3 easy steps to taking summer classes at MCC

Enroll Today!
manchestercc.edu
Welcome!
Hello and welcome to Manchester Community College.
We know that you have many choices in deciding where to pursue your education, so we thank you for choosing MCC. We created this guide to help you navigate the enrollment process for accelerated courses offered during the summer session.
This guide offers step-by-step instructions for enrolling in summer session courses, including: how to enroll in classes, important dates/deadlines, important contact information, MCC’s refund policy and answers to many commonly-asked questions.
Students from other colleges should check with their home college before registering to verify that credits from this program are transferable. There are no refunds after the allowable drop period. Daily attendance is a requirement.
We look forward to helping you navigate the enrollment process. Thank you for making MCC your college of choice this summer.
Sincerely,
Mick Pigott, MBA
Director of Business & Industry Services and Credit Extension Courses

Important Telephone Numbers

<table>
<thead>
<tr>
<th>Academic Offices</th>
<th>860-512-2660</th>
</tr>
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<tr>
<td>Liberal and Creative Arts</td>
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<td>Advising and Counseling Services</td>
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<td><strong>Bookstore</strong></td>
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<td>Disability Services</td>
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<td>Distance Learning Support</td>
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<td>Advising/Counseling</td>
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<td><strong>For more information</strong></td>
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Need Assistance

ADMISSIONS, REGISTRAR, FINANCIAL AID AND BURSAR’S OFFICE
Admissions ..................... ma-admissions@manchestercc.edu
860-512-3210
Registrar ...................... geninfo@manchestercc.edu
860-512-3220
Financial Aid .................. finaid@manchestercc.edu
860-512-3380
Bursar’s Office ............... geninfobursars@manchestercc.edu
860-512-3640

BOOKSTORE
Please visit the bookstore website for updated store hours:
www.mctc.bkstr.com
Important Dates

Summer 2020 Credit Extension Sessions

3-Week Morning Session: May 26–June 12
Friday, May 22  Last day to drop classes and receive a refund of tuition only
Monday, May 25  Memorial Day; college closed.
Friday, June 5  Last day to use audit option; last day to withdraw from classes without academic penalty

6-Week Day/Evening and Intensive Program Session I: May 26–July 2
Friday, May 22  Last day to drop classes and receive a refund of tuition only
Monday, May 25  Memorial Day; college closed.
Friday, June 5  Last day to use audit option
Friday, June 19  Last day to withdraw from classes without academic penalty

8-Week Day/Evening Session: June 8–July 31
Friday, June 5  Last day to drop classes and receive a refund of tuition only
Friday, June 19  Last day to use audit option
Friday, July 3  Independence Day observed; college closed.
Friday, July 17  Last day to withdraw from classes without academic penalty

6-Week Day/Evening Session: June 22–July 31
Friday, June 19  Last day to drop classes and receive a refund of tuition only
Thursday, July 2  Last day to use audit option
Friday, July 3  Independence Day observed; college closed.
Friday, July 17  Last day to withdraw from classes without academic penalty

6-Week Day/Evening and Intensive Program Session II: July 6–August 14
Thursday, July 2  Last day to drop classes and receive a refund of tuition only
Friday, July 3  Independence Day observed; college closed.
Friday, July 17  Last day to use audit option
Friday, July 31  Last day to withdraw from classes without academic penalty

Work Experience, By Arrangement and Special Session Courses
See refund and withdrawal policies on page 27-28
See audit policy on page 30

Tuition and Fees

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

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* Non-Refundable fee
** Per course; level determined by additional contact hours
*** Per course, where applicable
Apply for admission

What Do I Need to Do?

NEW STUDENTS
Never attended another college
1. Complete Application for Admission
   Go to manchestercc.edu/enrollment
2. Send high school transcript and/or SAT scores
   to ma-admissions@manchestercc.edu
3. Register through myCommNet
   See instructions on page 26.
4. Finalize payment at Bursar’s Office

TRANSFER STUDENTS
Attended another college
1. Apply for admission
2. Apply and follow up with financial aid
3. Submit all prior college transcripts
   • Official for transfer of credits
   • Unofficial for proof of prerequisite(s)
4. Meet with an advisor
   Transcripts must be reviewed by Admissions before meeting
   with an advisor if not from a Connecticut community college
5. Register for classes
6. Finalize payment at Bursar’s Office

NON-DEGREE SEEKING STUDENTS
Taking summer session classes only
1. Apply for admission
2. Provide proof of eligibility for classes
   unofficial transcripts, SAT, assessment results, etc.
3. Register for classes
4. Finalize payment at Bursar’s Office
Register for classes

Students may register online or in person. Registration and full payment must be received at least five business days prior to the start of the requested course.

How to Register for Credit Extension Courses

1. **Online** (preferred option)
   - [http://my.commnet.edu](http://my.commnet.edu)
   - See instructions on page 26.

Please see refund policy on pages 27-28.
Credit Extension Course Payment

Credit Extension courses require full payment of tuition and fees at the time of registration.

Students who do not want to take a course once they have registered for it must submit an Add/Drop form to the Registrar’s office, whether or not payment has been made. If a student cannot afford to make a payment and/or is no longer interested in taking classes once registered, it is their sole responsibility to drop those courses. If a student does not drop the unwanted course before the refund deadline, they will be obligated to pay for the class whether or not they attend. To drop a course, visit http://my.commnet.edu or visit the Registrar’s office in the Student Services Center. Please be sure to read the refund policies at manchestercc.edu/refund.

Failure to pay the tuition and fees by the appropriate date may result in cancellation of registration. However, it is the student’s responsibility to drop the course if they don’t pay for it. Students whose classes are canceled for non-payment will need to re-register on a space-available basis when able to pay the tuition and fees.

Seniors and veterans, please note: There are no tuition waivers; Connecticut Tuition Waiver and National Guard Waiver do not cover Credit Extension courses.

Payment Information

A $25 returned check fee will be charged to students for any check returned for insufficient funds or stop payments.

Payments may be made at the Bursar’s office (Student Services Center, first floor) during regular office hours. Tuition can also be paid by mail or online at http://my.commnet.edu. For more information, contact the Bursar’s office at 860-512-3640.

Acceptable payment methods for tuition are cash, check or credit card (American Express, Discover Card, MasterCard or Visa).

Financial Aid

Please check with the Financial Aid office for current financial aid information at 860-512-3380 or finaid@manchestercc.edu.

BURSAR’S OFFICE HOURS

Monday, Wednesday, Thursday .................... 9:00 a.m.-3:30 p.m.
Tuesday ................................................. 9:00 a.m.-7:00 p.m.
Friday ..................................................... 9:00 a.m.-1:00 p.m.

Textbooks/Bookstore Hours

Textbooks and supplies can be purchased at the MCC Bookstore located on the first floor of the Student Services Center. To ensure purchase of the correct textbooks, bring your course schedule printout with you when buying books. Last day for summer book rental returns will be Friday, August 14, 2020.

