

CAREER AND COLLEGE PROMISE



NC Career & College Promise offers qualified North Carolina students the opportunity to begin their diploma, certificate, two-year degree, or four-year college course work while they are in high school. Those eligible get a tuition-free head start on workplace job skills and college preparation. The goal of Career & College Promise is to offer educational opportunities and seamless dual enrollment in community college courses. This is accomplished through enrollment in College Transfer Pathways (CTP) and/or Career Technical Education Pathways (CTE) that are specifically designed to meet the educational goals of NC public schools, private schools, and homeschool students.

This is a tuition-free program.

Career & College Promise is aligned with the K-12 grade curriculum and career and college ready standards adopted by the NC State Board of Education.

College Transfer – College Transfer Pathways (CTP) provide tuition-free course credits toward the Associate in Arts or Associate in Science that will transfer to public or participating private colleges or universities.

Technical Careers – Career Technical Education Pathways (CTE) allow students to earn tuition-free course credits toward a certificate or diploma in a technical career (aligned with a high school career cluster).

Cooperative Innovative High School Programs – Begin earning tuition-free college credits as a high school student by attending an approved Cooperative Innovative High School; leads to the completion of a high school diploma and associate degree or provides up to two years of college credit within five years (examples include Early and Middle College High Schools).

CCP Program Qualifications

Eligibility for these programs is based on the following:

College Transfer Pathway

- Must be a high school junior or senior
- Have an unweighted GPA of 2.8 or higher on high school courses and/or demonstrate college readiness in English, reading, and mathematics on an assessment or placement test.

Career Technical Education Pathway (Certificates and Diplomas)

- Must be a high school junior or senior (*see MCC catalog for details regarding freshman & sophomore enrollment)
- Have an unweighted GPA of 2.8 or higher on high school courses or have the recommendation of the high school principal (or designee)
- Have received career pathway information outlining program requirements for completion of the certificate or diploma

Cooperative Innovative High School Programs

- Must be enrolled in an approved Cooperative Innovative High School

With approval of the high school principal (or designee) and the community college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

A student may change his/her program of study major with approval of the high school principal (or designee) and the community college's chief student development administrator. Appropriate change of major form must be filled out by the 10% point of the semester in which the program is to be effective.

*For complete details and requirements of the Career & College Promise Program, please see the MCC Catalog and your MCC Career Coach or Advisor. This Student Handbook does not represent full details and requirements; it is only meant as a guide.

Textbooks

The cost of textbooks and supplies varies. Textbooks are a student's responsibility, however there may be local provisions for them. A student's high school, the school district, or another local organization may cover these costs. Students should check with their principal or counselor to verify how these costs are paid. For other assistance with textbooks, you may contact the MCC Bookstore at 252-789-0242.

Expectations of Students

College level courses require a college level work and college level attitude. That means there may be times when a student must choose between going out with friends and attending class. It is expected that the student will choose attending his/her college class and complete all assignments when they are due.

Maturity is very important. MCC is not an extension of the high school. When a student is enrolled in MCC courses, he/she is a college student.

In order to earn college credit, the student **must complete all work and attend class.**

Every student should **read the course syllabi carefully and thoroughly.**

Students are required to have knowledge of and observe all regulations pertaining to **campus life and student conduct.**

Students are responsible for **maintaining communication with MCC** by keeping their current address and telephone number on file in the Registrar's Office.

Students are responsible for the **proper completion of their academic program.** Advisors counsel students, but the **final responsibility remains that of the student.**

Career and College Promise

College Transfer Pathways/Career Technical Education Pathways

NC Career & College Promise offers qualified North Carolina students the opportunity to begin their diploma, certificate, two-year, or four-year college course work while they are in high school. Those eligible get a tuition-free head start on workplace and college preparation. The goal of Career & College Promise is to provide seamless dual enrollment educational opportunities for eligible North Carolina high school students. This is accomplished through enrollment in College Transfer Pathways (CTP) and/or Career Technical Education Pathways (CTE) that are specifically designed to meet the educational goals of NC public schools, private schools, and homeschool students.

College Transfer Pathways

Associate in Arts Transfer Pathway	P1012C *for traditional high school students
Associate in Science Transfer Pathway	P1042C *for traditional high school students
Associate in Arts	A10100 *for innovative/early college high school students
Associate in Science	A10400 *for innovative/early college high school students

Career Technical Education Pathways

Accounting & Finance Certificate Pathway	C25800P
Air Conditioning, Heating, & Refrigeration Technology – Heat Pump Certificate Pathway	C35100P1
Air Conditioning, Heating, & Refrigeration Technology – Refrigeration Certificate Pathway	C35100P2
Automotive Systems Technology Certificate Pathway	C60160P
Business Administration Diploma Pathway	D25120P
Business Administration Certificate Pathway	C25120P
Cosmetology Certificate Pathway	C55140P
Criminal Justice Technology - Cadet Certificate Pathway	C55180P1
Criminal Justice Technology – Public Safety Pathway	C55180P
Early Childhood Education Certificate Pathway	C55220P1
Electrical Systems Technology—Residential/Commercial Electrical Tech. I	C35130P1
Electrical Systems Technology—Industrial Electrical Tech. I	C35130P2
Entrepreneurship Certificate Pathway	C25490P
Equine Training Diploma Pathway	D15290P
Industrial Systems Technology Diploma Pathway	D50240P
Industrial Systems Technology – Welding Technology Certificate Pathway	C50240P1
Industrial Systems Technology – Facility Maintenance Technology Certificate Pathway	C50240P2
Information Technology Diploma Pathway	D25590P
Information Technology – IT Foundations Certificate Pathway	C25590P1
Information Technology – Windows OS Certificate Pathway	C25590P2
Medical Assisting Certificate Pathway	C45400P
Medical Office Administration Certificate Pathway	C25310P
Office Administration Certificate Pathway	C25370P

College Transfer Pathway
Associate in Arts Transfer Pathway
P1012C
For traditional high school students

The Associate in Arts Transfer Pathway is designed for high school juniors and seniors who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

