On-Time Registration

DON'T WAIT! Register Now.
Your Success Really Depends On It!
Register for classes by
Friday, June 20th

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 after June 20, only changes to an existing schedule will be allowed.

5 Easy Ways to Register
Online • In Person
By Phone • By Mail • By Fax

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

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

Extended Hours
June 18 & 19 (W & Th) 8:30am-6:30pm
June 23 & 24 (M & T) 8:30am-6:30pm
June 25 (W) 8:30am-7:00pm
June 26 (Th) 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
June 18, 19, June 23-26 (M/Th) 8:00am-6:30pm
June 20, June 27 (F) 8:00am-3:00pm
June 21, June 28 (Sat.) 9:00am-1:00pm

Refer to page 28 for additional Bookstore information.

Refer to the Academic Calendar for holiday observances.

Summer Session 2008
Academic Calendar
June 23 - August 7

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 7</td>
<td>Registration begins for Summer classes</td>
</tr>
<tr>
<td>June 23</td>
<td>Summer classes begin</td>
</tr>
<tr>
<td>June 27</td>
<td>Last day to add an academic course</td>
</tr>
<tr>
<td>June 27</td>
<td>Last day to apply for 100% tuition refund (less $35 deposit)</td>
</tr>
<tr>
<td>June 27</td>
<td>Last day to drop a course with no academic record</td>
</tr>
<tr>
<td>July 3</td>
<td>Last day to apply for 50% tuition refund</td>
</tr>
<tr>
<td>July 3</td>
<td>No refund after this date</td>
</tr>
<tr>
<td>July 18</td>
<td>Last day to drop an academic course with a grade of &quot;W&quot; or change to audit</td>
</tr>
</tbody>
</table>

Final Exam Period & Last Day of Classes
- August 6: Final exams for M/W classes
- August 7: Final exams for T/Th classes
- August 8: Final exam make-up day
- August 14: Grades due to the Registrar by 2:00pm

Holiday Observances
- April 21: Patriots' Day
- May 26: Memorial Day
- June 17: Bunker Hill Day
- July 4: Independence Day

Fall 2008 Semester
September 3 - December 19

Registration for the Fall Semester begins May 12

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
- Advanced Studies
- Assessment Center
- Learning Disability Specialist
- O'Neill Center for Disability Services
- Advising & Counseling (M-Th until 8pm)
- Online Teaching & Technologies (T-Th until 9pm)

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: June 23 - August 7
- Monday-Thursday 8:00am-9:30pm
- Friday 8:00am-4:30pm
- Sunday 1:00pm-5:00pm
Welcome to Summer at Cape Cod Community College!

This unique time of year provides equally unique opportunities that should not be ignored.

First, there is no greater value in higher education today than to gain an outstanding education at a cost far below most public and private institutions.

Second, our summer students routinely transfer courses to their academic programs at institutions all over the country.

Third, our large selection of online courses allows you to minimize travel costs while maximizing your summer earnings. In fact, often students find that “online” is the perfect way add that extra course.

If your goal is getting the most out of your college experience while summering and working on Cape Cod, there’s no better learning environment than at Cape Cod Community College. It’s time to register at www.capecod.edu.

With my personal wishes for your success,

Kathleen Schatzberg

Kathleen Schatzberg, President
Cape Cod Community College

NON-DISCRIMINATION POLICY STATEMENT
Cape Cod Community College policy prohibits discrimination in education, employment, and services on the basis of race, ethnicity, religion, sex, marital status, national origin, ancestry, sexual orientation, or disability. For policies on Affirmative Action, Diversity, and Sexual Harassment, see the Affirmative Action Statement, page 28.
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. For non-matriculated students only are available at 5:00pm (one subject area only: English/Reading Comprehension or Mathematics), 6:00pm or 7:15pm (all subject areas: English, Reading Comprehension, and Mathematics) on the following Wednesday evenings:

April 2, May 7, May 14, May 21, May 28, June 4, June 11, June 18, June 25

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.

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

Writing/Resource Center

South Hall, Room 108

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.

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.

For more information, call 1-508-362-2131 x4318. ... it’s Free!
Summer 2008 Course Schedule
June 23 - August 7

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.

Accounting
Accounting I with Computer Applications
ACC111-63 T Th 9am-Noon Tech104 M. Tulman
Introduction to the accounting cycle: recording transactions, posting to ledgers, preparing work sheets and financial statements. Includes: special journals, inventory valuation, receivables, payables and interest on notes. A hands-on introduction to computerized accounting, solving selected problems using general ledger software including QuickBooks. This is the first course of a two-course series (ACC111 and ACC112) intended for A.S. Business Administration concentrations covering the topics of Financial Accounting. Prerequisite: MAT020 and ENL020 or satisfactory basic skills assessment scores / 3 credits.

Accounting II with Computer Applications
ACC112-63 T Th 6:30-9:30pm Tech101 E. Clay
This course continues ACC111 covering liabilities, long-term assets and sources of equity in partnerships, corporations, and proprietorships. Analysis of accounting information is also covered. Computerized accounting including QuickBooks and Peachtree will be used for selected problems as well as the completion of a computerized practice set. This is the second course of a two-course series (ACC111 and ACC112) intended for A.S. Business Administration concentrations covering the topics of Financial Accounting. Prerequisite: ACC111 or ACC101 and MAT030 or satisfactory basic skills assessment score / 3 credits.

Financial Accounting
ACC201-63 M W 6:30-9:30pm Tech204 J. Sweet
Students learn principles of financial accounting with emphasis on service and merchandising businesses. Topics include: the accounting cycle, recording transactions, adjusting accounts and preparing financial statements, inventory valuation, depreciation methods, disposal of assets, receivables, liabilities, investments, and interpreting financial statements of proprietorships, partnerships and corporations. This is a transfer level course in Financial Accounting intended for the Associate in Arts student. Prerequisite: BUS100 or HRM140 and GIT110 and MAT030 and ENL020 or satisfactory basic skills assessment scores / 3 credits.

Managerial Accounting
ACC202-63 M W 6:30-9:30pm So114 R. Palma
Students learn managerial accounting concepts applied to a variety of businesses with emphasis on job order costing, process costing, cost allocation and cost-volume profit analysis. The budgeting process will be examined using master budgets and planning, flexible budgets with standard costs and variances, capital budgets and managerial decisions. Prerequisite: ACC201 or ACC111 and ACC112 / 3 credits.

Accounting Cooperative Work Experience
ACC261-63 Contact J. Sweet at 1-508-362-2131 x4398
Work in an accounting position in a business, government or non-profit organization for at least 300 hours to receive practical training in the accounting process. Limited to students enrolled in the Business Administration program - Accounting concentration. Prerequisite: ACC202 or ACC105 and permission of Business Administration coordinator / 3 credits.

Art
Drawing I
ART100-64 T Th 9am-12:30pm Art Studio B B. Fuller
Investigation and development of various graphic approaches including drawing from still life, landscape, and the human figure. Emphasis on individual creative expression with the objective being the development of the perception and understanding of natural phenomena and the translation of this information to a two-dimensional surface. (4 studio hours plus 2 additional studio hours arranged) Prerequisite: None / 3 credits.

Painting I
ART103-64 M W 9am-12:30pm Art Studio A P. Lejeune
Introductory course in painting, exploring a variety of approaches and painting media. A series of landscape, still life, and personal imagery paintings will be investigated as both descriptive and imaginative forms of creative expression. (4 studio hours plus 2 additional studio hours arranged) Prerequisite: ART100 / 3 credits.

Sculpture I
ART106-63 T Th 1-4:30pm Art Studio A A. Glover
This course introduces the student to sculptural processes by exploring a variety of materials and technical approaches. Instruction will focus on the basic elements of sculptural form and composition through the processes of placement, movement, balancing of masses, and spatial definition. (4 studio hours plus 2 additional hours arranged) Prerequisite: None / 3 credits. May be repeated once for credit.

You Can Design!
ART130-89 Online S. Anderson
An online introduction to understanding and interpreting the world around you for the purpose of creating art work. Recognizing and identifying elements of visual language like Line, Shape, Color, Texture, and Tone will lead to applying these elements in the creation of art and design work. Critically evaluating art work and the work of other artists and designers will help nurture confidence in the use of visual language and provide a basis for exploring all forms of visual expression, including drawing, painting, life drawing, sculpture, design, graphic art, website design, and printmaking. Prerequisite: None / 1 credit.

To register, call 1-508-375-4012

Cape Cod Community College • SUMMER 2008
www.capecod.edu 5
Online

F. Golden

L. Farley-Larocca

Credit Courses

Drawing and Writing in Scotland
Refer to International Studies, page 16.

History of Modern Art: From Realism to Surrealism
ART132-89  Online

In this course, students explore art produced from 1850 to the 1940s, with a focus on European art. Illustrated lectures deal with such topics as general aesthetic trends, the life and work of key artists, ideas guiding their creations as well as themes, styles, materials and techniques employed by individual artists. Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.

Graphic Design I
ART207-63  M W 6-9:30pm  Tech103  V. Just

Introduction to the field of graphic design, including typography, layout and general graphic techniques. Fundamental studio projects provide investigation and proficiency in handling media and preparing graphics for advertising and other design purposes. It is highly recommended that students have some computer experience. (4 studio hours plus 2 additional hours arranged) Prerequisite: ART214 or ART205 or ART210. ART130 is recommended / 3 credits.

Digital Imaging I
ART214-63  M W 6:30-10pm  Tech101  J. Warren

An introductory course covers Adobe Photoshop software and scanning techniques and their relationship to graphic design. Students will learn from hands-on projects the features of Adobe Photoshop. Assignments will be 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. (4 studio hours plus 2 additional studio hours arranged) Prerequisite: Some computer experience required; ART130 is recommended / 3 credits.

Advanced Projects in the Visual Arts
Children’s Book Illustration
ART250-63  M W 1-4:30pm  Art Studio B M. Easterbrook

An opportunity for a student to focus on an individualized form of Visual Art that is not available on an extensive basis in any of our traditional structured credit courses. Projects may vary from semester to semester to allow for innovation, flexibility, and quality of personal experience. Concentrations could focus, for example, on book design, advanced painting, printing, projects in advanced drawing, and portfolio development. (4 studio hours plus 2 additional studio hours arranged) Prerequisite: 6 hours of studio art courses and interview by instructor / 3 credits; may be repeated once for credit.

