Cape Cod Community College
Spring 2008 Course Guide
On-Time Registration

DON’T WAIT! Register Now.
Your Success Really Depends On It!
Register for classes by Friday, January 18

New and Returning Students: By policy, you must be registered by January 18.
The final day to register for classes is Friday, January 18th.
Students will be permitted to add a class through the Registration Office or via Campus Web, ONLY during the first week of the semester provided the class has not already met. Students will also be able to drop classes during this time.

No new (first-time) registrations will be permitted, only changes to an existing schedule.

For assistance in selecting your courses, visit the Advising Center or chat "live" with an academic advisor by going to www.capecod.edu/web/current/students and click on the lighthouse image.

5 Easy Ways to Register
Online • In Person
By Phone • By Mail • By Fax
Pay for your classes at www.capecod.edu

Registration Office Hours
Monday, Tuesday 8:30am-4:30pm
Wednesday 8:30am-7:00pm
Thursday, Friday 8:30am-4:30pm

Extended Hours
January 14-18 8:30am-6:30pm
January 22-24 8:30am-6:30pm
January 28 8:30am-6:30pm

Bookstore Hours
Monday, Tuesday, Thursday 8:00am-3:30pm
Wednesday 8:00am-7:00pm
Friday 8:00am-3:00pm

Extended Hours: January 16 - February 2
Monday -Thursday 8:00am-7:30pm
Friday 8:00am-3:30pm
Saturday 9:00am-1:00pm
Closed Martin Luther King Day, January 21st

Refer to page 44 for other Bookstore Information.

Spring Semester 2008
Academic Calendar
January 22 - May 19

January 1
January 4
January 8
January 15
January 18
January 18
January 21
January 22
January 28
New Year’s Day observance
Preregistered students’ Tuition and Fees are due
Preliminary cancellations of classes with insufficient enrollment
Final cancellation of classes with insufficient enrollment
Professional Day / Student Orientation
Last day to register and pay for classes
Martin Luther King Day observance
Classes begin
Last day to drop a class with no academic record/change a schedule/or drop a course for 100% refund (less $35 deposit)

February 4
February 18
February 29
March 17
March 17-21
March 31-Apr. 11
April 4
April 7
April 14-18
April 21
May 1
May 12
May 12
May 13-19
May 22
May 22
May 26
May 28
May 28
May 29
May 29
June 17
Last day to drop a course for 50% refund
Presidents’ Day observance
Mid-term warning grades due to Registrar
Evacuation Day observance
Spring recess
Advising period for preregistration
Last day to withdraw from an academic course
Summer session registration begins
Returning students preregister for Fall 2008 courses
Patriots’ Day observance
Last day to resolve INC grades
Fall registration begins for all classes
Classes end
Final exam period
Final grades due to Registrar by 9:00am
Professional Day
Memorial Day observance
Approval of graduates
Commencement
Bunker Hill Day observance

The College reserves the right to make changes in the published academic calendars. Students and staff will be notified if changes must occur.

College Hours
Monday - Friday • 8:30am - 4:30pm
The following offices are open on Wednesdays until 7pm.

Admissions • Assessment Center • Business Office • Financial Aid • Learning Disability Specialist • O’Neill Center for Disability Services
Registration • Advanced Studies (M-Th until 7:30pm)
• Advising & Counseling (M-Th until 8:00pm)
• Distance Learning (T-Th until 9:00pm)

Wilkens Library
Visit us online at www.capecod.edu/library
E-mail the Reference Desk at refdesk@capecod.edu

Hours while classes are in session:
Monday-Thursday 8:00am-9:30pm
Friday 8:00am-4:30pm
Saturday 9:00am-1:00pm
Sunday 1:00pm-5:00pm
Welcome to Cape Cod Community College!
Within this extraordinary learning community, you can build a solid academic future, redirect your personal and career goals, or enhance your workforce skills. We're waiting to provide you with the finest educational environment on a campus rich in opportunities to interact with people and cultures from around the world. All you need to do is join us and start growing your future.

Our deeply wooded campus is often a classroom for the natural sciences, and can become your own recreation center. Our Life Fitness Center can be your own personal "health club." It's all up to you.

Our faculty and staff are committed to putting your needs first. Courses are taught by caring professionals in small, intimate classes where individual attention is the norm, not the exception. Student advising, counseling, and tutoring are equal partners in your academic program. But your total college experience is so much more.

Please come and explore a new pathway in life, and see just who we are and what you can become.

Basic Skills Assessment

The purpose of the skills assessment is to assist you in identifying your academic strengths and weaknesses in English, reading, comprehension, and mathematics. The results will help to determine your appropriate course level so that you can enhance your success at Cape Cod Community College.

Skills assessments must be taken by students enrolling in accounting, English composition, mathematics or science courses, and any other course with a prerequisite requirement. Exceptions will be made for students who have successfully completed comparable college courses and have their transfer credits on file at the Registrar’s Office.

Student scores are valid for three years. Students are allowed to retest once in each area for a fee of $7. This fee will be billed and mailed to the students by the Business Office. The Advising Center offers mathematics and English workshops. Please call 1-508-362-2131 x4318 for availability of scheduled workshops.

For students submitting an application to the Admissions Office for matriculation into the College, the assessment is mandatory unless prior course credit or test results are available and valid. Assessments are available in reading comprehension, English and mathematics.

If you have recently applied for admission for the Spring 2008 semester, you will receive specific information in the mail about your assessment, advising, and registration process. For students submitting an application to the Admissions Office for matriculation into the College, the assessment is mandatory unless prior course credit or test results are available and valid. Assessments are available in reading comprehension, English and mathematics.

All assessments will take place in the Assessment Center - Grossman Commons Building (2nd floor). You should bring a #2 pencil and personal identification.

Assessment appointments for non-matriculated students only are available at 5:30pm (one subject area only: English/Reading Comprehension or Mathematics), 6:30pm or 7:45pm (all subject areas: English, Reading Comprehension, and Mathematics) on the following Wednesday evenings:

December 5, December 12, December 19, 2007
January 2, January 9, January 16, January 23, 2008

Call 1-508-362-2131 x4543 for an appointment.

Tutoring Center

Lyndon P. Lorusso Applied Technology Building, G-01

The Tutoring Center assists CCCC students by offering FREE personalized or small group tutoring. Additionally, the Center offers FREE help in vocabulary, spelling, study skills, grammar, test taking, reading skills, word processing, insights into learning strengths and weaknesses through learning audits, and more.

Online Appointment System

Beginning the first day of classes, students can make and manage their own tutoring appointments online from the College's web site at www.capecod.edu; click on Current Student; go to Quick Links Menu, Tutoring Appt.

eTutoring

Our students have access to FREE online tutoring in math, writing, accounting, statistics, research and life sciences any time of day, seven days a week at www.capecod.edu; click on Current Student; go to Quick Links Menu, eTutoring. Tutoring is available after the last day to change a schedule.

STOP STRESS before it begins - GET HELP EARLY!
Call 1-508-362-2131 x4352 or come to Tech G-01.

Writing/Resource Center

Lyndon P. Lorusso Applied Technology Building, G-02

The Writing/Resource Center offers academic support for written assignments using word processing. A writing specialist is available to assist students with questions about researching, formatting, documenting, and writing essays and research papers across the curriculum. Hours are posted.

For more information, call 1-508-362-2131 x4526.

Math Learning Center

Science Hall, Room 112

The Math Learning Center is available to students who want a place to study in small groups, to do mathematics homework with someone available to assist them, to clear up a specific problem, to work with a tutor, or to refer to other text books covering similar information. The Math Learning Center is supervised by math faculty and peer tutors. Hours are posted.

For more information, call 1-508-362-2131 x4626.

X + Y = ?
Be Prepared to Take the Math Assessment Test!

The score you receive on this test will determine the level of math course you are eligible to take. Students scoring below college level math may be required to take one or more developmental math course depending upon their score. To help students prepare for the Math Assessment Test, Cape Cod Community College is offering a Math Refresher Workshop.

For more information, call 1-508-362-2131 x4318.

5 Reasons To Take This Workshop

1. You haven’t taken an algebra course in over a year.
2. Your “basic” arithmetic skills are a bit rusty.
3. It will give you an opportunity to review sample questions and learn of other resources.
4. It will prepare you to score your best on the test, which will help ensure that you are placed in the correct level math course at Cape Cod Community College.
5. Taking time now to prepare and study for the placement test may help you avoid spending time and money on a lower level developmental math course.

... it’s Free!
Cape Cod Community College is committed to students’ academic success. Prerequisite courses are established to assure students have the necessary knowledge and skills to succeed in a course. You are required to complete (or be currently enrolled in) prerequisites prior to registering for the next level course. If prerequisites were completed at another college, a transcript will be required for permission to enroll in those courses with a prerequisite.

Any student taking online courses or courses with online components will be responsible to have access to both the Internet and a computer running Internet Explorer v5.5 or higher. Please visit www.capecod.edu/online for more information about online course requirements.

To register, call 1-508-375-4012
Drawing II
ART200-40 Th 2:00-5:30pm Studio B H. Blume
ART200-95 Th 1:30-5:00pm Ptown A. Flash
Prerequisite: ART100 / 3 credits.

Design II
ART201-01 M W 9:00-10:40am Studio B S. Ringer
ART201-95 T 9:30am-1:00pm Ptown D. Ritter
Prerequisite: ART101 / 3 credits.

Illustration I
ART205-63 Sat. 9:00am-4:30pm Tech 101 J. Warren
Class meets: 1/26-3/8
Prerequisite: Some computer experience required. ART130 is recommended / 3 credits.

Illustration II
ART206-63 Sat. 9:00am-4:30pm Tech 101 J. Warren
Class meets: 3/29-5/10
Prerequisite: ART205 / 3 credits.

Graphic Design I
ART207-01 M W 10:00-11:40am Tech 202 S. Anderson
ART207-40 Th 2:00-5:30pm Tech 102 V. Just
Prerequisite: ART214 or ART205 or ART210. ART130 is recommended / 3 credits.

Graphic Design II
ART208-63 Th 6:00-9:30pm Tech G-02 V. Just
Prerequisite: ART207 / 3 credits.

Printmaking Techniques
ART209-01 M W 11:00am-12:40pm Studio B S. Ringer
ART209-95 W 10:00am-2:00pm Ptown V. Tomayko
Prerequisite: None / 3 credits.

Graphic Production & Layout I
ART210-40 T Th 1:00-2:40pm Tech 203 P. Spier
Prerequisite: GIT110. ART130 is recommended / 3 credits.

Graphic Production & Layout II
ART211-40 T Th 3:00-4:40pm Tech 203 P. Spier
Prerequisite: ART210 / 3 credits.

Myths, Legends and Symbols in Art
ART213-01 M 3:30-6:20pm Lec C M. Canaves
Prerequisite: ENL101 and (ART125 or ART126) / 3 credits.

Digital Imaging I
ART214-40 M W 7:30-9:10am Tech101 J. Warren
Prerequisite: Some computer experience required; ART130 is recommended / 3 credits.

Digital Imaging II
ART215-63 F 6:30-10:00pm Tech 101 J. Warren
Prerequisite: ART214 / 3 credits.

Book Arts and Papermaking
ART225-01 Th 9:30am-1:00pm Studio B S. Ringer
Prerequisite: Two 3-credit ART courses / 3 credits.

Advanced Printmaking
ART226-40 T 9:30am-1:00pm Studio B S. Ringer
Prerequisite: ART209 / 3 credits. May be repeated for credit.

Advanced Painting
ART228-40 M 2:30-6:00pm Studio B B. Fuller
ART228-95 M 1:00-4:30pm Ptown D. Ritter
ART228-96 W 12:30-4:30pm Ptown R. Dutoit
Prerequisite: ART103 / 3 credits. May be repeated once for credit.

Mosaics
ART248-40 F 9:00am-12:30pm Studio A J. Bowen
Prerequisite: One ART course / 3 credits. May be repeated once for credit.

Portfolio Development & Presentation
ART253-40 W 2:30-6:00pm Studio A S. Anderson
Prerequisite: ART100 and at least one other visual art elective. The student should have a range of art work already completed, art work that they are currently working on and be prepared to create art work that satisfies the demands of portfolio preparation. All artwork presented will be evaluated by the instructor as a basis for acceptance to the course. NOTE: Offered once pending academic approval.

Advanced Projects in the Visual Arts
Raku Firing
ART250-60 (1cr) Refer to page 27. Truro C. Mittenthal
Intermediate Throwing
ART250-61 (1cr) Refer to page 27. Truro C. Mittenthal
Printmaking
ART250-95 W 10:00am-2:00pm Ptown V. Tomayko
Painting
ART250-97 W 12:30-4:30pm Ptown R. Dutoit
Mixed Media
ART250-98 M 10:00am-2:00pm Ptown V. Tomayko
Prerequisite: 6 hours of visual art courses and interview by instructor / 3 credits. May be repeated once for credit.

ASTRONOMY
Fundamentals of Astronomy
AST101-40 T 3:30-6:20pm Sci 114 Staff
AST101-40Lab Th 3:30-5:20pm Sci 114 Staff
AST101-63 T 6:30-9:20pm Sci 114 Staff
AST101-63Lab Th 6:30-8:20pm Sci 114 Staff
Prerequisite: MAT030 or satisfactory basic skills assessment scores / 4 credits.

BIOLOGY
Concepts in Biology I
BIO101-01 M W F 9:00-9:50am Lec B P. Tatano
BIO101-40 M W F Noon-12:50pm Lec B A. Clark
BIO101-01Lab T 11:00am-12:50pm Sci G-3 P. Tatano
BIO101-02Lab T 2:00-3:50pm Sci G-3 P. Tatano
BIO101-03Lab W 2:30-4:20pm Sci G-3 P. Tatano
BIO101-04Lab Th 8:00-9:50am Sci G-3 P. Tatano
BIO101-63 T 6:30-9:20pm Lec C Staff
BIO101-63Lab Th 6:30-8:20pm Sci G-3 Staff
Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.

Concepts in Biology II
BIO102-01 M W F 11:00-11:50am Lec B P. Tatano
BIO102-01Lab F 12:30-2:20pm Sci G-3 P. Tatano
Prerequisite: BIO101 / 4 credits.
# Credit Courses

## Survey of Human Anatomy & Physiology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO105-40</td>
<td>M W</td>
<td>2:30-3:45pm</td>
<td>Sci 105</td>
<td>A. Clark</td>
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<tr>
<td>BIO105-40lab</td>
<td>F</td>
<td>2:30-4:20pm</td>
<td>Sci G-3</td>
<td>A. Clark</td>
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## Human Anatomy & Physiology I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO107-01</td>
<td>T Th</td>
<td>9:30-10:45am</td>
<td>Lec B</td>
<td>G. Maguire</td>
</tr>
<tr>
<td>BIO107-02</td>
<td>M W</td>
<td>8:30-9:45am</td>
<td>Lec A</td>
<td>G. Maguire</td>
</tr>
<tr>
<td>BIO107-01lab</td>
<td>T</td>
<td>2:00-3:50pm</td>
<td>Sci G-7</td>
<td>G. Maguire</td>
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<tr>
<td>BIO107-02lab</td>
<td>W</td>
<td>2:30-4:20pm</td>
<td>Sci G-7</td>
<td>G. Maguire</td>
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## Human Anatomy & Physiology II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>BIO108-01</td>
<td>M W F</td>
<td>10:00-10:50am</td>
<td>S115</td>
<td>L. Farley-Larocca</td>
</tr>
<tr>
<td>BIO108-02</td>
<td>M W</td>
<td>8:30-9:45am</td>
<td>Lec A</td>
<td>G. Maguire</td>
</tr>
<tr>
<td>BIO108-03</td>
<td>M W F</td>
<td>9:00-9:50am</td>
<td>S115</td>
<td>L. Farley-Larocca</td>
</tr>
<tr>
<td>BIO108-01lab</td>
<td>M</td>
<td>11:00am-12:50pm</td>
<td>Sci G-7</td>
<td>L. Farley-Larocca</td>
</tr>
<tr>
<td>BIO108-02lab</td>
<td>T</td>
<td>11:00am-12:50pm</td>
<td>Sci G-7</td>
<td>L. Farley-Larocca</td>
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<tr>
<td>BIO108-03lab</td>
<td>W</td>
<td>11:00am-12:50pm</td>
<td>Sci G-7</td>
<td>L. Farley-Larocca</td>
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## Microbiology

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<th>Instructor</th>
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<tbody>
<tr>
<td>BIO201-01</td>
<td>M W</td>
<td>2:30-3:45pm</td>
<td>Lec B</td>
<td>H. Chikarmane</td>
</tr>
<tr>
<td>BIO201-01lab</td>
<td>M</td>
<td>11:00am-12:50pm</td>
<td>Sci107</td>
<td>H. Chikarmane</td>
</tr>
<tr>
<td>BIO201-02lab</td>
<td>W</td>
<td>11:00am-12:50pm</td>
<td>Sci107</td>
<td>H. Chikarmane</td>
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## Accounting II with Computer Applications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>ACC112-01</td>
<td>T Th</td>
<td>9:30-10:45am</td>
<td>Tech 101</td>
<td>J. Sweet</td>
</tr>
<tr>
<td>ACC112-63</td>
<td>W</td>
<td>6:30-9:30pm</td>
<td>Tech 102</td>
<td>E. Clay</td>
</tr>
</tbody>
</table>

Prerequisite: MAT030 or satisfactory basic skills assessment score and ACC111 / 3 credits.

## Financial Accounting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>ACC201-02</td>
<td>T Th</td>
<td>8:00-9:15am</td>
<td>Tech 101</td>
<td>J. Sweet</td>
</tr>
<tr>
<td>ACC201-40</td>
<td>M W</td>
<td>12:00-12:50pm</td>
<td>Tech 101J. Sweet</td>
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</table>

Prerequisite: MAT030 and ENL020 or satisfactory basic skills assessment scores and BUS100 (HRM140 for H/R students) / 3 credits.

## Intermediate Accounting II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>ACC222-63</td>
<td>M</td>
<td>6:30-9:30pm</td>
<td>South 114</td>
<td>M. Tulman</td>
</tr>
</tbody>
</table>

Prerequisite: ACC201 or ACC111 and ACC112 / 3 credits.

## The VITA Practicum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC263-01</td>
<td>Contact J. Sweet at 1-508-362-2131 x4398.</td>
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</table>

Prerequisite: ACC111 or ACC110 or ACC201 / 3 credits.

## BUSINESS – Entrepreneurship

### Introduction to Entrepreneurship

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>ENT108-01</td>
<td>T Th</td>
<td>11:00am-12:15pm</td>
<td>North 116</td>
<td>M. Bejtlich</td>
</tr>
<tr>
<td>ENT108-89</td>
<td>Online</td>
<td>G. Knell</td>
<td></td>
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</tr>
</tbody>
</table>

Prerequisite: None / 3 credits.

### Business Plan Preparation

<table>
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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>ENT109-40</td>
<td>M W</td>
<td>2:30-3:45pm</td>
<td>South 114</td>
<td>G. Knell</td>
</tr>
</tbody>
</table>

Prerequisite: ENL101 and MAT030 or satisfactory basic skills assessment score / 3 credits.

### Entrepreneurial Cooperative Work Experience

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>ENT261-40</td>
<td>Contact M. Bejtlich at 1-508-362-2131 x4519.</td>
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</table>

Prerequisite: ENT108 and ENT109 / 3 credits.

## BUSINESS – Accounting

### Personal and Small Business Taxes

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>ACC110-40</td>
<td>M W F</td>
<td>9:00-9:50am</td>
<td>North 116</td>
<td>M. Botvin</td>
</tr>
<tr>
<td>ACC110-63</td>
<td>T</td>
<td>6:30-9:30pm</td>
<td>Tech 101</td>
<td>Staff</td>
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</table>

Prerequisites: None / 3 credits.

### Accounting I with Computer Applications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
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<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>ACC111-01</td>
<td>T Th</td>
<td>12:30-1:45pm</td>
<td>Tech 102</td>
<td>J. Sweet</td>
</tr>
<tr>
<td>ACC111-40</td>
<td>T Th</td>
<td>8:00-9:15am</td>
<td>Tech 104</td>
<td>R. Palma</td>
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<tr>
<td>ACC111-41</td>
<td>M W F</td>
<td>11:00-11:50am</td>
<td>Tech 101</td>
<td>M. Tulman</td>
</tr>
<tr>
<td>ACC111-63</td>
<td>W</td>
<td>6:30-9:30pm</td>
<td>Tech 101</td>
<td>M. Tulman</td>
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Prerequisite: MAT020 and ENL020 or satisfactory basic skills assessment scores / 3 credits.

### Accounting Cooperative Work Experience

<table>
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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>ACC261-40</td>
<td>Contact J. Sweet at 1-508-362-2131 x4398.</td>
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</table>

Prerequisite: ACC202 and permission of Business Administration Accounting coordinator / 3 credits.

## BUSINESS – General

### Introduction to Business

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>BUS100-01</td>
<td>M W</td>
<td>8:30-9:45am</td>
<td>TBA</td>
<td>G. Knell</td>
</tr>
<tr>
<td>BUS100-02</td>
<td>M W</td>
<td>10:00-10:50am</td>
<td>South 107</td>
<td>Staff</td>
</tr>
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Prerequisite: None / 3 credits.

### Hybrid

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Prerequisite: None / 3 credits.

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**Final day to register for classes is January 18th.**

To register, call 1-508-375-4012

Cape Cod Community College • SPRING 2008

www.capecod.edu
### BUSINESS – Management

**Supervision**
- BUS103-63 M 6:30-9:30pm North 103 Staff
  - Prerequisite: None / 3 credits.

**Human Resource Management**
- BUS107-40 M W F 11:00am-12:15pm North 118 Staff
- BUS107-75 TWTh Noon-5:00pm, 1/2-1/17 D. Lawrence
- BUS107-89 Online M. Bejtlich
  - Prerequisite: None / 3 credits.

### BUSINESS – Marketing

**Marketing**
- MKT100-41 T Th 12:30-1:45pm North 116 M. Agostinelli
- MKT100-40 M W F 10:00-10:50am North G-5 D. Laffer
- MKT100-63 W 6:30-9:30pm South G-8 M. Ellis
  - MKT100-89 Online D. Burrill
  - Prerequisite: ENL020 or satisfactory basic skills assessment score / 3 credits.

**Advertising**
- MKT103-40 M W F 8:00-8:50am North 118 D. Laffer
  - Prerequisite: None / 3 credits.

**Consumer Behavior**
- MKT106-40 T Th, 11:00am-12:15pm, LIB Conf M. Agostinelli
  - Prerequisite: MKT205 / 3 credits.

**Customer Service: Concepts & Applications**
- MKT112-01 M W 2:30-3:45pm North 116 M. Bejtlich
  - Prerequisite: None / 3 credits.

**Marketing Cooperative Work Experience**
- MKT261-40 Contact G. Knell at 1-508-362-2131 x4451.
  - Prerequisite: MKT100 / 3 credits.

### CHEMISTRY

**General Chemistry II**
- CHM102-01 M W F 10:00-10:50am Lec B M. Rich
- CHM102-01Lab W 2:30-5:20pm Sci 220 M. Rich
- CHM102-02Lab F 3:00-6:00pm Sci 220 M. Rich
- CHM102-63 Th 6:30-9:30pm Sci 103 M. Rich
  - CHM102-63Lab Th 6:30-9:20pm Sci 103 M. Rich
  - Prerequisite: CHM101 / 4 credits.

