



MANCHESTER
COMMUNITY
COLLEGE

Credit Extension Courses

Division of Continuing Education

Summer 2016 Class Schedule



TABLE OF CONTENTS

Admissions Application for New Students	27-29
Assessment Tests & Course Prerequisites	5
Assessment Testing Exemption Request	25
Audit Policy.....	5
Bookstore Hours	3
Course Descriptions	16-24

Course Schedule

<u>3-Week Morning Session</u>	6
May 23-June 10	
<u>6-Week Day/Evening and Intensive Program: Session I</u>	7
May 23-July 1	
<u>8-Week Day/Evening Session</u>	8-9
June 6-July 29	
<u>6-Week Day/Evening Session</u>	10
June 20-July 29	
<u>6-Week Day/Evening and Intensive Program: Session II</u>	11
July 5-August 13	
<u>Online, By Arrangement, Work Experience</u> <u>and Special Session Courses</u>	12-15
Directions to MCC	4
Distance Learning Courses.....	10
Fee Schedule	4
Financial Aid	3
General Information	3-5
Important Dates for Summer Credit Students.....	6
Refund Policy/Appeal Procedures	5
Registration Form	30
Registration Information	31
Summer Student Testing Information	5
Withdrawal Policy	5

**SENIORS AND VETERANS PLEASE NOTE:
THERE ARE NO TUITION WAIVERS FOR
SUMMER SESSIONS.**

LEVEL OF STUDY

While the number of weeks for each summer session is much shorter 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.

TRANSFER OF CREDIT

Before registering, students from other institutions must 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.

A signature is required to have an official transcript sent to another institution or yourself. Request forms are available in the Registrar's office or on our website:

www.manchestercc.edu

INTERESTED IN AN INTERNSHIP OR COOPERATIVE WORK EXPERIENCE?

Summer is a great time to complete an internship or cooperative education work experience. You can get help from the Co-op office with finding a paid or unpaid placement, or use the job you have now if it's related to your major. Co-op courses, including our online courses, are open to all students. Co-op credits will apply to the degree program of almost every student.

**Plan ahead and call the Cooperative Education office
at 860-512-3312 for more information.**

Notice of Nondiscrimination:

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; Student Services Center L-134c; 860-512-3107.



Manchester Community College is committed to access and equal opportunity. Should you have any questions regarding disability related academic adjustments and/or auxiliary aids/services, please contact Testing and Disability Services, 860-512-3387 or the Advising and Counseling Center, 860-512-3320 at least ten (10) calendar days prior to the start date of the course or program. If a timely request is not submitted, the College cannot assure requested adjustments can be provided.
2/16 60M, CE/ND

\$20 Application Fee

If you are registering to take a credit course and have never attended MCC or another Connecticut Community College as a credit student, a one-time, non-refundable \$20 application fee is required. **This fee is non-refundable even if a class is cancelled by the College.** 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 27-29.

Minimum Enrollment

Continuing Education programs are self-supporting. All courses are operated on an instruction-fees supported basis. Classes with insufficient enrollment will be cancelled.

Registration Deadline

Mail-in registration must be received by the Registrar's office five business days prior to the start of the requested course. Students will be advised if a course is filled.

Late Registration

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

Credit Confirmation

You will receive your course schedule printout 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. Course locations are also listed in this catalog, pages 6-15.

Class Requirements

For credit course prerequisites see Course Descriptions, pages 16-24.

Special Note

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

Financial Aid

Summer financial aid is available for students taking classes applicable to their degree program. In order to be eligible for financial aid, a student must complete the 2015-2016 Free Application for Federal Student Aid (FAFSA) and be determined eligible for the Pell grant.

For students deemed ineligible for the Pell grant, there may be institutional financial aid available. Please check with the Financial Aid office after March 15, 2016 to determine eligibility.

Textbooks/Bookstore Hours

Textbooks and supplies can be purchased at the MCC Bookstore in the Student Services Center. The bookstore will be closed whenever the College is closed. For more information and summer session hours see below or call 860-645-3140.

Forms of Payment

Full payment must accompany registration.

- **Cash**
- **Credit Cards:** Only MasterCard, Visa and Discover Card are accepted.
- **Checks:** Please make all checks payable to "MCC."

MCC BOOKSTORE 2016 SUMMER HOURS

(Located in the Student Services Center)

May 16-May 20

Monday-Wednesday	9:00 a.m.-6:00 p.m.
Thursday	9:00 a.m.-4:00 p.m.
Friday	9:00 a.m.-12 noon

May 23-May 27

Monday-Tuesday	9:00 a.m.-6:00 p.m.
Wednesday-Thursday	9:00 a.m.-4:00 p.m.
Friday	9:00 a.m.-12 noon

May 30-August 15

Monday-Thursday	9:00 a.m.-3:00 p.m.
Friday	9:00 a.m.-12 noon
Monday, May 30	CLOSED
Monday, July 4	CLOSED

Extended Hours:

Monday-Tuesday, May 23-24	9:00 a.m.-6:00 p.m.
Monday-Tuesday, June 6-7	9:00 a.m.-6:00 p.m.
Monday-Tuesday, June 20-21	9:00 a.m.-6:00 p.m.
Tuesday-Wednesday, July 5-6	9:00 a.m.-6:00 p.m.

Last day for summer book rental returns will be Monday, August 15, 2016.

All hours are subject to change without notification. The Bookstore will be closed whenever the College is closed for holidays.

To insure purchase of the correct textbooks, bring your course schedule printout with you when buying books.

For more information, call 860-645-3140 or visit our website at: www.efollett.com

FOR INFORMATION

Admissions	860-512-3210
Bursar's	860-512-3637
Financial Aid	860-512-3380
Library	860-512-2880
Registrar	860-512-3220
For Office Hours	www.manchestercc.edu/offices/hours.php

MCC BUILDINGS

AST	Arts, Sciences & Technology Center
GPA	Great Path Academy
LRC	Learning Resource Center
SSC	Student Services Center (formerly the Lowe Building)
V	Village

For campus maps go to:

www.mcc.commnet.edu/about/maps/directions

GENERAL INFORMATION

SUMMER CREDIT EXTENSION FEE SCHEDULES

RESIDENT

SH	Extension Credit Fee	Service Fee*	Total Fees
1	\$162.00	\$74.00	\$236.00
2	\$324.00	\$81.00	\$405.00
3	\$486.00	\$87.00	\$573.00
4	\$648.00	\$92.00	\$740.00
5	\$810.00	\$108.00	\$918.00
6	\$972.00	\$124.00	\$1,096.00
7	\$1,134.00	\$139.00	\$1,273.00
8	\$1,296.00	\$154.00	\$1,450.00
9	\$1,458.00	\$170.00	\$1,628.00
10	\$1,620.00	\$184.00	\$1,804.00
11	\$1,782.00	\$201.00	\$1,983.00
12	\$1,994.00	\$216.00	\$2,160.00
13	\$2,106.00	\$216.00	\$2,322.00
14	\$2,268.00	\$216.00	\$2,484.00
15	\$2,430.00	\$216.00	\$2,646.00

NON-RESIDENT

SH	Extension Credit Fee	Service Fee*	Total Fees
1	\$162.00	\$222.00	\$384.00
2	\$324.00	\$243.00	\$567.00
3	\$486.00	\$261.00	\$747.00
4	\$648.00	\$276.00	\$924.00
5	\$810.00	\$324.00	\$1,134.00
6	\$972.00	\$372.00	\$1,344.00
7	\$1,134.00	\$417.00	\$1,551.00
8	\$1,296.00	\$462.00	\$1,758.00
9	\$1,458.00	\$510.00	\$1,968.00
10	\$1,620.00	\$552.00	\$2,172.00
11	\$1,782.00	\$603.00	\$2,385.00
12	\$1,944.00	\$648.00	\$2,592.00
13	\$2,106.00	\$648.00	\$2,754.00
14	\$2,268.00	\$648.00	\$2,916.00
15	\$2,430.00	\$648.00	\$3,078.00

* Nonrefundable fee

Additional semester hours are charged accordingly.

Additional Mandatory Usage Fees for Extension Fund Courses Per Semester

Laboratory Course Fee.....\$88

Per registration in a designated laboratory course

Studio Course Fee\$94

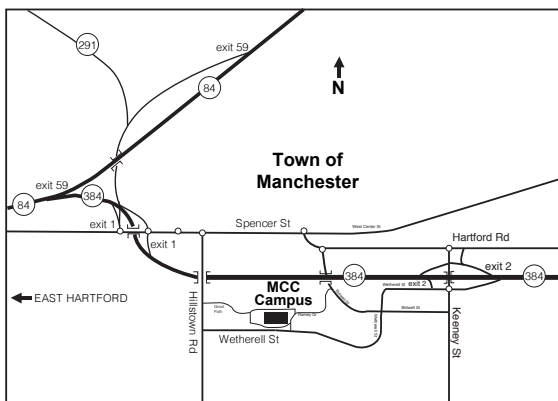
Per registration in a designated studio course

SH: semester hours

All Tuition and Fees are subject to change

DIRECTIONS TO MCC

www.manchestercc.edu/about/directionsmcc.php



From Hartford: From I-84 Eastbound, take exit 59 to I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. *See below **

From Boston: Take I-84 Westbound. Take exit 59 onto I-384. Immediately take exit 1. Turn left onto Spencer St. (eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. *See below **

From Bolton: (I-384 Westbound): Take I-384 Westbound. Take exit 1. Turn right at the light onto Spencer St. Eastbound. Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. *See below **

From Springfield: Take I-91 South. Take exit 35A to I-291 Eastbound, to I-384. Immediately take exit 1. Turn left onto Spencer St. (Eastbound). Turn right onto Hillstown Road. Take first left onto Great Path and proceed to stop sign. Take first left onto Great Path and proceed to stop sign. *See below **

* Take a left onto Founders Drive North toward East Lot (formerly Lot B) or right onto Founders Drive South toward West Lot (formerly Lot C).

REFUND POLICY FOR CREDIT EXTENSION COURSES

There is a minimum enrollment for all Continuing Education 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 service 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 or later, 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.

The Refund 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 must be received within the 10-day extension period.

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, misunderstanding of the registration process, 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.manchestercc.edu, in the "Form Depot" or you may obtain a form at the Registrar's office.

Submit completed form to:

Refund Appeals Committee
Manchester Community College
Registrar's Office, MS #13
Great Path, P.O. Box 1046
Manchester, CT 06045-1046

**The Refund Appeals Committee meets twice per month.
You will receive a written response notifying you of the outcome.**

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 school course. Full tuition and fees are charged for courses audited.

