Welcome to College by Design at Manchester Community College!

**College by Design** is intended to accommodate your busy and changing schedule. The program enables you to complete course requirements by attending classes scheduled on weekdays, weekends or online during accelerated eight- and 12-week sessions.

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### ACCELERATED CERTIFICATE PROGRAMS

**College by Design** now offers three different one-year credit certificate programs that you can complete during accelerated sessions:
- Computer-Aided Design (CAD)
- Fitness Specialist
- Web Technology

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### NEW FOR FALL 2012:

#### Online General Studies A.S. Degree

Online learning at MCC provides the accessibility and flexibility you need to design an academic experience that fits your goals and needs. This flexible learning approach is central to MCC’s responsiveness to your need to balance family and work commitments while pursuing educational excellence. We offer a variety of fully online, hybrid and computer-assisted classes that enable anytime, anywhere access to course materials as well as the ability to communicate and collaborate with your instructors and classmates.

*See page 7*

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### SESSION DATES for FALL 2012

**Session 1:** 8 weeks  
*August 29 – October 20, 2012*  
*No Classes Sept. 3*

**Session 2:** 12 weeks  
*September 13 – December 18, 2012*  
*No Classes Nov. 6, 21, 22, 23 & 24*

**Session 3:** 8 weeks  
*October 22 – December 18, 2012*  
*No Classes Nov. 6, 21, 22, 23 & 24*

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### LEVEL OF STUDY

While the number of classes for each session is fewer than the regular fall and spring semesters, students should be aware that each course contains the same number of class hours as the regular semester. As a result, the level of study is much more intensive and demanding of time. Students should consider this in planning their time and course selection.

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### DRUG & ALCOHOL RECOVERY COUNSELOR

**College by Design** offers a series of Drug & Alcohol Recovery Counselor courses. These courses may be used towards completion of the Drug and Alcohol Recovery Counselor associate degree but are also of special interest to professionals practicing in the addictions or counseling fields. These courses are approved by the Connecticut Certification Board towards eventual certification and by the Connecticut Department of Public Health for eventual licensing.

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For directions and map of MCC, please go to:  
www.mcc.commnet.edu/about/directions.php

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### BUILDING CODE DESIGNATIONS

- **AST** = Arts, Sciences and Technology Center
- **Lowe** = Lowe Student Services Center
- **LRC** = Learning Resource Center
- **V1-V6** = Village
- **GPA** = Great Path Academy

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*College by Design* Catalog • Fall 2012
GENERAL INFORMATION

COST

Includes: tuition of $144 per credit hour (i.e., $432 per 3-credit course); a service fee of $78.00 (per 3-credit course); and for new students, a one-time, non-refundable application fee of $20. There is an additional $5 student activity fee for Fall and Spring sessions only.

College by Design PROGRAM
FEATURES INCLUDE:

• New sessions begin throughout the year
• Affordable tuition
• Convenient location on the MCC campus or online
• Counselors available 860-512-3320
• Library open on Saturdays, 860-512-3420

$20 APPLICATION FEE

If you are registering to take a credit course and have never attended a Connecticut community college as a credit student, a one-time, non-refundable $20 application fee is required. If paying by check, please provide a separate check for $20 payable to “MCC” for the application fee. This must accompany the MCC Application for Admission for new students on pages 14-17.

Students may now apply online at http://my.commnet.edu

Refund Policy for Credit Extension Courses

There is a minimum enrollment for all credit extension courses. Classes with insufficient enrollment will be cancelled. If a course is filled or cancelled, you will be notified by phone or mail before the starting date. If the college cancels a credit extension course, students will receive a full refund of all tuition and fees. This does not include the $20 one-time application fee for new students, which is non-refundable. It takes two to four weeks for payment of refunds to be made.

A student who drops from a credit extension course will receive a full refund of tuition only, provided the student officially drops on the last business day before the first class meeting or prior. If a student officially withdraws on the day of the first class meeting, there is no refund and the student will receive a “W” on their transcript (Requests must be made by Friday for courses starting Saturday-Monday). When a student drops from a credit course, the college service fee and the one-time application fee for new students are non-refundable.

NO REFUNDS WILL BE ISSUED AFTER THE ALLOWABLE DROP PERIOD.
Tuition cannot be transferred to other semesters.

SPECIAL NOTE TO STUDENTS
Full payment is due upon registration.
If you do not want to take a course once you have registered for it, you must submit a drop form to the Registrar’s Office, whether or not you have paid. If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend.

Refund Policy Appeal Procedures

Students are required to officially drop/withdraw prior to submitting an appeal.

Appeals must be submitted within ten days from the start date of the class to be considered.
The Refund Policy Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience. All appeals must be submitted in writing and include student ID, contact information and appropriate documentation.

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician’s certificate, administrative error by the college with supporting documentation, or military transfer documented by a copy of transfer orders. The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, inability to transfer course, normal illness, transportation issues, childcare issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

You may view and print a Refund Policy Appeal form at www.mcc.commnet.edu, in the “Form Depot”, or you may obtain a copy at the Registrar’s office.

Submit completed form to:
Refund Policy Appeals Committee
Manchester Community College
Registrar’s Office, MS #13
Great Path, P.O. Box 1046
Manchester, CT 06045-1046

The Refund Policy Appeals Committee meets twice per month. You will receive a written response notifying you of the outcome.
CREDIT EXTENSION TUITION AND FEE SCHEDULE

RESIDENT

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<th>SH</th>
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<th>College Activity Fee</th>
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Additional semester hours are charged accordingly.
Additional Mandatory Usage Fees for Extension Fund Courses Per Semester
Laboratory Course Fee ...$78
Per registration in a designated laboratory course
Studio Course Fee .......... $85
Per registration in a designated studio course
   SH: semester hours
   All tuition and fees are subject to change

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Additional semester hours are charged accordingly.
Additional Mandatory Usage Fees for Extension Fund Courses Per Semester
Laboratory Course Fee ...$78
Per registration in a designated laboratory course
Studio Course Fee .......... $85
Per registration in a designated studio course
   SH: semester hours
   All tuition and fees are subject to change

* Nonrefundable fee

Be aware that the addition of a College by Design class to a
FULL-TIME GENERAL FUND LOAD WILL REQUIRE PAYMENT OF AN ADDITIONAL CREDIT FEE.

Library Hours
Fall 2012

Monday–Thursday ........ 8 a.m.–7 p.m.
Friday............................. 8 a.m.–3 p.m.
Saturday.......................... 10 a.m.–2 p.m.
Sunday............................. CLOSED
   Hours are subject to change.
   Please call for holiday hours or closings.

For more information,
please call the circulation desk
at 860-512-2880 or the
reference desk at 860-512-2883.

Admissions Office Hours
Lowere Student Services Center, Room L156

Monday ................. 8:30 a.m.–4:30 p.m.
Tuesday ............... 8:30 a.m.–7:00 p.m.
Wednesday ........... 10:30 a.m.–4:30 p.m.
Thursday ............. 8:30 a.m.–4:30 p.m.
Friday ................. 8:30 a.m.–4:30 p.m.

For more information regarding admission to MCC, please call
860-512-3210 or
fax 860-512-3221.

Bursar’s Office Hours
Lowere Student Services Center, Room L156

Monday .................. 8:30 a.m.–4:00 p.m.
Tuesday .................. 8:30 a.m.–7:00 p.m.
Wednesday ............. 8:30 a.m.–4:00 p.m.
Thursday ............... 8:30 a.m.–4:00 p.m.
Friday .................... 8:30 a.m.–12 noon

For more information,
please call
860-512-3637.
Credit Certificate Programs
offered through College by Design

Computer-Aided Design (CAD)

Program Design
The Computer-Aided Design (CAD) certificate program provides students with career-based training in mechanical design using computer-aided drafting/design technology. To provide the necessary technical education base, the program also includes education and training in applied technical mathematics, engineering drawing, and geometric dimensioning and tolerancing skills. Basic training in computer technology is included to prepare students for the two-dimensional, three-dimensional and solid-modeling computer-aided design technology in the program. CAD technology in the core of the certificate program is AutoCAD integrated with Solidworks® solid-modeling and rendering technology, both predominant technology leaders in CAD/solid-modeling.

All technical manufacturing and engineering design in today's high-technology business and industry uses computer-based, computer-aided design technologies that integrate the design, engineering and manufacturing design analysis—and manufacturing of complex products and product parts, sub-assemblies, and assemblies—into a single, technically coherent process.

Curriculum
Courses are offered during evening hours in accelerated, 8-week sessions. Students who complete the Computer-Aided Design (CAD) certificate program and decide to pursue an associate in science degree may apply all of their credits towards the Connecticut College of Technology Technological Studies A.S. degree pathways program, which is an articulated technology program within Central Connecticut State University's School of Engineering and Technology. Students should consult with an engineering/technology faculty advisor to plan their program and schedule of classes, and to discuss required course prerequisites.