**Survey of Chemistry**
- CHM106-01 M 3:00-5:50pm Sci 114 R. Scofield
- CHM106-01Lab M 6:00-7:50pm Sci 220 R. Scofield
  - Prerequisite: MAT020 or satisfactory basic skills assessment score / 4 credits.

**Chemistry for the Health Sciences I**
- CHM109-01 T Th 9:30-10:45am Lec A M. Rich
- CHM109-01Lab T Th 10:00-12:00pm Sci 220 R. Scofield
- CHM109-40 W 3:00-5:50pm Sci 107 J. Alai
- CHM109-40Lab W 6:00-7:50pm Sci 220 J. Alai
- CHM109-41 Th 3:00-5:50pm Sci 107 J. Alai
- CHM109-41Lab Th 6:00-7:50pm Sci 220 J. Alai
  - Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.

**Organic Chemistry II**
- CHM202-01 T 8:00-10:50am Sci 107 R. Scofield
- CHM202-40Lab T Noon-3:50pm Sci 221 M. Rich
  - Prerequisite: CHM201 / 5 credits.

### COMMUNICATION

**Voice and Diction**
- COM100-40 T Th 12:30-1:45pm Music Rm E. Kelly
  - Prerequisite: None / 3 credits.

**Oral Communication**
- COM103-01 M W 7:00-8:15am South 116 P. Lee
  - COM103-02H T Th 8:00-9:15am S116 P. Lee
  - COM103-03 M W F 9:00-9:50am South 117 D. Bird
  - COM103-04 M W F 9:00-9:50am South 107 J. French
  - COM103-05 M W F 10:00-10:50am South 106 J. French
  - COM103-06 M W 2:30-3:45pm S116 L. Heller Boragine
  - COM103-07 W 2:30-5:20pm South 117 N. Willets
  - COM103-08 F 9:00am-Noon S116 L. Heller Boragine
  - COM103-09 T Th 9:30-10:45am South 116 P. Lee
  - COM103-11 T Th 12:30-1:45pm S. Marini
  - COM103-11 Lab T Th 10:00-12:00pm Sci 220 R. Scofield
  - COM103-40 M 3:30-6:20pm South 117 R. Yaroch
  - COM103-41 T Th 3:30-4:50pm South 117 Staff
  - Combined meets: 2/5-5/19
  - COM103-63 W 6:30-9:30pm South 117 P. Allen
  - COM103-64 Th 6:30-9:30pm South 117 Staff
  - COM103-65 Sat. 9:00am-Noon South 116 P. Allen
  - COM103-75 MTWF 9:00am-12:30pm 1/2-1/17 P. Allen
  - Prerequisite: ENL010 or a satisfactory reading comprehension score on the basic skills assessment / 3 credits.

**Learning Community - Psychology & Communication**
- Please refer to page 1 for course details. LCM107-01 (COM103) T Th 11:00am-12:15pm L. Heller Boragine
  - (PSY101) T Th 12:30-1:45pm S. Marini
  - COM103-11 T Th 2:00-3:15pm South 117 N. Willets
  - COM103-40 M 3:30-6:20pm South 117 R. Yaroch
  - COM103-41 T Th 3:30-4:50pm South 117 Staff
  - Combined meets: 2/5-5/19
  - COM103-63 W 6:30-9:30pm South 117 P. Allen
  - COM103-64 Th 6:30-9:30pm South 117 Staff
  - COM103-65 Sat. 9:00am-Noon South 116 P. Lee
  - COM103-75 MTWF 9:00am-12:30pm 1/2-1/17 P. Lee
  - Prerequisite: ENL010 or a satisfactory reading comprehension score on the basic skills assessment / 3 credits.

**To Register, call 1-508-375-4012**
Survey of Mass Communication
COM105-01 M W F 10:00-10:50am North 108 J. Kershner
COM105-89 Online L. Zinsius
Prerequisite: ENL010 or a satisfactory reading comprehension score on the basic skills assessment / 3 credits.

Radio Broadcasting
COM113-40 F 9:00am-Noon WKKL L. Zinsius
COM113-41 W 2:30-5:20pm WKKL L. Zinsius
COM113-63 Th 6:30-9:30pm WKKL
Staff Prerequisite: None / 3 credits.

Interpersonal Communication
COM201-01 T Th 9:30-10:45am South117 N. Willets
COM201-02 T Th 11:00am-12:15pm South117 N. Willets
COM201-03 M W 8:30-9:45am South116 P. Lee
Prerequisite: COM103 / 3 credits.

Small Group Communication
COM202-75 MTWThF 9:00am-12:30pm L.HellerBoragine
Class meets: 1/2-1/17
Prerequisite: COM103 / 3 credits.

Persuasive Communication
COM204-01 M W F 11:00-11:50am South 117 D. Bird
Prerequisite: COM103 / 3 credits.

Oral Interpretation / Readers Theater
COM205-01 M W 11:30am-12:45pm South116 P. Lee
Prerequisite: COM103 / 3 credits.

Argumentation & Debate
COM207-01 T 3:30-6:20pm S116 L. Heller-Boragine
Prerequisite: COM103 / 3 credits.

Advanced Radio Production
COM231-40 Th 3:30-6:20pm WKKL L. Zinsius
Prerequisite: COM113 / 3 credits.

COMPUTER SCIENCE

Computer Programming I: Java
CSC110-40 T Th 9:30-10:45am Tech 203 M. Moynihan
CSC110-63 T 6:30-9:30pm Tech 203 E. Miller
Prerequisite: MAT030 or satisfactory basic skills assessment score / 3 credits.

Computer Programming II: Java
CSC130-01 T Th 11:00am-12:40pm Tech 203 M. Moynihan
Prerequisite: CSC110 / 4 credits.

CONSTRUCTION TECHNOLOGY

Quantitative Skills for Construction
CON100-40 T 3:30-6:20pm South 115 J. Ryan
Prerequisite: MAT030 or satisfactory basic skills assessment score / 2 credits.

Blueprint Reading for the Construction Trades
CON101-63 T 6:30-9:20pm South 116 Staff
Prerequisite: None / 3 credits.

Materials of Construction
CON105-63 T 6:30-9:20pm South 115 W. Henry
Prerequisite: None / 3 credits.
 Selected Issues in Criminal Justice  
CRJ240-40 T Th 11:00am-12:15pm South105 N.Dempsey  
Prerequisite: All Level I Criminal Justice courses / 3 credits.

Criminal Justice Cooperative Work Experience I  
CRJ261-01 W 2:30-5:20pm TBA N. Dempsey  
Prerequisite: All Level I Criminal Justice courses / 3 credits.

CULINARY ARTS  
Refer to Hotel Restaurant Management.

DANCE  
Refer to Theater & Dance.

DENTAL HYGIENE

Oral Tissues II  
DEN102-01 T 1:00-3:00pm South G-8 E. Madden  
Prerequisite: DEN101 / 2 credits.

Community Dental Health  
DEN105-40 W 11:00am-1:00pm South G-8 L. Somerville  
Prerequisite: DEN123 and DEN128 / 2 credits.

Dental Hygiene II  
DEN123-01 T 8:30-10:30am South G-8 J. Towle  
Prerequisite: DEN121 / 2 credits.

Clinical Dental Hygiene II  
DEN128-01 M W F 8:00am-Noon South G-6 J. Towle  
DEN128-02 M W F 1:00-5:00pm South G-6 J. Towle  
Prerequisite: DEN121 and DEN126 / 4 credits.

Oral Pathology  
DEN205-40 Th 1:00-4:00pm South G-8 P. Fasano  
Prerequisite: DEN121 and DEN126 / 3 credits.

Dental Hygiene IV  
DEN232-01 W 9:00-11:00am South G-8 Staff  
Prerequisite: DEN230 / 2 credits.

Clinical Dental Hygiene IV  
DEN238-01 T Th 9:00am-5:00pm South G-6 Staff  
Prerequisite: DEN230 and DEN236 / 4 credits.

DEVELOPMENTAL EDUCATION

Prep for College Reading  
ENL010-40 M W 8:30-9:45am LIB Conf J. Loncich  
ENL010-41 T Th 8:00-9:15am South 105 J. Loncich  
Prerequisite: Recommendation by basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.

College Reading and Study Skills  
ENL020-40 MW 10:00-11:15am Tech 204 T. Moyer  
ENL020-42 M W F 8:00-8:50am Tech 204 Staff  
Learning Community- Study Skills+Reading+Math=Success  
(ENL020) T Th 9:30-10:45am J. Loncich  
(MAT020) T Th 11:00am-12:15pm R. McGarvey  
Please refer to page 23 for course details. LCM103-01  
(MAT020) T Th 9:30-10:45am P. McGarvey  
Prerequisite: MAT020 or a satisfactory basic skills assessment score / 3 non-degree credits.
Credit Courses

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**EARLY CHILDHOOD EDUCATION**

**Intro to Early Childhood Education**

ECE100-40 M W F 9:00-9:50am North 118 J. Cedeno

ECE100-63 M 6:30-9:30pm North 117 B. Jones

Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.

**Intro to Young Children with Special Needs**

ECE105-63 T Th 4:30-5:45pm Sci 105 D. Bill

ECE105-63Lab T 6:00-7:50pm Sci 218 D. Bill

Prerequisite: MAT030 or satisfactory basic skills assessment score / 3 credits.

**Child Growth and Development**

ECE110-63 T Th 6:30-9:30pm North 118 J. Cedeno

Prerequisite: None / 3 credits.

**Literacy and the Young Child**

ECE115-63 W 6:30-9:30pm N118 M. Donahue

Prerequisite: None / 3 credits.

**Teaching Infants and Toddlers**

ECE200-40 M W F 10:00-10:50am South 108 G. Thauer

Prerequisite: PSY201 or ECE100 / 3 credits.

**Preschool Curriculum Planning**

ECE201-01 T Th 2:00-3:15pm North 118 D. Murphy

Prerequisite: ECE100 or PSY201 / 3 credits.

**Advanced Curriculum Development: ECE**

ECE202-01 T Th 3:30-4:45pm North 118 D. Murphy

Prerequisite: ECE201 / 3 credits.

**Cryptology**

ECE221-63 M 6:30-9:30pm North 116 M. Donahue

Prerequisite: PSY201 or ECE110 / 3 credits.

**Practicum Early Childhood Education**

ECE230-01 M 3:30-4:45pm North 118 D. Murphy

ECE230-63 T 6:30-7:45pm Com 115 D. Murphy

Prerequisite: PSY201 and ECE201 / 6 credits.

**Selected Topics in Early Childhood**

**Marine Science (1cr)**

ECE242-63 W 6:00-9:00pm South 108 M. Cronin

Class meets: 4/10, 4/17, 5/1 and Sat. 4/12, 9:00am-2:00pm

**Poetry with Young Children (1cr)**

ECE242-64 W 6:00-9:00pm North 115 M. Cronin

Class meets: 2/27, 3/5, 3/26, and Sat. 3/8, 10:00am-2:00pm

**Play & Learn (1cr)**

ECE242-75 M W 4:00-7:00pm TBA J. Cedeno

Class meets: 1/2-1/16

Prerequisite: Any introductory-level social and/or behavioral science course / 1, 2, or 3 credits. May be repeated for credit; 3 credits maximum.

**Leadership and Management in ECE**

ECE291-63 M 6:30-9:30pm North 118 D. Murphy

Class meets: 1/28-4/1

Prerequisite: ECE110 or PSY201 / 2 credits.

**Professionalism, Ethics & Standards in Early Childhood**

ECE294-63 Sat. 9:00am-Noon TBA N. Richards

Class meets: 1/26-3/29

Prerequisite: Four ECE courses (two at the 200-level) / 2 credits. NOTE: Offered once pending academic approval.

**EARTH SCIENCE**

**Introduction to Earth Science**

ESC101-40 M W F 8:00-8:50am Sci 114 D. Bill

ESC101-40Lab M 3:00-4:50pm Sci 218 D. Bill

ESC101-63 W 6:30-9:20pm Sci 114 D. Bill

ESC101-63Lab M 6:30-8:20pm Sci 218 D. Bill

Prerequisite: MAT030, ENL020, and ENL050 or satisfactory basic skills assessment scores / 4 credits.

**Fundamentals of Oceanography**

ESC105-63 T Th 4:30-5:45pm Sci 105 D. Bill

ESC105-63Lab T 6:00-7:50pm Sci 218 D. Bill

Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.

**ECONOMICS**

**Principles of Macroeconomics**

ECO117-01 M W F 12:00-12:50pm South 108 E. Blomdahl

ECO117-02 T Th 2:00-3:15pm North 116 E. Blomdahl

ECO117-63 M 6:30-9:30pm South 111 E. Blomdahl

Prerequisite: None / 3 credits.

**Principles of Microeconomics**

ECO118-01 M W F 11:00-11:50am S108 E. Blomdahl

ECO118-02 T Th 11:00am-12:15pm S111 E. Blomdahl

ECO118-63 T 6:30-9:30pm Staff D. Bill

Prerequisite: None / 3 credits.

The Early Childhood Education program at Cape Cod Community College is accredited by the National Association for the Education of Young Children (NAEYC).
<table>
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<td>ENL102-15</td>
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<td>6:30-9:30pm</td>
<td>North 5</td>
<td>Staff</td>
</tr>
<tr>
<td>ENL102-16</td>
<td>Th</td>
<td>3:30-6:20pm</td>
<td>North 104</td>
<td>L. Deutsch</td>
</tr>
<tr>
<td>ENL102-17</td>
<td>W</td>
<td>6:00-9:00pm</td>
<td>Wareham</td>
<td>Staff</td>
</tr>
</tbody>
</table>

**Course Details:**
- ENL102-01: Prerequisite: MAT030 / 3 credits. Offered once pending academic approval.
- ENL102-02: Prerequisite: ENL050 / 3 credits.
- ENL102-03: Prerequisite: ENL050 / 3 credits.
- ENL102-04: Prerequisite: ENL050 / 3 credits.
- ENL102-05: Prerequisite: ENL050 / 3 credits.
- ENL102-06: Prerequisite: ENL050 / 3 credits.
- ENL102-07: Prerequisite: ENL050 / 3 credits.
- ENL102-08: Prerequisite: ENL050 / 3 credits.
- ENL102-09: Prerequisite: ENL050 / 3 credits.
- ENL102-10: Prerequisite: ENL050 / 3 credits.
- ENL102-11: Prerequisite: ENL050 / 3 credits.
- ENL102-12: Prerequisite: ENL050 / 3 credits.
- ENL102-13: Prerequisite: ENL050 / 3 credits.
- ENL102-14: Prerequisite: ENL050 / 3 credits.
- ENL102-15: Prerequisite: ENL050 / 3 credits.
- ENL102-16: Prerequisite: ENL050 / 3 credits.
- ENL102-17: Prerequisite: ENL050 / 3 credits.

**Register by Friday, January 18, 2008**

www.capecod.edu

Cape Cod Community College • SPRING 2008
ENGLISH for SPEAKERS of OTHER LANGUAGES

English as Second Language I: Basic
ESL010-63 W 5:30-9:30pm South 106 M. Holden
Prerequisite: Recommendation by basic skills assessment score / 5 class hours, optional extra 3-5 hours in the Language Lab for listening practice - as needed.
4 non-degree credits.

English as Second Language II: Intermediate
ESL02-63 T 5:45-9:30pm Tech 204 E. Smith
Prerequisite: ESL010 and permission of the instructor or satisfactory basic skills assessment score / 3 credits.

English as Second Language III: Advanced
ESL201-63 T 6:30-9:30pm South 105 B. Riley
Prerequisite: ESL102 and permission of the instructor or satisfactory basic skills assessment score / 3 credits.

ENVIRONMENTAL TECHNOLOGY

Survey of Environmental Technology
ENV101-63 T 6:30-9:20pm Sci 105 K. Dunckel
Prerequisite: None / 3 credits.

Intro to Environmental Science
ENV118-01 M W 8:30-9:45am South 111 C. Etter
ENV118-02 T Th 9:30-10:45am Lec C H. Chikarmane
ENV118-03 M W 2:30-3:45pm Lec A C. Etter
ENV118-01Lab T 11:00am-12:50pm Sci105 H. Chikarmane
ENV118-02Lab T 2:00-3:50pm Sci 105 H. Chikarmane
ENV118-03Lab W 10:00-11:50am Sci 105 C. Etter
ENV118-04Lab Th 11:00am-12:50pmSci 105 C. Etter
ENV118-05Lab M 10:00-11:50amSci 105 C. Etter
ENV118-06Lab F 10:00-11:50amSci 105 E. Hoopes
ENV118-63 W 6:30-9:20pm Sci 105 E. Pesce
ENV118-63Lab M 6:30-8:20pm Sci 105 E. Hoopes
ENV118-75 MTWThF 9:00am-12:30pm North 117 C. Etter
Class meets: 1/2-1/17
Prerequisite: MAT020 and ENL020 and ENL050 or satisfactory basic skills assessment scores / 4 credits.

Coastal Ecology
ENV125-63 T 6:30-9:20pm Sci G-3 G. Newton
Prerequisite: None / 3 credits.

Physical Oceanography & Coastal Structures
ENV131-63 W 6:30-9:20pm Sci 107 Staff
Prerequisite: MAT030 or satisfactory basic skills assessment score and ENV118 and ENV125 / 3 credits.

Coastal Zone Management Laws and Regulations
ENV135-63 M 6:30-9:20pm Sci 107 G. Newton
Prerequisite: ENV118 and ENV125 / 3 credits.

Wastewater Treatment Plant Operation
ENV145-63 W 6:00-9:00pm MA Maritime Academy
Prerequisite: ENV118 an ENV140 / 4 credits.

Water Supply
ENV146-63 Th 6:30-9:20pm Sci 105 R. Jack
Prerequisite: ENV118 and ENV140 / 3 credits.

OSHA through Hazardous Waste Management
ENV158-63 T 6:30-9:20pm Sci 112 S. O’Brien
Prerequisite: None / 3 credits.

Introductory Concepts in GIS
ENV160-63 W 6:30-9:20pm South 108 K. Dunckel
Prerequisite: None / 3 credits.

Geographic Information Systems II (GIS)
ENV164-63 Th 6:30-9:20pm Tech 202 M. MacGregor
Prerequisite: ENV118, ENV160, and ENV161 / 3 credits.

Introduction to Solar Energy
ENV173-63 Th 6:30-9:20pm Sci 104 R. Lawrence
Prerequisite: MAT020 or satisfactory basic skills assessment score / 3 credits.

Environmental Instrumentation
ENV201-01 T 10:00-10:50am Sci 105 C. Etter
Lab T 11:00am-2:50pm Sci 218 C. Etter
Prerequisite: ENV105 and ENV115 / 4 credits.

Environmental Technology Internship Cooperative Work Experience
ENV260-61(1cr) Contact S. Brady at 1-508-362-2131 x4468.
ENV260-62(2cr) Contact S. Brady at 1-508-362-2131 x4468.
ENV260-63(3cr) Contact S. Brady at 1-508-362-2131 x4468.
ENV260-64(4cr) Contact S. Brady at 1-508-362-2131 x4468.
Prerequisite: ENV118 and permission of instructor / 1, 2, 3, or 4 credits.

FILM

Introduction to Film
COM220-40 T 2:30-6:20pm Lec B T. Miller
Prerequisite: ENL101 / 3 credits.

International Cinema
COM222-40 Th 2:00-5:50pm Lec B T. Miller
Prerequisite: ENL101 / 3 credits.

Documentary Film
COM224-40 W 2:30-5:30pm Arts G11 R. Alvin
Prerequisite: ENL101 / 3 credits.

Environmental Technology Fall 2008 Course Sequence

ENV131 Physical Oceanography & Coastal Structures
ENV135 Coastal Zone Management
ENV146 Water Supply
ENV158 Occupational Health & Safety (OSHA)
ENV164 Geographic Information Systems II
ENV172 Commercial Energy Audits
ENV173 Intro to Solar Energy

To Register, call 1-508-375-4012

For complete course descriptions, visit our web site at www.capecod.edu
FIRE SCIENCE

Introduction to Fire Protection
FSC100-40  F  9:00am-Noon  Lec A  R. Tucker
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.

Hazardous Materials
FSC105-01  W  3:00-5:50pm  Sci 114  R. Scofield
Prerequisite: CHM106 or CHM101 or CHM109 / 3 credits.

Hydraulics for the Fire Service
FSC107-63  T  6:30-9:30pm, South 114  D. Melanson
Prerequisite: MAT030 or satisfactory basic skills assessment score / 3 credits.

Introduction to Technical Rescue
FSC115-63  W  6:30-9:30pm  North 103  Staff
Prerequisite: None / 3 credits.

FITNESS & HEALTH

Personal Fitness
FIT117-01  M W F  9:00-9:50am  LFC-G1  J. Foster
FIT117-02  M W F  10:00-10:50am  LFC-G1  J. Foster
FIT117-03  T Th  11:00am-12:15pm  LFC-G1  J. Foster
Prerequisite: None / 3 credits.

Standard First Aid & Basic Life Support
FIT130-40  Th  2:00-5:00pm  LFC-G1  N. Sylvester
FIT130-75  M W  9:00am-3:30pm, 1/14-1/16, LFC 104, N. Sylvester
FIT130-76  T Th, 3:00-9:00pm, 1/15-1/17, LFC 104, N. Sylvester
Prerequisite: None / 1 credit.

Advanced First Aid & Emergency Care
FIT132-40  T Th  9:30-10:45am  LFC 104  N. Sylvester
Prerequisite: None / 3 credits.

Lifeguard Training (LGT)
FIT133-01  T Th  9:30-10:45am  LFC-G1  J. Foster
Prerequisite: None / 1 credit.

Pilates Mat I
FIT164-40  M W  Noon-12:50pm  Gym AL Ziemba
Class meets: 1/23-3/10
Prerequisite: None / 1 credit.

Kripalu/Hatha Yoga I
FIT167-40  T Th  9:30-10:45am  Main Thr  L. Ziemba
Class meets: 1/22-2/26
Prerequisite: None / 1 credit.

Kripalu/Hatha Yoga II
FIT168-40  T Th  9:30-10:45am  Main Thr  L. Ziemba
Class meets: 3/4-4/15
Prerequisite: FIT167 / 1 credit.

Adventure Concepts
FIT170-01  M W F  11:00-11:50am  LFC-G1  J. Foster
Prerequisite: None / 3 credits.

FRESHMAN SEMINAR

Career & Personal Exploration for Success II
CXP021-40  M W  8:00-8:50am  North 107  K. Martin
and F  8:00-8:50am  Tech 117  N. Sylvester
CXP021-41  M W  9:00-9:50am  Music Rm  K. Martin
and F  9:00-9:50am  Tech 117  N. Sylvester
Prerequisite: CXP020 / 3 non-degree credits.

GEOGRAPHY

Geography: Culture and Environment
GEO104-63  Th  6:30-9:30pm  S105  F. Spaulding
Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores recommended / 3 credits.

GOVERNMENT

Comparative Politics
GOV101-40  T Th  2:00-3:15pm  North G-5  M. Burling
Prerequisite: None / 3 credits.

American Government
GOV111-40  T Th  11:00am-12:15pm, Lec A  C. Barnes
GOV111-63  M  6:30-9:30pm  South 114  R. O’Leary
GOV111-64  M W  5:00-6:20pm  South 115  Staff
Class meets: 2/4-5/19
Prerequisite: None / 3 credits.

HEALTH SCIENCES

Tri-level Nursing Assistant/HHA
CNA117-61  T Th  8:00-10:45am  S114  G. Medeiros
and W  8:00am-Noon  TBA
CNA117-63  M Th  5:30-8:15pm  North G-5  Staff
and W  5:30-9:30pm  TBA  Staff
CNA117-65  MTWThF, 8:30am-2:30pm  TBA  Staff
Class meets: 5/19-6/30
Prerequisite: None / 6 credits.

