



MANCHESTER
COMMUNITY
COLLEGE

Summer 2019 Class Schedule

Credit Extension Courses
Division of Continuing Education

S T E R C O M M U N



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MCC Photo Policy

The Manchester Community College Marketing department often takes or commissions photos and videos of students, faculty and staff, and campus visitors. These images are taken in classrooms and labs, in the library and other study areas, at college events and elsewhere around campus. MCC reserves the right to use these photographs/video clips as a part of its publicity and marketing efforts. Students who enroll at MCC do so with the understanding that these images might include them and might be used in college publications, both printed and electronic, and for publicity.



Notice of Nondiscrimination

Continuing 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 intellectual disability, learning disability or physical disability; veteran status; sexual orientation; genetic information or criminal record. The following person has been designated to respond to inquiries regarding the non-discrimination policies: Debra Freund, Chief Diversity Officer (Title IX and Section 504/ADA Coordinator), Manchester Community College, Great Path, MS #9, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

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 Advising and Counseling Services, 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.
1/19 60M, CE/NFD

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.

**Seniors and Veterans Please Note:
There are no tuition waivers for
Summer Sessions.**

For information

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

MCC Buildings

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

For campus maps go to:

www.manchestercc.edu/about/maps-directions/

\$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 6-14.

Class Requirements

For credit course prerequisites see Course Descriptions, pages 16-25.

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 2018-2019 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, 2019 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. To ensure purchase of the correct textbooks, bring your course schedule printout with you when buying books. Last day for summer book rental returns will be Friday, August 16, 2019. **For more information, call 860-645-3140 or visit our website at: www.efollett.com**

Forms of Payment

Full payment must accompany registration.

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

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 26 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.

Withdrawal and Refund Policies

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

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

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, email 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 by the end of the last business day before the first class meeting or prior. If a student officially withdraws on the day of the first class meeting or later, there is no refund and the student will receive a "W" on their transcript. When a student drops from a credit course, the college service fee and the one-time application fee for new students are non-refundable.

No refunds will be issued after the allowable drop period.

On the first day of class or later, 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.

GENERAL INFORMATION

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.**

Credit Extension Courses: 3-, 6-, 8- and 12-Week Accelerated Courses

See the Important Dates on page 6 for the exact dates these milestones occur for Summer Session 2019.

Withdrawal Policy

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

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

Refund Policy

Up to end of the last business day* prior to the first day of the course	100 percent refund of tuition, and supplemental and material fees	No refund of college service and student activity fees**
First class meeting day or later	No refund of tuition, and supplemental and material fees	No refund of college service and student activity fees**

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

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

Additional Refund Policies for General Fund and Credit Extension Courses

Tuition and fees post to a student's account automatically when the student registers for a course. It is the student's responsibility to formally drop a course.

If the college cancels a course, the student will automatically be granted 100 percent adjustment of associated charges except the application fee.

Tuition cannot be transferred to other semesters.

Other non-refundable fees include:

- Application Fee
- Installment Plan
- Late Payment
- Transportation Fee (Fall and Spring Semesters)

It is also important to note:

- Failure to attend a class does not relieve the student of financial responsibility for a course.
- Refund policies assume that all charges have been paid in full prior to drop/withdrawal. In some cases, an account adjustment may not entitle a student to an actual refund.
- Students are required to officially drop class(es) by the official deadline published each semester in the Enrollment Guide for fall and spring classes, and in the Summer Session and Winter Intersession Catalogs. If you do not drop a course within the allowable drop period, you are still obligated to pay for the course, whether or not you attend; the college does not automatically drop students from courses because they do not attend.
- Deadlines for credit extension sessions are based on the start date of courses and are adjusted appropriately.
- Refund/returns of Title IV funds are made in accordance with applicable federal rules and regulations that take precedence over college refund policies.
- Students receiving financial aid must consult with the Financial Aid office before dropping or withdrawing.

Refund Appeal Policy

In the event a student experiences extraordinary circumstances that necessitates their withdrawing from a course beyond the allowable drop period, a refund appeal must be submitted within 10 calendar days from the start date of the class to be considered. After the 10-day extension, no refunds will be issued regardless of the circumstances.

Appeals will only be considered for the following extraordinary circumstances:

- severe illness or medical emergency (a doctor's note is required)
- military transfer (a copy of the transfer orders is required)
- administrative error (documentation required to support request)

The circumstances that will not be considered include:

- change of employment situation
- misunderstanding of start date or dates of class and/or lack of knowledge of policies and deadlines
- misunderstanding of registration process
- inability to transfer course
- normal illness
- transportation issues
- childcare issues
- poor decision or change of mind by student regarding course selection
- dissatisfaction with course content or instructor
- conditions of chronic illness or other medical/health conditions that remain unchanged and were known to the student at the time of registration

To request an exception to the Refund Policy:

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

No telephone requests for refunds will be taken. After 10 days, appeals will not be considered, regardless of the circumstances a student may experience. The Refund Appeals Committee meets twice per month. A written response will notify the student of the outcome. The decision of the Refund Appeals Committee is final.

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.

Directions to MCC

www.manchestercc.edu/about/maps-directions/

SUMMER CREDIT EXTENSION FEE SCHEDULES

RESIDENT

SH	Extension Credit Fee	Service Fee*	Total Fees
1	\$176.00	\$81.00	\$257.00
2	\$352.00	\$88.00	\$440.00
3	\$528.00	\$94.00	\$622.00
4	\$704.00	\$99.00	\$803.00
5	\$880.00	\$118.00	\$998.00
6	\$1,056.00	\$134.00	\$1,190.00
7	\$1,232.00	\$152.00	\$1,384.00
8	\$1,408.00	\$167.00	\$1,575.00
9	\$1,584.00	\$185.00	\$1,769.00
10	\$1,760.00	\$200.00	\$1,960.00
11	\$1,936.00	\$218.00	\$2,154.00
12	\$2,112.00	\$236.00	\$2,348.00
13	\$2,288.00	\$236.00	\$2,524.00
14	\$2,464.00	\$236.00	\$2,700.00
15	\$2,640.00	\$236.00	\$2,876.00

SH=Semester hours
* Nonrefundable fee

NON-RESIDENT

SH	Extension Credit Fee	Service Fee*	Total Fees
1	\$176.00	\$243.00	\$419.00
2	\$352.00	\$264.00	\$616.00
3	\$528.00	\$282.00	\$810.00
4	\$704.00	\$297.00	\$1,001.00
5	\$880.00	\$354.00	\$1,234.00
6	\$1,056.00	\$402.00	\$1,458.00
7	\$1,232.00	\$456.00	\$1,688.00
8	\$1,408.00	\$501.00	\$1,909.00
9	\$1,584.00	\$555.00	\$2,139.00
10	\$1,760.00	\$600.00	\$2,360.00
11	\$1,936.00	\$654.00	\$2,590.00
12	\$2,112.00	\$708.00	\$2,820.00
13	\$2,288.00	\$708.00	\$2,996.00
14	\$2,464.00	\$708.00	\$3,172.00
15	\$2,640.00	\$708.00	\$3,348.00

SH=Semester hours
* Nonrefundable fee

MANDATORY USAGE FEES

Advanced Manufacturing Lab Fee (per course)***	\$120.00
Supplemental Course Fee Level 1**	\$102.50
Supplemental Course Fee Level 2**	\$205.00
Material Fee***	\$51.00

** Per course; level determined by additional contact hours

*** Per course, where applicable

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 28-June 14	Friday, May 24	Friday, June 7	Friday, June 7
6-Week Day/Evening & Intensive Program Session I: May 28-July 5	For Tuesday start classes: Friday, May 24 For Wednesday start classes: Tuesday, May 28	Friday, June 7	Friday, June 21
8-Week Day/Evening June 10-August 2	For Monday start classes: Friday, June 7 For Tuesday start classes: Monday, June 10	Friday, June 21	Friday, July 19
6-Week Day/Evening June 24-August 2	For Monday start classes: Friday, June 21 For Tuesday start classes: Monday, June 24	Friday, July 5	Friday, July 19
6-Week Day/Evening & Intensive Program Session II: July 8-August 16	For Monday start classes: Friday, July 5 For Tuesday start classes: Monday, July 8	Friday, July 19	Friday, August 2
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: Tuesday, May 28