Required Courses and Schedule

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<tr>
<th>Course Code</th>
<th>Course Name</th>
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<td>CAD* 110</td>
<td>Introduction to CAD</td>
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<td>CAD* 218</td>
<td>CAD 3D Mechanical AUTOCAD</td>
<td>Fall 2012</td>
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<td>EGR* 112</td>
<td>Engineering Drawing Interpretation</td>
<td>Spring 2013</td>
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<td>MGF* 239</td>
<td>Geometric Dimensioning and Tolerancing</td>
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<tr>
<td>CAD* 220</td>
<td>Parametric Design (Solidworks®)</td>
<td>Summer 2013</td>
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</table>

Total Credits Required: 15

Learning Outcomes

Upon successful completion of all Computer-Aided Design certificate program requirements, graduates will

1. Interpret complex engineering drawings including geometric dimensioning and tolerancing.
2. Perform competently in solving technical manufacturing and engineering mathematics problems.
3. Exhibit competency in two-dimensional, three-dimensional and solid-modeling skills as applied to complex computer-aided design technology.
4. Demonstrate an understanding of the role and function of computers and effectively use the computer to solve complex technical problems.

For additional information:
Contact Professor Mehrdad Faezi,
Business, Engineering and Technology Division,
at mfaazi@mcc.commnet.edu or at 860-512-2729.

Fitness Specialist

Program Design
Fitness specialists typically work for organizations, such as universities, health clubs, fitness centers, resorts, country clubs and hospitals. They work with individuals and groups to help improve clients’ fitness levels or to rehabilitate injuries. Some fitness specialists may hold personal training sessions in which they help clients reach personal fitness goals.

Before performing an exercise program, fitness specialists assess the physical condition of the participants. They lead warm-up activities, like stretching, and supervise an entire exercise program. A fitness specialist also performs administrative work, which may include leading tours of fitness facilities, registering new members, monitoring the front desk, writing articles or supervising exercise rooms.

Curriculum
Courses are offered in accelerated, 8-week sessions. Students who complete the Fitness Specialist certificate program and decide to pursue an associate in science degree may apply all of the credits towards the Health and Exercise Science A.S. degree program. Students should consult with an advisor to plan their program and schedule of classes, and to discuss required course prerequisites.

Required Courses and Schedule

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<th>Course Code</th>
<th>Course Name</th>
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<tr>
<td>HPE* 102</td>
<td>Human Performance &amp; Fitness</td>
<td>Fall 2012</td>
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<tr>
<td>HLT* 151</td>
<td>Health &amp; Wellness Promotion</td>
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<td>HPE* 240</td>
<td>Principles of Fitness</td>
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<td>HPE* 210</td>
<td>Sports Nutrition</td>
<td>Spring 2013</td>
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<td>HPE* 116</td>
<td>Weight Training</td>
<td>Spring 2013</td>
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<tr>
<td>HPE* 242</td>
<td>Introduction to Athletic Training</td>
<td>Summer 2013</td>
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<tr>
<td>HPE* 211</td>
<td>Fitness Specialist Certification</td>
<td>Summer 2013</td>
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Total Program Credits: 17

Learning Outcomes

Upon successful completion of all Fitness Specialist certificate program requirements, graduates will

1. Provide students with the knowledge and skills to obtain an entry level position as a fitness or wellness specialist.
2. Instruct students on professional appearance, conduct and effective communication.
3. Prepare students to be eligible and prepared to take a national exam in order to qualify as a Certified Personal Trainer.
4. Introduce students to the many employment opportunities available in the field of fitness.

For additional information contact:
Marcia Jehnings, Division Director
Math, Sciences and Health Careers
at mjehnings@mcc.commnet.edu
or at 860-512-2703.
Program Design
The Web Technology certificate program prepares students with the programming techniques for web application development and the critical skills needed to conceive, build and maintain sophisticated web sites. Students will be provided with a comprehensive look at the administration of web content and its complexities. This certificate program also provides individuals in the current high-tech industry the opportunity to upgrade their skills in the web area for possible advancement or new career opportunities.

A typical day for a Web Associate may include the building and managing of an organization’s web site and its proper functioning on both the operations and design side. You may be required to implement new pages or features on a web page according to an organization’s specifications or add back-end or front-end applications for greater ease of use. The Web Associate may often work in a team with web developers and content creators to help produce web site content. Testing and training users on site navigation may also be included.

Curriculum
Courses are offered in an online or hybrid format in accelerated, 8-week sessions. Students who complete the Web Technology certificate program and decide to pursue an associate in science degree may apply all of the credits towards the Computer Technology A.S. degree program. Students should consult with a computer science/technology faculty advisor to plan their program and schedule of classes, and to discuss required course prerequisites.

Distance Learning Courses
Students must know how to use a computer and have high-speed Internet access to successfully participate in distance learning courses.

Although MCC’s online courses provide flexibility that allow students to access information and participate in course discussions anytime and anywhere via a computer and an Internet connection, these are not self-paced courses. Just as in any MCC course, students will have weekly deadlines for assignments, discussions and assessments. The content and expectations in an online course are the same as in an on-campus course at MCC. Online courses require a great deal of reading and writing, as well as strong computer literacy and time management skills.

If you have never taken online classes, contact the Educational Technology and Distance Learning Department (ETDL) at sandbox@mcc.commnet.edu for a login to SmarterMeasure, a self-assessment that will help you decide if online learning is right for you. Students should also review the information on the ETDL website at http://www.mcc.commnet.edu/students/resources/distanceStudentVista.php. This site includes information about how to log into Blackboard Vista, where to get help, technical requirements for your computer and other resources.

To access your online class material using Blackboard Vista:
1. Login to http://my.commnet.edu using your NetID and password.
2. Click the “Blackboard Vista” link on the upper right of the window.
3. In the “My Courses” channel, click to access Blackboard Vista.
4. Select your course from the course list on the “myBlackboard” page.
5. Logoff when you have completed your work.

Learning Outcomes
Upon successful completion of all Web Technology certificate program requirements, graduates will
1. Use the core technologies of current markup languages such as HTML, XHTML and CSS for web development and design.
2. Write code effectively and build easily navigable sites.
3. Demonstrate competency in programming languages commonly used in developing and servicing Internet web sites, both client-side and server-side.
4. Demonstrate an understanding of proper database design and its application over a distributed network.
5. Demonstrate proficiency in developing complex web sites incorporating database driven technologies.
6. Understand the role of project management, and how to set and manage client expectations, support client interaction activities, and track progress throughout the project lifecycle.

For additional information:
Contact Professor Sandra Rimetz,
Business, Engineering and Technology Division,
at srimetz@mcc.commnet.edu or at 860-512-2636.

Required Courses and Schedule
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<td>CST* 258</td>
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<td>Spring 2013</td>
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<td>CST* 205</td>
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New for Fall 2012: Online General Studies A.S. Degree

If you would like to improve your employability, get a degree or finish the one you started, or hone the skills that may earn you a promotion or a new position, we can help. Manchester Community College provides a welcoming and supportive learning environment for adult students. We can work with your schedule, your demands, and your dreams to craft a college experience that will help you successfully reach your educational, personal and professional goals.

This fall, MCC will launch a degree program designed specifically for adult learners. It is an online General Studies degree that offers the convenience and support that you need to make your college goal a reality. With features like accelerated learning, on-ground options, incredible flexibility, and a dedicated college liaison, this program may be just what you've been looking for. The General Studies associate degree program at Manchester Community College leads to an associate in science degree. This program offers the broadest range of electives of any major at the college. General Studies is a concentration that is appropriate for transfer, for employment and for a self-designed independent course of study. It is also ideal for those students who are seeking to complete a degree started at another institution.

Curriculum
Students may enroll in this program full- or part-time. For those students who are not prepared for the mathematics and English courses required in the program, the college offers a wide range of developmental classes.

General Education Requirements
ENG* 101 Composition......................................................3 credits
MAT* Any 100-level math course........................................3 credits
IDS* 201 Explore .................................................................3 credits
Knowledge of the Physical and Natural World.........................3-4 credits
Knowledge of Human Experience and Behavior ......................3 credits
Knowledge of Human Thought and Expression.......................3 credits
Another course from one of the three Knowledge areas...........3-4 credits

General Studies Requirements
Choose from any two courses in the humanities......................6 credits
Choose from any laboratory course in biology, chemistry
or the physical sciences..................................................4 credits
Choose any two courses in social sciences.............................6 credits
Choose any open elective courses........................................23 credits
Total Credits Required: 60-62 credits

Student Support Services
We are committed to your success. That's why MCC offers a full range of services - both online and on campus - that help adult learners meet their educational and professional needs:

• The Educational Technology and Distance Learning (ETDL) Department's video tutorials, technical documentation, FAQs and tips on how to be a successful online learner.

