



MANCHESTER  
COMMUNITY  
COLLEGE

Credit Extension Courses

Division of Continuing Education

# Summer 2014 Class Schedule



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

## LEVEL OF STUDY

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

## TRANSFER OF CREDIT

Before registering, students from other institutions must check with their home institution to verify that credits from this program are transferable to their own school.

 **There are no refunds after the allowable drop period whether a course is transferable or not.**

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

[www.manchestercc.edu](http://www.manchestercc.edu)

## INTERESTED IN AN INTERNSHIP OR COOPERATIVE WORK EXPERIENCE?

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

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

### Notice of Nondiscrimination:

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



Manchester Community College is committed to access and equal opportunity. Should you have any questions regarding disability related academic adjustments and/or auxiliary aids/services, please contact Testing and Disability Services, 860-512-3387 or the Advising and Counseling Center, 860-512-3320 at least ten (10) calendar days prior to the start date of the course or program. If a timely request is not submitted, the College cannot assure requested adjustments can be provided.  
*2/14 55M, CE/VS*

## \$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 2013-2014 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, 2014 to determine eligibility.

## Textbooks/Bookstore Hours

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

## Forms of Payment

Full payment must accompany registration.

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

## MCC BOOKSTORE 2014 SUMMER HOURS

(Located in the Student Services Center)

### May 19-May 23

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

### May 26-May 30

Monday, May 26 (*Memorial Day*) ..... **CLOSED**  
 Tuesday-Wednesday..... 9:00 a.m.-6:00 p.m.  
 Thursday..... 9:00 a.m.-4:00 p.m.  
 Friday ..... 9:00 a.m.-12 noon

### June 2-August 15

Monday-Thursday..... 9:00 a.m.-3:00 p.m.  
 Friday ..... 9:00 a.m.-12 noon  
 Friday, July 4 (*Independence Day*) ..... **CLOSED**

### Extended Hours:

Tuesday-Wednesday, May 27-28..... 9:00 a.m.-6:00 p.m.  
 Monday-Tuesday, June 9-10..... 9:00 a.m.-6:00 p.m.  
 Monday-Tuesday, June 23-24 ..... 9:00 a.m.-6:00 p.m.  
 Monday-Tuesday, July 7-8 ..... 9:00 a.m.-6:00 p.m.

Last day for summer book rental returns will be Monday, August 18, 2014

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

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

**For more information, call 860-645-3140 or visit our website at: [www.efollett.com](http://www.efollett.com)**

## FOR INFORMATION

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

## MCC BUILDINGS

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

# GENERAL INFORMATION

## SUMMER CREDIT EXTENSION FEE SCHEDULES

### RESIDENT

SH	Extension Credit Fee	Service Fee*	Total Fees
1	\$152.00	\$71.00	\$223.00
2	\$304.00	\$76.00	\$380.00
3	\$456.00	\$82.00	\$538.00
4	\$608.00	\$87.00	\$695.00
5	\$760.00	\$102.00	\$862.00
6	\$912.00	\$117.00	\$1,029.00
7	\$1064.00	\$131.00	\$1,195.00
8	\$1,216.00	\$145.00	\$1,361.00
9	\$1,368.00	\$160.00	\$1,528.00
10	\$1,520.00	\$174.00	\$1,694.00
11	\$1,672.00	\$189.00	\$1,861.00
12	\$1,824.00	\$203.00	\$2,027.00

### NON-RESIDENT

SH	Extension Credit Fee	Service Fee*	Total Fees
1	\$152.00	\$213.00	\$365.00
2	\$304.00	\$228.00	\$532.00
3	\$456.00	\$246.00	\$702.00
4	\$608.00	\$261.00	\$869.00
5	\$760.00	\$306.00	\$1,066.00
6	\$912.00	\$351.00	\$1,263.00
7	\$1064.00	\$393.00	\$1,457.00
8	\$1,216.00	\$435.00	\$1,651.00
9	\$1,368.00	\$480.00	\$1,848.00
10	\$1,520.00	\$522.00	\$2,042.00
11	\$1,672.00	\$567.00	\$2,239.00
12	\$1,824.00	\$609.00	\$2,433.00

\* Nonrefundable fee

\* Nonrefundable fee

**Additional semester hours are charged accordingly.**

*Additional Mandatory Usage Fees for Extension Fund Courses Per Semester*

**Laboratory Course Fee** .....\$82  
Per registration in a designated laboratory course

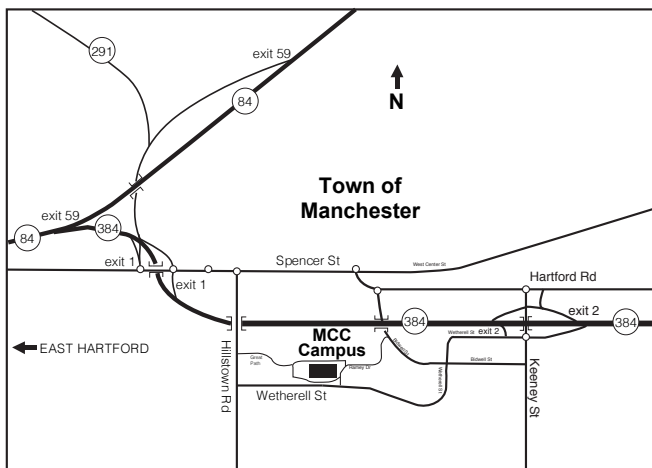
**Studio Course Fee** .....\$88  
Per registration in a designated studio course

SH: semester hours

**All Tuition and Fees are subject to change**

## DIRECTIONS TO MCC

[www.manchestercc.edu/about/directionsmcc.php](http://www.manchestercc.edu/about/directionsmcc.php)



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

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

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

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

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

## REFUND POLICY FOR CREDIT EXTENSION COURSES

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

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

**NO REFUNDS WILL BE ISSUED AFTER THE ALLOWABLE DROP PERIOD.**

**Tuition cannot be transferred to other semesters.**

### SPECIAL NOTE TO STUDENTS

**Full payment is due upon registration.**

If you do not want to take a course once you have registered for it, you must submit a drop form to the Registrar's office whether or not you have paid. **If you do not drop within the allowable drop period, you are still obligated to pay for the class, whether or not you attend.**

## REFUND POLICY APPEAL PROCEDURES

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

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

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College with supporting documentation, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, misunderstanding of the registration process, inability to transfer course, normal illness, transportation issues, childcare issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

You may view and print a Refund Policy Appeal form at [www.manchestercc.edu](http://www.manchestercc.edu), in the "Form Depot" or you may obtain a form at the Registrar's office.

Submit completed form to:

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

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

## AUDIT POLICY

This status allows students to participate in class activities without being required to meet the examination requirements of the course. A student who wishes to change from credit to audit status must request this form from the Registrar's office and return the completed form to the Registrar's office within the first two weeks of a summer school course. Full tuition and fees are charged for courses audited.

*Financial Aid does not cover audited classes.*

## WITHDRAWAL POLICY

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

## ASSESSMENT TESTS AND COURSE PREREQUISITES

English and math assessment tests are a prerequisite for MCC students enrolling in "for credit" courses. Students matriculated at other colleges and attending MCC's summer session are required to take assessment tests unless they have completed coursework at another institution that meets MCC prerequisites, or otherwise meet the criteria for a waiver. Summer students who believe they qualify for a waiver of the English and/or math assessment test should submit the Assessment Testing Exemption Request form on page 15 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](http://www.manchestercc.edu) and look up Assessment Testing to make a test appointment. For more information about the test, call the Testing Center at 860-512-3304.

## Important Dates for Summer Credit Students

Session	Last Day to Drop Classes and Receive a Refund of Tuition Only	Last Day to Use Audit Option	Last Day to Withdraw from Classes without Academic Penalty
3-Week Morning, May 27-June 13	Friday, May 23	Friday, June 6	Friday, June 6
6-Week Day/Evening & Intensive Program Session I: May 27-July 3	For Tuesday start classes: Friday, May 23 For Wednesday start classes: Tuesday, May 27 For Friday start classes: Thursday, May 29	Friday, June 6	Friday, June 20
8-Week Day/Evening June 9-August 1	For Monday start classes: Friday, June 6 For Tuesday start classes: Monday, June 9 For Saturday start classes: Friday, June 13	Friday, June 20	Friday, July 18
6-Week Day/Evening June 23-July 31	For Monday start classes: Friday, June 20 For Tuesday start classes: Monday, June 23	Thursday, July 3	Friday, July 18
6-Week Day/Evening & Intensive Program Session II: July 7-August 16	For Monday start classes: Thursday, July 3 For Tuesday start classes: Monday, July 7 For Friday start classes: Thursday, July 10	Friday, July 18	Friday, August 1
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 27