General Education Requirements = 32 SHC

The following two English courses are required – 6 SHC

English Composition

ENG 111	Writing & Inquiry	3 SHC	Preq – DRE 098 or ENG 002 (P2)
ENG 112	Writing/Research in the Disciplines	3 SHC	Preq - ENG 111 complete with a “C” or better

Select three courses from the following from at least two different disciplines – 9 SHC

Communications/Humanities/Fine Arts

ART 111	Art Appreciation	3 SHC	Preq – none
ART 114	Art History Survey I	3 SHC	Preq – none
ART 115	Art History Survey II	3 SHC	Preq – none
COM 231	Public Speaking	3 SHC	Preq – ENG 111
ENG 231	American Literature I	3 SHC	Preq – ENG 112, ENG 113 or ENG 114
ENG 232	American Literature II	3 SHC	Preq – ENG 112, ENG 113 or ENG 114
ENG 241	British Literature I	3 SHC	Preq – ENG 112 or ENG 113 or ENG 114
ENG 242	British Literature II	3 SHC	Preq – ENG 112 or ENG 113 or ENG 114
MUS 110	Music Appreciation	3 SHC	Preq – none
MUS 112	Intro to Jazz	3 SHC	Preq – none
PHI 240	Introduction to Ethics	3 SHC	Preq – ENG 111

Select three courses from the following from at least two different disciplines – 9 SHC

Social/Behavioral Sciences

ECO 251	Principles of Microeconomics	3 SHC	Preq – none
ECO 252	Principles of Macroeconomics	3 SHC	Preq – none
HIS 131	American History I	3 SHC	Preq – none
HIS 132	American History II	3 SHC	Preq – none
POL 120	American Government	3 SHC	Preq – none
PSY 150	General Psychology	3 SHC	Preq – DRE 098 or ENG 002 (P2)
SOC 210	Introduction to Sociology	3 SHC	Preq – DRE 098 or ENG 002 (P2)

Select one course from the following – 3-4 SHC

Math

MAT 143	Quantitative Literacy	3 SHC	Preq – see page 205
MAT 152	Statistical Methods I	4 SHC	Preq – see page 206
MAT 171	Precalculus Algebra	4 SHC	Preq – see page 206

Select 4 SHC from the following – 4 SHC

Natural Sciences

BIO 110	Principles of Biology I	4 SHC	Preq – none
BIO 111	General Biology I	4 SHC	Preq – none
CHM 151	General Chemistry I	4 SHC	Preq – none

The following course is required – 1 SHC

Academic Transition

ACA 122	College Transfer Success	1 SHC	Preq – none
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CCP CTP Program Total = 32-33 SHC

***Optional General Education Hours (0-8 SHC)** – A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the Comprehensive Articulation Agreement (CAA) as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of “C” or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit. (Total SHC in Program = 32-41*)

****High school students in the CCP Associate in Arts Transfer Pathway** must complete the entire pathway before taking additional courses in the Associate in Arts degree (with the exception of mathematics courses beyond MAT 171).

College Transfer Pathway
Associate in Science Transfer Pathway
P1042C
For traditional high school students

The Associate in Science Transfer Pathway is designed for high school juniors and seniors who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

General Education Requirements = 34 SHC

The following two English courses are required – 6 SHC

English Composition

ENG 111	Writing & Inquiry	3 SHC	Preq – DRE 098 or ENG 002 (P2)
ENG 112	Writing/Research in the Disciplines	3 SHC	Preq - ENG 111 complete with a “C” or better

Select two courses from the following from at least two different disciplines – 6 SHC

Communications/Humanities/Fine Arts

ART 111	Art Appreciation	3 SHC	Preq – none
COM 231	Public Speaking	3 SHC	Preq – ENG 111
ENG 231	American Literature I	3 SHC	Preq – ENG 112, ENG 113 or ENG 114
ENG 232	American Literature II	3 SHC	Preq – ENG 112, ENG 113 or ENG 114
ENG 241	British Literature I	3 SHC	Preq – ENG 112 or ENG 113 or ENG 114
ENG 242	British Literature II	3 SHC	Preq – ENG 112 or ENG 113 or ENG 114
MUS 110	Music Appreciation	3 SHC	Preq – none
PHI 240	Introduction to Ethics	3 SHC	Preq – ENG 111

Select two courses from the following from at least two different disciplines – 6 SHC

Social/Behavioral Sciences

ECO 25	Principles of Microeconomics	3 SHC	Preq – none
ECO 252	Principles of Macroeconomics	3 SHC	Preq – none
HIS 131	American History I	3 SHC	Preq – none
HIS 132	American History II	3 SHC	Preq – none
POL 120	American Government	3 SHC	Preq – none
PSY 150	General Psychology	3 SHC	Preq – DRE 098 or ENG 002 (P2)
SOC 210	Introduction to Sociology	3 SHC	Preq – DRE 098 or ENG 002 (P2)

Select two courses from the following – 8 SHC

Math

MAT 171	Precalculus Algebra	4 SHC	Preq – see page 206
MAT 172	Precalculus Trigonometry	4 SHC	Preq – MAT 171
MAT 263	Brief Calculus	4 SHC	Preq – MAT 171
MAT 271	Calculus I	4 SHC	Preq – MAT 172
MAT 272	Calculus II	4 SHC	Preq – MAT 271

Select 8 SHC from the following – 8 SHC

Natural Sciences

BIO 111	General Biology I	4 SHC	Preq – none <u>AND</u>
BIO 112	General Biology II	4 SHC	Preq – BIO 111
<u>OR</u>			
CHM 151	General Chemistry I	4 SHC	Preq – none <u>AND</u>
CHM 152	General Chemistry II	4 SHC	Preq – CHM 151 with a “C” or better

The following course is required – 1 SHC

Academic Transition

ACA 122	College Transfer Success	1 SHC	Preq – none
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CCP CTP Program Total = 35 SHC

***Optional General Education Hours (0-8 SHC)** - A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the Comprehensive Articulation Agreement (CAA) as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of “C” or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit. (Total SHC in Pathway = 35-43*)

****High school students in the CCP Associate in Science Transfer Pathway must complete the entire pathway before taking additional courses in the Associate in Science degree (with the exception of mathematics courses beyond MAT 271).**

College Transfer Pathway
Associate in Arts
A10100
For innovative/early college high school students

The Career & College Promise Associate in Arts is designed for innovative/early college high school students who wish to begin study toward the Associate in Arts degree. Most students will be able to obtain their Associate degree along with their high school diploma at the end of their 5th year of high school. Courses in the Associate in Arts are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year Associate in Arts programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status. To be eligible for the transfer of credits under the CAA, the student must graduate with an AA degree and have an overall GPA of at least a 2.0 and a grade of “C” or better in all CAA courses.