• Academic planning, advisement, transfer and personal counseling services, and disabilities services, in the Counseling Center.

• Career assessment and planning, job placement, resume writing, and interview skills workshops offered by Career Services.

• FOCUS-2 online, interactive career and education planning system that combines self-assessment, career exploration and decision-making into one comprehensive program.

• Free peer and professional tutoring; and math, writing and ESL labs; through the Academic Support Center. The ASC is open evenings and Saturdays, in addition to daytime hours, to allow students working daytime jobs to take advantage of its services.

• Online eTutoring provides additional tutoring support to students who may come to campus only infrequently.

• Ask A Librarian 24/7 and connect with a librarian and receive help anytime, anywhere, via the Internet.

• Financial aid, including state and federal grants, scholarships for those who qualify, and an interest-free payment plan.

• The online Adult Success Coach, a wealth of resources ranging from time management and study skills articles and tutorials to learning assessments and referrals for help with academic, career and family challenges.

• A Veterans O.A.S.I.S. that provides a dedicated, supportive space for veterans and military service men and women to network, socialize, study and share, as they integrate into the college experience.

For additional information, visit www.mcc.commnet.edu/students/prospective/online or contact Veronica Young at vyoung@mcc.commnet.edu, 860-512-2720.
## Fall College by Design courses

### Session #1: 8 Weeks  
**August 29–October 20, 2012**  
*(No Classes Monday, September 3)*

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
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<tbody>
<tr>
<td>31065</td>
<td>✦ BIO* B120</td>
<td>Immunity and Human Disease</td>
<td>3</td>
<td>online</td>
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<tr>
<td>31114</td>
<td>BMG* B204</td>
<td>Managerial Communication</td>
<td>3</td>
<td>MW</td>
<td>4:00-6:55 p.m.</td>
<td>LRC B220</td>
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<tr>
<td>30468</td>
<td>BOT* B100</td>
<td>Computer Literacy for College Success</td>
<td>2</td>
<td>TR</td>
<td>12:30-2:40 p.m.</td>
<td>AST C135</td>
</tr>
<tr>
<td>31031</td>
<td>CAD* B110</td>
<td>Introduction to CAD</td>
<td>3</td>
<td>TR</td>
<td>7:00-9:55 p.m.</td>
<td>AST C128</td>
</tr>
<tr>
<td>31054</td>
<td>✦ CST* B150</td>
<td>Web Design and Development</td>
<td>3</td>
<td>online</td>
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<tr>
<td>31053</td>
<td>✦ CST* B201</td>
<td>Introduction to MIS</td>
<td>3</td>
<td>online</td>
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<tr>
<td>31019</td>
<td>DAR* B101</td>
<td>Public Health Issues Abuse &amp; Addiction</td>
<td>3</td>
<td>S</td>
<td>9:00 a.m.-3:15 p.m.</td>
<td>AST C211</td>
</tr>
<tr>
<td>31068</td>
<td>EAS* B106</td>
<td>Natural Disasters</td>
<td>3</td>
<td>MW</td>
<td>7:00-9:55 p.m.</td>
<td>AST C101</td>
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<tr>
<td>31117</td>
<td>✦ ENG* B110</td>
<td>Introduction to Literature</td>
<td>3</td>
<td>online</td>
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<tr>
<td>31066</td>
<td>HPE* B102</td>
<td>Human Performance &amp; Fitness</td>
<td>3</td>
<td>TR</td>
<td>4:00-6:55 p.m.</td>
<td>Lowe L245</td>
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<tr>
<td>31005</td>
<td>HIS* B201</td>
<td>U.S. History I</td>
<td>3</td>
<td>F</td>
<td>6:00-8:40 p.m.</td>
<td>AST C202</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>S</td>
<td>9:00-11:40 a.m.</td>
<td>AST C202</td>
</tr>
<tr>
<td>31067</td>
<td>MAT* B138</td>
<td>Intermediate Algebra: A Modeling Approach</td>
<td>3</td>
<td>MW</td>
<td>7:00-9:55 p.m.</td>
<td>LRC B214</td>
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<tr>
<td>31103</td>
<td>PHL* B101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
<td>F</td>
<td>6:00-8:40 p.m.</td>
<td>Lowe L241</td>
</tr>
<tr>
<td></td>
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<td>S</td>
<td>9:00-11:40 a.m.</td>
<td>Lowe L241</td>
</tr>
<tr>
<td>31115</td>
<td>PSY* B111</td>
<td>General Psychology I</td>
<td>3</td>
<td>F</td>
<td>6:00-8:40 p.m.</td>
<td>AST C201</td>
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<tr>
<td></td>
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<td>S</td>
<td>9:00-11:40 a.m.</td>
<td>AST C201</td>
</tr>
<tr>
<td>31014</td>
<td>✦ SOC* B101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>online</td>
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✦ See page 6 for information about distance learning courses. See course descriptions for any course specific instructions.

### Session #2: 12 Weeks  
**September 13–December 18, 2012**  
*(No Classes November 6, 21, 22, 23 and 24)*

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject #</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
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<tr>
<td>30775</td>
<td>✦ AST* B101</td>
<td>Principles of Astronomy</td>
<td>3</td>
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<tr>
<td>30937</td>
<td>BBG* B101</td>
<td>Introduction to Business</td>
<td>3</td>
<td>online</td>
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<tr>
<td>30938</td>
<td>BMG* B202</td>
<td>Principles of Management</td>
<td>3</td>
<td>online</td>
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<tr>
<td>30674</td>
<td>COM* B101</td>
<td>Introduction to Mass Communication</td>
<td>3</td>
<td>online</td>
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</tr>
<tr>
<td>30948</td>
<td>COM*B173</td>
<td>Public Speaking</td>
<td>3</td>
<td>MW</td>
<td>3:30-5:05 p.m.</td>
<td>GPA GP215</td>
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<tr>
<td>30964</td>
<td>CJS* B102</td>
<td>Introduction to Corrections</td>
<td>3</td>
<td>online</td>
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<tr>
<td>30946</td>
<td>ECN* B101</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
<td>MW</td>
<td>5:15-6:50 p.m.</td>
<td>GPA GP215</td>
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<tr>
<td>30943</td>
<td>EGR* B111</td>
<td>Introduction to Engineering</td>
<td>3</td>
<td>online</td>
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<tr>
<td>30956</td>
<td>ENG* B093</td>
<td>Introduction to College Reading &amp; Writing</td>
<td>3</td>
<td>MW</td>
<td>5:15-6:50 p.m.</td>
<td>GPA GP143</td>
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<tr>
<td>30650</td>
<td>✦ ENG* B101</td>
<td>Composition</td>
<td>3</td>
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<tr>
<td>30651</td>
<td>✦ ENG* B101</td>
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<td>3</td>
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<td>30977</td>
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<tr>
<td>31083</td>
<td>✦ ENG* B101</td>
<td>Composition</td>
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<tr>
<td>30988</td>
<td>ENG* B101</td>
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<td>3</td>
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<tr>
<td>30951</td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>TR</td>
<td>3:30-5:05 p.m.</td>
<td>GPA GP232</td>
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<tr>
<td>30949</td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>MW</td>
<td>5:15-6:50 p.m.</td>
<td>GPA GP232</td>
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<tr>
<td>30950</td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>MW</td>
<td>7:00-8:35 p.m.</td>
<td>GPA GP155</td>
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<tr>
<td>30952</td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>TR</td>
<td>7:00-8:35 p.m.</td>
<td>GPA GP155</td>
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<tr>
<td>31007</td>
<td>HIS* B101</td>
<td>Western Civilization I</td>
<td>3</td>
<td>TR</td>
<td>5:15-6:50 p.m.</td>
<td>GPA GP215</td>
</tr>
<tr>
<td>31048</td>
<td>✦ HIS* B201</td>
<td>U.S. History I</td>
<td>3</td>
<td>online</td>
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<tr>
<td>31060</td>
<td>✦ MAT* B109</td>
<td>Quantitative Literacy</td>
<td>3</td>
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</table>

✦ See page 6 for information about distance learning courses. See course descriptions for any course specific instructions.