Final Exams: Last scheduled class period unless otherwise noted

Classes End: Friday, June 14

No classes Monday, May 27 (Memorial Day)

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20001	■ ART* 102	Art History II: Renaissance to the Modern Era	3	<i>online</i>			
20002	⊕ ART* 206	Film Study	3	M,T,W,R,F	9:30 a.m.-12:25 p.m.	VIL5	V151
20003	⊕ ■ ART* 206	Film Study	3	<i>online</i>			
20205	⊕ ■ ART* 206	Film Study	3	<i>online</i>			
20004	■ BOT* 137	Word Processing Applications	3	<i>online</i>			
20005	■ COM* 101	Introduction to Mass Communication	3	<i>online</i>			
20006	⊕ COM* 154	Film Study and Appreciation	3	M,T,W,R,F	9:30 a.m.-12:25 p.m.	VIL5	V151
20007	⊕ ■ COM* 154	Film Study and Appreciation	3	<i>online</i>			
20206	⊕ ■ COM* 154	Film Study and Appreciation	3	<i>online</i>			
20008	COM* 173	Public Speaking	3	M,T,W,R,F	9:00-11:55 a.m.	AST	C204
20009	■ CSA* 105	Introduction to Software Applications	3	<i>online</i>			
20010	■ CST* 201	Introduction to MIS	3	<i>online</i>			
20011	■ DGA* 109	Introduction to Games	3	<i>online</i>			
20012	■ ECN* 101	Principles of Macroeconomics	3	<i>online</i>			
20013	■ ENG* 250	Studies in Ethnic Literature	3	<i>online</i>			
20014	■ HUM* 101	Introduction to the Humanities	3	<i>online</i>			
20015	MUS* 101	Music History and Appreciation I	3	M,T,W,R,F	9:00-11:55 a.m.	VIL2	V127
20016	PHL* 111	Ethics	3	M,T,W,R,F	9:00-11:55 a.m.	AST	D203
20017	PSY* 111	General Psychology I	3	M,T,W,R,F	9:00-11:55 a.m.	AST	C210
20018	■ SOC* 101	Principles of Sociology	3	<i>online</i>			

⊕ Choose either ART* 206 or COM* 154

■ See page 10 for information about online courses

— Continued next page —>

SUMMER COURSE SCHEDULE

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

Classes Start: Tuesday, May 28

No evening classes Wednesday, May 29 (Commencement)

No classes Monday, May 27 (Memorial Day)

Classes End: Friday, July 5

Final Exams: Last scheduled class period unless otherwise noted

No classes Thursday, July 4

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20019	■ ACC* 115	Financial Accounting	4	online			
20020	■ ACC* 117	Principles of Managerial Accounting	3	online			
20021	■ AST* 101	Principles of Astronomy	3	online			
20022	■ BIO* 111	Introduction to Nutrition	3	online			
20023	■ BBG* 101	Introduction to Business	3	online			
20024	■ BBG* 234	Legal Environment of Business	3	online			
20025	■ BMG* 204	Managerial Communication	3	online			
20026	‡■ BMG* 210	Organizational Behavior	3	online			
20027	■ BMK* 201	Principles of Marketing	3	online			
20028	CHE* 121	General Chemistry I (lecture) (lab) (classes will also be held Friday, May 31)	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
20029	CHE* 121	General Chemistry I (lecture) (lab) (classes will also be held Friday, May 31)	4	M,T,W,R T, R	8:30-10:30 a.m. 10:45 a.m.-1:45 p.m.	AST AST	E202 C110
20030	■ COM* 100	Introduction to Communication	3	online			
20031	■ COM* 172	Interpersonal Communication	3	online			
20032	■ CSC* 101	Introduction to Computers	3	online			
20033	■ CJS* 101	Introduction to Criminal Justice	3	online			
20034	EGR* 230	C++ for Engineers	3	T,R	5:00-8:35 p.m.	AST	C139
20035	▼ ENG* 093	Introduction to College Reading and Writing	0	T,R	6:00-9:35 p.m.	AST	C207
20036	ENG* 101	Composition	3	T,R	6:00-9:35 p.m.	LRC	B219
20037	■ ENG* 110	Introduction to Literature	3	online			
20038	■ ENG* 114	Children's Literature	3	online			
20039	■ HPE* 105	Introduction to Exercise Science	3	online			
20040	■ HSE* 101	Introduction to Human Services	3	online			
20041	▼ MAT* 095	Elementary Algebra Foundations	0	M,T,W,R	9:00-10:45 a.m.	AST	D218
20042	POL* 111	American Government	3	T,R	6:00-9:35 p.m.	AST	C211
20043	■ PSY* 201	Life Span Development	3	online			
20044	‡■ PSY* 247	Industrial and Organizational Psychology	3	online			
20045	■ RLS* 101	Introduction to Recreation and Leisure Services	3	online			
20046	SGN* 101	Sign Language I	3	T,R	6:00-9:35 p.m.	LRC	B208
20047	■ SOC* 201	Contemporary Social Issues	3	online			
20048	SPA* 111	Elementary Spanish I	4	M,T,W,R	6:00-8:35 p.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 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 10

Final Exams: Last scheduled class period unless otherwise noted

Classes End: Friday, August 2

No classes Thursday, July 4

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20049	■ ACC* 115	Financial Accounting	4	online			
20050	ACC* 125	Accounting Computer Applications I	3	M,W	6:00-8:35 p.m.	LRC	B222
20051	■ ART* 101	Art History I: Prehistory to the Renaissance	3	online			
20052	■ ART* 111	Drawing I	3	M,W	noon-5:05 p.m.	AST	D109
20053	■ ART* 112	Drawing II	3	M,W	noon-5:05 p.m.	AST	D109
20054	■ ART* 211	Drawing III	3	M,W	noon-5:05 p.m.	AST	D109
20055	■ ART* 212	Drawing IV	3	M,W	noon-5:05 p.m.	AST	D109
20056	■ ART* 250	Digital Photography	3	M,W,R	6:00-9:30 p.m.	AST	D211
20057	BIO* 105	Introduction to Biology (lecture) (lab)	4	T,W,R T,W,R	11:00 a.m.-12:40 p.m. 1:00-2:40 p.m.	AST LRC	C209 B124
20058	BIO* 105	Introduction to Biology (lecture) (lab)	4	T,W,R T,W,R	11:00 am.-12:40 p.m. 9:00-10:40 a.m.	AST LRC	C209 B124
20059	BIO* 115	Human Biology (lecture) (lab)	4	T,W,R T,W,R	10:00-11:40 a.m. 8:00-9:40 a.m.	AST LRC	C212 B127
20060	BIO* 115	Human Biology (lecture) (lab)	4	T,W,R T,W,R	10:00-11:40 a.m. noon-1:40 p.m.	AST LRC	C212 B127
20061	BIO* 211	Anatomy and Physiology I (lecture) (lab)	4	T,W,R T,W,R	4:00-5:40 p.m. 2:00-3:40 p.m.	AST LRC	C209 B128
20062	BIO* 211	Anatomy and Physiology I (lecture) (lab)	4	T,W,R T,W,R	4:00-5:40 p.m. 6:00-7:40 p.m.	AST LRC	C209 B128
20063	BIO* 212	Anatomy and Physiology II (lecture) (lab)	4	T,W,R T,W,R	10:00-11:40 a.m. 8:00-9:40 a.m.	AST LRC	C201 B128
20064	BIO* 212	Anatomy and Physiology II (lecture) (lab)	4	T,W,R T,W,R	10:00-11:40 a.m. noon-1:40 p.m.	AST LRC	C201 B128
20065	BIO* 235	Microbiology (lecture) (lab)	4	T,W,R T,R	5:00-6:40 p.m. 2:00-4:40 p.m.	AST LRC	C201 B127
20066	BIO* 235	Microbiology (lecture) (lab)	4	T,W,R T,R	5:00-6:40 p.m. 7:00-9:40 p.m.	AST LRC	C201 B127
20067	■ BBG* 215	Global Business	3	online			
20068	■ BOT* 180	Medical Terminology	3	online			
20069	■ CAD* 110	Introduction to CAD	3	online			
20070	CHE* 111	Concepts of Chemistry (lecture) (lab)	4	M,W,R M,W,R	6:00-7:40 p.m. 4:00-5:40 p.m.	AST AST	C212 C113
20071	CHE* 111	Concepts of Chemistry (lecture) (lab)	4	M,W,R M,W,R	6:00-7:40 p.m. 8:00-9:40 p.m.	AST AST	C212 C113
20072	COM* 173	Public Speaking	3	M,W	6:30-9:05p.m.	AST	C204
20073	■ CST* 205	Project Management	4	online			
20074	EAS* 102	Earth Science	3	M,W	6:30-9:05 p.m.	AST	C107
20075	ECN* 101	Principles of Macroeconomics	3	T,R	6:30-9:10 p.m.	AST	C209
20076	ECN* 102	Principles of Microeconomics	3	M,W	6:30-9:05 p.m.	AST	C211
20077	ENG* 101	Composition	3	T,R	2:00-4:40 p.m.	AST	C207