Financial Aid does not cover audited classes.

WITHDRAWAL POLICY

A student who withdraws from any credit extension summer school course(s) must obtain a withdrawal form from the Registrar's office and return the completed form to the Registrar's office. Grades for courses from which a student withdraws during the allowable withdrawal period (see chart on page 6) will be recorded as "W" at the end of the session. After the allowable withdrawal period, a student who wishes to withdraw from a credit course must obtain an *Instructor Approval Course Withdrawal Form* from the Registrar's Office or Academic Offices. A request for a withdrawal after the allowable withdrawal date does not guarantee approval. This form must be approved by the instructor and returned to the Registrar's office before the session end date.

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 summer session 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. Summer students who believe they qualify for a waiver of the English and/or math assessment test should submit the Assessment Testing Exemption Request form on page 25 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.**

SUMMER STUDENT TESTING

Students must have applied to the College prior to taking the assessment test and must bring their Banner Student I.D. number and Photo I.D. to the test. For test dates, please go to the MCC website at www.manchestercc.edu and look up Assessment Testing to make a test appointment. For more information about the test, call the Testing Center at 860-512-3304.

Important Dates for Summer Credit Students

Session	Last Day to Drop Classes and Receive a Refund of Tuition Only	Last Day to Use Audit Option	Last Day to Withdraw from Classes without Academic Penalty
3-Week Morning, May 23-June 10	Friday, May 20	Friday, June 3	Friday, June 3
6-Week Day/Evening & Intensive Program Session I: May 23-July 1	For Monday start classes: Friday, May 20 For Tuesday start classes: Monday, May 23	Friday, June 3	Friday, June 17
8-Week Day/Evening June 6-July 29	For Monday start classes: Friday, June 3 For Tuesday start classes: Monday, June 6	Friday, June 17	Friday, July 15
6-Week Day/Evening June 20-July 29	For Monday start classes: Friday, June 17 For Tuesday start classes: Monday, June 20	Friday, July 1	Friday, July 15
6-Week Day/Evening & Intensive Program Session II: July 5-August 13	For Tuesday start classes: Friday, July 1 For Wednesday start classes: Tuesday, July 5 For Friday start classes: Thursday, July 7	Friday, July 15	Friday, July 29
Online, By Arrangement, Work Experience & Special Session Courses	See refund policy on page 5	See audit policy page 5	See withdrawal policy page 5

SUMMER COURSE SCHEDULE

3-Week Morning Session

Classes Start: Monday, May 23

Final Exams: Last scheduled class period unless otherwise noted

Classes End: Friday, June 10

No classes Monday, May 30 (Memorial Day)

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20070	✱ ART* 206	Film Study	3	M,T,W,R,F	9:30 a.m.-12:25 p.m.	VIL5	V151
20071	■ COM* 101	Introduction to Mass Communication	3	(online)	(See pages 13, 18)		
20073	✱ COM* 154	Film Study and Appreciation	3	M,T,W,R,F	9:30 a.m.-12:25 p.m.	VIL5	V151
20074	COM* 173	Public Speaking	3	M,T,W,R,F	9:00-11:55 a.m.	AST	C204
20075	■ CSA* 105	Introduction to Software Applications	3	(online)	(See pages 13, 19)		
20076	DGA* 109	Introduction to Games	3	M,T,W,R,F	10:00 a.m.-12:55 p.m.	LRC	B218
20077	■ ECN* 101	Principles of Macroeconomics	3	(online)	(See pages 13, 20)		
20078	ENG* 110	Introduction to Literature	3	M,T,W,R,F	9:00-11:55 a.m.	AST	D205
20079	■ ENG* 250	Studies in Ethnic Literature	3	(online)	(See pages 14, 20)		
20080	■ HIS* 201	United States History I	3	(online)	(See pages 14, 21)		
20081	HSP* 109	Food Safety Certification (Note: class also meets on 6/13)	1	M,W	9:00-11:40 a.m.	AST	C203
20082	■ HUM* 101	Introduction to the Humanities	3	(online)	(See pages 14, 21)		
20083	MUS* 101	Music History & Appreciation I	3	M,T,W,R,F	9:00-11:55 a.m.	VIL2	V127
20084	PHL* 111	Ethics	3	M,T,W,R,F	9:00-11:55 a.m.	AST	D203
20085	PSY* 111	General Psychology I	3	M,T,W,R,F	9:00-11:55 a.m.	AST	C210
20086	■ SOC* 101	Principles of Sociology	3	(online)	(See pages 15, 24)		

✱ Choose either ART* 206 or COM* 154

■ See page 10 for information about online courses

Continued next page

6-Week Day/Evening and Intensive Program: Session I

Classes Start: Monday, May 23

No evening classes Thursday, May 26 (Commencement)

No classes Monday, May 30 (Memorial Day)

Classes End: Friday, July 1

Final Exams: Last scheduled class period unless otherwise noted

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20087	■ ACC* 115	Financial Accounting	4	(online)	(See pages 12, 16)		
20088	■ ACC* 117	Principles of Managerial Accounting	3	(online)	(See pages 12, 16)		
20089	★ ■ ART* 206	Film Study	3	(online)	(See pages 12, 16)		
20090	■ BBG* 101	Introduction to Business	3	(online)	(See pages 12, 17)		
20091	■ BBG* 234	Legal Environment of Business	3	(online)	(See pages 12, 17)		
20092	■ BMG* 204	Managerial Communication	3	(online)	(See pages 12, 17)		
20093	‡ ■ BMG* 210	Organizational Behavior	3	(online)	(See pages 12, 17)		
20094	■ BMK* 201	Principles of Marketing	3	(online)	(See pages 12, 18)		
20095	CAD* 220	Parametric Design (solid works)	3	T,R	6:00-9:35 p.m.	AST	C131
20096	CHE* 121	General Chemistry I (lecture) (lab) (classes will also be held Friday, June 3)	4	M,T,W,R M,W	8:30-10:30 a.m. 10:45 a.m.-1:45 p.m.	AST AST	E202 C110
20097	CHE* 121	General Chemistry I (lecture) (lab) (classes will also be held Friday, June 3)	4	M,T,W,R T, R	8:30-10:30 a.m. 10:45 a.m.-1:30 p.m.	AST AST	E202 C110
20098	■ COM* 100	Introduction to Communication	3	(online)	(See pages 13, 18)		
20099	★ ■ COM* 154	Film Study and Appreciation	3	(online)	(See pages 13, 18)		
20100	■ COM* 172	Interpersonal Communication	3	(online)	(See pages 13, 18)		
20101	■ CSC* 101	Introduction to Computers	3	(online)	(See pages 13, 19)		
20102	■ CJS* 101	Introduction to Criminal Justice	3	(online)	(See pages 13, 19)		
20103	EGR* 230	C++ for Engineers	3	M,W	6:00-9:35 p.m.	AST	C139
20104	▼ ENG* 093	Introduction to College Reading & Writing	0	M,T,W,R	10:00-11:40 a.m.	AST	C207
20105	ENG* 101	Composition	3	M,W	6:00-9:35 p.m.	LRC	B219
20106	■ ENG* 110	Introduction to Literature	3	(online)	(See pages 14, 20)		
20107	■ HIS* 202	United States History II	3	(online)	(See pages 14, 21)		
20108	▼ MAT* 095	Elementary Algebra Foundations	0	M,T,W,R	9:00-10:40 a.m.	AST	D218
20109	MAT* 172	College Algebra	3	M,T,W,R	9:00-10:40 a.m.	AST	D213
20110	POL* 111	American Government	3	T,R	6:00-9:35 p.m.	AST	C211
20111	■ PSY* 201	Life Span Development	3	(online)	(See pages 15, 23)		
20112	‡ ■ PSY* 247	Industrial and Organizational Psychology	3	(online)	(See pages 15, 23)		
20113	SGN* 101	Sign Language I	3	M,W	6:00-9:35 p.m.	LRC	B208
20114	■ SOC* 210	Sociology of the Family	3	(online)	(See pages 15, 24)		
20115	SPA* 111	Elementary Spanish I	4	M,T,W,R	9:00-11:25 a.m.	LRC	B210

▼ Does not carry academic credit, however tuition and fees are the same as for a 3 credit course (see page 4 for schedule of fees)