The AA degree program of study is structured into:

- Universal General Education Transfer component comprises a minimum of 30 semester hours of credit, and
- Additional general education, pre-major, and elective courses that prepare students for successful transfer into selected majors at UNC institutions and bring the total number of hours in the degree program to 60-61 semester hours.

*To ensure maximum transferability of credits, students should select a transfer major and preferred transfer university before completing 30 semester hours of credit. Additional general education, pre-major, and elective courses should be selected based on a student’s intended major and transfer institution.

*Please see MCC Catalog for complete details/further requirements.

*See MCC Catalog for [prerequisite requirements](#).

Associate in Arts

Universal General Education Transfer Component: 31-32 SHC

English Composition – 6 SHC

ENG 111 (3 SHC) ENG 112 (3 SHC)

Humanities/Fine Arts – 9 SHC

ART 111 (3 SHC) ENG 231 (3 SHC) MUS 110 (3 SHC) PHI 240 (3 SHC)
COM 231 (3 SHC) ENG 232 (3 SHC) PHI 215 (3 SHC)

Social/Behavioral Sciences – 9 SHC

ECO 251 (3 SHC) HIS 131 (3 SHC) POL 120 (3 SHC) SOC 210 (3 SHC)
ECO 252 (3 SHC) HIS 132 (3 SHC) PSY 150 (3 SHC)

Math – 3-4 SHC

MAT 143 (3 SHC) MAT 152 (4 SHC) MAT 171 (4 SHC)

Natural Sciences – 4 SHC

BIO 110 (4 SHC) BIO 111 (4 SHC) CHM 151 (4 SHC)

Additional General Education Component: 13-14 SHC

ART 111 (3 SHC)	ENG 113 (3 SHC)	HIS 131 (3 SHC)	MAT 171 (4 SHC)	SPA 111 (3 SHC)
BIO 110 (4 SHC)	ENG 114 (3 SHC)	HIS 132 (3 SHC)	MUS 110 (3 SHC)	SPA 112 (3 SHC)
BIO 111 (4 SHC)	ENG 231 (3 SHC)	HUM 110 (3 SHC)	PHI 215 (3 SHC)	
BIO 112 (4 SHC)	ENG 232 (3 SHC)	HUM 115 (3 SHC)	PHI 240 (3 SHC)	
BIO 140 (3 SHC)	ENG 233 (3 SHC)	HUM 120 (3 SHC)	POL 120 (3 SHC)	
BIO 140A (1 SHC)	ENG 241 (3 SHC)	HUM 121 (3 SHC)	PSY 150 (3 SHC)	
CHM 131 (3 SHC)	ENG 242 (3 SHC)	HUM 122 (3 SHC)	PSY 241 (3 SHC)	
CHM 131A (1 SHC)	ENG 243 (3 SHC)	HUM 160 (3 SHC)	REL 110 (3 SHC)	
CHM 132 (4 SHC)	GEO 111 (3 SHC)	HUM 211 (3 SHC)	REL 211 (3 SHC)	
CIS 110 (3 SHC)	HIS 111 (3 SHC)	HUM 212 (3 SHC)	REL 212 (3 SHC)	
CIS 115 (3 SHC)	HIS 112 (3 SHC)	MAT 141 (3 SHC)	SOC 210 (3 SHC)	
ECO 251 (3 SHC)	HIS 121 (3 SHC)	MAT 142 (3 SHC)	SOC 213 (3 SHC)	
ECO 252 (3 SHC)	HIS 122 (3 SHC)	MAT 143 (3 SHC)	SOC 220 (3 SHC)	

****Must have 45 SHC between the two General Education Components above.***

Other Required Hours: 15 SHC

ACA 122 (1 SHC) *this course is required*

ACC 120 (4 SHC)	CHM 131 (3 SHC)	ENG 243 (3 SHC)	HUM 122 (3 SHC)	PHI 240 (3 SHC)
ACC 121 (4 SHC)	CHM 131A (1 SHC)	GEO 110 (3 SHC)	HUM 160 (3 SHC)	POL 120 (3 SHC)
ART 111 (3 SHC)	CHM 132 (4 SHC)	GEO 111 (3 SHC)	HUM 211 (3 SHC)	PSY 150 (3 SHC)
BIO 110 (4 SHC)	CIS 110 (3 SHC)	HEA 110 (3 SHC)	HUM 212 (3 SHC)	PSY 241 (3 SHC)
BIO 111 (4 SHC)	CIS 115 (3 SHC)	HEA 112 (2 SHC)	MAT 141 (3 SHC)	PSY 243 (3 SHC)
BIO 112 (4 SHC)	ECO 251 (3 SHC)	HIS 111 (3 SHC)	MAT 142 (3 SHC)	REL 110 (3 SHC)
BIO 140 (3 SHC)	ECO 252 (3 SHC)	HIS 112 (3 SHC)	MAT 143 (3 SHC)	REL 211 (3 SHC)
BIO 140A (1 SHC)	EDU 216 (4 SHC)	HIS 121 (3 SHC)	MAT 171 (4 SHC)	REL 212 (3 SHC)
BIO 163 (5 SHC)	ENG 113 (3 SHC)	HIS 122 (3 SHC)	MAT 172 (4 SHC)	SOC 210 (3 SHC)
BIO 168 (4 SHC)	ENG 114 (3 SHC)	HIS 131 (3 SHC)	MAT 263 (4 SHC)	SOC 213 (3 SHC)
BIO 169 (4 SHC)	ENG 231 (3 SHC)	HIS 132 (3 SHC)	MAT 271 (4 SHC)	SOC 220 (3 SHC)
BIO 275 (4 SHC)	ENG 232 (3 SHC)	HUM 110 (3 SHC)	MAT 272 (4 SHC)	SPA 111 (3 SHC)
BIO 280 (3 SHC)	ENG 233 (3 SHC)	HUM 115 (3 SHC)	MUS 110 (3 SHC)	SPA 112 (3 SHC)
BUS 110 (3 SHC)	ENG 241 (3 SHC)	HUM 120 (3 SHC)	PED 110 (2 SHC)	
BUS 115 (3 SHC)	ENG 242 (3 SHC)	HUM 121 (3 SHC)	PED 187 (1 SHC)	
BUS 137 (3 SHC)			PHI 215 (3 SHC)	
BUS 228 (3 SHC)				