■ Studio Course

■ See page 10 for information about online courses

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SUMMER COURSE SCHEDULE

8-Week Day/Evening Session

Classes Start: Monday, June 10

Final Exams: Last scheduled class period unless otherwise noted

Classes End: August 2

No classes Thursday, July 4

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20078	■ ENG* 101	Composition	3	online			
20079	ENG* 110	Introduction to Literature	3	T,R	2:00-4:40 p.m.	AST	D205
20080	■ ENG* 200	Advanced Composition	3	online			
20203	ENG* 232	British Literature II	3	M,W	6:30-9:05 p.m.	AST	D205
20081	HIS* 101	Western Civilization I	3	T,R	6:00-8:40 p.m.	AST	C202
20082	■ HUM* 101	Introduction to the Humanities	3	online			
20083	MAT* 138	Intermediate Algebra: A Modeling Approach	3	T,R	2:00-4:40 p.m.	AST	D215
20084	MAT* 138	Intermediate Algebra: A Modeling Approach	3	M,W	5:00-7:35 p.m.	AST	D213
20085	MAT* 146	Math for Liberal Arts	3	M,W	5:00-7:35 p.m.	AST	D215
20086	MAT* 158	Functions, Graphs & Matrices	3	M,W	1:00-3:35 p.m.	AST	D215
20087	MAT* 165	Elementary Statistics with Computer Applications	4	M,W	noon-3:20 p.m.	AST	D218
20088	MAT* 165	Elementary Statistics with Computer Applications	4	T,R	5:00-8:30 p.m.	AST	D218
20089	MAT* 172	College Algebra	3	T,R	5:00-7:40 p.m.	AST	D215
20090	MAT* 172	College Algebra	3	M,W	2:00-4:35 p.m.	AST	D213
20091	MAT* 186	Precalculus	4	T,R	noon-3:30 p.m.	AST	D218
20092	MAT* 186	Precalculus	4	M,W	5:00-8:20 p.m.	AST	D218
20093	MAT* 254	Calculus I	4	M,W	5:00-8:20 p.m.	AST	D219
20094	MAT* 254	Calculus I	4	T,R	noon-3:30 p.m.	AST	D219
20095	MAT* 256	Calculus II	4	T,R	5:00-8:30 p.m.	AST	D219
20096	MAT* 256	Calculus II	4	M,W	noon-3:20 p.m.	AST	D219
20097	PHY* 110	Introductory Physics (lab included)	4	T,W,R	8:00-10:55 a.m.	AST	C101
20098	● ■ PHY* 110	Introductory Physics (lab included)	4	Hybrid/T,R	5:00-6:35 p.m.	AST	C101
20099	PHY* 121	General Physics I (lecture) (lab)	4	M,T,W M,W	2:00-3:40 p.m. 11:00 a.m.-1:35 p.m.	AST	C101 C105
20100	PHY* 221	Calculus-Based Physics I (lecture) (lab)	4	T,W,R T,R	noon-1:40 p.m. 2:00-4:40 p.m.	AST	C210 C105
20101	■ POL* 111	American Government	3	online			
20102	PSY* 111	General Psychology I	3	M,W	6:30-9:05 p.m.	AST	C210
20103	■ PSY* 111	General Psychology I	3	online			
20104	PSY* 201	Life Span Development	3	T,R	6:30-9:10 p.m.	AST	C210
20105	■ SOC* 101	Principles of Sociology	3	online			

● ■ Hybrid: This course meets online and on campus
 ■ See page 10 for information about online courses

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SUMMER COURSE SCHEDULE

6-Week Day/Evening Session

Classes Start: Monday, June 24

Final Exams: Last scheduled class period unless otherwise noted

Classes End: Friday, August 2

No Classes Thursday, July 4

20106	■ ACC* 117	Principles of Managerial Accounting	3	online				
20107	■ ANT* 101	Introduction to Anthropology	3	online				
20108	■ ART* 102	Art History II: Renaissance to the Modern Era	3	online				
20109	⊕ ■ ART* 206	Film Study	3	online				
20110	■ BIO* 111	Introduction to Nutrition	3	online				
20111	■ BES*218	Entrepreneurship	3	online				
20112	■ BMG* 202	Principles of Management	3	online				
20113	⊕ ■ COM* 154	Film Study and Appreciation	3	online				
20114	COM* 173	Public Speaking	3	T,R	6:00-9:35 p.m.	AST	C204	
20115	■ CJS* 255	Ethical Issues in Criminal Justice	3	online				
20116	■ ENG* 110	Introduction to Literature	3	online				
20117	■ EVS* 100	Introduction to Environmental Science	3	online				
20118	■ HLT* 151	Health and Wellness Promotion	3	online				
20119	■ HIS* 121	World Civilization I	3	online				
20120	■ HSE* 134	Introduction to the Mental Health System	3	online				
20121	■ HSE* 241	Human Services Agencies and Organizations	3	online				
20122	POL* 112	State and Local Government	3	M,W	6:00-9:20 p.m.	SSC	L243	
20123	PSY* 203	Child Development	3	M,W	6:00-9:20 p.m.	GPA	GP126	
20124	SOC* 101	Principles of Sociology	3	M,T,W,R	10:00-11:40 a.m.	AST	C211	

⊕ Choose either ART* 206 or COM* 154

■ See below for information about online courses

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. 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:

1. Login to myCommNet using your NetID and password.
2. Click the "Blackboard" link.
3. Select your course from the "My Courses" list.
4. Logoff when you have completed your work.