★ Choose either ART* 206 or COM* 154

‡ Choose either BMG* 210 or PSY* 247

■ See page 10 for information about online courses

Continued next page

SUMMER COURSE SCHEDULE

8-Week Day/Evening Session

Classes Start: Monday, June 6

Final Exams: Last scheduled class period unless otherwise noted

Classes End: Friday, July 29

No classes Monday, July 4

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20116	ACC* 125	Accounting Computer Applications I	3	M,W	6:00-8:40 p.m.	LRC	B222
20117	■ ART* 101	Art History I	3	(online)	(See pages 12, 16)		
20118	■ ART* 111	Drawing I	3	M,W,R	2:00-5:30 p.m.	AST	D109
20119	■ ART* 112	Drawing II	3	M,W,R	2:00-5:30 p.m.	AST	D109
20120	⊕ Art* 185	Video/Filmmaking	3	T,R	6:30-9:05 p.m.	LRC	B218
20121	■ ART* 211	Drawing III	3	M,W,R	2:00-5:30 p.m.	AST	D109
20122	■ ART* 212	Drawing IV	3	M,W,R	2:00-5:30 p.m.	AST	D109
20123	■ ART* 250	Digital Photography	3	M,W,R	6:00-9:30 p.m.	AST	D211
20124	■ AST* 101	Principles of Astronomy	3	(online)	(See pages 12, 16)		
20125	BIO* 105	Introduction to Biology (lecture) (lab)	4	T,W,R T,W,R	11:00 a.m.-12:35 p.m. 1:00-2:35 p.m.	AST LRC	C209 B124
20126	BIO* 105	Introduction to Biology (lecture) (lab)	4	T,W,R T,W,R	11:00 am.-12:35 p.m. 9:00-10:35 a.m.	AST LRC	C209 B124
20127	BIO* 115	Human Biology (lecture) (lab)	4	T,W,R T,W,R	10:00-11:35 a.m. 8:00-9:35 a.m.	AST LRC	C212 B127
20128	BIO* 115	Human Biology (lecture) (lab)	4	T,W,R T,W,R	10:00-11:35 a.m. noon-1:35 p.m.	AST LRC	C212 B127
20279	■ BIO* 120	Immunity and Human Disease	3	(online)	(see pages 12, 17)		
20129	BIO* 211	Anatomy and Physiology I (lecture) (lab)	4	T,W,R T,W,R	4:00-5:35 p.m. 2:00-3:35 p.m.	AST LRC	C209 B128
20130	BIO* 211	Anatomy and Physiology I (lecture) (lab)	4	T,W,R T,W,R	4:00-5:35 p.m. 6:00-7:35 p.m.	AST LRC	C209 B128
20131	BIO* 212	Anatomy and Physiology II (lecture) (lab)	4	T,W,R T,W,R	10:00-11:35 a.m. 8:00-9:35 a.m.	AST LRC	C201 B128
20132	BIO* 212	Anatomy and Physiology II (lecture) (lab)	4	T,W,R T,W,R	10:00-11:35 a.m. noon-1:35 p.m.	AST LRC	C201 B128
20133	BIO* 235	Microbiology (lecture) (lab)	4	T,W,R T,R	5:00-6:35 p.m. 2:00-4:35 p.m.	AST LRC	C201 B127
20134	BIO* 235	Microbiology (lecture) (lab)	4	T,W,R T,R	5:00-6:35 p.m. 7:00-9:35 p.m.	AST LRC	C201 B127
20135	■ CAD* 110	Introduction to CAD	3	(online)	(see pages 13, 18)		
20136	CHE* 111	Concepts of Chemistry (lecture) (lab)	4	M,W,F M,W,F	6:00-7:40 p.m. 4:00-5:40 p.m.	AST AST	C212 C113
20137	CHE* 111	Concepts of Chemistry (lecture) (lab)	4	M,W,F M,W,F	6:00-7:40 p.m. 8:00-9:40 p.m.	AST AST	C212 C113
20138	⊕ COM* 166	Video/Filmmaking	3	T,R	6:30-9:05 p.m.	LRC	B218
20139	COM* 173	Public Speaking	3	M,W	6:30-9:10 p.m.	AST	C204
20140	■ CST* 205	Project Management	4	(online)	(see pages 13, 19)		
20141	ECE* 231	Early Language and Literacy Development	3	M,W	6:30-9:10 p.m.	SSC	L141
20142	EAS* 102	Earth Science	3	T,R	6:30-9:05 p.m.	AST	C107
20143	EAS* 106	Natural Disasters	3	M,W	6:30-9:10 p.m.	AST	C107

⊕ Choose either ART* 185 or COM* 166

■ Studio Course

■ See page 10 for information about online courses

Continued next page

SUMMER COURSE SCHEDULE

8-Week Day/Evening Session *(continued)*

Classes Start: Monday, June 6

Final Exams: Last scheduled class period unless otherwise noted

Classes End: Friday, July 29

No classes Monday, July 4

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm
20144	ECN* 101	Principles of Macroeconomics	3	T,R	6:30-9:05 p.m.	AST C209
20145	ECN* 102	Principles of Microeconomics	3	M,W	6:30-9:10 p.m.	AST C211
20146	▼ ENG* 093	Introduction to College Reading & Writing	0	T,R	6:30-9:05 p.m.	AST C207
20147	ENG* 101	Composition	3	M,W	6:30-9:10 p.m.	AST D203
20148	ENG* 101	Composition	3	T,R	2:00-4:35 p.m.	AST C207
20149	■ ENG* 101	Composition	3	(online)	(see pages 13, 20)	
20150	ENG* 110	Introduction to Literature	3	M,W	6:30-9:10 p.m.	AST D205
20151	ENG* 110	Introduction to Literature	3	T,R	2:00-4:35 p.m.	AST D205
20152	■ ENG* 200	Advanced Composition	3	(online)	(See pages 14, 20)	
20153	■ EVS* 100	Introduction to Environmental Science	3	(online)	(see pages 14, 20)	
20154	■ GEO* 111	World Regional Geography	3	(online)	(see pages 14, 21)	
20155	HIS* 101	Western Civilization I	3	T,R	6:00-8:35 p.m.	AST C202
20156	■ HUM* 101	Introduction to Humanities	3	(online)	(see pages 14, 21)	
20157	MAT* 138	Intermediate Algebra: A Modeling Approach	3	T,R	2:00-4:35 p.m.	AST D215
20158	MAT* 138	Intermediate Algebra: A Modeling Approach	3	M,W	5:15-7:55 p.m.	AST D213
20159	MAT* 158	Functions, Graphs & Matrices	3	T,R	6:20-8:55 p.m.	AST D213
20160	MAT* 165	Elementary Statistics with Computer Applications	4	M,W	noon-3:30 p.m.	AST D218
20161	MAT* 165	Elementary Statistics with Computer Applications	4	T,R	5:00-8:20 p.m.	AST D218
20162	MAT* 172	College Algebra	3	T,R	3:30-6:05 p.m.	AST D213
20163	MAT* 172	College Algebra	3	M,W	5:15-7:55 p.m.	AST D215
20164	MAT* 186	Precalculus	4	T,R	5:00-8:20 p.m.	AST D215
20165	MAT* 186	Precalculus	4	M,W	5:15-8:45 p.m.	AST D218
20166	MAT* 254	Calculus I	4	M,W	5:00-8:30 p.m.	AST D219
20167	MAT* 254	Calculus I	4	T,R	noon-3:20 p.m.	AST D219
20168	MAT* 256	Calculus II	4	T,R	5:00-8:20 p.m.	AST D219
20169	MAT* 256	Calculus II	4	M,W	noon-3:30 p.m.	AST D219
20170	PHY* 110	Introductory Physics (lab included)	4	T,W,R	8:00-10:50 a.m.	AST C101
20171	● ■ PHY* 110	Introductory Physics (lab included)	4	Hybrid/T,R	5:00-6:35 p.m.	AST C101
20172	■ POL* 111	American Government	3	(online)	(see pages 15, 23)	
20173	PSY* 111	General Psychology I	3	M,W	6:30-9:05 p.m.	AST C209
20174	■ PSY* 111	General Psychology I	3	(online)	(see pages 15, 23)	
20175	PSY* 201	Life Span Development	3	T,R	6:30-9:05 p.m.	AST C212
20176	■ SOC* 101	Principles of Sociology	3	(online)	(see pages 15, 24)	

● ■ Hybrid: This course meets online and on campus

▼ Does not carry academic credit, however tuition and fees are the same as for a 3 credit course (see page 4 for schedule of fees)

■ See page 10 for information about online courses

Continued next page

SUMMER COURSE SCHEDULE

6-Week Day/Evening Session

Classes Start: Monday, June 20

Final Exams: Last scheduled class period unless otherwise noted

Classes End: Friday, July 29

No Classes Monday, July 4

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20177	■ ANT* 101	Introduction to Anthropology	3	(online)	(see pages 12, 16)		
20221	■ ART* 102	Art History II: Renaissance to the Present	3	(online)	(see pages 12, 16)		
20179	■ BIO* 111	Introduction to Nutrition	3	(online)	(see pages 12, 16)		
20180	■ BFN* 111	Financial Literacy	3	(online)	(see pages 12, 17)		
20181	■ BMG* 202	Principles of Management	3	(online)	(see pages 12, 17)		
20182	■ COM* 101	Introduction to Mass Communication	3	(online)	(see pages 13, 18)		
20183	COM* 173	Public Speaking	3	T,R	6:00-9:20 p.m.	SSC	L241
20184	■ CJS* 105	Introduction to Law Enforcement	3	(online)	(see pages 13, 19)		
20185	ENG* 101	Composition	3	M,T,W,R	10:00-11:40 a.m.	AST	D203
20186	■ ENG* 110	Introduction to Literature	3	(online)	(see pages 14, 20)		
20187	■ EVS* 100	Introduction to Environmental Science	3	(online)	(see pages 14, 20)		
20188	■ HLT* 151	Health and Wellness Promotion	3	(online)	(see pages 14, 21)		
20189	HIS* 121	World Civilization 1	3	M,T,W,R	10:00-11:35 a.m.	AST	C202
20190	■ HSE* 134	Introduction to the Mental Health System	3	(online)	(see pages 14, 21)		
20191	PHL* 101	Introduction to Philosophy	3	T,R	6:00-9:20 p.m.	AST	C210
20192	PSY* 203	Child Development	3	M,W	6:00-9:35 p.m.	GPA	GP126
20193	SOC* 101	Principles of Sociology	3	M,T,W,R	10:00-11:40 a.m.	AST	C211

■ See page 10 for information about online courses

Continued next page

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@manchestercc.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 www.manchestercc.edu/blackboard. This site includes information about how to log into Blackboard Learn, where to get help, technical requirements for your computer and other resources.

To access your online class material using Blackboard Learn:

1. Login to myCommNet using your NetID and password.
2. Click the "Blackboard" link on the upper right of the window.
3. Select your course from the course list on the "My Institution" page.
4. Logoff when you have completed your work.