American Sign Language
American Sign Language I
ASL101-63  T Th 6:30-9:30pm  Com106  T. Driscoll

An introductory-level course in American Sign Language intended to give an overview of both the language and the culture of the Deaf community. The course will focus on frequently used signs, basic rules of grammar, and cultural features within the Deaf community. Prerequisite: ENL010 or satisfactory reading comprehension score on the basic skills assessment / 3 credits.

Astronomy
Fundamentals of Astronomy
AST101-63  M W 4:30-7:30pm  Sci114  M. Marks

AST101-63L  M W 7:30-9:30pm  Sci114  M. Marks

A one-semester science course, with laboratory, that provides an introduction to the principles and theories of contemporary astronomy within and beyond the solar system. The course traces the pathways of observation, conjecture, thought, investigation and discovery to demonstrate how scientific inquiry has enabled the human mind to attain an unprecedented insight to the nature of the universe. (3 class hours / 2 laboratory hours) Prerequisite: MAT030 or satisfactory basic skills assessment scores / 4 credits.

Biology
Concepts in Biology I
BIO101-63  T Th 4-7pm  ScG-3  K. Amaral

The course provides a descriptive and experimental approach to major concepts in modern biology from the molecular to the organism level. It is primarily designed for the student intending to pursue a degree in Biology or a related life science and places a heavy emphasis on the chemistry of life. Major topics include the chemical basis of life, its organization and continuity, the evolution of complexity, and the taxonomic relationship of organisms. (3 class hours / 2 laboratory hours) Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.

Survey of Human Anatomy & Physiology
BIO105-69  Online  L. Farley-Larocca
BIO105-69L  M W 5-7pm  SciG-3  L. Farley-Larocca

This is an introductory course of human anatomy and physiology. The course starts with anatomical terms and basic cellular biology and then emphasizes the structure and function of several organ systems. The laboratory portion of the course involves the examination of slides, bones, models, and the dissection of a rat. (This course does not meet the Nursing and Dental Hygiene program requirements for Anatomy and Physiology.) (3 class hours / 2 laboratory hours) Prerequisite: MAT020 & ENL020 & ENL050 or satisfactory basic skills assessment scores / 4 credits.

Human Anatomy & Physiology I
BIO107-63  T Th 11am-2pm  Lec Hall C  A. Clark
BIO107-63L  T Th 9-11am  SciG-7  A. Clark

BIO107-64L  T Th 2-4pm  SciG-7  A. Clark

A comprehensive systematic study of the human body emphasizing the structure and function of the systems. Part I topics include: cells and tissues, chemistry review, metabolism, the integumentary, skeletal, muscular and reproductive systems with correlated laboratory work. (3 class hours / 2 laboratory hours) Prerequisite: CHM109 or BIO101 or CHM101 / 4 credits.

Human Anatomy & Physiology II
BIO108-63  M W 5-8pm  Lec Hall A  Staff
BIO108-63L  M W 8-10pm  SciG-7  Staff

This course is a comprehensive, systematic study of the human body emphasizing the structure and function of several organ systems. Human Anatomy and Physiology II covers the following organ systems: nervous, endocrine, circulatory, respiratory, digestive, and urinary. Lecture topics are correlated with laboratory work. (3 class hours / 2 laboratory hours) Prerequisite: A grade of C or better in BIO107 / 4 credits.

Microbiology
BIO201-63  M W 10am-1pm  Lec Hall H  A. Chikarmane
BIO201-63L  M W 10am-1pm  Sci107  Staff
BIO201-64L  M W 1-3pm  Sci107  A. Chikarmane
BIO201-67  M W 5-8pm  Lec Hall C  Staff
BIO201-67L  M W 8-10pm  Sci107  Staff

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

Register by Friday, June 20, 2008

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An introduction to microorganisms and their activities, for health-related majors. The topics cover cell structure, classification, metabolism, methods of control, antimicrobial drugs, genetics, microbial and host defenses, immunology and applications, representative infectious diseases, and food and industrial microbiology. Independent study is encouraged. The laboratory component includes basic procedures of handling, growing, and identifying microorganisms. (3 class hours / 2 laboratory hours) Prerequisite: (CHM101 or CHM109) and (BIO101 or BIO107) / 4 credits.

**Business**

**Introduction to Business**
BUS100-89  Online  G. Knell
Examines the purpose, role and responsibility of business in American society and gives the student a broad overview of the functions, institutions, principles and practices of business and other organizations. This course provides a basic foundation for those students who will specialize in business and an opportunity for non-business majors to learn about the business world as a major social institution. Prerequisite: None / 3 credits.

**Supervision**
BUS103-63  M W 5:50-8:30pm  So116  R. Corsini
BUS103-89  Online  G. Knell
Provides an opportunity to learn effective supervisory practices. Although various concepts and theories are covered to provide a conceptual framework for management and supervision, the emphasis will be on the practical experiences of supervisors. Prerequisite: None / 3 credits.

**Human Resource Management**
BUS107-89  Online  M. Bejtlich
The study of the principles and practices of human resource management: staffing, developing, motivating, leading and controlling the human resources of a business, government or non-profit organization. Prerequisite: None / 3 credits.

**Business Law I**
BUS120-89  Online  N. Dempsey
BUS120-63  T Th 6:30-9:30pm  So111  N. Dempsey
A comprehensive guide to the basic principles and practices of Business Law. This includes an introduction to law and its application in the business world. The course will cover the law of business ethics, the judicial process, contracts, sales, agency, employment law, partnerships, corporations and other forms of business organization. Prerequisite: None / 3 credits.

**Business Finance**
BUS201-89  Online  J. Sweet
Provides an overview of the principles and practices of financial management. Includes the study of the procurement and effective use of funds in a business, budget preparation, alternative sources of funds, and control of working capital. Prerequisite: ACC202 or ACC105 / 3 credits.

**Management**
BUS214-89  Online  M. Bejtlich
Provides an introduction to principles and techniques of management as they relate to business, government, and non-profit organizations. Includes the study of the functions of management: coordinating, problem-solving, decision-making, communicating, planning, organizing, staffing, directing, and controlling. Prerequisite: ENL101 / 3 credits.

**Management Cooperative Work Experience**
BUS261-63  Contact M. Bejtlich at 1-508-362-2131 x4519
Provides an opportunity to work in a management trainee or entry-level position in a business, government or non-profit organization for no less than 300 hours to receive practical training in the functions of management. Joint evaluation of student’s work by employer and management work experience coordinator. May be repeated once for credit. Limited to students enrolled in the Business Administration program - Management concentration. Prerequisite: Grade of C or better in ACC202, or ACC105, BUS100, BUS103, ENL101 and an evaluative interview with the instructor / 3 credits.

**Business Information Systems**

**Medical Terminology**
BIT103-63  T Th 8-11am  So106  Staff
BIT103-89  Online  J. Haagsma
Medical terminology is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes, and suffixes. The study focuses on correct pronunciation, spelling, and use of medical terms. Anatomy, physiology, and pathology of disease are discussed yet no previous knowledge of these topics is necessary. Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment score / 3 credits.

**Information Technology Cooperative Work Experience**
BIT261-63  Contact G. Guarino at 1-508-362-2131 x4403
The student works in an information systems office for 300 hours to gain practical training in one of the varied aspects of information technology. All students in Information Technology tracks are encouraged to take a cooperative work experience. May be repeated once for credit. Enrollment in this course requires completion of at least 15 credits of Business and IT courses and/or comparable practical experience. Prerequisite: Permission of IT Coordinator / 3 credits.

**Certified Nurse Aide**

**Tri-level Nursing Assistant/HHA**
CNA117-65  M T W Th F, 8:30am-2:30pm, 5/19-6/30, Com106  G. Medeiros
This 140-hour course, 75 classroom and lab and 65 hours of supervised clinical practice, teaches basic nursing skills and beginning interpersonal relationship techniques to entry-level students in the classroom and clinical area. The curriculum is divided into three levels of care: long-term, home health, and acute. It is possible to exit with certification upon completion of any one of the levels. Applicants must attend an information session and interview prior to admission. Prerequisite: None / 6 credits.

**Chemistry**

**General Chemistry I**
CHM101-63  T Th 8:15-11:30am  Lec Hall B  R. Keough
CHM101-63L T Th 12-3:15pm  Sci220  R. Keough
This course emphasizes the atomic nature of matter, fundamental laws and theories of mass and energy, the periodic classification of elements, chemical bonding, nomenclature, kinetic molecular theory applied to solids, liquids and gases, solution chemistry, and descriptive chemistry. Laboratory studies reinforce the principles and concepts studied in lecture and will initiate the student to sound methods of scientific investigation. (3 class hours / 3 laboratory hours) Prerequisite: MAT040 or satisfactory basic skills assessment score / 4 credits.

To register, call 1-508-375-4012
Chemistry for the Health Sciences I  
CHM109-63  M W  9am-Noon  Lec Hall C J. Campbell  
CHM109-63L  M W  12-2pm  Sci220  J. Campbell  
An introductory course for students in various health-related programs. Emphasis is placed on practical aspects of inorganic chemistry. Some organic chemistry is introduced. (3 class hours / 2 laboratory hours) Prerequisite: ENL010 or a satisfactory reading comprehension score / 3 credits.

Communications 

Voice and Diction  
COM100-63  T Th  9am-Noon  TBA  E. Kelly  
This course is a survey of basic vocal skills, incorporating techniques to open the voice - breathing - tone production - articulation - diction. It is designed for the performer and for students working to improve their oral skills, i.e., singer/actor/dancer/public speaker. Prerequisite: None / 3 credits.

Oral Communication  
COM103-63  T Th  9am-Noon  So117  P. Lee  
This course explores the history, social impact, forms, and techniques of such media as newspapers, film, books, radio, television, and other expressions of mass culture. The aims of the course are to enable the student to better understand the new media-oriented environment in which we find ourselves and to explore various options available as a consumer of public information. Prerequisite: ENL010 or a satisfactory reading comprehension score on the basic skills assessment / 3 credits.

Survey of Mass Communication  
COM105-89  Online  L. Zinsius  
This course provides the student with an appreciation of the film experience. Particular attention will be given to important techniques, theories, and genres which influenced the technical and aesthetic development of the medium. Concepts will be illustrated through the viewing of examples of classic American and international cinema. Prerequisite: ENL101 / 3 credits.