TOTAL HOURS IN ASSOCIATE IN ARTS PROGRAM: 60-61 SHC

***See MCC Catalog & your MCC Transition Advisor for courses offered and suggested sequence of courses.**

College Transfer Pathway
Associate in Science
A10400
For innovative/early college high school students

The Career & College Promise Associate in Science is designed for innovative/early college high school students who wish to begin study toward the Associate in Science degree. Most students will be able to obtain their Associate degree along with their high school diploma at the end of their 5th year of high school. Courses in the Associate in Science are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year Associate in Science programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status. To be eligible for the transfer of credits under the CAA, the student must graduate with an AS degree and have an overall GPA of at least a 2.0 and a grade of “C” or better in all CAA courses.

The AS degree program of study is structured into:

- Universal General Education Transfer component comprises a minimum of 30 semester hours of credit, and
- Additional general education, pre-major, and elective courses that prepare students for successful transfer into selected majors at UNC institutions and bring the total number of hours in the degree program to 60-61 semester hours.

*To ensure maximum transferability of credits, students should select a transfer major and preferred transfer university before completing 30 semester hours of credit. Additional general education, pre-major, and elective courses should be selected based on a student’s intended major and transfer institution.

*Please see MCC Catalog for complete details/further requirements.

*See MCC Catalog for [prerequisite requirements](#).

Associate in Science

Universal General Education Transfer Component: 34 SHC

English Composition – 6 SHC

ENG 111 (3 SHC) ENG 112 (3 SHC)

Humanities/Fine Arts – 6 SHC

ART 111 (3 SHC) ENG 231 (3 SHC) MUS 110 (3 SHC) PHI 240 (3 SHC)
COM 231 (3 SHC) ENG 232 (3 SHC) PHI 215 (3 SHC)

Social/Behavioral Sciences – 6 SHC

ECO 251 (3 SHC) HIS 111 (3 SHC) HIS 131 (3 SHC) POL 120 (3 SHC) SOC 210 (3 SHC)
ECO 252 (3 SHC) HIS 112 (3 SHC) HIS 132 (3 SHC) PSY 150 (3 SHC)

Math – 8 SHC

MAT 171 (4 SHC) MAT 172 (4 SHC) MAT 263 (4 SHC) MAT 271 (4 SHC) MAT 272 (4 SHC)

Natural Sciences – 8 SHC

BIO 111 (4 SHC) **AND**
BIO 112 (4 SHC)

OR

CHM 151 (4 SHC) **AND**
CHM 152 (4 SHC)

Additional General Education Component: 11 SHC

ART 111 (3 SHC)	ECO 251 (3 SHC)	HIS 121 (3 SHC)	MAT 142 (3 SHC)	REL 212 (3 SHC)
BIO 110 (4 SHC)	ECO 252 (3 SHC)	HIS 122 (3 SHC)	MAT 143 (3 SHC)	SOC 210 (3 SHC)
BIO 111 (4 SHC)	ENG 113 (3 SHC)	HIS 131 (3 SHC)	MAT 171 (4 SHC)	SOC 213 (3 SHC)
BIO 112 (4 SHC)	ENG 114 (3 SHC)	HIS 132 (3 SHC)	MAT 263 (4 SHC)	SOC 220 (3 SHC)
BIO 140 (3 SHC)	ENG 231 (3 SHC)	HUM 110 (3 SHC)	MAT 271 (4 SHC)	SPA 111 (3 SHC)
BIO 140A (1 SHC)	ENG 232 (3 SHC)	HUM 115 (3 SHC)	MAT 272 (4 SHC)	SPA 112 (3 SHC)
CHM 131 (3 SHC)	ENG 233 (3 SHC)	HUM 120 (3 SHC)	MAT 273 (4 SHC)	
CHM 131A (1 SHC)	ENG 241 (3 SHC)	HUM 121 (3 SHC)	MUS 110 (3 SHC)	
CHM 132 (4 SHC)	ENG 242 (3 SHC)	HUM 122 (3 SHC)	PHI 215 (3 SHC)	
CHM 151 (4 SHC)	ENG 243 (3 SHC)	HUM 160 (3 SHC)	PHI 240 (3 SHC)	
CHM 152 (4 SHC)	GEO 111 (3 SHC)	HUM 211 (3 SHC)	POL 120 (3 SHC)	
CIS 110 (3 SHC)	HIS 111 (3 SHC)	HUM 212 (3 SHC)	PSY 150 (3 SHC)	
CIS 115 (3 SHC)	HIS 112 (3 SHC)	MAT 141 (3 SHC)	PSY 241 (3 SHC)	
			REL 110 (3 SHC)	
			REL 211 (3 SHC)	