6-Week Day/Evening and Intensive Program: Session II

Classes Start: Tuesday, July 5

Classes End: Saturday, August 13

Final Exams: Last scheduled class period unless otherwise noted

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20194	■ ACC* 115	Financial Accounting	4	(online)	(see pages 12, 16)		
20195	■ ACC* 117	Principles of Managerial Accounting	3	(online)	(see pages 12, 16)		
20196	★ ■ ART* 206	Film Study	3	(online)	(see pages 12, 16)		
20197	■ BIO* 111	Introduction to Nutrition	3	(online)	(see pages 12, 16)		
20198	■ BFN* 201	Principles of Finance	3	(online)	(see pages 12, 17)		
20199	■ BBG* 101	Introduction to Business	3	(online)	(see pages 12, 17)		
20200	■ BBG* 215	Global Business	3	(online)	(see pages 12, 17)		
20201	CHE* 122	General Chemistry II (lecture) (lab)	4	M,T,W,R M,W	8:20-10:35 a.m. 10:45 a.m.-1:45 p.m.	AST AST	E202 C110
20202	CHE* 122	General Chemistry II (lecture) (lab)	4	M,T,W,R T,R	8:20-10:35 a.m. 10:45 a.m.-1:30 p.m.	AST AST	E202 C110
20203	■ COM* 100	Introduction to Communication	3	(online)	(see pages 13, 18)		
20204	★ ■ COM* 154	Film Study and Appreciation	3	(online)	(see pages 13, 18)		
20205	COM* 173	Public Speaking	3	T,R	5:30-8:50 p.m.	AST	C204
20206	■ DAR* 101	Public Health Issues Abuse and Addiction	3	(online)	(see pages 13, 19)		
20207	■ ECN* 102	Principles of Microeconomics	3	(online)	(see pages 13, 20)		
20208	ENG* 101	Composition	3	T,R	6:00-9:20 p.m.	AST	D203
20209	■ ENG* 101	Composition	3	(online)	(see pages 14, 20)		
20210	■ ENG* 110	Introduction to Literature	3	(online)	(see pages 14, 20)		
20211	■ ENG* 200	Advanced Composition	3	(online)	(see pages 14, 20)		
20212	ENG* 221	American Literature I	3	T,R	6:00-9:20 p.m.	AST	D205
20213	■ IDS* 101	The First Year Experience	3	(online)	(see pages 14, 22)		
20214	MAT* 138	Intermediate Algebra: A Modeling Approach	3	M,T,W,R	9:00-10:40 a.m.	AST	D215
20215	PHL* 111	Ethics	3	F S	6:00-9:20 p.m. 9:00 a.m.-12:20 p.m.	AST AST	C211 C211
20216	POL* 112	State & Local Government	3	T,R	6:00-9:20 p.m.	AST	C211
20217	■ PSY* 111	General Psychology I	3	(online)	(see pages 15, 23)		
20218	■ PSY* 245	Abnormal Psychology	3	(online)	(see pages 15, 23)		
20219	SGN* 102	Sign Language II	3	M,W	6:00-9:20 p.m.	LRC	B208
20220	SPA* 112	Elementary Spanish II	4	M,T,W,R	9:00-11:25 a.m.	LRC	B210
20244	● ■ THR* 101	Introduction to Theater	3	Hybrid/T	5:30-8:50 p.m.	SSC	L245

● ■ Hybrid course: This course meets online and on campus

★ Choose either ART* 206 or COM* 154

■ See page 10 for information about online courses

Continued next page

SUMMER COURSE SCHEDULE

Online, By Arrangement, Work Experience and Special Session Courses

CRN	Subject #	Title	Credit Hrs	Dates	Time
20087	■ ACC* 115	Financial Accounting (Course description on page 16)	4	5/23-7/1	(online)
20194	■ ACC* 115	Financial Accounting (Course description on page 16)	4	7/5-8/13	(online)
20088	■ ACC* 117	Principles of Managerial Accounting (Course description on page 16)	3	5/23-7/1	(online)
20195	■ ACC* 117	Principles of Managerial Accounting (Course description on page 16)	3	7/5-8/13	(online)
20177	■ ANT* 101	Introduction to Anthropology (Course description on page 16)	3	6/20-7/29	(online)
20117	■ ART* 101	Art History I (Course description on page 16)	3	6/6-7/29	(online)
20221	■ ART* 102	Art History II: Renaissance to the Present (Course description on page 16)	3	6/20-7/29	(online)
20089	★ ■ ART* 206	Film Study (Course description on page 16)	3	5/23-7/1	(online)
20196	★ ■ ART* 206	Film Study (Course description on page 16)	3	7/5-8/13	(online)
20124	■ AST* 101	Principles of Astronomy (Course description on page 16)	3	6/6-7/29	(online)
20179	■ BIO* 111	Introduction to Nutrition (Course description on page 16)	3	6/20-7/29	(online)
20197	■ BIO* 111	Introduction to Nutrition (Course description on page 16)	3	7/5-8/13	(online)
20279	■ BIO* 120	Immunity and Human Disease (Course description on page 17)	3	6/6-7/29	(online)
20180	■ BFN* 111	Financial Literacy (Course description on page 17)	3	6/20-7/29	(online)
20198	■ BFN* 201	Principles of Finance (Course description on page 17)	3	7/5-8/13	(online)
20090	■ BBG* 101	Introduction to Business (Course description on page 17)	3	5/23-7/1	(online)
20199	■ BBG* 101	Introduction to Business (Course description on page 17)	3	7/5-8/13	(online)
20200	■ BBG* 215	Global Business (Course description on page 17)	3	7/5-8/13	(online)
20091	■ BBG* 234	Legal Environment of Business (Course description on page 17)	3	5/23-7/1	(online)
20181	■ BMG* 202	Principles of Management (Course description on page 17)	3	6/20-7/29	(online)
20092	■ BMG* 204	Managerial Communication (Course description on page 17)	3	5/23-7/1	(online)
20093	‡ ■ BMG* 210	Organizational Behavior (Course description on page 17)	3	5/23-7/1	(online)
20094	■ BMK* 201	Principles of Marketing (Course description on page 18)	3	5/23-7/1	(online)

★ Choose either ART* 206 or COM* 154

‡ Choose either BMG* 210 or PSY* 247

■ See page 10 for information about online courses

Continued next page

Online, By Arrangement, Work Experience and Special Session Courses

CRN	Subject #	Title	Credit Hrs	Dates	Time	Building/Wing/RM
20135	■ CAD* 110	Introduction to CAD (Course description on page 18)	3	6/6-7/29	(online)	
20098	■ COM* 100	Introduction to Communication (Course description on 18)	3	5/23-7/1	(online)	
20203	■ COM* 100	Introduction to Communication (Course description on 18)	3	7/5-8/13	(online)	
20071	■ COM* 101	Introduction to Mass Communication (Course description on 18)	3	5/23-6/10	(online)	
20182	■ COM* 101	Introduction to Mass Communication (Course description on page 18)	3	6/20-7/29	(online)	
20099	★ ■ COM* 154	Film Study and Appreciation (Course description on page 18)	3	5/23-7/1	(online)	
20204	★ ■ COM* 154	Film Study and Appreciation (Course description on page 18)	3	7/5-8/13	(online)	
20100	■ COM* 172	Interpersonal Communication (Course description on 18)	3	5/23-7/1	(online)	
20101	■ CSC* 101	Introduction to Computers (Course description on page 19)	3	5/23-7/1	(online)	
20075	■ CSA* 105	Introduction to Software Applications (Course description on page 19)	3	5/23-6/10	(online)	
20140	■ CST* 205	Project Management (Course description on page 19)	4	6/6-7/29	(online)	
◆ ■	CO-OP 270	Co-op/Work Experience On-campus orientation on Tuesday, June 8, 5:00 p.m. in SSC L107 (Course description on page 19)	3	6/8-8/3	(online)	
CRN assigned by CO-OP ED Director						
◆	CO-OP 270	Co-op/Work Experience (Course description on page 19)	3	W 6/15-8/3	6:30-8:30 p.m.	
CRN assigned by CO-OP ED Director						
20102	■ CJS* 101	Introduction to Criminal Justice (Course description on page 19)	3	5/23-7/1	(online)	
20184	■ CJS* 105	Introduction to Law Enforcement (Course description on 19)	3	6/20-7/29	(online)	
20252	DAS* 201	Dental Assistant Clinical Practicum II (Course description on page 19)	2	5/23-8/13	TBA	
20206	■ DAR* 101	Public Health Issues Abuse and Addiction (Course description on page 19)	3	7/5-8/13	(online)	
20077	■ ECN* 101	Principles of Macroeconomics (Course description on page 20)	3	5/23-6/10	(online)	
20207	■ ECN* 102	Principles of Microeconomics (Course description on page 20)	3	7/5-8/13	(online)	
20149	■ ENG* 101	Composition (Course description on page 20)	3	6/6-7/29	(online)	

◆ This course requires pre-registration approval from the Cooperative Education office located in the Student Services Center (SSC), L179. Students from all majors can enroll in this course section and receive credit specific to their subject specialty. For more information about Cooperative Education please call 860-512-3312.

■ See page 10 for information about online courses

★ ■ Choose either ART* 206 or COM* 154

Continued next page

SUMMER COURSE SCHEDULE

Online, By Arrangement, Work Experience and Special Session Courses

CRN	Subject #	Title	Credit Hrs		Dates	Time	Building/Wing/RM
20209	■ ENG*101	Composition (Course description on page 20)	3		7/5-8/13	(online)	
20106	■ ENG* 110	Introduction to Literature (Course description on page 20)	3		5/23-7/1	(online)	
20186	■ ENG* 110	Introduction to Literature (Course description on page 20)	3		6/20-7/29	(online)	
20210	■ ENG* 110	Introduction to Literature (Course description on page 20)	3		7/5-8/13	(online)	
20152	■ ENG* 200	Advanced Composition (Course description on page 20)	3		6/6-7/29	(online)	
20211	■ ENG* 200	Advanced Composition (Course description on page 20)	3		7/5-8/13	(online)	
20079	■ ENG* 250	Studies in Ethnic Literature (Course description on page 20)	3		5/23-6/10	(online)	
20153	■ EVS* 100	Introduction to Environmental Science (Course description on page 20)	3		6/6-7/29	(online)	
20187	■ EVS* 100	Introduction to Environmental Science (Course description on page 20)	3		6/20-7/29	(online)	
20154	■ GEO* 111	World Regional Geography (Course description on page 21)	3		6/6-7/29	(online)	
20259	HLT* 090	Allied Health Study (Course description on 21)	1	R,F	8/25-8/26	8:30 a.m.-4:30 p.m.	LRC B214
20188	■ HLT* 151	Health and Wellness Promotion (Course description on page 21)	3		6/20-7/29	(online)	
20080	■ HIS* 201	United States History I (Course description on page 21)	3		5/23-6/10	(online)	
20107	■ HIS* 202	United States History II (Course description on page 21)	3		5/23-7/1	(online)	
20264	◆ HSP* 296	Co-op/Work Experience Required seminars: Tuesdays, May 31, June 7, 14, 21 (Course description on page 21)	3	T	5/31-6/21	9:00 a.m.-1:00 p.m.	LRC B213
20190	■ HSE* 134	Introduction to the Mental Health System (Course description on page 21)	3		6/20-7/29	(online)	
20082	■ HUM*101	Introduction to the Humanities (Course description on page 21)	3		5/23-6/10	(online)	
20156	■ HUM* 101	Introduction to the Humanities (Course description on page 21)	3		6/6-7/29	(online)	
20213	■ IDS* 101	The First Year Experience (Course description on page 22)	3		7/5-8/13	(online)	
20171	●■ PHY* 110	Introductory Physics (lab included) (Course description on page 23)	4	Hybrid/T,R	6/6-7/29	5:00-6:35 p.m.	