Radio Broadcasting  
COM113-63  T Th  9am-Noon  WKKL  Staff  
Designed to instruct the student in the operation of a radio station. On-air and off-air production techniques will be discussed. Broadcast management, legal requirements, and engineering are considered as they relate to specific assignments and duties at a radio station. (2 class hours / 2 laboratory hours.) Prerequisite: None / 3 credits.

Introduction to Film  
COM220-63  T Th  5:30-9:20pm  Lec Hall B  T. Miller  
This course provides the student with an appreciation of the film experience. Particular attention will be given to important techniques, theories, and genres which influenced the technical and aesthetic development of the medium. Concepts will be illustrated through the viewing of examples of classic American and international cinema. Prerequisite: ENL101 / 3 credits.

Mass Communication Cooperative Work Experience  
COM262-63  Contact L. Zinsius at 1-508-362-2131 x4684  
This course is designed to expand student knowledge through actual work involvement within an area of mass communication. Working with a mentor and collaborating with an employer, the student will develop a list of learning objectives that will become an integral part of the experience. Prerequisite: COM105, 6 other hours from mass communication suggested sequence list, and permission of co-op coordinator / 1, 2 or 3 credits. May be repeated once; 6 credits maximum.

Computer Science 

Computer Programming I: Java  
CSC110-63  M W  9am-Noon  Staff  
This course is an introduction to the field of computer science, students use hands-on projects and teamwork to design, implement, and test programs in Java which can be run on any Java-aware browser. Good programming style, expression, and documentation are emphasized. Object-oriented programming methodology, graphical user interfaces, debugging techniques, and string processing are covered. Java provides a good introduction to programming for students in any academic discipline. (This course does not satisfy the mathematics general education or CSI transfer requirements.) Prerequisite: MAT030 or satisfactory basic skills assessment score / 3 credits.

Construction 

Computer Aided Drafting I  
CON130-63  T Th  6:30-9:30pm  Tech202  K. Hayes  
This course is a first course in computer aided drafting including an introduction to AutoCAD, drawing, editing drawings, applications, using advanced functions, producing hard copy and customizing AutoCAD. The emphasis of this course is in developing drafting techniques using the computer as the drafting tool. Specific topics include system setup, 2-D drawing, editing drawings, multi-view, drawing, orthographic views, dimensioning, sectional views, and graphic patterns. Prerequisite: None / 3 credits.

Criminal Justice 

Criminal Evidence  
CRJ130-63  T Th  3:30-6:20pm  So116  N. Dempsey  
This course is designed to introduce the basic concepts of criminal evidence as applied in the criminal justice environment. It includes a description of the trial process and types of evidence. The course presents principles relating to the United States Constitution and those principles relating to the law enforcement professional as a witness. Prerequisite: None / 3 credits.

Criminal Justice Cooperative Work Experience I  
CRJ261-63  Contact N. Dempsey at 1-508-362-2131 x4516  
A supervised work/learning experience in a local criminal justice agency combined with a seminar component for student feedback and evaluation. The student must complete 150 hours of supervised work. Required for A.S. in Criminal Justice. Prerequisite: All Level I Criminal Justice courses / 3 credits.

Dance 

Dance for the Actor-Singer  
DAN100-63  T Th  6:30-9:30pm  Art Main Theater  J. Kelly  
Provides the student with exposure to a cross section of dance styles that an actor-singer may be called upon to use in the pursuit of a career in theater. Participation in these styles as well as proper warm-up procedures will develop in the student both skill
and appreciation of the process of dance in traditional musical/theatrical situations. **Prerequisite: None / 2 credits.**

### Early Childhood Education

**Child Growth and Development**
ECE110-63  T Th 6:30-9:30pm  NoG-5  J. Cedeno  

This course examines child development from conception to age nine by considering the complex interaction between hereditary and environmental factors. Children’s physical, social, emotional, and cognitive development are discussed, as well as the implications for developmentally appropriate practice. It includes the theories of Erikson, Piaget, and Vygotsky. Students will be required to observe children in a child care setting. This course is restricted to applicants for State teacher certification of infants, toddlers, and/or preschool children. It does not substitute for PSY201, Child Psychology and does not meet the Behavioral Science requirement for the Associate degree. **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).

### Earth Science

**Fundamentals of Oceanography**
ESC105-64  T Th 4:30-7:30pm  Sci114  D. Bill  
ESC105-64L T Th 7:30-9:30pm  Sci114  D. Bill  

A general introduction to the scientific study of the ocean environment including the physical, chemical, geological and biological properties of the sea. Some field trips may be required. This course is intended for non-science majors. (3 class hours / 2 laboratory hours) **Prerequisite: MAT020 or satisfactory basic skills assessment score / 4 credits.**

### Economics

**Principles of Macroeconomics**
ECO117-63  T Th 6:30-9:30pm  So115  P. Jacobson  

Principles of macroeconomics including current economic problems, national income, employment, prices, monetary and fiscal policy to stabilize the economy, economic growth, and the international economy. **Prerequisite: None / 3 credits.**

**Principles of Microeconomics**
ECO118-63  T Th 6:30-9:30pm  So115  P. Jacobson  

Principles of microeconomics including functioning of competitive and non-competitive markets, price and wage theory, labor and agricultural economics, income distribution, and comparative economic systems. **Prerequisite: None / 3 credits.**

### English

**College Reading and Study Skills**
ENL020-63  M W 6:30-9:30pm  So105  Staff  
ENL020-64  T Th 9am-Noon  So107  H. McClintock  

This course is the second course in a two-course sequence designed to prepare students for the demands of collegiate study. Students read from textbooks, novels, expository works, and media (newspapers, magazines). Students practice the following study skills: reading comprehension monitoring, systematic approaches to textbook study, listening, note taking and preparing for test taking. **Prerequisite: Recommendation by basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.**

**Imagery and Interpretation**
ENL207-64  T Th 9am-Noon  So111  V. McKee  

Students read and discuss representative works by Shakespeare, considering them for their literary value, their relevance to Elizabethan culture, and their expression of our common human experience. **Prerequisite: ENL102 / 3 credits.**

**World Mythologies**
ENL150-63  M W 6:30-9:30pm  Com115  L. Haselton  

Students study myths from the great cultures of the world. Through readings, discussions, research projects and presentations, students explore the universal values conveyed by these stories from different world cultures. Students discover the symbolism in the events and details of these stories, and they understand mythmaking as a primary human activity. **Prerequisite: ENL101 / 3 credits.**

### Credit Courses

**Foundations in Writing**
ENL050-63  M W 9am-Noon  Tech102  G. Albert  
ENL050-64  T Th 6:30-9:30pm  Tech102  P. Lincoln  

This is a one-semester course in which students develop and demonstrate knowledge of fundamental composing processes by composing paragraphs and essays, mastering basic sentence types and construction, and using standard American English grammar, usage and mechanics. Non-native English speakers with limited fluency in reading and writing should enroll in the appropriate level of ESOL (English for Speakers of Other Languages). Letter grade or Pass-Fail. **Prerequisite: Appropriate score on the sentence skills CPT and writing sample. ENL010 or appropriate score in the reading skills CPT / 3 non-degree credits.**

**English Composition I**
ENL101-63  T Th 9am-Noon  Tech102  M. Helfen  
ENL101-65  M W 1-4pm  So114  M. Spadaro  
ENL101-66  M W 6:30-9:30pm  Tech104  J. McDonough  

This course is an introductory college composition course required of all students and prerequisite to all other college-level English courses. It is designed to help students develop and express ideas clearly and effectively using Standard American English through frequent writing and the study of rhetorical patterns of development. Students learn to write MLA style documented essays. **Prerequisite: Appropriate score on Computerized Placement Test or grade of C or better in ENL050 or ESL201 / 3 credits.**

**English Composition II**
ENL102-63  M W 6:30-9:30pm  Com106  C. Jacques  
ENL102-64  T Th 9am-Noon  TechG-02, M. Olendzenski  

A continuation of ENL101, this course is required of all Associate in Arts students and a prerequisite to all 200-level English courses. This course focuses on reading, analyzing, and writing about literature and is designed to help students refine writing skills developed in ENL101. **Prerequisite: ENL101 / 3 credits.**

**Introduction to Children’s Literature**
ENL120-64  T Th 9am-Noon  SoG-8  J. French  

Students will survey works drawn from the rich variety of children’s literature. They will analyze selections from major genres, discuss historical and contemporary issues, and develop practical ways of involving children in literature. **Prerequisite: ENL101 / 3 credits.**
Creative Writing  
ENL209-63  M W  6:30-9:30pm  TechG-02  T. Trainor  
An advanced workshop for students seriously interested in writing for publication. Techniques in short fiction and non-fiction, marketing non-fiction, and the building of a creative imagination will be systematically explored. Prerequisite: ENL102 / 3 credits. May be repeated once for credit, but only 3 credits may be used to satisfy the Language Arts general education requirement.

Entrepreneurship  
Introduction to Entrepreneurship  
ENT108-89  Online  M. Bejtlich  
Provides an overview of the entrepreneurial process of creating businesses, non-profits and other new ventures. Students learn about the roles and attributes of successful entrepreneurs while undergoing a rigorous self-assessment process. Students interview a local entrepreneur, participate in case studies related to new ventures and have the opportunity to learn directly from a variety of speakers invited to class to share their start-up experiences, including ethical dilemmas and other obstacles they will face as entrepreneurs. Prerequisite: None / 3 credits.

Entrepreneurial Cooperative Work Experience  
ENT261-63  Contact M. Bejtlich at 1-508-362-2131 x4519  
Students work side by side with a local entrepreneur who is currently experiencing some of the same challenges that the student expects to face with his or her new venture, based upon an agreed upon learning contract. Students assist the entrepreneur with creating all or part of a business plan as well as participating in growing the business. Students receive no less than 300 hours of practical training on a mutually determined schedule. Students must have taken or be currently enrolled in ENT110. Prerequisite: ENT108 and ENT109 / 3 credits.

Environmental Studies  
Intro to Environmental Science  
ENVI18-63  M W  9am-Noon  Lib Media Rm  C. Etter  
Prerequisite: MAT020 and ENL020 and ENL050 or satisfactory basic skills assessment scores / 4 credits.