The Bookstore will be closed whenever the college is closed. For more information and store hours, call 860-645-3140 or visit the bookstore website: www.mctc.bkstr.com.
Summer Credit Extension Course Schedule

3-Week Morning Session: May 26–June 12

Classes Start: Tuesday, May 26
Classes End: Friday, June 12

<table>
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<tr>
<th>CRN</th>
<th>Subject/#</th>
<th>Title</th>
<th>Credit Hrs</th>
<th>Days</th>
<th>Time</th>
<th>Build/Wing/Rm</th>
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Choose either ART* 206 or COM* 154

See page 30 for information about online courses and distance learning
### 6-Week Day/Evening & Intensive Program Session I: May 26–July 2

**Classes Start:** Tuesday, May 26  
**Classes End:** Thursday, July 2  
**Final Exams:** Last scheduled class period unless otherwise noted

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<th>CRN</th>
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<th>Title</th>
<th>Credit Hrs</th>
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*Choose either BMG* 210 or PSY* 247*

*See page 30 for information about online courses and distance learning*
# 8-Week Day/Evening Session: June 8–July 31

**Classes Start:** Monday, June 8  
**Classes End:** Friday, July 31  
**No classes Friday, July 3 (Independence Day observed; college closed)**  
**Final Exams:** Last scheduled class period unless otherwise noted

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<th>CRN</th>
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*Choose either ART* 206 or COM* 154

See page 30 for information about online courses and distance learning.
### 8-Week Day/Evening Session: June 8–July 31

**Classes Start:** Monday, June 8  
**Classes End:** Friday, July 31  
**No classes Friday, July 3 (Independence Day observed; college closed)**  
**Final Exams:** Last scheduled class period unless otherwise noted

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See page 30 for information about online courses and distance learning
6-Week Day/Evening Session: June 22–July 31

Classes Start: Monday, June 22
Classes End: Friday, July 31
No classes Friday, July 3 (Independence Day observed; college closed)
Final Exams: Last scheduled class period unless otherwise noted

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Choose either ART* 206 or COM* 154

See page 30 for information about online courses and distance learning
### 6-Week Day/Evening & Intensive Program Session II: July 6–August 14

**Classes Start:** Monday, July 6  
**Classes End:** Friday, August 14  

**Final Exams:** Last scheduled class period unless otherwise noted

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Choose either ART* 206 or COM* 154

Choose either BMG* 210 or PSY* 247

See page 30 for information about online courses and distance learning
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See page 30 for information about online courses and distance learning.
Accounting

ACC* 115: Financial Accounting
4 Credits
(Formerly ACCT 101)
The study and interpretation of accounting information as a basis for financial statement analysis and management decision-making. Topics include the theory and practice of accounting applications as they relate to the accumulation, external reporting and external uses of financial accounting information.
Prerequisites: Eligible for ENG* 101 and MAT* 095 or higher

ACC* 117: Principles of Managerial Accounting
3 Credits
Basic concepts and practice of accounting's role in providing information to managers to assist in their planning, control and decision-making activities. Topics include cost accounting, cost behavior relationships, analyses for managerial decisions and the budget process.
Prerequisites: Eligible for ENG* 101 and MAT* 095 or higher, and completion of ACC* 115 with a 'C-' or higher

ACC* 290: Cooperative Education/Work Experience
3 Credits
(Formerly ACCT 270)
This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including corporations, small businesses and state offices.
Prerequisites: 15 completed credit hours in the Accounting program including ACC* 115, ACC* 118, and ACC* 275

Anthropology

ANT* 101: Introduction to Anthropology
3 Credits
(Formerly ANTH 101)
This course will present the evolution of the human species and human culture through fossil, ethnographic, and genetic insight. It seeks to explain the similarities and differences between all humans and other primates. It takes the student from cave paintings in southern France to a dig in the Sinai Desert, from an extinct volcanic crater in Africa to a shamanistic dance in Nepal to a political feast in the Amazon. It does all this in search of answers to that elusive question at the core of all anthropological research: What does it mean to be human?
Prerequisites: Eligibility for ENG* 101

Art

ART* 101: Art History I: Prehistory to the Renaissance
3 Credits
(Formerly FA 101)
The history and appreciation of fine arts (painting, sculpture, architecture, etc.) from prehistoric through medieval eras. Outside reading and visits to galleries and museums are required.
Prerequisites: Eligibility for ENG* 101

ART* 102: Art History II: Renaissance to the Modern Era
3 Credits
(Formerly FA 102)
The history and appreciation of fine arts (painting, sculpture, architecture, etc.) from the Renaissance through the 20th century. Outside reading and visits to galleries and museums are required.
Prerequisites: Eligibility for ENG* 101

ART* 206: Film Study
3 Credits
(Formerly FA 171)
The viewing, discussion and analysis (written and oral) of representative films from the early years of the industry to the present will be taught.
Prerequisites: Eligibility for ENG* 101

See also COM* 154: Film Study and Appreciation

ART* 292: Cooperative Education
3 Credits
(Formerly FA 270)
This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their programs of study including corporations, publishing/graphic design firms and newspapers.
Prerequisites: 15 completed credit hours in Graphic Design

Astronomy

AST* 101: Principles of Astronomy
3 Credits
(Formerly ASTR 110)
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.
Prerequisites: "C" or better in MAT* 095, or eligibility for MAT* 138
### Biology

**BIO* 105: Introduction to Biology**  
4 Credits  
(Formerly BIO 100)  
This course is a study of the fundamental principles of biology as they relate to current issues. It may be used to fulfill the general education natural and physical science requirement, and is recommended for students who do not need a full year of laboratory biology. No dissection is required. Class: 3 hours per week. Laboratory: 3 hours per week.  
Prerequisites: Eligibility for ENG* 101

**BIO* 111: Introduction to Nutrition**  
3 Credits  
(Formerly BIO 114)  
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. Not open to students who have completed BIO* 112.  
Prerequisites: Eligibility for ENG* 101

**BIO* 115: Human Biology**  
4 Credits  
(Formerly BIO 112)  
This course is an introduction to the structure and function of the human body. Various organ systems will be discussed with an emphasis on how they maintain homeostasis. The lab will include some dissection. Students who have passed a higher level human anatomy and physiology course will not receive credit for this course. Class: 3 hours per week. Laboratory: 3 hours per week.  
Prerequisites: Eligibility for ENG* 101

**BIO* 211: Anatomy and Physiology I**  
4 Credits  
(Formerly BIO 152)  
The anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems are discussed and explored including the appropriate laboratory investigations which include some dissection. Class: 3 hours per week. Laboratory: 3 hours per week.  
Prerequisites: BIO* 121, or BIO* 115, or CHE* 111, and eligibility for ENG* 101.

**BIO* 212: Anatomy and Physiology II**  
4 Credits  
(Formerly BIO 153)  
The anatomy and physiology of the endocrine, digestive, respiratory, cardiovascular, lymphatic, urinary and reproductive organ systems are discussed and explored including appropriate laboratory investigations which include some dissection. Class: 3 hours per week. Laboratory: 3 hours per week.  
Prerequisites: Completion of BIO* 211 with a grade of C or higher

**BIO* 235: Microbiology**  
4 Credits  
(Formerly BIO 141)  
This course is designed to provide students with an introduction to microbiology. Students will learn the fundamentals of microbiology, survey the world of microbial organisms, and study the interactions between microbes, their hosts, and their effects on the environment. There will also be laboratory exercises each week that will teach the basics of handling, culturing, and identifying microbes  
Prerequisites: BIO* 105, BIO* 115, BIO* 121 or BIO* 211, and CHE* 111 or higher, and ENG* 101 with a grade of “C” or better in all prerequisites.

### Business, Finance

**BFN* 111: Financial Literacy**  
3 Credits  
BBG* 108  
This course will teach students essential decision-making skills they must apply and use to become wise and knowledgeable consumers, savers, investors, users of credit, money managers, citizens, and members of a global workforce and society. This course will use a “hands-on” instructional approach involving techniques such as problem solving, reasoning, simulation, and direct application of the included concepts to the world in which students live. The course is designed to incorporate concepts and skills from mathematics, language arts, social science, applied technology, and character education. (This class may not be used for credit towards program requirements for all business and accounting majors).