SUMMER COURSE SCHEDULE

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

Classes Start: Monday, July 8

Classes End: Friday, August 16

Final Exams: Last scheduled class period unless otherwise noted

20125	■	ACC* 115	Financial Accounting	4		online			
20126	■	ACC* 117	Principles of Managerial Accounting	3		online			
20127	⊕ ■	ART* 206	Film Study	3		online			
20128	⊕ ■	ART* 206	Film Study	3		online			
20129	■	BFN* 201	Principles of Finance	3		online			
20130	■	BBG* 101	Introduction to Business	3		online			
20131	‡ ■	BMG* 210	Organizational Behavior	3		online			
20132	■	BMK* 201	Principles of Marketing	3		online			
20133		CHE* 122	General Chemistry II (lecture) (lab)	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	
20134		CHE* 122	General Chemistry II (lecture) (lab)	4	M,T,W,R T,R	8:30-10:30 a.m. 10:45 a.m.-1:45 p.m.	AST AST	E202 C110	
20135	⊕ ■	COM* 154	Film Study and Appreciation	3		online			
20136	⊕ ■	COM* 154	Film Study and Appreciation	3		online			
20137		COM* 173	Public Speaking	3	T,R	6:00-9:20 p.m.	AST	E202	
20139	■	CJS* 213	Evidence & Courtroom Procedure	3		online			
20140	■	DAR* 101	Public Health Issues Abuse and Addiction	3		online			
20141	■	ECN* 102	Principles of Microeconomics	3		online			
20142	▼	ENG* 093	Introduction to College Reading and Writing	0	M,W	6:00-9:20 p.m.	AST	C207	
20143	■	ENG* 101	Composition	3		online			
20204		ENG* 101	Composition	3	T,R	6:00-9:20 p.m.	AST	D205	
20144	■	ENG* 110	Introduction to Literature	3		online			
20145	■	ENG* 200	Advanced Composition	3		online			
20146		ESL* 166	ESL Writing & Reading VI	4	M,T,W,R	11:00 a.m.-1:15 p.m.	LRC	B210	
20147	■	GRA* 156	Graphic Design History, Theory and Practice	3		online			
20148	■	HIS* 201	United States History I	3		online			
20149	■	HIS* 202	United States History II	3		online			
20150		MAT* 138	Intermediate Algebra: A Modeling Approach	3	M,T,W,R	9:00-10:35 a.m.	AST	D215	
20151		MAT* 172	College Algebra	3	M,T,W,R	9:00-10:35 a.m.	AST	D213	
20152		PHL* 111	Ethics	3	M,W	6:00-9:20 p.m.	AST	D203	
20153	■	PSY* 111	General Psychology I	3		online			
20154	■	PSY* 245	Abnormal Psychology	3		online			
20155	‡ ■	PSY* 247	Industrial and Organizational Psychology	3		online			
20156		SGN* 102	Sign Language II	3	T,R	6:00-9:20 p.m.	LRC	B208	
20157	■	SOC* 101	Principles of Sociology	3		online			
20158		SPA* 112	Elementary Spanish II	4	M,T,W,R	6:00-8:15 p.m.	LRC	B210	

▼ Does not carry academic credit, however tuition and fee are the same as for a 3 credit course

‡ Choose either BMG* 210 or PSY* 247

⊕ Choose either ART* 206 or COM* 154

■ See page 10 for information about online courses

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SUMMER COURSE SCHEDULE

Online, By Arrangement, Work Experience and Special Session Courses

CRN	Subject #	Title	Credit Hrs	Dates	Time	Building/Wing/Rm
20019	■ ACC* 115	Financial Accounting	4	5/28-7/5	online	
20049	■ ACC* 115	Financial Accounting	4	6/10-8/2	online	
20125	■ ACC* 115	Financial Accounting	4	7/8-8/16	online	
20020	■ ACC* 117	Principles of Managerial Accounting	3	5/28-7/5	online	
20106	■ ACC* 117	Principles of Managerial Accounting	3	6/24-8/2	online	
20126	■ ACC* 117	Principles of Managerial Accounting	3	7/8-8/16	online	
20107	■ ANT* 101	Introduction to Anthropology	3	6/24-8/2	online	
20051	■ ART* 101	Art History I: Prehistory to the Renaissance	3	6/10-8/2	online	
20001	■ ART* 102	Art History II: Renaissance to the Modern Era	3	5/28-6/14	online	
20108	■ ART* 102	Art History II: Renaissance to the Modern Era	3	6/24-8/2	online	
20003	⊕■ ART* 206	Film Study	3	5/28-6/14	online	
20205	⊕■ ART* 206	Film Study	3	5/28-6/14	online	
20109	⊕■ ART* 206	Film Study	3	6/24-8/2	online	
20127	⊕■ ART* 206	Film Study	3	7/8-8/16	online	
20128	⊕■ ART* 206	Film Study	3	7/8-8/16	online	
20021	■ AST* 101	Principles of Astronomy	3	5/28-7/5	online	
20022	■ BIO* 111	Introduction to Nutrition	3	5/28-7/5	online	
20110	■ BIO* 111	Introduction to Nutrition	3	6/24-8/2	online	
20111	■ BES* 218	Entrepreneurship	3	6/24-8/2	online	
20129	■ BFN* 201	Principles of Finance	3	7/8-8/16	online	
20023	■ BBG* 101	Introduction to Business	3	5/28-7/5	online	
20130	■ BBG* 101	Introduction to Business	3	7/8-8/16	online	
20067	■ BBG* 215	Global Business	3	6/10-8/2	online	
20024	■ BBG* 234	Legal Environment of Business	3	5/28-7/5	online	
20112	■ BMG* 202	Principles of Management	3	6/24-8/2	online	
20025	■ BMG* 204	Managerial Communication	3	5/28-7/5	online	
20026	‡■ BMG* 210	Organizational Behavior	3	5/28-7/5	online	
20131	‡■ BMG* 210	Organizational Behavior	3	7/8-8/16	online	
20027	■ BMK* 201	Principles of Marketing	3	5/28-7/5	online	
20132	■ BMK* 201	Principles of Marketing	3	7/8-8/16	online	
20004	■ BOT* 137	Word Processing Applications	3	5/28-6/14	online	
20068	■ BOT* 180	Medical Terminology	3	6/10-8/2	online	
20069	■ CAD* 110	Introduction to CAD	3	6/10-8/2	online	
20030	■ COM* 100	Introduction to Communication	3	5/28-7/5	online	
20005	■ COM* 101	Introduction to Mass Communication	3	5/28-6/14	online	
20007	⊕■ COM* 154	Film Study and Appreciation	3	5/28-6/14	online	
20206	⊕■ COM* 154	Film Study and Appreciation	3	5/28-6/14	online	
20113	⊕■ COM* 154	Film Study and Appreciation	3	6/24-8/2	online	
20135	⊕■ COM* 154	Film Study and Appreciation	3	7/8-8/16	online	

⊕ Choose either ART* 206 or COM* 154

‡ Choose either BMG* 210 or PSY* 247

■ See page 10 for information about online courses

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SUMMER COURSE SCHEDULE

Online, By Arrangement, Work Experience and Special Session Courses

CRN	Subject #	Title	Credit Hrs	Dates	Time	Building/Wing/Rm
20136	☛■ COM* 154	Film Study and Appreciation	3	7/8-8/16	online	
20031	■ COM* 172	Interpersonal Communication	3	5/28-7/5	online	
20032	■ CSC* 101	Introduction to Computers	3	5/28-7/5	online	
20009	■ CSA* 105	Introduction to Software Applications	3	5/28-6/14	online	
20010	■ CST* 201	Introduction to MIS	3	5/28-6/14	online	
20073	■ CST* 205	Project Management	4	6/10-8/2	online	
	◆■ CO-OP	Co-op/Work Experience	3	6/10-8/2	online	
	◆■ CO-OP	Co-op/Work Experience <i>On-campus orientation on Wednesday, June 19, 5:00-6:00 p.m. in SSC L107</i>	3	6/20-8/15	online	
20033	■ CJS* 101	Introduction to Criminal Justice	3	5/28-7/5	online	
20139	■ CJS* 213	Evidence & Courtroom Procedure	3	7/8-8/16	online	
20115	■ CJS* 255	Ethical Issues in Criminal Justice	2	6/24-8/2	online	
20159	DAS* 201	Dental Assistant Practicum II For information contact Rosemary Ryan, Program Director at rryan@manchestercc. edu, 860-512-2705.	1	TBA	TBA	Clinical Site
20011	■ DGA* 109	Introduction to Games	3	5/28-6/14	online	
20140	■ DAR* 101	Public Health Issues Abuse and Addiction	3	7/8-8/16	online	
20012	■ ECN* 101	Principles of Macroeconomics	3	5/28-6/14	online	
20141	■ ECN* 102	Principles of Microeconomics	3	7/8-8/16	online	
20078	■ ENG* 101	Composition	3	6/10-8/2	online	
20143	■ ENG* 101	Composition	3	7/8-8/16	online	
20037	■ ENG* 110	Introduction to Literature	3	5/28-7/5	online	
20116	■ ENG* 110	Introduction to Literature	3	6/24-8/2	online	
20144	■ ENG* 110	Introduction to Literature	3	7/8-8/16	online	
20038	■ ENG* 114	Children's Literature	3	5/28-7/5	online	
20080	■ ENG* 200	Advanced Composition	3	6/10-8/2	online	
20145	■ ENG* 200	Advanced Composition	3	7/8-8/16	online	
20013	■ ENG* 250	Studies in Ethnic Literature	3	5/28-6/14	online	
20117	■ EVS* 100	Introduction to Environmental Science	3	6/24-8/2	online	
20147	■ GRA* 156	Graphic Design History, Theory and Practice	3	7/8-8/16	online	
20160	HLT* 090	Allied Health Study Skills	1	M,T	8/19-8/20	8:30 a.m.-4:30 p.m. LRC B214
20118	■ HLT* 151	Health and Wellness Promotion	3	6/24-8/2	online	
20039	■ HPE* 105	Introduction to Exercise Science	3	5/28-7/5	online	
20119	■ HIS* 121	World Civilization I	3	6/24-8/2	online	
20148	■ HIS* 201	United States History I	3	7/8-8/16	online	
20149	■ HIS* 202	United States History II	3	7/8-8/16	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