Coastal Ecology  
ENVI125-63  T Th  6:30-9:30pm  TBA  D. Parker  
This is an introduction to coastal marine habitats, their species, and their ecological relationships. Students develop an understanding of the diversity of living things along the Cape Cod shoreline. Students shall also examine the wide diversity of habitats and their differences on the Cape. This course includes extensive lab and field work. Prerequisite: None / 3 credits.

Introductory Concepts in GIS  
ENVI160-63  M W  6:30-9:30pm  Tech203  K. Dunckel  
This course is designed for the student who anticipates using GIS as a tool or career as well as the student interested in exploring the application of GIS in other disciplines. Components of the course will include: Geography and Map Reading, Fundamentals of Cartography, Computer Fundamentals (word processing, spreadsheets, database programs and structure), and the Windows Operating System and directory structures. It will also introduce the students to some of the common software programs used in a GIS operating system and will provide an overview of GIS related technologies such as Global Positioning Systems (GPS), Computer Aided Design (CAD), surveying, photogrammetry and satellite imagery. It is recommended that students have a basic understanding of database concepts and a working knowledge of computers. Prerequisite: None / 3 credits.

Photovoltaic Installation  
ENV178-63  Fri., Sat., Sun., 9am-5pm  Sci105  R. Lawrence  
This course introduces students to the fundamentals of photovoltaic (PV) system installation and maintenance procedures. The class will be divided between classroom based lectures/activities and project based activities involving the installation of a residential scale PV system. Students who successfully complete this course will be provided with the option of taking the North American Board of Certified Energy Practitioners’ Entry Level Certificate of Knowledge of PV Systems Examination (for an additional fee); the passing of which will demonstrate that the student “has basic knowledge of photovoltaic systems suitable for a supervised, entry level position with a dealer/installer or other PV industry company.” Prerequisite: ENV173 or WET003 (Introduction to Photovoltaic Energy). NOTE: Offered pending academic approval.

Solar Thermal Installation  
ENV179-63  Fri., Sat., Sun., 9am-5pm  Sci105  R. Lawrence  
This course introduces students to the fundamentals of solar thermal system installation and maintenance procedures. The class will be divided between classroom based lectures/activities and project based activities that will involve the installation of a residential scale solar thermal system. This course is approved by the North American Board of Certified Energy Practitioners and counts towards the training requirements for becoming a certified Solar Thermal System Installer (additional field experience is required to be eligible for certification). Prerequisite: ENV173 or WET 002 (Introduction to Active Solar Thermal) NOTE: Offered pending academic approval.

Environmental Technology Internships  
ENV260  Contact S. Brady at 1-508-362-2131 x4468  
The core content of this course involves a range of hours of monitored field experience that is consistent with the student’s career goals. Students will keep journals and write prescribed “analysis” papers as they progress during the course of the semester. Prerequisite: ENV118 and permission of instructor / 1, 2, 3, or 4 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
Fitness

Standard First Aid & Basic Life Support
FIT130-40 M W, 9am-3:30pm, 8/18 & 8/20, Gym A, N. Sylvester
FIT130-41 T Th 3-9pm, 8/19 & 8/21, Gym A, N. Sylvester
FIT130-63 T Th 9:30-12:30pm, 6/24-7/24, Gym, N. Sylvester

The course will provide participants with a basic knowledge of first aid skills for treatment of illness or injury, as well as instruction in Basic Life Support, for the professional rescuer (CPR). Upon successful completion of the course, students will receive certification in both Standard First Aid and CPR. Prerequisite: None / 1 credit.

Geography

Geography: Culture and Environment
GEO104-63 T Th Noon-3pm SoG-8 F. Spaulding

Interaction between various cultures, technologies, and regions. Economic and social possibilities are viewed by their resident human populations. Prerequisite: None; ENL020 and ENL050 or satisfactory basic skills assessment scores recommended / 3 credits.

German

Conversational German
GER100-63 M W 9am-Noon So108 E. Lex

This basic conversational German course is designed to introduce the non-native speaker of German the four basic skills necessary to developing a working knowledge of German: understanding, speaking, reading, and writing. The emphasis is on speaking and understanding spoken German. Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.

Government

American Government
GOV111-63 M W 6:30-9:30pm So108 R. O'Leary

This course provides an introductory examination of the federal government. Emphasis is placed upon the political system in both principle and practice, the structure of our government, and public safety. Prerequisite: None / 3 credits.

Health Sciences

Pharmacology
HEA200-64 Th 6-10pm, 5/29-8/14, Lec Hall A C. Harris

This course addresses the interaction between substances used as drugs and human body systems. Knowledge of natural sciences, pharmacokinetics, and pharmacodynamics between chemical entities and receptors, and pharmacological concepts of administration, dosage and patient safety are stressed. Emphasis is placed upon mechanisms of action, side effects, and drug interactions. Prerequisite: Acceptance into the Nursing program or DEN121 / 3 credits.

Nutrition

HEA201-89 Online, 5/12-6/13 N. Shearer

Principles of nutrition are discussed in detail and related to many different settings. Topics of discussion include: My Pyramid; nutritional labeling; the (6) nutrients and how each is ingested, digested, metabolized, and transported throughout the human body; nutritional counseling of many different types of patients, such as the cancer patient, geriatric patient, infant, child, and adolescent patient; and food safety. An introductory course for individuals interested in pursuing a Dietetics major. Prerequisite: CHM109 and BIO107 / 3 credits.

History

U.S. History to 1865
HIS103-63 M W 3:30-6:20pm So105 C. Bowers

This introductory survey of United States history from the European invasion of North America through the mid-19th Century period of the Civil War and Reconstruction addresses major social, cultural, political, and economic developments with emphasis on their relation to contemporary United States institutions and trends. Prerequisite: None; ENL020 and ENL050 strongly recommended / 3 credits.

U.S. History since 1865
HIS104-63 T Th 6:30-9:30pm So117 F. Chapin
HIS104-64 T Th 9am-Noon So114 J. Farley

This introductory survey of United States history from Reconstruction to the present addresses major social, cultural, political, and economic developments with emphasis on their relation to contemporary United States institutions and trends. Prerequisite: None; ENL020 and ENL050 strongly recommended / 3 credits.

Chinese Culture
HIS140-89 Online R. Negron

An introduction to the understanding of contemporary Chinese culture which includes the historical, political, economic, military, and social factors in its development. Prerequisite: None / 3 credits.

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

An historical consideration of the conflict in Vietnam from World War II until after 1976. Study is grouped around specific topics such as declarations of independence, the rule of Ngo Dinh Diem, Tet: 1968, and the situation in Laos and Cambodia through 1975. Prerequisite: None / 3 credits.

History of Western Civilization: 1715 to the Present
HIS158-63 M W 9am-Noon So115 C. Everett

The course provides a general overview of major topics of Western Civilization from 1715 to the present that focus on cultural, religious/political, and economic developments with emphasis on their relation to contemporary United States institutions and trends. Prerequisite: ENL020 and ENL050 or satisfactory basic skills assessment scores / 3 credits.

Ancient History
HIS206-89 Online E. Lehr

A survey of the course of ancient Western Civilization from its origins in the Near Eastern river valleys to the collapse of the Roman Empire in the West. Emphasis is placed on land usage, industry, social change, and the development of varying political systems designed to meet such change. Prerequisite: ENL101 / 3 credits.

Special Topics in History: The History of Ireland
Refer to International Studies, page 16.

Humanities

Humanities: Perception through the Arts
HUM102-63 M W 6:30-9:30pm Lec Hall B M. Canaves

This course is an introduction to humanistic studies. It examines works of the human spirit (in music, painting, philosophy, sculpture, architecture, drama, poetry) which have influenced our civilization and who we are as individuals. Prerequisite: ENL101 / 3 credits.
Human Services
Perspectives on Substance Abuse
HUS140-63  T Th 9am-Noon  So114  J. Corso
This course is designed to aid students in the understanding of substance abuse. Its broad perspective shows how drug use affects the body, personality, family and society. Drug regulations and theories of prevention and addiction/treatment are addressed. Community resources are emphasized and an optional service-learning component is offered. Prerequisite: None / 3 credits.

Information Technology
Typing I
GIT101-63  M W 9am-Noon  Tech101  Staff
Students learn to master the computer keyboard, develop speed and accuracy, and prepare basic business documents. Prerequisite: None / 3 credits.

Computer Keyboarding
GIT102-63  M W 1-3pm, 6/23-7/16, Tech101  Staff
Learn to touch-type correctly on a microcomputer. Attention is given to developing accuracy and, as time permits, increasing speed. Hands-on preparation of a letter and a research paper are included. Prerequisite: None; Pass-Fail / 1 credit.

Microcomputer Applications Software
GIT110-63  M W 6:30-9:30pm  Tech102  D. Ziembas
GIT110-64  T Th 9am-Noon  Tech101  E. Miller
GIT110-89  Online  D. Morgan
This course focuses on the use of the microcomputer in various business settings. A lab/lecture environment is used to enable students to learn the Windows operating system and four commonly used software packages selected from applications in word processing, spreadsheets, databases, and presentation graphics. Students are introduced to the software and then progress through various challenging assignments, including integrating applications. Basic concepts in Internet usage, including electronic mail, are an integral part of the course. Prerequisite: GIT102 or equivalent, ENL020, and ENL050 or satisfactory basic skills assessment score / 3 credits.

Interdisciplinary
The College Experience: Applied Bob Marley
COL101-63  T Th 6:30-9:30pm  Tech204  P. Allen
This theme-based seminar is designed to help students develop the skills and confidence necessary to succeed in college, the world of work, and life. In this course, students will examine theories and practices associated with academic success. Areas of study include education and career planning, study skills, effective communication, critical and creative thinking, information literacy, personal management, development of community and awareness of diversity, technology, and leadership. Modeled on the “workshop format” in which students learn by doing, students will be actively engaged in group activities and team projects. Prerequisite: ENL010 or satisfactory basic skills assessment score / 3 credits.

Italian
Conversational Italian
ITL100-63  T Th 9am-Noon  Lib Conf Rm  R. Preziosi
This basic conversational Italian course is designed to introduce to the non-native speaker of Italian the four basic skills necessary to develop a working knowledge of Italian: understanding, speaking, reading, and writing. The emphasis is on speaking and understanding spoken Italian. This course counts toward graduation but does not fulfill a general education distribution requirement. Prerequisite: ENL050 or satisfactory basic skills assessment score / 3 credits.