**Classes End:** Friday, June 13

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

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20001	☼ ART* 206	Film Study	3	M,T,W,R,F	8:30-11:25 a.m.	VIL5	V151
20004	BOT* 111	Keyboarding for Info Pro I	3	M,T,W,R,F	9:00-11:55 a.m.	SSC	L104
20005	☼ COM* 154	Film Study and Appreciation	3	M,T,W,R,F	8:30-11:25 a.m.	VIL5	V151
20006	COM* 173	Public Speaking	3	M,T,W,R,F	8:30-11:25 a.m.	AST	C204
20007	■ CSA* 105	Introduction to Software Applications	3	(online)	(See pages 12, 19)		
20008	CJS* 211	Criminal Law I	3	M,T,W,R,F	8:30-11:25 a.m.	AST	D219
20009	■ ECN* 101	Principles of Macroeconomics	3	(online)	(See pages 13, 20)		
20010	ENG* 110	Introduction to Literature	3	M,T,W,R,F	8:30-11:25 a.m.	AST	D205
20436	■ ENG* 250	Studies in Ethnic Literature	3	(online)	(See pages 13, 21)		
20011	■ HIS* 201	United States History I	3	(online)	(See pages 13, 21)		
20012	HSP* 109	Food Safety Certification	1	M,W	8:30-11:10 a.m.	AST	C203
20179	■ HUM* 101	Introduction to the Humanities	3	(online)	(See pages 14, 21)		
20013	MUS* 101	Music History & Appreciation I	3	M,T,W,R,F	9:00-11:55 a.m.	VIL2	V127
20014	PHL* 111	Ethics	3	M,T,W,R,F	8:30-11:25 a.m.	AST	D203
20015	PSY* 111	General Psychology I	3	M,T,W,R,F	8:30-11:25 a.m.	AST	C210
20016	SOC* 101	Principles of Sociology	3	M,T,W,R,F	8:30-11:25 a.m.	VIL6	V162

☼ Choose either ART\* 206 or COM\* 154

■ See page 10 for technical requirements for online courses



# SUMMER COURSE SCHEDULE

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

**Classes Start:** Tuesday May 27

**No evening classes Thursday, May 29 (Commencement)**

**Classes End:** Thursday, July 3

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

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20017	■ ACC* 115	Financial Accounting	4	(online)	(See pages 12, 16)		
20018	■ ACC* 118	Managerial Accounting	4	(online)	(See pages 12, 16)		
20003	⊕ ART* 206	Film Study	3	M,W	6:00-9:35 p.m.	VIL5	V151
20020	■ BES* 218	Entrepreneurship	3	(online)	(See pages 12, 17)		
20021	■ BBG* 101	Introduction to Business	3	(online)	(See pages 12, 17)		
20022	■ BBG* 234	Legal Environment of Business	3	(online)	(See pages 12, 17)		
20023	■ BMG* 204	Managerial Communication	3	(online)	(See pages 12, 17)		
20024	‡■ BMG* 210	Organizational Behavior	3	(online)	(See pages 12, 18)		
20019	■ BOT* 180	Medical Terminology	3	(online)	(See pages 12, 18)		
20025	CAD* 220	Parametric Design (SolidWorks)	3	T,R	6:00-9:35 p.m.	AST	C131
20026	CHE* 121	General Chemistry I (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
20027	CHE* 121	General Chemistry I (lecture) (lab)	4	M,T,W,R T,R	8:30-10:30 a.m. 10:45 a.m.-1:30 p.m.	AST AST	E202 C110
20028	⊕ COM* 154	Film Study and Appreciation	3	M,W	6:00-9:35 p.m.	VIL5	V151
20029	■ CSC* 101	Introduction to Computers	3	(online)	(See pages 12, 19)		
20031	■ CJS* 101	Introduction to Criminal Justice	3	(online)	(See pages 13, 19)		
20032	■ DAR* 158	Biology of Addiction	3	(online)	(See pages 13, 20)		
20033	DAR* 251	Counseling Internship I*	6	W	5:00-6:50 p.m.	LRC	B209
20034	DAR* 252	Counseling Internship II*	6	W	5:00-6:50 p.m.	LRC	B209
* (12 weeks through Intensive Program Session II: 5/27-8/16) Requires approval of Program Coordinator. In order to satisfy course requirements, for DAR* 251 or DAR* 252, students must attend both intensive program Sessions I & II (12 weeks).							
20035	▼ ENG* 093	Introduction to College Reading & Writing	0	M,T,W,R	10:00-11:40 a.m.	AST	C207
20036	ENG* 101	Composition	3	M,W	6:00-9:35 p.m.	LRC	B219
20037	■ ENG* 110	Introduction to Literature	3	(online)	(See pages 13, 21)		
20038	EVS* 100	Introduction to Environmental Science	3	M,T,W,R	10:00-11:40 a.m.	AST	C107
20039	HIS* 101	Western Civilization I	3	M,T,W,R	8:30-10:10 a.m.	AST	C202
20040	■ HIS* 202	United States History II	3	(online)	(See pages 14, 21)		
20041	■ HUM* 101	Introduction to the Humanities	3	(online)	(See pages 14, 22)		
20042	▼ MAT* 095	Elementary Algebra Foundations	0	M,T,W,R	noon-1:40 p.m.	SSC	L250
20043	MAT* 138	Intermediate Algebra: A Modeling Approach	3	M,T,W,R	10:00-11:40 a.m.	AST	D213
20044	POL* 111	American Government	3	T,R	6:00-9:35 p.m.	AST	C211
20045	PSY* 201	Life Span Development	3	T,R	6:00-9:35 p.m.	AST	D205
20046	‡■ PSY* 247	Industrial and Organizational Psychology	3	(online)	(See pages 14, 24)		
20047	SGN* 101	Sign Language I	3	M,W	6:00-9:35 p.m.	LRC	B208
20048	■ SOC* 201	Contemporary Social Issues	3	(online)	(See pages 14, 24)		
20049	SPA* 111	Elementary Spanish I	4	M,T,W,R	9:00-11:25 a.m.	LRC	B210

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

⊕ Choose either ART\* 206 or COM\* 154

‡ Choose either BMG\* 210 online or PSY\* 247 online

■ See page 10 for technical requirements for online courses

# SUMMER COURSE SCHEDULE

## 8-Week Day/Evening Session

**Classes Start:** Monday, June 9

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

**Classes End:** Friday, August 1

**No classes Friday, July 4**

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20051	ACC* 125	Accounting Computer Applications I	3	M,W	6:00-8:35 p.m.	LRC	B222
20050	■ ART* 101	Art History I	3	(online)	(See pages 12, 16)		
20052	■ ART* 111	Drawing I	3	M,W,R	2:00-5:20 p.m.	AST	D109
20053	■ ART* 112	Drawing II	3	M,W,R	2:00-5:20 p.m.	AST	D109
20054	■ ART* 211	Drawing III	3	M,W,R	2:00-5:20 p.m.	AST	D109
20055	■ ART* 212	Drawing IV	3	M,W,R	2:00-5:20 p.m.	AST	D109
20056	■ ART* 250	Digital Photography	3	M,W,R	6:00-9:20 p.m.	AST	D211
20057	■ AST* 101	Principles of Astronomy	3	(online)	(See pages 12, 17)		
20058	BIO* 105	Introduction to Biology (lecture) (lab)	4	T,W,R T,W,R	11:00 a.m.-12:35 p.m. 1:00-2:35 p.m.	AST LRC	C209 B124
20059	BIO* 105	Introduction to Biology (lecture) (lab)	4	T,W,R T,W,R	11:00 am.-12:35 p.m. 9:00-10:35 a.m.	AST LRC	C209 B124
20060	BIO* 111	Introduction to Nutrition	3	T,R	6:00-9:05 p.m.	AST	C203
20061	BIO* 115	Human Biology (lecture) (lab)	4	T,W,R T,W,R	10:00-11:35 a.m. 8:00-9:35 a.m.	AST LRC	C212 B127
20062	BIO* 115	Human Biology (lecture) (lab)	4	T,W,R T,W,R	10:00-11:35 a.m. noon-1:35 p.m.	AST LRC	C212 B127
20063	BIO* 211	Anatomy and Physiology I (lecture) (lab)	4	T,W,R T,W,R	4:00-5:35 p.m. 2:00-3:35 p.m.	AST LRC	C209 B128
20064	BIO* 211	Anatomy and Physiology I (lecture) (lab)	4	T,W,R T,W,R	4:00-5:35 p.m. 6:00-7:35 p.m.	AST LRC	C209 B128
20065	BIO* 212	Anatomy and Physiology II (lecture) (lab)	4	T,W,R T,W,R	10:00-11:35 a.m. 8:00-9:35 a.m.	AST LRC	C201 B128
20066	BIO* 212	Anatomy and Physiology II (lecture) (lab)	4	T,W,R T,W,R	10:00-11:35 a.m. noon-1:35 p.m.	AST LRC	C201 B128
20067	BIO* 235	Microbiology (lecture) (lab)	4	T,W,R T,R	5:00-6:35 p.m. 2:00-4:35 p.m.	AST LRC	C201 B127
20068	BIO* 235	Microbiology (lecture) (lab)	4	T,W,R T,R	5:00-6:35 p.m. 7:00-9:35 p.m.	AST LRC	C201 B127
20069	■ CAD* 110	Introduction to CAD	3	(online)	(see pages 12, 18)		
20070	CHE* 111	Concepts of Chemistry (lecture) (lab)	4	M,W,F M,W,F	6:00-7:40 p.m. 4:00-5:40 p.m.	AST AST	C212 C113
20071	CHE* 111	Concepts of Chemistry (lecture) (lab)	4	M,W,F M,W,F	6:00-7:40 p.m. 8:00-9:40 p.m.	AST AST	C212 C113
20072	■ COM* 101	Introduction to Mass Communication	3	(online)	(see pages 12, 18)		
20073	COM* 173	Public Speaking	3	M,W	6:30-9:05 p.m.	AST	C204
20030	■ CST* 150	Web Design & Development I	3	(online)	(see pages 13, 19)		
20074	■ CST* 205	Project Management	4	(online)	(see pages 13, 19)		
20075	EAS* 102	Earth Science	3	T,R	6:30-9:05 p.m.	AST	C107
20076	EAS* 106	Natural Disasters	3	M,W	6:30-9:05 p.m.	AST	C107

