Catalog User Guide

Welcome to MCC's Catalog User Guide! We hope you find this 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 bottom left navigation pane.

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!

Bullhead City • Kingman • Lake Havasu City • North Mohave • Online

Catalog Table of Contents

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

Building a Personal Portfolio

⇒ <u>To create a portfolio, select "My Portfolio" in the left navigation pane:</u>   My Portfolio

⇒ <u>First time users will need to create an account. Returning users simply log in.</u>

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]

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

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

[   ]   [   ]   [   ]

☐ Please have MCC Connect contact me.

[Create Account]   [Cancel]

⇒ <u>Save favorite courses and programs by selecting "Add to Portfolio" or star icon:</u> ⭐

My Portfolio   HELP

To remove items from your Portfolio, check boxes next to the item to remove and click the *Remove* button.
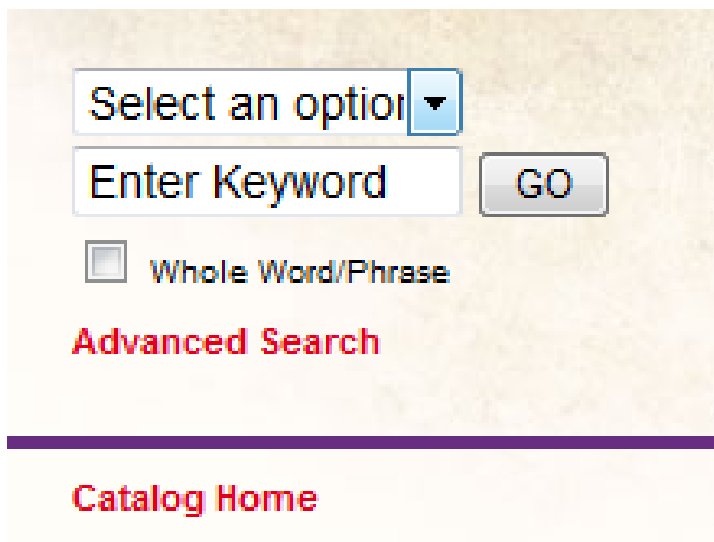
The following courses have been added to your Portfolio:

Course Name	Remove
AJS 101 - Introduction to Administration of Justice [2014-2015 Catalog]	☐
	[Remove]

The following programs have been added to your Portfolio:

Program Name	Remove
Administration of Justice, AA (AJSAD) [2014-2015 Catalog]	☐
	[Remove]

Catalog Search Feature

Select an option ▾

Enter Keyword | GO

☐ Whole Word/Phrase

Advanced Search

_____

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

Print Degree Planner ★ ◄ 🖶 ?

Print Degree Planner

Available for programs of study only

Print Friendly Page

Prints page in present view

Add to Portfolio

Create a personalized portfolio with your program(s) and courses of interest

Help

Catalog help source includes tips on searching the current catalog, historical catalogs, printing, and portfolio features
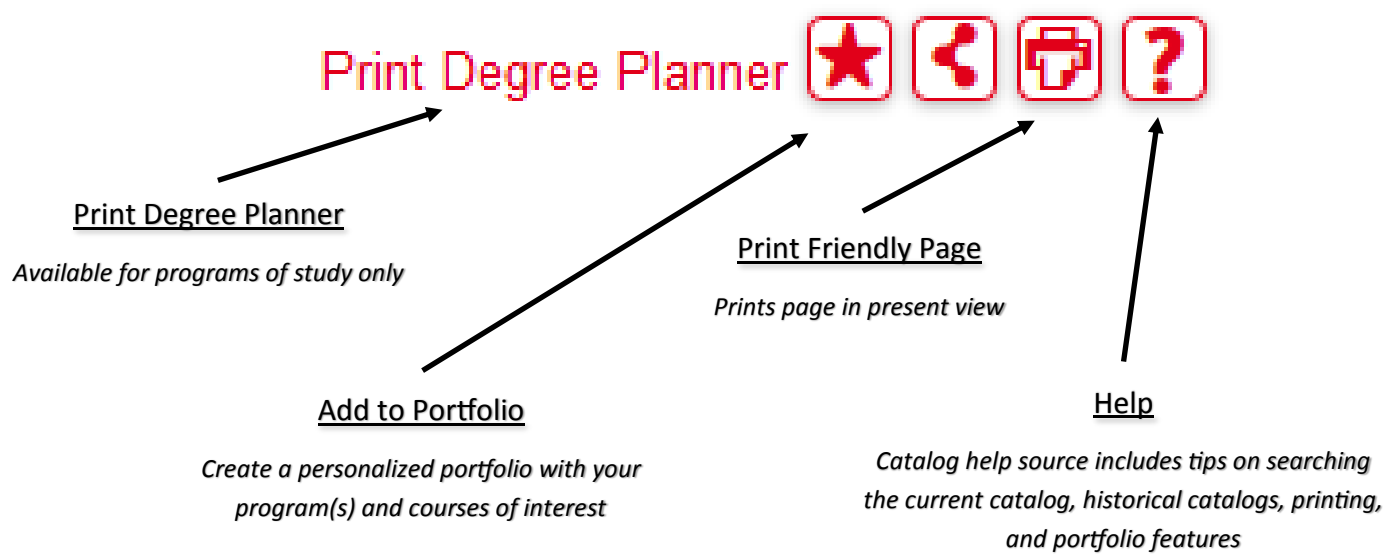
Course Search

NOTE: The course search filter can only be found on the "Course Descriptions" 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... ▼]   [   ]   [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.

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 Schedule for availability" feature at the bottom of every course (*note: selecting this option opens a new window, "JICS/myMohave"*).

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)
- 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 (SOCD)
- Social Studies, AA (SSTD)
- Substance Abuse Counseling, AA (SACD)

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:** 2017-2018 Draft Catalog
Student Name:_____ **Program:** Art, AA (ARTD)
Adviser Name:_____ **Minimum Credits Required:**_____

Art, AA (ARTD)

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 Credits: 35-39

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

Special Requirements for the AGEC-A:

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)			

Art Requirements: 18

Course Name	Credits:	Term Taken	Grade	Gen Ed
ART 111 - Design I	Credits: (3)			