Marketing
Marketing
MKT100-89  Online  D. Burrill
This course focuses on the basic principles, problems, and practices in marketing. Students learn marketing strategies, design of marketing mixes, and market planning in a changing environment. Prerequisite: ENL020 or satisfactory basic skills assessment / 3 credits.

Mathematics
Fundamental Arithmetic
MAT010-64  T Th 6:30-9:30pm  TBA  A. Hemon-Mooney
A mastery-based course in basic arithmetic operations and techniques designed to provide a thorough coverage of whole number arithmetic, fractions, and decimals. Applications are used extensively to develop problem-solving techniques. The course focuses on basic computational skills, study skills, and background needed to succeed in subsequent courses. Students use the language of arithmetic to understand basic arithmetic vocabulary and to read/write simple quantitative statements. (This course does not satisfy the mathematics general education requirement.) Prerequisite: None. Recommendation by basic skills assessment score. Letter grade or Pass-Fail. 3 non-degree credits.

Prealgebra
MAT020-64  T Th 6:30-9:30pm  So105  L. O’Halloran
A mastery-based introductory course in algebra designed to help prepare students for the study of elementary algebra. Topics include: a review of whole numbers, fractions, decimals, percents, exponents, followed by signed numbers, in introduction to algebra, ratio, proportion and measurement, geometry. An emphasis is placed on “word problems” solutions. Letter grade or pass-fail. (This course does not satisfy the mathematics general education requirement.) Prerequisite: MAT010 or satisfactory basic skills assessment score / 3 non-degree credits.

Elementary Algebra
MAT030-63  M W 6:30-9:30pm  So107  T. Panitz
MAT030-64  T Th 9am-Noon  Sci103  R. Fenn
A mastery-based introductory course in algebra designed to help prepare students for intermediate algebra. Topics include: properties and operations on real numbers, linear equations, ratio and proportion, percents, geometric figures, graphing, linear systems, exponents, polynomials, factoring and the development of word problem analysis and solution. This course uses a mastery-based approach. (This course does not satisfy the mathematics general education requirement.) Prerequisite: MAT020 or satisfactory basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.

Intermediate Algebra
MAT040-63  M W 6:30-9:30pm  NoG-5  Staff
MAT040-64  T Th 9am-Noon  So108  R. Bates
A course in intermediate algebra designed to help prepare students for non-precalculus track mathematics. Topics include: factoring, rational expressions, rational exponents and roots, quadratic functions, variation, conic sections, relations and functions, exponential functions, and the development of word problem analysis and solution. (This course does not satisfy the mathematics general education requirement.) Prerequisite: MAT030 or satisfactory basic skills assessment score. Letter grade or Pass-Fail / 3 non-degree credits.

Register by Friday, June 20, 2008
www.capecod.edu
Algebra for Precalculus
MAT110-63  T Th  6-10pm  Sci103  P. McCormick
This course in intermediate algebra is designed to help prepare students for precalculus courses. Topics include: factoring, rational expressions, rational exponents and roots, quadratic equations and inequalities, variation, conic sections, relations and functions, transcendental functions, sequences and series, and the development of word problem analysis and solution. (This course counts toward graduation but does not fulfill a mathematics general education requirement.) Prerequisite: MAT030 or satisfactory basic skills assessment score / 4 credits.

Survey of Mathematics
MAT140-64  T Th  6:30-9:30pm  Com115  B. Delacy
Designed for liberal arts students. Emphasis is on mathematics as the study of patterns and on mathematical thinking as the making and proving of conjectures. Topics: logic, number sequences, functions and graphs, large numbers and logarithms, geometry, symmetry and regular figures, methods of counting, probability, introductory statistics, finance, and topology. The history, philosophy, and applications of mathematics are interwoven. Prerequisite: MAT040 or MAT110 or satisfactory basic skills assessment scores / 3 credits.

Elementary Statistics
MAT150-89  Online  M. Sullivan
MAT150-63  M W  6:30-9:30pm  So106  J. Sears
MAT150-65  M W  9am-Noon  So117  A. Evans
A non-calculus based introduction to descriptive and inferential statistics. Topics include measures of central tendency and measures of dispersion, correlation and regression, statistical inference, and analysis of variance. Prerequisite: MAT040 or MAT110 and ENL020 or satisfactory basic skills assessment scores / 3 credits.

Precalculus Mathematics I
MAT171-63  T Th  9am-1pm  So115  R. Dengler
A study of certain mathematical topics beyond intermediate algebra necessary for the study of calculus. Topics include non-linear inequalities, functions and graphs, polynomial and rational functions, real zeros of polynomial functions, exponential and logarithmic functions, complex numbers, systems of equations, sequences and series (4 class hours.) Prerequisite: MAT110 or satisfactory basic skills assessment scores / 4 credits.

Precalculus Mathematics II
MAT190-63  T Th  9am-1pm  Sci104  Staff
A thorough development of systems of equations and trigonometric functions and their applications along with an introduction to analytic geometry (with an emphasis on the conic sections), sequences, series, and mathematical induction. The course builds on the concept of function developed in MAT171 and extends coverage to the theory and applications of trigonometry and topics in analytic geometry, Gibbs Notation vector algebra, and polar coordinate systems. Prerequisite: MAT171 / 4 credits.

Calculus I
MAT240-63  M T Th  9-11:40am  So116  J. Swan
Introduction to calculus, the concepts of limit and continuity, the derivative, the integral, major theorems and applications. Prerequisite: MAT190 / 4 credits.

Calculus II
MAT250-83  T Th  9am-1pm  Tech103  M. Moynihan
Continuation of MAT240 Calculus I. Topics include calculus of exponential, logarithmic, and trigonometric functions; techniques of integration, moments and centroids; indeterminate forms and improper integrals, Taylor's formula, and infinite series. Prerequisite: MAT240 or MAT165 / 4 credits.

Music
Applied Music
MUS120-63  Contact E. Kelly at 1-508-362-2131 x4651
Study of music techniques appropriate to the level of the student. Study of technical and solo materials from representative literature for the instrument or voice. Instruction available in voice, piano, flute, trumpet, French horn, trombone, tuba, guitar, violin, viola, percussion, organ, harpsichord, and recorder. Prerequisite: Interview. 15 one-half hour tutorial lessons / 1 credit. May be repeated; 6 credit maximum. There will be an Applied Music charge.

Advanced Applied Music
MUS121-63  Contact E. Kelly at 1-508-362-2131 x4651
An intensive course for students wishing to transfer to a music major program in a four-year institution. Study of technical and solo materials from major conservatory methods and from representative literature for the instrument. Instruction available in voice, piano, flute, trumpet, French horn, trombone, guitar, violin, viola, percussion, organ, harpsichord, and recorder. Prerequisite: Interview and Audition. 15 one-hour tutorial lessons / 2 credits. May be repeated; 6 credit maximum. There will be an Applied Music charge.

Nursing
Pharmacology Calculations
NUR100-63  T  4-6pm, 5/20-7/8  Lec Hall B  B. Colocino
This course examines the methods of dosage calculation required for safe administration of medications to children and adults. Interpretation of medical orders and systems of measurements are included. Introduces dimensional analysis to convert and calculate dosages of oral, parenteral, and intravenous medications. Prerequisite: MAT030 or satisfactory basic skills assessment score / 1 credit.

LPN in Transition
NUR132-63  T Th  9am-2pm, 5/19-6/13  No116  B. Murphy
This course prepares the student for advanced placement in NUR201 of the Nursing program by introducing concepts of professional nursing practice and building upon basic concepts of human development/behavior and scientific principles applied to the care of the childbearing family/children/adults with common health problems. The cycle from infancy to older adulthood is integrated including emphasis on developmental stressors, the family, and community. Correlated campus lab experiences with faculty guidance are required. (10 class hours / 12 clinical hours) Prerequisite: Current licensure as a Licensed Practical Nurse; current CPR certification; satisfactory basic skills assessment scores; ENL101, PSY101, PSY233, BIO107, BIO108, NUR100, and COM103 or ENL102; admission to the College and to the Nursing program / 8 credits.

Physics
Physics I
PHY101-63  M W  9am-Noon  Sci114  J. Alberghini
PHY101-22L M W  Noon-2pm  Sci114  J. Alberghini
First semester of a two-semester introduction to college physics without calculus. This course covers mechanics (kinematics, dynamics and statics), relativity and some heat. The course is appropriate for any student interested in science and particularly appropriate for health sciences and pre-professional students. (3 class hours / 2 laboratory hours) Prerequisite: MAT040 or satisfactory basic skills assessment score / 4 credits.

Physics II
PHY102-63  M W  9am-Noon  Sci116  J. Alberghini
PHY102-22L M W  Noon-2pm  Sci114  J. Alberghini
Second semester of two-semester introduction to college physics without calculus. This course covers mechanics (kinematics, dynamics and statics), relativity and some heat. The course is appropriate for any student interested in science and particularly appropriate for health sciences and pre-professional students. (3 class hours / 2 laboratory hours) Prerequisite: MAT040 or satisfactory basic skills assessment score / 4 credits.

To register, call 1-508-375-4012
### Credit Courses

#### Portuguese

**Conversational Brazilian Portuguese**  
PRT100-63 M W 6:30-9:30pm Lib Conf Rm M. Thompson  
This basic conversational Brazilian course is designed to introduce the non-native speaker of Portuguese the four basic skills necessary to develop a working knowledge of Portuguese: understanding, speaking, reading, and writing. **Prerequisite:** ENL050 or satisfactory basic skills assessment score / 3 credits.

#### Psychology

**General Psychology**  
PSY101-89 Online R. Cahoon  
This course provides an introduction to the major concepts and principles underlying human behavior and mental processes. Topics include personality theory, development, learning and thought, brain and nervous system, sensation and perception, motivation and emotion, stress and physical health, abnormal psychology, psychotherapy, and social psychology. **Prerequisite:** None; ENL020 and ENL050 or satisfactory basic skills assessment scores strongly recommended / 3 credits.

**Abnormal Psychology**  
PSY207-63 M W 6:30-9:30pm So115 Staff  
This course includes the study of the major psychiatric disorders such as depression, anxiety and schizophrenia. Analysis is made of the probable causes of these disorders with emphasis on the strengths and limitations of the commonly used therapies. Consideration is given to positive, constructive, alternative responses to the basic problems of living. **Prerequisite:** PSY101 / 3 credits.