****Must have 45 SHC between the two General Education Components above.***

Other Required Hours: 15 SHC

ACA 122 (1 SHC) *this course is required*

ACC 120 (4 SHC)	CHM 131 (3 SHC)	ENG 242 (3 SHC)	HUM 121 (3 SHC)	PHI 215 (3 SHC)
ACC 121 (4 SHC)	CHM 131A (1 SHC)	ENG 243 (3 SHC)	HUM 122 (3 SHC)	PHI 240 (3 SHC)
ART 111 (3 SHC)	CHM 132 (4 SHC)	GEO 110 (3 SHC)	HUM 160 (3 SHC)	POL 120 (3 SHC)
BIO 110 (4 SHC)	CHM 151 (4 SHC)	GEO 111 (3 SHC)	HUM 211 (3 SHC)	PSY 150 (3 SHC)
BIO 111 (4 SHC)	CHM 152 (4 SHC)	HEA 110 (3 SHC)	HUM 212 (3 SHC)	PSY 241 (3 SHC)
BIO 112 (4 SHC)	CIS 110 (3 SHC)	HEA 112 (2 SHC)	MAT 141 (3 SHC)	PSY 243 (3 SHC)
BIO 140 (3 SHC)	CIS 115 (3 SHC)	HIS 111 (3 SHC)	MAT 142 (3 SHC)	REL 110 (3 SHC)
BIO 140A (1 SHC)	ECO 251 (3 SHC)	HIS 112 (3 SHC)	MAT 143 (3 SHC)	REL 211 (3 SHC)
BIO 163 (5 SHC)	ECO 252 (3 SHC)	HIS 121 (3 SHC)	MAT 171 (4 SHC)	REL 212 (3 SHC)
BIO 168 (4 SHC)	ENG 113 (3 SHC)	HIS 122 (3 SHC)	MAT 172 (4 SHC)	SOC 210 (3 SHC)
BIO 169 (4 SHC)	ENG 114 (3 SHC)	HIS 131 (3 SHC)	MAT 263 (4 SHC)	SOC 213 (3 SHC)
BIO 275 (4 SHC)	ENG 231 (3 SHC)	HIS 132 (3 SHC)	MAT 271 (4 SHC)	SOC 220 (3 SHC)
BIO 280 (3 SHC)	ENG 232 (3 SHC)	HUM 110 (3 SHC)	MAT 272 (4 SHC)	SPA 111 (3 SHC)
BUS 110 (3 SHC)	ENG 233 (3 SHC)	HUM 115 (3 SHC)	MAT 273 (4 SHC)	SPA 112 (3 SHC)
BUS 115 (3 SHC)	ENG 241 (3 SHC)	HUM 120 (3 SHC)	MUS 110 (3 SHC)	
BUS 137 (3 SHC)			PED 110 (2 SHC)	
BUS 228 (3 SHC)			PED 187 (1 SHC)	

TOTAL HOURS IN ASSOCIATE IN SCIENCE PROGRAM: 60-61 SHC

***See MCC Catalog & your MCC Transition Advisor for courses offered and suggested sequence of courses.**

**Career Technical Education Pathway
Accounting & Finance Certificate Pathway
C25800P**

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business”, accountants assemble and analyze, process, and communicate essential information about financial operations. In addition to coursework in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Student Learning Outcomes:

- Demonstrate an understanding of the accounting process and functions.
- Prepare financial statements.
- Analyze essential information concerning financial operations.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACC 120	Principles of Financial Accounting	4 credits	Preq – none
ACC 121	Principles of Managerial Accounting	4 credits	Preq – ACC 120
CIS 110	Introduction to Computers	3 credits	Preq – none
BUS 115	Business Law I	3 credits	Preq – none
CCP Certificate Total		14 credits	

**Career Technical Education Pathway
Air Conditioning, Heating, & Refrigeration Technology - Heat Pump Certificate Pathway
C35100P1**

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge needed to develop skills necessary to work with residential and light commercial systems.

Student Learning Outcomes:

- Install, service, and troubleshoot air conditioning, heating, and refrigeration systems and associated components
- Select and properly use a variety of air conditioning, heating, and refrigeration tools and equipment
- Prepare and interpret electrical, mechanical, and piping drawings

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

AHR 110	Intro to Refrigeration	5 credits	Preq - none
AHR 114	Heat Pump Technology	4 credits	Preq - none
ELC 112	DC/AC Electricity	5 credits	Preq - none
ISC 112	Industrial Safety	2 credits	Preq - none
CCP Certificate Total		16 credits	

Career Technical Education Pathway
Air Conditioning, Heating, & Refrigeration Technology - Refrigeration Certificate Pathway
C35100P2

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge needed to develop skills necessary to work with residential and light commercial systems.

Student Learning Outcomes:

- Install, service, and troubleshoot air conditioning, heating, and refrigeration systems and associated components
- Select and properly use a variety of air conditioning, heating, and refrigeration tools and equipment
- Prepare and interpret electrical, mechanical, and piping drawings

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

AHR 110	Intro to Refrigeration	5 credits	Preq – none
AHR 115	Refrigeration Systems	2 credits	Preq – AHR 110
ELC 112	DC/AC Electricity	5 credits	Preq – none
ELC 125	Diagrams and Schematics	2 credits	Preq – none
CCP Certificate Total		14 credits	

Career Technical Education Pathway
Automotive Systems Technology Certificate Pathway
C60160P

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians.

Student Learning Outcomes:

- Inspect, diagnose, disassemble, repair, replace, and service each of the basic and advanced systems in various types of vehicles to a NATEF (National Automotive Technician Education Foundation) standard
- Demonstrate knowledge and understanding of automotive systems to a level at or above that required for ASE (National Institute for Automotive Service Excellence) certification in general automotive service

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
TRN 110	Intro to Transport Technology	2 credits	Preq – none
TRN 111	Chassis Maint./Light Repair	4 credits	Preq – TRN 110
TRN 112	Powertrain Maint/Light repair	4 credits	Preq – TRN 111
TRN 120	Basic Transport Electricity	5 credits	Preq – TRN 112
CCP Certificate Total		16 credits	

**Career Technical Education Pathway
Business Administration Diploma Pathway
D25120P**

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system.