*Continued next page*
Session #2: 12 Weeks  
September 13–December 18, 2012  
(No Classes November 6, 21, 22, 23 and 24)

Continued from previous page

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Days</th>
<th>Time</th>
<th>Building/Wing/Rm</th>
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<tr>
<td>30953</td>
<td>ART* B206</td>
<td>Film Study</td>
<td>3</td>
<td></td>
<td>online</td>
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<tr>
<td>31032</td>
<td>CAD* B218</td>
<td>CAD 3D Mechanical (AutoCAD)</td>
<td>3</td>
<td>TR</td>
<td>7:00-9:55 p.m.</td>
<td>AST C128</td>
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<tr>
<td>30954</td>
<td>COM* B154</td>
<td>Film Study &amp; Appreciation</td>
<td>3</td>
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<tr>
<td>31102</td>
<td>COM*B173</td>
<td>Public Speaking</td>
<td>3</td>
<td>F, S</td>
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<td>AST C204</td>
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<td>9:00 a.m.-12:05 p.m.</td>
<td>AST C204</td>
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<tr>
<td>30870</td>
<td>CST* B114</td>
<td>Web Essentials</td>
<td>2</td>
<td>TR</td>
<td>12:30-2:45 p.m.</td>
<td>AST C135</td>
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<tr>
<td>31074</td>
<td>CST* B250</td>
<td>Web Design and Development II</td>
<td>3</td>
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<tr>
<td>31020</td>
<td>DAR* B158</td>
<td>Biology of Addiction</td>
<td>3</td>
<td>S</td>
<td>9:00 a.m.-4:05 p.m.</td>
<td>AST C211</td>
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<tr>
<td>31109</td>
<td>ENG* B101</td>
<td>Composition</td>
<td>3</td>
<td>F, S</td>
<td>6:00-9:05 p.m.</td>
<td>AST C207</td>
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<tr>
<td>31071</td>
<td>EVS* B100</td>
<td>Introduction to Environmental Science</td>
<td>3</td>
<td>MW</td>
<td>7:00-9:55 p.m.</td>
<td>AST C101</td>
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<tr>
<td>31070</td>
<td>HLT* B151</td>
<td>Health and Wellness Promotion</td>
<td>3</td>
<td>TR</td>
<td>4:00-6:55 p.m.</td>
<td>AST C209</td>
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<tr>
<td>31006</td>
<td>HIS* B202</td>
<td>U.S. History II</td>
<td>3</td>
<td>F, S</td>
<td>6:00-9:05 p.m.</td>
<td>AST C202</td>
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<td></td>
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<td>9:00 a.m.-12:05 p.m.</td>
<td>AST C202</td>
</tr>
<tr>
<td>31105</td>
<td>PHL* B101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
<td>F, S</td>
<td>6:00-9:05 p.m.</td>
<td>Lowe L241</td>
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<td>9:00 a.m.-12:05 p.m.</td>
<td>Lowe L241</td>
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<tr>
<td>31116</td>
<td>PSY* B201</td>
<td>Life Span Development</td>
<td>3</td>
<td>F, S</td>
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<td>AST C210</td>
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<td>AST C210</td>
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<tr>
<td>31015</td>
<td>SOC* B210</td>
<td>Sociology of the Family</td>
<td>3</td>
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</table>

◆ Choose either ART* B206 or COM* B154
◆ See page 6 for information about distance learning courses. See course descriptions for any course specific instructions.

Assessment Tests and Course Prerequisites

English and math assessment tests are a prerequisite for MCC students enrolling in “for credit” courses. Students matriculated at other colleges and attending MCC’s College by Design sessions are required to take assessment tests unless they have completed coursework at another institution that meets MCC prerequisites, or otherwise meet the criteria for a waiver. Students who believe they qualify for a waiver of the English and/or math assessment tests should submit an Assessment Testing Exemption Request form (found on the college website in the Form Depot) with their registration form. Note: certain courses have specific prerequisites, i.e., PSY* 201, requires successful completion of PSY* 111 or equivalent.

For more information about the test, call the Testing Center at 860-512-3304 or visit: www.mcc.commnet.edu
COURSE DESCRIPTIONS

When choosing courses, it is important to choose the type of elective or general education mode specified within your program of study. Students should seek the advice of an academic counselor or faculty member when choosing courses.

A complete list of the courses being offered is available online at http://my.commnet.edu. Course offerings are subject to change.

ART

ART* 206/COM* 154: Film Study/Film Study and Appreciation
(Formerly FA 171/COMM 171: Film Study and Appreciation)
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. Prerequisite: eligibility for ENG* 101. 3 credits

ASTRONOMY

AST* 101: Principles of Astronomy
(Formerly ASTR 110: Introduction to Astronomy)
This is an introductory descriptive astronomy course with emphasis on the earth and its motions, the moon and planets, the sun, and stars and galaxies. Observation sessions will be required. Students who have taken AST* 111 will not receive credit for this course. Prerequisite: "C" or better in MAT* 095, or eligibility for MAT* 138. 3 credits

BIOLOGY

BIO* 111: Introduction to Nutrition
(Formerly BIO 114: Principles of Nutrition)
An introduction to the study of human nutrition with emphasis on the scientific bases of facts and controversies surrounding issues of foods and diets will be taught. Prerequisite: eligibility for ENG* 101. Not open to students who have completed BIO* 112. 3 credits

BIO* 120: Immunity and Human Disease
This course will examine diseases caused by the homeostatic imbalance of the Immune System and its effects. What happens when the system in our body designed to protect us, turns on us? What happens when this defense system is over protective or not protective enough? Diseases of the Human Body will explore the normal functions of the Immune System and some of the problems that can result when it’s not operating effectively. Diseases such as Lupus, Type II Diabetes, Rheumatoid Arthritis and HIV/AIDS will be explored. Prerequisite: "C" or better in ENG* 101 or concurrent. 3 credits

BUSINESS, GENERAL

BBG* 101: Introduction to Business
(Formerly BUS 111)
This course provides a survey of major business topics such as management, marketing, accounting, finance, computer science, organizational behavior, production, and the social and economic environment of business. Prerequisite: eligibility for ENG* 093. 3 credits

BUSINESS, MANAGEMENT

BMG* 202: Principles of Management
(Formerly BMG* 101: Introduction to Management)
This course is an analysis of principles, techniques and the major functions (planning, organizing, and leading) of business enterprise management. Prerequisite: eligibility for ENG* 101. 3 credits

BMG* 204: Managerial Communication
(Formerly BUS 214)
This is a practical course in oral and written managerial communication skills, covering the writing of letters, memos and reports; editing techniques; and the preparation of resumes and cover letters. Prerequisite: ENG* 101. 3 credits

BUSINESS OFFICE TECHNOLOGY

BOT* 100: Computer Literacy for College Success
This is a basic skill-centered course tailored to the needs of the individual student. This course is designed to help prepare the student to type simple letters and reports, prepare basic PowerPoint presentations, use Blackboard Vista, access the Internet, and use email for college success. This course is not designed for BOT majors but can be taken for personal growth. 2 credits

CAD (COMPUTER-AIDED DESIGN)

CAD* 110: Introduction to CAD
(Formerly CAD 101: Computer-Aided Design I—AutoCAD)
An introduction to the techniques of generating graphic images with computers, using AutoCAD. Topics include: overview of CAD technology, computer technology, hardware descriptions and requirements, file manipulation and management, two-dimensional geometric construction, symbol library creation, dimensioning, scaling, sectioning, plotting, and detail and assembly drawing including tolerance studies. 3 credits

CAD* 218: CAD 3D Mechanical (AutoCAD)
(Formerly CAD 102: Computer-Aided Design II—AutoCAD)
A continuation course in industrial drafting concepts using a CAD system, specifically oriented towards three-dimensional design of manufactured parts using AutoCAD. Prerequisite: CAD* 110. 3 credits

COMMUNICATION

COM* 101: Introduction to Mass Communication
(Formerly COMM 208: Mass Communication)
This course is a survey of the American mass media and communication. Lectures and discussions will focus on the various print and electronic mass media industries, and the impact of mass communication on our society. The course is designed as an introductory course for those students who plan to major in Communication and for those who want to be informed about the development of the influence of modern mass media. 3 credits
COM* 154/ART* 206: Film Study and Appreciation/Film Study
(Formerly COMM 171/FA 171: Film Study and Appreciation)
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. Prerequisite: eligibility for ENG* 101. 3 credits

COM* 173: Public Speaking
(Formerly COMM 213: Effective Speaking)
This course is designed to encourage students to develop their speaking and listening skills in order to become more confident communicators. The course introduces students to communication as an interactive process and emphasizes developing effective public presentation skills. Instruction stresses organization, research, writing, delivery and audience adaptation. Prerequisite: eligibility for ENG* 093. 3 credits

CSC* 101: Introduction to Computers
This transferable course is designed for the individual who wants to build upon their current computer skills and become more productive with technology. An overview of today’s technologies, their importance and how they converge will be discussed. Students will be exposed to specific topics including the fundamentals of the World Wide Web, networking, digital media, computer programming, productivity software, and issues of personal responsibility as they relate to technology. Prerequisites: eligibility for MAT* 095 and ENG* 101. 3 credits.

