgan, CO 80701

(970) 542-3127

[Susan.Clough@MorganCC.edu](mailto:Susan.Clough@MorganCC.edu)

### **Accreditation Statement**

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Morgan Community College is accredited by The Higher Learning Commission

### **ADA Statement**

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Morgan Community College complies with and fully supports Section 504 of the vocational rehabilitation act of 1973 with amendments of 1974 as well as the Americans with Disabilities Act (ADA) of 1990. "No qualified individual with a disability shall, by reason of such disability, be subjected to discrimination." Students have the responsibility to self-identify to the institution as a person with a disability or special need. Appropriate documentation must be provided to the ADA coordinator. Students of special populations may be eligible for "reasonable accommodations" so long as they meet and follow MCC policy and procedure. Go to [Disability Services \(https://www.morgancc.edu/get-started/disability-services/\)](https://www.morgancc.edu/get-started/disability-services/) for more information. Those wishing to seek accommodations must contact the ADA Coordinator at (970) 542-3111.

### **Video or Audio Recording of Lectures**

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

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

Students with a disability are encouraged to contact the learning resources and support programs on each campus to arrange for accommodations and support services. Please visit our [Disability Services \(https://www.morgancc.edu/get-started/disability-services/\)](https://www.morgancc.edu/get-started/disability-services/) page for more information.

## ACADEMIC CALENDAR 2021-2022

FALL SEMESTER	2021
REGISTRATION/ADVISING PERIOD BEGINS	APRIL 5, 2021
SATURDAY REGISTRATION 9-11 A.M.	AUG. 7, 2021
ALL FACULTY REPORT	AUG. 16, 2021
FIRST DAY OF CLASSES 15-WEEK AND CTE/SECONDARY	AUG. 23, 2021
GRADUATION APPLICATION DEADLINE	SEPT. 1, 2021
LABOR DAY (COLLEGE CLOSED)	SEPT. 8, 2021
LAST DAY TO DROP 15-WEEK CLASSES (REFUND DEADLINE)	SEPT. 8, 2021
LAST DAY TO CHANGE A MAJOR FOR FALL 2021	
PROFESSIONAL DEVELOPMENT (NO CLASSES)	OCT. 19, 2021
LAST DAY TO WITHDRAW FROM 15-WEEK CLASSES	NOV. 19, 2021
THANKSGIVING HOLIDAY (COLLEGE CLOSED)	NOV. 25, 2021
THANKSGIVING HOLIDAY (COLLEGE OFFICES OPEN - NO CLASSES)	NOV. 24 & 26, 2021
END OF SEMESTER - 15-WEEK CLASSES	DEC. 10, 2021
CHRISTMAS BREAK (COLLEGE CLOSED)	DEC. 25, 2021 JAN. 2, 2021

SPRING SEMESTER	2022
REGISTRATION/ADVISING PERIOD BEGINS	NOV. 1, 2021
COLLEGE OFFICES RE-OPEN	JAN. 4, 2022
SATURDAY REGISTRATION 9-11 A.M.	JAN. 8, 2022
ALL FACULTY REPORT	JAN. 12, 2022
FIRST DAY OF 15-WEEK CLASSES	JAN. 17, 2022
GRADUATION APPLICATION DEADLINE	FEB. 1, 2022
LAST DAY TO DROP 15-WEEK CLASSES (REFUND DEADLINE)	FEB. 2, 2022
LAST DAY TO CHANGE A MAJOR FOR SPRING 2021	
PROFESSIONAL DEVELOPMENT (NO CLASSES)	MAR. 4, 2022
SPRING BREAK (NO CLASSES - COLLEGE OFFICES OPEN)	MAR. 27-APRIL 3, 2022
LAST DAY TO WITHDRAW 15-WEEK CLASSES	APRIL 15, 2022
END OF SEMESTER - 15-WEEK CLASSES	MAY 6, 2022
COMMENCEMENT CEREMONY	MAY 7, 2022
LAST FACULTY WORK DAY	MAY 11, 2022
SUMMER SEMESTER	2022
REGISTRATION/ADVISING PERIOD BEGINS	APRIL 5, 2022
MEMORIAL DAY (COLLEGE CLOSED)	MAY 30, 2022
10-WEEK CLASSES BEGIN	MAY 31, 2022
LAST DAY TO DROP 10-WEEK SESSION CLASSES	JUNE 10, 2022
DEADLINE TO CHANGE A MAJOR FOR SUMMER 2021	
8-WEEK CLASSES BEGIN	JUNE 13, 2022
LAST DAY TO DROP 8-WEEK SESSION CLASSES	JUNE 21, 2022
GRADUATION APPLICATION DEADLINE	JULY 1, 2022
INDEPENDENCE DAY HOLIDAY (COLLEGE CLOSED)	JULY 4, 2022
LAST DAY TO WITHDRAW 10-WEEK CLASSES	JULY 25, 2022*
LAST DAY TO WITHDRAW 8-WEEK CLASSES	JULY 26, 2022
8-WEEK CLASSES END	AUG. 5, 2022
10-WEEK CLASSES END	AUG. 5, 2022
<i>*Extended to Monday since date lands on a Saturday</i>	

## DEGREES AND CERTIFICATES LIST BY PROGRAM

AA=Associate of Arts AS=Associate of Science AGS=Associate of General Studies <i>NOTE: Some programs are listed more than once as they apply across various areas of study, programs, and areas of interest.</i>	AAS=Associate of Applied Science CER=Certificate	Total Credits	Financial Aid Eligible?	Codes
<b>AG/BUSINESS MANAGEMENT PROGRAM</b>				
Certificate - Ag Business Management- Records and Business Planning	Career & Tech Ed (CTE)	18	Yes	M_CER_ABM6
Certificate - Ag Business Management-Financial Analysis	Career & Tech Ed (CTE)	18	Yes	M_CER_ABM7
Certificate - Ag Business Management-Market Plan Development	Career & Tech Ed (CTE)	18	Yes	M_CER_AGR9
Certificate - Ag Business Management-Integrated Management	Career & Tech Ed (CTE)	18	Yes	M_CER_ABMK
Certificate - Ag Business Management-Advanced Bus. Management	Career & Tech Ed (CTE)	18	Yes	M_CER_ABMJ
Certificate - Ag Business Management-Commodity Marketing	Career & Tech Ed (CTE)	18	Yes	M_CER_ABM8
Certificate - Ag Business Management-Web Productivity & Utilization	Career & Tech Ed (CTE)	18	Yes	M_CER_ABMU
Certificate - Ag Business Management-Rural Business Entrepreneurship	Career & Tech Ed (CTE)	18	Yes	M_CER_ABMH
Certificate - Ag Business Management-Leadership/Human Resource Management	Career & Tech Ed (CTE)	18	Yes	M_CER_ABME
Also see:				
Associate of Arts - Business transfer major	Transfer Degree	60	Yes	M_AA_AA BSTR
Associate of Applied Science in Business-Accounting	Career & Tech Ed (CTE)	60	Yes	M_AAS_BACT
Associate of Applied Science in Business-Business Administration	Career & Tech Ed (CTE)	60	Yes	M_AAS_BUSB
Associate of Applied Science in Precision Agriculture Technology	Career & Tech Ed (CTE)	60	Yes	M_AAS_AGTA
Certificate - Entrepreneurship	Career & Tech Ed (CTE)	6	No	M_CER_ENTP
Certificate - Office Support Specialist	Career & Tech Ed (CTE)	32	Yes	M_CER_BAOS
Certificate - Real Estate	Career & Tech Ed (CTE)	13	No	M_CER_RELE
Certificate - Supervision	Career & Tech Ed (CTE)	31	Yes	M_CER_BASV
Associate of Science - Agriculture Business transfer major	Transfer Degree	60	Yes	M_AS_AS AGBU
Associate of Science - Animal Science transfer major	Transfer Degree	60	Yes	M_AS_AS ANSC
<b>ASSOCIATE OF ARTS DEGREE PROGRAM</b>				
<b>for transfer to 4-year institutions towards Bachelor of Arts degrees</b>				
Associate of Arts – Liberal Studies (no designated transfer major)	Transfer Degree	60	Yes	M_AA_AA
Associate of Arts - Business transfer major	Transfer Degree	60	Yes	M_AA_AA BSTR
Associate of Arts - Communication transfer major	Transfer Degree	60	Yes	M_AA_AA COMD
Associate of Arts - Criminal Justice transfer major	Transfer Degree	60	Yes	M_AA_AA CRJT
Associate of Arts - Early Childhood Teacher Education transfer major	Transfer Degree	60	Yes	M_AA_AA ECTD
Associate of Arts - Economics transfer major	Transfer Degree	60	Yes	M_AA_AA ECON
Associate of Arts - Elementary Teacher Education transfer major	Transfer Degree	60	Yes	M_AA_AA EMTD
Associate of Arts - English transfer major	Transfer Degree	60	Yes	M_AA_AA ENGD
Associate of Arts - History transfer major	Transfer Degree	60	Yes	M_AA_AA HIST
Associate of Arts - Political Science transfer major	Transfer Degree	60	Yes	M_AA_AA POLS
Associate of Arts - Philosophy transfer major	Transfer Degree	60	Yes	M_AA_AA PHIM
Associate of Arts - Psychology transfer major **	Transfer Degree	60	Yes	M_AA_AA PSYA
Associate of Arts - Sociology transfer major	Transfer Degree	60	Yes	M_AA_AA SOCL
<b>ASSOCIATE OF SCIENCE DEGREE PROGRAM</b>				
<b>for TRANSFER to 4-YEAR INSTITUTIONS TOWARDS BACHELOR OF SCIENCE DEGREES</b>				
Associate of Science – Liberal Studies (no designated transfer major)	Transfer Degree	60	Yes	M_AS_AS
Associate of Science - Agriculture Business transfer major	Transfer Degree	60	Yes	M_AS_AS AGBU
Associate of Science - Animal Science transfer major	Transfer Degree	60	Yes	M_AS_AS ANSC
Associate of Science - Biology transfer major	Transfer Degree	60	Yes	M_AS_AS BIOD
Associate of Science - Geology transfer major	Transfer Degree	60	Yes	M_AS_AS GEOL
Associate of Science - Mathematics transfer major	Transfer Degree	60	Yes	M_AS_AS MATH
Associate of Science - Physics transfer major	Transfer Degree	60	Yes	M_AS_AS PHYD
Associate of Science - Psychology transfer major **	Transfer Degree	60	Yes	M_AS_AS PSYS
Associate of Science - Soil and Crop Science transfer major	Transfer Degree	60	Yes	M_AS_AS SCSC



<b>AUTOMOTIVE COLLISION REPAIR PROGRAM</b>				
Associate of Applied Science - Automotive Refinish Technician	Career & Tech Ed (CTE)	79	Yes	M_AAS_ABSD
Associate of Applied Science - Automotive Estimatics Technician	Career & Tech Ed (CTE)	78	Yes	M_AAS_ABSA
Associate of Applied Science - Automotive Collision Technology	Career & Tech Ed (CTE)	78	Yes	M_AAS_CRT1
Certificate - Automotive Collision Repair	Career & Tech Ed (CTE)	35	Yes	M_CER_AUCO
Associate of Applied Science - Automotive Mechanical/ Collision Repair	Career & Tech Ed (CTE)	33	Yes	M_CER_AMCR
<b>AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM</b>				
Associate of Applied Science - Automotive Service Technology	Career & Tech Ed (CTE)	75	Yes	M_AAS_ATC
Certificate - Automotive Service Technology	Career & Tech Ed (CTE)	34	Yes	M_AAS_ATC
<b>BUSINESS PROGRAM</b>				
Associate of Arts - Business transfer major	Transfer Degree	60	Yes	M_AA_AA BSTR
Associate of Applied Science in Business-Accounting	Career & Tech Ed (CTE)	60	Yes	M_AAS_BACT
Associate of Applied Science in Business-Business Administration	Career & Tech Ed (CTE)	60	Yes	M_AAS_BUSB
Certificate - Entrepreneurship	Career & Tech Ed (CTE)	6	No	M_CER_ENTP
Certificate - Office Support Specialist	Career & Tech Ed (CTE)	32	Yes	M_CER_BAOS
Certificate - Real Estate	Career & Tech Ed (CTE)	13	No	M_CER_RELE
Certificate - Supervision	Career & Tech Ed (CTE)	31	Yes	M_CER_BASV
Also see:				
Certificate - Ag Business Management- Records and Business Planning	Career & Tech Ed (CTE)	18	Yes	M_CER_ABM6
Certificate - Ag Business Management-Financial Analysis	Career & Tech Ed (CTE)	18	Yes	M_CER_ABM7
Certificate - Ag Business Management-Market Plan Development	Career & Tech Ed (CTE)	18	Yes	M_CER_AGR9
Certificate - Ag Business Management-Integrated Management	Career & Tech Ed (CTE)	18	Yes	M_CER_ABMK
Certificate - Ag Business Management-Advanced Bus. Management	Career & Tech Ed (CTE)	18	Yes	M_CER_ABMJ
Certificate - Ag Business Management-Commodity Marketing	Career & Tech Ed (CTE)	18	Yes	M_CER_ABM8
Certificate - Ag Business Management-Web Productivity & Utilization	Career & Tech Ed (CTE)	18	Yes	M_CER_ABMU
Certificate - Ag Business Management-Rural Business Entrepreneurship	Career & Tech Ed (CTE)	18	Yes	M_CER_ABMH
Certificate - Ag Business Management-Leadership/Human Resource Management	Career & Tech Ed (CTE)	18	Yes	M_CER_ABME
<b>COMPUTER SUPPORT TECHNICIAN PROGRAM</b>				
Certificate - Computer Support Technician	Career & Tech Ed (CTE)	14	No	M_CER_CSTC
<b>EARLY CHILDHOOD EDUCATION PROGRAM</b>				
Associate of Arts - Early Childhood Teacher Education transfer major	Transfer Degree	60	Yes	M_AA_AA ECTD
Certificate - Early Childhood Education-Infant/Toddler Teacher	Career & Tech Ed (CTE)	15	No	M_CER_ITGL
Certificate - Early Childhood Teacher	Career & Tech Ed (CTE)	21	No	M_CER_PSGL
Certificate - Early Childhood Education Director	Career & Tech Ed (CTE)	30	Yes	M_CER_ECCA
<b>EDUCATION PROGRAM</b>				
Associate of Arts - Early Childhood Teacher Education transfer major	Transfer Degree	60	Yes	M_AA_AA ECTD
Associate of Arts - Elementary Teacher Education transfer major	Transfer Degree	60	Yes	M_AA_AA EMTD
Certificate - Paraprofessional Educator		8	No	<i>Pending</i>
<b>EMERGENCY MEDICAL SERVICES PROGRAM</b>				
Certificate - Emergency Medical Technician-Basic	Career & Tech Ed (CTE)	10	No	M_CER_EMTB
Certificate - Emergency Medical Technician-Intermediate	Career & Tech Ed (CTE)	15	No	M_CER_EMT6
Certificate - Advanced Emergency Medical Technician	Career & Tech Ed (CTE)	11	No	M_CER_EMIN
<b>HEALTH SCIENCE TECHNOLOGY PROGRAM</b>				
Certificate - Health Science Technology	Career & Tech Ed (CTE)	31	No	M_CER_MEPR
<b>INDUSTRIAL ELECTRICAL/MECHANICAL MAINTENANCE PROGRAM</b>				
Associate of Applied Science in Electromechanical Technology	Career & Tech Ed (CTE)	65	Yes	M_AAS_ELMT
Certificate - Industrial Maintenance	Career & Tech Ed (CTE)	31.5	Yes	M_CER_INMA
Certificate - Industrial Electrical	Career & Tech Ed (CTE)	35	Yes	M_CER_INEL
<b>LAW ENFORCEMENT PROGRAM</b>				
Associate of Applied Science in Law Enforcement	Career & Tech Ed (CTE)	60	Yes	M_AAS_CRJK
<b>MEDICAL OFFICE TECHNOLOGIES PROGRAM</b>				
Associate of Applied Science in Medical Office Assistant	Career & Tech Ed (CTE)	60	Yes	M_AAS_MDAS
Certificate - Medical Office Clinical Assistant	Career & Tech Ed (CTE)	42	Yes	M_CER_MDAS
<b>MEDIA DESIGN, MARKETING, AND ADVERTISING PROGRAM</b>				
Associate of Applied Science Media Design, Marketing and Advertising	Career & Tech Ed (CTE)	60	Yes	M_AAS_MMMD

Certificate - Foundations of Graphic Design	Career & Tech Ed (CTE)	15	No	M_CER_MMA1
Certificate - Foundations of Internet Media	Career & Tech Ed (CTE)	12	No	M_CER_MMFI
Certificate - Media Design	Career & Tech Ed (CTE)	30	Yes	M_CER_MMME
<b>NURSE AIDE PROGRAM</b>				
Certificate - Nurse Aide	Career & Tech Ed (CTE)	5	No	M_CER_NR3
<b>NURSING PROGRAM</b>				
Associate of Applied Science in Nursing (RN)	Career & Tech Ed (CTE)	80	Yes	M_AAS_NR1
Certificate - Practical Nursing (This is an 'opt-out' option for students in the RN Nursing program)	Career & Tech Ed (CTE)	57	Yes	M_CER_NR4
PN to ADN (This is an entry option to the RN program)	Career & Tech Ed (CTE)		Yes	M_AAS_NR1
Bachelor of Science in Nursing (RN to BSN)	Bachelor's Degree	120		M_BS_BSN
<b>PHLEBOTOMY TECHNOLOGIES PROGRAM</b>				
Certificate - Phlebotomy Technologies	Career & Tech Ed (CTE)	7	No	M_CER_PHL2
<b>PRECISION AGRICULTURE TECHNOLOGY PROGRAM</b>				
Associate of Applied Science in Precision Agriculture Technology	Career & Tech Ed (CTE)	60	Yes	M_AAS_AGTA
Certificate - Unmanned Aircraft Systems	Career & Tech Ed (CTE)	10	No	M_CER_UASC
<b>PHYSICAL THERAPIST ASSISTANT PROGRAM</b>				
Associate of Applied Science Physical Therapist Assistant	Career & Tech Ed (CTE)	75	Yes	M_AAS_PTA
<b>RADIOLOGIC TECHNOLOGY PROGRAM</b>				
Associate of Applied Science in Radiologic Technology	Career & Tech Ed (CTE)	77	Yes	M_AAS_RADI
<b>WELDING PROGRAM</b>				
Associate of Applied Science in Welding Technology	Career & Tech Ed (CTE)	63	Yes	M_AAS_WTE
Certificate - AWS Skills Welding	Career & Tech Ed (CTE)	31	Yes	M_CER_WEL8
Certificate - Gas Tungsten ARC/Gas Metal ARC (TIG/MIG) Welding	Career & Tech Ed (CTE)	35	Yes	M_CER_WEL7
Certificate - Shielded Metal Arc (STICK) Welding	Career & Tech Ed (CTE)	32	Yes	M_CER_WEL9
<b>ASSOCIATE OF GENERAL STUDIES PROGRAM</b>				
Associate of General Studies		60	Yes	M_AGS_AGS
<b>APPLIED TECHNOLOGY PROGRAM</b>				
Associate of Applied Science in Applied Technology		60	Yes	M_AAS_APT1

## ASSOCIATE OF ARTS DEGREE PROGRAM

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The Associate of Arts (A.A.) degree program is a two-year academic degree (limited to 60 credits) designed to transfer to 4-year institutions. It generally equates to the first two years of a Bachelor of Arts (B.A.) degree. Depending on their educational goals, students choose from:

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

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



MCC offers the following Associate of Arts (A.A.) Degrees with Designation Transfer Agreements:

[Business](#) (Approved: 1/7/11; Effective: April 2011; Revised August 2020)

[Criminal Justice](#) (Approved: 1/22/13; Effective: Spring 2013; Revised May 2020)

[Economics](#) (Approved: 1/7/11; Effective: April 2011; Revised March 2020)

[Early Childhood Teacher Education](#) (Approved: 8/7/15; Effective: Fall 2015; Revised December 2018)

[Elementary Teacher Education](#) (Approved: 8/7/15; Effective: Fall 2015; Revised August 2020)

[English](#) (Approved: 12/4/14; Effective: Spring 2015; Revised: May 2019)

[History](#) (Approved: 4/1/2011; Effective: Fall 2011; Revised: December 2018)

[Philosophy](#) (Approved: 9/4/2014; Effective: Fall 2014; Revised March 2020)

[Political Science](#) (Approved: 3/2/2012; Effective: Fall 2012; Revised December 2018)

[Psychology-AA/BA](#) (Approved: 4/1/2011; Effective: Fall 2011; Revised December 2018)

[Sociology](#) (Approved: 3/2/12; Effective: Fall 2012; Revised May 2019)

## Associate of Arts

### AWARD

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

Code: M\_AA\_AA

Approved for Financial Aid

### PROGRAM DESCRIPTION

This program is designed for students wanting to complete the first two years of a bachelor's degree at the community college and transfer to a college or university to complete a BA degree. The Associate of Arts (AA) Degree provides students with both breadth and depth of knowledge in Liberal Arts as well as Social and Behavioral Sciences. Students may tailor this general Associate of Arts (AA) Degree to prepare for specific transfer options.

The Associate of Arts (AA) degree is a 2-year, 60-credit degree program for students who want to transfer to a four-year college or university to pursue a four-year degree in arts, humanities, communication, or social sciences. The AA degree also includes courses in math and sciences. As a transfer degree, the AA includes Guaranteed Transfer (GT) courses as well as elective classes. Students who want to transfer to a specific four-year degree program, such as Communication, History, or Fine Arts, should follow the program pathway for that specific AA degree. This is known as 'choosing a major.' Students who do not choose a specific AA degree pathway will be awarded a general AA degree. The Associate of Arts degree is a two-year degree featuring courses from a variety of subject areas, including English, Communication, Arts, Math, science, and Social Science. Students wishing to transfer to a four-year university should choose an AA degree with a specific concentration, such as English, Education, History, Psychology, Spanish, and so on. An AA degree without a concentrated subject area may not transfer to a four-year university program, or it may require that additional courses be taken at the four-year level. Speak to an advisor to declare your program.

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

#### WRITTEN COMMUNICATION

##### TAKE THESE TWO COURSES:

ENG 121	ENGLISH COMPOSITION I: CO1	3
ENG 122	ENGLISH COMPOSITION II: CO2	3
	<b>CREDITS SUBTOTAL</b>	<b>6</b>

#### COMPUTER SCIENCE

##### SELECT ONE COURSE:

CIS 118	INTRODUCTION TO PC APPLICATIONS	3
CSC 160	COMPUTER SCIENCE I (C++)	4
	<b>CREDITS SUBTOTAL</b>	<b>3</b>

#### ORAL COMMUNICATION

##### SELECT ONE COURSE:

COM115	PUBLIC SPEAKING	3
COM125	INTERPERSONAL COMMUNICATION	3
	<b>CREDITS SUBTOTAL</b>	<b>3</b>

#### HISTORY

##### SELECT ONE COURSE:

HIS 101	WESTERN CIV: ANTIQUITY-1650: HI1	3
HIS 102	WESTERN CIV: 1650-PRESENT: HI1	3
HIS 111	THE WORLD: ANTIQUITY-1500: HI1	3
HIS 112	THE WORLD: 1500-PRESENT: HI1	3
HIS 121	U.S. HISTORY TO RECONSTRUCTION: HI1	3
HIS 122	U.S. HISTORY SINCE CIVIL WAR: HI1	3
HIS 215	WOMEN IN US HISTORY: HI1	3
HIS 225	COLORADO HISTORY: HI1	3
HIS 247	20TH CENTURY WORLD HISTORY: HI1	3
HIS 260	U.S. FOREIGN RELATIONS HISTORY: HI1	3
	ANY OTHER HI1 DESIGNATED COURSE	3
	<b>CREDITS SUBTOTAL</b>	<b>3</b>


#### MATHEMATICS

##### SELECT ONE COURSE:

<i>Note:</i>	<i>Credits over 3 may be applied to Electives</i>	
MAT 120	MATHEMATICS FOR LIBERAL ARTS: MA1	4
MAT 121	COLLEGE ALGEBRA: MA1	4
MAT 122	COLLEGE TRIGONOMETRY: MA1	3
MAT 123	FINITE MATHEMATICS: MA1	4
MAT 125	SURVEY OF CALCULUS: MA1	4
MAT 135	INTRO TO STATISTICS: MA1	3
	ANY OTHER MA1 DESIGNATED COURSE (EXCLUDES MAT 155 & 156)	3-4
	<b>CREDITS SUBTOTAL</b>	<b>3</b>

<b>NATURAL AND PHYSICAL SCIENCES</b>		
<b>SELECT TWO COURSES:</b>		
<i>Note:</i>	<i>Credits over 7 may be applied to Electives</i>	
AST 101	PLANETARY ASTRONOMY W/LAB: SC1	4
AST 102	STELLAR ASTRONOMY W/LAB: SC1	4
BIO 104	BIOLOGY: A HUMAN APPROACH: SC1	4
BIO 105	SCIENCE OF BIOLOGY W/LAB: SC1	4
BIO 111	GENERAL COLLEGE BIOLOGY I W/LAB: SC1	5
BIO 112	GEN. COLLEGE BIOLOGY II W/LAB: SC1	5
BIO 201	HUMAN ANATOMY & PHYSIOLOGY I W/LAB: SC1	4
BIO 202	HUMAN ANATOMY & PHYSIOLOGY II W/LAB: SC1	4
BIO 204	MICROBIOLOGY W/LAB: SC1	4
CHE 101	INTRO TO CHEMISTRY I W/LAB: SC1	5
CHE 102	INTRO TO CHEMISTRY II W/LAB: SC1	5
CHE 111	GEN COLLEGE CHEMISTRY I W/LAB: SC1	5
CHE 112	GEN COLLEGE CHEMISTRY II W/LAB: SC1	5
GEY 111	PHYSICAL GEOLOGY W/LAB: SC1	4
GEY 112	HISTORICAL GEOLOGY W/LAB: SC1	4
GEY 135	ENVIRONMENTAL GEOLOGY W/LAB: SC1	4
PHY 105	CONCEPTUAL PHYSICS W/LAB: SC1	4
PHY 111	PHYSICS: ALGEBRA-BASED I/LAB: SC1	5
PHY 211	PHYSICS: CALCULUS-BASED I/LAB: SC1	5
SCI 155 SCI 156	INTEGRATED SCIENCE I & II W/LAB: SC1 (BOTH COURSES MUST BE TAKEN TO MEET THIS REQUIREMENT)	4 4
	ANY OTHER SCI DESIGNATED COURSE	4-5
	<b>CREDITS SUBTOTAL</b>	<b>7</b>
<b>ARTS &amp; HUMANITIES</b>		
<b>SELECT TWO COURSES, FROM TWO DIFFERENT AH AREAS:</b>		
<b>ARTS &amp; EXPRESSION: AH1</b>		
ART 110	ART APPRECIATION: AH1	3
ART 111	ART HISTORY ANCIENT-MEDIEVAL: AH1	3
ART 112	ART HISTORY: RENAISSANCE -MODERN: AH1	3
ART 207	ART HISTORY: 1900-PRESENT: AH1	3
MUS 120	MUSIC APPRECIATION: AH1	3
THE 105	THEATRE APPRECIATION: AH1	3
	ANY OTHER AH1 DESIGNATED COURSE	3
<b>LITERATURE &amp; HUMANITIES: AH2</b>		
HUM121	HUMANITIES: EARLY CIVILIZATION: AH2	3
HUM122	HUMANITIES: MEDIEVAL-MODERN: AH2	3
HUM123	HUMANITIES: MODERN WORLD: AH2	3
LIT 115	INTRODUCTION TO LITERATURE: AH2	3
LIT 201	WORLD LITERATURE TO 1600: GT-AH2	3
LIT 202	WORLD LITERATURE AFTER 1600: GT-AH2	3
LIT 211	AMERICAN LIT. TO CIVIL WAR: AH2	3

LIT 212	AMERICAN LIT. AFTER CIVIL WAR: AH2	3
LIT 225	INTRODUCTION TO SHAKESPEARE: AH2	3
	ANY OTHER AH2 DESIGNATED COURSE	3
<b>WAYS OF THINKING: AH3</b>		
PHI 111	INTRODUCTION TO PHILOSOPHY: AH3	3
PHI 112	ETHICS: AH3	3
PHI 113	LOGIC: AH3	3
PHI 114	COMPARATIVE RELIGIONS: AH3	3
PHI 205	BUSINESS ETHICS: AH3	3
PHI 218	ENVIRONMENTAL ETHICS: AH3	3
PHI 220	PHILOSOPHY-DEATH & DYING: AH3	3
	ANY AH3 DESIGNATED COURSE	
<b>WORLD LANGUAGES: AH4</b>		
SPA 211	FOREIGN LANGUAGE III: SPANISH: AH4	3
SPA 212	FOREIGN LANGUAGE IV: SPANISH: AH4	3
	ANY OTHER AH4 DESIGNATED COURSE	
	<b>CREDITS SUBTOTAL</b>	<b>6</b>
<b>SOCIAL &amp; BEHAVIORAL SCIENCES</b>		
<b>SELECT TWO COURSES:</b>		
<b>ECONOMIC OR POLITICAL SYSTEMS: SS1</b>		
ECO 201	PRINCIPLES OF MACROECONOMICS: SS1	3
ECO 202	PRINCIPLES OF MICROECONOMICS: SS1	3
POS 105	INTRO TO POLITICAL SCIENCE: SS1	3
POS 111	AMERICAN GOVERNMENT: SS1	3
POS 205	INTERNATIONAL RELATIONS: SS1	3
	ANY OTHER SS1 DESIGNATED COURSE	
<b>GEOGRAPHY: SS2</b>		
GEO 105	WORLD REGIONAL GEOGRAPHY: SS2	3
	ANY OTHER SS2 DESIGNATED COURSE	
<b>HUMAN BEHAVIOR/SOCIAL FRAMEWORKS: SS3</b>		
ANT 101	CULTURAL ANTHROPOLOGY: SS3	3
ANT 107	INTRO TO ARCHAEOLOGY: SS3	3
PSY 101	GENERAL PSYCHOLOGY I: SS3	3
PSY 102	GENERAL PSYCHOLOGY II: SS3	3
PSY 205	PSYCHOLOGY OF GENDER: SS3	3
PSY 226	SOCIAL PSYCHOLOGY: SS3	3
PSY 235	HUMAN GROWTH & DEVELOPMENT: SS3	3
PSY 238	CHILD DEVELOPMENT: SS3	3
SOC 101	INTRODUCTION TO SOCIOLOGY I: SS3	3
SOC 102	INTRODUCTION TO SOCIOLOGY II: SS3	3
SOC 205	SOCIOLOGY OF FAMILY DYNAMICS: SS3	3
SOC 215	CONTEMPORARY SOCIAL PROBLEMS: SS3	3
SOC 216	SOCIOLOGY OF GENDER: SS3	3
SOC 231	SOCIOLOGY OF DEVIANT BEHAVIOR: SS3	3
	ANY OTHER SS3 DESIGNATED COURSE	
	<b>CREDITS SUBTOTAL</b>	<b>6</b>

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

## Associate of Arts Approved Electives

COURSE	COURSE TITLE	CR
	ACCOUNTING	
ACC 121	ACCOUNTING PRINCIPLES I	4
ACC 122	ACCOUNTING PRINCIPLES II	4
	ANTHROPOLOGY	
ANT 101	CULTURAL ANTHROPOLOGY: SS3	3
ANT 107	INTRO TO ARCHAEOLOGY: SS3	3
	ART	
ART 110	ART APPRECIATION: AH1	3
ART 111	ART HISTORY ANCIENT TO MEDIEVAL: AH1	3
ART 112	ART HISTORY: RENAISSANCE TO MODERN: AH1	3
ART 121	DRAWING I	3
ART 124	WATERCOLOR I	3
ART 127	LANDSCAPE DRAWING	3
ART 128	FIGURE DRAWING I	3
ART 151	PAINTING I	3
ART 207	ART HISTORY: 1900-PRESENT: AH1	3
	ASTRONOMY	
AST 101	PLANETARY ASTRONOMY W/LAB: SC1	4
AST 102	STELLAR ASTRONOMY W/LAB: SC1	4
	BIOLOGY	
BIO 104	BIOLOGY: A HUMAN APPROACH: SC1	4
BIO 105	SCIENCE OF BIOLOGY W/LAB: SC1	4
BIO 111	GENERAL COLLEGE BIOLOGY I W/LAB: SC1	5
BIO 112	GENERAL COLLEGE BIOLOGY II W/LAB: SC1	5
BIO 201	HUMAN ANATOMY & PHYSIOLOGY I W/LAB: SC1	4
BIO 202	HUMAN ANATOMY & PHYSIOLOGY II W/LAB: SC1	4
BIO 204	MICROBIOLOGY W/LAB: SC1	4
BIO 216	PATHOPHYSIOLOGY	4
	BUSINESS	
BUS 216	LEGAL ENVIRONMENT OF BUSINESS	3
BUS 217	BUSINESS COMMUNICATIONS	3
BUS 226	BUSINESS STATISTICS	3
	CHEMISTRY	
CHE 101	INTRODUCTION TO CHEMISTRY I W/LAB: SC1	5
CHE 102	INTRODUCTION TO CHEMISTRY II W/LAB: SC1	5
CHE 111	GENERAL COLLEGE CHEMISTRY I W/LAB: SC1	5
CHE 112	GENERAL COLLEGE CHEMISTRY II W/LAB: SC1	5
	COMPUTER INFORMATION SYSTEMS	
CIS 118	INTRODUCTION TO PC APPLICATIONS	3
	COMMUNICATION	
COM 115	PUBLIC SPEAKING	3
COM 125	INTERPERSONAL COMMUNICATION	3
COM 217	GROUP COMMUNICATION	3
COM 220	INTERCULTURAL COMMUNICATIONS: SS3	3
COM 226	ORAL INTERPRETATION	3
COM 230	ARGUMENTATION AND DEBATE	3
	CRIMINAL JUSTICE	
CRJ 110	INTRODUCTION TO CRIMINAL JUSTICE: SS3	3
CRJ 127	CRIME SCENE INVESTIGATION	3
CRJ 205	PRINCIPLES OF CRIMINAL LAW	3
CRJ 220	HUMAN RELATIONS AND SOCIAL CONFLICT	3
CRJ 230	CRIMINOLOGY	3
	COMPUTER SCIENCE COURSES	
CSC 160	COMPUTER SCIENCE I (C++)	4
CSC 161	COMPUTER SCIENCE II (C++)	4

	EARLY CHILDHOOD EDUCATION	
ECE 101	INTRO TO EARLY CHILDHOOD EDUCATION	3
ECE 102	INTRO TO EARLY CHILDHOOD LAB TECHNIQUES	3
ECE 103	GUIDANCE STRATEGIES FOR CHILDREN	3
ECE 188	PRACTICUM: EARLY CHILDHOOD EDUCATION	1
ECE 205	NUTRITION, HEALTH & SAFETY	3
ECE 220	CURRICULUM DEVELOPMENT: METHODS & TECHNIQUES	3
ECE 225	LANGUAGE & COGNITION FOR THE YOUNG CHILD	3
ECE 226	CREATIVITY AND THE YOUNG CHILD	3
ECE 256	WORKING WITH PARENTS, FAMILIES, AND COMMUNITY SYSTEMS	3
ECE 260	EXCEPTIONAL CHILD	3
	ECONOMICS	
ECO 201	PRINCIPLES OF MACROECONOMICS: SS1	3
ECO 202	PRINCIPLES OF MICROECONOMICS: SS1	3
	EDUCATION	
EDU 188	PRACTICUM I IN EDUCATION (VARIABLE 0-12)	V
EDU 221	INTRODUCTION TO EDUCATION	3
EDU 222	EFFECTIVE TEACHING	1
EDU 233	ENGLISH LANGUAGE LEARNING (K-6)	3
EDU 234	MULTICULTURAL EDUCATION	3
EDU 261	TEACHING, LEARNING & TECHNOLOGY	3
	ENGLISH	
ENG 121	ENGLISH COMPOSITION I: CO1	3
ENG 201	ENGLISH COMPOSITION III: CO3	3
ENG 221	CREATIVE WRITING I	3
ENG 222	CREATIVE WRITING II	3
ENG 226	FICTION WRITING	3
ENG 227	POETRY WRITING	3
	ETHNIC STUDIES	
ETH 200	INTRODUCTION TO ETHNIC STUDIES GT-SS3	3
	GEOGRAPHY	
GEO 105	WORLD REGIONAL GEOGRAPHY: SS2	3
	GEOLOGY	
GEY 111	PHYSICAL GEOLOGY W/LAB: SC1	4
GEY 112	HISTORICAL GEOLOGY W/LAB: SC1	4
GEY 135	ENVIRONMENTAL GEOLOGY W/LAB: SC1	4
	HISTORY	
HIS 101	WESTERN CIVILIZATION: ANTIQUITY-1650: HI1	3
HIS 102	WESTERN CIVILIZATION: 1650-PRESENT: HI1	3
HIS 111	THE WORLD: ANTIQUITY-1500: HI1	3
HIS 112	THE WORLD: 1500-PRESENT: HI1	3
HIS 121	U.S. HISTORY TO RECONSTRUCTION: HI1	3
HIS 122	U.S. HISTORY SINCE CIVIL WAR: HI1	3
HIS 215	WOMEN IN US HISTORY: HI1	3
HIS 225	COLORADO HISTORY: HI1	3
HIS 235	HISTORY OF THE AMERICAN WEST: HI1	3
HIS 236	U.S. HISTORY SINCE 1945: HI1	3
HIS 240	COLD WAR ERA IN WORLD HISTORY	3
HIS 247	20TH CENTURY WORLD HISTORY: HI1	3
HIS 260	U.S. FOREIGN RELATIONS HISTORY: HI1	3
	HEALTH PROFESSIONS	
HPR 217	KINESIOLOGY	4
	HEALTH AND WELLNESS	
HWE 100	HUMAN NUTRITION	3
	JOURNALISM	
JOU 105	INTRODUCTION TO MASS MEDIA: SS3	3
JOU 106	MEDIA NEWS AND REPORTING	3

	<b>HUMANITIES</b>	
HUM 103	INTRODUCTION TO FILM ART: AH2	3
HUM 121	HUMANITIES: EARLY CIVILIZATION: AH2	3
HUM 122	HUMANITIES: MEDIEVAL-MODERN: AH2	3
HUM 123	HUMANITIES: MODERN WORLD: AH2	3
	<b>LITERATURE</b>	
LIT 115	INTRODUCTION TO LITERATURE: AH2	3
LIT 201	WORLD LITERATURE TO 1600: GT-AH2	3
LIT 202	WORLD LITERATURE AFTER 1600: GT-AH2	3
LIT 205	ETHNIC LITERATURE: AH2	3
LIT 211	AMERICAN LITERATURE TO CIVIL WAR: AH2	3
LIT 212	AMERICAN LITERATURE AFTER CIVIL WAR: AH2	3
LIT 225	INTRODUCTION TO SHAKESPEARE: AH2	3
LIT 255	CHILDREN'S LITERATURE	3
	<b>MANAGEMENT</b>	
MAN 226	PRINCIPLES OF MANAGEMENT	3
	<b>MATHEMATICS</b>	
MAT 120	MATHEMATICS FOR LIBERAL ARTS: MA1	4
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 155	INTEGRATED MATH I	3
MAT 156	INTEGRATED MATH II	3
MAT 201	CALCULUS I: MA1	5
MAT 202	CALCULUS II: MA1	5
MAT 203	CALCULUS III: MA1	4
MAT 215	DISCRETE MATHEMATICS: MA1	4
MAT 255	LINEAR ALGEBRA	3
MAT 261	DIFFERENTIAL EQUATIONS W/ENGINEERING APPLICATIONS: MA1	4
MAT 265	DIFFERENTIAL EQUATIONS: MA1	3
	<b>MUSIC</b>	
MUS 120	MUSIC APPRECIATION: AH1	3
	<b>*PHYSICAL EDUCATION</b>	
ALL PED COURSES 100-299 MAXIMUM ARE APPROVED FOR USE IN THE A.A. AS ELECTIVES (*CREDIT LIMITS APPLY)		
	<b>PHILOSOPHY</b>	
PHI 111	INTRODUCTION TO PHILOSOPHY: AH3	3
PHI 112	ETHICS: AH3	3
PHI 113	LOGIC: AH3	3
PHI 114	COMPARATIVE RELIGIONS: AH3	3
PHI 115	WORLD RELIGIONS-WEST: AH3	3
PHI 116	WORLD RELIGIONS-EAST: AH3	3
PHI 205	BUSINESS ETHICS: AH3	3
PHI 220	PHILOSOPHY-DEATH & DYING: AH3	3
	<b>PHYSICS</b>	
PHY 105	CONCEPTUAL PHYSICS W/LAB: SC1	4
PHY 111	PHYSICS: ALGEBRA-BASED I/LAB: SC1	5
PHY 112	PHYSICS: ALGEBRA-BASED II/LAB: SC1	5
PHY 211	PHYSICS: CALCULUS-BASED I/LAB: SC1	5
PHY 212	PHYSICS: CALCULUS-BASED II/LAB: SC1	5
PHY 213	PHYSICS III: CALCULUS BASED MODERN PHYSICS	5
	<b>POLITICAL SCIENCE</b>	
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	3
POS 225	COMPARATIVE GOVERNMENT: SS1	3

	<b>PSYCHOLOGY</b>	
PSY 101	GENERAL PSYCHOLOGY I: SS3	3
PSY 102	GENERAL PSYCHOLOGY II: SS3	3
PSY 205	PSYCHOLOGY OF GENDER: SS3	3
PSY 226	SOCIAL PSYCHOLOGY: SS3	3
PSY 235	HUMAN GROWTH & DEVELOPMENT: SS3	3
PSY 237	CHILD & ADOLESCENT PSYCHOLOGY	3
PSY 238	CHILD DEVELOPMENT: SS3	3
PSY 245	EDUCATIONAL PSYCHOLOGY	3
PSY 249	ABNORMAL PSYCHOLOGY: SS3	3
PSY 265	PSYCHOLOGY OF PERSONALITY: SS3	3
	<b>SCIENCE</b>	
SCI 155	INTEGRATED SCIENCE I W/LAB: SC1	4
SCI 156	INTEGRATED SCIENCE II W/LAB: SC1	4
	<b>SOCIOLOGY</b>	
SOC 101	INTRODUCTION TO SOCIOLOGY I: SS3	3
SOC 102	INTRODUCTION TO SOCIOLOGY II: SS3	3
SOC 205	SOCIOLOGY OF FAMILY DYNAMICS: SS3	3
SOC 215	CONTEMPORARY SOCIAL PROBLEMS: SS3	3
SOC 216	SOCIOLOGY OF GENDER: SS3	3
SOC 231	SOCIOLOGY OF DEVIANT BEHAVIOR: SS3	3
	<b>SPANISH LANGUAGE</b>	
SPA 111	FOREIGN LANGUAGE I: SPANISH	5
SPA 112	FOREIGN LANGUAGE II: SPANISH	5
SPA 115	FOREIGN LANGUAGE FOR THE PROFESSIONAL: SPANISH	3
SPA 211	FOREIGN LANGUAGE III: SPANISH: AH4	3
SPA 212	FOREIGN LANGUAGE IV: SPANISH: AH4	3
SPA 261	GRAMMAR FOR THE HERITAGE LANGUAGE SPEAKER	3
SPA 262	COMPOSITION FOR THE HERITAGE LANGUAGE SPEAKER	3
	<b>THEATRE</b>	
THE 105	THEATRE APPRECIATION: AH1	3
THE 111	ACTING I	3
THE 112	ACTING II	3
	<b>GT PATHWAYS</b>	
ANY GTPATHWAYS DESIGNATED COURSE (AH1, AH2, AH3, AH4, CO2, CO3, HI1, MA1, SC1, SC2, SS1, SS2, SS3) IS APPROVED AS AN ELECTIVE FOR THE A.G.S. DEGREE TO SEE A LIST OF ALL GTPATHWAYS COURSES GO TO: <a href="https://higher.ed.colorado.gov/Academics/Transfers/gtPathways/Curriculum/Courses.aspx">gtPathways</a> or Copy and paste this into your browser: <a href="https://higher.ed.colorado.gov/Academics/Transfers/gtPathways/Curriculum/Courses.aspx">https://higher.ed.colorado.gov/Academics/Transfers/gtPathways/Curriculum/Courses.aspx</a>		
	<b>*INDEPENDENT STUDY, SEMINAR/WORKSHOP, AND SPECIAL TOPICS COURSES</b>	
INDEPENDENT STUDY, SEMINAR/WORKSHOP, AND SPECIAL TOPICS COURSES REQUIRE WRITTEN PERMISSION FROM THE VICE PRESIDENT OF INSTRUCTION, OR DEAN OF INSTRUCTION TO APPLY		
	<b>*CREDIT LIMITS APPLY</b>	
STUDENTS MAY APPLY UP TO A TOTAL OF 3 CREDITS OF ANY COMBINATION OF: •PHYSICAL EDUCATION (PED/PER) COURSES *INDEPENDENT STUDY 185-186 COURSES *SEMINAR/WORKSHOP COURSES *SPECIAL TOPICS COURSES (ST:xxx)175-178; 275-278		





## Associate of Arts-Business

### AWARD

ASSOCIATE OF ARTS –BUSINESS TRANSFER MAJOR

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

Approved for Financial Aid

### PROGRAM DESCRIPTION

This program is designed for students wanting to complete the first 2 years of a bachelor's degree and transfer to a university to complete a BA or BS in Business. Economics, Accounting, and business are explored. Careers typically require a bachelor's or master's degree. The Business Management AA degree prepares the student to transfer as a junior to Colorado 4-year universities. This degree allows you to pursue a BA or BS degree in areas such as Management, Human Resources, Administration, Economics, Marketing, Finance, Accounting, Healthcare Admin and more.

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

Fort Lewis College [B.A. Business Administration; Business Administration option]

Metropolitan State University of Denver [B.S. Accounting; B.S. Computer Information Systems; B.S. Finance; B.S. Management; B.S. Marketing]

University of Colorado Boulder [B.S. Business Administration]

University of Colorado–Colorado Springs [B.S. Business; emphases in Accounting, Business Administration, Finance, Human Resources Management, Information Systems, International Business, Management, Marketing, PGA Golf Management, Service Management, or Sport Management]

University of Colorado Denver [BS Business Administration; emphases in Accounting, Finance, Financial Management, Human Resources Management, Information Systems, International Business, Management, Marketing, Risk & Entrepreneurship, or Sports Business]

University of Northern Colorado [B.S. Business Administration; all emphases]

Western Colorado University [B.A. Business Administration]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/documents/STAA\\_BUSINESS\\_FINAL\\_Revised\\_2020\\_08.pdf](https://highered.colorado.gov/sites/highered/files/documents/STAA_BUSINESS_FINAL_Revised_2020_08.pdf)

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



## Associate of Arts-Communication

### AWARD

ASSOCIATE OF ARTS –COMMUNICATION TRANSFER MAJOR

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

Approved for Financial Aid

### PROGRAM DESCRIPTION

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

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

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

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

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

University of Colorado Boulder [B.A. Communication]

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

University of Colorado Denver [B.A. Communication]

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

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

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/2020-03/staa\\_communication\\_final.pdf](https://highered.colorado.gov/sites/highered/files/2020-03/staa_communication_final.pdf)

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



## Associate of Arts-Criminal Justice

### AWARD

ASSOCIATE OF ARTS –CRIMINAL JUSTICE TRANSFER MAJOR

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

Approved for Financial Aid

### PROGRAM DESCRIPTION

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

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

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

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

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

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

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

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

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/documents/ST\\_AA\\_CRIMINAL JUSTICE\\_FINAL\\_Revised\\_2020\\_05.pdf](https://highered.colorado.gov/sites/highered/files/documents/ST_AA_CRIMINAL JUSTICE_FINAL_Revised_2020_05.pdf)

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



## Associate of Arts-Early Childhood Teacher Education

AWARD
ASSOCIATE OF ARTS-EARLY CHILDHOOD TEACHER EDUCATION TRANSFER MAJOR
Code: M_AA_AA ECET (Approved: 8/7/15; Effective: Fall 2015; Revised December 2018)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA or BS with licensure in Early Childhood Teacher Education. Child development is explored. Licensure requires a bachelor's degree. The ECE program prepares you for a career in teaching children (birth to age 5). The program can also prepare you to become an Early Childhood Teacher or director in the field of Early Childhood Education. Applicants must demonstrate an interest in the care and well-being of young children, be free from evidence of physical and mental illness, and be free from personal conduct that may be injurious to children as stated in the Colorado Rules and Regulations for Child Care Centers, section 7. 702. 51. This program prepares students to become a productive, caring and responsible teacher. Classes emphasize child development skills in the areas of language, social, emotional, cognitive, and physical development. Classes also focus on cultural diversity among children. Students will become familiar with theories concerning child development and ECE and will participate in many group discussions and hands-on activities that they can apply in the preschool classroom. Students will learn from qualified faculty members who believe in the success of each ECE student. This is a Statewide Transfer Articulation Agreement in Early Childhood Teacher Education for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p>
Adams State University [B.A. Early Childhood Education]
Colorado Mesa University [B.A. Early Childhood Education - Early Childhood Special Education]1
Colorado State University-Fort Collins [B.S. Early Childhood Education]
Colorado State University-Pueblo [B.S. Early Childhood Education]
Fort Lewis College [B.A. Early Childhood Education]
Metropolitan State University of Denver [B.A. Early Childhood Education]
University of Colorado Denver [B.A. Education and Human Development – Early Childhood]
University of Northern Colorado [B.A. Early Childhood Teacher Education (Birth – Grade 3)]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

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

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

The background check is valid for two years. The Vice President of Instruction or the Dean of General Education can request additional background checks at any time. The student will be responsible for the additional cost. In some cases, additional background checks may be required by a practicum site. Should any required record indicate that a student is unable to work with children, he or she will not be eligible to complete courses requiring interaction with children. In the event that a student's background check prevents them from working with children or being hired at an educational facility, the Dean of General Education or Student Services will work with the student to individualize an alternative education plan and career path.

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/2020-03/staa\\_ece\\_final\\_agreement.pdf](https://highered.colorado.gov/sites/highered/files/2020-03/staa_ece_final_agreement.pdf)

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



## Associate of Arts-Economics

AWARD
ASSOCIATE OF ARTS –ECONOMICS TRANSFER MAJOR
Code: M_AA_AA ECON (Approved: 1/7/11; Effective: April 2011; Revised March 2020)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Economics. Economic trends and effects of political and social change are explored. Careers often require a master's degree. The Associate of Arts Degree in Economics prepares students to transfer as a junior to a four-year CO institution. A BS degree in economics prepares students for advanced degrees, teaching careers, or employment. Economic analysis skills are needed in many careers. Students will be prepared to work in banking, finance, insurance, investment, and the corporate world.</p> <p>This is a Statewide Transfer Articulation Agreement in Economics for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p> <p>Adams State University [B.S. Business Administration; Economics emphasis]</p> <p>Colorado State University-Ft Collins [B.A. Economics]</p> <p>Fort Lewis College [B.A. Economics; Economics option]</p> <p>Metropolitan State University of Denver [B.A. Economics]</p> <p>University of Colorado Boulder [B.A. Economics]</p> <p>University of Colorado-Colorado Springs [B.A. Economics]</p> <p>University of Colorado Denver [B.A. Economics]</p> <p>University of Northern Colorado [B.A. Economics]</p> <p>Western State Colorado University [B.A. Economics]</p>
DEGREE PREREQUISITES
<p>Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.</p> <p>Alternatively, if taken with the last 5 years, documentation of assessment/placement test scores from another two-year Colorado college or ACT® scores of reading 17, English 18, and math 23 will meet the assessment requirement.</p>

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/2020-04/staa\\_economics\\_final.pdf](https://highered.colorado.gov/sites/highered/files/2020-04/staa_economics_final.pdf)

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



## Associate of Arts-Elementary Teacher Education

AWARD
ASSOCIATE OF ARTS-ELEMENTARY TEACHER EDUCATION TRANSFER MAJOR
Code: M_AA_AA (Approved: 8/7/15; Effective: Fall 2015; Revised August 2020)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA with licensure in Elementary Teacher Education. Elementary Teacher careers require a bachelor's degree. The Associate of Arts degree with an emphasis in Elementary* Education prepares students to transfer as a junior to a four-year institution in Colorado in order to become an elementary teacher. Students interested in majoring in education need to identify the four-year college/university to which they plan to transfer. Each individual institution requires different curriculum electives for graduation. *There are no current statewide articulation agreements in secondary or K-12 education, but students can still effectively pursue these options.</p> <p>This is a Statewide Transfer Articulation Agreement in Elementary Teacher Education for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p>
Adams State University (B.A. Interdisciplinary Studies)
Colorado Mesa University (B.A. Liberal Arts)
Colorado Mountain College (B.A. Interdisciplinary Studies)
Colorado State University-Pueblo (B.S. Liberal Studies)
Fort Lewis College (B.A. Elementary Education)
Metropolitan State University of Denver (B.A. Human Development; B.A. Elementary Education)
University of Colorado Boulder (B.A. Elementary Education)
University of Colorado-Colorado Springs (B.A. Inclusive Elementary Education; B.A. Biology, B.A. English Literature, B.A. Geography & Environmental Studies, B.A. History or B.A. Spanish)
University of Colorado Denver (B.A. Education and Human Development – Elementary Education)
University of Northern Colorado (B.A. Elementary Education)
Western Colorado University (B.A. Elementary Education, CLD emphasis)

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### ELEMENTARY TEACHER EDUCATION BACKGROUND CHECK POLICY

A national criminal background check must be completed and passed for every Elementary Teacher Education student at Morgan Community College. In order to participate in the EDU program, the student will be required to complete and pass a background check through Castlebranch at <https://cccs.castlebranch.com/> and is responsible for the cost. Previous background and/or fingerprint checks completed for employment will not suffice; MCC has a separate requirement. The policy is implemented and monitored by the MCC Human Resources Department. If you are enrolling in an EDU online course, contact Human Resources for direction on how to complete the background check process.

The background check is valid for two years. The Vice President of Instruction or the Dean of General Education can request additional background checks at any time and the student will be responsible for the additional cost. In some cases, additional background checks may be required by a practicum site. Should any required record indicate that a student is unable to work with children, he or she will not be eligible to complete EDU courses. In that event, the Dean of General Education or Student Services will work with the student to individualize an alternative education plan and career path.