● ■ Hybrid course: This course meets online and on campus

◆ This course requires pre-registration approval from the Cooperative Education office located in the Student Services Center (SSC), L179. Students from all majors can enroll in this course section and receive credit specific to their subject specialty. For more information about Cooperative Education please call 860-512-3312.

■ See page 10 for information about online courses

Continued next page

Online, By Arrangement, Work Experience and Special Session Courses

CRN	Subject #	Title	Credit Hrs		Dates	Time	Building/Wing/RM	
20172	■ POL* 111	American Government (Course description on page 23)	3		6/6-7/29	(online)		
20174	■ PSY* 111	General Psychology I (Course description on page 23)	3		6/6-7/29	(online)		
20217	■ PSY* 111	General Psychology I (Course description on page 23)	3		7/5-8/13	(online)		
20111	■ PSY* 201	Life Span Development (Course description on page 23)	3		5/23-7/1	(online)		
20218	■ PSY* 245	Abnormal Psychology (Course description on page 23)	3		7/5-8/13	(online)		
20112	‡■ PSY* 247	Industrial and Organizational Psychology (Course description on page 23)	3		5/23-7/1	(online)		
20245	RDT* 117	Treatment Planning II (Course description on page 23)	3	M	5/23-7/25	7:00-11:00 a.m.	LRC	B130
20246	RDT* 145	Radiation Therapy Equipment (Course description on page 23)	2	M	5/23-7/25	noon-4:00 p.m.	LRC	B130
20247	RAD* 126	Radiographic Imaging II (Course description on page 24)	2	T	5/31-7/19	9:00 a.m.-1:00 p.m.	LRC	B208
20248	RAD* 199	Clinical Practices III Practicum: Radiation Therapy (Course description on page 24)	2	T,W,R,F	5/17-7/29	7:00 a.m.-4:00 p.m.	clinical site	
20249	RAD* 199	Clinical Practices III Practicum: Radiation Therapy (Course description on page 24)	2	M,W,F	6/1-7/22	7:00 a.m.-4:00 p.m.	clinical site	
20250	RSP* 181	Clinical Practicum II Requires prior approval from Nancy LaRoche-Shovak at 860-512-2714 (Course description on page 24)	1	T,W,R,F	5/31-7/22	7:00 a.m.-3:30 p.m.	clinical site	
20251	RSP* 260	Advanced Principles of Ventilator Therapy Requires prior approval from Nancy LaRoche-Shovak at 860-512-2714 (Course description on page 24)	3	T,W,R,F M	5/17-5/20 & 5/23-7/25	8:30 a.m.-12:30 p.m.	LRC	B129
20086	■ SOC* 101	Principles of Sociology (Course description on page 24)	3		5/23-6/10	(online)		
20176	■ SOC* 101	Principles of Sociology (Course description on page 24)	3		6/6-7/29	(online)		
20114	■ SOC* 210	Sociology of the Family (Course description on page 24)	3		5/23-7/1	(online)		
20244	●■ THR* 101	Introduction to Theater (Course description on page 24)	3	Hybrid/T	7/5-8/13	5:30-8:50 p.m.		

● ■ Hybrid course: This course meets online and on campus

■ See page 10 for information about online courses

‡ Choose either BMG* 210 or PSY* 247

COURSE DESCRIPTIONS

ACCOUNTING

All accounting courses numbered 100 or higher require students to be eligible for ENG* 101 and MAT* 095 or higher.

ACC* 115: Financial Accounting

(Formerly ACCT 101)

Theory and practice of accounting applicable to the accumulation, external reporting, and external uses of financial accounting information. 4 credits

ACC* 117: Principles of Managerial Accounting

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. Prerequisite: "C-" or better in ACC* 115. 3 credits

ACC* 125: Accounting Computer Applications I

(Formerly ACCT 105)

This course teaches students to build a company's accounting system in QuickBooks. Students will learn to download QuickBooks data into an Excel spreadsheet and build linked statements, footnotes and graphs. Students will also learn PowerPoint and TurboTax. Prerequisite: ACC* 115. 3 credits

ANTHROPOLOGY

ANT* 101: Introduction to Anthropology

(Formerly ANTH 101)

This course is designed to provide a basic overview and understanding of the evolution of the human species and human culture through fossils, genetics and ethnographic insight. It seeks to explain the similarities and differences shared by all humans and that humans share with non-human primates. It explores the question at the core of all anthropological research: It does all this in search of answers to the question: What does it mean to be human? Prerequisite: Eligibility for ENG* 101. 3 credits

ART

STUDIO COURSES: Students enrolled in fine arts studio courses are responsible for buying any supplies required for satisfactory completion of the course. All studio courses are open to both beginning and advanced students. Advanced students may work on individual projects.

ART* 101: Art History I: Prehistory to the Renaissance

(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. Prerequisite: Eligibility for ENG* 101. 3 credits

ART* 102: Art History II: Renaissance to the Modern Era

(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. Prerequisite: Eligibility for ENG* 101. 3 credits

ART* 111, ART* 112, ART* 211, ART* 212:

Drawing I, Drawing II, III, IV

(Formerly FA 121, FA 122, FA 223, FA 224)

This course covers the basic elements, media and processes of drawing including composition and perspective. Extensive drawing from still-life, landscape and the live model will emphasize development of students' manual, perceptual and conceptual skills. Prerequisite: Eligibility for ENG* 096 or permission of instructor. (Note: for ART* 112, ART* 211, ART* 212, "C" or better in ART* 111). 3 credits. May be taken up to four times as ART* 111, ART* 112, ART* 211 and ART* 212, all of which run concurrently. 3 credits

ART* 185/Com* 166: Video/Filmmaking

(Formerly FA 176/COMM 176)

A creative workshop in which students will work in groups and make their own movies. Students work with video camcorders and editors. Students will learn scripting, shooting, editing and audio production techniques. 3 credits

ART* 206/COM* 154: Film Study/Film Study and Appreciation

(Formerly FA 171/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. Prerequisite: Eligibility for ENG* 101. 3 credits

ART* 250: Digital Photography

An introduction to digital photography including hardware and software, camera handling and creative controls, file formats and management, image editing, manipulation and output options using Adobe Photoshop. Through demonstrations and assignments, a survey of imagery and a final portfolio, students will be introduced to the basic vocabulary, concepts, tools and expressive possibilities of digital photography. Students must own a digital camera with manual, aperture priority and/or shutter priority exposure modes. Basic computer and photographic experience preferred. Prerequisite: Eligibility for ENG* 096 or permission of the instructor. 3 credits

ASTRONOMY

AST* 101: Principles of Astronomy

(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. Prerequisite: "C" or better in MAT* 095, or eligibility for MAT* 138. 3 credits

BIOLOGY

BIO* 105: Introduction to Biology

(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. Prerequisite: Eligibility for ENG* 101. 4 credits

BIO* 111: Introduction to Nutrition

(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. Prerequisite: Eligibility for ENG* 101. Not open to students who have completed BIO* 112. 3 credits

BIO* 115: Human Biology

(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. Prerequisite: *Eligibility for ENG* 101*. 4 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. Prerequisites: *"C" or better in ENG* 101 or concurrent*. 3 Credits

BIO* 211: Anatomy and Physiology I

(Formerly BIO 152)

The anatomy and physiology of the integumentary, skeletal, muscular and nervous systems are discussed and explored in appropriate laboratory investigations which include some dissection. Prerequisites: *BIO* 121, or BIO* 115, or CHE* 111, and eligibility for ENG* 101*. 4 credits

BIO* 212: Anatomy and Physiology II

(Formerly BIO 153)

The anatomy and physiology of the endocrine, digestive, respiratory, cardiovascular, lymphatic, urinary and reproductive organ systems are discussed and explored in appropriate laboratory investigations which include some dissection. Prerequisite: *Completion of BIO* 211 with a grade of "C" or better*. 4 credits

BIO* 235: Microbiology

(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*. 4 credits

BUSINESS, FINANCE

BFN* 111: Financial Literacy

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). Prerequisites: *Eligibility for ENG* 101 or by permission of instructor*. 3 credits

BFN* 201: Principles of Finance

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: *"C" or better in ACC* 118 and eligibility for ENG*101*. 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: *Completion of or concurrent enrollment in ENG*101*. 3 credits

BBG* 215: Global Business

(Formerly BUS 271)

This course provides students with a foundation for conducting international business and a general understanding of international corporate and government operations. The course will undertake a comprehensive overview of international business designed to provide a global perspective on international trade including topics in: foreign investment, international marketing, the operations of multinational corporations, and government relations. Prerequisites: *Eligibility for ENG* 101*. 3 credits

BBG* 234: Legal Environment of Business

This course introduces the student to the structure of the American legal system and its 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, securities regulation, employment and labor law, and intellectual property. The course also examines fiduciary duties and tort and criminal liability. Prerequisite: *Eligibility for ENG* 101*. 3 credits

BUSINESS, MANAGEMENT

BMG* 202: Principles of Management

(Formerly BMG* 101)

This course is an analysis of principles, techniques and the major functions (planning, organizing, and leading) of business enterprise management. Prerequisite: *Completion of ENG* 101 with "C-" or better*. 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: *Completion of ENG* 101 with "C-" or better*. 3 credits

BMG* 210: Organizational Behavior/PSY* 247: Industrial and Organizational Psychology

(Formerly BUS 240)

A survey of the psychological factors that influence the individual in the work setting. Includes employee attitudes, motivation, group dynamics, decision making, leadership, assessment and training as an introduction to human resource management. Prerequisite: *Completion of ENG* 101 with "C-" or better*. 3 credits

COURSE DESCRIPTIONS

BUSINESS, MARKETING

BMK* 201: Principles of Marketing

(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.* 3 Credits

CAD (COMPUTER-AIDED DESIGN)

CAD* 110: Introduction to CAD

(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. 3 credits

This course will be offered online and will be conducted entirely using Blackboard Learn. Students will be expected to install AutoCAD software on their computer or use the open labs at MCC to complete the drawings. Information regarding obtaining AutoCAD (at no charge) will be posted on Blackboard Learn along with instructions on how the class will be structured.

CAD* 220: Parametric Design (SolidWorks®)

Introduction to computer-based design using SolidWorks® parametric 3D CAD software. The course focuses on Parametric Modeling and topics include: Design Intent and Process, Sketching Techniques, Model Development Techniques, Process-Specific Modeling, Design Changes, Editing Models, Patterning and Assembly Techniques. Students will participate in mostly individual and some group design projects as appropriate. Prerequisite: CAD* 110. 3 credits

CHEMISTRY

CHE* 111: Concepts of Chemistry

(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. Prerequisite: *MAT* 075 or math placement test.* 4 credits

Students who have passed a higher level chemistry class will not receive credit for this course.

