

Catalog User Guide

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!

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- ⇒ **MCC Catalog Survey** (tell us how we are doing)
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- ⇒ **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:

My Portfolio

⇒ 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:

Login

Password:

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

HELP

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

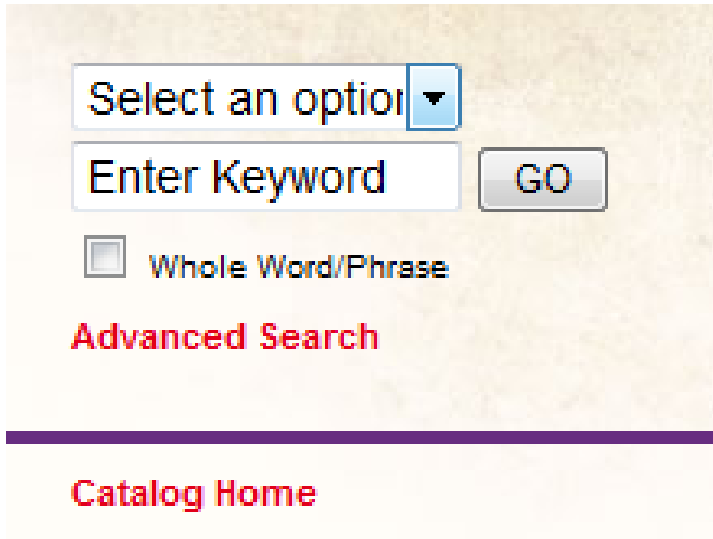
The following courses have been added to your Portfolio:

Course Name	Remove
AJS 101 - Introduction to Administration of Justice [2014-2015 Catalog]	<input type="checkbox"/>
	Remove

The following programs have been added to your Portfolio:

Program Name	Remove
Administration of Justice, AA (AJSAD) [2014-2015 Catalog]	<input type="checkbox"/>
	Remove

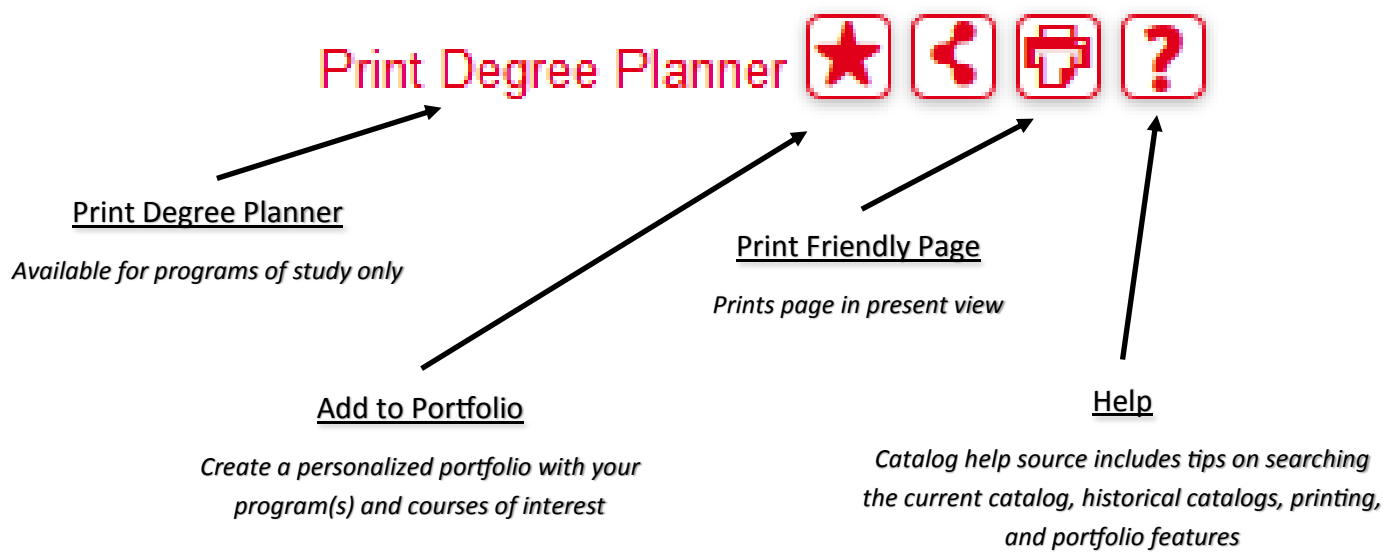
Catalog Search Feature



The screenshot shows a search interface with a dropdown menu labeled "Select an option" with a downward arrow. Below it is a text input field labeled "Enter Keyword" and a "GO" button. Underneath is a checkbox labeled "Whole Word/Phrase". Below the checkbox is a red link labeled "Advanced Search". At the bottom of the interface is a red link labeled "Catalog Home".

- ⇒ 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



Course Search

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_ ▾

All types_ ▾

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. 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](#)

[\[Print Course \]](#)

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 (AJSAD)
- Art, AA (ARTD)
- Art, Visual Communications, AA (ARTVD)
- Chemical Dependency Studies, AA (CHDAD)
- Education - Elementary Education, AA (EDEED)
- Education - Elementary Teacher, Emphasis in Early Childhood, AA (EDECD)
- Education - Secondary Teacher Education, AA (EDSTD)
- English, AA (ENGD)
- History, AA (HISD)
- Liberal Arts, AA (LBAD)
- Mathematics, AA (MATHD)
- Social and Behavioral Science, AA (SOCOD)
- Social Studies, AA (SSTD)

Associate of Business – ABus

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

Student ID: _____	Catalog: 2015-2016 Draft Catalog
Student Name: _____	Program: History, AA (HISD)
Adviser Name: _____	Minimum Credits Required: _____

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 AGECA 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 (AGECA) 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 AGECA requirements. It is important to work with a student services specialist throughout the pursuit of the degree. Excluding courses already taken for the AGECA, choose five courses from the following:

Course Name	Credits:	Term Taken	Grade	Gen Ed
HIS 131 - History of the United States I	Credits: (3)			