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/documents/STAA\\_ELED\\_Master\\_Agmt\\_FINAL\\_Revised\\_2020\\_08.pdf](https://highered.colorado.gov/sites/highered/files/documents/STAA_ELED_Master_Agmt_FINAL_Revised_2020_08.pdf)

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



## Associate of Arts-English

AWARD
ASSOCIATE OF ARTS –ENGLISH TRANSFER MAJOR
Code: M_AA_AA ENGD (Approved: 12/4/14; Effective: Spring 2015; Revised: May 2019)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in English with Literature emphasis. Students gain literature and writing expertise. Careers often require a BA degree or higher. English Literature explores many different opinions, worldviews, and interesting times and places. Students will read some of the great books and poems and discuss a variety of characters, plots, themes, and styles. Studying successful writers allows students to expand their own writing abilities, recognize key issues, and improve their own writing style and voice. This program introduces students to English Literature and it includes courses that are common to all four-year institutions in Colorado. Career paths for English Literature degree holders include media, public relations, law, marketing, advertising, and teaching. The Associate of Arts (AA) degree in English Literature prepares students to complete the second half of a Bachelor of Arts in English (BA) or English at a four-year university.</p> <p>This is a Statewide Transfer Articulation Agreement in English for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p> <p>Adams State University [B.A. English; Liberal Arts emphasis]            Colorado Mesa University [B.A. English; Literature concentration]            Colorado State University-Ft Collins [B.A. English]            Colorado State University-Pueblo [B.A. English]            Fort Lewis College [B.A. English, General option]            Metropolitan State University of Denver [B.A. English]            University of Colorado Boulder [B.A. English]            University of Colorado-Colorado Springs [B.A. English]            University of Colorado Denver [B.A. English; Literature emphasis]            University of Northern Colorado [B.A. English; Liberal Arts emphasis]            Western State Colorado University [B.A. English]</p>

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/2020-03/staa\\_english\\_final.pdf](https://highered.colorado.gov/sites/highered/files/2020-03/staa_english_final.pdf)

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



## Associate of Arts-History

AWARD
ASSOCIATE OF ARTS –HISTORY TRANSFER MAJOR
Code: M_AA_AA HIST Approved: 4/1/2011; Effective: Fall 2011; Revised: December 2018)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in History. Students analyze history from economic and political perspectives. Careers often require a bachelor's degree. History is the study of the past in order to help us understand the present. Studying History is much more than learning about people, dates, and events – students also learn important skills that are valuable in many careers. These include strong research and writing skills, strong communication skills, and the ability to use digital collections, analyze source material, and present evidence very clearly. This program introduces students to History and it includes courses that are common to all four-year institutions in Colorado. Career Information. Career paths for History degree holders include public service, law, business, library management, business, marketing, media, and many more. History degree holders are found in many, many professions around the world. The Associate of Arts (AA) degree in History prepares students to complete the second half of a Bachelor of Arts (BA) in History at a four-year university.</p> <p>This is a Statewide Transfer Articulation Agreement in History for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p> <p>Adams State University [B.A. History, Anthropology, &amp; Political Science: History]</p> <p>Colorado Mesa University [B.A. History; History or Secondary Education concentrations]</p> <p>Colorado State University-Ft Collins [B.A. History; General History concentration]</p> <p>Colorado State University-Pueblo [B.A. History; General emphasis; B.S. History; General emphasis]</p> <p>Fort Lewis College [B.A. History; United States Option]</p> <p>Metropolitan State University of Denver [B.A. History]</p> <p>University of Colorado Boulder [B.A. History]</p> <p>University of Colorado-Colorado Springs [B.A. History]</p> <p>University of Colorado Denver [B.A. History]</p> <p>University of Northern Colorado [B.A. History; Liberal Arts emphasis]</p> <p>Western State Colorado University [B.A. History]</p>

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/2020-03/staa\\_history\\_final.pdf](https://highered.colorado.gov/sites/highered/files/2020-03/staa_history_final.pdf)

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





## Associate of Arts-Philosophy

AWARD
ASSOCIATE OF ARTS –PHILOSOPHY TRANSFER MAJOR
Code: M_AA_AA PHIM (Approved: 9/4/2014; Effective: Fall 2014; Revised March 2020)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Philosophy. Students explore hidden meanings behind everyday life. Careers often require a master's degree or higher. Philosophy explores human ideas and problems, such as life, reality, values, knowledge, understanding, and language. It has many areas and the content involves many places, cultures, and periods of history. This program introduces students to the field of Philosophy and it includes courses that are common to all four-year institutions in Colorado. Career paths for Philosophy degree holders include law, government, business, science, teaching, and advanced university studies. The Associate of Arts (AA) degree in Philosophy prepares students to complete the second half of a Bachelor of Arts (BA) in Philosophy at a four-year university.</p> <p>This is a Statewide Transfer Articulation Agreement in Philosophy for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p> <p>Colorado State University-Ft Collins [B.A. Philosophy; General Philosophy concentration]</p> <p>Fort Lewis College [B.A. Philosophy]</p> <p>Metropolitan State University of Denver [B.A. Philosophy]</p> <p>University of Colorado Boulder [B.A. Philosophy]</p> <p>University of Colorado-Colorado Springs [B.A. Philosophy]</p> <p>University of Colorado Denver [B.A. Philosophy]</p> <p>University of Northern Colorado [B.A. Philosophy]</p>
DEGREE PREREQUISITES
<p>Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.</p> <p>Alternatively, if taken with the last 5 years, documentation of assessment/placement test scores from another two-year Colorado college or ACT® scores of reading 17, English 18, and math 23 will meet the assessment requirement.</p>

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://higherred.colorado.gov/sites/highered/files/2020-04/staa\\_philosophy\\_final.pdf](https://higherred.colorado.gov/sites/highered/files/2020-04/staa_philosophy_final.pdf)

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



## Associate of Arts-Political Science

AWARD
ASSOCIATE OF ARTS –POLITICAL SCIENCE TRANSFER MAJOR
Code: M_AA_AA POLS (Approved: 9/4/2014; Effective: Fall 2014; Revised March 2020)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Political Science. Students explore governmental structure and processes. Careers often require a BA degree or higher. Political Science is the study of the political process, and its students understand the difference between an opinion and an argument. Political science graduates have a passion for political life not only locally, but also globally. Students will discover the origin, development, and operation of political systems and public policy. This program introduces students to Political Science and it includes courses that are common to all four-year institutions in Colorado. Career paths for Political Science degree holders include much more than running for political office. They also include public service, law, international relations, business, political campaigns, and working for charitable organizations.</p> <p>The Associate of Arts (AA) degree in Political Science prepares students to complete the second half of a Bachelor of Arts (BA) in Political Science at a four-year university.</p> <p>This is a Statewide Transfer Articulation Agreement in Political Science for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p> <p>Adams State University [B.A. History, Anthropology, &amp; Political Science: Political Science]</p> <p>Colorado Mesa University [B.A. Political Science]</p> <p>Colorado State University-Ft Collins [B.A. Political Science]</p> <p>Colorado State University-Pueblo [B.A. Political Science; B.S. Political Science]</p> <p>Fort Lewis College [B.A. Political Science]</p> <p>Metropolitan State University of Denver [B.A. Political Science]</p> <p>University of Colorado Boulder [B.A. Political Science]</p> <p>University of Colorado-Colorado Springs [B.A. Political Science]</p> <p>University of Colorado Denver [B.A. Political Science]</p> <p>University of Northern Colorado [B.A. Political Science]</p> <p>Western State Colorado University [B.A. Politics &amp; Government]</p>
DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/2020-03/staa\\_political\\_science\\_final.pdf](https://highered.colorado.gov/sites/highered/files/2020-03/staa_political_science_final.pdf)

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



## Associate of Arts-Psychology

AWARD
ASSOCIATE OF ARTS-PSYCHOLOGY TRANSFER MAJOR
Code: M_AA_AA PSYA (Approved: 4/1/2011; Effective: Fall 2011; Revised December 2018)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Psychology. Human behavior, how the mind works and mental illness are explored. Careers often require a BA degree or higher. Psychology is the study of the mind and of behavior. It studies both individuals and groups of people, and it often involves case studies. Psychologists try to understand how mental functions affect individual and social behavior. They also explore emotion, motivation, personality, and relationships. This program introduces students to Psychology and it includes courses that are common to all four-year institutions in Colorado.</p> <p>The Associate of Arts (AA) degree in Psychology prepares students to complete the second half of a Bachelor of Science (BA) in Psychology at a four-year university.</p> <p>This is a Statewide Transfer Articulation Agreement in Psychology for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p> <p>Adams State University [B.A. Psychology; Developmental, Clinical, Sport Psychology, or Psychology emphases]</p> <p>Colorado Mesa University [B.A. Psychology; Psychology or Counseling Psychology concentrations]</p> <p>Colorado State University-Pueblo [B.A. Psychology]</p> <p>Fort Lewis College [B.A. Psychology]</p> <p>Metropolitan State University of Denver [B.A. Psychology]</p> <p>University of Colorado Boulder [B.A. Psychology]</p> <p>University of Colorado-Colorado Springs [B.A. Psychology]</p> <p>University of Colorado Denver [B.A. Psychology]</p> <p>University of Northern Colorado [B.A. Psychology]</p> <p>Western State Colorado University [B.A. Psychology]</p>

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://higher.ed.colorado.gov/sites/highered/files/2020-03/staa\\_psychology\\_ba\\_final.pdf](https://higher.ed.colorado.gov/sites/highered/files/2020-03/staa_psychology_ba_final.pdf)

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



## Associate of Arts-Sociology

AWARD
ASSOCIATE OF ARTS-SOCIOLOGY TRANSFER MAJOR
Code: M_AA_AA SOCL (Approved: 3/2/12; Effective: Fall 2012; Revised May 2019)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Sociology. Social factors and human behaviors in society are explored. Careers often require a BA degree or higher. Sociology is the study of human social behavior, including its organization and the way it has developed over time. Sociology is a social science that explores human social groups, social problems, and change. This program introduces students to Sociology and it includes courses that are common to all four-year institutions in Colorado. Career paths for Sociology degree holders include management, human resources, training and development, research, social services, mental health services, adoption, child care, youth services, disability services, child welfare, victims' rights, labor rights, community organization, and public relations.</p> <p>The Associate of Arts (AA) degree in Sociology prepares students to complete the second half of a Bachelor of Arts (BA) in Sociology at a four-year university.</p> <p>This is a Statewide Transfer Articulation Agreement in Sociology for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p> <p>Adams State University [B.A. Sociology; Criminology or Social Welfare emphases]</p> <p>Colorado Mesa University [B.A. Sociology; Sociology concentration]</p> <p>Colorado State University-Ft Collins [B.A. Sociology; General Sociology concentration]</p> <p>Colorado State University-Pueblo [B.A. Sociology; B.S. Sociology]</p> <p>Fort Lewis College [B.A. Sociology; Human Services-General option]</p> <p>Metropolitan State University of Denver [B.A. Sociology]</p> <p>University of Colorado Boulder [B.A. Sociology]</p> <p>University of Colorado-Colorado Springs [B.A. Sociology]</p> <p>University of Colorado Denver [B.A. Sociology]</p> <p>University of Northern Colorado [B.A. Sociology; all emphases]</p>

Western State Colorado University [B.A. Sociology]

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/2020-03/staa\\_sociology\\_final\\_0.pdf](https://highered.colorado.gov/sites/highered/files/2020-03/staa_sociology_final_0.pdf)

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



## ASSOCIATE OF GENERAL STUDIES DEGREE PROGRAM

There are two types of Associate of General Studies degrees:

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

Students that do NOT plan to transfer to a 4-year school, but who want to pursue a self-designed program of study may pursue an Associate of General Studies (A.G.S.)

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

## Associate of General Studies

### AWARD

ASSOCIATE OF GENERAL STUDIES

Code: M\_AGS\_AGS

Approved for Financial Aid

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the College's degree programs or those entering ENG 121, or any college-level math will be required to take an assessment/placement test.

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

### OTHER REQUIREMENTS

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

### PROGRAM DESCRIPTION

The Associate of General Studies (AGS) degree is a 2-year, 60-credit degree program with courses in many subject areas, including communication, math, science, Arts, and social sciences.


Some AGS degrees transfer to four-year degree programs at four-year colleges and universities. These include such subject areas as Criminal Justice, Computer Information Systems, and Mass Communication. But a general AGS degree has fewer Guaranteed Transfer (GT) courses than an Associate of Arts (AA) or an Associate of Science (AS) degree, so the AGS degree may not transfer to some four-year degree programs.

Students who complete the general AGS degree will have no major field listed on their transcript. The Associate of General Studies degree is a two-year degree that features a variety of courses, including English, Math, Sciences, Arts, and Social Sciences. If you complete this degree without a focus on a specific program area, such as Nursing, Dental Hygiene, or Fire Science, etc., it may not transfer to a four-year university.

COURSE REQUIREMENTS		
<b>WRITTEN COMMUNICATION</b>		
Select ONE COURSE:		
ENG 121	ENGLISH COMPOSITION I: GT-CO1	3
ENG 122	ENGLISH COMPOSITION II: GT-CO2	3
COM 115	PUBLIC SPEAKING	3
COM 125	INTERPERSONAL COMMUNICATION	3
COM 217	GROUP COMMUNICATION	3
COM 220	INTERCULTURAL COMMUNICATIONS: GT-SS3	3
	<i>CREDITS SUBTOTAL</i>	3
<b>NATURAL AND PHYSICAL SCIENCES</b>		
Select ONE COURSE:		
<i>Note:</i>	<i>(Credits over 3 may be applied to general education electives or A.G.S. Free Electives)</i>	
AST 101	PLANETARY ASTRONOMY W/LAB: SC1	4
AST 102	STELLAR ASTRONOMY W/LAB: SC1	4
BIO 104	BIOLOGY: A HUMAN APPROACH: SC1	4
BIO 105	SCIENCE OF BIOLOGY W/LAB: SC1	4
BIO 111	GENERAL COLLEGE BIOLOGY I W/LAB: SC1	5
BIO 201	HUMAN ANATOMY & PHYSIOLOGY I W/LAB: SC1	4
BIO 202	HUMAN ANATOMY & PHYSIOLOGY II W/LAB: SC1	4
BIO 204	MICROBIOLOGY W/LAB: SC1	4
CHE 101	INTRODUCTION TO CHEMISTRY I W/LAB: SC1	5
CHE 111	GENERAL COLLEGE CHEMISTRY I W/LAB: SC1	5
GEY 111	PHYSICAL GEOLOGY W/LAB: SC1	4
GEY 112	HISTORICAL GEOLOGY W/LAB: SC1	4
GEY 135	ENVIRONMENTAL GEOLOGY W/LAB: SC1	4
PHY 105	CONCEPTUAL PHYSICS W/LAB: SC1	4
PHY 111	PHYSICS: ALGEBRA-BASED I/LAB: SC1	5
PHY 211	PHYSICS: CALCULUS-BASED I/LAB: SC1	5
SCI 155 SCI 156	INTEGRATED SCIENCE I & II W/LAB: SC1 (Both courses must be taken to meet this Requirement)	8
	ANY OTHER GT-SC1 DESIGNATED COURSE	4-5
	<i>CREDITS SUBTOTAL</i>	3

SOCIAL & BEHAVIORAL SCIENCES & HISTORY		
SELECT ONE COURSE:		
ECONOMIC OR POLITICAL SYSTEMS: GT-SS1		
ECO 201	PRINCIPLES OF MACROECONOMICS: SS1	3
ECO 202	PRINCIPLES OF MICROECONOMICS: SS1	3
POS 105	INTRODUCTION TO POLITICAL SCIENCE: SS1	3
POS 111	AMERICAN GOVERNMENT: SS1	3
POS 205	INTERNATIONAL RELATIONS: SS1	3
	ANY OTHER GT-SS1 DESIGNATED COURSE	
GEOGRAPHY: GT-SS2		
GEO 105	WORLD REGIONAL GEOGRAPHY: SS2	3
	ANY OTHER GT-SS2 DESIGNATED COURSE	
HUMAN BEHAVIOR/SOCIAL FRAMEWORKS: GT-SS3		
ANT 101	CULTURAL ANTHROPOLOGY: SS3	3
ANT 107	INTRO TO ARCHAEOLOGY: SS3	3
PSY 101	GENERAL PSYCHOLOGY I: SS3	3
PSY 102	GENERAL PSYCHOLOGY II: SS3	3
PSY 205	PSYCHOLOGY OF GENDER: SS3	3
PSY 226	SOCIAL PSYCHOLOGY: SS3	3
PSY 235	HUMAN GROWTH & DEVELOPMENT: SS3	3
PSY 238	CHILD DEVELOPMENT: SS3	3
SOC 101	INTRODUCTION TO SOCIOLOGY I: SS3	3
SOC 102	INTRODUCTION TO SOCIOLOGY II: SS3	3
SOC 205	SOCIOLOGY OF FAMILY DYNAMICS: SS3	3
SOC 215	CONTEMPORARY SOCIAL PROBLEMS: SS3	3
SOC 216	SOCIOLOGY OF GENDER: SS3	3
SOC 231	SOCIOLOGY OF DEVIANT BEHAVIOR: SS3	3
	ANY OTHER GT-SS3 DESIGNATED COURSE	
HISTORY: GT-HI1		
HIS 101	WESTERN CIV: ANTIQUITY-1650: HI1	3
HIS 102	WESTERN CIVILIZATION: 1650-PRESENT: HI1	3
HIS 111	THE WORLD: ANTIQUITY-1500: HI1	3
HIS 112	THE WORLD: 1500-PRESENT: HI1	3
HIS 121	U.S. HISTORY TO RECONSTRUCTION: HI1	3
HIS 122	U.S. HISTORY SINCE CIVIL WAR: HI1	3
HIS 215	WOMEN IN US HISTORY: HI1	3
HIS 225	COLORADO HISTORY: HI1	3
HIS 247	20TH CENTURY WORLD HISTORY: HI1	3
HIS 260	U.S. FOREIGN RELATIONS HISTORY: HI1	3
	ANY OTHER GT-HI1 DESIGNATED COURSE	3
	<i>CREDITS SUBTOTAL</i>	3

<b>ARTS &amp; HUMANITIES</b>		
Select TWO COURSES, from TWO DIFFERENT GT-AH areas:		
ARTS & EXPRESSION: GT-AH1		
ART 110	ART APPRECIATION: AH1	3
ART 111	ART HISTORY ANCIENT TO MEDIEVAL: AH1	3
ART 112	ART HISTORY: RENAISSANCE -MODERN: AH1	3
ART 207	ART HISTORY: 1900-PRESENT: AH1	3
MUS120	MUSIC APPRECIATION: AH1	3
THE 105	THEATRE APPRECIATION: AH1	3
	ANY OTHER GT-AH1 DESIGNATED COURSE	3
LITERATURE & HUMANITIES: GT-AH2		
HUM 121	HUMANITIES: EARLY CIVILIZATION: AH2	3
HUM 122	HUMANITIES: MEDIEVAL-MODERN: AH2	3
HUM 123	HUMANITIES: MODERN WORLD: AH2	3
LIT 115	INTRODUCTION TO LITERATURE: AH2	3
LIT 201	WORLD LITERATURE TO 1600: GT-AH2	3
LIT 202	WORLD LITERATURE AFTER 1600: GT-AH2	3
LIT 211	AMERICAN LITERATURE TO CIVIL WAR: AH2	3
LIT 212	AMERICAN LIT AFTER CIVIL WAR: AH2	3
LIT 225	INTRODUCTION TO SHAKESPEARE: AH2	3
	ANY OTHER GT-AH2 DESIGNATED COURSE	3
WAYS OF THINKING: GT-AH3		
PHI 111	INTRODUCTION TO PHILOSOPHY: AH3	3
PHI 112	ETHICS: AH3	3
PHI 113	LOGIC: AH3	3
PHI 114	COMPARATIVE RELIGIONS: AH3	3
PHI 205	BUSINESS ETHICS: AH3	3
PHI 218	ENVIRONMENTAL ETHICS: AH3	3
PHI 220	PHILOSOPHY-DEATH & DYING: AH3	3
	ANY GT-AH3 DESIGNATED COURSE	
WORLD LANGUAGES: GT-AH4		
SPA 211	FOREIGN LANGUAGE III: SPANISH: AH4	3
SPA 212	FOREIGN LANGUAGE IV: SPANISH: AH4	3
	ANY OTHER GT-AH4 DESIGNATED COURSE	
	<b>CREDITS SUBTOTAL</b>	<b>3</b>

<b>MATHEMATICS</b>		
Select ONE COURSE:		
<i>Note:</i>	<i>(Credits over 3 may be applied to A.G.S. General Education Electives or A.G.S. Free Electives)</i>	
MAT 120	MATHEMATICS FOR LIBERAL ARTS: MA1	4
MAT 121	COLLEGE ALGEBRA: MA1	4
MAT 122	COLLEGE TRIGONOMETRY: MA1	3
MAT 123	FINITE MATHEMATICS: MA1	4
MAT 125	SURVEY OF CALCULUS: MA1	4
MAT 135	INTRODUCTION TO STATISTICS: MA1	3
MAT 265	DIFFERENTIAL EQUATIONS: MA1	3
	ANY OTHER GT-MA1 DESIGNATED COURSE (EXCLUDES MAT 155 & 156)	3-4
	<b>CREDITS SUBTOTAL</b>	<b>3</b>
<b>AGS GENERAL EDUCATION ELECTIVES</b>		
SELECT 15 CREDITS:		
<i>Note:</i>	<i>Credits over 15 may be applied to A.G.S. Free Electives</i>	
SELECT 15 CREDITS from the A.G.S. GENERAL EDUCATION COURSES LIST <u>AND/OR</u> ANY GT-PATHWAY COURSE (GT-AH1, GT-AH2, GT-AH3, GT-CO1, GT-CO2, GT-CO3, GT-HI1, GT-MA1, GT-SC1, GT-SC2, GT-SS1, GT-SS2, GT-SS3, GT-SS4)		
TO SEE A LIST OF ALL GTPATHWAYS COURSES GO TO: <a href="https://higher.ed.colorado.gov/Academics/Transfers/gtPathways/Curriculum/Courses.aspx">gtPathways</a> or Copy and paste this into your browser: <a href="https://higher.ed.colorado.gov/Academics/Transfers/gtPathways/Curriculum/Courses.aspx">https://higher.ed.colorado.gov/Academics/Transfers/gtPathways/Curriculum/Courses.aspx</a>		
	<b>CREDITS SUBTOTAL</b>	<b>15</b>
<b>AGS "FREE" ELECTIVES</b>		
SELECT 30 CREDITS:		
SELECT 30 CREDITS from Any occupational/career/technical courses (CTE) <u>AND/OR</u> Any courses listed in the A.G.S. Approved General Education Course List <u>AND/OR</u> Any GT-PATHWAY course <u>AND/OR</u> All college-level (non-developmental education) courses apply here unless otherwise noted.		
	<b>CREDITS SUBTOTAL</b>	<b>30</b>
	<b>CREDITS TOTAL</b>	<b>60</b>
		

## Associate of General Studies Approved General Education Courses List

COURSE	COURSE TITLE	CR
	ACCOUNTING	
ACC 121	ACCOUNTING PRINCIPLES I	4
ACC 122	ACCOUNTING PRINCIPLES II	4
	ANIMAL SCIENCE	
ASC 102	INTRODUCTION TO EQUINE SCIENCE	4
	ANTHROPOLOGY	
ANT 101	CULTURAL ANTHROPOLOGY: SS3	3
ANT 107	INTRO TO ARCHAEOLOGY: SS3	3
	ART	
ART 110	ART APPRECIATION: AH1	3
ART 111	ART HISTORY ANCIENT TO MEDIEVAL: AH1	3
ART 112	ART HISTORY: RENAISSANCE TO MODERN: AH1	3
ART 121	DRAWING I	3
ART 124	WATERCOLOR I	3
ART 127	LANDSCAPE DRAWING	3
ART 128	FIGURE DRAWING I	3
ART 151	PAINTING I	3
ART 207	ART HISTORY: 1900-PRESENT: AH1	3
	ASTRONOMY	
AST 101	PLANETARY ASTRONOMY W/LAB: SC1	4
AST 102	STELLAR ASTRONOMY W/LAB: SC1	4
	BIOLOGY	
BIO 104	BIOLOGY: A HUMAN APPROACH: SC1	4
BIO 105	SCIENCE OF BIOLOGY W/LAB: SC1	4
BIO 111	GENERAL COLLEGE BIOLOGY I W/LAB: SC1	5
BIO 112	GENERAL COLLEGE BIOLOGY II W/LAB: SC1	5
BIO 201	HUMAN ANATOMY & PHYSIOLOGY I W/LAB: SC1	4
BIO 202	HUMAN ANATOMY & PHYSIOLOGY II W/LAB: SC1	4
BIO 204	MICROBIOLOGY W/LAB: SC1	4
BIO 216	PATHOPHYSIOLOGY	4
	BUSINESS	
BUS 216	LEGAL ENVIRONMENT OF BUSINESS	3
BUS 217	BUSINESS COMMUNICATIONS	3
BUS 226	BUSINESS STATISTICS	3
	CHEMISTRY	
CHE 101	INTRODUCTION TO CHEMISTRY I W/LAB: SC1	5
CHE 102	INTRODUCTION TO CHEMISTRY II W/LAB: SC1	5
CHE 111	GENERAL COLLEGE CHEMISTRY I W/LAB: SC1	5
CHE 112	GENERAL COLLEGE CHEMISTRY II W/LAB: SC1	5
	COMPUTER INFORMATION SYSTEMS	
CIS 118	INTRODUCTION TO PC APPLICATIONS	3
	COMMUNICATION	
COM 115	PUBLIC SPEAKING	3
COM 125	INTERPERSONAL COMMUNICATION	3
COM 217	GROUP COMMUNICATION	3
COM 220	INTERCULTURAL COMMUNICATIONS: SS3	3
COM 226	ORAL INTERPRETATION	3
COM 230	ARGUMENTATION & DEBATE	3
	CRIMINAL JUSTICE	
CRJ 110	INTRODUCTION TO CRIMINAL JUSTICE: SS3	3
CRJ 127	CRIME SCENE INVESTIGATION	3
CRJ 205	PRINCIPLES OF CRIMINAL LAW	3
CRJ 220	HUMAN RELATIONS AND SOCIAL CONFLICT	3
CRJ 230	CRIMINOLOGY	3
	COMPUTER SCIENCE COURSES	
CSC 160	COMPUTER SCIENCE I (C++)	4
CSC 161	COMPUTER SCIENCE II (C++)	4

	EARLY CHILDHOOD EDUCATION	
ECE 101	INTRO TO EARLY CHILDHOOD EDUCATION	3
ECE 102	INTRO TO EARLY CHILDHOOD LAB TECHNIQUES	3
ECE 103	GUIDANCE STRATEGIES FOR CHILDREN	3
ECE 188	PRACTICUM: EARLY CHILDHOOD EDUCATION	1
ECE 205	NUTRITION, HEALTH & SAFETY	3
ECE 220	CURRICULUM DEVELOPMENT: METHODS & TECHNIQUES	3
ECE 225	LANGUAGE & COGNITION FOR THE YOUNG CHILD	3
ECE 226	CREATIVITY AND THE YOUNG CHILD	3
ECE 256	WORKING WITH PARENTS, FAMILIES, AND COMMUNITY SYSTEMS	3
ECE 260	EXCEPTIONAL CHILD	3
	ECONOMICS	
ECO 201	PRINCIPLES OF MACROECONOMICS: SS1	3
ECO 202	PRINCIPLES OF MICROECONOMICS: SS1	3
	EDUCATION	
EDU 188	PRACTICUM I IN EDUCATION (VARIABLE 0-12)	V
EDU 221	INTRODUCTION TO EDUCATION	3
EDU 222	EFFECTIVE TEACHING	1
EDU 233	ENGLISH LANGUAGE LEARNING (K-6)	3
EDU 234	MULTICULTURAL EDUCATION	3
EDU 261	TEACHING, LEARNING & TECHNOLOGY	3
	ENGLISH	
ENG 121	ENGLISH COMPOSITION I: CO1	3
ENG 201	ENGLISH COMPOSITION III: CO3	3
ENG 221	CREATIVE WRITING I	3
ENG 222	CREATIVE WRITING II	3
ENG 226	FICTION WRITING	3
ENG 227	POETRY WRITING	3
	ETHNIC STUDIES	
ETH 200	INTRODUCTION TO ETHNIC STUDIES GT-SS3	3
	GEOGRAPHY	
GEO 105	WORLD REGIONAL GEOGRAPHY: SS2	3
	GEOLOGY	
GEY 111	PHYSICAL GEOLOGY W/LAB: SC1	4
GEY 112	HISTORICAL GEOLOGY W/LAB: SC1	4
GEY 135	ENVIRONMENTAL GEOLOGY W/LAB: SC1	4
	HISTORY	
HIS 101	WESTERN CIVILIZATION: ANTIQUITY-1650: HI1	3
HIS 102	WESTERN CIVILIZATION: 1650-PRESENT: HI1	3
HIS 111	THE WORLD: ANTIQUITY-1500: HI1	3
HIS 112	THE WORLD: 1500-PRESENT: HI1	3
HIS 121	U.S. HISTORY TO RECONSTRUCTION: HI1	3
HIS 122	U.S. HISTORY SINCE CIVIL WAR: HI1	3
HIS 215	WOMEN IN US HISTORY: HI1	3
HIS 225	COLORADO HISTORY: HI1	3
HIS 235	HISTORY OF THE AMERICAN WEST: HI1	3
HIS 236	U.S. HISTORY SINCE 1945: HI1	3
HIS 240	COLD WAR ERA IN WORLD HISTORY	3
HIS 247	20TH CENTURY WORLD HISTORY: HI1	3
HIS 260	U.S. FOREIGN RELATIONS HISTORY: HI1	3
	HEALTH PROFESSIONS	
HPR 217	KINESIOLOGY	4
	HEALTH AND WELLNESS	
HWE 100	HUMAN NUTRITION	3
	JOURNALISM	
JOU 105	INTRODUCTION TO MASS MEDIA: SS3	3
JOU 106	MEDIA NEWS AND REPORTING	3
	HUMANITIES	
HUM 103	INTRODUCTION TO FILM ART: AH2	3
HUM 121	HUMANITIES: EARLY CIVILIZATION: AH2	3
HUM 122	HUMANITIES: MEDIEVAL-MODERN: AH2	3
HUM 123	HUMANITIES: MODERN WORLD: AH2	3



LITERATURE		
LIT 115	INTRODUCTION TO LITERATURE: AH2	3
LIT 201	WORLD LITERATURE TO 1600: GT-AH2	3
LIT 202	WORLD LITERATURE AFTER 1600: GT-AH2	3
LIT 205	ETHNIC LITERATURE: AH2	3
LIT 211	AMERICAN LITERATURE TO CIVIL WAR: AH2	3
LIT 212	AMERICAN LITERATURE AFTER CIVIL WAR: AH2	3
LIT 225	INTRODUCTION TO SHAKESPEARE: AH2	3
LIT 255	CHILDREN'S LITERATURE	3
MANAGEMENT		
MAN 226	PRINCIPLES OF MANAGEMENT	3
MATHEMATICS		
MAT 120	MATHEMATICS FOR LIBERAL ARTS: MA1	4
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 155	INTEGRATED MATH I	3
MAT 156	INTEGRATED MATH II	3
MAT 201	CALCULUS I: MA1	5
MAT 202	CALCULUS II: MA1	5
MAT 203	CALCULUS III: MA1	4
MAT 215	DISCRETE MATHEMATICS: MA1	4
MAT 255	LINEAR ALGEBRA	3
MAT 261	DIFFERENTIAL EQUATIONS W/ENGINEERING APPLICATIONS: MA1	4
MAT 265	DIFFERENTIAL EQUATIONS: MA1	3
MUSIC		
MUS 120	MUSIC APPRECIATION: AH1	3
PHYSICAL EDUCATION		
<p>ALL PED COURSES 100-299 ARE APPROVED FOR USE IN THE A.A. AS ELECTIVES (CREDIT LIMITS APPLY - SEE NOTE BELOW) STUDENTS MAY APPLY UP TO A TOTAL OF 3 CREDITS OF:</p> <ul style="list-style-type: none"> <li>•PHYSICAL EDUCATION (PED/PER) COURSES</li> <li>*INDEPENDENT STUDY 185-186 COURSES</li> <li>*SEMINAR/WORKSHOP COURSES</li> <li>*SPECIAL TOPICS COURSES 175-178; 275-278 (ST:XXX)</li> <li>•</li> </ul> <p>INDEPENDENT STUDY, SEMINAR/WORKSHOP, AND SPECIAL TOPICS COURSES REQUIRE WRITTEN PERMISSION FROM THE VICE PRESIDENT FOR INSTRUCTION, OR DEAN OF INSTRUCTION TO APPLY.</p>		
PHILOSOPHY		
PHI 111	INTRODUCTION TO PHILOSOPHY: AH3	3
PHI 112	ETHICS: AH3	3
PHI 113	LOGIC: AH3	3
PHI 114	COMPARATIVE RELIGIONS: AH3	3
PHI 115	WORLD RELIGIONS-WEST: AH3	3
PHI 116	WORLD RELIGIONS-EAST: AH3	3
PHI 205	BUSINESS ETHICS: AH3	3
PHI 220	PHILOSOPHY-DEATH & DYING: AH3	3
PHYSICS		
PHY 105	CONCEPTUAL PHYSICS W/LAB: SC1	4
PHY 111	PHYSICS: ALGEBRA-BASED I/LAB: SC1	5
PHY 112	PHYSICS: ALGEBRA-BASED II/LAB: SC1	5
PHY 211	PHYSICS: CALCULUS-BASED I/LAB: SC1	5
PHY 212	PHYSICS: CALCULUS-BASED II/LAB: SC1	5
PHY 213	PHYSICS III: CALCULUS BASED MODERN PHYSICS	5

POLITICAL SCIENCE		
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	3
POS 225	COMPARATIVE GOVERNMENT: SS1	3
PSYCHOLOGY		
PSY 101	GENERAL PSYCHOLOGY I: SS3	3
PSY 102	GENERAL PSYCHOLOGY II: SS3	3
PSY 205	PSYCHOLOGY OF GENDER: SS3	3
PSY 226	SOCIAL PSYCHOLOGY: SS3	3
PSY 235	HUMAN GROWTH & DEVELOPMENT: SS3	3
PSY 237	CHILD & ADOLESCENT PSYCHOLOGY	3
PSY 238	CHILD DEVELOPMENT: SS3	3
PSY 245	EDUCATIONAL PSYCHOLOGY	3
PSY 249	ABNORMAL PSYCHOLOGY: SS3	3
PSY 265	PSYCHOLOGY OF PERSONALITY: SS3	3
SCIENCE		
SCI 155	INTEGRATED SCIENCE I W/LAB: SC1	4
SCI 156	INTEGRATED SCIENCE II W/LAB: SC1	4
SOCIOLOGY		
SOC 101	INTRODUCTION TO SOCIOLOGY I: SS3	3
SOC 102	INTRODUCTION TO SOCIOLOGY II: SS3	3
SOC 205	SOCIOLOGY OF FAMILY DYNAMICS: SS3	3
SOC 215	CONTEMPORARY SOCIAL PROBLEMS: SS3	3
SOC 216	SOCIOLOGY OF GENDER: SS3	3
SOC 231	SOCIOLOGY OF DEVIANT BEHAVIOR: SS3	3
SPANISH LANGUAGE		
SPA 111	FOREIGN LANGUAGE I: SPANISH	5
SPA 112	FOREIGN LANGUAGE II: SPANISH	5
SPA 115	FOREIGN LANGUAGE FOR THE PROFESSIONAL: SPANISH	3
SPA 211	FOREIGN LANGUAGE III: SPANISH: AH4	3
SPA 212	FOREIGN LANGUAGE IV: SPANISH: AH4	3
SPA 261	GRAMMAR FOR THE HERITAGE LANGUAGE SPEAKER	3
SPA 262	COMPOSITION FOR THE HERITAGE LANGUAGE SPEAKER	3
THEATRE		
THE 105	THEATRE APPRECIATION: AH1	3
THE 111	ACTING I	3
THE 112	ACTING II	3
GT PATHWAYS		
<p>ANY GTPATHWAYS DESIGNATED COURSE (AH1, AH2, AH3, AH4, CO2, CO3, H1, MA1, SC1, SC2, SS1, SS2, SS3) IS APPROVED AS AN ELECTIVE FOR THE A.G.S. DEGREE</p> <p>TO SEE A LIST OF ALL GTPATHWAYS COURSES GO TO: <a href="https://higherred.colorado.gov/guaranteed-transfer-gt-pathways-general-education-curriculum-0">https://higherred.colorado.gov/guaranteed-transfer-gt-pathways-general-education-curriculum-0</a></p>		
ADDITIONAL APPROVED COURSES FOR A.G.S. GENERAL EDUCATION REQUIREMENT		
COM 105	CAREER COMMUNICATIONS	3
PSY 116	STRESS MANAGEMENT	3
PSY 247	CHILD ABUSE & NEGLECT	3
JOU 106	MEDIA NEWS AND REPORTING	3
Other courses may apply – Contact your Academic Advisor		



## ASSOCIATE OF SCIENCE DEGREE PROGRAM

The Associate of Science (A.S.) degree includes courses traditionally taught during the first two years of a Bachelor of Science (B.S.) degree program.

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

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

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

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

## Associate of Science

### AWARD

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

Code: M\_AS\_AS

Approved for Financial Aid

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

#### WRITTEN COMMUNICATION TAKE THESE TWO COURSES:

ENG 121	ENGLISH COMPOSITION I: CO1	3
ENG 122	ENGLISH COMPOSITION II: CO2	3
	<i>CREDITS SUBTOTAL</i>	<i>6</i>

#### COMPUTER SCIENCE SELECT ONE COURSE:

CIS 118	INTRODUCTION TO PC APPLICATIONS	3
CSC 160	COMPUTER SCIENCE I (C++)	4
	<i>CREDITS SUBTOTAL</i>	<i>3</i>

#### ORAL COMMUNICATION SELECT ONE COURSE:

COM 115	PUBLIC SPEAKING	3
COM 125	INTERPERSONAL COMMUNICATION	3
	<i>CREDITS SUBTOTAL</i>	<i>3</i>

<b>HISTORY</b>		
<b>SELECT ONE COURSE:</b>		
HIS 101	WESTERN CIV: ANTIQUITY-1650: HI1	3
HIS 102	WESTERN CIV: 1650-PRESENT: HI1	3
HIS 111	THE WORLD: ANTIQUITY-1500: HI1	3
HIS 112	THE WORLD: 1500-PRESENT: HI1	3
HIS 121	U.S. HISTORY TO RECONSTRUCTION: HI1	3
HIS 122	U.S. HISTORY SINCE CIVIL WAR: HI1	3
HIS 215	WOMEN IN US HISTORY: HI1	3
HIS 225	COLORADO HISTORY: HI1	3
HIS 247	20TH CENTURY WORLD HISTORY: HI1	3
HIS 260	U.S. FOREIGN RELATIONS HIST: HI1	3
	ANY OTHER HI1 DESIGNATED COURSE	3
	<b>CREDITS SUBTOTAL</b>	<b>3</b>
<b>MATHEMATICS</b>		
<b>SELECT ONE COURSE:</b>		
<i>Note:</i>	<i>Credits over 3 may be applied to Electives</i>	
MAT 121	COLLEGE ALGEBRA: MA1	4
MAT 122	COLLEGE TRIGONOMETRY: MA1	3
MAT 201	CALCULUS I: MA1	5
MAT 265	DIFFERENTIAL EQUATIONS: MA1	3
	ANY OTHER HIGHER-LEVEL MATH COURSE (EXCLUDES MAT 155 & 156)	3-4
	<b>CREDITS SUBTOTAL</b>	<b>3</b>
<b>NATURAL AND PHYSICAL SCIENCES</b>		
<b>SELECT ONE 2-LAB COURSE SEQUENCE IN ANY GUARANTEED TRANSFER SCIENCE DISCIPLINE (SC1):</b>		
<i>Note:</i>	<i>Credits over 8 may be applied to Electives</i>	
AST 101 & AST 102	PLANETARY ASTRONOMY W/LAB: SC1 & STELLAR ASTRONOMY W/LAB: SC1	4 4
BIO 111 & BIO 112	GENERAL COLLEGE BIOLOGY I & II W/LAB: SC1	5 5
BIO 201 & BIO 202	HUMAN ANATOMY & PHYSIOLOGY I & II W/LAB: SC1	4 4
CHE 101 & CHE 102	INTRO TO CHEMISTRY I & II W/LAB: SC1	5 5
CHE 111 & CHE 112	GEN COLLEGE CHEMISTRY I & II W/LAB: SC1	5 5
PHY 111 & PHY 112	PHYSICS: ALGEBRA-BASED I & II W/LAB: SC1	5 5
PHY 211 & PHY 212	PHYSICS: CALCULUS-BASED I & II W/LAB: SC1	5 5
SCI 155 SCI 156	INTEGRATED SCIENCE I & II W/LAB: SC1 (BOTH COURSES MUST BE TAKEN TO MEET THIS REQUIREMENT)	4 4
	<b>CREDITS SUBTOTAL</b>	<b>8</b>

<b>ADDITIONAL NATURAL &amp; PHYSICAL SCIENCES COURSE</b>		
<b>SELECT ADDITIONAL SC1 GUARANTEED TRANSFER LAB SCIENCE COURSE(S) FROM:</b>		
<i>Note:</i>	<i>Credits over 4 may be applied to Electives</i>	
	Select from any of the SC1 courses previously listed or from any SC1 courses in the A.S. Approved Electives List	
	<b>CREDITS SUBTOTAL</b>	<b>4</b>
<b>ARTS &amp; HUMANITIES</b>		
<b>SELECT TWO COURSES, FROM TWO DIFFERENT AH AREAS:</b>		
<b>ARTS &amp; EXPRESSION: AH1</b>		
ART 110	ART APPRECIATION: AH1	3
ART 111	ART HISTORY ANCIENT-MEDIEVAL: AH1	3
ART 112	ART HISTORY: RENAISSANCE -MODERN: AH1	3
ART 207	ART HISTORY: 1900-PRESENT: AH1	3
MUS 120	MUSIC APPRECIATION: AH1	3
THE 105	THEATRE APPRECIATION: AH1	3
	ANY OTHER AH1 DESIGNATED COURSE	3
<b>LITERATURE &amp; HUMANITIES: AH2</b>		
HUM121	HUMANITIES: EARLY CIVILIZATION: AH2	3
HUM122	HUMANITIES: MEDIEVAL-MODERN: AH2	3
HUM123	HUMANITIES: MODERN WORLD: AH2	3
LIT 115	INTRODUCTION TO LITERATURE: AH2	3
LIT 201	WORLD LITERATURE TO 1600: GT-AH2	3
LIT 202	WORLD LITERATURE AFTER 1600: GT-AH2	3
LIT 211	AMERICAN LIT. TO CIVIL WAR: AH2	3
LIT 212	AMERICAN LIT. AFTER CIVIL WAR: AH2	3
LIT 225	INTRODUCTION TO SHAKESPEARE: AH2	3
	ANY OTHER AH2 DESIGNATED COURSE	3
<b>WAYS OF THINKING: AH3</b>		
PHI 111	INTRODUCTION TO PHILOSOPHY: AH3	3
PHI 112	ETHICS: AH3	3
PHI 113	LOGIC: AH3	3
PHI 114	COMPARATIVE RELIGIONS: AH3	3
PHI 205	BUSINESS ETHICS: AH3	3
PHI 218	ENVIRONMENTAL ETHICS: AH3	3
PHI 220	PHILOSOPHY-DEATH & DYING: AH3	3
	ANY AH3 DESIGNATED COURSE	
<b>WORLD LANGUAGES: AH4</b>		
SPA 211	FOREIGN LANGUAGE III: SPANISH: AH4	3
SPA 212	FOREIGN LANGUAGE IV: SPANISH: AH4	3
	ANY OTHER AH4 DESIGNATED COURSE	
	<b>CREDITS SUBTOTAL</b>	<b>6</b>

**SOCIAL & BEHAVIORAL SCIENCES****SELECT TWO SS COURSES**or **ONE SS COURSE** and **ONE HI1 course:****ECONOMIC OR POLITICAL SYSTEMS: SS1**

ECO 201	PRINCIPLES OF MACROECONOMICS: SS1	3
ECO 202	PRINCIPLES OF MICROECONOMICS: SS1	3
POS 105	INTRO TO POLITICAL SCIENCE: SS1	3
POS 111	AMERICAN GOVERNMENT: SS1	3
POS 205	INTERNATIONAL RELATIONS: SS1	3
	ANY OTHER SS1 DESIGNATED COURSE	

**GEOGRAPHY: SS2**

GEO 105	WORLD REGIONAL GEOGRAPHY: SS2	3
	ANY OTHER SS2 DESIGNATED COURSE	

**HUMAN BEHAVIOR/SOCIAL FRAMEWORKS: SS3**

ANT 101	CULTURAL ANTHROPOLOGY: SS3	3
ANT 107	INTRO TO ARCHAEOLOGY: SS3	3
ETH 200	INTRO TO ETHNIC STUDIES: SS3	3
PSY 101	GENERAL PSYCHOLOGY I: SS3	3
PSY 102	GENERAL PSYCHOLOGY II: SS3	3
PSY 205	PSYCHOLOGY OF GENDER: SS3	3
PSY 226	SOCIAL PSYCHOLOGY: SS3	3
PSY 235	HUMAN GROWTH & DEVELOPMENT: SS3	3
PSY 238	CHILD DEVELOPMENT: SS3	3
SOC 101	INTRODUCTION TO SOCIOLOGY I: SS3	3
SOC 102	INTRODUCTION TO SOCIOLOGY II: SS3	3
SOC 205	SOCIOLOGY OF FAMILY DYNAMICS: SS3	3
SOC 215	CONTEMPORARY SOCIAL PROBLEMS: SS3	3
SOC 216	SOCIOLOGY OF GENDER: SS3	3
SOC 231	SOCIOLOGY OF DEVIANT BEHAVIOR: SS3	3
	ANY OTHER SS3 DESIGNATED COURSE	
	<b>CREDITS SUBTOTAL</b>	<b>6</b>


**A.S. ELECTIVES SELECT 18 CREDITS****CHOOSE FROM THE ASSOCIATE OF SCIENCE APPROVED ELECTIVES LIST**

ELECTIVES	ANY OF THE COURSES ON THE ASSOCIATE OF SCIENCE APPROVED ELECTIVES LIST	
NOTES:	<i>Other courses may apply - contact your Academic Advisor if you have questions.</i>	
	<b>CREDITS SUBTOTAL</b>	
	<b>CREDITS TOTAL</b>	<b>60</b>


**Associate of Science Approved Electives**

COURSE	TITLE	CRS
AST 101	PLANETARY ASTRONOMY W/LAB: SC1	4
AST 102	STELLAR ASTRONOMY W/LAB: SC1	4
BIO 104	BIOLOGY: A HUMAN APPROACH: SC1	4
BIO 111	GENERAL COLLEGE BIOLOGY I W/LAB: SC1	5
BIO 112	GENERAL COLLEGE BIOLOGY II W/LAB: SC1	5
BIO 201	HUMAN ANATOMY & PHYSIOLOGY I W/LAB: SC1	4
BIO 202	HUMAN ANATOMY & PHYSIOLOGY II W/LAB: SC1	4
BIO 204	MICROBIOLOGY W/LAB: SC1	4
BIO 211	CELL BIOLOGY W/LAB	4
BIO 216	PATHOPHYSIOLOGY	4
CHE 101	INTRODUCTION TO CHEMISTRY I W/LAB: SC1	5
CHE 102	INTRODUCTION TO CHEMISTRY II W/LAB: SC1	5
CHE 111	GENERAL COLLEGE CHEMISTRY I W/LAB: SC1	5
CHE 112	GENERAL COLLEGE CHEMISTRY II W/LAB: SC1	5
CIS 118	INTRODUCTION TO PC APPLICATIONS	3
CSC 160	COMPUTER SCIENCE I (C++)	4
ECO 201	PRINCIPLES OF MACROECONOMICS: SS1	3
ECO 202	PRINCIPLES OF MICROECONOMICS: SS1	3
GEY 111	PHYSICAL GEOLOGY W/LAB: SC1	4
GEY 112	HISTORICAL GEOLOGY W/LAB: SC1	4
GEY 135	ENVIRONMENTAL GEOLOGY W/LAB: SC1	4
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 203	CALCULUS III: MA1	4
MAT 215	DISCRETE MATHEMATICS: MA1	4
MAT 255	LINEAR ALGEBRA	3
MAT 261	DIFFERENTIAL EQUATIONS W/ENGINEERING APPLICATIONS: MA1	4
MAT 265	DIFFERENTIAL EQUATIONS: MA1	3
PHY 111	PHYSICS: ALGEBRA-BASED I/LAB: SC1	5
PHY 112	PHYSICS: ALGEBRA-BASED II/LAB: SC1	5
PHY 211	PHYSICS: CALCULUS-BASED I/LAB: SC1	5
PHY 212	PHYSICS: CALCULUS-BASED II/LAB: SC1	5
PHY 213	PHYSICS III: CALCULUS BASED MODERN PHYSICS	5
SCI 155	INTEGRATED SCIENCE I W/LAB: SC1	4
SCI 156	INTEGRATED SCIENCE II W/LAB: SC1	4

## Associate of Science-Agriculture Business

<b>AWARD</b>
ASSOCIATE OF SCIENCE-AGRICULTURE BUSINESS TRANSFER MAJOR
Code: M_AS_AS AGBU (Approved: 4/5/13; Effective: Fall 2013; Revised November 2018)
Approved for Financial Aid
<b>PROGRAM DESCRIPTION</b>
<p>This is a Statewide Transfer Articulation Agreement in Agriculture Business for an Associate of Arts Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p> <p>Colorado State University-Ft Collins [B.S. Agricultural Business]</p>
<b>DEGREE PREREQUISITES</b>
<p>Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.</p> <p>Alternatively, if taken with the last 5 years, documentation of assessment/placement test scores from another two-year Colorado college or ACT® scores of reading 17, English 18, and math 23 will meet the assessment requirement.</p>
<b>OTHER REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 15 credits in this program must be taken at MCC</li> </ul>
<b>COURSE REQUIREMENTS</b>
<p><a href="https://highered.colorado.gov/sites/highered/files/2020-03/staa_aq_business_final.pdf">https://highered.colorado.gov/sites/highered/files/2020-03/staa_aq_business_final.pdf</a></p> <p><i>Link to see the full agreement along with other requirements, guarantees and conditions.</i></p>


## Associate of Science-Animal Science

<b>AWARD</b>
ASSOCIATE OF SCIENCE-ANIMAL SCIENCE TRANSFER MAJOR
Code: M_AS_AS ANSC (Approved: 4/5/13; Effective: Fall 2013; Revised November 2018)
Approved for Financial Aid
<b>PROGRAM DESCRIPTION</b>
This is a Statewide Transfer Articulation Agreement in Animal Science for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:  Colorado State University-Ft Collins [B.S. Animal Science]
<b>DEGREE PREREQUISITES</b>
Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.  Alternatively, if taken with the last 5 years, documentation of assessment/placement test scores from another two-year Colorado college or ACT® scores of reading 17, English 18, and math 23 will meet the assessment requirement.
<b>OTHER REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 15 credits in this program must be taken at MCC</li> </ul>
<b>COURSE REQUIREMENTS</b>
<a href="https://highered.colorado.gov/sites/highered/files/2020-03/staa_animal_science_final.pdf">https://highered.colorado.gov/sites/highered/files/2020-03/staa_animal_science_final.pdf</a>
<i>Link to see the full agreement along with other requirements, guarantees and conditions.</i>


## Associate of Science-Biology

AWARD
ASSOCIATE OF SCIENCE-BIOLOGY TRANSFER MAJOR
Code: M_AS_AS BIOD (Approved: 12/4/14; Effective: Spring 2015; Revised May 2019)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students transferring to a 4-year school to complete their BS degree in Biology. It allows students to complete the first 2 years of the BS degree at the community college. Students explore physics, chemistry, and biology. Careers often require a BS degree or higher. Biology is the study of life and living beings, including their types, growth, structure, evolution, and where and how they live. Modern biology is very broad, and it has many smaller areas, including the study of animals, plants, cells, genes, and other life science topics.</p> <p>This program introduces students to Biology, and it includes courses that are common to all four-year institutions in Colorado. Career paths for Biology degree holders include pre-medicine, pre-pharmacy, pre-veterinary, physical therapy, dentistry, and many scientific arenas.</p> <p>The Associate of Science (AS) degree in Biology prepares students to complete the second half of a Bachelor of Science (BS) in Biology at a four-year university.</p> <p>This is a Statewide Transfer Articulation Agreement in Biology for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p>
<p>Adams State University [B.S. Biology; Cellular &amp; Molecular Biology, Organismal Biology, &amp; Wildlife Biology emphases]</p> <p>Colorado Mesa University [B.S. Biological Sciences; Biology concentration]</p> <p>Colorado State University-Ft Collins [B.S. Biological Sciences]</p> <p>Colorado State University-Pueblo [B.S. Biology]</p> <p>Fort Lewis College [B.S. Biology; General Biology option]</p> <p>Metropolitan State University of Denver [B.S. Biology]</p> <p>University of Colorado Boulder [B.A. Ecology &amp; Evolutionary Biology]</p> <p>University of Colorado-Colorado Springs [B.S. Biology]</p> <p>University of Colorado Denver [B.S. Biology]</p> <p>University of Northern Colorado [B.S. Biological Sciences; Cell &amp; Molecular Biology, Ecology &amp; Evolutionary Biology, Pre-Health &amp; Biomedical Sciences emphases]</p>

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

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/2020-03/staa\\_biology\\_final.pdf](https://highered.colorado.gov/sites/highered/files/2020-03/staa_biology_final.pdf)

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



## Associate of Science-Geology

AWARD
ASSOCIATE OF SCIENCE-GEOLOGY TRANSFER MAJOR
Code: M_AS_AS GEOL (Approved: 5/9/14; Effective: Fall 2014; Revised: August 2020)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students transferring to a 4-year school to complete their BS degree in Geology or Earth Science. It allows students to complete the first 2 years of the BS degree at the community college. Students explore physics and geography. Careers often require a BS or higher. Geology is the study of the Earth, its rocks, and the ways that they change over time. Geology students explore the movement of the Earth's crust, the history of life on Earth, and past climates. It is important for mineral and fossil fuel exploration, managing water resources, and solving environmental problems.</p> <p>This program introduces students to Geology, and it includes courses that are common to all four-year institutions in Colorado. Career paths for Geology degree holders include resource management, mining, oil and gas exploration, and climate research.</p> <p>The Associate of Science (AS) degree in Geology prepares students to complete the second half of a Bachelor of Science (BS) in Biology at a four-year university.</p> <p>This is a Statewide Transfer Articulation Agreement in Geology for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p> <p>Adams State University [B.A./B.S. Earth Sciences; Geology emphasis]</p> <p>Colorado Mesa University [B.S. Geosciences; Geology concentration]</p> <p>Colorado State University-Ft Collins [B.S. Geology; Geology concentration]</p> <p>Fort Lewis College [B.S. Geology; Geology option]</p> <p>University of Colorado Boulder [B.A. Geology]</p> <p>Metropolitan State University of Denver [B.S. Applied Geology]</p> <p>University of Northern Colorado [B.S. Earth Sciences; Geology emphasis]</p> <p>Western State Colorado University [B.A. Geology; Geology emphasis]</p>

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/documents/S\\_TAA\\_GEOLOGY\\_FINAL\\_Revised\\_2020\\_08.pdf](https://highered.colorado.gov/sites/highered/files/documents/S_TAA_GEOLOGY_FINAL_Revised_2020_08.pdf)

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





## Associate of Science-Mathematics

AWARD
ASSOCIATE OF SCIENCE-MATHEMATICS TRANSFER MAJOR
Code: M_AS_AS MATH (Approved: 4/1/2011; Effective: Fall 2011; Revised March 2020)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students transferring to a 4-year school to complete their BS or BA degree in Mathematics. It allows students to complete the first 2 years of the BS degree at the community college. Students explore calculus and computer/engineering applications. Mathematics is more than the study of counting and measurement – it is also the study of shapes and motion. Mathematicians look for patterns and use them to design new theories, new models, and even predictions about nature.</p> <p>This program introduces students to Mathematics, and it includes courses that are common to all four-year institutions in Colorado. Career paths in mathematics include finance, engineering, computer science, coding, accounting, statistics, and research.</p> <p>The Associate of Science (AS) degree in Mathematics prepares students to complete the second half of a Bachelor of Science (BS) or a Bachelor of Arts (BA) in Mathematics at a four-year university.</p> <p>This is a Statewide Transfer Articulation Agreement in Mathematics for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p>
<p>Adams State University [B.A. Mathematics]</p> <p>Colorado Mesa University* [B.S. Mathematics; Mathematics, Secondary Education, or Statistics concentrations]</p> <p>Colorado State University-Ft Collins [B.S. Mathematics]</p> <p>Colorado State University-Pueblo [B.A. Mathematics; B.S. Mathematics]</p> <p>Fort Lewis College [B.A. Mathematics; Mathematics option]</p> <p>Metropolitan State University of Denver [B.A. Mathematics]</p> <p>University of Colorado Boulder [B.A. Mathematics]</p> <p>University of Colorado-Colorado Springs [B.A. Mathematics; B.S. Mathematics]</p> <p>University of Colorado Denver [B.S. Mathematics]</p> <p>University of Northern Colorado [B.S. Mathematics; Applied Mathematical Sciences or Liberal Arts emphases]</p> <p>Western State Colorado University [B.A. Mathematics]</p>

### DEGREE PREREQUISITES

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://highered.colorado.gov/sites/highered/files/2020-04/staa\\_mathematics\\_final.pdf](https://highered.colorado.gov/sites/highered/files/2020-04/staa_mathematics_final.pdf)

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## Associate of Science-Physics

AWARD
ASSOCIATE OF SCIENCE–PHYSICS TRANSFER MAJOR
Code: M_AS_AS PHYD (Approved: 12/4/14; Effective: Spring 2015; Revised December 2018)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students transferring to a 4-year school to complete their BS or BA degree in physics. It allows them to complete the first 2 years of the degree prior to transferring. Students explore advanced applied physics and calculus.</p> <p>The laws of physics govern everything in the universe from the tiniest bit of matter to the largest star.</p> <p>Physics is a prerequisite to any in-depth study of the sciences and technologies, and it leads to careers in variety of industries.</p> <p>This is a Statewide Transfer Articulation Agreement in Physics for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p> <p>Colorado Mesa University [B.S. Physics]            Colorado State University-Ft Collins [B.S. Physics]            Colorado State University-Pueblo [B.S. Physics]            Fort Lewis College [B.S. Physics – Physics option]            Metropolitan State University of Denver [B.A./B.S. Physics]            University of Colorado Boulder [B.A. Physics]            University of Colorado-Colorado Springs [B.S. Physics]            University of Colorado Denver [B.S. Physics]            University of Northern Colorado [B.S Physics; Astronomy, Engineering, Mathematics emphases]</p>
DEGREE PREREQUISITES
<p>Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.</p> <p>Alternatively, if taken with the last 5 years, documentation of assessment/placement test scores from another two-year Colorado college or ACT® scores of reading 17, English 18, and math 23 will meet the assessment requirement.</p>

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

[https://higherred.colorado.gov/sites/highered/files/2020-03/staa\\_physics\\_final.pdf](https://higherred.colorado.gov/sites/highered/files/2020-03/staa_physics_final.pdf)

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## Associate of Science-Psychology

AWARD
ASSOCIATE OF SCIENCE –PSYCHOLOGY TRANSFER MAJOR
Code: M_AS_AS PSYS (Approved: 4/1/2011; Effective: Fall 2011; Revised December 2018)
Approved for Financial Aid
PROGRAM DESCRIPTION
<p>Program is designed for students wanting to complete the first 2 years of a bachelor's degree at the community college and transfer to a university to complete a BA in Psychology. Human behavior, how the mind works, and mental illness are explored. Careers often require a BA degree or higher. Psychology is the study of the mind and of behavior. It studies both individuals and groups of people, and it often involves case studies. Psychologists try to understand how mental functions affect individual and social behavior. They also explore emotion, motivation, personality, and relationships.</p> <p>This program introduces students to Psychology and it includes courses that are common to all four-year institutions in Colorado.</p> <p>The Associate of Science (AS) degree in Psychology prepares students to complete the second half of a Bachelor of Science (BS) in Psychology at a four-year university. Bachelor of Science degrees in Psychology have added skills in math, sciences, and research. Career paths for Psychology BS degree holders include working with medical doctors, psychologists, brain researchers, and biologists.</p> <p>This is a Statewide Transfer Articulation Agreement in Psychology for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:</p> <p>Colorado State University-Ft Collins [B.S. Psychology; General Psychology concentration]</p> <p>Colorado State University-Pueblo [B.S. Psychology]</p> <p>University of Colorado Denver [B.S. Psychology]</p>

Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.

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

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS


[https://highered.colorado.gov/sites/highered/files/2020-03/staa\\_psychology\\_bs\\_final.pdf](https://highered.colorado.gov/sites/highered/files/2020-03/staa_psychology_bs_final.pdf)

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### DEGREE PREREQUISITES

## Associate of Science-Soil & Crop Science

<b>AWARD</b>
ASSOCIATE OF SCIENCE-SOIL & CROP SCIENCE TRANSFER MAJOR
Code: M_AS_AS SCSC (Approved: 4/5/13; Effective: Fall 2013; Revised December 2018)
Approved for Financial Aid
<b>PROGRAM DESCRIPTION</b>
This is a Statewide Transfer Articulation Agreement in Soil and Crop Science for an Associate of Science Degree with Designation (DwD) from Morgan Community College for students planning to transfer to a Bachelor's Degree from one of these Colorado Public Four-year institutions:
Colorado State University-Ft Collins [B.S. Soil and Crop Sciences]
<b>DEGREE PREREQUISITES</b>
Upon admittance to MCC, all students entering any one of the college's degree programs or those entering ENG 121, or any college-level math will be required to take the assessment/placement test.
Alternatively, if taken with the last 5 years, documentation of assessment/placement test scores from another two-year Colorado college or ACT® scores of reading 17, English 18, and math 23 will meet the assessment requirement.
<b>OTHER REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 15 credits in this program must be taken at MCC</li> </ul>
<b>COURSE REQUIREMENTS</b>
<a href="https://highered.colorado.gov/sites/highered/files/2020-03/staa_soil_and_crop_sciences_final.pdf">https://highered.colorado.gov/sites/highered/files/2020-03/staa_soil_and_crop_sciences_final.pdf</a>
<i>Link to see the full agreement along with other requirements, guarantees and conditions.</i>


## AG/BUSINESS MANAGEMENT PROGRAM

The nine certificate options in the five Ag/Business Management Programs include lecture and private on-site instruction at the student's place of business. Courses focus on computerized record keeping, business planning, financial analysis, and marketing. The certificates are designed for self-employed owners/operators, managers, consultants, and individuals associated with agriculture and business fields in any type of business from service to retail and from agriculture sales to production.

Instructors combine classroom experiences with on-site instruction in a series of two courses which can be completed over the course of one year. Agriculture and Rural Business instructors maintain offices on campus.