**BFN* 201: Principles of Finance**  
3 Credits  
A study of the principles and techniques of financial management, covering money and capital markets, financial analysis, working capital management, long term financing, time value of money, risk, leverage, and cost of capital.  
Prerequisites: Eligibility for ENG* 101 and completion of ACC* 117 or ACC* 118 with a ‘C’ or better

### Business, General

**BBG* 101: Introduction to Business**  
3 Credits  
(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.
BBG* 234: Legal Environment of Business
3 Credits
This course introduces the student to the structure of the American legal and regulatory systems and their impact on the operations of American business. Ethics and social responsibility are examined from many perspectives, including that of decision-makers and stakeholders. Major aspects of government regulation of business are explored, including product liability, employment and labor law, agency, and business organizations. The course also examines fiduciary duties and tort and criminal liability.
Prerequisites: Eligibility for ENG* 101

BBG* 295: Co-op Work Experience I
3 Credits
(Formerly BUS 270)
This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including corporations, small businesses, financial institutions and governmental agencies.
Prerequisites: 15 completed credit hours in Business Administration, Accounting, Computer Information Systems or Marketing programs.

Business, Management

BMG* 202: Principles of Management
3 Credits
(Formerly BMG 101)
This course is an analysis of principles, techniques and the major functions (planning, organizing, and leading) of business enterprise management.
Prerequisites: Completion of ENG* 101 with C- or better

BMG* 204: Managerial Communication
3 Credits
(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.
Prerequisites: Completion of ENG* 101 with C- or better

BMG* 210: Organizational Behavior
3 Credits
(Formerly BUS 240)
The study of people and groups in organizations. Includes the study of team effectiveness, learning styles, communications, motivation, conflict, the evaluation of behavior through the use of web based applications. Orientation is toward the development of personal effectiveness in dealing with others.
Prerequisites: Completion of ENG* 101 with C- or better

See also PSY* 247: Industrial and Organizational Psychology

Business, Marketing

BMK* 201: Principles of Marketing
3 Credits
(Formerly BUS 121)
This course covers marketing methods and institutions, including analysis and interrelationship of the marketing mix. Application of basic management and marketing strategy planning methods, and performance computations related to marketing efficiency are also covered.
Prerequisites: C- or higher in ENG* 101 and in ACC* 115 or permission of instructor

Business Office Technology

BOT* 180: Medical Terminology
3 Credits
(Formerly BOT 241)
Introduction and mastery of medical terminology with understanding of word building systems. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. Emphasis on anatomy and physiology of body structure and functions, along with an understanding of signs and symptoms leading to diagnostic and acceptable treatment procedures. BOT Lab or online instruction.
Prerequisites: None

BOT* 296: Cooperative/Work Experience
3 Credits
(Formerly BOT 270)
This course provides students with the opportunity to apply classroom theory in an actual work setting related to their program of study.
Prerequisites: 12 completed credit hours in the Business Office Technology - Medical Option, A.S. or Business Office Technology - Office Option, A.S. and the completion of BOT* 251.

CAD (Computer-Aided Design)

CAD* 110: Introduction to CAD
3 Credits
(Formerly CAD 101)
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, detail and assembly drawing including tolerance studies.
Prerequisites: None

Chemistry

CHE* 111: Concepts of Chemistry
4 Credits
(Formerly CHEM 110)
A brief survey of atomic structure, chemical bonding, stoichiometry, periodicity, properties of gases, solutions, acid-base theory and an introduction to kinetics and equilibria will be taught. This is a one-semester course in general chemistry. Strongly recommended for students with no prior chemistry experience. Scientific calculator required. Class meets for 6 hours per week for integrated lecture and laboratory.
Prerequisites: MAT* 095 or math placement test. Students who have passed a higher level chemistry class will not receive credit for this course.
CHE* 121: General Chemistry I
4 Credits
(Formerly CHEM 111)
The principles of chemistry, including atomic structure, periodicity, stoichiometry, reactions in solution, thermo-chemistry, chemical bonding, molecular structure and geometry, and properties of gases, will be taught. Students with no prior chemistry experience should strongly consider enrolling in CHE* 111 first. Scientific calculator required. Class: 3 hours per week. Laboratory: 3 hours per week.
Prerequisites: MAT* 137 or MAT* 138 or higher with a C- or better, eligibility for ENG* 101, and either high school chemistry or CHE* 111

CHE* 122: General Chemistry II
4 Credits
(Formerly CHEM 112)
A continuation of the principles of chemistry, including intermolecular forces, properties of liquids and solids, physical properties of solutions, chemical kinetics, general chemical equilibria, acid-base theory and equilibria, solubility equilibria, electrochemistry and coordination compounds. Scientific calculator required. Class: 3 hours per week. Laboratory: 3 hours per week.
Prerequisites: CHE* 121 with a C- or better and MAT* 172. (MAT*172 may be taken concurrently.)

Communications

COM* 100: Introduction to Communication
3 Credits
Communication is fundamental to human social life. In this introductory course to the discipline, students will learn about a broad range of theories and processes of communication, examining communication as a cultural practice that shapes meaning of peoples' beliefs, attitudes, values, and practices across situations.
Prerequisites: Eligibility for ENG* 101

COM* 101: Introduction to Mass Communication
3 Credits
(Formerly COMM 208)
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.
Prerequisites: Eligibility for ENG* 101

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

COM* 172: Interpersonal Communication
3 Credits
(Formerly COMM 220)
The focus of this course is on the theory and process of communication in both professional and personal interpersonal relationships. The course examines the theoretical and practical application of communication as it relates to family, friends, work and intimate relationships.
Prerequisites: ENG* 101

COM* 173: Public Speaking
3 Credits
(Formerly COMM 213)
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.
Prerequisites: Eligibility for ENG* 101

COM* 295: Internship I
3 Credits
(Formerly COMM 270)
This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including TV, radio, and newspaper.
Prerequisites: Completed 12 credit hours in any Communication courses.

COM* 296: Internship II
3 Credits
(Formerly COMM 271)
This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including TV, radio, and newspaper.
Prerequisites: Completed 12 credit hours in Communications program.

Computer Science

CSC* 101: Introduction to Computers
3 Credits
This transferable course is designed for the learner who wants to strengthen their current computer knowledge and become more proficient with technology. An overview of today's technologies, their importance and how they converge will be discussed. Students will gain an understanding of information literacy along with specific topics including the infrastructure of the Internet, web technologies, 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.
CSC* 295: Cooperative Education/Work Experience
3 Credits
(Formerly CIS 270)
This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study. For students in the computer programs, this may include positions as system analysts, or staff specialists within a variety of settings. Prerequisites: 15 completed credit hours in a computer program.

Computer Systems Applications

CSA* 135: Spreadsheet Applications
3 Credits
This course is designed for anyone who wants to learn more about the power of data through spreadsheets and enhance problem solving to prepare you for your business courses, job interviews and for your professional life. Students will be introduced to the features and functionality of the Excel spreadsheet application on every level; from worksheets and workbooks, to quantitative relations, formulas, visual tables and graphs and powerful collaborative tools. This course prepares students for the Microsoft Office Specialist (MOS) Certification core-level Microsoft Excel exam. Prerequisites: Eligibility for MAT* 109 or higher.

CSC* 295: Cooperative Education/Work Experience
3 Credits
This course provides the background necessary for understanding the importance of information systems in organizations and for using computer tools and technology to solve business problems. Topics include organizational and technical foundations of information systems, business processes and information systems relationships to organizational strategy and competitive advantage, information systems design, fundamental database principles, network systems, business intelligence, information network security management, database, and network systems, e-commerce and business intelligence, and information network security management. Microsoft Applications including: Excel, Access, Visio are used to demonstrate selected topical concepts. Prerequisites: Eligibility for ENG* 101.