■ Studio Course

■ See page 10 for technical requirements for online courses

**Continued next page**



# SUMMER COURSE SCHEDULE

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

**Classes Start:** Monday, June 9

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

**Classes End:** Friday, August 1

**No classes Friday, July 4**

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20077	ECN* 101	Principles of Macroeconomics	3	T,R	6:30-9:05 p.m.	AST	C209
20078	ECN* 102	Principles of Microeconomics	3	M,W	6:30-9:05 p.m.	AST	C211
20079	EGR* 111	Introduction to Engineering	3	MW	5:30-8:05 p.m.	AST	C135
20080	▼ ENG* 093	Introduction to College Reading & Writing	0	M,W	6:30-9:05 p.m.	AST	C207
20081	▼ ENG* 093	Introduction to College Reading & Writing	0	T,R	6:30-9:05 p.m.	AST	C207
20082	ENG* 101	Composition	3	M,W	6:30-9:05 p.m.	AST	D203
20083	ENG* 101	Composition	3	T,R	2:00-4:35 p.m.	AST	C207
20084	■ ENG* 101	Composition	3	(online)	(see pages 13, 21)		
20085	ENG* 110	Introduction to Literature	3	M,W	6:30-9:05 p.m.	AST	D205
20086	ENG* 110	Introduction to Literature	3	T,R	2:00-4:35 p.m.	AST	D205
20087	■ ENG* 200	Advanced Composition	3	(online)	(See pages 13, 21)		
20088	■ EVS* 100	Introduction to Environmental Science	3	(online)	(see pages 13, 21)		
20089	MAT* 095	Elementary Algebra Foundations	3	M,W	6:00-8:35 p.m.	SSC	L250
20090	MAT* 138	Intermediate Algebra: A Modeling Approach	3	T,R	2:00-4:35 p.m.	AST	D215
20091	MAT* 138	Intermediate Algebra: A Modeling Approach	3	M,W	6:00-8:35 p.m.	AST	D215
20092	MAT* 146	Math for Liberal Arts	3	T,R	5:30-8:05 p.m.	AST	D215
20093	MAT* 158	Functions, Graphs & Matrices	3	M,W	5:30-8:05 p.m.	AST	D213
20094	MAT* 165	Elementary Statistics with Computer Applications	4	M,W	5:15-8:35 p.m.	AST	D218
20095	MAT* 165	Elementary Statistics with Computer Applications	4	T,R	noon-3:20 p.m.	AST	D218
20096	MAT* 172	College Algebra	3	T,R	5:30-8:05 p.m.	GPA	GP137
20097	MAT* 186	Precalculus	4	T,R	5:15-8:35 p.m.	AST	D219
20098	MAT* 186	Precalculus	4	M,W	5:15-8:35 p.m.	AST	D219
20099	MAT* 230	Applied Calculus with a Modeling Approach	3	T,R	6:00-8:35 p.m.	AST	C202
20100	MAT* 254	Calculus I	4	T,R	5:15-8:35 p.m.	AST	D213
20101	MAT* 254	Calculus I	4	M,W	5:15-8:35 p.m.	AST	C203
20102	MAT* 256	Calculus II	4	T,R	5:15-8:35 p.m.	GPA	GP155
20103	PHL* 101	Introduction to Philosophy	3	M,W	6:30-9:05 p.m.	AST	C210
20104	PHY* 110	Introductory Physics (lab included)	4	T,W,R	8:00-10:50 a.m.	AST	C101
20105	PHY* 110	Introductory Physics (lab included)	4	T,W,R	6:00-8:50 p.m.	AST	C101
20107	■ POL* 111	American Government	3	(online)	(see pages 14, 23)		
20108	PSY* 107	Pathways to Personal Growth	3	T,R	2:00-4:35 p.m.	AST	C201
20109	PSY* 111	General Psychology I	3	M,W	6:30-9:05 p.m.	AST	C209
20110	■ PSY* 201	Life Span Development	3	(online)	(See pages 14, 24)		
20111	PSY* 245	Abnormal Psychology	3	T,R	6:30-9:05 p.m.	AST	C210
20112	■ SOC* 101	Principles of Sociology	3	(online)	(see pages 14, 24)		

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

■ See page 10 for technical requirements for online courses

# SUMMER COURSE SCHEDULE

## 6-Week Day/Evening Session

**Classes Start:** Monday, June 23

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

**Classes End:** Thursday, July 31

**No Classes Friday, July 4**

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm
20138	■ ANT* 101	Introduction to Anthropology	3	(online)	(see pages 12, 16)	
20139	ANT* 121	Introduction to Archaeology	3	T,R	9:00 a.m.-12:20 p.m.	AST C210
20140	■ ART* 102	Art History II: Renaissance to the Present	3	(online)	(see pages 12, 16)	
20141	■ BIO* 111	Introduction to Nutrition	3	(online)	(see pages 12, 17)	
20142	■ BMG* 202	Principles of Management	3	(online)	(see pages 12, 17)	
20143	COM* 173	Public Speaking	3	M,T,W,R	10:00-11:35 a.m.	AST C204
20144	ENG* 101	Composition	3	M,T,W,R	10:00-11:35 a.m.	AST D205
20145	■ EVS* 100	Introduction to Environmental Science	3	(online)	(see pages 13, 21)	
20146	■ HSE* 134	Introduction to the Mental Health System	3	(online)	(see pages 14, 21)	
20147	PHL* 101	Introduction to Philosophy	3	M,T,W,R	8:00-9:20 a.m.	AST C201
20106	■ POL* 102	Introduction to Comparative Politics	3	(online)	(see pages 14, 23)	
20148	PSY* 111	General Psychology I	3	M,W	8:30-11:50 a.m.	AST C210
20149	PSY* 203	Child Development	3	M,W	6:00-9:20 p.m.	GPA GP126
20150	SOC* 101	Principles of Sociology	3	M,T,W,R	10:00-11:35 a.m.	AST C211
20151	■ THR* 101	Introduction to Theater	3	(online)	(see pages 14, 25)	
20152	THR* 110	Acting I	3	T,R	9:00 a.m.-12:20 p.m.	AST AUD

■ See page 10 for technical requirements for online courses

Continued next page

### Technical Requirements and Recommendations for Online and Hybrid Courses

If you enroll in an online or hybrid course or if your on-campus instructor requires you to access Blackboard for materials, grades or discussions, you will need the following to work from your home:

- An Internet connection, preferably via cable modem or DSL, that will provide the speed/bandwidth necessary to access your course and any multi-media material your instructor may require. A slow connection, such as a dial-up, will not provide satisfactory performance.
- A Web browser. You can check your browser's compatibility with Blackboard at: [www.websupport.ct.edu](http://www.websupport.ct.edu) and select Browser checker. Also use this link to make sure you have the correct version of Java.
- A word processor. Microsoft Word is used by many instructors.
- Other software recommended by your instructor. Commonly used software includes Excel, PowerPoint and other Microsoft Office applications. Your instructor also may require specialized software used in particular disciplines. Some MCC instructors may use various Web plug-ins such as Adobe Acrobat Reader, Apple QuickTime, Macromedia Flash Shockwave, RealPlayer and/or Microsoft Media Player. System and software requirements for a course may vary—please check with your instructor before beginning the course.
- An active email account.

Skills that will help you succeed in online learning include: good time management, familiarity with basic computing such as keyboarding, web browsing and word processing; and good reading, writing and communication skills. If you have never taken online classes, contact the Educational Technology & Distance Learning Department (ETDL) at [sandbox@mcc.commnet.edu](mailto:sandbox@mcc.commnet.edu) for a login to SmarterMeasure, a self-assessment that will help you decide if online learning is right for you. You also should review the information on the ETDL website for MCC students at [www.manchestercc.edu/students/resources/distance.php](http://www.manchestercc.edu/students/resources/distance.php). This site includes information about how to log into Blackboard, where to get help, technical requirements for your computer, and other resources.