Phlebotomy
DTC101-61  T Th  6:30-9:30pm  NG-8  A. Marquardt
Prerequisite: None / 8 credits.

EKG Technician
DTC102-41  T  4:00-6:00pm  North G-8  P. Philie
Prerequisite: None / 2 credits.

Emergency Medical Technician: EMT
EMS101-63  M Th  7:00-10:00pm  Lec C  G. Coffin
EMS101-64  F  7:00-10:00pm  Lec C  G. Coffin
and Sat. 9:00am-4:00pm  Lec C
Prerequisite: None / 5 credits.

To Register, call 1-508-375-4012

Register by Friday, January 18, 2008
**Advanced Pre-hospital Training Program: Paramedic II**

EMS202-63  M W  7:00-10:00pm  Lec A  G. Coffin and Sat. 9:00am-4:00pm  Lec A  
Prerequisite: EMS201 / 8 credits. This course has special fees.

**Stress Management for Optimal Health**

HEA120-63  T  4:00-6:30pm  North 117  M. Smith  
Prerequisite: None / 3 credits.

**Medical Interpreter**

HEA145-63  W  6:30-9:30pm  Lec B  L. Morris  
Prerequisite: Satisfactory basic skills assessment score (70 or better) or ESL201 / 3 credits.

**Pharmacology**

HEA200-63  Th  6:00-9:00pm  Lec B  C. Harris  
Prerequisite: Acceptance into the Nursing program or DEN121 / 3 credits.

**Nutrition**

HEA201-89  Online  N. Shearer  
Prerequisite: CHM109 and BIO107 / 3 credits.

### HISTORY

**U.S. History to 1865**

HIS103-01  T Th  8:00-9:15am  North 114  C. Barnes  
HIS103-02  T Th  9:30-10:45am  North 114  C. Barnes  
HIS103-63  W  6:30-9:30pm  North 114  C. Bowers  
Prerequisite: None; ENL020 and ENL050 strongly recommended / 3 credits.

**U.S. History since 1865**

HIS104-01  M W  8:30-9:45am  North 114  C. Barnes  
HIS104-02  M W  2:30-3:45pm  North 114  C. Barnes  
HIS104-63  M  6:30-9:30pm  North 114  C. Bowers  
Prerequisite: None; ENL020 and ENL050 strongly recommended / 3 credits.

**The U.S. since 1945**

HIS108-63  Th  6:30-9:30pm  North 104  C. Everett  
Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended / 3 credits.

### World History I

HIS119-01  M W F  10:00-10:50am  North 114  M. Strmiska  
HIS119-02  M W F  Noon-12:50pm  North 114  M. Strmiska  
HIS119-63  T  6:30-9:30pm  North G-5  F. Chapin  
Prerequisite: None / 3 credits.

### World History II

HIS120-01  T Th  12:30-1:45pm  North G-6  M. Strmiska  
HIS120-02  T Th  11:00am-12:15pm S115  M. Strmiska  
HIS120-40  M W F  11:00-11:50am  South 115  K. Martin  
Prerequisite: None / 3 credits.

### Chinese Culture

HIS140-89  Online  R. Negron  
Prerequisite: None / 3 credits.

### Vietnam: America’s Longest War

HIS150-89  Online  R. Negron  
Prerequisite: None / 3 credits.

### History of Western Civilization: Antiquity to 1715

HIS157-01  M W  2:30-3:45pm  South G-8  M. Strmiska  
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.

### History of Western Civilization: 1715 to the Present

HIS158-40  M W F  Noon-12:50pm  North 116  K. Martin  
HIS158-63  Th  6:30-9:30pm  North 114  F. Chapin  
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.

### Medieval History

HIS207-01  T Th  12:30-1:45pm  North 114  M. Burling  
Prerequisite: ENL101 / 3 credits.

### Women in United States History

Learning Community- Women’s Voices, Women’s Lives

Please refer to page 23 for course details. LCM105-01  
(HIS102) T Th 12:30-1:45pm  S. Polito  
(HIS215) T Th 2:00-3:15pm  C. Barnes

### The Civil War

HIS217-75  T W Th  5:30-8:30pm, 1/2-1/17  C. Bowers  
Prerequisite: ENL101 / 3 credits.

### Selected Topics in History: History of Japan

HIS241-40  T Th  2:00-3:15pm, North G-6  M. Strmiska  
Prerequisite: Any introductory level History course / 3 credits.

### HONORS

Please refer to HONORS PROGRAM, page 24, for program requirements.

### Honors Colloquium

Sustainability: Moving from Concept to Practice  
HON200-40  Th  1:00-3:00pm  Sci105  
Instructors: R. Lawrence, C. Powicki, M. Amsler  
In this Honors Colloquium, students will examine the concept of sustainability. Students will critically study a variety of sustainable practices at different scales: personal, local, regional, national, and global. Each student will individually research a timely, personally relevant topic and present his or her findings in an academic forum. Students must have a 3.5 Grade Point Average and completion of 6 hours of honors work with a 3.2 average. May be repeated once for credit. Prerequisite: None / 3 credits.

### HORTICULTURE

**Plant and Soil Science**

HOR101-63  M  6:30-9:20pm  Sci G-3  W. Clark  
HOR101-63Lab  W  6:30-8:20pm  Sci G-3  W. Clark  
Prerequisite: ENL020, ENL050, & MAT020 or satisfactory basic skills assessment scores / 4 credits.
Credit Courses

Equipment Maintenance and Operation
HOR105-76  T Th, 5:00-8:30pm, CTECH Harwich, R. Delvecchio
Class meets: 1/23-3/8
Prerequisite: None / 3 credits.

Horticulture Practicum
HOR106-63  Contact W. Clark at 1-508-362-2131 x4363.
Prerequisite: Enrollment in Horticulture certificate program.
Pass-Fail / 1 credit.

Herbaceous Plant Identification & Culture
HOR201-63  M Th, 6:00-8:50pm, SCI 112, P. Keating
Class meets: 1/23-3/19
Prerequisite: HOR101 / 3 credits.

Landscape Design and Construction
HOR202-63  W, 6:30-9:20pm, SCI 112, M. Neath
Prerequisite: HOR103, HOR104 and HOR201 / 3 credits.

HOTEL RESTAURANT MANAGEMENT

Culinary Lab I
CUL120-63 M 4:30-9:30pm, ComG11, C. Williams
Co-requisite: HRM111 and CUL100 / 3 credits.

Baking I
CUL180-63 W 4:30-9:30pm, ComG11, C. Williams
Prerequisite: None / 3 credits.

Dining Room Operations & Service
CUL210-40 M W 9:30am-2:00pm, ComG11, J. Miller
Class meets: 1/23-3/12
CUL210-41 M W 9:30am-2:00pm, ComG11, J. Miller
Class meets: 3/24-5/12
Prerequisite: CUL100 or HRM140; Co-requisite: CUL220 / 4 credits.

Culinary Lab II
CUL220-01 M W 9:30am-2:00pm, ComG11, M. Otto
Class meets: 1/23-3/12
CUL220-02 M W 9:30am-2:00pm, ComG11, M. Otto
Class meets: 3/24-5/12
Prerequisite: CUL100 or HRM140 / 4 credits.

Food and Beverage Management
HRM130-40 M W 8:00-9:15am, ComG11, P. McCormick
Prerequisite: MAT020 or satisfactory basic skills assessment score / 3 credits.

Intro to Hospitality Management
HRM140-63 W 5:30-8:30pm, Falmouth, J. Miller
Prerequisite: ENL020 or satisfactory basic skills assessment score / 3 credits.

Hospitality Marketing
HRM230-01 T Th 9:30-10:45am, ComG11, J. Miller
Prerequisite: HRM140 and ENL101 / 3 credits.

Special Events & Operations
HRM250-40 T Th 12:30-1:45pm, ComG11, Staff
Prerequisite: CUL100 or HRM140 / 3 credits.

Hospitality Cooperative Work Experience
HRM262-40 Contact J. Miller at 1-508-362-2131 x4841.
Prerequisite: 9 credits in CUL/HRM curriculum / 3 credits.

HUMANITIES

Humanities: Perception through the Arts
HUM102-02 T Th 2:00-3:15pm, Lec C M. Canaves
HUM102-63 T Th 8:30-9:30pm, North 115, M. Helfen
Prerequisite: ENL101 / 3 credits.

HUMAN SERVICES

Perspectives on Substance Abuse
HUS140-63 M 6:30-9:30pm, North 104, J. Corso
Prerequisite: None / 3 credits.

INFORMATION TECHNOLOGY – Database

Database Applications
GIT150-40 T Th 12:30-1:45pm, Tech 204, G. Guarino
GIT150-63 W 6:30-9:30pm, Tech 101, F. Bsharah
Prerequisite: GIT120, GIT108 or GIT110 or equivalent skill level in Windows / 3 credits.

Advanced Topics in Database w/SQL
BIT253-63 M 6:30-9:30pm, Tech 104, E. Brockway
Prerequisite: BIT250 and BIT175 / 3 credits.

INFORMATION TECHNOLOGY – General

Microcomputer Applications Software
GIT110-01 T Th 8:00-9:15am, Tech 103, K. Bent
GIT110-02 T Th 11:00am-12:15pm, Tech 102, K. Bent
GIT110-03 M W 10:00-11:15am, Tech 203, K. Bent
GIT110-04 T Th 12:30-1:45pm, Tech 101, V. Smith
GIT110-40 F 9:00am-Noon, Tech 104, V. Smith
GIT110-41 M W F 8:00-8:50am, Tech 202, L. Assefa
GIT110-42 M W F 9:00-9:50am, Tech 204, L. Assefa
GIT110-44 T Th 2:00-3:15pm, Tech 101, Staff
GIT110-64 Th 6:30-9:30pm, Tech 101, Staff
GIT110-65 Th 6:30-9:30pm, Tech 204, D. Morgan
GIT110-66 M W 5:00-6:20pm, Tech 101, Staff
Class meets: 2/4-5/19
GIT110-75 T W F Noon-5:00pm, 1/2-1/17, E. Miller
GIT110-89 Online, E. Moore
Prerequisite: GIT102 or equivalent, ENL020, and ENL050 or satisfactory basic skills assessment score / 3 credits.

Intro to Information Technology
BIT111-01 T Th 9:30-10:45am, Tech 103, V. Smith
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.

Microcomputer Hardware
BIT113-40 T Th 2:00-3:15pm, Tech 104, D. Manwaring
BIT113-63 Th 6:30-9:30pm, Tech 104, D. Manwaring
Prerequisite: MAT020, ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.

Register by Friday, January 18, 2008
### Operating Systems
BIT115-01 M W 10:00-11:15am Tech 104 V. Smith
Prerequisite: GIT110 / 3 credits.

### Information Technology Cooperative Work Experience
BIT261-63 Contact G. Guarino at 1-508-362-2131 x4403.
BIT261-64 Contact V. Smith at 1-508-362-2131 x4743.
Prerequisite: Permission of IT Coordinator / 3 credits.

### Systems Analysis
BIT270-01 T Th 11:00am-12:15pm Tech 104 V. Smith
Prerequisite: BIT111 and 12 credit hours of Information Technology and/or Computer Science courses, including at least one programming course, or programming experience that includes file/table operations, or permission of instructor / 3 credits.

## INFORMATION TECHNOLOGY – Networking

### Networking Essentials
BIT187-63 T 6:30-9:30pm Tech 104 V. Smith
Prerequisite: BIT113. Co-requisite: BIT115 / 3 credits.

### Network Management for Windows
BIT235-63 W 6:30-9:30pm Tech 104 J. Weinstein
Prerequisite: BIT237 or (BIT223 and BIT234) / 3 credits.

### Windows Server Administration
BIT237-01 M W 11:30am-12:45pm Tech 104 V. Smith
Prerequisite: BIT187. Note: Open for credit to students who have completed BIT223 or BIT234; not open for credit to students who have completed both BIT223 and BIT234 / 3 credits.

## INFORMATION TECHNOLOGY – Office Technology

### Typing I
GIT101-01 T Th 8:00-9:15am Tech 102 G. Guarino
Prerequisite: None / 3 credits.

### Computer Keyboarding
GIT102-40 M W F 8:00-8:50am Tech 104 M. O’Neill
Class meets: 1/23-2/27
Prerequisite: None; Pass-Fail / 1 credit.

### Office Communications Systems
GIT105-63 W 3:45-6:20pm Tech 103 M. Sylvia
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.

### Windows Operating Systems
GIT108-40 M W F 8:00-8:50am Tech 104 M. O’Neill
Class meets: 3/3-4/11
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 1 credit.

### Medical Terminology
BIT103-40 T Th 9:30-10:45am North 117 M. Santos
BIT103-63 M 6:30-9:30pm Sci 103 J. Haagsma
BIT103-89 Online J. Haagsma
Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.

### Spreadsheet Applications for Business
GIT125-01 M W 11:30am-12:45pm Tech 103 K. Bent
Prerequisite: (GIT110 or GIT120) and (ACC111 or ACC201) / 3 credits.

### Advanced Word Processing Applications
GIT220-40 T Th 11:00am-12:15pm Tech 103 C. Beale
Prerequisite: GIT120 or GIT110 / 3 credits.

### Standard Office Procedures
BIT202-40 T Th 9:30-10:45am Tech 202 C. Beale
Prerequisite: GIT110 or GIT120 / 3 credits.

### Medical Office Procedures
BIT203-01 M W 11:30am-12:45pm Tech 203 G. Guarino
BIT203-40 M W 2:00-3:15pm Tech101 S. Tibbetts
Prerequisite: GIT120 or GIT110 and BIT103 / 3 credits.

### Medical Coding and Billing
BIT207-40 M 3:30-6:20pm Tech 103 S. Tibbetts
Prerequisite: BIT103 / 3 credits.

## INFORMATION TECHNOLOGY – Software Development

### Visual Basic
BIT175-01 T Th 9:30-10:45am Tech 204 K. Bent
Prerequisite: MAT030, GIT110, and BIT111 / 3 credits.

## INFORMATION TECHNOLOGY – Web Design

### Web Site Design and Scripting
GIT183-63 T 6:30-9:30pm Tech 102 D. Morgan
Prerequisite: GIT110 / 3 credits.

### Web Authoring and Graphic Tools
GIT184-01 M W 9:00-10:15am TBA G. Guarino
Prerequisite: GIT110 / 3 credits.

### Internet Multimedia Development
BIT220-40 T Th 11:00am-12:15pm, Tech 101, G. Guarino
Prerequisite: GIT183 and GIT184 / 3 credits.

### Web Site Development Practicum
BIT221-40 Contact G. Guarino at 1-508-362-2131 x4403.
Prerequisite: GIT183, GIT184, and BIT283 / 3 credits.

### Advanced Topics in Web Development
BIT285-63 M 6:30-9:30pm Tech 103 E. Miller
Prerequisite: GIT150, BIT283, and CSC110 / 3 credits.

## INTERNATIONAL STUDIES
Please refer to page 32.

## LANGUAGES - French

### Elementary French II
FRN102-40 M F 9:00-10:50am Lib Media E. Lex and W 10:00-10:50am Lib Media
Prerequisite: FRN101 or 2 years of high school French and permission of the instructor / 4 credits.

For complete course descriptions, visit our web site at www.capecod.edu
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Prerequisite</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Immersion Study in French Language/Civilization</td>
<td>FRN122-75</td>
<td></td>
<td>Study Abroad January 2-17</td>
<td>L. DeBower</td>
<td>Prerequisite: None / 3 credits.</td>
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<tr>
<td>Intermediate French II</td>
<td>FRN202-40</td>
<td>T Th</td>
<td>9:30-11:50am</td>
<td>LIB Media P. Nelson</td>
<td>Prerequisite: FRN201 or 5 years of high school French / 4 credits.</td>
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<tr>
<td>LANGUAGES – German</td>
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<tr>
<td>Elementary German II</td>
<td>GER102-40</td>
<td>M</td>
<td>3:30-6:00pm</td>
<td>LIB Media E. Lex</td>
<td>Prerequisite: GER101 / 4 credits.</td>
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<tr>
<td>Intermediate German II</td>
<td>GER202-40</td>
<td>T Th</td>
<td>3:30-6:00pm</td>
<td>South 114 E. Lex</td>
<td>Prerequisite: GER201 / 4 credits.</td>
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<tr>
<td>LANGUAGES – Portuguese</td>
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<tr>
<td>Conversational Brazilian Portuguese</td>
<td>PRT100-63</td>
<td>M</td>
<td>6:30-9:30pm</td>
<td>South 108 M. Thompson</td>
<td>Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.</td>
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<tr>
<td>Conversational Brazilian Portuguese II</td>
<td>PRT125-63</td>
<td>Th</td>
<td>5:00-8:00pm</td>
<td>North 115 M. Thompson</td>
<td>Prerequisite: PRT100 / 3 credits.</td>
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<tr>
<td>LANGUAGES – Spanish</td>
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<tr>
<td>Conversational Spanish</td>
<td>SPN100-63</td>
<td>Th</td>
<td>5:00-8:00pm</td>
<td>North 108 D. Duffy</td>
<td>Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.</td>
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<tr>
<td>Elementary Spanish II</td>
<td>SPN102-40</td>
<td>M W</td>
<td>11:00-11:50am</td>
<td>North 108 Staff</td>
<td>Prerequisite: SPN101 or 2 years of high school Spanish and permission of the instructor / 4 credits.</td>
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</tr>
<tr>
<td>Intermediate Spanish II</td>
<td>SPN202-40</td>
<td>T Th</td>
<td>3:55-6:15pm</td>
<td>LIB Media Staff</td>
<td>Prerequisite: SPN201 or 5 years of high school Spanish / 4 credits.</td>
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<tr>
<td>Advanced Spanish II</td>
<td>SPN302-40</td>
<td>T Th</td>
<td>2:00-3:15pm</td>
<td>LIB Media Staff</td>
<td>Prerequisite: SPN301 / 3 credits. Offered subject to enrollment.</td>
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<tr>
<td>LITERATURE</td>
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<tr>
<td>Intro to Children’s Literature</td>
<td>ENL120-01</td>
<td>T Th</td>
<td>9:30-10:45am</td>
<td>North 103 J. French</td>
<td>Prerequisite: ENL101 / 3 credits.</td>
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<tr>
<td>The Short Story and Human Values</td>
<td>ENL135-75</td>
<td></td>
<td>MTWThF, 9:00am-12:30pm</td>
<td>L. Haselton</td>
<td>Prerequisite: ENL101 / 3 credits.</td>
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<tr>
<td>World Mythologies</td>
<td>ENL150-01</td>
<td>M W F</td>
<td>12:00-12:50pm</td>
<td>North 105 D. Gregory</td>
<td>Prerequisite: ENL101 / 3 credits.</td>
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<tr>
<td>World Literature II</td>
<td>ENL202-01</td>
<td>M W F</td>
<td>9:00-9:50am</td>
<td>North 104 S. Polito</td>
<td>Prerequisite: ENL102 / 3 credits.</td>
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<tr>
<td>American Literature to 1890</td>
<td>ENL205-63</td>
<td>W</td>
<td>6:30-9:30pm</td>
<td>North G-6 Staff</td>
<td>Prerequisite: ENL102 / 3 credits.</td>
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<tr>
<td>American Literature since 1890</td>
<td>ENL206-01</td>
<td>M W F</td>
<td>10:00-10:50am</td>
<td>South 117 D. Bird</td>
<td>Prerequisite: ENL102 / 3 credits.</td>
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<tr>
<td>The Modern Novel</td>
<td>ENL208-01</td>
<td>M W F</td>
<td>11:00-11:50am</td>
<td>North 115 P. Allen</td>
<td>Prerequisite: ENL102 / 3 credits.</td>
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<tr>
<td>The Arthurian Legend</td>
<td>ENL218-01</td>
<td>T Th</td>
<td>12:30-1:45pm</td>
<td>Lec C M. Olendzenski</td>
<td>Prerequisite: ENL102 / 3 credits.</td>
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<tr>
<td>MASSAGE THERAPY</td>
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<tr>
<td>Intro to Shiatsu</td>
<td>MTC105-61</td>
<td>T</td>
<td>3:30-6:20pm</td>
<td>Upper Com W. Lapinski</td>
<td>Prerequisite: None / 1 credit.</td>
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<tr>
<td>Pathology for Massage Therapy</td>
<td>MTC110-61</td>
<td>T</td>
<td>6:30-9:20pm</td>
<td>LIB Conf D. Bonenfant-Gaunya</td>
<td>Prerequisite: BIO105 / 3 credits.</td>
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<tr>
<td>Intro to Complementary Healing Practice</td>
<td>MTC135-61</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>South 116 V. Voner</td>
<td>Prerequisite: None / 3 credits.</td>
<td></td>
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</tbody>
</table>

**Massage Therapy Course Sequence**

- **Massage Therapy – Year I – Fall**
  - MTC135 Intro to Complementary Healing
  - BIO105 Survey of Human Anatomy & Physiology

- **Massage Therapy – Year I – Spring**
  - MTC110 Pathology for Massage Therapy
  - MTC105 Intro to Shiatsu
  - COM103 Oral Communication

- **Massage Therapy – Year 2 – Fall**
  - MTC101 Massage Therapy I
  - MTC115 Kinesiology for Massage Therapy
  - MTC225 Self-care for Health Workers

- **Massage Therapy – Year 2 – Spring**
  - MTC201 Massage Therapy II
  - MTC205 Clinical Practicum
  - MTC225 Professional Ethics & Practice Management

Register by Friday, January 18, 2008
Credit Courses

MASSAGE THERAPY

**Massage Therapy II**
MTC201-64  T  3:30-9:30pm  LFC 104  V. Voner  
Prerequisite: MTC101 and MTC115 / 4 credits.

**Massage Therapy Clinical Practicum**
MTC205-63  W  3:30-9:20pm  LFC 104  Staff  
MTC205-64  Th  3:30-9:20pm  LFC 104  Staff  
Prerequisite: MTC101, MTC115, and MTC105 / 2 credits.

MT Professional Ethics & Practice Management
MTC225-63 Sat.  9:00am-1:00pm  North 105  E. Duff  
Class meets: 2/2, 2/16, 2/23, 3/15, 3/29, 4/12, 4/26, 5/10  
Prerequisite: MTC101 / 2 credits.

MATHEMATICS

Also see Developmental Education

**Algebra for Precalculus**
MAT110-01  M W  9:00-10:40am  Sci 104  N. Yusuf  
MAT110-02  M W  11:00am-12:40pm  South 114  M. Zhang  
MAT110-40  T Th  9:00-10:40am  North 116  Staff  
MAT110-63  M W  6:30-8:30pm  South 111  Staff  
Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.

**Survey of Mathematics**
MAT140-01  M W  8:30-9:45am  Sci 103  R. Dengler  
MAT140-02  T Th  11:00am-12:15pm  South 106  Staff  
MAT140-63  T  6:30-9:30pm  Sci 103  Staff  
Prerequisite: MAT040 or MAT110 or satisfactory basic skills assessment scores / 3 credits.

**Elementary Statistics**
MAT150-01  M W F  10:00-10:50am  North  G-6  G. Bent  
MAT150-02  M W F  Noon-12:50pm  Sci 103  G. Bent  
MAT150-03  W  3:30-6:20pm  Sci 103  G. Bent  
MAT150-40  T Th  9:30-10:45am  LIB Conf  Staff  
MAT150-63  M  6:30-9:30pm  North  G-6  Staff  
MAT150-64  Sat.  9:00am-Noon  South 107  Staff  
MAT150-89  Online  M. Sullivan  
Prerequisite: MAT040 or MAT110 and ENL020 or satisfactory basic skills assessment scores / 3 credits.