CST* 205: Project Management
4 Credits
This course will help the student understand the role of project management, and how to manage client expectations, develop a list of key tasks, assign responsibilities, track progress and prepare progress updates. Additionally, the student will be introduced to PMBOK the Project Life Cycle Methodology process groups; initiating, planning, executing, monitoring and controlling, and closing. Project sponsorship, stakeholders, scope, time, cost, quality and risk management are topics examined during the course. A project management software tool is introduced and utilized within the scope of the class project. Each student, as part of a team, will be responsible for taking an assigned project through its entire life cycle. This course will begin to preparing the student for the Project Management Institute CAPM® Exam and for those with project management experience, the PMP® Exam. Prerequisites: Completion of ENG* 101 with a C- or higher.

Computer Systems Technology

CST* 201: Introduction to MIS
3 Credits
This course provides the background necessary for understanding the importance of information systems in organizations and for using computer tools and technology to solve business problems. Students may be placed in a variety of work settings related to their program of study. In addition to site placement (150 hours for unpaid internships; 300 hours for paid placements), students participate in activities and lectures focusing on job-related interpersonal skills, such as values and preferences, time and stress management, communication skills, conflict management, corporate culture, employee orientation, performance evaluations, business ethics, leadership, and career advancement. Job search strategies are discussed and practiced. Prerequisites: 12 completed credit hours in student subject specialty and permission of the Director of Cooperative Education.

Criminal Justice

CJS* 101: Introduction to Criminal Justice
3 Credits
This course is a survey of the history and philosophy of American justice concepts with the emphasis on present day practical application through the efforts of the law enforcement, court, and correction segments of the criminal justice system. Prerequisites: Eligibility for ENG* 093.

CJS* 120: Police and the Community
3 Credits
This course is a study of the role of law enforcement in modern society and its relationship with the community. The course examines police-community relations, use of force, crime prevention, risk assessment, community oriented policing, evidence based policing and problem oriented policing. Students will utilize empirical research and scientific analysis in assessing community based problems and making recommendations for reducing points of tension between the police and the public. Prerequisites: Eligibility for ENG* 093.

CJS* 213: Evidence & Courtroom Procedure
3 Credits
The study of the major rules of evidence and the steps necessary to compile a comprehensive and complete courtroom record. Emphasis will be placed on the hearsay rule, confessions, and evidence obtained through search and seizure. Prerequisites: Successful completion of ENG* 101 with a grade of C- or better and successful completion of CJS* 101 or CJS* 105.
CJS* 293: CJ Cooperative Education/Work Experience  
3 Credits  
This course is an academic program that assists students with placement into work experiences that are related to criminal justice. Under the supervision of the college and the employer, students work 150 hours in unpaid placements or 300 hours in paid placements to combine virtual classroom learning with work experience. In addition to the work placement, students are required to participate and complete all requirements of the virtual online classroom. Prerequisites: CJS* 101 and the consent of the program coordinator.

Dental Assistant  
DAS* 201: Dental Assistant Practicum II  
1 Credits  
This clinical practicum allows the students to apply and improve upon the dental assisting skills learned in Chairside Dental Assisting, Dental Materials, and Dental Radiography. Prerequisites: Completion of DAS* 132, DAS* 133, and DAS* 134 with grade C or higher.

Digital Arts  
DGA* 109: Introduction to Games  
3 Credits  
An introduction to the history of games, terminology, and principles of game design and development. Students will learn to analyze, design, prototype and document a variety of games. Prerequisites: Eligibility for ENG* 093.

Drug/Alcohol Recovery Counselor  
DAR* 101: Public Health Issues: Abuse and Addiction  
3 Credits  
This course is designed to introduce students to various topics and issues important to understanding addictions. These topics include: history of legislation and regulation, the brain and its relationship to addictions, self help and evidence-based approaches to recovery, the client-counselor relationship, levels of treatment approaches, current medication assisted therapies, assessment and treatment approaches, current medication assisted therapies, assessment and treatment planning, the continuum of care, family systems as they relate to addictions, cultural considerations, ethics and confidentiality, public health issues such as prevention, HIV/AIDS and other related diseases, and co-occurring (substance use & mental health) disorders. The student will also be introduced to the eight performance domains of an addiction counselor. Class: 3 hours per week. Prerequisites: Eligibility for ENG* 096. DARC majors must pass this course with a C or better.

Early Childhood Education  
ECE* 101: Introduction to Early Childhood Education  
3 Credits  
(Formerly ED 111)  
This course is designed to acquaint students with the profession of early childhood education. Foundations of early childhood education, the content of the curriculum and significant aspects of child growth and development will be discussed. Prerequisites: Eligibility for ENG* 101.

Earth Science  
EAS* 102: Earth Science  
3 Credits  
(Formerly ERSC 110)  
This course is an introductory survey of selected topics in geology, oceanography, astronomy, and meteorology. Earthquakes, space probes, sea explorations, plate tectonics, volcanoes, climate change and severe weather are among the topics treated in depth. Prerequisites: Eligibility for ENG* 101.

Economics  
ECN* 101: Principles of Macroeconomics  
3 Credits  
(Formerly ECON 101)  
This course focuses on the structure and functioning of the national economy. Students will learn to apply basic elements of economic analysis to macroeconomic problems. Topics covered will include the determinants of supply and demand, fiscal and monetary policy, national income accounting and Gross Domestic Product, inflation, deflation, and unemployment, taxation, economic growth, and government regulation. Students will become acquainted with the major approaches to macroeconomic theory: classical, neo-classical, Keynesian, and monetarist. Prerequisites: Eligibility for ENG* 101.

ECN* 102: Principles of Microeconomics  
3 Credits  
(Formerly ECON 102)  
Microeconomics focuses on how the free market system allocates scarce resources and serves to coordinate the activities of producers and consumers. This course will examine how firms and consumers make decisions under conditions of change and uncertainty. Students will learn economic tools and methods used to analyze decision-making. Topics covered will include scarcity and trade-offs, supply and demand analysis, elasticity of demand and supply, opportunity costs, externalities and market failure, marginal analysis, the cost structure of firms, perfect competition, monopolistic competition, oligopoly, monopoly, and comparative advantage in international trade. Prerequisites: Eligibility for ENG* 101.
**English**

**ENG* 101: Composition**
3 Credits
(Formerly ENG 111)
Composition focuses on the study and practice of effective written communication across a variety of rhetorical situations. The course develops skills in applying language conventions, engaging with and using authoritative sources, and crafting logical arguments. Note: A grade of C or better in ENG* 101 is required to take ENG* 110 or ENG* 200.
Prerequisites: Students will place into ENG* 101 by the placement process or by successfully completion of ENG* 093 or ENG* 096 with a grade of C or better.

**ENG* 110: Introduction to Literature**
3 Credits
(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.
Prerequisites: ENG* 101 with a grade of C or better.

**ENG* 200: Advanced Composition**
3 Credits
(Formerly ENG 112)
This course is designed to develop and refine the advanced skills learned in ENG* 101 that are essential for both academic and professional writing. Emphasis will be on research and writing from data (outside sources). The main areas covered will be exposition, argumentation, and the research paper.
Prerequisites: ENG* 101 with a grade of C or better.

**ENG* 232: British Literature II**
3 Credits
(Formerly ENG 202)
This course examines representative figures and concerns in British literature from 1799 to the Modern Period.
Prerequisites: ENG* 110 or permission of the instructor.

**ENG* 251: African American Literature**
3 Credits
This course considers a wide range of literature, examining slave narratives, novels, short stories, plays, poetry, essays, and lyrics. Students will explore aspects of the African American experience from its origin in folklore through contemporary cultural expressions such as rap and hip hop.
Prerequisites: A grade of C or better in ENG* 101 or permission of instructor

**English as a Second Language**

**ESL* 166: ESL Writing & Reading VI**
4 Credits
(Formerly ENG 117)
ESL* 166 is an advanced writing and reading course that emphasizes essay development and writing, critical response to readings, and reading comprehension skills. Throughout the course, students create multiple writing portfolios based on authentic texts read in class. A typical portfolio consists of written answers to comprehension questions, summaries and critical responses, error logs, and essays. The course also provides an overview of higher-level syntactic structures to ensure readiness for Composition and other mainstream courses. Students enhance their academic writing, reading and critical thinking skills through peer editing, class and group discussions, presentations, and writing/reading workshops. Successful completion of this course with an "A" or "A-" will promote students to ENG* 101.