# SUMMER COURSE SCHEDULE

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

**Classes Start:** Monday, July 7

**Classes End:** Saturday, August 16

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

CRN	Subject #	Title	Credit Hrs	Days	Time	Building/Wing/Rm	
20113	■ ACC* 115	Financial Accounting	4	(online)	(see pages 12, 16)		
20114	⊕■ ART* 206	Film Study	3	(online)	(see pages 12, 16)		
20115	■ BFN* 202	Corporate Finance	4	(online)	(see pages 12, 17)		
20116	CHE* 122	General Chemistry II (lecture) (lab)	4	M,T,W,R M,W	8:30-10:30 a.m. 10:45 a.m.-1:30 p.m.	AST AST	E202 C110
20117	CHE* 122	General Chemistry II (lecture) (lab)	4	M,T,W,R T,R	8:30-10:30 a.m. 10:45 a.m.-1:30 p.m.	AST AST	E202 C110
20118	⊕■ COM* 154	Film Study and Appreciation	3	(online)	(see pages 12, 18)		
20119	COM* 173	Public Speaking	3	T,R	6:00-9:20 p.m.	AST	C204
20120	CJS* 212	Criminal Law II	3	M,W	6:00-9:20 p.m.	GPA	GP215
20121	DAR* 101	Public Health Issues Abuse and Addiction	3	M,W	6:00-9:20 p.m.	AST	E202
20122	■ ECN* 102	Principles of Microeconomics	3	(online)	(see pages 13, 20)		
20123	ENG* 101	Composition	3	T,R	6:00-9:20 p.m.	AST	D203
20124	ENG* 101	Composition	3	F S	6:00-9:20 p.m. 1:00-4:20 p.m.	AST AST	D203 D203
20125	■ ENG* 110	Introduction to Literature	3	(online)	(see pages 13, 21)		
20126	ENG* 200	Advanced Composition	3	M,W	6:00-9:20 p.m.	LRC	B219
20127	ENG* 221	American Literature I	3	T,R	6:00-9:20 p.m.	AST	D205
20128	HIS* 202	United States History II	3	M,W	6:00-9:20 p.m.	AST	C202
20129	▼ MAT* 095	Elementary Algebra Foundations	0	M,T,W,R	10:00-11:35 a.m.	SSC	L250
20130	MAT* 138	Intermediate Algebra: A Modeling Approach	3	M,T,W,R	10:00-11:35 a.m.	AST	D215
20131	PHL* 111	Ethics	3	F S	6:00-9:20 p.m. 9:00 a.m.-12:20 p.m.	SSC SSC	L241 L241
20132	POL* 112	State & Local Government	3	T,R	6:00-9:20 p.m.	AST	C211
20133	■ PSY* 111	General Psychology I	3	(online)	(see pages 14, 24)		
20134	SGN* 102	Sign Language II	3	M,W	6:00-9:20 p.m.	LRC	B208
20135	■ SOC* 101	Principles of Sociology	3	(online)	(see pages 14, 24)		
20136	■ SOC* 210	Sociology of the Family	3	(online)	(see pages 14, 25)		
20137	SPA* 112	Elementary Spanish II	4	M,T,W,R	9:00-11:15 a.m.	LRC	B210

⊕ Choose either ART\* 206 or COM\* 154

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

■ See page 10 for technical requirements for online courses

Continued next page

# SUMMER COURSE SCHEDULE

## Online, By Arrangement, Work Experience and Special Session Courses

CRN	Subject #	Title	Credit Hrs	Dates	Time
20017	■ ACC* 115	Financial Accounting (Course description on page 16)	4	5/27-7/3	(online)
20113	■ ACC* 115	Financial Accounting (Course description on page 16)	4	7/7-8/16	(online)
20018	■ ACC* 118	Managerial Accounting (Course description on page 16)	4	5/27-7/3	(online)
20138	■ ANT* 101	Introduction to Anthropology (Course description on page 16)	3	6/23-7/31	(online)
20050	■ ART* 101	Art History I (Course description on page 16)	3	6/9-8/1	(online)
20140	■ ART* 102	Art History II: Renaissance to the Present (Course description on page 16)	3	6/23-7/31	(online)
20114	⊕■ ART* 206	Film Study (Course description on page 16)	3	7/7-8/16	(online)
20057	■ AST* 101	Principles of Astronomy (Course description on page 17)	3	6/9-8/1	(online)
20141	■ BIO* 111	Introduction to Nutrition (Course description on page 17)	3	6/23-7/31	(online)
20020	■ BES* 218	Entrepreneurship (Course description on page 17)	3	5/27-7/3	(online)
20115	■ BFN* 202	Corporate Finance (Course description on page 17)	4	7/7-8/16	(online)
20021	■ BBG* 101	Introduction to Business (Course description on page 17)	3	5/27-7/3	(online)
20022	■ BBG* 234	Legal Environment of Business (Course description on page 17)	3	5/27-7/3	(online)
20142	■ BMG* 202	Principles of Management (Course description on page 17)	3	6/23-7/31	(online)
20023	■ BMG* 204	Managerial Communication (Course description on page 17)	3	5/27-7/3	(online)
20024	‡■ BMG* 210	Organizational Behavior (Course description on page 18)	3	5/27-7/3	(online)
20019	■ BOT* 180	Medical Terminology (Course description on page 18)	3	5/27-7/3	(online)
20069	■ CAD* 110	Introduction to CAD (Course description on page 18)	3	6/9-8/1	(online)
20072	■ COM* 101	Introduction to Mass Communication (Course description on page 18)	3	6/9-8/1	(online)
20118	⊕■ COM* 154	Film Study and Appreciation (Course description on page 18)	3	7/7-8/16	(online)
20029	■ CSC* 101	Introduction to Computers (Course description on page 19)	3	5/27-7/3	(online)
20007	■ CSA* 105	Introduction to Software Applications (Course description on page 19)	3	5/27-6/13	(online)

⊕ Choose either ART\* 206 online or COM\* 154 online

‡ Choose either BMG\* 210 online or PSY\* 247 online

■ See page 10 for technical requirements for online courses

Continued next page

## Online, By Arrangement, Work Experience and Special Session Courses

CRN	Subject #	Title	Credit Hrs	Days	Dates	Time	Building/Wing/Rm	
20030	■ CST* 150	Web Design & Development I <i>(Course description on page 19)</i>	3		6/9-8/1	<i>(online)</i>		
20074	■ CST* 205	Project Management <i>(Course description on page 19)</i>	4		6/9-8/1	<i>(online)</i>		
	◆■ CO-OP 270	Co-op/Work Experience <i>On-campus orientation on Tuesday, June 17, 5:00 p.m. in SSC L107</i> <i>(Course description on page 19)</i>	3		6/17-8/12	<i>(online)</i>		
	◆■ CO-OP 270	Co-op/Work Experience <i>Online course meets May 27-July 21 with an extended class recess from July 1-7</i> <i>On-campus orientation on Tuesday, May 27, 6:00-7:00 p.m. in LRC A142</i> <i>(Course description on page 19)</i>	3		5/27-7/21	<i>(online)</i>		
20031	■ CJS* 101	Introduction to Criminal Justice <i>(Course description on page 19)</i>	3		5/27-7/3	<i>(online)</i>		
20157	DAS* 201	Dental Assistant Clinical Practicum <i>(Course description on page 19)</i>	2		5/27-7/3	TBA		
20032	■ DAR* 158	Biology of Addiction <i>(Course description on page 20)</i>	3		5/27-7/3	<i>(online)</i>		
20033	DAR* 251	Counseling Internship I* <i>(Course description on page 20)</i>	6	W	5/27-8/16	5:00-6:50 p.m.	LRC	B209
		<i>*May 27-August 16 (12 weeks through Intensive Program Sessions I &amp; II)   Requires prior approval from Barbara Fox 860-512-2769</i>						
20034	DAR* 252	Counseling Internship II* <i>(Course description on page 20)</i>	6	W	5/27-8/16	5:00-6:50 p.m.	LRC	B209
		<i>*May 27-August 16 (12 weeks through Intensive Program Sessions I &amp; II)   Requires prior approval from Barbara Fox 860-512-2769</i>						
20009	■ ECN* 101	Principles of Macroeconomics <i>(Course description on page 20)</i>	3		5/27-6/13	<i>(online)</i>		
20122	■ ECN* 102	Principles of Microeconomics <i>(Course description on page 20)</i>	3		7/7-8/16	<i>(online)</i>		
20084	■ ENG* 101	Composition <i>(Course description on page 21)</i>	3		6/9-8/1	<i>(online)</i>		
20037	■ ENG* 110	Introduction to Literature <i>(Course description on page 21)</i>	3		5/27-7/3	<i>(online)</i>		
20125	■ ENG* 110	Introduction to Literature <i>(Course description on page 21)</i>	3		7/7-8/16	<i>(online)</i>		
20087	■ ENG* 200	Advanced Composition <i>(Course description on page 21)</i>	3		6/9-8/1	<i>(online)</i>		
20436	■ ENG* 250	Studies in Ethnic Literature <i>(Course description on page 21)</i>	3		5/27-6/13	<i>(online)</i>		
20088	■ EVS* 100	Introduction to Environmental Science <i>(Course description on page 21)</i>	3		6/9-8/1	<i>(online)</i>		
20145	■ EVS* 100	Introduction to Environmental Science <i>(Course description on page 21)</i>	3		6/23-7/31	<i>(online)</i>		
20011	■ HIS* 201	United States History I <i>(Course description on page 21)</i>	3		5/27-6/13	<i>(online)</i>		