CSA* 105: Introduction to Software Applications
This hands-on introductory course is designed for the student interested in learning to use the personal computer as a productive tool. Course content includes the fundamentals of Windows, Word, Excel, Access, PowerPoint and the internet. 3 credits

CST* 114: Web Essentials
(Formerly CST 114)
This course provides students of all disciplines with the skills needed to become a proficient and informed user on the web. Students will learn how to navigate through current web technologies such as Web 2.0 and cloud computing, apply advanced search techniques for research purposes, create a basic web page using a web authoring program, and apply these skills to the workplace or their career disciplines. 2 credits

CST* 150: Web Design & Development I
This course is designed to deliver the fundamentals for designing and building web pages. The core technologies of the XHTML markup language along with an introduction to cascading style sheets (CSS), and web multimedia are introduced to help students build navigable web pages. Various stages of effective web page planning and analysis can also be expected. Various browsers will be used for this class. Strong file management skills and some knowledge of HTML are helpful. Prerequisite: Any CSC*, CSA*, or CST* course. 3 credits

CST* 201: Introduction to MIS
This course provides the background necessary for understanding the role of information systems in organizations and for using computer tools and technology in solving business problems. Topics include organization and technical foundations of information systems; theory of design of information, database, and network systems; e-commerce and supply chain systems; and information network security management. Microsoft Excel, Access and Project are used to demonstrate selected topical concepts. Prerequisite: Eligibility for ENG* 101. 3 credits

CST* 250: Web Design and Development II
This course is for students who have a solid background in XHTML and CSS and who want to learn more about the intricacies of creating dynamic websites using advanced design concepts and client-side programming tools such as Javascript, advanced CSS and DHTML. XML is also outlined. Students will gain an understanding of what is involved in building and maintaining an interactive, commercial website on various browser platforms. Prerequisite: CST* 150 and CSC* 124 or CSC* 125 or CSC* 205 or EGR* 230 or permission of instructor. 3 credits

COMPUTER SCIENCE

CJS* 102: Introduction to Corrections
(Formerly CJ 114)
An introduction to the correctional system in the United States and other allied countries. Emphasis will be placed on the role of corrections in our society and criminal justice system as a whole. Prerequisite: eligibility for ENG* 093. 3 credits

CST* 101: Introduction to Computers
This course introduces addiction counseling by exploring areas and functions of a substance abuse counselor, an historical perspective of addiction and treatment, models of addiction, other addictions such as gambling, family issues with addiction, current and past treatment and prevention methods and an overview of drugs of abuse. It also covers unique sociological and public health issues in the field of addiction such as HIV and cultural considerations in assessment and treatment. Prerequisites: DARC majors must pass this course with a grade of “C” or better and eligibility for ENG* 066. 3 credits

DAR* 158: Biology of Addiction
Students will study the pharmacodynamics and pharmacokinetics of drugs and alcohol on various systems in the body. Students will get an understanding of the classification of drugs and will examine the short and long term consequences of alcohol and/or drug use, abuse and dependence on the body. Students will also be introduced to the process neurotransmission and how this process effects addiction. Prerequisites: DAR majors must pass this course with a grade of “C” or better and eligibility for ENG* 101. 3 credits

COURSE DESCRIPTIONS

COM* 154/ART* 206: Film Study and Appreciation/Film Study
(Formerly COMM 171/FA 171: Film Study and Appreciation)
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught. Prerequisite: eligibility for ENG* 101. 3 credits

COM* 173: Public Speaking
(Formerly COMM 213: Effective Speaking)
This course is designed to encourage students to develop their speaking and listening skills in order to become more confident communicators. The course introduces students to communication as an interactive process and emphasizes developing effective public presentation skills. Instruction stresses organization, research, writing, delivery and audience adaptation. Prerequisite: eligibility for ENG* 093. 3 credits

CSC* 101: Introduction to Computers
This transferable course is designed for the individual who wants to build upon their current computer skills and become more productive with technology. An overview of today’s technologies, their importance and how they converge will be discussed. Students will be exposed to specific topics including the fundamentals of the World Wide Web, networking, digital media, computer programming, productivity software, and issues of personal responsibility as they relate to technology. Prerequisites: eligibility for MAT* 095 and ENG* 101. 3 credits.

CSA* 105: Introduction to Software Applications
This hands-on introductory course is designed for the student interested in learning to use the personal computer as a productive tool. Course content includes the fundamentals of Windows, Word, Excel, Access, PowerPoint and the internet. 3 credits

CST* 114: Web Essentials
(Formerly CST 114)
This course provides students of all disciplines with the skills needed to become a proficient and informed user on the web. Students will learn how to navigate through current web technologies such as Web 2.0 and cloud computing, apply advanced search techniques for research purposes, create a basic web page using a web authoring program, and apply these skills to the workplace or their career disciplines. 2 credits

CST* 150: Web Design & Development I
This course is designed to deliver the fundamentals for designing and building web pages. The core technologies of the XHTML markup language along with an introduction to cascading style sheets (CSS), and web multimedia are introduced to help students build navigable web pages. Various stages of effective web page planning and analysis can also be expected. Various browsers will be used for this class. Strong file management skills and some knowledge of HTML are helpful. Prerequisite: Any CSC*, CSA*, or CST* course. 3 credits

CST* 201: Introduction to MIS
This course provides the background necessary for understanding the role of information systems in organizations and for using computer tools and technology in solving business problems. Topics include organization and technical foundations of information systems; theory of design of information, database, and network systems; e-commerce and supply chain systems; and information network security management. Microsoft Excel, Access and Project are used to demonstrate selected topical concepts. Prerequisite: Eligibility for ENG* 101. 3 credits

CST* 250: Web Design and Development II
This course is for students who have a solid background in XHTML and CSS and who want to learn more about the intricacies of creating dynamic websites using advanced design concepts and client-side programming tools such as Javascript, advanced CSS and DHTML. XML is also outlined. Students will gain an understanding of what is involved in building and maintaining an interactive, commercial website on various browser platforms. Prerequisite: CST* 150 and CSC* 124 or CSC* 125 or CSC* 205 or EGR* 230 or permission of instructor. 3 credits

COMPUTER SCIENCE

CSC* 101: Introduction to Computers
This course introduces addiction counseling by exploring areas and functions of a substance abuse counselor, an historical perspective of addiction and treatment, models of addiction, other addictions such as gambling, family issues with addiction, current and past treatment and prevention methods and an overview of drugs of abuse. It also covers unique sociological and public health issues in the field of addiction such as HIV and cultural considerations in assessment and treatment. Prerequisites: DARC majors must pass this course with a grade of “C” or better and eligibility for ENG* 066. 3 credits

DAR* 101: Public Health Issues Abuse and Addiction
This course introduces addiction counseling by exploring areas and functions of a substance abuse counselor, an historical perspective of addiction and treatment, models of addiction, other addictions such as gambling, family issues with addiction, current and past treatment and prevention methods and an overview of drugs of abuse. It also covers unique sociological and public health issues in the field of addiction such as HIV and cultural considerations in assessment and treatment. Prerequisites: DARC majors must pass this course with a grade of “C” or better and eligibility for ENG* 066. 3 credits

DAR* 158: Biology of Addiction
Students will study the pharmacodynamics and pharmacokinetics of drugs and alcohol on various systems in the body. Students will get an understanding of the classification of drugs and will examine the short and long term consequences of alcohol and/or drug use, abuse and dependence on the body. Students will also be introduced to the process neurotransmission and how this process effects addiction. Prerequisites: DAR majors must pass this course with a grade of “C” or better and eligibility for ENG* 101. 3 credits

CRIMINAL JUSTICE

CJS* 102: Introduction to Corrections
(Formerly CJ 114)
An introduction to the correctional system in the United States and other allied countries. Emphasis will be placed on the role of corrections in our society and criminal justice system as a whole. Prerequisite: eligibility for ENG* 093. 3 credits

DRUG AND ALCOHOL RECOVERY COUNSELOR

DAR* 101: Public Health Issues Abuse and Addiction
This course introduces addiction counseling by exploring areas and functions of a substance abuse counselor, an historical perspective of addiction and treatment, models of addiction, other addictions such as gambling, family issues with addiction, current and past treatment and prevention methods and an overview of drugs of abuse. It also covers unique sociological and public health issues in the field of addiction such as HIV and cultural considerations in assessment and treatment. Prerequisites: DARC majors must pass this course with a grade of “C” or better and eligibility for ENG* 066. 3 credits

DAR* 158: Biology of Addiction
Students will study the pharmacodynamics and pharmacokinetics of drugs and alcohol on various systems in the body. Students will get an understanding of the classification of drugs and will examine the short and long term consequences of alcohol and/or drug use, abuse and dependence on the body. Students will also be introduced to the process neurotransmission and how this process effects addiction. Prerequisites: DAR majors must pass this course with a grade of “C” or better and eligibility for ENG* 101. 3 credits