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SUMMER COURSE SCHEDULE

Online, By Arrangement, Work Experience and Special Session Courses

CRN	Subject #	Title	Credit Hrs	Dates	Time	Building/Wing/Rm	
20190	◆■ HSP* 296	Co-op/Work Experience For information contact Robert Henderson, Director of Cooperative Education at rhenderson@manchestercc.edu, 860-512-3312	3	TBA	TBA		
20040	■ HSE* 101	Introduction to Human Services	3	5/28-7/5	online		
20120	■ HSE* 134	Introduction to the Mental Health System	3	6/24-8/2	online		
20121	■ HSE* 241	Human Services Agencies and Organizations	3	6/24-8/2	online		
20014	■ HUM* 101	Introduction to the Humanities	3	5/28-6/14	online		
20082	■ HUM* 101	Introduction to the Humanities	3	6/10-8/2	online		
20098	●■ PHY* 110	Introductory Physics (lab included)	4	Hybrid/T,R 6/10-8/2	5:00-6:35 p.m.	AST	C101
20101	■ POL* 111	American Government	3	6/10-8/2	online		
20103	■ PSY* 111	General Psychology I	3	6/10-8/2	online		
20153	■ PSY* 111	General Psychology I	3	7/8-8/16	online		
20043	■ PSY* 201	Life Span Development	3	5/28-7/5	online		
20154	■ PSY* 245	Abnormal Psychology	3	7/8-8/16	online		
20044	‡■ PSY* 247	Industrial and Organizational Psychology	3	5/28-7/5	online		
20155	‡■ PSY* 247	Industrial and Organizational Psychology	3	7/8-8/16	online		
20161	RDT* 117	Treatment Planning II Finals	3	M,T 5/21-7/19 7/22-7/24	M 7:00-10:50 a.m. T 8:00-9:50 a.m. & 2:00-4:00 p.m.	LRC	B130
20162	RDT* 145	Radiation Therapy Equipment Finals	2	M,T 5/21-7/19 7/22-7/24	M 11:00 a.m.-12:30 p.m. & 1:00-4:00 p.m. T 10:00 am-1:00 p.m.	LRC	B205
20163	RDT* 210	Clinical Practice III Finals	1	W,R,F 5/21-7/19 7/22-7/24	7:00 a.m.-4:00 p.m.	clinical site	
20164	RAD* 126	Radiographic Imaging II	2	T 6/4-7/30	9:00 a.m.-1:00 p.m.	LRC	B208
20165	RAD* 199	Clinical Practice III Practicum: Radiography	2	M,W,F 6/3-7/26	7:00 a.m.-4:00 p.m.	clinical site	
20045	■ RLS* 101	Introduction to Recreation and Leisure Services	3	5/28-7/5	online		
20166	RSP* 181	Clinical Practicum II Requires prior approval from Nancy LaRoche-Shovak at 860-512-2714	1	T,W,R,F 5/28-7/19	7:00 a.m.-3:30 p.m.	clinical site	
20167	RSP* 260	Advanced Principles of Ventilator Therapy Requires prior approval from Nancy LaRoche-Shovak at 860-512-2714	3	T,W,R,F & M 5/21-5/24 6/3-7/22	8:30 a.m.-12:30 p.m. 8:30 a.m.-12:30 p.m.	LRC AST	B129 C203
20018	■ SOC* 101	Principles of Sociology	3	5/28-6/14	online		
20105	■ SOC* 101	Principles of Sociology	3	6/10-8/2	online		
20157	■ SOC* 101	Principles of Sociology	3	7/8-8/16	online		
20047	■ SOC* 201	Contemporary Social Issues	3	5/28-7/5	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 BMG* 210 or PSY* 247

● ■ Hybrid: This course meets online and on campus

Why is MCC for me?



Because I want to tell stories.

People choose MCC for many different reasons, including the **Communications** programs. Communication careers continue to be in demand – and will be for years to come. Our students seek out these areas of study because they want to tell the stories that shape our world. Our programs include Journalism, Public Relations, Film-making, Broadcast Performance, Graphic Design and more.

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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 will present the evolution of the human species and human culture through fossil, ethnographic, and genetic insight. It seeks to explain the similarities and differences between all humans and other primates. It takes the student from cave paintings in southern France to a dig in the Sinai Desert, from an extinct volcanic crater in Africa to a shamanistic dance in Nepal to a political feast in the Amazon. It does all this in search of answers to that elusive question at the core of all anthropological research: What does it mean to be human? 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.

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* 211: Anatomy and Physiology I

(Formerly BIO 152)

The anatomy and physiology of the integumentary, skeletal, muscular and nervous systems are discussed and explored including the appropriate laboratory investigations which include some dissection. 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 including appropriate laboratory investigations which include some dissection. Prerequisite: *Completion of BIO* 211 with a grade of C or higher*. 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, ENTREPRENEURSHIP

BES* 218: Entrepreneurship

(Formerly BES* 118)

This course introduces the student to the fundamentals of entrepreneurship. The students will gain the knowledge and skills necessary to research and begin a small business. Explores opportunity analysis, startup-expenses, forms of business ownership, site selection, and sources of funding. Students research and compare buying an existing business, starting a new business and franchising. Also review human resources, marketing, management, accounting and legal aspects of business. Prerequisite: *Completion of ENG* 101 with C- or better*. 3 credits

BUSINESS, FINANCE

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* 117 or 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. Prerequisite: *Eligibility for ENG* 101*. 3 credits

BBG* 234: Legal Environment of Business

This course introduces the student to the structure of the American legal and regulatory systems 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, employment and labor law, agency, and business organizations. 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)

The study of people and groups in organizations. Includes the study of team effectiveness, learning styles, communications, motivation, conflict, the evaluation of behavior through the use of web based applications. Orientation is toward the development of personal effectiveness in dealing with others. Prerequisite: *Completion of ENG* 101 with C- or better*. 3 credits

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

COURSE DESCRIPTIONS

BUSINESS OFFICE TECHNOLOGY

BOT* 137: Word Processing Applications

(Formerly BOT 124)

Students will learn the basic skills of Microsoft Word software which can be applied to either a career setting or for one's own personal productivity. Prerequisite: *BOT* 111 or 35 words-per-minute keyboarding skill.* 3 credits

BOT* 180: Medical Terminology

(Formerly BOT 241)