◆ 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 technical requirements for online courses

**Continued next page**

# SUMMER COURSE SCHEDULE

## Online, By Arrangement, Work Experience and Special Session Courses

CRN	Subject #	Title	Credit Hrs	Days	Dates	Time	Building/Wing/Rm	
20040	■ HIS* 202	United States History II (Course description on page 21)	3		5/27-7/3	(online)		
20158	◆ HSP* 296	Co-op/Work Experience Required seminars: Tuesdays, May 27, June 3, 10, 17 (Course description on page 21)	3	T	5/27-6/17	9:00 a.m.-1:00 p.m.	LRC	B213
20146	■ HSE* 134	Introduction to the Mental Health System (Course description on page 21)	3		6/23-7/31	(online)		
20179	■ HUM*101	Introduction to the Humanities (Course description on page 22)	3		5/27-6/13	(online)		
20041	■ HUM* 101	Introduction to the Humanities (Course description on page 22)	3		5/27-7/3	(online)		
20159	❖ PTA* 220	Introduction to the Physical Therapy Clinic For more information, contact Marcia Jehnings at 860-613-7126. (Course description on page 23)	1	M,T,W,R,F	6/3-7/26	9:00 a.m.-3:00 p.m.	NVCC	
20106	■ POL* 102	Introduction to Comparative Politics (Course description on page 23)	3		6/23-7/31	(online)		
20107	■ POL* 111	American Government (Course description on page 23)	3		6/9-8/1	(online)		
20133	■ PSY* 111	General Psychology I (Course description on page 24)	3		7/7-8/16	(online)		
20110	■ PSY* 201	Life Span Development (Course description on page 24)	3		6/9-8/1	(online)		
20046	‡■ PSY* 247	Industrial and Organizational Psychology (Course description on page 24)	3		5/27-7/3	(online)		
20153	RSP* 181	Clinical Practicum II Requires prior approval from Nancy LaRoche-Shovak at 860-512-2714 (Course description on page 24)	1	T,W,R,F	5/27-7/18	7:00 a.m.-3:30 p.m.	clinical site	
20154	RSP* 260	Advanced Principles of Ventilator Therapy (Course description on page 24) Requires prior approval from Nancy LaRoche-Shovak at 860-512-2714	3	T,W,R,F M	5/20-5/23 & 6/2-7/28	8:30 a.m.-12:30 p.m.	LRC	B129
20112	■ SOC* 101	Principles of Sociology (Course description on page 24)	3		6/9-8/1	(online)		
20135	■ SOC* 101	Principles of Sociology (Course description on page 24)	3		7/7-8/16	(online)		
20048	■ SOC* 201	Contemporary Social Issues (Course description on page 24)	3		5/27-7/3	(online)		
20136	■ SOC* 210	Sociology of the Family (Course description on page 25)	3		7/7-8/16	(online)		
20155	SUR* 201	Seminar in Surgery Requires prior approval from Richard Clark at 860-572-2715 (Course description on page 25)	2	F	5/30-8/1	9:00 a.m.-noon	LRC	B214
20156	SUR* 220	Clinical Experience I Requires prior approval from Richard Clark at 860-572-2715 (Course description on page 25)	2	M,T,W,R	5/27-7/31	7:00 a.m.-4:00 p.m.	clinical sites	
20151	■ THR* 101	Introduction to Theatre (Course description on page 25)	3		6/23-7/31	(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.

‡ Choose either BMG\* 210 online or PSY\* 247 online

❖ Naugatuck Valley Community College

■ See page 10 for technical requirements for online courses



# ASSESSMENT TESTING EXEMPTION

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

Name \_\_\_\_\_ Banner ID # @ \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

New Student (never attended college)       Returning Student       Transfer Student

**Exemption requested for:**       Mathematics       English       Prerequisite Waiver(s)

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

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

or

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

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Semester:       Summer 2014

Exempt       English and Math       English Only       Math Only

Transcript/appropriate documentation is attached

Not Exempt:       Does not meet standards       Lacks documentation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy sent to student:       No       Yes      Date sent \_\_\_\_\_ Initials \_\_\_\_\_

## OFFICE OF ADMISSIONS

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

# 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\* 118: Managerial Accounting

(Formerly ACCT 102)

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. 4 credits

### ACC\* 125: Accounting Computer Applications I

(Formerly ACCT 105)

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

## ANTHROPOLOGY

### ANT\* 101: Introduction to Anthropology

(Formerly ANTH 101)

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

### ANT\* 121: Introduction to Archaeology

This is an anthropology course devoted to the study of archaeology and how archaeologists help us to understand the human past. Archaeology is the study of past cultures and societies through their material remains. We will consider and explore the theory, methods, and techniques that archaeologists employ. The course will include a brief discussion and chronology of human and cultural evolution. We will then turn our attention to the purpose and process of archaeological field work and analysis. We will consider the ways that archaeologists reconstruct human behavior and we will explain how the discipline is relevant in the modern world. This class will include a 'field-work' component in which students will excavate a mock archaeological site. This class will also include several class trips to nearby museums. 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

(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 Present

(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: Drawing I/II)

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\* 101 or permission of instructor, (Note: for ART\* 112, ART\* 211, ART\* 212, "C" or better in ART\* 111). 3 credits. May be taken up to four times as ART\* 111, ART\* 112, ART\* 211 and ART\* 212, all of which run concurrently. 3 credits

### ART\* 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\* 101 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, nervous and endocrine organ systems are discussed and explored in appropriate laboratory investigations which include some dissection. Prerequisites: BIO\* 121, or BIO\* 115, or CHE\* 111, and eligibility for ENG\* 101. 4 credits

### BIO\* 212: Anatomy and Physiology II

(Formerly BIO 153)

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

### BIO\* 235: Microbiology

(Formerly BIO 141)

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

## BUSINESS, 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\* 202: Corporate Finance

(Formerly BUS 241/FNCE 241)

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. Prerequisite: "C" or better in ACC\* 118. 4 credits

## BUSINESS, GENERAL

### BBG\* 101: Introduction to Business

(Formerly BUS 111)

This course provides a survey of major business topics such as management, marketing, accounting, finance, computer science, organizational behavior, production, and the social and economic environment of business. Prerequisite: Eligibility for ENG\* 093. 3 credits

### BBG\* 234: Legal Environment of Business

This course introduces the student to the structure of the American legal system and its impact on the operations of American business. Ethics and social responsibility are examined from many perspectives, including that of decision-makers and stakeholders. Major aspects of government regulation of business are explored, including product liability, securities regulation, employment and labor law, and intellectual property. The course also examines fiduciary duties and tort and criminal liability. Prerequisite: Eligibility for ENG\* 101. 3 credits

## BUSINESS, MANAGEMENT

### BMG\* 202: Principles of Management

(Formerly BMG\* 101)

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

### BMG\* 204: Managerial Communication

(Formerly BUS 214)

This is a practical course in oral and written managerial communication skills, covering the writing of letters, memos and reports, editing techniques, and the preparation of resumes and cover letters. Prerequisite: Completion of ENG\* 101 with "C-" or better. 3 credits

## COURSE DESCRIPTIONS

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

(Formerly BUS 240)

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

## **BUSINESS OFFICE TECHNOLOGY**

### **BOT\* 111: Keyboarding for Info Pro I**

(Formerly BOT 107)

Students will learn input mastery using keyboarding and word processing software. Using a hands-on instructional approach, students will improve their keying speed and accuracy, learn to prepare standard types of business communications in both printed and electronic forms, and further develop their proofreading skills. 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. BOT Lab or online instruction. 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 Vista. Students will be expected to install AutoCAD software on their computer or use the open labs at MCC to complete the drawings. Information regarding obtaining AutoCAD (at no charge) will be posted on Blackboard Vista along with instructions on how the class will be structured.