Student Learning Outcomes:

- Demonstrate an understanding of the management process and functions and how these influence effective business practices
- Identify appropriate technology, techniques, and practices to collect, process, and interpret information for decision making
- Demonstrate professional communication skills to process, manage, and communicate information

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

(Suggested Sequence of Courses)

Fall Semester 1

ACA 115	Success & Study Skills	1 credit	Preq – none
ACC 120	Principles of Financial Accounting	4 credits	Preq – none
BUS 121	Business Math	3 credits	Preq – none
ENG 111	Writing & Inquiry	3 credits	Preq – DRE 098 or ENG 002 (P2)

Spring Semester 1

CIS 110	Introduction to Computers	3 credits	Preq – none
ECO 252	Principles of Macroeconomics	3 credits	Preq – none
MAT 110	Math Measurement & Literacy	3 credits	Preq – see page 204

Fall Semester 2

BUS 115	Business Law I	3 credits	Preq – none
BUS 137	Principles of Management	3 credits	Preq – none
CTS 130	Spreadsheet	3 credits	Preq – CIS 110 or CIS 111
MKT 120	Principles of Marketing	3 credits	Preq – none

Spring Semester 2

BUS 152	Human Relations	3 credits	Preq – none
BUS 153	Human Resource Management	3 credits	Preq – none
BUS 230	Small Business Management	3 credits	Preq – none

CCP Diploma Total **41 credits**

**Career Technical Education Pathway
Business Administration Certificate Pathway
C25120P**

Required Courses

BUS 110	Introduction to Business	3 credits	Preq – none
BUS 115	Business Law I	3 credits	Preq – none
BUS 137	Principles of Management	3 credits	Preq – none
MKT 120	Principles of Marketing	3 credits	Preq – none

CCP Diploma Total **12 credits**

**Career Technical Education Pathway
Cosmetology Certificate Pathway
C55140P**

The Cosmetology curriculum is designed to provide competence-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry.

Student Learning Outcomes:

- Apply rules, regulations, and safety principles common to all branches of cosmetology
- Identify hair trichology including the structure of hair, types of hair, and hair growth phases
- Perform shampoos, styling, haircuts, hair colors, perms, hair straightening and relaxing, manicures, pedicures, and skin care services using proper techniques

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Coreq = corequisite required

Required Courses:

COS 111	Cosmetology Concepts I	4 credits	Preq – none; Coreq – COS 112
COS 112	Salon I	8 credits	Preq – none; Coreq – COS 111
COS 113	Cosmetology Concepts II	4 credits	Preq – COS 111 & COS 112; Coreq – COS 114
COS 114	Salon II	8 credits	Preq – COS 111 & COS 112; Coreq – COS 113
COS 115	Cosmetology Concepts III	4 credits	Preq – COS 111 & COS 112; Coreq – COS 116
COS 116	Salon III	4 credits	Preq – COS 111 & COS 112; Coreq – COS 115
COS 224	Trichology & Chemistry	2 credits	Preq—none
CCP Certificate Total		34 credits	

**Career Technical Education Pathway
Criminal Justice Technology-Public Safety Certificate Pathway
C55180P**

This program is an introduction to Criminal Justice Technology. This curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Student Learning Outcomes:

- Students will describe the evolution of criminal justice topics.
- Students will demonstrate how crime and criminal justice systems and processes interact and intersect to provide coordinated justice administration.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

CJC 111	Intro to Criminal Justice	3 credits	Preq – none
CJC 112	Criminology	3 credits	Preq – none
CJC 221	Investigative Principles	4 credits	Preq – none
CJC 231	Constitutional Law	3 credits	Preq – none
CCP Certificate Total		13 credits	

**Career Technical Education Pathway
Criminal Justice Technology-Cadet Certificate Pathway
C55180P1**

This program is an introduction to Criminal Justice Technology. This curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Student Learning Outcomes:

- Students will describe the evolution of criminal justice topics.
- Students will demonstrate how crime and criminal justice systems and processes interact and intersect to provide coordinated justice administration.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

CJC 111	Intro to Criminal Justice	3 credits	Preq – none
CJC 141	Corrections	3 credits	Preq – none
CJC 221	Investigative Principles	4 credits	Preq – none
CJC 225	Crisis Intervention	3 credits	Preq – none
CCP Certificate Total		13 credits	

**Career Technical Education Pathway
Early Childhood Education Certificate Pathway
C55220P1**

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments.

Student Learning Outcomes:

- Demonstrate professional traits expected in early childhood education (ECE)
- Plan and implement developmentally/culturally appropriate (DCAP) environments and curriculum in early childhood education
- Create and use authentic assessment to guide planning and decision making in early childhood education

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Coreq = corequisite required

Required Courses:

EDU 119	Intro to Early Child Education	4 credits	Preq – none
EDU 144	Child Development I	3 credits	Preq/Coreq – DRE 097, ENG 002 or ENG 111
EDU 146	Child Guidance	3 credits	Preq/Coreq – DRE 097, ENG 002 or ENG 111
EDU 153	Health, Safety, & Nutrition	3 credits	Preq/Coreq – DRE 097, ENG 002 or ENG 111
CCP Certificate Total		13 credits	

Career Technical Education Pathway
Electrical Systems Technology—Residential/Commercial Electrical Tech I
C35130P1

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities. Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Student Learning Outcomes:

- Use electrical test equipment including volt meters, ohm meters, and amp meters to measure voltage, trouble-shoot, analyze and repair electric apparatus found in residences such as receptacles, light switches, circuit breakers, special purpose outlets.
- Install and maintain equipment which consists of conduit, service and lighting panels found in commercial related businesses such as schools, malls, stores, theaters, restaurants, and churches.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ELC 112	DC/AC Electricity	5 credits	Preq – none
ELC 113	Residential Wiring	4 credits	Preq – none
ELC 118	National Electrical Code	2 credits	Preq – none
ELC 220	Photovoltaic Systems Tech.	3 credits	Preq – none
CCP Certificate Total		14 credits	

Career Technical Education Pathway
Electrical Systems Technology—Industrial Electrical Tech I
C35130P2

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities. Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Student Learning Outcomes:

- Use electrical test equipment including volt meters, ohm meters, and amp meters to measure voltage, trouble-shoot, analyze and repair electric apparatus found in residences such as receptacles, light switches, circuit breakers, special purpose outlets.
- Install and maintain equipment which consists of conduit, service and lighting panels found in commercial related businesses such as schools, malls, stores, theaters, restaurants, and churches.
- Select, install, and maintain equipment found in industrial settings such as motors, motor starters, transformers, and PLCs. Interpret, write, and modify ladder logic diagrams used by control equipment and PLCs in industrial manufacturing processes.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ELC 112	DC/AC Electricity	5 credits	Preq – none
ELC 113	Residential Wiring	4 credits	Preq – none
ELC 117	Motors and Controls	4 credits	Preq – none
ELC 118	National Electrical Code	2 credits	Preq – none
CCP Certificate Total		15 credits	

**Career Technical Education Pathway
Entrepreneurship Certificate Pathway
C25490P**

The Entrepreneurship curriculum is designed to prepare students with the knowledge and skills necessary for employment and growth as self-employed business owners.