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


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

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


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

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


## Records and Business Planning

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-RECORDS AND BUSINESS PLANNING		
Code: M_CER_ABM6		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
Ag/Business Management-Records and Business Planning is a one-year certificate program in business planning and computerized record keeping. Emphasis will be placed on the implementation and maintenance of an accurate set of computerized financial records, computer terminology, accounting concepts, and compiling a business plan.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Crs
<b>SEMESTER 1</b>		
ABM 103	Records and Business Planning I	3
ABM 104	Records & Business Planning II	3
ABM 105	Records and Business Planning III	3
<i>CREDITS SUBTOTAL</i>		9
<b>SEMESTER 2</b>		
ABM 106	Records & Business Planning IV	3
ABM 107	Records & Business Planning V	3
ABM 108	Records & Business Planning VI	3
<i>CREDITS SUBTOTAL</i>		9
<b>CREDITS TOTAL</b>		<b>18</b>
		


## Financial Analysis

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-FINANCIAL ANALYSIS		
Code: M_CER_ABM7		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
Ag/Business Management-Financial Analysis is a one-year certificate focusing on financial analysis and health of the business. Development and interpretation of financial reports will point to strengths and weaknesses for business analysis purposes.		
CERTIFICATE PREREQUISITES		
Complete set of cash records or instructor consent		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply.</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Crs
<b>SEMESTER 1</b>		
ABM 113	Financial Analysis I	3
ABM 114	Financial Analysis II	3
ABM 115	Financial Analysis III	3
<i>CREDITS SUBTOTAL</i>		<i>9</i>
<b>SEMESTER 2</b>		
ABM 116	Financial Analysis IV	3
ABM 117	Financial Analysis V	3
ABM 118	Financial Analysis VI	3
<i>CREDITS SUBTOTAL</i>		<i>9</i>
<b>CREDITS TOTAL</b>		<b>18</b>
		


## Commodity Marketing

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-COMMODITY MARKETING		
Code: M_CER_ABM8		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
Commodity Marketing Emphasis is a one-year certificate (18 credits) focusing on the development of a marketing plan and production costs. This focus includes marketing strategies and alternatives such as cash, futures, options, and forward contracts as well as price trends and behavior. Enterprise calculations resulting in production trends are emphasized		
CERTIFICATE PREREQUISITES		
Costs of production records for one enterprise or instructor consent		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
<b>SEMESTER 1</b>		
ABM 123	Commodity Marketing I	3
ABM 124	Commodity Marketing II	3
ABM 125	Commodity Marketing III	3
<i>CREDITS SUBTOTAL</i>		<i>9</i>
<b>SEMESTER 2</b>		
ABM 126	Commodity Marketing IV	3
ABM 127	Commodity Marketing V	3
ABM 128	Commodity Marketing VI	3
<i>CREDITS SUBTOTAL</i>		<i>9</i>
<b>CREDITS TOTAL</b>		<b>18</b>
		


## Market Plan Development

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-MARKET PLAN DEVELOPMENT		
Code: M_CER_ABM9		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
A/ Business Management-Market Plan Development is a one-year certificate emphasizing marketing strategies, enterprise/job costing analysis, sales/pricing trends, and risk management techniques. Marketing terminology, risk management strategies, marketing research and analysis along with marketing strategies for the development of a marketing plan will be emphasized.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
<b>SEMESTER 1</b>		
ABM 163	Marketing Plan Development I	3
ABM 164	Marketing Plan Development II	3
ABM 165	Marketing Plan Development III	3
<i>CREDITS SUBTOTAL</i>		<i>9</i>
<b>SEMESTER 2</b>		
ABM 166	Marketing Plan Development IV	3
ABM 167	Marketing Plan Development V	3
ABM 168	Marketing Plan Development VI	3
<i>CREDITS SUBTOTAL</i>		<i>9</i>
<b>CREDITS TOTAL</b>		<b>18</b>
		


## Web Productivity and Utilization

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-WEB PRODUCTIVITY AND UTILIZATION		
Code: M_CER_ABMU		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
MCC's Web Productivity and Utilization is a one-year certificate (18 credits) designed to enhance business management skills by improving one's understanding and use of the Internet for business productivity. Utilization of available tools, technical capabilities, and development of a web plan for the business will be addressed.		
CERTIFICATE PREREQUISITES		
Internet connection		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
<b>SEMESTER 1</b>		
ABM 203	Web Productivity/Utilization I	3
ABM 204	Web Productivity/Utilization II	3
ABM 205	Web Productivity/Utilization III	3
<i>CREDITS SUBTOTAL</i>		<i>9</i>
<b>SEMESTER 2</b>		
ABM 206	Web Productivity/Utilization IV	3
ABM 207	Web Productivity/Utilization V	3
ABM 208	Web Productivity/Utilization VI	3
<i>CREDITS SUBTOTAL</i>		<i>9</i>
<b>CREDITS TOTAL</b>		<b>18</b>
		

## Advanced Business Management


AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-ADVANCED BUSINESS MANAGEMENT		
Code: M_CER_ABMJ		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
Ag Business Management-Advanced Business Management is a one-year certificate designed to enhance advanced management skills by looking at the existing business plan, identifying risk reducing alternatives, and continued in-depth financial analysis.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
<b>SEMESTER 1</b>		
ABM 213	Advanced Business Management I	3
ABM 214	Advanced Business Management II	3
ABM 215	Advanced Business Management III	3
<i>CREDITS SUBTOTAL</i>		<b>9</b>
<b>SEMESTER 2</b>		
ABM 216	Advanced Business Management IV	3
ABM 217	Advanced Business Management V	3
ABM 218	Advanced Business Management VI	3
<i>CREDITS SUBTOTAL</i>		<b>9</b>
<b>CREDITS TOTAL</b>		<b>18</b>
		

## Integrated Management


AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-INTEGRATED MANAGEMENT		
Code: M_CER_ABMK		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
MCC's Integrated Management is a one-year certificate (18 credits) emphasizing integration of data and software technology of the business. Research and identification of data and software used in the business and industry will point to the development of a management plan incorporating improved use of software and data through integration of current and/or new software applications.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
<b>SEMESTER 1</b>		
ABM 223	Integrated Management I	3
ABM 224	Integrated Management II	3
ABM 225	Integrated Management III	3
<i>CREDITS SUBTOTAL</i>		<b>9</b>
<b>SEMESTER 2</b>		
ABM 226	Integrated Management IV	3
ABM 227	Integrated Management V	3
ABM 228	Integrated Management VI	3
<i>CREDITS SUBTOTAL</i>		<b>9</b>
<b>CREDITS TOTAL</b>		<b>18</b>
		



## Rural Business Entrepreneurship


AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-RURAL BUSINESS ENTREPRENEURSHIP		
Code: M_CER_ABMH		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
The Rural Business Entrepreneurship is a one-year certificate designed to enhance business management skills by looking at a new business venture. Emphasis will be placed on the research and development of a complete business plan through the use of technology.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
<b>SEMESTER 1</b>		
ABM 243	Rural Business Entrepreneurship I	3
ABM 244	Rural Business Entrepreneurship II	3
ABM 245	Rural Business Entrepreneurship III	3
<i>CREDITS SUBTOTAL</i>		<b>9</b>
<b>SEMESTER 2</b>		
ABM 246	Rural Business Entrepreneurship IV	3
ABM 247	Rural Business Entrepreneurship V	3
ABM 248	Rural Business Entrepreneurship VI	3
<i>CREDITS SUBTOTAL</i>		<b>9</b>
<b>CREDITS TOTAL</b>		<b>18</b>
		

## Leadership/Human Resources Management

AWARD		
CERTIFICATE IN AG/BUSINESS MANAGEMENT-LEADERSHIP/HUMAN RESOURCES MANAGEMENT		
Code: M_CER_ABME		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
MCC's Leadership/Human Resources Management is a one-year certificate emphasizing leadership and resource management in the business. Exploration of effective leadership and ethics concepts and skills along with the identification of human resource tools will guide the evaluation and analysis of the business' current management practices. Development and evaluation of a leadership plan for the business will be addressed.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
<b>SEMESTER 1</b>		
ABM 253	Leadership Human Resource Management I	3
ABM 254	Leadership Human Resource Mangmnt. II	3
ABM 255	Leadership Human Resource Mangmnt. III	3
<i>CREDITS SUBTOTAL</i>		<b>9</b>
<b>SEMESTER 2</b>		
ABM 256	Leadership Human Resource Mangmnt. IV	3
ABM 257	Leadership Human Resource Mangmnt. V	3
ABM 258	Leadership Human Resource Mangmnt. VI	3
<i>CREDITS SUBTOTAL</i>		<b>9</b>
<b>CREDITS TOTAL</b>		<b>18</b>
		

## APPLIED TECHNOLOGY PROGRAM

### Applied Technology Degree

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

## AUTOMOTIVE COLLISION REPAIR PROGRAM

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

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

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

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

Employment Demand Information:

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

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

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


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

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


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

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

## Automotive Mechanical Collision Repair

AWARD		
CERTIFICATE IN AUTOMOTIVE MECHANICAL COLLISION REPAIR		
Code: M_CER_AMCR Sequence CI		
<i>(Created M_CER_AMCR, Mechanical/Collision Repair Certificate, with sequence CI, 33 credits, YES FA, effective 201930 (2019 Catalog Year). On 2018-10-03)</i>		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
ACT 110	Safety in Collision Repair	2
ACT 111	Metal Welding & Cutting I	3
ACT 122	Panel Repair & Replacements	3
ACT 131	Structural Damage Diagnosis	3
ACT 132	Structural Damage Repair	2
ACT 151	Plastics & Adhesives I	1
ACT 207	Customer Relations and Sales	2
ACT 232	Fixed Glass Repair	2
ASE 110	Auto Brake Service I	2
ASE 120	Basic Auto Electricity	2
ASE 140	Steering and Suspension I	2
ASE 221	Automotive and Diesel Body Electrical	4
ASE 264	Introduction to HVAC Systems	1
MAT 102	Skilled Trades & Industrial Math	2
HWE 122	Responding to Emergencies	2
<b>CREDITS TOTAL</b>		<b>33</b>
		


## Automotive Collision Repair

AWARD		
AUTOMOTIVE COLLISION REPAIR CERTIFICATE		
Code: M_CER_AUCO Sequence CH		
<i>Created M_CER_AUCO, Automotive Collision Repair Certificate, with sequence CH, 35 credits, YES FA, effective Spring 2019.</i>		
<i>(Code: M_CER_CRT1 M_CER_CTR1, Automotive Collision Technology Certificate, put on teach out Summer 2019 and closed effective Summer 2021.)</i>		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Crs
ACT 110	Safety in Collision Repair	2
ACT 111	Metal Welding & Cutting I	3
ACT 121	Non-Structural Repair Preparation	3
ACT 122	Panel Repair & Replacements	3
ACT 123	Metal Finishing & Body Filling	3
ACT 131	Structural Damage Diagnosis	3
ACT 132	Structural Damage Repair	2
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 151	Plastics & Adhesives I	1
ACT 207	Customer Relations and Sales	2
ACT 232	Fixed Glass Repair	2
HWE 122	Responding to Emergencies	2
MAT 102	Skilled Trades & Industrial Math	2
<b>CREDITS TOTAL</b>		<b>35</b>
		

## Automotive Collision Technology Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE COLLISION TECHNOLOGY		
Code: M_AAS_CRT1 Sequence AS		
<i>Updated M_AAS_CTR1, Automotive Collision Technology, from 77 hours to 78 hours, YES FA Effective the 202010 term.</i>		
<i>Pending program revision approval</i>		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
DEGREE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
ACT 110	Safety in Collision Repair	2
ACT 111	Metal Welding & Cutting I	3
ACT 121	Non-Structural Repair Preparation	3
ACT 122	Panel Repair & Replacements	3
ACT 123	Metal Finishing & Body Filling	3
ACT 131	Structural Damage Diagnosis	3
ACT 132	Structural Damage Repair	2
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 151	Plastics & Adhesives I	1
ACT 207	Customer Relations and Sales	2
ACT 232	Fixed Glass Repair	2
HWE 122	Responding to Emergencies	2
MAT 102	Skilled Trades & Industrial Math	2
	<b>CREDITS SUBTOTAL</b> <i>Above courses are all contained in the AUTOMOTIVE COLLISION REPAIR CERTIFICATE</i>	35
ACT 180	ACT Internship Level I	7
ACT 181	ACT Internship Level II	7
ACT 205	Estimating & Shop Management	3
ACT 211	Metal Welding and Cutting II	2
ACT 231	Advanced Structural Damage Diagnosis & Repair	3
ACT 280	ACT Internship Level III	6
ACT 170	Automotive Collision Technology Lab Experiences I	1
ACT 171	Automotive Collision Technology Lab Experiences II	1
ACT 172	Automotive Collision Technology Lab	1

	Experiences III	
MAT 107	Career Math	3
CIS 118	Introduction to PC Applications	3
COM 105	Career Communications	3
BUS 115	Introduction to Business	3
	<b>CREDITS SUBTOTAL</b>	43
	<b>CREDITS TOTAL</b>	<b>78</b>



## Automotive Estimating Technician Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE ESTIMATING TECHNICIAN		
Code: M_AAS_ABSA <i>Pending program revision approval</i>		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
DEGREE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
ACT 110	Safety in Collision Repair	2
ACT 111	Metal Welding & Cutting I	3
ACT 121	Non-Structural Repair Preparation	3
ACT 122	Panel Repair & Replacements	3
ACT 123	Metal Finishing & Body Filling	3
ACT 131	Structural Damage Diagnosis	3
ACT 132	Structural Damage Repair	2
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 151	Plastics & Adhesives I	1
ACT 207	Customer Relations and Sales	2
ACT 232	Fixed Glass Repair	2
HWE 122	Responding to Emergencies	2
MAT 102	Skilled Trades & Industrial Math	2
	<b>CREDITS SUBTOTAL</b> <i>Above courses are all contained in the AUTOMOTIVE COLLISION REPAIR CERTIFICATE</i>	35
ACT 170	Automotive Collision Technology Lab Experiences I	1
ACT 171	Automotive Collision Technology Lab Experiences II	1
ACT 172	Automotive Collision Technology Lab Experiences III	1
ACT 180	ACT Internship Level I	7
ACT 181	ACT Internship Level II	7
ACT 205	Estimating & Shop Management	3
ACT 211	Metal Welding and Cutting II	2
ACT 231	Advanced Structural Damage Diagnosis & Repair	3
ACT 280	ACT Internship Level III	6
MAT 107	Career Math	3
CIS 118	Introduction to PC Applications	3

COM 105	Career Communications	3
BUS 115	Introduction to Business	3
	<b>CREDITS SUBTOTAL</b>	<b>43</b>
	<b>CREDITS TOTAL</b>	<b>78</b>



## Automotive Refinish Technician Degree



AWARD		
ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE REFINISH TECHNICIAN		
Code: M_AAS_ABSD <i>Pending program revision approval</i>		
Approved for Financial Aid: Yes		
PROGRAM DESCRIPTION		
DEGREE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
ACT 110	Safety in Collision Repair	2
ACT 111	Metal Welding & Cutting I	3
ACT 121	Non-Structural Repair Preparation	3
ACT 122	Panel Repair & Replacements	3
ACT 123	Metal Finishing & Body Filling	3
ACT 131	Structural Damage Diagnosis	3
ACT 132	Structural Damage Repair	2
ACT 141	Refinishing Safety	1
ACT 142	Surface Preparation I	2
ACT 143	Spray Equipment Operation	2
ACT 144	Refinishing I	2
ACT 151	Plastics & Adhesives I	1
ACT 207	Customer Relations and Sales	2
ACT 232	Fixed Glass Repair	2
HWE 122	Responding to Emergencies	2
MAT 102	Skilled Trades & Industrial Math	2
	<b>CREDITS SUBTOTAL</b> <i>Above courses are all contained in the AUTOMOTIVE COLLISION REPAIR CERTIFICATE</i>	35
ACT 180	ACT Internship Level I	7
ACT 181	ACT Internship Level II	7
ACT 205	Estimating & Shop Management	3
ACT 241	Paint Defects	3
ACT 242	Surface Preparation II	2
ACT 243	Refinishing II	2
ACT 244	Final Detail	2
ACT 280	ACT Internship Level III	6
MAT 107	Career Math	3
CIS 118	Introduction to PC Applications	3
COM 105	Career Communications	3
BUS 115	Introduction to Business	3
	<b>CREDITS SUBTOTAL</b>	54
	<b>CREDITS TOTAL</b>	79

## AUTOMOTIVE SERVICE TECHNOLOGY PROGRAM

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

*The program meets Automotive Service Excellence (ASE) standards, established by the National Automobile Technicians Education Foundation (NATEF) and is NATEF certified. All program faculty are ASE Master certified.*


Training includes work site experience. For students to meet NATEF requirements, students are required to purchase the applicable textbooks before attending class.

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

Accreditation:

National Automotive Technicians Education Foundation, Inc. (NATEF)

## Automotive Service Technology

AWARD		
CERTIFICATE IN AUTOMOTIVE SERVICE TECHNOLOGY		
Code: M_CER_ATC		
Program Approved for Financial Aid		
PROGRAM DESCRIPTION		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Crs
<b>LEVEL I</b>		
ASE 102	Introduction to the Automotive Shop	2
ASE 110	Auto Brake Service I	2
ASE 111	Automotive Brake Service II	2
ASE 120	Basic Auto Electricity	2
ASE 122	Automotive Electrical Safety Systems	1
ASE 123	Starting and Charging System	2
ASE 130	General Engine Diagnosis	2
ASE 134	Automotive Fuel & Emissions Systems I	2
ASE 160	Automotive Engine Repair	2
ASE 161	Engine Repair and Rebuild	3
ASE 162	Automotive Engine Service	2
ASE 221	Automotive and Diesel Body Electrical	4
ASE 231	Automotive Computers & Ignition Systems	2
ASE 233	Fuel Injection & Exhaust Systems	4
<b>GENERAL EDUCATION COURSE REQUIRED FOR CERTIFICATE</b>		
MAT 102	Skilled Trades & Industrial Math	2
<b>CREDITS TOTAL</b>		<b>34</b>
		



## Automotive Service Technology Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN AUTOMOTIVE SERVICE TECHNOLOGY		
Code: M_AAS_ATC		
Program Approved for Financial Aid		
PROGRAM DESCRIPTION		
DEGREE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
<b>LEVEL I</b>		
ASE 102	Introduction to the Automotive Shop	2
ASE 110	Auto Brake Service I	2
ASE 111	Automotive Brake Service II	2
ASE 120	Basic Auto Electricity	2
ASE 122	Automotive Electrical Safety Systems	1
ASE 123	Starting and Charging System	2
ASE 130	General Engine Diagnosis	2
ASE 134	Automotive Fuel & Emissions Systems I	2
ASE 160	Automotive Engine Repair	2
ASE 161	Engine Repair and Rebuild	3
ASE 162	Automotive Engine Service	2
ASE 221	Automotive and Diesel Body Electrical	4
ASE 231	Automotive Computers & Ignition Systems	2
ASE 233	Fuel Injection & Exhaust Systems	4
<i>CREDITS SUBTOTAL</i>		32
<i>Above courses are all contained in the CERTIFICATE</i>		
<b>LEVEL II</b>		
ASE 140	Steering and Suspension I	2
ASE 141	Suspension and Steering II	2
ASE 150	Manual Drive Train and Axle Maintenance	2
ASE 151	Automotive Manual Transmission/Transaxles & Clutches	2
ASE 152	Manual Transmissions/Transaxles and Clutches II	2
ASE 153	Automotive Drive Axle Overhaul	1
ASE 210	Automotive Power and ABS Brake System Service	2
ASE 220	Specialized Electronics Training	2
ASE 240	Suspension & Steering III	2
ASE 250	Automatic Transmission/Transaxle Service	1
ASE 251	Automatic Transmission and Transaxle Repair	3
ASE 252	Advanced Automatic Transmissions/Transaxles	2

ASE 264	Introduction to HVAC Systems	1
ASE 265	Heating and Air Conditioning Systems	4
<i>CREDITS SUBTOTAL</i>		28
GENERAL EDUCATION COURSES		
BUS 115	Introduction to Business	3
CIS 118	Introduction to PC Applications	3
MAT 107	Career Math	3
HWE 103	Community First Aid and CPR	1
COM 105	Career Communications	3
MAT 102	Skilled Trades & Industrial Math	2
<i>CREDITS SUBTOTAL</i>		15
<b>CREDITS TOTAL</b>		<b>75</b>



## BUSINESS PROGRAM

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

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


### Entrepreneurship

AWARD		
CERTIFICATE IN ENTREPRENEURSHIP		
Code: M_CER_ENTP		
Not Financial Aid Eligible		
PROGRAM DESCRIPTION		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
ENP 209	Entrepreneurship Business Plan	3
BUS 289	Capstone	3
<b>CREDITS TOTAL</b>		<b>6</b>
		


### Supervision

AWARD		
CERTIFICATE IN SUPERVISION		
Code: M_CER_BASV		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
The Supervision Certificate provides students with entry-level supervision skills and knowledge to help them in the workplace. This certificate provides a variety of classes to enhance the student's skills to advance in the workplace.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
ACC 101	Fundamentals of Accounting	3
BUS 187	Cooperative Education/Internship	1
COM 105	Career Communications	3
ENG 113	Business English	3
MAN 116	Principles of Supervision	3
MAN 226	Principles of Management	3
MAR 216	Principles of Marketing	3
CIS 118	Introduction to PC Applications	3
BUS 217	Business Communications	3
MAT 112	Financial Math	3
PSY 226	Social Psychology: SS3	3
<b>CREDITS TOTAL</b>		<b>31</b>
		

## Office Support Specialist

AWARD		
CERTIFICATE IN OFFICE SUPPORT SPECIALIST CERTIFICATE		
Code: M_CER_BAOS		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
The Office Support Specialist Certificate is designed to give the student a variety of skills needed in the administrative workplace. This certificate provides soft skills and technical skills used in an office setting		
CERTIFICATE PREREQUISITES		
BTE 100 Computer Keyboarding 1 credit Or Demonstrated keyboarding skill		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Crs
ACC 101	Fundamentals of Accounting	3
ACC 125	Computerized Accounting	3
BTE 102	Keyboarding Applications I	2
BTE 225	Office Management	3
BUS 115	Introduction to Business	3
BUS 217	Business Communications & Report Writing	3
CIS 118	Introduction to PC Applications	3
COM 105	Career Communications	3
ENG 113	Business English	3
MAR 160	Customer Service	3
MAT 112	Financial Math	3
<b>CREDITS TOTAL</b>		<b>32</b>
		

## Real Estate

AWARD		
CERTIFICATE IN REAL ESTATE		
Code: M_CER_RELE		
Not Financial Aid Eligible		
PROGRAM DESCRIPTION		
Completion of a Real Estate Certificate prepares students to take the State of Colorado Real Estate Brokers Exam. Passing the exam allows one to enter the fast-paced, exciting field of buying and selling real estate properties.		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
REE 201	Real Estate Broker I	6
REE 202	Real Estate Broker II	6
REE 189	Capstone	1
<b>CREDITS TOTAL</b>		<b>13</b>
		

## Business Degree - Accounting

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS (ACCOUNTING EMPHASIS)		
Code: M_AAS_BACT		
Approved for Financial Aid		
PROGRAM DESCRIPTION		
The Associate of Applied Science (A.A.S.) degree in Business with an Accounting emphasis is designed to prepare students for jobs as a billing clerk, bookkeeper, payroll/time clerk, financial assistant, accounting clerk or para-accountant.		
DEGREE PREREQUISITES		
BTE 100	Computer Keyboarding	1 credit
Or	Demonstrated keyboarding skill	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		

COURSE REQUIREMENTS		
Course	Title	Crs
<b>SEMESTER 1</b>		
BTE 225	Office Management	3
CIS 118	Introduction to PC Applications	3
MAT 112	Financial Math	3
BUS 115	Introduction to Business	3
ENG 113	Business English	3
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>SEMESTER 2</b>		
ACC 101	Fundamentals of Accounting	3
BUS 216	Legal Environment of Business	3
COM 105	Career Communications	3
COM 115	Public Speaking Or	3
COM 125	Interpersonal Communication	
CIS 155	PC Spreadsheet Concepts: MS Excel	3
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>SEMESTER 3</b>		
ACC 132	Tax Help Colorado	2
ACC 121	Accounting Principles I	4
PSY 226	Social Psychology: SS3	3
BUS 217	Business Communications	3
ECO 105	Introduction to Economics	3
<i>CREDITS SUBTOTAL</i>		<i>16</i>
<b>SEMESTER 4</b>		
ACC 122	Accounting Principles II	4
ACC 115	Payroll Accounting	3
ACC 133	Tax Help Colorado Site Lab	1
BUS 187	Cooperative Education/Internship	1-6
ACC 125	Computerized Accounting	3
PHI 112	Ethics: AH3	3
<i>CREDITS SUBTOTAL</i>		<i>14</i>
<b>CREDITS TOTAL</b>		<b>60</b>



## Business Administration

### AWARD

ASSOCIATE OF APPLIED SCIENCE IN BUSINESS (BUSINESS ADMINISTRATION EMPHASIS)

Code: M\_AAS\_BUSB

Approved for Financial Aid

### PROGRAM DESCRIPTION

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

### DEGREE PREREQUISITES

BTE 100 Computer Keyboarding 1 credit  
OR Demonstrated keyboarding skill

### OTHER REQUIREMENTS

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

### COURSE REQUIREMENTS

Course	Title	Crs
<b>SEMESTER 1</b>		
BTE 225	Office Management	3
CIS 118	Introduction to PC Applications	3
MAT 112	Financial Math	3
BUS 115	Introduction to Business	3
ENG 113	Business English	3
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>SEMESTER 2</b>		
ACC 101	Fundamentals of Accounting	3
BUS 216	Legal Environment of Business	3
COM 105	Career Communications	3
COM 115	Public Speaking Or	3
COM 125	Interpersonal Communication	
CIS 155	PC Spreadsheet Concepts: MS Excel	3
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>SEMESTER 3</b>		
BUS 217	Business Communications	3
PSY 226	Social Psychology: SS3	3
MAN 116	Principles of Supervision	3
ECO 105	Introduction to Economics	3
MAR 160	Customer Service	3
<i>CREDITS SUBTOTAL</i>		<i>16</i>
<b>SEMESTER 4</b>		
BTE 102	Keyboarding Applications I	2
BUS 187	Cooperative Education/Internship	1-6
MAR 216	Principles of Marketing	3
PHI 112	Ethics: AH3	3
BUSINESS ELECTIVES	Choose 2 courses (6 credits) from the BUSINESS ELECTIVES LIST	6
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>CREDITS TOTAL</b>		<b>60</b>


### BUSINESS ELECTIVES LIST

*ACC 115	PAYROLL ACCOUNTING	3
*ACC 121, 122	ACCOUNTING PRINCIPLES I & II	4, 4
*ACC 131	INCOME TAX	3
*ACC 125	COMPUTERIZED ACCOUNTING	3
*BTE 102, 103	KEYBOARDING APPLICATIONS I & II	2, 2
*BTE 225	OFFICE MANAGEMENT	3
*CIS 135	COMPLETE PC WORD PROCESSING: MS WORD	3
*CIS 145	COMPLETE PC DATABASE	3
*CIS 155	PC SPREADSHEET CONCEPTS: MS EXCEL	3
ECO 201	PRINCIPLES OF MACROECONOMICS: SS1	3
ECO 202	PRINCIPLES OF MICROECONOMICS: SS1	3
ENG 121	ENGLISH COMPOSITION I: CO1	3
*MAN 116	PRINCIPLES OF SUPERVISION	3
*MAN 200	HUMAN RESOURCE MANAGEMENT I	3
*MAN 215	ORGANIZATIONAL BEHAVIOR	3
*MAN 224	LEADERSHIP	3
*MAN 226	PRINCIPLES OF MANAGEMENT	3
*MAR 111	PRINCIPLES OF SALES	3
*MAR 160	CUSTOMER SERVICE	3
*MAR 216	PRINCIPLES OF MARKETING	3
MAT 120	MATHEMATICS FOR LIBERAL ARTS: MA1	4
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 155, 156	INTEGRATED MATH I & II	3, 3
MAT 201, 202	CALCULUS I & II: MA1	5, 5
*MGD 102	INTRODUCTION TO MULTIMEDIA	3
*MGD 133	GRAPHIC DESIGN I	3
*MGD 141	WEB DESIGN I	3
PSY 101, 102	GENERAL PSYCHOLOGY I & II: SS3	3, 3
*REE 189	CAPSTONE	1
*REE 201	REAL ESTATE BROKER I & II	6, 6
SOC 101, 102	INTRODUCTION TO SOCIOLOGY I & II: SS3	3, 3
SPA 101, 102	CONVERSATIONAL FOREIGN LANGUAGE I & II: SPANISH	3
SPA 111, 112	FOREIGN LANGUAGE I & II: SPANISH	5, 5
SPA 115, 215	FOREIGN LANGUAGE FOR THE PROFESSIONAL I & II: SPANISH	3, 3
SPA 211-212	FOREIGN LANGUAGE III & IV: SPANISH: AH4	3
*Business Division/Department Courses		



## COMPUTER SUPPORT TECHNICIAN PROGRAM

### Computer Support Technician

AWARD		
CERTIFICATE IN COMPUTER SUPPORT TECHNICIAN		
Code: M_CER_CSTC		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
CERTIFICATE PREREQUISITES		
None.		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
Course	Title	Crs
CSC 119	Introduction to Programming	3
CNG 121	Computer Technician I: A+	4
CNG 122	Computer Technician II: A+	4
CNG 211	Windows Configuration: (OS)	3
<b>CREDITS TOTAL</b>		<b>14</b>
		

## EARLY CHILDHOOD EDUCATION PROGRAM

The group of three Early Childhood Education Program certificates prepare students for Infant/Toddler Teacher Leader, Early Childhood Teacher, and/or Early Childhood Education Director-qualified positions in early childhood care and education programs. A grade of "C" or higher is required in all courses leading to a certificate or degree. The Early Childhood Director Certificate meets current director requirements for the Colorado Department of Human Services.

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

### Early Childhood Education Background Check Policy


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

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


The background check is valid for two years. The Vice President of Instruction or the Dean of General Education can request additional background checks at any time. The student will be responsible for the additional cost. In some cases, additional background checks may be required by a practicum site.

Should any required record indicate that a student is unable to work with children, he or she will not be eligible to complete courses requiring interaction with children. In the event that a student's background check prevents them from working with children or being hired at an educational facility, the Dean of General Education or Student Services will work with the student to individualize an alternative education plan and career path.

## Early Childhood Education Infant/Toddler Teacher

AWARD		
CERTIFICATE IN EARLY CHILDHOOD EDUCATION INFANT/TODDLER TEACHER		
Code: M_CER_ITGL		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
CERTIFICATE PREREQUISITES		
PROGRAM PREREQUISITE: Each student is required to complete and pass a criminal background check. See Early Childhood Education Background Check Policy		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
ECE 101	Introduction to Early Childhood Education	3
ECE 103	Guidance Strategies for Children	3
ECE 111	Infant & Toddler Theory & Practice	3
ECE 112	Intro to Infant\Toddler Lab Techniques	3
ECE 238	Child Growth & Development	3
<b>CREDITS TOTAL</b>		<b>15</b>
		

## Early Childhood Teacher

AWARD		
CERTIFICATE IN EARLY CHILDHOOD TEACHER		
Code: M_CER_PSGL		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
CERTIFICATE PREREQUISITES		
<i>PROGRAM PREREQUISITE: Each student is required to complete and pass a criminal background check.</i>		
<i>See Early Childhood Education Background Check Policy</i>		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course		
Minimum cumulative MCC GPA of 2.0 to graduate		
Remedial/Developmental level courses do not apply		
25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
ECE 101	Introduction to Early Childhood Education	3
ECE 102	Introduction to Early Childhood Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 220	Curriculum Development: Methods & Techniques	3
ECE 238	Child Growth & Development	3
ECE 205	Nutrition, Health & Safety	3
ECE 260	Exceptional Child	3
<i>Note</i>	<i>ECE 260: Will be required for teacher and director certificates to meet Head Start requirements</i>	
<b>CREDITS TOTAL</b>		<b>21</b>
		

*NOTE: Successful completion of these courses along with 9 months of verified work experience is required to earn a Director Certificate. A Level 2 Early Childhood Professional Credential is available when you complete these courses. For more information, visit the Colorado Office of Professional Development web site at <http://coloradoofficeofprofessionaldevelopment.org/index.cfm?PID=1332&ID=5454.20140.0>*

## Early Childhood Education Director

AWARD		
CERTIFICATE IN EARLY CHILDHOOD EDUCATION DIRECTOR		
Code: M_CER_ECCA		
Program Approved for Financial Aid		
PROGRAM DESCRIPTION		
Completion of a Real Estate Certificate prepares students to take the State of Colorado Real Estate Brokers Exam. Passing the exam allows one to enter the fast-paced, exciting field of buying and selling real estate properties.		
CERTIFICATE PREREQUISITES		
<i>PROGRAM PREREQUISITE: Each student is required to complete and pass a criminal background check.</i>		
<i>See Early Childhood Education Background Check Policy</i>		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Title	Crs
ECE 101	Introduction to Early Childhood Education	3
ECE 102	Intro to Early Childhood Lab Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 205	Nutrition, Health & Safety	3
ECE 220	Curriculum Development: Methods & Techniques	3
ECE 238	Child Growth & Development	3
ECE 240	Administration of Early Childhood Care & Education Programs	3
ECE 241	Administration: Human Relations for ECE	3
ECE 111	Infant & Toddler Theory & Practice	3
ECE 260	Exceptional Child	3
<b>CREDITS TOTAL</b>		<b>30</b>
		


*NOTE: Successful completion of these courses along with 24 months of verified work experience is required to earn a Director Certificate. A Level 2 Early Childhood Professional Credential is available when you complete these courses. For more information, visit the Colorado Office of Professional Development web site at <http://coloradoofficeofprofessionaldevelopment.org/index.cfm?PID=1332&ID=5454.20140.0>*

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



## EDUCATION PROGRAM

### Paraprofessional Educator

AWARD		
CERTIFICATE IN PARAPROFESSIONAL EDUCATOR		
Code: M_CER_PAFD		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
<p>Completing this certificate prepares you to serve in any P-12 classroom as a Paraprofessional Educator. Upon completion of these classes, you will have the educational knowledge and skills to support and reinforce teacher plans for individuals and small groups. Additionally, you will have the educational knowledge and skills to supervise and guide student behaviors. This certification may apply towards required coursework in the Associate of Arts Elementary Education degree.</p>		
CERTIFICATE PREREQUISITES		
<i>None.</i>		
OTHER REQUIREMENTS		
Minimum grade of "C" for each course Minimum cumulative MCC GPA of 2.0 to graduate Remedial/Developmental level courses do not apply 25% of the credits in this program must be taken at MCC		
COURSE REQUIREMENTS		
EDU140	The Paraprofessional Educator Role	2
EDU 233	English Language Learning (K-6)	3
EDU 240	Teaching the Exceptional Learner	3
<b>CREDITS TOTAL</b>		<b>8</b>
		

## EMERGENCY MEDICAL SERVICES PROGRAM

Morgan Community College is the center for Emergency Medical Services training in Eastern Colorado. It is available for anyone interested in emergency medical services work with ambulance services, hospitals, clinical settings, fire, and police departments. Training is also for those who could use EMT skills for their business or personal use. Emergency Medical Services training for Emergency Medical Technician (EMT) is offered regularly. Continuing education courses, Emergency Medical Responder, and recertification courses are also offered. Certificates in EMT, EMT-Intermediate and Advanced EMT (AEMT) are available along with an Associate of General Studies (A.G.S.) degree. An A.G.S. degree will enable students to pursue EMS courses in greater depth.

### EMS Continuing Education Classes

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

Course	Course Title	Credits
HWE 103	COMMUNITY FIRST AID AND CPR	1
HWE 113	FIRST AID AND ADULT CPR	0.5
HWE 122	RESPONDING TO EMERGENCIES	2
HPR 102	CPR FOR PROFESSIONALS	0.5
EMS 115	EMERGENCY MEDICAL RESPONDER	3

### Emergency Medical Technician

AWARD
CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN
Code: M_CER_EMTB
Not Eligible for Financial Aid.
PROGRAM DESCRIPTION
The Emergency Medical Technician Certificate prepares graduates for jobs where certification is required by statute such as ambulance attendant, as well as other jobs where emergency medical skills are required. EMT-Basic is approved by the Colorado State Department of Health. MCC Centers offer EMT training annually. Upon successful completion of the EMT Certificate program, students will then be eligible to take the National Registry Practical and Computer based exams. Students that successfully complete the National Registry exams can then apply to the State of Colorado, EMS Division for State Certification.

#### CERTIFICATE PREREQUISITES & ADDITIONAL REQUIREMENTS

√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.
√	Be at least 18 years old.
√	Pass background check <i>The criminal background check is to be completed within 90 days of the first day of the program.</i> <u>Do not complete earlier.</u>
√	Pass 10-panel drug screen** <i>Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore, a student with a drug screen showing positive for use of marijuana is ineligible for admission and/or continuance in the program.</i>
√	Proof of current immunizations and influenza vaccination
√	Valid American Heart Association Basic Life Support (BLS) CPR card.
√	Purchase student liability insurance and a clinical badge at the College Store.
√	Proof of workers compensation form.
√	Provide driving record from the DMV.

#### OTHER REQUIREMENTS

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

#### COURSE REQUIREMENTS

EMS 121	EMT Fundamentals	3
EMS 122	EMT Medical Emergencies	4
EMS 123	EMT Trauma Emergencies	2
EMS 170	EMT Clinical	1
	<b>CREDITS TOTAL</b>	<b>10</b>
Note:	<i>MCC will offer the required National Registry Practical Exams as needed.</i>	



## Emergency Medical Technician - Intermediate

AWARD	
CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE	
Code: M_CER_EMT6	
Not Eligible for Financial Aid	
PROGRAM DESCRIPTION	
<p>The Advanced and Intermediate levels introduce the theories of advanced level assessment and management as outlined by the State of Colorado. The Emergency Medical Practice Advisory Council, under the direction of the executive director of the department, is responsible for advising the department regarding the appropriate scope of practice for EMS Providers.</p>	
CERTIFICATE PREREQUISITES & ADDITIONAL REQUIREMENTS	
√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.
√	Be at least 18 years old.
√	Pass background check  <i>The criminal background check is to be completed within 90 days of the first day of the program.</i>  <u>Do not complete earlier.</u>
√	Pass 10-panel drug screen**  <i>Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore, a student with a drug screen showing positive for use of marijuana is ineligible for admission and/or continuance in the program.</i>
√	Proof of current immunizations and influenza vaccination
√	Valid American Heart Association Basic Life Support (BLS) CPR card.
√	Purchase student liability insurance and a clinical badge at the College Store.
√	Proof of workers compensation form.
√	Provide driving record from the DMV.

### OTHER REQUIREMENTS

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


### COURSE REQUIREMENTS

EMS 203	EMT Intermediate I	6
EMS 205	EMT Intermediate II	6
EMS 270	Clinical: EMS Intermediate	3
<b>CREDITS TOTAL</b>		<b>15</b>
Note:	<i>MCC will offer or help the student find the required National Registry Practical</i>	



## Emergency Medical Technician Advanced

AWARD	
CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN-ADVANCED	
Code: M_CER_EMIN	
Not Eligible for Financial Aid	
PROGRAM DESCRIPTION	
<p>The Advanced and Intermediate levels introduce the theories of advanced level assessment and management as outlined by the State of Colorado. The Emergency Medical Practice Advisory Council, under the direction of the executive director of the department, is responsible for advising the department regarding the appropriate scope of practice for EMS Providers.</p>	
CERTIFICATE PREREQUISITES & ADDITIONAL REQUIREMENTS	
√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.
√	Be at least 18 years old.
√	<p>Pass background check</p> <p><i>The criminal background check is to be completed within 90 days of the first day of the program.</i></p> <p><u>Do not complete earlier.</u></p>
√	<p>Pass 10-panel drug screen**</p> <p><i>Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore, a student with a drug screen showing positive for use of marijuana is ineligible for admission and/or continuance in the program.</i></p>
√	Proof of current immunizations and influenza vaccination
√	Valid American Heart Association Basic Life Support (BLS) CPR card.
√	Purchase student liability insurance and a clinical badge at the College Store.
√	Proof of workers compensation form.
√	Provide driving record from the DMV.
OTHER REQUIREMENTS	
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>	

COURSE REQUIREMENTS		
EMS 127	AEMT Special Considerations	2
EMS 129	AEMT Pharmacology	1
EMS 131	AEMT Fundamentals	2
EMS 133	AEMT Medical Emergencies	2
EMS 135	AEMT Trauma Emergencies	2
EMS 171	AEMT Clinical Internship	2
<b>CREDITS TOTAL</b>		<b>11</b>
		

## HEALTH SCIENCE TECHNOLOGY PROGRAM

### Health Science Technology

AWARD	
CERTIFICATE IN HEALTH SCIENCE TECHNOLOGY	
Code: M_CER_MEPR	
Not Eligible for Financial Aid	
PROGRAM DESCRIPTION	
This two-year program is designed for students who want to explore health science careers. The program prepares students with the basic skills necessary for success in health occupation programs. During the second year of the program students choose from two different tracks: Nurse Aide or Introduction to Health careers.	
CERTIFICATE PREREQUISITES & ADDITIONAL REQUIREMENTS	
√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.
√	Pass background check.  <i>The criminal background check is to be completed within 90 days of the first day of the program. Do not complete earlier.</i> Disqualifying-offenses health programs updated June 2015
√	Pass 10-panel drug screen**  <i>Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with Federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore, a student with a drug screen showing positive for use of marijuana is ineligible for admission and/or continuance in the program.</i>
√	Proof of current immunizations and influenza vaccination.
√	Valid American Heart Association Basic Life Support (BLS) CPR card.
√	Purchase student liability insurance and a clinical badge at the College Store.
√	Proof of workers compensation form.
√	Social Security Number is required for second year
√	Must purchase appropriate attire (HST polo shirt and khaki pants).

#### OTHER REQUIREMENTS

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

#### COURSE REQUIREMENTS

FIRST YEAR		
HPR 143	Orientation to Health Careers	3
HWE 100	Human Nutrition	3
HPR 139	Medical Terminology	2
HWE 122	Responding to Emergencies	2
COM 126	Communication in Healthcare	3
HPR 179	Seminar	1
<i>SUBTOTAL</i>		<i>14</i>
SECOND YEAR		
BIO 104	Biology: A Human Approach: GT-SC1	4
ENG 121	English Composition I: GT-CO1	3
HPR 101	Customer Service in Healthcare	2
PSY 235	Human Growth & Development: GT-SS3	3
CHOOSE ONE OF THE FOLLOWING TRACKS		
TRACK 1: NURSE AIDE		
NUA 101	Nurse Aide Health Care Skills	4
NUA 170	Nurse Aide Clinical Experience	1
TRACK 2: INTRODUCTION TO HEALTH CAREERS		
RTE 101	Introduction to Radiology	2
PTA 115	Principles in Physical Therapy	2
<i>CREDITS SUBTOTAL</i>		<i>16-17</i>
<b>CREDITS TOTAL</b>		<b>30-31</b>




## INDUSTRIAL ELECTRICAL/MECHANICAL MAINTENANCE PROGRAM

### Industrial Maintenance

AWARD		
CERTIFICATE IN INDUSTRIAL MAINTENANCE		
Code: M_CER_INMA		
Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
CERTIFICATE PREREQUISITES & ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
EIC 104	Basics of Industrial Electricity	1.5
EIC 124	Electrical Safety Requirements	1
EIC 130	National Electrical Code I	4
EIC 227	Mechanical Drives	1.5
ELT 106	Fundamentals of DC/AC	4
HWE 113	First Aid and Adult CPR	0.5
MAT 102	Skilled Trades & Industrial Math	2
WEL 130	Maintenance Welding	2
EIC 160	Instruments & Measurements	4
EIC 222	Instrument & Process Control I	4
IMA 100	Intro Industrial Maintenance	3
IMA 150	Industrial Problem-Solving Methods	2
IMA 280	Internship	2.0
<b>CREDITS TOTAL</b>		<b>31.5</b>
		

### Industrial Electrical

AWARD		
CERTIFICATE IN INDUSTRIAL ELECTRICAL		
Code: M_CER_INEL		
Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
CERTIFICATE PREREQUISITES & ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
COM 105	Career Communications	3
COM 125	Interpersonal Communication	3
EIC 124	Electrical Safety Requirements	1
EIC 126	Wiring Methods	1
EIC 128	Theory and Calculations in NEC	
EIC 129	NEC Code Changes	1
EIC 144	Grounding and Bonding	1.5
EIC 221	Trouble Shooting Control Circuits	1.5
HVA 102	Basic Refrigeration	4
HWE 113	First Aid and Adult CPR	0.5
CSC 119	introduction to Programming	3
EIC 120	Electrical Installations II	4
EIC 224	Understanding PLC's	1.5
EIC 280	Internship	2.0
MTE 106	Print Reading Manufacturing	3
PHY 105	Conceptual Physics w/Lab: SC1	4
<b>CREDITS TOTAL</b>		<b>35</b>
		


## Electromechanical Technology Degree



AWARD		
ASSOCIATE OF APPLIED SCIENCE IN ELECTROMECHANICAL TECHNOLOGY		
Code: M_AAS_ELMT		
Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
Upon earning the Industrial Electrical/Mechanical Maintenance AAS Degree, the learner will understand instrumentation, general maintenance and manufacturing processes, electricity and its many applications, theory, and calculations. The learner will have 2000 hours toward an electrical Journeyman apprentice program and be in an internship with one of the local industry partners.		
CERTIFICATE PREREQUISITES & ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
EIC 104	Basics of Industrial Electricity	1.5
EIC 124	Electrical Safety Requirements	1
EIC 130	National Electrical Code I	4
EIC 227	Mechanical Drives	1.5
ELT 106	Fundamentals of DC/AC	4
HWE 113	First Aid and Adult CPR	0.5
MAT 102	Skilled Trades & Industrial Math	2
WEL 130	Maintenance Welding	2
EIC 160	Instruments & Measurements	4
EIC 222	Instrument & Process Control I	4
IMA 100	Intro Industrial Maintenance	3
IMA 150	Industrial Problem-Solving Methods	2
IMA 280	Internship	2.0
COM 105	Career Communications	3
COM 125	Interpersonal Communication	3
EIC 126	Wiring Methods	1
EIC 128	Theory and Calculations in NEC	1
EIC 129	NEC Code Changes	1
EIC 144	Grounding and Bonding	1.5
EIC 221	Trouble Shooting Control Circuits	1.5
HVA 102	Basic Refrigeration	4
CSC 119	introduction to Programming	3
EIC 120	Electrical Installations II	4
EIC 224	Understanding PLC's	1.5
EIC 280	Internship	2.0
MTE 106	Print Reading Manufacturing	3
PHY 105	Conceptual Physics w/Lab: SC1	4
<b>CREDITS TOTAL</b>		<b>65</b>

## LAW ENFORCEMENT PROGRAM

### Law Enforcement Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN LAW ENFORCEMENT		
Code: M_AAS_CRJK		
Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
This program provides prior learning credit for those individuals who have successfully completed Colorado Peace Officer Standards and Training (POST). Individuals with a current Colorado POST certification can take courses to complete an Associate of Applied Science Degree.		
PROGRAM PREREQUISITES & ADDITIONAL REQUIREMENTS		
√	Must have a verified Colorado Peace Officers Standards and Training Certification (POST)	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
POST Certification	Prior Learning Credit for holding a verified Colorado Peace Officers Standards and Training Certification (38 credits awarded)	38
	<i>CREDITS SUBTOTAL</i>	<i>38</i>
ENG 121	English Composition I: CO1	3
MAT 135	Introduction to Statistics: MA1	3
COM 115	Public Speaking	3
COM 125	Interpersonal Communication	3
GT-SC1	One GT SC1 course- Natural & Physical Science course (at least 4 credits required, however, courses range from 3-5 credits)	4
GT-SS3	Human Behavior, Culture and Social Frameworks course	3
Elective	Select ONE of these courses: CRJ 110 Intro to Criminal Justice (3) CRJ 125 Policing Systems (3) CRJ 127 Crime Scene Investigation (3) CRJ 205 Principles of Criminal Law (3) CRJ 220 Human Relations and Social Conflict (3) CRJ 230 Criminology (3) SPA 101 Conversational Spanish (3)	3
	<i>CREDITS SUBTOTAL</i>	<i>22</i>
	<b>CREDITS TOTAL</b>	<b>60</b>
		



## MEDICAL OFFICE TECHNOLOGIES PROGRAM

The Medical Office Technologies Program at Morgan Community College includes an Associate of Applied Science in Medical Office Assistant and a Medical Office Clinical Assistant Certificate.

### Medical Office Clinical Assistant

AWARD	
CERTIFICATE IN MEDICAL OFFICE CLINICAL ASSISTANT	
Code: M_CER_MDAS	
Program has been approved for Financial Aid	
PROGRAM DESCRIPTION	
<p>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.</p>	
PROGRAM PREREQUISITES & ADDITIONAL REQUIREMENTS	
√	HPR 178 Medical Terminology with a "C" grade or higher
√	ACCUPLACER® Next Gen Requirements: Arithmetic (AR) 265 or higher Writing 246 or higher
√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.
√	Be at least 18 years old.
√	Pass background check. <i>The criminal background check is to be completed within 90 days of the first day of the program. Do not complete earlier.</i>
√	Pass 10-panel drug screen. <i>Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore, a student with a drug screen showing positive for use of marijuana is ineligible for admission and/or continuance in the program.</i>
√	Proof of current immunizations and influenza vaccination.
√	Valid American Heart Association Basic Life Support (BLS) CPR card.
√	Purchase student liability insurance and clinical badge at the College Store.

√	Proof of workers compensation form.	
√	Provide driving record from DMV.	
√	Purchase appropriate scrubs through the College Store.	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>SPRING-SEMESTER 1</b>		
PSY 235	Human Growth & Development: SS3	3
CIS 118	Introduction to PC Applications	3
MOT 136	Introduction to Clinical Skills	2
BIO 106	Basic Anatomy & Physiology	4
<i>CREDITS SUBTOTAL</i>		<i>12</i>
<b>FALL-SEMESTER 2</b>		
MAT 107	Career Math	3
MAP 140	Medical Assisting Clinical Skills	4
MAP 150	Pharmacology for Medical Assistants	3
COM 125	Interpersonal Communication	3
<i>CREDITS SUBTOTAL</i>		<i>13</i>
<b>SPRING-SEMESTER 3</b>		
HWE 122	Responding to Emergencies	2
HPR 101	Customer Service in Healthcare	2
COM 105	Career Communications	3
MAP 138	Medical Assistant Laboratory Skills	4
<i>CREDITS SUBTOTAL</i>		<i>11</i>
<b>SUMMER-SEMESTER 4</b>		
MAP 189	Review for the Medical Assistant National Exam	1
MAP 280	Internship	5
<i>CREDITS SUBTOTAL</i>		<i>6</i>
<b>CREDITS TOTAL</b>		<b>42</b>



## Medical Office Assistant Degree

AWARD	
ASSOCIATE OF APPLIED SCIENCE IN MEDICAL OFFICE ASSISTANT	
Code: M_AAS_MDAS	
Program has been approved for Financial Aid	
PROGRAM DESCRIPTION	
<p>This degree provides training as a Medical Office Assistant in both the front office and clinical areas. Students are cross trained to perform both administrative and hands-on clinical duties. Medical Office Assistants are trained to be employed in ambulatory care settings such as clinics and physicians' offices. By completing this degree, individuals will be able to function in both the front office and back clinical areas of ambulatory settings.</p>	
PROGRAM PREREQUISITES & ADDITIONAL REQUIREMENTS	
√	HPR 178 Medical Terminology with a "C" grade or higher
√	ACCUPLACER® Next Gen Requirements: Arithmetic (AR) 265 or higher Writing 246 or higher
√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.
√	Be at least 18 years old.
√	Pass background check. <i>The criminal background check is to be completed within 90 days of the first day of the program. Do not complete earlier.</i>
√	Pass 10-panel drug screen. <i>Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore, a student with a drug screen showing positive for use of marijuana is ineligible for admission and/or continuance in the program.</i>
√	Proof of current immunizations and influenza vaccination.
√	Valid American Heart Association Basic Life Support (BLS) CPR card.
√	Purchase student liability insurance and clinical badge at the College Store.
√	Proof of workers compensation form.
√	Provide driving record from DMV.


OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>FALL-SEMESTER 1</b>		
MAT 107	Career Math	3
MAP 110	Medical Office Administration	4
BTE 102	Keyboarding Applications I	2
HPR 178	Medical Terminology	2
ENG 113	Business English	3
<i>CREDITS SUBTOTAL</i>		<i>14</i>
<b>SPRING-SEMESTER 2</b>		
BUS 217	Business Communications	3
BIO 106	Basic Anatomy & Physiology	4
COM 125	Interpersonal Communication	3
MOT 136	Introduction to Clinical Skills	2
HWE 122	Responding to Emergencies	2
<i>CREDITS SUBTOTAL</i>		<i>14</i>
<b>FALL-SEMESTER 3</b>		
CIS 118	Introduction to PC Applications	3
PSY 235	Human Growth & Development: SS3	3
MAP 140	Medical Assisting Clinical Skills	4
MAP 150	Pharmacology for Medical Assistants	3
<i>CREDITS SUBTOTAL</i>		<i>13</i>
<b>SPRING-SEMESTER 4</b>		
HPR 101	Customer Service in Healthcare	2
MAP 120	Medical Office Financial Management	4
MAP 138	Medical Assistant Laboratory Skills	4
COM 105	Career Communications	3
<i>CREDITS SUBTOTAL</i>		<i>13</i>
<b>SPRING-SEMESTER 3</b>		
MAP 280	Internship	5
MAP 189	Review for the Medical Assistant National Exam	1
<i>CREDITS SUBTOTAL</i>		<i>6</i>
<b>CREDITS TOTAL</b>		<b>60</b>




## MULTIMEDIA PROGRAM

The Multimedia Program consists of three certificates: Media Design Certificate, Foundations of Graphic Design and Foundations of Internet Media. It also includes the Media Design, Marketing and Advertising Associate of Applied Science (A.A.S.) degree. This program is designed to teach the skills necessary to promote, market, and advertise a business or a non-profit organization. The skills taught include media and design skills that are essential to creating effective products for all marketing and advertising campaigns. In addition, the student will determine the market for a business, create targeted advertising campaigns and leverage social media to promote it. The program includes a hands-on, real-world capstone project that will pair the student with a local business or non-profit to help achieve their business objectives.


### Internet Media

AWARD		
FOUNDATIONS OF INTERNET MEDIA CERTIFICATE		
Code: M_CER_MMFI		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
Learn how to plan, design, and create a variety of media for use on the Internet and on various social media platforms. Students will learn how to create an effective, well-designed website from scratch and through a content management system. They will then learn how to create plan, film, edit, and produce videos for use on the website and social media platforms.		
PROGRAM PREREQUISITES & ADDITIONAL REQUIREMENTS		
√	None.	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
MGD 141	Web Design I	3
MGD 104	Videography	3
CWB 209	Web Content Management Systems	3
MAR 155	Social Media for Businesses	3
<b>CREDITS TOTAL</b>		<b>12</b>
		


## Graphic Design

AWARD		
FOUNDATIONS OF GRAPHIC DESIGN CERTIFICATE		
Code: M_CER_MMA1		
Not Eligible for Financial Aid		
ADVISOR/CONTACT		
BROOKE HOSIER Faculty- Media Design, Marketing, and Advertising (970) 542-3210 brooke.hosier@morgancc.edu Cottonwood 148		
JIM DELUNG Faculty, Media Design, Marketing & Advertising (303) 644-4034, ext. 2089 jim.delung@morgancc.edu Bennett Center		
PROGRAM DESCRIPTION		
Create professional quality, attractive images and graphics using the latest industry approved professional software. Projects range from personal creative projects to restoring and retouching photos, performing photo manipulations, crating digital illustrations and designing print layouts. Students will explore how to create a variety of different products including logos and identity systems, posters, fliers, brochures, advertisements, packaging, eBooks, print publications and more. These skills are essential for students studying marketing and advertising, entrepreneurs, those seeking a promotion, entry-level design job, or for students who want to advance their skills before moving on to a four-year university's design program.		
PROGRAM PREREQUISITES & ADDITIONAL REQUIREMENTS		
√	None.	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 133	Graphic Design I	3
MGD 233	Graphic Design II	3
MGD 114	Adobe InDesign	3
<b>CREDITS TOTAL</b>		<b>15</b>
		

## Media Design

AWARD		
FOUNDATIONS OF MEDIA DESIGN CERTIFICATE		
Code: M_CER_MMME		
Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
<p>Learn the skills necessary to promote, market, and advertise a business or non-profit organization. Start by learning the media and design skills that are essential to creating effective products for all marketing and advertising campaigns. The hands-on activities include photo editing and manipulation, illustration, graphic design (logos, posters, packaging and more), creating print publications, building websites, and creating promotional videos.</p> <p>In addition, you will learn how to determine the market for a business, create targeted advertising campaigns, and leverage social media to promote it. The program includes a hands-on real-world capstone project that will pair the student with a local business or non-profit to help achieve their business objectives.</p>		
PROGRAM PREREQUISITES & ADDITIONAL REQUIREMENTS		
√	Demonstrated computer proficiency in file creation and manipulation.	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 133	Graphic Design I	3
MGD 233	Graphic Design II	3
MGD 141	Web Design I	3
MGD 114	Adobe InDesign	3
MGD 104	Videography	3
MGD 227	Marcomm Practices	3
CWB 209	Web Content Management Systems	3
MAR 155	Social Media for Businesses	3
<b>CREDITS TOTAL</b>		<b>30</b>
		

## Media Design, Marketing and Advertising Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN MEDIA DESIGN, MARKETING AND ADVERTISING		
Code: M_CER_MMMD		
Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
<p>To succeed in today's business industry, an employee or entrepreneur needs to learn traditional business skills as well as how to determine a business' market, create advertising for it, and promote it in a variety of mass media including social media. In this degree, you will learn traditional business skills as well as how to design and create graphics, video, and web content. These materials will then be used to learn how to market, advertise, and promote a business effectively.</p>		
PROGRAM PREREQUISITES & ADDITIONAL REQUIREMENTS		
√	Completion of the 30 credit Media Design Certificate	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator I	3
MGD 133	Graphic Design I	3
MGD 233	Graphic Design II	3
MGD 141	Web Design I	3
MGD 114	Adobe InDesign	3
MGD 104	Videography	3
MGD 227	Marcomm Practices	3
MAR 155	Social Media for Businesses	3
CWB 209	Web Content Management Systems	3
MGD 289	Multimedia Graphic Design: Capstone	3
Above courses are all contained in the CERTIFICATE		
MAT 112	Financial Math	3
CIS 118	Introduction to PC Applications	3
COM 105	Career Communications	3
MAR 216	Principles of Marketing	3
PHI 112	Ethics: AH3	3
COM 125	Interpersonal Communication	3
MAR 220	Principles of Advertising	3
BUS 115	Introduction to Business	3
BUS 120	Introduction to E-Commerce	3
<b>CREDITS TOTAL</b>		<b>60</b>
		

## NURSE AIDE PROGRAM

### Nurse Aide

#### AWARD

CERTIFICATE IN NURSE AIDE

Code: M\_CER\_NR3

Not Eligible for Financial Aid

#### PROGRAM DESCRIPTION

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

After successful completion of the program students will be eligible to apply to take the State Certification Exam to become a Certified Nurse Aide.