### **CAD\* 220: Parametric Design (SolidWorks®)**

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

## **CHEMISTRY**

### **CHE\* 111: Concepts of Chemistry**

(Formerly CHEM 110)

A brief survey of atomic structure, chemical bonding, stoichiometry, periodicity, properties of gases, solutions, acid-base theory and an introduction to kinetics and equilibria will be taught. This is a one-semester course in general chemistry. Strongly recommended for students with no prior chemistry experience. Scientific calculator required. Prerequisite: *MAT\* 075 or math placement test.* 4 credits

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

### **CHE\* 121: General Chemistry I**

(Formerly CHEM 111)

The principles of chemistry, including atomic structure, periodicity, stoichiometry, reactions in solution, thermo-chemistry, chemical bonding, molecular structure and geometry, and properties of gases will be taught. Due to the intensive nature of this course, students with no prior chemistry coursework within the last five years should complete CHE\* 111 before taking this course. Students who need only a 4 credit chemistry course should take CHE\* 111. Scientific calculator required. Prerequisite: *MAT\* 095 or math placement test.* 4 credits

### **CHE\* 122: General Chemistry II**

(Formerly CHEM 112)

A continuation of the principles of chemistry, including intermolecular forces, properties of liquids and solids, physical properties of solutions, chemical kinetics, general chemical equilibria, acid-base theory and equilibria, solubility equilibria, electrochemistry, and coordination compounds. Scientific calculator required. Prerequisite: *CHE\* 121.* 4 credits

## **COMMUNICATIONS**

### **COM\* 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\* 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\* 093.* 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 productive 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. On-line students must have access to a Windows-based PC along with Office 2010. Prerequisites: *Eligibility for ENG\* 101*. 3 credits

## COMPUTER SYSTEMS TECHNOLOGY

### CST\* 150: Web Design & Development I

This course is designed to deliver the fundamentals for designing and building web pages. The core technologies of the HTML5 markup language along with an introduction to Cascading Style Sheets (CSS), and web multimedia are introduced to help students build navigable web pages. Various stages of effective web page planning and analysis can also be expected. Basic computer experience, strong file management skills and some knowledge of HTML are helpful. Prerequisites: *Any CSC\*, CSA\*, or CST\* course or permission of instructor*. 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: *Successful completion with a "B" or higher in one of the following: BES\* 218, BFN\* 202, BMG\* 202, CSC\* 124, CSC\* 125, CSC\* 205, CSC\* 215, CSC\* 230, CST\* 131, CST\* 150, EGR\* 230, or permission of the instructor*. 4 credits

## COOPERATIVE EDUCATION/ WORK EXPERIENCE

The course listed below will be offered online and will be conducted entirely on the Internet. Students need not travel to the physical campus to complete course requirements except for one evening orientation session.

### CO-OP 270: Work Experience

Provides students with the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings related to their program of study. In addition to site placement (150 hours for unpaid internships; 300 hours for paid placements), students participate in online activities and lectures focusing on job-related interpersonal skills, such as values and preferences, time and stress management, communication skills, conflict management, corporate culture, employee orientation, performance evaluations, business ethics, leadership, and career advancement. Job search strategies are discussed and practiced. Prerequisites: *12 completed credit hours in student subject speciality and permission of the Director of Cooperative Education*.

## CRIMINAL JUSTICE

### CJS\* 101: Introduction to Criminal Justice

This course is a survey of the history and philosophy of American justice concepts with the emphasis on present day practical application through the efforts of the law enforcement, court, and correction segments of the criminal justice system. Prerequisite: *Eligibility for ENG\* 093*. 3 credits

### CJS\* 211: Criminal Law I

A study of the act(s) and mental state(s) which make up the elements of a crime. The analysis of these criminal elements will allow exploration into a wide spectrum of criminal law including felonies and misdemeanors. This course will enable students to recognize and correctly classify criminal actions as they happen every day in our society. Prerequisite: *CJS\* 101 or CJS\* 105*. 3 credits

### CJS\* 212: Criminal Law II

A study of the act(s) and mental state(s) which make up the elements of a crime. The analysis of these criminal elements will allow exploration into a wide spectrum of criminal law including felonies and misdemeanors. This is not a course specifically addressing Connecticut laws, although they will be discussed in comparison with other state and federal court decisions. Prerequisite: *Successful completion of ENG\* 101 with a grade of "C-" or better and successful completion of CJS\* 211 with a grade of "C-" or better*. 3 credits

## DENTAL ASSISTANT

### DAS\* 201: Dental Assistant Clinical Practicum

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. Prerequisite: *DAS\* 200*. 2 credits



# COURSE DESCRIPTIONS

## 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. Prerequisite: *Eligibility for ENG\* 066. DARC majors must pass this course with a "C" or better.* 3 credits

### DAR\* 158: Biology of Addiction

Students will study the pharmacodynamics and pharmacokinetics of drugs and alcohol on various systems in the body including the brain. Students will get an understanding of the classification of drugs and will examine the short and long term consequences of alcohol and/or drug use, abuse and dependence on the brain and body. Students will also be introduced to the central nervous system and the process of neurotransmission and its role in addiction. Prerequisite: *Eligibility for ENG\* 101. DARC majors must pass this course with a "C" or better.* 3 credits

### DAR\* 251: Counseling Internship I

This course provides students with the experience of spending 15 hours per week in a substance abuse treatment facility under the joint supervision of the DARC Program and an appropriately credentialed supervisor at the facility. Students will observe the treatment process from intake to discharge. Students will observe, practice, and develop increased competence, they will progress from active observers to co-counselors, and then to counselors. To enhance the field experience, students will also attend a weekly seminar/group supervision on campus. Students will be expected to reflect on their fieldwork, participate in clinical supervision as well as group interaction. Prerequisites: *DAR\* 101, DAR\* 111, DAR\* 112, DAR\* 158 and DAR\* 213 with a grade of C or better and eligibility for ENG\* 101. It is also recommended that students complete their other General Education course requirements prior to entering the internship.* (This internship has a selective admission component.) 6 credits

### DAR\* 252: Counseling Internship II

This course is a continuation of DAR\* 251 and again the student will spend a minimum of 15 hours per week at their site and attend a classroom seminar once a week. It is expected that students will have counselor responsibilities at their sites and will be running groups and be assigned one or more clients. In the classroom the students will prepare and write a case for presentation. Prerequisites: *DAR\* 251 with a grade of "C" or better and eligibility for ENG\* 101.* 6 credits

**Registration for the DARC internship courses (DAR\* 251 & DAR\* 252)** and placement into a DARC internship site is based on the submission of an official application packet and the satisfactory completion of DAR\* 101, DAR\* 111, DAR\* 112, DAR\* 158 and DAR\* 213 with a grade of "C" or better. Those students seeking admission into the DARC internship must contact and/or meet with the DARC Program Coordinator. DARC internships begin in the summer, fall and spring semesters and the internship application packet must be submitted to the DARC Program Coordinator at the beginning of the previous semester. The DARC Program Coordinator will notify all applicants of their admission or denial into DARC internship. Only after the applicants receive notice of admission to the internship can they register for the six (6) credit course. All interns will complete two consecutive semesters of the DARC internship for a total of 12 credits.

## EARTH SCIENCE

### EAS\* 102: Earth Science

(Formerly ERSC 110)

This course is an introductory survey of selected topics in geology, oceanography, astronomy, and meteorology. Earthquakes, space probes, sea explorations, plate tectonics, volcanoes, climate change and severe weather are among the topics treated in depth. Prerequisite: *Eligibility for ENG\* 101.* 3 credits

### EAS\* 106: Natural Disasters

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

## ECONOMICS

### ECN\* 101: Principles of Macroeconomics

(Formerly ECON 101)

This course covers determinants of the level of national economic activity, employment and prices, fiscal and monetary policies, international economics, and payment mechanisms. Prerequisite: *Eligibility for ENG\* 101.* 3 credits

### ECN\* 102: Principles of Microeconomics

(Formerly ECON 102)

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

## ENGINEERING SCIENCE

### EGR\* 111: Introduction to Engineering

(Formerly ENGR 111)

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

## ENGLISH

### ENG\* 093: Introduction to College Reading and Writing

(Formerly ENG 098)

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



## ENG\* 101: Composition

(Formerly ENG 111)

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

## ENG\* 110: Introduction to Literature

(Formerly ENG 120)

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

## ENG\* 200: Advanced Composition

(Formerly ENG 112: *Reading and Writing for Academic Research*)

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

## ENG\* 221: American Literature I

(Formerly ENG 245)

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

## ENG\* 250: Studies in Ethnic Literature

This course surveys writing by authors of various ethnicities and races in American culture, including but not limited to Native Americans, European immigrants, African Americans, Hispanic Americans, and Asian Americans. This course examines how ethnic writing enables and resists assimilation, and how the literature of individual ethnicities underlies mainstream American literature and, at times, becomes part of the mainstream. The course also explores the history and sociology of immigration and multiculturalism. Prerequisite: *ENG\* 110 or permission of instructor.* 3 Credits

## ENVIRONMENTAL SCIENCE

### EVS\* 100: Introduction to Environmental Science

(Formerly EVSC 100)

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

## 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\* 201: United States History I

(Formerly HIST 201)

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

### HIS\* 202: United States History II

(Formerly HIST 202)

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

## HOSPITALITY MANAGEMENT

### HSP\* 109: Food Safety Certification

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

### HSP\* 296: Cooperative Education/Work Experience

(Formerly HOSP 270)

This course provides students the opportunity to apply classroom theory in an actual work setting. Students may be placed in a variety of work settings as related to their program of study including corporations, institutions, restaurants, hotel and conference settings. Prerequisite: *12 completed credit hours in a Hospitality Careers program.* 3 credits