**Graphic Design**

**GRA* 156: Graphic Design History, Theory and Practice**
3 Credits
Students will study Graphic Design as a component of visual language within historical context. Visual literacy, perception, type design and design practice will be examined within a survey of historical and cultural movements, noting the special relationship of design and art. From Pre-historic cave imagery to the current digital age, the achievements that laid the groundwork for the contemporary practices of graphic design will be looked at. Through online modules, video, discussion, field trips and research, students will be introduced to a historical perspective of visual communication and design.
Prerequisites: Eligibility for ENG* 101

**Health**

**HLT* 090: Allied Health Study Skills**
0 Credits
(Formerly AH 090)
A pass/fail study skills course for students planning to enroll, or who are currently enrolled, in an allied health program. Learn how to effectively study using various learning strategies. Required prior to beginning Allied Health Program courses. Exception granted for those who have a grade point average of 3.2 or better, or have taken ENG* 104 or equivalent study skills course. Class: 15 hours.
Prerequisites: None

**HLT* 151: Health and Wellness Promotion**
3 Credits
(Formerly SSC 110)
A survey of contemporary health concepts and concerns that affect lifestyle. 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.
Prerequisites: Completion of ENG* 096
**Prerequisites:** Eligibility for ENG* 101

**Beginning with an examination of the most ancient human societies, as revealed in the archaeological record, the course goes on to study the origin, development and spread of the major civilizations in the world, their contacts, interactions and cross-fertilization down to the point at which the civilization of Western Europe begins its world-wide expansion.**

**Prerequisites:** Eligibility for ENG* 101

**HIS* 121: World Civilization I**
3 Credits  
(Formerly HIST 121)

Beginning with an examination of the most ancient human societies, as revealed in the archaeological record, the course goes on to study the origin, development and spread of the major civilizations in the world, their contacts, interactions and cross-fertilization down to the point at which the civilization of Western Europe begins its world-wide expansion.

**Prerequisites:** Eligibility for ENG* 101

**HIS* 122: World Civilization II**
3 Credits  
(Formerly HIST 122)

This course studies the major trends and conflicts throughout the world after 1500 to the present, focusing on the impact of and reaction to the Western world through slavery, imperialism, the two world wars, and the Cold War.

**Prerequisites:** Eligibility for ENG* 101

**HIS* 201: United States History I**
3 Credits  
(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.

**Prerequisites:** Eligibility for ENG* 101

**HIS* 202: United States History II**
3 Credits  
(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.

**Prerequisites:** Eligibility for ENG* 101

**Human Services**

**HSE* 101: Introduction to Human Services**
3 Credits  
(Formerly HS 101)

Course includes history of the human service movement, introduction to current theory and knowledge related to human services, and survey of contemporary helping professions.

**Prerequisites:** None

**HSE* 134: Introduction to the Mental Health System**
3 Credits  
(Formerly HS 270)

This course will review the nature, history and stigma of psychiatric illness and the various treatment modalities over time. The course will also cover classification of psychiatric diagnoses, ethics, co-occurring disorders, psychiatric rehabilitation and criminal justice involvement.

Topics can include treatment approaches, case management, psychosocial rehabilitation, public awareness, and a special emphasis on social role valorization and empowerment.

**Prerequisites:** None

**HSE* 210: Group & Interpersonal Relations**
3 Credits  
(Formerly HS 201)

Current group theory, knowledge, methods and skills are covered that lead to beginning competence in helping people problem solve through group experience.

**Prerequisites:** HSE* 101 or employment in a human service position.

**Humanities**

**HUM* 101: Introduction to the Humanities**
3 Credits  
(Formerly HIST 122)

Through exposure to a variety of the humanities such as the arts, literature, music and dance, students should be able to understand the historical development of the humanities including: literature, music, painting, theatre and philosophy. Students should also be able to identify major movements and thinkers within the liberal arts and analyze works within the humanities, both with reference to other, similar works and as individual objects of study.

**Prerequisites:** Eligibility for ENG* 093
HUM* 172: Harlem Renaissance
3 Credits
(Formerly HUMN 201)
Students will explore and experience the incredible surge of creative activity in literature, music, the visual and performing arts by African Americans in the 1920s.
Prerequisites: ENG* 101 or permission of the instructor

Legal
LGL* 270: Cooperative Education/Work Experience
3 Credits
(Formerly LEGL 270)
Provides students with the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings related to the program of study, including private law firms, corporate legal departments, government or other settings in which practical experience may be gained. In addition to site placement (150 hours for unpaid internships; 300 hours for paid placement), students attend seminars focusing on job-related interpersonal skills, such as values and preferences, time and stress management, communication skills, conflict management, corporate culture, new employee orientation, performance evaluations, business ethics, leadership, and career advancement. Job search strategies are discussed and practiced.
Prerequisites: 12 completed credit hours in the Paralegal program and permission of instructor.

Mathematics
MAT* 095: Elementary Algebra Foundations
0 Credits
(Formerly MATH 101)
The course includes all of the basic properties and theorems of the real number system that are required to solve linear, quadratic and selected rational equations. Linear systems, basic graphing, integer exponents and selected literal equations are included. An e-book and an access code for specialized software is required on the first day of class.
Prerequisites: “C” or better in MAT* 075 or placement by mathematics assessment test, and eligibility for ENG* 096.

3 Credits
(Formerly MATH 102)
A second course in mathematical modeling course (whose main themes are function represented by tables, graphs and rules) and problem solving. Polynomial functions with special attention to linear and quadratic functions; power functions; square root, absolute value, piecewise and exponential functions are studied. A TI-83+ or TI-84+ graphing calculator is required and used throughout the course.
Prerequisites: “C” or better in MAT* 096 or MAT* 095, or placement by mathematics assessment test and eligibility for ENG* 101. No credit if already completed MAT* 158 or any higher numbered math course.

MAT* 158: Functions, Graphs & Matrices
3 Credits
(Formerly MATH 120)
A course in selected topics from contemporary mathematics with applications for students in business, economics, and social science. Topics include: the concepts of function and rate of change, a review of algebraic and graphical aspects of polynomial functions, a study of exponential and logarithmic functions, mathematical modeling, systems of linear equations in 2 or more variables with an emphasis on forming, solving and interpretation of matrices. A TI-83+ or TI-84+ graphing calculator is required and used throughout.
Prerequisites: “C” or better in MAT* 138 or MAT* 139 or placement by mathematics assessment test, and eligibility for ENG* 101.

MAT* 186: Precalculus
4 Credits
(Formerly MATH 150)
A detailed study of relations and functions, operations on functions, and their graphs. Characteristics of various families of functions, modeling and solving application problems are the main focus of the course. In particular, exponential, logarithmic and circular functions along with polynomial, rational and selected algebraic families will be developed. This course assumes that the student has had some exposure to geometry. A TI-83+ or TI-84+ or 86 graphing calculator is required and will be used throughout.
Prerequisites: A grade of “C” or better in MAT* 172; “C” or better in MAT* 155, or placement by mathematics assessment test, and eligibility for ENG* 101.