#### PROGRAM PREREQUISITES & ADDITIONAL REQUIREMENTS

√	Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.
√	Pass background check. <i>The criminal background check is to be completed within 90 days of the first day of the program.</i> <u>Do not complete earlier.</u>
√	Pass 10-panel drug screen. <i>Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore, a student with a drug screen showing positive for use of marijuana is ineligible for admission and/or continuance in the program.</i>
√	Proof of current immunizations and influenza vaccination.
√	Valid American Heart Association Basic Life Support (BLS) CPR card.
√	Purchase student liability insurance and clinical badge at the College Store.
√	Proof of workers compensation form.
√	Provide driving record from DMV.
√	Purchase appropriate scrubs through the College Store.

#### OTHER REQUIREMENTS

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

#### COURSE REQUIREMENTS

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



## NURSING PROGRAM

Students will develop entry-level skills for work in hospitals, clinics, and other inpatient/outpatient health care settings. Nursing students participate in both classroom instruction and supervised patient care experiences, which focus on the prevention of disease and the promotion of a healthy lifestyle. Fundamentals of leadership and management may be included as a vital part of your curriculum. Dedication to community and a spirit of giving back may be emphasized.

### NURSING PROGRAM ACCREDITATION

The Associate of Applied Science in Nursing Program has maintained continual approval since 1991 through the Colorado State Board of Nursing. The program is also nationally accredited through Accreditation Commission for Education in Nursing (ACEN).

Contact info:

Colorado Board of Nursing  
1560 Broadway, Suite 110  
Denver CO 80202  
Phone: 303-894-7855 or (800)886-7675

<https://dpo.colorado.gov/Nursing>

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Phone: 404-975-5000

[www.acenursing.org](http://www.acenursing.org)

### MORGAN COMMUNITY COLLEGE NURSING OPTIONS

Morgan Community College offers the following nursing options:

- Associate Degree in Nursing (Associate of Applied Science)
- Practical Nursing (PN) Exit Option
- Advanced Placement Option (LPN to ADN)

### NURSING PROGRAM CONTACT INFORMATION

Student Success Advisor for Health Occupations

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

Director of Nursing Education  
Phone: 970-542-3240

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

### ACEN PROGRAM OUTCOMES

**Program Outcome 1:** The first time pass rate for the NCLEX-PN and the NCLEX-RN will be maintained at or above the state and national levels (National Council State Board Nursing Education Program Summary; January 1 - December 31).

#### NCLEX RN Pass Rates

Year	National Average	Colorado Average	MCC Average
2014	79.3%	82.6%	78.6%
2015	82%	84.4%	89.3%
2016	81.7%	86%	85.2%
2017	83.29%	86.9%	75%
2018	86.46%	N/A	86.46%

#### NCLEX PN Exit Option Pass Rates

Year	National Average	Colorado Average	MCC Average
2014	82.2%	92.5%	100%
2015	81.9%	92.8%	100%
2016	83.7%	95.1%	100%
2017	83.6%	89.3%	100%
2018	85.9%	N/A	100%

**Program Outcome 2:** At least 80% of the students will complete the program within 150% of the length of the program from the start of the first nursing program (ACEN annual report July 1 - June 30).

Year	% Of Students
2012/2013	78%
2013/2014	83%
2014/2015	64%
2015/2016	89%
2016/2017	87%

**Program Outcome 3:** At least 90% of graduates will be employed in the field of nursing six to nine months after graduation (ACEN annual report July 1 - June 30).

Year	% Of MCC Grads Employed
2012/2013	88%
2013/2014	100%
2014/2015	89%
2015/2016	86%
2016/2017	100%

Updated: June 27, 2017

## Nursing Degree

AWARD	
Associate of Applied Science in Nursing	
Code: M_CER_NR1	
This Program has been approved for Financial Aid	
PROGRAM DESCRIPTION	
Graduates of this program receive an Associate of Applied Science (A.A.S.) in Nursing, also known as an Associate Degree in Nursing (ADN) and are eligible to apply for the National Council Licensure Examination to practice as a Registered Nurse (RN).	
NURSING PROGRAM COURSE PREREQUISITES, APPLICATION AND ADMISSION, AND ADDITIONAL REQUIREMENTS AND INFORMATION	
To be eligible for application to the ADN program, students must have completed the following program prerequisites with a grade of "C" or higher:	
✓	BIO 201 Human Anatomy & Physiology I, 4 credits <i>(Must have been taken within the last 7 years)</i>
✓	PSY 235 Human Growth & Development, 3 credits
✓	ENG 121 English Composition, 3 credits
✓	HPR 108 Dietary Nutrition, 1 credit
GPA of 2.5 is required for all the above listed prerequisite courses	
✓	Arithmetic (AR) Next Gen ACCUPLACER score of 265 taken within the last 5 years
Morgan Community College is using a competitive admission process. Points are awarded based on course grades in BIO 201, (first time completing course only), along with your score on the Kaplan Admission test, prior paid nurse aide work experience, residence in the MCC service area and previous qualified application to the MCC Nursing Program. Additional points can be earned for successful completion of BIO 202, BIO 216, and the HUM/SOC elective.	
Once you have completed the required pre-requisite courses with a minimum GPA of 2.5, you may apply to the nursing program.	
✓	The application period starts mid-January of each year and ends on the last day of February. Applications received by the last day of February will be given priority. Applications may be taken after the end of February until the nursing program is at capacity. Applicants will be notified by email of the available testing dates and cost of the Kaplan Nursing Admissions Test.
The following will be discussed at the new nursing student orientation. Orientation date will be included in nursing acceptance letter that will be mailed to those accepted into the nursing program.	
<ul style="list-style-type: none"> <li>Uniforms, equipment &amp; supplies</li> </ul>	

✓	Proof of requirements are submitted through an online record tracking system. See Student Success Advisor for Health Occupations for instructions.	
✓	Pass background check. <i>The criminal background check is to be completed within 90 days of the first day of the program. <u>Do not complete earlier.</u> Disqualifying-offenses health programs updated June 2015</i>	
✓	Pass 10-panel drug screen. <i>Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore, a student with a drug screen showing positive for use of marijuana is ineligible for admission and/or continuance in the program.</i>	
✓	Proof of current immunizations and influenza vaccination.	
✓	Valid American Heart Association Basic Life Support (BLS) CPR card.	
✓	Purchase student liability insurance at the College Store.	
✓	Proof of workers compensation form.	
✓	Provide driving record from DMV.	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>Minimum grade of "C" for each course</li> <li>Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>Remedial/Developmental level courses do not apply</li> <li>25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>SEMESTER 1 - PREREQUISITES FOR ADN</b>		
BIO 201	Human Anatomy & Physiology I w/Lab: SC1 <i>(MUST have been taken within the last 7 years)</i>	4
ENG 121	English Composition I: CO1	3
PSY 235	Human Growth & Development: SS3	3
HPR 108	Dietary Nutrition	1
<i>Maintain GPA of 2.50 for all the above listed courses.</i>		
CREDITS SUBTOTAL		11
Student now eligible to apply to the Nursing Program. See ADN Admission requirements.		

<b>SEMESTER 2 - FALL</b>		
BIO 202	Human Anatomy & Physiology II w/Lab: SC1 <i>(Must have been taken within the last 7 years)</i>	4
MAT 103	Math for Clinical Calculations	3
NUR 109	Fundamentals of Nursing	6
NUR 112	Basic Concepts of Pharmacology	2
<b>CREDITS SUBTOTAL</b>		<b>15</b>
<b>SEMESTER 3 - SPRING</b>		
NUR 106	Medical-Surgical Concepts	7
NUR 150	Maternal - Child Nursing	6
BIO 216	Pathophysiology <i>(Must have been taken within the last 7 years)</i>	4
<b>CREDITS SUBTOTAL</b>		<b>17</b>
<b>SEMESTER 4 - FALL</b>		
NUR 206	Advanced Concepts of Medical-Surgical Nursing I	6.5
NUR 211	Psychiatric-Mental Health Nursing	4
NUR 212	Pharmacology II	2
<b>CREDITS SUBTOTAL</b>		<b>12.5</b>
<b>SEMESTER 5 - SPRING</b>		
NUR 216	Advanced Concepts of Medical-Surgical Nursing II	5
NUR 230	Transition to Professional Nursing Practice	4
	Any gtPathways Arts & Humanities/Social & Behavioral Sciences course (AH1, AH2, AH3, AH4, SS1, SS2, SS3)	3
<b>CREDITS SUBTOTAL</b>		<b>12</b>
<b>CREDITS TOTAL</b>		<b>67.5</b>



## Practical Nursing Exit Option

At the end of the first year, nursing students may elect to take the pathway for PN Exit Option. Students who complete the 4 credit NUR 169 Transition into Practical Nursing (only offered one time a year) graduate with a Practical Nursing Certificate. The Practical Nursing Certificate graduate is eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

Code: M\_CER\_NR4



## Advanced Placement Option

AWARD	
Associate of Applied Science in Nursing (Advanced Placement Option LPN to RN Bridge Program)	
Code: M_CER_NR1	
This Program has been approved for Financial Aid	
PROGRAM DESCRIPTION	
The Advanced Placement Option (LPN to ADN) allows a Licensed Practical Nurse (with a valid Colorado LPN license) to complete the 3-credit transition course NUR 189 and enter the second year of an Associate Degree Nursing Program. The graduate student receives an Associate of Applied Science in Nursing degree and is eligible to apply for the National Council Licensure Examination (NCLEX- RN).	
ADVANCED PLACEMENT OPTION APPLICATION, ADMISSION, PROGRAM PREREQUISITES AND ADDITIONAL REQUIREMENTS:	
Acceptance Eligibility Requirements to the Advanced Placement Option (LPN to ADN)	
To apply to the Advanced Placement option, students must have graduated from an accredited PN program within the USA and hold a valid Colorado LPN License.	
Morgan Community College is using a competitive admission process for the Bridge Program (LPN to RN). Points are awarded based on course grades in BIO 201, BIO 202, and BIO 216 coursework (first time completing course only, but a student repeating a BIO course that is over seven years can count as first time), GPA in LPN program, prior paid LPN work experience, completion of PN certificate at MCC, residence in the MCC service area and previous qualified application to the MCC Nursing Program.	
Once you have completed the required pre-requisite courses with a minimum GPA of 2.5, you may apply to the nursing program	
The application period will begin on April 1st and end on May 15th of each year. Applications may be taken after May 15th until nursing program is at capacity. Number of available seats in the LPN to RN program can vary from year to year.	
The following will be discussed at the new nursing student orientation. Orientation date will be included in nursing acceptance letter that will be mailed to those accepted into the nursing program.	
√	American Heart Association CPR for the Healthcare provider card (must be valid for the duration of the program)
√	Criminal background check to be done within 90 days of the first day of starting the program – DO NOT COMPLETE ANY EARLIER!
√	Pass 10-panel drug screen.
√	Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the

	<i>Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore, a student with a drug screen showing positive for use of marijuana is ineligible for admission and/or continuance in the program.</i>	
√	Uniforms, equipment & supplies	
√	Immunization record	
√	Annual flu vaccine required	
√	Liability and clinical badge payment	
OTHER REQUIREMENTS		
	<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>	
COURSE REQUIREMENTS		
Course	Course Title	Cr
	<b>PREREQUISITES FOR LPN to ADN</b>	
	Transfer of PN Coursework	21
BIO 201	Human Anatomy & Physiology I w/Lab: SC1 <i>(MUST have been taken within the last 7 years)</i>	4
BIO 202	Human Anatomy & Physiology II w/Lab: SC1 <i>(MUST have been taken within the last 7 years)</i>	4
BIO 216	Pathophysiology <i>(MUST have been taken within the last 7 years)</i>	4
ENG 121	English Composition I: CO1	3
PSY 235	Human Growth & Development: SS3	3
HPR 108	Dietary Nutrition	1
MAT 103	Math for Clinical Calculations ( <i>MAT 103 or higher-level math course must be completed with last 5 years</i> )	3
NUR 189	Transition from LPN to ADN	3
	<i>Maintain GPA of 2.50 for all the above listed prerequisite courses, including LPN courses.</i>	
	<b>CREDITS SUBTOTAL</b>	<b>46</b>
YEAR 2 - ADN PROGRAM		
	<b>SEMESTER 4 - FALL</b>	
NUR 206	Advanced Concepts of Medical-Surgical Nursing I	6.5
NUR 211	Psychiatric-Mental Health Nursing	4
NUR 212	Pharmacology II	2
	<b>CREDITS SUBTOTAL</b>	<b>12.5</b>
	<b>SEMESTER 5 - SPRING</b>	
NUR 216	Advanced Concepts of Medical-Surgical Nursing II	5
NUR 230	Transition to Professional Nursing Practice	4
	Any gtPathways Arts & Humanities/Social & Behavioral Sciences course (AH1, AH2, AH3, AH4, SS1, SS2, SS3)	3
	<b>CREDITS SUBTOTAL</b>	<b>12</b>
	<b>CREDITS TOTAL</b>	<b>70.5</b>



## Registered Nurse to Bachelor of Science in Nursing (RN to BSN)

AWARD		
BACHELOR OF SCIENCE IN NURSING		
Code: M_BS_BSN		
This Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
BSN PROGRAM COURSE PREREQUISITES, APPLICATION, ADMISSION, AND ADDITIONAL REQUIREMENTS AND INFORMATION		
√	Successful completion of an Associate Degree in Nursing (official transcript required)	
√	Successful passing of a criminal background check and drug screen through our designated process	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC (30 credits minimum)</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
	<i>CREDITS SUBTOTAL (Transfer from ADN)</i>	67.5
	<i>Accepted candidates will be awarded 67.5 credits for ADN which includes MAT 103 Dosage Calculations (3) and HPR 108 Dietary Nutrition (1)</i>	
ENG 121	English Composition I: CO1	3
ENG 122	*English Composition II: CO2	*3
PSY 235	Human Growth & Development	3
BIO 201	Human Anatomy & Physiology I w/Lab: SC1	4
BIO 202	Human Anatomy & Physiology II w/Lab: SC1	4
BIO 216	Pathophysiology	4
MAT 135	*Introduction to Statistics: MA1	*3
PSY 101	General Psychology I: SS3 Or Any other GT-SS3 course	3
SOC 101	*Introduction to Sociology I: SS3 Or Any other GT-SS3 course	*3
HIS 101	*Western Civilization: Antiquity to: HI1 Or Any other GT-HI1 course	*3
ART 101	*Art Appreciation: AH1 Or Any other GT-AH1, AH2, or AH3 course	*3
	*General Education Electives from GT pathway	*4
HWE 100	*Human Nutrition	*3
	<i>CREDITS SUBTOTAL (*General Education Courses)</i>	22

RN to BSN PROGRAM		
NUR 301	Integration to BSN Practice	3
NUR 302	Trends in Nursing Practice	3
NUR 303	Research/Evidenced Based Practice	3
NUR 408	Legal/Ethical Issues Related to Professional Nursing Practice	3
NUR 409	Leadership in Nursing Practice	3.5
NUR 410	Community Health Nursing/Practicum	6
NUR 411	Senior Seminar	3
Electives	Choose 2 courses from:	6
	NUR 304 Informatics/Healthcare Technology	
	NUR 305 Emergency Preparedness	
	NUR 306 Gerontology Nursing	
	NUR 307 Behavioral Health	
	<i>CREDITS SUBTOTAL (BSN Nursing Credits)</i>	30.5
	<b>CREDITS TOTAL</b>	<b>120</b>




## PHLEBOTOMY PROGRAM

This seven-credit program allows students to earn a certificate in Phlebotomy that will give entry level employment in a laboratory setting. After successful completion of the Phlebotomy Technologies Certificate, students can apply to take the certification exam through the American Society for Clinical Pathology (ASCP) Board of Registry to become an ASCP Phlebotomy Technician.

### Phlebotomy Technologies

AWARD	
CERTIFICATE IN PHLEBOTOMY TECHNOLOGIES	
Code: M_CER_PHL2	
Not Eligible for Financial Aid	
PROGRAM DESCRIPTION	
<p>This program prepares the student to work in acute care and long-term care facilities as a Nurse Aide performing duties related to personal care of the patient.</p> <p>After successful completion of the program students will be eligible to apply to take the State Certification Exam to become a Certified Nurse Aide.</p>	
PROGRAM PREREQUISITES & ADDITIONAL REQUIREMENTS	
<p>Proof of requirements are submitted through online record tracking system. See Student Success Advisor for Health Occupations for instructions.</p>	
√	Be at least 18 years old
√	<p>Pass background check.  <i>The criminal background check is to be completed within 90 days of the first day of the program.</i>  <u>Do not complete earlier.</u></p>
√	<p>Pass 10-panel drug screen.  <i>Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore, a student with a drug screen showing positive for use of marijuana is ineligible for admission and/or continuance in the program.</i></p>
√	Proof of current immunizations and influenza vaccination.
√	Valid American Heart Association Basic Life Support (BLS) CPR card.
√	Purchase student liability insurance and clinical badge at the College Store.
√	Proof of workers compensation form.


√	Provide driving record from DMV.	
√	High School Diploma or equivalent	
√	Purchase appropriate scrubs through the College Store.	
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
HPR 112	Phlebotomy	4
HPR 180	Internship	3
<b>CREDITS TOTAL</b>		<b>7</b>
		

## PRECISION AGRICULTURE PROGRAM

### Precision Agriculture Technology Degree


AWARD		
ASSOCIATE OF APPLIED SCIENCE IN PRECISION AGRICULTURE TECHNOLOGY		
Code: M_AAS_AGTA		
This Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
This two-year program is designed to develop the skills necessary for students to successfully enter the industry of Precision Agriculture in a variety of settings. Precision agriculture uses technology to make management decisions to increase efficiency and provide economic and environmental benefits. Students may earn a certificate in Unmanned Aircraft Systems as well as an AAS in Precision Agriculture Technology.		
PROGRAM PREREQUISITES & ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>FALL - YEAR ONE</b>		
CIS 118	Introduction to PC Applications	3
AGR 235	Precision Agricultural Operations	3
AGY 100	General Crop Production	4
ENG 121	English Composition I: CO1	3
AVT 155	Unmanned Aircraft Systems Flight Training	3
<i>CREDITS SUBTOTAL</i>		<i>16</i>
<b>SPRING - YEAR ONE</b>		
AGY 240	Introductory Soil Science: GT-SC1	4
AME 125	Agricultural Machinery	3
GIS 101	Intro to Geographic Information Systems	3
AVT 156	Aviation Concepts for UAS Pilots	2
MAT 102	Skilled Trades & Industrial Math	2
<i>CREDITS SUBTOTAL</i>		<i>14</i>

FALL - YEAR TWO		
AVT 255	Unmanned Aircraft Systems Ground School	2
AGR 214	Ag Communication	3
GIS 210	Intermediate GIS	3
AGR 236	Precision Farming: Hardware Systems	3
Elective	Social Science Course from any GT-SS1, GT-GT-SS2, GT-SS3 area	3
<i>CREDITS SUBTOTAL</i>		<i>14</i>
SPRING - YEAR TWO		
AGB 120	Agricultural Salesmanship	3
AVT 256	Unmanned Aircraft Systems Commercial Applications	3
AGR 289	Capstone	3
AGR 280	Internship	7
<i>CREDITS SUBTOTAL</i>		<i>16</i>
<b>CREDITS TOTAL</b>		<b>60</b>



### Unmanned Aircraft Systems

AWARD		
CERTIFICATE IN UNMANNED AIRCRAFT SYSTEMS		
Code: M_CER_USAC		
Effective Catalog: 2021		
Not Eligible for Financial Aid		
PROGRAM DESCRIPTION		
PROGRAM PREREQUISITES & ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
AVT 155	Unmanned Aircraft Systems Flight Training	3
AVT 156	Aviation Concepts for UAS Pilots	2
AVT 255	Unmanned Aircraft Systems Ground School	2
AVT 256	Unmanned Aircraft Systems Commercial Applications	3
<b>CREDITS TOTAL</b>		<b>10</b>



## PHYSICAL THERAPIST ASSISTANT PROGRAM

The Physical Therapist Assistant Program at Morgan Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>

If needing to contact the program/institution directly, please call (970) 542-3225 or email [Jeffrey.Coon@morgancce.edu](mailto:Jeffrey.Coon@morgancce.edu)

### Physical Therapist Assistant Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT		
Code: M_CER_PTA		
This Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
PTAs work under the direction of physical therapists, helping to manage conditions such as back and neck injuries, sprains/strains and fractures, arthritis, burns, amputations, strokes, multiple sclerosis, birth defects, injuries related to work and sports, and many other conditions. You will work in a broad range of settings including hospitals, outpatient clinics, rehabilitation facilities, skilled nursing facilities, extended care, sub-acute facilities, homes, schools, fitness centers, and sports training facilities.		
PROGRAM COURSE PREREQUISITES, APPLICATION AND ADMISSION, AND ADDITIONAL REQUIREMENTS AND INFORMATION		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>SUMMER YEAR ONE</b>		
These courses must be completed before the technical phase of the program:		
BIO 201	Human Anatomy & Physiology I w/Lab: SC1	4
PHY 105	Conceptual Physics w/Lab: SC1	4
HPR 178	Medical Terminology	2
	<i>Medical Terminology is a variable credit course offered through the Colorado Community College System. Our program will accept a minimum one credit course to meet the program requirements.</i>	

		9
	<b>CREDITS SUBTOTAL</b>	9
	<b>FALL YEAR ONE</b>	
PTA 110	Basic Patient Care in Physical Therapy	5
PTA 131	Professional Communication I	1
PTA 115	Principles and Practices of Physical Therapy	2
HPR 117	Anatomical Kinesiology	3
PTA 124	Rehab Principles of Medical I	2
ENG 121	English Composition I: CO1	3
	<b>CREDITS SUBTOTAL</b>	16
	<b>SPRING YEAR ONE</b>	
PTA 120	Modalities in Physical Therapy	5
PTA 134	Rehab Principles of Medical II	2
PTA 141	Professional Communication II	1
PTA 140	Clinical Kinesiology	5
PTA 135	Principles of Electrical Stimulation	2
	<b>CREDITS SUBTOTAL</b>	15
	<b>SUMMER YEAR TWO</b>	
PTA 280	PTA Internship I	4
COM 125 or 115	Interpersonal Communication or Public Speaking	3
	<b>CREDITS SUBTOTAL</b>	7
	<b>FALL YEAR TWO</b>	
PTA 230	Orthopedic Assessment and Management Techniques	5
PTA 240	Neurologic Assessment and Management Techniques	5
PTA 205	Psychosocial Issues in Physical Therapy	2
PTA 251	Professional Communication III	1
PSY 101 or 235	General Psychology I: SS3 or Human Growth & Development: SS3	3
	<b>CREDITS SUBTOTAL</b>	16
	<b>SPRING YEAR TWO</b>	
PTA 281	PTA Internship II	5
PTA 282	PTA Internship III	5
PTA 278	PTA Seminar	2
	<b>CREDITS SUBTOTAL</b>	12
	<b>CREDITS TOTAL</b>	<b>75</b>




# RADIOLOGIC TECHNOLOGY PROGRAM

## Radiologic Technology Degree

AWARD	
ASSOCIATE OF APPLIED SCIENCE IN RADIOLOGIC TECHNOLOGY	
Code: M_CER_RADI	
This Program has been approved for Financial Aid	
PROGRAM DESCRIPTION	
The Morgan Community College Associate of Applied Science (A.A.S.) in Radiologic Technology prepares students for an entry level position as a Radiologic Technologist. Radiologic Technologists are employed in a variety of settings, including hospitals, surgery centers and clinics. The program consists of classroom, laboratory, and clinical experiences.	
RADIOLOGIC TECHNOLOGY PROGRAM ADMISSION, PREREQUISITES, AND ADDITIONAL REQUIREMENTS	
Once the prerequisite courses are completed with a minimum of "C" an application to the Radiologic Technology Program can be submitted. (Students enrolled in RTE 101 may also apply.) Due to limited clinical space, a competitive process is used to determine admission to the Radiologic Technology Program.	
Applications are evaluated and scored with points awarded based on: <ul style="list-style-type: none"> <li>• GPA in prerequisite courses</li> <li>• Grades in BIO 201, BIO 202, and RTE 101</li> <li>• Writing skills</li> <li>• Prior health care work experience</li> <li>• Residence in the MCC service area</li> </ul>	
Applications are accepted in late spring of each year. Students who are not admitted for the following fall will need to re-apply for the next year.	
Note: RTE 101 Introduction to Radiography must be taken within one year of acceptance and requires minimum final course grade of 80%.	
Proof of requirements are submitted through online record tracking system.	
See Student Success Advisor for Health Occupations for instructions.	
√	Pass background check. <i>The criminal background check is to be completed within 90 days of the first day of the program. Do not complete earlier.</i> <i>Disqualifying-offenses health programs updated June 2015</i>
√	Pass 10-panel drug screen** <i>Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health</i>

	<i>program at Morgan Community College. Therefore, a student with a drug screen showing positive for use of marijuana is ineligible for admission and/or continuance in the program.</i>	
√	Proof of current immunizations and influenza vaccination.	
√	Valid American Heart Association Basic Life Support (BLS) CPR card.	
√	Purchase student liability insurance at MCC Bookstore	
√	Proof of workers compensation form.	
√	Specific CCPT, ACT, SAT or Accuplacer scores may be required or successful completion of MAT 055 or higher-level math class with "C" or higher	
√	CCPT scores of Reading 96 and Essay 5 or Reading 80 and Essay 6	
OTHER REQUIREMENTS		
	<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>	
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>PREREQUISITE COURSES</b>		
<i>Note: HPR 178 (Medical Terminology) Recommended prerequisite but not required.</i>		
PSY 235	Human Growth & Development: SS3	3
ENG 121	English Composition I: CO1	3
BIO 201	Human Anatomy & Physiology I w/Lab: SC1 (Must have been taken within the last 7 years)	4
BIO 202	Human Anatomy & Physiology II w/Lab: SC1 (Must have been taken within the last 7 years)	4
RTE 101	Introduction to Radiography (Must be taken within 1 year of program acceptance and requires minimum final course grade of 80%)	2
HPR 101	Customer Service in Healthcare	2
	<b>CREDITS SUBTOTAL</b>	<b>18</b>
<b>YEAR 1 - FALL SEMESTER</b>		
RTE 111	Radiographic Patient Care	2
RTE 121	Radiologic Procedures I	3
RTE 131	Radiographic Pathology and Image Evaluation I	1.5
RTE 141	Radiographic Equipment and Imaging I	3
RTE 181	Radiographic Clinical Internship I	5
	<b>CREDITS SUBTOTAL</b>	<b>14.5</b>
<b>YEAR 1 - SPRING SEMESTER</b>		
RTE 122	Radiographic Procedures II	3
RTE 132	Radiographic Pathology & Image Evaluation II	1.5
RTE 142	Radiographic Equipment/Imaging II	3
RTE 182	Radiographic Clinical Internship II	5
	<b>CREDITS SUBTOTAL</b>	<b>12.5</b>
<b>SUMMER SEMESTER</b>		
RTE 183	Radiographic Clinical Internship III	7
	<b>CREDITS SUBTOTAL</b>	<b>7</b>
<b>YEAR 2 - FALL SEMESTER</b>		
RTE 221	Advanced Medical Imaging	3
RTE 231	Radiation Biology/Protection	2

RTE 281	Radiographic Clinical Internship IV	8
	<i>CREDITS SUBTOTAL</i>	<i>13</i>
	<b>YEAR 2 - SPRING SEMESTER</b>	
RTE 289	Radiographic Capstone	3
RTE 282	Radiographic Clinical Internship V	8
RTE 275	Special Topics: Certification Review	1
	<i>CREDITS SUBTOTAL</i>	<i>12</i>
	<b>CREDITS TOTAL</b>	<b>77</b>
		

## WELDING TECHNOLOGIES PROGRAM

Graduates who have completed Welding Technology certificates and/or the degree will be prepared to secure work in many different jobs that require welding capabilities.

### Shielded Metal Arc (Stick) Welding

AWARD		
CERTIFICATE IN SHIELDED METAL ARC (STICK) WELDING		
Code: M_CER_WEL9		
This Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
PROGRAM PREREQUISITES, AND ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>WELDING CORE CURRICULUM</b>		
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
	<b>CREDITS SUBTOTAL</b>	<b>11</b>
<b>CERTIFICATE SPECIFIC COURSES</b>		
WEL 106	Blueprint Reading for Welders & Fitters	4
WEL 110	Advanced Shielded Metal Arc I	4
WEL 111	Advanced Shielded Metal Arc II	4
WEL 125	Introduction to Gas Metal Arc Welding	4
WEL 130	Maintenance Welding	2
WEL 180	Internship	3
	<b>CREDITS SUBTOTAL</b>	<b>21</b>
	<b>CREDITS TOTAL</b>	<b>32</b>


### Gas Tungsten Arc/Gas Metal Arc (TIG/MIG) Welding

AWARD		
CERTIFICATE IN GAS TUNGSTEN ARC/GAS METAL ARC (TIG/MIG) WELDING		
Code: M_CER_WEL7		
This Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
PROGRAM PREREQUISITES, AND ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>WELDING CORE CURRICULUM</b>		
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 124	Introduction to Gas Tungsten Arc Welding	4
	<b>CREDITS SUBTOTAL</b>	<b>15</b>
<b>CERTIFICATE SPECIFIC COURSES</b>		
WEL 201	Gas Metal Arc Welding I	4
WEL 203	Flux Cored Arc Welding I	4
WEL 224	Advanced Gas Tungsten Arc Welding	4
WEL 230	Pipe Welding I	4
WEL 250	Layout and Fabrication	4
	<b>CREDITS SUBTOTAL</b>	<b>20</b>
	<b>CREDITS TOTAL</b>	<b>35</b>






## AWS Skills Welding

AWARD		
CERTIFICATE IN AWS SKILLS		
Code: M_CER_WEL8		
This Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
PROGRAM PREREQUISITES, AND ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>WELDING CORE CURRICULUM</b>		
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 124	Introduction to Gas Tungsten Arc Welding	4
<i>CREDITS SUBTOTAL</i>		<i>15</i>
<b>CERTIFICATE SPECIFIC COURSES</b>		
WEL 231	Pipe Welding II	4
WEL 263	Applied Metal Properties	4
WEL 278	Workshop: Welding	2
WEL 280	Internship: Welding	6
<i>CREDITS SUBTOTAL</i>		<i>16</i>
<b>CREDITS TOTAL</b>		<b>31</b>
		

## Welding Technology Degree

AWARD		
ASSOCIATE OF APPLIED SCIENCE IN WELDING TECHNOLOGY		
Code: M_CER_WTE		
This Program has been approved for Financial Aid		
PROGRAM DESCRIPTION		
The Associate of Applied Science (A.A.S.) degree will allow the student to learn the basics of welding and prepare them for a job as a beginning welder or an entry level management position in a welding shop.		
PROGRAM PREREQUISITES, AND ADDITIONAL REQUIREMENTS		
None.		
OTHER REQUIREMENTS		
<ul style="list-style-type: none"> <li>• Minimum grade of "C" for each course</li> <li>• Minimum cumulative MCC GPA of 2.0 to graduate</li> <li>• Remedial/Developmental level courses do not apply</li> <li>• 25% of the credits in this program must be taken at MCC</li> </ul>		
COURSE REQUIREMENTS		
Course	Course Title	Cr
<b>SEMESTER 1</b>		
CIS 118	Introduction to PC Applications	3
WEL 100	Safety for Welders	1
WEL 103	Basic Shielded Metal Arc I	4
WEL 104	Basic Shielded Metal Arc II	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 130	Maintenance Welding	2
<i>CREDITS SUBTOTAL</i>		<i>16</i>
<b>SEMESTER 2</b>		
WEL 106	Blueprint Reading for Welders & Fitters	4
WEL 110	Advanced Shielded Metal Arc I	4
WEL 111	Advanced Shielded Metal Arc II	4
WEL 124	Introduction to Gas Tungsten Arc Welding	4
WEL 180	Internship	3
<i>CREDITS SUBTOTAL</i>		<i>19</i>
<b>SEMESTER 3</b>		
WEL 201	Gas Metal Arc Welding I	4
WEL 203	Flux Cored Arc Welding I	4
COM 125	Interpersonal Communication	3
COM 105	Career Communications	3
BUS 115	Introduction to Business	3
<i>CREDITS SUBTOTAL</i>		<i>17</i>
<b>SEMESTER 4</b>		
WEL 230	Pipe Welding I	4
WEL 250	Layout and Fabrication	4
MAT 107	Career Math	3
<i>CREDITS SUBTOTAL</i>		<i>11</i>
<b>CREDITS TOTAL</b>		<b>63</b>
		

## COURSE INFORMATION

### Course Prefixes

Course Prefixes represent the type or discipline area of the courses. Course prefixes listed in the catalog represent courses that MCC offers through traditional, hybrid, MCC online, and global delivery types, or through [www.CCCOnline.org](http://www.CCCOnline.org)

AAA-Advancing Academic Achievement

ABM-Agriculture Business Management

ACC-Accounting

ACT-Automotive Collision Technologies

AGB-Agriculture Business

AGE-Agriculture Economics

AGR-Agriculture

AGY-Agriculture Crop and Soils

AME-Agriculture Mechanics

ANT-Anthropology

ART-Art

ASC-Animal Science

ASE-Automotive Service Technology

ASL-American Sign Language

AST-Astronomy

AVT-Aviation Technology

BIO-Biology

BTE-Business Technologies

BUS-Business

CCR-College Composition and Reading (also see ENG-English)

CHE-Chemistry

CIS-Computer Information Systems

CNG-Computer Networking

COM-Communication

CRJ-Criminal Justice

CSC-Computer Science

CSL-Counselling

CWB-Computer Web-Based

DPM-Diesel Power Mechanics

ECE-Early Childhood Education

ECO-Economics

EDU-Education

EIC-Electricity Industrial/Commercial

ELT-Electronics

EMS-Emergency Medical Services

ENG-English (also see CCR-College Composition and Reading)

ENP-Entrepreneurship

ENV-Environmental Science

ESL-English as a Second Language

ETH-Ethnic Studies

FRE-French Language

Foreign Language Courses\* (See prefix for specific language, e.g. FRE, GER, RUS, SPA, etc.)

GEO-Geography

GER-German Language

GEY-Geology

GIS-Geographical Information Sys

HHP-Holistic Health Professional

HIS-History

HPR-Health Professional

HUM-Humanities

HVA-Heating, Ventilation & Air

HWE-Health and Wellness

IMA-Industrial Maintenance Technology

JOU-Journalism

LIT-Literature

MAN-Management

MAP-Medical Assistant Program

MAR-Marketing

MAT-Mathematics

MGD-Multimedia Graphic Design

MOT-Medical Office Technology

MTE-Manufacturing Technology

MUS-Music

NUA-Nursing Assistant

NUR-Nursing

PED-Physical Education

PHI-Philosophy

PHO-Photography

PRO-Process Technology

- PHY-Physics
- POS-Political Science
- PSY-Psychology
- PTA-Physical Therapist Assistant
- RAM-Range Management
- REE-Real Estate
- RTE-Radiologic Technology
- RUS-Russian Language
- SCI-Science
- SOC-Sociology
- SPA-Spanish Language
- SVT-Sport Vehicle Technology
- THE-Theatre
- WEL-Welding

weeks for one semester; or (2) at least an equivalent amount of work as required for other activities including lab work, internships, practical, studio work or other academic work leading towards the award of credit  
<http://www.hlcommission.org/Policies/assignment-of-credits.html>

**Base Contact Hour**

**Base Contact Hour:** The base contact hour consists of the number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction.

One base contact hour is equivalent to a minimum of 750 minutes, which equates to a minimum of fifteen 50-minute hours per semester. This represents a 1:1 ratio, where 1 credit hour equals 750 minutes of instruction. The base contact hour does not include the time students are expected to spend studying and preparing for class.

The ratio shall be adjusted based on the instructional activity. These definitions are derived from CDHE

*(See CDHE website – new link pending)*

Lecture is a 1:1 ratio, whereas lab ratios vary depending on the type as described below:

**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.

**Course Credit Hours**

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

**Guidelines for Credit to Contact Hours**

Purpose: To provide clarity for the determination of appropriate contact hours per credit hour based on Colorado Commission on Higher Education recommendation.

**Federal Credit Hour Definition**

Morgan Community College (MCC) shall follow the Federal Credit Hour Definition: A credit hour is the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen

Instructional Activity	Definition of Instructional Activity	Base Contact hours for 1 credit hour	Ratio of Base Contact Hours to Credit Hour
Lecture	Formal presentation/ communication by faculty	15	1:1
Laboratory: Academic/ Clinical	Instructional activities conducted by faculty requiring student participation, experimentation, observation, or practice. An academic lab or clinical experience is a hands-on educational exercise that reinforces and deepens the content in a subject of study. Faculty must have direct oversight with this instructional activity, the faculty member is present at all times and engaged in assessing the work done by the student.	30	1:2
Laboratory: Vocational/ Technical	Instructional activities involving training for employment in a work-like environment with an active faculty teaching role. A vocational or technical lab delivers specific skills as part of	22.5	1:1.5

	workforce training in an instructor-led environment.		
Practicum	Credit hours for placement in business and industry environments that offer students seeking a certificate or degree, professional-level experience, and responsibility. College faculty are actively involved and present in the field. The faculty member will also collect artifacts and assess achievement of the learning objectives.	45	1:3
Internship	Credit hours for placement in business and industry environments that offer students seeking a certificate or degree, professional-level experience, and responsibility. The internship is to be supervised and carefully structured, based on learning objectives that are related to the student's academic discipline. The objectives are to be established in cooperation with the student, employer, and faculty. The immediate oversight and feedback provided is primarily by the business or industry employer, with occasional oversight by the faculty member.	45	1:3
Music: Studio	Bands, ensembles, music labs and the like conducted by faculty.	37.5	1:2.5
Physical Education/Recreation	Physical education and recreation activities conducted by faculty designed for the development of skill proficiencies.	30	1:2
Art Studio	Painting, sculpture, and other lab type activities conducted by the faculty.	30	1:2

*It is to be noted the above table refers to instructional contact hours and may not be directly correlated to faculty workload.*

## Scheduling Information

"Instructional Type" and "Schedule Type" are separate concepts. Instructional type refers to the above descriptions for various activities used to delivery content/experience. Schedule type refers to the designation in Banner for each course that aligns with the instructional type. Banner includes the expected contact hours per credit hours (based on instructional type) for the course whereas the schedule refers to actual hours based on the Carnegie unit of 750 minutes per credit.

Instructional Activity	Ratio	Actual Contact Hours per Credit Hour (in Banner)	Banner Schedule Type
Lecture	1:1	12.5 (15)	LEC
Laboratory: Academic/Clinical	1:2	25 (30)	LAB CLI
Lecture + Laboratory: Vocational/ Technical (CTE)	1:1.5	18.75 (22.5)	LLB
Lecture and Academic or Clinical Combination	Lecture 1:1 Laboratory 1:2	Lecture 12.5 (15) Lab 25 (30)	LEL
Practicum	1:3	37.5 (45)	PRA
Internships	1:3	37.5 (45)	INT
Music Studio	1:2.5	31.25 (37.5)	SMU
Physical Education	1:2	25 (30)	LAB

## Definitions of Instructional Delivery Types/Course Delivery Options

**Purpose:** The purpose of this procedure is to provide definitions and guidelines for course delivery modes. The definitions and guidelines will be used to ensure students have sufficient time and resources to master the course objectives in all delivery modes including hybrid or online courses.

All delivery modes adhere to the base contact hour guidelines, with one base credit hour equivalent to 750 minutes of instruction.

**Definitions:**

### Traditional

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

**Definition of Instructional Delivery Type:**

Traditional - Also referred to as "face-to-face"; 100% of the approved contact hours for the course are provided in class. The Learning Management System (LMS) –Desire2Learn (D2L) may be used to provide supplemental instruction but shall not replace any contact hours. Interactive Video, such as WebEx or Zoom, can be used to provide synchronous instruction.

### Hybrid

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

Definition of Instructional Delivery Type:

Hybrid – Face-to-face instructional time (determined by approved contact hours for the course) is reduced and replaced by instruction and/or activities which may be provided through another delivery mode (via D2L). All lab hours must be held in the traditional delivery mode. A minimum of 33% of the approved lecture contact hours for the course must be delivered in the synchronous traditional mode. The remaining 67% of lecture time must be accounted for through a documented plan for instructional activities. This plan must be shared with students and readily accessible to them.

### Desire2Learn

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

### Online

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

CCCOOnline is a collaborative effort by all Colorado Community Colleges to provide Internet courses in support of degree and certificate programs at all Colorado Community College System (CCCS) colleges. CCC Online

policies, procedures, and course offerings can be found at <http://www.CCCOnline.org> and are listed in the MCC Schedule of Classes each semester. Credits will transfer easily among participating colleges of the Colorado Community College System. There are several start dates throughout the year.

Definition of Instructional Delivery Type

Online - 100% of instruction and activities are provided asynchronously through D2L. For each credit of the online course, students should be expected to receive 750 minutes of online classroom activities. This will create a seat time equivalency that is equal to the seat time in a Traditional face-to-face class.

### Global

*Global* - Refers to courses that are offered through WebEx. Students may connect to the course from anywhere with an internet connection. Global courses provide synchronous instruction during set times and days. Global courses may either be hybrid or traditional, with the face-to-face portion delivered via WebEx.

### Student Learning Time

In alignment with the Federal Credit Hour Definition and the CDHE base contact hour requirements, students should expect to spend a minimum of two hours per week outside of class time completing work for each course credit. For courses that span longer than the typical fifteen-week semester, the hours per week should be adjusted accordingly.

For hybrid courses, this outside learning time should not be confused with the required instructional time. Hybrid courses require additional instructional time outside of the designated class time to ensure the appropriate contact hours are being met. The learning time is above and beyond the required instructional time in a hybrid course.

For example, a three-credit lecture-based course requires 45 contact hours in total. If it is scheduled to meet two hours per week for 15 weeks, then there is an additional one hour a week of instruction required to meet those required contact hours. Therefore, besides attending the class for the two hours per week, the student should expect to spend the additional one hour a week for instruction as well as another six hours a week in homework time (2hrs per credit for 3 credits).

### Prior Learning Assessment

Prior learning is college-equivalent education acquired through non-traditional schooling, work, or other life experiences. These might include skills from military, job-related training, or volunteer services. Students demonstrate and earn credit for prior learning through such methods as nationalized testing, challenge exams, and portfolio examination. For more information, inquire at the MCC Student Services Office, MCC Center, or view the Prior Learning Assessment Manual at:

<https://internal.cccs.edu/academic-affairs/academic-initiatives/prior-learning-assessment/>

or visit the Colorado Community College System Prior Learning Assessment page at: <https://internal.cccs.edu/academic-affairs/career-college-readiness/prior-learning-assessment/>.

### Test-Out Procedures

Students may request, after classes begin, to test-out of classes they are currently enrolled in if they feel they have sufficient mastery of the subject matter to successfully pass a comprehensive examination of the course competencies. The instructor will set the time for the examination. The grade will be recorded by the instructor and turned in at the end of that semester. The student must make a grade of "C" or higher to receive credit for the course. Students who do not receive a "C" or higher grade will complete the remainder of the required course work.

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

### Challenge Tests

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

## Course Prerequisites and Course Co-requisites

### Course Prerequisites

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

### Course Co-Requisites

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

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

Independent Studies \*\*\* 185-186 and 285-286

(Variable credits 0-12)

Meet the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

\*\*\* can be any prefix

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

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

These courses are supervised cooperative education arrangements between the College and an employer. The courses provide the student with work experience that is relevant to his/her Career & Technical Education (CTE) program and personal career interests. The work and study calendar varies by program and may be adjusted as appropriate to individual interests, need, or the availability of work opportunities. The MCC instructor will provide course objectives to the student and his or her supervisor at the job site. Sessions will be held between the student and instructor to review assignments and course objectives. Actual clock hours for these courses are listed individually by course in the Course Descriptions section of the catalog.

Course Title(s)	Course Numbering
Clinical	xxx 170-174 & 270-274
Internship I & II	xxx 180 & 280
Cooperative Education I & II	xxx 187- & 287
Practicum I & II	xxx 188 & 288
Service Learning	xxx192-194 & 292-294
'xxx' can be any Course Prefix (NUR 170, EDU 188, etc.)	

### Internship Courses (180-182 and 280-282)

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

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

\*\*\* can be any prefix

### Guaranteed Transfer Courses (GT/gtPathways)

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

### GT Pathways General Education Curriculum

GT Pathways courses, in which the student earns a C- or higher, will always transfer and apply to GT Pathways requirements in every Liberal Arts & Sciences bachelor's degree at every public Colorado institution. Note that these courses may not apply to some bachelor's degrees (check <http://higherred.colorado.gov/Data/Degrees.aspx?gtp=no>

for a list of those degrees). You should always seek advising from the appropriate advisor at the college or university you plan to attend to ensure you are selecting the appropriate coursework for your degree and to ensure it will apply to those degree requirements.

See the Colorado Department of Higher Education website at <https://higherred.colorado.gov/Academics/Transfers/gtPathways/curriculum.html> or the Guaranteed Transfer GT Pathways General Education Curriculum and any updates.

### Written Communication - 6 Credit Hours 2 courses

Introductory Writing Course (GT-CO1) and Intermediate Writing Course (GT-CO2)

Or

Intermediate Writing Courses (GT-CO2) and Advanced Writing Course (GT-CO3)

**Mathematics - 3 Credit Hours 1 course** (or a series of three 1-credit hour courses) (GT-MA1)

**Natural & Physical Sciences - 7 Credit Hours 2 courses**, one of which must be GT-SC1

- Course with Required Laboratory (GT-SC1)
- Lecture Course without Required Laboratory (GT-SC2)

### Arts & Humanities, History and Social & Behavioral Sciences - 15 Credit Hours

Arts & Humanities - 2 courses (minimum 3 credits each)

- Arts and Expression (GT-AH1)
- Literature and Humanities (GT-AH2)
- Ways of Thinking (GT-AH3)
- World Languages (must be Intermediate/200 level) (GT-AH4)

History -1 course (minimum 3 credits) (GT-HI1)

Social & Behavioral Sciences -1 course (minimum 3 credits)

- Economic or Political Systems (GT-SS1)
- Geography (GT-SS2)
- Human Behavior, Culture, or Social Frameworks (GT-SS3)

To reach a minimum of 15 credits, please select 1 additional course (minimum 3 credits) in Arts & Humanities or History or Social & Behavioral Sciences.

*(Taken from the CCHE website listed above 04-01-2016)*

### gtPathways Courses

All state community colleges (CCCS), along with Aims Community College and Colorado Mountain College, share common general education core course numbers, prefixes, and titles.

The Colorado Department of Higher Education maintains a list of approved gtPathways (Guaranteed Transfer) courses which includes courses from the Colorado Community College System and other Colorado institutions. Their listing can be sorted by Category, Institution, Course Prefix and Number, etc.

To view the most current list of gtPathways courses, go to the Colorado Department of Higher Education website for Guaranteed Transfer at <https://higherred.colorado.gov/Academics/Transfers/gtPathways/curriculum.html>

<https://higherred.colorado.gov/Academics/Transfers/gtPathways/Curriculum/Courses.aspx>

Click on link to see complete Colorado Department of Higher Education list of gtPathways Approved Courses at all institutions as well as additional details and updates.

List below taken from website on 09/23/2020

Morgan Community College offers many of the approved gtPathways courses through traditional classes, online, and through CCCOnline. Check the MCC Schedule of Courses published each term for offerings.

GTPATHWAYS APPROVED COURSES				
CATEGORY	PREFIX	#	TITLE	CRS
GT-AH1	ART	110	ART APPRECIATION	3
GT-AH1	ART	111	ART HISTORY ANCIENT TO MEDIEVAL	3
GT-AH1	ART	112	ART HISTORY RENAISSANCE TO 1900	3
GT-AH1	ART	207	ART HISTORY - 1900 TO PRESENT	3
GT-AH1	COM	130	COMMUNICATION AND POPULAR CULTURE	3
GT-AH1	DAN	125	HISTORY OF DANCE I	3
GT-AH1	DAN	150	DANCE APPRECIATION	3
GT-AH1	ENG	221	CREATIVE WRITING I	3
GT-AH1	MUS	120	MUSIC APPRECIATION	3
GT-AH1	MUS	121	INTRODUCTION TO MUSIC HISTORY I	3
GT-AH1	MUS	121	MUSIC HISTORY I	3
GT-AH1	MUS	121	MUSIC HISTORY: MEDIEVAL THROUGH CLASSICAL PERIOD	3
GT-AH1	MUS	122	INTRODUCTION TO MUSIC HISTORY II	3
GT-AH1	MUS	122	MUSIC HISTORY II	3
GT-AH1	MUS	122	MUSIC HISTORY: EARLY ROMANTIC PERIOD TO THE PRESENT	3
GT-AH1	MUS	123	SURVEY OF WORLD MUSIC	3
GT-AH1	MUS	125	HISTORY OF JAZZ	3
GT-AH1	THE	105	INTRODUCTION TO THEATER ARTS	3
GT-AH1	THE	105	THEATRE APPRECIATION	3
GT-AH1	THE	108	THEATRE SCRIPT ANALYSIS	3
GT-AH1	THE	211	DEVELOPMENT OF THEATRE: GREEK TO RENAISSANCE	3
GT-AH1	THE	212	DEVELOPMENT OF THEATRE: RESTORATION TO MODERN	3
GT-AH1	THE	215	PLAYWRITING	3
GT-AH2	HUM	103	INTRODUCTION TO FILM ART	3
GT-AH2	HUM	115	WORLD MYTHOLOGY	3
GT-AH2	HUM	121	HUMANITIES: EARLY CIVILIZATION	3
GT-AH2	HUM	121	SURVEY OF HUMANITIES I	3
GT-AH2	HUM	122	HUMANITIES: MEDIEVAL-MODERN	3
GT-AH2	HUM	122	SURVEY OF HUMANITIES II	3
GT-AH2	HUM	123	HUMANITIES: MODERN WORLD	3
GT-AH2	HUM	123	SURVEY OF HUMANITIES III	3

GT-AH2	LIT	115	INTRODUCTION TO LITERATURE	3
GT-AH2	LIT	201	MASTERPIECES OF LITERATURE I	3
GT-AH2	LIT	201	WORLD LITERATURE TO 1600	3
GT-AH2	LIT	202	MASTERPIECES OF LITERATURE II	3
GT-AH2	LIT	202	WORLD LITERATURE AFTER 1600	3
GT-AH2	LIT	205	ETHNIC LITERATURE	3
GT-AH2	LIT	211	AMERICAN LITERATURE TO CIVIL WAR	3
GT-AH2	LIT	211	SURVEY OF AMERICAN LITERATURE	3
GT-AH2	LIT	212	AMERICAN LIT AFTER CIVIL WAR	3
GT-AH2	LIT	212	SURVEY OF AMERICAN LITERATURE II	3
GT-AH2	LIT	221	BRITISH LITERATURE TO 1770	3
GT-AH2	LIT	221	SURVEY OF BRITISH LITERATURE I	3
GT-AH2	LIT	222	BRITISH LITERATURE SINCE 1770	3
GT-AH2	LIT	222	SURVEY OF BRITISH LITERATURE II	8
GT-AH2	LIT	225	INTRODUCTION TO SHAKESPEARE	3
GT-AH2	LIT	246	LITERATURE OF WOMEN	3
GT-AH2	LIT	255	CHILDREN'S LITERATURE	3
GT-AH2	LIT	259	SURVEY OF AFRICAN AMERICAN LITERATURE	3
GT-AH2	LIT	268	CELTIC LITERATURE	3
GT-AH3	PHI	111	INTRODUCTION TO PHILOSOPHY	3
GT-AH3	PHI	112	ETHICS	3
GT-AH3	PHI	113	LOGIC	3
GT-AH3	PHI	114	COMPARATIVE RELIGIONS	3
GT-AH3	PHI	115	WORLD RELIGIONS WEST	3
GT-AH3	PHI	116	WORLD RELIGIONS EAST	3
GT-AH3	PHI	205	BUSINESS ETHICS	3
GT-AH3	PHI	213	SYMBOLIC LOGIC	3
GT-AH3	PHI	214	PHILOSOPHY OF RELIGION	3
GT-AH3	PHI	218	ENVIRONMENTAL ETHICS	3
GT-AH3	PHI	220	PHILOSOPHY OF DEATH AND DYING	3
GT-AH4	ASL	221	AMERICAN SIGN LANGUAGE IV	3
GT-AH4	ASL	222	AMERICAN SIGN LANGUAGE V	3
GT-AH4	FRE	211	FRENCH LANGUAGE III	3
GT-AH4	FRE	212	FRENCH LANGUAGE IV	3
GT-AH4	GER	211	GERMAN LANGUAGE III	3
GT-AH4	GER	212	GERMAN LANGUAGE IV	3
GT-AH4	ITA	211	ITALIAN LANGUAGE III	3
GT-AH4	ITA	212	ITALIAN LANGUAGE IV	3
GT-AH4	JPN	211	JAPANESE LANGUAGE III	3
GT-AH4	JPN	212	JAPANESE LANGUAGE IV	3
GT-AH4	RUS	211	RUSSIAN LANGUAGE III	3
GT-AH4	RUS	212	RUSSIAN LANGUAGE IV	3
GT-AH4	SPA	211	SPANISH LANGUAGE III	3



GT-AH4	SPA	212	SPANISH LANGUAGE IV	3
GT-CO1	ENG	121	ENGLISH COMPOSITION I	3
GT-CO1	ENG	131	TECHNICAL WRITING I	3
GT-CO2	ENG	122	ENGLISH COMPOSITION II	3
GT-CO3	ENG	201	COMPOSITION III: WRITING FOR PUBLIC DISCOURSE	3
GT-CO3	HIS	265	WRITING ABOUT HISTORY	3
GT-HI1	HIS	101	WESTERN CIVILIZATION: ANTIQUITY - 1650	3
GT-HI1	HIS	102	WESTERN CIVILIZATION: 1650 - PRESENT	3
GT-HI1	HIS	111	THE WORLD: ANTIQUITY - 1500	3
GT-HI1	HIS	112	THE WORLD: 1500 - PRESENT	3
GT-HI1	HIS	112	WORLD CIVILIZATION II	3
GT-HI1	HIS	121	U.S. HISTORY TO RECONSTRUCTION	3
GT-HI1	HIS	122	U.S. HISTORY SINCE THE CIVIL WAR	3
GT-HI1	HIS	201	U.S. HISTORY I	3
GT-HI1	HIS	201	U.S. HISTORY TO RECONSTRUCTION	3
GT-HI1	HIS	202	U.S. HISTORY SINCE THE CIVIL WAR	3
GT-HI1	HIS	203	CIVIL WAR ERA IN AMERICAN HISTORY	3
GT-HI1	HIS	205	WOMEN IN WORLD HISTORY	3
GT-HI1	HIS	207	AMERICAN ENVIRONMENTAL HISTORY	3
GT-HI1	HIS	208	AMERICAN INDIAN HISTORY	3
GT-HI1	HIS	215	WOMEN IN U.S. HISTORY	3
GT-HI1	HIS	218	HISTORY OF SCIENCE AND TECHNOLOGY	3
GT-HI1	HIS	225	COLORADO HISTORY	3
GT-HI1	HIS	235	HISTORY OF THE AMERICAN WEST	3
GT-HI1	HIS	236	U.S. HISTORY SINCE 1945	3
GT-HI1	HIS	243	HISTORY OF MODERN CHINA	3
GT-HI1	HIS	244	HISTORY OF LATIN AMERICA	3
GT-HI1	HIS	245	U.S. IN THE WORLD	3
GT-HI1	HIS	246	HISTORY OF MEXICO	3
GT-HI1	HIS	247	20TH CENTURY WORLD HISTORY	3
GT-HI1	HIS	249	HISTORY OF ISLAMIC CIVILIZATION	3
GT-HI1	HIS	250	AFRICAN AMERICAN HISTORY	3
GT-HI1	HIS	251	THE HISTORY OF CHRISTIANITY IN THE WORLD	3
GT-HI1	HIS	255	THE MIDDLE AGES	3
GT-HI1	HIS	259	MODERN MIDDLE EAST	3
GT-HI1	HIS	260	FOREIGN RELATIONS HISTORY	3
GT-HI1	HIS	260	U.S. FOREIGN RELATIONS HISTORY	3
GT-MA1	MAT	120	MATHEMATICS FOR THE LIBERAL ARTS	4
GT-MA1	MAT	121	COLLEGE ALGEBRA	4
GT-MA1	MAT	122	COLLEGE TRIGONOMETRY	3
GT-MA1	MAT	123	FINITE MATHEMATICS	4

GT-MA1	MAT	125	SURVEY OF CALCULUS	4
GT-MA1	MAT	135	INTRODUCTION TO STATISTICS	3
GT-MA1	MAT	155	INTEGRATED MATH I	3
GT-MA1	MAT	156	INTEGRATED MATH II	3
GT-MA1	MAT	166	PRE-CALCULUS	5
GT-MA1	MAT	201	CALCULUS I	5
GT-MA1	MAT	202	CALCULUS II	5
GT-MA1	MAT	203	CALCULUS III	4
GT-MA1	MAT	204	CALCULUS III WITH ENGINEERING APPLICATIONS	5
GT-MA1	MAT	215	DISCRETE MATHEMATICS	4
GT-MA1	MAT	261	DIFFERENTIAL EQUATIONS WITH ENGINEERING APPLICATIONS	4
GT-MA1	MAT	265	DIFFERENTIAL EQUATIONS	3
GT-SC1	AGY	240	INTRODUCTORY SOIL SCIENCE, W/LAB	4
GT-SC1	ANT	111	BIOLOGICAL ANTHROPOLOGY, W/LAB	4
GT-SC1	ANT	212	INTRODUCTION TO FORENSIC ANTHROPOLOGY W/LAB	4
GT-SC1	AST	101	PLANETARY ASTRONOMY I, WITH LAB	4
GT-SC1	AST	102	STELLAR ASTRONOMY II, WITH LAB	4
GT-SC1	BIO	104	BIOLOGY: A HUMAN APPROACH	4
GT-SC1	BIO	105	SCIENCE OF BIOLOGY, WITH LAB	4
GT-SC1	BIO	111	GENERAL COLLEGE BIOLOGY I, WITH LAB	5
GT-SC1	BIO	112	GENERAL COLLEGE BIOLOGY II, WITH LAB	5
GT-SC1	BIO	201	ANATOMY & PHYSIOLOGY I, WITH LAB	4
GT-SC1	BIO	202	ANATOMY & PHYSIOLOGY II, WITH LAB	4
GT-SC1	BIO	204	MICROBIOLOGY, WITH LAB	4
GT-SC1	BIO	208	GENERAL COLLEGE MICROBIOLOGY, WITH LAB	5
GT-SC1	BIO	220	GENERAL ZOOLOGY, WITH LAB	5
GT-SC1	BIO	221	BOTANY WITH LABORATORY	5
GT-SC1	BIO	224	GENETICS	4
GT-SC1	CHE	101	INTRO TO CHEMISTRY I, WITH LAB	5
GT-SC1	CHE	102	INTRO TO CHEMISTRY II, WITH LAB	5
GT-SC1	CHE	105	CHEMISTRY IN CONTEXT, WITH LAB	5
GT-SC1	CHE	111	GENERAL COLLEGE CHEMISTRY I W/LAB	5
GT-SC1	CHE	112	GENERAL COLLEGE CHEMISTRY II, WITH LAB	5
GT-SC1	ENV	101	INTRODUCTION TO ENVIRONMENTAL SCIENCE, WITH LAB	4
GT-SC1	GEO	111	PHYSICAL GEOGRAPHY - LANDFORMS, WITH LAB	4
GT-SC1	GEO	112	PHYSICAL GEOGRAPHY - WEATHER, CLIMATE & ECOSYSTEMS WITH LAB	4

GT-SC1	GEY	111	PHYSICAL GEOLOGY, WITH LAB	4
GT-SC1	GEY	112	HISTORICAL GEOLOGY, WITH LAB	4
GT-SC1	GEY	121	HISTORICAL GEOLOGY, WITH LAB	4
GT-SC1	GEY	135	ENVIRONMENTAL GEOLOGY, WITH LAB	4
GT-SC1	GEY	216	GENERAL OCEANOGRAPHY, WITH LAB	4
GT-SC1	MET	150	GENERAL METEOROLOGY, WITH LAB	4
GT-SC1	PHY	105	CONCEPTUAL PHYSICS WITH LAB	4
GT-SC1	PHY	107	ENERGY SCIENCE AND TECHNOLOGY, WITH LAB	4
GT-SC1	PHY	111	PHYSICS: ALGEBRA-BASED I, WITH LAB	5
GT-SC1	PHY	112	PHYSICS: ALGEBRA-BASED II, W/LAB	5
GT-SC1	PHY	211	PHYSICS: CALCULUS-BASED I, W/LAB	5
GT-SC1	PHY	212	PHYSICS: CALCULUS-BASED II, W/LAB	5
GT-SC1	SCI	155	INTEGRATED SCIENCE I: PHYSICS AND CHEMISTRY, WITH LAB	4
GT-SC1	SCI	156	INTEGRATED SCIENCE II: EARTH AND LIFE SCIENCE, WITH LAB	4
GT-SC2	AST	150	ASTROBIOLOGY	3
GT-SC2	AST	155	ASTRONOMY ANCIENT CULTURES	3
GT-SC2	AST	160	COSMOLOGY	3
GT-SC2	BIO	103	PRINCIPLES OF ANIMAL BIOLOGY	3
GT-SC2	BIO	116	INTRODUCTION TO HUMAN DISEASE	3
GT-SC2	ENV	110	NATURAL DISASTERS	3
GT-SC2	GEY	108	GEOLOGY OF U.S. NATIONAL PARKS	3
GT-SC2	SCI	105	SCIENCE IN SOCIETY	3
GT-SS1	AGE	102	AGRICULTURE ECONOMICS	3
GT-SS1	ECO	101	ECONOMICS OF SOCIAL ISSUES	3
GT-SS1	ECO	201	PRINCIPLES OF MACROECONOMICS	3
GT-SS1	ECO	202	PRINCIPLES OF MICROECONOMICS	3
GT-SS1	ECO	211	GENDER IN THE ECONOMY	3
GT-SS1	ECO	245	ENVIRONMENTAL ECONOMICS	3
GT-SS1	POS	105	INTRODUCTION TO POLITICAL SCIENCE	3
GT-SS1	POS	111	AMERICAN GOVERNMENT	3
GT-SS1	POS	125	AMERICAN STATE AND LOCAL GOVERNMENT	3
GT-SS1	POS	205	INTERNATIONAL RELATIONS	3
GT-SS1	POS	215	CURRENT POLITICAL ISSUES	3
GT-SS1	POS	225	COMPARATIVE GOVERNMENT	3
GT-SS2	GEO	105	WORLD REGIONAL GEOGRAPHY	3
GT-SS2	GEO	106	HUMAN GEOGRAPHY	3
GT-SS3	AGR	260	WORLD INTERDEPENDENCE: POPULATION AND FOOD	3
GT-SS3	ANT	101	CULTURAL ANTHROPOLOGY	3

GT-SS3	ANT	102	CULTURAL ANTHROPOLOGY LABORATORY	1
GT-SS3	ANT	103	ARCHAEOLOGY LABORATORY	1
GT-SS3	ANT	104	PHYSICAL ANTHROPOLOGY LABORATORY	1
GT-SS3	ANT	107	INTRODUCTION TO ARCHAEOLOGY	3
GT-SS3	ANT	108	ARCHAEOLOGY OF WORLD ROCK ART	3
GT-SS3	ANT	111	PHYSICAL ANTHROPOLOGY	3
GT-SS3	ANT	215	NATIVE PEOPLE OF NORTH AMERICA	3
GT-SS3	ANT	225	ANTHROPOLOGY OF RELIGION	3
GT-SS3	ANT	250	MEDICAL ANTHROPOLOGY	3
GT-SS3	COM	220	INTERCULTURAL COMMUNICATION	3
GT-SS3	CRJ	110	INTRODUCTION TO CRIMINAL JUSTICE	3
GT-SS3	ETH	200	INTRODUCTION TO ETHNIC STUDIES	3
GT-SS3	ETH	215	DISCRIMINATION AND DIVERSITY	3
GT-SS3	JOU	105	INTRODUCTION TO MASS MEDIA	3
GT-SS3	PSY	101	GENERAL PSYCHOLOGY I	3
GT-SS3	PSY	102	GENERAL PSYCHOLOGY II	3
GT-SS3	PSY	205	PSYCHOLOGY OF GENDER	3
GT-SS3	PSY	217	HUMAN SEXUALITY	3
GT-SS3	PSY	226	SOCIAL PSYCHOLOGY	3
GT-SS3	PSY	227	PSYCHOLOGY OF DEATH AND DYING	3
GT-SS3	PSY	231	POSITIVE PSYCHOLOGY	3
GT-SS3	PSY	235	HUMAN GROWTH & DEVELOPMENT	3
GT-SS3	PSY	238	CHILD DEVELOPMENT	3
GT-SS3	PSY	240	HEALTH PSYCHOLOGY	3
GT-SS3	PSY	249	ABNORMAL PSYCHOLOGY	3
GT-SS3	PSY	265	PSYCHOLOGY OF PERSONALITY	3
GT-SS3	SOC	101	INTRODUCTION TO SOCIOLOGY I	3
GT-SS3	SOC	102	INTRODUCTION TO SOCIOLOGY II	3
GT-SS3	SOC	205	SOCIOLOGY OF FAMILY DYNAMICS	3
GT-SS3	SOC	207	ENVIRONMENTAL SOCIOLOGY	3
GT-SS3	SOC	215	CONTEMPORARY SOCIAL PROBLEMS	3
GT-SS3	SOC	216	SOCIOLOGY OF GENDER	3
GT-SS3	SOC	218	SOCIOLOGY OF DIVERSITY	3
GT-SS3	SOC	220	SOCIOLOGY OF RELIGION	3
GT-SS3	SOC	231	SOCIOLOGY OF DEVIANT BEHAVIOR	3
GT-SS3	SOC	237	SOCIOLOGY OF DEATH AND DYING	3
GT-SS3	WST	200	INTRO TO WOMEN'S STUDIES	3
GT-SS3	WST	225	WOMEN AND SOCIAL ACTION	3
GT-SS3	WST	240	GODDESSES AND WOMEN OF THE ANCIENT WORLD	3
GT-SS3	WST	249	WOMEN'S SEXUALITY	3

GT-SS3	PSY	249	ABNORMAL PSYCHOLOGY	3
GT-HI1	HIS	250	AFRICAN AMERICAN HISTORY	3
GT-HI1	HIS	247	20TH CENTURY WORLD HISTORY	3
GT-SS3	PSY	249	ABNORMAL PSYCHOLOGY	3
GT-HI1	HIS	250	AFRICAN AMERICAN HISTORY	3

## COURSE DESCRIPTIONS

Credit courses offered by MCC are grouped by subject areas and programs. The programs and areas are in alphabetical order.