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

## HUMAN SERVICES

### HSE\* 134: Introduction to the Mental Health System

This course will review the nature, history and stigma of psychiatric illness and the various treatment modalities over time. The course will also cover classification of psychiatric diagnoses, ethics, co-occurring disorders, psychiatric rehabilitation and criminal justice involvement. Topics can include treatment approaches, case management, psychosocial rehabilitation, public awareness, and a special emphasis on social role valorization and empowerment. 3 credits

# COURSE DESCRIPTIONS

## 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\* 066*. No credit

### MAT\* 138: Intermediate Algebra: A Modeling Approach

(Formerly MATH 102)

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

### MAT\* 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\* 230: Applied Calculus with a Modeling Approach

(Formerly MATH 121)

A course in selected topics from calculus with applications in business, economics, and social science. Students will learn the fundamental concepts of calculus and how to apply them to real-life problems. A major goal is to develop conceptual understanding (rather than algebraic manipulation) through the use of graphing calculators and through the consideration of graphical, numerical and algebraic perspectives. The major conceptual focus is on rates of change and their interpretations within a problem context. The definition of the integral, the Fundamental Theorem of Calculus, some selected applications of integration and some integration techniques are included. A TI-83+ graphing calculator is required and used throughout. Prerequisites: *"C" or better in MAT\* 158 and eligibility for ENG\* 101*. 3 credits

## MAT\* 254: Calculus I

(Formerly MAT\* 250)

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

## MAT\* 256: Calculus II

(Formerly MATH 192)

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

## MUSIC

### MUS\* 101: Music History and Appreciation I

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

## PHILOSOPHY

### PHL\* 101: Introduction to Philosophy

(Formerly PHIL 201)

Development of personal views on the fundamental issues of human existence: the nature of reality, the nature of the human person, knowing and thinking, freedom, basis of morality, aesthetics, the philosophical basis of political systems, and God's existence. Prerequisite: Eligibility for ENG\* 101. 3 credits

### PHL\* 111: Ethics

(Formerly PHIL 203)

The fundamentals and principles of ethics: moral conscience, good and evil, values, norms, ethical judgment, major ethical systems, punishment, religion and ethics. Contemporary problems with case studies; in particular, issues of environmental and bio-medical ethics. Prerequisite: Eligibility for ENG\* 101. 3 credits

## PHYSICAL THERAPIST ASSISTANT

### PTA\* 220: Introduction to the Physical Therapy Clinic

(Formerly PT 106)

This course provides an orientation to the physical therapy clinic and to the provision of physical therapy interventions. Students develop communication, intervention, and problem-solving techniques within the physical therapy clinic. Prerequisites: PTA\* 120 and PTA\* 125 with a grade of "C" or better. 1 credit

## 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: MAT\* 095 or math placement test. Students who have taken a higher level physics course will not receive credit for this course. 4 credits

## POLITICAL SCIENCE

### POL\* 102: Introduction to Comparative Politics

This course focuses on the governments and peoples of the major regions of the world: Europe, Africa, the Middle East, Asia, and the Americas. It examines global variations in governing structures due to historic, cultural, religious, economic, and other causes. Issues of Third World democratization, economic globalization, Islam and democracy's "clash of civilizations," authoritarian states, and other timely issues will be subjects of class discussions and course papers. Prerequisite: Eligibility for ENG\* 101. 3 credits

### 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

# COURSE DESCRIPTIONS

## PSYCHOLOGY

### PSY\* 107: Pathways to Personal Growth

The purpose of this course is twofold: it is to help students develop a deeper understanding of themselves, of others, and of human life in general and to promote change and personal growth. Students will be introduced to a number of psychological tools and principles and will learn how to apply them to their own lives in such a way as to promote understanding, insight, and change. In addition to this, students will have the opportunity to develop understanding of others and of their perspectives and ways of being. Prerequisite: *Eligibility for ENG\* 101*. 3 credits

### PSY\* 111: General Psychology I

The purpose of this course is to introduce students to the discipline of psychology and to the evolving body of knowledge that has been produced by this discipline. It surveys basic topic areas within psychology including psychology's history and scientific origins, current research and measurement techniques, the physiological correlates of experience and behavior, human development, learning, memory, intelligence, and personality. Prerequisite: *Eligibility for ENG\* 101*. 3 credits

### PSY\* 201: Life Span Development

(Formerly PSYC 124)

A survey of physical, cognitive, social, and emotional changes as they are influenced by heredity and environment from conception to death. Prerequisite: *PSY\* 111 with a grade of "C" or better*. 3 credits

### PSY\* 203: Child Development

(Formerly PSYC 234)

An evaluation of current issues, theories, and research in the area of child development. This study of physical, cognitive and socioemotional development includes: genetics, development of self, language, play, learning, intelligence, personality and social interactions from conception through age twelve. Prerequisite: *PSY\* 111 with a grade of "C" or better*. 3 credits

### PSY\* 245: Abnormal Psychology

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

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

(Formerly PSYC 240)

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

## 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: Ventilation Therapy II)

A study of mechanical ventilators used in respiratory care with an in-depth explanation of function and application. Indications, hazards and complications of mechanical ventilation will be emphasized. Prerequisite: *RSP\* 160*. 3 credits

## SIGN LANGUAGE

### SGN\* 101: Sign Language I

(Formerly ASL 101: American Sign Language I)

American Sign Language (ASL) is the sign language most deaf people use when communicating among themselves. Students will learn grammatical features, vocabulary and conversational skills including expressive and receptive skills of ASL. In addition, students will learn the culture of the deaf community, the history of ASL and the relationship of ASL to other forms of signing. 3 credits

### SGN\* 102: Sign Language II

(Formerly ASL 102: American Sign Language II)

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. 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



## SOC\* 210: Sociology of the Family

(Formerly SOC 231: *Marriages and Families*)

This course will explore the complexity and diversity of the contemporary family and other intimate relationships. Topics for this course include mate selection, gender roles, sexuality, communication, power and conflict, family violence, parenthood, work/family interaction, and diverse family arrangements. Prerequisite: *Eligibility for ENG\* 101*. 3 credits

## SPANISH

### SPA\* 111: Elementary Spanish I

(Formerly SPAN 101)

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

### SPA\* 112: Elementary Spanish II

(Formerly SPAN 102)

A second semester course in which students develop all four language skills (reading, writing, listening, and speaking) while studying grammatical structures (preterite, imperfect, object pronouns, reflexive verbs) that are more advanced than those studied in the first semester Spanish course. Hispanic culture will be studied. Classes will be conducted primarily in Spanish.

Prerequisite: *SPA\* 111, one year of high school Spanish, or permission of instructor*. Transfer college may not award credit for this course if the student has already completed two or more years of Spanish at the high school level. 4 credits

## SURGICAL TECHNOLOGY

These courses are open only to students in the Surgical Technology Program.

### SUR\* 201: Seminar in Surgery

(Formerly ST 106)

This course serves as a bridge between the preclinical and clinical phases of the program and emphasizes the total picture of the surgical patient. Students learn about health care departments outside the operating room that are integral to diagnosis and treatment of surgical conditions. Presentations by physicians and practitioners emphasize surgical procedures and perioperative care of the patient. Prerequisite: *Successful completion of SUR\* 102*. 2 credits

### SUR\* 220: Clinical Experience I

(Formerly ST 220)

An introduction to clinical practice in general and specialty surgical procedures in the operating room and outpatient facilities. Emphasis is on applying skills learned in the pre-clinical courses to clinical practice including experiences in basic operating room procedures and minor surgery. Prerequisite: *Successful completion of SUR\* 102*. 2 credits

## THEATRE

### THR\* 101: Introduction to Theater

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

### THR\* 110: Acting I

(Formerly THEA 181)

A first course in acting. Students will focus on relaxation and physical awareness, and on developing their imagination, concentration and characterization skills. They will be introduced to basic vocal and physical techniques. 3 credits

## CREDIT-FREE COURSES



Art & Crafts  
 Body, Mind & Spirit  
 Computer Technology  
 Cuisine  
 Culture & History  
 Dance & Drama  
 Family, Finance & Consumer Issues  
 Fitness & Recreation  
 Music  
 Online Academy  
 Photography  
 Professional Development  
 Writing, Publishing & Literature

For a credit-free catalog, call 860-512-2800.  
[www.manchestercc.edu](http://www.manchestercc.edu)

# MCC'S BUSINESS AND INDUSTRY SERVICES

Providing custom group training solutions for your business or organization



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

## WHY CHOOSE US?

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

**For more information, call Mick Pigott, Business & Industry Services Representative, at 860-512-2815 or email him at [mpigott@manchestercc.edu](mailto:mpigott@manchestercc.edu)**

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## PRECISION MACHINING TRAINING



- Comprehensive, hands-on training program for entry-level machinists or those who want to advance their skills
- Students learn on basic machine tools, including lathes, drill presses, grinders, and milling machines
- Students also produce parts from engineering drawings, take measurements using inspection tools, and are introduced to Computer Numerical Control (CNC)
- The program combines classroom training, lab experience, and internships with local manufacturing companies

**\* Workforce Investment Act (WIA) funding may be available for unemployed, recently downsized, or underemployed persons.**

For more information please contact CT Works One-Stop at: [www.ctdol.ct.us](http://www.ctdol.ct.us)

**Approved for Veterans' Benefits**

**For more information, call Edward Dombrowski, Manufacturing Program Coordinator, at 860-512-2814 or email him at [edombrowski@manchestercc.edu](mailto:edombrowski@manchestercc.edu)**





MANCHESTER  
COMMUNITY  
COLLEGE

# Application For Admission

INSTRUCTIONS: Please type or print clearly.