CHE* 121: General Chemistry I

(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. Due to the intensive nature of this course, students with no prior chemistry coursework within the last five years should strongly consider completing CHE* 111 before taking this course. Students who need only a 4 credit chemistry course should take CHE* 111. Scientific calculator required. Prerequisite: *MAT* 095 or math placement test.* 4 credits

CHE* 122: General Chemistry II

(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. Prerequisite: *CHE* 121.* 4 credits

COMMUNICATIONS

COM* 100: Introduction to Communication

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.* 3 credits

COM* 101: Introduction to Mass Communication

(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. Prerequisite: *Eligibility for ENG* 101.* 3 credits

COM* 154/ART* 206: Film Study and Appreciation/ Film Study

(Formerly COMM 171/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. Prerequisite: *Eligibility for ENG* 101.* 3 credits

COM* 166/ART* 185: Video/Filmmaking

(Formerly COMM 176/FA 176)

A creative workshop in which students will work in groups and make their own movies. Students work with video camcorders and editors. Students will learn scripting, shooting, editing and audio production techniques. 3 credits

COM* 172: Interpersonal Communication

(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.* 3 credits

COM* 173: Public Speaking

(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. Prerequisite: *Eligibility for ENG* 101.* 3 credits

COMPUTER SCIENCE

CSC* 101: Introduction to Computers

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*. 3 credits

COMPUTER SYSTEMS APPLICATIONS

CSA* 105: Introduction to Software Applications

This hands-on introductory course is designed for students to develop practical software application skills necessary for personal productivity at home, on the job, or in the classroom. Topics will include an overview of the Windows operating system, including file management skills, in addition to word processing, spreadsheet, database and presentation tools. Online students must have access to Office 2013 or Office 365. Prerequisite: *Eligibility for ENG* 101*. 3 credits

COMPUTER SYSTEMS TECHNOLOGY

CST* 205: Project Management

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 prepare the student for the Project Management Institute CAPM® Exam and for those with project management experience, the PMP® Exam. Prerequisite: *Successful completion with a "B" or higher in one of the following: BES* 218, BFN* 202, BMG* 202, CSC* 124, CSC* 125, CSC* 205, CSC* 215, CSC* 230, CST* 131, CST* 150, EGR* 230, or permission of the instructor*. 4 credits

COOPERATIVE EDUCATION/WORK EXPERIENCE

CO-OP 270: Work Experience

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 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 speciality and permission of the Director of Cooperative Education*.

CRIMINAL JUSTICE

CJS* 101: Introduction to Criminal Justice

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. Prerequisite: *Eligibility for ENG* 093*. 3 Credits

CJS* 105: Introduction to Law Enforcement

This course examines the history of law enforcement, the work of police officers, and how police organizations operate. The topics of discretion, police sub culture, corruption and the use of force will also be examined. The course will look at law enforcement as a career with various local, state and federal law enforcement agencies. Prerequisites: *Eligibility for ENG* 093*. 3 credits

DENTAL ASSISTANT

DAS* 201: Dental Assistant Practicum II

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 a grade of "C" or higher*. 2 credits

DIGITAL ARTS

DGA* 109: Introduction to Games

An introduction to designing and producing games that examines the history of games, game theory in general, the use of various technologies to create games and an analysis of the use of games and simulations in recreation, learning and commerce. The course will allow students to put the theory into practice through research and design projects and class presentations. 3 credits

DRUG/ALCOHOL RECOVERY COUNSELOR

DAR* 101: Public Health Issues Abuse and Addiction

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, 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. Prerequisites: *Eligibility for ENG* 096*. *DARC majors must pass this course with a "C-" or better*. 3 credits

EARLY CHILDHOOD EDUCATION

ECE* 231: Early Language and Literacy Development (Formerly ED 123)

This course is an introduction to the language and literacy development of children from birth through age eight. It explores ways that adults can promote growth in the areas of reading, writing, listening and speaking. Prerequisites: *Eligibility for ENG* 101*. 3 credits

COURSE DESCRIPTIONS

EARTH SCIENCE

EAS* 102: Earth Science

(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. Prerequisite: *Eligibility for ENG* 101*. 3 credits

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)

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

ECN* 102: Principles of Microeconomics

(Formerly ECON 102)

Demand and supply, principles of the market mechanisms, pricing and output determination under competitive and noncompetitive market behavior, factor productivity, prices and international economics will be taught. Prerequisite: *Eligibility for ENG* 101*. 3 credits

ENGINEERING SCIENCE

EGR* 230: C++ For Engineers

This course approaches the C++ programming language using structured and object-oriented programming methods to examine and solve a variety of engineering problems. The course will include the use of abstract data types in solving classical engineering problems. Prerequisites: *Completion of MAT* 172 with a "C" or better, or a satisfactory score on the placement test*. 3 credits

ENGLISH

ENG* 093: Introduction to College Reading and Writing

(Formerly ENG 098)

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. Prerequisites: *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)

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. Prerequisite: *Completion of ENG*096 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

ENG* 200: Advanced Composition

(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. Prerequisite: *ENG* 101 with a grade of "C" or better*. 3 credits

ENG* 221: American Literature I

(Formerly ENG 245)

This course examines writings from the era spanning the arrival of Columbus to the Civil War. Topics covered include Native American tales and oratories, slave folklore, and both the popular and "classic" works of writers from the Puritan period, the eighteenth century, and the American Renaissance. Prerequisite: *ENG* 110 or permission of the instructor*. 3 credits

ENG* 250: Studies in Ethnic Literature

This course surveys writing by authors of various ethnicities and races in American culture, including but not limited to Native Americans, European immigrants, African Americans, Hispanic Americans, and Asian Americans. This course examines how ethnic writing enables and resists assimilation, and how the literature of individual ethnicities underlies mainstream American literature and, at times, becomes part of the mainstream. The course also explores the history and sociology of immigration and multiculturalism. Prerequisite: *ENG* 110 or permission of instructor*. 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

GEOGRAPHY

GEO*111: World Regional Geography

(Formerly GEOG 111)

This course provides the student with a survey of the lands, peoples, and places in the world's major cultural regions. Students explore the interaction between the physical environment and cultural, political and economic conditions in regions such as Asia, Africa, Middle and South America and Europe. This course provides a background for understanding world events. Prerequisite: *Eligibility for ENG* 101*. 3 Credits

HEALTH

HLT*090: Allied Health Study Skills

(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. 0 credits

HLT*151: Health and Wellness Promotion

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. Prerequisite: *Completion of ENG* 096*. 3 Credits

HISTORY

HIS* 101: Western Civilization I

(Formerly HIST 101)

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* 121: World Civilization I

(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. 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

HOSPITALITY MANAGEMENT

HSP* 109: Sanitation Certification

This course introduces public health problems that relate to the hospitality industry. Topics include disease transmission through improper food handling, flow of food through the operation and safety regulations. The final exam for this course includes the National Food Safety Certification by the National Restaurant Association. Prerequisite: *Eligibility for ENG* 101, or ENG* 093 taken concurrently*. 1 credit

HSP* 296: Cooperative Education/Work Experience

(Formerly HOSP 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, institutions, restaurants, hotel and conference settings. Prerequisite: *12 completed credit hours in a Hospitality Careers program*. 3 credits

Please refer to the MCC College catalog for more information and general prerequisites for Cooperative Education/Work Experience.

HUMAN SERVICES

HSE* 134: Introduction to the Mental Health System

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. 3 credits

HUMANITIES

HUM* 101: Introduction to the Humanities

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. Prerequisite: *Eligibility for ENG* 093*. 3 credits

COURSE DESCRIPTIONS

INTERDISCIPLINARY STUDIES

IDS* 101: The First Year Experience

(Formerly SD 111)

This course provides students with the skills, knowledge and confidence necessary to succeed in college and emphasizes the role that effective choice plays. Students are encouraged to think, read, problem-solve, and write critically. Topics include both academic and organizational skills and aim to empower students through heightened self-awareness. The course fosters an understanding and appreciation for the diversity of the college community while encouraging students to become responsible and enthusiastic participants in their education. Prerequisites: *None*. 3 Credits

MATHEMATICS

MAT* 095: Elementary Algebra Foundations

(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*. No credit

MAT* 138: Intermediate Algebra: A Modeling Approach

(Formerly MATH 102)

A second course in mathematical modeling (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. 3 credits

MAT* 158: Functions, Graphs & Matrices

(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*. 3 credits

MAT* 165: Elementary Statistics with Computer Applications

(Formerly MATH 111)

An introduction to statistical theory and its applications. The use of statistics as a decision-making tool will be discussed. Topics include: data collection, organization and summarization, measures of central tendency and variation, counting techniques, introductory probability theory, discrete and continuous probability models, normal distribution theory, sampling distributions, confidence interval estimation and one sample hypothesis testing. A statistical calculator is required and will be used throughout. Applications of statistical techniques in a variety of disciplines will use the Minitab Statistical Software Package. Prerequisites: *"C" or better in MAT* 138 or MAT* 139 or "C" or better in both MAT* 095 and MAT* 109 or "C" or better in MAT* 096 and MAT* 109, eligibility for ENG* 101*. 4 credits

MAT* 172: College Algebra

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. A TI-83+ or TI-84+ graphing calculator is required and used throughout the course. Prerequisites: *"C" or better in MAT* 138 or MAT* 139, or placement by mathematics assessment test, and eligibility for ENG* 101*. 3 credits

MAT* 186: Precalculus

(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 TI-86 graphing calculator is required and will be used throughout. Prerequisites: *A grade of "C" or better in MAT* 172; or "C" or better in MAT* 155; or placement by mathematics assessment test, and eligibility for ENG* 101*. 4 credits

MAT* 254: Calculus I

(Formerly MAT* 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. 4 credits

MAT* 256: Calculus II

(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 a 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)*. 4 credits

MUSIC

MUS* 101: Music History and Appreciation I

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). Prerequisite: *Eligibility for ENG* 093*. 3 credits

PHILOSOPHY

PHL* 101: Introduction to Philosophy

(Formerly PHIL 201)

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

PHL* 111: Ethics

(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. Prerequisite: *Eligibility for ENG* 101*. 3 credits

PHYSICS

PHY* 110: Introductory Physics

(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. Prerequisite: *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*. 4 credits