EARTH SCIENCE

EAS* 106: Natural Disasters
This course provides an introduction to the causes, occurrence and consequences of natural disasters. Students will analyze the physical causes as well as the distribution and frequency of disasters such as earthquakes, volcanoes, hurricanes, floods and extraterrestrial impacts. Case studies will include local and regional examples of historical and recent disasters. The course will focus on naturally-occurring disasters, but will also consider the role of human activities in both contributing to and mitigating natural disasters. Prerequisite: Eligibility for ENG* 101. 3 credits
### ECONOMICS

**ECN* 101: Principles of Macroeconomics**  
(Formerly ECON 101: Macroeconomics)  
This course covers determinants of the level of national economic activity, employment and prices, fiscal and monetary policies, international economics, and payment mechanisms. Prerequisite: eligibility for ENG* 101. 3 credits

### ENGINEERING

**EGR* 111: Introduction to Engineering**  
(Formerly ENGR 111)  
Students will be introduced to the fields of engineering through design and graphics and comprehensive engineering projects. Topics include: sketching, charts, graphs, forces, energy, electrical circuits, mechanisms, robotics, manufacturing technologies, and fundamentals of engineering economics. Prerequisite: MAT* 138 or MAT* 139 or a satisfactory score on mathematics assessment test. 3 credits

### ENGLISH

**ENG* 093: Introduction to College Reading and Writing**  
(Formerly ENG 098: Preparatory College Reading and Writing III)  
This course is designed for students who need to develop further their capabilities in language use—reading, writing, thinking, and speaking—to prepare them for the kinds of assignments they will be asked to complete in ENG* 101 and beyond. Students will read, discuss, think, and write about a number of topics. Note: A grade of “C” or better in ENG* 093 is required to take ENG* 101. Prerequisite: ENG 096 (pre-fall 2003) or ENG* 066 (fall 2003 and after) with a grade of “C” or better, or placement via assessment test. No credit

**ENG* 101: Composition**  
(Formerly ENG 111: College Reading and Writing)  
This course is designed to introduce students to “the language of the academy” — that is, to the complex literacies of reading, writing, thinking, and speaking required of college students regardless of their area of specialization. ENG* 101 also introduces students to the specific requirements and standards of academic writing, including essay format, voice, and organizational strategies. Note: A grade of “C” or better in ENG* 101 is required to take ENG* 110 or ENG* 200. Prerequisite: ENG* 093 with a grade of “C” or better, or placement via assessment test. 3 credits

**ENG* 110: Introduction to Literature**  
(Formerly ENG 120)  
This course is an introduction to the thematic and formal elements of literatures of diverse cultures, with an emphasis on fiction, poetry, drama, and the essay, with the aim of developing interpretive reading and writing skills. Prerequisite: ENG* 101 with a grade of "C“ or better. 3 credits

### ENVIRONMENTAL SCIENCE

**EVS* 100: Introduction to Environmental Science**  
(Formerly EVSC 100)  
An introduction to the problems of physical resources management and aspects of ecological concern in our natural environment, with emphasis on our demand for energy, the consumption of our natural resources, resource pollution, climate changes, land use planning, and waste management. Alternate sources of energy are explored. Prerequisite: Eligibility for ENG* 101. 3 credits

### HEALTH

**HLT* 151: Health and Wellness Promotion**  
(Formerly SSC* 110: Health and Wellness Principles)  
A survey of contemporary health concepts and concerns that affect life style. Students will learn to apply these concepts by assessing their own level of fitness. Topics include: disease in the United States, health models, fitness, nutrition, stress, drugs, alcohol, tobacco, alternative medicine and the concept of self care. 3 credits

### HISTORY

**HIS* 101: Western Civilization I**  
(Formerly HIST 101: Western Civilization to the Reformation)  
An examination of major themes in the development of Western Civilization from the earliest historical beginnings. Topics include: Ancient Middle East, Greece and Rome, Medieval and Renaissance Europe. Prerequisite: Eligibility for ENG* 101. 3 credits

**HIS* 102: Western Civilization II**  
(Formerly HIST 102: Western Civilization Since the Reformation)  
This course examines the history of Western Civilization from the Protestant Reformation to the Cold War. HIS* 101 and HIS* 102 need not be taken in sequence. Prerequisite: eligibility for ENG* 101. 3 credits

**HIS* 201: United States History I**  
(Formerly HIST 201)  
The course represents a social, political and economic survey of America beginning before the arrival of Columbus and continuing to 1877 through an analysis of the transformation from Native American to Anglo-American society, from sectionalism to national unity, from westward expansion to urban development and an examination of the forces shaping American thinking and society. Other topics will feature race, ethnicity, women and family issues. Prerequisite: eligibility for ENG* 101. 3 credits

**HIS* 202: United States History II**  
(Formerly HIST 202)  
The course represents a social, political and economic survey of the United States from 1877 to the present through an analysis of the growth of transportation, industrialization, urbanization, technology and imperialism, and an analysis of their effects in shaping American thinking and society. The discussion will also feature women’s suffrage, civil rights, and ethnic and minority issues. Prerequisite: eligibility for ENG* 101. 3 credits
# COURSE DESCRIPTIONS

## MATHEMATICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>MAT* 109</td>
<td>Quantitative Literacy</td>
<td>(Formerly MATH 110)</td>
<td>Selected topics in mathematics chosen to satisfy the General Studies program requirement in mathematics. A course designed to demonstrate the fundamental nature of mathematics and its applications in modern life through an introduction to the concepts of statistics. Topics include random sampling, design of surveys and experiments, information from samples, confidence intervals, elementary probability, examining numbers and data critically, graphing and data analysis, written discussion of numerical analysis, and simulation. A TI-30 XIs or TI-83+ or TI-84+ graphing calculator is required. Applications considered throughout. Prerequisites: &quot;C&quot; or better in MAT* 095 or 096 or placement by mathematics assessment test and eligibility for ENG* 093. May not be taken for credit if credit already received for MAT* 165. 3 credits</td>
</tr>
<tr>
<td>MAT* 138</td>
<td>Intermediate Algebra: A Modeling Approach</td>
<td>(Formerly MATH 102: Mathematical Modeling III: Advanced Algebraic Concepts)</td>
<td>A mathematical modeling course centered around the study of functions. Polynomial functions with special attention to linear, quadratic and power functions; rational with attention to the reciprocal function; square root, absolute value, piecewise and exponential functions are studied. A TI-83+ or TI-84+ graphing calculator is required and used throughout. Prerequisites: &quot;C&quot; or better in MAT* 096 or MAT* 095, or placement by mathematics assessment test and eligibility for ENG* 093. No credit if already completed MAT* 158 or any higher numbered math course. 3 credits</td>
</tr>
<tr>
<td>MAT* 146</td>
<td>Math for Liberal Arts</td>
<td>(Formerly MATH 106: Elements of Modern Mathematics)</td>
<td>An introduction to contemporary mathematics for students of science, social science and the liberal arts. Topics may include: sets and deductive reasoning, inductive reasoning, logic, counting techniques, social choice and decision making, management science and the nature of geometry—growth and symmetry. Applications are considered throughout. A TI-83+ or TI-84+ graphing calculator is required. Prerequisites: &quot;C&quot; or better in MAT* 138 or MAT* 139 or placement by mathematics assessment test, and eligibility for ENG* 093. 3 credits</td>
</tr>
<tr>
<td>MAT* 172</td>
<td>College Algebra</td>
<td></td>
<td>This course is a thorough and rigorous treatment of the algebraic skills needed to be successful in the Calculus sequence. The course will cover sets, functions, simplifying expressions, solving equations, linear functions, linear systems, polynomials, exponential functions, logarithmic functions, complex fractions, radical expressions, complex numbers and quadratic functions. Focus will be on gaining proficiency with algebraic skills. Prerequisites: &quot;C&quot; or better in MAT* 138 or MAT* 139, or placement by mathematics assessment test, and eligibility for ENG* 093. 3 credits</td>
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## METEOROLOGY

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<tr>
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<tbody>
<tr>
<td>MET* 101</td>
<td>Meteorology</td>
<td>(Formerly MTEO 110: Introduction to Meteorology)</td>
<td>An introduction to the principles of atmospheric behavior, with emphasis on atmospheric motion, general circulation, air masses and frontal systems, clouds and precipitation, and their relation to climate and weather formations. Prerequisite: eligibility for ENG* 101. 3 credits</td>
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## PHILOSOPHY