**Human Sexuality**  
PSY212-89 Online Staff  
This course explores the physiological, psychological, and sociological aspects of human sexuality. Sexuality is considered a vital part of the total human organism. Issues of psycho-sexual development, sexual psychology, sexual attitudes, gender identity, love and sex, sex and the law, sexual lifestyles, and sexual dysfunction, among others, are discussed in an open, frank manner. Audio/visual material, internet websites, and discussion forums augment the textbook and lecture content. **Prerequisite:** PSY101 / 3 credits.

**Developmental Psychology: The Life Span**  
PSY233-63 M W 6:30-9:30pm SoG-8 C. Schulenburg  
The course provides a survey of the physical, cognitive, sexual, social and moral issues relevant to human development across the life span. **Prerequisite:** PSY101 / 3 credits.

#### Sociology

**Principles of Sociology**  
SOC106-63 T Th 6-9pm Tech103 J. Oni  
SOC106-64 T Th Noon-3pm So114 J. Oni  
The course provides an overview of the nature and range of social problems, the global and societal conditions which give rise to them, and the methods by which societies attempt to cope with them. **Prerequisite:** SOC106 / 3 credits.

**Race, Gender and Class in the U.S.**  
SOC208-89 Online K. Straight  
This course examines the intertwining constructs of race, class, and gender, and their effects on the social and economic experiences of groups or persons. Through a focus on racial formation in U.S. history, students examine dominant white ethnic identity and the histories of diverse ethnic groups. Students analyze how race, class, and gender shape individuals’ personal identities and access to institutional settings. Ideologies and achievements of diverse ethnic groups will be compared. **Prerequisite:** SOC106 / 3 credits.

#### Spanish

**Conversational Spanish**  
SPN100-64 T Th 9-Noon So105 D. Duffy  
This basic conversational Spanish course is designed to introduce the non-native speaker of Spanish the four basic skills necessary to developing a working knowledge of Spanish: understanding, speaking, reading, and writing. The emphasis is on speaking and understanding spoken Spanish. **Prerequisite:** ENL050 or satisfactory basic skills assessment score / 3 credits.

**Travel & Study in Mexico**  
Refer to International Studies, page 16.

#### Theater

**Acting I**  
THR103-63 M W 6:30-9:30pm Art Main Theater E. Rapoza  
This course seeks to broaden the student-actor’s abilities in movement, control, poise, and understanding, and to expand his/her expressiveness, body awareness, and sensitivity to the senses and emotions. Students will learn to build their confidence when performing before an audience. **Prerequisite:** None / 3 credits.

**Acting on Camera**  
THR207-63 T Th 9am-Noon Art TV Studio J. Pettibone  
This course is intended for the intermediate actor to learn the specific acting and career management skills required to pursue professional work in film and television. Students will develop refined audition techniques for soap operas and all forms of television commercials. Students will learn about the business concepts and self-marketing skills used by performers in film and television, focusing on how actors fit into this market place and how to enhance their own unique talents as saleable qualities. **Prerequisite:** THR103 / 3 credits.

#### Race, Gender and Class in the U.S.

**Social Problems**  
SOC215-89 Online K. Straight  
A survey of the nature and range of social problems, the global and societal conditions which give rise to them, and the methods by which societies attempt to cope with them. **Prerequisite:** SOC106 / 3 credits.

Register by Friday, June 20, 2008  
www.capecod.edu
Interested in Changing Your Direction?

Join Us for an Evening Information Session
March 27, April 24, May 22, June 26, July 24, August 7, August 21

For reservations, please call the Advising & Counseling Center at 1-508-362-2131 x4318.
email: advisingcenter@capecod.edu

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

The Provincetown Art Association and Museum School at PAAM is a collaborative educational effort that offers off-season, full-semester, college-level instruction in the visual arts. 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.

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


applied

BOB MARLEY

The College Experience

In this course, you will develop the skills and confidence necessary to succeed in college, the world of work, and life. You will learn to:
- Practice learning strategies to maximize your potential
- Explore college, personal and career goals
- Develop critical and creative thinking skills
- Use library and information resources more effectively
- Utilize technology and online resources with confidence

You will develop all these skills through readings, writings and discussions around the life of Bob Marley. Frequent group activities, team projects, and the use of technology will keep you actively engaged throughout the course.

The College Experience: Applied Bob Marley
COL101-63 T Th 6:30-9:30pm Tech204 P. Allen
Class meets June 24 - August 7
Explore how Bob Marley’s message fits your life plan.

This course may be used as a general education elective and will earn three academic credits. Also, this course is widely transferable to many colleges. Check with the Registrar at your home institution.

For more information, contact Carol Dubay, Director of Coaches & Mentors at 1-508-362-2131 x4353 or cdubay@capecod.edu
Monday and Wednesday Class Schedule

**Financial Accounting**
ACC201-63  M W  6:30-9:30pm  Tech204

**Managerial Accounting**
ACC202-63  M W  6:30-9:30pm  So114

**Painting I**
ART103-64  M W  9am-Noon  ArtsStuA

**Graphic Design I**
ART207-63  M W  6-9:30pm  Tech103

**Digital Imaging I**
ART214-63  M W  6:30-10pm  Tech101

**Advanced Projects in the Visual Arts-Children's Book Illustration**
ART250-63  M W  9am-Noon  ArtsStuB

**Fundamentals of Astronomy**
AST101-63  M W  4:30-7:30pm  Sci114
AST101-63  M W  7:30-9:30pm  Sci114

**Concepts in Biology I**
BIO101-63  M W  9am-Noon  SciG-3
BIO101-63L  M W  Noon-2pm  SciG-3

**Survey of Human Anatomy & Physiology**
BIO105-69  Online
BIO105-69L  M W  5-7pm  SciG-3

**Human Anatomy & Physiology II**
BIO108-63  M W  5-8pm  LecA
BIO108-63L  M W  8-10pm  SciG-7

**Microbiology**
BIO201-63  M W  10am-1pm  LecA
BIO201-63L  M W  8-10am  Sci107
BIO201-64L  M W  1-3pm  Sci107
BIO201-67  M W  5-8pm  LecC
BIO201-67L  M W  8-10pm  Sci107

**Supervision**
BUS103-63  M W  5:50-8:30pm  So116

**Chemistry for the Health Sciences I**
CHM109-63  M W  9am-Noon  LecC
CHM109-63L  M W  Noon-2pm  So220
CHM109-64L  M W  2-4pm  So220

**Tri-level Nursing Assistant/HHA**
CNA117-65  MTWThF  8:30-2:30pm, 5/19-6/30,  Com106

**Computer Programming I: Java**
CSC110-63  M W  9am-Noon  Tech 203

**College Reading and Study Skills**
ENL020-63  M W  6:30-9:30pm  So105

**Foundations in Writing**
ENL050-63  M W  9am-Noon  Tech102

**English Composition I**
ENL101-65  M W  1-4pm  So114
ENL101-66  M W  6:30-9:30pm  Tech104

**English Composition II**
ENL102-63  M W  6:30-9:30pm  Com106

**World Mythologies**
ENL150-63  M W  6:30-9:30pm  Com115

**Creative Writing**
ENL209-63  M W  6:30-9:30pm  TechG-02

**Introductory Concepts In GIS**
ENV160-63  M W  6:30-9:30pm  Tech203

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**Conversational German**
GER100-63  M W  9am-Noon  So108

**Typing I**
GIT101-63  M W  9am-Noon  Tech101

**Computer Keyboarding**
GIT102-63  M W  1-3pm, 6/23-7/1  Tech101

**Microcomputer Applications Software**
GIT110-63  M W  6:30-9:30pm  Tech102

**American Government**
GOV111-63  M W  6:30-9:30pm  So108

**U.S. History to 1865**
HIS103-63  M W  3:30-6:20pm  So105

**History of Western Civilization: 1715 to Present**
HIS158-63  M W  9am-Noon  So115

**Humanities: Perception through the Arts**
HUM102-63  M W  6:30-9:30pm  LecB

**Elementary Algebra**
MAT030-63  M W  6:30-9:30pm  So107

**Intermediate Algebra**
MAT104-63  M W  6:30-9:30pm  NoG-5

**Elementary Statistics**
MAT150-63  M W  6:30-9:30pm  So106
MAT150-65  M W  9am-Noon  So117

**Calculus I**
MAT240-63  M T Th  9-11:40am  So116

**Physics I**
PHY101-63  M W  9am-Noon  Sci114
PHY101-22  M W  Noon-2pm  Sci114

**Conversational Brazilian Portuguese**
PRT100-63  M W  6:30-9:30pm  LibConf Rm

**General Psychology**
PSY101-63  M W  9am-Noon  So114

**Abnormal Psychology**
PSY207-63  M W  6:30-9:30pm  So115

**Developmental Psychology: The Life Span**
PSY233-63  M W  6:30-9:30pm  SoG-8

**Acting I**
THR103-63  M W  6:30-9:30pm  ArtMainTh

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

The ADVANTAGE Program is a TRIO federally-funded Student Support Service Program which provides academic services to qualified participants. Services include personalized 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!