MAT* 254: Calculus I
4 Credits
(Formerly MATH 250)
A first course in calculus with analytic geometry for students in mathematics, science, engineering and technology. Topics include families of functions (including exponential and logarithmic) represented by table, graph and equation, modeling of actual data, the concepts of limit and continuity, the derivative and antiderivatives, the definite integral and the Fundamental Theorem of Calculus. Applications from mathematics, engineering, and economics will receive special attention. Solutions to such problems will require the use of a graphing calculator and/or a symbolic algebra system (Maple). A TI-83+ or TI-84+ or TI-86 graphing calculator is required.
Prerequisites: "C" or better in MAT* 186, or placement by mathematics assessment test, and eligibility for ENG* 101. Students cannot receive credit for MAT* 254 if they have already received credit for MAT* 250.

**MAT* 256: Calculus II**
4 Credits  
(Formerly MATH 192)  
A second course in Calculus and analytic geometry for students in mathematics, science, engineering and technology. Topics include antiderivatives, the definite integral, the Fundamental Theorem of Calculus, techniques of integration, numerical approximation, methods of integration, separable differential equations, improper integrals, sequences and series, polar coordinates and parametric equations. Applications of these topics are used throughout the course and will include problems in area, volume, arc length and exponential growth and decay. (Estimation and approximation techniques are considered throughout the course and include methods for approximating solutions to equations, methods of numerical integrations, and the use of power series to approximate functions.) Solutions of these problems will require the use of graphing calculator and/or Maple software. A TI-83+ or TI-84+ or TI-86 graphing calculator is required. Prerequisites: Eligibility for ENG* 101 and "C" or better in MAT* 254 (formerly MAT* 250).

**Music**

**MUS* 101: Music History and Appreciation I**
3 Credits  
This course is a survey of western European music from the Medieval Period through Baroque with an emphasis given to stylistic forms (i.e. plainchant, motet, opera fugue), composers (i.e. Palestrina, Corelli, Morley, Vivaldi, Bach, Handel), and the cultural/societal impact on the music. The course will also review the elemental components of music (i.e. pitch, melody, rhythm and harmony). Prerequisites: Eligibility for ENG* 093

**Philosophy**

**PHL* 111: Ethics**
3 Credits  
(Formerly PHIL 203)  
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. Prerequisites: Eligibility for ENG* 101.

**Physics**

**PHY* 110: Introductory Physics**
4 Credits  
(Formerly PHYS 110)  
An introductory course in the physics of motion, heat, sound, electricity, magnetism, light, optics and the theory of the atom. Intended for non-science majors. A process oriented laboratory approach emphasizing exploration and problem solving. This course is intended for students who need only one semester of physics. Students with credit for high school physics should elect PHY* 121 or PHY* 221. Scientific calculator required. Class: 3 hours per week. Laboratory: 2 hours per week. Prerequisites: Completion of MAT* 095 with a C or higher, or math placement test. Students who have taken a higher level physics course will not receive credit for this course.

**PHY* 121: General Physics I**
4 Credits  
(Formerly PHYS 121)  
Basic concepts of mechanics and heat, including forces, work and energy, conservation laws, physics of fluids, temperature, heat transfer and the laws of thermodynamics. Students who need only one semester of physics should elect PHY* 110. A TI-83+ or TI-84+ or TI-86+ graphing calculator required. Class: 3 hours per week. Laboratory 3 hours per week. Prerequisites: Completion of MAT* 185 or MAT* 186 with a C or higher. Students who have taken a higher level physics course will not receive credit for this course.

**PHY* 222: Calculus-Based Physics II**
4 Credits  
(Formerly PHYS 132)  
A study of electricity, magnetism, waves, and optics intended for physics, chemistry, engineering and math transfer students. Topics include Coulomb’s Law, electric and magnetic fields, Gauss’ Law, electric potential, capacitance, Ohm’s Law, dc and ac circuits, induced emf; inductance, simple harmonic motion, wave properties for sound and light, and geometrical optics. A TI-83+ or TI-84+ or TI-86+ graphing calculator or its equivalent is required. Class: 3 hours per week. Laboratory: 3 hours per week. Prerequisites: Successful completion of PHY* 221 and MAT* 256 with a ‘C’ or better

**Political Science**

**POL* 111: American Government**
3 Credits  
(Formerly PLSC 111)  
A study of the American political system at the national level, with emphasis on political dynamics and public policy. Prerequisites: Eligibility for ENG* 101.

**POL* 112: State and Local Government**
3 Credits  
(Formerly PLSC 112)  
The forms, functions, processes and problems of state and local government in the United States, with special emphasis on Connecticut state government. Prerequisites: Eligibility for ENG* 101.

**Psychology**

**PSY* 111: General Psychology I**
3 Credits  
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. The course surveys basic topic areas within psychology including psychology’s history and scientific origins, current research and measurement techniques, the physiological correlates of experience and behavior, human development, learning, memory, intelligence, and personality. Prerequisites: Eligibility for ENG* 101.
PSY* 201: Life Span Development
3 Credits
(Formerly PSYC 124)
A survey of physical, cognitive, social and emotional changes as they are influenced by heredity and environment from conception to death. Class: 3 hours per week
Prerequisites: PSY* 111 with a grade of "C-" or better.

PSY* 203: Child Development
3 Credits
(Formerly PSYC 234)
An evaluation of current issues, theories, and research in the area of child development. This study of physical, cognitive and socioemotional development includes: genetics, development of self, language, play, learning, intelligence, personality, and social interactions from conception through age twelve.
Prerequisites: PSY* 111 with a grade of "C-" or better.

PSY* 245: Abnormal Psychology
3 Credits
The purpose of this course is to introduce students to the phenomenon of psychopathology and to the field of abnormal psychology which attempts to understand and treat it in its many forms. The course will provide students with a basic understanding of this field and survey a number of the more common psychological disorders that have been explored within it such as clinical depression, bipolar disorder, schizophrenia, eating disorders, anxiety disorders, and personality disorders. Assessment, diagnosis, and treatment will also be addressed.
Prerequisites: PSY* 111 with a grade of "C-" or better.

PSY* 247: Industrial and Organizational Psychology
3 Credits
(Formerly PSYC 240)
The study of people and groups in organizations. Includes the study of team effectiveness, learning styles, communications, motivation, conflict, the evaluation of behavior through the use of web based applications. Orientation is toward the development of personal effectiveness in dealing with others.
Prerequisites: Completion of ENG* 101 with C- or better

See also BMG* 210: Organizational Behavior

Radiation Therapy

RDT* 117: Treatment Planning II
3 Credits
Content is designed to establish factors that influence and govern clinical planning of patient treatment as a continuation of those topics in Treatment Planning I. This encompasses a review of treatment beams, evaluation of dose distributions, optimal treatment planning considerations, evaluation and assessment, including adaptive treatment planning.
Prerequisites: RDT* 116

RDT* 145: Radiation Therapy Equipment
2 Credits
Content is designed to present treatment units used in external radiation therapy. The history of equipment development will be presented and well as an in-depth training on console operation.
Prerequisites: Completion of RDT* 115 and RDT* 116

RDT* 210: Clinical Practice III
1 Credits
Supervised clinical experience involving the continued development of student skills for general radiation therapy practices. Students will apply principles learned in the classroom to develop skills in patient care, communication, clinical procedures, and radiation protection. Students will continue to demonstrate proficiency on ARRT competencies.
Prerequisites: RDT* 134

RDT* 240: Operational & Quality Management in Radiation Therapy
2 Credits
Content is designed to focus on the components of quality improvement (QI) programs in radiation oncology. Topics will include quality control and assurance checks for the clinical aspects of patient care, medical records, treatment delivery and localization equipment and treatment planning equipment. The role of the various radiation therapy team members in continuous quality improvement will be discussed as well as the legal and regulatory implications for maintaining appropriate quality care.
Prerequisites: RDT* 213

Radiography

RAD* 126: Radiographic Imaging II
2 Credits
A continuation of RAD 125, this course builds on the foundation of basic equipment and imaging methods to include specifics of image production and image quality evaluation. Topics covered include image quality factors, beam restriction and filtration, image intensification and fluoroscopy, tomographic principles, and control of scatter radiation.
Prerequisites: RAD* 125

RAD* 199: Clinical Practice III
2 Credits
Supervised clinical experience involving the continued development of student skills for general radiography. Students will apply principles learned in the classroom for further development of skills in patient care, communication, clinical procedures and radiation protection. Students will continue to demonstrate proficiency on ARRT competencies.
Prerequisites: RAD* 198
Respiratory Care

RSP* 260: Advanced Principles of Ventilator Therapy
3 Credits
(Formerly RC 242)
A study of mechanical ventilators used in respiratory care with an in-depth explanation of function and application. Indications, hazards and complications of mechanical ventilation will be emphasized.
Prerequisites: RSP* 160 and RSP* 131.