Introduction and mastery of medical terminology with understanding of word building systems. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. Emphasis on anatomy and physiology of body structure and functions, along with an understanding of signs and symptoms leading to diagnostic and acceptable treatment procedures. Prerequisites: *None.* 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 must have access to the latest version of AutoCAD software (a free 3-yr student version is available through Autodesk Student/Educational Support site <http://www.autodesk.com/education/free-software/autocad> for first-time users) on their computer or elsewhere to complete the drawings. Information will be posted on Blackboard Learn with instructions on how the class will be structured. Prerequisites: *None.*

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* 095 or math placement test.* Students who have passed a higher level chemistry class will not receive credit for this course. 4 credits

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. Students must attend the first class where safety procedures are discussed in order to continue in the class. Students who miss the first class will not be allowed to attend the lab portion of the course and will not be eligible for a refund. Prerequisites: *MAT* 137 or MAT* 138 or higher with a C- or better, eligibility for ENG* 101 and either high school chemistry or CHE* 111.* 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 with a C- or better.* 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. Prerequisite: *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* 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. Prerequisite: *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 2016 or Office 365. Prerequisite: *Eligibility for ENG* 093*. 3 credits

COMPUTER SYSTEMS TECHNOLOGY

CST* 201: Introduction to MIS

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

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: *Completion of ENG* 101 with a C- or higher*. 4 credits

COOPERATIVE EDUCATION/WORK EXPERIENCE

CO-OP: 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 specialty 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* 213: Evidence and Courtroom Procedure

The study of the major rules of evidence and the steps necessary to compile a comprehensive and complete courtroom record. Emphasis will be placed on the hearsay rule, confessions, and evidence obtained through search and seizure. Prerequisites: *Successful completion of ENG* 101 with a grade of C- or better and successful completion of CJS* 101 or CJS* 105*. 3 credits

CJS* 255: Ethical Issues In Criminal Justice

This course is designed to provide students with an understanding of the necessity of high standards of ethical and moral behavior in our justice process. Comprehensive coverage is achieved through focus on law enforcement, legal practice, sentencing, corrections, research, crime control policy and philosophical issues. Prerequisite: *Completion of or concurrent enrollment in ENG* 101*. 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*. 1 credit

DIGITAL ARTS

DGA* 109: Introduction to Games

An introduction to the history of games, terminology, and principles of game design and development. Students will learn to analyze, design, prototype and document a variety of games. Prerequisite: *Eligibility for ENG* 101*. 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

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

ECONOMICS

ECN* 101: Principles of Macroeconomics

(Formerly ECON 101)

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

ECN* 102: Principles of Microeconomics

(Formerly ECON 102)

Microeconomics focuses on how the free market system allocates scarce resources and serves to coordinate the activities of producers and consumers. This course will examine how firms and consumers make decisions under conditions of change and uncertainty. Students will learn economic tools and methods used to analyze decision-making. Topics covered will include scarcity and trade-offs, supply and demand analysis, elasticity of demand and supply, opportunity costs, externalities and market failure, marginal analysis, the cost structure of firms, perfect competition, monopolistic competition, oligopoly, monopoly, and comparative advantage in international trade. 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. Prerequisite: *Eligibility for MAT* 186*. 3 credits

ENGLISH

ENG* 093: Introduction to College Reading and Writing

(Formerly ENG 098)

This course prepares students for the reading and writing demands in Composition and other college-level courses by integrating reading, writing, and critical thinking. Student writing will focus on understanding, reporting on, reacting to, and analyzing the ideas of others. Texts will serve as models and sources for students to refine their skills in exposition, interpretation, and argumentation. Students learn and practice specific college-level skills through critical reading and writing, class discussions, lectures, group presentations, or workshops. This course does not satisfy an English requirement or an elective in any degree program, nor do its credits count toward graduation. Prerequisite: *Students will place into ENG* 093 via the placement process*. 0 credits

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* 093 or ENG* 096 with a grade of C or better, or by placement process*. 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* 114: Children's Literature

(Formerly ENG 118)

This course offers an overview of children's literature including its history, genres, and leading authors and illustrators. The selection and critical study of books for children, including folklore, poetry, fiction and nonfiction will be addressed. Issues related to children's literature and literature extension activities will also be explored. Prerequisite: *ENG* 101*. 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* 232: British Literature II

(Formerly ENG 202)

This course examines representative figures and concerns in British literature from 1799 to the Modern Period. 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

ENGLISH AS A SECOND LANGUAGE

ESL* 166 ESL Writing & Reading VI

(Formerly ENG 117)

ESL*166 is an advanced writing and reading course that emphasizes essay development and writing, critical response to readings, and reading comprehension skills. Prerequisite: *C or better in ESL* 165 or appropriate assessment test score or permission of the instructor*. 3 credits

ENVIRONMENTAL SCIENCE

EVS* 100: Introduction to Environmental Science

(Formerly EVSC 100)

An introduction to the problems of resource 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

GRAPHIC DESIGN

GRA* 156: Graphic Design History, Theory and Practice

Students will study Graphic Design as a component of visual language within historical context. Visual literacy, perception, type design and design practice will be examined within a survey of historical and cultural movements, noting the special relationship of design and art. From Pre-historic cave imagery to the current digital age, the achievements that laid the groundwork for the contemporary practices of graphic design will be looked at. Through online modules, video, discussion, field trips and research, students will be introduced to a historical perspective of visual communication and design. 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. Prerequisites: *None*. 0 credits

HLT* 151: Health and Wellness Promotion

(Formerly SSC 110)

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

HEALTH, PHYSICAL EDUCATION

HPE* 105: Introduction to Exercise Science

This course is designed to be an introduction to the professional field of exercise science and the five components of physical fitness. It relates human physiology, exercise, nutrition and body composition change. Prerequisites: *None*. 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* 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* 101: Introduction to Human Services

(Formerly HS 101)

Course includes history of the human service movement, introduction to current theory and knowledge related to human services, and survey of contemporary helping professions. Prerequisites: *None*. 3 credits

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. Prerequisites: *None*. 3 credits

COURSE DESCRIPTIONS

HSE* 241: Human Services Agencies and Organizations

(Formerly HS 252)

An introduction to the study of human service organizations. The skills, methods, and functions of human service providers are explored, developed, analyzed, presented and integrated into the overall learning experience of the students. Through the utilization of group process, students will develop and present a grant proposal. Prerequisites: *HSE* 101, HSE* 251, and HSE* 210, and completion of HSE* 281.* 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

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.* 0 credits

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* 146: Math for Liberal Arts

(Formerly MATH 106)

An introduction to contemporary mathematics for students of science, social science and the liberal arts. Topics may include: sets and deductive reasoning, inductive reasoning, logic, counting techniques, social choice and decision making, management science and the nature of geometry-growth and symmetry. Applications are considered throughout. A TI-83+ or TI-84+ graphing calculator is required. Prerequisites: *C or better in MAT* 138 or MAT* 139 or placement by mathematics assessment test, and eligibility for ENG* 101.* 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* 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

PHY* 121: General Physics I

(Formerly PHYS 121)

Basic concepts of mechanics and heat, including forces, work and energy, conservation laws, physics of fluids, temperature, heat transfer and the laws of thermodynamics. Students who need only one semester of physics should elect PHY* 110. A TI-83+ or TI-84+ or TI-86 graphing calculator required. Prerequisite: *Completion of MAT* 185 or MAT* 186 with a C or higher. Students who have taken a higher level physics course will not receive credit for this course*. 4 credits

PHY* 221: Calculus-Based Physics I

(Formerly PHYS 131)

A study of Newtonian mechanics and thermodynamics intended for physics, chemistry, engineering and math transfer students. Topics include particle and rigid body dynamics, work, momentum and energy conservation, gravitation, fluids, heat, and the laws of thermodynamics. A TI-83+ or TI-84+ or TI-86 graphing calculator or its equivalent is required. Prerequisites: *Successful completion of MAT* 254 with a C or better and PHY* 110 with a grade of C or better (or successful completion of one year of high school physics)*. 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. The course surveys basic topic areas within psychology including psychology's history and scientific origins, current research and measurement techniques, the physiological correlates of experience and behavior, human development, learning, memory, intelligence, and personality. 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