POLITICAL SCIENCE

POL* 111: American Government

(Formerly PLSC 111)

A study of the American political system at the national level, with emphasis on political dynamics and public policy. Prerequisite: *Eligibility for ENG* 101*. 3 credits

POL* 112: State and Local Government

(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. Prerequisite: *Eligibility for ENG* 101*. 3 credits

PSYCHOLOGY

PSY* 111: General Psychology I

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 and scientific origins, current research and measurement techniques, the physiological correlates of experience and behavior, human development, learning, memory, intelligence, and personality. Prerequisite: *Eligibility for ENG* 101*. 3 credits

PSY* 201: Life Span Development

(Formerly PSYC 124)

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 "C-" or better*. 3 credits

PSY* 203: Child Development

(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. Prerequisite: *PSY* 111 with a grade of "C-" or better*. 3 credits

PSY* 245: Abnormal Psychology

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. Prerequisite: *PSY* 111 with a grade of "C-" or better*. 3 credits

PSY* 247/BMG* 210: Industrial and Organizational Psychology

(Formerly PSYC 240)

A survey of the psychological factors that influence the individual in the work setting. Includes employee attitudes, motivation, group dynamics, decision making, leadership, assessment and training as an introduction to human resource management. Prerequisite: *Completion of ENG* 101 with a grade of "C-" or better*. 3 credits

RADIATION THERAPY

RDT* 117: Treatment Planning II

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. Prerequisite: *RDT* 116*. 3 Credits

RDT* 145: Radiation Therapy Equipment

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

COURSE DESCRIPTIONS

RADIOGRAPHY

RAD* 126: Radiographic Imaging II

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. Prerequisite: *RAD* 125*. 2 Credits

RAD* 199: Clinical Practices III

Supervised clinical experience involving the continued development of student skills for general radiography or 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. Prerequisite: *RAD* 150*. 1-2 Credits

RESPIRATORY CARE

These courses are open only to students in the Respiratory Care Program.

RSP* 181: Clinical Practicum II

(Formerly RC 203)

Supervised clinical application of principles learned in the classroom. Students will be scheduled for various clinical rotations at health care facilities. Prerequisites: *RSP* 131, RSP* 160, RSP* 180 and BIO* 212*. 1 credit

RSP* 260: Advanced Principles of Ventilator Therapy

(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. Prerequisite: *RSP* 160*. 3 credits

SIGN LANGUAGE

SGN* 101: Sign Language I

(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. 3 credits

SGN* 102: Sign Language II

(Formerly ASL 102)

This course is a continuation of American Sign Language I. 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. Prerequisite: *SGN* 101*. 3 credits

SOCIOLOGY

SOC* 101: Principles of Sociology

(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 learn 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.) Prerequisite: *Eligibility for ENG* 101*. 3 credits

SOC* 210: Sociology of the Family

(Formerly SOC 231)

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

SPANISH

SPA* 111: Elementary Spanish I

(Formerly SPAN 101)

An introduction to spoken and written Spanish. Emphasis is on basic grammar and developing all four language skills (reading, writing, listening and speaking) with an emphasis on Hispanic culture. No previous Spanish language experience required. Transfer college may not award credit for this course if the student has already completed two or more years of Spanish at the high school level. 4 credits

SPA* 112: Elementary Spanish II

(Formerly SPAN 102)

A second semester course in which students develop all four language skills (reading, writing, listening, and speaking) while studying grammatical structures (preterite, imperfect, object pronouns, reflexive verbs) that are more advanced than those studied in the first semester Spanish course. Hispanic culture will be studied. Classes will be conducted primarily in Spanish. Prerequisite: *SPA* 111, one year of high school Spanish, or permission of instructor*. Transfer college may not award credit for this course if the student has already completed two or more years of Spanish at the high school level. 4 credits

THEATRE

THR* 101: Introduction to Theater

This course explores the range of theatrical conventions present in theater throughout the world. Students will participate in hands-on activities in acting, directing, and design. Students will complete a research paper on a topic in theater history in addition to writing responsively throughout the course both in class and online. Prerequisite: *Eligibility for ENG* 101*. 3 credits

ASSESSMENT TESTING EXEMPTION

Please complete the following form and **submit it to the Office of Admissions with all necessary documentation**. An admissions staff member will review your request and determine if you meet the requirements for exemption. Please be advised that if you are exempt from the Assessment Test, we strongly recommend that you see an academic advisor for assistance with course selection.

Name _____ Banner ID # @ _____

Address _____

Address _____ Phone # _____

☐ New Student (never attended college)

☐ Returning Student

☐ Transfer Student

Exemption requested for:

☐ Mathematics

☐ English

☐ Prerequisite Waiver(s)

Reasons for Exemption Request: (Check all that apply):

- ☐ I have achieved a score of 450 or above on the Verbal/Critical Reading or Writing portion of the SAT and I am eligible to take Composition **(ENG* 101)**. **(Attach a copy of the score report or HS transcript showing scores.)**
- ☐ I have achieved a score of 500 or above on the Math portion of the SAT exam and I am eligible to take Intermediate Algebra **(MAT* 138)**. **(Please attach copy.) Note: A score of 550 or higher creates eligibility for MAT* 146, MAT* 158, MAT* 165, MAT* 172, MAT* 186 (Precalculus).**
- ☐ I have completed coursework in a college-level credit English and/or Math course with a grade of "C" or better at the following college/university: _____
(Attach a copy of the unofficial transcript.)
- ☐ I have taken the Accuplacer English and/or Math Assessment Test at another CT Community College or other college or university (name of college): _____
(Testing coordinator may need to verify score interpretation. NOTE: Only ACCUPLACER exams may be substituted for the assessment test at MCC.)

or

- ☐ I have enclosed the necessary documentation (unofficial transcript, etc.) and **am requesting a prerequisite override for specific coursework**. (Please list all classes for which you are requesting a prerequisite waiver): _____

(NOTE: an official transcript must be requested from all previous post-secondary institutions in order for transfer credit to be applied to a degree program at MCC. The prerequisite permissions requested here may not be applied to any other term and may not satisfy prerequisites applicable to other courses not identified on this form.)

Student Signature _____ Date _____

FOR OFFICE USE ONLY

Semester: ☐ Summer 2016

Exempt ☐ English and Math

☐ English Only

☐ Math Only

☐ Transcript/appropriate documentation is attached

Not Exempt: ☐ Does not meet standards

☐ Lacks documentation

Signature: _____ Date: _____

Copy sent to student: ☐ No ☐ Yes Date sent _____ Initials _____

OFFICE OF ADMISSIONS

P.O. Box 1046 • Manchester, CT 06045-1046 Fax 860-512-3221/Phone 860-512-3229

MCC'S BUSINESS AND INDUSTRY SERVICES

Providing custom group training solutions for your business or organization



MCC's Business & Industry Services works with you to design and deliver relevant job training and skill development courses for your company's workforce.

WHY CHOOSE US?

- Training is customized to suit your organization's unique needs
- Workshops are taught by highly qualified professionals
- Courses can be taught at your location, or on our campus in one of our state-of-the-art classrooms
- Rates are very competitive and cost effective
- We often partner with local, state and federal funding programs to help you realize significant cost savings for training

For more information, call Mick Pigott, Business & Industry Services Representative, at 860-512-2815 or email him at mpigott@manchestercc.edu



For more information, contact Edward Dombroski, Manufacturing Program Coordinator, at 860-512-2814 or edombroski@manchestercc.edu

Space is limited. Contact us today!

CONVENTIONAL PRECISION MANUFACTURING (CPM) CERTIFICATE PROGRAM

Your first step to a successful career in manufacturing

In this introductory program, students learn about workplace safety, blueprint reading, shop math, measurement tools, and conventional machining. They spend 90 hours in the shop, gaining hands-on experience with machines such as manual mills and lathes. They tour manufacturing companies to see firsthand what the work environment is like. They can also earn up to 6 college credits, which can be applied to additional certifications and degrees.

The CPM Program prepares students for entry-level positions as conventional machine operators. It also serves as a foundation for students who want to progress into courses for CNC operators, quality control floor inspectors and CNC programmers. Students benefit from small classes and individual attention of instructors. They are advised by knowledgeable faculty and staff with decades of experience in manufacturing.

This program is funded in part by the Connecticut Advanced Manufacturing Initiative (CAMI), a Trade Adjustment Assistance Community College and Career Training grant, as implemented by the Employment and Training Administration, U.S. Department of Labor.

CAMI is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.





APPLICATION FOR ADMISSION

INSTRUCTIONS: Please type or print clearly.

- Applicants are required to pay a \$20 non-refundable application fee by check or money order payable to MCC, Discover, MasterCard or Visa. If you have previously applied to a CT community college, the application fee is not required.
- Please complete this form and submit with official proof of high school/GED or college graduation, and immunization.
- MAIL TO:** MCC Admissions Office, MS #12, P.O. Box 1046, Manchester, CT 06045-1046.
FAX: 860-512-3221 or **APPLY ONLINE:** <http://my.comnet.edu>

For office use only	Date _____
BANNER @ _____	_____
Received _____	Entered _____
Entered by _____	_____
Admit Type _____	Student Type _____
Ability to Benefit Met _____	Yes _____ No _____
Application Fee Paid _____	Yes _____ No _____
Cash _____	Check # _____ Waived _____
Credit Card _____	Deferred _____

Applicant's Legal Name

(Last) (First) (Middle)

Former Last Name(s)

(Social Security Number) (Date of Birth) (Gender: M/F)

(Social Security Number is requested for purposes of financial aid, Federal income tax benefits, the provision of some college services, accuracy of student records and other business purposes.)

Mailing Address

Street City State Zip

Permanent Address

Street City State Zip

Telephone

Home Work Cell

E-mail

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:

- | | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> White (10) | <input type="checkbox"/> Asian (45) | <input type="checkbox"/> American Indian or Alaskan Native (50) |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (80) | <input type="checkbox"/> Other (90) | <input type="checkbox"/> Black or African American (20) |

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 online.

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.

Continued on next page

DEGREE STATUS

In which degree/certificate program are you planning to enroll? _____

Use list of majors/codes on page 29.

Please write major name and code above.