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

If a course is a Colorado Guaranteed Transfer course, it will contain either, "GT:xxx" or ":xxx." See the Guaranteed Transfer section of the catalog for specific information regarding Guaranteed Transfer courses.

The course section is the last three digits of the course and indicates a specific time, location, instructor, delivery method for that course in a specific term. The course section only appears in the course schedule, as it is tied to an offered course in a term. The section number may also indicate whether the course is a traditional, online, hybrid, global, or CCC Online delivery method. See the key in the course schedule of classes for each term.

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

"Hours" indicate the total number of class contact hours during the term. This will help determine the instructional time that a student will have, as well as the estimated additional time needed outside the classroom for study, lab, and other activities that the student will need to set aside.

Some courses require a special laboratory fee. This is indicated in the course schedule, Tuition and Fees table.

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

Note: Not all courses are offered each term at every site. Please refer to the current Class Schedule at: [www.MorganCC.edu](http://www.MorganCC.edu)

*Also Note: MCC also offers some courses exclusively through CCCOnline. If the course description is not listed for a CCC Online course, you can find it at [www.CCC.Online.org](http://www.CCC.Online.org).*

*For a list of suggested courses in specific programs of study, refer to the appropriate program in DEGREES & CERTIFICATES section of the MCC Catalog.*

### AAA - Advancing Academic Achievement

#### AAA 090 - Academic Achievement Strategies (3)

Prerequisite: None

45 lecture hours

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

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

#### AAA 099 - Active Learning Skills (1)

Prerequisite: None

15 Lecture hours

Allows students a variety of experiences in tutorial and enhanced learning activities in the reading, writing, math, and ESL. Topics include academic support, learning styles, and contextualized learning. Students will acquire reading, English composition, English as a Second Language and/or mathematics skills through the use of course tutorial software and individualized instruction.

*Also CCCOnline*

#### AAA 101 - College 101: The Student Experience (1)

Prerequisite: None

15 lecture hours

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

*Previously AAA 101-Accounting Summer 1990-Summer 2001*

### ABM - Agriculture Business Management

#### ABM 103 - Records and Business Planning I (3)

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines the options available to set up a computerized record keeping system for an agricultural business. Focus is on the selection of a computer software package for the agricultural business. Computer terminology associated with a computerized record keeping system and importance of business planning will be discussed.

*Added at MCC Fall 2017*

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**ABM 104 - Records & Business Planning II (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies the proper setup and implementation of accounting software for an agricultural business. A chart of accounts and beginning balance sheet will be created for a computerized record keeping system. Data entry methods for the accounting software and identification of business plan components specific to student needs will also be discussed.

*Added at MCC Fall 2017*

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**ABM 105 - Records and Business Planning III (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines cash and accrual accounting concepts and basic financial statements created for an agricultural business plan.

*Added at MCC Fall 2017*

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**ABM 106 - Records & Business Planning IV (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Determines the proper processes to maintain an accurate record keeping system for an agricultural business.

*Added at MCC Fall 2017*

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**ABM 107 - Records & Business Planning V (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines how to create financial business reports from an accounting system for an agricultural business and utilize decision aid tools pertinent to the student's need.

*Added at MCC Fall 2017*

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**ABM 108 - Records & Business Planning VI (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Explains how to utilize a computerized accounting record keeping system to generate accurate financial records for an agricultural business.

*Added at MCC Fall 2017*

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**ABM 113 - Financial Analysis I (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines the purpose of enterprise analysis. Identification of accounting data used in enterprise analysis, enterprise features of an accounting system, and the need for additional enterprise software will be addressed.

*Added at MCC Fall 2017*

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**ABM 114 - Financial Analysis II (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines breakeven figures for business enterprises. This course will cover the calculation process for determining production figures for enterprises as well as refining an established accounting system to generate enterprise data accurately.

*Added at MCC Fall 2017*

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**ABM 115 - Financial Analysis III (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develop cash flow and enterprise budgets. Student will learn cash flow concepts and the relationship to enterprise budgets. Use of data from an accounting system as well as other decision aid tools will be used in the cash flow and enterprise budget development.

*Added at MCC Fall 2017*

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**ABM 116 - Financial Analysis IV (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develop a cost and market value accrual balance sheet. This course focuses on the development of cost and marketing value balance sheets. Accrual features of an established accounting system will be analyzed in determining data that can be generated and utilized in the development of this financial statement.

*Added at MCC Fall 2017*

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**ABM 117 - Financial Analysis V (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develop an accrual income statement. This course will focus on the development of an accrual income statement and examine this financial statement relevancy. Data from an established accounting system to use in the development will be identified.

*Added at MCC Fall 2017*

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**ABM 118 - Financial Analysis VI (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Determine financial health of a business with the use of industry financial ratios. This course focuses on industry ratios used in determining the financial health of a business. Types of ratios as well as their calculations will be discussed. Comparisons of financial statements from an accounting system will be utilized.

*Added at MCC Fall 2017*

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**ABM 123 - Commodity Marketing I (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Determine marketing strategies for agriculture commodities. Discussion will include identifying marketing information sources and defining marketing terminology. The students will also examine ways they can use current and forward marketing strategies in their operation. Course will also focus on enterprise identification and refinement of software enterprise features for production data.

*Added at MCC Fall 2017*

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**ABM 124 - Commodity Marketing II (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identify the function of basis in market price discovery, how to calculate margin account futures activity, and how to utilize option contracts in mitigating market risks. Investigation of software applications to further the calculations for production costs will be addressed.

*Added at MCC Fall 2017*

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**ABM 125 - Commodity Marketing III (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Utilizes enterprise production data and its impact on cash flow to determine marketing strategies.

Co-requisite: None

*Added at MCC Fall 2017*

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**ABM 126 - Commodity Marketing IV (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Analyzes price behavior using both technical and fundamental analysis. A marketing plan will be developed using calculated production costs and marketing strategies.

*Added at MCC Fall 2017*

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**ABM 127 - Commodity Marketing V (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Covers evaluations and revisions of a marketing plan using actual production costs, local marketing alternatives, futures and option contracts, and technical analysis. Utilization of the plan will be determined.

*Added at MCC Fall 2017*

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**ABM 128 - Commodity Marketing VI (3)**

---

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private Instruction hours

Covers evaluation and refining of cost of production for all enterprises to select marketing strategies. Utilize these calculations in developing and implementing a production data base.

*Added at MCC Fall 2017*

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**ABM 163 - Marketing Plan Development I (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Covers the use of marketing research to analyze the initial steps in developing a marketing plan. The focus will be on product and service component of the market plan. Data trends for products and services from an accounting system will be utilized in the analysis process.

*Added at MCC Fall 2017*

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**ABM 164 - Marketing Plan Development II (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Covers development of a customer and competitive analysis for a market plan. Research on market potential and target areas will be included.

*Added at MCC Fall 2017*

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**ABM 165 - Marketing Plan Development III (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops a pricing strategy for a marketing plan. Development of a pricing strategy will include price/quality relationships, sales methods, and ways to add value to products/services. Data from an inventory system as well as sales and expenses for products/services will be addressed.

*Added at MCC Fall 2017*

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**ABM 166 - Marketing Plan Development IV (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops a promotional strategy for a marketing plan. Development will include examining the business image, use of technology and media. Promotional costs will be addressed.

*Added at MCC Fall 2017*

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**ABM 167 - Marketing Plan Development V (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Interprets data needed for all components in a marketing plan. Identification of data collected for sections of the marketing plan will be analyzed. The need for additional decision aid tools will be examined. A historical trend analysis for sales and expenses for use in the marketing plan will be developed.

*Added at MCC Fall 2017*

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**ABM 168 - Marketing Plan Development VI (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Designs a marketing plan for the business. Overall marketing plan will be written with focus on how the plan differentiates from others. Cash flow ability will determine feasibility of the plan.

*Added at MCC Fall 2017*

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**ABM 203 - Web Productivity/Utilization I (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Assesses business' present use of the internet and the relationships to improved productivity.

*Added at MCC Fall 2017*

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**ABM 204 - Web Productivity/Utilization II (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies common terminology and minimum technical requirements for internet use. Focuses on common technology terms to broaden knowledge of the internet and to add credibility to one's use of technology. Addresses identification of the business' equipment for internet use. Emphasizes understanding and utilizing the tools available and the technical capabilities of the present business.

*Added at MCC Fall 2017*

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**ABM 205 - Web Productivity/Utilization III (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Appraises the components for the initial development of a web use plan for the business.

*Added at MCC Fall 2017*

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**ABM 206 - Web Productivity/Utilization IV (3)**

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Prerequisite: None

5 lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Evaluates the effectiveness of the business' communication component of a web use plan. Emphasis on improved utilization of the internet for communication to customers, vendors, financial institutions and other professionals.

*Added at MCC Fall 2017*

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**ABM 207 - Web Productivity/Utilization V (3)**

---

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Evaluate the effectiveness of the search component of a web use plan. Emphasis will be placed on improved utilization of searching the internet for information pertinent to the business.

*Added at MCC Fall 2017*

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**ABM 208 - Web Productivity/Utilization VI (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Evaluate the need for web presence as a component in the web use plan. Focus will be on the refinement of all web use components and implementation of the agribusiness web use plan relating to business operations.

*Added at MCC Fall 2017*

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**ABM 213 - Advanced Business Management I (3)**

---

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Interprets in-depth financial analysis processed for the business. This will include advanced financial analysis terminology and financial statements.

*Added at MCC Fall 2017*

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**ABM 214 - Advanced Business Management II (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Analyzes existing financial trends and emphasis of pro forma activities for further analysis of the business. Utilization of accurate accrual records and historical data will provide the basis of the pro forma statement development as it currently operates.

*Added at MCC Fall 2017*

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**ABM 215 - Advanced Business Management III (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies and examines alternative enterprise(s) for the business. This will include measuring the business performance past and present and assessing business goals.

*Added at MCC Fall 2017*

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**ABM 216 - Advanced Business Management IV (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Evaluates and assesses revisions to the business plan. This will include a process for periodic review with a focus on strengthening of management skills.

*Added at MCC Fall 2017*

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**ABM 217 - Advanced Business Management V (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies critical areas in the business and sources of business risk. Various methods of researching resource materials to keep business plan current will be addressed as well as identifying alternatives to minimize future risks.

*Added at MCC Fall 2017*

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**ABM 218 - Advance Business Management VI (3)**

---

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Changes business plan to include a risk management component which addresses the critical issues identified.

*Added at MCC Fall 2017*

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**ABM 223 - Integrated Management I (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Explains the general concepts of integrated management, importance, and relationship to business sustainability.

*Added at MCC Fall 2017*

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**ABM 224 - Integrated Management II (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines technological techniques currently available and the importance of risk management in the integrated management plan.

*Added at MCC Fall 2017*

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**ABM 225 - Integrated Management III (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Evaluates data and software currently used as well as the strengths and weaknesses of the business risk management plan as it relates to technology integration.

Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

*Added at MCC Fall 2017*

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**ABM 226 - Integrated Management IV (3)**

---

Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Analyze current use of technology and identify what change(s) should be addressed to have improved information and data for the agricultural business.

*Added at MCC Fall 2017*

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**ABM 227 - Integrated Management V (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Creates a preliminary data and software management plan incorporating new or improved technology integration methods that have been identified.

*Added at MCC Fall 2017*

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**ABM 228 - Integrated Management VI (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops an implementation plan for integrated management that addresses software, data, risk reduction and financial impact.

*Added at MCC Fall 2017*



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**ABM 233 - Profit Maximization I (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Lists the major business organizational structures available to agribusiness operations and compare the advantages and disadvantages of each. Document the risk management and financial responsibilities of each. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

*Added at MCC Fall 2019*

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**ABM 234 - Profit Maximization II (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops an understanding of basis agricultural business taxes and their preparation. Special emphasis will be placed on alternative rules for depreciating farm property. The student will also document the income tax implications of alternative business organizational structure.

Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

*Added at MCC Fall 2019*

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**ABM 235 - Profit Maximization III (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Compares the relationship between input levels and the corresponding output. Demonstrate how to calculate the production response from alternative levels of input allocation within an enterprise and among alternative enterprises.

Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

*Added at MCC Fall 2019*

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**ABM 236 - Profit Maximization IV (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Defines basic economic concepts that enhance the financial success of an agriculture operation. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

*Added at MCC Spring 2020*

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**ABM 237 - Profit Maximization V (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Analyzes production costs and revenue from an economic standpoint. Identifies the production level that allows profits to be maximized. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

*Added at MCC Spring 2020*

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**ABM 238 - Profit Maximization VI (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines the concepts that determines how market prices are established in a purely competitive agriculture environment.

Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

*Added at MCC Spring 2020*

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**ABM 243 - Rural Business Entrepreneurship I (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies components of a business plan for a new business venture. This course centers on the collection of data necessary for the development.

*Added at MCC Fall 2017*

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**ABM 244 - Rural Business Entrepreneurship II (3)**

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Prerequisite: None

5 lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops a customer analysis component for a new venture business plan and analyzes the product/service component. Focuses on customer analysis component including targeting customers and customer profiles. Customer wants and needs will be listed and compared with the product/service component.

*Added at MCC Fall 2017*

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**ABM 245 - Rural Business Entrepreneurship III (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies target markets and develops a competition analysis for a new business venture. Focuses identifying target markets and the potential as well as the development of the competition analysis component of the new venture business plan.

*Added at MCC Fall 2017*

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**ABM 246 - Rural Business Entrepreneurship IV (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies the enterprises for a new business venture and the financial statements needed for the development of the financial section.

*Added at MCC Fall 2017*

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**ABM 247 - Rural Business Entrepreneurship V (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops sale and expense forecasts for the creation of a new venture business plan.

*Added at MCC Fall 2017*

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**ABM 248 - Rural Business Entrepreneurship VI (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies startup costs and develop a cash flow for a new business venture. Focuses on the development of a cash flow and evaluation of financial statements. Financial statement evaluation will point to financing needs and identification of business venture risks.

*Added at MCC Fall 2017*

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**ABM 253 - Leadership Human Resource Management I (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Defines leadership and identify the process of leadership and what are effective leadership skills. Focuses on the concepts and skills associated with effective leadership.

*Added at MCC Fall 2017*

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**ABM 254 - Leadership Human Resource Management II (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies concepts associated with functional teams and examine stress management concepts in a business environment. Focuses on concepts relating to leadership management, characteristics of functional teams and stress management.

*Added at MCC Fall 2017*

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**ABM 255 - Leadership Human Resource Management III (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Identifies human resource management tools that can help manage essential HR and people-oriented tasks.

*Added at MCC Fall 2017*

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**ABM 256 - Leadership Human Resource Management IV (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Examines team building within the business and develops a leadership plan to optimize team performance.

*Added at MCC Fall 2017*

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**ABM 257 - Leadership Human Resource Management V (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops a stress management reduction plan. This course includes analyzing stressful situations, effective ways to deal with stress, and the development of a stress reduction plan and techniques.

*Added at MCC Fall 2017*

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### **ABM 258 - Leadership Human Resource Management VI (3)**

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Prerequisite: None

5 Lecture hours, 41.7 Co-op hours, 7.5 Private instruction hours

Develops a handbook that addresses human resource practices for a business.

*Added at MCC Fall 2017*

## **ACC - Accounting**

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### **ACC 101 - Fundamentals of Accounting (3)**

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Prerequisite: None

45 lecture hours

Introduces accounting fundamentals with emphasis on the procedures and practices used in business organizations. Major topics include the accounting cycle for service and merchandising companies, including end-of-period reporting.

*Added at MCC Fall 2001*

*Also CCCOnline*

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### **ACC 115 - Payroll Accounting (3)**

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

30 lecture hours, 22.5 lab hours

Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

*Added at MCC Fall 2003*

*Also CCCOnline*

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### **ACC 121 - Accounting Principles I (4)**

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Prerequisite: None

60 lecture hours

This course introduces accounting principles for understanding the theory and logic that underlie procedures and practices for business organizations. Major topics include the accounting cycle for service and merchandising companies, internal control principles and practices, notes and interest, inventory systems and costing, and plant and intangible asset accounting.

*Added at MCC Spring 2001*

*Also CCCOnline*

---

### **ACC 122 - Accounting Principles II (4)**

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

60 lecture hours

This course continues the application of accounting principles to business organizations. Major topics include corporate equity and debt financing, investments, cash flow statements, financial analysis, budgeting, cost and managerial accounting.

*Added at MCC Spring 2001*

*Also CCCOnline*

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### **ACC 125 - Computerized Accounting (3)**

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

15 lecture hours, 45 lab hours

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

*Added at MCC Fall 2000*

*Also CCCOnline*

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### **ACC 131 - Income Tax (3)**

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Prerequisite: None

45 lecture hours

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

*Added at MCC Spring 2000*

*Also CCCOnline*

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### **ACC 132 - Tax Help Colorado (2)**

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Prerequisite: None

30 lecture hours

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

*Added at MCC Fall 2008*

*Also CCCOnline*

---

### **ACC 133 - Tax Help Colorado Site Lab (1)**

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Prerequisite: None

22.5 lab hours

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

*Added at MCC Fall 2008*

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### ACC 135 - Spreadsheet Applications for Accounting (3)

---

Prerequisite: None

45 lecture hours

Introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental spreadsheet concepts. The spreadsheet is used as a problem solving and decision-making tool.

*Added at MCC*

*Also CCCOnline*

---

### ACC 211 - Intermediate Accounting I (4)

---

Prerequisite: None

60 lecture hours

Focuses on comprehensive analysis of generally accepted accounting principles (GAAP), accounting theory, concepts and financial reporting principles for public corporations. It is the first of a two-course sequence in financial accounting and is designed primarily for accounting and finance majors. Focuses on the preparation and analysis of business information relevant and useful to external users of financial reports. Explores the theories, principles and practices surveyed in Accounting Principles and critically examines 'real-world' financial analysis and reporting issues.

*Added at MCC*

*Also CCCOnline*

---

### ACC 212 - Intermediate Accounting II (4)

---

Prerequisite: None

60 lecture hours

Focuses on the theoretical and practical aspects of accounting for long-term liabilities, stockholders' equity, investments, pensions and leases. Includes income tax allocation, financial statement analysis, cash flow statements and accounting methods changes.

*Added at MCC Fall 2000*

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### ACC 216 - Governmental and Not-for-profit Accounting (3)

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Prerequisite: None

45 lecture hours

Addresses concepts of budgetary control as a matter of law and public administration theory. Accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations are presented.

*Added at MCC Fall 2000*

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### ACC 226 - Cost Accounting (3)

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Prerequisite: None

45 lecture hours

Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, processes, standards, and direct cost systems, budgeting, planning, and control of costs.

*Added at MCC Fall 2000*

*Also CCCOnline*

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## ACT - Automotive Collision Technology

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### ACT 110 - Safety in Collision Repair (2)

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Prerequisite: None

22.5 lecture hours, 11.75 lab hours

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

*Replaces CRT 110 Fall 1994-Summer 2001*

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### ACT 111 - Metal Welding & Cutting I (3)

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Prerequisite: None

30 lecture hours, 22.5 lab hours

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

*Added at MCC Fall 2001*

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### ACT 121 - Non-Structural Repair Preparation (3)

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Prerequisite: None

30 lecture hours, 22.5 lab hours

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

*Added at MCC Fall 2001*

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### ACT 122 - Panel Repair & Replacements (3)

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Prerequisite: None

15 lecture hours, 45 lab hours

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

*Added at MCC Fall 2001*

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**ACT 123 - Metal Finishing & Body Filling (3)**

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Prerequisite: None

15 lecture hours, 45 lab hours

Develops skills in metal finishing, metal shrinking, and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection and safety procedures for tools and equipment selected. Paintless Dent Repair Tools will also be introduced in this course along with beginning level repair techniques.

*Added at MCC Fall 2001; Course Description Change Fall 2016*

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**ACT 124 - Replace Weld-on Exterior Panel (3)**

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Prerequisite: None

15 lecture hours, 45 lab hours

Covers the replacement of welded-on exterior panels such as quarters, roofs, cab panels, side panels, etc. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection, and safety procedures for tools and equipment selected.

*Added at MCC Fall 2019*

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**ACT 131 - Structural Damage Diagnosis (3)**

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Prerequisite: None

30 lecture hours, 22.5 lab hours

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

*Added at MCC Fall 2001*

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**ACT 132 - Structural Damage Repair (2)**

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Prerequisite: None

15 lecture hours, 22.5 lab hours

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

*Added at MCC Fall 2001; Effective Fall 2016 credit hours changed from 3 to 2 and contact hours changed from 30 lecture and 23 lab to 15 lecture and 22.5 lab*

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**ACT 141 - Refinishing Safety (1)**

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Prerequisite: None

15 lecture hours

Covers correct use of safety procedures used in refinishing.

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

*Added at MCC Fall 2001*

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**ACT 142 - Surface Preparation I (2)**

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Prerequisite: None

15 lecture hours, 22.5 lab hours

Perform surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials and priming. The application of primers includes rationale and use of colored primers and sealers. In addition, the course will cover spot-priming for repaired areas.

*Added at MCC Fall 2001*

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**ACT 143 - Spray Equipment Operation (2)**

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Prerequisite: None

15 lecture hours, 22.5 lab hours

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

*Added at MCC Fall 2001*

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**ACT 144 - Refinishing I (2)**

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Prerequisite: None

15 lecture hours, 22.5 lab hours

Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching and selections of materials. Proper paint gun 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*

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**ACT 151 - Plastics & Adhesives I (1)**

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Prerequisite: None

15 lecture hours

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

*Added at MCC Fall 2001*

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### **ACT 170 - Automotive Collision Technology Lab Experiences I (1)**

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Prerequisite: None

22.5 Lab hours

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

*Added at MCC*

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### **ACT 171 - Automotive Collision Technology Lab Experiences II (1)**

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Prerequisite: None

22.5 Lab hours

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

*Added at MCC*

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### **ACT 172 - Automotive Collision Technology Lab Experiences III (1)**

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Prerequisite: None

22.5 Lab hours, credit

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

*Added at MCC*

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### **ACT 180 - ACT Internship Level I (6)**

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Prerequisite: None

270 Lab hours

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

*Added at MCC Summer 2002*

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### **ACT 181 - ACT Internship Level II (5)**

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Prerequisite: Completion of all courses in ACT specialization area

225 Lab hours

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

*Added at MCC Summer 2002*

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### **ACT 205 - Estimating & Shop Management (3)**

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Prerequisite: None

45 lecture hours

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

*Replaces CRT 205 Fall 1994-Summer 2001*

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### **ACT 207 - Customer Relations and Sales (2)**

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Prerequisite: None

30 lecture hours

Practice customer relation skills needed to successfully sell service and repairs. During this course students will learn to explain repair processes and how to deal with customers who have a loss and appropriately direct them through the proper procedures of repair.

*Added at MCC Fall 2016*

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### **ACT 211 - Metal Welding and Cutting II (2)**

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Prerequisite: ACT 110 with a "C" grade or better or instructor permission

Co-requisite: ACT 111, ACT 122

22.5 lecture hours, 11.75 lab hours

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

*Added at MCC Fall 2001*

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### **ACT 231 - Advanced Structural Damage Diagnosis & Repair (3)**

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Prerequisite: None

30 lecture hours, 22.5 lab hours

Covers major automotive body repair in vehicles with major damage on conventional structures and unibody structures. Student learns the operation of equipment and techniques used to straighten and align damaged frames. Identification and analysis of frames, hot and cold stress relieving, servicing and sectioning of structural frames is also included. Liability issues and the importance of making these corrections according to the manufacturer's recommendations and industry standards are emphasized.

*Added at MCC Spring 2002*

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**ACT 232 - Fixed Glass Repair (2)**

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Prerequisite: None

15 lecture hours, 22.5 lab hours

Covers the removal and replacement of automotive glass using manufacturer's specifications, proper tools, and recommended materials. The course emphasizes the application of skills for the removal and replacement of modular and fixed glass using manufacturer's specifications and procedures.

*Added at MCC Fall 2001*

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**ACT 241 - Paint Defects (3)**

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Prerequisite: None

30 lecture hours, 22.5 lab hours

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

*Added at MCC Fall 2001*

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**ACT 242 - Surface Preparation II (2)**

---

Prerequisite: None

15 lecture hours, 22.5 lab hours

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

*Added at MCC Fall 2001*

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**ACT 243 - Refinishing II (2)**

---

Prerequisite: None

15 lecture hours, 22.5 lab hours

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

*Added at MCC Fall 2001*

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**ACT 244 - Final Detail (2)**

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Prerequisite: None

15 lecture hours, 22.5 lab hours

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

*Added at MCC Fall 2001*

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**ACT 245 - Waterborne Paint Application (3)**

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Prerequisite: None

15 lecture hours, 45 lab hours

Discusses the surface preparation and application for primers, waterborne paints and clear coats. Paint defect identification and problem solving during priming, color application and clear coat steps are presented. Color selection and accuracy are also discussed.

*Added at MCC Fall 2019*

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**ACT 280 - ACT Internship Level III (5)**

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Prerequisite: Completion of all courses in ACT specialization area.

225 Lab hours

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

*Added at MCC Spring 2003*

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**AGB - Agriculture Business**

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**AGB 120 - Agricultural Salesmanship (3)**

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Prerequisite: None

45 lecture hours

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

*Added at MCC Spring 2014*

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**AGR - Agriculture**

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**AGR 214 - Ag Communication (3)**

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Prerequisite: None

45 lecture hours

Explores the agricultural communication sector through an overview of professional skills and opportunities needed for success in agricultural communication. Emerging new media communication strategies and technologies to convey information on important issues in agriculture to a global audience will be discussed. Content topics will be focused on food, fiber farming, production, and precision agriculture. There will also be an evaluation of communication strategies to target consumer audiences.

*Added at MCC Fall 2018*

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**AGR 235 - Precision Agricultural Operations (3)**

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Prerequisite: None

30 Lecture hours, 30 Lab hours

Introduces various methods in precision navigation of agricultural equipment utilizing Global Positioning Systems (GPS) and other support networks. Focus is placed on working with control consoles, equipment, GIS data integration, field planning, zone management, and variable rate applications. Attention is also given to differential correction systems, error sources, environmental variables, and precision accuracy.

*Added at MCC Fall 2018*

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**AGR 236 - Precision Farming: Hardware Systems (3)**

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Prerequisite: None

30 lecture hours, 22.5 lab hours

Focuses on the installation, operation, and troubleshooting of precision farming hardware components. Proper installation, operation, and troubleshooting of displays, GPS equipment, variable rate controllers, and other components used within precision agriculture applications are covered.

*Added at MCC Fall 2018*

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**AGR 260 - World Interdependence - Population and Food: GT-SS3 (3)**

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Prerequisite: None

45 lecture hours

Covers the study of world population and food production and distribution. Problems and opportunities concerning population and food are discussed in a global context.

*Added at MCC*

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**AGR 280 - Internship (7)**

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Prerequisite: Completion of courses with a grade of C or higher and instructor approval.

315 Internship hours

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program.

*Added at MCC*

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**AGR 289 - Capstone (3)**

---

Prerequisite: Completion of courses with a grade of C or higher and instructor approval.

15 Lecture hours, 60 Lab hours

Provides a demonstrated culmination of learning within the Precision Agriculture Technology Program. Students will work with producers, coops, dealerships, or other industry partners. Students will analyze data in a GIS system and provide recommendations to improve efficiency and develop a precision plan to implement hardware into an existing system (provide pricing, plan of implementation, and sales proposal). Student will combine all maps, recommendations, and plans into a professional portfolio.

*Added at MCC Fall 2018*

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**AGE - Agriculture Economics**

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**AGE 102 - Agriculture Economics: SS1 (3)**

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Prerequisite: None

45 lecture hours

Focuses on economic principles and decision-making by consumers, firms and government with emphasis on their application to the food, fiber and natural resource sectors of the economy.

*Added at MCC Fall 2012*

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**AGY - Agriculture Crop and Soils**

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**AGY 100 - General Crop Production (4)**

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Prerequisite: None

45 lecture hours, 30 lab hours

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

*Added at MCC Fall 2012*

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**AGY 240 - Introductory Soil Science: GT-SC1 (4)**

---

Prerequisite: None

45 Lecture hours, 30 Lab hours

Focuses on formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth.

*Added at MCC Fall 2018*



## AME - Agriculture Mechanics

### AME 105 - Basic Agricultural Mechanic Skills (2)

Prerequisite: None

15 lecture hours, 22.5 lab hours

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

*Added at MCC 2000*

### AME 125 - Agricultural Machinery (3)

Prerequisite: None

30 lecture hours, 30 lab hours

Emphasizes the safe operation, construction, purpose, maintenance and adjustment of farm machinery.

*Added at MCC Fall 2018*

### AME 151 - Fundamentals of Welding (3)

Prerequisite: None

15 lecture hours, 45 lab hours

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

*Added at MCC 2000*

## ANT - Anthropology

### ANT 101 - Cultural Anthropology: GT-SS3 (3)

Prerequisite: None

45 lecture hours

Examines the study of human cultural patterns, including communication, economic systems, social and political organizations, religion, healing systems, and cultural change.

*Replaces ANT 101 Fall 1988-Fall 2000*

*Also CCCOnline*

### ANT 107 - Intro to Archaeology: GT-SS3 (3)

Prerequisite: None

45 lecture hours

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. The course provides a survey of the archaeology of different areas of the Old and New Worlds, the works of selected archaeologists, and major archaeological theories.

*Added at MCC Fall 2015*

*Also CCCOnline*

### ANT 111 - Biological Anthropology w/Lab: GT-SC1 (4)

Prerequisite: None

45 lecture hours, 30 lab hours

Focuses on the study of the human species and related organisms, and examines principles of genetics, evolution, anatomy, classification, and ecology, including a survey of human variation and adaptation, living primate biology and behavior, and primate and human fossil evolutionary history.

*Designated gtPathways SC1 01/28/15*

*Also CCCOnline*

### ANT 225 - Anthropology of Religion: GT-SS3 (3)

Prerequisite: None

45 lecture hours

Explores the culturally universal phenomenon of religion including cross-cultural varieties of beliefs in the supernatural and the religious rituals people employ to interpret and control their worlds.

*Note: This course is approved as part of the Colorado Statewide Guaranteed transfer curriculum: GT: SS3.*

*Designated gtPathways SS3 Summer 2015*

*Also CCCOnline*

## ART - Art

### ART 110 - Art Appreciation: GT-AH1 (3)

Prerequisite: None

45 lecture hours

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-AH1 Effective Spring 2004.*

*Replaces ART 110 Spring 1991-Fall 2003*

*Also CCCOnline*

### ART 111 - Art History Ancient to Medieval: GT-AH1 (3)

Prerequisite: None

45 lecture hours

Provides the knowledge base to understand the visual arts, especially as related to Western culture. This course surveys the visual arts from the Ancient through the Medieval periods.

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

*Also CCCOnline*

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### ART 112 - Art History: Renaissance to Modern: GT-AH1 (3)

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Prerequisite: None

45 lecture hours

Provides the knowledge base to understand the visual arts, especially as related to Western culture. This course surveys the visual arts from the Renaissance to 1900.

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

*Also CCCOnline*

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### ART 121 - Drawing I (3)

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Prerequisite: None

15 lecture hours, 60 lab hours

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

*Added at MCC Spring 1990*

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### ART 124 - Watercolor I (3)

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Prerequisite: None

15 lecture hours, 60 lab hours

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

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

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### ART 127 - Landscape Drawing (3)

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Prerequisite: None

15 lecture hours, 60, lab hours

Emphasizes nature, particularly landscape. Drawing outside or in view of landscape using graphite, ink, prisma color, pastel, and washes. Students concentrate on various approaches, viewpoints, and styles and acquire expertise and interpretation in a variety of media.

*Added at MCC Summer 2015*

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### ART 128 - Figure Drawing I (3)

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Prerequisite: ART 121 Drawing I recommended but not required

15 lecture hours, 60 lab hours

Introduces the basic techniques of drawing the human figure.

*Replaces ART 156-Figure Drawing- Fall 2000-Summer 2011; Added Spring 2015*

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### ART 151 - Painting I (3)

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Prerequisite: None

15 lecture hours, 60 lab hours

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

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

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### ART 154 - Figure Painting I (3)

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Prerequisite: None

45 lecture hours

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

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

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### ART 207 - Art History: 1900-Present: GT-AH1 (3)

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Prerequisite: None

45 lecture hours

Introduces the concepts necessary to understand modern visual art, with an emphasis on world art of the 20th century. This course surveys world art of the 20th century, including Modernism to Post-Modernism.

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

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### ART 221 - Drawing II (3)

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

15 lecture hours, 60 lab hours

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

*Replaces ART 122 Fall 1990-Summer 2010*

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### ART 222 - Drawing III (3)

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Prerequisite: ART 121, ART 221 with a "C" grade or better or instructor permission

15 lecture hours, 60 lab hours

Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation.

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

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**ART 223 - Drawing IV (3)**

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Prerequisite: ART 222 with a "C" grade or better or instructor permission

15 lecture hours, 60 lab hours

Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation.

*Replaces ART 222 Fall 2003-Summer 2010*

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**ART 224 - Watercolor II (3)**

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Prerequisite: ART 124 with a "C" grade or better or instructor permission

15 lecture hours, 60 lab hours

Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

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

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**ART 225 - Watercolor III (3)**

---

Prerequisite: ART 224 with a "C" grade or better or instructor permission

15 lecture hours, 60 lab hours

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

*Replaces ART 223 Fall 2003-Summer 2010*

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**ART 226 - Watercolor IV (3)**

---

Prerequisite: ART 225 with a "C" grade or better, its equivalency or instructor permission

15 lecture hours, 60 lab hours

Concentrates on the advanced study of techniques, individual style or expression, and consistency of compositional problem solving in watercolor.

*Replaces ART 224 Watercolor IV Fall 2003-Summer 2010*

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**ART 251 - Painting II (3)**

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Prerequisite: ART 151-Painting I with a "C" grade or better

15 lecture hours, 60 lab hours

This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

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

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**ART 252 - Painting III (3)**

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Prerequisite: ART 251 with a "C" grade or better or instructor permission

15 lecture hours, 60 lab hours

Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

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

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**ART 253 - Painting IV (3)**

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Prerequisite: ART 252 with a "C" grade or better or instructor permission

15 lecture hours, 60 lab hours

Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.

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

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**ASC - Animal Science**

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**ASC 102 - Introduction to Equine Science (4)**

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Prerequisite: None

45 Lecture hours, 30 Lab hours

Covers the basics of the equine industry, breeds, selection, form to function, care and management, soundness, health, reproduction, feeding, physiology, facilities, production systems and management systems.

*Added Spring 2017*

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**ASE - Automotive Service Technology**

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**ASE 102 - Introduction to the Automotive Shop (2)**

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Prerequisite: None

15 lecture hours, 22.5 lab hours

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

*Replaces ASE 101 Spring 2000-Summer 2002*

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**ASE 110 - Auto Brake Service I (2)**

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Prerequisite: ASE 102 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Introduces the basic theory of automotive braking systems including operation, diagnosis, basic repair of disc and drum friction assemblies, and basic hydraulic braking systems. This course meets MLR/AST/MAST program accreditation requirements.

*Added at MCC Fall 2002*

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**ASE 111 - Automotive Brake Service II (2)**

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Prerequisite: None

15 Lecture hours, 22.5 Lab hours

Covers diagnostics, test procedures, and repair to automotive foundation braking system. This course also introduces the components, types of Antilock Braking Systems (ABS), and traction control systems of current vehicles. This course meets MLR/AST/MAST program accreditation requirements.

*Added at MCC 2013*

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**ASE 120 - Basic Auto Electricity (2)**

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Prerequisite: ASE 102 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Introduces vehicle electricity, basic electrical theory, circuit designs, and wiring methods. This course focuses on multimeter usage and wiring diagrams. This course meets MLR/AST/MAST requirements.

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

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**ASE 122 - Automotive Electrical Safety Systems (1)**

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Prerequisite: None

7.5 Lecture hours, 11.25 Lab hours

Covers the operation of electrical systems including vehicles safety concerns of vehicle lighting systems, Supplemental Inflatable Restraints (SIR), windshield wipers, driver warning systems, and vehicle accessories. This course meets MLR/AST/MAST program requirements.

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**ASE 123 - Starting and Charging System (2)**

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Prerequisite: ASE 120 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Covers the operation and theory of a vehicle battery, testing, service, and repair of starting and charging systems including voltage testing, draw testing. This course meets MLR/AST/MAST program requirements.

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

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**ASE 130 - General Engine Diagnosis (2)**

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Prerequisite: ASE 102 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Covers how to perform basic engine diagnosis to determine condition of engine including engine support systems. This course meets MLR/AST/MAST requirements.

*Added at MCC Fall 2002*

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**ASE 132 - Ignition System Diagnosis & Repair (2)**

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Prerequisite: ASE 102 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

*Added at MCC Fall 2002*

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**ASE 134 - Automotive Fuel & Emissions Systems I (2)**

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Prerequisite: ASE 130 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Focuses on the diagnosis and repair of automotive fuel emission control systems, filter systems, and spark plugs. This course also includes maintenance to Diesel Exhaust Fluid (DEF) systems.

*Replaces ASE 166 Summer 1994-Summer 2002*

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**ASE 140 - Steering and Suspension I (2)**

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Prerequisite: ASE 102 with a "C" grade or better

30 Lecture hours

Focuses on diagnosis and service of suspension and steering systems and components. This course meets MLR/AST/MAST requirements.

*Added at MCC Fall 2002*

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**ASE 141 - Suspension and Steering II (2)**

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Prerequisite: ASE 140 with a "C" or better.

15 Lecture hours, 22.5 Lab hours

Covers design, diagnosis, inspection, service of suspension, and steering systems used on light trucks and automobiles including power steering and Supplemental Restraint System (SRS) service. This course meets AST/MAST requirements.

*Added at MCC Fall 2013*

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**ASE 150 - Manual Drive Train and Axle Maintenance (2)**

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Prerequisite: None

15 Lecture hours 22.5 Lab hours

Covers the operating principles and repair procedures relating to axle-shafts, propeller shafts, and universal joints. This course meets MLR/AST/MAST requirements.

*Added at MCC Fall 2017*

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### ASE 151 - Automotive Manual Transmission/Transaxles & Clutches (2)

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Prerequisite: ASE 150 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Focuses on the diagnosis and repair of automotive manual transmissions, transaxles, clutches, and related components. This course meets AST/MAST requirements.

*Replaces ASE 151 Spring 2000-Summer 2002*

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### ASE 152 - Manual Transmissions/Transaxles and Clutches II (2)

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Prerequisite: ASE 151 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all-wheel drive units.

*Added at MCC Fall 2002*

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### ASE 153 - Automotive Drive Axle Overhaul (1)

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Prerequisite: None

7.5 Lecture hours, 12 Lab hours

Teaches the student skills to check, inspect, and replace parts necessary to rebuild differential assembly.

*Added at MCC Fall 2016*

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### ASE 160 - Automotive Engine Repair (2)

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Prerequisite: ASE 102 with a "C" grade or better

7.5 Lecture hours, 33 lab hours

Focuses on the service of cylinder head, valve-train components, and cooling system components including engine removal, re-installation, and re-mounting systems. This course meets MLR/AST/MAST requirements.

*Added at MCC Fall 2002*

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### ASE 161 - Engine Repair and Rebuild (3)

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Prerequisite: ASE 102 with a "C" grade or better

15 lecture hours, 45 lab hours

Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics include the diagnostic and repair procedures for the engine block and head assemblies.

*Added at MCC Fall 2002*

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### ASE 162 - Automotive Engine Service (2)

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Prerequisite: None

15 Lecture hours, 22.5 Lab hours

Covers engine sealing requirements and repair procedures including engine fasteners, bolt torque, repair of fasteners, cooling system, and basic engine maintenance. This course meets AST/MAST requirements.

*Added at MCC Fall 2016*

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### ASE 201 - Automotive Parts Management I (1)

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Prerequisite: None

15 lecture hours

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

*Added at MCC Fall 2010*

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### ASE 203 - Automotive Parts Management II (2)

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Prerequisite: None

30 lecture hours

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

*Added at MCC Fall 2010*

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### ASE 210 - Automotive Power and ABS Brake System Service (2)

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Prerequisite: ASE 110 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Covers the operation and theory of the modern automotive braking systems including the operation, diagnosis, service, and repair of the anti-lock braking systems and power assist units. This course also covers the machining operations of today's automobile brake systems. This course meets AST/MAST requirements.

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

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### ASE 220 - Specialized Electronics Training (2)

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Prerequisite: ASE 120 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Provides a systematic approach to automotive electrical and electronic systems. This course applies electrical principles to semiconductors and microprocessors commonly found in automobiles and covers diagnostic procedures that have applications to present and future automotive electronics and electrical systems.

*Replaces ASE 142 Fall 2000-Summer 2002*

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**ASE 221 - Automotive and Diesel Body Electrical (4)**

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Prerequisite: ASE 120 with a "C" grade or better

15 lecture hours, 67.5 lab hours

Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

*Replaces ASE 221 Automotive Body Electrical Fall 2002-Summer 2009*

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**ASE 231 - Automotive Computers & Ignition Systems (2)**

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Prerequisite: ASE 130 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

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

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**ASE 233 - Fuel Injection & Exhaust Systems (4)**

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Prerequisite: ASE 130 with a "C" grade or better

15 lecture hours, 67.5 lab hours

Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

*Added at MCC Fall 2002*

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**ASE 235 - Drivability and Diagnosis (2)**

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Prerequisite: ASE 130 with a "C" grade or better

15 Lecture hours, 22.5 lab hours

Focuses on diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters, and gas analyzers.

*Added at MCC Fall 2002*

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**ASE 240 - Suspension & Steering III (2)**

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Prerequisite: ASE 140 with a "C" grade or better

15 lecture hours, 22.5 lab hours

Covers operation of steering and power steering systems. It will also include different alignment types and procedures.

*Replaces ASE 273 Spring 2001-Summer 2002*

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**ASE 250 - Automatic Transmission/Transaxle Service (1)**

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Prerequisite: ASE 152 with a "C" grade or better

7.5 lecture hours, 12 lab hours

Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.

*Added at MCC Fall 2002*

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**ASE 251 - Automatic Transmission and Transaxle Repair (3)**

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Prerequisite: None

15 Lecture hours, 45 Lab hours

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, remove, re-install transmission/transaxle, and replacement of components.

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**ASE 252 - Advanced Automatic Transmissions/Transaxles (2)**

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Prerequisite: None

15 Lecture hours, 22.5 Lab hours

Covers the diagnosis, repair, and rebuild of automatic transmissions and transaxles including the hydraulic, electronic, and mechanical components. This course meets MAST requirements.

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**ASE 264 - Introduction to HVAC Systems (1)**

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Prerequisite: None

7.5 Lecture hours, 11.25 Lab hours

Covers basic operation of the heating and air conditioning components.

*Added at MCC Fall 2013*

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**ASE 265 - Heating and Air Conditioning Systems (4)**

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Prerequisite: None

30 lecture hours, 45 lab hours

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

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

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**ASL - American Sign Language**

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**ASL 275 - Special Topics (0-12)**

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Prerequisite: None

Variable

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

## AST - Astronomy

### AST 101 - Planetary Astronomy w/Lab: GT-SC1 (4)

Prerequisite: None

45 lecture hours, 30 lab hours

Focuses on the history of astronomy, naked-eye sky observation, tools of the astronomer, contents of the solar system and life in the universe. Incorporates laboratory experience.

*Replaces AST 101 Fall 1988-Fall 2002; Title changed from Astronomy I w/Lab: SC1 to Planetary Astronomy w/Lab: SC1 effective Spring 2018*

Also CCCOnline

### AST 102 - Stellar Astronomy w/Lab: GT-SC1 (4)

Prerequisite: None

45 lecture hours, 30 lab hours

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience.

*Replaces AST 101 Fall 1988-Fall 2002; Title changed from Astronomy II w/Lab: SC1 to Stellar Astronomy w/Lab: SC1 effective Spring 2018*

Also CCCOnline

## AVT - Aviation Technology

### AVT 155 - Unmanned Aircraft Systems Flight Training (3)

Prerequisite: None

30 lecture hours, 22.5 lab hours

Introduces and develops flight control and piloting techniques for common UAS platforms. Students will learn and demonstrate maneuvers, procedures, and best practices for safe UAS operation on fixed wing and rotary wing unmanned aircraft systems (drones).

*Added at MCC Summer 2016.*

### AVT 156 - Aviation Concepts for UAS Pilots (2)

Prerequisite: None.

30 lecture hours

Develops the skills and knowledge required to be a pilot of a UAS in the National Airspace System. Students who are new to aviation will develop functional knowledge in the areas of pilot-in-command responsibilities, aerodynamic principles, aviation meteorology, and the flight environment.

*Added at MCC Summer 2016*

### AVT 255 - Unmanned Aircraft Systems Ground School (2)

Prerequisite: None

30 lecture hours

Demonstrates readiness for the UAS Operator written test. Regulations pertaining to UAS operations will be introduced, including airspace, weather, and flight parameter limitations. The student will also demonstrate knowledge of UAS components and systems, maintenance, autonomy, ground stations, and telemetry.

*Added at MCC Summer 2016*

### AVT 256 - Unmanned Aircraft Systems Commercial Applications (3)

Prerequisite: None

15 lecture hours, 45 lab hours

Explains the wide variety of commercial applications of Unmanned Aircraft Systems and operating procedures to ensure a safe outcome for executing such applications. Students will model commercial scenarios to learn about Geographic Information Systems, aerial imaging and survey techniques, multispectral and LIDAR systems, agriculture, and other UAS mission types.

*Added at MCC Summer 2016.*

## BIO - Biology

### BIO 104 - A Human Approach: GT-SC1 (4)

Prerequisite: None

45 lecture hours, 30 lab hours

Develops a basic knowledge of the structure and function of the human body by studying the body's structure as a series of interrelated systems. Includes cardiovascular, respiratory, digestive, lymphatic, musculoskeletal, nervous, endocrine, reproductive and urinary systems, and genetics. Emphasizes disease prevention and wellness. This course includes laboratory experience.

*Added at MCC Fall 2019*

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**BIO 105 - Science of Biology w/Lab: GT-SC1 (4)**

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Prerequisite: None

45 lecture hours, 30 lab hours

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science - a process of gaining new knowledge - as is the impact of biological science on society. Includes laboratory experiences.

Designed for non-science majors.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Approved for A.A. only, Effective Spring 2004.*

*Replaces BIO 105 Spring 1991-Fall 2003; Title Change to include "w/Lab" Effective Spring 2013*

Also CCCOnline

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**BIO 106 - Basic Anatomy & Physiology (4)**

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Prerequisite: None

60 lecture hours

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

*Added at MCC Fall 2002*

Also CCCOnline

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**BIO 111 - General College Biology I w/Lab: GT-SC1 (5)**

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Prerequisite: None

60 lecture hours, 30 lab hours

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience.

*Note: This course is a part of the Statewide Guaranteed Transfer - courses. GT-SC1 Effective Spring 2003.*

*Replaces BIO 111 Fall 1988-Fall 2002*

Also CCCOnline

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**BIO 112 - General College Biology II w/Lab: GT-SC1 (5)**

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Prerequisite: BIO 111 with a "C" grade or better

60 lecture hours, 30 lab hours

Examines the fundamental principles of ecology, evolution, classification, structure, and function in plants and animals. This course includes a laboratory experience.

*Replaces BIO 112 Fall 1988-Fall 2002*

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**BIO 201 - Human Anatomy & Physiology I w/Lab: GT-SC1 (4)**

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Prerequisite: None

Comment: The successful completion of BIO 111 is recommended before taking this course.

45 lecture hours, 30 lab hours

Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, and nervous systems. Includes a mandatory hands-on laboratory experience covering microscopy, observations, and dissection.

This is the first semester of a two-semester sequence.

*Replaces BIO 201 Fall 1991-Summer 2005; Prerequisite removed 1-19-2011; Title Change to include "w/Lab" Effective Spring 2013*

Also CCCOnline

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**BIO 202 - Human Anatomy & Physiology II w/Lab: GT-SC1 (4)**

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Prerequisite: Before taking BIO 202 - students must have ONE of the following: BIO 201 with "C" grade or better; Instructor or Dean of General Education permission

45 lecture hours, 30 lab hours

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: endocrine, cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving microscopy, observations, and dissection.

This is the second semester of a two-semester sequence.

*Replaces BIO 202 Summer 1993-Summer 2005; BIO 203 Fall 1991-Spring 1993; Title Change to include "w/Lab" Effective Spring 2013*

Also CCCOnline

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**BIO 204 - Microbiology w/Lab: GT-SC1 (4)**

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Prerequisite: Before taking BIO 204 - students must have ONE of the following: BIO 111 or BIO 201 with a "C" grade or better; Instructor or Dean of General Education permission

45 lecture hours, 30 lab hours

Covers the diversity of microorganisms, their structure, physiology, and the identification process. There is an emphasis on microorganisms that cause infectious disease and the process of infection, host immune responses, and methods to control microorganisms. Laboratory experiences include culturing, identifying, and controlling microorganisms. This course is designed for students pursuing a health science field.

*Replaces BIO 204 03F-Summer 2005; BIO 205 Fall 1991- Summer 2002; Title Change to include "w/Lab" Effective Spring 2013*

Also CCCOnline

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**BIO 211 - Cell Biology w/Lab (4)**

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Prerequisite: BIO 111 or BIO 201 with a "C" grade or better or Instructor/Dean of Instruction permission

45 lecture hours, 30 lab hours

This course is an intensive study of the cell and its organelles. Emphasis will be on the molecular mechanisms involved in cell communication, metabolism, motility, genetics, growth, and reproduction. This course requires hands-on laboratory experience.

*Added at MCC Summer 2005; Prerequisite Change Fall 2010; Title change to include 'w/Lab' Spring 2013*

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**BIO 216 - Pathophysiology (4)**

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Prerequisite: BIO 201, BIO 202 with a "C" grade or better or instructor permission

60 lecture hours

Focuses on the alterations in physiological, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biology, anatomy, and physiology is essential for the study of pathophysiology.

*Added at MCC xxx. Replaces HPR 216 Fall 2003-Summer 2005; BIO 216 Summer 1994-Spring 2003*

*Also CCCOnline*

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**BIO 221 - Botany w/Lab: GT-SC1 (5)**

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Prerequisite: None

60 lecture hours, 30 lab hours

Covers plants, emphasizing photosynthetic pathways, form and function, reproduction, physiology, diversity, and evolution. This course requires mandatory hands-on laboratory and research experience and is designed for biology majors.

*Added at MCC xxx.*

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**BTE - Business Technologies**

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**BTE 100 - Computer Keyboarding (1)**

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Prerequisite: None

30 lab hours

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

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

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**BTE 102 - Keyboarding Applications I (2)**

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Prerequisite: BTE 100 with a "C" grade or better or instructor permission

46 lab hours

Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

*Previously BTE 102 Summer 1994-Summer 2001*

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**BTE 103 - Keyboarding Applications II (3)**

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Prerequisite: BTE 102 with a "C" grade or better or instructor permission

68 lab hours

Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.

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

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**BTE 108 - Ten-Key by Touch (1)**

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Prerequisite: None

22.5 lab hours

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

*Previously BUS 108 Summer 1993-Spring 1994*

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**BTE 225 - Office Management (3)**

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Prerequisite: ENG 113 with a "C" or better or instructor permission

45 lecture hours

Emphasis is placed on functions of the office. Includes office organization, work in the office, office layout, equipment and supplies, procurement and control, work flow, forms design, record storage and retrieval systems, personnel administration and problems, and government control.