COURSE DESCRIPTIONS

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

(Formerly PSYC 240)

The study of people and groups in organizations. Includes the study of team effectiveness, learning styles, communications, motivation, conflict, the evaluation of behavior through the use of web based applications. Orientation is toward the development of personal effectiveness in dealing with others. Prerequisite: *Completion of ENG* 101 with 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

RDT* 210: Clinical Practice III

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

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 Practice III

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

RECREATION AND LEISURE

RLS* 101: Introduction to Recreation and Leisure Services

(Formerly REC 101)

This course serves as an introduction to the field of recreation and leisure service. The student will understand the development of the recreation movement from early ages to the present with emphasis on future perspectives. Cultural, economic, and social factors in reference to leisure participation will be explored. Career opportunities in a variety of settings will be highlighted. Philosophies of recreation will be discussed. Students will develop a personal philosophy of recreation and leisure. Prerequisites: *None.* 3 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. Prerequisites: *RSP* 131 and 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. Prerequisites: *None.* 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* 201: Contemporary Social Issues

(Formerly SOC 202)

A detailed analysis of major social problems in American society. Problems including population, ecology, poverty, race and ethnic relations, urbanization, the role of the media, criminal activity, aging, health, and housing will be evaluated. Emphasis is on American society, but some international issues and situations will be examined. Community awareness and involvement will be stressed as students evaluate local issues as well. *Prerequisite: SOC* 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. *Prerequisites: None.* 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

Corporate and Community Training Center at Manchester Community College

WE OFFER:

- **Expertise.** Our staff and instructors are experts in a variety of fields.
- **Flexibility.** You can choose the day and time, and you can decide to have classes at your site or our well-equipped, beautiful and welcoming campus.
- **Value.** Our training is cost effective, results-oriented and targeted so your employees can apply their new knowledge to real business issues.

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For more information call
Doreen Forbes-Rogers (860.512.2817) or
Mick Pigott (860.512.2815)

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WANT.
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Pharmacy Technician**

Phlebotomist**

Veterinary Assistant**

Veterans may qualify for veterans' benefits to cover the cost of these courses.

** Approved for WIOA funding



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www.manchestercc.edu/programs-courses/catalogs/

DIVISION OF CONTINUING EDUCATION



Admissions Office Assessment Testing Exemption Request

Please complete this form. Sign, date, and submit to the Admission's Office in SSC L156 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 taking the assessment test, we strongly recommend that you see an academic advisor for assistance with course selections. Please note: This exemption does not override prerequisites.

STUDENT INFORMATION

First Name		MI	Last Name	
Banner ID Number	Email Address		Phone Number	
Mailing Address				
City			State	Zip
Please check only one. <input type="checkbox"/> New Student (never attended college) <input type="checkbox"/> Returning Student <input type="checkbox"/> Transfer Student			Exemption requested for <input type="checkbox"/> Mathematics <input type="checkbox"/> English	

REASONS FOR EXEMPTION REQUEST

<input type="checkbox"/> I have achieved an appropriate score between 165-174 on the GED subtest Reasoning Through Language Arts (RLA) and/or Mathematical Reasoning (MR).	ACT Scores: <input type="checkbox"/> English: ≥ 21 for ENG* 101 <input type="checkbox"/> English + Reading: ≥ 47 for ENG* 101 <input type="checkbox"/> Math: 18-21 for MAT* 138 Old SAT Scores (taken before March 2016): <input type="checkbox"/> Critical Reading/Writing: ≥ 450 for ENG* 101 <input type="checkbox"/> Math: ≥ 500 for MAT* 109, 138 <input type="checkbox"/> Math: ≥ 530 for MAT* 146, 148, 158, 165, 172 <input type="checkbox"/> Math: ≥ 550 for MAT* 185, 186 <input type="checkbox"/> Math: ≥ 650 for MAT* 254 New SAT Scores (taken March 2016 or later): <input type="checkbox"/> Reading Tests: ≥ 25 for ENG* 101 <input type="checkbox"/> Writing and Language: ≥ 26 for ENG* 101 <input type="checkbox"/> Math: ≥ 530 for MAT* 109, 138 <input type="checkbox"/> Math: ≥ 570 for MAT* 146, 148, 158, 165, 172 <input type="checkbox"/> Math: ≥ 620 for MAT* 185, 186 <input type="checkbox"/> Math: ≥ 670 for MAT* 254
<input type="checkbox"/> I have achieved appropriate scores on the SAT/ACT exam and I am eligible to take a college-level English course (see scores and check appropriate level).	
<input type="checkbox"/> I have achieved appropriate scores on the math portion of the SAT/ACT exam and I am eligible to take a college-level math course (see scores and check appropriate level).	
<input type="checkbox"/> I have completed course work in a college-level credit English and/or math course with a grade of "C-" or better at the following college/university/high school: _____	
<input type="checkbox"/> I have taken the Accuplacer® English and/or math assessment test at the following college/university: _____	
<input type="checkbox"/> I am age 62 or older.	

SIGNATURES REQUIRED

I understand that exemption is granted only after verification and institutional review

Student Signature	Date
-------------------	------

FOR ADMISSIONS OFFICE ONLY

Semester: Fall Winter Spring Summer Year: _____

Exempt: English and Math English only Math only

Signature _____ Date: ____/____/____

Copy sent to student No Yes Date Sent ____/____/____ Initials: _____

October 2017/PR



APPLICATION for ADMISSION

Legal Last Name	Legal First Name	Middle	Previous Maiden/Last Name
Social Security Number <small>(Social security number requested for purposes of financial aid, federal income tax benefits, provision of some college services, accuracy of student records and other business purposes.)</small>	Date of Birth <small>(MM) (DD) (Year)</small>		Gender <input type="checkbox"/> M <input type="checkbox"/> F
Email			

ATTENDANCE & APPLYING

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

Have you previously attended a CT Community College?
 Yes No If yes, where?

Are you transferring from another college?
 Yes No

For which semester are you applying?
 Fall (Aug-Dec)
 Spring (Jan-May)
 Winter (Dec-Jan)
 Summer (May- Aug)
 Summer continuing into fall

Year

CITIZENSHIP

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

FAMILY EDUCATIONAL BACKGROUND

Check the category that applies to your parent(s) or guardian(s):

Neither attended college
 One or both attended college but did not earn a degree
 One or both earned an associate degree
 One or both earned a bachelor's degree or higher

IN-STATE TUITION

Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.

- Are you eligible for in-state tuition because you have continuously resided in Connecticut for at least one year and Connecticut is your permanent home?
 Yes No
- If "No," can you claim and demonstrate through documentation that you are eligible for in-state tuition?
 Yes No
- Check here if applying under the New England Regional Student program (NEBHE).
 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.

ETHNICITY/RACE

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

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

What is your race? (Select one or more)

White (10) American Indian or Alaskan Native (50)
 Black or African American (20) Native Hawaiian or Other Pacific Islander (80)
 Asian (45)

MILITARY STATUS

Are you currently on active duty with the U.S. Armed Forces? (ACTD) Yes No
 Are you currently a member of the National Guard or Reserve? (NGRE) Yes No
 Have you ever served in the U.S. Armed Forces? (VET1) Yes No
 Are you a dependent of a member of the U.S. Armed Forces? (VETD) Yes No

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

Received Date ____/____/____ Student Type _____ Application Fee Paid Yes No Waived _____

BANNER @ _____ Entered By _____ Cash _____ Check # _____ Credit/Debit Card _____

Admit Type _____ Entered Date ____/____/____ Money Order _____ Exp. Date ____/____/____

EDUCATIONAL GOAL

Check only one

- | | |
|--|--|
| <input type="checkbox"/> Developmental (college prep) education (DV) | <input type="checkbox"/> Earn associate degree, then transfer (DT) |
| <input type="checkbox"/> English skills (ESL) (ES) | <input type="checkbox"/> Personal development course(s) (PD) |
| <input type="checkbox"/> Certificate - undergrad credit (CT) | <input type="checkbox"/> Job preparation/retraining course (JB) |
| <input type="checkbox"/> Fulfill other college's requirement (AC) | <input type="checkbox"/> Job promotion (JP) |
| <input type="checkbox"/> Transfer without an associate degree (DN) | <input type="checkbox"/> Unsure at this time (UN) |
| <input type="checkbox"/> Associate degree (DG) | <input type="checkbox"/> Goal not listed (NL) |

PREVIOUS COLLEGES ATTENDED

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

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

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 FI Visa?