Student Learning Outcomes:

- Demonstrate an understanding of entrepreneurial concepts and how these concepts can lead to self-employment and business ownership.
- Identify and utilize appropriate technology, techniques and practices to collect, process, and interpret information for decision making and business promotion.
- Demonstrate professional interpersonal and communication skills necessary to create opportunities and to develop as a self-employed business owner.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACC 120	Principles of Financial Accounting	4 credits	Preq – none
BUS 110	Introduction to Business	3 credits	Preq – none
ETR 220	Innovation and Creativity	3 credits	Preq – none
ETR 230	Entrepreneur Marketing	3 credits	Preq – none
ETR 240	Funding for Entrepreneurs	3 credits	Preq – none
CCP Certificate Total		16 credits	

**Career Technical Education Pathway
Equine Training Diploma Pathway
D15290P**

The Equine Training curriculum is designed to prepare students for positions within the horse industry. The curriculum is management oriented, preparing graduates for the widest range of available equine jobs.

Student Learning Outcomes:

- Demonstrate the level of responsibility and work ethic necessary to be effective and successful in the equine industry
- Assess equine injuries and apply first aid while utilizing proper safety techniques
- Demonstrate a balanced seat and the proper use of natural and artificial aids while applying basic riding and training techniques to green and broke horses

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Coreq = corequisite required

Required Courses:

(Suggested Sequence of Courses)

Fall Semester 1

ACA 115	Success & Study Skills	1 credit	Preq – none
ENG 111	Writing & Inquiry	3 credits	Preq – DRE 098 or ENG 002 (P2)
EQU 111	Horse Science I	5 credits	Preq – none
EQU 120	Horsemanship I	3 credits	Preq – none; Coreq – EQU 111
EQU 130	Equine Anatomy & Physio	3 credits	Preq – none; Coreq – EQU 140
EQU 140	Equine Evaluation I	2 credits	Preq – none; Coreq – EQU 130

Spring Semester 1

CIS 110	Intro. to Computers	3 credits	Preq—none
ENG 115	Oral Communication	3 credits	Preq – DRE 097
EQU 112	Horse Science II	5 credits	Preq – EQU 111
EQU 121	Horsemanship II	2 credits	Preq – EQU 120; Coreq – EQU 112
EQU 150	Equine Nutrition	2 credits	Preq – none
EQU 240	Equine Evaluation II	2 credits	Preq – EQU 140
EQU 270	Equine Business Law	1 credit	Preq – EQU 111
MAT 110	Math Meas. & Literacy	3 credits	Preq – see page 204

Summer Semester

WBL 112	Work-Based Learning I	2 credits	Preq – none
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CCP Diploma Total 40 credits

**Career Technical Education Pathway
Industrial Systems Technology Diploma Pathway
D50240P**

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries.

Student Learning Outcomes:

- Utilize tools and equipment to service and maintain mechanical systems, plumbing systems, hydraulic and pneumatic systems, and electrical and electronic systems
- Create, interpret, and modify industrial blueprints and schematics
- Perform preventive maintenance and troubleshoot a variety of industrial systems
- Perform various welding and cutting processes used in current industry

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

(Suggested Sequence of Courses)

Fall Semester 1

ACA 115	Success & Study Skills	1 credit	Preq – none
BPR 111	Print Reading	2 credits	Preq – none
ISC 112	Industrial Safety	2 credits	Preq – none
MEC 111	Machine Processes I	3 credits	Preq – none
MNT 110	Intro to Maintenance Proced.	2 credits	Preq – none
PSY 118	Interpersonal Psychology	3 credits	Preq – none
WLD 111	Oxy-Fuel Welding	2 credits	Preq – none
WLD 212	Inert Gas Welding	2 credits	Preq – none

Spring Semester 1

DFT 151	CAD I	3 credits	Preq – none
ENG 111	Writing & Inquiry	3 credits	Preq – DRE 098 or ENG 002 (P2)
HYD 110	Hydraulics/Pneumatics I	3 credits	Preq – none
MNT 160	Industrial Fabrication	2 credits	Preq – none
WLD 110	Cutting Processes	2 credits	Preq – none
WLD 112	Basic Welding Processes	2 credits	Preq – none

Fall Semester 2

ELC 112	DC/AC Electricity	5 credits	Preq – none
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CCP Diploma Total **37 credits**

Career Technical Education Pathway
Industrial Systems Technology - Welding Technology Certificate Pathway
C50240P1

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries.

Student Learning Outcomes:

- Utilize tools and equipment to service and maintain mechanical systems, plumbing systems, hydraulic and pneumatic systems, and electrical and electronic systems
- Create, interpret, and modify industrial blueprints and schematics
- Perform preventive maintenance and troubleshoot a variety of industrial systems
- Perform various welding and cutting processes used in current industry

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

BPR 111	Print Reading	2 credits	Preq – none
ISC 112	Industrial Safety	2 credits	Preq – none
WLD 110	Cutting Processes	2 credits	Preq – none
WLD 111	Oxy-Fuel Welding	2 credits	Preq – none
WLD 112	Basic Welding Processes	2 credits	Preq – none
WLD 212	Inert Gas Welding	2 credits	Preq – none
CCP Certificate Total		12 credits	

Career Technical Education Pathway
Industrial Systems Technology - Facility Maintenance Technology Certificate Pathway
C50240P2

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries.