Sign Language

SGN* 101: Sign Language I
3 Credits
(Formerly ASL 101)
American Sign Language (ASL) is the sign language most deaf people use when communicating among themselves. Students will learn grammatical features, vocabulary and conversational skills including expressive and receptive skills of ASL. In addition, students will learn the culture of the deaf community, the history of ASL and the relationship of ASL to other forms of signing.
Prerequisites: None

Social Science

SSC* 294: Cooperative Education/Work Experience
3 Credits
(Formerly SOSC 270)
This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including social service agencies, day care facilities, and corporations.
Prerequisites: 12 completed credit hours in the Social Service, Disabilities Specialist, Criminal Justice, Sport and Exercise, Therapeutic Recreation, and Early Childhood/Educational Associate programs.

Sociology

SOC* 101: Principles of Sociology
3 Credits
(Formerly SOC 101)
This course is designed to provide students with a basic overview and understanding of the discipline of sociology. The course focuses on the concepts, methods, theories, and levels of analysis used in the study of social interaction. The readings and lectures will examine a broad range of social issues and questions; the different theories of social behavior used to explain these questions; and the ways in which sociologists scientifically examine these theories. The goal of the course is to provide students with the ability and knowledge to critically examine and understand the social issues that impact their daily lives. Depending upon the instructor, this course often includes a service learning project in which students learning sociology while also serving their community by volunteering at non-profit community organizations (e.g., Habitat for Humanity, Foodshare, mentoring youth, environmental projects, food pantries, homeless shelters, etc.).
Prerequisites: Eligibility for ENG* 101.
Accessing myCommNet

What is myCommNet?
myCommNet is the portal that provides access to the Banner student information system; Blackboard, MCC’s course management system; student email and other online services.

You will use the student self-service area in myCommNet to view and update your financial aid package, student records and registration information. It can be accessed at http://my.commnet.edu.

How To Log In To myCommNet
Logging onto myCommNet for the first time:
A Banner ID number will be assigned to you when you are admitted. Your NetID is your Banner ID with "@student.commnet.edu" following the numbers (i.e. 12345678@student.commnet.edu).

Log In with Initial Password First:
1. First three characters of your birth month (with first letter capitalized)
2. The “&” symbol
3. Last four digits of your Social Security Number
Example: Dec&4321 The password is case-sensitive. You will then be prompted to create your own password.

Passwords must follow these rules:
• Must be eight characters long
• Contain three of the following four character types: Upper case letters (A-Z), lower case letters (a-z), digits (0-9), special characters (!@#$%^)
• Must not be the same as your previous password
• Cannot contain any part of your user name
After the initial login, you will be instructed to change your password.

How to Register Online, Print Class Schedule and Verify Enrollment on myCommNet
To register for your classes:
2. Login using your NetID and password
3. Click on the “Banner Student & Faculty Self-Service”
4. Click on “Registration/Schedule”
5. Click on “Class Registration”
6. Select Term and Click “Submit”
7. Follow the instructions for “Register For Classes”, “Drop Classes” and “Submit Changes”
8. Click on “View Schedule” at bottom of page to confirm registration
9. Follow prompts to initiate payment
10. Logoff

To print out your class schedule:
1. Go to http://my.commnet.edu
2. Login using your NetID and password
3. Go to the “Banner Student & Faculty Self-Service”
4. Click on “Registration/Schedule”
5. Click on “Student Schedule”
6. Print your schedule using your web browser’s print function
7. Logoff

Need to look up your NetID or to reset your password?
Go to www.ct.edu/netid
If unsuccessful, contact the IT Help Desk at 860-512-3456.

To print out your enrollment verification:
2. Login using your NetID and password
3. Click on the “Banner Student & Faculty Self-Service”
4. Click on “Student Records”
5. Click on “Enrollment Verification Request”
6. Click on “NSC Self-Service” (direct connect to National Student Clearinghouse)
7. Click on “Obtain an Enrollment Certificate”
8. Print your certificate
9. Logoff
Credit Extension Policies

Registration Deadline
Students must register by the midnight prior to the session’s first class meeting. Students should check myCommNet to see if courses are filled.

Confirmation for Credit Courses
Students who register in person will receive confirmation at that time. Course schedules can also be downloaded through myCommNet (see page 26). Your confirmation is necessary to purchase textbooks at the MCC Bookstore.

Level of Study
While the number of class meetings for summer session is less 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.

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

Class Requirements and Prerequisites
For credit course prerequisites see Course Descriptions, pages 14-25. 
NOTE: If a student is concurrently registered for a prerequisite course in the spring semester and the subsequent course in summer session, it is the student’s responsibility to drop the summer session course before it begins if the spring prerequisite grade is not sufficient to meet the summer course requirements.

Transfer of Credit
Before registering, students from other institutions should check with their home institution to verify that credits from this program are transferable to their own school. There are no refunds after the allowable drop period, whether a course is transferable or not.

Withdrawal And Refund Policies
It is the responsibility of each student to know and comply with the withdrawal policies and deadlines. Ignorance of policies or deadlines cannot be used as justification for a refund.

Students who register after the drop for non-payment deadline will not be dropped for non-payment. Students will incur a financial obligation to the college if payment is not received or if they do not withdraw prior to the course withdrawal/refund deadline. The student will be charged for the class even if he/she never attends class meetings.

Classes with insufficient enrollment will be cancelled. If a course is filled or cancelled, students will be notified by phone or email before the starting date and receive a full refund of all tuition and service fees. 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 by the end of 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. 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.

Special Note
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. The college does not automatically drop students from courses because they do not attend.

Refund/returns of Title IV funds are made in accordance with applicable federal rules and regulations that take precedence over college refund policies. Students receiving financial aid must consult with the Financial Aid office before dropping or withdrawing.
Withdrawal Policy

<table>
<thead>
<tr>
<th>Up to the end of the last business day prior to the first day of the course</th>
<th>Students may drop from courses online prior to the start of the session or visit the Registrar’s office for assistance prior to the first day of the class.</th>
<th>Courses that a student drops will be removed from the student’s schedule and will not appear on his/her transcript.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class meeting day up to 2/3 of the session</td>
<td>Students can withdraw online or obtain a withdrawal form from the Registrar’s office.</td>
<td>Grades for courses from which a student withdraws will be recorded as &quot;W&quot; at the end of the session.</td>
</tr>
<tr>
<td>After official withdrawal date (last 1/3 of the session)*</td>
<td>Students must obtain an Instructor Approval Course Withdrawal form from the Registrar’s office or academic division offices.*</td>
<td>Grades for courses from which a student withdraws will be recorded as &quot;W&quot; at the end of the session.</td>
</tr>
</tbody>
</table>

* A request for a withdrawal after the official withdrawal date does not guarantee an approval. This form must be approved by the instructor and returned to the Registrar’s office by the last day of classes.