Yes No

Other Visa Holder (indicate type)	Visa Start Date
Visa Admission Number	Visa End Date
International Address	

INTENDED PROGRAM OF STUDY

In which degree/certificate program do you plan to enroll? (use attached list)

Primary Major	Code
Secondary Major (optional)	Code

HIGHEST EDUCATIONAL LEVEL ACHIEVED

Check only one

- | | |
|---|--|
| <input type="checkbox"/> No high school diploma or GED (01) | <input type="checkbox"/> Master's degree (09) |
| <input type="checkbox"/> High school diploma or GED (02) | <input type="checkbox"/> Other advanced degree (10) |
| <input type="checkbox"/> Some college (06) | <input type="checkbox"/> Doctoral degree (11) |
| <input type="checkbox"/> Undergraduate certificate (05) | <input type="checkbox"/> First professional degree (JD, MD, DDS, LLB) (12) |
| <input type="checkbox"/> Associate degree (07) | <input type="checkbox"/> Sixth-Year certificate (13) |
| <input type="checkbox"/> Bachelor's degree (08) | |

ACADEMIC BACKGROUND

Do you have a high school diploma?

Yes No Pending

Name of High School	Graduation Year
City/State	Country

Have you passed the high school equivalency exam GED, TASC, HiSET? (070997)

Yes No Year Town/State

Are you a home school graduate? (100001)

Yes No Grad Year Town/State

Please submit a copy of your final official high school transcript or equivalency credential.

Have you participated in the High School Partnership Program through the CT Community Colleges?

Yes No

Have you taken courses at your high school and earned college credit? (concurrent enrollment)

Yes No

COMMUNICATION & CONSENT

Email Communications

I request the college forward me any initial correspondence to the email address I have provided, including personally identifiable information pertaining to me from college records protected by FERPA.

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 CT 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

Signature

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

Degree and Certificate Majors and Codes

CODES	ASSOCIATE DEGREE MAJORS				
B11BA07	Accounting, Career	B11BA43	Hotel-Tourism Management	B13BK07	Computer Network Technology
B11BA05	Accounting & Business Administration, Transfer	B12BC18	Interpersonal & Organizational Communication	B13BK09	Computer Programming Technology
	Business Office Technology	B12BB68	Liberal Arts and Science, A.A.	B13BJ10	Corrections
B11BA45	- Administrative Assistant, Legal	B11BB68	Liberal Arts and Science, A.S.	B13BJ75	Criminal Justice
B11BA46	- Administrative Assistant, Medical	B11BB84	Management Information System	B13BJ77	Culinary Arts
B11BA44	- Administrative Assistant, Office	B11BB71	Manufacturing Engineering Science	B13BJ82	Dental Assistant
B11BA67	Business Administration, Career	B11BB72	Marketing	B13BJ86	Disability Specialist
B11BA70	- Entrepreneurship Option	B12BC16	Music Studies	B13BK37	Electronic Health Records
B11BA53	Communication	B11BB85	Occupational Therapy Assistant	B13BJ83	Electronic Publishing
B11BA54	- Journalism Option	B11BA47	Paralegal	B13BJ30	Entrepreneurship/Small Business
B11BC08	Computer Engineering Technology	B11BC73	Radiologic Science	B13BJ74	Fitness Specialist
			- Radiography	B13BJ01	Food Store
B11BA55	Computer Game Design		- Radiation Therapy	B13BJ55	Forensic Science
B11BC09	Computer Network Technology	B11BB88	Respiratory Care	B13BK55	Health Career Pathway
B11BC10	Computer Programming Technology	B11BA51	Social Service	B13BJ06	Homeland Security
		B11BF15	Technology Studies	B13BJ02	Hotel-Tourism
B11BC11	Computer Science	B11BF15	- Computer-Aided Design Option	B13BN13	Lean Manufacturing
B11BC12	Computer Technology	B11BF17	- Electronics Technology Option	B13BJ13	Marketing
B11BB03	Criminal Justice	B11BF17	- Engineering Technology Option	B13BJ14	Media Technology
B11BA18	Culinary Arts	B11BF12	- Industrial Technology Option	B13BK02	Medical Insurance Specialist
B11BB06	Disability Specialist	B11BF19	- Lean Manufacturing Option	B13BJ50	Medical Transcription
B11BB18	- Speech-Language Pathology Assistant Option	B11BF20	- Technology Education Option	B13BJ03	Office Support Specialist
		B11BF23	- Technology Management Option	B13BJ53	Paralegal
B11BF01	Drug and Alcohol Recovery Counselor	B11BC06	Therapeutic Recreation	B13BK04	Professional Baker
B11BA06	Early Childhood Education	B12BA40	Visual Fine Arts	B13BJ51	Public Relations
B11BA50	Engineering Science	B12BA15	- Photography Option	B13BJ35	Social Service
B11BA30	Environmental Science			B13BJ59	Speech-Language Pathology Assistant
B11BB17	Foodservice Management	CODES	CERTIFICATE MAJORS	B13BN15	Technology Management
B11BB24	General Studies	B13BJ05	Accounting	B13BJ39	Therapeutic Recreation
B11BB27	Graphic Design	B13BK11	Computer-Aided Design	B13BJ58	Web Technology
B11BB94	Health and Exercise Science	B13BJ67	Computer-Aided Manufacturing		

What Do I Need to Do?

NEW STUDENTS

Never attended another college

1. Apply for admission
2. Apply and follow up with financial aid
3. Provide required documents by start of semester
 - Proof of vaccination
 - Proof of high school completion
4. Register online to take the assessment test
5. Register online to attend New Student Orientation
 - * You will register for classes at New Student Orientation
6. Finalize payment

TRANSFER STUDENTS

Attended another college

1. Apply for admission
2. Apply and follow up with financial aid
3. Submit all prior college transcripts
 - Official for transfer of credits
 - Unofficial for proof of prerequisite(s)
4. Meet with an advisor
 - * Transcripts must be reviewed by Admissions before meeting with an advisor (if not from Community College system)
5. Register for classes
6. Finalize payment

NON-DEGREE SEEKING STUDENTS

Taking Winter Intersession or Summer Session Classes Only

1. Apply for admission
2. Provide proof of eligibility for classes (unofficial transcripts, SAT, assessment results, etc.)
3. Register for classes
4. Finalize payment

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 pages 3-5 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 American Express

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

Credit Card # _____ CVC Code _____

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

Cardholder name (print) _____

Cardholder signature _____

Relationship to student _____

Cardholder address _____

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

 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 pages 3-5 before you register!

Office Use Only	Regis.	Special	Receipt #	Date
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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 after registering for your course at the Registrar's Office in the SSC Building.

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, Discover Card, or American Express. Please complete the entire form.

Forms of Payment

Full payment must accompany registration.

Cash: In person, during regularly scheduled Bursar hours.

Credit Cards: MasterCard, Visa, Discover Card, or American Express 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.

Seniors and Veterans

Please note: There are no tuition waivers for Winter Intersession.

4. WEB REGISTRATION

Returning students may register online using a MasterCard, Visa, Discover Card, or American Express. 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.comnet.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.comnet.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.



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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 12, 2019.**