**Mathematics for Business and Management**
MAT160-40  T Th  9:30-10:45am  LIB Conf  Staff  
Prerequisite: MAT040 and ENL020 or satisfactory basic skills assessment scores / 3 credits.

**Precalculus Mathematics I**
MAT171-40  M W  10:00-11:40am  Sci 103  R. Dengler  
MAT171-41  T Th  10:30am-12:10pm  Sci 103  N. Yusuf  
MAT171-63  T Th  6:30-8:30pm  South 106  Staff  
Prerequisite: MAT110 or satisfactory basic skills assessment scores / 4 credits.

**Business Calculus I**
MAT180-63  Th  6:30-9:30pm  South 107  Staff  
Prerequisite: MAT171 / 3 credits.

**Precalculus Mathematics II**
MAT190-01  M W  11:00am-12:40pm  Sci 104  M. Moynihan  
Prerequisite: MAT171 / 4 credits.

**Calculus I**
MAT240-01  T Th  8:30-10:10am  Sci 103  N. Yusuf  
Prerequisite: MAT190 / 4 credits.

**Linear Algebra**
MAT245-01  M W  2:30-3:45pm  Sci 112  A. Wan  
Prerequisite: MAT240 / 3 credits.

**Calculus II**
MAT250-01  T Th  9:00-10:40am  Sci 104  M. Zhang  
Prerequisite: MAT240 or MAT185 / 4 credits.

**Peer Tutorial Practicum (Math/Science)**
MTU200-01(1cr); MTU200-02(2cr); MTU200-03(3cr)  N. Yusuf  
Prerequisite: Faculty recommendations in the content area / 1, 2, or 3 credits.

MEDICAL ASSISTING

**Medical Assisting Clinical Procedures**
MAC201-63  M  8:00-9:50am  North  G-8  B. Colocino  
MAC201-64  W  8:00-10:50am  North  G-8  B. Colocino  
Prerequisite: BIT103, BIO105, and MAC101 / 4 credits.

**Medical Assisting Clinical Practicum**
MAC202-63  W  10:50-11:20am  North  G-8  B. Colocino  
Prerequisite: BIT103, BIO105, and MAC101 / 2 credits.

**Medical Assisting Certificate**
The Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).  
For certificate requirements and course scheduling information, please contact Barbara Colocino at 1-508-362-2131 x4514.

MUSIC

**Music Appreciation**
MUS100-01  M W F  11:00-11:50am  Music Rm  J. Skelley  
MUS100-02  T Th  11:00am-12:15pm  Music Rm  J. Skelley  
Prerequisite: None / 3 credits.

**Elementary Music Theory**
MUS101-01  M  6:30-9:30pm  Music Rm D. Carpenter  
Prerequisite: None / 3 credits.

**Music History II**
MUS103-01  M W F  10:00-10:50am  Music Rm  J. Skelley  
Prerequisite: None / 3 credits.

**Chorus**
MUS110-40  T Th  3:30-4:45pm  Music Rm  E. Kelly  
Starts 1/29  
Prerequisite: None / 1 credit. May be repeated; 6 credit maximum.

To Register, call 1-508-375-4012

For complete course descriptions, visit our web site at www.capecod.edu
Jazz Ensemble
MUS115-01  T Th  2:00-3:15pm  Music Rm  J. Kelley
Starts 1/29
Prerequisite: MUS101 / 3 credits.

Applied Music
MUS120-40  Contact E. Kelley at 1-508-362-2131 x4651.
Prerequisite: Interview.  15 one-hour tutorial lessons / 2 credits. May be repeated; 6 credit maximum. There will be an Applied Music charge.

Advanced Applied Music
MUS121-40  Contact E. Kelley at 1-508-362-2131 x4651.
Prerequisite: Interview and Audition. 15 one-hour tutorial lessons / 2 credits. May be repeated; 6 credit maximum. There will be an Applied Music charge.

Advanced Music Theory
MUS142-01  T Th  9:30-10:45am  Music Rm  J. Kelley
Prerequisite: MUS101 / 3 credits.

NURSING

Stress Management for Optimal Health
HEA120-63  T  4:00-6:30pm  North 117  M. Smith
Prerequisite: None / 3 credits.

Pharmacology Calculations
NUR100-40  W  3:00-4:50pm  North 117  D. Friedel
Class meets: 1/23-3/12
NUR100-41  Th  2:00-3:45pm  South 115  S. Hall
Class meets: 1/24-3/7
Prerequisite: MAT030 or satisfactory basic skills assessment score / 1 credit.

Nursing across the Lifespan
NUR108-01  M W  9:00-11:00am  Lec C  G. Ridgway
NUR508-01C  T Th  7:00am-11:00pm  Clinic  G. Ridgway
Prerequisite: PSY101, BIO107 and BIO108. Co-requisite: PSY233 / 8 credits.

Physical and Mental Health II
NUR202-01  M W  10:00am-Noon  Lec A  J. Haagsma
NUR602-01C  T Th  7:00am-11:00pm  Clinic  J. Haagsma
NUR202-62  M T W  6:00-10:00pm  North 116  B. Murphy
NUR602-62C  M T W  6:00-11:00pm  Clinic  B. Murphy
and Sat.  7:00am-3:30pm  Clinic  B. Murphy
Prerequisite: NUR201, BIO201, and HEA200 / 8 credits.

Foundations of the Profession
NUR203-40  F  9:00am-Noon  SG-8  L. Speakman
NUR203-62  Th  6:00-9:00pm  N116  L. Speakman
NUR203-89  Online  L. Speakman
Prerequisite: NUR201 / 3 credits.

PARALEGAL

Introduction to Substantive Law
BIT130-63  T  6:30-9:30pm  S114  Z. Kilmurray
Prerequisite: None / 3 credits.

Legal Research and Writing
BIT133-63  W  6:30-9:30pm  S115  Z. Kilmurray
Prerequisite: BIT130 or BUS120 and ENL101 or equivalent, and at least 2 Paralegal courses other than BIT130 / 3 credits.

Paralegal Studies
Fall 2008 Course Sequence
BIT130  Introduction to Substantive Law
BIT131  Family Law
BIT185  Civil Litigation
BIT238  Internship in Paralegal Studies

Estate Planning, Wills, Trust & Probate
BIT136-63  T  6:30-9:30pm  N117  Z. Kilmurray
Prerequisite: BIT130 or BUS120 / 3 credits.

Internship in Paralegal Studies
BIT238-63  Contact Z. Kilmurray at 1-508-362-2131 x4401.
Prerequisite: BIT130 and BIT133 and BIT135 and (BIT131 or BIT134 or BIT136 or BIT137)*. A 3.00 grade point average is required. *The fourth prerequisite must reflect the type of legal practice in which the student will intern / 3 credits.

PHILOSOPHY

Introduction to Philosophy
PHI130-01  T Th  11:00am-12:15pm  N115  D. McCullough
PHI130-02  T Th  2:00-3:15pm  N115  D. McCullough
PHI130-03  T Th  3:30-4:45pm  N115  D. McCullough
PHI130-63  M  6:30-9:30pm  N115  D. McCullough
Prerequisite: Satisfactory basic skills assessment score / 3 credits.

Existentialism
PHI201-01  W  2:30-5:20pm  N115  D. McCullough
Prerequisite: ENL101 or PHI130 / 3 credits.

PHYSICS

Physics II
PHY102-01  T Th  9:30-10:45am  Sci 114  J. Shaw
PHY102-01Lab  Th  1:30-3:20pm  Sci 114  J. Shaw
Prerequisite: PHY101 / 4 credits.

Survey of Physics
PHY106-01  M W F  12:00-12:50pm  Sci 114  J. Shaw
PHY106-01Lab  F  1:00-2:50pm  Sci 114  J. Shaw
Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.

University Physics II
PHY212-01  T Th  11:00am-12:15pm  Sci 114  J. Shaw
and Th  12:30-1:30pm  Sci 114  J. Shaw
PHY212-01Lab  Th  1:30-3:20pm  Sci 114  J. Shaw
Prerequisite: PHY211 / 4 credits.

PSYCHOLOGY

General Psychology
PSY101-01  M W  8:30-9:45am  North G-6  K. Clarke
PSY101-02  T Th  11:00am-12:15pm  North G-6  K. Clarke
PSY101-03  M W  2:30-3:45pm  South 115  K. Clarke
PSY101-04  M W F  10:00-10:50am  North 116  S. Marini
PSY101-05  M W F  11:00-11:50am  North 116  S. Marini
PSY101-06  M W F  9:00-9:50am  South 105  Staff
PSY101-07  M W F  Noon-12:50pm  North 117  Staff
For complete course descriptions, visit our web site at www.capecod.edu

PSY101-08 M W F 8:00-8:50am North 104 Staff

Learning Community - Psychology & Communication
Please refer to page 23 for course details. LCM107-01
(COM103) T Th 11:00am-12:15pm L. Heller Boragine
(PSY101) T Th 12:30-1:45pm S. Marini

PSY101-40 T Th 8:00-9:15am North G-5 N. Walker
PSY101-41 T Th 9:30-10:45am North G-5 N. Walker
PSY101-42 T Th 12:30-1:45pm North 118 P. Hartnett
PSY101-63 W 3:30-6:30pm Sci 104 M. Wolfson
PSY101-64 T Th 5:00-6:30pm North 118 Late Start Staff

Class meets: 2/5-5/19

PSY101-65 T 6:30-9:30pm South 107 G. Hurley
PSY101-80 T 6:00-9:00pm Wareham K. Tyrer-Vasell
PSY101-89 Online R. Cahoon

Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended / 3 credits.

Child Psychology
PSY201-01 T Th 8:00-9:15am North G6 Staff
PSY201-02 T Th 1:00-2:15pm Arts G11 Staff
PSY201-20 Online S. Marini
PSY201-63 T 3:30-6:20pm South 105 Staff
Prerequisite: PSY101 / 3 credits.

Adolescent Psychology
PSY202-01 T Th 2:00-3:15pm South 114 K. Clarke
PSY202-40 T Th 11:00am-12:45pm North 118 P. Hartnett
Prerequisite: PSY101 / 3 credits.

Abnormal Psychology
PSY207-01 T Th 9:30-10:45am North G6 D. Burlin
PSY207-20 Online D. Burlin
PSY207-40 M W 8:30-9:45am North 108 Staff
Prerequisite: PSY101 / 3 credits.

Principles of Counseling & Crisis Intervention
PSY208-01 M 2:30-5:20pm North G6 D. Burlin
Prerequisite: PSY101 / 3 credits.

Human Sexuality
PSY212-89 Online R. Cahoon
Prerequisite: PSY101 / 3 credits.

Developmental Psychology: The Life Span
PSY233-40 M W 2:30-3:45pm N108 C. Schulenburg
PSY233-63 M 6:30-9:30pm N105 C. Schulenburg
PSY233-89 Online C. Schulenburg
PSY233-01H T Th 8:00-9:15am N117 Honors K. Clarke
Prerequisite: PSY101 / 3 credits.

Cognitive Psychology
PSY235-01 T Th 2:00-3:15pm North 117 S. Marini
Prerequisite: PSY101 / 3 credits.

Stress Management for Optimal Health
HEA120-63 T 4:00-6:30pm North 117 M. Smith
Prerequisite: None / 3 credits.

RELIGION

Concepts of Western Religion
REL122-01 M 2:30-5:20pm N115 D. McCullough
Prerequisite: None / 3 credits.

SOCIOLGY

Principles of Sociology
SOC106-01 M W 8:30-9:45am North 115 M. Cordill
SOC106-02 M W F 10:00-11:50am North 103 J. Oni
SOC106-03 M W F 11:00-11:50am North G-5 J. Oni
SOC106-04 M W F 12:00-12:50pm North G-5 J. Oni
SOC106-05 T Th 8:00-9:15am North 115 M. Cordill
SOC106-06 T Th 11:00am-12:15pm South 107 M. Cordill
SOC106-07 T Th 12:30-1:45pm South 114 J. Oni
SOC106-08 T Th 2:00-3:15pm South 107 M. Cordill
SOC106-40 M W 2:30-3:45pm North 106 F. Powers
SOC106-41 T Th 9:30-10:45am South115 L. Hamilton
SOC106-63 W 6:30-9:30pm Lec C W. Smith
SOC106-64 M W 5:00-6:20pm South 116 Late Start Staff
Class meets: 2/4-5/19
SOC106-90 Online C. Niven-Blowers
Prerequisite: None / 3 credits.

Juvenile Delinquency
SOC205-63 M W F Noon-12:50pm South 105 G. Seeley
Prerequisite: SOC106 / 3 credits.

Race, Gender and Class in the US
SOC208-90 Online K. Straight
Prerequisite: SOC106 / 3 credits.

Social Problems
SOC215-20 Online M. Cordill
Prerequisite: SOC106 / 3 credits.

Stress Management for Optimal Health
HEA120-63 T 4:00-6:30pm North 117 M. Smith
Prerequisite: None / 3 credits.

THEATER & DANCE

Modern Dance Techniques I
DAN120-40 T Th 11:00am-12:15pm MainThr S. Hutchinson
DAN120-41 T Th 12:30-1:45pm MainThr S. Hutchinson
Prerequisite: None / 3 credits; may be repeated once for credit.

Choreography and Performance
DAN293-63 (1cr) T 4:00-6:00pm MainThr J. Schoonover
DAN293-65 (3cr) TTh 4:00-7:00pm MainThr J. Schoonover
Prerequisite: None / 1 credit per 2 contact hours. May be repeated for credit; 6 credit maximum.

Modern Dance Techniques II
DAN221-40 T Th 2:00-3:15pm MainThr S. Hutchinson
Prerequisite: DAN120 / 3 credits.

Page to Stage: Planning Play Productions
THR102-01 T Th 2:00-3:15pm ArtsG11 D. Allen
Prerequisite: None; THR101 recommended / 3 credits.

Acting I
THR103-01 T Th 11:00am-12:15pm StudioThr D. Allen
THR103-63 Th 6:30-9:30pm StudioThr E. Rapoza
Prerequisite: None / 3 credits.

Rehearsal and Performance
THR113-01 (1cr) M W F 3:30-6:20pm Main Thr D. Allen
THR113-02 (2cr) M W F 3:30-6:20pm Main Thr D. Allen
THR113-03 (3cr) M W F 3:30-6:20pm Main Thr D. Allen
Prerequisite: None / 1, 2, or 3 credits. May be repeated for credit; 6 credit maximum.
Finding the time to take the courses you need (or courses that you want to take) is becoming more and more difficult.

**January Intersession Courses Offer the Answer!**

Classes begin the week of January 2nd

**Introduction to Business**
BUS100-75 Online, G. Knell

**Management**
BUS214-75 Online, M. Bejtlich

**Human Resource Management**
BUS107-75 TWTh, Noon-5:00pm, D. Lawrence

**Oral Communication**
COM103-75 MTWThF, 9:00am-12:30pm, P. Lee

**Small Group Communication**
COM202-75 MTWThF, 9:00am-12:30pm, L. Heller Boragine

**Selected Topics in Early Childhood: Play & Learn**
ECE242-75 M W, 4:00-7:00pm, J. Cedeno

**The Short Story and Human Values**
ENL135-75 MTWThF, 9:00am-12:30pm, L. Haselton

**Intro to Environmental Science**
ENV118-75 MTWThF, 9:00am-12:30pm, C. Etter
ENV118-75Lab MTWThF, 1:00-2:50pm, C. Etter

**Standard First Aid & Basic Life Support**
FIT130-75 MW, 9:00am-3:30pm, 1/14-1/16, N. Sylvester
FIT130-76 TTh, 3:00-9:00pm, 1/15-1/17, N. Sylvester

**Immersion Study in French Language/Civilization**
FRN122-75 Study Abroad, 1/5-1/19, L. DeBower

**Microcomputer Applications Software**
GIT110-75 MTWTh, Noon-5:00pm, Staff

**The Civil War**
HIS217-75 MTWTh, 5:30-8:30pm, C. Bowers

Prerequisites apply. Please refer to the Credit Course Schedule, page 5.

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**INTENSIVE PAIRED COURSES**

**Foundations in Writing & English Composition I**
ENL050-40 M W F 9:00-10:50am 1/22-3/14 G. Albert
ENL101-40 M W F 9:00-10:50am 3/24-5/8 G. Albert

Looking to get your developmental course requirement out of the way and move on to English Comp? Achieve your goal in this intensive paired course. Class meets six hours a week and covers both Foundations in Writing and English Composition I in a single semester. The first part of this course provides a brush up of English Grammar, sentence skills, and paragraph writing strategies. In the second half, students write several essays and a research paper. Letter grade / 3 non-degree credits and 3 degree credits.

**Elementary Algebra & Intermediate Algebra**
MAT030-01 M W 8:30-9:45am and T Th 9:30-10:45am 1/22-3/14 A. Wan
MAT040-03 M W 8:30-9:45am and T Th 9:30-10:45am 3/24-5/8 A. Wan

This accelerated course sequence covers the material from elementary and intermediate algebra in one semester. Students will develop and demonstrate knowledge of basic algebra required for Elementary Statistics, Survey of Mathematics, Mathematics for Business and Management, and any course in Natural Sciences with algebra as prerequisite. Topics include properties and operations on real numbers, linear equations, ratio and proportion, percents, graphing, linear systems, exponents, polynomial, factoring, rational expressions, roots, quadratic functions, variation, conic sections, and word problem analysis. This course does not satisfy the mathematical general education requirement. Prerequisite: Satisfactory basic skills assessment score. Letter grade or Pass/Fail / 6 non-degree credits.
Learning Communities

Learning Communities are a great format for learning and student success! In a Learning Community, you will attend two courses with the same group of students. The faculty members leading the Learning Community have planned some unique assignments and activities around a common theme. The two courses are conveniently scheduled back-to-back and your professors may even be teaching some topics as a team to help you more effectively understand the course material. Research shows that students who participate in a Learning Community spend more time together, make new friends, form study groups, make stronger connections with faculty, the college and the courses they are studying - and, even better, are more successful than students who schedule their classes individually!

Previous CCCC Learning Community students have said:
“Being in the same classes with the same group helped me to feel more connected to my professors and made it easier for me to make friends.”

“It was easier for me to learn the material because one course reinforced the other.”

For more information, contact the Advising Center at 1-508-362-2131 x4318.

Study Skills + Reading + Math = SUCCESS
Would you like to learn how to study smarter, not harder? Do you think Math is a foreign language? Do you ever feel lost in a sea of words? In this paired course, you will unlock the mystery behind all those numbers, improve reading comprehension, and develop valuable study skills. You will become confident in your ability to understand what you read, solve math problems, and take tests. The skills you learn can be applied to real life as well as courses like business, nursing, fire science, computers and even art.

(ENL020 and MAT020)

Register for Learning Community # LCM103-01
College Reading & Study Skills  T Th  9:30am-10:45pm
Prealgebra  T Th  11:00am-12:15pm

Psychology & Communication
Psychology and Communication are closely related areas of study. In this course you will learn the major concepts and principles underlying human behavior, mental processes, and communication. Special emphasis will be placed on the characteristics of language, social psychology, and the fundamental principles of intrapersonal, interpersonal and group communication, as well as public speaking.

(PSY101 and COM103)

Register for Learning Community # LCM107-01
Oral Communication  T Th  11:00am-12:15pm
General Psychology  T Th  12:30-1:45pm

Women’s Voices, Women’s Lives
Women’s Voices, Women’s Lives, an upper-level study of women in the United States from 1600 to the present, integrates the literature of and about women with their contributions to American history. Noteworthy topics may include slavery, women’s rights, economic status, sexuality, health, and women’s roles in the family and the community. Prerequisite: ENL101

(ENL102 and HIS215)

Register for Learning Community # LCM105-01
English Composition II  T Th  12:30-1:45pm
Women in U.S. History  T Th  2:00-3:15pm

Reading & Writing: A Winning Combination
Reading and Writing...an obvious match! Develop friendships with fellow students and faculty. In this Learning Community, you will work on reading skills in ENL020. The relevant articles and short stories that you read and discuss in College Reading and Study Skills will be the material used for writing in your Foundation in Writing course for writing. The move today is to combine the skills necessary for both reading and writing, so this course allows you to do this within the framework of a Learning Community. The professors will be working together on assignments and activities in order to ensure a thorough understanding of the material from the reading to the writing stage. You will also cover the study skills necessary for success in your college career.

(ENL050 and ENL020)

Register for Learning Community # LCM106-01
Foundations in Writing  T Th  9:30-10:45am
College Reading & Study Skills  T Th  11:00am-12:15pm

To register, call 1-508-375-4012
HONORS PROGRAM
at Cape Cod Community College

CCCCC Honors Program Mission Statement
The Honors Program provides students and faculty with opportunities to enrich their learning experiences at CCCC. We offer courses, advisement, scholarships, and support dedicated to the academic success of Honors students. Highly motivated students can pursue independent research, collaborate with faculty and fellow Honors students, develop critical thinking skills, and prepare for advancement to Commonwealth Honors Programs.

The Honors Program offers the student three levels of involvement: admission to the full program, admission to an Honors course, or the development of an additional learning experience in a regular course.

Requirements to Become a Commonwealth Honors Scholar
• A cumulative grade point average of 3.2
• Three Honors courses (nine credits) minimum with a grade of B or better
  (One of the three courses can be an Honors option in a regular course)
• One three-credit Honors Colloquium that is interdisciplinary and team-taught for students who have successfully completed at least 12 credit hours with a CGPA of 3.2 or higher.

To participate in an Honors option in a regular course, in consultation with your instructor, you decide what each step of your learning journey will be. You will be required to share what you have learned in a carefully and clearly written paper, an oral presentation, a performance, a multi-media piece, or a set of laboratory experiments, observations, and a formal report.

Benefits of Participation in the Honors Program
• Enrichment of your course work
• Honors recognition on your transcript
• Record of your achievement on file in the Honors Project Office
• Enhancement of your applications for scholarships, awards, internships, and admission to transfer institutions
• Small classes
• Honors Center for study and collaboration with other Honors students

Honors Program Spring 2008

Oral Communication - Honors (Refer to page 8.)
COM103-02H  T Th  8:00-9:15am  South 116  P. Lee

English Composition I - Honors (Refer to page 12.)
ENL101-06H  M W  10:00-10:50am  North 106  M. Olendzenski
  and F  10:00-10:50am  Tech 203

English Composition II - Honors (Refer to page 12.)
ENL102-09H  M W F  10:00-10:50am  North 117  P. Allen

Developmental Psychology: The Life Span - Honors (Refer to page 21.)
PSY233-01H  T Th  8:00-9:15am  North 117  K. Clarke

Honors Colloquium
Sustainability: Moving from Concept to Practice (Refer to page 15.)
HON200-40  Th  1:00-3:00pm  Sci105
Instructors: R. Lawrence, C. Powicki, M. Amsler

For further information including qualifying standards, application to the complete program, and contracts for an Honors Option in a regular course, contact Honors Coordinator, Delores Bird, Tilden Arts Center 218 or dbird@capecod.edu or 1-508-362-2131, ext. 4658.
Late Start Semester
February 4 through May 22

Foundations in Writing
ENL050-44 M W 3:30-4:50pm
Letter grade or Pass-Fail. Prerequisite: Appropriate score on the sentence skills CPT and a writing sample. ENL010 or appropriate score in the reading skills CPT / 3 non-degree credits.