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International Studies
Faculty Studies
Study Tours Summer 2008

**Travel & Study in a Spanish Speaking Country: Mexico**
SPN126-40  3 credits
Instructor: Christine Esperson
Dates: Early-June 2008
*Estimated cost: TBD

**Seeing Scotland: Drawing & Writing**
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.
Instructor: Christine Esperson
Dates: June 16 - 30, 2008
*Estimated cost: $3,000 plus tuition and airfare

**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.
Instructor: Christine Esperson
Dates: July 8 - 17, 2008
*Estimated cost: $1,500 plus tuition and airfare
| **Accounting I w/Computer Applications** | ACC111-63 T Th 9am-Noon | Tech104 |
| **Accounting II w/Computer Applications** | ACC112-63 T Th 6:30-9:30pm | Tech101 |
| **Drawing I** | ART100-64 T Th 9am-12:30pm | ArtStudioB |
| **Sculpture I** | ART106-63 T Th 1:40pm | ArtStudioA |
| **American Sign Language I** | ASL101-63 T Th 6:30-9:30pm | Com106 |
| **Human Anatomy & Physiology I** | BIO107-63 T Th 11am-2pm | LecHallC |
| **Human Anatomy & Physiology II** | BIO108-63 MW 5-8pm | LecHallA |
| **Medical Terminology** | BIT103-63 T Th 8-11am | So106 |
| **Business Law I** | BUS120-63 T Th 6:30-9:30pm | So111 |
| **Chemistry I** | CHM101-63 T Th 8:15-11:30am | LecB |
| **Certified Nurse Aide - Tri-level Nursing** | CNA117-65 MTWThF 8:30am-2:30pm, | |
| **The College Experience/ Applied Bob Marley** | COL101-63 T Th 6:30-9:30pm | Tech204 |
| **Voice and Diction** | COM100-63 T Th 9am-Noon | TBA |
| **Oral Communication** | COM103-63 T Th 9am-Noon | So117 |
| **Radio Broadcasting** | COM113-63 T Th 9am-Noon | WKKL |
| **Introduction to Film** | COM220-63 T Th 5:30-9:20pm | LecHallB |
| **Computer Aided Drafting I** | CON130-63 T Th 6:30-9:30pm | Tech202 |
| **Criminal Evidence** | CRJ130-63 T Th 3:30-6:20pm | So116 |
| **Dance for the Actor-Singer** | DAN100-63 T Th 6:30-9:30pm | ArtMainTh |
| **Child Growth and Development** | ECE110-63 T Th 6:30-9:30pm | NoG-5 |
| **Principles of Microeconomics** | ECO118-63 T Th 6:30-9:30pm | So115 |
| **College Reading and Study Skills** | ENL020-64 T Th 9am-Noon | So107 |
| **Foundations in Writing** | ENL050-64 T Th 6:30-9:30pm | Tech102 |
| **English Composition I** | ENL101-63 T Th 9am-Noon | Tech102 |
| **English Composition II** | ENL102-64 T Th 9am-Noon | TechG-02 |
| **Introduction to Children's Literature** | ENL120-64 T Th 9am-Noon | SoG-8 |
| **Shakespeare** | ENL207-64 T Th 9am-Noon | So111 |
| **Intro to Environmental Science** | ENV118-63 T Th 9am-Noon | LibMedia |
| **Coastal Ecology** | ENV118-63 T Th 12:30-2:30pm | Sci107 |
| **Perspectives on Substance Abuse** | HUS140-63 T Th 9am-Noon | So114 |
| **Conversation Italian** | ITL100-63 T Th 9am-Noon | LIBConfRm |
| **Fundamental Arithmetic** | MAT010-64 T Th 6:30-9:30pm | TBA |
| **Elementary Algebra** | MAT030-64 T Th 9am-Noon | Sci103 |
| **Intermediate Algebra** | MAT040-64 T Th 9am-Noon | Sci108 |
| **Algebra for Precalculus** | MAT110-63 T Th 6-10pm | Sci103 |
| **Survey of Mathematics** | MAT140-64 T Th 6:30-9:30pm | Com115 |
| **Precalculus Mathematics I** | MAT171-63 T Th 9am-1pm | So115 |
| **Precalculus Mathematics II** | MAT190-63 T Th 9am-1pm | Sci104 |
| **Calculus I** | MAT240-63 MTTh 9-11:40am | LecHallB |
| **Calculus II** | MAT250-63 T Th 9am-1pm | Tech103 |
| **Pharmacology Calculations** | NUR100-63 T Th 9am-1pm | LecA |
| **Pharmacology** | NUR132-64 T Th 9am-2pm, 5/19-6/13, | |
| **LPN in Transition** | NUR132-64 T Th 9am-2pm, 5/19-6/13, | |
| **General Psychology** | PSY101-64 T Th 6:30-9:30pm | LibMedia |
| **Child Psychology** | PSY201-63 T Th 6:30-9:30pm | So114 |
| **Principles of Sociology** | SOC106-63 T Th 6-9pm | Tech103 |
| **Conversational Spanish** | SPN100-64 T Th 9am-Noon | So114 |
| **Acting on Camera** | THR207-63 T Th 9am-Noon | ArtsTV |

**Tuesday and Thursday Class Schedule**

**The Academy for Lifelong Learning of Cape Cod**

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 Book • 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 x4400.

The Academy for
Lifelong Learning of Cape Cod, Inc.
Grossman Commons Building, RM106

Register by Friday, June 20, 2008
ONLINE COURSES

The Office of Online and Teaching Technologies (OLT) 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 Office of Online and Teaching Technologies (OLT) 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. Students should contact the OLT 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
BIO105-89 Lab M W, 5-7pm
L. Farley-Larocca

Medical Terminology
BIT103-89 J. Haagsma

Introduction to Business
BUS100-89 G. Knell

Human Resource Management
BUS107-89 M. Bejtlich

Business Law I
BUS120-89 N. Dempsey

Business Finance
BUS210-89 J. Sweet

Management
BUS214-89 M. Bejtlich

Survey of Mass Communication
COM105-89 L. Zinsius

English Composition I
ENL101-89 W. Berry

English Composition II
ENL102-89 W. Berry

Microcomputer Applications Software
GIT110-89 Staff

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

Introduction to Entrepreneurship
ENT108-99 M. Bejtlich

General Psychology
PSY101-89 R. Cahoon

Child Psychology
PSY201-20 S. Marini

Abnormal Psychology
PSY207-20 D. Burlin

Human Sexuality
PSY212-89 Staff

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

Principles of Sociology
SOC106-90 C. Niven-Blowers

Race, Class & Gender in the U.S.
SOC208-89 K. Straight

Social Problems
SOC215-89 M. Cordill

Principles of Macroeconomics
ECO117-89 V. Gautam

Ancient History
HIS206-89 E. Lehr

Marketing
MKT100-89 D. Burrill

Please Note: 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 v.5.5 or higher. Refer to the College’s web site for course descriptions as some courses require prerequisites. Students with disabilities who believe they need accommodations in e-courses must contact the O’Neill Center for Disability Services in South 222 as soon as possible, or call 1-508-362-2131 x4337.

To register, call 1-508-375-4040

HONORS PROGRAM

Become a Commonwealth Honors Program Scholar at Cape Cod Community College

CCCC 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.

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, x4658.
The Cape Cod Center for Graduate Education is a non-profit organization established in 1992 to research and develop graduate level educational opportunities for Cape Cod residents. Since its inception, the Center has brought several successful Masters programs to the Cape.

Cape Cod Community College is a designated site for the administration of the Graduate Record Examination. GRE Bulletin/Registration packets (subject tests only) are available in the Assessment Center, the Advising and Counseling Center in the Grossman Commons Building, and in the Registration Office in the Nickerson Administration Building or at www.gre.org.

GRE Subject Test Dates:
October 18
November 8

For testing information, contact the Assessment Center at 1-508-362-2131 x4543.

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 Human Development - Lesley University
Contact: Ms. Stephanie Corriere, 1-617-349-8473 or Raquel Rodriguez, 1-508-415-1261

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
Curriculum & online education contact: 1-617-287-7532

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

Masters Programs

MBA - Business - UMASS/Dartmouth
Contact: Ms. Barbara Brown, 1-508-678-3636 or Garry J. Clayton, 1-508-362-2131 x4504

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: Stephannie Corriere, 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 or Quiana Scott-Ferguson, 1-617-353-2115

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

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
Computer Training
Textbooks provided for all computer classes.

Intro to the Internet $129
WIT065-64 Sat., 7/26, 9:00am-4:00pm
Curious about all the media hype about the Internet? Surf the Information Highway in this introductory course that covers the basics of telecommunications hardware, software, and protocols. Internet access on Cape Cod and various Internet services are discussed.

Microsoft Word 2007 - Intro. $129
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 XP - Intro. $129
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 - Intro. $129
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.

Microsoft Access 2007 - Interm. $129
WIT031-65 Wed., 7/12, 9:00am-4:00pm
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 - Intro. $129
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. Keyboarding competency required.

Microsoft Excel 2007 - Interm. $129
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: Experience with commands taught in Introduction to Excel.

QuickBooks Pro 2006 $129
WIT007-65 Wed., 8/6 & 8/13, 6:00-9:00pm
This course is designed for the small to midsize office manager who enjoys keeping track of company finances. You learn to enter and process data, create estimates and generate reports. Some basic accounting knowledge is helpful.

Safety & Health
Local Anesthesia Certification $999
WHD002-64 Online Lecture
WHD002-64L Lab: Fri., Sat., & Sun., 5/16, 5/17 & 5/18, 8:00am-5:00pm
WHD002-65 Online Lecture
WHD002-65L Lab: Fri., Sat., & Sun., 8/15, 8/16 & 8/17, 8:00am-5:00pm
This course is intended to provide a comprehensive study of local dental anesthetics in the Dental Hygiene profession. Utilizing lecture, lab/clinic components, and an on-line portion, the student will learn to safely administer topical and local dental anesthetics. This course covers MA Rules and Regulations 234 CMR 3.09-3.14, and its requirement in the administration of local dental anesthetics. Students are to register for the course a minimum of 7 weeks prior to the clinic portion of the certification, as the online portion takes a minimum of 6 weeks to complete and must be completed prior to the clinic portion.

Dental Continuing Education
WHD005-63 Please contact WERC for information at 1-508-362-2131 x4435.

ServSafe® $155
WGB040-66 Wed., 5/7 & 5/14, Noon-4pm
WGB040-67 Wed., 6/4 & 6/11, Noon-4pm
The new Massachusetts state sanitary code (105CMR) requires all food professionals to certify a minimum of two people in their food establishments to satisfy these regulations. The regulations state that "the permit holder...shall demonstrate to the regulatory authority knowledge of food-borne disease prevention...through passing a test that is part of an accredited program."

Adobe Photoshop CS3 $129
WIT006-64 Thurs., 5/8, 9am-4pm
WIT006-65 Tues., 7/8, 9am-4pm
Students will learn all about the tools and palettes in Adobe Photoshop CS3 and use the tools at their computer work stations to create imagery.

Desktop Pub. - InDesign CS3 $129
WIT053-64 Wed., 5/7 & 5/14, 6-9pm
WIT053-65 Wed., 8/20, 9am-4pm
Learn to use Adobe InDesign CS3 to design professional looking documents and print layouts. Students learn how to create a new document, add text and graphics, use master pages, add columns, thread frames, create and apply styles, use layers, and prepare a file for print. Students taking this course should be familiar with Microsoft Windows 2000 or XP and should have basic-level word processing skills.