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<tbody>
<tr>
<td>PHL* 101</td>
<td>Introduction to Philosophy</td>
<td>(Formerly PHIL 201)</td>
<td>Development of personal views on the fundamental issues of human existence: the nature of reality, the nature of the human person, knowing and thinking, freedom, basis of morality, aesthetics, the philosophical basis of political systems, and God’s existence. Prerequisite: eligibility for ENG* 101. 3 credits</td>
</tr>
<tr>
<td>PHL* 111</td>
<td>Ethics</td>
<td>(Formerly PHIL 203)</td>
<td>The fundamentals and principles of ethics: moral conscience, good and evil, values, norms, ethical judgment, major ethical systems, punishment, religion and ethics. Contemporary problems with case studies; in particular, issues of environmental and bio-medical ethics. Prerequisite: eligibility for ENG* 101. 3 credits</td>
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## POLITICAL SCIENCE

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<tbody>
<tr>
<td>POL* 112</td>
<td>State and Local Government</td>
<td>(Formerly PLSC 112)</td>
<td>The forms, functions, processes and problems of state and local government in the United States, with special emphasis on Connecticut state government. Prerequisite: eligibility for ENG* 101. 3 credits</td>
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## PSYCHOLOGY

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<tbody>
<tr>
<td>PSY* 111</td>
<td>General Psychology I</td>
<td></td>
<td>The purpose of this course is to introduce students to the discipline of psychology and to the evolving body of knowledge that has been produced by this discipline. It surveys basic topic areas within psychology including psychology's history &amp; scientific origins, the physiological correlates of experience and behavior, human development, learning, memory, thinking, intelligence, personality, and motivation and emotion. Prerequisite: eligibility for ENG* 101. 3 credits</td>
</tr>
<tr>
<td>PSY* 201</td>
<td>Life Span Development</td>
<td>(Formerly PSYC 124: Developmental Psychology)</td>
<td>A survey of physical, cognitive, social and emotional changes as they are influenced by heredity and environment from conception to death. Prerequisite: PSY* 111 with a grade of &quot;C-&quot; or better. 3 credits</td>
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## SOCIOMETRY

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<tbody>
<tr>
<td>SOC* 101</td>
<td>Principles of Sociology</td>
<td>(Formerly SOC 101: Introduction to Sociology)</td>
<td>The goal of this course is for students to gain the knowledge and ability to critically examine and understand social issues impacting their community and the world. This course introduces students to the sociological study of community and culture, deviance and crime, diversity and inequalities, and globalization and social change. Depending on the instructor, this course often includes a service-learning project in which students learn sociology while also serving their community by volunteering at nonprofit community organizations (e.g., Habitat for Humanity, Foodshare, mentoring youth, environmental projects, food pantries, homeless shelters, etc). Prerequisite: eligibility for ENG* 101. 3 credits</td>
</tr>
<tr>
<td>SOC* 210</td>
<td>Sociology of the Family</td>
<td>(Formerly SOC 231: Marriages and Families)</td>
<td>This course will explore the complexity and diversity of the contemporary family and other intimate relationships. Topics for this course include mate selection, gender roles, sexuality, communication, power and conflict, family violence, parenthood, work/family interaction, and diverse family arrangements. Prerequisite: eligibility for ENG* 101. 3 credits</td>
</tr>
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</table>
What do I need to do to apply to Manchester Community College?

Step 1. Complete the application form.

Step 2. Pay the $20 application fee:

- New/Transfer Students – must submit a $20 non-refundable, one-time fee payable to MCC
- Readmit, College Career Pathways & High School Partnership Students – no payment necessary.

Step 3. Submit Measles, Mumps, Rubella and Varicella (Chicken Pox) Immunizations Information:

Students born after December 31, 1956: Connecticut State Law requires that all full-time (degree seeking and non-degree/non-matriculating) and part-time matriculating students enrolled in postsecondary schools be adequately protected against measles, mumps, rubella and varicella. Students must have documentation of two (2) doses of each vaccine administered before they will be permitted to register. The first dose must be given on or after the first birthday and the second at least one (1) month later to insure adequate immunization. Further information is available in the Registrar’s office.

Step 4. Submit Proof of High School, GED or College Completion:

- New students currently enrolled in high school should wait until they have graduated to submit an official transcript, which includes the date of graduation, or bring into the Admissions office their diploma as proof of high school completion.
- New students not currently enrolled in high school must submit proof of high school completion by either submitting a high school transcript with the date of completion upon it or produce the actual high school diploma and present it to the Admissions office in person. Official GED results or the actual GED certificate is considered proof of GED completion.
- New students that have graduated from college must submit proof of high school completion, GED completion or college completion. Official transcripts from a college or university with the date of graduation upon it or actual college diploma are considered proof of college completion.

All students must provide proof of immunization and high school completion to be placed in an academic program of study (matriculation). Without such proof, the student will not be able to graduate or receive financial aid.

Once I provide this information, what happens next?

Step 1. Receive an Acceptance Letter:

Within 14 days of MCC’s receipt of application, you will receive an email and a letter of acceptance that will include a Banner Student ID and NetID and details of the next steps in the enrollment process.

Step 2. Take the Assessment Test:

The acceptance letter will include your Banner ID, and instructions on scheduling the assessment test and advising appointment. Appointments are necessary and seating is limited. Please go to www.mcc.commnet.edu and navigate to Admissions/Assessment to schedule a test time. Please contact the Testing Center at 860-512-3304 if you do not have internet access.

Many students may be exempt from taking the test; please call 860-512-3229 for exemption criteria. Exemptions must be approved prior to entering the testing room. If you are exempt from taking the math and English assessment test and would like to meet with an advisor for course or program information, please call the Counseling Center at 860-512-3320 to schedule an appointment.

Step 3. Meet with an Academic Advisor:

The college strongly recommends that you meet with an advisor after your assessment test or after you submitted your SAT scores. Please go online to www.mcc.commnet.edu/ui/iss or call the Counseling Center at 860-512-3320 to schedule an appointment. The Counseling Center is located in room L108 in the Lowe Student Services Center.

Additional Information

- Financial aid: call 860-512-3380 or go to Lowe Student Services Center, room L177. To apply, go to www.fafsa.ed.gov
- High School Partnership Program: contact Cynthia Zeldner at 860-512-3214
- International students: contact Joe Mesquita at 860-512-3215 or email jmesquita@mcc.commnet.edu for F-1 student visas
- Transcript evaluation: contact Cynthia Zeldner at 860-512-3214
APPLICATION FOR ADMISSION

Applicant's Legal Name

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<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

Former Last Name(s)

<table>
<thead>
<tr>
<th>Social Security Number</th>
<th>Date of Birth</th>
<th>Gender: M/F</th>
</tr>
</thead>
</table>

(Mailing Address)

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</thead>
</table>

(Permanent Address)

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
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</table>

(Telephone)

<table>
<thead>
<tr>
<th>Home</th>
<th>Work</th>
<th>Cell</th>
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</thead>
</table>

(E-mail)

| (used for correspondence from the College) |

Have you ever attended this college?  □ Yes  □ No  If yes, when?

Have you previously attended a CT community college?  □ Yes  □ No  If yes, where?

For which semester are you applying?  □ Fall (Sept-Dec)  □ Spring (Jan-May)  □ Winter (Dec-Jan)  □ Summer (Jun-Jul)  Year

CITIZENSHIP

Are you a United States citizen?  □ Yes  □ No  If no, are you a permanent resident? (green card holder)  □ Yes  □ No

ETHNICITY/ RACE

Please provide the following ethnicity and race data. This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino?  □ Yes  □ No

What is your race?  Select one or more:

□ White (10)  □ Black or African American (20)  □ Asian (45)  □ American Indian or Alaskan Native (50)

□ Native Hawaiian or Other Pacific Islander (80)  □ Other (90)

FAMILY EDUCATIONAL BACKGROUND

Do either of your parents hold a bachelor's degree (4-year college degree) or higher?  □ Yes  □ No

MILITARY STATUS

Are you currently on active duty with the U.S. armed forces?  □ Yes  □ No (ACTD)

Are you currently a member of the National Guard or Reserve?  □ Yes  □ No (NGRE)

Have you ever served in the U.S. armed forces?  □ Yes  □ No (VET1)

Are you a dependent of a member of the U.S. armed forces?  □ Yes  □ No (VETD)

If you answered “Yes” to any of these questions, you may be entitled to benefits and you should meet with the college’s Veterans Certifying Official (VCO).

IN-STATE TUITION

1. I am eligible for in-state tuition because I have continuously resided in Connecticut for at least one year and Connecticut is my permanent home.  □ Yes  □ No

2. Even though I answered “No” to the question above, I claim and can demonstrate through documentation that I am eligible for in-state tuition.  □ Yes  □ No

Out-of-state students may be eligible for a reduced tuition rate through the New England Board of Higher Education (NEBHE) program. For details, see the college catalog or website.

3. □ Check here if applying under the New England Regional Student program offered through NEBHE.