Prealgebra
MAT020-45 T Th 3:30-4:50pm
Letter grade or pass-fail. Prerequisite: MAT010 or satisfactory basic skills assessment score / 3 non-degree credits.

Elementary Algebra
MAT030-45 T Th 3:30-4:50pm
Letter grade or Pass-Fail. Prerequisite: MAT020 or satisfactory basic skills assessment score / 3 non-degree credits.

English Composition I
ENL101-55 M W 3:30-4:50pm
Prerequisite: Appropriate score on Computerized Placement Test or grade of C or better in ENL050 or ESL201 / 3 credits.

American Government
GOV111-64 M W 5:00-6:20pm
Prerequisite: None / 3 credits.

Microcomputer Applications Software
GIT110-66 M W 5:00-6:20pm
Prerequisite: GIT102 or equivalent, ENL020, and ENL050 or satisfactory basic skills assessment score / 3 credits.

General Psychology
PSY101-64 T Th 5:00-6:20pm
Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended / 3 credits.

Principles of Sociology
SOC106-64 M W 5:00-6:20pm
Prerequisite: None / 3 credits.

Oral Communication
COM103-41 T Th 3:30-4:50pm
Prerequisite: ENL010 or a satisfactory reading comprehension score on the basic skills assessment / 3 credits.

Late Start Semester - open to all students.

Please discuss these options with your advisor.
ONLINE COURSES

The Office of Distance & Learning Technologies offers a variety of e-courses which allow flexible schedules. Class lectures are viewed via the Web, assignments are submitted by fax, mail or over the Internet, and testing is scheduled on a flexible basis. Materials for online courses or courses with online components may be available from the Web via Blackboard, 4C's Content Management System.

The Distance & Learning Technologies Office is located in the Wilkens Library, Room LGC-13. Orientation and introductory materials are mailed to students prior to the start of classes. Most of the online courses require proctored exams. Student should contact the Distance Learning Office to schedule exams.

You Can Design!
ART130-89  S. Anderson

History of Modern Art: From Realism to Surrealism
ART132-89  F. Golden

Survey of Human Anatomy & Physiology
BIO105-89  Lecture Online
           L. Farley-Larocca
           Lab T
           4:50-5:50pm, Sci G-7
           L. Farley-Larocca

Medical Terminology
BIT103-89  J. Haagsma

Introduction to Business
BUS100-89  G. Knell

Supervision
BUS103-89  G. Knell

Human Resource Management
BUS107-89  M. Bejtlich

Management
BUS214-89  M. Bejtlich

Survey of Mass Communication
COM105-89  L. Zinsius

English Composition I
ENL101-20  P. Allen

English Composition II
ENL102-20  W. Berry

Selected Topics in Writing
ENL291-20  T. Trainor

Microcomputer Applications Software
GIT110-89  E. Moore

Nutrition
HEA201-89  N. Shearer

Chinese Culture
HIS140-89  R. Negron

Vietnam: America's Longest War
HIS150-89  R. Negron

Elementary Statistics
MAT150-89  M. Sullivan

Foundations of the Profession
NUR203-89  L. Speakman

General Psychology
PSY101-89  R. Cahoon

Child Psychology
PSY201-20  S. Marini

Abnormal Psychology
PSY207-20  D. Burlin

Human Sexuality
PSY212-89  R. Cahoon

Developmental Psychology: The Life Span
PSY233-89  C. Schulenburg

Principles of Sociology
SOC106-90  C. Niven-Blowers

Race, Class & Gender in the U.S.
SOC208-90  K. Straight

Social Problems
SOC215-20  M. Cordill

Principles of Macroeconomics
ECO117-89  V. Gautam

To register, call 1-508-375-4040
The Museum School
of the Provincetown Art Association & Museum
460 Commercial Street • Provincetown, MA 02657
www.paam.org • 1-508-487-1750

Spring 2008 Provincetown classes • January 22 - May 19

Since 1998 the Museum School at PAAM has partnered with Cape Cod Community College to provide accredited courses to high school and college students, adults, and working professionals.

Why study at PAAM? Our Courses Offer:
· Opportunities to work with local, professional artists in the media of their expertise
· Productive studio environments to create strong portfolios
· Small class sizes for more one-on-one contact with teaching artists
· A unique community of student-artists ranging in age from 17-70+ years old
· Student-centered exhibitions at PAAM
· Access to PAAM’s 2000+ permanent collection and five museum galleries featuring revolving exhibitions of contemporary and historic works of art

Directions to The Museum School at PAAM
Approaching Provincetown from Rte 6E, take first exit, Snail Road, then right at Bay. When road forks, bear left onto Commercial Street. PAAM is at 460 Commerical Street, between Cook and Bangs Streets. The Museum School entrance is off Bangs Street. Parking is available at private and public lots and in designated areas along Commercial & Bradford Streets.

For more information contact Lynn Stanley,
Curator of Education at PAAM, 1-508-487-1750
or email: lstanley@paam.org

Prerequisites apply. Please refer to the Credit Course Schedule, page 5.
<table>
<thead>
<tr>
<th>Monday Class Schedule • Late Afternoon &amp; Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principles of Macroeconomics</strong></td>
</tr>
<tr>
<td>EC1117-63 M 6:30-9:30pm Lec B</td>
</tr>
<tr>
<td><strong>English Composition I</strong></td>
</tr>
<tr>
<td>ENL101-55 M W 3:30-4:50pm North 105</td>
</tr>
<tr>
<td>Class meets: 2/4-5/19</td>
</tr>
<tr>
<td>ENL101-65 M 6:30-9:30pm South 117</td>
</tr>
<tr>
<td><strong>Reading Tutorial Practicum</strong></td>
</tr>
<tr>
<td>ETU101-40 M W 3:30-5:00pm TBA</td>
</tr>
<tr>
<td><strong>Intro to Environmental Science</strong></td>
</tr>
<tr>
<td>ENV118-63 W 6:30-9:20pm Sci 105</td>
</tr>
<tr>
<td>ENV118-63Lab M 6:30-8:20pm Sci 105</td>
</tr>
<tr>
<td><strong>Coastal Zone Management Laws &amp; Regulations</strong></td>
</tr>
<tr>
<td>ENV115-63 M 6:30-9:20pm Sci 107</td>
</tr>
<tr>
<td><strong>American Government</strong></td>
</tr>
<tr>
<td>GOV111-63 M 6:30-9:30pm South 114</td>
</tr>
<tr>
<td>GOV111-64 M W 5:00-6:20pm South 115</td>
</tr>
<tr>
<td>Class meets: 2/4-5/19</td>
</tr>
<tr>
<td><strong>Tri-level Nursing Assistant/HHA</strong></td>
</tr>
<tr>
<td>CNA117-63 M Th 5:30-8:15pm North G-5</td>
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<tr>
<td>and W 5:30-9:30pm</td>
</tr>
<tr>
<td><strong>Emergency Medical Technician: EMT</strong></td>
</tr>
<tr>
<td>EMS101-63 M Th 7:00-10:00pm Lec C</td>
</tr>
<tr>
<td>Class meets: 1/24-5/9</td>
</tr>
<tr>
<td><strong>Advanced Pre-hospital Training Program:</strong></td>
</tr>
<tr>
<td>Paramedic II</td>
</tr>
<tr>
<td>EMS202-63 M W 7:00-10:00pm Lec A</td>
</tr>
<tr>
<td>and Sat. 9:00am-4:00pm Lec A</td>
</tr>
<tr>
<td><strong>U.S. History since 1865</strong></td>
</tr>
<tr>
<td>HIS104-63 M 6:30-9:30pm North 114</td>
</tr>
<tr>
<td><strong>Plant and Soil Science</strong></td>
</tr>
<tr>
<td>HOR101-63 M 6:30-8:20pm Sci G-3</td>
</tr>
<tr>
<td>HOR101-63Lab W 6:30-8:20pm Sci G-3</td>
</tr>
<tr>
<td><strong>Herbaceous Plant Identification &amp; Culture</strong></td>
</tr>
<tr>
<td>HOR201-63 M Th 6:00-8:50pm Sci 112</td>
</tr>
<tr>
<td>Class meets: 1/25-3/19</td>
</tr>
<tr>
<td><strong>Culinary Lab I</strong></td>
</tr>
<tr>
<td>CUL120-63 M 4:30-9:30pm ComG-11</td>
</tr>
<tr>
<td><strong>Perspectives on Substance Abuse</strong></td>
</tr>
<tr>
<td>HUS140-63 M 6:30-9:30pm North 108</td>
</tr>
<tr>
<td><strong>Advanced Topics in Database w/SQL</strong></td>
</tr>
<tr>
<td>BIT253-63 M 6:30-9:30pm Tech 106</td>
</tr>
<tr>
<td><strong>Microcomputer Applications Software</strong></td>
</tr>
<tr>
<td>GIT110-66 M W 5:00-6:20pm Tech 103</td>
</tr>
<tr>
<td><strong>Medical Terminology</strong></td>
</tr>
<tr>
<td>BIT103-63 M 6:30-9:30pm Sci 103</td>
</tr>
<tr>
<td><strong>Medical Coding and Billing</strong></td>
</tr>
<tr>
<td>BIT207-40 M W 3:30-6:20pm Tech 103</td>
</tr>
<tr>
<td><strong>Advanced Topics in Web Development</strong></td>
</tr>
<tr>
<td>BIT285-63 M 6:30-9:30pm Tech 103</td>
</tr>
<tr>
<td><strong>Elementary German II</strong></td>
</tr>
<tr>
<td>GER102-40 M W 3:30-6:00pm LIB Media</td>
</tr>
<tr>
<td>and W 3:30-6:00pm North 108</td>
</tr>
<tr>
<td><strong>Conversational Brazilian Portuguese</strong></td>
</tr>
<tr>
<td>PRT100-63 M 6:30-9:30pm South 108</td>
</tr>
</tbody>
</table>

**Monday Late Chemistry & Evening Classes**

**Introduction to Anthropology**
ANT107-63 M 6:30-9:30pm South 105

**Drawing I**
ART100-40 M 2:30-6:00pm Studio A

**Myths, Legends and Symbols in Art**
ART213-01 M 3:30-6:20pm Lec C

**Advanced Painting**
ART228-40 M 2:30-6:00pm Studio B

**Survey of Human Anatomy & Physiology I**
BIO106-64 W 6:30-9:20pm Sci 104
BIO106-64Lab M 6:30-8:20pm Sci G-7

**Human Anatomy & Physiology I**
BIO107-63 M 6:30-9:20pm Sci 114
BIO107-63LabW 6:30-8:20pm Sci G-7

**Accounting I with Computer Applications**
ACC222-63 M 6:30-9:30pm Tech 101

**Supervision**
BUS103-63 M 6:30-9:30pm North 103

**Management**
BUS214-63 M 6:30-9:30pm South 115

**Survey of Chemistry**
CHM106-01 M 3:00-5:50pm Sci 114
CHM106-01Lab M 6:00-7:50pm Sci 220

**Oral Communication**
COM103-60 M 3:30-6:20pm South 117

**Working with MA State Building Code**
CON120-63 M 6:30-9:20pm South G-8

**Computer Aided Drafting I**
CON130-63 M 6:30-9:20pm Tech 202

**Procedural Criminal Law**
CRJ102-63 M 6:30-9:30pm North 106

**Terrorism**
CRJ135-01 M 2:30-5:20pm South 114

**Elementary Algebra**
MAT030-63 M 6:30-9:30pm South 107

**Foundations in Writing**
ENL050-44 M W 3:30-4:50pm South 106
Class meets: 2/4-5/19

**English Composition I**
ENL101-55 M W 3:30-4:50pm North 105
Class meets: 2/4-5/19

**Intro to Early Childhood Education**
ECE100-63 M 6:30-9:30pm North 117

**Classroom Management: Skills/Strategies**
ECE221-63 M 6:30-9:30pm South 116

**Principles of Counseling & Crisis Intervention**
PSY208-01 M 2:30-5:20pm North G-6

**Selected Topics in Early Childhood Play & Learn ECE242-75**
M W, 4:00-7:00pm, Class meets: 1/2-1/16

**Leadership and Management in ECE**
ECE291-63 M 6:30-9:30pm North 118
Class meets: 1/26/4-1

**Introduction to Earth Science**
ESC101-63 W 6:30-9:20pm Sci 114
ESC101-63Lab M 6:30-8:20pm Sci 218

Register by Friday, January 18, 2008
www.capecod.edu

The Advantage Program is a TRIO federally-funded Student Support Service Program which provides academic services to qualified participants. Services include personalize tutoring, academic advising, peer tutoring, semester performance reviews, transfer trips to other four-year colleges, free life skills workshops co-sponsored by Coaches & Mentors program, and more!

**ADVANTAGE Program Office**
1-508-362-2131 x4321

Cape Cod Community College • SPRING 2008
### Tuesday Class Schedule • Late Afternoon & Evening

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language I</td>
<td>ASL101-63</td>
<td>T 6:30-9:30pm</td>
<td>Com106</td>
</tr>
<tr>
<td>World Archaeology</td>
<td>ANT108-63</td>
<td>T 6:30-9:30pm</td>
<td>North 114</td>
</tr>
<tr>
<td>Drawing I</td>
<td>ART100-41</td>
<td>2:00-5:30pm</td>
<td>Studio B</td>
</tr>
<tr>
<td></td>
<td>ART100-89 Online and</td>
<td>6:00-9:30pm</td>
<td>Studio A</td>
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<tr>
<td></td>
<td>T 6:00-9:30pm</td>
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<td></td>
</tr>
<tr>
<td>Studio Art I</td>
<td>ART211-01</td>
<td>T Th 3:00-4:40pm</td>
<td>Tech 203</td>
</tr>
<tr>
<td>Graph production &amp; Layout II</td>
<td>ART211-01</td>
<td>T Th 3:00-4:40pm</td>
<td>Tech 203</td>
</tr>
<tr>
<td>Fundamentals of Astronomy</td>
<td>AST101-40</td>
<td>T 3:30-6:20pm</td>
<td>Sci 114</td>
</tr>
<tr>
<td></td>
<td>AST101-40 Lab Th 3:30-5:20pm</td>
<td>Sci 114</td>
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<td></td>
<td>AST101-63</td>
<td>T 6:30-9:20pm</td>
<td>Sci 114</td>
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<tr>
<td></td>
<td>AST101-63 Lab Th 6:30-8:20pm</td>
<td>Sci 114</td>
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</tr>
<tr>
<td>Concepts in Biology I</td>
<td>BIO101-63</td>
<td>T 6:30-9:20pm</td>
<td>Lec C</td>
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<tr>
<td></td>
<td>BIO101-63 Lab Th 6:30-8:20pm</td>
<td>Sci G-3</td>
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</tr>
<tr>
<td>Survey of Human Anatomy &amp; Physiology</td>
<td>BIO105-63 T 6:30-9:20pm</td>
<td>Lec B</td>
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<tr>
<td></td>
<td>BIO105-63 Lab T 4:00-5:50pm</td>
<td>Sci G-3</td>
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<tr>
<td></td>
<td>BIO105-89 Lecture Online</td>
<td>Bio 105-97</td>
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<tr>
<td></td>
<td>BIO105-89 Lab T 4:00-5:50pm</td>
<td>Sci G-7</td>
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</tr>
<tr>
<td>Human Anatomy &amp; Physiology</td>
<td>BIO108-63</td>
<td>T 6:30-9:20pm</td>
<td>Sci G-7</td>
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<tr>
<td></td>
<td>BIO108-63 Lab Th 6:30-8:20pm</td>
<td>Sci G-7</td>
<td></td>
</tr>
<tr>
<td>Microbiology</td>
<td>BIO201-63</td>
<td>T 6:30-9:20pm</td>
<td>Sci 107</td>
</tr>
<tr>
<td></td>
<td>BIO201-63 Lab Th 6:30-8:20pm</td>
<td>Sci 107</td>
<td></td>
</tr>
<tr>
<td>Personal and Small Business Taxes</td>
<td>ACC110-63</td>
<td>T 6:30-9:30pm</td>
<td>Tech 101</td>
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<tr>
<td>Business Law I</td>
<td>BUS120-63</td>
<td>T 6:30-9:30pm</td>
<td>North 106</td>
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<tr>
<td>General Chemistry II</td>
<td>CHM102-63 Th 6:30-9:20pm</td>
<td>Sci 103</td>
<td></td>
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<tr>
<td></td>
<td>CHM102-63 Lab T 6:30-9:20pm</td>
<td>Sci 220</td>
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<tr>
<td>Chemistry for the Health Sciences I</td>
<td>CHM109-41 Th 3:00-5:50pm</td>
<td>Sci 107</td>
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<tr>
<td></td>
<td>CHM109-41 Lab Th 6:00-7:50pm</td>
<td>Sci 220</td>
<td></td>
</tr>
<tr>
<td>Oral Communication</td>
<td>COM103-41 T Th 3:30-4:50pm</td>
<td>South 117</td>
<td></td>
</tr>
<tr>
<td>Argumentation &amp; Debate</td>
<td>COM207-01 T 3:30-6:20pm</td>
<td>South 116</td>
<td></td>
</tr>
<tr>
<td>Computer Programming I: Java</td>
<td>CSC110-63</td>
<td>T 6:30-9:30pm</td>
<td>Tech 203</td>
</tr>
<tr>
<td>Quantitative Skills for Construction</td>
<td>CON100-40</td>
<td>T 3:30-6:20pm</td>
<td>South 115</td>
</tr>
<tr>
<td>Blueprint Reading for the Construction Trades</td>
<td>CON101-63</td>
<td>T 6:30-9:20pm</td>
<td>South 116</td>
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<tr>
<td>Materials of Construction</td>
<td>CON105-63</td>
<td>T 6:30-9:20pm</td>
<td>South 115</td>
</tr>
<tr>
<td>Construction Technology</td>
<td>CON110-63</td>
<td>T 6:30-9:20pm</td>
<td>South 117</td>
</tr>
<tr>
<td>Computer Aided Drafting II</td>
<td>CON135-63</td>
<td>T 6:30-9:20pm</td>
<td>Tech 202</td>
</tr>
<tr>
<td>Principles of Investigation II</td>
<td>CRJ207-40 T 3:30-6:20pm</td>
<td>North 106</td>
<td></td>
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<tr>
<td>College Reading and Study Skills</td>
<td>ENL200-64 T 6:30-9:30pm</td>
<td>North 105</td>
<td></td>
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<tr>
<td>Foundations in Writing</td>
<td>ENL500-63 T 6:30-9:30pm</td>
<td>North 104</td>
<td></td>
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<tr>
<td>Prealgebra</td>
<td>MAT020-45 T Th 3:30-4:50pm</td>
<td>Sci 103</td>
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<td>Elementary Algebra</td>
<td>MAT300-45 T Th 3:30-4:50pm</td>
<td>Sci 104</td>
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<tr>
<td>Intermediate Algebra</td>
<td>MAT400-05 T 3:30-6:20pm</td>
<td>South 107</td>
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<tr>
<td>Intro to Young Children with Special Needs</td>
<td>ECE105-63 T 6:30-9:30pm</td>
<td>South 111</td>
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<tr>
<td>Class meets: 1/24, 2/7, 3/6, 4/10, 5/8</td>
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<tr>
<td>Advanced Curriculum Development: ECE</td>
<td>ECE202-01 T Th 3:30-4:45pm</td>
<td>North 118</td>
<td></td>
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<tr>
<td>Practicum Early Childhood Education</td>
<td>ECE203-01 T 6:30-7:45pm</td>
<td>North 118</td>
<td></td>
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<tr>
<td>Fundamentals of Oceanography</td>
<td>ESC105-63 T Th 4:30-5:45pm</td>
<td>Sci 105</td>
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<tr>
<td></td>
<td>ESC105-63 Lab T 6:00-7:50pm</td>
<td>Sci 218</td>
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<tr>
<td>Principles of Microeconomics</td>
<td>ECO118-63 T 6:30-9:30pm</td>
<td>South 108</td>
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<tr>
<td>English Composition I</td>
<td>ENL101-03 T 2:30-5:20pm</td>
<td>North 104</td>
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<tr>
<td>English Composition II</td>
<td>ENL102-63 T 6:30-9:30pm</td>
<td>North 104</td>
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<tr>
<td>English as Second Language II: Intermediate</td>
<td>ESL102-63 T 5:45-8:30pm</td>
<td>Tech 204</td>
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<tr>
<td>English as Second Language II: Advanced</td>
<td>ESL201-63 T 6:30-9:30pm</td>
<td>South 105</td>
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<tr>
<td>Survey of Environmental Technology</td>
<td>ENV101-63 T 6:30-9:20pm</td>
<td>Sci 105</td>
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<tr>
<td>Coastal Ecology</td>
<td>ENV125-63 T 6:30-9:20pm</td>
<td>Sci G-3</td>
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<tr>
<td>OSHA through Hazardous Waste Management</td>
<td>ENV158-63 T 6:30-9:20pm</td>
<td>Sci 212</td>
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<tr>
<td>Introduction to Film</td>
<td>FIT130-63</td>
<td>T 3:00-9:00pm</td>
<td>Gym 104</td>
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<td>FIT220-40 T 2:30-6:20pm</td>
<td>Lec B</td>
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<tr>
<td>Hydraulics for the Fire Service</td>
<td>FSC107-63</td>
<td>T 6:30-9:30pm</td>
<td>South 114</td>
</tr>
<tr>
<td>Standard First Aid &amp; Basic Life Support</td>
<td>FIT130-76 T Th 3:00-9:00pm</td>
<td>Gym 104</td>
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<td></td>
<td>FIT130-76 Th 3:00-9:00pm</td>
<td>Gym 104</td>
<td></td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>DTC101-61 T Th 6:30-9:30pm</td>
<td>North G-8</td>
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<tr>
<td>EKG Technician</td>
<td>DTC102-41 T 4:00-6:00pm</td>
<td>North G-8</td>
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<tr>
<td>Stress Management for Optimal Health</td>
<td>HEA120-63</td>
<td>T 4:00-6:30pm</td>
<td>North 117</td>
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<tr>
<td>World History I</td>
<td>HIS119-63 T 6:30-9:30pm</td>
<td>North G-5</td>
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<tr>
<td>Equipment Maintenance and Operation</td>
<td>HOR105-76 T Th 6:00-8:30pm</td>
<td>Harwich</td>
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<td>Class meets: 1/23-3/8</td>
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<tr>
<td>Humanities: Perception through the Arts</td>
<td>HUM102-63 T 6:30-9:30pm</td>
<td>North 115</td>
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<tr>
<td>Networking Essentials</td>
<td>BIT187-63 T 6:30-9:30pm</td>
<td>Tech 104</td>
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<tr>
<td>Web Site Design and Scripting</td>
<td>GIT183-63 T 6:30-9:30pm</td>
<td>Tech 102</td>
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<tr>
<td>Intermediate German I</td>
<td>GER202-40 T Th 3:30-6:00pm</td>
<td>South 114</td>
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<tr>
<td>Intro to Children’s Literature</td>
<td>ENL102-63 T 6:30-9:30pm</td>
<td>North 103</td>
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<tr>
<td>Intro to Shiatsu</td>
<td>MTC105-63 T 3:30-6:20pm</td>
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<td></td>
<td>MTC105-63 T 3:30-6:20pm</td>
<td>Up Com</td>
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<td></td>
<td>MTC105-63 T 3:30-6:20pm</td>
<td>Up Com</td>
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<tr>
<td>Pathology for Massage Therapy</td>
<td>PAT101-61 T 6:30-9:20pm</td>
<td>Lir Conf</td>
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<tr>
<td>Massage Therapy II</td>
<td>MTC201-64</td>
<td>T 3:30-9:30pm</td>
<td>Gym 104</td>
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<tr>
<td>Survey of Mathematics</td>
<td>MAT140-63 T 6:30-9:30pm</td>
<td>Sci 103</td>
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<tr>
<td>Precalculus Mathematics I</td>
<td>MAT171-63 T Th 6:30-8:30pm</td>
<td>South 106</td>
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<tr>
<td>Physical and Mental Health I</td>
<td>NUR202-62 MTW 6:00-10:00pm</td>
<td>North 116</td>
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<td></td>
<td>NUR602-62CMTW 6:00-11:00pm</td>
<td>Clinic</td>
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<td>and Sat. 7:00am-3:30pm</td>
<td>Clinic</td>
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<tr>
<td>Estate Planning, Wills, Trust &amp; Probate</td>
<td>PHIL130-03 T Th 3:30-4:45pm</td>
<td>North 115</td>
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<tr>
<td>Introduction to Philosophy</td>
<td>PHI130-03 T Th 3:30-4:45pm</td>
<td>North 115</td>
<td></td>
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<tr>
<td>General Psychology</td>
<td>PSY101-64 T 5:00-6:20pm</td>
<td>North 118</td>
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<td></td>
<td>PSY101-65 T 6:30-9:30pm</td>
<td>South 107</td>
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<tr>
<td></td>
<td>PSY101-80 T 6:00-9:00pm</td>
<td>Wareham</td>
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<tr>
<td>Child Psychology</td>
<td>PSY201-63 T 3:30-6:20pm</td>
<td>South 105</td>
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<tr>
<td>Choreography and Performance</td>
<td>DAN129-63 (1cr)</td>
<td>T 4:00-6:00pm</td>
<td>Main Thr</td>
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<tr>
<td></td>
<td>DAN129-63 (3cr) T Th 4:00-7:00pm</td>
<td>Main Thr</td>
<td></td>
</tr>
<tr>
<td>Directing for Theater</td>
<td>THR205-01 T Th 3:30-4:45pm</td>
<td>Art G11</td>
<td></td>
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</tbody>
</table>