HIGHEST DEGREE LEVEL (check one only)

- | | | |
|--|--|---|
| <input type="checkbox"/> No High School Diploma or GED (01) | <input type="checkbox"/> High School Diploma or GED (02) | <input type="checkbox"/> Some College (06) |
| <input type="checkbox"/> Undergraduate Certificate (05) | <input type="checkbox"/> Associate Degree (07) | <input type="checkbox"/> Bachelor's Degree (08) |
| <input type="checkbox"/> Master's Degree (09) | <input type="checkbox"/> Other Advanced Degree (10) | <input type="checkbox"/> Doctoral Degree (11) |
| <input type="checkbox"/> First Professional Degree (JD, MD, DDS, LLB) (12) | <input type="checkbox"/> Sixth-Year Certificate (13) | |

EDUCATIONAL GOALS

- | | | |
|---|--|--|
| <input type="checkbox"/> Certificate (credit) (CT) | <input type="checkbox"/> Transfer without an associate degree (DN) | <input type="checkbox"/> Improve English skills/proficiency (ES) |
| <input type="checkbox"/> Associate degree (DG) | <input type="checkbox"/> Job preparation/retraining course (JB) | <input type="checkbox"/> Unsure at this time (UN) |
| <input type="checkbox"/> Developmental (college preparation) education (DV) | <input type="checkbox"/> Job promotion (JP) | <input type="checkbox"/> Other goal (NL) _____ |
| <input type="checkbox"/> Fulfill other college's requirement (AC) | <input type="checkbox"/> Personal development course(s) (PD) | |
| <input type="checkbox"/> Transfer with an associate degree (DT) | | |

ACADEMIC BACKGROUND

- Do you have a high school diploma? ☐ Yes ☐ No ☐ Pending Graduation Year _____
- Name of high school _____ Town _____ State _____ Country _____
- Do you have a general equivalency diploma (GED)? ☐ Yes ☐ No Year _____ GED Number _____ Town/State _____
- Do you have an adult high school diploma? ☐ Yes ☐ No Graduation Year _____ Town/State _____
- Do you have a home school diploma? ☐ Yes ☐ No Graduation Year _____ Town/State _____
- Have you participated in the High School Partnership program through the CT community colleges? ☐ Yes ☐ No
- Have you participated in the College Career Pathways/Tech Prep program through the CT community colleges? ☐ Yes ☐ No

PREVIOUS COLLEGE BACKGROUND

College/University Name	State	Dates of Attendance	Graduation Date	Degree Awarded

INTERNATIONAL STUDENT INFORMATION

- Are you an international student who needs an I-20 form for an F1 Visa? ☐ Yes ☐ No
- Other Visa holder (indicate type) _____ Visa admission number _____
- Visa start date _____ Visa end date _____
- International Address _____

EMPLOYMENT INFORMATION

- ☐ Employed full-time ☐ Employed part-time ☐ Unemployed
- Name of employer _____
- Address of employer _____
- Title/Position _____ Does your employer have a tuition reimbursement program? ☐ Yes ☐ No

EMAIL COMMUNICATIONS

I request the college forward to me at the e-mail address I have provided all correspondence, including personally identifiable information pertaining to me from college records that are protected by FERPA.

Signature: _____ Date: _____

CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS

I understand that to maintain accurate student records, including the records pertaining to my attendance at the college, and for other necessary business purposes, the college may need to release or provide access to personally identifiable information in its records pertaining to me to another college in the community college system or to the system's administrative office. Accordingly, I hereby authorize the college to release or allow access to such information to those indicated for the purposes described.

Signature: _____ Date: _____

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the college. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

Signature: _____ Date: _____

Parent/Guardian Signature (if under 18) _____ Date: _____

MCC Degree and Certificate Majors and Codes

CODES	ASSOCIATE DEGREE MAJORS	CODES	CERTIFICATE MAJORS
B11BA07	Accounting, Career	B13BJ05	Accounting
B11BA05	Accounting & Business Administration, Transfer	B13BK03	Child Development Associate
	Business Office Technology B11BA45	B13BK11	Computer-Aided Design
	– Administrative Assistant, Legal	B13BK10	Computer Maintenance Technology
B11BA46	– Administrative Assistant, Medical	B13BK07	Computer Network Technology
B11BA44	– Administrative Assistant, Office	B13BK09	Computer Programming Technology
B11BA67	Business Administration, Career	B13BJ10	Corrections
B11BA70	– Entrepreneurship Option B11BA53 Communication	B13BJ75	Criminal Justice
B11BA54	– Journalism Option	B13BJ77	Culinary Arts
B11BC08	Computer Engineering Technology	B13BJ82	Dental Assistant
B12BA71	Computer Game Design	B13BJ83	Desktop Publishing
B11BC09	Computer Network Technology	B13BJ86	Disability Specialist
B11BC10	Computer Programming Technology	B13BK37	Electronic Health Records
B11BC11	Computer Science	B13BJ30	Entrepreneurship/Small Business B13BJ74 Fitness Specialist
B11BC12	Computer Technology	B13BJ01	Food Store
B11BB03	Criminal Justice	B13BJ55	Forensic Science
B11BA18	Culinary Arts	B13BJ08	Gerontology
B11BB06	Disability Specialist	B13BK55	Health Career Pathway
B11BB18	– Speech-Language Pathology Assistant Option	B13BJ06	Homeland Security
B11BF01	Drug and Alcohol Recovery Counselor	B13BJ02	Hotel-Tourism
B11BA06	Early Childhood Education	B13BN13	Lean Manufacturing
B11BA50	Engineering Science	B13BJ13	Marketing
B11BA30	Environmental Science	B13BJ14	Media Technology
B11BB17	Foodservice Management	B13BK02	Medical Insurance Specialist
B11BB24	General Studies	B13BJ50	Medical Transcription
B11BB27	Graphic Design	B13BJ03	Office Support Specialist
B11BB94	Health and Exercise Science	B13BJ53	Paralegal
B11BA43	Hotel-Tourism Management	B13BJ07	Personal Financial Planning
B12BC18	Interpersonal and Organizational Communication	B13BK04	Professional Baker
B12BB68	Liberal Arts and Science, A.A.	B13BK05	Professional Cook
B11BB68	Liberal Arts and Science, A.S.	B13BJ51	Public Relations
B11BB43	– Biology Sequence	B13BJ35	Social Service
B11BB45	– Chemistry Sequence	B13BJ59	Speech-Language Pathology Assistant
B11BB52	– Mathematics Sequence	B13BN14	Supply Chain Management
B11BB54	– Physics Sequence	B13BJ60	Sustainable Energy
B11BB84	Management Information System	B13BJ38	Taxation
B11BB71	Manufacturing Engineering Science	B13BN15	Technology Management
B11BB72	Marketing	B13BJ39	Therapeutic Recreation
B12BA52	Multimedia Studies	B13BJ58	Web Technology
B12BC16	Music Studies		
B11BB85	Occupational Therapy Assistant		
B11BA47	Paralegal		
B11BB86	Physical Therapist Assistant		
B11BC73	Radiologic Science		
	– Radiography		
	– Radiation Therapy		
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		
B11BC06	Therapeutic Recreation		
B12BA40	Visual Fine Arts		
B12BA15	– Photography Option		

Notice of Non-discrimination: 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; Student Services Center L134c; 860-512-3107. Manchester Community College is committed to access and equal opportunity. Should you have any questions regarding disability-related academic adjustments and/or auxiliary aids/services, please contact Disability Services, 860-512-3387, or the Advising and Counseling Center, 860-512-3320, at least ten calendar days prior to the start date of the course or program. If a timely request is not submitted, the college cannot assure requested adjustments can be provided. Alternative formats of this material may be provided upon request. PR/Rev. 03/14/14

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 5 before you register!

**NEW STUDENTS MUST FILL OUT AN MCC APPLICATION FOR ADMISSION
on Pages 27-29**

Applicant's Name (last) (first) (middle) Previous Name (if any)

Social Security # (for Student ID) Banner ID# Date of Birth

Home Address (number and street, city/town, state, zip)

Telephone Number(s) (Home) (Business) (Cell) Email address

CRN#

COURSE TITLE

DAY(S)/TIME

START DATE

OF CREDITS

I hereby authorize the use of my
MasterCard ☐ Visa ☐ Discover Card ☐

Total Fees: _____
(include any applicable lab or studio fees)

Credit Card # _____

Cardholder name (print) _____

Cardholder signature _____

Relationship to student _____

Cardholder address _____

Cardholder phone _____ Exp. date (mo/yr) _____

New Student Application Fee: _____
(*\$20 application fee must be paid by a separate check made payable to "MCC"*)

Student Signature Date

I acknowledge that I have read the Credit Extension refund policies.

Attention Students: be sure to read the Credit Extension refund policy on page 5 before you register!

Office Use Only

Regis.

Special

Receipt #

Date

4 Ways to Apply and Register for Credit Extension Courses

1. BY MAIL

Must be received at least 5 business days prior to the start of the requested course.

If applicable, complete the MCC [Application for Admission](#) form for new students on pages 27-29. Complete the registration form on page 30. Please complete the entire form. **Full payment must accompany each registration.** Refer to fee schedule on page 4. Send your registration and payment to:

Registration Office, MS #13
Manchester Community College
Great Path
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 27-29. Complete the registration form on page 30. 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 Student Services Center, after registering for your course in the SSC 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 27-29. Complete the registration form on page 30 using Visa, MasterCard, or Discover Card only. Please complete the entire form.

Forms of Payment

Full payment must accompany registration.

Cash: In person, during regularly scheduled Bursar hours.

Credit Cards: Only MasterCard, Visa or Discover Card are accepted.

Checks/Money Orders: Please make all checks payable to "MCC." If one check is used to pay for more than one student, the names and course numbers for all students involved must be listed on the check.

4. WEB REGISTRATION

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

1. Go to <http://my.commnet.edu>
2. Log in using your NetID and password
3. Click on "Banner Student & Faculty Self-Service"
4. Click on "Registration/Schedule"
5. Click on "Class Registration"
6. Follow instructions for "Register for Classes" or "Drop Classes"
7. Click on "View Schedule" at bottom of page to confirm registration
8. Follow prompts to initiate payment
9. 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 ID with the "@" symbol in a different position (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: for a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct & 6789. The password is case sensitive.
 4. You will then be prompted to change your password

Please call 860-512-3220 for more information about Web registration.



Continuing Education Division
Great Path, MS #16
P.O. Box 1046
Manchester, CT 06045-1046

Non-Profit Org.
U.S. Postage
PAID
Hartford, CT
Permit #5100

FINANCIAL AID IS AVAILABLE FOR SUMMER CREDIT CLASSES

See page 3

**Register for summer credit courses by mail, fax,
online, or in person beginning March 15, 2016.**

