

# 2023-24 Academic Catalog

## User's Guide


Welcome to MCC's Academic Catalog User Guide! We hope you find this tool useful in navigating the catalog and discovering its many features.


If at any time you need help, please do not hesitate in contacting MCC Connect: 866.664.2832.

Thank you for choosing MCC, and best wishes to you in your academic pursuits!

# Catalog Search Feature

## Catalog Search

Select an option 

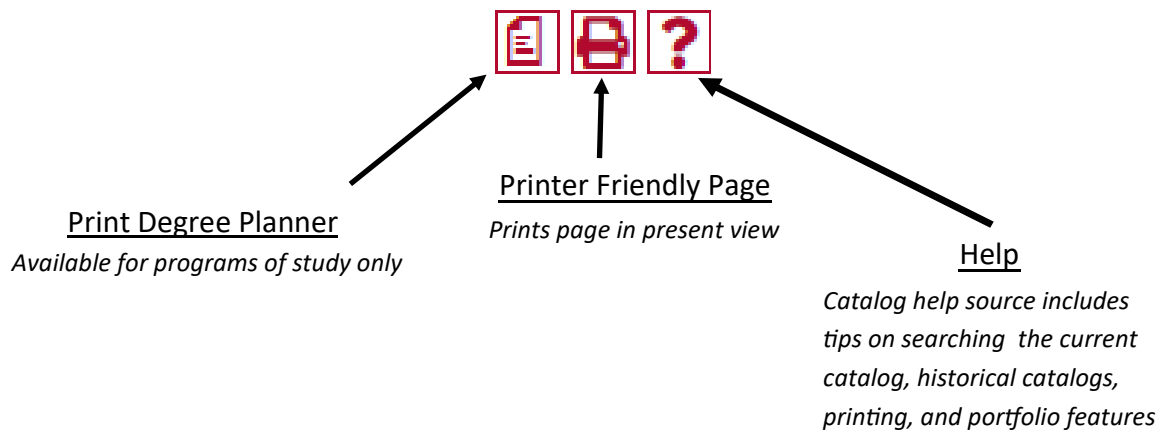
Enter Keyword 

Whole Word/Phrase

## Advanced Search

- ➔ Select an option: Courses, Programs, Hierarchy Items, Other Content, or the Entire Catalog
- ➔ Enter Keyword: use to find partial or entire keywords
- ➔ Check “Whole Word/Phrase to narrow your search
- ➔ Select “Advanced Search” to run a search in more than one area of the MCC Catalog

# Catalog Icon Features



# Course Search

NOTE: The course search filter can only be found on the “Course Description” tab:

**Course Filter**  
Filter this list of courses using course prefix, course code, keywords or any combination.  
Prefix: Code or Number: Type Keyword or Phrase:  
All prefixes... [input] All types... [input] [Filter]  
 Find whole word or phrase only.

➡ Use the course filter to search for courses by prefix (i.e., ENG= English), number, type, or by keyword/ phrase

*Note: Searching by Keyword or Phrase, and selecting “Find whole word or phrase only” returns keywords Included within the course description.*

# Course Details

➡ To view course content, select the course link (in red) to expand. To minimize, select the course link a second time.

- **ACC 120 - Using QuickBooks**

## ACC 120 - Using QuickBooks

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**Prerequisite:** Multiple measures discussion, or appropriate score on placement exam, or completion of **PCS 023** and **TRE 089** with an “S”

**Description:** Provides an interactive tour of the QuickBooks software and demonstrates its features. Course takes students step-by-step through the QuickBooks program learning hands-on how to do the following: record business activities as journal entries, adjust entries, create financial statements, prepare budgets, income statements, balance sheets, business reports and payroll, reconcile bank statements and use the software to set up a new business and help make business decisions.

**Credits: 2**  
**Lecture Hours: 2**

[Search Course Schedule for availability](#)

➡ You may also search course availability by selecting the “ Search Course Schedule for availability” feature at the bottom of every course (note: selecting this option opens a new window).

# Programs of Study

➔ Programs of Study are in order by degree type (i.e., AA, ABus, AS, AAS, AGS, Certification of Completion, Certificate of Proficiency, and Non-Degree Opportunities), then in alphabetical order

## Associate of Arts – AA

- Administration of Justice, AA (AJSAD)
- Art, AA (ARTD)
- Art, Visual Communications, AA (ARTVD)
- Early Childhood Education, AA (EDEC)
- Education, AA (EDUCC)
- English, AA (ENGD)
- History, AA (HISD)
- Liberal Arts, AA (LBAD)
- Mathematics, AA (MATHD)
- Social and Behavioral Science, AA (SOCD)
- Social Studies, AA (SSTD)
- Substance Abuse Counseling, AA (SACD)

## Associate of Business – ABus

- Business Administration, ABus (BUSD)
- Computer Information Systems, ABus (SR) (CISBD)

# Degree Planner

➔ Click on a program then once on the program page, select “Print Degree Planner” to generate a printer-friendly checklist version of the program.



## Art, AA (ARTD)

← Return to: [Programs of Study](#)



The Associate of Arts in Art prepares the student for transfer to a university Bachelor of Arts degree in Art or a Bachelor of Fine Art in Visual Art with a studio art concentration. This program includes studies with both two- and three-dimensional media. Students wishing to transfer to four-year institutions will have the academic foundation applicable to various career fields such as art education, museum education, art history, design, and fine art. For more information regarding the Art, AA, see the [Art](#) webpage.

Note: For a course to be eligible for transfer, the student must receive a “C” or better. Acceptance of a transfer course is determined by the receiving institution.

## General Education Requirements: 35-40

See the [Arizona General Education Curriculum \(AGEC - A\)](#) section of this catalog for details.

# Degree Planner (example)

## Art, AA (ARTD) ^



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Note: For a course to be eligible for transfer, the student must receive a "C" or better. Acceptance of a transfer course is determined by the receiving institution.

### General Education Requirements: 35-40 ^

See the Arizona General Education Curriculum (AGEC - A) section of this catalog for details.

### Special Requirements for the AGECA:

Course Name	Credits:	Term Taken	Grade	Gen Ed
ART 130 - World Art History I use for Section C	Credits: 3			
ART 230 - World Art History II use for Section F	Credits: 3			

### Program Requirements: 18

Course Name	Credits:	Term Taken	Grade	Gen Ed
ART 111 - Design I	Credits: 3			
ART 112 - Design II	Credits: 3			
ART 121 - Drawing I	Credits: 3			

### Intermediate Drawing ^

After consulting an advisor, choose one course from the following:

Course Name	Credits:	Term Taken	Grade	Gen Ed
ART 221 - Drawing II	Credits: 3			
ART 223 - Figure Drawing I	Credits: 3			

### Two-Dimensional Studio Requirement ^

After consulting an advisor, choose one course from the following:

Course Name	Credits:	Term Taken	Grade	Gen Ed
ART 125 - Painting I	Credits: 3			
ART 128 - Watercolor I	Credits: 3			
ART 151 - Photo I	Credits: 3			

### Three-Dimensional Studio Requirement ^

After consulting an advisor, choose one course from the following:

Course Name	Credits:	Term Taken	Grade	Gen Ed
ART 171 - Ceramics I	Credits: 3			