To register, call 1-508-375-4012

www.capecod.edu
Wednesday Late Afternoon & Evening Classes

Wednesday Class Schedule • Late Afternoon & Evening

English Composition II
ENL102-64 W 6:30-9:30pm North G-5
ENL102-80 W 6:00-9:00pm Wareham

Critical Reading and Thinking
ENL108-63 W 6:30-9:30pm North 106

Journalism II
ENL163-01 W 2:30-5:20pm Sci 101

Poetry Writing
ENL213-63 W 6:30-9:30pm North 107

Peer Tutorial Practicum (Lang /Lit)
ETU100-41 (1cr) M W 3:30-5:00pm TBA
ETU100-42 (2cr) M W 3:30-5:00pm TBA
ETU100-43 (3cr) M W 3:30-5:00pm TBA

Reading Tutorial Practicum
ETU101-40 M W 3:30-5:00pm TBA

English as Second Language I: Basic
ESL010-63 W 5:30-9:30pm South 106

Intro to Environmental Science
ENV118-63 W 6:30-9:20pm Sci 105
ENV118-63Lab M 6:30-8:20pm Sci 105

Physical Oceanography & Coastal Structures
ENV131-63 W 6:30-9:20pm Sci 107

Wastewater Treatment Plant Operation
ENV145-63 W 6:00-9:00pm Mass Maritime Academy

Introductory Concepts in GIS
ENV160-63 W 6:30-9:20pm South 108

Documentary Film
COM224-40 W 2:30-5:30pm Arts G11

Hazardous Materials
FSC105-01 W 3:00-5:50pm Sci 114

Introduction to Technical Rescue
FSC115-63 W 6:30-9:30pm North 103

American Government
GOV111-64 M W 5:00-6:20pm South 115
Class meets: 2/4-5/19

Tri-level Nursing Assistant/HHA
CNA117-63 M Th 5:30-8:15pm North G-5
and W 5:30-9:30pm

Advanced Pre-hospital Training Program:
Paramedic II
EMS202-63 M W 7:00-10:00pm Lec A
and Sat. 9:00am-4:00pmLec A

Medical Interpreter
HEA145-63 W 6:30-9:30pm Lec B

U.S. History to 1865
HIS103-63 W 6:30-9:30pm North 114

Plant and Soil Science
HOR101-63 M 6:30-9:20pm Sci G-3
HOR101-63Lab W 6:30-8:20pm Sci G-3

Landscape Design and Construction
HOR202-63 W 6:30-9:20pm Sci 112

Baking I
CUL180-63 W 4:30-9:30pm ComG-11

Intro to Hospitality Management
HRM140-63 W 5:30-8:30pm Falmouth

Database Applications
GIT150-63 W 6:30-9:30pm Tech 101

Microcomputer Application Software
GIT110-66 M W 5:00-6:20pm Tech 101
Class meets: 2/4-5/19

Network Management for Windows
BIT235-63 W 6:30-9:30pm Tech 104

Office Communications Systems
GIT105-63 W 3:45-6:20pm Tech 103

Elementary German II
GER102-40 M 3:30-6:00pm LIB Media
and W 3:30-6:00pm North 108

Elementary Spanish II
SPN102-41 M 3:30-5:50pm North 117
and W 3:30-5:50pm LIB Media

Intro to Children’s Literature
ENL120-40 W 3:30-6:20pm North 118

American Literature to 1890
ENL205-63 W 6:30-9:30pm North G-6

Massage Therapy Clinical Practicum
MTC205-63 W 3:30-9:20pm Gym 104

Algebra for Precalculus
MAT110-63 M W 6:30-8:30pm South 111

Elementary Statistics
MAT150-03 W 3:30-6:20pm Sci 103

Pharmacology Calculations
NUR100-40 W 3:00-4:50pm North 117
Class meets: 1/23-3/12

Physical and Mental Health II
NUR202-62 MTW 6:00-10:00pm North 116
NUR602-62C MTW 6:00-11:00pm Clinic
and Sat. 7:00am-3:30pmClinic

Legal Research and Writing
BIT133-63 W 6:30-9:30pm South 115

Existentialism
PHI201-01 W 2:30-5:20pm North 115

General Psychology
PSY101-63 W 3:30-6:30pm Sci 104

Principles of Sociology
SOC106-63 W 6:30-9:30pm Lec C
SOC106-64 M W 5:00-6:20pm South 116
Class meets: 2/4-5/19

Rehearsal and Performance
THR113-01 (1cr) M W F 3:30-6:20pm Main Thr
THR113-02 (2cr) M W F 3:30-6:20pm Main Thr
THR113-03 (3cr) M W F 3:30-6:20pm Main Thr

Stagecraft
THR119-41 (2cr) M W F 2:30-4:30pm Studio Thr
THR119-42 (3cr) M W F 2:30-4:30pm Studio Thr

Advanced Scene Study Studio
THR204-63 W 6:30-9:30pm Studio Thr

To Register, call 1-508-375-4012
### Thursday Class Schedule • Late Afternoon & Evening

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language II</td>
<td>ASL102-63</td>
<td>T Th</td>
<td>6:30-9:30pm</td>
<td>Com106</td>
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<tr>
<td>Life Drawing</td>
<td>ART107-63</td>
<td>Th</td>
<td>6:00-9:30pm</td>
<td>Studio B</td>
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<tr>
<td>Graphic Design I</td>
<td>ART207-40</td>
<td>T Th</td>
<td>2:00-5:30pm</td>
<td>Tech 102</td>
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<tr>
<td>Graphic Design II</td>
<td>ART208-63</td>
<td>T Th</td>
<td>6:00-9:30pm</td>
<td>Tech G-02</td>
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<tr>
<td>Graphic Production &amp; Layout II</td>
<td>ART211-01</td>
<td>T Th</td>
<td>3:00-4:40pm</td>
<td>Tech 203</td>
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<tr>
<td>Fundamentals of Astronomy</td>
<td>AST101-40</td>
<td>T Th</td>
<td>3:30-6:20pm</td>
<td>Sci 114</td>
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<tr>
<td>Fundamentals of Astronomy</td>
<td>AST101-40Lab Th</td>
<td>T Th</td>
<td>3:30-6:20pm</td>
<td>Sci 114</td>
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<tr>
<td>Concepts in Biology I</td>
<td>BIO101-63</td>
<td>T Th</td>
<td>6:30-9:20pm</td>
<td>Lec C</td>
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<tr>
<td>Survey of Human Anatomy &amp; Physiology</td>
<td>BIO108-63</td>
<td>T Th</td>
<td>6:30-9:20pm</td>
<td>Sci G-7</td>
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<tr>
<td>Microbiology</td>
<td>BIO201-63</td>
<td>T Th</td>
<td>6:30-9:20pm</td>
<td>Sci 107</td>
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<tr>
<td>Managerial Accounting</td>
<td>ACC202-63</td>
<td>T Th</td>
<td>6:30-9:30pm</td>
<td>North 117</td>
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<tr>
<td>General Chemistry II</td>
<td>CHM102-63</td>
<td>T Th</td>
<td>6:30-9:20pm</td>
<td>Sci 103</td>
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<td>Chemistry for the Health Sciences I</td>
<td>CHM109-41</td>
<td>T Th</td>
<td>3:00-5:50pm</td>
<td>Sci 107</td>
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<tr>
<td>Oral Communication</td>
<td>COM103-41</td>
<td>T Th</td>
<td>3:30-4:50pm</td>
<td>South 117</td>
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<tr>
<td>Radio Broadcasting</td>
<td>COM113-63</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>WKKL</td>
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<tr>
<td>Prealgebra</td>
<td>MAT020-45</td>
<td>T Th</td>
<td>3:30-4:50pm</td>
<td>Sci 103</td>
</tr>
<tr>
<td>Elementary Algebra</td>
<td>MAT030-45</td>
<td>T Th</td>
<td>3:30-4:50pm</td>
<td>Sci 104</td>
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<tr>
<td>Intro to Young Children with Special Needs</td>
<td>ECE105-63</td>
<td>T Th</td>
<td>6:30-9:30pm</td>
<td>South 111</td>
</tr>
<tr>
<td>Child Growth and Development</td>
<td>ECE110-63</td>
<td>T Th</td>
<td>6:30-9:30pm</td>
<td>North 118</td>
</tr>
<tr>
<td>Advanced Curriculum Development: ECE</td>
<td>ECE202-01</td>
<td>Th</td>
<td>3:30-4:45pm</td>
<td>North 118</td>
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<tr>
<td>Selected Topics in Early Childhood</td>
<td>Marine Science ECE242-63</td>
<td>Th</td>
<td>6:00-9:00pm</td>
<td>South 108</td>
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<td>and Sat. 4/12, 9:00am-2:00pm</td>
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<tr>
<td>Fundamentals of Oceanography</td>
<td>ESC105-63</td>
<td>T Th</td>
<td>4:30-5:45pm</td>
<td>Sci 105</td>
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<tr>
<td>Fundamentals of Oceanography</td>
<td>ESC105-63Lab T</td>
<td>T Th</td>
<td>6:00-7:50pm</td>
<td>Sci 218</td>
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<tr>
<td>English Composition I</td>
<td>ENL101-54</td>
<td>T Th</td>
<td>3:30-4:45pm</td>
<td>North 105</td>
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<tr>
<td>English Composition I</td>
<td>ENL101-64</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>Tech 203</td>
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<tr>
<td>and Tech 101</td>
<td>ENL101-66</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>Tech 101</td>
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<tr>
<td>English Composition II</td>
<td>ENL102-65</td>
<td>Th</td>
<td>3:30-6:20pm</td>
<td>North 104</td>
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<tr>
<td>Water Supply</td>
<td>ENV146-63</td>
<td>Th</td>
<td>6:30-9:20pm</td>
<td>Sci 105</td>
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<tr>
<td>Geographic Information Systems II (GIS)</td>
<td>ENV164-63</td>
<td>Th</td>
<td>6:30-9:20pm</td>
<td>Tech 202</td>
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<tr>
<td>Commercial Energy Audits</td>
<td>ENV172-63</td>
<td>Th</td>
<td>6:30-9:20pm</td>
<td>North G-6</td>
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<tr>
<td>Introduction to Solar Energy</td>
<td>ENV173-63</td>
<td>Th</td>
<td>6:30-9:20pm</td>
<td>Sci 104</td>
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<tr>
<td>International Cinema</td>
<td>COM222-40</td>
<td>Th</td>
<td>2:00-5:50pm</td>
<td>Lec B</td>
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<tr>
<td>Standard First Aid &amp; Basic Life Support</td>
<td>FIT130-40</td>
<td>Th</td>
<td>2:00-5:00pm</td>
<td>Gymn GR-1</td>
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<tr>
<td>Standard First Aid &amp; Basic Life Support</td>
<td>FIT130-76</td>
<td>Th</td>
<td>3:00-9:00pm</td>
<td>Gymn 104</td>
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<tr>
<td>Geography: Culture and Environment</td>
<td>GEO104-63</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>South 105</td>
</tr>
<tr>
<td>Tri-level Nursing Assistant/HHA</td>
<td>CNA117-63</td>
<td>M Th</td>
<td>5:30-8:15pm</td>
<td>North G-5</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>DTC101-61</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>North G-8</td>
</tr>
<tr>
<td>Emergency Medical Technician: EMT</td>
<td>EMS101-63</td>
<td>M Th</td>
<td>7:00-10:00pm</td>
<td>Lec C</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>HEA200-63</td>
<td>Th</td>
<td>6:00-9:00pm</td>
<td>Lec B</td>
</tr>
<tr>
<td>The U.S. since 1945</td>
<td>HIS108-63</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>North 104</td>
</tr>
<tr>
<td>History of Western Civilization: 1715 to the Present</td>
<td>HIS158-63</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>North 114</td>
</tr>
<tr>
<td>The Civil War</td>
<td>HIS217-75</td>
<td>T WTh</td>
<td>5:30-8:30pm</td>
<td></td>
</tr>
<tr>
<td>Equipment Maintenance and Operation</td>
<td>HOR105-76</td>
<td>Th</td>
<td>5:00-8:30pm</td>
<td>Harwich</td>
</tr>
<tr>
<td>Herbaceous Plant Identification &amp; Culture</td>
<td>HOR201-63</td>
<td>M Th</td>
<td>6:00-8:50pm</td>
<td>Sci 112</td>
</tr>
<tr>
<td>Microcomputer Applications Software</td>
<td>GIT110-64</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>Tech 102</td>
</tr>
<tr>
<td>Intermediate German II</td>
<td>GER202-40</td>
<td>Th</td>
<td>3:30-6:00pm</td>
<td>South 114</td>
</tr>
<tr>
<td>Conversational Spanish</td>
<td>SPN100-63</td>
<td>Th</td>
<td>5:00-8:00pm</td>
<td>North 108</td>
</tr>
<tr>
<td>Intermediate Spanish</td>
<td>SPN202-40</td>
<td>Th</td>
<td>3:55-6:15pm</td>
<td>L/B Media</td>
</tr>
<tr>
<td>Massage Therapy Clinical Practice</td>
<td>MTC205-64</td>
<td>Th</td>
<td>3:30-9:20pm</td>
<td>Gymn 104</td>
</tr>
<tr>
<td>Prealculus Mathematics I</td>
<td>MAT171-63</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>South 106</td>
</tr>
<tr>
<td>Business Calculus I</td>
<td>MAT180-63</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>South 107</td>
</tr>
<tr>
<td>Foundations of the Profession</td>
<td>NUR203-62</td>
<td>Th</td>
<td>6:00-9:00pm</td>
<td>North 116</td>
</tr>
<tr>
<td>Introduction to Substantive Law</td>
<td>BIT130-63</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>South 114</td>
</tr>
<tr>
<td>Introduction to Philosophy</td>
<td>PHI130-03</td>
<td>Th</td>
<td>3:30-4:45pm</td>
<td>North 115</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY101-64</td>
<td>Th</td>
<td>5:00-6:20pm</td>
<td>North 118</td>
</tr>
<tr>
<td>Choreography and Performance</td>
<td>DAN129-65</td>
<td>Th</td>
<td>4:00-7:00pm</td>
<td>Main Thr</td>
</tr>
<tr>
<td>Acting I</td>
<td>THR103-63</td>
<td>Th</td>
<td>6:30-9:30pm</td>
<td>Studio Thr</td>
</tr>
<tr>
<td>Acting II</td>
<td>THR203-41</td>
<td>Th</td>
<td>2:00-5:00pm</td>
<td>Studio Thr</td>
</tr>
<tr>
<td>Directing for Theater</td>
<td>THR205-01</td>
<td>Th</td>
<td>3:30-4:45pm</td>
<td>Arts-G11</td>
</tr>
</tbody>
</table>

**Foreign Film Series**

- **FREE! Open to All**
- **Lec. Hall A • Science Building**
- **Tuesdays at 3:30pm**
- **Coming Soon: Spring 2008 Foreign Film Brochure**

**Questions?**
- **Contact Cindy Pavlos at 1-508-362-2131 x4453.**

To register, call 1-508-375-4012.

www.capecod.edu
International Studies
Faculty-Led Short-Term Study Tours ~ 2008

**Intersession**

**French Culture & Language**
This two-week French immersion study tour to Montpellier, France benefits students at all levels: beginner, intermediate, and advanced. Participants stay in a private room with a French host family, share breakfast and dinner with them, take morning French classes at the Institut Linguistique Adenet, attend cultural events, and participate in regional field trips.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Instructor</th>
<th>Dates</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRN122-75</td>
<td>3</td>
<td>Lore Loftfield DeBower</td>
<td>January 5 - 19, 2008</td>
<td>$1,895 (includes tuition), plus airfare</td>
</tr>
</tbody>
</table>

**Spring Break**

**Austria: Vienna and Salzburg**
This one-week study tour focuses on the history, art, and culture of Austria. Highlights include the Hapsburg residences, renowned art museums, and musical performances with day trips from Vienna to Salzburg and other places of interest. Recommended for liberal arts students but open to anyone with an interest in Austria’s treasures and the German language.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Instructor</th>
<th>Dates</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>GER126</td>
<td>3</td>
<td>Egila Lex</td>
<td>March 14 - 22, 2008</td>
<td>$1,500 plus tuition and airfare</td>
</tr>
</tbody>
</table>

**Late Spring**

**International Business: A European Experience**
This course includes an escorted trip to Paris and nearby cities. It is designed for students interested in international business and European culture. Students have direct contact with French college students studying business and economics as well as visits to a variety of businesses. Emphasis is placed on conducting business overseas, currency issues, cultural issues, comparative marketing techniques, and basic international law. Prerequisite: Any 3 credit CCCC business/economics course or permission of instructor.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Instructor</th>
<th>Dates</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS225-63</td>
<td>3</td>
<td>Neil Cronin</td>
<td>May 19 - 27, 2008</td>
<td>$1,495 plus airfare and tuition</td>
</tr>
</tbody>
</table>

**Paris 101**
This study tour is offered in conjunction with International Business: A European Experience, but is intended for students, faculty, or community members who wish to travel to Paris and experience the pleasures of France. Day trips include visits to Giverny and Fontainbleau.

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Dates</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neil Cronin</td>
<td>May 19 - 27, 2008</td>
<td>$1,495 plus airfare</td>
</tr>
</tbody>
</table>

**Summer**

**Drawing & Writing in Scotland**
This course offers a unique experience for students interested in improving their drawing and writing skills and exploring Scotland’s many places of stunning historical and natural beauty. Students will appreciate the close relationship between drawing and writing through sharing their visual and literary expression. Ways of seeing through drawing and writing will be examined and the use of language both visual and literal will be applied and understood through exploring Scotland, the land, culture, and people.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Instructor</th>
<th>Dates</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART146</td>
<td>1</td>
<td>Scott Anderson and Dan McCullough</td>
<td>June 16 - 30, 2008</td>
<td>$1,895 (includes tuition)</td>
</tr>
</tbody>
</table>

**Ireland: Yesterday and Today**
Explore the Emerald Isle, from its stormy past to its emergence as a Celtic Tiger, on an eight-day study tour of Ireland’s history, culture, and connections to America. The course will expose students to the beauty, the tragedy and the glory of Ireland, through its scholarship, people and poetry. From two strategic locations, Dublin and Galway, students will embark on an exploration of Ireland with day-long field trips, lectures, and cultural opportunities.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Instructor</th>
<th>Dates</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS241-64</td>
<td>3</td>
<td>Kate Martin</td>
<td>July 8 - 17, 2008</td>
<td>$1,500 plus airfare and tuition</td>
</tr>
</tbody>
</table>

For more information and applications for study tours and semester abroad programs, please contact International Studies Coordinator Christine Jacques at 1-508-375-4016 or email: cjacques@capecod.edu

Dates and costs are subject to change.
# Computer Training

Textbooks provided for all computer classes.

## Intro to the Internet

**Microsoft Outlook 2007**

- **WIT035-63** Wed., 2/27, 9:00am-4:00pm
  - This course teaches you the fastest and most efficient ways to communicate and organize important messages for later retrieval. Organize your time with the help of Outlook. Learn the features of the calendar, journal, task list, and contact management tools.

- **Microsoft Word 2007- Introduction**
  - **WIT042-63** Wed., 1/9, 9:00am-4:00pm
  - **WIT042-64** Wed., 1/10 & 2/6, 6:00-9:00pm
  - **WIT042-65** Fri., 6/13, 9:00am-4:00pm
  - This course is designed to teach the basics of word processing. The course covers creating a document, editing and revising documents, spell checking and thesaurus, formatting, auto correct, find and replace, and printing.

- **Microsoft Windows 2007- Introduction**
  - **WIT038-63** Fri., 1/4, 9:00am-4:00pm
  - **WIT038-64** Wed., 1/16 & 2/3, 6:00-9:00pm
  - **WIT038-65** Fri., 5/30, 9:00am-4:00pm
  - This course teaches the basics of Windows. After taking this course you will be able to: examine and identify the parts of Windows Desktop, observe and access local disk drives, and learn how to use various mouse techniques. You will also work with multiple programs by using the taskbar to switch between windows and share data between programs by using the copy, cut and paste features. **Keyboarding competency required.**

- **Microsoft Access 2007- Introduction**
  - **WIT032-63** Wed., 2/16, 9:00am-4:00pm
  - **WIT032-64** Wed., 3/12 & 3/19, 6:00-9:00pm
  - **WIT032-65** Wed., 6/25, 9:00am-4:00pm
  - This hands-on workshop teaches you to create, save and print Access tables, add records, query the database, delete simple reports, forms and properties. **Prerequisites: Introduction to Windows or equivalent. Keyboarding competency required.**

## Intro to the Personal Computer

### Microsoft Access 2007- Intermediate

**WIT031-63** Wed., 2/20, 9:00am-4:00pm

**WIT031-64** Wed., 3/26 & 4/2, 6:00-9:00pm

This course is designed to build upon the skills taught in the introduction to Access course. This class will teach you to: modify tables, control data entry, design documents, use advanced query techniques, create calculated controls, and design and enhance forms. **Prerequisite: Introduction to Access or equivalent. Keyboarding competency required.**

### Microsoft Excel 2007- Introduction

**WIT034-63** Wed., 1/23, 9:00am-4:00pm

**WIT034-64** Wed., 2/13 & 2/20, 6:00-9:00pm

**WIT034-65** Wed., 6/4, 9:00am-4:00pm

An intensive workshop designed to introduce the basics of the electronic spreadsheet. Participants will learn to create and edit simple spreadsheets, build formulas, create and use functions, copy and paste, format, and print. **Prerequisite: Introduction to Windows or equivalent.**

### Microsoft Excel 2007- Intermediate

**WIT033-63** Wed., 1/30, 9:00am-4:00pm

**WIT033-64** Wed., 2/27 & 3/5, 6:00-9:00pm

**WIT033-65** Wed., 6/18, 9:00am-4:00pm

This course is designed for users who are comfortable with the commands taught in the introductory course. The session will cover advanced functions, advanced commands, working with multiple spreadsheets, quick sorts, naming ranges, and drop and drag editing. **Prerequisite: Introduction to Windows or equivalent.**

### Microsoft Word 2007- Introduction

**WIT006-63** Wed., 4/23 & 4/30, 6:00-9:00pm

This introductory course covers Adobe Photoshop software and scanning techniques and their relationship to graphic design. Hands-on assignments are tailored to a wide variety of users from graphic designers, artists, photographers and web page designers. From the first pixel to the finished picture, students will gain imaging proficiency and a strong understanding of the program.

