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

We value your feedback! In perusing the catalog, if you see room for improvement, please take the MCC Catalog Survey located on the left navigation pane in the catalog.

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

Thank you for choosing MCC, and best wishes to you in your academic pursuits!
Catalog Table of Contents

Use the left-hand navigation pane to select any section of the catalog:

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⇒ Catalog User Guide (you are here now)
⇒ Archived Catalogs (search historical catalogs)
⇒ About MCC (accreditation information, college mission, and campus safety)
⇒ Announcements (learn about new, retired, and updated courses and programs of study)
⇒ MCC Connect (one stop phone support, for all of your student service needs)
⇒ Campus Safety (learn about MCC's initiative to keep you safe, or report an incident)
⇒ Academic Calendar (list of important college-wide dates)
⇒ Programs of Study (complete list of current degree and certificate programs, and non-degree opportunities)
⇒ Course Descriptions (course prefix, numbers, credits, prerequisites, corequisites, and descriptions)
⇒ Course Schedules (search and enroll in available courses)
⇒ Campus Maps (Bullhead City, Kingman, Lake Havasu, and North Mohave)
⇒ Admissions and Registration (detailed steps for first time enrollment)
⇒ Transfer Information (for all incoming and outgoing students)
⇒ Academic Policies (attendance, FERPA, grades, independent study, student rights and responsibilities, and more)
⇒ Student Resources (academic advising, bookstore, disability services, library services, tutoring services, and more)
⇒ Graduation (graduation requirements and application steps)
⇒ Financial Information (tuition rates, complete list of fees, financial aid, 1098-T, and more)
⇒ Fees (complete list of fees for courses, testing, tuition, and more)
⇒ Consumer Information (learn how the Higher Education Act affects you)
⇒ Student Handbook (your guide to student success)
⇒ Student Code of Conduct (important policies and procedures pertaining to a general code of conduct, honor code, and harassment/misconduct)
⇒ Student Life Handbook (student club how-to information)
⇒ Community and Business (Community and Corporate Education, Small Business)
⇒ MCC Catalog Survey (tell us how we are doing)
⇒ Staff Directory (find faculty and staff members)
⇒ My Portfolio (save programs and courses of interest to you)
Building a Personal Portfolio

⇒ To create a portfolio, select “My Portfolio” in the left navigation pane.
⇒ First time users will need to create an account. Returning users simply log in.

My Portfolio

If you have a login account, you can retrieve everything in your Portfolio from a previous visit by logging in below.

If you are a new user, you can create an account, which will allow you to save your Portfolio and access it later.

If you forgot your password, enter your e-mail address only and click Reset Password.

E-mail Address:  
Password:  
Login  
Reset Password

⇒ Upon creating or logging into a portfolio account, you have the option for a student services specialist to contact you:

* E-mail Address:  
* Password:  
* Confirm Password:

Please have a student services specialist contact me.

Create Account  Cancel

⇒ Save favorite courses and programs by selecting “Add to Portfolio” or icon: ★

My Portfolio

To remove items from your Portfolio, check boxes next to the item to remove and click the Remove button.

The following courses have been added to your Portfolio:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJS 101 - Introduction to Administration of Justice [2014-2015 Catalog]</td>
<td>Remove</td>
</tr>
</tbody>
</table>

The following programs have been added to your Portfolio:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of Justice, AA (AJS40) [2014-2015 Catalog]</td>
<td>Remove</td>
</tr>
</tbody>
</table>
Catalog Search Feature

- Select an option covers: 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

- **Print Degree Planner**
  - Available for programs of study only
  - Create a personalized portfolio with your program(s) and courses of interest
- **Print Friendly Page**
  - Prints page in present view
- **Add to Portfolio**
- **Help**
  - Catalog help source includes tips on searching the current catalog, historical catalogs, printing, and portfolio features
Course Search

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. To view a list of course prefixes, please go here.

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

Prerequisite: Successful completion of TRE 089 and PCS 023 or appropriate COMPASS score

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, 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” feature at the bottom of every course (note: selecting this option opens a new window, JICS).
Programs of Study

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

Associate of Arts – AA

- Administration of Justice, AA (AJSD)
- Art, AA (ARTD)
- Art, Visual Communications, AA (ARTVD)
- Chemical Dependency Studies, AA (CHDAD)
- Education - Elementary Education, AA (EDDEED)
- Education - Elementary Teacher, Emphasis in Early Childhood, AA (EDECED)
- Education - Secondary Teacher Education, AA (EDSTD)
- English, AA (ENGD)
- History, AA (HISD)
- Liberal Arts, AA (LIBAD)
- Mathematics, AA (MATHD)
- Social and Behavioral Science, AA (SOCD)
- Social Studies, AA (SSTD)

Associate of Business – ABus

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

Associate of Science – AS

Degree Planner

Within the program of study, select “Print Degree Planner” to generate a print-friendly checklist version of the program:

**History, AA (HISD)**

The Associate of Arts in History prepares students for transfer to a university Bachelor of Science or Bachelor of Arts degree in History or related field. Students wishing to transfer to four-year institutions will have the academic foundation applicable to various career fields. This emphasis area allows a flexibility of courses allowing students to tailor coursework to meet the specific requirements of the institution to which they intend to transfer. Courses should be selected with the assistance of a student services specialist. For more information regarding the AA in history, see the Liberal Arts webpage.

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. The Social and Behavioral Sciences and History Department at MCC requires that all courses taken to fulfill the required 15 hours in the major for the AA in History degree and all courses taken to fulfill AGEC-A requirements must be passed with a “C” or better in order to graduate with the degree.

It is the responsibility of each student to meet with his/her assigned academic advisor on a regular basis for course scheduling so that the requirements for the chosen degree plan are being met as well as specific coursework needed for transfer to a four-year program, if desired, can be incorporated.

**General Education Credits: 35-39**

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

**History Requirements: 15**

Students should be aware of the specific history courses that fulfill the 15 credit hour history major and select other options when selecting courses to fulfill AGEC-A requirements. It is important to work with a student services specialist throughout the pursuit of the degree. Excluding courses already taken for the AGEC-A, choose five courses from the following:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits:</th>
<th>Term Taken</th>
<th>Grade</th>
<th>Gen Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 131 - History of the United States I</td>
<td>Credits (g)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>