Desktop Pub. - InDesign II CS3 $129
WIT054-64 Wed., 5/21 & 5/28, 6-9pm
WIT054-65 Wed., 8/27, 9am-4pm
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.
The Essentials of Project Management

This is a hands-on program that is aligned with the Project Management Institute’s (PMI) Guide to the Project Management Body of Knowledge (PMBOK® Guide). It is designed to help you understand and organize all the process groups, knowledge areas and processes of project management practice necessary to initiate, plan, execute, control and close projects successfully and with client satisfaction. The course utilizes a case study which is threaded throughout the presentation, and includes activities designed to acquaint and reinforce the course attendees with the principles of strong project management skills, which enable participants to apply the lessons learned from the course to the projects they are currently working on.

Project Management
WPG029-63  M T W Th F  8:00am-5:00pm  8/4-8/8  $1995

Project Management Professional® Certification
If you are interested in obtaining your PMP certification, the Essentials of Project Management course can help you achieve that goal. The program includes a Project Management Professional® (PMP) Prep component to prepare you for the PMP certification examination.

Who should attend?
Program managers, project managers, and project leaders with experience managing project teams and a knowledge of the PMBOK. Individuals interested in obtaining their PMP certification should also attend.

For more information, visit www.capecod.edu/web/werc/courses

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

The Cotton Center

The Cotton Center is dedicated to the continuing education of real estate professionals by offering a variety of courses and workshops.

For more information about Real Estate Appraisal requirements, please contact MA Board of Real Estate Appraisers www.mbreg.org or call 1-781-329-1996.
For more information about Real Estate Sales requirements, visit www.mass.gov keyword search "real estate."

Real Estate Broker Pre-license
WRE0037-63  Tues., Wed., Thurs., Fri., 9:00am-5:00pm, 6/3-6/6  $349
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.
How do online courses work?
All ed2go online courses run for 6 weeks. Two lessons are released each week. Interactive quizzes, assignments, and online discussion areas supplement the lessons.

Instructor-Facilitated Courses
Each of the ed2go online courses is supported and facilitated by an instructor unless otherwise indicated. Students are able to interact freely with one another and the instructor by posting and answering questions in the discussion area. All courses require Internet access, e-mail, and a Netscape or Internet Explorer Web browser.

Register for ed2go online courses at www.ed2go.com/capecod

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Price</th>
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<tbody>
<tr>
<td>A to Z Grant Writing</td>
<td>$89</td>
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<tr>
<td>Writing Effective Grant Proposals</td>
<td>$89</td>
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<tr>
<td>Intro to Nonprofit Management</td>
<td>$89</td>
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<tr>
<td>Marketing Your Nonprofit</td>
<td>$89</td>
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<tr>
<td>Start Your Own Consulting Practice</td>
<td>$89</td>
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<tr>
<td>QuickBooks for Contractors</td>
<td>$89</td>
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<tr>
<td>Successful Construction Business Mgmt</td>
<td>$89</td>
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<tr>
<td>Debt Elimination-Techniques that Work</td>
<td>$89</td>
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<tr>
<td>Learn to Buy and Sell on eBay</td>
<td>$89</td>
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<tr>
<td>Continuous Education for Health Care Professionals</td>
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<tr>
<td>Certificate: Complementary and Alternative Medicine</td>
<td>$89</td>
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<tr>
<td>Certificate: Legal &amp; Ethical Issues in Nursing</td>
<td>$89</td>
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</tbody>
</table>

Continuing Education for Health Care Professionals
These health care online workshops are accredited by ALLEGRA Learning Solutions and can be applied toward relicensure in Massachusetts.
ALLEGRA Learning Solutions is accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center’s Commission on Accreditation.

Register for ed2go online courses at www.ed2go.com/capecod
A.C.C.C.E.S.S.
Adult Collaborative of Cape Cod for Education and Support Services at the Hyannis Center

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 and Islands Workforce Investment Board.

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).

CLEP registration bulletins are available at the Registration Office, Advising Center, and the Assessment Center. Each exam costs $65 plus an additional $15 administrative fee. 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 4:00pm on or before the registration deadline date.

<table>
<thead>
<tr>
<th>Exam Dates</th>
<th>Register by</th>
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<tbody>
<tr>
<td>May 31</td>
<td>May 16</td>
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<tr>
<td>June 28</td>
<td>June 13</td>
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<tr>
<td>July 26</td>
<td>July 11</td>
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<tr>
<td>August 23</td>
<td>August 8</td>
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</tbody>
</table>

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 1:00pm 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.

GED Exam Dates
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.

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.

O’Neill Center for Disability Services
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

**Summer 2008 Hours • May-August**
Tuesday • Wednesday • Thursday
9:00am-3:00pm

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

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**Zammer Hospitality Institute**

Cape Cod Community College is proud to be the home of the 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 email to pdaley@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

Board of Trustees
Robert F. Mills, Chair, Hyannis
Cynthia Solarz, Vice Chair, Roslindale
Christopher Oddleifson, Secretary, Rockland
Angela M. Angelini, West Yarmouth
Lissette Blondet-Serfaty, Yarmouth Port
Ralph F. Cahoon III, Barnstable (elected alumnus)
Andrew Gottlieb, Newton
Stephen Haugh, South Yarmouth (student)
Wendy K. Northcross, West Barnstable (appointed alumna)
Sheila Vanderhoef, Barnstable
George D. Zografos, East Sandwich

Executive Officers
Kathleen Schatzberg, President
Dixie K. Norris, Vice President of Administration and Finance
Philip Sisson, Vice President of Academic and Student Affairs

Administrative Staff
Susan Miller, Academic Dean of Business, Health, Social Sciences and Human Services
Roseanna Pena-Warfield, Dean of Enrollment Management and Student Development
Lore Lofffield De Bower, Interim Dean of Arts and Sciences
Chet Yacek, Dean of Human Resources and Administration
David Ziemba, Interim Dean of Learning Support Services and Advanced Studies

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
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

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
Facilities Use Office
Health Promotion and Resource Center
Information Skills Classroom
Institutional Research
Instructional Media Services
Instructional Technology Center
Listening & Viewing Rooms
Media Room
Online Teaching and Technologies
Resource Development

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

5 North / South Connector

6 North Hall
Dean of Business, Health, Human Services & Social Sciences
Health Sciences, Faculty Offices
Language & Literature, Faculty Offices
Nursing Labs

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

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

11 Makkay 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
General Information

Absence Due to Religious Beliefs - Refer to Attendance or 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 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.caahp.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) is a completion of an admissions application and submission of an official high school transcript or GED diploma. Individuals without a high school credential should 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 interested 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 or schedule a campus visit, go to www.capecod.edu. Questions? Call 1-508-362-2131 x4311.

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 activities required by law, including Title VI Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and regulations promulgated thereunder; 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX), and Part 104 (Section 504); and the Americans with Disabilities Act 1990. All inquiries concerning application of the above should be forwarded to the College’s Office of Affirmative Action.

All questions, concerns, complaints or requests for auxiliary aids and services regarding the Americans with Disabilities Act should be forwarded to Chet Yacoik, 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, study, 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(s) or work requirement(s), 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 provisions 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.bksstr.com. Enter your course and section number to get 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 maximum enrollment 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 at the Registrar’s Office; failure to attend class 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 30 of this brochure for refund information.

Criminal Offender Record Information and Sex Offender Registry Information Checks - Students participating in an 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 Checks (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 access to SORI 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/sor.

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

Developmental Course - A basic skill development course, generally numbered below 100 in the 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 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.
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 Candidate for Graduation form by the last semester (by March 1 for May, July 1 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 ensure completion of all degree requirements. Avoid disappointment and check requirements carefully at the beginning of your last semester.
3. 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 as posted at the Wilkins Library.

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.

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 26) 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".

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 x4843.

Sex Offender Registry - Refer to Criminal Offender Record Information, page 28.

Sexual Harassment - Sexual harassment of a student, 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 Wilkins 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 outdoors. Smoking will be permitted outdoors anywhere beyond 25 feet of a building entrance. Both smoking and congregating 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 requiring 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 or Foster Children
- Stanley 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 Information

Summer Session 2008
June 23 - August 7

Charges per credit hour for Massachusetts residents

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$ 24.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$107.50</td>
</tr>
</tbody>
</table>

Example:
One 1-credit course............ $ 131.50
One 2-credit course............ $ 263.00
One 3-credit course............ $ 394.50
One 4-credit course............ $ 526.00
Two 3-credit courses.......... $ 789.00

Charges per credit hour for non-Massachusetts residents

<table>
<thead>
<tr>
<th>Tuition</th>
<th>$ 230.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$107.50</td>
</tr>
</tbody>
</table>

Example:
One 1-credit course............ $ 337.50
One 2-credit course............ $ 675.00
One 3-credit course............ $1,012.50
One 4-credit course............ $1,350.00
Two 3-credit courses.......... $2,025.00

Tuition and fees are subject to change by vote of the Board of Trustees and/or the Board of Higher Education. Because this document must be prepared months in advance of the semester, please check the College's web site www.capecod.edu for current information on tuition and fees. Some courses and programs have special fees.

Tuition and fees must be paid in full when registering. Please pay in full by cash, check, money order, (payable to "Cape Cod Community College") MasterCard, Visa, Discover, or American Express.

Students who fail to pay tuition and all fees in full by the due date will be subject to cancellation of their class schedule. Past due accounts referred to collection agencies are charged legal fees, plus collection company fees and other costs. Collection costs can be as high as 40% of the past due balance.

Because of the self-supporting nature of Continuing Education, the College reserves the right to cancel any courses, to restrict the registration in a course, to reschedule a course, to section a course, to provide additional instructors for any course which is deemed overcrowded, and to change instructors when necessary.

Refunds

Refunds will be issued as follows:
1) A student who withdraws before the first scheduled class is entitled to full refund, less $35 non-refundable deposit.
2) A full refund is made if a course is cancelled.
3) To withdraw from a course after the first scheduled class, follow the Withdrawal Policy as outlined in the Student Handbook.

Refer to the Calendar on page 2 for the refund dates.

NOTE:
1) The above policy does not pertain to courses that meet for fewer than five sessions.
2) The refund policy for non-credit courses and some credit courses vary.