### Microsoft Access 2007- Intermediate

**WIT036-63** Wed., 2/20, 9:00am-4:00pm

**WIT036-64** Wed., 3/26 & 4/2, 6:00-9:00pm

This program teaches you to create and edit presentation slides. You will learn how to arrange your ideas by using an outlining function, add lines, shapes, and charts to your slides, and produce effective presentations by using templates, masters, color schemes, Word Art, Clip Art, organization charts and graphs. **Prerequisite: Introduction to Windows or equivalent.**

### Microsoft Excel 2007- Intermediate

**WIT038-63** Wed., 1/4, 9:00am-4:00pm

**WIT038-64** Wed., 2/13 & 2/20, 6:00-9:00pm

**WIT038-65** Wed., 6/4, 9:00am-4:00pm

This course covers the basics of web page development using Hypertext Markup Language (HTML). Topics will include: planning and designing a web page, basic programming skills using HTML, establishing links in a document, adding graphics to a document, publishing web pages, and an overview of online services for publishing. **Prerequisite: Introduction to Windows or equivalent.**

### QuickBooks Pro 2006

**WIT007-63** Wed., 3/5, 9:00am-4:00pm

**WIT007-64** Wed., 4/9 & 4/16, 6:00-9:00pm

This course is designed for the small to midsize office manager who enjoys Quickens’ ease of use but prefers a more traditional approach to accounting. Learn how this well-designed program can help you set up a chart of accounts, reconcile checking accounts, create and print invoices, receipts and statements, track payables, inventory and receivables, create estimates and generate reports.

### Desktop Publishing-InDesign CS3

**WIT054-63** Wed., 4/30, 9:00am-4:00pm

**WIT054-64** Wed., 5/21 & 5/28, 6:00-9:00pm

Students learn how to use Adobe InDesign CS3 to create professional-looking layouts. Specifically, they learn how to set-up multi-page spreads, work with vector paths, format type using advanced features, create lighting effects, adjust transparency, define object styles, explore the use of tables in a document, use the Story Editor, and manage long documents. Students taking this class should have a basic knowledge of Adobe InDesign CS3.

### Macromedia Dreamweaver CS3

**WIT023-63** Wed., 3/19, 9:00am-4:00pm

Learn to use this professional visual editor to create and manage Web sites and pages. Students learn to use Dreamweaver’s advanced design and layout tools including DHTML features such as animated layers and behaviors.
To keep cool and not crumble under difficult and disruptive people; to stand up to specific coping techniques to deal with all types of many faces of impossible behavior. We will learn without being aggressive and how to identify the rules for handling conflict, how to be assertive some don't. We will be exposed to some ground

We will discuss why some people irritate us (and some don’t). We will learn the basics of PC security, the practical side of performing a basic PC tune up and what you can do to keep your system running smoothly.

Do you need a better understanding of what a home office network can do? Do you need a clear understanding of technology to help your business? Topics covered: wide area vs. local area networking (wired and wireless), remote access and wide area wireless, internet service providers (speed vs. cost), website and email hosting, client/server vs. peer-to-peer, windows operating system comparison (Win2K, WinXP, Vista), security (firewalls, antivirus, antispyware), backup strategy, disk maintenance, hardware upgrades vs. new equipment, voice over the Internet.

Office PC Tune-up & Maintenance $79

WIT056-63 Thurs., 2/21, 6:00-9:00pm
If one or more of your office PCs are running slowly it is costing your business money. Are you seeing a sudden increase in junk e-mail? Would a memory upgrade be a good investment for your PC? How can I stop unwanted programs from starting up automatically? In this course you'll learn the basics of PC security, the practical side of performing a basic PC tune up and what you can do to keep your system running smoothly.

Networking for the Home Office $79

WIT057-63 Thurs., 2/21, 6:00-9:00pm
Do you need a better understanding of what a home office network can do? Do you want to setup a new network or simply understand what you have in place? Are you concerned about security and your Internet access? Are you concerned about what to do in case of a disaster? This course will help you to be prepared.

PC Performance Tune-up $79

WIT058-63 Thurs., 2/28, 6:00-9:00pm
Topics covered include: Spyware/Malware and Removal Software, Antivirus and Spam Protection, Microsoft Critical Updates and Firewall Software, Unexpected Error Messages and Stop Codes, Disk Checks and Defragmenting, Physical and Virtual Memory.

Technology for Small Business

Technology for Small Business $149

WIT055-63 Mon. & Thurs., 2/7 & 2/11, 6:00-9:00pm
This course is designed for the professional crafts person looking to expand their customer base. In this course we will develop a professional product line and then discuss branding - using specific examples of market identity and logos. Class exercises will focus on "marketing" - and "re-marketing" as well as on strategies for reaching your target market. The bottom line of this workshop is an expanded client base and concrete ideas about how to reach them!

Safety & Health

OSHA 40-Hour $600

WET015-63 Mon.-Thurs., 1/7-1/10, 7:00am-6:00pm
This 40-hour course contains the 29 CFR 1910.120 regulatory overview, site and safety health plan, job hazard analysis, waste characterization, site investigation/audit, personal protective equipment, air monitoring, decontamination, SCBA use, basic principles of emergency response, introduction to confined space, and chemical hazards vs. physical hazards.

OSHA 8-Hour Refresher $150

WET010-63 Fri., 3/21, 8:00am-4:30pm
This 8-hour course covers the 29 CFR 1910.120 regulation, health, and safety training for workplaces that have employees exposed to hazards. This course provides the opportunity for existing employees to refresh this training.

Local Anesthesia Certification $999

WHD002-63 Online Lecture
WHD002-63L Lab: Fri., Sat., & Sun., 1/18, 1/19 & 1/20, 8:00am-5:00pm
WHD002-64 Online Lecture
WHD002-64L Lab: Fri., Sat., & Sun., 5/16, 5/17 & 5/18, 8:00am-5:00pm
This course is intended for dental team members who will be assisting a dentist with administering local anesthesia. The course content is a comprehensive study of the effect of local anesthetics in the dental hygiene profession. The student will learn the basics of local anesthetic administration and the proper use of anesthetic equipment.

Successful Small Business Management Planning to start a new business—or already in one—or just having business problems? Help is here. This course is a practical guide for business survival, covering startups, advertising, marketing, sales management, business plans, bank loans, insurance, bookkeeping, e-commerce and much more.

Lecturers who are experts in their specific fields cover these and additional subjects to assure your success in your business. Conducted by the Service Corps of Retired Executives (SCORE). Sponsored by the Small Business Administration of Boston.

WGB075-63 Tuesdays, 1/22-3/4, 7:00-9:00pm Fee: $95
Elderhostel

Cape Cod Community College • SPRING 2008

Construction Safety Course Card.
Attendees receive an OSHA 10-hour and cutting, and safety and health programs. Duty Clause, hazard communication, electrical including introduction to OSHA and the General construction safety and health standards, An OSHA Outreach instructor will teach OSHA 10-Hour OSHA Construction Safety  $199 Questions, please call 508-362-2131 x4435.

Home Inspection – Continuing Ed $75 WET001-63 Wed, 3/12, 9:00am-Noon In the state of Massachusetts Licensed Home Inspectors are required, as a condition of license renewal, to complete a minimum of 24 contact hours of continuing education per continuing education period, which is 24 months. The Massachusetts State Board of Registration of Home Inspectors approves this course for 3 CEU’s. Fee includes seminar and certificate of attendance. Topics will vary each semester. Questions, please call 508-362-2131 x4435.

10-Hour OSHA Construction Safety $199 WET061-63 Wed, 3/5-3/26, 6:30-9:00pm An OSHA Outreach instructor will teach OSHA construction safety and health standards, including introduction to OSHA and the General Duty Clause, hazard communication, electrical safety, fall protection, personal protective and life saving equipment, material handling and storage, mechanized equipment, scaffolds, excavation/confined spaces, stairways and ladders, welding and cutting, and safety and health programs. Attendees receive an OSHA 10-hour Construction Safety Course Card.

Active Solar Thermal Energy - Intro $129 WET002-63 Thurs., 6:30-9:30pm, 1/24, 1/31, 3/6, 3/13, 3/27, 4/3
This course provides an introduction for plumbers to active solar thermal energy - production of hot water and/or space heating by means of solar thermal collectors that utilize mechanical heat transfer systems. Plumbers will develop an understanding of our solar energy resource and how it can be utilized for a variety of energy demand applications, also an understanding of the economic development potential that solar thermal energy can provide to individuals, businesses, and municipalities. Students will be trained to conduct solar energy site assessments and to promote the use of solar energy in residential, commercial and municipalities.

Intro to Photovoltaic Energy $129 WET003-63 Thurs., 6:30-9:30pm, 1/24, 1/31, 4/10, 4/17, 4/24, 5/1
This course provides an introduction for electricians to photovoltaic energy - electricity that is produced directly from sunlight. Electricians will develop an understanding of our solar energy resource and how it can be utilized for a variety of energy demand applications, also an understanding of the economic development potential that photovoltaic energy can provide to individuals, businesses and municipalities.

Intro to Passive Solar Thermal Energy $129 WET004-63 Thurs., 6:30-9:30pm, 1/24, 1/31, 2/7, 2/14, 2/21, 2/27
This course provides an introduction for architects, builders and homeowners to passive solar thermal energy - heating and cooling of buildings by proper design and orientation rather than mechanical devices. Participants will develop an understanding of our solar energy resources and how it can be utilized for a variety of energy demand applications, also an understanding of the economic development potential that passive solar energy can provide to individuals, businesses and municipalities.

MA State Building Codes $229 WPG077-63 Thurs., 2/27-3/27, 6:30-9:30pm
This course is designed for individuals seeking to obtain a Massachusetts Construction Supervisors’ License and those individuals who wish to become proficient in the use and interpretation of the Mass. Code 7th Edition. The course is an in-depth, fast-paced coverage of the Code, including understanding the Code layout, how to find answers to Code questions, and use of the index and appendices. In addition to the Code, the course will review sample site plans and construction drawings. The required text Mass State Building Code 7th Edition is available at the College bookstore or at the Mass State Bookstore. To order, call 617-727-2834.

Introduction to Photovoltaic Energy $129 WET003-63 Thurs., 6:30-9:30pm, 1/24, 1/31, 4/10, 4/17, 4/24, 5/1
This course provides an introduction for electricians to photovoltaic energy - electricity that is produced directly from sunlight. Electricians will develop an understanding of our solar energy resource and how it can be utilized for a variety of energy demand applications, also an understanding of the economic development potential that solar thermal energy can provide to individuals, businesses, and municipalities. Students will be trained to conduct solar energy site assessments and to promote the use of solar energy in residential, commercial and municipalities.

Intro to Passive Solar Thermal Energy $129 WET004-63 Thurs., 6:30-9:30pm, 1/24, 1/31, 2/7, 2/14, 2/21, 2/27
This course provides an introduction for architects, builders and homeowners to passive solar thermal energy - heating and cooling of buildings by proper design and orientation rather than mechanical devices. Participants will develop an understanding of our solar energy resources and how it can be utilized for a variety of energy demand applications, also an understanding of the economic development potential that passive solar energy can provide to individuals, businesses and municipalities.

To order, call 617-727-2834.

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Intro to Passive Solar Thermal Energy $129 WET004-63 Thurs., 6:30-9:30pm, 1/24, 1/31, 2/7, 2/14, 2/21, 2/27
This course provides an introduction for architects, builders and homeowners to passive solar thermal energy - heating and cooling of buildings by proper design and orientation rather than mechanical devices. Participants will develop an understanding of our solar energy resources and how it can be utilized for a variety of energy demand applications, also an understanding of the economic development potential that passive solar energy can provide to individuals, businesses and municipalities.

To order, call 617-727-2834.

To register for a WERC course, please call 1-508-375-4012.

20th Year 1987 2007

The Academy, with almost 700 members, is an organization at the College for people aged 50+.

The Academy was established in 1987 as an ILR (Institute for Learning in Retirement), one of many in the U.S., most of which are affiliated with colleges and universities. The Lifelong Learning Center features two classrooms with state-of-the-art audio visual equipment and a comfortable members’ lounge and art gallery.

The Academy expects to offer some 70 courses this semester, all of which will be led by Academy members willing to share their knowledge and expertise. Past topics have included: Cape Cod History • American Folk Art • Current National Affairs • Great Books • Conversational French • Sudoku Strategy

Course offerings will be posted on the Academy web site, www.allcapecod.org. To receive a printed copy, please call 1-508-362-2131 x 4400.
**The Cotton Center** is dedicated to the continuing education of real estate professionals by offering a variety of courses and workshops.

**Real Estate Sales Pre-license** $299  
WRE036-63 Fri., 6:00-9:00pm, Sat. & Sun., 8:30am-6:00pm, 2/8-2/10  
WRE036-64 Fri., 6:00-9:00pm, Sat. & Sun., 8:30am-6:00pm, 4/4-4/6  
This condensed 24-hour course will prepare you for the State License Exam. Material is presented in a thorough and easy to understand manner. This course is approved by the Massachusetts Board of Registration for fulfilling its licensing requirement and covers the areas necessary for successful completion of the Massachusetts Real Estate Sales Exam. The fee includes materials and text.

**Real Estate Broker Pre-license** $349  
WRE0037-63 Tues., Wed., Thurs., Fri., 9:00am-5:00pm, 6/3-6/6  
This condensed 30-hour course will prepare you for the Massachusetts Real Estate Brokers Exam. Prerequisite: Massachusetts Salesperson license. Must have worked in the field for at least 25 hours per week, for one year within the last two years. Principal Broker must certify. Textbooks included.

**Real Estate Continuing Education** $175  
WRE035-63 Sat. & Sun., 3/1 & 3/2, 9:00am-4:00pm  
All Massachusetts Real Estate Brokers and Salespeople who wish to maintain an active real estate license must complete 12 hours of continuing education every renewal period (2 years). Topics vary each semester.

**Twelve Things Residential Appraisers Should Know** $150  
WRE003-63 Sat., 4/19, 9:00am-5:00pm  
Through use of case studies and group interaction, this seminar explores various ways appraisers can positively meet their professional obligations while enhancing the quality of their appraisal development and reporting and client interaction. Areas covered include dealing with difficult clients and assignment conditions, using technology effectively, writing effective reconciliations and analysis sections, grappling with complex assignments and properties, and avoiding pitfalls in residential assignments and their successful completion using standard forms and narrative formats. Professional standards will be covered in the context of being essential aids to the working appraiser.

**Twelve Things Commercial Appraisers Should Know** $150  
WRE004-63 Sat., 4/26, 9:00am-5:00pm  
Rather than focus on the negative, this seminar helps appraisers concentrate on ways to succeed. Through use of case studies and group interaction, this seminar explores various ways appraisers can meet professional requirements while building on appraisal development, reporting and client interactions. Areas covered include: dealing with difficult clients and assignment conditions; using technology effectively; writing effective reconciliations and analysis sections; dealing with complex assignments and properties; sorting out analysis and highest and best use issues among property types; and, avoiding commercial appraisal assignment tricks and traps. Professional standards will be covered affirmatively as a means to bolster the work of the typical appraiser.

**Uniform Standard of Professional Appraisal** $279  
WRE095-64 Fri. & Sat., 4/11 & 4/12, 8:30am-5:00pm  
(National USPAP Course) This course will explain the National Uniform Standards of Professional Appraisal Practice as promulgated by the Appraisal Foundation. Successful completion of this course fulfills the Title XI requirements relating to instruction on professional appraisal practice. MBREA members will also fulfill the MBREA’s requirement of mandatory education participation in PAP seminar. MRA and RA members will earn 15 recertification credits. This course has been approved by the MA, NH, ME, and RI Boards of Registration of Real Estate Appraisers for 15 classroom hour credits. 1.5 CEU.

**USPAP Update** $180  
WRE099-63 Thurs., 4/10, 8:30am-5:00pm  
A one-day seminar developed to update the participant’s knowledge of the National Uniform Standards of Professional Appraisal Practice. All materials included.

To register for a WERC course, please call 1-508-375-4012.
A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. Learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

Writing Effective Grant Proposals $89

Intro to Nonprofit Management $89

Marketing Your Nonprofit $89
EN217 In the face of stiff competition, an increase in the number of worthwhile causes, new regulations, more oversight, and fewer funding opportunities, you need to work smarter—not longer. This course, packed with practical strategies that you can put to immediate use, will help you compete more effectively for members, media attention, donors, clients, and volunteers.

EN098 Learn to prepare grant proposals that get solid results for your favorite organization or charity. Over $200 billion annually is available for worthy causes and most people don’t know how to prepare the application that will deliver needed funding. Learn how to write professional proposals that actually succeed!

EN099 In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You’ll understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena.

EN213 In this six-week course, you’ll learn how to use the Premier Contractor Edition of QuickBooks to run your business more efficiently. Lessons are clearly illustrated and include clear step-by-step instructions in plain language so you can get hands-on practice with the features that you’re sure to use on a daily basis.

EN003 A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You’ll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. Learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

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ACCCESS offers:

- Classes designed for students who are 16 years of age and older who need a high school diploma or who wish to acquire proficiency in English
- Small group instruction and individualized tutoring in:
  - ABE (Adult Basic Education)
  - ESOL (English for Speakers of Other Languages)
  - GED (General Education Development Certificate)
- Counseling and academic support
- Career and job search assistance
- Transitional college classes for ESOL/GED students
- Tutoring

FREE CLASSES • VARIOUS SITES
REGISTER AT ANY TIME

GED • ESOL • ABE

For more information or to schedule an appointment, please call 1-508-778-2221 or go to www.acccess.org

This program is funded by the Massachusetts Department of Education and the Cape Cod Economic Development Council.

CLEP
College Level Examination Program

Earn college credit and save time and money by successfully completing one or more CLEP examinations. CLEP examinations cover material taught in courses that most students take as requirements in the first two years of college. Students may earn up to (6) college credits for each CLEP examination completed successfully. (See CLEP Brochure).

There are thirty-four exams that cover material taught in courses with similar titles at most colleges. All CLEP examinations are 90 minutes long and are administered on computer. Student test reports are available immediately (except for English Composition with Essay exams).

Each exam costs $65 plus an additional $15 administrative fee. CLEP registration bulletins are available at the Registration Office, Advising Center, and the Assessment Center. Credit cards are the preferred method of payment for the actual CLEP exam with checks required for the administrative fee.

Students may purchase the Official CLEP Study Guide in bookstores or may download individual study guides at a cost of $12 from www.collegeboard.com/clep. Please submit your CLEP application to the Assessment Center in the Grossman Commons Building before 4:00 pm on or before the registration deadline date.

Exam Dates: Register by:
January 26 January 11
February 23 February 8
March 29 March 14
April 26 April 11
May 31 May 16

For more information on CLEP exams, contact the Assessment Office at 1-508-362-2131 x4542.

Computers for Seniors

Computers for Seniors, Inc. is a non-profit, Cape Cod-based, all volunteer organization, established in 1996 with a mission to offer computer education for Cape Cod residents ages 50 and up. CFS offers courses, workshops, and tutorials in a fully-equipped computer lab in the Hyannis Center. They also have monthly meetings with invited guest lecturers who discuss specific subjects of interest to CFS members.

Learn the technologies of today!

Monthly meetings are held at the Dennis Senior Center on Route 134 at 1:00 pm usually on the first Thursday of each month. Meetings are open to the public.

1-508-428-1052 • www.cfscapecod.com
SUCCESS

GED - to - College Transition Program
A program designed to transition GED or adult diploma students 19 years of age and older into college.

SUCCESS offers:
• College courses in math and study skills
• GIT110 - Microcomputer Applications Software (3 college credits)
• Assistance with admissions and financial aid
• Free tuition and books
• Full access to all resources at Cape Cod Community College

Contact Joan Keiran at 1-508-362-2131 x4450 or jkeiran@capecod.edu

This program is funded by the Nellie Mae Education Foundation.

PACT Program
Program for Adult College Transition
A program designed to transition non-native English speakers* into college.

PACT offers:
• Two courses for college credit
• Free tuition and books
• Tutoring and advising services
• Full access to all resources at Cape Cod Community College

Contact Karyn Van Kirk at 1-508-362-2131 x4995 or kvankirk@capecod.edu

*GED or Adult Diploma recipients

This program is funded by the Massachusetts Department of Education.

G E D
High School Equivalency Certificate

To Register for the Exam
1. Come to the GED office in the Grossman Commons Building, Room 206D, at least 3 weeks before the next available test date.

2. Bring a photo ID (driver's license or permit, passport, or employee ID). IDs must include your birth date and your signature.

3. Bring a $65 money order payable to Cape Cod Community College. Sorry, we cannot accept cash, credit cards or checks.

4. If you are under 18 years old, you will need an official letter of withdrawal from the last high school that you attended.

Please note: If you do not have all the required documentation, you will not be allowed to register for the test.

GED Exam Dates

February 19 & 26
March 18 & 25
April 22 & 29
May 13 & 20
June 17 & 24
August 5 & 12

GED Exam Policy

Requests for special testing accommodations require a personal interview prior to registration.

To register for the exams or for further information, call Joan Keiran at 1-508-362-2131 x4450.

The O'Neill Center for Disability Services provides accommodations to qualified students with documented physical, psychological, and/or learning disabilities.

The Center works collaboratively with faculty and other campus resources to provide a wide range of support services which may include priority registration, academic counseling, tutoring, note taking, sign language interpreters, adaptive computing, and exam modifications.

Students are encouraged to meet with a disability specialist before the start of their first semester to develop a support services plan.

Contact the O'Neill Center, South 222, at 1-508-362-2131 x4337 for assistance.
Exercise Your Mind/Body

Life Fitness Center

Balance can be yours! Fitness provides you with increased energy, mental stamina, and clarity to help see you through your college experience. The Center is open to current Cape Cod Community College students, faculty, staff and alumni with valid CCCC ID cards. **Your ID card is required for each visit.**

The LFC is located on the lower level of the Life Fitness Center Complex. Entrance is off parking lot 12.

**Features:**
- Rebounder
- 2 Stair Masters
- 4 Life Cycles
- 3 Schwinn Air Dynes
- 3 Rowing Machines
- Free Weights
- 2 Treadmills
- Universal Gym
- Racquetball Court
- Elliptical
- Basketball Court
- 6 Tennis Courts
- 14 Circuit Training Stations

**Spring 2008 Hours**
Monday-Friday • 7:30am - 6:30pm
Saturday • 9:00am-1:00pm

**Life Fitness Center**
1-508-362-2131 x4368

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Cape Cod Community College is proud to be the home to the newly created Linda and William Zammer Institute for Hospitality and Culinary Studies. It is the pathway for students into well-paying hospitality and culinary careers, and is a vehicle through which the College quickly responds to the ever changing needs of the region’s hospitality and service-based economy.