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

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

## APPLICATION FOR ADMISSION

**Applicant's Legal Name** \_\_\_\_\_  
(Last) (First) (Middle)

**Former Last Name(s)** \_\_\_\_\_ - - / /  
(Social Security Number) (Date of Birth) (Gender: M/F)

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

**Mailing Address** \_\_\_\_\_  
Street City State Zip

**Permanent Address** \_\_\_\_\_  
Street City State Zip

**Telephone** \_\_\_\_\_  
Home Work Cell

**E-mail** \_\_\_\_\_  
(used for correspondence from the College)

**Have you ever attended this college?**  Yes  No If yes, when? \_\_\_\_\_

**Have you previously attended a CT community college?**  Yes  No If yes, where? \_\_\_\_\_

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

### CITIZENSHIP

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

### ETHNICITY/ RACE

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

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

What is your race? Select one or more:

- White (10)  Black or African American (20)  Asian (45)  American Indian or Alaskan Native (50)  
 Native Hawaiian or Other Pacific Islander (80)  Other (90)

### FAMILY EDUCATIONAL BACKGROUND

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

### MILITARY STATUS

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

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

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

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

See Codes on page 29

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

### IN-STATE TUITION

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

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

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

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

**If you answered "Yes" to question #2 or checked question #3, you must submit a "Declaration of Eligibility for In-State or NEBHE Tuition" for review and determination of eligibility.**

Continued on next page

**DEGREE STATUS**

In which degree/certificate program are you planning to enroll? \_\_\_\_\_  
Use list of majors/codes on the inside front cover of application. Please write major name and code above.

**HIGHEST DEGREE LEVEL (check one only)**

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

**EDUCATIONAL GOALS**

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

**ACADEMIC BACKGROUND**

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

**PREVIOUS COLLEGE BACKGROUND**

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

**INTERNATIONAL STUDENT INFORMATION**

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

**EMPLOYMENT INFORMATION**

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

**E-MAIL COMMUNICATIONS**

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

**CONSENT FOR THE DISCLOSURE OF EDUCATION RECORDS**

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

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Guardian Signature (if under 18) \_\_\_\_\_ Date \_\_\_\_\_

# MCC Degree and Certificate Majors and Codes

<b><u>CODES</u></b>	<b><u>ASSOCIATE DEGREE MAJORS</u></b>
B11BA07	Accounting, Career
B11BA05	Accounting & Business Administration, Transfer Business Office Technology
B11BA45	– Administrative Assistant, Legal
B11BA46	– Administrative Assistant, Medical
B11BA44	– Administrative Assistant, Office
B11BA67	Business Administration, Career
B11BA70	– Entrepreneurship Option
B11BA53	Communication
B11BA54	– Journalism Option
B11BC08	Computer Engineering Technology
B11BC09	Computer Network Technology
B11BC10	Computer Programming Technology
B11BC11	Computer Science
B11BC12	Computer Technology
B11BB03	Criminal Justice
B11BA18	Culinary Arts
B11BB06	Disability Specialist
B11BB18	– Speech Language Pathology Assistant Option
B11BF01	Drug/Alcohol Recovery Counselor
B11BA06	Early Childhood Education
B11BA50	Engineering Science
B11BA30	Environmental Science
B11BB17	Foodservice Management
B11BB24	General Studies
B11BB27	Graphic Design
B11BB95	Health and Exercise Science
B11BA43	Hotel-Tourism Management
B12BB68	Liberal Arts and Science, A.A.
B11BB68	Liberal Arts and Science, A.S.
B11BB43	– Biology Sequence
B11BB45	– Chemistry Sequence
B11BB52	– Mathematics Sequence
B11BB54	– Physics Sequence
B11BB84	Management Information System
B11BB71	Manufacturing Engineering Science
B11BB72	Marketing
B12BA52	Multimedia Studies
B12BA71	– Computer Game Design Option
B12BC16	Music Studies
B11BB85	Occupational Therapy Assistant
B11BA47	Paralegal
B11BB86	Physical Therapist Assistant
B11BB88	Respiratory Care
B11BA51	Social Service
B11BB96	Surgical Technology
B11BF15	Technology Studies
B11BF15	– Computer-Aided Design Option
B11BF17	– Electronics Technology Option
B11BF12	– Engineering Technology Option
B11BF19	– Industrial Technology Option
B11BF20	– Lean Manufacturing & Supply Chain Management Option
B11BF13	– Technology Education Option
B11BF23	– Technology Management Option,

B11BC06	Therapeutic Recreation
B12BA40	Visual Fine Arts
B12BA15	– Photography Option

<b><u>CODES</u></b>	<b><u>CERTIFICATE MAJORS</u></b>
B13BJ05	Accounting
B13BK03	Child Development Associate
B13BK11	Computer–Aided Design
B13BK10	Computer Maintenance Technology
B13BK07	Computer Network Technology
B13BK09	Computer Programming Technology
B13BJ10	Corrections
B13BJ75	Criminal Justice
B13BJ77	Culinary Arts
B13BJ82	Dental Assistant
B13BJ83	Desktop Publishing
B13BJ86	Disability Specialist
B13BJ30	Entrepreneurship/Small Business
B13BJ74	Fitness Specialist
B13BJ01	Food Store
B13BJ55	Forensic Science
B13BJ08	Gerontology
B13BK55	Health Career Pathway
B13BJ06	Homeland Security
B13BJ02	Hotel-Tourism
B13BN13	Lean Manufacturing
B13BJ13	Marketing
B13BJ14	Media Technology
B13BK02	Medical Insurance Specialist
B13BJ50	Medical Transcription
B13BJ03	Office Support Specialist
B13BJ53	Paralegal
B13BJ07	Personal Financial Planning
B13BJ87	Polysomnography
B13BK04	Professional Baker
B13BK05	Professional Cook
B13BJ51	Public Relations
B13BJ35	Social Service
B13BJ59	Speech Language Pathology Assistant
B13BN14	Supply Chain Management
B13BJ60	Sustainable Energy
B13BJ38	Taxation
B13BN15	Technology Management
B13BJ39	Therapeutic Recreation
B13BJ58	Web Technology

# CREDIT EXTENSION COURSE REGISTRATION FORM

Print clearly in ink. Register one person per form. Photocopy form as needed.

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

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

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

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

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

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

CRN# COURSE TITLE DAY(S)/TIME START DATE # OF CREDITS

I hereby authorize the use of my  
MasterCard  Visa  Discover Card

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

Credit Card # \_\_\_\_\_

Cardholder name (print) \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Relationship to student \_\_\_\_\_

Cardholder address \_\_\_\_\_

Cardholder phone \_\_\_\_\_ Exp. date (mo/yr) \_\_\_\_\_

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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

Office Use Only	Regis.	Special	Receipt #	Date
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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 in the Student Services Center, after registering for your course in the Student Services Center, Registrar's Office.

### 3. BY FAX: 860-512-3221

If applicable, complete the MCC [Application for Admission](#) form for new students on pages 27-29. Complete the registration form on page 30 using Visa, MasterCard, or Discover Card only. Please complete the entire form.

#### Forms of Payment

Full payment must accompany registration.

**Cash:** In person, during regularly scheduled Bursar hours.

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

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

### 4. WEB REGISTRATION

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

#### Login:

- Go to <http://my.commnet.edu>
- Login using your NetID and Password (See "New NetID Users" information below)
- Click on "Student" tab
- Click on "Student Self Service" channel

#### Registering:

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

\* Banner ID numbers will be mailed (upon request) to returning students and cannot be given out over the phone.

\*\* Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online. Please call 860-512-3220 for more information about Web registration.

#### New NetID Users

- Your NetID is your Banner ID with the "@" symbol in a different position (i.e. a student with a Banner ID of 87654321, will have the following NetID: 87654321@student.commnet.edu)
- Your initial password is made up of the following personal information:
  1. The first three characters of your birth month (with first letter capitalized)
  2. The "&" symbol
  3. The last four digits of your Social Security Number

Example: a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789

  4. You will then be prompted to change your password

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





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

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

## **FINANCIAL AID IS AVAILABLE FOR SUMMER CREDIT CLASSES**

*See page 3*

**Register for summer credit courses by mail, fax,  
online, or in person beginning March 18, 2014.**