*Added at MCC Fall 2003*

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**BUS - Business**

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**BUS 115 - Introduction to Business (3)**

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Prerequisite: None

45 lecture hours

Introduces the application of fundamental business principles to local, national, and international forums. This course examines the relationship of economic systems, governance, regulations, and law upon business operations. It surveys the concepts of career development, business ownership, finance and accounting, economics, marketing, management, operations, human resources, regulations, and business ethics.

*Added at MCC Fall 1987*

*Also CCCOnline*

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**BUS 120 - Introduction to E-Commerce (3)**

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Prerequisite: None

45 lecture hours

Provides an introduction to electronic commerce and the business trends in the dynamic e-commerce environment. This course covers the definition of e-commerce, technology and software requirements, security issues, electronic payment and marketing strategies. This course focuses on what to expect in business-to-consumer (B2C) and business-to-business (B2B) e-commerce markets when creating an e-business.

*Added at MCC xxx*

*Also CCCOnline*

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**BUS 187 - Cooperative Education/Internship (1-6)**

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Prerequisite: None

Variable credit hours

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

*Added at MCC Fall 2003*

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**BUS 216 - Legal Environment of Business (3)**

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Prerequisite: None

45 lecture hours

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is given to economic regulation, social regulation, labor-management issues, environmental issues, and contract fundamentals. This course analyzes the role of law in social, political, and economic change business environments.

*Added at MCC Fall 1991*

*Also CCCOnline*

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**BUS 217 - Business Communications (3)**

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Prerequisite: ENG 113 with a "C" grade or better or instructor permission

45 lecture hours

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

*Added at MCC Fall 1991*

*Also CCCOnline*

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**BUS 226 - Business Statistics (3)**

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Prerequisite: MAT 050 with a "C" grade.

Appropriate Assessment Criteria See ASSESSMENT

45 lecture hours

Focuses on statistical study, sampling, organizing and visualizing data, descriptive statistics, probability, bi-nominal distributions, normal distributions, confidence intervals, linear regression, and correlation. Intended for business majors.

*Added at MCC Spring 1998. Prerequisite change effective Spring 2014*

*Also CCCOnline*

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**BUS 289 - Capstone (3)**

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Prerequisite: None

67.5 Lab hours

Demonstrates the culmination of learning within a given program of study.

*Added at MCC Fall 2016.*

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**CCR - College Composition and Reading**

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**CCR 091 - College Composition and Reading Lab (1)**

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Prerequisite: ACCUPLACER Sentence skills score: below 50 and Reading comprehension score: below 40

15 Lab hours

Supports skill development for students in CCR 092 College Composition and Reading. The course includes any foundational skills needed by the student. Any student enrolled in CCR 091 is required to co-enroll in CCR 092.

*Added at MCC Fall 2013*

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**CCR 092 - Composition and Reading (5)**

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Prerequisite: ACCUPLACER Sentence Skills score of 50-69 and Reading comprehension score 40-61

75 Lecture hours

Integrates and contextualizes college-level reading and writing.

*Added at MCC Fall 2013*

*Also CCCOnline*

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**CCR 093 - Studio D (3)**

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Prerequisite: ACCUPLACER Sentence Skills score of 70-94 and Reading comprehension score 62-79

45 Lecture hours

Integrates and contextualizes reading and writing strategies tailored to a co-requisite 100-level course within one or more of the four discipline strands. The four discipline strands are defined as: Communications, Science, Social Science, and Arts and Humanities. Non-GT courses are not eligible for this consideration.

*Added at MCC Fall 2013*

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**CCR 094 - Studio 121 (3)**

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Prerequisite: ACCUPLACER Sentence Skills score of 70-94 and Reading comprehension score 62-79

45 Lecture hours

Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 121 coursework.

*Added at MCC Fall 2013*

*Also CCCOnline*

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**CHE - Chemistry**

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**CHE 101 - Introduction to Chemistry I w/Lab: GT-SC1 (5)**

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Prerequisite: MAT 090 with a "C" grade or better

60 lecture hours, 30 lab hours

Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003.*

*Replaces CHE 101 Added at MCC Summer 1991; Title change to include 'w/Lab' eff. Spring 2013*

*Also CCCOnline*

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**CHE 102 - Introduction to Chemistry II w/Lab: GT-SC1 (5)**

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Prerequisite: CHE 101 with a "C" grade or better or Instructor/Dean of Instruction permission

60 lecture hours, 30 lab hours

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003*

*Replaces CHE 102 Added at MCC Fall 1991; Prerequisite Change Fall 2010; Title change to include 'w/Lab' eff. Spring 2013*

*Also CCCOnline*

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**CHE 111 - General College Chemistry I w/Lab: GT-SC1 (5)**

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Prerequisite: MAT 121 or a College Level Math Score of 63 or higher on ACCUPLACER®, score of 24 on ACT® or 580 on SAT® or Instructor Approval in lieu of MAT 121.

60 lecture hours, 30 lab hours

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 gasses, liquids, and solids and problem-solving skills are emphasized through laboratory experiments.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SC1 Effective Spring 2003.*

*Replaces CHE 111 Added at MCC Fall 1989; Prerequisite Change Fall 2010; Title change to include "w/Lab" Effective Spring 2013*

*Also CCCOnline*

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**CHE 112 - General College Chemistry II w/Lab: GT-SC1 (5)**

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Prerequisite: CHE 111 with a "C" grade or better or Instructor/Dean of General Education permission

60 lecture hours, 30 lab hours

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, and electrochemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques.

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

*Also CCCOnline*

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**CIS - Computer Information Systems**

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**CIS 107 - Voice Recognition: Dragon (1)**

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Prerequisite: None

22.5 lab hours

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

*Added at MCC Fall 2009*

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### CIS 115 - Introduction to Computer Information Systems (3)

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Prerequisite: None

30 lecture hours, 30 lab hours

Provides an overview of computer information systems and their role in society. This course emphasizes terminology and the identification of computer components and systems used in personal and business environments. This course discusses the evaluation of systems and measures that can be applied to protect them.

*Added at MCC Fall 1991*

*Also CCCOnline*

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### CIS 117 - Introduction to Technical Applications (2)

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Prerequisite: None

15 Lecture hours, 30 Lab hours

Provides a basic introduction of standard software packages available to support a microcomputer-based workstation. Includes entry level hands-on work with word processors, spreadsheets, electronic presentations and basic internet functionality to support the technical environment.

*Added Spring 2017*

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### CIS 118 - Introduction to PC Applications (3)

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Prerequisite: None

30 lecture hours, 22.5 lab hours

This course introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet.

*Added at MCC Fall 1996*

*Also CCCOnline*

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### CIS 131 - Word Processing I (1)

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Prerequisite: Ability to keyboard by touch

22.5 lab hours

Gives the student an introductory working knowledge of word processing. The student will create, edit, format, save, and print documents. The student will use spell check, grammar check, and thesaurus features. The student will format text, paragraphs, and pages, change margins and use the find and replace feature as well as create envelopes and labels.

*Added at MCC Fall 2003*

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### CIS 133 - Word Processing III (1)

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Prerequisite: CIS 131 & CIS 132 with a "C" grade or better or instructor permission

22.5 lab hours

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*

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### CIS 135 - Complete Word Processing (3)

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Prerequisite: None

69 lab hours

Introduces basics of word processing software to create, edit, format, and print documents as well as advanced features to enhance documents. This course includes working with images, creating/using styles, formatting multi-page documents using advanced features of headers/footers and section breaks, integrating software to create and format tables and charts, using mail merge, and creating documents with columns.

*Added at MCC Spring 2005. All prerequisites removed effective Fall 2013*

*Also CCCOnline*

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### CIS 141 - PC Database I: MS Access (1)

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Prerequisite: None

22.5 lab hours

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*

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### CIS 145 - Complete PC Database (3 credits)

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Prerequisite: None

69 lab hours

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

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

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### CIS 151 - PC Spreadsheets I: MS Excel (1 credit)

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Prerequisite: None

22.5 lab hours

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*

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**CIS 152 - PC Spreadsheets II: MS Excel (1 credit)**

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Prerequisite: CIS 151 with a "C" grade or better

23 lab hours

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*

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**CIS 153 - Advanced Spreadsheets: MS Excel (1)**

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Prerequisite: CIS 152 with a "C" grade or better

22.5 lab hours

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*

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**CIS 155 - Complete Spreadsheets (3)**

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Prerequisite: None

69 lab hours

Introduces basic to advanced features of spreadsheet software to design and create accurate, professional worksheets for use in business and industry. The course includes entering data, creating formulas, professional formatting, creating charts, creating, sorting and filtering tables, creating and using templates, applying built-in functions, creating pivot tables, applying "what-if analysis" with data tables, creating macros, and using solver features.

*Added at MCC Spring 1999. All Prerequisites removed effective Fall 2013*

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**CIS 161 - Presentation Graphics I (1)**

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Prerequisite: None

22.5 lab hours

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

*Added at MCC Fall 2006*

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**CIS 167 - Desktop Publishing (3)**

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Prerequisite: Knowledge of word processing

68 lab hours

Introduces the concepts and applications for desktop publishing. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents.

*Added at MCC Fall 2003*

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**CIS 218 - Advanced PC Applications (3)**

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Prerequisite: CIS 118 with a "C" grade or better or concurrent enrollment

15 lecture hours, 45 lab hours

Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Advanced capabilities of a PC software applications suite are utilized. Printed documents, reports, slides, and forms are produced to communicate information.

*Previously CIS 225 Integrated Software Applications Fall 1997-Spring 2002*

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**CIS 240 - Database Design & Development (3)**

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Prerequisite: None

45 lecture hours

Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases.

*Added at MCC xxx*

*Also CCCOnline*

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**CIS 267 - Management of Information Systems (3)**

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Prerequisite: None

45 lecture hours

Introduces the concepts and techniques of managing computer-based information resources. Includes hardware, software, personnel, control techniques, and the placement and integration of information systems resources within the organization.

*Added at MCC xxx*

*Also CCCOnline*

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**CIS 268 - Systems Analysis and Design I (3)**

---

Prerequisite: None

45 lecture hours

Introduces the student to the materials, techniques, procedures, and human interrelations involved in developing computer information systems. Includes the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system audits on controls, project management, implementation, and evaluation.

*Added at MCC xxx*

## CNG - Computer Networking

### CNG 101 - Networking Fundamentals (3)

Prerequisite: None

15 lecture hours, 45 lab hours

Introduces network fundamentals using the OSI (Open Systems Interconnection) model and TCP/IP (Transmission Control Protocol/Internet Protocol) suite, fundamentals of Ethernet, IP addressing, and building simple LANs (Local Area Networks).

*Added at MCC xxx*

*Also CCCOnline*

### CNG 102 - Local Area Networks (3)

Prerequisite: None

45 lecture hours

Introduces Local Area Networking. Focuses on discussions and demonstrations of planning, installing, and supporting networks

*Added at MCC xxx*

*Also CCCOnline*

### CNG 104 - Intro to TCP/IP (3)

Prerequisite: None

45 lecture hours

Covers the basic elements of the Transmission Control Protocol and the Internet Protocol, the basic technologies that implement the Internet and computer networking. In addition to TCP and IP the course covers networking media, link layer, network layer, and transport layer protocols. Also included are routing, broadcast, multicast, and network address translation. IP version 4 and IP version 6 are both covered

*Added at MCC xxx*

### CNG 121 - Computer Technician 1: A+ (4)

Prerequisite: None

45 lecture hours, 22.5 lab hours

Provides students with an in-depth look at personal computer hardware, introduces networking concepts, and covers operational procedures and troubleshooting, all of which are necessary for a successful entry-level computer service technician position. Provides extensive hands-on work with computer systems, PC setup and configuration, and basic maintenance and troubleshooting. This course helps prepare you for the first CompTIA A+ Exam.

*Added at MCC Spring 2019*

### CNG 122 - Computer Technician II: A+ (4)

Prerequisite: None

45 lecture hours, 22.5 lab hours

Provides students with an in-depth look at desktop and mobile Operating System support, maintenance, and troubleshooting, and an overview of security concepts, and interpersonal skills, all of which are necessary for a successful entry-level computer service technician position. Provides extensive hands-on work with current operating systems, including using common GUI and command line tools, registry editing, system backup and recovery, and advanced troubleshooting. This course helps prepare you for the second CompTIA A+ Exam.

*Added at MCC Spring 2019*

### CNG 132 - Network Security Fundamentals (3)

Prerequisite: None

30 lecture hours, 22.5 lab hours

Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

*Added at MCC, Fall, 2020*

### CNG 142 - Intro to Cloud Computing (3)

Prerequisite: None

15 lecture hours, 45 lab hours

Introduces fundamental content on cloud computing including system analysis, requirements, configuration, deployment, and testing. This course includes information on management, business continuity, security, maintenance, updating, and troubleshooting as related to cloud computing.

*Added at MCC, Fall, 2020*

### CNG 201 - Linux Configuration: (OS) (3)

Prerequisite: None

15 lecture hours, 45 lab hours

Install a Linux operating system (OS). Configure and manage OS using command line interface (CLI) and text editor. Topics include installation and configuration of updates, services, file system, users and groups, file and folder permissions, networking, and remote access.

*Added at MCC, Fall, 2020*

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**CNG 211 - Windows Configuration: (OS) (3)**

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Prerequisite: None

15 lecture hours. 45 lab hours

Provides students with the knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows Client OS in a variety of network operating system environments.

*Added at MCC xxx*

*Also CCCOnline*

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**COM - Communication**

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**COM 100 - Workplace Communications (1)**

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Prerequisite: None

15 lecture hours

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

*Added at MCC Fall 2003*

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**COM 105 - Career Communications (3)**

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Prerequisite: None

45 lecture hours

Develops skills needed in obtaining and keeping a job.

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

*Added at MCC Summer 1989*

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

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Prerequisite: Appropriate score to enter ENG 121 or student must have taken a CCR course: 092, 093, or 094. Student may also enroll in the course if taking CCR course: 092, 093, or 094 in the same semester.

45 lecture hours

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

*Previously SPE 115 Speech Fall 2003-Spring 2008*

*Also CCCOnline*

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**COM 125 - Interpersonal Communication (3)**

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Prerequisite: Appropriate score to enter ENG 121 or student must have taken a CCR course: 092, 093, or 094. Student may also enroll in the course if taking CCR course: 092, 093, or 094 in the same semester.

45 lecture hours

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

*Previously SPE 125 Fall 2003-Spring 2008*

*Also CCCOnline*

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**COM 126 - Communication in Healthcare (3)**

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Prerequisite: None

45 lecture hours

Covers interactive concerns in settings related to patient-client care. This class includes discussions of diverse cultures, client interaction, and family/caregiver issues. The course addresses the concerns of attitude, office politics, teamwork, self-initiative, and conflict management as specifically experienced in the patient-as-client setting.

*Added at MCC Fall 2014*

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**COM 217 - Group Communication (3)**

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Prerequisite: Appropriate score to enter ENG 121 or student must have taken a CCR course: 092, 093, or 094. Student may also enroll in the course if taking CCR course: 092, 093, or 094 in the same semester.

45 Lecture hours

Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation.

*Added at MCC Fall 2018*

*Also CCCOnline*

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**COM 220 - Intercultural Communications: GT-SS3 (3)**

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Prerequisite: Appropriate score to enter ENG 121 or student must have taken a CCR course: 092, 093, or 094. Student may also enroll in the course if taking CCR course: 092, 093, or 094 in the same semester.

45 Lecture hours

Provides a global view of communication across cultures and brings an awareness of how perception, language, race, verbal, and nonverbal communication impact our behaviors, messages, and interactions. Emphasis is on developing effective and ethical cross-cultural communication skills, while also building an appreciation for different cultures.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3*

*Added at MCC Fall 2016.*

*Also CCCOnline*

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**COM 226 - Oral Interpretation (3)**

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Prerequisite: None

45 lecture hours

Exposes the student to the artistic, interpretive, and communicative potential to be found in the reading and performance of great literature and rhetoric such as is found in prose, poetry, drama.

*Added at MCC*

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**COM 230 – Argumentation and Debate**

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Prerequisite: COM 115

45 lecture hours

Introduces the student to the theory of argumentation, including reasoning, evidence, refutation, critical thinking, and extemporaneous speaking. The course includes practice in preparation and oral analysis of selected arguments and styles of debating.

*Added at MCC, Fall 2021*

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**CRJ - Criminal Justice**

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**CRJ 110 - Introduction to Criminal Justice: GT-SS3 (3)**

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Prerequisite: None

45 lecture hours

Introduces students to the basic components of the criminal justice system in the United States. Concepts of crime, crime data, victimization, perspectives and views of crime, theory, and law are discussed. Particular attention to the criminal justice process, interaction and conflict between criminal justice agencies, and current criminal justice issues are examined.

*NOTE: This course is approved as part of the Colorado Statewide Guaranteed transfer curriculum: GT-SS3.*

*Added at MCC Spring 2010**Also CCCOnline*

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**CRJ 112 - Procedural Criminal Law (3)**

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Prerequisite: None

45 lecture hours

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

*Added at MCC Spring 2014*

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**CRJ 125 - Policing Systems (3)**

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Prerequisite: None

45 lecture hours

Examines policing in the United States, including: historical foundations, emerging issues, and the relationship between law enforcement and the community. The various types of law enforcement agencies, their administrative practices, and the behavior of those involved in the delivery of police services are examined from the perspective of democratic values, racial and ethnic diversity, and societal perceptions of police effectiveness. Career requirements, including current and future trends, are also presented.

*Changed description and added competencies and topical outline 01/03/08; revised description, competencies and outline 06/16/14*

*Also CCCOnline*

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**CRJ 127 - Crime Scene Investigation (3)**

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Prerequisite: None

30 Lecture hours, 22.5 lab hours

Focuses on basic procedures in crime scene management to include photography and preparing initial reports and sketches. Includes processing evidence and related criminalistic procedures. Covers interviewing suspects, witnesses and victims to include the recording of identifications and descriptions. Incorporates lab and lecture.

*Added at MCC Spring 2017**Also CCCOnline*

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**CRJ 135 - Judicial Function (3)**

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Prerequisite: None

45 lecture hours

Provides an overview of the structure and function of the dual American judicial system and the behavior of actors (judges/justices, lawyers, law clerks, interest groups, etc.) within the system. Emphasis is placed on the organization and administration of state and federal courts, criminal court procedures, juries, selection of judges, decision-making behavior of juries, judges and justices, and the implementation and impact of judicial policies.

*Also CCCOnline*

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**CRJ 145 - Correctional Process (3)**

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Prerequisite: None

45 lecture hours

Examines the history and total correctional process from law enforcement through the administration of justice, probation, prisons, correctional institutions, and parole. Also examines the principles, theories, phenomena and problems of the crime, society, and the criminal justice system from the perspective of criminology and the criminal justice system in general. Emphasizes the role of sociology and other interdisciplinary approaches to the field of corrections and society's response.

*Also CCCOnline*



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**CRJ 205 - Principles of Criminal Law (3)**

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Prerequisite: None

45 lecture hours

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

*Added at MCC Fall 2010**Also CCCOnline*

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**CRJ 210 - Constitutional Law (3)**

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Prerequisite: None

45 lecture hours

Focuses on the powers of government as they are allocated and defined by the United States Constitution. Includes intensive analysis of United States Supreme Court decisions.

*Also CCCOnline*

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**CRJ 220 - Human Relations and Social Conflict (3)**

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Prerequisite: None

45 lecture hours

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

*Added at MCC Spring 2014; previously titled HUMAN RELATIONS;**Also CCCOnline*

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**CRJ 230 - Criminology (3)**

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Prerequisite: None

45 lecture hours

Provides an introduction to the study of crime, understanding the causes of crime, and examines, theoretical frameworks and theories to explain criminal behavior. Within a social context, consideration is given to how theories have emerged and understand how social context contributes to explanations of crime. Examination of the nature of crime, crime victimization, crime patterns, types of crime, crime statistics, and criminal behavior is also included.

*Added at MCC Spring 2014**Also CCCOnline*

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**CRJ 236 - CRJ Research Methods (3)**

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Prerequisite: None

45 lecture hours

Provides an introduction to research methods in criminal justice. Addresses foundations of research, analysis of findings, and ethical issues in researching criminal justice issues. This course will use an interactive approach in basic research concepts and practices. Students will obtain a thorough understanding of how research is conducted and how practitioners can benefit from this knowledge. Additionally, students will develop research proposals, conduct appropriate reviews of previously published research, and write a final research study.

*Also CCCOnline*

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**CRJ 257 - Victimology (3)**

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Prerequisite: None

45 lecture hours

Demonstrates to the student the role the crime victim plays in the criminal justice system. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed.

*Also CCCOnline*

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**CSC - Computer Science**

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**CSC 105 - Computer Science (3)**

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Prerequisite: None

45 lecture hours

Introduces students to current technologies. Special focus on ensuring students become technologically competent and computer literate. Emphasis is placed on technology fundamentals and terminology through the evaluation of hardware and software. Provides students with a working knowledge of operating system use, file management and security. Introduces the internet as a research and communication tool. Application software is covered to ensure the fundamental computer skills for personal, academic and business use are obtained.

*Also CCCOnline*

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**CSC 119 - Introduction to Programming (3)**

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Prerequisites: None

15 lecture hours, 45 lab hours

Focuses on a general introduction to computer programming. This course emphasizes the design and implementation of structured and logically correct programs with good documentation. It is centered on basic programming concepts, including control structures, modularization, and data processing. A structured programming language is used to implement program designs. It emphasizes the writing of multiple programs following the software development process, from start to finish, including design, implementation, and testing.

*Also CCCOnline*

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**CSC 160 - Computer Science I (C++) (4)**

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

45 lecture hours, 22.5

Introduces students to the discipline of computer science and programming. Algorithm development, data representation, logical expressions, sub-programs and input/output operations using a high-level programming language are covered. Intensive lab work outside of class time is required.

*Added at MCC Summer 2000*

*Also CCCOnline*

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**CSC 161 - Computer Science II (C++) (4)**

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Prerequisite: CSC 160 with a "C" grade or better

60 lecture hours

Continues algorithm development and problem-solving techniques not covered in Computer Science I using a high-level programming language. Students are able to gain experience in the use of data structures and the design and implementation of larger software projects. Intensive computer laboratory experience is required for this course.

*Added at MCC Spring 2000*

*Also CCCOnline*

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**CSC 165 - Discrete Structures (4)**

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Prerequisite: MAT 121 or CSC 160 with a "C" grade or better or math faculty permission

60 lecture hours

Prepares students for a fundamental understanding of computing and computer science. Includes set theory, Boolean algebra, relations, functions, graph theory and techniques for formal reasoning.

*Added at MCC Fall 2003*

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**CSC 220 - Introduction to Microsoft Visual Basic.NET (3)**

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Prerequisite: None

45 lecture hours

Provides students with the knowledge and skills needed to develop applications in Microsoft Visual Basic .NET for the Microsoft .NET platform. Focuses on user interfaces, program structure, language syntax, and implementation details. This is the first course in the Visual Basic .NET curriculum and serves as the entry point for other .NET courses

*Also CCCOnline*

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**CSC 225 - Computer Architecture/Assembly Language Programming (4)**

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

60 lecture hours

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

*Added at MCC Spring 2001*

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**CSC 230 - C Programming: Platform (3)**

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Prerequisite: None

45 lecture hours

Prepares students to be a better programmer using the C programming language. C is a mid-level language whose economy of expression and data manipulation features allows a programmer to deal with the computer at a low level. The goal is to learn skills that are usable in many languages and understand what is happening at the machine level. The student should already understand the control structures selection, iteration, and subroutines (functions/methods)

*Also CCCOnline*

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**CSC 240 - Java Programming (3)**

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Prerequisite: None

45 lecture hours

Introduces the Java Platform, Standard Edition (Java SE), to develop Graphical User Interface (GUI) applications. Language constructs will include loops, conditionals, methods, and arrays. The code will incorporate event and exception handling, File I/O, and Object-Oriented Programming (OOP) concepts.

*Also CCCOnline*

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**CSL - Counselling**

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**CSL 245 - Professional Ethics (1)**

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Prerequisite: None

15 lecture hours

This course focuses on ethical issues specific to the practice of addiction counseling and on jurisprudence, which is the law and the practice of psychotherapy in Colorado. The class will cover the Colorado Mental Health Practice Act and introduce the student to the regulatory system and the role of DORA (Dept. of Regulatory Agencies) and DBH (Division of Behavioral Health) in the development and credentialing of the addiction counselor. There will be emphasis on developing ethical decision-making skills, knowledge of confidentiality and the prohibited activities in the Mental Health Practice Act. Students will become familiar with the NAADAC Code of Ethics and acquire the tools for ethical and legal practice.

*Added at MCC Fall 2010*

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### CSL 255 - Infectious Diseases for Addiction Counselors (1)

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Prerequisite: None

15 lecture hours

This class will help prepare addiction professionals to identify diseases frequently associated with drug abuse, determine client risk for infection, educate clients about disease prevention and treatment options, and assist clients in obtaining appropriate treatment as needed. This class will enhance the ability of the counselor to offer treatment services in a manner that respects gender, race and ethnicity, sexual orientation, cultural, familial, systemic and socioeconomic diversity.

*Added at MCC Summer 2010*

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### CSL 260 - Client Records Management (1)

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Prerequisite: None

15 lecture hours

This class will provide the counselor with an understanding of the clinical record and the continuum of client care that the record documents and tracks. The class presents screening, assessment and evaluation, diagnosis, ASAM patient placement criteria, treatment planning, progress note completion, documentation requirements and discharge planning. It emphasizes the confidentiality of the client record and includes releases of information, mandatory disclosure and informed consent among others.

*Added at MCC Spring 2010*

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### CSL 265 – Culturally Informed Treatment (1)

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Prerequisite: None

15 lecture hours

This class will provide a basic foundation for understanding how cultural competence, awareness and sensitivity can improve quality of care and increase positive outcomes. Cultural variables to be considered will include age, gender, sexual orientation, religious affiliation, language, educational level, physical ability, economic status and social class as well as racial and ethnic backgrounds. This course is intended to provide participants with basic skills to recognize and respect the behavior, ideas, attitudes, values, beliefs, customs, language, rituals, ceremonies and practices characteristic of diverse groups of people. Course design will include definitions and descriptions of culture including concepts of assimilation and acculturation. Exercises will involve self-examination and discussion of the evolution of one's own personal beliefs, values and attitudes.

*Added at MCC Fall 2010*

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### CSL 268 - Addictions Counseling Skills (2)

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Prerequisite: None

30 lecture hours

This class will provide a framework and counseling model for working with clients with substance abuse or dependence. This course will teach the counseling skills needed to help clients process their information and move toward the change process. The models utilized in this class are client-centered, counselor-directed therapy using a motivational style and spirit.

*Added at MCC Summer 2010*

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### CSL 269 - Principles of Addictions Treatment (1.5)

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Prerequisite: None

22.5 lecture hours

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

*Added at MCC Spring 2010*

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## CWB - Computer Web-Based

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### CWB 110 - Complete Web Authoring: (HTML) (3)

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Prerequisite: None

45 lecture hours

Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms.

*Also CCCOnline*

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### CWB 130 - Web Editing Tools: (Dreamweaver) (3)

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Prerequisite: None

45 lecture hours

Teaches the use of tools for Web page design and development. These tools are designed to make the creation of Web pages easy and consistent. With the use of editing tools, students will be able to build Web pages making use of forms, tables, frames, templates, Cascading Style Sheets (CSS), and layers. The student will also be able to easily publish and manage a Web site once it is created.

*Also CCCOnline*

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### CWB 209 - Web Content Management Systems (3)

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Prerequisite: None

15 Lecture hours, 45 Lab hours

Explores the use of open-source Content Management Systems to simplify the creation and maintenance of web sites.

*Added at MCC Fall 2017*

## DPM - Diesel Power Mechanics

### DPM 103 - Diesel Engines I (4)

Prerequisite: None

15 Lecture hours 67.5 Lab hours

Covers the theory and operation of diesel engines with emphasis on cylinder heads, valve train diagnosis, and repair. This course introduces the cooling system's importance in diagnosis and repair. This course meets Medium/Heavy Truck Service Technology/Medium/Heavy Truck Master Service Technology (TST/MTST) program accreditation standards.

*Added at MCC Fall 2019*

## ECE - Early Childhood Education

### Early Childhood Education Background Check Policy

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

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

The background check is valid for two years. The Vice President of Instruction or the Dean of General Education can request additional background checks at any time. The student will be responsible for the additional cost. In some cases, additional background checks may be required by a practicum site.

Should any required record indicate that a student is unable to work with children, he or she will not be eligible to complete ECE courses. In that event, the Dean of General Education or Student Services will work with the student to individualize an alternative education plan and career path.

Contact MCC Human Resources Department for additional assistance or questions.

### ECE 101 - Introduction to Early Childhood Education (3)

Prerequisite: Each student is responsible for completing and passing a background check

45 lecture hours

Provides an introduction to the profession of Early Childhood Education (ECE). Course content includes eight key areas of professional knowledge related to working with young children and their families in early care and education settings: child growth and development; health, nutrition and safety; developmentally appropriate practices; guidance; family and community relationships; diversity and inclusion; professionalism; and administration and supervision. This course addresses children ages birth through 8 years.

*See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

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

*Also CCCOnline*

### ECE 102 - Introduction to Early Childhood Lab Techniques (3)

Prerequisite: Each student is responsible for completing and passing a background check

Prerequisite or Co-requisite: ECE 101

15 lecture hours; 60 practicum hours

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

*See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

*Previously ECP 102 Fall 2001-Summer 2003*

### ECE 103 - Guidance Strategies for Children (3)

Prerequisite: Each student is responsible for completing and passing a background check

45 lecture hours

Explores guidance theories, applications, goals, and techniques, as well as factors that influence behavioral expectations of children. This course includes classroom management and pro-social skills development of young children in early childhood (EC) program settings. This course addresses children ages birth through 8 years.

*See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY.*

*Previously ECP 148 Fall 2001-Spring 2003*

*Also CCCOnline*

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**ECE 111 - Infant & Toddler Theory & Practice (3)**

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Prerequisite: Each student is responsible for completing and passing a background check

45 lecture hours

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

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Previously ECP 111 Fall 2001-Spring 2003

Also CCCOnline

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**ECE 112 - Introduction to Infant\ Toddler Lab Techniques (3)**

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Prerequisite: Each student is responsible for completing and passing a background check

Pre- or Co-requisite: ECE 111

15 lecture hours, 60 practicum hours

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

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

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

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**ECE 120 - Introduction to Early Intervention for Infants and Toddlers (4)**

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Prerequisite: Each student is responsible for completing and passing a background check

60 lecture hours

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

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Added at MCC Summer 2014

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**ECE 121 - Promoting Infant/Toddler Development in Natural Environments (3)**

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Prerequisite: Each student is responsible for completing and passing a background check

45 lecture hours

Emphasizes issues and strategies when working with infants and toddlers and their families in group and/or family settings. The course includes three key topics: supporting infants' and toddlers' social and emotional development, instructional strategies used in early intervention programs to support learning, and early oral language development.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Added at MCC Summer 2014

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**ECE 122 - Interventions for Infants' and Toddlers' Health, Communication and Behavioral Needs (3)**

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Prerequisite: Each student is responsible for completing and passing a background check

45 lecture hours

Focuses on supporting infants and toddlers with health, communication and behavioral needs. This course includes three key topics: the health services related to the early intervention programs; communication challenges and their impact on other areas of development; and supporting infants and toddlers with behavior challenges and their families.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Added at MCC Summer 2014

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**ECE 123 - Critical Topics in Early Intervention (3)**

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Prerequisite: Each student is responsible for completing and passing a background check

45 lecture hours

Introduces three critical topics: Autism Spectrum Disorders (ASD) in early intervention, instructional and assistive technology in early intervention and transition of infants and toddlers at age three.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

Added at MCC Summer 2014

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### **ECE 124 - Professional Growth and Development: Theory and Practice (w/lab) (4)**

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Prerequisite: Each student is responsible for completing and passing a background check

45 lecture hours, 30 lab hours

Focuses on theoretical and practical aspects of personal and professional growth and development of the Developmental Intervention (DI) assistant needed to work in early intervention settings. The course includes interpersonal skills to work in teams and support personal growth, as well as field experience in early intervention settings with infants and toddlers with disabilities. Students work under the supervision of experienced and licensed early intervention providers with direct guidance of the instructor.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Added at MCC Summer 2014

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### **ECE 125 - Science/Math and the Young Child (3)**

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Prerequisite: Each student is responsible for completing and passing a background check

45 lecture hours

Examines theories of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Enables students to research and develop appropriate individual and group scientific/mathematical activities for young children.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY.

Also CCCOnline

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### **ECE 126 - Art & the Young Child (2)**

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Prerequisite: Each student is responsible for completing and passing a background check

30 lecture hours

Prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Investigates the development of self-taught art techniques in young children.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Added at MCC Summer 2003

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### **ECE 127 - Music/Movement for Children (1)**

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Prerequisite: Each student is responsible for completing and passing a background check

15 lecture hours

Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experiences, students work with the concepts of age and developmental appropriateness when designing fun activities with both subjects.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Added at MCC Fall 2015

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### **ECE 175 - Special Topics in Early Childhood Education (.05-6)**

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Prerequisite: Each student is responsible for completing and passing a background check

Variable

Explores current topics, issues and activities related to one or more aspects of the early childhood profession.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Added at MCC Summer 2004

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### **ECE 188 - Practicum: Early Childhood Education (1)**

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Prerequisite: Each student is responsible for completing and passing a background check

1 practicum hour; 30 contact hours

Provides students with field experience in early childhood programs.

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at an early childhood center and with the direct guidance of the instructor.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY.

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### **ECE 205 - Nutrition, Health & Safety (3)**

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Prerequisite: Each student is responsible for completing and passing a background check

45 lecture hours

Focuses on nutrition, health, and safety as key factors for optimal growth and development of young children. This course includes nutrition knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities, and communication with families for early childhood educators. This course addresses children ages birth through 12 years.

See EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY

Previously ECP 205 Nutrition and the Young Child Fall 2001-Spring 2003

Also CCCOnline

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### **ECE 220 - Curriculum Development: Methods & Techniques (3)**

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Prerequisite: ECE 101 & ECE 102

Prerequisite: Each student is responsible for completing and passing a background check.

45 lecture hours

Provides an overview of early childhood curriculum development. This course includes processes for planning and implementing developmentally appropriate environments, materials, and experiences that represent best practices in early childhood (EC) program settings. This course addresses children ages birth through 8 years.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Previously ECP 227 Fall 2001-Spring 2003

Also CCCOnline

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### **ECE 225 - Language & Cognition for the Young Child (3)**

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Prerequisite: PSY 238 or ECE 238 or Instructor permission

Prerequisite: Each student is responsible for completing and passing a background check.

45 lecture hours

Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Added at MCC Summer 2010

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### **ECE 226 - Creativity and the Young Child (3)**

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Prerequisite: Each student is responsible for completing and passing a background check.

45 lecture hours

Provides an emphasis on encouraging and supporting creative self-expression and problem-solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses age birth through age 8.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Previously ECP 215 Summer 2002-Spring 2003

Also CCCOnline

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### **ECE 238 - Child Growth & Development (3)**

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Prerequisite: Each student is responsible for completing and passing a background check.

45 lecture hours

Covers the growth and development of the child from conception through the elementary school years. This course emphasizes physical, cognitive, language, social, and emotional domains of development as they pertain to the concept of the whole child. It also includes ways adults can provide a supportive early childhood care and educational environment through teamwork and collaboration.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Added at MCC Summer 2005. Reduced from 4 credits to 3 credits Summer 2011

Also CCCOnline

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### **ECE 240 - Administration of Early Childhood Care & Education Programs (3)**

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Prerequisite: ECE 101, ECE 102, ECE 220

Prerequisite: Each student is responsible for completing and passing a background check.

45 lecture hours

Provides foundational knowledge in early childhood program business operations, program development, and evaluation. This course covers administrative skills, ethical decision making, risk and resource management, and components of quality Early Childhood Education (ECE) programs serving children ages birth through 12 years.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Previously ECP 226 Fall 2001-Spring 2003

Also CCCOnline

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### **ECE 241 - Administration: Human Relations for Early Childhood Education (3)**

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Prerequisite: ECE 101, ECE 102, ECE 220

Prerequisite: Each student is responsible for completing and passing a background check.

45 lecture hours

Focuses on the human relations component of an early childhood professional's responsibilities. This course includes director-staff relationships, staff development, leadership strategies, family-professional partnerships, and community interaction.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

Previously ECP 216 Fall 2001-Spring 2003

Also CCCOnline

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### **ECE 256 - Working with Parents, Families, and Community Systems (3)**

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Prerequisite: Each student is responsible for completing and passing a background check.

45 lecture hours

Examines professional attitudes related to working with diverse families and how unconscious bias may affect family-professional partnerships in early care and education settings. This course covers theoretical perspectives of families and communities, communication strategies, and an exploration of activities and resources to support family engagement in their children's education. Supporting equity and inclusion of all family cultures in early care and education settings for children ages birth through eight.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

*Added at MCC Spring 2018*

*Also CCCOnline*

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### **ECE 260 - Exceptional Child (3)**

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Prerequisite: Each student is responsible for completing and passing a background check.

45 lecture hours

Presents an overview of critical elements related to educating young children with disabilities or special needs in the early childhood setting. Topics include: typical and atypical development; legal requirements; research-based practices related to inclusion; teaming and collaboration; and accommodations and adaptations. This course examines how a disability or special need may impact a young child's learning process. This course addresses children ages birth through 8 years.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*.

*Added at MCC Summer 2010*

*Also CCCOnline*

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### **ECE 289 - Capstone: Early Childhood Education (1-6)**

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Prerequisite: Each student is responsible for completing and passing a background check.

Variable hours

Incorporates a demonstrated culmination of learning within a given program of study.

See *EARLY CHILDHOOD EDUCATION BACKGROUND CHECK POLICY*

*Added at MCC Spring 2005*

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## **ECO - Economics**

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### **ECO 105 - Introduction to Economics (3)**

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Prerequisite: None

45 lecture hours

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues.

*Added at MCC Fall 2004*

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### **ECO 201 - Principles of Macroeconomics: GT-SS1 (3)**

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Prerequisite: None

45 lecture hours

Focuses on the study of the national economy, emphasizing business cycles and long-run growth trends. Explores how macroeconomic performance is measured, including Gross Domestic Product and labor market indicators. Examines the saving-investment relationship and its relationship to Aggregate Supply and Aggregate Demand. Discusses money and banking, international trade, fiscal and monetary policy. Explores the macroeconomic role of the public sector.

*Replaces ECO 201-Fall 1988-Fall 2003*

*Also CCCOnline*

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### **ECO 202 - Principles of Microeconomics: GT-SS1 (3)**

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Prerequisite: None

45 lecture hours

Focuses on the study of individual decision making, emphasizing households, business firms and industry analysis. Explores market models, including competition, monopoly, monopolistic competition and oligopoly. Examines market failure and related efficiency criteria for government intervention. Explores public policy, including labor market issues, poverty and the environment.

*Replaces ECO 202 Fall 1988-Fall 2003*

*Also CCCOnline*

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## **EDU - Education**

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### **EDU 131 - Introduction to Adult Education (3)**

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Prerequisite: None

45 lecture hours

Provides an introduction to adult education with an emphasis on providing instruction to adult learners developing their ability to listen, speak, read, and write in English and learners with skills below 12th grade equivalency. Key areas include adult education theories, principles, methods and techniques; adult education legislation, initiatives and movements; adult basic education services and service providers; understanding the adult learner; metacognition; the instructional environment; and professional development for adult educators.

*Added at MCC Spring 2008*



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### **EDU 132 - Planning, Organizing and Delivering Adult Education Instruction (3)**

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Prerequisite: None

45 lecture hours

Provides an introduction to planning and delivering instruction to adult learners with an emphasis on developing the English language proficiency of non-native English speakers and improving the skills of learners whose skills are below 12th grade equivalency. Key areas include identification of learners' skills, needs and goals; the use of information about learners to plan instruction and assessment; the development of learner independence; the creation of an instructional environment that supports and engages adult learners.

*Added at MCC Spring 2008*

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### **EDU 133 - Adult Basic Education (ABE)/Adult Secondary Education (ASE) (3)**

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Prerequisite: None

45 lecture hours

Provides an introduction to providing literacy and numeracy skills instruction to adult learners functioning below 12th grade equivalency. Key areas include understanding the Adult Basic Education and Adult Secondary Education learner and the literacy and numeracy skills needed to complete each Educational Functioning Level; preparing written instructional plans; delivering level appropriate instruction using techniques and resources appropriate for ABE and ASE learners; using technology; and preparing learners to transition to postsecondary education and careers.

*Added at MCC Spring 2008*

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### **EDU 134 - Teaching English as a Second Language to Adult Learners (3)**

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Prerequisite: None

45 lecture hours

Provides an introduction to providing instruction to adults who are developing English language proficiency. Key areas include understanding the adult ESL learner, the language acquisition process and the language skills needed to complete each Education Functioning Level (EFL); preparing written instructional plans; delivering level appropriate instruction using techniques and resources appropriate for adult language learners; using technology; and preparing adult ESL learners to transition to postsecondary education and careers.

*Added at MCC Spring 2008*

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### **EDU 135 - Family Literacy in Adult Education (3)**

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Prerequisite: None

45 lecture hours

Introduces the students to the philosophy and theory behind family literacy, as well as give practical advice on the development and implementation of a family literacy program. The four-component model of adult education, early childhood education, parent and child together time (PACT), and parenting will be covered, both in theory and practical application.

*Added at MCC Fall 2004*

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### **EDU 140 – The Paraprofessional Educator Role (2)**

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Prerequisite: None

30 lecture hours

Focuses on the knowledge and skills needed by a Paraprofessional Educator in the P-12 schools. This course includes knowledge of the American educational system, an understanding of the responsibilities and legalities associated with the Paraprofessional Educator role, professionalism in the education system, and skills in assisting teachers to enhance learning.

*Added at MCC Spring 2020*

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### **EDU 188 - Practicum I in Education (0-12)**

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Prerequisite: Each student is responsible for completing and passing a background check

Co-requisite: EDU 221

Variable

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor.

*See Elementary Teacher Education Background Check Policy*

*Added at MCC Fall 2007*

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### **EDU 221 - Introduction to Education (3)**

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Prerequisite: College level reading and writing as demonstrated on college level placement scores

Prerequisite: Each student is responsible for completing and passing a background check

45 lecture hours

Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system.

*See Elementary Teacher Education Background Check Policy*

*Added at MCC Fall 2004*

*Also CCCOnline*

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### **EDU 222 - Effective Teaching (1)**

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Prerequisite: Each student is responsible for completing and passing a background check

15 lecture hours

Focuses on strategies for becoming an effective teacher. Topics include course goals and objectives, the first day, planning a lesson, higher levels of thought, test design and grading, assessment, and teaching and learning styles.

*See Elementary Teacher Education Background Check Policy*

*Added at MCC Fall 2015*

*Also CCCOnline*

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**EDU 234 - Multicultural Education (3)**

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Prerequisite: Each student is responsible for completing and passing a background check

45 lecture hours

Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. This course provides opportunities to recognize the learning needs of children from different racial, ethnic, cultural, and socioeconomic groups and to encourage teachers to integrate multicultural and diversity teaching strategies into the school curriculum.

See *Elementary Teacher Education Background Check Policy*

Added at MCC Spring 2008

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**EDU 240 - Teaching the Exceptional Learner (3)**

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Prerequisite: Each student is responsible for completing and passing a background check

45 lecture hours

Focuses on the individual differences and modifications that are necessary in the educational practices of the exceptional learner. Incorporates an additional 10-hour 0-credit, pre-professional, supervised, field-based experience. Together with this experience, a portfolio and field experience reflective journal is required of all students.

See *Elementary Teacher Education Background Check Policy*

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**EDU 250 - CTE in Colorado (1)**

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Prerequisite: None

15 lecture hours

Explores common elements of Career and Technical Education philosophy and current practices. It details the philosophy of Career and Technical Education (CTE), the federal Carl D. Perkins legislation and related guidelines for CTE, the Colorado Technical Act, national and state regulatory agencies, the CCCS program approval process, enrollment management and advising strategies, relevant local and national issues, and quality assurance principles.

Added at MCC May 2012

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**EDU 261 - Teaching, Learning & Technology (3)**

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Prerequisite: EDU 221

Each student is responsible for completing and passing a background check

45 lecture hours

Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.

Added at MCC Spring 2004

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**EDU 288 – Practicum II (3)**

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Co-requisite OR Prerequisite: EDU 221 Each student is responsible for completing and passing a background check.

15 lecture hours, 60 clinical hours

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor.

Added MCC Fall, 2020

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**EIC - Electricity Industrial Commercial**

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**EIC 104 - Basics of Industrial Electricity (1.5)**

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Prerequisite: None

15 lecture hours, 11.25 lab hours

Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis; and troubleshooting with basic test equipment.

Added at MCC Fall 2015

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**EIC 120 - Electrical Installations II (4)**

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Prerequisite: None

45 lecture hours, 22.5 lab hours

Explores commercial and industrial building wiring in conformance with the current National Electrical Code and local codes using electric metallic tubing and other raceways. The emphasis is on proper use of tools and safety.

Added at MCC Fall 2015

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**EIC 124 - Electrical Safety Requirements (1)**

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Prerequisite: None

15 lecture hours

Focuses on training that is 100% practical and deals with every important aspect of OSHA's electrical safety-related work practices and how they apply. Teaches the safe installation and maintenance of electrical equipment. Covers the use of personal protective equipment.

Added at MCC Fall 2015

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**EIC 126 - Wiring Methods ( )**

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Prerequisite: None

22.5 lab hours

Expands and reinforces the electrician's knowledge of wiring methods as stated in Article 300 and other articles of the National Electrical Code (NEC). Emphasis is placed on proficient use of the NEC to promote interpretation and application of the provisions of the code. This class meets necessary state licensing renewal requirements for professional development in wiring methods.

Added at MCC Fall 2018

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**EIC 128 - Theory and Calculations in NEC ( )**

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Prerequisite: None

15 Lecture hours

Expands and reinforces the electrician's knowledge of theory and calculations required in the electrical industry. Emphasis is placed on the different mathematical formulas in determining ampacity. The course provides opportunities to develop correct values based on tables in the National Electric Code (NEC). This class meets necessary state licensing renewal requirements for professional development in theory and calculation methods.

*Added at MCC Fall 2018*

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**EIC 129 - NEC Code Changes ( )**

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Prerequisite: None

15 Lecture hours

Expands and reinforces the electrician's knowledge of the National Electrical Code (NEC). Emphasis is placed on the code changes for the current edition of the NEC. The electrician reviews tables and chapters of the NEC for better comprehension and interpretation of the provisions and applications of the code. This class meets necessary state licensing renewal requirements for professional development in licensing renewal.

*Added at MCC Fall 2018*

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**EIC 130 - National Electrical Code I (4)**

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Prerequisite: None

45 lecture hours, 22.5 lab hours

Focuses on the National Electrical Code and local code requirements for electrical installation. Covers chapters one through four of the National Electrical Code.

*Added at MCC Fall 2015*

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**EIC 144 - Grounding and Bonding ( )**

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Prerequisite: None

15 Lecture hours, 11.25 Lab hours

Prepares the student in the latest technology and techniques available for code and standards-compliant grounding and bonding systems. Focuses on grounding and bonding requirements as they relate to Article 250 and other articles of the NEC. Covers installation, testing and inspection procedures for II power systems. Includes rules to minimize the risk of electricity as a source of electric shock, and as an ignition source for fires.

*Added at MCC Fall 2018*

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**EIC 160 - Instruments & Measurements (4)**

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Prerequisite: None

45 lecture hours, 22.5 lab hours

Long Title: Electrical Instruments &amp; Measurements

Covers the proper techniques for using electrical instruments, including volt/ohm, amp, phase rotation, oscilloscopes and recording meters. Focuses on instrument transformers for journeymen and in-plant electricians.

*Added at MCC Fall 2015*

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**EIC 221 - Trouble Shooting Control Circuits (1.5)**

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Prerequisite: None

15 lecture hours, 11.25 lab hours

Bridges the gap between the theoretical knowledge and the critical thinking skills needed on the job. Incorporates working at a troubleshooting station with circuits that are identical to motor control circuits in a plant. Concentrates exclusively to teaching hands-on troubleshooting.

*Added at MCC Fall 2015*

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**EIC 222 - Instrument & Process Control I (4)**

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Prerequisite: None

45 lecture hours, 22.5 lab hours

Investigates theory of industrial instrumentation measurement through process control. Includes theory and measurement methods for temperature, pressure, level and flow. Incorporates hands-on training equipment to measure temperature and pressure and perform calibration of a pressure differential transmitter. Enables the student to construct a closed loop and tune the loop. Test equipment is used to simulate a two-wire transmitter and source a current signal for calibration of an I/P transducer.

*Added at MCC Fall 2015*

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**EIC 224 - Understanding PLC's (1.5)**

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Prerequisite: None

15 lecture hours, 11.25 lab hours

Improves the individual's ability to read, interpret and analyze electrical ladder drawings. Acquaints the student with the basic electromechanical components commonly used in electrical control circuits, as well as solid-state relays and the role of programmable controllers.

*Added at MCC Fall 2015*

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**EIC 227 - Mechanical Drives (1.5)**

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Prerequisite: None

15 lecture hours, 11.25 lab hours

Covers the basics of mechanical drives including chain drives, belt drives, bushings, couplings, gear drives, bearings, and lubrication. Includes power transmission physics, shafts, keyways and keyseats, prime movers, gearing, chain drives, belt drives, bushing couplings, bearings, lubrication, clutches, brakes and torque limiters, mechanical variable speed drives.

*Added at MCC Fall 2015*

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**EIC 280 - Internship (2.0)**

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Prerequisite: Must complete all prerequisites with a "C" or better

90 Internship hours

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

*Added at MCC Fall 2015*

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**ELT - Electronics**

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**ELT 106 - Fundamentals of DC/AC (4)**

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Prerequisite: None

45 lecture hours, 22.5 lab hours

Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments in troubleshooting.

*Added at MCC Fall 2015*

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**ELT 147 – Digital Devices I (4)**

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Prerequisite: None

15 lecture hours, 67.5 lab hours

Introduces the operation and application of gates, flip-flops, counters, shift registers, encoders-decoders and LED displays. Covers binary numbers, Boolean algebra and troubleshooting.

*Added at MCC Fall 2020*

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**ELT 148 – Digital Devices II (3)**

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Prerequisite: None

15 lecture hours, 45 lab hours

Continues ELT 147 with emphasis on the operation and application of programmable logic devices, synchronous counters, multiplexers, liquid crystal displays, ROM and RAM. Includes specifications of ICs, display multiplexing, and design and minimization of circuits. Troubleshooting is emphasized.

*Added at MCC Fall 2020*

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**ELT 258 – Programmable Logic Controllers (3)**

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Prerequisite: None

15 lecture hours, 45 lab hours

Covers the fundamentals of programmable logic controllers (PLCs) as they are applied in robotics and automation. Includes history, terminology, typical applications, hardware, and software. Incorporates lab and project activities that address operating, monitoring, programming, troubleshooting, and repairing PLC controlled lab trainers as well as actual industrial equipment.

*Added at MCC Fall 2020*

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**ELT 267 – Introduction to Robotics (1)**

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Prerequisite: None

22.5 lab hours

Introduces basic robotics. Enables the student to program a robot in a higher-level language to perform various tasks. Covers building and interfacing of sensor circuits.

*Added at MCC Fall 2020*

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**ELT 268 – Robotic Technologies (3)**

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Prerequisite: None

15 lecture hours, 45 lab hours

Introduces industrial robotics as well as a survey of the technologies and equipment used in manufacturing automation and process control. Includes axis configurations, work envelopes, programming, troubleshooting, and maintenance. Incorporates a survey of automation topics including history, computer and hardwired controls, sensors and transducers, motors and actuators, fluid power, etc. and provides a preview of the other ELT classes that cover those subjects.

*Added at MCC Fall 2020*

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**ELT 280 – Internship (3)**

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Prerequisite: None

135 Internship hours

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

*Added at MCC Fall 2020*

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**EMS - Emergency Medical Services**

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**EMS 112 - Emergency Medical Dispatch (2.5)**

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Prerequisite: Current CPR card

30 lecture hours, 11 lab hours

Provides technical and practical information, skill practice and written examination for the current or potential emergency dispatcher.

*Added at MCC Fall 2003*

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**EMS 115 - Emergency Medical Responder (3)**

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Prerequisite: None

45 lecture hours

Provides the student with core knowledge and skills to function in the capacity of an emergency medical responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives.

*Added at MCC Summer 2003*

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**EMS 121 - EMT Fundamentals (3)**

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Prerequisite: None

30 Lecture Hours, 22.5 lab hours

Introduces the Emergency Medical Technician (EMT) student to pre-hospital emergency care. The topics included in this course are Emergency Medical Services (EMS) systems, well-being of the EMT, communications, documentation, anatomy, airway management, and patient assessment.

*Added at MCC Summer 2012*

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**EMS 122 - EMT Medical Emergencies (4)**

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Prerequisite: None

30 lecture hours, 45 lab hours

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to effectively provide emergency care and transportation to a patient experiencing a medical emergency. This course focuses on the integration of the physical exam, medical history, and pathophysiology when assessing and treating the medical patient.

*Added Summer 2012*

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**EMS 123 - EMT Trauma Emergencies (2)**

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Prerequisite: None

15 lecture hours, 22.5 lab hours

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.

*Added at MCC Summer 2012*

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**EMS 126 - EMT Refresher (3)**

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Prerequisite: Current CPR card, Current or less than 36 months expired EMT certification

45 lab hours

Provides the student with a refresher course designed to meet the recertification requirements for the State of Colorado and/or a portion of the recertification requirements for National Registry.

*Added at MCC Fall 2003*

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**EMS 127 - AEMT Special Considerations (2)**

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Prerequisite: Must be a current EMT in Colorado

15 lecture hours, 22.5 lab hours

Introduces the Advanced Emergency Medical Technician (AEMT) student to the fundamental knowledge of growth, development and aging considerations in the emergency patient. The student will learn to use assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. These include the obstetric patient, neonatal patient, pediatric patient, geriatric patient, and patients with special challenges. Learners will apply this knowledge to patient assessment and the development of a treatment plan in a simulated setting. This course also provides an overview of the principles of safe ground ambulance operations, incident management, multiple casualty incidents, air medical responses, vehicle extrication, hazardous material awareness and terrorism and disaster response. Learners will apply critical thinking skills to ensuring the safety of a scene and a plan for safe patient care and transportation.

*Added at MCC Fall 2012*

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**EMS 129 - AEMT Pharmacology (1)**

---

Prerequisite: Must be a current EMT in Colorado

7.5 lecture hours, 11.5 lab hours

Provides the Advanced Emergency Medical Technician (AEMT) student with a basis for making clinical decisions in the pharmacologic management of patients commonly encountered in the pre-hospital setting. Topics include the legal and ethical aspects of pharmacotherapy, roles, responsibilities and techniques associated with medication preparation and administration, the classification and naming of medications, pharmacokinetics, pharmacodynamics, and medication calculations. In addition the mechanism of action, dose, route(s) of administration, therapeutic effects, adverse effects, and therapeutic indications for medications within the Advanced Emergency Medical Technician scope of practice are discussed in detail.

*Added at MCC Fall 2012*

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**EMS 131 - AEMT Fundamentals (2)**

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Prerequisite: Must be a current EMT in Colorado

15 lecture hours, 22.5 lab hours

Provides the Advanced Emergency Medical Technician (AEMT) student with instruction in EMS systems, communications and documentation, pathophysiology, airway management, and the role of EMS in public health.

*Added at MCC Fall 2012*

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**EMS 132 - EMS Intravenous/Intraosseous Therapy (2)**

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Prerequisite: Must have passed the NREMT practical skills and cognitive EMT basic examination.

45 Lab Hours

Focuses on cognitive and skill practice for the Colorado scope of practice for the IV / IO endorsement as outlined in the Intravenous / Intraosseous Therapy and Medication Administration course curriculum.

*Added at MCC Spring 2020*

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**EMS 133 - AEMT Medical Emergencies (2)**

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Prerequisite: Must be a current EMT in Colorado

15 lecture hours, 22.5 lab hours

Introduces the Advanced Emergency Medical Technician (AEMT) student to a fundamental knowledge of emergency care for the medical patient. This course provides instruction in the integration of physical exam findings, history findings, and pathophysiology when assessing and treating the medical patient. Topics addressed include neurology, immunology, infectious diseases, endocrine disorders, cardiovascular disorders, toxicology, respiratory emergencies, hematology, and renal disorders.

*Added at MCC Fall 2012*

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**EMS 135 - AEMT Trauma Emergencies (2)**

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Prerequisite: Must be a current EMT in Colorado

15 lecture hours, 22.5 lab hours

Introduces the Advanced Emergency Medical Technician (AEMT) student to a fundamental knowledge of emergency care for the trauma patient. The student will learn how to utilize assessment findings to provide basic and selected advanced emergency care and transportation for the trauma patient.

*Added at MCC Fall 2012*

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**EMS 154 - Trauma Life Support (1)**

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Prerequisite: None

Prepares the EMS provider to assess and manage trauma patients in the pre-hospital setting.

*Added at MCC Fall 2013*

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**EMS 170 - EMT Clinical (1)**

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Prerequisite: None

Co-requisite: EMS 121 if using for Certificate; EMS 126 if using for recertification

7.5 private instruction hours

Provides the EMT student with the clinical experience required for initial certification and some renewal processes.

*Added at MCC Fall 2003; Rev Fall 2015 w/updated title, description, competencies, & outline*

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**EMS 171 - AEMT Clinical Internship (2)**

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Prerequisite: Must be a current EMT in Colorado

Builds on the Advanced Emergency Medical Technician (AEMT) student's fundamental knowledge of patient care in the clinical and field setting. The student will perform patient assessments through physical examination, and patient interviews of health history and current illness. The student will then use those assessment findings to develop and carry out a patient treatment plan. This will include pediatric, geriatric and adult patients with a variety of presentations. The student will also survey each field scene for safety considerations and scene management.

*Added at MCC Fall 2012*

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**EMS 178 - EMS Seminar (.05-6)**

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Prerequisite: None

Variable hours

Provides the student with the opportunity to explore local interests and needs in a less formal setting.

*Added at MCC Summer 2003*

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**EMS 203 - EMT Intermediate I (6)**

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Prerequisite: Valid EMT-Basic, HEP B vaccination, Current CPR cards, high school grad or GED

75 lecture hours, 30 lab hours

Provides preparatory information and is the first part of the EMT Intermediate program.

*Added at MCC Fall 2003.*

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**EMS 205 - EMT Intermediate II (6)**

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Prerequisite: EMT Intermediate I - EMS 203

75 lecture hours, 30 lab hours

Serves as the second course for EMT Intermediate certification.

*Added at MCC Fall 2003.*

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**EMS 206 - EMT Intermediate Refresher (3)**

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Prerequisite: Current EMT I certificate, or less than 36 months expired

30 lecture hours, 23 lab hours

Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program.

*Added at MCC Fall 2003.*

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**EMS 270 - Clinical: EMS Intermediate (3)**

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Prerequisite: EMS 203-EMS 205 with a "C" grade or better

Co-requisite: EMS 205 as needed.