It seeks to grow the student experience in:
- excellence in hospitality/culinary services
- internships and cooperative work opportunities
- international cultures and cuisines
- sustainable business and environmental practices

**Have questions, or want to become involved?**
Please contact Jim Miller, Coordinator
1-508-362-2131 x4841 or jmiller@capecod.edu

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Project Forward

Project Forward, a vocational training skills program for students with significant learning difficulties, has received national, state, and local recognition. Recognized as an exemplary school-to-work model by the U.S. Department of Education, **Project Forward** has also been cited by 4H/UMass-Amherst for its Peer Leadership program.

Project Forward provides an exploratory career assessment including course offerings in Animal Care, Child Care, Basic Food Preparation, Office Technology, Basic Retail, Institutional Maintenance and Landscaping, Mass Communications, and Work-Life Skills. In addition to one of the vocational concentrations listed, second year students participate in a cooperative work-study experience connecting work-based learning at a local job site with instruction at Cape Cod Community College. Enrichment activities including art instruction, basketball, Circles, chorus, and 4-H activities coordinated with Barnstable County 4H/UMass Extension are available at no additional charge to the student.

To apply, please contact Peter Daley at 1-508-362-2131 x4481 or pdaley@capecod.edu

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CCTC is a nonprofit organization promoting technology and business on the Cape, Islands, and Southeastern Massachusetts.
Advanced Studies

The Office of Advanced Studies is the coordinating center for students interested in pursuing their education after earning their Associates Degree. Through Cape Cod Community College’s unique partnerships with off-Cape institutions, area students can now earn their Bachelor’s or Master’s degree without leaving the Cape. Information may be requested through the Office of Advanced Studies at 1-508-375-4082.

Bachelors Programs

Bachelor of Science in Communication/Public Relations/Journalism
Suffolk University
Contact: Dr. Jane Secci, 1-508-375-4083 - email: jsecci@suffolk.edu

Bachelor of Liberal Arts
Lesley University
Contact: Ms. Stephanie Corriere, 1-617-349-8473

Bachelor of Arts in Arts/Humanities/Social Sciences - UMASS/Dartmouth
Contact: Ms. Barbara Brown, 1-508-678-3636

Bachelor of Science in Nursing A.D.N. to B.S.N. - UMASS/Boston
Contact: Ms. Kathleen Polley, 1-617-287-7532
Curriculum & online education contact: 1-617-287-7532

Bachelor in Business
Contact: Ms. Barbara Brown, 1-508-678-3636

Masters Programs

MBA - Business - UMASS/Dartmouth
Contact: Ms. Barbara Brown, 1-508-678-3636

MPA - Public Administration - Suffolk University
Contact: Dr. Michael T. Lavin, 1-508-375-4056 - email: mpacapecod@suffolk.edu or Dr. Jane Secci, 1-508-375-4083 - email: jsecci@suffolk.edu

Counseling Psychology - Lesley University
Contact: Ms. Raquel Rodriguez, 1-508-415-1261

Clinical Social Work - Boston University
Contact: Ms. Deborah Sheehan, 1-617-353-2245 or Ms. Peggy Wilbur, 1-508-255-0376

Early Childhood Education - Wheelock College
Contact: Ms. Sue Gershon, 1-617-879-2311 or Ms. Debra Johnston-Malden, 1-617-879-2240

Educational Leadership and Certificate Advanced Graduate Studies (C.A.G.S.) Salem State College
Contact: Mr. Joseph Gilbert, 1-508-564-5099 or Mr. Kevin Fahey, 1-978-542-6267

Reading - Salem State College
Contact: Ms. Patricia Kenney, 1-978-542-6317 or Ms. Erin Carty, 1-508-420-4594

Communication Studies - Suffolk University
Contact: Dr. Jane Secci, 1-508-375-4083 - email: jsecci@suffolk.edu

Other advanced degree programs are being explored. For more information on current or future programs, or to express your interest in degree programs you’d like to see brought to the Cape, please contact:

Office of Advanced Studies • 1-508-375-4082

Cape Cod Community College • SPRING 2008
www.capecod.edu
Mission Statement

Cape Cod Community College Mission Statement
The students’ education is the first priority at Cape Cod Community College. As a learning-centered community, we value the contributions of a diverse population, welcome open inquiry, and promote mutual respect. The College offers a strong educational foundation of critical and creative thinking, communication competency, and a global, multicultural perspective that prepares students for life and work in the 21st century. Our liberal arts, sciences, and career programs provide educational pathways that serve the varied social, economic, and demographic characteristics of our community with a distinctive focus on sustainability. We honor our past, celebrate our present, and imagine our future.

Administration

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Lore Loffeldi De Bower, Interim Dean of Arts and Sciences
Chester Yacek, Dean of Human Resources and Administration
David Ziemba, Interim Dean of Learning Support Services and Advanced Studies

Cape Cod
Community College
Educational Foundation, Inc.

The Cape Cod Community College Educational Foundation is a non-profit organization supporting the mission of Cape Cod Community College, its students, its faculty and staff, and the Community by raising and managing funds, encouraging endowments, and supporting the College’s objectives.

The volunteer Board of Directors encourages participation and donations from area residents, businesses, and service organizations. These efforts support student scholarships, faculty program grants, library resources, new campus technology, renovation projects, and other priorities outside the College's general operating fund.

BOARD OF DIRECTORS

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Tel.: 1-508-375-4015
FAX: 1-508-375-4101
www.ccccfoundation.org

Save the date for the 16th Annual CCCC Open Tennis Tournament!

Singles, July 9-13, 2008
Doubles, July 16-20, 2008

Play takes place at the CCCC Tennis Courts. Parking in Lot 12.

For more information or to register, call 1-508-375-4015 or foundation@capecod.edu
CAMPUS DIRECTORY & MAP

1 Tilden Arts Center
Art Studios
Arts & Communication, Faculty Offices
Box Office
Higgins Art Gallery
International Studies
Main Theater
Media Production
Music Room
Phi Theta Kappa Office
Practice Rooms
Studio Theater

Resource Development
Institutional Research
Instructional Media Services
Instructional Technology Center
Listening & Viewing Rooms
Media Room

4 North Hall
Dean of Business, Health, Human Services & Social Sciences
Health Sciences, Faculty Offices
Language & Literature, Faculty Offices
Nursing Labs
Office of Advanced Studies

5 North / South Connector

6 South Hall
ADVANTAGE Program
Coaches & Mentors
Dean of Learning Support Services & Advanced Studies
Dental Hygiene Clinic
Diploma Plus Office
O’Neill Center for Disability Services
Project Forward
School-to-Careers Office
Social Sciences & Human Services, Faculty Offices
Student Employment Office

9 Grossman Commons
Academy for Lifelong Learning
Advising & Counseling Center
Assessment Center
Bookstore
Cafeteria
Career Planning & Placement
Copy Center & Mail Room
Dean of Enrollment Management and Student Development
Hospitality Suite
MainSheet - Student Newspaper Office
Student Development Office
Student Senate Office

10 Lyndon P. Lorusso Applied Technology Building
Business, Faculty Offices
Conference Room
Information Technology
Tutoring Center
Workforce Education Resource Center
Writing Resource Center

11 Makay Broadcasting Center
WKKL - Radio Station

12-15 Life Fitness Complex
All-Purpose Fields
Baseball Fields
Child Care Center
Gymnasium
Health Services
Life Fitness Center
Racquetball Court
Soccer Fields
Tennis Courts

16 & 17 Facilities Management
Maintenance Shops
Motor Pool
Shipping & Receiving
Warehouse

2 Nickerson Administration Building
Admissions
Board Room
Business Office
College Communications
Financial Aid Office
Human Resources
Payroll
President
Reception
Registrar/Registration
Security/Lost and Found
Switchboard/Information
Vice President of Academic & Student Affairs
Vice President of Administration & Finance
Veterans Office

3 Wilkens Library
Affirmative Action Office
Alumni Office
Business Information Center
CCCC Educational Foundation
Cape Cod Historical Collection / Nickerson Room
Distance & Learning Technologies
Facilities Use Office
Health Promotion and Resource Center
Information Skills Classroom

7 & 8 Science Hall
Dean of Arts and Sciences
Mathematics & Natural Sciences, Faculty Offices
Lecture Halls
Math Learning Center
Science Labs

8 North Hall

10 Lyndon P. Lorusso Applied Technology Building
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Assessment Center
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Copy Center & Mail Room
Dean of Enrollment Management and Student Development
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Tennis Courts

16 & 17 Facilities Management
Maintenance Shops
Motor Pool
Shipping & Receiving
Warehouse
General Information

Absence Due to Religious Beliefs - Refer to Attendance or to the Student Handbook.

Academic Advising - All students are encouraged to drop by the Advising and Counseling Center on the second floor of the Commons Building (C203) to discuss their academic progress with a professional advisor. Students can plan academic course work, check prerequisites, verify graduation requirements, or obtain information about any aspect of the school. If advisors don’t have a ready answer, referrals are made to the appropriate office on campus.

Advisors are available Monday-Thursday, 8:30am-8:00pm; Friday, 8:30am-4:30pm. Appointments are suggested for evening hours. Call 1-508-362-2131 x4318 for assistance.

Accreditation - Cape Cod Community College is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through college institutions offering post-graduate instruction.

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of Cape Cod Community College, or Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Rd., Bedford, MA 01730-1433 or call 1-781-271-0022.

The Nursing program is accredited by the National League for Nursing and has full approval from the Massachusetts Board of Registration in Nursing.

The Dental Hygiene program is accredited by the American Dental Association.

The Medical Assisting certificate is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).

The Early Childhood Education program is accredited by the National Association for the Education of Young Children.

Admissions - Cape Cod Community College has an “open door” admissions policy. Admission (matriculation) requires the completion of an admissions application, and submission of an official high school transcript or GED diploma. Individuals without a high school credential may contact the Admissions Office to discuss the “Ability to Benefit” option. The application priority dates are: August 15 for Fall semester and January 10 for Spring semester. The “open door” admissions policy does not apply to the Nursing, Dental Hygiene, Medical Assisting, Paramedic, Diagnostic Technology, and Massage Therapy programs. International applicants and/or students interviewed in the College’s selective health programs should contact the Admissions Office for complete information on admissions requirements and application deadlines. The application deadlines for these programs are: January 5 Nursing, February 1 Dental Hygiene.

To request an application and Admissions Bulletin call 1-508-362-2131 x4311 or download from www.capecod.edu. Go to www.capecod.edu to schedule a campus visit.

Affirmative Action and Title IX Policy Statement - Cape Cod Community College is an Affirmative Action/Equal Opportunity Employer. We encourage applications from candidates who will enrich and contribute to the cultural and ethnic diversity of our college and do not discriminate on the basis of age, race, creed, color, religion, marital status, gender, sexual orientation, veteran status, national origin or disability status in its education programs or in activities as required by the Title VI Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and section number promulgated thereof: 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX), and Part 104 (Section 504); and the Americans with Disabilities Act of 1990. All inquiries concerning applica- tion of the above should be forwarded to the College’s Office of Affirmative Action.

All questions, concerns, complaints or requests for application, awards and services regarding the Americans with Disabilities Act should be forwarded to Chet Yacek, Dean of Human Resources and Administration, and A.D.A. Compliance Coordinator, or Joyce Chasson, Director of the O’Neill Center for Disability Services, or Jeanmarie Fraser, Coordinator of Title IX and Affirmative Action Officer.

Attendance - At the first session of each class or laboratory session, the instructor will furnish a written statement to the students that will include the attendance policy for the course.

Under Massachusetts General Laws, Chapter 151C, any community college student who cannot attend classes or take an exam, or fulfill work requirements on a particular day due to his/her religious beliefs, shall be excused from such obligations. The student must be provided with an opportunity to make up such exam(s), study or work requirements, provided, however, that such make-up exam(s) or work do not create an unreasonable burden upon the institution.

The student may not be charged for such make-up opportunities, nor may he/she be subject to adverse or prejudicial effects for availing him/herself of the provi- sions of the law (Oct. 8, 1985). Refer to the Student Handbook for more information.

Auditing a Course - A student may register to audit a course with the permission of the course instructor. Students are required to pay all tuition and fees. No grade and no credit will be given. Refer to the College Catalog for the complete Audit Policy.

Bookstore - For information on your instructors’ textbook selections, visit: www.ccc.bkstr.com. Enter your course number and textbook requirements. Purchase online (with American Express, Visa, MasterCard, or Discover). Books will be shipped by UPS; shipping and handling fees are determined by price of books and destination. For us to give you the most accurate information, please have course and section numbers ready when you call or visit the bookstore. Questions, call 1-508-375-4022.

Bureau of Immigration and Customs Enforcement (BICE) - It is the policy of the Board of Higher Education that public institutions of higher education in the Commonwealth of Massachusetts notify the BICE immediately of the name and last known address of any international student requiring a student visa whenever such student does not enroll, enrolls for less than full time, withdraws or graduates from the institution. The public institutions of higher education shall forward copies of any such notifications to the Board of Higher Education. Massachusetts General Laws, Chapter 15A, Section 9.

Career Counseling - Appointments for career counseling can be arranged by calling 1-508-362-2131 x4688.

Class Postponement Policy - In the event of a class postponement due to inclement weather, etc., the College will contact local radio stations to have an announcement made and will make announcements on the College’s weather hotline, 1-508-375-4070. Make-up schedule for postponed classes will be announced at the next class meeting.

Cancellations - In Massachusetts, state law requires that departments of continuing education and community services be self-supporting; that is, they incur no cost to the Commonwealth. Cape Cod Community College’s Continuing Education and non-credit courses require minimum paid enrollments to meet all costs. Cancellation is likely if these costs are not met.

Course Changes (Drops or Adds) - Students should refer to the Calendar on page 2 of this publication for important information regarding course changes.

Requests to drop or add a course must be done in person. Credit and non-credit courses require a written or verbal notification to the instructor does not constitute a withdrawal and will result in a failing grade for the course.

For additional information, please refer to the Student Handbook and to page 46 of this brochure for refund information.

Criminal Offender Record Information and Sex Offender Registry Information Checks - Students participating in a academic, community or clinical program that involves the potential for unsupervised contact with children, the disabled, or the elderly, may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities.

The College’s access to CORI records is authorized by the Commonwealth’s Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B. The College’s assessment of CORI records is based on regulations issued by the Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.17. SORI checks are performed pursuant to Massachusetts General Laws, Chapter 6, Section 178C.

Information pertaining to the Commonwealth’s Sex Offender Registry Board is available at www.mass.gov/sorb.

For more information regarding the College’s CORI/SORI check process, please contact Chet Yacek, Dean of Human Resources and Administration at 1-508-362-2131 x4306.

Developmental Course - A basic skill development course is eligible for financial aid to enroll in College Catalog, which carries college credit but does not count toward the requirements for graduation.

Final Exams - All final examinations must be taken at the scheduled hours during the exam week.

Financial Aid - To apply for financial aid, complete the Free Application for Federal Student Aid (FAFSA). Applications are accepted on a rolling basis; the recommended application date for the Fall semester is April 1, and Spring semester is November 1. Allow at least one month’s processing time. For students whose eligibility has been confirmed before the tuition bill due date, payment will be deferred in anticipation of financial aid.

Sources of assistance include federal, state, and college grants, work study, and student loans.

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If you need assistance, please contact the Financial Aid Office in the Nickerson Administration Building at 1-508-362-2131 x4393 between 8:30am and 4:30pm, Monday–Friday, and until 7:00pm on Wednesdays.

Graduation (procedures for) - Cape Cod Community College is authorized by the Massachusetts Board of Higher Education to award the degrees of Associate in Arts and Associate in Science. These steps must be taken to guarantee fulfilling your Commencement requirements:

1. File a Degree Candidate form at the beginning of your last term for May (June 1 for July) for August and November 1 for January). Forms are available from your advisor or at the Registrar’s Office. Deadlines are important. Late filing means your graduation will be delayed.

2. Complete all core course requirements and, in A.S. degree programs, all program requirements. It is the student’s responsibility to verify completion of all degree requirements. Avoid disappointment and check requirements carefully at the beginning of your last semester!

Students who plan on receiving a certificate must also adhere to the above mentioned procedures for graduation.

Identification Cards - Identification cards are issued at the Student Development Office during the day and in the evening at the Wilkens Library. Hours are posted.

Immunization - Massachusetts state law requires that all students taking 12 credits or more be immunized. Necessary immunizations may be obtained through Health Services. Refer to the Student Handbook for more information or contact Health Services at 1-508-362-2131 x4331.

Information Subject to Change - This publication is provided as a convenience and source of information. The College reserves the right to add or withdraw courses and programs, change course content, or revise any provision or requirement described herein, such revisions then becoming applicable both to new students and to students already enrolled.

Insurance - The Commonwealth of Massachusetts requires all students carrying nine credits or more to participate in the student health insurance program or in a health insurance program with comparable coverage. If a student has comparable coverage and wishes to waive participation in the Massachusetts Community Colleges insurance plan, then the student must furnish the College a written waiver showing comparable coverage in a form provided by the College.

The premium charge for the Commonwealth insurance plan will appear on your bill. All waivers must be received by the College at registration time or prior to the opening of the semester. Otherwise, the charge will remain on your bill and payment will be required.

Matriculation - Matriculation is formal admission acceptance into a certificate or degree program and defines the graduation requirements a student must follow in order to receive an associate degree or certificate. For more information, refer to Admissions (page 44) or contact the Admissions Office at 1-508-362-2131 x4311.

Payment - Tuition and fees must be paid in full at the time of registration. Payment is accepted by cash, check, money order, MasterCard, Visa, Discover or American Express to "Cape Cod Community College" or through eCashier at www.capecod.edu.

Prerequisites - Cape Cod Community College is committed to students’ academic success. Prerequisite courses are established to assure students have the necessary knowledge and skills to succeed in a course. You are required to complete (or be currently enrolled in) prerequisites prior to registering for the next level course. For information on the Basic Skills Assessment, refer to page 4 or contact the Assessment Center at 1-508-362-2131 x4543.

Sex Offender Registry - Refer to Criminal Offender Record Information, page 44.

Sexual Harassment - Sexual harassment of a student, an employee, or any other person in the College is unacceptable, impermissible, and intolerable. Students who believe they have been subject to discriminatory educational practices including sexual harassment are asked to first seek advice through their instructor or see Jeanmarie Fraser, Title IX Coordinator, in the Wilkens Library. Also see the College’s Student Grievance Procedure and the complete Sexual Harassment Policy in the Student Handbook.

Smoking Policy - Smoking is not permitted indoors. Smoking will be permitted outdoors anywhere beyond 25 feet of a building entrance. Both smoking and congregation within 25 feet of a building entrance is prohibited. Any complaints, suggestions or reporting of violations should be directed to the Vice President of Administration and Finance.

Standards - The College reserves the right to dismiss any student who, in its judgement, conducts himself/herself in a manner incompatible with its standards. Cheating, plagiarism and similar offenses are examples of such behavior. Failure to do assigned work, excessive absences, or inappropriate classroom behavior may be the cause for dropping the student with a grade of "ABS" or "F."

Student Handbook - Cape Cod Community College has published a handbook that provides information that students taking credit courses should know. Students may request a copy of the Student Handbook from the Student Development Office.

Support Services for Students with Disabilities - In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, the College is committed to providing support services and reasonable accommodations on an individual basis to all qualified students and employees with disabilities within the limits of its resources. Special services, including modifications in examinations, materials on tape, work station modifications, readers, notetakers, sign language interpreters, Braille course materials, tutoring, etc., may be arranged in order that individuals with disabilities are assured equal access to all academic programs, activities and services.

Students requesting these services are requested to make early application to the College, and contact the O’Neill Center for Disability Services at 1-508-362-2131 x4337 to assess their special needs. Support services for employees will be coordinated through the College Human Resources Office and the O’Neill Center for Disability Services.

Transfer Credit Policy - In most cases, earned credit for college course work completed at Cape Cod Community College or transferred from any regionally accredited institution of higher education with a grade of C or better may be applied toward satisfying a degree requirement without a time restriction. In certain courses where a program or a department requires that current knowledge is essential, a time limit must be imposed on the applicability of earned credit toward satisfying a degree requirement; such a time limit must be approved by the Curriculum and Programs Committee, and must be indicated in the catalog of the College.

If the designated time limit has been exceeded, credit will be granted only if:

1. the student successfully passes a CLEP test for the course or, in the absence of a CLEP test, passes a Department Challenge Examination; or
2. the student submits a waiver request and receives approval for the credits in question from the appropriate department.

Tuition Waivers for Credit Courses - The Massachusetts Categorical Tuition Waiver Program offers a waiver of State and Local Tuition to Massachusetts residents who are:

- Veterans of wartime or conflict duty
- Active Armed Forces Personnel
- Members of the MA National Guard
- Senior Citizens (60 years of age or older)
- Native Americans
- Massachusetts Rehabilitation Recipients
- Massachusetts Commission of the Blind Recipients
- DSS Adopted Foster Children
- Statewide Koplik Certificate of Mastery for MCAS achievement
- Surviving Spouses and Children of Victims of the September 11, 2001 Tragedy
- National Guard (tuition and fees)

Students requesting tuition waivers must complete a Certificate of Tuition Waiver available at the Financial Aid Office. The form must be returned to the Financial Aid Office with appropriate documentation. The waiver covers the cost of tuition only, which is approximately 20% of the class price. The student is responsible for all other charges.

Veterans - Veterans interested in taking advantage of the V.A. Educational Benefits should contact the V.A. Regional Office at 1-888-442-4551. Students using the Educational Benefits must be accepted (matriculated) in a degree or certificate program. Application forms and enrollment certification for the Educational Benefits are available in the Financial Aid Office.

Voter Registration - Under the Massachusetts General Laws, Chapter 51, Section 42E (Section 17 of Chapter 475 of the Acts of 1993) effective January 1, 1995, students may obtain an affidavit of voter registration at the Registration Office. See the Registrar for details.

Withdrawal Policy - For information pertaining to the College withdrawal policy, refer to the Student Handbook.
To Register Online
Students can view the course schedule and register for classes by visiting the Cape Cod Community College web site at www.capecod.edu
Click on Campus Web

To Register In Person
Visit our Registration Office in the Nickerson Administration Building (first floor)
Cape Cod Community College
2240 Iyannough Road
West Barnstable, Massachusetts 02668

To Register By Phone
Before you phone us, we recommend that you:
1) fill out the registration form on the next page,
2) have your Visa, MasterCard, Discover, or American Express card and expiration date ready,
3) then call 1-508-375-4012 or toll free at 1-877-846-3672, Mon.-Fri., 8:30am-4:30pm.

To Register By Mail
Please supply all the information requested on our registration form (see next page). Payment can be made by personal check, money order, or with Visa, Discover, MasterCard or American Express.
Mail the completed form and your payment to:
Cape Cod Community College - Registration Office
2240 Iyannough Road
West Barnstable, MA 02668-1599

To Register By FAX
1) complete the registration form on the next page
2) transmit the registration form by dialing 1-508-375-4084. Visa, MasterCard, Discover and American Express are acceptable by FAX
3) registration confirmation will be mailed to you within 10 business days.

Registration Office Hours
Monday, Tuesday 8:30am-4:30pm
Wednesday 8:30am-7:00pm
Thursday, Friday 8:30am-4:30pm

Extended Hours
January 14-18 8:30am-6:30pm
January 22-24 8:30am-6:30pm
January 28 8:30am-6:30pm

Refer to the Calendar on page 2 for holiday observances.