If you answered “Yes” to question #2 or checked question #3, you must submit a “Declaration of Eligibility for In-State or NEBHE Tuition” for review and determination of eligibility.
MCC Degree and Certificate Majors and Codes

**CODES**  **ASSOCIATE DEGREE MAJORS**
B11BA07  Accounting, Career
B11BA05  Accounting & Business Administration, Transfer
B11BA06  Business Office Technology
B11BA45  – Administrative Assistant, Legal
B11BA46  – Administrative Assistant, Medical
B11BA44  – Administrative Assistant, Office
B11BA67  Business Administration, Career
B11BA70  – Entrepreneurship Option
B11BA53  Communication
B11BA54  – Journalism Option
B11BC08  Computer Engineering Technology
B11BC09  Computer Network Technology
B11BC10  Computer Programming Technology
B11BC11  Computer Science
B11BC12  Computer Technology
B11BB03  Criminal Justice
B11BA18  Culinary Arts
B11BB06  Disability Specialist
B11BB18  – Speech Language Pathology Assistant Option
B11BF01  Drug/Alcohol Recovery Counselor
B11BA06  Early Childhood Education
B11BA50  Engineering Science
B11BA30  Environmental Science
B11BB17  Foodservice Management
B11BB24  General Studies
B11BB27  Graphic Design
B11BB95  Health and Exercise Science
B11BA43  Hotel-Tourism Management
B12BB68  Liberal Arts and Science, A.A.
B11BB88  Liberal Arts and Science, A.S.
B11BB43  – Biology Sequence
B11BB45  – Chemistry Sequence
B11BB52  – Mathematics Sequence
B11BB54  – Physics Sequence
B11BB84  Management Information System
B11BB71  Manufacturing Engineering Science
B11BB72  Marketing
B12BA52  Multimedia Studies
B12BA71  – Computer Game Design Option
B12BC16  Music Studies
B11BB85  Occupational Therapy Assistant
B11BA47  Paralegal
B11BB86  Physical Therapist Assistant
B11BB88  Respiratory Care
B11BA51  Social Service
B11BB96  Surgical Technology
B11BF15  Technology Studies
B11BF15  – Computer-Aided Design Option
B11BF17  – Electronics Technology Option
B11BF12  – Engineering Technology Option
B11BF19  – Industrial Technology Option
B11BF20  – Lean Manufacturing & Supply Chain Management Option
B11BF13  – Technology Education Option
B11BF23  – Technology Management Option

**CODES**  **CERTIFICATE MAJORS**
B13BJ05  Accounting
B13BK03  Child Development Associate
B13BK11  Computer-Aided Design
B13BK10  Computer Maintenance Technology
B13BK07  Computer Network Technology
B13BK09  Computer Programming Technology
B13BJ10  Corrections
B13BJ75  Criminal Justice
B13BJ77  Culinary Arts
B13BJ82  Dental Assistant
B13BJ83  Desktop Publishing
B13BJ86  Disability Specialist
B13BJ30  Entrepreneurship/Small Business
B13BJ74  Fitness Specialist
B13BJ01  Food Store
B13BJ55  Forensic Science
B13BJ08  Gerontology
B13BK55  Health Career Pathway
B13BJ06  Homeland Security
B13BJ02  Hotel-Tourism
B13BN13  Lean Manufacturing
B13BJ13  Marketing
B13BJ14  Media Technology
B13BK02  Medical Insurance Specialist
B13BJ50  Medical Transcription
B13BJ03  Office Support Specialist
B13BJ53  Paralegal
B13BJ07  Personal Financial Planning
B13BJ87  Polysomnography
B13BK04  Professional Baker
B13BK05  Professional Cook
B13BJ51  Public Relations
B13BJ35  Social Service
B13BJ59  Speech Language Pathology Assistant
B13BN14  Supply Chain Management
B13BJ50  Sustainable Energy
B13BJ38  Taxation
B13BN15  Technology Management
B13BJ39  Therapeutic Recreation
B13BJ58  Web Technology

Manchester Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Affirmative Action and Staff Development Coordinator (Title IX and Section 504/ADA Coordinator), Manchester Community College; Great Path MS #2; Manchester, CT 06040; Lowe Student Services Center L-134c; 860-512-3107.
REGISTRATION INFORMATION

Four Ways to Apply and Register for Credit Extension Courses

1. By Mail
   Must be received at least five business days prior to start of requested course.
   If applicable, complete the MCC Application for Admission form for new students on pages 14-17. Complete the registration form on page 19. Please complete the entire form. Full payment must accompany each registration. Refer to fee schedule on page 4. Send your registration and payment to:
   Registrar’s Office
   Manchester Community College
   Great Path, MS #13
   P.O. Box 1046
   Manchester, CT 06045-1046
   Please mail the entire registration page!

2. In-Person
   If applicable, complete the MCC Application for Admission form for new students on pages 14-17. Complete the registration form on page 19. Please complete the entire form. Fees are payable in full at time of registration and may be paid at the Bursar’s Office in the Lowe Student Services Center, after registering for your course in the Lowe Building Registrar’s Office.

Make checks or money orders payable to "MCC."

3. By Fax: 860-512-3221
   If applicable, complete the MCC Application for Admission form for new students on pages 14-17. Complete the registration form on page 19 using Discover Card, MasterCard, or Visa only. Please complete the entire form.

4. Web Registration
   Returning students may register online using a Discover Card, MasterCard, or Visa only. If you are a returning student and know your Banner ID*, here’s how to register online:

   Login:
   - Go to http://my.commnet.edu
   - Login using your NetID and PIN (See “New NetID Users” information below)
   - Click on “STUDENT” Tab
   - Click on the “Student Self Service” channel

   Registering:
   - If prompted, select Manchester Community College from the list of colleges
   - Click on “Registration and Payment”
   - Click on “Register (add/drop) classes”
   - Go to Schedule Term to select the correct semester/year, then submit
   - Follow instructions in step 1 and 2
   - Click on “View Schedule” at the bottom of the page to confirm registration
   - Follow the prompts to initiate payment
   - Log off

* Banner ID numbers will be mailed (upon request) to returning students and cannot be given out over the phone.
** Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online. Please call 860-512-3220 for more information about Web registration.

New NetID Users
   - Your NetID is your Banner number plus@student.commnet.edu (i.e. a student with a Banner ID of @87654321, will have the following NetID: 87654321@student.commnet.edu)
   - Your initial password is made up of the following personal information:
     1. The first three characters of your birth month (with first letter capitalized)
     2. The “&” symbol
     3. The last four digits of your Social Security Number
     Example: a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct6789
   - You will then be prompted to change your password

Class Requirements
   For credit course prerequisites, see Course Descriptions, pages 9-12.

Textbooks/Bookstore Hours
   Textbooks and supplies can be purchased at the MCC Bookstore in the Lowe Student Services Center. The bookstore will be closed whenever the school is closed. For more information call 860-645-3140 or visit them on the web at: www.efollett.com

Credit Confirmation
   You will receive your course schedule print-out as a confirmation, with course location, within a week after we receive your registration form. Students who register in person will receive confirmation at that time. Your confirmation is necessary to purchase textbooks at the MCC Bookstore.

Late Registration
   Late registration will be accepted on a space-available basis by permission of the instructor.

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Credit Extension Course Registration Form
Print clearly in ink. Register one person per form. Photocopy form as needed.

Attention Students: Be sure to read the
Credit Extension refund policy on page 3 before you register!

NEW STUDENTS MUST FILL OUT AN MCC APPLICATION FOR ADMISSION
on Pages 14-17

<table>
<thead>
<tr>
<th>Applicant’s Name (last)</th>
<th>(first)</th>
<th>(middle)</th>
<th>Previous Name (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security # (for Student I.D.)</td>
<td>Banner ID#</td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Home Address (number and street, city/town, state, zip)</td>
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<tr>
<td>Telephone Number(s) (Home)</td>
<td>(Business)</td>
<td>Email address</td>
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<tr>
<td>CRN#</td>
<td>COURSE TITLE</td>
<td>DAY(S)/TIME</td>
<td>START DATE</td>
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</tbody>
</table>
| I hereby authorize the use of my
| Discover Card □ | MasterCard □ | Visa □ |
| Credit Card # | | |
| Cardholder name (print) | | |
| Cardholder signature | | |
| Relationship to student | | |
| Cardholder address | | |
| Cardholder phone | Exp. date (mo/yr) | |
| Total Fees: | | |
| New Student Application Fee: | | ($20 application fee must be paid by a separate check made payable to "MCC") |
| □ I acknowledge that I have read the Credit Extension refund policies on page 3. |
| Student Signature | Date |

Office Use Only
Regis. Special Receipt # Date

Attention Students: Be sure to read the Credit Extension refund policy on page 3 before you register!
Complete course requirements by attending classes scheduled on weekdays, weekends, or online during accelerated eight- and 12-week sessions.

New for Fall:
Online General Studies A.S. Degree. See page 7