45 lab hours

Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

*Added at MCC Fall 2003.*

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**ENG - English**

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**ENG 113 - Business English (3)**

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Prerequisite: None

45 lecture hours

Introduces business English skills that are applicable to business correspondence. This course will review basic principles of grammar, punctuation, capitalization, spelling, and word usage.

*Previously ENG 115 Technical English & Communications Fall 2002-Summer 2003; BUS 117 Business English Fall 1991-Summer 2002; BUS 111 Business English Summer 1987- Summer 1991*

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**ENG 115 - Technical English and Communication (3)**

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Prerequisite: None

45 lecture hours

Focuses on the written and oral communication needs of students in vocational and technical fields. Enables the student to practice written, oral, reading, reasoning, and interpersonal communication skills in order to become successful (or to remain successful) in the workplace.

*Added at MCC Fall 2010*

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**ENG 121 - English Composition I: GT-CO1 (3)**

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

45 lecture hours

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a wide variety of compositions that stress analytical, evaluative, and persuasive/argumentative writing.

*Replaces ENG 121 Summer 1988-Fall 2002*

*Also CCCOnline*

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**ENG 122 - English Composition II: GT-CO2 (3)**

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Prerequisite: ENG 121 or ENG 131 with a "C" grade or better

45 lecture hours

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

*Replaces ENG 122 Summer 1988-Fall 2002*

*Also CCCOnline*

---

**ENG 131 - Technical Writing: GT-CO1 (3)**

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Prerequisite: None

45 lecture hours

Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government.

*Also CCCOnline*

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**ENG 201 - English Composition III: GT-CO3 (3)**

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Prerequisite: ENG 122 with a "C" grade or better

45 lecture hours

Provides the skills necessary to enter into higher-level undergraduate academic discourse or professional workplace writing. This course extends rhetorical knowledge and develops critical reading, thinking, and writing strategies in multiple specialized areas of discourse beyond what is encountered in previous composition courses.

*Added at MCC Spring 2011*

*Also CCCOnline*

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**ENG 221 - Creative Writing I: GT-AH1 (3)**

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Prerequisite: None

45 lecture hours

Examines techniques for creative writing by exploring imaginative uses of language through creative genres (fiction, poetry, and other types of creative production such as drama, screenplays, graphic narrative, or creative nonfiction) with emphasis on the student's own unique style, subject matter and needs.

*Added at MCC Summer 2002*

*Also CCCOnline*

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**ENG 222 - Creative Writing II (3)**

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Prerequisite: None

45 lecture hours

Provides continued development of written expression in the creative genres (fiction, poetry, and other types of creative production such as drama, screenplays, graphic narrative, or creative nonfiction) with emphasis on the student's own unique style, subject matter and needs. This course is a creative writing workshop centered around producing and critiquing creative work.

*Added at MCC Fall 2003*

*Also CCCOnline*

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**ENG 226 - Fiction Writing (3)**

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Prerequisite: None

45 lecture hours

Provides techniques for analyzing and writing fiction, including the study of form and technique with an emphasis on the writing process.

*Added at MCC Fall 1991*

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**ENG 227 - Poetry Writing (3)**

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Prerequisite: None

45 lecture hours

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

*Added at MCC Fall 1991*

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**ENP - Entrepreneurship**

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**ENP 209 - Entrepreneurship Business Plan (3)**

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Prerequisite: None

45 Lecture hours

Guides students through the evaluation of a business concept. This course will include writing a comprehensive business plan. This course explores both traditional and lean business planning as a means to establish strategic vision and direction for a business. This course assesses the strengths and weaknesses of a business concept. This course will include identifying external and environmental factors related to business ownership and evaluating various resources available for funding small businesses.

*Added at MCC Fall 2016.*

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**ENV - Environmental Science**

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**ENV 101 - Environmental Science: GT-SC1 (4)**

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Prerequisite: None

45 lecture hours, 30 lab hours

Introduces the basic concepts of ecology and the relationship between environmental problems and biological systems. This course includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. A holistic approach is used when analyzing how the foundations of natural sciences interconnect with the environment.

*Added at MCC Fall 2012*

*Also CCCOnline*

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**ESL - English as a Second Language**

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**ESL 011 - Basic Pronunciation (3)**

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Prerequisite: None

45 lecture hours

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

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**ESL 012 - Intermediate Pronunciation (3)**

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Prerequisite: None

45 lecture hours

Provides listening, speaking and reading activities that help students recognize and produce a variety of stress and intonation patterns in English. Helps students to produce problematic English sounds.

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**ESL 021 - Basic Grammar (3-5)**

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Prerequisite: None

Variable

Develops competency in basic grammatical structures through oral and written practice.

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**ESL 022 - Intermediate Grammar (3-5)**

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Prerequisite: None

Variable

Builds on basic grammar structures. This course develops competency in intermediate grammar structures with continued emphasis on oral and written communication.

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**ESL 023 - Advanced Grammar (3-5)**

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Prerequisite: None

Variable

Builds on intermediate level grammar structures. This course develops competency in advanced grammatical structures with increased emphasis on written communication.

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**ESL 031 - Basic Conversation (3-4)**

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Prerequisite: None

Variable

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



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**ESL 032 - Intermediate Conversation (3-4)**

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Prerequisite: None

Variable

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

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**ESL 033 - Advanced Conversation (3)**

---

Prerequisite: None

45 lecture hours

Provides students with opportunities to increase the listening and speaking skills required in academic and work situations. Emphasizes vocabulary building, listening and notetaking strategies, as well as questioning, discussion, and presentation skills.

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**ESL 041 - Basic Reading (3-4)**

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Prerequisite: None

Variable

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

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**ESL 042 - Intermediate Reading (3-4)**

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Prerequisite: None

Variable

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

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**ETH - Ethnic Studies**

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**ETH 200 - Introduction to Ethnic Studies GT-SS3 (3)**

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Prerequisite: None

45 Lecture hours

Introduces students to the issues of race and ethnicity. Emphasizes ethnic relations in the United States as it pertains to four major groups: Americans of African, Asian, Latino and Native descent. Explores issues of racial and ethnic identity, racism and discrimination, stereotyping, prejudice, segregation, colonialism, integration and acculturation.

*Added at MCC Spring 2017*

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**FRE - Foreign Language- French**

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**FRE 101 - Conversational Foreign Language I: French (3)**

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Prerequisite: None

45 lecture hours

Introduces beginning students to conversational French and focuses on understanding and speaking French. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

*Added at MCC Spring 2004*

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**FRE 102 - Conversational Foreign Language II: French (3)**

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Prerequisite: FRE 101 with a "C" grade or better

45 lecture hours

Continues the sequence for beginning students who wish to understand and speak French. Covers basic conversational patterns, expressions, and grammar.

*Added at MCC Spring 2004*

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**FRE 111 - Foreign Language I: French (5)**

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Prerequisite: None

75 lecture hours

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors*

*Also CCCOnline*

---

**FRE 112 - Foreign Language II: French (5)**

---

Prerequisite: FRE 111 with a "C" grade or better or instructor permission

75 lecture hours

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors*

*Also CCCOnline*

---

### **FRE 211 - Foreign Language III: French: GT-AH4 (3)**

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Prerequisite: FRE 112 with a "C" grade or better or instructor permission

45 lecture hours

Continues the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the French language. This course is conducted predominantly in French.

*Also CCCOnline*

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### **FRE 212 - Foreign Language IV: French: GT-AH4 (3)**

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Prerequisite: FRE 211 with a "C" grade or better or instructor permission

45 lecture hours

Continues the development of increased functional proficiency at intermediate mid-level in speaking, aural comprehension, reading, writing, and cultural competency in the French language. This course is conducted predominantly in French.

*Also CCCOnline*

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## **GEO - Geography**

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### **GEO 105 - World Regional Geography: GT-SS2 (3)**

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Prerequisite: None

45 lecture hours

Examines the spatial distribution of environmental and societal phenomena in the world's regions; environmental phenomena may include topography, climate, and natural resources; societal phenomena may include patterns of population and settlement, religion, ethnicity, language, and economic development. Analyzes the characteristics that define world regions and distinguish them from each other. Examines the relationships between physical environments and human societies. Examines globalization, emphasizing the geopolitical and economic relationships between more developed and less developed regions.

*Replaces GEO 105 Spring 1990-Fall 2002*

*Also CCCOnline*

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### **GEO 106 - Human Geography: GT-SS2 (3)**

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Prerequisite: None

45 lecture hours

Introduces geographic perspectives and methods in the study of human societies by examining the spatial characteristics of populations, language, religion, ethnicity, politics, and economics. This course examines the relationships between physical environments and human societies.

*Also CCCOnline*

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## **GER - Foreign Language- German**

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### **GER 101 - Conversational Foreign Language I: German (3)**

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Prerequisite: None

45 lecture hours

Introduces beginning students to conversational German and focuses on understanding and speaking German. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

*Added at MCC Spring 2004*

*Also CCCOnline*

---

### **GER 102 - Conversational Foreign Language II: German (3)**

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Prerequisite: GER 101 with a "C" grade or better

45 lecture hours

Continues the sequence for students who wish to understand and speak German. Covers basic patterns, expressions, and grammar.

*Added at MCC Spring 2004.*

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### **GER 111 - Foreign Language I: German (5)**

---

Prerequisite: None

75 lecture hours

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors*

---

### **GER 112 - Foreign Language II: German (5)**

---

Prerequisite: GER 111 with a "C" grade or better or instructor permission

75 lecture hours

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors*

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**GER 211 - Foreign Language III: German: GT-H4 (3)**

---

Prerequisite: GER 112 with a "C" grade or better or instructor permission

45 lecture hours

Continues the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the German language. This course is conducted predominantly in German.

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**GER 212 - Foreign Language IV: German: GT-AH4 (3)**

---

Prerequisite: GER 211 with a "C" grade or better or instructor permission

45 lecture hours

Continues the development of increased functional proficiency at intermediate mid-level in speaking, aural comprehension, reading, writing, and cultural competency in the German language. This course is conducted predominantly in German.

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**GEY - Geology**

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**GEY 111 - Physical Geology w/Lab: GT-SC1 (4)**

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Prerequisite: None

45 lecture hours, 30 lab hours

Introduces the major topics of geology. Course content encompasses Earth's materials, structure, and surface landforms. Geologic time and the geologic processes responsible for Earth's internal and external features are covered. This course includes laboratory

*Replaces GEY 111 Fall 1989-Fall 2002; Title Change: added "w/Lab" Spring 2012.*

*Also CCCOnline*

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**GEY 112 - Historical Geology w/Lab: GT-SC1 (4)**

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Prerequisite: None

45 lecture hours, 30 lab hours

Covers the development of Earth through the vast span of geologic time. Emphasis is on the investigation and interpretation of sedimentary rocks and features, the record of ancient environments, fossil life forms, and physical events in Earth's history within the framework of plate tectonics. This course includes laboratory experience.

*Replaces GEY 121 Spring 1991-Fall 2002; Title change: added "w/Lab" Spring 2012*

*Also CCCOnline*

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**GEY 135 - Environmental Geology w/Lab: GT-SC1 (4)**

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Prerequisite: None

45 lecture hours, 30 lab hours

Introduces the subject of geology as it relates to human activities. Geologic hazards such as floods, landslides, earthquakes, and volcanoes are investigated. Mineral, energy, soil, and water resources are discussed in terms of their geologic formation and identification, usage by society, and associated environmental impacts. Land use issues, waste, and pollution are also examined.

*Added at MCC Spring 2016*

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**GIS - Geographic Information Systems**

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**GIS 101 - Introduction to Geographic Information Systems (3)**

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Prerequisite: None

15 Lecture hours, 45 Lab hours

Surveys the development, application and use of geographic information systems (GIS).

*Added at Fall 2018*

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**GIS 210 - Intermediate GIS (3)**

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Prerequisite: GIS 101

67.5 lab hours

Builds on the spatial analysis principles and concepts of GIS 101. Students work with advanced analytical tools and develop skills in spatial problem solving.

*Added at MCC Fall 2018*

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**GIS 212 - Remote Sensing and Digital Image Processing (4)**

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Prerequisite: GIS 101

30 lecture hours, 45 lab hours

Introduce concepts and procedures used in remote sensing with an emphasis on integration of aerial and satellite imagery into GIS applications. This course applies the science of remote sensing and imagery interpretation to understand local to global earth observation characteristics based on remotely sensed data and logical interpretation.

*Added at MCC, Fall 2020*

## HHP - Holistic Health Professional

### HHP 108 – Introduction to Aromatherapy (1)

Prerequisite: None

8 lecture hours, 8 lab hours

Provides an introductory level of information about the historical origins, safety precautions, as well as various applications and uses of essential oils to reduce stress, aid in relaxation and benefit health. Students receive a starter kit, learn about the various types and properties of common essential oils/remedies, how to safely use for self and with others as a supplement to other holistic treatment modalities.

*Added at MCC Spring 2005. Course numbering change from HHP 202 to HHP 108 Summer 2010*

### HHP 166 - Introduction to Reflexology (1)

Prerequisite: None

8 lecture hours, 8 lab hours

Teaches the student foot anatomy, basic hand stroke and foot reflex points.

*Added at MCC Spring 2005*

## HIS - History

### HIS 101 - Western Civilization: Antiquity-1650: GT-HI1 (3)

Prerequisite: None

45 lecture hours

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.

*Replaces HIS 101 Summer 1988-Fall 2002; Replaces HIS 101-History of Western Civilization I: HI1 Spring 2003-Fall 2010*

*Also CCCOnline*

### HIS 102 - Western Civilization: 1650-Present: GT-HI1 (3)

Prerequisite: None

45 lecture hours

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

*Added at MCC Spring 2003. Replaces HIS 102 Summer 1988-Fall 2002; Replaces HIS 102 History of Western Civilization II: HI1 Spring 2002-Fall 2010*

*Also CCCOnline*

### HIS 111 - The World: Antiquity-1500: GT-HI1 (3)

Prerequisite: None

45 lecture hours

Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from the prehistoric era to 1500. Reflects the multiple perspectives of gender, class, religion, and ethnic groups in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

*Replaces HIS 111 Fall 2003-Summer 2006; Replaces HIS 111 World Civilization I: HI1 Spring 2006-Fall 2010 including description and competencies changes*

*Also CCCOnline*

### HIS 112 - The World: 1500-Present: GT-HI1 (3)

Prerequisite: None

45 lecture hours

Explores a number of peoples, groups, ideas, institutions, and trends that have shaped World History from 1500 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

*Replaces HIS 112 Fall 2003-Summer 2006; Replaces HIS 112 World Civilization II: HI1 Spring 2006-Fall 2010 including competencies and course description changes*

*Also CCCOnline*

### HIS 121 - U.S. History to Reconstruction: GT-HI1 (3)

Prerequisite: None

45 lecture hours

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.

*Replaces HIS 201 Summer 1988-Fall 2002; Replaces HIS 201 U.S. History I: HI1 Spring 2003-Fall 2010 including competencies; New Title Spring 2011*

*Also CCCOnline*

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**HIS 122 - U.S. History since Civil War: GT-HI1 (3)**

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Prerequisite: None

45 lecture hours

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.

*Replaces HIS 202 Summer 1988-Fall 2002; Replaces HIS 202 U.S. History II: HI1 Spring 2003-Fall 2010 including competencies; New Title Spring 2011*

*Also CCCOnline*

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**HIS 215 - Women in US History: GT-HI1 (3)**

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Prerequisite: None

45 lecture hours

Examines women's changing roles in American history from the pre-colonial native population to the present. Emphasizes the nature of women's work and the participation of women in the family, political, religious, and cultural activities and in social reform movements.

*Added Summer 2014*

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**HIS 225 - Colorado History: GT-HI1 (3)**

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Prerequisite: None

45 lecture hours

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.

*Replaces HIS 225-Colorado History Fall 1991-Fall 2010 including competencies and course description changes and addition of GT designation*

*Also CCCOnline*

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**HIS 235 - History of the American West: GT-HI1 (3)**

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Prerequisite: None

45 lecture hours

Traces the history of the American West, from the Native American cultures and the frontier experiences of America's earliest, eastern settlers, through the Trans-Mississippi West, across the great exploratory and wagon trails, and up to the present West, be it urban, ranching, reservation, resource management, or industrial. Emphasizes the north and central parts of the West.

*Replaces HIS 235 History of the American West, Fall 2003-Fall 2010 including competencies and course description changes*

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**HIS 236 - U.S. History since 1945: GT-HI1 (3)**

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Prerequisite: None

45 lecture hours

Focuses on the major political, economic, social, and cultural developments that have shaped modern America from 1945 to the present.

*Replaces HIS 235 U.S. History Since 1945 Fall 2009-Fall 2010 including competencies and description changes and addition of GT-HI1*

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**HIS 240 - Cold War Era in World History (3)**

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Prerequisite: None

45 lecture hours

Examines the Cold War as a political, ideological, economic, and military contest on global scale.

*Added Spring 2014*

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**HIS 243 - History of Modern China: GT-HI1 (3)**

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Prerequisite: None

45 Lecture hours

This course traces the political, ideological, economic, religious, social, and cultural developments of modern China from the Qing dynasty through the political and economic revolutions of the 20th century.

*Added at MCC Spring 2019*

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**HIS 247 - 20th Century World History: GT-HI1 (3)**

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Prerequisite: None

45 lecture hours

Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states.

*Replaces HIS 247 20th Century World History: HI1 Spring 2009-Fall 2010 including competencies changes and addition of GT: HI1*

*Also CCCOnline*

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**HIS 260 - U.S. Foreign Relations History: GT-HI1 (3)**

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Prerequisite: None

45 lecture hours

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.

*Replaces HIS 260 U.S. Foreign Relations History Fall 2009-Fall 2010 including competencies and description changes and addition of GT-HI1*

## HPR - Health Professional

### HPR 101 - Customer Service in Healthcare (2)

Prerequisite: None

30 lecture hours

Introduces students to customer service theory and techniques specifically in the healthcare arena. This course will discuss therapeutic communication, conflict resolution and negotiation, as well as employee/employer relations. Exploration of diverse populations and cultural sensitivity will be addressed.

*Added at MCC Fall 2010*

### HPR 102 - CPR for Professionals (0.5)

Prerequisite: None

7.5 lecture hours

Meets the requirements for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas.

Material presented in this course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients.

*Added at MCC Fall 2008. Replaces HPR 102 1 credit course Summer 2006-Summer 2008. Not equivalent*

### HPR 106 - Law & Ethics for Health Professions (2)

Prerequisite: None

30 lecture hours

Introduces student to the study and application medico-legal concepts in medical careers. This course seeks to establish a foundation for ethical behavior and decision making in health professions.

### HPR 108 - Dietary Nutrition (1)

Prerequisite: None

15 lecture hours

Studies the basic principles in clinical practice involved in the assistance of health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

*Added at MCC Fall 2003; Prerequisite removed Spring 2011*

### HPR 111 - Success Seminar (1)

Prerequisite: None

15 lecture hours

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

*Added at MCC Fall 2010*

### HPR 112 - Phlebotomy (4)

Prerequisite: None

30 lecture hours, 45 lab hours

Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. This course provides experience with quality control, infection control, safety procedures, as well as laboratory computer systems. Successful completion of this course, with an adequate number of blood draws, will constitute eligibility for application for a National Phlebotomy Registry Examination.

*Added at MCC Fall 2007*

### HPR 117 - Anatomical Kinesiology (3)

Prerequisite: BIO 201

30 lecture 22.5 lab hours

Studies the Anatomical Bases of Human Movement.

*Added at MCC Spring 2007*

### HPR 120 - Advanced Cardiac Life Support (1)

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

10 lecture hours, 5 lab hours

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

*Added at MCC Fall 2003*

### HPR 130 - Pediatric Advanced Life Support (1)

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

10 lecture hours, 5 lab hours

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

*Added at MCC Fall 2003*

### HPR 138 Intro to Medical Terminology (1)

Prerequisite: None

15 lecture hours

Introduces the structure of medical terms with emphasis on using and combining the most common prefixes, roots, and suffixes. This course includes terms related to major body systems and provides accepted pronunciation of terms.

*Added at MCC Spring 2020*

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**HPR 139 Medical Terminology (2)**

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Prerequisite: None

30 lecture hours

Discusses the structure of medical terms with emphasis on using and combining prefixes, roots and suffixes. This class includes terms related to major body systems, oncology, and psychiatry, as well as clinical laboratory and diagnostic procedures and imaging, and provides accepted pronunciation and spelling of terms used in the healthcare setting.

*Added at MCC – Fall 2020; Replaces/Equivalent to HPR 178-Medical Terminology (2 credits)*

*Also CCCOnline*

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**HPR 140 - Orientation to Health Careers (Leadership) (6)**

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Prerequisite: None

90 lecture hours

Compares various health careers, health ethics, and work trait attributes required in the health field. Students will be introduced to leadership skills through theory and participation in community awareness projects. The students will have the opportunity to participate in the student organization HOSA (Health Occupations Students of America).

*Added at MCC Fall 2010*

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**HPR 143 - Orientation to Health Careers (3)**

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Prerequisite: None

45 lecture hours

Compares various careers, ethics, and work attributes required in the health care field. This course includes an introduction to theory of leadership skills, community awareness, and the student organization HOSA (Health Occupations Students of America).

*Added at MCC Fall 2020.*

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**HPR 144 – Comprehensive Medical Terminology (3)**

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Prerequisite: None

45 lecture hours

Provides an in-depth study of the structure of medical terms with emphasis on using and combining common prefixes, roots and suffixes. This course includes terms related to major body systems, oncology, and psychiatry as well as clinical laboratory and diagnostic procedures, and imaging, and provides accepted pronunciation of terms and relative use in the healthcare setting.

*Added at MCC Spring 2020*

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**HPR 175 - Health Professional: Special Topics (1)**

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Prerequisite: None

Variable

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

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**HPR 179 - Seminar (1)**

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Prerequisite: None

22.5 Lab Hours

Provides students with an experiential learning opportunity.

*Added at MCC Fall 2020.*

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**HPR 180 - Internship (3)**

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Prerequisite: None

135 internship hours

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

*Added at MCC Spring 2007*

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**HPR 190 - Basic EKG Interpretation (2)**

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Prerequisite: None

22 lecture hours, 11 lab hours

Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed.

*Added at MCC Fall 2003*

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**HPR 217 - Kinesiology (4)**

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Prerequisite: BIO 201 or instructor permission

45 lecture hours, 22.5 lab hours

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*

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**HUM - Humanities**

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**HUM 103 - Introduction to Film Art: GT-AH2 (3)**

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Prerequisite: None

45 Lecture hours

Introduces film terminology and narrative techniques to explore how film conveys meaning and to study the relationships among film form, content, and audience reception. This course emphasizes active viewing, discussion, and critical analysis of films from different cultures and eras.

*Added at MCC Spring 2018*

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**HUM 115 - World Mythology: GT-AH2 (3)**

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Prerequisite: None

45 lecture hours

Introduces an interdisciplinary approach to world mythology. The course illustrates and connects common themes in mythology to world religion, philosophy, art, literature, music, and contemporary culture using various interpretive methods.

*Also CCCOnline*

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**HUM 121 - Humanities: Early Civilization: GT-AH2 (3)**

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Prerequisite: None

45 lecture hours

Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among diverse cultures, including European and non-European, from the prehistoric to the early medieval era.

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

*Also CCCOnline*

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**HUM 122 - Humanities: Medieval-Modern: GT-AH2 (3)**

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Prerequisite: None

45 lecture hours

Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among global cultures from the medieval to the early

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

*Also CCCOnline*

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**HUM 123 - Humanities: Modern World: GT-AH2 (3)**

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Prerequisite: None

45 lecture hours

Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among global cultures from the European Enlightenment to the postmodern era.

*Previously HUM 123 Survey of Humanities III Fall 1988- Fall 2003. Title change Summer 07- from "Survey of Humanities III"*

*Also CCCOnline*

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**HVA - Heating, Ventilation and Air Conditioning**

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**HVA 102 - Basic Refrigeration (4)**

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Prerequisite: None

45 lecture hours, 22.5 lab hours

Introduces the basic theory of refrigeration systems, components, charging, recycling, and evacuation of refrigeration units.

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**HWE - Health and Wellness**

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**HWE 100 - Human Nutrition (3)**

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Prerequisite: None

45 lecture hours

Introduces basic principles of nutrition with emphasis on personal nutrition. This course focuses on macro and micro nutrients and their effects on the functions of the human body. Special emphasis is placed on the application of wellness, disease, and lifespan as it pertains to nutrition.

*Previously NUT 100 Nutrition Fall 2000-Summer 2002; HWE 100 Human Nutrition Fall 2000*

*Also CCCOnline*

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**HWE 103 - Community First Aid and CPR (1)**

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Prerequisite: None

15 lecture hours

Prepares the student for certification in CPR and Basic First Aid. Skills will include basic life support, airway obstruction, control of bleeding, shock, and patient care for the unconscious.

*Previously HEA 126 Spring 1992-Summer 2003*

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**HWE 113 - First Aid and Adult CPR (0.5)**

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Prerequisite: None

7.5 lecture hours

Teaches the recognition and care for breathing and cardiac emergencies for victims 8 years old and up; identify and care for life-threatening bleeding, sudden illness and injuries. American Red Cross certification in Adult CPR and Standard First Aid is available for students meeting those requirements.

*Added at MCC Spring 2011*

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**HWE 122 - Responding to Emergencies (2)**

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Prerequisite: None

30 lecture hours

Trains health care providers and fitness professionals in basic life support (BLS), two-person cardiopulmonary resuscitation (CPR) with automated external defibrillator (AED), and standard first aid with attention to sudden illness, specific diseases, and emergencies

*Added at MCC Fall 2003*



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### **HWE 245 - Physiology of Exercise (3)**

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Prerequisite: None

30 lecture hours, 22.5 lab hours

Introduces the physiological effects and responses by the body to the stressor of exercise. This course focuses on fundamental concepts of exercise physiology including metabolic, nervous, cardiovascular, respiratory, and musculoskeletal systems, and the significance of these effects on health and performance.

*Added at MCC Spring 2008*

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### **IMA - Industrial Maintenance Technology**

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#### **IMA 100 - Intro Industrial Maintenance (3)**

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Prerequisite: None

30 Lecture hours, 22.5 Lab hours

Provides an overall perspective and foundation for the person entering the industrial maintenance field. The fundamentals of machine operations commonly utilized in the process and energy industry will be presented. Maintenance personnel duties and responsibilities, general maintenance procedures, basic maintenance tools and equipment, basic fastening and securing and machine operating specifications will be covered. Emphasis will be placed upon the understanding of machine documentation. The student will be introduced to the logical process utilized in the diagnosis machinery and control system troubleshooting. Workplace safety will be stressed throughout the course.

*Added at MCC Fall 2018*

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#### **IMA 150 - Industrial Problem-Solving Methods (2)**

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Prerequisite: None

15 Lecture hours, 22.5 Lab hours

Provides the student with the methodology and skills to perform a clear, concise analysis of multi-faceted problems associated with complex equipment, systems or organization performance breakdowns or failures. Methodologies for developing, analyzing and prioritizing solutions will be presented. Demonstration of skills will be required using actual problems or failures.

*Added at MCC Fall 2018*

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#### **IMA 280 - Internship (2)**

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Prerequisite: Must complete EIC 104, EIC 124, EIC 130, EIC 227, HWE 113, and ELT 106 with a "C" or better. Also instructor approval.

90 Internship hours

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

*Added at MCC Fall 2018*

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### **JOU - Journalism**

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#### **JOU 105 - Introduction to Mass Media: GT-SS3 (3)**

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Prerequisite: None

45 lecture hours

Places the mass media in a technological, historical, and cultural perspective, considering the validity, integrity, and influence of the evolving media in a democracy.

*Added at MCC Fall 1997*

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#### **JOU 106 - Media News and Reporting (3)**

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Prerequisite: None

45 lecture hours

Introduces news writing, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

*Added at MCC Fall 1991. Prerequisite deleted Fall 2010.*

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#### **JOU 225 - New Media (3)**

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Prerequisite: None

45 lecture hours

Explores techniques and approaches in the latest delivery methods for internet-based journalism. Students explore digital media outlets such as blogs, audio and video podcasts, e-zines and social networks. Students create journalistic pieces for internet-based media, focusing on best journalistic practices, ethics of internet media, and technology emergence effecting digital journalism. Concepts in video production, photography, writing, sourcing, editing and relevant skills necessary for the citizen journalist are introduced. Students create components for online news dissemination.

*Also CCCOnline*

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#### **JOU 231 - Introduction to Public Relations (4)**

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Prerequisite: None

60 lecture hours

Focuses on public relations and its role for the individual, the non-profit organization, business and government; research methodology, principles and practices necessary to become a public relations practitioner; and media channels best suited to a persuasive appeal or crisis.

*Also CCCOnline*

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#### **JOU 241 - Feature and Magazine Writing (3)**

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Prerequisite: None

45 lecture hours

Studies trade, consumer and technical markets; manuscript development with emphasis on nonfiction; submission techniques; and trends affecting the marketing of manuscripts.

*Title change 02/31/11*

*Also CCCOnline*

## LIT - Literature

### LIT 115 - Introduction to Literature: GT-AH2 (3)

Prerequisite: None

45 lecture hours

Introduces fiction, poetry, and drama. This course emphasizes active and responsive reading.

*Previously LIT 115 Fall 1988-Fall 2002*

*Also CCCOnline*

### LIT 201 - World Literature to 1600: GT-AH2 (3)

Prerequisite: None

45 lecture hours

Examines significant writings in world literature from the ancients to the seventeenth century. It emphasizes active reading and understanding of the works and their cultural backgrounds.

*Replaces LIT 201 Spring 1988-Fall 2002; Title Change Summer 2010 from "Masterpieces of Literature I: AH2"*

*Also CCCOnline*

### LIT 202 - World Literature after 1600: GT-AH2 (3)

Prerequisite: None

45 lecture hours

Examines significant writings in world literature from the seventeenth century to the present. It emphasizes active reading and understanding of the works and their cultural backgrounds.

*Replaces LIT 202 Summer 1988-Fall 2002; Title Change Summer 2010 from "Masterpieces of Literature II: AH2"*

*Also CCCOnline*

### LIT 205 - Ethnic Literature: GT-AH2 (3)

Prerequisite: None

45 Lecture Hours

Examines the cultural, historical, and social contexts impacting multiple ethnic American identities through critical reading and analysis. This course focuses on significant works by authors who identify as African American, Native American, Latino/a, Asian American, and other ethnicities.

*Added at MCC Spring 2019*

### LIT 211 - American Literature to Civil War: GT-AH2 (3)

Prerequisite: None

45 lecture hours

Examines American literary works from pre-European arrival on the continent up to the Civil War, including works from diverse people that contributed to American literature. This course also explores historical and social contexts within various genres.

*Replaces LIT 211 Fall 1991-Summer 2005; Title and competencies change Summer 2010 from "Masterpieces of Literature II: AH2"*

*Also CCCOnline*

### LIT 212 - American Literature after Civil War: GT-AH2 (3)

Prerequisite: None

45 lecture hours

Examines American literary works from 1865 to the present, distinguishing among literary themes, genres, and schools of thought that illustrate historical and social contexts across a multicultural spectrum.

*Replaces LIT 212 Fall 1991-Summer 2005; Title & competencies change Summer 2010 from LIT 212-"Survey of American Literature II: AH2"*

*Also CCCOnline*

### LIT 221 - British Literature to 1770: GT-AH2 (3)

Prerequisite: None

45 lecture hours

Examines American literary works from pre-European arrival on the continent up to the Civil War, including works from diverse people that contributed to American literature. This course also explores historical and social contexts within various genres.

*Course description change fall 2000; Revisions to competencies & description 02/04/2010; Course title, description and competencies changes 03/15/2010*

*Also CCCOnline*

### LIT 222 - British Literature since 1770: GT-AH2 (3)

Prerequisite: None

45 lecture hours

Examines major works of British literature from the 18th century to the present. Explores the historical, political, and social contexts of the works and the major themes authors used to reflect and critique the social assumptions of their times. Besides fostering an understanding of works essential to western culture, the course examines how these works are still influential and relevant to contemporary thought and culture.

*Description changed fall 2000; Revised description & competencies 02/04/10; Revised course title, description & competencies 03/15/10*

*Also CCCOnline*

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**LIT 225 - Introduction to Shakespeare: GT-AH2 (3)**

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Prerequisite: ACCUPLACER Reading 80; Sentence Skills 95

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

45 lecture hours

Explores works by William Shakespeare, focusing on a careful reading of these works as well as an exploration of pertinent contextual and historical information.

*Added at MCC Fall 2005. Rev. Spring 2011-added AH2*

*Also CCCOnline*

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**LIT 255 - Children's Literature GT-AH2 (3)**

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Prerequisite: None

45 lecture hours

Examines the criteria for selecting appropriate literature for children. Explores literature through a variety of genres, age levels, values taught through literature, and literary and artistic qualities of various texts.

*Added at MCC Spring 1995*

*Also CCCOnline*

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**MAN - Management**

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**MAN 116 - Principles of Supervision (3)**

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Prerequisite: None

45 lecture hours

Defines supervision, examines the functions of a supervisor, explains the necessary skills for successful supervision, relates supervision with human resources, and discusses supervisory challenges.

*Previously MAN 215 Summer 1997-Summer 2003*

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**MAN 117 - Time Management (1)**

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Prerequisite: None

15 lecture hours

Provides a clear sense of purpose for the following: structured goals, overcome barriers, leverage practical strategies, tools, and techniques to develop and implement an effective time management framework.

*Added at MCC Fall 2001*

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**MAN 125 - Teambuilding (1)**

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Prerequisite: None

15 lecture hours

Introduces the concept of working as a team member. This course emphasizes the ability to negotiate, collaborate, build consensus, and make quality decisions.

*Previously BUS 126 Spring 1997-Summer 2001*

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**MAN 200 - Human Resource Management I (3)**

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Prerequisite: None

45 lecture hours

Provides an overview of the contemporary issues, theories, and principles used to effectively manage human resources. Topics covered include job analysis and design, talent acquisition and retention, planning and recruiting human resources, selecting employees, job placement, employee training and performance management, selecting employees, compensation and benefits, and retaining employees.

*Previously BUS 158 Spring 1998-Fall 2002*

*Also CCCOnline*

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**MAN 215 - Organizational Behavior (3)**

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Prerequisite: None

45 lecture hours

Introduces the behaviors of groups and individual members of organizations and how to influence their behavior. Emphasis is on the tools managers use to achieve organizational effectiveness.

*Added at MCC Spring 2006*

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**MAN 216 - Small Business Management (3)**

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Prerequisite: None

45 lecture hours

Examines the elements necessary for the successful formation of a new small business and to enhance the skills of those already involved in the operation of a small business. This course includes the development of a complete small business plan.

*Also CCCOnline*

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**MAN 224 - Leadership (3)**

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Prerequisite: None

45 lecture hours

Focuses on the leadership skills for contemporary organizations. Covers development and communication a shared vision to motivate and empower employees to manage conflict, to negotiate, and to develop teams.

*Added at MCC Fall 2003*

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**MAN 226 - Principles of Management (3)**

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Prerequisite: None

45 lecture hours

Provides an overview of the principles of management. Emphasis is on the primary functions of planning, organizing, staffing, leading and controlling with a balance between the behavioral and operational approaches.

*Added at MCC Fall 1991*

*Also CCCOnline*

## MAP - Medical Assisting Professional

### MAP 110 - Medical Office Administration (4)

Prerequisite: None

60 lecture hours

Introduces the administrative duties specifically used in medical offices.

*Added at MCC Fall 2010*

### MAP 120 - Medical Office Financial Management (4)

Prerequisite: None

60 lecture hours

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office. Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD codes), thus establishing the medical necessity required for third-party reimbursement.

*Added at MCC Fall 2010*

### MAP 138 - Medical Assistant Laboratory Skills (4)

Prerequisite: MAP 140 with a "C" grade or higher

45 lecture hours, 22.5 lab hours

Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting.

*Added at MCC Fall 2010*

### MAP 140 - Medical Assisting Clinical Skills (4)

Prerequisite: MOT 136 with a grade of "C" or higher.

45 lecture hours, 22.5 lab hours

Provides hands on experience with clinical skills required in medical offices. Delivers theory and skills presentations allowing for students to properly demonstrate techniques for a variety of medical needs.

*Added at MCC Spring 2004. Rev. Fall 2010. Prerequisite/Co-requisite changes & clinical to lab hours changes effective Fall 2010*

### MAP 150 - Pharmacology for Medical Assistants (3)

Prerequisite: HPR 178; MAT 107 or Accuplacer score of EA>or = 30

30 lecture hours, 22.5 lab hours

Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

*Added at MCC Spring 2007*

### MAP 189 - Review for the Medical Assistant National Exam (1)

Prerequisite: None

15 Lecture hours

Prepares the candidate sitting for the National Registration/Certification examination for Medical Assistant through review and practice. These examinations are given with the intent of evaluating the competency of entry level practitioners in Medical Assisting supporting quality care in the office or clinic.

*Added at MCC Fall 2017*

### MAP 280 - Internship (5)

Prerequisite: Successful completion ("C" or better) of all other courses in degree or certificate for the Medical Assistant

Non-course prerequisites:

Background check, proof of immunity to communicable disease, negative drug screen, proof of current BLS for the Healthcare Provider. BLS cannot expire before the end of term in which the internship occurs. Must purchase student liability insurance.

225 Internship hours

Provides supervised placement in contracted facility for guided experience in the psychomotor, cognitive and affective learning domains acquired in an education program. Positions are non-paid.

*Added at MCC Fall 2017.*

## MAR - Marketing

### MAR 111 - Principles of Sales (3)

Prerequisite: None

45 lecture hours

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.

*Also CCCOnline*

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### MAR 155 - Social Media for Businesses (3)

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Prerequisite: None

15 Lecture hours, 45 Lab hours

Teaches students how to use social media as a business strategy and covers how to match that strategy with the goals of the business. This course addresses current trends, ethics, regulations, legal challenges, strategy, content development, and change management. This course helps students develop a better understanding of how marketing with social media is similar to and different from traditional marketing and how to best use online methods to further business goals.

*Added at MCC Fall 2017*

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### MAR 160 - Customer Service (3)

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Prerequisite: None

45 lecture hours

Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

*Added at MCC Summer 2003*

*Also CCCOnline*

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### MAR 216 - Principles of Marketing (3)

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Prerequisite: None

45 lecture hours

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

*(Previously MAR 215 Summer 1987-Summer 1991)*

*Also CCCOnline*

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### MAR 220 - Principles of Advertising (3)

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Prerequisite: None

30 Lecture hours, 22.5 Lab hours

Examines the principles and practices of advertising and its relationship to business in order to promote a business or organization. Areas of major emphasis include advertising principles, strategies, media, copy and layout, and ethical considerations.

*Added at MCC Fall 2017*

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## MAT - Mathematics

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### MAT 020 - Quantitative Literacy Lab (1)

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Prerequisite: None

30 lab hours

Supports skill development for students registered in MAT 050 Quantitative Literacy. Topics covered in this course include those defined in MAT 050 and/or any pre-requisite skills needed by the student.

*Added at MCC Summer 2019*

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### MAT 025 - Algebraic Literacy Lab ( )

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Prerequisite: None

30 lab hours

Supports skill development in students registered in MAT 055 Algebraic Literacy. Topics covered in this course include those defined in MAT 055 and/or any prerequisite skills needed by the student.

*Added at MCC Summer 2019*

*Also CCCOnline*

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### MAT 050 - Quantitative Literacy (4)

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Prerequisite: Appropriate Assessment Criteria  
See ASSESSMENT

60 lecture hours

Develops number sense and critical thinking strategies, introduce algebraic thinking, and connect mathematics to real world applications. Topics in the course include ratios, proportions, percents, measurement, linear relationships, properties of exponents, polynomials, factoring, and math learning strategies. This course prepares students for Math for Liberal Arts, Statistics, Integrated Math, and college level career math courses.

*Added at MCC Fall 2013*

*Also CCCOnline*

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### MAT 055 - Algebraic Literacy (4)

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Prerequisite: MAT 050 or MAT 090 ("C" grade or better).  
Appropriate Assessment Criteria

See ASSESSMENT

60 lecture hours

Develops algebraic skills necessary for manipulating expressions and solving equations. Topics in the course include radicals, complex numbers, polynomials, factoring, rational expressions, quadratic equations, absolute value equations, systems of linear equations in two variables, related applications, and linear inequalities. This course prepares students for MAT 121 College Algebra and MAT 123 Finite Math.

*Added at MCC Fall 2013*

*Also CCCOnline*

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**MAT 075 - Special Topics (1)**

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Prerequisite: None

15 lecture hours

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

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**MAT 091 - Applied Quantitative Lab (1)**

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Prerequisite: Next Gen ACCUPLACER® AR scores 255-264 or Traditional ACCUPLACER® scores of EA30-59 or AR40

Co-requisite: MAT 103 or MAT107 or MAT 108 or MAT 112

30 lab hours

Supports skill development for students registered in Math for Clinical Calculations, Career Math, Technical Math, or Financial Math. Topics covered in this course include those defined in these courses and/or prerequisite skills needed by the student.

Students with NG ACCUPLACER® AR scores 255-264 or Traditional ACCUPLACER® scores of EA30-59 or AR40+, who are advised into MAT 103/107/108/112 are required to co-enroll in this course.

*Added at MCC Spring 2019*

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**MAT 092 - Quantitative Lab (1)**

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Next Gen ACCUPLACER® scores QAS 230-239 or Traditional ACCUPLACER® scores EA 80-84

Co-requisite: MAT 120 or MAT 135 or MAT 155

30 lab hours

Supports skill development for students registered in Math for Liberal Arts, Introduction to Statistics, or Integrated Math. Topics covered in this course include those defined in these courses and/or any prerequisite skills needed by the student.

Students with Next Gen ACCUPLACER® scores QAS 230-239 or Traditional ACCUPLACER® scores EA 80-84, who are advised into MAT 120, MAT 135, or MAT 155 are required to co-enroll in this course.

*Added at MCC Summer 2019*

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**MAT 093 - Algebra Lab (1)**

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Prerequisite: Next Gen ACCUPLACER® AAF scores 235 to 244 who are advised into MAT 121 or 123

30 lab hours

Supports skill development in students registered in MAT 121 College Algebra or MAT 123 Finite Math. Topics covered in this course include those defined in MAT 121/123 and/or any prerequisite skills needed by the student.

Students with Next Gen ACCUPLACER® AAF scores 235 to 244 who are advised into MAT 121 or 123 are required to co-enroll in this course.

*Added at MCC Summer 2019*

*Also CCCOnline*

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**MAT 102 - Skilled Trades & Industrial Math (2)**

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Prerequisite: None

30 lecture hours

Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to skilled trades and general industrial repair. It is designed for students in the repair industry. Topics may include algebra, geometry, graphs, measurement, and conversion between various systems of measurement.

*Added at MCC Fall 2015*

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**MAT 103 - Math for Clinical Calculations (3)**

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Prerequisite: MAT 050 or appropriate math entrance score

45 lecture hours

Covers the mathematical calculations needed for enteral and parenteral medication administration. It is designed for students in the health disciplines. Topics include measurements, conversion between various systems of measurements, and methods of solving problems related to drug dosage and medication administration.

*Added at MCC Summer 2008*

*Also CCCOnline*

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**MAT 107 - Career Math (3)**

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Prerequisite: Appropriate math entrance score

Appropriate Assessment Criteria

45 lecture hours

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.

*Previously MAT 115 College Mathematics Summer 1987- Spring 2003; Prerequisite change adding MAT 045 Spring 2012*

*Also CCCOnline*

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**MAT 108 - Technical Math (4)**

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Prerequisite: Appropriate assessment criteria

60 lecture hours

Covers mathematical material designed for career and technical students. Topics include measurement, algebra, geometry, trigonometry, and vectors. These are presented at an introductory level and the emphasis is on applications.

*Added at MCC*

*Also CCCOnline*

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**MAT 112 - Financial Mathematics (3)**

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Prerequisite: Appropriate assessment criteria

45 lecture hours

Covers the fundamentals of financial mathematics. Topics include pricing, taxes, insurance, interest, annuities, amortization, and investments.

*Added at MCC Fall 2013*

*Also CCCOnline*

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**MAT 120 - Mathematics for Liberal Arts: GT-MA1 (4)**

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Prerequisite: MAT 050 ("C" grade or better) or appropriate math score

60 lecture hours

Highlights connections between mathematics and the society in which we live and is intended for liberal arts majors. Topics include set theory and logic, mathematical modeling, probability and statistical methods and consumer mathematics.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Spring 2003.*

*Added at MCC Fall 2003*

*Also CCCOnline*

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**MAT 121 - College Algebra: GT-MA1 (4)**

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Prerequisite: MAT 055 ("C" grade or better) or Appropriate assessment criteria

60 lecture hours

Focuses on a variety of functions and the exploration of their graphs. Topics include: equations and inequalities, operations on functions, exponential and logarithmic functions, linear and non-linear systems, and an introduction to conic sections. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways.

*Replaces MAT 121 Summer 1987-Fall 2002; Effective Spring 2018: Prerequisite change.*

*Also CCCOnline*

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**MAT 122 - College Trigonometry: GT-MA1 (3)**

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Prerequisite: MAT 121 ("C" grade or better) or appropriate math entrance score

45 lecture hours

Explores trigonometric functions, their graphs, inverse functions and identities. Topics include: trigonometric equations, solutions of triangles, trigonometric form of complex numbers, and polar coordinates. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways.

*Replaces MAT 122 Summer 1987-Summer 2005*

*Also CCCOnline*

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**MAT 123 - Finite Mathematics: GT-MA1 (4)**

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Prerequisite: MAT 055 ("C" grade or better) or appropriate math entrance score

60 lecture hours

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Fall 2005*

*Replaces MAT 123 Summer 2003-Summer 2004*

*Also CCCOnline*

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**MAT 125 - Survey of Calculus: GT-MA1 (4)**

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Prerequisite: MAT 121 ("C" grade or better) or appropriate math entrance score

60 lecture hours

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Spring 2003.*

*Previously MAT 125 Fall 1989-Fall 2002*

*Also CCCOnline*

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**MAT 135 - Introduction to Statistics: GT-MA1 (3)**

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Prerequisite: MAT 050 ("C" grade or better) or appropriate math entrance score.

45 lecture hours

Introduces descriptive and inferential statistics, with an emphasis on critical thinking and statistical literacy. Topics include method of data collection, presentation and summarization, introduction to probability concepts and distributions, and statistical inference of one and two populations. This course uses real world data to illustrate applications of a practical nature.

*Replaces MAT 135 Summer 1988-Fall 2002*

*Also CCCOnline*

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**MAT 155 - Integrated Math I (3)**

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Prerequisite: MAT 050 or MAT 090 ("C" grade or better) or appropriate math score

45 lecture hours

Engages students in the concepts underlying elementary level mathematics. The course emphasizes critical thinking and applications. Topics include the structure of number systems, an analysis of numerical operations, set properties, numerical and geometric patterns, and a variety of problem-solving skills.

*Added at MCC Fall 2006. Replaces MAT 155 Fall 2002-Summer 2006; MA1-gtPathways removed effective Fall 2010. No longer meets Math requirement for AA; Prerequisite Changes effective Fall 2013*

*Also CCCOnline*

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**MAT 156 - Integrated Math II (3)**

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Prerequisite: MAT 155 ("C" grade or better) or appropriate math entrance score or instructor permission

45 lecture hours

Engages students in the concepts underlying elementary level mathematics. The course emphasizes critical thinking and applications. Topics include probability, statistics, measurement, Euclidean geometry, and algebraic methods.

*Added at MCC Fall 2006. Replaces MAT 156 Fall 2002-Summer 2006; MA1-gtPathways removed effective Fall 2010. No longer meets Math requirement for AA*

*Also CCCOnline*

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**MAT 166 – Pre-Calculus: MA1 (5)**

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Prerequisite:

45 lecture hours

Reviews college algebra and college trigonometry intended for those planning to take calculus. Topics include algebraic manipulations, properties of algebraic and trigonometric functions and their graphs, trig identities and equations, conic sections, polar coordinates and parametric equations. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

*Added at MCC*

*CCCOnline ONLY*

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**MAT 201 - Calculus I: GT-MA1 (5)**

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Prerequisite: MAT 121 & MAT 122 ("C" grade or better) or instructor permission or appropriate math entrance score

75 lecture hours

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Spring 2003.*

*Replaces MAT 201 Fall 1988-Fall 2002*

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**MAT 202 - Calculus II: GT-MA1 (5)**

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Prerequisite: MAT 201 ("C" grade or better) or instructor permission or appropriate math entrance score

75 lecture hours

Continues the study of single variable calculus which will include techniques of integration, analytic geometry, improper integrals, convergence of infinite numerical series and power series.

*Replaces MAT 202 Fall 1988-Fall 2002*

*Also CCCOnline*

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**MAT 203 - Calculus III: GT-MA1 (4)**

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Prerequisite: MAT 202 ("C" grade or better)

60 lecture hours

Focuses on the traditional subject matter of multivariable Calculus. Topics include vectors, vector-valued functions, partial derivatives, analytic geometry, multiple integrals, line integrals and applications.

*Added at MCC Fall 2016*

*Also CCCOnline*

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**MAT 215 - Discrete Mathematics: GT-MA1 (4)**

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

60 lecture hours

Concentrates on formal logic, algorithms, induction proofs, equivalence relations and graphs. This course is designed for mathematics and computer science students.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-MA1 Effective Fall 2007.*

*Added at MCC Fall 2007*

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**MAT 255 - Linear Algebra (3)**

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

45 lecture hours

Introduces linear algebra and emphasizes techniques of problem solving and introductory proofs. This course includes linear systems, matrices, determinants, vector spaces, linear transformations, eigenvalues, and eigenvectors.

*Added at MCC Fall 2007*

*Also CCCOnline*

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**MAT 261 - Differential Equations w/Engineering Applications: GT-MA1 (4)**

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Prerequisite: MAT 202 ("C" grade or better)

60 lecture hours

Introduces ordinary differential equations. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms with an additional emphasis on engineering applications and problem solving. Appropriate technology related to the mathematical field may be used as a component of the course.

*Added at MCC Fall 2007*



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**MAT 265 - Differential Equations: GT-MA1 (3)**

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Prerequisite: MAT 202 with a C or better

45 Lecture hours

Explores techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms.

*Added at MCC Summer 2018*

*Also CCCOnline*

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**MGD - Multimedia Graphic Design**

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**MGD 102 - Introduction to Multimedia (3)**

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Prerequisite: None

15 lecture hours, 46 lab hours

Introduces the basic components of multimedia: text, graphics, animation, sound, and video. Students gain an introductory knowledge of various multimedia and design software programs. Students gain hands-on, technical, conceptual and aesthetic experience pertaining to the creation of multi-dimensional design and time-based media via an array of projects and demonstrations. Students will be introduced to career opportunities within multimedia fields.

*Previously CWB 140 Fall 2001-Summer 2003*

*Also CCCOnline*

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**MGD 104 - Videography (3)**

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Prerequisite: None

15 Lecture hours, 45 Lab hours

Offers an introduction to the principles and techniques of videotape production, including camera operation, basic script writing, lighting, sound and basic digital editing. Detailed examination of the pre-production, production, and post-production processes, as well as aesthetics, will be included.

*Added at MCC Fall 2017*

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**MGD 111 - Adobe Photoshop I (3)**

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Prerequisite: None

15 lecture hours, 45 lab hours

Concentrates on the high-end capabilities of Adobe Photoshop as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos. Course competencies and outline follow those set out by the Adobe Certified Associate exam in Visual Communication using Adobe Photoshop.

*Added at MCC Fall 2009*

*Also CCCOnline*

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**MGD 112 - Adobe Illustrator I (3)**

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Prerequisite: None

15 lecture hours, 45 lab hours

Concentrates on the high-end capabilities of Adobe Illustrator as an illustration, design and vector drawing tool. Students learn how to use the tools to create digital artwork that can be used in web design, print media, and digital screen design. Course competencies and outline follow those set by the Adobe certified Associate exam in Visual Communication using Adobe Illustrator.

*Added at MCC Fall 2009*

*Also CCCOnline*

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**MGD 114 - Adobe InDesign (3)**

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Prerequisite: None

45 lecture hours

Introduces students to InDesign, a page layout program which integrates seamlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work.

*Also CCCOnline*

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**MGD 133 - Graphic Design I (3)**

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Prerequisite: None

15 lecture hours, 45 lab hours

Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures.

*Previously MMA 201 Multimedia Design & Graphics Fall 1998-Summer 2003*

*Also CCCOnline*

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**MGD 141 - Web Design I (3)**

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Prerequisite: None

15 lecture hours, 45 lab hours

Introduces web site planning, design and creation utilizing HTML through industry-standard development tools [may list specific software]. Emphasis is placed on applying stylistic decisions using cascading style sheets. Web-based considerations regarding color, typography, aesthetics, user interface design, and process integration with visual-based design tools will be explored.

*Previously CWB 135 Complete Web Editing Fall 2001- Summer 2003; CIS 231 Web Programming I: HTML Fall 1998-Summer 2001*

*Also CCCOnline*

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### **MGD 143 - Motion Graphic Design I: Adobe Animate CC (3)**

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Prerequisite: None

67.5 lab hours

Stresses creation of animation and dynamic interactive media for web and multimedia applications to a professional standard. Students will learn how to develop projects for time-based media, key-frames, tweens and symbols. Students will learn how to use actions to trigger timeline events to create interactive behaviors.

*Added at MCC Fall 2009. Course Title and Description change Fall 2016.*

Also CCCOnline

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### **MGD 175-177 - Multimedia: Special Topics (1-6)**

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Prerequisite: To be determined by instructor

Variable lecture hours

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

*Added at MCC Summer 2003*

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### **MGD 178 - Seminar/Workshop (1-6)**

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Prerequisite: To be determined by the instructor

Variable lecture hours

Provides students with an experiential learning experience.

*Added at MCC Fall 2003*

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### **MGD 227 - Marcomm Practices (3)**

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Prerequisite: None

30 Lecture hours, 22.5 Lab hours

Explores techniques and approaches in the practice of marketing communications (Marcomm), including: advertising; branding; direct marketing; packaging; promotion; publicity; sponsorship; public relations; sales; online marketing; social media marketing; and more. Focuses on understanding the relationships between the different components of marketing communications to achieve maximum message effect.

*Added at MCC Fall 2017*

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### **MGD 233 - Graphic Design II (3)**

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Prerequisite: MGD 133 with a "C" grade or better or instructor permission

15 lecture hours, 45 lab hours

Continues instruction in idea development for advanced graphic design.

*Added at MCC Fall 2003*

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### **MGD 241 - Web Design II (3)**

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Prerequisite: MGD 141 with a "C" grade or better or instructor approval

69 lab hours

Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScript's and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Websites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites.

*Previously CWB 205 Complete Web Scripting Fall 2001- Summer 2003; MMA 204 Web Programming I Fall 2000- Summer 2001; Prerequisite change Fall 2010*

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### **MGD 251 - Multimedia Motion & Sound (3)**

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Prerequisite: None

69 lab hours

Develops student competency in modifying, designing, and creating 2-D and 3-D animations and recording and editing sound clips, narration, and music. Students will also work with video capture and editing software and hardware.

*Previously MMA 126 Fall 2000-Summer 2003; MMA 202 Multimedia Production Fall 1998-Summer 2000; Prerequisite Change Fall 2010; all prerequisites removed Fall 2013*

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### **MGD 259 - Management and Production (3)**

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Prerequisite: Successfully pass MGD 102, MGD 133, MGD 233, MGD 141, MGD 241, and MGD 251 with a "C" grade or better

30 lecture hours, 23 lab hours

Examines development of multimedia from a production standpoint. The process of transforming conceptual designs into actual projects is explored. Students study the management function of those tasks associated with the business end of development. Teamwork is emphasized throughout the course.

*Added at MCC Fall 2003. Rev. Fall 2010. Prerequisite Change Fall 2010*

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### **MGD 278 - Multimedia: Seminar/Workshop (1-6)**

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Prerequisite: To be determined by the instructor

Variable

Provides students with an experiential learning opportunity.

*Added at MCC Fall 2003*

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### **MGD 289 - Multimedia Graphic Design: Capstone (3)**

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Prerequisite: None

A demonstrated culmination of learning within a given program of study.

## MOT - Medical Office Technology

### MOT 126 - Introduction to Clinical Skills (3)

Prerequisite: None

15 lecture hours, 45 lab hours

Provides hands on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting.

*Added at MCC Fall 2020*

### MOT 136 - Introduction to Clinical Skills (2)

Prerequisite: None

15 lecture hours, 22.5 lab hours

Provides hands on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting.

*Added at MCC Fall 2010*

## MTE - Manufacturing Technology

### MTE 106 - Print Reading Manufacturing ( )

Prerequisite: None

30 Lecture hours, 22.5 Lab hours

Instructs students in reading and understanding industrial prints. This course covers basic drafting and print standards, fundamentals of shape description, fundamentals of size description and annotation, industrial drawing types, and specialized parts and prints. Symbol interpretation, tolerancing and dimensioning standards are also covered.

*Added at MCC Fall 2018*

## MUS - Music

### MUS 100 - Music Theory Fundamentals I (3)

Prerequisite: None

45 lecture hours

Focuses on the foundational elements of music theory. The course will cover clef reading, pitch and rhythmic notation, intervals, scales, key signatures, triads and diatonic chords, and an introduction to ear training and sight singing. The course will help beginning music students, including those who have limited background reading music notation and understanding the fundamentals of music theory.

*Title change from "Intro to Music Theory I" 12/07/2015*

*Also CCCOnline*

### MUS 120 - Music Appreciation: GT-AH1 (3)

Prerequisite: None

45 lecture hours

Introduces the study of music focusing on intelligent listening skills, the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western, and non-Western historical style periods.

*Replaces MUS 120 Summer 1992-Fall 2002*

*Also CCCOnline*

### MUS 121 - Music History Medieval through Classical Period: GT-AH1 (3)

Prerequisite: None

45 lecture hours

Provides an historical survey of Western art music from the Middle Ages into the Classical period, including styles, genres, composers, works, and significant cultural and historical influences upon the repertoire.

*Also CCCOnline*

### MUS 122 - Music History II, Romantic through Present: GT-AH1 (3)

Prerequisite: None

45 lecture hours

Studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the early Romantic period to the present. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

*Also CCCOnline*

### MUS 125 - History of Jazz: AH1 (3)

Prerequisite: None

45 lecture hours

Provides an overview of jazz history covering the basic materials of music and the forms, media, genres, and the historical and cultural framework of each style period. This course emphasizes the building of critical listening tools and the development of a jazz music vocabulary.

*Revisions made to title, description, outline & competencies 02/11/09 and 03/9/09*

*Also CCCOnline*

## NUA - Nursing Assistant

### NUA 101 - Nurse Aide Health Care Skills (4)

Prerequisite: None

45 lecture hours, 22.5 lab hours

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

### NUA 170 - Nurse Aide Clinical Experience (1)

Prerequisite: None

30 clinical lab hours

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

### NUA 171 - Advanced Nurse Aide Clinical (1)

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

22.5 lab hours

Expands and applies knowledge and skill gained in NUA 170 to client care.