Refund Policy

<table>
<thead>
<tr>
<th>Up to end of the last business day* prior to the first day of the course</th>
<th>100 percent refund of tuition, and supplemental and material fees</th>
<th>No refund of college service and student activity fees**</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class meeting day or later</td>
<td>No refund of tuition, and supplemental and material fees</td>
<td>No refund of college service and student activity fees**</td>
</tr>
</tbody>
</table>

* Requests must be made by Friday for courses starting Saturday-Monday

** Student activity fees are not charged for Summer Session and Winter Intersession

Refund Appeal Policy

In the event a student experiences extraordinary circumstances that necessitates their withdrawing from a course beyond the allowable drop period, a refund appeal must be submitted within ten calendar days from the start date of the class to be considered. After the ten-day extension, no refunds will be issued regardless of the circumstances.

Appeals will only be considered for the following:
- severe illness or medical emergency (a doctor’s note is required)
- military transfer (a copy of the transfer orders is required)
- administrative error (documentation required to support request)

The circumstances that will not be considered include:
- change of employment situation
- misunderstanding of start date or dates of class and/or lack of knowledge of policies and deadlines
- misunderstanding of registration process
- inability to transfer course
- normal illness
- transportation issues
- childcare issues
- poor decision or change of mind by student regarding course selection
- dissatisfaction with course content or instructor
- conditions of chronic illness or other medical/health conditions that remain unchanged and were known to the student at the time of registration

To Submit a Refund Appeal:

1. Read the Refund Appeal Policy and determine if you meet the guidelines.
2. If you meet the guidelines, be sure to withdraw from course(s) prior to submitting an appeal. If you are receiving financial aid, consult with the Financial Aid office before withdrawing from class(es).
3. Complete the Refund Appeal form; provide all information requested and attach supporting documentation. Forms without documentation will not be considered.
4. Sign, date and submit the form in person to the Registrar’s Office, SSC L157, or mail to: Refund Appeals Committee, Registrar’s Office MS #13, Manchester Community College, P.O. Box 1046, Manchester, CT 06045-1046.

No telephone requests for refunds will be taken. The Refund Appeals Committee meets twice per month. A written response will notify the student of the outcome.

Additional Refund Policies

Tuition and fees post to a student’s account automatically when the student registers for a course. It is the student’s responsibility to formally drop a course. If the college cancels a course, the student will automatically be granted 100 percent adjustment of associated charges except the college service fee. Tuition cannot be transferred to other semesters.

Deadlines for credit extension sessions are based on the start date of courses and are adjusted appropriately (see page 3).
General Information

How To Access Distance Learning Courses
To access your online class material using Blackboard:
1. Login to myCommNet using your NetID and password
2. Click the “Blackboard” link
3. Select your course from the “My Courses” list
4. Logoff when you have completed your work

How To Access Student Email
Student email accounts are issued to all students. This email address is the ONLY email by which the college and your instructors will communicate with you.
You can expect to receive official college communications that pertain to all students, as well as individual communication from administrative and academic offices, faculty and staff.

How to log into your student email:
1. Enter the Microsoft Office 365 web address: http://portal.microsoftonline.com
2. In the User ID field enter your NetID: eight-digit Banner ID followed by @student.commnet.edu (ex: 12345678@student.commnet.edu)
3. When you click on the password field, an alert will prompt you that the page is “Redirecting” and “…taking you to your organization’s sign-in page”.
4. An authentication box will require you to enter your NetID and your password again.
5. Click the OK button.

This email account will be yours for life. You can also view your email address and log into Office 365 through the Office 365/Student Email link located on myCommNet:
1. Go to: http://my.commnet.edu or select the myCommNet link from the MCC homepage. The Office 365/Student Email link will take you to Office 365 support page.
2. Click on the Office 365 Login link and login using the instructions above.

How To Access Grades
Semester grades will be available online approximately one week after the exam period.
1. Go to http://my.commnet.edu
2. Login using your NetID and password
3. Click on the “Banner Student & Faculty Self-Service”
4. Click on “Student Records”
5. Click on “Grades/Registration History”
6. Print your grade history using your web browser’s print function
7. Logoff

How to Access Transcripts
Semester grades will be available online approximately one week after the exam period.
1. Go to http://my.commnet.edu
2. Login using your NetID and password
3. Click on the “Banner Student & Faculty Self-Service”
4. Click on “Student Records”
5. Click on “Transcripts”
6. Click on “Request Official Transcript”
7. Click on “Access the Transcript Ordering Site” then follow the instructions
8. Logoff

To access your unofficial transcript, repeat steps 1-5
6. Click on “View Unofficial Transcript”
7. Select “Transcript Level”
8. Click on “Submit”
9. Logoff

Need Help?
Having Trouble Accessing Your Email Account?
The most reliable browser with which to access your email is Firefox. If you need help, contact the Technology Help Desk in the Student Services Center, SSC L204; at 860-512-3456; or email HelpDesk@manchestercc.edu if you need assistance.
Audit Policy
This status allows students to participate in class activities without being required to meet the examination requirements of the course. A student who wishes to change from credit to audit status must request this form from the Registrar’s Office and return the completed form to the Registrar’s Office within the first two weeks of a Summer Session course. Full tuition and fees are charged for courses audited. Students auditing a course may not change to credit status. Note: Financial aid does not cover audited courses.

Course Cancellations and Changes
Courses may be cancelled due to insufficient enrollment. Students will be notified by email or phone of course cancellations. Faculty and room assignments are subject to change due to required adjustments in the schedule.

Distance Learning Courses
Students must know how to use a computer and have high-speed Internet access to successfully participate in distance learning courses. MCC offers three types of distance learning courses that are listed under “Instructional Types” in the “Course Search” section on myCommNet. They are:

- ONLN: All ONLN courses take place fully online through Blackboard, MCC’s course management system. Instructors may also use other online tools, such as publishers’ websites or wikis.
- OLCR: Online courses with on-campus requirements such as tests or orientations.
- HYBR: In a hybrid course, students will have scheduled on-campus class meetings and online coursework and interactions. The number of on-campus meetings may vary according to instructor, so students should check their schedule carefully.

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@manchestercc.edu. Students should also review the information on the ETDL website at manchestercc.edu/blackboard. This site includes information about how to log into Blackboard, where to get help, technical requirements for your computer and other resources.

No or Low Cost Textbooks
Courses marked as “NoLo” in the Banner registration system contain text-based materials that are no cost or low cost, and will not exceed $40. College and course participation may vary. For more information on the NoLo program, go to http://www.ct.edu/oer#nolo.

Services for Students with a Disability
Physical or Psychological Disability
Contact Joseph Navarra, Disabilities Services Coordinator, at 860-512-3592, SSC L131. Students should schedule a meeting to review supporting documentation of the disability for determining the type of accommodations that MCC may provide.

Learning Disability or ADD/ADHD
Contact Gail Stanton, Learning Disabilities Specialist, at 860-512-3597, SSC L131. Students should schedule a meeting to review supporting documentation of the learning disability for determining the type of academic accommodations that MCC may provide.

Testing accommodations
Contact Georgette E. Hyman, Assistant Director, Disabilities Services and Testing, at 860-512-3596, SSC L131. After completing a consultation with a counselor (Joseph Navarra or Gail Stanton), students must submit a completed Testing Adjustment Request Form, available online. Requests must be made at least one week in advance.
The Self-Service Center is located in the Student Services Center lobby across from the Registrar’s office. Students may use this area to register online, accept their financial aid awards, view their class schedule and search for courses.
SUMMER SESSION COURSES

Enroll Today! manchestercc.edu

3 easy steps to taking summer classes at MCC