Student Learning Outcomes:

- Utilize tools and equipment to service and maintain mechanical systems, plumbing systems, hydraulic and pneumatic systems, and electrical and electronic systems
- Create, interpret, and modify industrial blueprints and schematics
- Perform preventive maintenance and troubleshoot a variety of industrial systems
- Perform various welding and cutting processes used in current industry

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ELC 112	DC/AC Electricity	5 credits	Preq – none
HYD 110	Hydraulics & Pneumatics	3 credits	Preq – none
MEC 111	Machine Processes I	3 credits	Preq – none
MNT 110	Intro to Maintenance Proced.	2 credits	Preq – none
MNT 160	Industrial Fabrication	2 credits	Preq – none
CCP Certificate Total		15 credits	

**Career Technical Education Pathway
Information Technology Diploma Pathway
D25590P**

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement, and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics, and others depending on the technical path selected.

Student Learning Outcomes:

- Identify and troubleshoot appropriate computer equipment, operating systems, software, security risks
- Build a small local area network using network devices
- Demonstrate the ability to utilize operating systems, hardware, and software to plan, design, and/or create various application tasks as needed to input, process, and manipulate data

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
CCT 110	Intro to Cyber Crime	3 credits	Preq – none
CIS 110	Introduction to Computers	3 credits	Preq – none
CIS 115	Intro to Program & Logic	3 credits	Preq – see page 174
COM 231	Public Speaking	3 credits	Preq – ENG 111
CTI 110	Web, Pgm, & DB Foundation	3 credits	Preq – none
CTS 115	Info Sys Business Concepts	3 credits	Preq – none
CTS 120	Hardware/Software Support	3 credits	Preq – CIS 110
DBA 110	Database Concepts	3 credits	Preq – none
ENG 111	Writing & Inquiry	3 credits	Preq – DRE 098 or ENG 002 (P2)
NOS 110	Operating Systems Concepts	3 credits	Preq – none
NOS 130	Windows Single User	3 credits	Preq – NOS 110
NOS 230	Windows Admin I	3 credits	Preq – none
SEC 110	Security Concepts	3 credits	Preq – none
SEC 150	Secure Communications	3 credits	Preq – none
CCP Diploma Total		43 credits	

**Career Technical Education Pathway
Information Technology - IT Foundations Certificate Pathway
C25590P1**

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement, and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics, and others depending on the technical path selected.

Student Learning Outcomes:

- Identify and troubleshoot appropriate computer equipment, operating systems, software, security risks
- Build a small local area network using network devices
- Demonstrate the ability to utilize operating systems, hardware, and software to plan, design, and/or create various application tasks as needed to input, process, and manipulate data

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
CIS 110	Introduction to Computers	3 credits	Preq – none
CTI 110	Web, Pgm, & DB Foundation	3 credits	Preq – none
CTS 115	Info Sys Business Concepts	3 credits	Preq – none
CTS 120	Hardware/Software Support	3 credits	Preq – CIS 110
CCP Certificate Total		13 credits	

**Career Technical Education Pathway
Information Technology - Windows OS Certificate Pathway
C25590P2**

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement, and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics, and others depending on the technical path selected.

Student Learning Outcomes:

- Identify and troubleshoot appropriate computer equipment, operating systems, software, security risks
- Build a small local area network, using network devices
- Demonstrate the ability to utilize operating systems, hardware and software to plan, design, and/or create various application tasks as needed to input, process, and manipulate data

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 122	College Transfer Success	1 credit	Preq – none
CTI 120	Network & Security Foundation	3 credits	Preq – none
NOS 110	Operating Systems Concepts	3 credits	Preq – none
NOS 130	Windows Single User	3 credits	Preq – NOS 110
NOS 230	Windows Admin I	3 credits	Preq – none
CCP Certificate Total		13 credits	

**Career Technical Education Pathway
Medical Assisting Certificate Pathway
C45400P**

The Medical Assisting curriculum prepares multi-skilled healthcare professionals to perform administrative, clinical, and laboratory procedures. Employment opportunities include physician's offices, health maintenance organizations, health departments, and hospitals.

Student Learning Outcomes:

- Identify and apply medical terminology
- Demonstrate administering patient care and assisting the physician
- Convey and teach health related information for patient education

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
MED 110	Orientation to Med Assist	1 credit	Preq – none
MED 118	Medical Law & Ethics	2 credits	Preq – none
MED 121	Medical Terminology I	3 credits	Preq – none
MED 122	Medical Terminology II	3 credits	Preq – MED 121
MED 130	Admin Office Procedures I	2 credits	Preq – none
MED 131	Admin Office Procedures II	2 credits	Preq – MED 130
CCP Certificate Total		14 credits	

**Career Technical Education Pathway
Medical Office Administration Certificate Pathway
C25310P**

The Medical Office Administration curriculum teaches students administrative and support functions to prepare them for employment in medical and other healthcare-related offices.

Student Learning Outcomes:

- Demonstrate an understanding of the administrative support process and functions and how these influence effective business practices in a medical office or medical setting
- Utilize appropriate technology, techniques, and practices to collect, process, and interpret information for decision making and administrative support in a medical office or medical setting
- Demonstrate professional communication skills to process, manage, and communicate information in a medical office or medical setting

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
CIS 111	Basic PC Literacy	2 credits	Preq – none
MED 121	Medical Terminology I	3 credits	Preq – none
MED 122	Medical Terminology II	3 credits	Preq – MED 121
OST 130	Comprehensive Keyboarding	3 credits	Preq – none
OST 148	Medical Insurance & Billing	3 credits	Preq – none
OST 149	Medical Legal Issues	3 credits	Preq – none
CCP Certificate Total		18 credits	

Career Technical Education Pathway
Office Administration Certificate Pathway
C25370P

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace. Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Student Learning Outcomes:

- Demonstrate an understanding of the administrative support process and functions and how these influence effective business practices in an office or business setting.
- Utilize appropriate technology, techniques, and practices to collect, process, and interpret information for decision making and administrative support in an office or business setting.
- Demonstrate professional communication skills to process, manage, and communicate information in an office or business setting.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
CIS 110	Intro. to Computers	3 credits	Preq – none
OST 136	Word Processing	3 credits	Preq – none
OST 164	Office Editing	3 credits	Preq – none
OST 184	Records Management	3 credits	Preq – none
CCP Certificate Total		13 credits	