*Added at MCC Spring 2003*

## NUR - Nursing

### NUR 101 - Pharmacology Calculations (1)

Prerequisite: None

Prepares nurse to provide safe, patient-centered nursing care related to dosage calculations within the respective scope of practice. This course introduces critical thinking applied to dosage calculations and communication used when interacting with patients and members of the healthcare team related to various aspects of safe administration of medications. Information technology used to document medications administered and patient technology used to deliver medications are also practiced.

*Revised description, competencies & outline 03/05/13*

### NUR 106 - Medical-Surgical Concepts (7)

Prerequisite: Admission into professional nursing program; Successful completion of NUR 109 and NUR 112.

51 lecture hours, 13.5 lab hours, 148.5 other hours

NUR106 is the first medical/surgical nursing course. Building on NUR109, this course provides for the acquisition of basic medical/surgical nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered care to a developmentally and culturally diverse adult patient population experiencing various medical/surgical interventions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

*Added at MCC Spring 2007; 3/26/15 credit change from 9 to 7-9 credits with 7 credits to be taught at MCC, 3.4 lecture (51 contact hours), .3 lab (13.5 contact hours), 3.3 clinical (148.5 contact hours)*

### NUR 109 - Fundamentals of Nursing (6)

Prerequisite: Admission into professional nursing program.

30 lecture hours, 90 lab hours, 90 other hours

NUR 109 introduces the fundamental concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating legal and ethical responsibilities of the nurse. Introduces caring, critical thinking, the nursing process, quality improvement, and communication used when interacting with patients and members of the interdisciplinary team and relates evidence-based nursing practice. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings providing care to stable patients with common health alterations.

*Added at MCC Fall 2006. 3/26/15 Credit change from 8 credits to 6-8 credits with 6 credits to be taught at MCC, 2 lecture (30 contact hours), 2 lab (90 contact hours), 2 clinical (90 contact hours)*

### NUR 112 - Basic Concepts of Pharmacology (2)

Prerequisite: None

30 lecture hours

Overview of the basic principles of pharmacology including major drug classifications and prototypes of commonly used medications. Principles of medication administration include aspects of best practice for safe, quality, patient-centered care. Central points include safety, quality improvement factors in the administration of medications, patient teaching, and variations encountered when administering medications to diverse patient populations across the lifespan.

*Added at MCC Fall 2003*

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**NUR 150 - Maternal - Child Nursing (6)**

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Prerequisite: Admission into professional nursing program.

49.5 lecture hours, 31.5 lab hours, 90 clinical hours

Nursing 150 provides for the acquisition of maternal/child nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, family-centered nursing care to childbearing families and children that is developmentally and culturally appropriate. Incorporates evidence-based practice, standards of practice, quality improvement, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of maternal/child and pediatric clinical settings.

*Added at MCC Spring 2007; 3/26/15 Credit change from 7 to 7-6 credits with 6 credits to be taught at MCC, 3.3 lecture (49.5 contact hours), .7 lab (31.5 contact hours), 2 clinical (90 contact hours), also title changed from 'Obstetric and Pediatric Nursing' to 'Maternal-Child Nursing', with course description changes.*

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**NUR 154 - PN Licensing Exam Preparation (1.5)**

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Prerequisite: None

22.5 lecture hours

Will provide a review of the PN NCLEX test plan content areas, review of NCLEX style question formats and the Computerized Adaptive Testing method. Students will review study options for preparing for the PN NCLEX exam and have the opportunity to develop a customized preparation plan for success on the PN NCLEX for Practical Nursing Licensure.

*Added at MCC Spring 2015*

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**NUR 169 - Transition into Practical Nursing (4)**

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Prerequisite: Successful completion of all first-year course work.

30 lecture hours, 90 other hours

Facilitates the transition into the role of the practical nurse with emphasis on distinguishing the defined practical nurse scope of practice related to clinical practice, communication, nursing process, ethical/legal issues, and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience.

*Added at MCC Summer 2006. 03/26/15 Changed from 5 credits to 4-5 credits with 4 credits to be taught at MCC effective Summer 2016, Course description change, 2 lecture (30 contact hrs), 2 clinical (90 contact hours)*

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**NUR 189 - Transition from LPN to ADN (3)**

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Prerequisite: Admission into professional nursing program.

30 lecture hours, 22.5 lab hours, 22.5 clinical hours

Facilitates transition of the LPN to new roles and responsibilities of the ADN, the nursing process, critical thinking, legal and ethical issues in nursing practice, and the nursing care of childbearing families and pediatric clients. Application of knowledge and skills occurs in the laboratory and maternal/child and pediatric clinical settings.

*Added at MCC Fall 2007*

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**NUR 201 - IV Therapy for LPN's (5)**

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Prerequisite: LPN License in Colorado; Pass background check; Pass 10-panel drug screen; Certified in CPR for the Professional

60 lecture hours, 12 lab hours, 15 clinical hours

Provides LPNs with an opportunity to expand their nursing roles by learning appropriate procedures for intravenous therapy and venous blood withdrawal. The course includes lecture, laboratory practice and clinical experiences. The course prepares the student for IV certification under State Board of Nursing guidelines.

*Added at MCC Summer 2009*

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**NUR 206 - Advanced Concepts of Medical-Surgical Nursing I (6.5)**

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Prerequisite: Completion of first year course work and admission into second year of nursing program.

45 lecture hours, 15 lab hours, 135 other hours

NUR 206 builds on NUR 106 focusing on advanced concepts of nursing applied to care of patients with high acuity medical/surgical conditions. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in a variety of healthcare settings. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings.

T: 3 cr/45 contact hrs; L: .5 cr/15 contact hrs; C: 4.5 cr/135 contact hrs.

*Added at MCC Fall 2006. 3/26/15 Credit hour change from 8 to 6.5-8 credits with 6.5 credits to be taught at MCC with 45 lecture hours, 22.5 lab hours, 135 clinical hours*

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**NUR 211 - Psychiatric-Mental Health Nursing (4)**

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Prerequisite: Completion of first year course work and admission into second year of nursing program.

40.5 lecture hours, 58.5 clinical hours

Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common psychiatric clinical conditions/disorders.

*Added at MCC Fall 2007; 03/26/15 Change course title (previously 'Nursing of Psychiatric Clients'), competencies, and contact hours 2.7 lecture hours (40.5 contact hrs), 1.3 clinical (58.5 contact hrs)*

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**NUR 212 - Pharmacology II (2)**

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Prerequisite: Completion of first year course work and admission into second year of nursing.

30 lecture hours

Builds on previously introduced pharmacological concepts and applies that learning to pharmacologic therapy to provide safe, quality, evidence-based nursing care to patients with complex healthcare needs. Focuses on safety and quality improvement factors in the administration of medications within a variety of healthcare systems. Advanced dosage calculations included.

*Added at MCC Fall 2006*

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**NUR 216 - Advanced Concepts of Medical-Surgical Nursing II (5)**

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Prerequisite: Successful completion of all first-year course work and admission into second year of nursing program.

34.5 lecture hours, 121.5 clinical hours

Nursing 216 is a continuation of Nursing 206, focusing on complex medical/surgical conditions of the high acuity patient. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients experiencing high acuity medical/surgical conditions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in the acute care and high acuity settings. Application of knowledge and skills occurs in a variety of clinical settings.

*Replaces NUR 216 Fall 2006-Summer 2006, not equivalent; 3/26/15 Credits changed from 6 to 5-6 credits with 5 credits to be taught at MCC with 2.3 lecture hours (34.5 contact hrs.), 2.7 clinical (121.5 contact hrs.) as well as course description change and competencies;*

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**NUR 230 - Transition to Professional Nursing Practice (4)**

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Prerequisite: Completion of first year course work; admission into second year of nursing program.

24 lecture hours, 108 clinical hours

Nursing 230 is a seminar and practice capstone course that provides an integrative experience applying all dimensions of the professional nurse in the care of diverse patient populations across a variety of healthcare settings. All major concepts of the nursing program are addressed. Leadership and the management of multiple patients are emphasized. Application of knowledge and skills occurs in the clinical setting to facilitate an effective transition from student to registered professional nurse.

*Added at MCC Spring 2008. Replaces NUR 289-Capstone: Comprehensive Nursing Internship Fall 2003-Fall 2007, not equivalent. 3/26/15 Credit change from 5 to 4 credits with 4 credits to be taught at MCC with 1.6 lecture (24 contact hours), 2.4 clinical (108 contact hours) as well as competency, course description and title change from "Leadership Management Trends";*

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**NUR 254 - RN Licensing Exam Preparation (1.5)**

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Prerequisite: None

22.5 lecture hours

Will provide a review of the RN NCLEX test plan content areas, review of NCLEX style question formats and the Computerized Adaptive Testing method. Students will review study options for preparing for the RN NCLEX exam and have the opportunity to develop a customized preparation plan for success on the RN NCLEX for Professional Nursing Licensure.

T: 1 cr/15 contact hrs; L: 1 cr/30 contact hrs; C: 2 cr/60 contact hrs

*Added at MCC Spring 2015. Added at MCC Fall 2007. Replaces NUR 211 Fall 2007-Spring 2007, not equivalent*

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**NUR 301 - Integration into Baccalaureate Nursing Practice (3)**

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Prerequisite: Admission to BSN program

45 lecture hours

Explores professional nursing practice at the baccalaureate level. Focus is on knowledge and understanding of the professional nursing standards and the nursing role at a baccalaureate level.

*Added at MCC Fall 2019*

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**NUR 302 - Trends in Nursing Practice (3)**

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Prerequisite: Admission to BSN program

45 lecture hours

Examines current issues that nurses encounter in the health care environment including their roles and responsibilities within the nursing profession.

*Added at MCC Fall 2019*

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**NUR 303 - Nursing Research/Evidence Based Practice (3)**

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Prerequisite: Admission to BSN program and completion of MAT 135 with a "C" or better

45 lecture hours

Analyzes concepts associated with nursing research, collection, and analysis of data with emphasis on integration of evidenced-based practice within nursing. The course develops the skills for critiquing published research.

*Added at MCC Fall 2019*

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**NUR 304 - Informatics/Healthcare Technology (3)**

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Prerequisite: Admission into BSN program

45 lecture hours

Explores concepts and applications related to the nurse's role in utilizing healthcare informatics involving patient care technology. This course will explore the impact of information management systems on the delivery of patient care, healthcare teams, and health outcomes.

*Added at MCC Fall 2019*

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**NUR 305 - Emergency Preparedness (3)**

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Prerequisite: Admission into BSN program

45 lecture hours

Focuses on the nurse's roles and responsibilities in the most common types of disasters and how the nurse can deliver effective care in various emergency situations.

*Added at MCC Fall 2019*

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**NUR 306 - Gerontology Nursing (3)**

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Prerequisite: Admission to BSN program

45 lecture hours

Focuses on optimizing health for the aging client within the framework of the nursing process. Emphasis is on supporting the unique needs of the aging population.

*Added at MCC Fall 2019*

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**NUR 307 - Behavioral Health (3)**

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Prerequisite: Admission into BSN program

45 lecture hours

Provides an overview of behavioral health promotion for individuals, families, and populations with behavioral health concerns. The focus of the course will explore the nurse's impact on behavioral health trends.

*Added at MCC Fall 2019*

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**NUR 408 - Legal and Ethical Issues Related to Professional Nursing Practice (3)**

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Prerequisite: Successful completion of all 300 level core nursing courses

45 lecture hours

Emphasizes the ethical and legal obligations of professional nursing practice. The focus is on values clarification, ethical theory, and ethical decision-making models. Additionally, legal issues related to healthcare will be explored.

*Added at MCC Fall 2019*

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**NUR 409 - Leadership in the Nursing Profession (3.5)**

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Prerequisite: Must have an unencumbered RN license in Colorado or compact state. Successful completion of all 300 level core nursing courses.

41.25 lecture hours, 22.5 practicum hours

Focuses on the role of the professional nurse as a leader within healthcare. The course integrates concepts needed to assume leadership and management positions in the healthcare environment.

*Added at MCC Fall 2019*

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**NUR 410 - Community Health Nursing/Practicum (6)**

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Prerequisite: Must have an unencumbered RN license in Colorado or compact state. Successful completion of all 300 level core nursing courses.

67.5 lecture hours, 45 practicum hours

Focuses on the role of the professional nurse in community-based practice settings, with an emphasis placed on health promotion, prevention, and optimal wellness of the community.

*Added at MCC Fall 2019*

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**NUR 411 - Senior Seminar (3)**

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Prerequisite: Successful completion of all BSN NUR courses.

45 lecture hours

Integrates theory into practice by building on previous concepts and knowledge.

*Added at MCC Fall 2019*

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**PED - Physical Education**

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**PED 100 - Fitness Concepts (1)**

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Prerequisite: None

30 lab hours

Focuses on providing information and guidelines for moving toward a healthier lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program utilizing the equipment and exercise options available in the Fitness Center.

*Added at MCC Fall 2013. Previously Beginning Golf from Fall 2003-Summer 2013. PED 113-Fitness Concepts was changed to PED 100-Fitness Concepts Fall 2013*

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**PED 101 - Conditioning Lab (1)**

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Prerequisite: None

30 lab hours

Offers an independent self-paced format of conditioning exercises to meet individual needs. Emphasizes the value of lifetime fitness and its contribution to achieving personal health and wellness. Students utilize cardiorespiratory, muscular strength and endurance exercises to promote positive changes in health-related fitness components.

*Added at MCC Fall 2013. Previously PED 112-Conditioning Lab*

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**PED 102 - Weight Training I (1)**

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Prerequisite: None

30 lab hours

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women.

*Added at MCC Fall 2013. Previously PED 116-Weight Training*

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**PED 104 - Cross Training (1)**

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Prerequisite: None

30 lab hours

Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross training has upon the body's energy systems and muscles, program design and terminology.

*Added at MCC Fall 2013. Previously PED 117-Cross Training*

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**PED 105 - Fitness Circuit Training (1)**

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Prerequisite: None

30 lab hours

Examines a number of different circuit training programs. Emphasizes the development of cardiovascular endurance, muscular strength and endurance, flexibility and a healthy body composition to meet individual needs.

*Added at MCC Summer 2003*

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**PED 110 - Fitness Center Activity I (1)**

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Prerequisite: None

30 lab hours

Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

*Added at MCC Summer 2003*

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**PED 111 - Fitness Center Activity II (1)**

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Prerequisite: None

30 lab hours

Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness.

*Added at MCC Summer 2003*

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**PED 112 - Fitness Center Activity III (1)**

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Prerequisite: None

30 lab hours

Serves as an advanced exercise course designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength and endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on specialized weight machines, dumbbells, treadmills, rowers, stair-climbers, cross trainers, Nordic track, versa climbers, and running track available in the Fitness Center.

*Added at MCC Fall 2013. Formerly PED 112 Conditioning Lab thru Summer 2013; Fitness Center Activity III was previously PED 210 renumbered to PED 112-Fitness Center Activity*

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**PED 113 - Fitness Center Activity IV (1)**

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Prerequisite: None

30 lab hours

Focuses on advanced instruction designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on the specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, Nordic track, versa climbers, and running track found in the Fitness Center.

*Added at MCC Fall 2013. Previously PED 211 Fitness Center Activity IV*

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**PED 120 - Aerobics I (1)**

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Prerequisite: None

30 lab hours

Offers a level of aerobic exercise to increase the student's aerobic endurance and further explains the components of aerobic conditioning. Charting and developing of cardiovascular rates are stressed.

*Added at MCC Spring 2012*

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**PED 122 - Step Aerobics (1)**

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Prerequisite: None

30 lab hours

Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography.

*Added at MCC Fall 2003*



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**PED 123 - Water Aerobics (1)**

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Prerequisite: None

30 lab hours

Offers water exercise to develop physical fitness. Includes instruction in a variety of water exercises and vigorous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management.

*Added at MCC Summer 2003. Changed from PED 126 Effective Fall 2013*

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**PED 143 - Yoga I (1)**

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Prerequisite: None

30 lab hours

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*

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**PED 144 - Yoga II (1)**

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Prerequisite: PED 143 or permission of instructor.

30 lab hours

Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits.

*Added at MCC Fall 2003*

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**PED 150 - Fitness Walking (1)**

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Prerequisite: None

30 lab hours

Designed to improve cardiovascular fitness and strengthen all major muscle groups. This low impact, aerobic walking will also build endurance.

*Added at MCC Fall 2013. Previously PED 226-Aerobic Conditioning II through Summer 2013*

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**PED 151 - Walking and Jogging (1)**

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Prerequisite: None

30 lab hours

Enables the student to understand the values in walking and jogging. Safety precautions and emphasis on personal programs are emphasized.

*Added at MCC Fall 2013. Previously PED 114 Issues in Health [not equivalent]*

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**PED 202 - Golf I (1)**

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Prerequisite: None

30 lab hours

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on- course play.

*Added at MCC Fall 2013. Previously PED 100 Golf from Summer 2003-2013*

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**PED 208 - Tennis I (1)**

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Prerequisite: None

30 lab hours

Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, ground strokes, serving, the various shots, and singles and doubles play and strategies.

*Added at MCC Fall 2003*

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**PHI - Philosophy**

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**PHI 111 - Introduction to Philosophy: GT-AH3 (3)**

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Prerequisite: None

45 lecture hours

Introduces significant theoretical and practical questions and emphasizes understanding the meaning and methods of philosophy. Includes: the human condition, logic, reality, knowledge, freedom, history, ethics, and religion.

*Replaces PHI 111 Summer 1987-Fall 2002*

*Also CCCOnline*

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**PHI 112 - Ethics: GT-AH3 (3)**

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Prerequisite: None

45 lecture hours

Examines human life, experience, and thought to discover and develop the principles and values for pursuing a more fulfilled existence. This course examines ethical theories designed to both justify moral judgments, as well as apply these ethical theories to a selection of personal and social issues in the world today.

*Replaces PHI 112 Fall 1989-Fall 2002*

*Also CCCOnline*

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**PHI 113 - Logic: GT-AH3 (3)**

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Prerequisite: None

45 lecture hours

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking and the formal analysis of arguments. Emphasizes the development of decision-making and problem-solving.

*Replaces PHI 113 Fall 1991-Fall 2003*

*Also CCCOnline*

---

**PHI 114 - Comparative Religions: GT-AH3 (3)**

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Prerequisite: None

45 lecture hours

Introduces the major religions of the Eastern and Western world. Covers Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, and Islam. Utilizes methods of religious studies to understand the historical development of each religious tradition as well its worldview and teachings. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

*Added at MCC Fall 2015. From 2002-2012, this course was numbered PHI 115-Comparative Religions. In 2012, course was designated GT-AH3*

*Also CCCOnline*

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**PHI 115 - World Religions-West: GT-AH3 (3)**

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Prerequisite: None

45 lecture hours

Introduces students to religions of the Western World: Judaism, Christianity, and Islam. Utilizes the methods of religious studies to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition.

*Added at MCC Summer 2002; Spring 2012 CCCNS revised title, description, competencies, & outline and approved as GT-AH3*

*Also CCCOnline*

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**PHI 116 - World Religions-East: GT-AH3 (3)**

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Prerequisite: None

45 lecture hours

Introduces the major religions of the Eastern World: Hinduism, Buddhism, Confucianism, and Daoism. Utilizes the methods of religious studies to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition.

*Added at MCC Summer 2002; Spring 2012 CCCNS revised title, description, competencies, & outline and approved as GT-AH3*

*Also CCCOnline*

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**PHI 205 - Business Ethics: GT-AH3 (3)**

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Prerequisite: None

45 lecture hours

Examines major ethical theories and then applies ethical decision-making criteria to various moral issues and challenges in a business environment. This course will include issues such as job discrimination, worker's rights, consumerism, advertising, whistleblowing, product safety, responsibility to the environment, as well as compassionate and fair responsibility to society.

*Added at MCC Fall 2015*

*Also CCCOnline*

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**PHI 214 - Philosophy of Religion: GT-AH3 (3)**

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Prerequisite: None

45 lecture hours

Focuses on the critical analysis and evaluation of the fundamental concepts, ideas, and implications within religious worldviews. This course includes issues such as the nature of God, other conceptions of ultimate reality, arguments concerning God's existence, the problem of evil and suffering, faith and reason, metaphysical foundations for ethics, the phenomenon of religious experience, and religious diversity.

*Changed from PHI 114 to 214*

*Also CCCOnline*

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**PHI 218 - Environmental Ethics: GT-AH3 (3)**

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Prerequisite: None

45 Lecture hours

Analyzes theories of the value of the natural world. Topics may include the relation between scientific and moral principles; theories of the moral worth of persons, animals, plants, and other natural objects; historical, religious, and cultural influences on conceptions of nature; alternative accounts of human relationships and responsibilities to nature; and the connection between moral and political values and economic policies.

*Added at MCC Spring 2018*

*Also CCCOnline*

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**PHI 220 - Philosophy-Death & Dying: GT-AH3 (3)**

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Prerequisite: None

45 lecture hours

Explores the major philosophical questions surrounding death and dying, the metaphysical arguments for and against the existence of the soul, life after bodily death, the major ethical theories and their relation to issues of physician-assisted suicide, care for the dying, the grieving process, death as expressed in aesthetics and contemporary society, as well as the existential contributions concerning meaning of life and the meaning of death.

*Added at MCC Fall 2015*

## PHO - Photography

### PHO 120 - Fundamentals of Photography (3)

Prerequisite: None

15 lecture hours, 45 lab hours

Introduces students to photography through a combination of lectures, demonstrations, assignments, and critiques. Students will learn to see photographically via an exploration of the basic tools, techniques and aesthetics of photography, with an emphasis on the creative use of camera controls, exposure, an overview of film and digital processing, and an awareness of the critical issues in contemporary photography.

*Added at MCC Spring 2016*

## PHY - Physics

### PHY 105 - Conceptual Physics w/Lab: GT-SC1 (4)

Prerequisite: None

45 lecture hours, 30 lab hours

Focuses on mechanics, heat, properties of matter, electricity and magnetism, and light. Incorporates laboratory experience.

*Replaces PHY 105 Spring 1991-Summer 2005; Title Change: added "w/Lab" Spring 2012*

*Also CCCOnline*

### PHY 111 - Physics: Algebra-Based I/Lab: GT-SC1 (5)

Prerequisite: ACCUPLACER (EA) Elementary Algebra score of 85 or higher, or equivalent

60 lecture hours, 30 lab hours

Covers the physics of mechanics and requires application of classical physics to both mathematical and conceptual problems. Major topics include kinematics in one and two dimensions, Newton's Laws, circular motion, work and energy, impulse and momentum, and rotational mechanics. This course may also include topics relating to simple harmonic motion and traveling and standing waves.

*Replaces PHY 111 Fall 1988-Fall 2002*

*Also CCCOnline*

### PHY 112 - Physics: Algebra-Based II/Lab: GT-SC1 (5)

Prerequisite: PHY 111 with a "C" grade or better

60 lecture hours, 30 lab hours

Covers the physics of electricity and magnetism and requires application of classical physics to both mathematical and conceptual problems. DC circuits involving resistors, capacitors, and batteries will be covered. Also covered are electromagnetic waves and geometric optics. This course may also include topics relating to simple harmonic motion, traveling and standing waves, and AC circuits.

*Replaces PHY 112 Spring 1989-Fall 2002*

*Also CCCOnline*

### PHY 211 - Physics: Calculus-Based I/Lab: GT-SC1 (5)

Prerequisite: MAT 121 & MAT 122 with a "C" grade or better

60 lecture hours, 30 lab hours

Covers the physics of kinematics, dynamics, and conservation laws and requires application of classical physics to both mathematical and conceptual problems. Specific concepts covered include 1D and 2D kinematics, Newton's Laws, rotational motion, energy and work, momentum and impulse, and simple harmonic motion. This course may also cover thermodynamics and fluid mechanics.

*Replaces PHY 211 Spring 1989-Fall 2002*

*Also CCCOnline*

### PHY 212 - Physics: Calculus-Based II/Lab: GT-SC1 (5)

Prerequisite: PHY 211 with a "C" grade or better

60 lecture hours, 30 lab hours

Covers the physics of electricity and magnetism using conceptual and mathematical reasoning, including calculus. Maxwell's equations, waves, and time-varying circuits will be covered. Optional topics include wave and geometric optics and AC circuits.

*Replaces PHI 212 Spring 1989-Fall 2002*

*Also CCCOnline*

### PHY 213 - Physics III: Calculus Based Modern Physics (5)

Prerequisite: PHY 212 with a "C" grade or better

45 lecture hours

Expands upon PHY 212 and explores twentieth century advances in physics. Topics may include special and general relativity, quantum theory, atomic physics, solid state physics, nuclear physics, semiconductor physics and cosmology.

*Added Spring 2015*

## POS - Political Science

### POS 105 - Introduction to Political Science: GT-SS1 (3)

Prerequisite: None

45 lecture hours

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS1 Effective Spring 2003.*

*Replaces POS 105 Fall 1991-Fall 2002*

*Also CCCOnline*

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**POS 111 - American Government: GT-SS1 (3)**

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Prerequisite: None

45 lecture hours

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS1 Effective Spring 2004.*

*Replaces POS 111 Summer 1988-Fall 2003*

*Also CCCOnline*

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**POS 125 - American State and Local Government: GT-SS1 (3)**

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Prerequisite: None

45 lecture hours

Emphasizes the structure and function of state, county, and municipal governments including their relations with each other and with national government. Includes a study of Colorado government and politics.

*Also CCCOnline*

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**POS 205 - International Relations: GT-SS1 (3)**

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Prerequisite: None

45 lecture hours

Examines the interactions among various levels of actors in the international system. This course attempts to explain behaviors across state boundaries.

*Added at MCC Fall 2006. POS 215 - Current Political Issues: GT-SS1 (3)*

*Also CCCOnline*

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**POS 225 - Comparative Government: GT-SS1 (3)**

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Prerequisite: None

45 Lecture hours

Examines domestic political systems, developments, themes, and events across countries and regions while applying the comparative method to identify similarities and differences.

*Added at MCC Fall 2017*

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**PRO - Process Technology**

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**PRO 130 – Instrumentation I (3)**

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Prerequisite: None

15 lecture hours, 45 lab hours

Provides an introduction to the field of Instrumentation and covers process variables and the various instruments used to sense, measure, transmit and control these variables. This course also introduces control loops and the elements that are found in different types of loops, such as controllers, regulators and final control elements. The course concludes with a study of instrumentation drawings and diagrams and a unit on troubleshooting instrumentation.

*Added at MCC Fall 2020*

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**PRO 131 – Instrumentation II (3)**

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Prerequisite: None

15 lecture hours, 45 lab hours

Introduces the student to switches, relays and annunciator systems and moves on to discuss signal conversion and transmission. Controllers, control schemes and advanced control schemes are covered at a level appropriate for the process technician. The student then moves on to learn about digital control, programmable logic control and distributed control systems before ending the course with a discussion of instrumentation power supplies, emergency shutdown systems and instrumentation malfunctions.

*Added at MCC Fall 2020*

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**PSY - Psychology**

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**PSY 101 - General Psychology I: GT-SS3 (3)**

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Prerequisite: None

45 lecture hours

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Spring 2004.*

*Replaces PSY 101 Fall 1988-Fall 2003*

*Also CCCOnline*

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**PSY 102 - General Psychology II: GT-SS3 (3)**

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Prerequisite: None

45 lecture hours

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, sex, gender, sexuality, and social psychology.

*Replaces PSY 102 Spring 2020*

*Also CCCOnline*

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**PSY 112 - Psychology of Adjustment (3)**

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Prerequisite: None

45 lecture hours

Emphasizes personal growth and the development of interpersonal skills. Focuses on the practical application of psychological principles and theories in achieving self-understanding and personal growth.

*Previously PSY 215-Psychology of Adjustment through Spring 2008*

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**PSY 116 - Stress Management (3)**

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Prerequisite: None

45 lecture hours

Identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer.

*Added at MCC Summer 1995*

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**PSY 205 - Psychology of Gender: GT-SS3 (3)**

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Prerequisite: None

45 lecture hours

Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2006.*

*Replaces PSY 205 Fall 2003-Summer 2006*

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**PSY 226 - Social Psychology: GT-SS3 (3)**

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Prerequisite: None

45 lecture hours

Focuses on the behavior of humans in a wide variety of social settings and the social influences humans have on each other in those settings.

*Replaces PSY 226 Fall 1991-Summer 2006; Prerequisites removed Spring 2011*

*Also CCCOnline*

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**PSY 235 - Human Growth & Development: GT-SS3 (3)**

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Prerequisite: None

45 lecture hours

Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2005.*

*Replaces PSY 235 Fall 1991-Summer 2005*

*Also CCCOnline*

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**PSY 237 - Child & Adolescent Psychology (3)**

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Prerequisite: None

45 lecture hours

Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

*Previously PSY 248 Fall 1991-Fall 2002*

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**PSY 238 - Child Development: GT-SS3 (3)**

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Prerequisite: None

45 lecture hours

Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3 Effective Fall 2006.*

*Replaces PSY 238 Fall 1999-Summer 2006*

*Also CCCOnline*

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**PSY 245 - Educational Psychology (3)**

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Prerequisite: None

45 lecture hours

Focuses on the relationships between theory, research, and practice in the areas of learning, child development, motivation, and educational assessment.

*Added at MCC Fall 2001*

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**PSY 247 - Child Abuse & Neglect (3)**

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Prerequisite: None

45 lecture hours

Examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

*Added at MCC Fall 1991*

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**PSY 249 - Abnormal Psychology: GT-SS3 (3)**

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

45 lecture hours

Examines abnormal behavior and its classification, causes, treatment, and prevention.

*Note: This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3; Added at MCC Summer 2007; Replaces PSY 249 Fall 1991-Spring 2007*

*Also CCCOnline*

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**PSY 265 - Psychology of Personality: GT-SS3 (3)**

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

45 lecture hours

Examines the structure, function and development of personality. Investigates the major contemporary theories of personality. Covers psychodynamic, behavioral, cognitive-social learning, humanistic, trait, and optionally neurobiological, existential and /or Eastern perspectives. The underlying assumptions and research support for these theories are appraised. Enables the student to gain an appreciation of the value of alternative theoretical approaches to this subfield of psychology.

*Added at MCC Spring 2014*

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**PTA - Physical Therapist Assistant**

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**PTA 110 - Basic Patient Care in Physical Therapy (5)**

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Prerequisite: Admission to the PTA program.

30 Lecture hours, 67.5 Lab hours\

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.

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**PTA 115 - Principles and Practices of Physical Therapy (2)**

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Prerequisite: None

30 Lecture hours

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.

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**PTA 120 - Modalities in Physical Therapy (5)**

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Prerequisite: PTA 110 with a "C" or better.

30 Lecture hours, 67.5 Lab hours

Examines theory and principles of physical therapy modalities. Course includes therapeutic heat and cold, traction, massage and hydrotherapy.

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**PTA 124 - Rehab Principles of Medical I (2)**

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Prerequisite: Admission to the PTA Program

30 Lecture hours

Investigates the impairments, functional limitations, and disabilities resulting from a variety of neuro-musculoskeletal conditions. The medical management including pharmacology, and its impact on physical therapy rehab principles are discussed. Evidence based practice for musculoskeletal and neurological system diagnosis, will be reviewed as they relate to physical therapy rehab.

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**PTA 131 - Professional Communication I (1)**

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Prerequisite: Admission to the PTA program.

15 Lecture hours

Introduces students to oral and written professional communication in their field. Develops skills in verbal and non-verbal communication, conducting self-critiques and peer reviews, research of professional literature, medical documentation, and professional presentations.

*Added at MCC Fall 2017*

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**PTA 134 - Rehab Principles of Medical II (2)**

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Prerequisite: PTA 110 with a "C" or better

30 Lecture hours

Investigates the impairments, functional limitations, disabilities and medical management including pharmacology, of a variety of traumatic, immunological, inflammatory and degenerative processes and their impact on physical therapy rehab principles. Evidence based practice for cardiovascular, respiratory, endocrine and chronic pain diagnosis will be reviewed as they relate to physical therapy rehab.

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**PTA 135 - Principles of Electrical Stimulation (2)**

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Prerequisite: PTA 110 with a "C" or better.

15 Lecture hours, 22.5 Lab hours

Investigates the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. Enables the student to understand the electrochemical and physiological effects of electrical stimulation and identify the various forms and applications of ES.

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**PTA 140 - Clinical Kinesiology (5)**

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Prerequisite: PTA 110 with a "C" or better

30 Lecture hours, 67.5 Lab hours

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.

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**PTA 141 - Professional Communication II (1)**

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Prerequisite: Pass PTA 131 with a "C" or better.

15 Lecture hours

Builds on Professional Communications I and develops skills in writing professional documents to patients and other health care professionals, participating effectively in meetings, and medical documentation skills.

*Added at MCC Fall 2017*

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**PTA 205 - Psychosocial Issues in Physical Therapy (2)**

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Prerequisite: Successful completion of first year course work.

30 Lecture hours

Explores the psychosocial aspects of the patient/client and health care practitioner. Investigates recognition of and adjustment for psychological, sociological, educational, cultural, economic and political concerns on the delivery of health care services. Communication skills and social and advocacy responsibilities of the health care practitioner are discussed. Enables the student to develop the skills to meet expectations and needs of members of society receiving health care services.

*Added at MCC Fall 2017*

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**PTA 230 - Orthopedic Assessment and Management Techniques (5)**

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Prerequisite: PTA 280 with a "C" or better

30 Lecture hours, 67.5 Lab hours

Examines the theory and principles and practice of orthopedic conditions. Includes an understanding of assessment and management techniques pertaining to orthopedic conditions, goniometry, manual muscle testing, gait analysis, and posture analysis.

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**PTA 240 - Neurologic Assessment and Management Techniques (5)**

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Prerequisite: PTA 280 with a "C" or better.

30 lecture hours, 67.5 lab hours

Examines the theory and principles of physical therapy with an introduction to assessment, management techniques and advanced physical therapy procedures as they relate to neurologic, cardiac and pulmonary conditions.

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**PTA 251 - Professional Communication III (1)**

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Prerequisite: PTA 141 with a "C" or better.

15 Lecture hours

Promotes the concepts from Professional Communications II and further develops written and oral communication skills in the professional arena through correct documentation of patient progress based on observations, dictating progress notes, development of resume, job interview skills, portfolios, and an awareness of the national PTA exam.

*Added at MCC Fall 2017*

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**PTA 278 - PTA Seminar (2)**

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Prerequisite: None

Co-requisite: PTA 281 and PTA 282

30 Lecture hours

Provides a summary of all coursework and internships. 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.

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**PTA 280 - PTA Internship I (4)**

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Prerequisite: PTA 110, PTA 115 and PTA 120 with a "C" or better.

160 Internship hours

Focuses on initial clinical exposure providing hands on patient practicum skills and techniques. Includes application of basic patient care skills including transfers, range of motion, modalities, bandaging, aseptic techniques, and gait training. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical instructor in an acute care, geriatric or outpatient setting will provide supervision.

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**PTA 281 - PTA Internship II (5)**

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Prerequisite: None

240 Internship hours

Focuses on an intermediate clinical experience providing hands on patient practicum skills and techniques. Includes continued application of physical therapy procedures of Internship I with the addition of therapeutic exercise, goniometry, manual muscle testing and motor learning techniques. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical instructor in an acute care, rehabilitation, outpatient, geriatric or home health setting provides supervision. During the internship the student presents an in-service on a physical therapy related topic.

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**PTA 282 - PTA Internship III (5)**

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Prerequisite: PTA 281 with a "C" or better.

240 Internship hours

Incorporates advanced clinical experience providing hands on patient practicum skills and techniques. Students will refine all physical therapy skills in preparation to enter the field as an entry level physical therapist assistant. This final experience includes independent practice with an assigned caseload under the on-site supervision of a clinical instructor. The student will present an in service on a physical therapy related topic.

## RAM - Range Management RAM - Range Management

### RAM 205 - Range Management (3)

Prerequisite: None

45 lecture hours

Presents the historical and current status of the range livestock industry. Management principles for private and public rangelands, range plant identification and range plant communities are covered.

*Added at MCC 2000*

## REE - Real Estate

### REE 189 - Capstone (1)

Prerequisite: None

15 lecture hours

Provides a demonstrated culmination of learning within a given program of study.

*Added at MCC Fall 2002*

### REE 201 - Real Estate Broker I (6)

Prerequisite: None

90 lecture hours

Enables the student, in conjunction with REE 202 - Real Estate Brokers II, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. This course includes Real Estate Law and Practice, practical applications, and Current Legal Issues.

*Replaces REE 103 Fall 2002-Spring 2008*

### REE 202 - Real Estate Broker II (6)

Prerequisite: None

90 lecture hours

Enables the student, in conjunction with REE 201 - Real Estate Brokers I, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers license. This course includes Colorado Contracts and Regulations, Closings, and Recordkeeping and Trust Accounts.

*Replaces REE 104 Fall 2002-Spring 2008*

## RTE - Radiologic Technology

### RTE 101 - Introduction to Radiography (2)

Prerequisite: None

30 Lecture Hours

Introduces radiology including equipment, exposure, positioning and the knowledge necessary for the radiography student to provide safe patient care including communication skills, body mechanics, patient transfer, and radiography as a profession.

*Added at MCC Fall 2010*

### RTE 111 - Radiographic Patient Care (2)

Prerequisite: None

15 Lecture Hours, 22.5 Lab Hours

Introduces the fundamentals of human diversity; and legal and ethical considerations. Includes lecture and laboratory experience in patient care, standard and transmission-based precautions, asepsis versus non-asepsis, vital signs, venipuncture, medical emergencies, drug administration, patients with specific needs and end-of-life interactions.

*Added at MCC Fall 2010*

### RTE 121 - Radiologic Procedures I (3)

Prerequisite: RTE 101 with an 80% or higher.

30 Lecture Hours, 22.5 Lab Hours

Introduces the fundamentals of radiographic equipment to safely obtain radiographs, apply radiation safety techniques, and identify related positioning terminology. This course emphasizes identification of anatomy, common pathology, and radiographic terminology of the upper extremities, chest, and abdomen.

*Added at MCC Fall 2010*

### RTE 122 - Radiographic Procedures II (3)

Prerequisite: RTE 111, RTE 121, RTE 131, RTE 141; RTE 181 with a "C" grade or higher.

67.5 Lab Hours

Reinforces the fundamentals of radiographic positioning of the extremities. This course introduces anatomy, pathology, and skills necessary to perform radiographic procedures of the spine, bony thorax, and abdominopelvic region.

*Added at MCC Fall 2010*

### RTE 131 - Radiographic Pathology and Image Evaluation I (1.5)

Prerequisite: RTE 101 with an 80% or higher.

22.5 Lecture Hours

Provides an introduction to the evaluation of the pathologies related to the respiratory, digestive, and urinary systems on a radiographic image.

*Added at MCC Fall 2010*



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### **RTE 132 - Radiographic Pathology and Image Evaluation II (1.5)**

---

Prerequisite: RTE 111, RTE 121, RTE 131, RTE 141; RTE 181 with a "C" grade or higher.

22.5 Lecture Hours

Provides an introduction to the evaluation of the pathologies related to the skeletal, circulatory, and nervous systems on radiographic image.

*Added at MCC Fall 2010*

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### **RTE 141 - Radiographic Equipment and Imaging I (3)**

---

Prerequisite: RTE 101 with an 80% or higher.

30 Lecture Hours, 22.5 Lab Hours

Introduces the fundamental aspects of radiographic equipment including the basic concepts pertaining to x-ray production, x-ray equipment, and photon interactions with matter.

*Added at MCC Fall 2010*

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### **RTE 142 - Radiographic Equipment/Imaging II (3)**

---

Prerequisite: RTE 111, RTE 121, RTE 131, RTE 141; RTE 181 with a "C" grade or higher.

45 Lecture Hours

Provides in-depth knowledge of scatter control, radiographic exposure technique, image acquisition, process, and fluoroscopy. Includes criteria and factors that affect image quality, quality assurance and healthcare informatics.

*Added at MCC Fall 2010*

---

### **RTE 181 - Radiographic Clinical Internship I (5)**

---

Prerequisite: RTE 101 with an 80% or higher.

225 Internship Hours

Introduces the clinical education experience at the healthcare facility. The course focuses on the application of knowledge to the actual practice of radiography.

*Added at MCC Fall 2010*

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### **RTE 182 - Radiographic Clinical Internship II (5)**

---

Prerequisite: RTE 111, RTE 121, RTE 131, RTE 141; RTE 181 with a "C" grade or higher

225 Internship Hours

Builds upon prior clinical internship experience to advance student proficiency in the practice of radiography in the healthcare facility. The course focuses on the application of knowledge to the actual practice of radiography.

*Added at MCC Fall 2010*

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### **RTE 183 - Radiographic Clinical Internship III (7)**

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Prerequisite: RTE 122, RTE 132, RTE 142, RTE 182 with a "C" grade or higher.

315 Internship Hours

Reinforces and builds independence in the clinical internship experience. Applies radiographic knowledge learned in the classroom and prior clinical internship experience.

*Added at MCC Fall 2010*

---

### **RTE 221 - Advanced Medical Imaging (3)**

---

Prerequisite: RTE 122, RTE 132, RTE 142; RTE 182, RTE 183 with a "C" or higher.

45 Lecture Hours

Offers advanced imaging techniques including radiographic procedures involving the skull, trauma, mobile, surgical, pediatric, special procedures and advanced modalities.

*Added at MCC Fall 2010*

---

### **RTE 231 - Radiation Biology/Protection (2)**

---

Prerequisite: RTE 122, RTE 132, RTE 142; RTE 182, RTE 183 with a "C" grade or higher.

30 Lecture Hours

Provides the basic knowledge and understanding of the biologic effects of ionizing radiation and radiation protection and safety.

*Added at MCC Fall 2010*

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### **RTE 275 - Special Topics: Certification Review (1)**

---

Prerequisite: RTE 221, RTE 231, RTE 281 with a "C" grade or higher.

15 lecture hours

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

*Added at MCC Fall 2010*

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### **RTE 281 - Radiographic Clinical Internship IV (8)**

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Prerequisite: RTE 122, RTE 132, RTE 142; RTE 182 & RTE 183 with a "C" grade or higher.

360 Internship Hours

Introduces the student to the radiographic specialty areas of Pediatrics, Geriatrics, the out-patient clinic, as well as increasing proficiency in general radiography.

*Added at MCC Fall 2010*

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**RTE 282 - Radiographic Clinical Internship V (8)**

---

Prerequisite: RTE 221, RTE 231; RTE 281 with a "C" grade or higher.

360 Internship Hours

Introduces the student to the radiographic specialty areas of pediatrics, geriatrics, the out-patient clinic, portable and trauma radiography as well as increasing proficiency in general radiography.

*Added at MCC Fall 2010*

---

**RTE 289 - Radiographic Capstone (3)**

---

Prerequisite: RTE 221, RTE 231; RTE 281 with a "C" grade or higher.

45 Lecture Hours

Prepares the radiologic technology student to sit for the American Registry of Radiologic Technologists (ARRT) certification examination through a comprehensive review of RTE program curriculum, with practice answering certification examination-type questions through the administration of multiple mock certification exams. Provides the student with the requisite skills to effectively search for a job in medical imaging.

*Added at MCC Fall 2010*

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**RUS - Foreign Language- Russian**

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**RUS 101 - Conversational Foreign Language I: Russian (3)**

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Prerequisite: None

45 Lecture Hours

Introduces beginning student to conversational Russian and focuses on understanding and speaking Russian. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

*Added at MCC Spring 2004*

---

**RUS 102 - Conversational Foreign Language II: Russian (3)**

---

Prerequisite: RUS 101 with a "C" grade or better

45 Lecture Hours

Continues the sequence for students who wish to understand and speak Russian. Covers basic conversational patterns, expressions, and grammar.

*Added at MCC Spring 2004*

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---

**RUS 111 - Foreign Language I: Russian (5)**

---

Prerequisite: None

75 Lecture Hours

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Russian language.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors*

*Also CCCOnline*

---

**RUS 112 - Foreign Language II: Russian (5)**

---

Prerequisite: RUS 111 with a "C" grade or better or instructor permission

75 Lecture Hours

Continues Russian I in the development of functional proficiency in listening, speaking, reading and writing the Russian language.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors*

---

**RUS 211 - Foreign Language III: Russian: GT-AH4 (3)**

---

Prerequisite: RUS 112 with a "C" grade or better or instructor permission

45 Lecture Hours

Continues Russian Language II in the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the Russian language.

*The order of the topics and the methodology will vary according to individual texts and instructors*

---

**RUS 212 - Foreign Language IV: Russian: GT-AH4 (3)**

---

Prerequisite: RUS 211 with a "C" grade or better or instructor permission

45 Lecture Hours

Continues Russian Language III in the development of increased functional proficiency at intermediate mid-level in speaking, aural comprehension, reading, writing, and cultural competency in the Russian language.

*The order of the topics and the methodology will vary according to individual texts and instructors*

---

## SCI - Science

### SCI 155 - Integrated Science I w/Lab: GT-SC1 (4)

Prerequisite: None

45 Lecture Hours, 30 Lab Hours

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world.

*Note: This course is one of the Statewide Guaranteed Transfer courses. GT-SC1*

*Replaces SCI 155 Fall 2005-Summer 2006; Rev. Title, Competencies, outline; Approved as SC1 Fall 2006; Title change to include 'w/Lab' Spring 2013*

*Also CCCOnline*

### SCI 156 - Integrated Science II w/Lab: GT-SC1 (4)

Prerequisite: None

45 Lecture Hours, 30 Lab Hours

Examines earth and biological systems, living and non-living environments, through the application of fundamental energy and matter concepts. These systems and concepts will be explored in hands-on laboratory experiments.

*Note: This course is one of the Statewide Guaranteed Transfer courses. GT-SC1*

*Replaces SCI 156 Spring 2006-Summer 2006; Rev. Title, Competencies, outline; Approved as SC1 Fall 2006; Title change to include 'w/Lab' Spring 2013*

*Also CCCOnline*

## SOC - Sociology

### SOC 101 - Introduction to Sociology I: GT-SS3 (3)

Prerequisite: None

45 Lecture Hours

This course examines the basic concepts, theories, and principles of sociology, including topics of culture, race, class, gender, sexuality, social groups, and deviance through a local and global lens. Analyzes and interprets socio-historic as well as contemporary issues by using critical thinking skills and linking individual experiences to social structures.

*Replaces SOC 101 Fall 1988-Fall 2003*

*Also CCCOnline*

### SOC 102 - Introduction to Sociology II: GT-SS3 (3)

Prerequisite: None

45 Lecture Hours

Examines the basic concepts, theories, and principles of sociology, including topics of family, religion, education, politics, the economy, health, demography, the environment and social movements through a local and global lens. Analyzes and interprets socio-historical as well as contemporary issues by using critical thinking skills and linking individual experiences to social structures.

*Replaces SOC 102 Fall 1988-Summer 2004*

*Also CCCOnline*

### SOC 205 - Sociology of Family Dynamics: GT-SS3 (3)

Prerequisite: None

45 Lecture Hours

Offers a critical exploration of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations locally and globally. Explores the stability and evolution of the family, along with current trends and a range of family forms.

*Replaces SOC 215 Summer 1994-Summer 2006; Added Spring 2015*

*Also CCCOnline*

### SOC 215 - Contemporary Social Problems: GT-SS3 (3)

Prerequisite: None

45 Lecture Hours

Investigates current social issues that result in societal problems. Focuses on numerous areas including, but not limited to, the loss of civil liberties, concentration of media ownership, gender discrimination, hate crimes, poverty, hunger, environmental degradation, racism and prejudice, as well as social change. Addresses ways to ameliorate these social ills.

*Replaces SOC 215 Summer 1994-Summer 2006*

### SOC 216 - Sociology of Gender: GT-SS3 (3)

Prerequisite: None

45 Lecture Hours

Examines major trends and theoretical approaches within the field of sociology of gender including the impact of intersecting social markers such as race, class, sexuality and gender identities. Addresses gender performance, stratification and inequalities in micro and macro settings in the U.S. Focuses on social movements relating to identities and institutional inequalities.

*Added at MCC Fall 2015*

---

**SOC 231 - Sociology of Deviant Behavior: GT-SS3 (3)**

---

Prerequisite: None

45 Lecture Hours

Critically examines various deviant categories and societal reactions to deviance affecting diverse populations. Examines how sociologists study deviance and the theories they use to explain it. Explains the ways social institutions define deviance and attempt to control, change, or treat those deviant behaviors, attitudes, and conditions.

*Replaces SOC 215 Summer 1994-Summer 2006*

*Also CCCOnline*

---

**SPA - Spanish Language**

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---

**SPA 101 - Conversational Foreign Language I: Spanish (3)**

---

Prerequisite: None

45 Lecture Hours

Offers beginning students the skills necessary to understand and speak Spanish. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

*Added at MCC Spring 2004*

---

**SPA 102 - Conversational Foreign Language II: Spanish (3)**

---

Prerequisite: SPA 101 with a "C" grade or better

45 Lecture Hours

Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar.

*Added at MCC Spring 2004*

---

**SPA 111 - Foreign Language I: Spanish (5)**

---

Prerequisite: None

75 Lecture Hours

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors*

*Also CCCOnline*

---

**SPA 112 - Foreign Language II: Spanish (5)**

---

Prerequisite: SPA 111 with a "C" grade or better or instructor permission

75 Lecture Hours

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

*Added at MCC Spring 2004. The order of the topics and the methodology will vary according to the individual texts and instructors.*

*Also CCCOnline*

---

**SPA 114 - Fast-Track Spanish I and II (5)**

---

Prerequisite: SPA 101 or equivalent

75 lecture hours

Designed to bridge beginning SPA courses with intermediate SPA courses. It is designed for students who have studied two years of the target language in high school and possess linguistic and cultural knowledge that true beginners do not, but are not ready yet to move to the intermediate level because they need an in-depth review of essential structures.

*Added at MCC Spring 2020*

---

**SPA 115 - Foreign Language for the Professional: Spanish (3)**

---

Prerequisite: College-level reading

45 Lecture Hours

Introduces students to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

*Added at MCC Fall 2004*

*Also CCCOnline*

---

**SPA 211 - Foreign Language III: Spanish: GT-AH4 (3)**

---

Prerequisite: SPA 112 with a "C" grade or better or instructor permission

45 Lecture Hours

Continues Spanish Language II in the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the Spanish language. This course is conducted predominantly in Spanish.

*Replaces SPA 211 Fall 2001-Fall 2003; The order of the topics and the methodology will vary according to individual texts and instructors.*

*Also CCCOnline*

---

### SPA 212 - Foreign Language IV: Spanish: GT-AH4 (3)

---

Prerequisite: SPA 211 with a "C" grade or better or instructor permission

45 Lecture Hours

Continues Spanish Language III in the development of increased functional proficiency at intermediate mid-level in speaking, aural comprehension, reading, writing, and cultural competency in the Spanish language. This course is conducted predominantly in Spanish.

*Replaces SPA 212 Fall 2000-Fall-2003; the order of the topics and the methodology will vary according to individual texts and instructors.*

*Also CCCOnline*

---

### SPA 215 - Foreign Language for the Professional II: Spanish (3)

---

Prerequisite: SPA 115 with a "C" grade or better

45 Lecture Hours

Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

*Added at MCC Fall 2003. Prerequisite Change Spring 2010*

---

### SPA 261 - Grammar for the Heritage Language Speaker (3)

---

Prerequisite: None

45 Lecture Hours

Provides formal grammatical instruction to Foreign Language students whether native or bilingual who want to develop their existing proficiency in the target language.

*Added at MCC Spring 2011*

---

### SPA 262 - Composition for the Heritage Language Speaker (3)

---

Prerequisite: None

45 Lecture Hours

Provides formal composing instruction to Spanish Language students whether native or bilingual who want to develop their existing proficiency in the target language.

*Added at MCC Spring 2011*

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## SVT - Sport Vehicle Technology

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### SVT 160 - Basic Motorcycle Repair I (1)

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Prerequisite: None

7.5 Lecture Hours, 12 Lab Hours

Designed to expose current and prospective entry-level motorcycle technicians to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance and producing. This class is the first in a series of courses (SVT 160-SVT 180 & SVT 299) designed to produce a "novice" or "apprentice-level" mechanic. Topics covered in the class include basic safety, hand tool and shop procedure. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest.

*Added at MCC Spring 2007*

---

### SVT 165 - Basic Motorcycle Repair II (1)

---

Prerequisite: None

7.6 Lecture Hours, 12 Lab Hours

Designed to build upon concepts and practices learned in SVT 160 and expose current and prospective motorcycle mechanics to basic motorcycle maintenance and repair. Focus will be placed on routine and preventative maintenance. Topics covered will study of motorcycle frame, suspension, tire and wheels. One objective is to make the learner more familiar with mechanical concepts and more confident in their own ability. Course study may be tailored for each student's specific area of need or interest.

*Added at MCC Spring 2007*

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## THE - Theatre

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### THE 105 - Theatre Appreciation: AH1 (3)

---

Prerequisite: None

45 Lecture Hours

Provides an opportunity to discover, analyze, and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism, and theory.

*Replaces THE 105 Intro to the Theatre Arts: AH1 Spring 2003-Fall 2008; THE 105 Fall 1998-Fall 2002*

*Also CCCOnline*

---

### THE 111 - Acting I (3)

---

Prerequisite: None

45 Lecture Hours

Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

*Added at MCC Fall 1999*

---

**THE 112 - Acting II (3)**

---

Prerequisite: None

45 Lecture Hours

Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance.

*Added at MCC Fall 1999*

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**WEL - Welding**

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

---

Prerequisite: None

15 Lecture Hours

Covers the hazards of welding on health and safety, locating essential safety information from a code or other standard, and identifying and applying shop safety procedures.

*Added at MCC Spring 2003*

---

**WEL 103 - Basic Shielded Metal Arc I (4)**

---

Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-6010 electrodes. Layout procedures and practices will also be introduced.

*Added at MCC Summer 2003*

---

**WEL 104 - Basic Shielded Metal Arc II (4)**

---

Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Covers performing safety inspections, making minor repairs, adjusting operating parameters, and operating SMAW equipment utilizing E-7018 electrodes. Layout procedures will be practiced during this course.

*Added at MCC Summer 2003*

---

**WEL 106 - Blueprint Reading for Welders & Fitters (4)**

---

Prerequisite: None

45 Lecture Hours, 22.5 Lab Hours

Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

*Added at MCC Summer 2003*

---

**WEL 110 - Advanced Shielded Metal Arc I (4)**

---

Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment, and SMAW operations on groove and fillet welds utilizing E-6010 and E-7018 electrodes. Layout procedures will be practiced during this course.

*Added at MCC Spring 2003*

---

**WEL 111 - Advanced Shielded Metal Arc II (4)**

---

Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Covers safety inspections, minor repairs, operating parameters, operation of SMAW equipment utilizing various electrodes, essential welding information from codes or other standards, and performance of weld inspections.

*Added at MCC Summer 2003*

---

**WEL 113 - Oxyfuel and Plasma Cutting (2)**

---

Prerequisite: None

10 Lecture Hours, 30 Lab Hours

Outlines the skills needed to set up equipment and perform cutting and gouging operations utilizing the oxyacetylene and plasma arc cutting processes.

*Added at MCC Spring 2003*

---

**WEL 124 - Introduction to Gas Tungsten Arc Welding (4)**

---

Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Covers welding in all positions and on various joint configurations using the GTAW (tig) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weld-ability of metals, structural joints, and safety in the welding industry.

*Added at MCC Fall 2017*

---

**WEL 125 - Introduction to Gas Metal Arc Welding (4)**

---

Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Covers welding in all positions and on various joint configurations using the GMAW (mig) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weld-ability of metals, structural joints, and safety in the welding industry.

*Added at MCC Fall 2010*

---

**WEL 130 - Maintenance Welding (2)**

---

Prerequisite: None

15 Lecture Hours, 22.5 Lab Hours

Gives the student a basic understanding of the Oxyacetylene cutting and Arc welding processes, and introduction to the skills and techniques used to develop fillet and groove welds. Students will be introduced to oxyacetylene, shielded, gas metal arc welding equipment set up, and various welding techniques. Safety will be stressed during the course.

*Added at MCC Summer 2003*

---

**WEL 180 - Internship (3)**

---

Prerequisite: None

Variable Lecture/Lab Hours

Meets the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site will be set up based on student's interest and instructor approval.

*Added at MCC Summer 2003*

---

**WEL 201 - Gas Metal Arc Welding I (4)**

---

Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and fundamental metallurgy principles.

*Added at MCC Summer 2003*

---

**WEL 203 - Flux Cored Arc Welding I (4)**

---

Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self-shielded wire, and principles of joint design, preparation, and material selection to welding operations.

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**WEL 224 - Advanced Gas Tungsten Arc Welding (4)**

---

Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipe with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weld ability of metals, structural joints, and safety in the welding industry.

*Added at MCC Summer 2003*

---

**WEL 230 - Pipe Welding I (4)**

---

Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers

evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

*Added at MCC Summer 2003*

---

**WEL 231 - Pipe Welding II (4)**

---

Prerequisite: None

15 Lecture Hours, 67.5 Lab Hours

Learn to perform safety inspections, make minor repairs, adjust operating parameters, and operate SMAW and GTAW equipment on plain carbon steel pipe joints. The student should also be able to evaluate and solve complex welding and fabrication problems, administer hands on training and supervise other students during assigned fabrication and welding operations.

*Added at MCC Summer 2003*

---

**WEL 250 - Layout and Fabrication (4)**

---

Prerequisite: WEL 106 with a "C" grade or better

15 Lecture Hours, 67.5 Lab Hours

Develops welding and associated skills in the use of drawings and blueprints in planning. This course includes designing and layout projects.

*Added at MCC Spring 2003*

---

**WEL 263 - Applied Metal Properties (4)**

---

Prerequisite: None

30 Lecture Hours, 45 Lab Hours

Introduces the study of metal properties, hardness testing, heat treatment, cold working microscopic examination and application of common commercial alloys in industry.

*Added at MCC Summer 2003*

---

**WEL 275 - Welding: Special Topics (1-6)**

---

Prerequisite: Instructor permission

Variable Lecture/Lab Hours

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

*Added at MCC Summer 2003*

---

**WEL 277 - Welding: Special Topics (1-6)**

---

Prerequisite: Instructor permission

Variable Lecture/Lab Hours

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

*Added at MCC Summer 2003*

---

**WEL 278 - Workshop: Welding (2)**

---

Prerequisite: To be determined by instructor

Variable Lecture/Lab Hours

Provides students with an exceptional learning experience.

*Added at MCC Summer 2003*

---

**WEL 280 - Internship: Welding (6)**

---

Prerequisite: Completion of all courses in WEL specialization area

Variable Lecture/Lab Hours

Offers individualized instruction at job site. The student is encouraged to develop skills needed to enter employment in the welding industry.

*Added at MCC Summer 2004. Rev. Fall 2010*



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<sup>i</sup> This score range is for what was described as the “soft landing” in the Developmental Education Redesign. Faculty developed a one credit course, CCR 091, that could be offered as a co-requisite to CCR 092 for those students who tested below the range for CCR 092. Not all colleges offer the CCR 091/092 option; instead they refer those students to ABE programs, provide other basic skill remediation programs like Boot Camps.